

# YOUR RESPONSIBILITIES

1. Give us a call at (617) 635-4500 between 7:00 AM and 3:00 PM or send an email to [bigbuildingrecycling@cityofboston.gov](mailto:bigbuildingrecycling@cityofboston.gov) to confirm receipt of the packet. **Making contact will give you extra time to comply before trash shutoff occurs.**
2. Purchase the correct number and variety of recycling carts. The number is:
  - 7-10 units: 3 carts
  - 11-15 units: 4 carts
  - 16-20 units: 5 carts
  - 21-25 units: 6 carts, etc, adding 1 more cart for every 5 units.
3. Request stickers for the carts. We will send them to you when you report having purchased the carts.
4. Correctly prepare and position the carts and set up the signage.
5. Send out a letter to all residents announcing the program. This letter must contain the information of **what** to recycle, **where**, and **how** to prepare it. We suggest you use the example letter we can provide.
6. Send a copy of the recycling letter to the City via email at [bigbuildingrecycling@cityofboston.gov](mailto:bigbuildingrecycling@cityofboston.gov), or by fax to (617) 635-7550. Please make sure that the address of the building is clearly indicated. Receipt of this letter will allow us to confirm your starting pickup day and put you online for both recycling and trash pickup. Successful completion of this and all previous steps will ensure your garbage pickup is uninterrupted.
7. Provide a copy of the announcement letter to every new incoming resident, and re-send the letter to all residents annually. One month after the start date, send another letter to residents, with updated information on how the program is going.
8. It is your responsibility to maintain the carts. If carts go missing, they must be replaced. If the number of required carts is not enough to contain the building's recycling, you must provide an adequate number.

# INSTRUCTIONS FOR RECYCLING PROGRAM SETUP

## Cart location and siting:

- For storage during the week, carts must be kept in a separate and distinct location, away from garbage bins or dumpsters.
- Affix a copy of each of the two provided signs above or nearby every recycling location.

## Cart preparation:

- Place two city-provided stickers on each recycling cart: one on the top, and one on the front.
- Write the address of the building on each recycling cart.

## Recycling procedure:

- Set recycling out by 7:00 AM on your recycling day.
- Your recycling day is the same day you set out your trash. If your trash is collected twice per week, your recycling day is the first day; if your trash is collected three times per week, your recycling day is Friday.
- Remember to separate recycling from trash on the curb.
- Take the carts off the curb as soon as possible after pickup.

## Program maintenance:

- You are responsible for keeping your carts maintained! Wash carts when they are dirty and replace broken or missing carts immediately.
- Signs! Make signage clear and plentiful to make the greatest impact.
- Letters! Keep residents informed through regular reminders.
- Communication! Consider using bilingual information for residents who speak other languages.

## Grounds for rejection:

Please be vigilant about proper recycling procedure. Recycling will be rejected if contamination from garbage is found in recycling carts. In the event of repeated problems, or failure to put out recycling, garbage pickup may be suspended until recycling issues are corrected.