



**MULTIFAMILY RECYCLING**  
**STEPS AND GUIDELINES FOR MULTIFAMILY**  
**PROPERTY OWNERS OR MANAGERS**

**CODE COMPLIANCE**

STEP 1:	Check the Deadlines	<p>Identify when the Recycling Plan to Code Compliance is due and when recycling services should be available to tenants.</p> <table border="1" data-bbox="563 436 1409 716"> <thead> <tr> <th data-bbox="563 436 813 499">Property Size</th> <th data-bbox="813 436 1109 499">Recycling Plan Due Date</th> <th data-bbox="1109 436 1409 499">Service Implementation:</th> </tr> </thead> <tbody> <tr> <td data-bbox="563 499 813 590">8 units or more in operation before October 31, 2013</td> <td data-bbox="813 499 1109 590">January 1, 2014</td> <td data-bbox="1109 499 1409 590">Within 30 days of recycling plan approval</td> </tr> <tr> <td data-bbox="563 590 813 716">8 units or more in operation after November 1st, 2013</td> <td data-bbox="813 590 1109 716">60 days after certificate of occupancy</td> <td data-bbox="1109 590 1409 716">Within 30 days of recycling plan approval</td> </tr> </tbody> </table>	Property Size	Recycling Plan Due Date	Service Implementation:	8 units or more in operation before October 31, 2013	January 1, 2014	Within 30 days of recycling plan approval	8 units or more in operation after November 1st, 2013	60 days after certificate of occupancy	Within 30 days of recycling plan approval
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STEP 2:	Contract with a Recyclable Materials Collector/Processor	<p>Contract with current waste hauler provider or new hauler for the collection of recyclable material.</p> <p>If you desire to meet with Solid Waste Services staff before completing this step, skip to step 3.</p>									
STEP 3:	Complete Recycling Plan Registration Form	<p>Visit the multifamily recycling website at <a href="http://fortworthtexas.gov/AptRecycling">http://fortworthtexas.gov/AptRecycling</a> to access and complete the Multifamily Recycling Plan Registration Form.</p> <p>Upon submitting this form to Fort Worth Code Compliance, staff will be in contact to set up an on-site visit and assist in developing and implementing a recycling plan at your property.</p>									
STEP 4:	Prepare a Site Map	<p>Develop and attach a site map of your Multifamily Recycling Plan. Multifamily property owners/managers must provide Code Compliance staff with a site map of the multifamily property or their Plan will not be complete when submitted. The map should illustrate a clear layout of the property as well as indicate where all waste and recycling receptacles are located on the property. Complexes choosing a valet method of recycling should indicate that on the site map.</p>									
STEP 5:	Submit Form	<p>Submit your Multifamily Recycling Plan with site map(s) attached in one of the following ways:</p> <p>Option 1: Submit via email. Retain a copy for your records.          Option 2: Print a copy, fill out, attach a site map(s) and mail to the Code Compliance Department at the address provided below.          Option 3: Call Code Compliance Multifamily Division at 817-392-2525 and request a form. Complete and return to the Department.</p> <p style="text-align: center;">City of Fort Worth/Code Compliance Department          Attn: Multifamily Recycling          2129 W. Broadway St.          Fort Worth, TX 76102          Fax: 817-392-6774</p>									
STEP 6:	On-Site Visit	<p>City staff will contact multifamily property owner/manager to schedule an appointment to meet at the property to address the items listed below. The City recommends that the multifamily property's contracted recycling collector be present during the site visit.</p>									

	<p>Item 1: If multifamily property management has already implemented a recycling service plan at their property, department staff will review and either approve or reject the plan. If the recycling plan is rejected by the Department, the owner or manager of the multi-family property has thirty (30) days from notification of the rejection to submit a revised plan for approval.</p> <p>Item 2: If a multifamily property's management has not implemented a recycling service plan at their property, department staff will assist property management in determining an appropriate number of containers needed and placement of containers throughout the property. Department staff will revisit with property management to approve the plan.</p> <p>Item 3: Provide the multifamily property owner or manager educational material.</p>
STEP 7:	<p>Letter of Approval If the department approves the multifamily property's recycling plan, an official letter of approval will be provided to the multifamily property owner or manager.</p>

GUIDELINES	
Containers	Owners/managers provide containers or bags of appropriate size and number for tenants either through a private contract with a recycling collector or through other appropriate means.
Container Placement	Place recycling containers as close as possible to garbage containers in order to offer both convenience and equal access to tenants.  If waste collection services are provided through a door-to-door valet service or if a garbage chute is the main method of waste collection, then it is recommended that the collection of recyclable material be similar to the type of service used for waste collection.
Frequency of Collection	Service recycling containers frequently enough to avoid overflowing containers.
Container Signage	Clearly label recycling containers. Signage should indicate that containers are for recyclable materials only and list the types of materials accepted.
Resubmitting Recycling Plan	Owners or managers of multifamily properties must submit an updated recycling plan to the Code Compliance Department whenever one of the following occurs: <ul style="list-style-type: none"> <li>• Owner or management change of property</li> <li>• Change in recycling collection service</li> <li>• Change in method of collection (i.e. change of type of containers)</li> </ul>
Educational Materials	Multifamily property owners/managers must ensure that occupants are educated about the recycling services available and must provide educational material to new and existing occupants upon move in.  Multifamily property owners are required to inform occupants of any change in the recycling collection service (i.e. container placement).
New Properties	Owners/managers of multifamily properties established or receiving a certificate of occupancy after November 1, 2013 are required to submit a recycling plan to the Code Department within 30 days of receiving a certificate of occupancy.