

## Refuse Self-Assessment

Customer Name: \_\_\_\_\_

Customer Service Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Please examine the contents of each of your refuse containers in their collection service areas and complete the below assessment of the materials found in the compost, recycling, and trash.

<b>COMPOST</b> <i>check all that apply</i>	
<b>Acceptable Materials</b>	<b>Unacceptable Materials (Contamination)</b>
<input type="checkbox"/> Food (includes scraps, cooked food, whole produce, etc.)	<input type="checkbox"/> <b>Glass, E-Waste, or Hazardous Waste (Automatic Fail)</b>
<input type="checkbox"/> Napkins/Paper towels/Tissues (soiled or clean)	<input type="checkbox"/> Painted or Treated Wood
<input type="checkbox"/> Soiled Paper (includes wet/soiled cardboard, menus, office paper, clearly-marked Certified Compostable paper cups, etc.)	<input type="checkbox"/> Plastic Film/Bags (either loose or with materials inside)
<input type="checkbox"/> Waxed Cardboard	<input type="checkbox"/> Plastic Utensils/Cups/Dishes
<input type="checkbox"/> Certified Compostable Plastic Containers/Dishes/Flatware (must be clearly marked "Compostable")	<input type="checkbox"/> Plastic Packaging of any kind
<input type="checkbox"/> Certified Compostable Plastic Bags (must be clearly marked "Compostable")	<input type="checkbox"/> Aluminum Foil/Trays/Cans
<input type="checkbox"/> Plant or Yard Trimmings	<input type="checkbox"/> Latex Gloves
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
Estimate percentage of <b>acceptable</b> materials in the overall Compost volume: _____ %	Estimate percentage of <b>unacceptable</b> materials in the overall Compost volume: _____ %
If Unacceptable Materials volume is under 5% <b>and does not include glass, E-waste, or Hazardous Waste: PASS</b>	
If Unacceptable Materials volume is above 5% <b>or includes any glass, E-waste, or Hazardous Waste: FAIL</b>	

See below for examples of passing and failing materials:

### Compost PASS:



### Compost FAIL:



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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<b>RECYCLING</b> <i>check all that apply</i>	
Acceptable Materials	Unacceptable Materials (Contamination)
<input type="checkbox"/> Glass Bottles/Jars	<input type="checkbox"/> <b>E-Waste or Hazardous Waste (Automatic Fail)</b>
<input type="checkbox"/> Aluminum Cans/Foil/Trays	<input type="checkbox"/> Food
<input type="checkbox"/> Paper cups (unless marked as Certified Compostable)	<input type="checkbox"/> Wet/Soiled Paper or Cardboard
<input type="checkbox"/> Metal Cans	<input type="checkbox"/> Paper Towels/Napkins/Tissues
<input type="checkbox"/> Plastic Bottles	<input type="checkbox"/> Waxed Cardboard
<input type="checkbox"/> Plastic Cups	<input type="checkbox"/> Liquids
<input type="checkbox"/> Plastic Containers	<input type="checkbox"/> Dishes (glass or ceramic)
<input type="checkbox"/> Cardboard	<input type="checkbox"/> Wood
<input type="checkbox"/> Paper (clean, any type)	<input type="checkbox"/> Styrofoam
<input type="checkbox"/> Cartons (for milk or juice)	<input type="checkbox"/> Latex Gloves
<input type="checkbox"/> Aseptic Cartons (for unrefrigerated soups, non-dairy milks, coconut water, etc.)	<input type="checkbox"/> Plastic Liner Bags/Loose Plastic Film
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
Estimate percentage of <b>acceptable</b> materials in the overall Recycling volume: _____ %	Estimate percentage of <b>unacceptable</b> materials in the overall Recycling volume: _____ %
If Unacceptable Materials volume is under 10% <b>and does not include E-waste or Hazardous Waste: PASS</b> If Unacceptable Materials volume is above 10% <b>or includes E-waste or Hazardous Waste: FAIL</b>	

See below for examples of passing and failing materials:

### Recycling **PASS:**



### Recycling **FAIL:**



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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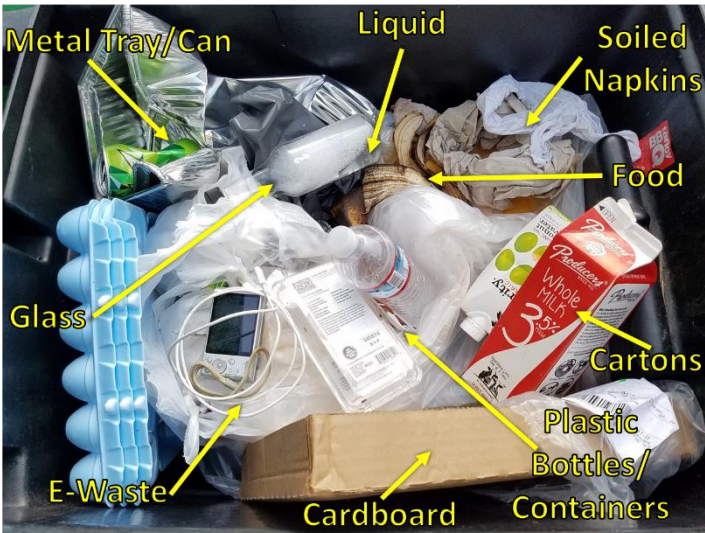


TRASH <i>check all that apply</i>	
Acceptable Materials	Unacceptable Materials (Contamination)
<input type="checkbox"/> Foam Packaging/Styrofoam	<input type="checkbox"/> <b>E-Waste or Hazardous Waste (Automatic Fail)</b>
<input type="checkbox"/> Loose Plastic Film	<input type="checkbox"/> Paper/Cardboard (clean or soiled)
<input type="checkbox"/> Diapers/Pet Pads	<input type="checkbox"/> Glass (bottles or jars only)
<input type="checkbox"/> Latex Gloves	<input type="checkbox"/> Metal (cans, trays, foil)
<input type="checkbox"/> Textiles/Pillows	<input type="checkbox"/> Liquids
<input type="checkbox"/> Mixed-Material Items	<input type="checkbox"/> Cartons (for liquid of any kind)
<input type="checkbox"/> Treated/Painted Wood	<input type="checkbox"/> Plastic bottles/cups/containers/utensils
<input type="checkbox"/> Sponges	<input type="checkbox"/> Paper Towels/Napkins/Tissues
<input type="checkbox"/> Plastic Liner Bags (CLEAR ONLY)	<input type="checkbox"/> Food
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
Estimate percentage of <b>acceptable</b> materials in the overall Trash volume: _____ %	Estimate percentage of <b>unacceptable</b> materials in the overall Trash volume: _____ %
If Unacceptable Materials volume is under 25% <b>and does not include E-waste or Hazardous Waste: PASS</b>	
If Unacceptable Materials volume is above 25% <b>or includes E-waste or Hazardous Waste: FAIL</b>	

Trash **PASS:**



Trash **FAIL:**



Once you have determined your results, please continue to “Next Steps” on the next page.

## Next Steps:

If any of your self-assessments receive a failing grade, don't worry—we're here to help. If all assessments pass, great job! The following information and tips can help you improve proper sorting.

1. The best place to start is to spread the word on exactly what materials are being sorted incorrectly. Send out reminders for what bin they *should* be going into. Pictures are always helpful.
2. Take note of any purchasing practices that could be adjusted towards reusable, recyclable, or compostable items. This can help prevent contamination from occurring, and potentially lower your bill. We highly recommend using clear/translucent plastic bags for your trash container(s), to make it easier for you to see if any recoverable (recyclable or compostable) materials are going into the trash.
3. Next, explore the resources provided at our website. It's full of information and you can [download and print PDFs of our posters](#) to hang onsite.
4. Send us an email at [customerservice@recologysf.com](mailto:customerservice@recologysf.com), or through the [Contact Us](#) form on our website. When you reach out, please attach your Self-Assessment form or provide details on the results. Our customer service team will connect you with a qualified Waste Zero Specialist who can provide help for proper sorting and increased diversion from the landfill. All educational services and outreach materials are provided at no additional cost to you.
5. Waste Zero Specialists can provide multilingual color-coded posters and stickers, conduct multilingual trainings and presentations, or meet onsite to do a walkthrough of the property and identify any opportunities for improved sorting.
6. Once you receive outreach from a Waste Zero Specialist and make some of the suggested changes, consider repeating the Self-Assessment to gauge how much sorting has improved.
7. **Congratulations! You are now eligible for a “pre-audit” of your containers by a Recology Zero Waste Diversion Auditor.** This audit will take place before the legislation goes into effect on July 1st, 2019 and will give you a good idea of where you stand in terms of compliance. Steps 1-5 **MUST BE COMPLETED** in order to receive a pre-audit.
8. By doing a better job sorting your refuse, you're doing a huge favor for your environment. Things that can be reused, recycled or composted won't be buried and lost forever in a landfill. Instead, contamination-free compost and recycling ensures your discarded, old materials can be processed into something new.