



[Billing Name]
[Billing Address]
[Billing Address 2]
[Billing City], [Billing State] [Billing Zip]

NOTICE: State and local laws require your business to recycle and compost

Under State of California law AB 341, most businesses and institutions are required to recycle. Beginning September 15, 2020, State law AB 1826 requires all businesses and institutions that generate two or more cubic yards of solid waste per week (garbage and recycling service volumes combined) to also have organics collection service for compostable materials such as food scraps, food-soiled paper, and plant debris.

Our records indicate that your business [Site Name] located at [Site Address], [Site City] may not have the required recycling and/or organics collection service. To set up recycling and/or organics collection service in Hayward, contact Waste Management of Alameda County at (510) 537-5500. Please refer to page 2 for step-by-step instructions.

Note: Businesses that share service, self-haul materials to a recycling/composting facility, back-haul materials to another location where they are recycled/composted, or contract with a third-party for recycling and/or organics collection, must submit documentation at www.RecyclingRulesAC.org/CRS.

In addition to having the appropriate collection service, the Alameda County Mandatory Composting and Recycling Law requires businesses to sort their waste into the proper containers.

- **Organics:** Food scraps, compostable paper, and plant debris ONLY. No garbage or recycling.
- **Recycling:** Bottles, cans, paper, and cardboard ONLY. No garbage or organics.
- **Garbage:** Garbage ONLY. No organics or recycling.

Enforcement: In light of the impacts COVID-19 has had on businesses, no fines are being assessed at this time. Take corrective action now to avoid fines when enforcement resumes in the future.

Do you have recycling bins for customers? State law AB 827 went into effect July 1, 2020 and requires businesses and multifamily properties to provide customers with recycling and/or composting containers adjacent to each garbage container. Bins must be clearly labeled with educational signs.

Free resources: To access free support including virtual assistance and trainings, how-to videos, indoor green bins, stickers, posters, and more, visit www.RecyclingRulesAC.org/resources.

Comply with the law and save. Recycling and organics collection service costs less than garbage. Getting the required service may allow you to reduce garbage service and lower your bill! See page 2 for details on setting up new service.

Step by Step: Setting up Recycling and/or Organics Collection Service

Getting the required service may allow you to reduce your garbage service and lower your bill!
Follow the steps below or contact us for free help. Visit www.RecyclingRulesAC.org/request-assistance or call (510) 891-6575 to leave a message for a call back.

Comply with the law and save.

Most of what businesses throw away as garbage is actually recyclable or compostable. Recycling and organics collection services are half the cost of garbage! Here's an example of how sorting your materials properly can pay off:

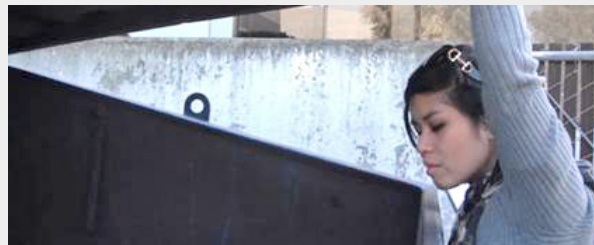


Let us do the math for you!



Our team of experienced recycling coaches can take a look inside your garbage (via video chat), help you identify what could have been recycled or composted, and provide you with service recommendations including the potential cost savings.

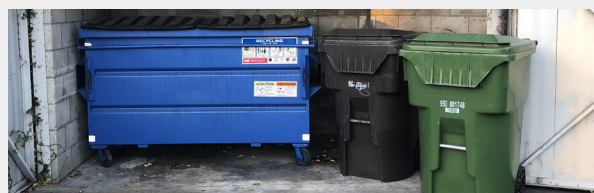
Request a consultation at
www.RecyclingRulesAC.org/request-assistance.



Step 1

Check your trash

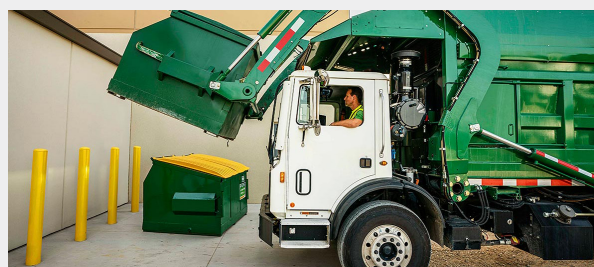
Look in your garbage bin(s) the day before your pickup day to see how much of your trash should be composted and recycled.



Step 2

Estimate new service(s) needed

Your total service level will likely not change if you switch some of your current garbage service to recycling and organics.



Step 3

Order service changes

Call your collection service provider(s) to start or increase recycling and/or organics collection service, and reduce garbage services. See page 1 for contact information.