



SET UP YOUR RECYCLING STATIONS IN 3 EASY STEPS!

All businesses must separate their recycling, trash, and organic waste (food scraps and green waste) into three separate containers. This means property managers must provide a separate organics container to tenants in addition to trash and recycling containers. Your trash hauler will provide you with outdoor organics containers in the same place as your garbage and recycling containers.



..... WHAT IS ORGANIC WASTE?



Food Scraps: Cooked and raw food waste, such as uneaten vegetables, fruits, meats, dairy, bones, baked goods, etc.



Green Waste: Grass clippings, small branches, leaves, cut flowers, garden trimmings, wood chips, and clean wood (no paint, no stain) etc.



Food-Soiled Paper: Used napkins, paper cups, coffee filters, greasy pizza boxes, used paper plates, etc.



STEP 1: ASSESS YOUR NEEDS

Take some time to walk through your establishment and determine the places that generate the most waste, such as break rooms, offices, customer serving areas, kitchenettes, etc. Each station will need three bins—recycling, garbage, and organics—with a sign above each bin that clearly states what is and isn't allowed. Evaluate each location that needs bins and note how many you already have.

Location (e.g. kitchen areas, bus stations, break rooms, offices, customer serving areas, etc.)	Recycling Bins		Organics Bins		Garbage Bins	
	Have	Need	Have	Need	Have	Need
Example: Kitchen prep area	0	1	0	1	1	0
Total Bins						
Total Signs Needed (one per bin) Add up "have" and "need" counts						
Total Stickers Needed (two per bin) Multiply sign counts by 2						

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STEP 2: GATHER YOUR MATERIALS

The hauler you contract with for waste services has a variety of free materials including signs and stickers, to help you recycle correctly. The City of Sacramento Recycling and Solid Waste ([SacOrganics.org](https://sacorganics.org)) also offers free resources to help you comply with the State of California recycling laws. Below is a list of haulers:



Atlas Disposal Industries

(916) 455-2800

atlasdisposal.com



Republic Services of Sacramento

(916) 631-0600

republicservices.com



Waste Management of Sacramento

(916) 387-1400

wm.com



INDOOR BINS (THREE PER STATION)

Review the bins you noted as “needed” in step 1 and determine what sizes and types of bins to purchase for each recycling station. Many janitorial supply and office supply companies offer indoor bins.



CHOOSING THE RIGHT BIN LINERS

Check with your hauler on which types of bags they allow for organics. It is likely not the same type of bag allowed for garbage.



WALL SIGNS (THREE PER STATION)

For recycling stations in front of a wall, be sure to post signs at eye level above each bin. Signs should include photos that closely reflect the materials generated at that location. You may want different signs for different areas. Contact your hauler to order signs.



STICKERS (TWO PER BIN)

Make sure all bins are clearly labeled using stickers like the ones pictured here. Place labels on at least two sides in case they get turned around. Using your counts from step 1, order stickers from your hauler.

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STEP 3: SET UP YOUR RECYCLING STATION

Looking back at step 1, create recycling stations by placing three bins near each other at each location you noted. More tips can be found below!



STATION BASICS

Group color-coded bins together and label them on at least two sides to ensure visibility. Place signs at eye level showing what should and shouldn't go in each bin.



HIGHER-END OPTIONS

Recycling stations for your customers can be basic like the one above or integrate more streamlined design elements like the photo to the left.



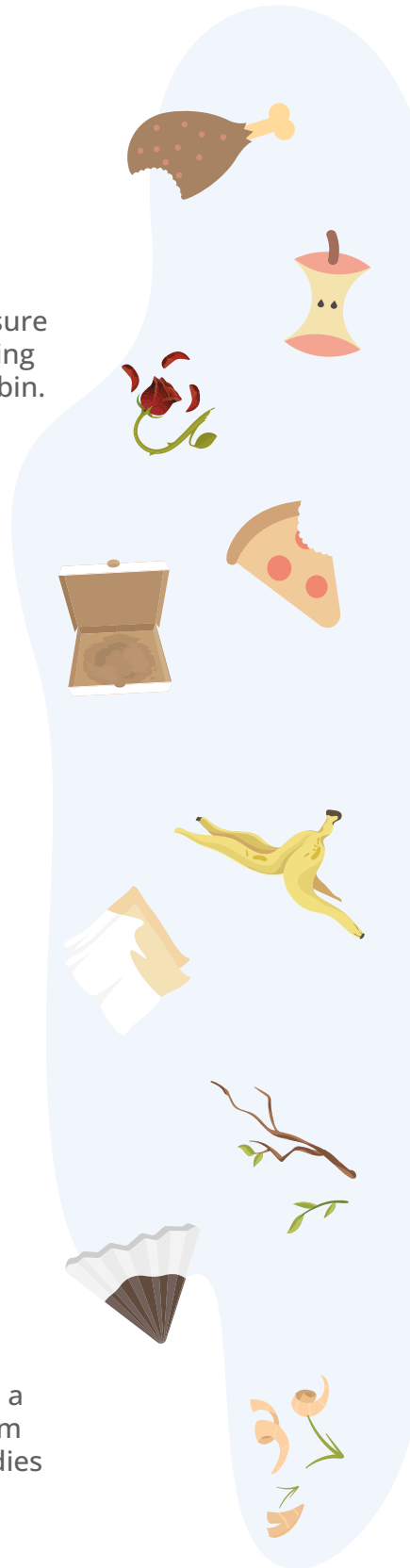
SAME SPACE, MORE BINS

Your new station doesn't have to take up more space than your old one. Both setups to the left use about the same amount of space.



SMALL SPACES

Whether you need to fit your bins into a small office or equip a snug break room for your employees, hanging side caddies and slim bins can help save space.



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STAFF TRAINING

Congratulations! You're ready to be in compliance with new regulations, and you're helping out fellow Californians while you're at it. The next step is important for success: educate your staff about best practices for organic waste reduction and encourage them to follow the correct procedures.

Event Details:

Date _____

Time

Location

Kick-Off Activities:

- ☐ In-person training or event
- ☐ Details emailed out
- ☐ Printed information posted and/or placed in staff inboxes
- ☐ Other: _____
- ☐ Other: _____



TIP: Create a customized instructions sheet for your staff and custodians to show at a glance which bags to use and how to transfer materials correctly from indoor to outdoor bins. Review the instructions during your kick-off and post it in high employee traffic areas. To create your version, visit

www.RecyclingRulesAC.org/bags-to-bins.

Additional notes

[illegible]

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RECYCLING STATION IMPLEMENTATION CHECKLIST

WHAT IS ORGANIC WASTE?



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Green Waste:

Grass clippings, small branches, leaves, cut flowers, garden trimmings, wood chips, and clean wood (no paint, no stain) etc.



Food-Soiled Paper:

Used napkins, paper cups, coffee filters, greasy pizza boxes, used paper plates, etc.

- ☐ Thoroughly review this guide
- ☐ Complete an assessment/inventory of the building
- ☐ Obtain additional materials such as indoor bins, BPI-certified bin liners, signs, and stickers
- ☐ Install your new recycling stations at your determined high-traffic locations
- ☐ Meet and discuss these new changes with janitorial staff
- ☐ After ensuring janitorial staff are up to date with the changes, set up a building-wide meeting with employees, tenants, etc. to explain these changes
- ☐ Complete weekly visual assessments of each station to ensure compliance and adjust needs based on user behavior, foot traffic, etc.
- ☐ Hold annual company-wide meetings/trainings to stay in compliance
- ☐ The City of Sacramento will conduct inspections to make sure you have the correct bins, signage, and that the waste is being separated properly

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JANITORIAL GUIDE FOR ORGANICS WASTE

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Uncoated Food-Soiled Paper:

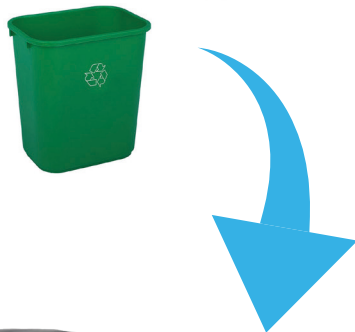
Used napkins, paper cups, coffee filters, greasy pizza boxes, used paper plates, etc.



Be sure to use the bags your hauler allows for the organics bin. It may not be the same as for the garbage. If they use compostable bags, **only** BPI-certified bags are allowed to be used in the state of California. Look for the BPI Compostable logo (pictured left) on the packaging.



Check that each station has an adequate green bin. These BPI bags will only go into the green bins set up at your business's recycling stations.



On your hauler's designated day and time, be sure to have the BPI bags placed in the correct green outdoor containers at the appropriate pick-up location.

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