

Local Implementation Plan - City of Commerce Businesses		
	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
1) Identification The City will identify all businesses subject to MCR by way of the City's licensed haulers' reports		
A. Businesses 1. The City will contact all permitted commercial waste and recycling haulers (permitted haulers) servicing the City and obtain lists of all businesses serviced by that hauler. The list will include: name of business, address of business, service(s) provided (waste, recycling, or both), service level of business (size of bin(s) subscribed to, number of bin(s), and frequency of collection per week). This requested information will be incorporated into a Request for Proposals (RFP) to all existing licensed haulers and new hauler agreement. 2. The City will verify that businesses identified using the permitted haulers' account lists includes all businesses within the City by comparing to City Business License database in order to compile a complete and accurate list of businesses. 3. The City will contact all MCR accounts that do not utilize the permitted haulers' recycling services to determine how they are meeting the requirements of the MCR law and whether another means of recycling is being used. 4. The City will identify all businesses that self-haul/back-haul and incorporate this data into its analysis. 5. The City will compile data to identify all businesses the MCR mandate applies to, who is complying and who is not. 6. All Business information provided by the permitted haulers and collected by the City will be compiled into a single database of all MCR businesses in the City. 7. The database will include, but not be limited to, the business name, address, type of waste and recycling services provided by the hauler, cart or bin size, frequency of pick-up, and contact number. 8. If there are businesses that are exempt from recycling, the City will compile documentation supporting the exemption. 9. The above efforts will be compiled to track the participation rate for all MCR businesses.		

Local Implementation Plan - City of Commerce Multi-Family Complexes

	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
1) Identification The City will identify all multi-family complexes (MFCs) subject to MCR by way of the City's licensed haulers' reports		
B. Multi-Family Complexes <ol style="list-style-type: none"> All multi-family complexes will be identified through the City's business license system, including the number of units each complex has. The City will identify all multi-family complexes subject to the MCR law. This requested information will be incorporated into a Request for Proposals (RFP) to all existing licensed haulers and new hauler agreement. The City will contact all permitted commercial waste and recycling haulers (permitted haulers) servicing the City and obtain lists of all multi-family complexes (MFCs) serviced by that hauler. The list will include: name of MFC, address of MFC, service(s) provided (waste, recycling, or both), service level of MFC (size of bin(s) subscribed to, number of bin(s), and frequency of collection per week). This requested information will be incorporated into a Request for Proposals (RFP) to all existing licensed haulers and new hauler agreement. The City will verify that MFCs identified using the permitted haulers' account lists includes all MFCs within the City by comparing to City's Business License database in order to compile a complete and accurate list of MFCs. The City will contact all MCR accounts that do not utilize the permitted haulers' recycling services to determine how they are meeting the requirements of the MCR law and whether another means of recycling is being used. The City will identify all MFCs that self-haul/back-haul and incorporate this data into its analysis. The City will compile data to identify all MFCs the MCR mandate applies to, who is complying and who is not. All MFC information provided by the permitted haulers and collected by the City will be compiled into a single database of all MCR MFCs in the City. The database will include, but not be limited to, the MFC name, address, type of waste and recycling services provided by the hauler, cart or bin size, frequency of pick-up, and contact number. 		

<p>10. If there are MFCs that are exempt from recycling, the City will compile documentation supporting the exemption.</p> <p>11. The above efforts will be compiled to track the participation rate for all MCR multi-family complexes.</p>		
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Local Implementation Plan - City of Commerce

New Accounts

	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
1) Identification The City will identify all businesses and multi-family complexes (MFCs) subject to MCR by way of the City’s licensed haulers’ reports		
C. New Accounts 1. When a new business license is issued by City’s Finance Department, the Finance Department will notify the City’s Public Works and Development Services Department, Environmental Services Division so that businesses and MFCs are properly identified and monitored for effective implementation of MCR.		

Local Implementation Plan - City of Commerce Businesses		
	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
2) Monitoring The City will monitor all businesses subject to MCR to track program progress.		
<p>A. Businesses</p> <p>1. Per ordinance (Ordinance No. 643, Commercial Recycling), the City will utilize the monthly reports from permitted haulers and permitted self-haulers to monitor businesses participation in the City's MCR program.</p> <p>2. The City will develop and annually distribute with the annual business license renewal notifications, as needed, a business-focused MCR survey to gather monitoring data and analyze program progress regarding the City's MCR businesses and their achievement of compliance with the MCR law. The survey will include, but not be limited to, the business name, address, type of waste and recycling services provided by a permitted hauler, cart or bin size, frequency of pick-up, type of waste and recycling that is self-hauled, and contact number.</p> <p>3. Annually, the survey will be sent out to all MCR businesses with their business license renewal notification.</p> <p>4. Responses from the annual survey will be compiled in a database to monitor program progress.</p> <p>5. Any new businesses identified as self-haulers from the survey will be required to obtain a permit for the hauling of recyclables (6.11.080(d)).</p> <p>6. All permitted self-haulers will report monthly (6.11.080(d)(3)).</p> <p>7. Annually, contact will be made to all MCR businesses who did not fully complete or have not returned the survey. MCR will be communicated as part of the contact made. A second notice will be sent out to those who did not respond to the initial mailing.</p> <p>8. The City will keep complete and accurate records of all contacts made: the date of the contact, the name of the business, name of person contacted, message delivered, and notes about the conversation.</p>		

<p>9. The City will conduct on-site visits to validate all businesses reported to be self-hauling recyclables.</p> <p>10. The City will validate that all businesses that reported recycling through a permitted hauler are still subscribed to recycling services.</p> <p>11. Permitted haulers will notify the City if a business that elected to sign up for recycling subscription does not start or stops service.</p> <p>12. Annually, continued follow up will proceed until all applicable MCR businesses have been contacted. A third notice will be sent certified mail or an on-site visit will be conducted.</p>		
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Local Implementation Plan - City of Commerce Multi-Family Complexes		
	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
2) Monitoring The City and its haulers under a new hauler agreement will monitor all multi-family complexes (MFCs) subject to MCR to track program progress.		
B. Multi-Family Complexes 1. Per ordinance (Ordinance No. 643, Commercial Recycling), the City will utilize the monthly reports from permitted haulers and permitted self-haulers to monitor MFCs participation in the City's MCR program. 2. The City will develop and annually distribute with the annual business license renewal notifications,, as needed, a multi-family complex focused MCR survey to gather monitoring data and analyze program progress regarding the City's MCR MFCs and their achievement of compliance with the MCR law. The survey will include, but not be limited to, the MFC name, address, type of waste and recycling services provided by a permitted hauler, cart or bin size, frequency of pick-up, type of waste and recycling that is self-hauled, and contact number. 3. Annually, the survey will be sent out to all MCR MFCs with their annual business license renewal notification. 4. Responses from the annual survey will be compiled in a database to monitor program progress. 5. All new MFCs identified as self-haulers from the survey will be required to obtain a permit for the hauling of recyclables (6.11.080(d)). 6. All permitted self-haulers will report monthly to the City (6.11.080(d)(3)). 7. Annually, contact will be made to all MCR MFCs who did not fully complete or have not returned the survey. MCR will communicated as part of the contact made. A second notice will be sent out to those who did not respond to the initial mailing. 8. The City will keep complete and accurate records of contact made: the date of the contact, the name of the multi-family complex, name of person contacted, message		

delivered, and notes about the conversation.

9. The City will conduct on-site visits to validate all MFCs reported to be self-hauling recyclables.

10. The City will validate that all MFCs that reported recycling through a permitted hauler are still subscribed to recycling services.

11. Permitted haulers will notify the City if a MFC that elected to sign up for recycling subscription does not start or stops service.

12. Annually, continued follow up will proceed until all applicable MCR MFCs have been contacted. A third notice will be sent certified mail or an on-site visit will be conducted.

Local Implementation Plan - City of Commerce		
	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
3) Education and Outreach The City and its permitted licensed haulers under a new agreement will provide a consistent message through a coordinated education and outreach program to all MCR businesses and multi-family complexes regarding the MCR law requirement and the MCR program offered by its haulers.		
A. Print, Electronic, Direct Contact 1. The City will evaluate its existing education and outreach materials (print, electronic, direct contact) and its haulers education and outreach materials required under a new hauler agreement to ensure the messaging is consistent with the development of the City's MCR program. 2. The City and its haulers will provide education and outreach materials to all MCR businesses and multi-family complexes using the following methods: <ul style="list-style-type: none"> (a) An MCR educational material distribution. The educational material will provide education on MCR and explain the City's program and hauler services including types of accepted recyclables and the permitted haulers' contact information. (b) The City will place educational material regarding MCR in all new/renewal business license packets. (c) Further development of the City's website to maintain a consistent message with the developed education and outreach materials. (d) Attend Industrial Council meetings as needed and coordinate the distribution of education material to its business members regarding the MCR program. 3. The City will work with all permitted haulers to review and verify that the MCR educational material is consistent with the City's developed MCR education and outreach materials. <ul style="list-style-type: none"> (a) The City will work to develop a single message that haulers will be required to use to maintain consistency of educational materials to all businesses and multi-family complexes. 		

<p>(b) Prior to educational materials being delivered, the City will require haulers to have educational materials reviewed by City.</p> <p>(c) The City will maintain a copy of what each hauler provided as educational materials.</p> <p>4. When a new business or multi-family complex is created/built, the City will educate the new business or multi-family complex of the MCR law requirements, discuss compliance options, and provide educational materials on MCR. The account will be entered into the City's database and provided with a survey.</p> <p>5. The City will require under a new agreement that all permitted haulers contact MCR accounts that do not utilize the permitted haulers' recycling services to inquire how they are meeting the MCR law requirements annually.</p>		

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	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
4) Enforcement The City will enforce its commercial recycling ordinance (No. 643).		
A. Implementation 1. The City will fully implement enforcement with the City’s Ordinance 6.11.060 (d). Which includes: (a) Each permitted hauler shall report to the City their customer’s participation in the commercial recycling program. (b) For those haulers that do not respond, the City will send the hauler a 1 st violation notice (c) For those haulers that do not respond to the 1 st notice of violation, the City will send the hauler a 2 nd notice of violation (d) For those haulers that do not respond to the 2 nd notice of violation, the City will send the hauler a 3 rd and final notice of violation (e) For those haulers that do not respond to the 3 rd notice of violation, the City will send a notice of suspension and termination of their business license. 2. If a self-hauling permit is revoked, the City will require a generator to obtain commercial recycling services from a City-authorized refuse/recycling hauler (6.11.080).		

Local Implementation Plan - City of Commerce		
	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
5) Mandatory Commercial Recycling Program The City will design a program that is appropriate for the City and designed to divert commercial solid waste from businesses and multi-family complexes subject to MCR.		
A. Businesses and Multi-Family Complexes 1. The City will compile data from surveys/monthly reports from haulers and self-haulers to determine what materials businesses and multi-family complexes are generating. 2. The City will compare most common generated materials with the services offered by haulers and local facilities to ensure those materials can be recycled. 3. The City will adopt an ordinance to revise its Municipal Code by the end of February 2018 to discontinue issuing separate recycling business licenses, establish a single license for haulers, require all haulers (refuse and recyclers) to pay a hauler license fee on gross receipts, and allow a one-time transfer of their business license to consolidate all subsidiaries under their parent company for efficient reporting. 4. Adopt a semi-exclusive agreement system by the end of February 2018. 5. Authorize release of a Request for Proposal for refuse and recycling services by the end of March 2018. 6. Issue a 5-year notice to applicable “solid waste enterprises” per Public Resource Code Section 49520 by the end of March 2018. 7. Revise and implement new business license application to combine refuse and recycling hauler licenses and add to “renewal message” section of application, questions related to their MCR services. 8. Execute semi-exclusive agreements with a maximum of 12 selected haulers per bid results by end of June 2018.		

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	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
6) Mandatory Commercial Recycling Program The City and/or permitted haulers under a new agreement will notify noncompliant businesses and multi-family complexes subject to MCR. The permitted haulers under a new agreement will assist the City with implementation and notification to all their applicable customers.		
D. Notification of Noncompliance 1. The City will develop and implement a notification of noncompliance to all MCR businesses and multi-family complexes not recycling, informing them of the requirement to recycle and provide the options for recycling. 2. The City will mail a notification of noncompliance letter on City letterhead to all noncompliant businesses and multi-family complexes informing them of their noncompliance with the MCR law. 3. The City will notify all noncompliant MCR businesses and multi-family complexes within the implementation period of the Compliance Order. 4. Minimally, once per year the City will notify noncompliant businesses and multi-family complexes using the developed notification of noncompliance.		

Local Implementation Plan - City of Commerce		
	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
7) Quarterly and Annual Reporting		
<p>A. Quarterly Reporting</p> <p>1. The City will submit complete and accurate quarterly reports to the California Department of Resources Recycling and Recovery (CalRecycle) according to the Compliance Order Schedule of Compliance. These quarterly reports will include the implementation status of all programs in the LIP. The City will use the CalRecycle’s structure for completing the quarterly reports, as provided by CalRecycle.</p> <p>2. The City will include any issues encountered regarding implementation of the LIP.</p> <p>3. The City will include copies of any printed material(s) along with an explanation of how the materials(s) were distributed.</p> <p>4. Each quarterly report will be due 30 days after the end of the calendar quarter. The City will continue to submit quarterly reports to CalRecycle by the due dates until CalRecycle makes a determination of successful completion of the Compliance Order.</p> <p>5. The City will develop and maintain a Compliance Documentation Binder to track and document the progress of each of the Compliance Order tasks. This binder will include, but is not limited to, copies of all educational materials, service contracts, collected data and studies, notes and/or observations from any processing facility visits, and all work associated with the completion of the Compliance Order, including a copy of all quarterly reports submitted to CalRecycle. This binder will be a record of progress of task and program implementation. The City will make this binder available to CalRecycle staff upon request. Additionally, the City will make available to CalRecycle any data, studies or documents that were not provided in the quarterly report.</p>		

Local Implementation Plan - City of Commerce		
	Completion Schedule	
	1 st Quarter 2018	2 nd Quarter 2018
7) Quarterly and Annual Reporting		
B. Annual Reporting 1. The City will submit a complete and accurate Electronic Annual Report on MCR program implementation, including identification, monitoring, education and outreach, and any enforcement efforts by the City.		

Quarterly Report

Quarter 1: January 1 - March 31, 2018

Quarter 2: April 1 - June 30, 2018

Quarter 3: July 1 - September 30, 2018

Quarter 4: October 1 - December 31, 2018

Due Date

April 30, 2018

July 31, 2018

October 31, 2018

January 31, 2019