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**To:** Businesses and Apartment Complexes located within the City of Norwalk

**From:** City of Norwalk and Your Authorized Hauler

**Re:** State Recycling Requirements for Businesses and Multi-Family Communities

The attached flyer is provided to help you, your employees, and tenants understand new State requirements related to recycling by businesses and apartment complexes. Additional copies of the flyer are available upon request or on the City website at [www.norwalkca.gov](http://www.norwalkca.gov).

### **Who Must Recycle**

Recent State law requires recycling services for businesses and apartment complexes with 5 or more units. Please keep in mind that businesses and multi-family units in Norwalk are already in compliance with this State law since waste collected from these locations goes through a materials recovery process where recyclables are sorted and removed from the waste stream.

### **How to Arrange for Recycling Services if you wish to do so**

- If businesses and multi-family units wish to further increase recycling efforts, you can do so by separating your recyclable materials and taking them to a recycling center.
- Business may also donate, sell, and/or make other arrangements for pick up and recycling of the materials, so long as the business is not being charged for the service. This includes self-hauling the materials to recycling facilities.
- Businesses and property owners-managers of multi-family units wishing to secure a separate bin for recyclables and have sufficient space to store all trash and recycling bins within the existing trash enclosure should contact their hauler (Consolidated Disposal 800-299-4898; CR&R 562-944-4716). If there is insufficient space within the existing trash enclosure to store an additional bin, please contact the City's Planning Division at (562) 929-5744 to evaluate site options.

## How to Educate Employees and/or Tenants

Employees and tenants are instrumental to a successful commercial recycling program. Please make sure your employees and tenants know which materials can be recycled and where to place the recyclable materials for temporary storage and ultimate collection. Copies of the attached flyer may be useful to help educate and inform them about proper recycling procedures.

## What Not to Place in Recycling Bins

- **Hazardous waste** such as batteries, paint, antifreeze, chemicals, and cleaning products should not be mixed in with your recyclable materials or trash bins.
- **Electronic devices** (e-waste) such as old computers, monitors, TVs, and cell phones are recyclable, but also contain hazardous materials. These items should not be placed in recycling bins or in trash bins either.
- For more information about proper handling and disposal of such items, please call (888) CLEAN-LA or visit the Los Angeles County website [www.CleanLA.com](http://www.CleanLA.com) to drop off such items at an upcoming County Household Hazardous Waste (HHW) and E-waste roundup event free of charge.
- Haulers may also offer a bulky item pick-up service for a fee. Please contact your hauler directly for more information.

## Where to Go for More Information

- Information about California's commercial recycling requirements is available from the California Department of Resources Recycling and Recovery (CalRecycle) at [www.calrecycle.ca.gov/climate/Recycling/default.htm](http://www.calrecycle.ca.gov/climate/Recycling/default.htm).
- Information about business recycling is available from the California Department of Resources Recycling and Recovery (CalRecycle) at [www.calrecycle.ca.gov/Business](http://www.calrecycle.ca.gov/Business).
- Information about multi-family recycling is available from the California Apartment Association at [www.caanet.org/MultifamilyRecycling](http://www.caanet.org/MultifamilyRecycling).

If you have any questions regarding this program, please contact Michelle Tse with the City of Norwalk at (562) 929-5964.