



## FORC Responsibilities and Resources

A Friend of Recycling and Composting (FORC) steward encourages residents to recycle, compost and reduce waste. Your actions will help Seattle achieve its 60% recycling goal!

### FORC Responsibilities

1. **Educate** residents about which items go into recycling and which items go into the food and yard waste cart. Provide educational flyers and trainings, in multiple languages when needed. Post labels and posters where useful. Share the on-line videos or request a DVD to pass around. See “Resources” below.
2. **Monitor** recycling 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.” **To report missed service** (cart emptying, liners, etc.), the manager needs to call **206-684-7665** after 5 PM, day of scheduled service.
3. **Motivate** residents to participate by acknowledging green “heroes” with a thank you or by including a note in your property’s newsletter. Post reminder notices in your building or newsletter. Hold a party to provide extra training or for residents to share tips and enthusiasm. As needed, move containers to more convenient locations for residents – design for success!
4. **Provide suggestions** regarding the FORC program or recycling and composting by leaving a message at (206) 684-8717, press “2”



### Resources

**Resident education:** To order free materials 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. Call **206-684-8717**, press #2, to request a replacement yellow order card.

*Please allow at least two weeks for delivery of your requested materials.*

**Recommendation:** *Provide every unit with the Food and Yard Waste flyer - available in many languages.*

**FORC or resident training information:** Call (206) 684-8717, press #2. *Limited availability.*

**Apartment Condo Conservation E-Newsletter:** Sign up at [www.seattle.gov/util/ApartmentCondo/](http://www.seattle.gov/util/ApartmentCondo/) to receive bi-monthly updates, discount coupons, and other opportunities to save money and help the environment.

**Recycling Game:** Take the challenge at [www.seattle.gov/util](http://www.seattle.gov/util). Search: “Recycling Game.”

**Look It Up Tool:** Find out what to do with hundreds of items at: [www.seattle.gov/util/services/](http://www.seattle.gov/util/services/) Look for “How Do I Get Rid of This” or the Ask Evelyn Look It Up icon.

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

