What to Recycle...

PAPER
Computer Paper
Copier Paper
Letterhead
Post-its
Magazines / Catalogs
Paperback Books
Phone Books
Manila Envelopes / Folders
Newspaper
Paperboard (cereal boxes, etc.)

CANS & BOTTLES:
Glass Bottles & Jars
Steel & Aluminum Cans
Empty Aerosol cans
Empty, Dry Paint Cans
Plastic
#s 1,2,3,4,5,6,7

CORRUGATED CARDBOARD
Must be Flattened!

There is a sample resident flyer with this information enclosed. Please let me know if you would like to have it customized with your information. I will be glad to provide you with as many copies as needed.

For further information, contact
GALLOWAY TOWNSHIP COMMUNITY SERVICES
A DIVISION OF PUBLIC WORKS
652-8657 x10
bfiedler@gallowaytwp-nj.gov
www.gallowaytwp-nj.gov

Go Green Galloway

Galloway Township

Multi-Family Property

Manager's Guide to Recycling

Other Materials for Homeowners to Recycle...

LARGE METAL ITEMS: Call for special pickup from hauler or bring to our Galloway Road Convenience Center **MONDAY-SATURDAY 8AM-2PM.** *(No Refrigerant-containing items)*

LEAVES & GRASS CLIPPINGS: Can be dropped off at the Galloway Road Compost Site **WED.- SAT. 8AM - 2PM**

BRANCHES: Can be brought to our Galloway Road Compost Site on the **1st FRIDAY & SATURDAY OF THE MONTH 8AM - 2PM.**

CONSUMER ELECTRONICS: Bring to our Galloway Road Convenience Center on the **1st SATURDAY OF THE MONTH 8AM-2PM.** *Alternate Recycling: Best Buy or Goodwill*

CELL PHONES: Bring to the main lobby of the Galloway Municipal Complex.*

INK JET CARTRIDGES: Bring to the main lobby of the Galloway Municipal Complex.*

**** If you would like to have collection boxes for your clubhouse or office for these two materials, please call the Community Services at 652-8657x10***

Sources for Multi-family Recycling Bags/Bins:

T.M. Fitzgerald	**888-795--0660**
Midpoint International	**888-646-4246**
Busch Systems	**706-722--0806**
Bagit System	**800-622-2448**

Recycling Contracts...

When contracting with a private hauler, make sure that they will either pick up curbside recycling separately from solid waste or provide an appropriate number of containers in centralized areas to handle all the recyclables generated in your complex. *These containers should be clearly marked either by the hauler or by your staff.* Under no circumstances should source-separated recyclables be co-mingled with trash by the hauler. Recycling services must be articulated in the contract/billing statements.

COMMERCIAL HAULERS IN GALLOWAY TOWNSHIP*

Waste Management	**1-800-472-7335**
Earth Tech	**609-383-1855**
All Star	**609-646-0758**

CALL TO ARRANGE FOR BOTH SOLID WASTE AND RECYCLING COLLECTION
****Partial list only. Consult you phone book for complete listing.***

Atlantic Co. Utilities Authority 272-6950**
*****Recycling Collection Only***

Get Residents Involved !

There are sure to be some residents that are passionate about the environment and recycling. Ask for volunteers to help with the program: distributing information, distributing bins for the unit (if provided), spot checking the centralized containers, etc.

Most of our multi-family properties in Galloway Township have had a recycling program in place for many years now. However, this segment of the population continues to prove that an efficient recycling program is challenging. Many factors come into play here; not the least of which is the fact that it is hard to hold someone accountable for "misplaced" recyclables if everyone is using a centralized area for trash and recycling.

It has been a law to recycle in New Jersey since 1987 when the Solid Waste Management Act was passed. In an effort to boost sagging recycling numbers, the NJ Department of Environmental Protection is conducting a series of recycling enforcement "Sweeps" throughout the State. These sweeps target businesses, schools, institutions, MULTI-FAMILY complexes and convenience stores; all of which have proven to lag behind in recycling. Significant quantities of materials can be diverted from the waste stream by these entities recycling effectively.

Atlantic County will be "swept" by the DEP before the end of this year. For this reason, all Multi-Family properties are being asked to assess their recycling needs and fine tune their programs in order to avoid violations and fines. Our Galloway Township Department of Community Education wants to help you to make your program successful and cost effective.

In accordance with Galloway Code, Chapter 273:

All multi-family complexes must source-separate recycling from solid waste and hire a licensed private hauler to collect the source separated recycling separately from the trash. This means that you pay extra for the recyclables to be picked up; but you should be able to see a savings in either fewer solid waste collections or smaller dumpsters… *and the cost per ton for recycling is a fraction of the cost per ton for trash.*

To begin with….

Following receipt of this guide, you should fill out the accompanying checklist to see where you stand now. This will help you to determine what still needs to be accomplished.

Next….

Inform your residents about this enforcement program. Let them know that they must begin recycling if they are not already doing so. Give them clear, precise information about what to recycle and what not to recycle and how materials should be prepared. They also need to know where they should be taking these materials. If curbside, exact placement at the curb and a schedule should be provided. If they are using a centralized area, tell them where that is located and how the containers are marked. Make sure that both the written information and the labels on the containers reflect the languages spoken in your complex. Reminder notices should be sent out on a regular basis to keep recycling information current. If possible, purchase small blue recycling bins for residents.

Concerning location & marking…

I cannot stress to you how important it is to mark recycling containers clearly and to maintain these markings. These are two of the downfalls of many multi-family programs...inconvenience of location and poorly marked containers. And if containers are continually overflowing, the residents may choose to place recyclables into trash rather than add to the mess. Residents will get frustrated and give up trying if they aren't guided correctly. Remember: All recycling areas should be located next to trash dumpsters so residents do not have to make two separate stops.

Maintenance of the recycling area:

Another challenge to multi-family maintenance staff is keeping these areas neat and clean. The maintenance staff can make or break a program; they should be involved from the beginning. They know better than anyone what type of containers for collection will work and where the best places to locate them would be. Also, they are the ones that can evaluate how many containers are needed based on how quickly the containers fill up. They need to check the containers for contamination (mixing in of trash) on a regular basis.

Promote & Practice Waste Reduction !

When sending out educational information and details about your recycling program, you should also include tips on waste reduction and "closing the loop." The more effectively that we reduce our waste and recycle, the more we keep out of our limited landfills, the fewer pollutants are going in our air from incineration, and the fewer natural resources are being depleted.

- *Purchase products that are not over-packaged and can be recycled.*
- *Purchase recycled products, such as paper, toilet paper, paper towels, etc.*
- *Reuse an item whenever possible; i.e.: plastic containers make great leftover packaging or other storage. Take reusable bags to the grocery store.*
- *Find a place for posting furniture exchanges: If a resident is getting a new sofa and the old one is still perfectly good, someone else in the complex might be thrilled to have it. It will save one person the price of disposal and the other the price of a new one.*