

Apartment superintendents,
property managers and owners

Waste Diversion Guide

halton.ca/waste



Responsibilities

Halton Region

- Provide waste diversion tools:
 - Blue Bag and Kitchen Catcher for residents
 - Blue Carts and Green Carts for the building (including additional or replacement carts)
 - 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, Property Managers & Superintendents

- 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 Carts and Green Carts 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
- Contact Halton Region for additional waste diversion resources
- Maintain the Waste Diversion Areas:
 - 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

Building Staff

Building staff will receive the following tools at the program's start:



Blue Cart for
recycling



Green Cart for
organics



Information package:

- Blue Cart and Green Cart stickers
- Blue Cart and Green Cart posters
- Garbage chute posters (if required)



Sample BPI certified compostable
bags for the Green Cart

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 Cart for recycling, Green Cart for organics, and a garbage disposal option available to residents.

An ideal Waste and Recycling Room

The Blue Cart and Green Cart are located next to the garbage bin.

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



Green Cart

The Green Cart is used to collect food waste and compostable papers for composting. For a complete list of acceptable Green Cart materials, see page 10.

Tools

- Green Cart
 - Two sizes available; 120L and 360L
 - shared between residents, number of carts depends on building size
- Kitchen Catcher (one per unit)
- Information booklets for superintendent and residents

Storage

- Residents can store their Kitchen Catchers in a convenient location in their kitchen (on the counter or under the sink.)
- Green Cart will be set in a centralized, convenient location alongside existing Blue Carts.

Collection and disposal

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



Maintenance

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

VIP Bin Cleaning 905-512-5893
vipbincleaning.ca

Tips for residents

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

Liner Bags

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

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

Look for this logo

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



Two sizes are available for the Green Carts: 120L or 360L.

Please Contact Halton Region for an up-to-date list of certified (BPI) compostable bags and where they can be purchased.



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

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

Visit halton.ca/waste for more information on liner bags, or call 311

Unacceptable bags

Green Carts lined with plastic or biodegradable bags will not be collected.



Plastic shopping bags



Garbage bags



Plastic Green or Blue recycling bags



Oxo-biodegradable or degradable bags

Blue Cart

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



Tools

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

Storage

- Residents can store their Blue Bag in a convenient location in their unit.
- Blue Carts will be set in a centralized, convenient location alongside Green Carts.

Collection and disposal

- Residents empty their Blue Bag into the shared Blue Carts.
- Blue Carts must be accessible for collection **by 7 a.m.** on your building's collection day.
- Ensure there is no contamination in the Blue Carts. (Please see page 10 acceptable items lists.)
- Communicate with residents about your building specific recycling information, for example: how to properly dispose of large pieces of cardboard or glass bottles.

Maintenance

- Recycling can all go in the same Blue Cart: separating materials is not required.
- Wash Blue Carts with mild detergent regularly.
- Use a biodegradable enzyme spray to help reduce odours.
- Carts 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 10.



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 Green Cart and Blue Carts 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.

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.



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.

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)



To arrange for Bulk Waste or Metal and appliance collection service, superintendents can call **Advantage Waste Systems** at 1-877-910-2929 or visit advantagewastesystems.com for more information. This is a free service to apartments.



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.

Other Ways to Reduce Your Building's Garbage

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



Battery recycling

Residents can drop off their electronic or hazardous waste at the Halton Waste Management Site, free of charge (limits apply).



Ink and toner cartridge recycling

visit halton.ca/waste for more information



Electronics recycling

Clothing Donations

Textiles, including clothing, bedding and towels can be donated to a local not-for-profit in Halton. Some organizations offer permanent bins that can be set up at the building.



Reuse table/bin

Building staff can set up "swap" reuse tables to encourage reuse at their buildings. Residents can exchange good-condition items they no longer want or need. These could be household items, furniture, books, equipment etc.

Alcohol containers

All alcohol bottles, containers and cans can be brought back to the Beer Store for refund.



This table can also be used as a tool sharing table. This allows residents to share and reuse items rather than sending them to garbage.



Put Waste In Its Place

Green Cart

Acceptable Items



Fruits & vegetables, salads, tofu, nuts and shells



Breads & grains, cereal, pizza, pasta, couscous



Baked goods, cake, cookies, pie, muffins



Meat, fish & shellfish (including bones)



Eggs and egg shells



Dairy products, cheese & yogurt



Tea bags, coffee grounds and filters



Fats, oils, butter, sauces, syrups, peanut butter & jams



Paper plates and cups (no lids), paper take-out food containers, paper egg cartons, baking paper, paper towels and tissues & shredded paper

Other acceptable items include:

Human and pet hair, houseplants, popsicle sticks & sawdust

Remember: No plastic, glass, metal, Styrofoam, stickers, elastics, diapers or pet waste.



Blue Cart

Acceptable Items



Plastic bags & plastic overwrap



Plastic bottles & plastic containers



Plastic dinnerware, food containers & disposable containers (no cutlery)



Plastic plant pots & trays (free of dirt)



Milk and juice cartons & cardboard cans



Metal pots, pans and baking sheets



Metal food & beverage cans, aluminum foil & trays



Empty, dry metal paint cans (lids removed)



Glass bottles and jars



Paper, envelopes, flyers, books & magazines



Boxboard (cereal, cracker & tissue boxes)



Corrugated cardboard (tie in bundles no larger than 120 cm x 120 cm x 30 cm)

Remember: No Styrofoam.



Garbage

Acceptable Items



Styrofoam



Plastic packaging (chip & cookie bags)



Plastic baggies, food wrap & bubble wrap



Plastic cutlery, stir sticks & straws



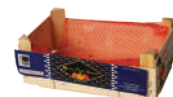
Coffee pods



Diapers & sanitary products



Household items e.g. hangers, furnace filter, vacuum bags



Wooden food crates



Cold cigarette butts and ashes



Pet waste



Light bulbs (not CFLs), ceramics & drinking glasses (wrap in newspaper)



Disposal mop sheets, sanitizing wipes, baby wipes & dryer sheets



Frequently Asked Questions



Q1. What is the Green Cart program?

The Green Cart organics program is for the collection of food waste and compostable papers. This program is set up similar to the Blue Cart recycling program. Residents collect acceptable items in their reusable Kitchen Catcher containers, then dispose of the material into the Green Wheeled Carts provided to the building. The Green Cart material is collected by the Region's Waste Collection crew, then taken to a facility to be made into nutrient rich compost.

Q2. Will the Green Cart produce an odour?

The best way to prevent odours in your building's Green Cart is to keep the cart clean. Here are some tips on how to avoid odours in your Green Cart:

- Line the Green Cart with a compostable bag or paper yard waste bag.
- Rinse the Green Cart regularly with a mild detergent or an enzyme odour digester spray?
- Place the Green Cart in a well-ventilated area.
- Encourage residents to use certified compostable liner bags that can be tied shut prior to placing the material into the Green Cart.
- Tie the Green Cart liner shut after a few days, then swap out for a newly lined cart. Store closed off carts outdoors until collection day.

Q3. Will the Green Cart attract pests?

The Green Carts are designed to be pest resistant with thick plastic bases, heavy wheels, and optional lid latches. Refrain from placing carts against a fence or wall that can be climbed by rodents. To further prevent your Green Cart from attracting pests, it is important to keep odours to a minimum. Please refer to Q2. *Will the Green Cart produce an odour?* for tips on how to reduce odours and keep your Green Cart clean.

Q4. What happens if there is unacceptable material in the Green Cart?

If the Green Cart contains unacceptable materials, such as plastic bags or other garbage, it will not be collected. The Waste Collection crew will place a sticker on the Green Cart to label it as "contaminated". The Superintendent or Property Manager must call 311 to inform Waste staff that the cart was not collected. Waste staff will then investigate and, if needed, have the cart emptied by a separate garbage truck. Waste staff will also work with the property to educate the residents if needed.



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