

TOOLKIT for SUCCESS: Multifamily/Apartment Complexes

Thank you for participating in the City of Napa's recycling and composting programs! Creating successful programs will only be easier by completing the steps below:

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COMPOSTING & RECYCLING PROGRAM CHECKLIST

Use this checklist to ensure your compost & recycling programs are set up for success.

TIP



Avoid contamination fees and missed collections by reviewing your programs **every** year.

Is my disposal area set up for success?

YES NO

- | | | |
|-------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| There is a compost & recycle container next to every landfill container | <input type="checkbox"/> | <input type="checkbox"/> |
| The waste area is clean and well-maintained, and containers are not damaged or vandalized . . . | <input type="checkbox"/> | <input type="checkbox"/> |
| Residents have received a resource list for bulky items, hazardous waste, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| Property Manager has coordinated a yearly Recycle More pick up for residents | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered “**NO**” to any statement above, contact Napa Recycling or City of Napa, Recycling Division to discuss ways to improve your disposal area.

Is it easy for the residents to compost & recycle?

YES NO

- | | | |
|-----------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| All recycle & compost carts are clearly labeled with stickers. | <input type="checkbox"/> | <input type="checkbox"/> |
| There is signage on what to compost & recycle near/behind the containers. | <input type="checkbox"/> | <input type="checkbox"/> |
| All residents have received compost & recycling information in the past 12 months. | <input type="checkbox"/> | <input type="checkbox"/> |
| There are reminders on how to compost & recycle correctly in community newsletters/spaces . . | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered “**NO**” on any statement above, visit naparecycles.com/business to download flyers or contact Napa Recycling or the City of Napa, Solid Waste & Recycling for help.

Do I need to make any adjustments to my service?

YES NO

- | | | |
|------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| There are recyclables (ie: metal, clean paper) or compost (ie: food, soiled paper) in the landfill . | <input type="checkbox"/> | <input type="checkbox"/> |
| There is landfill (ie: plastic bags, dog/cat poop) in the recycle and/or compost | <input type="checkbox"/> | <input type="checkbox"/> |
| The recycle and/or compost container(s) are full before collection | <input type="checkbox"/> | <input type="checkbox"/> |
| The landfill container is less than 75% full before it is picked up. | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered “**YES**” on any statement above, contact Napa Recycling to change your service levels.

For more information, contact:

Napa Recycling, Service Hauler

(707) 255-5200

cservice@naparecycling.com

naparecycling.com/businesses

City of Napa, Recycling Division

(707) 257-9200

naparecycles@cityofnapa.org

#NapaRecycles



facebook.com/NapaRecycling



naparecycling.com



HOW TO SET UP YOUR DISPOSAL AREA

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

- 1 Containers are stickered**
Ensure all containers are stickered with their appropriate labels.



* all compost containers will be changing from brown to green

- 3 Check that signage is posted near/behind the containers.**



- 4 Issues with containers**
If there are any broken or vandalized containers, please contact Napa Recycling for replacements.

- 5 Continuing to have contamination issues?**



Contact us for help:

Napa Recycling, Service Hauler

(707) 255-5200

cservice@naparecycling.com

naparecycling.com/businesses

City of Napa, Recycling Division

(707) 257-9000

naparecycles@cityofnapa.org

TIP

Always keep your containers “married” so that recycling, landfill, and compost are next to each other and not separated.

SOLID WASTE RESOURCES FOR PROPERTY MANAGERS

Napa Recycling & Waste Services

598 Lincoln Avenue, Napa CA

(707) 255-5200

Naparecycling.com

cservice@naparecycling.com

Napa Recycling offers curbside landfill, recycling, and compost services as the exclusive hauler for the City of Napa.

Bulky Item Pick Ups—NRWS

(707) 255-5200

naparecycling.com/bulky-item-pickup

Schedule a pickup of large bulky items, for a fee. Up to 4 large items can be collected per pickup under the fee. Additional items will have an additional cost.

Recycle More Program

(707) 255-5200

naparecycling.com/recycle-more

The Recycle More program offers FREE curbside pickup of e-waste (electronics), appliances, large metal items, bagged clothing & shoes, fluorescent lights under 4 feet, batteries, and cooking oil.

Equipment & Signage Requests

City of Napa

naparecycling.com/resources

Request recycling baskets/bags, compost pails for residents, signage for your enclosures, and stickers for the carts/bins— all free of charge thru the City of Napa.

Household Hazardous Waste

889A Devlin Road, American Canyon

1-800-984-9661

Naparecycling.com/what-to-do/hhw

Residents can dispose of household hazardous waste (batteries, light bulbs, household cleaners, etc.) for free at the Household Hazardous Waste Center. Visit the website for a list of accepted items and hauling limits.

Resources and Tools listed above:

Tools and Resources - Napa Recycling and Waste Services

TIP

You can request a free waste assessment for your location. Contact us at **NapaRecycling.com/resources** to schedule a walk thru to determine what your location needs to be more successful.

#NapaRecycles



facebook.com/NapaRecycling



naparecycling.com



WELCOME TO YOUR NEW HOME!

Dear New **Enter Residence Name** Resident,

We take pride in creating a clean and healthy environment for everyone in Napa (& beyond) and you can help by recycling and composting correctly. Your property manager should gift you with a free recycling basket or bag. If not, reach out to them to inquire for one!



Why is it important to compost and recycle correctly?


- Saving our natural resources,
- Reducing waste from our landfills,
- Providing jobs to community members,
- Keeping recycling workers safe, and
- Supporting a healthy environment for future generations.

Doing it Right: Make sure your efforts don't go to waste by remembering these simple rules:

- **Know what goes where.** Visit naparecycling.com to learn more.
- **Empty & clean** recyclables before placing them in the recycle bin (use 3 seconds of water total and put the lid back on!).
- **Don't bag recyclables!** Place loose recyclables into the bin.
- **Dirty and soiled (and cheap) paper belongs in compost.** Remember, anything that was ever alive – plant or animal! - goes into your compost cart.



TIP

The  symbol does **NOT** always indicate that an item is recyclable. Double check if an item is recyclable at <http://www.naparecycling.com>

COMPOSTING NOW AVAILABLE!

Dear **Enter Complex Name** Resident,

We are pleased to announce our new composting program. We are excited to help the environment and local Napa Community by reducing our landfill waste and creating a product that is used to help regenerate our soil and food sources!

Why is composting important? **Composting** helps the environment by:

- Saving our natural resources,
- Reducing waste from our landfills,
- Supporting a healthy environment for future generations, and
- Creating new life.



Collect food scraps while preparing meals, scraping plates, and/or cleaning out the refrigerator of spoiled food. Include paper towels, napkins, paper plates and coffee cups.



Empty your kitchen compost pail, including a certified compostable liner/paper liner/or soiled paper, into your brown or green compost cart.



We'll take it from here! We haul your compost to our facility and within 60 days, we make rich compost that is used throughout the community and beyond to help regenerate the soil!

TIP



Remember anything that was ever alive - plant or animal - can be composted in your curbside compost cart! Check out naparecycling.com for more information.

HOW TO RECYCLE AND COMPOST

DID YOU
KNOW



Plastic bags jam sorting equipment and can cause the entire recycling facility to shut down. Do **NOT** put recyclables in plastic bags! Use a reusable bag or bin to carry out and empty recyclables directly into the cart.

RECYCLING

Rigid plastic, aseptic cartons, metal, **clean** paper and cardboard, and glass



COMPOST

all food (beans, rice, dairy), soiled paper (paper towels, waxed paper), yard trimmings (leaves, grass, hair)



LANDFILL

plastic bags & wrappers, Styrofoam, ceramics, hoses, and dog & cat poop





8 ITEMS THAT DO **NOT** BELONG IN THE RECYCLE or COMPOST BIN

**DID YOU
KNOW?**



Over 20 people hand sort the recycling alongside about \$15 million worth of equipment to get it “clean” enough/ free of contamination to be able to recycle it because of it being so contaminated. **When in doubt, find out!**

These items are often mistakenly put in the recycle bin. Learn how to properly dispose of them!

LANDFILL

Throw away in the
landfill cart.

PLASTIC BAGS & WRAP



Plastic bags get caught in and jam recycling sorting machines, halting the entire recycling process.

STYROFOAM



Styrofoam packaging is not recyclable due to its fragile state. Currently there is not an available market for recycling it. Please consider reusing Styrofoam whenever possible.

DOG & CAT



Dog and cat poop belong in the landfill container due to the pathogens that they have in the stomach, making their feces **not** compostable.

TEXTILES/CLOTHES

CLOTHES



Clothes/textiles cannot be recycled in your blue recycling cart. They can be recycled/downcycled by donating them to a non-profit or using our Recycle More program.

DROP-OFF

multiple locations
naparecycling.com

The items below **CANNOT** be thrown in the landfill or recycling

BATTERIES



Batteries are hazardous waste and can cause a fire in our trucks and/or facility if disposed of incorrectly.

OLD PAINT



Old paint is recycled through the Paint Care program which turns it into new paint. Check: naparecycling.com/paint

ELECTRONIC WASTE



Electronic waste must be recycled separately due to the large number of hazardous components that must be removed for separate treatment.

FLUORESCENT LIGHTBULBS



Fluorescent lightbulbs have mercury in them and so must be properly dismantled to ensure the safety and welfare of everyone.

5 ITEMS THAT CAN BE DROPPED OFF AT THE HOUSEHOLD HAZARDOUS WASTE FACILITY

Moving or getting rid of stuff? The Household Hazardous Waste Facility at 889A Devlin Road is a one stop drop-off for a variety of household items. Open Friday-Saturday from 9am – 4pm

Household Hazardous Waste Center

Residents can drop off items for free. View a full list of accepted items and guidelines at www.NapaRecycling.com/hhw

PAINT



Recycle old paint with PaintCare! You can recycle unwanted house paint, primer, stain, or varnish for free. Both latex and oil-based products are accepted. Additional drop off locations found on our website.

FLUORESCENT LIGHTBULBS



Fluorescent lightbulbs have mercury in them and so must be disposed as hazardous waste. Up to 4 feet accepted, free of charge.

HOUSEHOLD CLEANERS & PESTICIDES



Some household cleaners can release toxic gases in certain circumstances and thus require professional disposal.

SMOKE DETECTORS



Smoke detectors have radiation in them and so must be disposed as hazardous waste.

MEDICATION



Please dispose of old or unused medication at drop off locations. Never flush it down the toilet or dispose of it in your curbside carts.

SELF-HAUL OR BULKY ITEM PICK UP

MATTRESS & BOXSPRING



Drop off one mattress and box spring set for free at the Devlin Road Transfer Station. One set per visit. Or schedule a curbside bulky item pick up, for a fee.

Learn more at: www.naparecycling.com

SOLID WASTE RESOURCES FOR APARTMENT RESIDENTS

Napa Recycling & Waste Services

820 Levitin Way

(707) 255-5200

Naparecycling.com

cservice@naparecycling.com

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CRV Buy Back Centers

Blue Front Recycling

2877 Solano Ave, Napa, CA 94558

Devlin Road Reuse & Recycle Center

889 Devlin Road, American Canyon

Take your CRV-eligible beverage containers to one of the following CRV Buyback Centers. Check out [Beverage Containers - Napa Recycling and Waste Services](#) for more information.

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889A Devlin Road, American Canyon

1-800-984-9661

Naparecycling.com/what-to-do/hhw

Residents can dispose of household hazardous waste (batteries, light bulbs, household cleaners, etc.) for free at the Household Hazardous Waste Center. Visit the website for a list of accepted items.

Resources and Tools listed above

[Tools and Resources - Napa Recycling and Waste Services](#)

TIP

You can contact your property manager to set up a Recycle More pick-up or let them know of any issues (overflowing recycling or trash on the ground).

SUSTAIN YOUR SUCCESSFUL RECYCLING AND COMPOSTING PROGRAM

Remind and motivate residents to recycle and compost correctly with customized signage, pre-made posters, videos, flyers, handouts, and recycling basket or bag, a compost pail, and more resources. All material is available at www.naparecycling.com/resources. For **printed resources or recycling baskets/bags or compost pails**, contact City of Napa Solid Waste and Recycling at naparecycles@cityofnapa.org or by filling out the equipment request: [Commercial & Multi-Family Equipment Request](#)

Recycling/Compost/Landfill Posters



Recycling Basket



Recycling Bag



Compost Pail

