April 1, 2024

Dear Tenant,

Please review and sign the below **Tenant Mandatory Recycling and Composting Lease Addendum**.

[San Francisco’s Mandatory Recycling and Composting Ordinance](https://www.sfenvironment.org/policy/mandatory-recycling-composting-ordinance) requires that “All persons in San Francisco must separate their refuse into recyclables, compostables and trash” and “No person may mix recyclables, compostables or trash, or deposit refuse of one type in a collection container designated for another type of refuse.”

Residential building owners/landlords must notify residents about recycling and composting requirements, designate an accessible recycling and composting area, and maintain recycling and composting material signage.

Residents are required to keep the following designated materials separate and sort them according to building management instructions in properly labeled receptacles. For more info, call San Francisco Environment Department at (415) 355-3700 or visit [sfenvironment.org](https://sfgov1.sharepoint.com/sites/ENV-ZeroWasteTeam/Shared%20Documents/Residential/Multifamily/Property%20Manager%20Toolkit/2023%20Updated%20Resources%20DRAFTS/sfenvironment.org).

For updated information on what goes where please visit: [sfrecycles.org](https://sfgov1.sharepoint.com/sites/ENV-ZeroWasteTeam/Shared%20Documents/Residential/Multifamily/Property%20Manager%20Toolkit/2023%20Updated%20Resources%20DRAFTS/sfrecycles.org)

 **I AGREE TO RECYCLE:**

* Paper (clean and dry)
* Cardboard (needs to be flattened before placed in the recycling bin)
* Aluminum cans, glass, and plastics (please rinse or wipe before placing in the recycling bin)

 **I AGREE TO COMPOST:**

* Food scraps
* Soiled paper and waxed cardboard
* Plants
* BPI-certified compostable plastics

 **I AGREE TO PROPERLY DISPOSE OF MY HOUSEHOLD GENERATED HAZARDOUS WASTE**

* Please contact Recology at (415) 330-1405 or hhw@recology.com to have your household hazardous waste picked up,
* or drop off at the 501 Tunnel Ave Transfer Station is acceptable (Thursdays to Saturdays from 8am to 4pm) CLOSED Christmas Day, New Year’s Day, and holidays.

**I AGREE TO PROPERLY DISPOSE OR DONATE UNWANTED BULKY ITEMS**

* Donate reusable items or electronics (e-waste) to a local reuse organization
* Donate unwanted items to local non-profit reuse centers: [sfenvironment.org/donate-unwanted-items](https://www.sfenvironment.org/donate-unwanted-items)
* Visit [sfrecycles.org](https://sfgov1.sharepoint.com/sites/ENV-ZeroWasteTeam/Shared%20Documents/Residential/Multifamily/Property%20Manager%20Toolkit/2023%20Updated%20Resources%20DRAFTS/sfrecycles.org) to find drop-off and pick-up locations (such as thrift stores or hardware stores) that take specific items
* To schedule a Free Bulky Item Pick-up, please contact Recology at (415) 330-1300 or customerservice@recologysf.com

**BUILDING RECYCLING PROCEDURES**

This building has established the following procedures for handling designated recyclables and compostables: that apply to all residents, housekeepers, guests, subtenants, homecare workers, and other visitors:

Please check all that apply:

 I have been given information about designated recyclable and compostable materials that must be kept separate from my trash and agree to comply with San Francisco’s Mandatory Recycling and Composting Ordinance.

 I know the location of the building’s recycling and composting area(s) and the procedures for discarding designated recyclables and compostables.

 I understand that recycling and composting requirements apply to all residents, housekeepers, guests, subtenants, homecare workers, and other visitors.

Occupant name(s): Occupant signature and date

Address and apartment number

Occupant: Keep one copy for your records

Thank you,

Property Management and San Francisco Environment Department