



## NON-ORGANICS & ORGANICS RECYCLING TIPS and GUIDELINES

### Critical points for Non-organic Recycling – blue container (cart or bin):

- No plastic, compostable, biodegradable bags, no plastic packing/shipping/mailling materials; no foam peanuts; no plastic air packing stuff – no bags needed as materials should be dry; loose is fine
- Only plastic, metal and glass containers; for plastic, numbers 1,2 and 5; rest of numbers in trash, for now
- No non-container glass or ceramic products
- Containers rinsed and dry
- No multi-layer cartons/paks (juice/milk) – paper/plastic/wax/aluminum; sometimes called tetra paks, or aseptic; **cannot** go in green organics; *goes in trash*
- No wet paper – huge no-no
- All paper acceptable
- Cardboard boxes must be flattened, and dry
- Any other items, put in trash – **When in doubt, put in trash**

### Critical points for Organic Recycling – green container (cart or bin):

- Collecting food scraps in kitchen –
  - Option 1: City promotes no bags as the preferred, best option.
  - Option 2 is to freeze or refrigerate food scraps in any bag or container. And evening before or morning of servicing day (before 7 AM), dump frozen food into green cart, but not the bag or container.
  - Option 3, use a thick, brown (market) paper bag or newspaper to collect food scraps, and put this bag or newspaper and scraps in green cart; the thick paper bag and newspaper can absorb moisture. Food-soiled papers are perfectly compostable. Or use multiple (2-3), thinner lunch-type paper bags. (You can also line the city green cart with newspapers, ripped cardboard pieces or used paper towels to absorb moisture.)
    - NOTE: following 2 options, the bags are ripped open, food removed, and bags to the landfill:
  - Option 4, use a CLEAR plastic bag to collect, and place in green cart or bin. **NO ZIPLOC type, sealable bags!**
  - Option 5, 100% Compostable, BPI-certified, (normally light green, translucent, available on Amazon; not aware sold by local Trader Joe's or Whole Foods), would be your last resort, as one *could* argue even as they end up in the landfill, they *could* potentially break down faster than traditional plastic bags.
- ALL food scraps can go in green container.
- Food-soiled paper acceptable though **NO coated/lined paper** – no wax/plastic films on paper; Parchment paper ACCEPTABLE.
- NO pet poops.
- You can use shredded cardboard or newspaper (or landscape materials) at base of cart each week after emptied by city, to be base for food scraps.
- **Single-Use Fiber Utensils, ServiceWare - Acceptable**
  - **Fiber-based plates.** Must be 100% fiber-based and have no liner, coating, or filler that is made from petroleum plastic, bioplastic, or wax. Looks like molded fiber with no coating;
  - **Utensils.** Are non-coated bamboo, wood, and other 100% plant-fiber based;
  - **Stir Sticks.** Are wood-based stir sticks or edible options like pasta;
  - **Straws.** Are made from 100% paper, plant-fiber, or edible options. UNACCEPTABLE paper or plant-fiber based options that use a bioplastic coating.
- Landscape (green) materials – best to mix with food scraps to absorb moisture (maximum thickness or length of branches, stumps and trunks, 4”).
- No landscape (unless over 4” thickness or length of plant material) nor food materials in trash
- **DOES your landscape vendor (if applicable, or you DIY) dump** onsite the materials (in black trash cart) OR haul off? If either, **MUST** now go in green cart. If continue to haul off, the vendor must take to a recycling facility,

NOT landfill. Please check on this and report back to the Zero Waste Team what your landscape vendor does with green waste.

### **Green Container (Cart) – Who is Responsible for Placement and to Roll Out for Servicing:**

- After the green cart is dropped off at your property, the property owner or designated management company is responsible, e.g. responsible party, for finding a location for the green cart on the private property. The best location is on the property, and not in the alley with the larger blue and black carts; onsite positioning avoids illegal dumping from non-residents, and potential for vehicular damage should your green cart be moved by wind or is in an obstructive location for vehicular flow.
- The property owner or designated management company is responsible for rolling out, and back, the green cart to the pick-up location (street curb or alley) on pick-up day, when the green cart is stored for use on the private property, the preferred location. The responsible party can designate or authorize an onsite or offsite person to do this, though this action is between the 2 private parties, not the city. The city is not responsible for rolling out and back, nor the proper placement for servicing of, the green cart. Failure to place the cart in the right location will result in the cart not being emptied.

### **Green Container Servicing Day, Delivery and Size:**

- Generally, your organics pick-up day is the same day as your blue and black containers (unless you have multiple trash and/or non-organic recyclables weekly pick-ups);
- Our Operations staff will deliver an appropriately-sized green container, within 1-2 weeks under normal conditions, based upon the building's number of residents, or employees or both. Our staff will exercise their expert discretion and judgment on which container size to deliver to a certain address. For example, if the building only has a few units, or if onsite space is an issue, we would distribute a 65-gallon cart. If a customer finds the container is too small, or needs a second one, the customer can contact Customer Service, [recycling@santamonica.gov](mailto:recycling@santamonica.gov), or 310.458.2223, and make a request (please provide your refuse account number).

### **Green Container Servicing Guidelines:**

**\*\*For customers with carts, the smaller square, 2-wheel containers NOT in the alley but on the property\*\***

- **\*\*Have your container in the alley or street (curbside) by 7 AM of pick-up day; and returned end of day;**
- **\*\* (Also for carts normally in the alley) Make sure the cart is in line with other carts; not behind any others; not blocked by a structure or car, as City trucks cannot service carts if not positioned correctly to empty them; *if not positioned properly, your cart will not be emptied;***
- **\*\*If placing cart at street, make sure on street next to curb, not on the parkway, and not blocked by parked car;**
- Collection service time may vary and may change based on circumstances, such as Monday holiday (pushes service back a day) or staffing shortage;
- Collection time is not guaranteed; please allow up to 2 PM on collection day before reporting a missed collection ([recycling@santamonica.gov](mailto:recycling@santamonica.gov)); and
- When a state/federal holiday occurs and city offices closed, service is pushed to next day, and rest of week delayed one day.

**NOTE:** In addition to the requirements for general recycling organics and non-organics, Multi-family (5 units +) and Business property owners and management companies, e.g. responsible parties for each property, **MUST:**

- Annually educate residents, tenants and employees about recycling all these materials;
- Educate new residents, tenants and employees within 14 days of moving in or starting employment; and
- Do monthly inspections of the recycling and trash containers and enclosure or area to make sure right materials going in the right containers, and the area is clean and not used for storage - only for recycling and trash collection.

For information or questions about recycling, contact the Zero Waste Team, [zerowaste@santamonica.gov](mailto:zerowaste@santamonica.gov); to obtain a green container, email to Customer Service, [recycling@santamonica.gov](mailto:recycling@santamonica.gov) (from a responsible person for the property and utility account number); or call 310.458.2223.

Thank you, the Zero Waste Team of the City's Resource Recovery & Recycling Division, Public Works Department

March 2022