

WASTE STUDY GUIDE FOR SACRAMENTO COUNTY BUSINESSES

Eligible businesses who produce less than 10 or 20 gallons of organics a week can apply for an **Organics Recycling Waiver**. Use this guide to determine if your business qualifies for the waiver.

WHAT IS ORGANICS?

Food scraps: cooked and raw, vegetables, fruits, meats, dairy, bones, baked goods, uneaten food, peelings, pits

Food-soiled paper: napkins, pizza boxes, paper cups, paper coffee filters, paper tea bags

Green waste/landscape trimmings, plant material, dried flowers, toothpicks, wooden stir sticks, and “clean wood” (no paint, no stain, etc.)

STEPS TO DETERMINE HOW MUCH ORGANICS YOUR BUSINESS GENERATES WEEKLY

Step 1: Inform and educate all employees about the waste study to determine how much organics your facility generates. Share and print the Organics Sorting Guide found below.

Step 2: Place a 5-gallon bucket, or any collection container, next to the garbage container in all kitchens/breakrooms at your facility. Label the container(s) with the Organics Sorting Guide (below).

Step 3: For the next five days collect all organics in the designated organics container(s), separately from garbage.

Step 4: At the end of each of the five days before disposing, consolidate organics from multiple organics containers into one and do the same with trash containers. Take a picture of the trash collected and a picture of the organics collected. Label pictures according to date. Use the table on the next page to track pictures and monitor the levels of the containers.

Step 5: At the end of the week, if less than 10 or 20 gallons of organics has been measured, you may apply for a waiver in the [Organics Compliance Form](#), along with submitting this waste study as supporting documentation. If more than 10 or 20 gallons of organics was measured, you will not qualify for a waiver and must subscribe to organics service.



SECTION 1: BUSINESS INFORMATION

Business/Commercial Property Name: _____

Property Street Address: _____

Name & Title of Person Completing Form: _____

Contact Phone: _____ Contact Email: _____

Type of Container Used for Waste Study (i.e., bucket, trash can, etc.): _____

Size of Container Used for Waste Study (i.e., 5-gallon, 3-gallon, 13-liter, etc. Use the same sized container if using multiple containers for Waste Study.): _____

Provide how will you educate employees/customers about the duration and requirements of the Waste Study (email, company meeting, container labeling, etc.): Attach document if additional space is needed.

Waste Study Dates (note – Waste Study must be conducted during a typical work week, i.e., no holidays):

Beginning Date: _____ Ending Date: _____

SECTION 2: WASTE STUDY RESULTS

DATE	TRASH CONTAINER	ORGANIC WASTE CONTAINER	HOW FULL IS THE ORGANICS CONTAINER?
_____	<i>Upload photo and attachment</i>	<i>Upload photo and attachment</i>	<input type="checkbox"/> 0 <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100%
_____	<i>Upload photo and attachment</i>	<i>Upload photo and attachment</i>	<input type="checkbox"/> 0 <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100%
_____	<i>Upload photo and attachment</i>	<i>Upload photo and attachment</i>	<input type="checkbox"/> 0 <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100%
_____	<i>Upload photo and attachment</i>	<i>Upload photo and attachment</i>	<input type="checkbox"/> 0 <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100%
_____	<i>Upload photo and attachment</i>	<i>Upload photo and attachment</i>	<input type="checkbox"/> 0 <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100%



PICTURES FROM ALL FIVE DAYS ARE REQUIRED.

If unable to attach pictures here, submit pictures labeled by date in the [Organics Compliance Form](#).

ORGANICS SORTING GUIDE

START SORTING YOUR ORGANICS, TODAY!



FOOD SCRAPS



FOOD-SOILED PAPER



No food containers



No to-go cups or drink cartons



No plastic bags or utensils



No liquids