



Recycling Instructional Manual

This manual will assist you in complying with the City of Chicago's Municipal Code for recycling at multi-unit residential buildings. Section 11-4-1820

Under the ordinance, property owners of multi-unit residential, office and commercial establishments will now be mandated to enter into a contract with a private refuse and recycling hauler to provide source-separated, single stream recycling; the most commonly used collection method in the industry. Property owners will also be responsible for implementing an ongoing educational program that includes posting signage, providing adequate containers and sending written notice to tenants about the changes. The Chicago Department of Streets and Sanitation (DSS) will handle enforcement of the ordinance and will assist with compliance. You can find a posting of the ordinance and obtain information about disposal, reuse and recycling options on their website.
<https://www.cityofchicago.org/city/en/depts/streets.html>

Source-Separated Recycling is defined as process that separates recyclable material from waste, before the point of collection of such material, by requiring that recyclable material be placed in designated recycling containers, and keeps recyclable material separate from the waste until the recyclable material can be returned to the economic mainstream as new, used or reconstituted products.

Why is it important to recycle?

- The average American uses 7 trees a year in paper, wood and other products from trees
- 1 ton of recycled paper saves about 7,000 gallons of water, 17 trees, 380 gallons of oil and 4000 kilowatts of energy
- Recycling a 1-gallon plastic milk jug saves enough energy to keep a 100-watt light bulb lit for 11 hours
- 19 plastic bottles can be recycled into enough fiber to make an XL t-shirt or 1 sq. ft. of carpet
- Recycling 1 aluminum can saves enough energy to run a TV for 3 hours.

How to prevent contamination of recyclable materials.

Make sure everyone in the building is aware of your recycling program including your custodial or engineering staff.

Nothing discourages participation quicker than seeing a staff toss the contents of a recycling bin in with the trash.

Keep communicating the program throughout your building to prevent your recycling efforts from going to waste.

Send frequent communications reminding everyone of the importance of recycling and include a list of what is recyclable and not recyclable.

Post signs with clear understanding as to which items can be recycled e.g. images of water bottles, newspapers, soda cans, plastic salad containers, etc. This will visually connect the users to items they might be putting in the trash by mistake.

Notification of Recycling to All Residents

Dear Resident,

We are pleased to announce that our building will be starting a recycling program. We have worked closely with our waste service provider, Chicago Disposal, to determine the type of service that would best suit our building's needs.

Our building has implemented a single stream recycling program. This means that all recyclables can go in one recycling container and will be sorted at the recycling facility. We have provided information about the types of materials required to be recycled as well as items prohibited from the recycling container. We encourage your involvement and hope everyone will help contribute to creating a greener community.

Thank You,





Acceptable Items For Recycling

PAPER	PLASTIC	METAL
<ul style="list-style-type: none"> • Newspaper (with inserts) • Cardboard • Paper Bags • Magazines, catalogues and telephone books • Office paper, computer paper, notebook and gift wrap paper • Chip board & carrier stock packaging such as food & beverage boxes • Junk mail and envelopes • Paperback books • Paperboard, chipboard, carrier stock packaging <ul style="list-style-type: none"> - Cereal Boxes - Pasta Boxes - Clothing Boxes - Tissue Boxes 	<p>Plastic bottles and containers made from #1 through #5 plastic resin, as well as # 7 plastic resin as indicated in the chasing arrow symbol on the item</p> <ul style="list-style-type: none"> • Plastic beverage and food containers • Milk, water and juice bottles • Liquid detergent, fabric softener, bleach, shampoo • Yogurt cups • Vegetable oil bottles 	<ul style="list-style-type: none"> • Aluminum cans, aluminum trays and foil • Steel or tin cans <hr/> <p>GLASS</p> <ul style="list-style-type: none"> • Glass bottles and jars • Brown, green and clear glass

RECYCLING PREPARATION

- All materials may be mixed together.
- Paper may be placed in paper bags (optional).
- Flatten all corrugated cardboard and paperboard boxes.
- Remove any non-paper packing material (Styrofoam)
- Place items in PAPER bags when possible to help keep items from blowing around before pickup.
















UNACCEPTABLE MATERIALS

- Motor oil containers
- Chemical containers
 - Insecticide containers
 - Herbicide containers
 - Hazardous chemicals containers
- Plastic film
- Plastic bags
- Plastic sheets
- Plastic tarps
- Expanded foam
- Reusable bottles, such as Nalgene or baby bottles
- #6 plastics
- Landscape waste
- Plastics without chasing arrow symbols
- Electronics, and batteries



Chicago Disposal Recycling Guide

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GLASS	METAL	PAPER	PLASTIC
	 <p>Aluminum Cans</p>	 <p>Paper (free of glitter & metallic ink)</p>	 <p>Bottles (caps on)</p>
	 <p>Tin/Steel Cans</p>	 <p>Paperboard (discard plastic bags & wrap)</p>	 <p>Tubs (lids on)</p>
 <p>Jars (recycle lids separately)</p>	 <p>Clean aluminum foil</p>	 <p>Cardboard (flatten to save room), cartons</p>	 <p>Jugs (caps on)</p>
<p>NO</p>  <p>Glass other than bottles and jars</p>	<p>NO</p>  <p>Electronics, cords, pots & pans</p>	<p>NO</p>  <p>Coffee cups, greasy cardboard, napkins</p>	<p>NO</p>  <p>Plastic bags, polystyrene/foam #6, cups</p>