

# General Information

Take a Closer Look at *Chicago Recycling*



**R**ecycling is very important to the City of Chicago. It conserves natural resources, keeps neighborhoods clean, creates jobs, and reduces waste disposal costs. The City Council, affirming the public's desire to have recycling available, passed the Chicago High Density Residential and Commercial Source Reduction and Recycling Ordinance. It requires each property manager or building owner to maintain recycling programs in all high-density residential buildings (more than 4 units), office buildings, and commercial establishments. This information packet is designed to provide information on effective recycling programs that meet all requirements of City law.

## RECYCLING IS EASY

Establishing and maintaining an effective recycling program is easy and doesn't have to add extra costs. The ordinance is flexible so you can customize a program for any building. The City only requires that all effective recycling programs have these three components:

- 1) Collect three approved recyclables or collect two approved recyclables and reduce waste two other ways.**  
A list of approved recyclables and source reduction methods are included on the information sheets designed for specific building types. Look there to find out what is approved for your building type.
- 2) Maintain an ongoing education program for building residents/tenants/employees.** For your program to be effective, the people for whom it is designed need to know how to use it. See Ideas For Education below.
- 3) Have a written Recycling Plan on file for City inspectors and building residents/tenants/employees to view.** Simply fill out the enclosed Recycling Plan and keep it on file in your office.

## ESTABLISHING YOUR PROGRAM

The Recycling Guide, also available from the Department of Environment, provides greater detail on the law and on different types of recycling programs. The Department of Environment recommends the following tips for easily establishing your program:

**Management Support Matters:** If management shows support for the recycling program, residents/tenants/employees are more likely to take note of the program and participate. A simple meeting or memo from management can really make a difference.

**Appoint a "Recycling Team":** A "Recycling Team" can help establish an effective program by conducting waste audits, educating fellow residents/tenants/employees, or assisting in decisions such as where to put bins. This also gets people involved in the program.

**Assess Your Recycling Needs:** Many waste haulers also offer recycling services, but you may choose a recycler who is different from your waste hauler. Price and service do vary so shop around. Before you call think about your building's needs—its size, storage capacity and waste volume. Bear in mind recycling reduces the amount of waste you generate. Customize the program to fit each building or commercial establishment.

## IDEAS FOR EDUCATION:

- Provide flyers to tenants or residents as they move in, or each new employee, detailing the recycling program and why it is important to recycle
- Post concise and clear flyers in common areas
- Schedule several informational meetings that can accommodate most schedules to explain your program and the benefits of recycling as a kick-off to your program

The following sheets are designed to help specific building types establish effective programs and describe in more detail specifics of the City law. The complete ordinance is in chapter 11-5 of the Municipal Code. Contact the Department of Environment if you would like a copy.



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