

SCHOOLS AND NON-PROFITS REQUEST FOR RECYCLING CARTS

The recycling carts will be provided for your school or non-profit's use, but will remain the property of the City & County of Honolulu so the City can provide repair and replacement under the warranty. The school or non-profit will be obligated to use the recycling carts only for the intended purpose -- to collect recyclable materials -- and to take steps to protect the containers from theft.

Below are guidelines that must be followed in using the recycling carts:

- The carts are to be used on your property to collect recyclable materials only – aluminum, glass, plastic, paper.
- The school or non-profit cannot transfer the recycling carts to any other entity for use, and the carts cannot be used for anything other than the collection of recyclable materials.
- The school or non-profit is responsible for coordinating the pickup and recycling of the materials collected. City recycling staff can provide assistance to identify recycling companies, collectors, or redemption center locations.
- The recycling carts must be kept secure. Remember, they have wheels and could be easily wheeled away. Please keep the carts in an area of your school/non-profit where they cannot be taken, or chain them to an immovable object.
- Recycling carts cannot be altered. For example, you cannot remove any parts (wheels, handles, lids, etc.) or cut deposit holes in the lid. These carts are the property of the City and County of Honolulu and have a 10-year warranty. Any alteration to the cart would negate the warranty.
- Damaged carts should be reported to the City's Recycling Office at 768-3448 to coordinate repair or replacement.
- In the event that the recycling carts are stolen, it must be reported to the police. Keep a record of the serial numbers of the carts you are given so this information can be provided in a police report, if necessary. Then, notify the City's Recycling Office. The carts can be replaced if supplies are available.
- Please notify us at 768-3448 if you would like to return the carts. You will be responsible for delivering them to either the nearest City Convenience Center or to the storage facility as designated by City staff.

Please be sure to inform everyone involved in your recycling program (e.g. students, teachers, administration, maintenance staff, and other staff) of the guidelines for using the recycling carts.

If you agree to the above guidelines, please provide the information on the following page. For more information, contact **Tamara Farnsworth at 768-3448 or tfarnsworth@honolulu.gov**.

To: The City's Recycling Office
1000 Uluohia Street, Suite 201
Kapolei, HI 96707

FAX: 768-3434

Attention: Tamara Farnsworth
Email: tfarnsworth@honolulu.gov

PHONE : 768-3448

Our school/non-profit would like to accept the offer of the recycling carts for our recycling program. We agree to the City and County of Honolulu's guidelines for using the carts as previously stated.

You will be contacted to arrange for pick-up at a City facility.

School/Non-Profit Name: _____

Address: _____

City/ZipCode: _____

Contact Person: _____

Phone: _____ Email: _____

Date of Agreement/Request: _____

Quantity of recycling carts requested by type (maximum of 30 carts).

# Beverage Containers- Aluminum	_____
# Beverage Containers- Plastic	_____
# Beverage Containers- Glass	_____
# Beverage Containers- Plastic, Glass, Aluminum	_____
# Color Paper	_____
# White Paper	_____
# Newspaper	_____
TOTAL	_____

Comments: _____

