

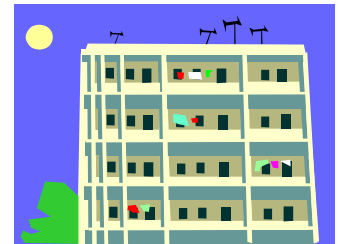
# RECYCLING IN APARTMENTS & CONDOMINIUMS

CITY OF HARRISBURG  
DEPARTMENT OF PUBLIC WORKS

If you own or manage residential rental properties or condominiums, you need to set up a recycling program for your tenants. Your recycling program should recover essentially the same materials that are recycled through the City's residential curbside recycling program. Tenants will welcome the opportunity to recycle, just as many of their neighbors who live in row, twin or single family homes have been doing for years.

## The Requirements

The Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101) requires that mandated municipalities collect at least three of the following materials from residences: clear glass; colored glass; plastics; aluminum; steel and bimetallic cans; high grade office paper; corrugated paper; and newsprint. Collection of recyclables from most single family and multifamily buildings up to four units, plus some apartments, is managed by the City's Department of Public Works. However, all apartment and condominium complexes are considered residential properties, and are therefore required to recycle the same materials that are required in the City's curbside program.



The City of Harrisburg's recycling requirements are as follows:

- All apartment and condominium complexes must source separate the following materials:
  - Plastic bottles & jugs
  - Glass containers
  - Steel & bimetal cans
  - Aluminum cans
  - Leaf waste
- Those served by the City's curbside program must prepare materials for collection as specified by the City's Department of Public Works.
- Those not served by the City's curbside program must arrange for the collection and recycling of all designated materials.
- All apartment complexes and condominiums must provide written documentation as to the type and weight of materials recycled annually. Reports are due to the City by January 15 of each year on a form provided by the City.

## Steps for Successful Recycling:

1. Provide or recommend appropriate recycling containers for cans, bottles and jars, and a separate container for newspaper if it is to be collected.
2. Determine if tenants/owners can leave recyclables on floors near service entrances or if they need to bring them to a central location.
3. Coordinate collection of recyclables with regular trash collection.
4. Designate a central area for collection of recyclable materials - in the basement, storage room or other common area. Interior locations must be equipped with working sprinkler systems.



## Recycling Works

CITY OF HARRISBURG  
DEPARTMENT OF  
PUBLIC WORKS

1690 S. 19th Street  
Harrisburg, PA 17104

Phone: (717) 236-4802

Fax: (717) 236-9051

5. Send a memo, hold an open house or tour of your building's recycling locations, or have open hours when residents can pick up bins and recycling information.
6. Educate residents about particular recycling procedures in your building. Clearly differentiate between tenant, building staff and owner responsibilities.
7. Include recycling information in your training for new building staff and in packets for new tenants.
8. Note that recycling will help introduce new tenants to owners and neighbors to each other.
9. Young people and even small children should be encouraged to get involved in recycling.



### For further information...

The following fact sheets are available from the City of Harrisburg's Department of Public Works:

- Recycling at Work: Information for Harrisburg Businesses & Institutions
- Developing a Recycling Program at Work
- Conducting a Waste Assessment
- Recycling in Hospitals & Health Care Institutions
- Recycling in Office Buildings
- Recycling in Hotels & Motels
- Recycling in Manufacturing & Warehouse Operations
- Recycling in Retail Operations
- Recycling in Restaurants and Taverns
- Recycling in Schools, Colleges and Universities
- Helping to Solve Solid Waste Problems in Your Business or Institution
- Recycling at Outdoor & Special Events



To obtain one or more of these fact sheets, contact:

City of Harrisburg	(717) 236-4802
Department of Public Works	Fax (717) 236-9051
1690 S. 19 <sup>th</sup> Street	
Harrisburg, PA 17104	

For more detailed information about implementing a waste reduction and recycling program in your workplace:

Visit the Pennsylvania Department of Environmental Protection website at [www.dep.state.pa.us](http://www.dep.state.pa.us), click on the "Recycling Works" logo, and go to "Commercial Recycling."

The Professional Recyclers of Pennsylvania (PROP) has published "Developing a Waste Reduction and Recycling Program for Commercial, Institutional, Industrial and Municipal Establishments." To obtain a copy, contact PROP at:

P.O. Box 25  
 Bellwood, PA 16617  
 (814) 742-7777  
 Fax (814) 742-8838  
 e-mail [prop@epix.net](mailto:prop@epix.net)  
[www.proprecycles.org](http://www.proprecycles.org)