Trash Load Inspection

Customer
Address

No. 00056
Date 01/28/2019
Time 10:50 PM

Source Information

<table>
<thead>
<tr>
<th>Truck Type</th>
<th>Truck No.</th>
<th>Compactor No.</th>
<th>Compactor Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compactor / Roll Off</td>
<td></td>
<td></td>
<td>18CR</td>
</tr>
</tbody>
</table>

Load Condition

FAIL

% RECYCLING Recoverability | % COMPOST Recoverability | % TOTAL Recoverability
30                          | 25                        | 55

Recoverable / Prohibitve Materials Observed

**RECYCLABLES**
- Bottles / Cans
- Cardboard - Regular
- Mixed Paper - Clean
- Misc Recyclables
- Textiles / Fabrics

**COMPOSTABLES**
- Food Waste
- Soiled Paper Products
- Yard Waste / Green Waste
- Cardboard - Wax
- PLA - Compostable

**PROHIBITIVES**
- C&D Debris
- Electronics / Universal Waste
- Chemicals / Paint
- HAZ Waste
- Other (see notes)

Photos

Customer Compactor Unit

1. Overall failed load.
2. Paper cups, plastic lids, mixed paper, soiled paper, and plastic bottles not accepted in the trash.

3. Cardboard, soiled paper, food scraps, and paper cups not allowed in the trash.

4. Rigid plastic, cardboard, paper cups, and soiled paper prohibited in the trash.

5. Plastic jug and cardboard not accepted in the trash.
6. Metal cans, rigid plastic, food scraps, soiled paper, and cardboard not accepted in the trash.

7. Cardboard, metal can, food scraps, soiled paper, plastic jugs, and soiled paper prohibited in the trash.

8. Mixed paper, soiled paper, cardboard, and food scraps not allowed in the trash.

9. Plastic bottles, cardboard, and mixed paper not accepted in the trash.
10. Cardboard and soiled paper not accepted in the trash.

11. Paper towels, mixed paper, and cardboard not allowed in the trash.

12. Mixed paper, cardboard, plastic bottles, and soiled paper prohibited in the trash.

13. Clean paper, soiled paper, plastic bottles, plastic containers, and cardboard not allowed in the trash.
14. Paper cups, soiled paper, paper towels, plastic bottles, and cardboard not accepted in the trash.

15. Clean paper, soiled paper, cardboard, and plastic bottles not accepted in the trash.

Explanation of Load Condition
Overall failed load due to a significant amount of cardboard, mixed paper, soiled paper, rigid paper, and food scraps.

Recommendations
• Any food scraps, food-soiled paper such as napkins and paper towels, waxed cardboard, items labeled “compostable” and yard trimmings belong in the green compost bin.
• Any bottles, cans, clean paper, clean cardboard, plastic containers, gable tops, Tetra Pak, paper cups, plastic cups, plastic lids, and empty spray cans belong in the blue recycling bin.

Recology San Francisco, Tunnel Ave and Beatty Rd, San Francisco, CA 94134 (415) 330-1300
https://www.recology.com/recology-san-francisco/what-goes-where/
Recycling Load Inspection

No. 00309
Date 03/06/2019
Time 01:29 AM

Source Information

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<th>Truck Type</th>
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<th>Compactor No.</th>
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<td>Compactor / Roll Off</td>
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<td>20CR</td>
<td>FAIL</td>
<td></td>
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</tbody>
</table>

Contaminants Observed

- **LANDFILL / PROHIBITIVES**
  - Mixed / Bagged Refuse
  - Film Plastics / Plastic Bags
  - Liquid / Saturation
  - Electronics / Universal Waste
  - Foam
  - Diapers / Pet Waste

- **COMPOSTABLE**
  - C&D Debris
  - Latex Gloves
  - Packaged Food
  - Textiles/Fabrics
  - Chemicals / Paint
  - HAZ Waste
  - Other (see notes)

Photos

1. This recycling compactor load was a marginal fail, due to volume of contamination in load, including plastic bagged recycling, plastic bags with mixed refuse, and e-waste in load.
2. Dry cardboard and mixed paper are acceptable recycling materials.

3. This was a cardboard-rich recycling load.

4. Cardboard, plastic bottles, and aluminum trays are all acceptable recycling materials.

5. Plastic wrapped cardboard drink trays are not accepted in recycling as is. Please remove and discard plastic wrap before placing cardboard in recycling.
6. Recycling materials must be loose in load, not in plastic bags.

8. Plastic wrapped cardboard trays are not accepted in recycling as is. Please remove and discard plastic wrap before placing cardboard in recycling. Napkins are not accepted in recycling. They belong in compost.

9. Plastic bags with mixed refuse are contamination in recycling. Food scraps and soiled paper are contamination in recycling, and belong in compost.
10. Plastic bags filled with mixed refuse are contamination in recycling. This plastic bag appears to be from an office break room.

11. This was one of six plastic bags from Starbucks in load. Plastic jugs and aseptic cartons are acceptable recycling materials, but must be loose in load, not in plastic bags. Soft plastic packaging is not accepted in recycling. It belongs in trash.

12. Plastic bags with mixed refuse are contamination in recycling. Food scraps and coffee grounds are contamination in recycling. They belong in compost.

13. Certified compostable bags and food soiled paper are contamination in recycling. They belong in compost.
14. Food residue is contamination in recycling. Recycling materials must be empty of all foods and liquids, and loose in load, not in plastic bags.

Explanation of Load Condition
This recycling load was a marginal fail, due to volume of contamination in load. Although the majority of this recycling load consisted of well-sorted cardboard, mixed paper, bottles, cans, and other recycling materials, there were also at least 9 plastic or compostable bags in this load, either filled with recycling materials, or with mixed refuse. Over half of the plastic bags were identified as being from Starbucks. E-waste was found in one plastic bag from an office, and a few plastic bags were from office break rooms. Please remind Starbucks and other tenants that recycling materials must be loose in load, not in plastic bags.

Recommendations
• Plastic bags/film can only be recycled if they are clean, dry, and collected together in a clear/translucent plastic bag, tied off, and no bigger than the size of a basketball. Loose plastic bags or film will jam our sorting equipment. All other recyclable material must be dumped loose into the recycling bin. Any plastic bags or film with food residue belong in the black trash bin.
• Please remove any plastic film around cardboard trays before recycling.
• Any food scraps, food-soiled paper such as napkins and paper towels, waxed/soiled cardboard, items labeled “compostable” and yard trimmings belong in the green compost bin.
• Food residue is not accepted in the recycling bin. Please compost food scraps before placing the container into the recycling bin. Please wipe with a napkin or rinse the container to remove food residue.
### Source Information

<table>
<thead>
<tr>
<th>Vehicle Type</th>
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<th>Compactor No.</th>
<th>Compactor Size</th>
<th>Overall Load Condition*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compactor/Roll Off</td>
<td></td>
<td>20CO</td>
<td></td>
<td>FAIL</td>
</tr>
</tbody>
</table>

### Contaminants Observed

**LANDFILL / PROHIBITES**
- ☑ Mixed / Bagged Refuse
- ☑ Film Plastics / Plastic Bags
- ☐ Diapers / Pet Waste
- ☐ Non-Compostable PLA (Bio-Plastics)
- ☑ Latex Gloves
- ☐ Foam

**RECYCLABLE**
- ☐ Glass
- ☐ Rigid Plastics - Misc.
- ☐ Paper Cups / Gable Tops
- ☐ Metals - Misc.
- ☐ Cardboard - Clean
- ☐ Recycling - Other (see notes)

### Photos

1. Customer Compactor Unit
2. This was a fail compost load, due to the presence of 6 glass bottles in load, as well as other contamination, including plastic film, rigid plastic, and a few metal hangers.
Compost Load Inspection

2. Certified compostable bags, food scraps, and coffee grounds are acceptable compost materials.

3. Certified compostable bags, food scraps, and coffee grounds are acceptable compost materials. Gable top milk cartons are not accepted in compost. They belong in recycling.

4. Certified compostable bags and food scraps are acceptable compost materials. Chips bags are not accepted in compost. They belong in trash.

5. Certified compostable bags and paper towels are acceptable compost materials. Plastic bottles are not accepted in compost. They belong in recycling.
6. This load had a high volume of good compost materials.

7. Plastic bags are contamination in compost. This was a single plastic bag amongst many compostable bags - a clear mistake by one individual.

8. Glass bottles are contamination in compost. They belong in recycling. There is a zero-tolerance policy for glass in the compost bin. Please see recommendations below for additional information.

9. Latex gloves are contamination in compost, and belong in trash. Glass bottles are contamination in compost. Glass is very difficult to remove from compost after it breaks, and is a safety hazard for farmers who utilize the compost. There were a total of 6 glass bottles of water in this plastic bag.
Compost Load Inspection

Explanation of Load Condition
This compost compactor load was a marginal fail, due to the presence of six (6) glass bottles and in one clear plastic bag. Additionally, the plastic bag contained several plastic wrapped metal hangers. The other contaminants included rigid plastics, plastic film, and gable top milk cartons.

Recommendations
• There is a zero-tolerance policy for glass in the compost bin. Glass is very difficult to remove from the compost bin after it breaks. It will not degrade over time and is a safety hazard for the farmers who utilize the compost. Please place all glass bottles and jars in the recycling bin.
• Any bottles, cans, clean paper, clean cardboard, plastic containers, gable tops, Tetra Pak, Paper cups, plastic cups, plastic bottles, and plastic lids belong in recycling.
• All snack wrappers and chip bags belong in the trash.
• Plastic film is contamination in compost.
• Any latex and plastic gloves belong in the trash.
• Gable top and aseptic cartons are not accepted in compost. Please place them in recycling.

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https://www.recology.com/recology-san-francisco/what-goes-where/
Please examine the contents of each of your refuse containers in their collection service areas and complete the below assessment of the materials found in the compost, recycling, and trash.

<table>
<thead>
<tr>
<th><strong>COMPOST</strong> check all that apply</th>
<th><strong>Unacceptable Materials (Contamination)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Food (includes scraps, cooked food, whole produce, etc.)</td>
<td>□ Glass, E-Waste, or Hazardous Waste (Automatic Fail)</td>
</tr>
<tr>
<td>□ Napkins/Paper towels/Tissues (soiled or clean)</td>
<td>□ Painted or Treated Wood</td>
</tr>
<tr>
<td>□ Soiled Paper (includes wet/soiled cardboard, menus, office paper, clearly-marked Certified Compostable paper cups, etc.)</td>
<td>□ Plastic Film/Bags (either loose or with materials inside)</td>
</tr>
<tr>
<td>□ Waxed Cardboard</td>
<td>□ Plastic Utensils/Cups/Dishes</td>
</tr>
<tr>
<td>□ Certified Compostable Plastic Containers/Dishes/Flatware (must be clearly marked “Compostable”)</td>
<td>□ Plastic Packaging of any kind</td>
</tr>
<tr>
<td>□ Certified Compostable Plastic Bags (must be clearly marked “Compostable”)</td>
<td>□ Aluminum Foil/Trays/Cans</td>
</tr>
<tr>
<td>□ Plant or Yard Trimmings</td>
<td>□ Latex Gloves</td>
</tr>
<tr>
<td>□ Other:</td>
<td>□ Other:</td>
</tr>
</tbody>
</table>

Estimate percentage of **acceptable** materials in the overall Compost volume: ______ %

Estimate percentage of **unacceptable** materials in the overall Compost volume: ______ %

If Unacceptable Materials volume is under 5% and does not include glass, E-waste, or Hazardous Waste: PASS

If Unacceptable Materials volume is above 5% or includes any glass, E-waste, or Hazardous Waste: FAIL

See below for examples of passing and failing materials:

**Compost PASS:**
- Soiled Paper
- Certified Compostable Bag
- Food
- Plant Trimmings

**Compost FAIL:**
- Wood (treated/painted)
- Plastic Packaging
- Aluminum Cans/Foil
- Plastic Utensils
- Glass Bottle
- Latex Glove
### Acceptable Materials
- Glass Bottles/Jars
- Aluminum Cans/Foil/Trays
- Paper cups (unless marked as Certified Compostable)
- Metal Cans
- Plastic Bottles
- Plastic Cups
- Plastic Containers
- Cardboard
- Paper (clean, any type)
- Cartons (for milk or juice)
- Aseptic Cartons (for unrefrigerated soups, non-dairy milks, coconut water, etc.)
- Other:

### Unacceptable Materials (Contamination)
- E-Waste or Hazardous Waste (Automatic Fail)
- Food
- Wet/Soiled Paper or Cardboard
- Paper Towels/Napkins/Tissues
- Waxed Cardboard
- Liquids
- Dishes (glass or ceramic)
- Wood
- Styrofoam
- Latex Gloves
- Plastic Liner Bags/Loose Plastic Film
- Other:

### Estimate percentage of acceptable materials in the overall Recycling volume: _____ %

### Estimate percentage of unacceptable materials in the overall Recycling volume: _____ %

If Unacceptable Materials volume is under 10% and does not include E-waste or Hazardous Waste: **PASS**

If Unacceptable Materials volume is above 10% or includes E-waste or Hazardous Waste: **FAIL**

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See below for examples of passing and failing materials:

**Recycling PASS:**
- Paper Cup
- Glass Bottle
- Clean Cardboard
- Aluminum Can/Foil
- Clean Paper
- Plastic Containers/Bottle

**Recycling FAIL:**
- Styrofoam
- Wood (treated/painted)
- Plastic Bag/Liner
- Food
- Latex Glove
- Dish (ceramic)
- Plastic Mailing
- Liquid
- Paper Towel

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Date: ____/____/_____

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<table>
<thead>
<tr>
<th>Acceptable Materials</th>
<th>Unacceptable Materials (Contamination)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Foam Packaging/Styrofoam</td>
<td>□ E-Waste or Hazardous Waste (Automatic Fail)</td>
</tr>
<tr>
<td>□ Loose Plastic Film</td>
<td>□ Paper/Cardboard (clean or soiled)</td>
</tr>
<tr>
<td>□ Diapers/Pet Pads</td>
<td>□ Glass (bottles or jars only)</td>
</tr>
<tr>
<td>□ Latex Gloves</td>
<td>□ Metal (cans, trays, foil)</td>
</tr>
<tr>
<td>□ Textiles/Pillows</td>
<td>□ Liquids</td>
</tr>
<tr>
<td>□ Mixed-Material Items</td>
<td>□ Cartons (for liquid of any kind)</td>
</tr>
<tr>
<td>□ Treated/Painted Wood</td>
<td>□ Plastic bottles/cups/containers/utensils</td>
</tr>
<tr>
<td>□ Sponges</td>
<td>□ Paper Towels/Napkins/Tissues</td>
</tr>
<tr>
<td>□ Plastic Liner Bags (CLEAR ONLY)</td>
<td>□ Food</td>
</tr>
<tr>
<td>□ Other:</td>
<td>□ Other:</td>
</tr>
</tbody>
</table>

Estimate percentage of acceptable materials in the overall Trash volume: _____ %

Estimate percentage of unacceptable materials in the overall Trash volume: _____ %

If Unacceptable Materials volume is under 25% and does not include E-waste or Hazardous Waste: PASS
If Unacceptable Materials volume is above 25% or includes E-waste or Hazardous Waste: FAIL

Trash PASS:

Trash FAIL:

Once you have determined your results, please continue to “Next Steps” on the next page.
Next Steps:

If any of your self-assessments receive a failing grade, don’t worry—we’re here to help. If all assessments pass, great job! The following information and tips can help you improve proper sorting.

1. The best place to start is to spread the word on exactly what materials are being sorted incorrectly. Send out reminders for what bin they should be going into. Pictures are always helpful.

2. Take note of any purchasing practices that could be adjusted towards reusable, recyclable, or compostable items. This can help prevent contamination from occurring, and potentially lower your bill. We highly recommend using clear/translucent plastic bags for your trash container(s), to make it easier for you to see if any recoverable (recyclable or compostable) materials are going into the trash.

3. Next, explore the resources provided at our website. It’s full of information and you can download and print PDFs of our posters to hang onsite.

4. Send us an email at customerservice@recologysf.com, or through the Contact Us form on our website. When you reach out, please attach your Self-Assessment form or provide details on the results. Our customer service team will connect you with a qualified Waste Zero Specialist who can provide help for proper sorting and increased diversion from the landfill. All educational services and outreach materials are provided at no additional cost to you.

5. Waste Zero Specialists can provide multilingual color-coded posters and stickers, conduct multilingual trainings and presentations, or meet onsite to do a walkthrough of the property and identify any opportunities for improved sorting.

6. Once you receive outreach from a Waste Zero Specialist and make some of the suggested changes, consider repeating the Self-Assessment to gauge how much sorting has improved.

7. Congratulations! You are now eligible for a “pre-audit” of your containers by a Recology Zero Waste Diversion Auditor. This audit will take place before the legislation goes into effect on July 1st, 2019 and will give you a good idea of where you stand in terms of compliance. Steps 1-5 MUST BE COMPLETED in order to receive a pre-audit.

8. By doing a better job sorting your refuse, you’re doing a huge favor for your environment. Things that can be reused, recycled or composted won’t be buried and lost forever in a landfill. Instead, contamination-free compost and recycling ensures your discarded, old materials can be processed into something new.
PRE-AUDIT CHECKLIST

Acct. Name:  
Acct Address  
Contact Name:  

1. Did someone help you complete the audit and Self-Assessment? Who?  

2. Did you audit the containers when they were at least half-full?  

3. What time of the day did the audit take place? (we recommend later in the day for better results)  

4. Did your audit include any external collection bins?  

5. Did you find Electronic Waste and/or Household Waste in any of the bins?  

6. Did you find the recycling was loose - without any plastic bags?  

7. Did you find paper towels or soiled paper in the recycling?  

8. Did you find the recycling had loose plastic bags, bubble wrap, wrappers?  

9. Did you find the recycling was clean and dry – without food or liquids?  

10. Did you find any glass items in the compost?  

11. Did you check all compostable service ware was clearly labeled? (PLA#7)  

12. Are tenants using “compostable liners” in their compost bins? (BPI certified, labeled “compostable” not “biodegradable” or any other variation)  

13. If your building has food vendors, are they using compostable service ware – If using compostable, is the service ware clearly labeled?  

14. Are all internal bins set-up together, labeled for compost/recycling/trash and appropriately placed throughout the building?  

15. Is the building subscribed to adequate service for compost, recycling, and trash?  

16. Is everyone using clear plastic liners to bag the trash?  

17. Did tenants complete their own audits and Self-Assessment? Can we have a copy of the results?  

18. Has everyone received a training or presentation in the past?  

19. Have your tenants been informed of the mandatory ordinance, and the new legislation?