



## SB 1383 Requirements for All Businesses

State and local law requires that all wastes be sorted correctly in order to keep recyclable and compostable wastes out of the landfill. **Please review the list of requirements below and check all the boxes to indicate your understanding and agreement to follow these requirements.**

### Initial **Recycling and Organics Collection**

	Businesses must ensure that they have adequate service to collect all recyclables and organic wastes generated OR businesses may petition the City to self-haul recyclables and organic wastes (contact the City for details—see contact info below).
	Organics and recycling carts must be located at each trash enclosure. There must be a sufficient number to collect all recyclables and organics generated on site.
	All waste enclosures must have either a cardboard recycling bin or a designated area for cardboard recycling.

### Initial **Placement of Recycling and Organics Collection Bins**

	Ensure that employees, contractors and tenants have access to an adequate number, size and location of recycling and organic waste bins.
	Ensure that recycling and organic waste bins are placed next to all trash bins provided for customer use (except in restrooms).
	Restrooms with paper towels must have an organics bin.
	All waste bins must be either <b>color coded or clearly labeled</b> : <b>Color-coded:</b> Trash bins must be gray or black, recycling bins must be blue, and organics bins must be green, (with either the lid or the body of the waste bin being the correct color). Businesses do not need to replace existing containers until they are no longer functional, or until January 1, 2036, whichever comes first. <b>Clearly labeled</b> to show which materials can and cannot go inside.

### Initial **Education and Training**

	Annually provide information to all employees, contractors and tenants on waste diversion requirements and how to properly sort recyclables and organic waste into the correct bins
	Annually provide information to all employees, contractors and tenants on waste diversion requirements and how to properly sort recyclables and organic waste into the correct bins
	Provide information to new tenants about their requirements to sort waste properly within 14 days of occupation.

### Initial **Contamination Monitoring**

	Inspect trash, recycling and organic waste bins for contamination on a quarterly basis.
	Remind employees about proper sorting if the bins are found to be contaminated.

**As the property owner and/or business owner, I am authorized to sign this form. I acknowledge that I understand and will ensure that my business will follow these requirements.**

\_\_\_\_\_

Print Name Title

\_\_\_\_\_

Signature Date

\_\_\_\_\_

Business Name Address Email

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