

# A Step By Step Guide for Recycling Service with Waste Management

Achieve compliance with **Assembly Bill 341 Mandatory Commercial Recycling**.

This guide will assist you in determining your service needs.

Note: recycling is offered at up to 40% less than the cost of trash service.

## Step 1. Where Can You Place a Recycling Bin On Your Property?

If your trash enclosure has space for two bins, you can have one bin for trash and another bin for recycling.

If your trash enclosure does not have space for two bins, is there another location on your property to place a recycling bin? Please refer to the Waste Management [guide](#) for bin sizes.

If there is not enough space to add a recycling bin anywhere on your property, you have the option to request a 'site audit' from WM. A WM staff member will conduct a contactless site visit to your property to assess suitable recycling options.

## Step 2. How Much Recyclable Material Do You Generate?

Look at the amount and type of material that is being placed in your trash bin. If you separated your recyclables from your trash, what do you estimate the percentage of recyclables to be? For example, 50% is recyclable, 50% is trash = 100%.

For recyclable materials, see [WM Recycling Materials Guide Flyer](#).

## Step 3. Calculate Your Trash and Recycling Service Needs

Find your current services on your WM bill. To calculate your service level, multiply the bin size by the number of pick-ups per week.

Example: 1 – 3 Yard bin/dumpster 2 times per week = 6 cubic yards total.

Use the estimated percent of recyclables from Step 2 to determine how much recycling you need. See the example below.

Note: When you add recycling service, you can decrease your trash service.

### EXAMPLE

Service description		Total cubic yards
<i>Current service</i>	1 – 3 Yard trash bin/dumpster 2 times per week	6 cubic yards total (trash only)
You estimate that 50% of material going into the trash bin is recyclable.		
<i>Recommended new services</i>	1 – 3 Yard trash bin/dumpster 1 time per week 1 – 3 Yard recycling bin/dumpster 1 time per week	6 cubic yards total (trash & recycling combined)

## Step 4. Call WM Customer Service to Request Service Changes

Call WM (714-558-7761) to request recycling services and possible 'right-sizing' of your trash services.

## Step 5. Place Internal Recycling Containers Inside Your Business

For a more successful recycling program, purchase and place recycling containers next to trash containers in common areas such as:

- Reception areas
- Break rooms and conference rooms, and
- Individual workstations



Note: Blue is the industry standard for recycling containers.

## Step 6. Download Tool Kit, Print, and Share with Staff

Download the [AB 341 Tool Kit](#) for educational materials such as guides, flyers, and signs. These tools will help your employees to Recycle Right!

## Step 7. Watch Training Video

Share this 4-minute [training video](#) with employees to get started.

**Santa Ana Recycles is here to help, at no cost to your business!  
We will walk you through the process.**

Email: [SantaAnaRecycles@santa-ana.org](mailto:SantaAnaRecycles@santa-ana.org)

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