

BUSINESS RECYCLING ORDINANCE INFORMATION BOOKLET

RECYCLING MEANS GOOD BUSINESS!



A GUIDEBOOK FOR ALL BUSINESSES LOCATED IN THE
CITY OF SACRAMENTO AND THE UNINCORPORATED AREA
OF SACRAMENTO COUNTY



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Please Recycle!



Dear Valued Business,

The Sacramento Regional Solid Waste Authority (SWA) provides commercial waste management services through its franchised haulers in the City of Sacramento and the unincorporated areas of Sacramento County.

State law (AB 939) requires 50% of the waste generated to be reduced or recycled. SWA residents have participated in recycling programs for over 15 years and have contributed towards the success of our programs. Active participation from the business community is also necessary to help meet our recycling goals.

The SWA has adopted a new Business Recycling Ordinance that will assure our entire community is working together to help recycle valuable resources while significantly reducing the amount of waste being sent to landfills.

We appreciate the support and participation of businesses throughout our service area. For general questions about the Business Recycling Ordinance, please visit:

www.sacramentoswa.com or call (916) 875-8550.

Sincerely,

David Pelser

General Manager/Engineer

Sacramento Regional Solid Waste Authority

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IMPLEMENTATION OF THE ORDINANCE



The new Business Recycling Ordinance is being implemented in the following phases, with early emphasis on education.

- PHASE 1:** *Inventory of commercial waste generators.*
- PHASE 2:** *Ongoing education and outreach about the ordinance and service options.*
- PHASE 3:** *Site inspections with education as the primary objective.*

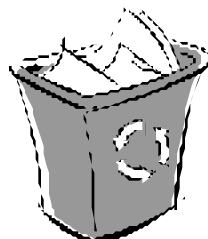
The Sacramento County Environmental Management Department (EMD) is implementing the ordinance on behalf of the SWA with education and compliance being the primary objective. EMD already regulates about 45 percent of local businesses through other existing programs, such as food protection and hazardous materials.

EMD will conduct site inspections to educate the business community about what is required to comply with the program and to provide information about the options available to establish recycling programs.

Call a Franchised Hauler and/or Authorized Recycler to find out if they can help your business comply with the Business Recycling Ordinance. See page 8 for a list of Franchised Haulers and Authorized Recyclers.

COUNTY OF SACRAMENTO ENVIRONMENTAL MANAGEMENT DEPARTMENT

**8475 Jackson Road, Suite 230
Phone: (916) 875-8550
www.sacramentoswa.com**



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WHAT TO RECYCLE



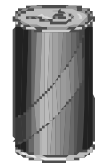
ALL FOOD OR BEVERAGE SERVICE ESTABLISHMENTS

(Restaurants, Delicatessens, Bars, Caterers,
Cafeterias, etc.)

MUST RECYCLE:

ALUMINUM & STEEL CONTAINERS

- Empty aluminum cans and beverage containers
- Empty steel & aerosol cans



GLASS BOTTLES & CONTAINERS

- All colors of empty glass food and beverage containers



PLASTICS

- All empty plastic food and beverage containers
#1 – #7, including water bottles



CARDBOARD & BOXES



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WHAT TO RECYCLE



ALL OTHER BUSINESSES

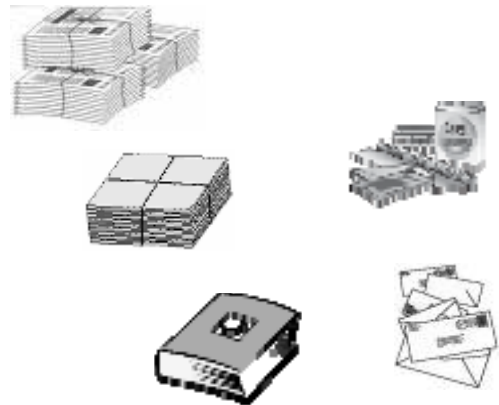
(Offices, Retail Stores, Supermarkets, Manufacturers, etc.)

MUST RECYCLE:

PAPER

All clean and dry paper, whole or shredded, including:

- Newspaper
- Cardboard
- Magazines
- Catalogs
- Phone books
- Computer paper
- Junk mail



PLASTICS

- All clean and empty plastic food and beverage containers # 1 - 7, including water bottles.



EMPTY ALUMINUM CANS



SCRAP METAL

WOOD PALLETS



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RECYCLING REQUIREMENTS



ALL BUSINESSES AND ALL NON-RESIDENTIAL PROPERTIES (who subscribe to *4 cubic yards a week or greater* of garbage collection service per week) **SHALL:**

- 1) *Keep* recyclable materials separate from the garbage. *SWA 4.01.040A (1)*
- 2) *Subscribe* to a recycling service that collects recyclable materials. *SWA 4.01.040A (2)*
- 3) *Enter* into a written service agreement with a Franchised Hauler or Authorized Recycler. *SWA 4.01.040A (3) OR;*
- 4) *Complete and retain* a self-hauling form on-site if self-hauling recyclable materials. *SWA 4.01.040 (4)*
- 5) *Place* recycling containers in employee maintenance or work areas where recyclable materials may be collected and/or stored. *SWA 4.01.040B*
- 6) *Prominently post signs* in work areas where recyclable materials are collected and/or stored instructing employees about what and how to recycle. *SWA 4.01.040C*
- 7) *In customer service areas*, prominently place labeled containers and post notices near garbage bins to collect recyclable materials from customers. *SWA 4.01.040C*
- 8) *Provide written instructions* notifying employees about what and how to recycle. *SWA 4.01.040D*
- 9) *Ensure* that recyclable materials generated on-site will be taken to a recycling facility and not a landfill for proper disposal. *SWA 4.01.040E*
- 10) *Retain* on-site service agreements or other recycling documents. *SWA 4.01.040F*

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RECYCLING SERVICES



FRANCHISED HAULERS	PHONE NUMBER
Aces Waste Services Inc.	(866) 488-8837
Advance Disposal, Inc.	(916) 920-2747
Allied Waste Services	(916) 631-0600
Atlas Disposal Industries, LLC	(916) 455-2800
California Waste Recovery Systems	(916) 441-1985
Camarillo Waste Removal, Inc.	(916) 684-4220
Central Valley Waste Services, Inc.	(209) 369-8274
D&D Disposal	(916) 924-3255
Elk Grove Waste Management, LLC	(916) 689-4052
Mini Drops, Inc.	(916) 686-8785
Norcal Waste Services of Sacramento	(916) 381-5300
North West Recyclers	(916) 686-8575
Waste Management of Sacramento	(916) 387-1400
Waste Removal & Recycling	(916) 453-1400
Western Strategic Materials, Inc.	(916) 388-1076
\$99 Debris Box	(916) 429-9900



Please visit www.sacramentoswa.com for the most current information about Franchised Haulers and Authorized Recyclers.

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SELF-HAUL



A business or non-residential property, owner or generator, may haul or transport recyclable materials generated and collected at its business or non-residential property to a recycling facility (rather than hiring a Franchised Waste Hauler or Authorized Recycler) if the following conditions are met:

- Recyclable materials are transported in a vehicle owned by either an employee or the business.
- A Self-Hauling form is filled out that certifies that all self-hauling activities will be completed in accordance with the provisions of the Business Recycling Ordinance or any other applicable law or regulation.
- The Self-Hauling form is available for inspection upon request.
- The Self-Hauling form is signed by the business or non-residential property, owner or generator, certifying that the owner or generator is in compliance with the requirements of the Business Recycling Ordinance.
- If a business's self-hauling activity violates the provisions of the Business Recycling Ordinance or any other applicable law or regulation, the business's self-hauling activity may be restricted or prohibited.



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SELF-HAUL *CONTINUED*



DROP OFF CENTERS	PHONE NUMBER
A-1 Metals	(916) 991-5808
Sacramento Recycling and Transfer Station	(916) 381-6861
California Recycling Centers	(916) 925-7649
California State University	(916) 278-5801
DC Metals	(916) 344-0862
JA Recycling	(916) 428-8671
Mings	(916) 428-8671
Pacific-West Recycling	(916) 930-9228
Recycling Industries, Inc.	(916) 452-3961
Strategic Materials	(916) 388-1076
Smurfit	(916) 381-3340
UPS Store	Call the nearest store near you to see what they will collect.
Tomra Recycling Network	(916) 381-6861

There are also the State Certified Buy Back Centers for California Redemption Value beverage containers. For locations near you, visit www.bottlesandcans.com.

Please call the Drop Off Centers above to see what they will accept. Some centers accept only certain recyclable items.

Download a Self-Haul Recycling form on www.sacramentoswa.com.

The form is titled "SELF-HAUL FORM SWA BUSINESS RECYCLING SWA Code Title IV Section 4". It contains several sections for data entry:

- BUSINESS NAME:** A field for the business name.
- Address:** Fields for Street Address, City, State, and Zip.
- Business Hours:** Fields for Mailing Address, City, State, and Zip.
- SWA CODE:** A field for the SWA Code.
- TYPE OF BUSINESS:** Radio buttons for "Retailer", "Manufacturer", and "Other Codes".
- INDUSTRIES:** A section with checkboxes for various industries like "Food and Beverage", "Textile", "Paper", etc.
- WEEKLY FREQUENCY:** A section with checkboxes for "1X", "2X", "3X", "4X".
- RESPONSIBLE PERSON:** Fields for Name and Telephone.

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EXAMPLES OF RECYCLING CONTAINERS



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SAMPLE SIGNS AND DECALS



Download these signs and decals at www.sacramentoswa.com.


Recycle these items here

Cans & Clean Foil	
Glass Bottles & Jars	
Acceptable Plastics	
Cardboard & Paperboard	
Mixed Paper-computer, copy & fax	
Newspapers, Magazines, Junk Mail	



COUNTY OF SACRAMENTO
 ENVIRONMENTAL MANAGEMENT DEPARTMENT
 (916) 875-8550
www.sacramentoswa.com 


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Recycle these items here



Aluminum & Steel Cans

#1 - #7 Plastics	Glass Bottles & Jars
	

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 ENVIRONMENTAL MANAGEMENT DEPARTMENT
 (916) 875-8550
www.sacramentoswa.com 

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 **RECYCLABLE ONLY**



RECYCLABLES



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FAQS



FREQUENTLY ASKED QUESTIONS ABOUT BUSINESS RECYCLING REQUIREMENTS

Q: Why a Business Recycling Ordinance?

A: State law (AB 939) requires 50% of the waste generated be reduced or recycled. For ten years, franchised commercial waste haulers have been required to recycle 30 percent of what they collect. The current commercial recycling rate is estimated to be only 15 to 20 percent. Almost all homes now have a recycling program available, but only one in five businesses have a recycling program available. We need much more recycling from the business community. For these reasons, SWA has adopted a new Business Recycling Ordinance.

Q: Who is required to recycle?

A: All businesses and all non-residential properties (who subscribe to **4 cubic yards a week or greater** of garbage collection service per week) are required to have a recycling program.

Q: Who is responsible for keeping recyclables separate from garbage?

A: Whoever contracts for garbage collection, business owners and/or non-residential property owners, is responsible for having a recycling service and program. Each business - whether a stand-alone store or restaurant, manufacturer, building owner, or office building tenant - is responsible for keeping recyclables separate from the garbage in the workplace. Building owners in multi-tenant buildings must make sure housekeeping services collect recyclables separately from regular garbage throughout the building.

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FAQS, CONTINUED



Q: What does this mean for my Business?

- ▶ Businesses are required to keep items such as cardboard, office paper and beverage containers separate from the garbage.
- ▶ Businesses must post signs and place recycling containers in work areas.
- ▶ Businesses would need to have separate and labeled collection containers for recyclables.
- ▶ Simple employee training about the recycling program would be required.
- ▶ Businesses must arrange for collection of their recyclables by using a Franchised Hauler, an Authorized Recycler or by hauling the recyclables themselves to a recycling facility.

Q: Will the Ordinance increase my costs?

A: Administration of this ordinance will be funded through the existing SWA commercial hauler franchise fees. Some businesses may actually save on their garbage bills when they recycle, because less garbage is collected, which requires smaller dumpsters. Collection service providers may also sell the recyclable materials, passing the savings on to their business customers. Businesses have service options to choose from to meet their recycling needs and are encouraged to contact the different service providers for the best price.

Q: How do we set up our recycling program?

A: Each business must prominently post signs and provide labeled recycling containers so employees and customers know what and where to recycle. Good places to post recycling notices include copy rooms, mail rooms, and break rooms. Placing recycling containers next to garbage bins will reduce contamination. Refer to the guidebook "How to Have an Effective Business Recycling Program" for more information.

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FAQS, CONTINUED



Q: What else can we recycle?

A: Visit www.sacramentoswa.com, www.sacgreenteam.com or www.cityofsacramento.org/utilities/ for other recycling ideas and disposal opportunities in Sacramento County. You may also check with your recycling service and search the Business Yellow Pages for a list of other private vendors who recycle toner cartridges, wood pallets, furniture, computers, fluorescent lamps, or other materials you may generate in large quantity.

Q: What if I am a tenant in a building that is not providing a recycling service?

A: Business owners and/or non-residential property owners, whoever contracts for weekly garbage collection, are responsible for having a recycling program. If you don't believe that your building business owner and/or non-residential property owner is recycling, please call the Environmental Management Department (916) 875-8550 or visit www.sacramentoswa.com to request literature or file a complaint.

Q: I have a food and beverage service establishment. Do my customers have to recycle, too?

A: All food and beverage services (including office building cafeterias) must recycle empty aluminum and steel cans and beverage containers; all colors of empty glass food and beverage containers; empty plastic food and beverage containers #1 - #7, including water bottles; and all cardboard boxes from the kitchen and service areas. If your customers routinely clear their own tables, you must provide clearly labeled recycling containers where customers can place recyclable items listed above.

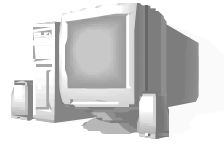
Q: Do my customers have to recycle if I am not a food or beverage business?

A: In any business where customers or clients regularly discard designated recyclables, you must provide a way for them to recycle. Post notices and place labeled recycling containers near garbage bins in customer areas, same as for your employees. For example, customer recycling bins should be provided in a copy shop where customers commonly throw away white office paper.

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WEB LINKS



VISIT SWA ON THE WEB:

www.sacramentoswa.com

SACRAMENTO COUNTY ENVIRONMENTAL
MANAGEMENT DEPARTMENT

www.emd.saccounty.net

CITY OF SACRAMENTO

www.cityofsacramento.org/utilities/

DEPARTMENT OF WASTE MANAGEMENT
AND RECYCLING

www.sacgreenteam.com

CALIFORNIA INTEGRATED WASTE
MANAGEMENT BOARD

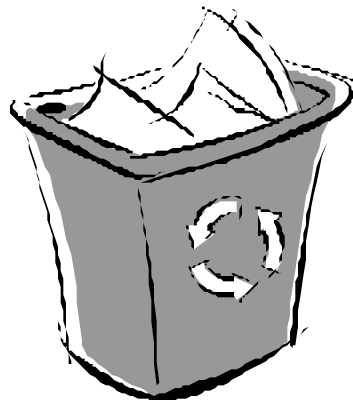
www.ciwmb.ca.gov/index/programs.htm

DEPARTMENT OF CONSERVATION

www.bottlesandcans.com

BERC: BUSINESS ENVIRONMENTAL
RESOURCE CENTER

www.sacberc.org



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