



January 22, 2019

Dear Valued Customer,

You should have recently received a letter from the City notifying you about a new law San Francisco passed to increase compliance with the City's existing mandatory recycling and composting law (Environment Code Chapter 19, Ordinance No. 180646).

This new law requires large refuse generators that fail an audit due to not properly sorting their refuse (recyclables, compostables and trash) to hire Zero Waste Facilitator(s) or pay fines up to \$1000 per day.

For more resources and information about this ordinance, visit: [SFEvironment.org/zerowastefacilitator](http://SFEvironment.org/zerowastefacilitator).

We are here to help your business comply with the City's new requirements. Recology recommends taking the following steps to ensure you're prepared for a formal audit.

1. First, review the results listed below from your last audits conducted by Recology. If your business has not yet been audited, please find samples of pass and fail audits on the *Self-Assessment Form* at [Recology.com/recology-san-francisco/recycling-legislation](http://Recology.com/recology-san-francisco/recycling-legislation).

Commodity	Pass/Marginal/Fail	Date
Trash		
Recyclables		
Compostables		

2. Next, complete, and save for review, the Self-Assessment Form. There will be a video below the form that gives a detailed explanation on how to complete a self-assessment of your refuse.
3. Last, once you have completed your self-assessment, please contact Recology at [customerservice@recologysf.com](mailto:customerservice@recologysf.com) or via the "Contact Us" form on our website to schedule an informational meeting to review your findings and discuss steps you can take to improve refuse separation at your business to ensure you're prepared for a formal audit.
4. Please note: we highly recommend using clear/translucent plastic bags for your trash stream, e.g., all materials that are placed in your landfill container(s), to make it easier for you to see if any unacceptable materials are going into the trash.

Protecting our environment is a duty we all share and recycling and composting materials properly is one of the most effective ways to accomplish this. We look forward to working with you and your business to achieve this goal.

Sincerely,

Account #: \*\*\*\*\*

Recology Golden Gate  
Recology Sunset Scavenger

Service Address:  
XXXX EXAMPLE ST  
SAN FRANCISCO CA 94102