



DEPARTMENT OF ENVIRONMENTAL SERVICES  
CITY AND COUNTY OF HONOLULU

REFUSE DIVISION

1000 Uluohia Street, Suite 201, Kapolei, Hawaii 96707

TELEPHONE: (808) 768-3200 • FAX: (808) 768-3434

WEBSITE: [www.opala.org](http://www.opala.org)



## CONDO RECYCLING PROGRAM

### Loaner Wheeled Carts

#### AGREEMENT FOR USE OF RECYCLING COLLECTION CONTAINER

- Approved properties are responsible for picking up recycling carts at a City & County of Honolulu facility. You will be contacted to arrange a pick-up time.
- The recycling carts will remain the property of the City; the City can provide repair and replacement under the warranty.
- Recycling carts are to be used on your property for the intended purpose of collecting recyclable materials only.
- Recycling carts cannot be transferred to any other entity for use.
- Condo/apartment management is responsible for coordination of the recycling for the materials collected. City staff can provide assistance to identify recycling companies, collectors, and redemption center locations.
- Recycling carts must be kept secure from theft. Keep the carts in an area of your property where they cannot be taken or chain them to an immovable object.
- 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 loaned so this information can be provided in a police report, if necessary. Then, notify the City's Recycling Branch at 768-3200 ext. 7 or email [opala@honolulu.gov](mailto:opala@honolulu.gov). The carts can be replaced if supplies are available.
- 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 have a 10-year warranty. Any alteration to the cart would negate the warranty.
- Damaged recycling carts should be reported to the City's Recycling Branch for repair or replacement.
- If you would like to return the recycling carts, notify the City's Recycling Branch. You will be responsible for delivery of the carts back to a City facility.

\_\_\_\_\_ Initial here if you understand and agree to the statements above.



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# CONDO RECYCLING PROGRAM

## Loaner Wheeled Carts – Recycling Collection Container Form

### TO LOAN RECYCLING CARTS:

- Read **Agreement for Use of Recycling Collection Container**
- Complete and submit the **Recycling Collection Container Form**
- Inform everyone involved in your recycling program about the guidelines for cart usage

### PROPERTY INFORMATION

Name of Multi-Family Association or Building: \_\_\_\_\_

Address: \_\_\_\_\_

Number of buildings: \_\_\_\_\_ Number of units: \_\_\_\_\_

Square footage of building(s): \_\_\_\_\_ Square footage of property: \_\_\_\_\_

### CONTACT PERSON

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**ASSOCIATION PRESIDENT**       **BUILDING OWNER** (*Select one*)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Submit all documents to [opala@honolulu.gov](mailto:opala@honolulu.gov)  
or mail to the following address:

**Refuse Division – Recycling Branch**  
1000 Uluohia St., Suite 201  
Kapolei, HI 96707

<p><b>SUBMISSION BY:</b></p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>Number of carts requested: _____</p>
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## RECYCLING PROGRAM PLAN QUESTIONNAIRE

1. Total number of recycling carts requested (*maximum of 20*): \_\_\_\_\_

2. Materials collected (*select all that apply*):

Aluminum cans – HI-5

Glass bottles – Non HI-5

Plastic bottles – HI-5

Aluminum cans – Non HI-5

Green waste

Plastic bottles – Non HI-5

Corrugated cardboard

Newspaper

Other: \_\_\_\_\_

Glass bottles – HI-5

Office paper

Other: \_\_\_\_\_

3. Describe the use of each of the recycling carts (*e.g. 2 dedicated for HI-5 plastics*).

4. Describe how carts will be stored or situated on the property.

5. How will collected material be recycled/dropped off (*e.g. service by company, self-delivery*)?