



CITY RECYCLING ORDINANCE
Recycling Hauling Reporting Form

This form must be completed and submitted annually to the Environmental Services Department per reporting requirements set forth in Municipal Code section 66.0711(a) when the responsible person for a commercial facility, mixed use facility, multi-family dwelling, or association or organization:

- Self-hauls recyclable materials to a recycling facility;
Uses the services of a recyclable materials collector who is neither a Franchisee nor a Certified Recyclable Materials Collector to collect, transport, and deliver recyclable materials generated by that person to a recycling facility and/or;
Shares service with another property that has the proper recycling collection service.

This form does not need to be completed if your recyclables are collected by a franchised waste hauler or certified recycler.

SECTION I - CONTACT INFORMATION

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

Street Address: \_\_\_\_\_
(No P.O. Boxes) City State Zip code

Mailing Address: \_\_\_\_\_
(If Different) City State Zip code

Contact information of the person responsible for recyclables materials management at the facility:

Contact Name Phone Email

Type of Business: Office Retail Manufacturer Restaurant/Bar
(Please mark the facility type)
Multi-family Hotel/Motel Other:

SECTION II - COMPLETE FOR SELF-HAUL, BACK-HAUL OR OTHER RECYCLABLE MATERIALS COLLECTOR

- Self-hauled by the owner and/or employees to a recycling facility where the recyclables are donated or sold. Destination facility name and location: \_\_\_\_\_
Back-hauled by the owner and/or employees to a central facility owned by the business or an affiliate which then recycles the materials. Destination facility name and location: \_\_\_\_\_
Collected by a recyclable materials collector who is neither a Franchisee nor a Certified Recyclable Materials Collector and transported to a recycling facility. Name of recyclable materials collector and contact information: \_\_\_\_\_

SECTION III - COMPLETE FOR SHARED SERVICE

- Recyclables generated at the facility are recycled using a shared service at another place of business to collect and properly recycle the materials.

This option requires the business that is providing the shared collection service to accept all liability for any City Recycling Ordinance violations, as either case may apply, and complete the information below.

Business Name (business providing recycling service): \_\_\_\_\_

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

Name of recycling service provider: \_\_\_\_\_

Contact information of the person responsible for recyclables materials management at the facility:

\_\_\_\_\_

Contact Name	Phone	Email
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List name and contact information of recycling service providers for all recycled materials. Documentation such as receipts can also be submitted with this form as proof of self-hauling recyclable material to be donated or sold.

Material Type	Recycling Provider or Destination	Volume of recyclable materials collected per week (cubic yards or gallons)	Phone	Address
Metal Containers				
Plastic Bottles/Jars				
Glass Bottles/Jars				
Paper				
Newspaper				
Cardboard				
Other:				
Other:				

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*I declare that I have read the foregoing document and that the facts stated herein are true to the best of my knowledge and that I have reviewed San Diego Municipal Code 66.0715 and will comply with all requirements therein.*

\_\_\_\_\_  
 Signature of Owner and/or Representative      Name (Print)      Date

**Completed forms may be submitted via mail, email, or fax.**

<b>Mail:</b> Environmental Services Department Attn: City Recycling Ordinance Enforcement 9601 Ridgehaven Ct, Ste 320 San Diego, CA 92123-1636	<b>Email:</b> <a href="mailto:sdrecyclingworks@sandiego.gov">sdrecyclingworks@sandiego.gov</a>	<b>Fax:</b> (858) 492-5089
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