RECYCLING PROGRAM CHECKLIST

Fill out this checklist to find out if you are prepared to set up a successful recycling program!

PRO TIP ✓ **Avoid fees and missed collections** from illegal dumping by reviewing your recycling program *every* year.

Is it easy to recycle in my building?

	YES	NO
All recycle bins are clearly labeled with what can be recycled	☐	☐
There is information on how to Recycle Right near the recycle bin	☐	☐
All residents have received updated Recycle Right information in the past 12 months	☐	☐
There are reminders on how to Recycle Right in community newsletters and meetings	☐	☐

If you answered "**NO**" on any statement above, visit *tacomarecycles.org* to download recycling flyers or contact Solid Waste for new labels.

Am I doing everything I can to prevent illegal dumping?

	YES	NO
There is a recycle bin next to every garbage bin	☐	☐
The waste area is clean and well-maintained, and the bins are not damaged or vandalized	☐	☐
Bulky items, garbage, or hazardous materials are not left on the ground or in the recycle bin	☐	☐

If you answered "**NO**" on any statement above, contact Solid Waste to learn how you can prevent illegal dumping or replace damaged bins.

Do I need to make any adjustments to my recycle/garbage service?

	YES	NO
There are recyclables (ex: cardboard, water bottle) in the garbage bin	☐	☐
There is garbage (ex: food, clothing, non-recyclable items) in the recycle bin	☐	☐
The recycle bin is full before it is picked up	☐	☐
The recycle bin is less than 75% full before it is picked up	☐	☐

If you answered "**YES**" on any statement above, contact Solid Waste to change your level of service.

For more information, contact:

City of Tacoma Solid Waste
(253) 502-2100
solidwaste@cityoftacoma.org
cityoftacoma.org/solidwaste

To schedule pickup of large bulky items for a small fee, contact:
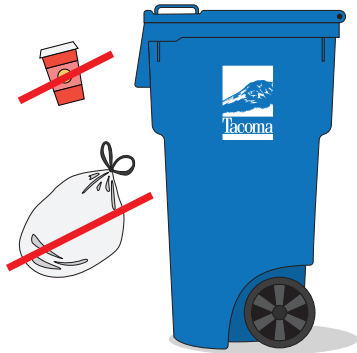
Call-2-Haul
(253) 573-2468
cityoftacoma.org/call2haul

SURFACE WATER SOLID WASTE WASTEWATER
Tacoma
ENVIRONMENTAL SERVICES DEPARTMENT

HOW TO SET OUT YOUR RECYCLE BINS

Avoid additional fees from illegal dumping and missed collections by following these steps:

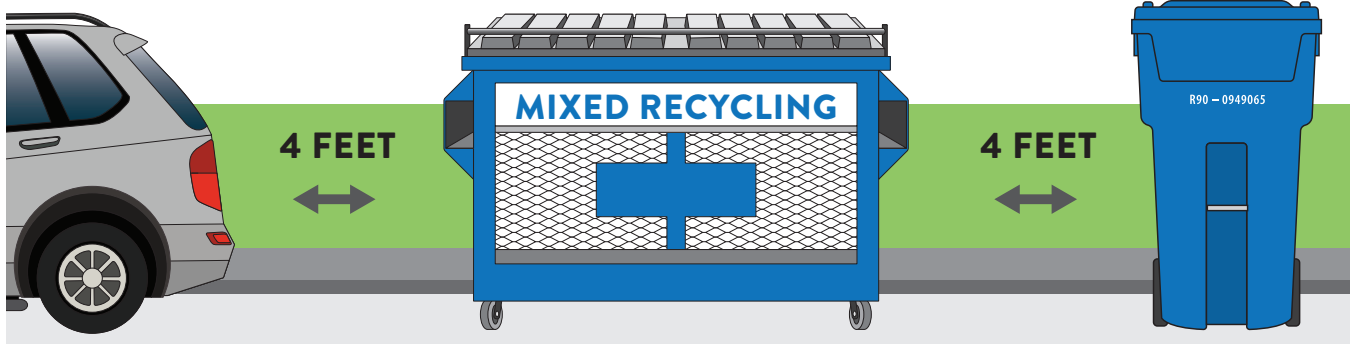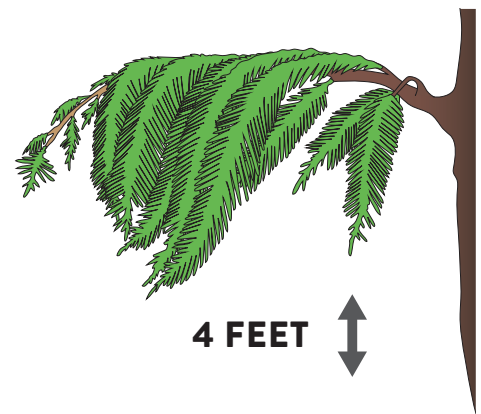**1** **Remove garbage** from the recycle bin.

2 **Do NOT overfill** the recycle bin.

3 **Set out the recycle bin by 6 a.m.** on your pickup day.

4 **Spacing is important.** Place the bins with wheels to the curb, and at least 4 feet apart and away from overhead structures (e.g. tree branches, telephone poles) and other objects.

4 FEET

4 FEET

MIXED RECYCLING

4 FEET

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5 **Remove the recycle bin from the curb** once it is emptied.

6 **Place the recycle bin in a secure area** that only your residents can access.

Call a Solid Waste representative at (253) 502-2100 if your recycle bin is not picked up, or if you have questions about set out guidelines.

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