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## CITY OF SANTA ANA PUBLIC WORKS AGENCY

20 Civic Center Plaza • P.O. Box 1988  
Santa Ana, California 92702  
[www.santa-ana.org](http://www.santa-ana.org)

September 30, 2020

### **RE: Compliance with California's Mandatory Commercial Recycling Law (AB 341)** **This letter is for your property site in Santa Ana.**

Dear Owner or Manager:

This letter is regarding the above property(s) that you own or manage in Santa Ana, California. The City is conscious of the effect COVID-19 is having on individuals and businesses in our community and recognizes an urgent need to support one another during this pandemic. At the same time, the City is required by the State of California to collect information from businesses within its jurisdiction about recycling practices per Assembly Bill 341 (AB 341).

AB 341 requires all businesses in California that generate more than 4 cubic yards of waste per week to arrange for recycling services. According to the City's records, your business does not have an existing recycling program and may not be in compliance with AB 341. The City's intent is to bring your business into compliance and/or to verify any internal recycling programs. Your prompt attention to this matter is requested.

**Compliance Reporting Form:** You are required to complete the *AB 341 Recycling Reporting Form* (on the reverse side of this letter) to verify your compliance status. This form must be completed and returned to the City prior to **October 30, 2020**, describing your current recycling activities. The *AB 341 Recycling Reporting Form* can also be completed online at: [www.santa-ana.org/green/recycling-reporting-forms](http://www.santa-ana.org/green/recycling-reporting-forms) under AB 341 - *Commercial Business Recycling Reporting Online Form*.

**Free Technical Assistance:** At no cost to your business, the City provides recycling program implementation services through EcoNomics, Inc., an environmental consulting company. EcoNomics can assist your business in setting up a recycling program, training your staff, and coordinating bin deliveries with Waste Management. To schedule a free recycling waste assessment, please contact Santa Ana Recycles at (714) 780-2700 or [SantaAnaRecycles@santa-ana.org](mailto:SantaAnaRecycles@santa-ana.org). Please note, due to the COVID-19 pandemic, technical assistance will be provided in virtual format whenever possible. Recycling is offered at up to 40% less than the cost of trash service. By implementing a recycling program, you will achieve compliance with state law and possibly save money on your Waste Management bill. For a step-by-step guide on how to set up recycling through Waste Management, please visit: <https://www.santa-ana.org/green/recycling-reporting-forms>. For more information on AB 341, please visit CalRecycle's website at: [www.calrecycle.ca.gov/recycle/commercial/](http://www.calrecycle.ca.gov/recycle/commercial/).

Compliance with this state law is mandatory. If you have further questions, contact Santa Ana Recycles via email at [SantaAnaRecycles@santa-ana.org](mailto:SantaAnaRecycles@santa-ana.org) or via telephone at (714) 780-2700.

Sincerely,

Christy Kindig, Projects Manager, Public Works Agency



*You make the difference!*



**CITY OF SANTA ANA  
 ASSEMBLY BILL 341 (AB 341)  
 2020 MANDATORY COMMERCIAL RECYCLING REPORTING FORM  
 This form must be completed and returned to the City prior to **October 30, 2020**.**

Business Name: \_\_\_\_\_ WM Account #: 114-\_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Contact Person/Title: \_\_\_\_\_  
 Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Is your business located in a Plaza/Business Center? If yes, please indicate the name.**

Yes – Name of Plaza/Business Center: \_\_\_\_\_  No

**Do you pay Waste Management directly for trash services?**  Yes  No (If 'No', please answer the question below)

**Provide the contact name and phone number of the Property Management Company that pays for your trash service:**

**Property Management Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Check all that apply, and provide details where indicated:**

1.  Recyclable materials are collected and taken to a recycling center by an employee and/or a third party company other than Waste Management.
2.  I would like to set up a recycling program through Waste Management and need free assistance.
3.  I already have a separate bin for recycling from Waste Management (i.e. recycling service in addition to trash).
4.  There are no recycling services at my business. My business is not currently recycling.

**If you marked #1 above, check all materials being recycled:**

Paper  Cardboard  Bottles and cans (CRV)  Plastic  Metals  Glass

Other (describe): \_\_\_\_\_

**If you marked #1 above and work with a third party company for recycling, provide the name and contact information:**

1. \_\_\_\_\_  
 Name/Business Name City Phone #

2. \_\_\_\_\_  
 Name/Business Name City Phone #

*I verify all information is true and correct to the best of my knowledge.*

\_\_\_\_\_  
**Signature of person filling out this form** **Date**

**This form must be completed and returned to the City prior to October 30, 2020 by any of the following methods:**  
 For assistance with completing this form, contact Santa Ana Recycles at 714-780-2700.

- Mail: City of Santa Ana, 20 Civic Center Plaza, M-21, Santa Ana, CA 92701, ATTN: Christy Kindig
- Email: [SantaAnaRecycles@santa-ana.org](mailto:SantaAnaRecycles@santa-ana.org)
- Online: [www.santa-ana.org/green/recycling-reporting-forms](http://www.santa-ana.org/green/recycling-reporting-forms) under AB 341 – Commercial.

*If your property conducts recycling activities independently of Waste Management, the City is required to document and verify these programs per state regulations. The City will be contacting your property to confirm compliance status.*