

Your Guide to CORRECTING VIOLATIONS

INSTRUCTIONS: Check your letter to find the violations marked with an “X”, then see “**how to correct**” each one below. Find more recycling tips and free resources on the back and at www.RecyclingRulesAC.org/resources.

VIOLATION:

X

Prohibited materials found in the garbage, recycling, and/or organics

HOW TO CORRECT:



Review the **prohibited materials shown in red on your letter**. Check the table below to see where those materials need to go, then sort properly moving forward.

 GARBAGE Basura / 垃圾	 RECYCLING Reciclaje / 回收利用	 ORGANICS Materias Orgánicas / 有机物
<p>Plastic Wrap, Bags & Gloves</p>  <p>Food Service Ware</p>  <p>Other Non-recyclable Packaging</p>  <p>Foam Plastic Packaging</p> 	<p>Empty Bottles & Cans</p>  <p>Cardboard & Paper</p>   <p>The materials shown above must be recycled and composted under the law. For a full list of materials that can be recycled and composted visit www.RecyclingRulesAC.org/curbside.</p>	<p>Discarded Food</p>  <p>Food-Soiled Paper</p>  <p>Plant Debris</p>  <p>Waxed Cardboard*</p>  <p>*Belongs in the garbage in some cities</p>

VIOLATION:

X

Failure to have service for recycling and/or organics

HOW TO CORRECT:



Check your letter to see which service is needed (marked with an “X”). Follow the steps below to order new recycling and/or organics service.



Step 1

Determine your service needs

Check your garbage bin(s) the day before pickup to see how much of your trash should be recycled and composted. **Estimate the size and number of containers needed.** Plan for enough space and weekly pickups for all materials to be placed in the correct bins.



Step 2

Order service changes

Contact your garbage company to start or increase recycling and/or organics collection service, and possibly reduce garbage service. Make sure all containers are **prominently labeled**. Ask your garbage company for outdoor bin stickers if needed.

 Free support is available if you need help at any point. Visit www.RecyclingRulesAC.org/resources.



Taking Out The Trash Make sure staff and custodians responsible for taking out the trash know which indoor bins get emptied into each outdoor bin. Use the “Bags to Bins” poster tool at www.RecyclingRulesAC.org/resources to make a customized training poster specific for your site.

SETTING UP FOR SUCCESS: INDOOR BIN STATIONS



- ✓ **Place signs** at eye level above each bin. Signs should include photos of the items generated at that location. You may want different signs for different areas.
- ✓ **Group bins** into stations. No single garbage cans.
- ✓ **Use color-coded bins:**
 - Black or gray for garbage
 - Blue for recycling
 - Green for organics
- ✓ **Use the correct bags.** To see what bags you can use to line indoor recycling and organics bins in your city, visit www.RecyclingRulesAC.org/bags.
- ✓ **Label bins** with stickers on several sides (in case bins get turned around).



Free indoor green bins, stickers and a sign maker tool are available at www.RecyclingRulesAC.org/resources



EDUCATION IS KEY...

...and it's the law too! At least once a year, property owners/managers must inform employees, tenants, and contractors of the law, and how to sort materials properly. Here are some options:

- ✓ Share the 5-minute "Recycling & Composting at Work" **training video**.
- ✓ Send periodic **email reminders** about the law and what goes where.
- ✓ Request a **virtual or on-site training** from our field team, see details at right.



WE'RE HERE TO HELP.

Our knowledgeable field team provides free phone, email, in-person, and virtual support. These representatives are separate from enforcement staff, and can help:

- ✓ **Determine collection service needs**, possibly reducing your garbage bill.
- ✓ **Set up indoor recycling stations** with color-coded bins, signs, and stickers.
- ✓ **Train** employees, tenants, contractors, and janitors.



Find free training materials and request help at www.RecyclingRulesAC.org/resources