



[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. As of January 1, 2019, State law AB 1826 states that all businesses and institutions that generate four or more cubic yards of solid waste per week (garbage and recycling service volumes combined) are required 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 Berkeley, contact City of Berkeley at 510-981-7270.

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. This step is not necessary if City of Berkeley is your service provider.

Additionally, 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. No garbage or organics.
- **Garbage:** Garbage ONLY. No organics or recycling.

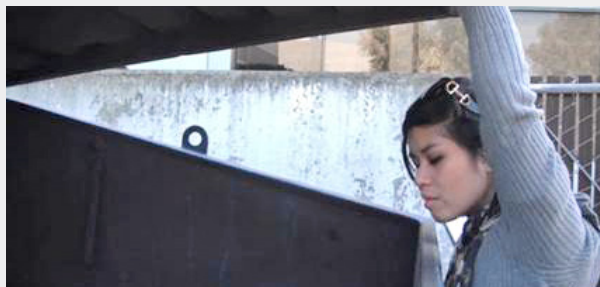
Enforcement: Inspectors are routinely dispatched to businesses to inspect the garbage, recycling and, if required, the organics collection containers. Citations and fines are being issued for failure to comply with the requirements outlined above.

For more information about the composting and recycling law for Alameda County businesses, visit www.RecyclingRulesAC.org. To access free support including on-site assistance and trainings, how-to videos, stickers, posters, and more please visit www.RecyclingRulesAC.org/resources.

For more information about the State composting and recycling laws visit:
www.CalRecycle.ca.gov/recycle/commercial/organics and
www.CalRecycle.ca.gov/recycle/commercial.

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

Follow the steps below to order the required services. Free help is available if at any point you need assistance! Visit www.RecyclingRulesAC.org/request-assistance or call (510) 891-6575 to leave a message for a call back. Or, contact your garbage service provider—many are able to help estimate service needs and provide trainings.

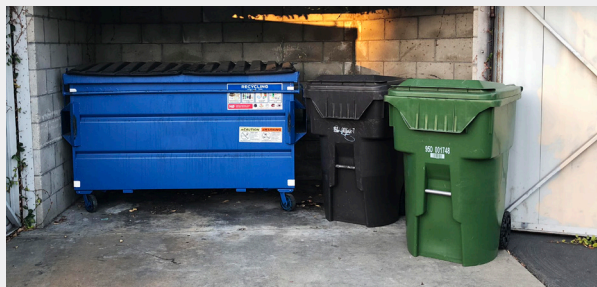


Step 1

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. In food service, up to 80% of discards may be compostable.

Tip: Go to www.RecyclingRulesAC.org/cities to see Support Materials showing what's recyclable and compostable in your city.

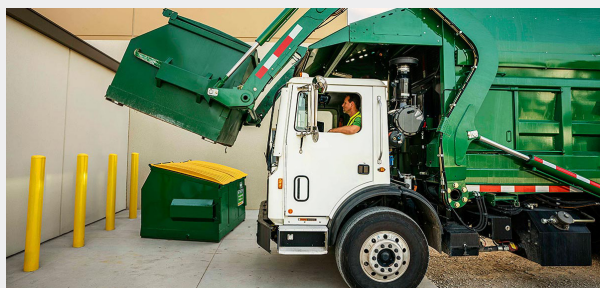


Step 2

Estimate new service(s) needed

For example, if you currently have 4 yards of weekly garbage service and think at least 25% could be composted, multiply 4 yards x 0.25, equaling 1 yard of estimated organics service.

Tip: With recyclable and compostable materials going into separate bins, you may be able to reduce your garbage service.



Step 3

Order service changes

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

Tip: Tight on space for new bins? Consider ordering smaller bins with higher collection frequencies.



Step 4

Adjust your indoor bins & train staff

To help with proper separation of materials, you'll need to match your outdoor bins or carts with corresponding indoor bins and train your staff.

Tip: Get up to \$500 of free indoor green bins for organics, and find additional tools such as training videos, signs, and stickers to label bins at www.RecyclingRulesAC.org/resources.