

# Recycling Requirements for Businesses in the City of San Diego

What and how we recycle has recently changed. See how the new rules impact you.

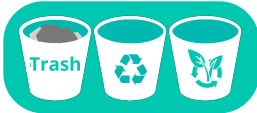
## City of San Diego Recycling Ordinance

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:



### External Containers and Certified Collection Service

- ✓ Contract with **one franchise waste hauler** to service trash, recycling and organic waste recycling.
- ✓ **Recycling collection service** as frequently as necessary to meet demand. **Organic waste recycling collection service** at least once per week.
- ✓ Ensure all external containers are **leak-proof, rodent-proof and outfitted with close-fitting lids**.
- ✓ Designate a **recycling and organic waste recycling collection and storage area(s)**.
- ✓ 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 Recycling Reporting Form to the Environmental Services Department if a business owner self-hauls, back-hauls or shares services. 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. Shared service with another business or site requires a written agreement signed by each property.



### Internal Containers

- ✓ **Pair** a recycling container with every internal trash container (except for restrooms).
- ✓ Ensure the recycling container is the **same size** as the trash container that it is next to.
- ✓ Place **color-coded** organic waste recycling containers where organic waste (such as food scraps and yard trimmings) are generated.



### Signage

- ✓ Place **signage on all indoor and outdoor recycling and organic waste recycling containers, storage areas and enclosures** to clearly identify them as recycling containers. A list 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 and contractors regarding acceptable materials for collection, container location(s), recycling and organic waste recycling requirements and the business's 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.

Organic waste may be collected in one organic waste recycling container or in containers designated for food and food-soiled paper and containers designated for yard trimming and nonhazardous wood waste. Check with your franchise hauler to ensure your collection practices align with their collection service.

### Recyclables



Glass Bottles and Jars



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

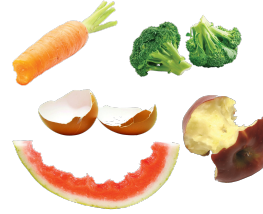


Metal Containers

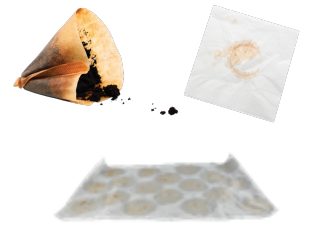


Paper, Newspaper and Cardboard

### Organic Waste



Food Scraps



Food-Soiled Paper



Yard Trimmings



Nonhazardous Wood Waste

## COMPLIANCE ENFORCEMENT

The goal of the recycling ordinance is to protect the environment and public health and safety. To ensure everyone is following the regulations, the City of San Diego employs Code Compliance Officers that will routinely visit facilities to ensure City regulations are being met. Under the City Recycling Ordinance, Code Compliance Officers may:

- Issue a written warning regarding non-compliance and determine a follow-up date in accordance with the violation and the amount of time needed to reach compliance.
- Coordinate technical assistance with City staff to provide assistance if needed.

If the deadline is not met to comply with the requirements, the Code Compliance Officer may:

- Issue a citation not below \$100 for the first offense.
- Issue a new follow-up date in accordance with the citation.
- Continue to coordinate technical assistance with City staff.
- Continue to issue citations not to exceed \$500 for each subsequent offense should compliance not be met by follow-up date(s). A \$100 re-inspection fee will also be issued for each inspection starting at the third inspection.

However, the goal of the ordinance is compliance and environmental protection.

### NEED HELP?

The Environmental Services Department is available to help set up or improve your business's 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](mailto:sdrecyclingworks@sandiego.gov) or calling **858-694-7000**. Visit [recyclingworks.com](http://recyclingworks.com) for more information on local and state recycling regulations, resources, signage and lists of City approved franchise haulers and certified recyclers.