Long Beach Recycles Right

A Toolkit for Long Beach Property Managers

Recycle Right?

We can't do it without you!

The City of Long Beach has created a toolkit for property managers. These guidelines are designed to be clear and simple, making it easy for residents to understand what can and cannot be recycled and why it matters.

As a Long Beach property manager, you are a source of guidance and information for your tenants. This toolkit is designed to support you in educating your tenants, reducing contamination at the properties you manage, and complying with **State Law AB 341**, which requires all commercial and multi-family properties to recycle.

Translations available on website.

Traducciones disponibles en el sitio web.

Magagamit ang mga pagsasalin sa website.

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Tools for Success

In this toolkit, you will find:

- ✓ Welcome packet. Help your newest residents get oriented to Long Beach recycling as soon as they move in!
- Acceptable items poster. This poster shows which materials are and are not accepted in Long Beach recycling carts. Print and post this in your common recycling areas.
- ☑ **Customizable signs.** Do you have specific contamination concerns? Check out our assortment of signs for inspiration or order some for your property.
- Additional tips for successful onsite recycling. These tips and strategies draw on best practices for multi-family recycling programs.
- ✓ Moving packet. Moving days can generate a lot of unexpected waste and recyclable materials. Help your residents recycle and dispose of items properly with this informational flyer.

Whether you're a new or seasoned property manager, we hope you will find this toolkit useful. Filled with **simple guidance**, **sample signage**, **and customizable communications templates**, it's everything you need to support your residents in recycling right.





Request a Cart or Bin

Need a purple cart? Order one today!

How it works

All City-serviced refuse accounts have been given one 95-gallon purple recycling cart. Call **(562) 570-2876** or submit a **Request a Recycling Cart Form** on our website to:

- ☑ Replace a missing or damaged cart
- **☑** Exchange a cart for a different size
- **☑** Request additional carts at no extra cost



Phone call

(562) 570-2876

Website



Use your phone to scan this QR code or visit longbeach.gov/lbrecycles and search for "Request a Recycling Cart."





Long Beach Recycles Right

Welcome Packet for LB Recyclers

Welcome

from Long Beach Recycles!

Long Beach Recycles is a program within the Public Works Environmental Services Bureau (ESB) that strives to cut down on waste by helping residents, visitors, schools, and businesses reduce, reuse, and recycle. We also provide free and easy ways to properly dispose of special waste items that can't go in the trash, such as household hazardous waste (HHW), electronics, and more.

Long Beach's recycling guidelines make it easier to know what is and isn't recyclable and how to prepare recyclables for collection. These guidelines are summarized in the enclosed flyer that can be posted in your building's common recycling area and is available on the City's recycling website. There you will also find short videos, virtual workshops, social media links, and opportunities to get involved.



Learn more: longbeach.gov/lbrecycles



So...What is Recycling Right?

Recycling Right means recycling only those materials that are on the City's accepted materials list and making sure that those items are **empty, clean, dry, and unbagged**. Cardboard boxes should be flattened and plastic caps should be screwed onto their bottles. Simple, right? We hope so!

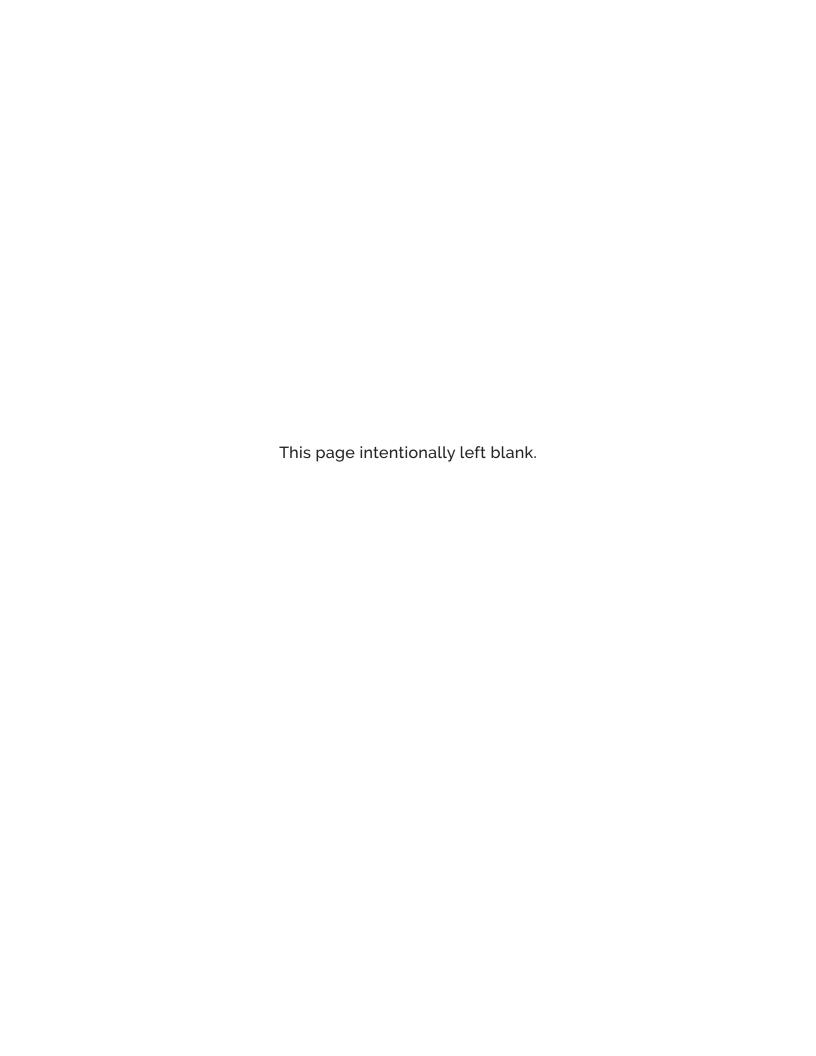
Recycling right is important to:

- ☑ Conserve resources
- **☑** Protect workers
- ☑ Grow our local economy

Ready to get started? Let's go!







Getting Started...

1 Choose your home recycling container

When choosing your recycling container, make sure it's **large enough** for items you recycle frequently and that it's **labeled**.

Find the right location(s)

If you have space, keep a recycling bin next to every trash bin. Keeping them side by side makes recycling easy. If space is limited, make sure your recycling container is **easy** to find and **easy to use**.

Prep recyclables: Empty, Clean, Dry!

Why is it important to ensure that recyclables are **empty**, **clean**, **and dry**? Imagine the juices, sauces, and crumbs from ten thousand homes pooling up in recycling trucks and recycling facilities. This creates **contamination** and can impact the ability for material to be recycled.

4 Empty the bin

If you produce a small amount of recyclables, you may be able to carry your recycling container directly to the central collection area to empty it. You can also consider dedicating a reusable shopping bag to transport your recyclables to the central collection area. Empty the recyclables into the recycling container and bring the bag back home to reuse.



Join us online!

www.longbeach.gov/lbrecycles

Join other LB Recyclers in shaping and sharing environmental knowledge and behaviors.

Find resources and workshops on recycling and waste reduction on our website.

Join the conversation



@LBRecycles

Ready to Recycle Right

Simple Guidelines for Recycling in the City of Long Beach





Find more tips and resources at longbeach.gov/lbrecycles



RECYCLE EMPTY · CLEAN · DRY

YES! RECYCLE these items in your purple recycling cart. Do not put items in plastic bags.

Plastic Bottles, Jugs and Tubs



Metal Cans and Aluminum



Paper and Cardboard



Glass Bottles and Jars



Bottles

Water, Soda, Juice

Jugs

Laundry Detergent, Milk

Tubs

Margarine, Yogurt, Sour Cream

Lids on!

Cans

Soda, Soup, Meat, Juice, Vegetable, Pet Food, Aerosol (tip removed)

Aluminum

Trays, Pie Tins, Clean Foil

Paper

Newspaper, Magazines, Catalogs, Brochures, Office, Envelopes

Cardboard Boxes

Cereal, Shoe, Tissue, Shipping Boxes, Paper Tubes

Flatten boxes!

Bottles

Wine, Beer, Oil, Soda

Jars

Sauce, Pickle, Preserves

If an item is not on this list, there is a good chance that it is not accepted in Long Beach's recycling program. Please dispose of it in your trash. If unsure, ask us on social media **aLBRecycles** or email us at

Don't see it?

It may not be

recyclable.

What if it used to be recyclable?

lbrecycles@longbeach.gov.

Many of the items that used to be acceptable in our recycling stream are no longer accepted. Why? Because **global markets have changed,** the City updated its recycling guidelines to what is recyclable today.

What if it is recyclable elsewhere?

Long Beach is an early adopter of recycling reform due to these global market changes. You may see differences between recycling programs, city to city.

What if it has a recycling symbol on it?

The chasing arrows symbol does not indicate if an item can be recycled in your recycling cart. The symbol only indicates the type of plastic the item is made of. To ensure you are recycling right, follow our recycling quidelines.

If you carry your recyclables to a central collection area in a bag or box, please empty them into the recycling container LOOSE and UNBAGGED.



Long Beach Recycles Right

Signage for Central Collection Areas

You can help your tenants recycle right and reduce contamination by providing clear signage in central collection areas. Use these posters to encourage positive actions like flattening boxes and discourage undesired behaviors such as bagging recyclables or placing recyclables in a trash-only area.

To obtain additional printed signs for your property, contact LB Recycles at **(562) 570-2876** or email **lbrecycles@longbeach.gov**.

RECOMMENDED SIGNAGE



Acceptable Items List

Place this poster in central collection areas or provide this handout to residents. The poster is available in English, Khmer, Spanish, and Tagalog.

Thank you for Recycling Right!

Let tenants know that recycling is important at your property. Encourage recycling participation and reduce contamination by promoting behaviors that keep your recycling stream clean.

Only trash in this chute, please!

Does your property have chutes that lead directly to a refuse container? Help keep recyclables out of the trash by labeling the chute appropriately.

Only recycling in this chute, please!

Does your property have chutes that lead directly to a recycling container? Help keep contaminants out of the recycling stream by labeling the chute appropriately.

Looking for trash? Looking for recycling?

Are your recycling and trash containers located in different areas? Help your tenants find these containers by filling out this placard and placing it in an easy-to-see spot...

Please...flatten cardboard boxes!

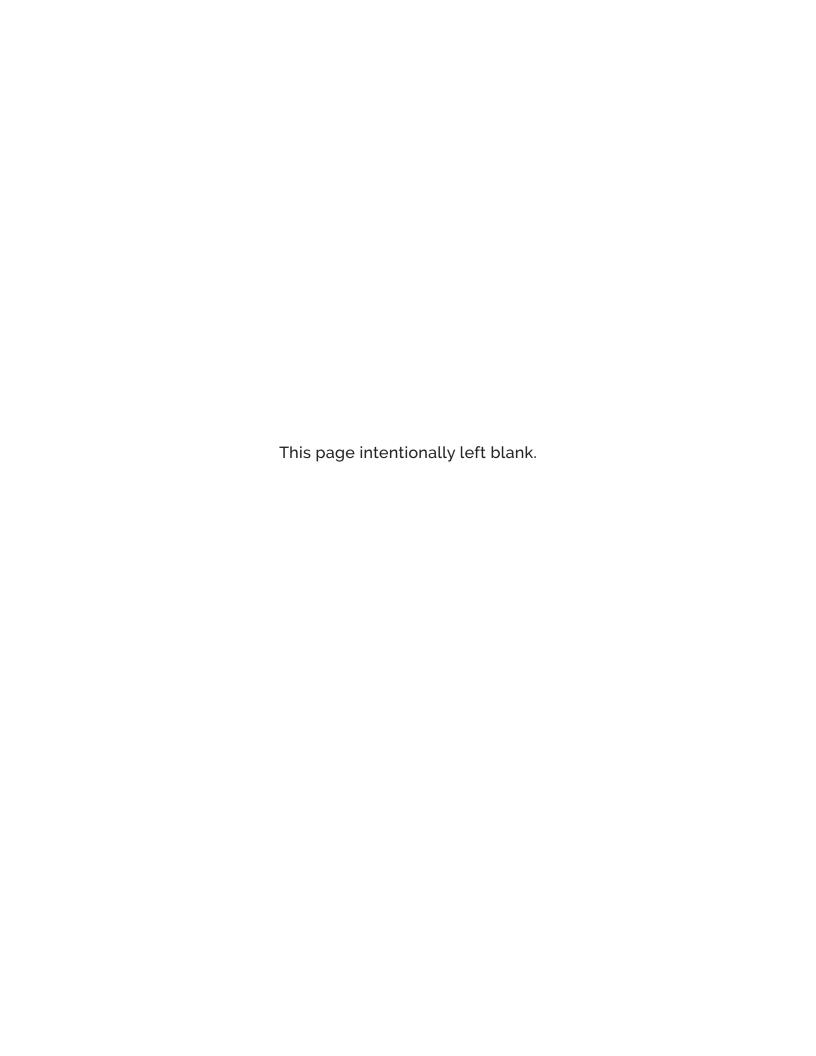
Remind your tenants to reduce clutter and save space.

Please...no plastic bags in recycling!

Remind your tenants to place recyclables loose and unbagged.









RECYCLE EMPTY · CLEAN · DRY



RECYCLE these items in your purple recycling cart. Place directly into cart. Do not put in plastic bags.

Plastic Bottles, Jugs and Tubs

Bottles: Water, Soda, Juice

Jugs: Laundry Detergent, Milk

Tubs: Margarine, Yogurt, Sour Cream

Lids on!



Metal Cans and Aluminum

Cans: Soda, Soup, Meat, Juice, Vegetable, Pet Food, Aerosol (tip removed)

Aluminum: Trays, Pie Tins, Clean Foil



Paper and Cardboard

Paper: Newspapers, Magazines, Catalogs,

Brochures, Office, Envelopes

Cardboard/Boxes: Cereal, Shoe, Tissue,

Shipping Boxes, Paper Tubes

Flatten Boxes!



Glass Bottles and Jars

Bottles: Wine, Beer, Oil, Soda

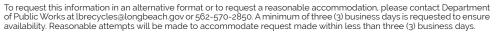
Jars: Sauce. Pickle. Preserves

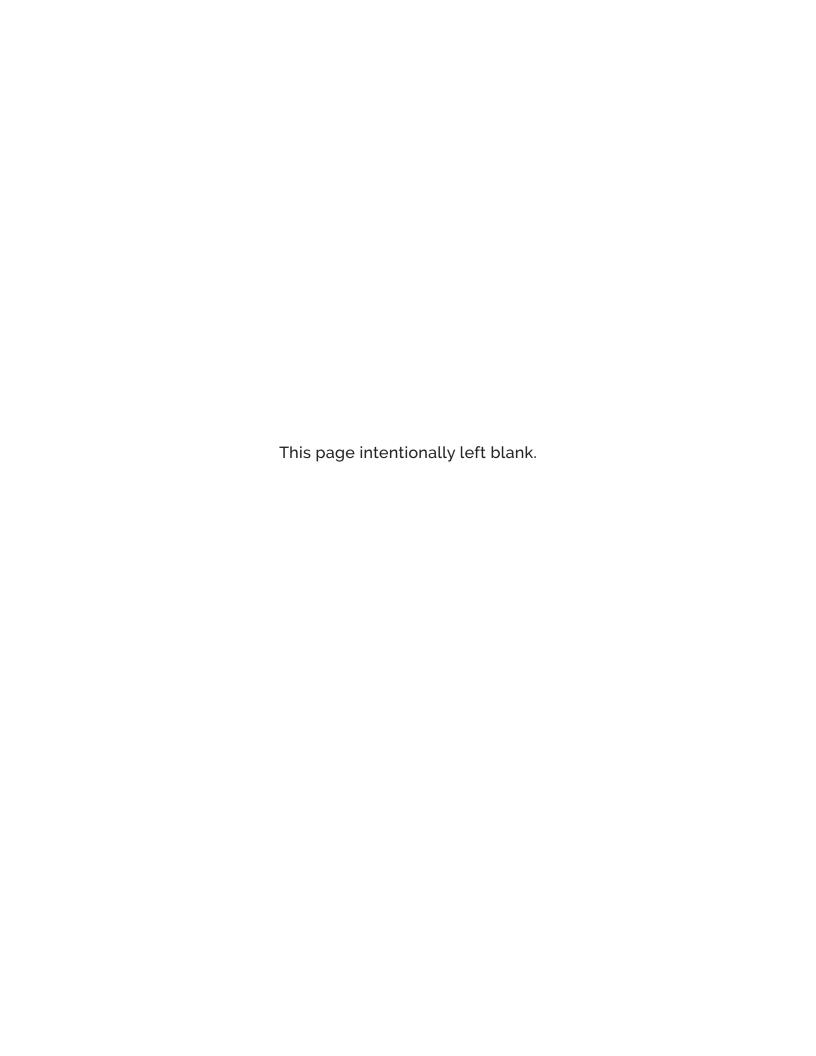


Need more information on which items go in your cart? Visit LongBeach.gov/LBRecycles











REFUSE NO RECYCLABLES



ONLY REFUSE goes in your gray refuse cart. No recyclables or hazardous waste.

Refuse/Trash



Plastic and Plastic-Lined Cups, Plates, Containers



Plastic Bags, Plastic Wrap, Snack Bags, Candy Wrappers



Beverage and Food Cartons, Pouches, Freezer Boxes



Padded Envelopes, Foam Packaging Material



Plastic and Foam Containers, Utensils, Cups, Lids, Straws, Compostable Plastics



Diapers, Pet Waste



Hoses, Wires, Cords, Hangers, Strapping



Ceramics, Broken Glass

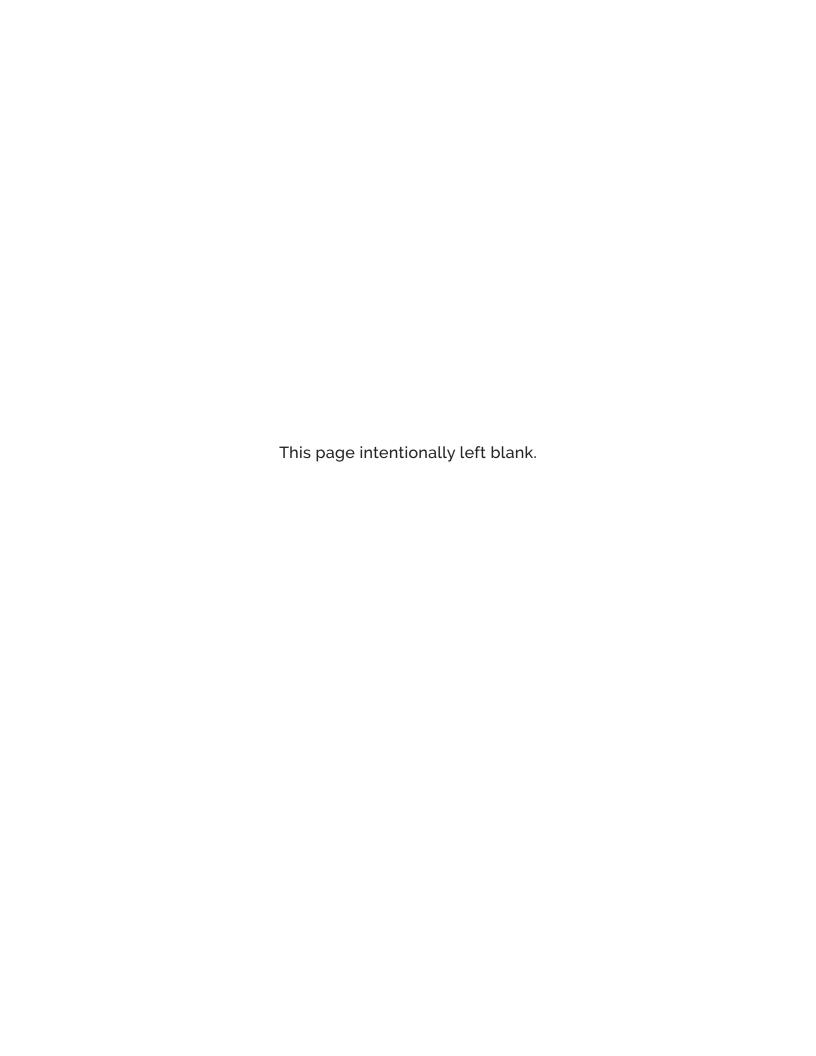
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Thank you for

Recycling Right!

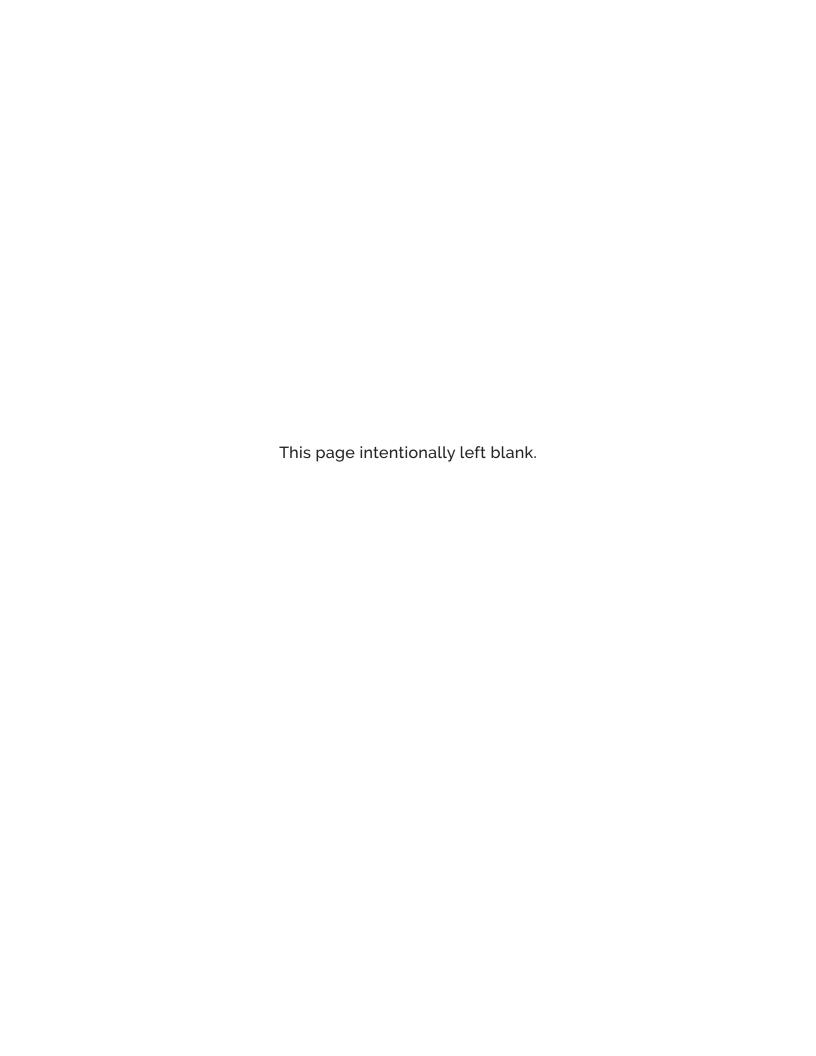










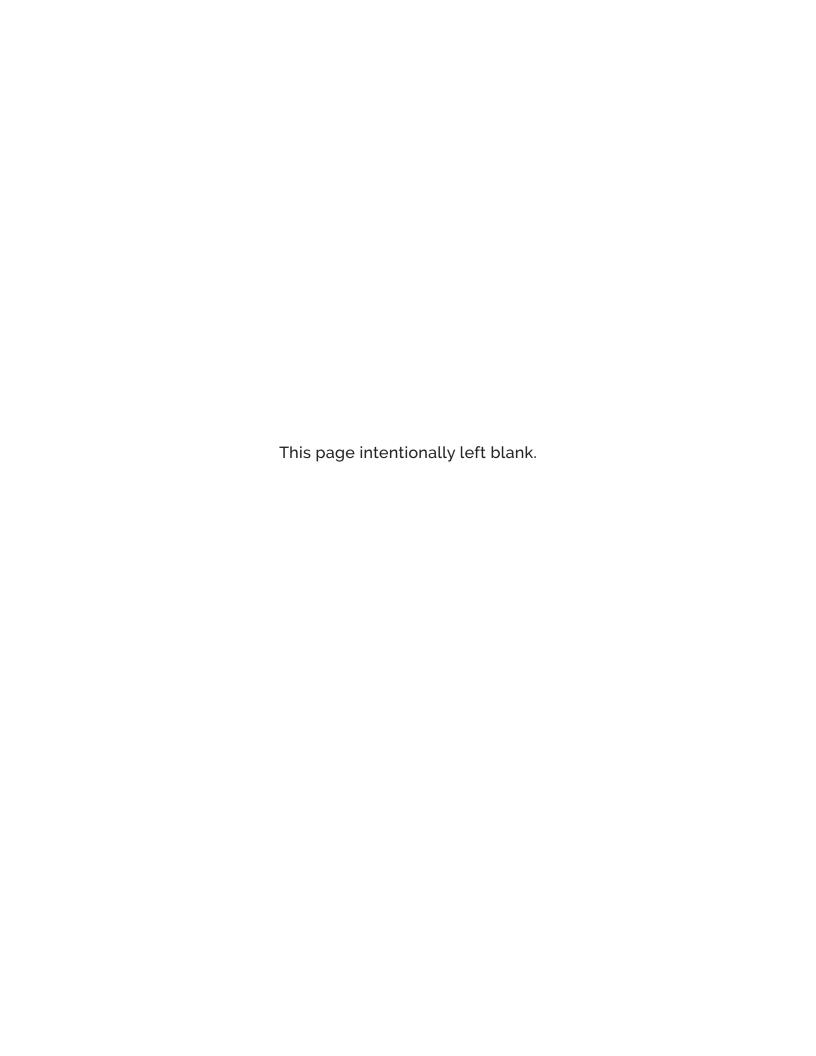


ONLY TRASH in this chute, please!







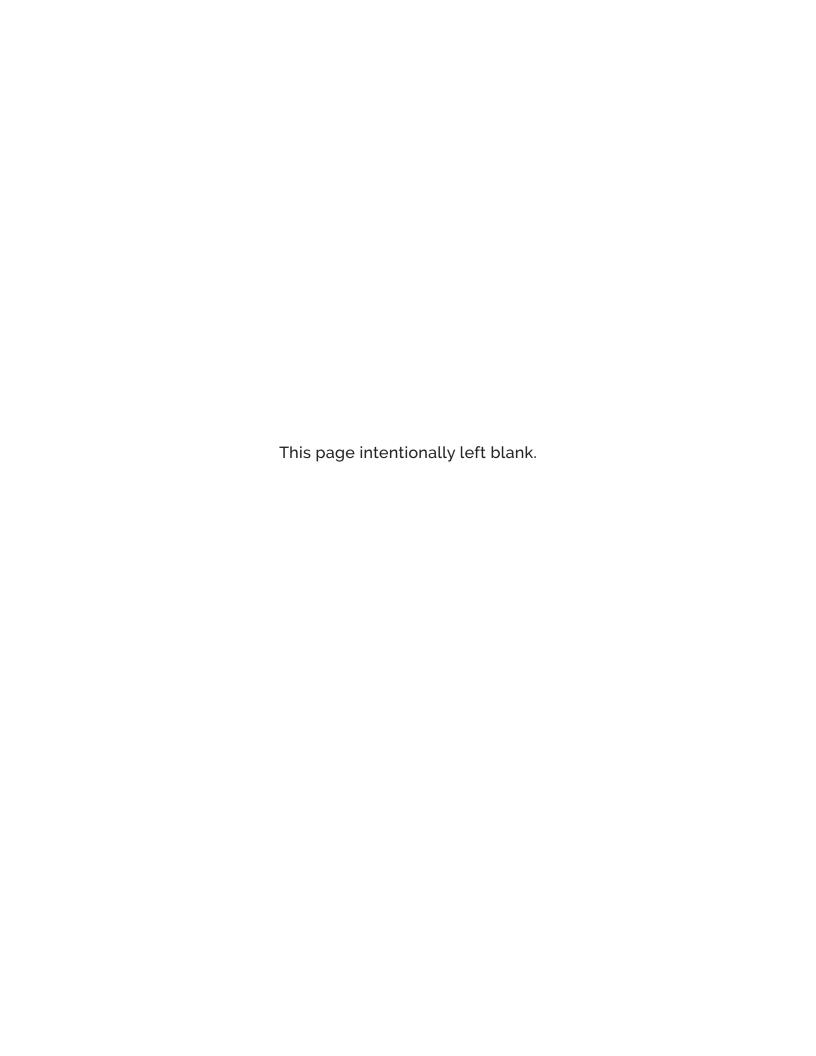


ONLY RECYCLING in this chute, please!









Looking for Trash?

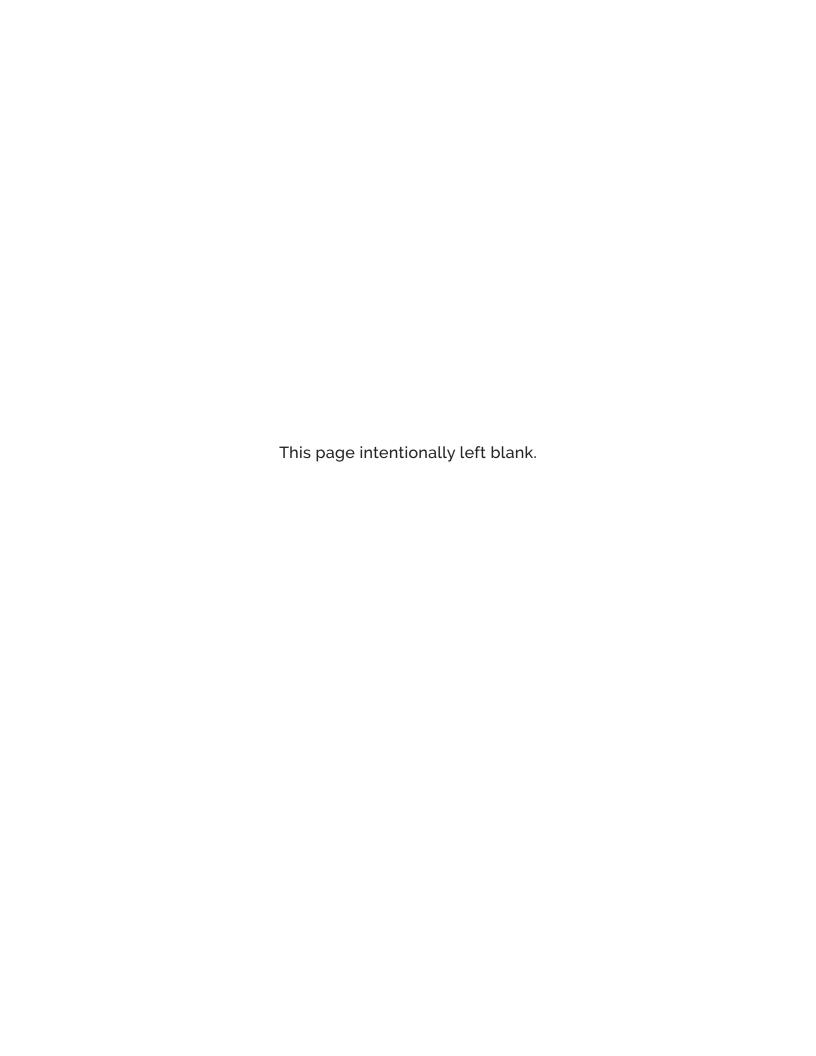


NOTE: RECYCLING IS COLLECTED IN ANOTHER LOCATION.

Please bring recycling to:







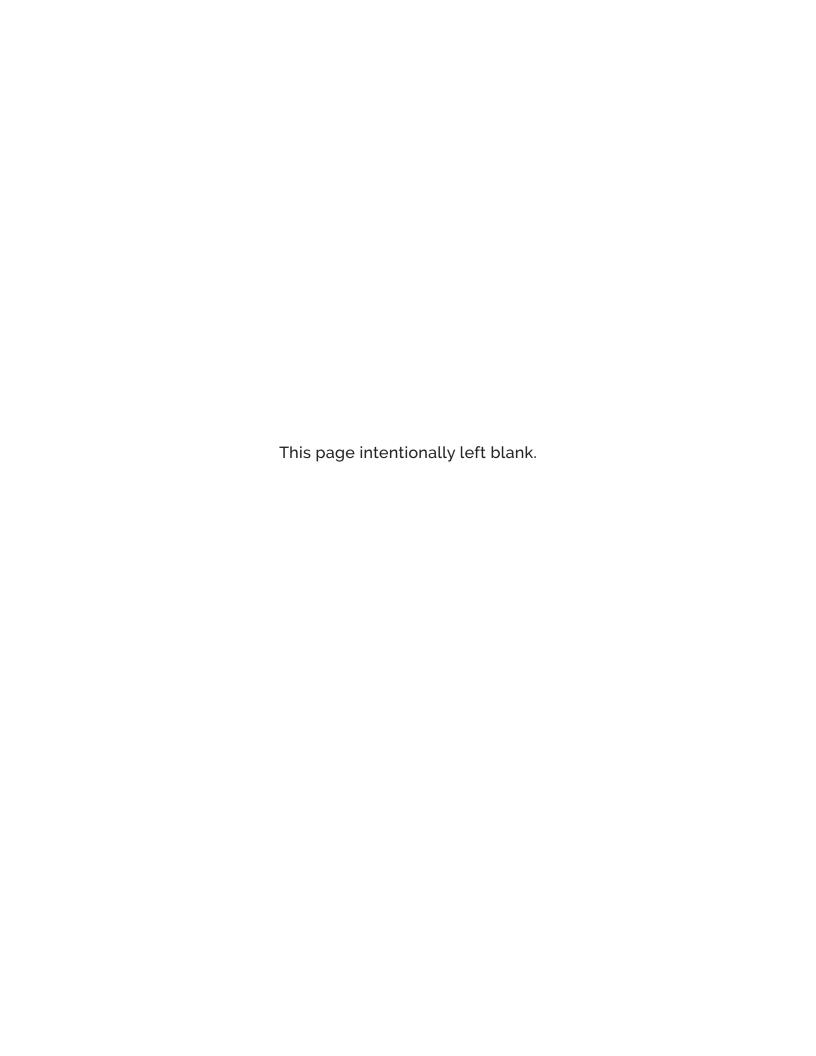
Looking for Recycling?

NOTE: RECYCLING IS COLLECTED IN ANOTHER LOCATION.

Please bring recycling to:





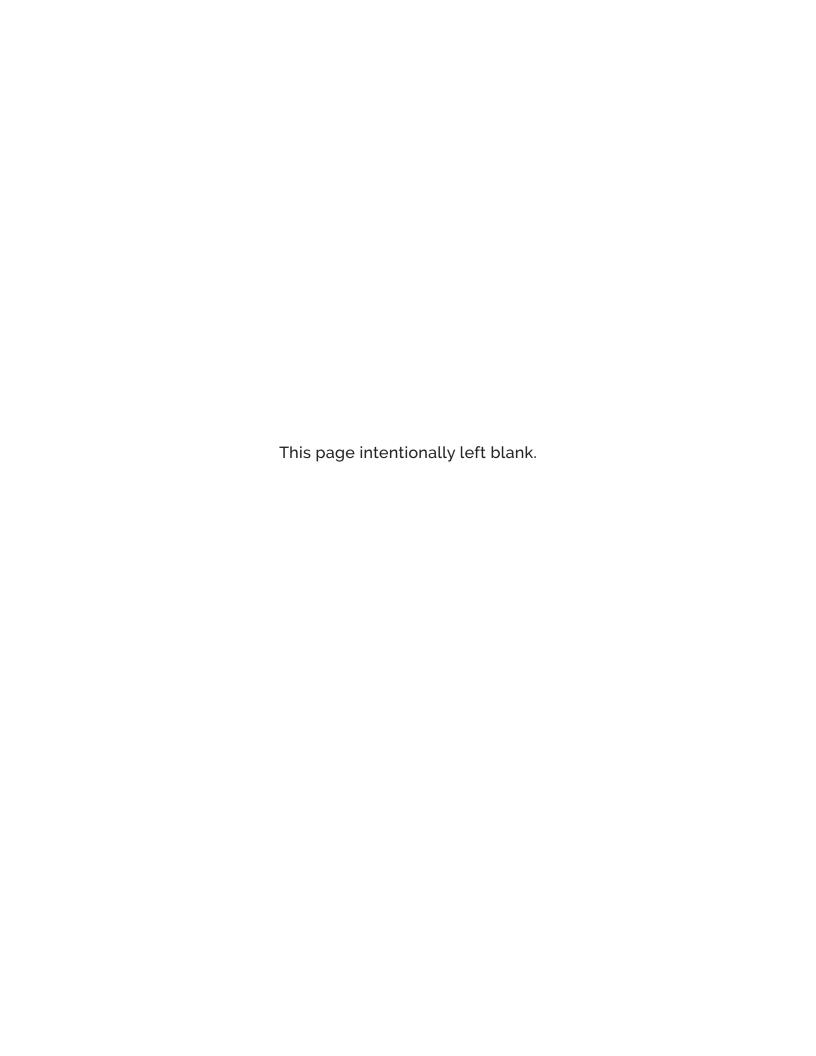


Please... flatten cardboard boxes!









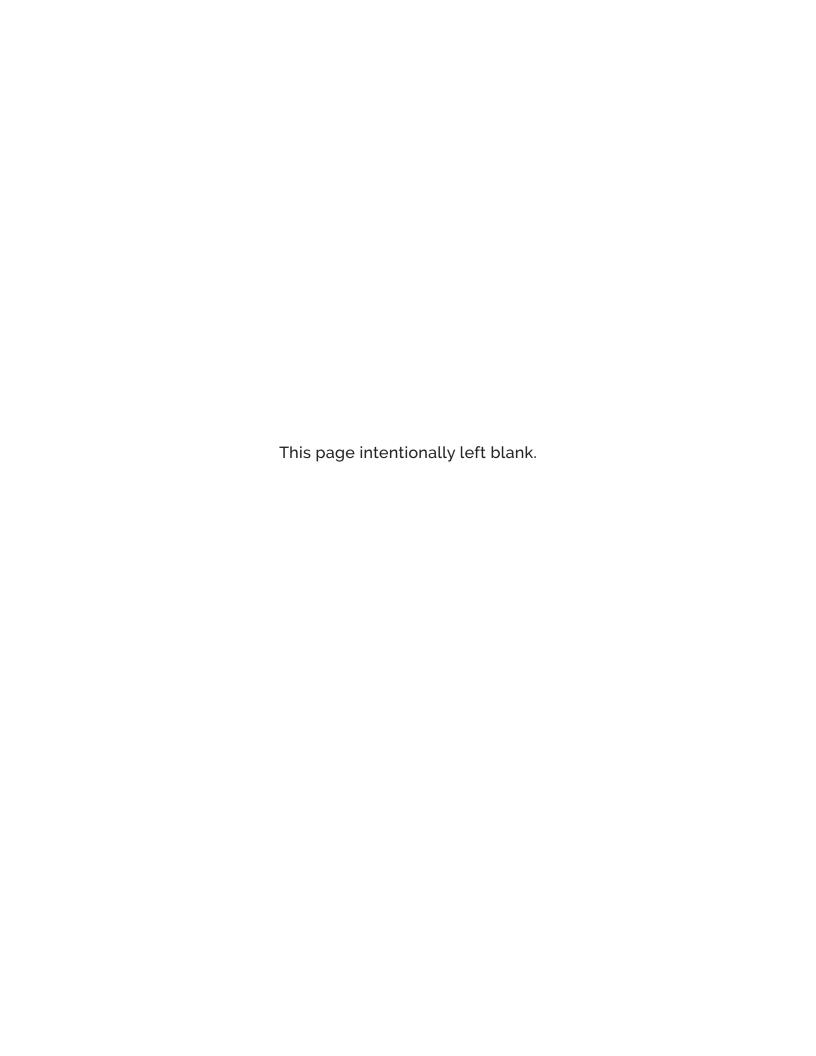
Please...

no plastic bags in recycling!











for a Successful Onsite Recycling Program

Supporting New Residents

- ✓ **Set a friendly and supportive tone** about recycling early on by introducing residents to the City's recycling guidelines as soon as they move in.
- Point out the recycling collection areas during your walk-throughs with prospective and new residents.
- ☑ If your property is large, add the recycling and trash collection areas on the map. This is especially important if your recycling and trash collection areas are not co-located. If there are multiple waste collection areas, make sure to have trash and recycling available at each one.



Building a Recycling Community

Helping your residents recycle right requires good communication, accessible infrastructure, and regular monitoring for container fullness, contamination, and signage. Here are some tips:

- ☑ **Be consistent.** Include language about recycling and trash collection in your lease and make sure that the information is consistent with the City's recycling guidelines.
- ✓ **Celebrate success.** Research shows that residents appreciate properties that prioritize environmental health. Thank residents for doing their part and consider co-promoting recycling with LB Recycles on social media.
- ☑ **Engage residents and maintenance staff.** Recruit motivated residents to help monitor the recycling containers, report problems, share information, and talk to other residents about recycling right. Ask maintenance staff for additional input to improve recycling at your property.
- ☑ **Reach beyond recycling.** Consider offering waste prevention tips and guidance such as community swaps or donation events for clothing, furniture, or other reusable items.
- ☑ Participate in City-sponsored recycling and waste reduction workshops.

These are just a few tips for creating and supporting a community of engaged recyclers. Stay up to date by following @LBRecycles on Facebook, Twitter, and Instagram and by visiting the LB Recycles website.





Moving Packet

Tips for Recycling Right on the Move

This packet of resources is designed to support residents who are in the process of moving and may require guidance around large, bulky, or non-accepted items that cannot be disposed of in regular trash and recycling containers. These resources can be posted in central collection areas or distributed on an as-needed basis. Each document links to the City's website, where information will be accurate and up-to-date.

INCLUDED RESOURCES



Donation Guide

Learn about options for donating items that you no longer need, but that are too good to trash.

Special Collection Guide

Explore your options for having large or bulky items, like furniture and appliances collected from your home.

Hazardous Waste Guide

Learn how to safely dispose of toxic items such as leftover paint, electronics, lightbulbs, chemicals, and other hazardous household items.





Donation Guide



Why waste something that can be reused?

Give your used items a second life by donating your unwanted clothes, furniture, electronics, and household items. There are multiple reasons to donate your used goods in Long Beach.

- Support non-profits and community organizations in providing jobs and training
- ☑ Give items a second life
- ☑ Reduce waste by diverting your items from your trash
- ☑ Donations are tax-deductible
- ☑ It feels good to give back!



The Long Beach Recycles website includes an upto-date **List of Local Organizations** that accept donations. Review the list to find nearby options, and call ahead to confirm the specific items that can be accepted. Some organizations may also provide a free pickup.

Food Donations

According to CalRecycle, Californians throw away nearly 6 million tons of food scraps or food waste each year. If you have excess food available, consider working with a food rescue organization to help feed our community and prevent food waste. To see a list of food rescue organizations, please visit our **Donate to a Food Rescue Organization** webpage.





Use your phone to scan this QR code or visit **longbeach.gov/lbrecycles** and search for "Donation Guide."

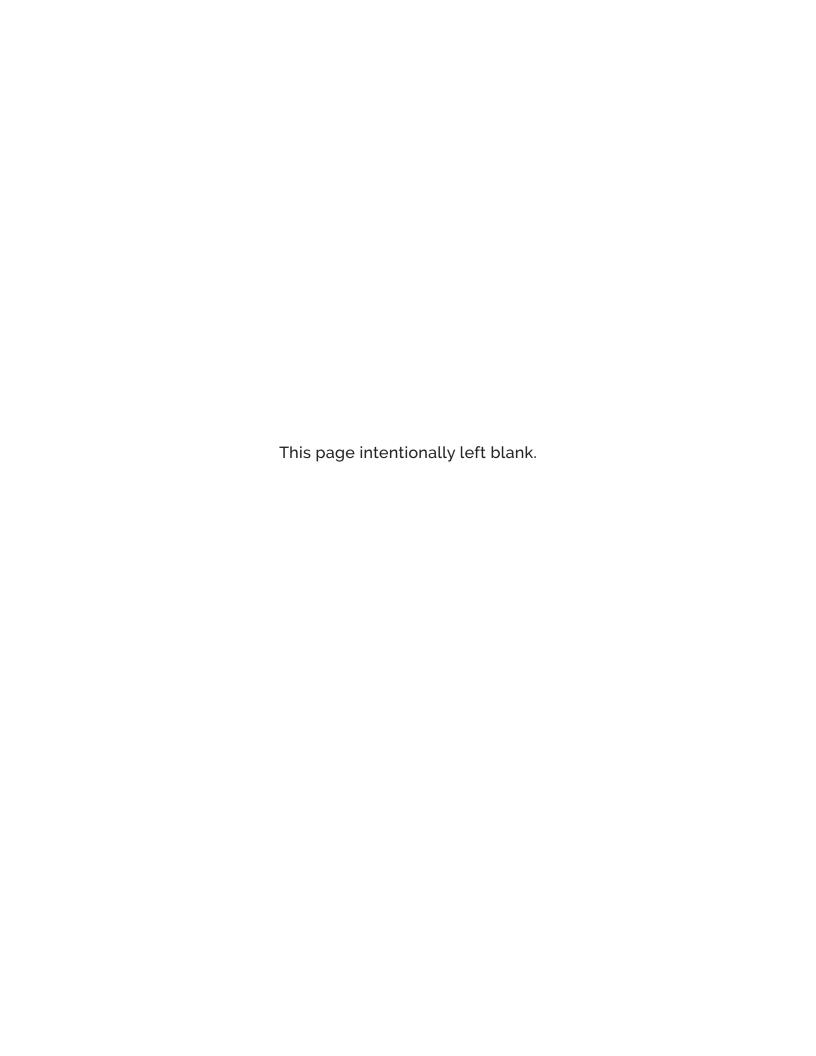


Use your phone to scan this QR code or visit longbeach.gov/lbrecycles and search for "Food Rescue Organizations."

No donation options? If you have bulky or oversized items that are not acceptable for donation, visit the Long Beach Recycles website to submit a **Special Collection request** or call **(562) 570-2876** to request a pickup.







Special Collection Guide



For oversized items that don't fit in your cart

Before discarding an unwanted item, determine if this item can be donated to be reused by someone in need. Refer to our **Donation Guide** for a list of local resale organizations and thrift shops near you.

If your only option is to discard it, the City of Long Beach provides each City-serviced refuse account up to **four (4) Special Collections per year** at no additional cost.

If you receive a refuse bill from the **City of Long Beach**, you are eligible to use this free service! Read below to learn more.

If your building is serviced by one of Long Beach's **private haulers**, or if you **don't know** who provides your collection service, please consult your property manager to learn about options available to you.

Eligible Special Collection Items

- **✓** Furniture
- Appliances (for safety, refrigerators and freezers must have doors removed or duct-taped shut)
- Computers and monitors
- ✓ Television sets
- ✓ **Tires** (with or without rims, maximum of 16" in size and maximum of 5 tires per pickup)
- ☑ Tree branches, yard debris (4 feet in length, 40-pound tied bundles)
- ☑ Other oddly sized items

Please review "Preparing Items for a Special Collection" on the next page before submitting your request.



Online Request Form

Request a special collection using our online form. Use your phone to scan this QR code or visit **longbeach.gov/lbrecycles** and search for "Special Collections."



Hotline Request

Request a special collection by calling the **Refuse Hotline** at **(562) 570-2876**.

On your scheduled special collection day, place all items at your normal weekly refuse collection location no later than 6:00 am. Please remember that your items cannot be placed outside until a pickup date has been confirmed by the Refuse Hotline.





Special Collection Guide

Preparing items for a special collection

IMPORTANT: Please read these instructions before submitting a special collection request.

Size: Items cannot exceed 72"x 48". Please bundle smaller items together. Bundles cannot exceed 48" in any direction. Items or bundles cannot exceed 40 pounds. Bags cannot exceed 25 pounds. To ensure safe handling of items by City crews, please do not place sharp objects such as branches, sticks, broken glass, etc. in plastic bags. All bags and bundles must be securely tied. Branches must be bundled, and yard waste must be contained (bagged).



- Oversized items: If you want an oversized item collected (such as a sofa or any item that exceeds the maximum size), please let us know when you schedule the pickup.
- ☑ **Special handling:** Appliances, televisions, computer monitors, and tires will be picked up by a special truck and should be kept separate from other items. If you have any of these for collection, let us know when you schedule the pickup. A fee may be charged for items requiring special handling.
- Maximum items: A maximum of eight (8) large items or 25 bags/bundles/boxes of trash will be allowed for each scheduled pickup. Customers can opt to use two (2) free special pickups for the same day.
- Mattress/box spring handling: For the health and safety of refuse collection staff, all mattresses and box springs must be sealed in plastic before being placed out for collection. Plastic "mattress bags" can be purchased at most large retailers, home improvement stores, moving supply centers or online.
- ☑ **Scheduled Special Collection day:** On your scheduled special collection day, place all items at your normal weekly refuse collection location no later than 6:00 am. Please remember that the items cannot be placed outside until a pickup date has been confirmed by the Refuse Hotline.
- ✓ **Please be aware** that the refuse employees who are scheduled to pick up your bulky items cannot go onto private property because of insurance liabilities.





Hazardous Waste Guide



Safely disposing of hazardous materials

What is Hazardous Waste?

Household Hazardous Waste (HHW) includes cleaners, paints, electronic devices, batteries, lawn products, and auto products. These products have chemicals in them that are harmful to human health and the environment.

Please be responsible for toxic chemicals used in and around our homes and dispose of any unused portions properly. HHW cannot be disposed of in your trash or recycling carts. Please help keep toxic chemicals out of our neighborhoods and environment.

How to Safely Dispose of HHW

Long Beach and Los Angeles County residents have access to free disposal of hazardous waste at a **local HHW collection event** or at the following **locations** and times:



Gaffey Street S.A.F.E. (Solvents/Automotive/Flammables/Electronics) Center
1400 N. Gaffey St. | San Pedro, CA 90731
Open Saturday and Sunday only
9:00 am to 3:00 pm

*Closed on some holidays. Please visit our website for updates.

For questions, please email lbrecycles@longbeach.gov or call (562) 570-2876.



HHW Collection Events

To view a current schedule of collection events and learn more about accepted HHW items, visit our website. Use your phone to scan this QR code or visit longbeach.gov/lbrecycles and search for "Hazardous Waste Collection."



Please be aware that not all items are accepted at HHW collection events. We cannot accept business waste, ammunition, explosives, radioactive material, or biological waste. To learn about safe disposal of these items, please call (562) 570-2876.





