

Refuse Separation Compliance Ordinance Plan (SFE Form RSCOP)

Completion of this form and submission to San Francisco Department of the Environment (SFE) by the date specified in the attached order is required by SFE under the Directors order issued pursuant to ENV code Chapter 19 and the violation(s) cited in the attached notice.

Property Information	
Refuse Account #:	Property Address:
Refuse Account Name:	Refuse Service Address: <input type="checkbox"/> Same as property address
Property Manager Contact Name:	
Property Manager Contact Phone Number:	Property Manager Contact Email:
If this is a commercial office/retail building, list all the tenants within the property address.	

Zero Waste Facilitator (ZWF) List available at www.sfenvironment.org/download/zero-waste-facilitators	
ZWF Company Name:	# ZWF staff and/or full-time employee or equivalent to be employed:
ZWF Lead Name:	ZWF hours/day
ZWF Lead Email:	ZWF workdays:
ZWF Lead Contact Phone:	Time(s) of the day ZWF removing contamination, if applicable:
ZWF start date:	Time(s) of day refuse consolidated in collection bin(s):

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ZWF and Property Management Responsibilities for Refuse Separation Compliance

What functions will ZWF perform to remove or eliminate contamination from the refuse stream(s)? Check those that apply and provide additional details specific to the property and the contamination noted in the audit.

- Outreach to tenant(s)/employee(s)
- Direct training to tenant(s)/employee(s)
- Manual sorting after disposal by tenant(s)/employee(s) & before collection
- Changing purchasing practices to eliminate contaminants from waste stream
- Trash, composting and recycling valet service
- Other: _____

Where will ZWF work on the property?

How will refuse be intercepted before being placed in any bin(s) to be serviced by the refuse hauler?

What procedures and equipment will be used to sort refuse or remove contaminants?

- Bins to hold refuse prior to separating and placing collection containers
- Tables for sorting
- Other property-specific procedures and/or equipment:

How will the ZWF communicate with property management regarding opportunities for improved source separation and issues with tenant(s)/employee(s)?

- Weekly report about the types of refuse contamination and sources of contamination, identifying specific items, locations, tenant(s) or employee(s) as appropriate
- As-needed updates with photos of specific issues
- Copies of notes left for tenant(s)/employee(s)
- Other property-specific methods of communication:

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How will property management use ZWF feedback to educate employees and tenants to improve ongoing source separation of recyclables, compostables, and trash?

How will ZWF and property management monitor ongoing success in complying with proper source separation of refuse?

Attach a copy of the ZWF written agreement (such as contract, MOU or letter of commitment) specifying an engagement period of at least 24 months [as required by the RSO](#).

Submit the completed form and supporting documentation to RSOcompliance@sfgov.org or Department of the Environment/RSO, 1155 Market Street, 3rd floor, San Francisco, CA 94103

The Department of the Environment may request further proof of adequate zero waste facilitation, which may include: on-site inspections, load checks of compactors or date stamped photos of material prior to collection.

To be completed by the Department of the Environment

SFE Approved: Yes No **Date:** **ZWF hire date:**

SFE Required Changes: