

Apartment superintendents,
property managers and owners

Waste Diversion Guide

halton.ca/apartment



Responsibilities

Halton Region

- Provide waste diversion tools:
 - Blue Bag and Kitchen Catcher for residents
 - Blue Bins and GreenCarts for the building (including additional or replacement bins)
 - Promotional materials (including information booklets, poster, stickers)
- Provide up-to-date waste management information and promotional materials
- Provide support to superintendents, property managers, owners and residents

Owners and property managers

- Provide Halton with up-to-date contact information, including, owner name, address, phone number, fax number, email address, on-site contact. Contact Halton Region by dialing 311 or 905-825-6000.
- Ensure proper waste diversion tools are available to residents
- Establish easily accessible Waste and Recycling Rooms
- Ensure Blue Bins and GreenCarts are located in an area that complies with the Ontario Fire Code and *Accessibility for Ontarians with Disabilities Act*
- Provide new residents with waste diversion tools, including Blue Bag, Kitchen Catcher, and information package

Superintendents

- Establish easily accessible Waste and Recycling Rooms to make waste diversion convenient for residents
- Comply with the Ontario Fire Code regulations
- Provide new residents with all waste diversion tools including, Blue Bag, Kitchen Catcher and information package
- Contact Halton Region for additional waste diversion resources
- Maintain the Waste Diversion Centres:
 - Proper storage
 - Up-to-date posters and bin stickers
 - Clean bins and Waste and Recycling Rooms on a regular basis
 - Monitor contamination and educate residents
 - Replace broken or lost bins by contacting Halton Region

To request additional or replacement materials, contact Halton Region by dialing 311 or 905-825-6000.

Waste Diversion Tools

Residents

Each resident will receive the following tools:



Blue Bag
for recycling



Kitchen Catcher
for organics



Information
package



Sample BPI certified
compostable bags

Superintendents

Each superintendent will receive the following tools at the program's start:



Blue Bin for
recycling



GreenCart for
organics



Information package:

- Blue Bin and GreenCart stickers
- Blue Bin and GreenCart posters
- Garbage chute posters (if required)



Sample BPI certified compostable bags for the GreenCart

Waste and Recycling Rooms

Depending on the design of your building, Waste and Recycling Rooms may be located on each floor, in a centralized room, or outside.

To encourage participation in waste diversion programs, recycling and composting should be as "easy" as garbage.

Each Waste and Recycling Room should have a Blue Bin for recycling, GreenCart for organics, and a garbage disposal option available to residents.

An ideal Waste and Recycling Room

The Blue Bin and GreenCart are located next to the garbage bin.

Each bin is easily identifiable by stickers, and acceptable materials posters are hung above the corresponding bin.



GreenCart

The GreenCart is used to collect food waste and compostable papers for composting. For a complete list of acceptable GreenCart materials, see page 11.

Tools

- GreenCart (shared between residents, number of bins depends on building size)
- Kitchen Catcher (one per unit)
- Information booklets for superintendent and residents

Storage

- Residents are to store their Kitchen Catchers in a convenient location in their kitchen (on the counter or under the sink.)
- GreenCart will be set in a centralized, convenient location alongside existing Blue Bins.

Collection and disposal

- Residents empty their Kitchen Catcher into the shared GreenCart.
- GreenCarts must be accessible for collection **by 7 a.m.** on your building's collection day.
- Ensure there is no contamination in the GreenCarts. (Please see page 11 acceptable items lists.)



Maintenance

- Add layers of paper, such as newspaper, to the GreenCarts to help keep them clean and dry.
- Wash GreenCarts with mild detergent regularly.
- Use a biodegradable enzyme spray to help reduce odours.
- GreenCarts can be professionally cleaned on a regular schedule by an approved service provider. Contact for more information including fees:

VIP Bin Cleaning	905-512-5893 vipbincleaning.ca
Binz 2B Cleaned	905-827-7594 binz2bcleaned.com

Tips for residents

For program tips please refer to the *Waste Diversion Guide for Apartment Residents*.

Liners

To help keep GreenCarts clean, the Superintendent can choose to purchase liner bags.

If you choose to line your GreenCart with a bag, please ensure you are using and purchasing acceptable liners. Not all liners sold are accepted for use in Halton's GreenCart program.

Look for this logo

If purchasing liners, ensure you only select certified compostable liners with the Biodegradable Products Institute (BPI) logo on the box, as shown below:



The size of the GreenCarts is 360L.

Biodegradable Products Institute (BPI) certified compostable bags can be purchased from:

- | | |
|------------------------|--|
| Al-Pack | mycompost.com |
| Eco-Life Products Inc. | ecolifeproducts.ca |
| Ecosafe | ecosafezerowaste.com |
| Alte-Rego Corporation | alte-rego.com |



Paper yard waste bags are also acceptable for use in the GreenCarts.

They do not have a BPI logo and can be purchased from most grocery or hardware stores.

Unacceptable bags

GreenCarts lined with unacceptable bags will not be collected.



Plastic shopping bags



Garbage bags



Plastic Green or Blue recycling bags



Oxo-biodegradable or degradable bags

Blue Bin

The Blue Bin is used to collect certain packaging items and paper for recycling. For a complete list of acceptable Blue Bin materials, see page 10.



Tools

- Blue Bins (shared between residents, number of bins depends on building size)
- Blue Bag (one per unit)

Storage

- Residents are to store their Blue Bag in a convenient location in their unit.
- Blue Bins will be set in a centralized, convenient location alongside GreenCarts.

Collection and disposal

- Residents empty their Blue Bag into the shared Blue Bins.
- Blue Bins must be accessible for collection **by 7 a.m.** on your building's collection day.
- Ensure there is no contamination in the Blue Bins. (Please see page 10 acceptable items lists.)

Maintenance

- Recycling can all go in the same Blue Bin: separating materials is not required.
- Wash Blue Bins with mild detergent regularly.
- Use a biodegradable enzyme spray to help reduce odours.
- Bins can be professionally cleaned by an approved service provider (please see page 5 for service providers).

Tips for residents

For program tips please refer to the *Waste Diversion Guide for Apartment Residents*.

Garbage

After recycling and composting, anything left over is garbage. Garbage is sent to the landfill. For a complete list of common garbage materials, see page 11.



Recommendations

- Manage your building's garbage as you have in the past.
- This is an opportunity to communicate with residents about how the use of the GreenCart and Blue Bins will reduce the building's garbage.
- Communicate with residents about your building specific garbage information, for example: how to properly dispose of pet waste such as kitty litter.

Tips

- Clean garbage rooms regularly.
- To avoid odours, encourage residents to rinse Styrofoam and other plastics before placing them in the garbage.
- Remind residents to double bag diapers, sanitary products, and pet waste to reduce odours.

Other Ways to Reduce Your Building's Garbage

Additional waste diversion programs may be started by the Superintendent with permission from the Owner. It is the responsibility of the Superintendent to maintain these additional programs and ensure materials are being processed correctly.

Battery recycling

Raw Materials Company (RMC) can provide your building with a small fibre drum to collect used rechargeable and single cell batteries, including alkaline, carbon zinc, mercuric-oxide, silver oxide and zinc air and lithium. Cell phones are also accepted. Depending on the size of your building, monthly collection can be scheduled. To register and for more information on Industrial, Commercial and Institutional battery recycling, visit rawmaterials.com.

Cell phone, ink and toner cartridge recycling

Think Recycle can provide your building with a bin to collect old cell phones, and ink and toner cartridges. When the bin is filled, it goes in the mail (postage pre-paid) and the materials are recycled or refurbished. Monies generated from the recycling goes to local charities. Visit thinkrecycle.com for more information.

Electronics recycling

Ontario Electronics Stewardship (OES) is the industry funding organization responsible for the province-wide electronics recycling program. Through OES, you can arrange for a one-day special drop off day for tenants in the building's parking lot. For more information, visit ontarioelectronicstewardship.ca.

Clothing reuse

A number of community organizations are interested in providing opportunities to divert reusable clothing to apartment buildings. Some can provide a bin to be kept in the building's laundry room, while others are willing to host one-day special drop-off days for tenants in the building's parking lot.

Canadian Diabetes Association (Clothesline Program), 1-800-505-5525, Operations Manager

Clothing for Charity, 905-639-9980, Operations Manager

Reuse exchange

Twice a year (spring and fall), host a building-wide reuse exchange or garage sale. This can take place in the building's common room.

Used alcohol containers

Most residents will bring their empty eligible wine, beer, liquor, alcohol and spirit bottles and containers to The Beer Store and claim a full refund of their deposit. If desired, start a collection program for these containers, with all proceeds going towards a building social committee or other activity.

Special Waste Collection

Bulk waste

Apartment buildings that currently receive garbage collection through Halton Region are eligible for Bulk Waste collection. Common bulk waste items include furniture.



A large bin is left in the building's parking lot for a few days for apartment residents to use. Materials are then collected and disposed of.

To arrange for this service, superintendants may call Advantage Waste Systems at 1-877-910-2929 or visit advantagewastesystems.com for more information. Some limitations apply.

Metal and appliances

Metal and appliances are not accepted for garbage or Bulk Waste collection. Halton Region currently does not provide metal and appliance collection to apartment buildings. However, private collection of this material can be arranged.



Advantage Waste Systems provides metal and appliance collection free of charge to apartments. Superintendants may call 1-877-910-2929 or visit advantagewastesystems.com for more information.

Typically, an apartment building will arrange for metal and appliance collection once per year. A bin left in the building's parking lot for a few days for apartment residents to use. Materials are then collected and recycled.

Metal and appliance waste includes items such as:

- Air conditioners
- Barbeques (no propane tanks)
- Bicycles (no tires)
- De-humidifiers (drained)
- Dishwashers (drained, door removed)
- Dryers
- Metal bath tubs
- Metal furniture
- Metal shower enclosures
- Metal sinks
- Microwaves
- Refrigerators (doors removed)
- Stoves
- Washers (drained)

Electronic waste



Electronics contain recyclable materials such as steel, glass, copper, aluminum, plastic and lead, and are not accepted for garbage or Bulk Waste collection. Halton Region currently does not provide electronic waste collection to apartment buildings. However, private collection of this material can be arranged.

Advantage Waste Systems provides electronic waste collection free of charge to apartments. Superintendants may call 1-877-910-2929 or visit advantagewastesystems.com for more information.

An apartment may have a permanent electronic waste bin that is collected frequently, or can arrange for an electronic waste collection once per year. Materials are collected, shipped and processed through an Ontario Electronics Stewardship partner, ensuring environmentally friendly recycling. To find another service provider, visit recycleyourelectronics.ca.

Electronic waste includes items such as:

- Cameras
- Computers (desktop, laptop, monitors, CPUs)
- Printers
- Projectors
- Radios
- Receivers
- Scanners
- Speakers
- Telephones
- Televisions
- Tuners
- VCR players, DVD players

Bed bug-infested belongings



When disposal is necessary, provide plastic to wrap bulk items and encourage residents to double-bag smaller items prior to their removal from infested units. Prevent re-use of infested items by damaging or marking "BED BUGS" on them. Visit bedbugsinfo.ca or dial 311 to contact the Halton Region Health Department.

Put Waste In Its Place

Visit halton.ca/waste and use our "Put Waste In Its Place" online tool. Enter an item and it will tell you how to reuse, recycle or dispose of it properly.



Blue Bin



Plastic plant pots & trays



Empty metal paint cans
Lids removed



Plastic plates, cups & coffee cup lids
No cutlery



Single-serve plastic food containers
No film or foil



Plastic bottles, tubs & lids
Beverage, soap, cleaning bottles (caps go in garbage), cottage cheese, cream cheese, dips, margarine, yogurt tubs & lids (maximum size 4 litre (1 gallon))



Cardboard cans



Clear plastic "clam shell" containers



Aluminum foil
Aluminum foil, aluminum pie plates & baking trays



Fine paper
Computer paper, writing paper, envelopes (including plastic windows), paper bags



Boxed beverage containers
Tetra Paks®, juice & soup boxes, gable top containers such as milk & juice cartons



Metal food & beverage containers



Black & clear plastic take-out containers



Glass bottles & jars
Clear or coloured, food & beverage glass containers



Boxboard
Cereal, detergent, tissue boxes, etc.; flatten; liners go in garbage



Corrugated cardboard
Tie in bundles no larger than 90 cm x 90 cm x 30 cm (3 ft x 3 ft x 1 ft)



Magazines and books
Hard & soft covered books, telephone books



Newspapers & flyers

Remember: no plastic bags, plastic film or Styrofoam.

GreenCart



Paper cups (no lids), paper plates, paper take-out food containers, paper egg cartons, soiled paper towels & facial tissues



Cake, cookies, pie, muffins & candies



Fats & oils, lard, gravy, butter & margarine
No containers



Dairy products, cheese & yogurt
No containers



Fruit
No plastic, elastics or stickers



Vegetables, corn cobs & husks, nuts & shells & salads
No plastic, elastics or stickers



Meat, fish & shellfish
Including bones



Eggs & egg shells



Coffee grounds & filters, teabags



Sauces, mayonnaise, salad dressing, syrups, peanut butter, jams & jellies
No containers



Bread, toast, cereal, baked goods & pizza

Other acceptable items

include: dryer lint, feathers, human & pet hair, houseplants, nail clippings, popsicle sticks, sawdust & cold wood ashes (in paper bags), toothpicks, shredded paper.

Remember: no plastic, glass, metal, Styrofoam, stickers or elastics.

Line your GreenCart or Kitchen Catcher with paper towels, newspaper/flyers, cardboard, paper bags, paper food waste bags, or certified compostable bags with the Biodegradable Products Institute (BPI) logo:



Garbage



Plastic cutlery, straws & bottle caps



Plastic wrap, bubble wrap & film



Styrofoam



Chip bags, wrappers & cookie bags



Plastic bags, baggies & liner bags (e.g., cereal bags)



Household items

e.g., garden hose, furnace filter



Gift wrap, wrapping paper, ribbons & bows



Pet waste



Diapers

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halton.ca  311

