

Recycling Requirements for Businesses in the City of San Diego

City of San Diego Recycling Ordinance

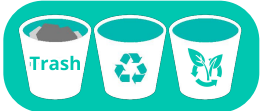
All commercial businesses and institutional facilities must subscribe to recycling and organic waste recycling service. To comply, the responsible person (the individual or entity responsible for the management of solid waste for disposal or recycling) for businesses and institutional facilities must provide all of the following.

Please refer to the City's Container and Signage Guidelines for more information.



External Containers and Collection Service

- ✓ Contract with **one franchise waste hauler** to service trash, recycling and organic waste recycling.
- ✓ **Recycling and organic waste collection must be as frequent as necessary to meet demand**, but recycling must be collected at least once every other week and organic waste recycling at least once a week.
- ✓ Ensure all external containers are **leak-proof, rodent-proof and outfitted with close-fitting lids**.
- ✓ Place external recycling and organic waste recycling containers in a **convenient location** next to or as close as possible to each trash container or disposal area.
- ✓ Submit **proper documentation** with the Alternative Service Verification Form (ASVA) to the Environmental Services Department if a business owner self-hauls, back-hauls or uses a Certified Recyclable Material Collector. PLEASE NOTE: Self-hauling and back-hauling does not exempt businesses from the requirement of contracting with one franchise hauler to provide trash, recycling and organic waste recycling service.



Containers Not Pending Final Collection

- ✓ **Pair** a recycling container with every trash container (except for restrooms).
- ✓ Place organic waste recycling containers where organic waste (such as food scraps and yard trimmings) is generated and **pair** them with a trash and recycling container.
- ✓ It is advised that all containers are **color-coded** in accordance with the Container and Signage Guidelines and are of adequate size to accommodate the materials generated.



Signage

- ✓ Place **signage on all recycling and organic waste recycling containers, storage areas and enclosures** to clearly identify them as recycling containers. A list and/or images of acceptable recyclable and organic waste recyclable materials must also be displayed on or near containers.
- ✓ **Signage on outdoor recycling and organic waste recycling containers for pick up collection** must include the name and phone number of the certified hauler.



Education and Training

- ✓ Provide **education** to tenants, employees, customers and contractors regarding acceptable materials for collection, container location(s), recycling and organic waste recycling requirements and the business' responsibility to recycle. **The education should take place annually, upon occupancy or when there are changes to the recycling program.**
- ✓ **Prohibit container contamination** (the placing of recyclable materials in a container **not designated** to receive those recyclables). Containers shall be checked periodically and tenants, employees and contractors shall be informed if containers are contaminated.



Food Donation Requirements

Designated food-generating businesses are also required to donate surplus edible food. Please contact us for more information.

Commercial properties must collect the following recyclables in designated recycling containers.

Check with your franchise hauler to determine what materials are accepted at your property.

Recycling



Glass Bottles and Jars



Rigid Plastics Including Bottles, Jars,
Clean Food Waste Containers, Jugs, Tubs,
Trays, Pots, Buckets and Toys



Metal Containers



Paper and Cardboard

Organic Waste Recycling



Food Scraps



Food-Soiled Paper



Yard Trimmings



Nonhazardous
Wood Waste

COMPLIANCE MONITORING AND ENFORCEMENT

The goal of the City Recycling Ordinance is to protect the environment and the public health and safety of all San Diegans. To achieve these goals, Code Compliance Officers (CCOs) routinely visit commercial properties. CCOs are authorized to issue written notices and citations for properties unwilling to comply.

NEED HELP?

The Environmental Services Department is available to help set up or improve your business' recycling program, provide information on food recovery organizations and assist with recycling education and training for employees. Schedule a free walkthrough consultation today by emailing sdrecyclingworks@sandiego.gov or calling **858-694-7000**. Visit recyclingworks.com for more information on local and state recycling regulations, resources, signage, list of City-approved franchise haulers and certified recyclers, De Minimis Waiver and ASVA.