Rethink waste
South Bayside Waste Management Authority
A Public Agency

February 3, 2015

John Smith
RethinkWaste Hauling
610 Elm Street, Suite 202
San Carlos, CA 94070

Re: Business Recycling Reporting Ordinance

Dear Mr. Smith:

This is a follow-up to our letter dated December 22, 2014 informing you of RethinkWaste's (the South Bayside Waste Management Authority - SBWMA), efforts to reach out to businesses that back haul recyclable materials, and haulers, brokers and other entities that provide recycling collection services to businesses in our service area to inform you of a new reporting requirement. RethinkWaste is a public agency with a Board of Directors of local elected officials and we are tasked with helping our member agencies comply with State laws related to waste reduction and recycling. One of those laws, AB 341, requires commercial recycling be in place for businesses and apartments.

The RethinkWaste Board of Directors recently passed SBWMA Ordinance No. 002 which went into effect on January 1, 2015 in our service area (on the reverse side of this letter is a map of our service area which includes the communities of: Atherton, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, the County of San Mateo and the West Bay Sanitary District). This Ordinance requires businesses likes yours to report recycling data (i.e., weight information on the types of recyclables you collect by city) to us on a quarterly basis starting in 2015. This data will be used to help evaluate whether additional recycling programs are needed for local businesses. For more information on the Ordinance and important dates for the stakeholder engagement meetings, please see the reverse side of this letter.

We are currently constructing a dedicated website to facilitate seamless registration, payment of registration fees and quarterly reporting, and anticipate it to be ready in late February 2015. We will continue to inform you of the website's progress. In the meantime, please feel free to visit our RethinkWaste website anytime for information and updates on implementation of this Ordinance at http://rethinkwaste.org/businesses/business-recycling-reporting. We appreciate your cooperation with this process and look forward to working with you to obtain the data sought via the Ordinance.

If you have any specific questions, don't hesitate to contact us at info@rethinkwaste.org.

Cliff Feldman
RethinkWaste Recycling Programs Manager

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MEMBER AGENCIES: Town of Atherton • City of Belmont • City of Burlingame • City of East Palo Alto • City of Foster City • Town of Hillsborough
City of Menlo Park • City of Redwood City • City of San Carlos • City of San Mateo • County of San Mateo • West Bay Sanitary District

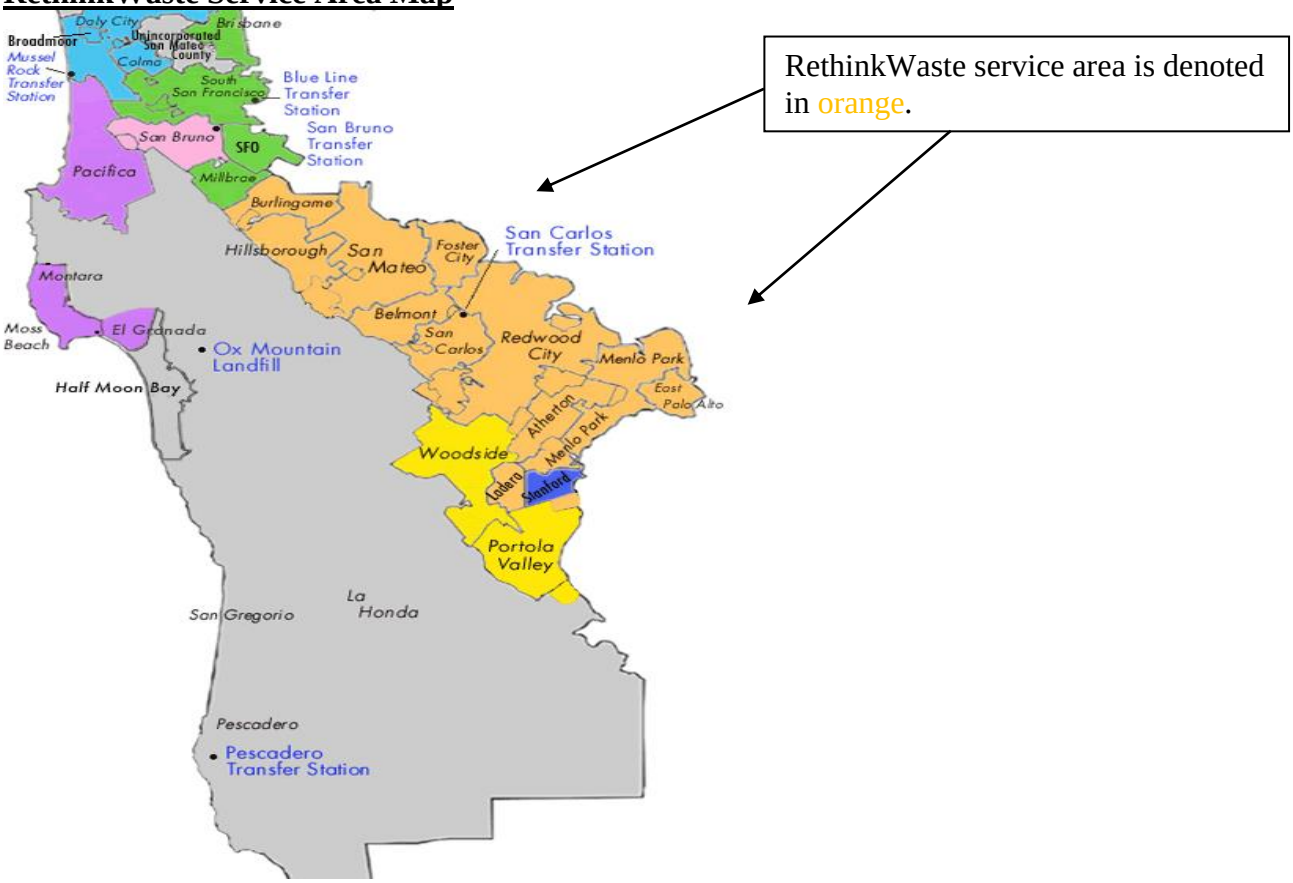
Registration/Administrative Fee
The Ordinance requires each business like yours to register with our agency and pay an annual registration fee to cover administrative expenses. The fee for 2015 is $125.00 per business and payment is due when registering. The deadline to register is March 15, 2015.

2015 Reporting Deadlines
First Quarter (January, February, March) - Due on May 1, 2015
Second Quarter (April, May, June) – Due August 1, 2015
Third Quarter (July, August, September) – Due on November 1, 2015
Fourth Quarter (October, November, December) – Due on February 1, 2016

Stakeholder Engagement Meetings
We will be hosting two meetings to answer questions and to demonstrate how to register and submit reports via the website. Our goal is to make your participation as easy and convenient a process as possible.

When: February 19, 2015; 8:00-9:30am & 12:00-1:30pm.
Where: 2nd floor conference room, San Carlos Library, 610 Elm Street, San Carlos, CA 94070.
Coffee, tea and refreshments will be served at the morning meeting and lunch in the afternoon. If you cannot attend these meetings please let us know via the below email address. We would be pleased to provide additional assistance upon request. Please RSVP for the meetings at info@rethinkwaste.org.

RethinkWaste Service Area Map



Recycling Reporting Ordinance Stakeholder Engagement Meetings

Attend one of our Stakeholder Engagement Meetings to get your questions answered and view demonstrations of how to register and submit online reports.

DATE:	Thursday, February 19, 2015
TIME:	8-9:30 am (morning session)
	12-1:30 pm (afternoon session)
ADDRESS:	San Carlos Library Conference Room
	(2nd Floor)
	610 Elm Street
	San Carlos, CA 94070
RSVP:	info@rethinkwaste.org

Coffee, tea and refreshments will be served at the morning meeting, and lunch at the afternoon meeting.

You only need to attend one of the meetings as both will cover the same information.