



**City of Seattle**  
Seattle Public Utilities

Dear Friend of Recycling and Composting (FORC) Steward,

Thank you for signing up as the FORC for your property. With the new law prohibiting food waste and food-soiled paper (pizza boxes, kitchen towels, napkins) in the garbage, your efforts are even more appreciated!

**Important: To receive the \$100 credit,** take the required actions listed on the Pledge in your folder, and return the Pledge to Seattle Public Utilities in the enclosed postage-paid envelope. Your \$100 credit will be posted to your property's utility account within two billing periods *after we receive your Pledge*.

**To sign up for a free FORC training** to help you improve recycling and composting on your property, please leave a message at (206) 684-8717. Find updated training dates at [www.seattle.gov/util/apartmentfoodwaste](http://www.seattle.gov/util/apartmentfoodwaste) or leave a voicemail requesting dates at (206) 684-8717.

**Please:**

- 1) Return the enclosed demographic questionnaire about *you (not your property)* to SPU in the enclosed postage-paid envelope. (This helps ensure that the City offers equitable service across Seattle.)
- 2) Read the other side of this letter regarding FORC responsibilities and free resources for you.
- 3) Review the free brochures and flyers in the FORC green folder, which may be useful to you or residents.

Your actions as a FORC are important for supporting the residents at your property, protecting the environment, and helping Seattle reduce waste. Recycling and composting save valuable resources and can reduce costs at your property as well!

Thank you for volunteering. We hope you enjoy providing help to your residents as a FORC.

Sincerely,

Marcia Rutan  
FORC Program Manager

***Thank you for your commitment to recycling, composting and waste reduction!***



## FORC Responsibilities and Resources

A Friend of Recycling and Composting (FORC) steward is an on-site champion who helps residents recycle, compost, and reduce waste successfully.

### FORC Responsibilities

1. **Educate** residents about which items go into the recycling container, the food and yard waste cart, or the garbage. Provide educational flyers and trainings, in different languages as needed. Post labels and posters where useful. Share the on-line SPU videos or order a free DVD to pass around. See “Resources” below.
2. **Monitor** recycling and garbage containers and food and yard waste cart(s) on your property. When safe, remove contaminating items and place them in the right containers. Never put your hands into the containers. Only remove things from the surface with a tool like a “grabber.” Locate containers so they are convenient and safe for residents – design for success!
3. **(Property Managers only)** To report **missed service** (container not emptied, food waste cart liner missing) call **(206) 684-7665** between 5-6 PM, on day of scheduled service, the next morning.
4. **Motivate** residents with a thank you or by including tips in your property’s newsletter. Post reminder notices on bulletin boards. Provide new residents with the *Where Does It Go?* and *Food + Compostables* flyers. Consider offering refreshments and a resident training, or ask residents to share tips and questions.
5. **Provide Seattle Public Utilities with suggestions** regarding the FORC program or recycling and composting by leaving a message at (206) 684-8717.



### Resources

**Missed service** (cart liner or emptying): Property manager calls **(206) 684-7665**, between 5-6 PM on day of service or the next morning. For missing/broken containers or service revisions, call (206) 684-7665 during business hours.

**Resident education:** To order free fliers, posters, labels, DVDs choose *one* of the following:

- a. Order or download at [www.seattle.gov/util/recyclingeducation](http://www.seattle.gov/util/recyclingeducation) -OR-
- b. Complete and mail the enclosed yellow order card -OR-
- c. Leave a message at **(206) 684-8717** to request a replacement yellow order card.

**Recommendation:** Provide every unit with the “Food + Compostables” flyer, available in many languages. Please allow at least two weeks for delivery of your requested materials.

**Free FORC and resident trainings and technical assistance (limited):** Leave a message at (206) 684-8717.

**Apartment Condo Conservation E-Newsletter:** Sign up at [www.seattle.gov/util/ApartmentCondo/](http://www.seattle.gov/util/ApartmentCondo/) to receive occasional updates, discount/rebate alerts, and ways to save money and help the environment.

**The Very Popular Look It Up Tool:** Find out how to dispose of hundreds of items at: [www.seattle.gov/util/MyServices/LookItUp](http://www.seattle.gov/util/MyServices/LookItUp) (Or call SPU customer service at 206-684-3000.)