

A FACILITY RISK MANAGEMENT COMPANY

DID YOU KNOW?

The right bin, every time — and the other rules your building is judged on.

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Take this guide for a walk

FROM THE BUREAU

It is a Tuesday. Someone opens a lid.

It is a Tuesday morning in an ordinary building. A tenant walks a bag of lunch scraps and a pizza box to the enclosure, lifts the nearest lid, and drops it in. Blue, green, black — it does not matter to them. It is gone. The lid closes. Nobody is watching.

That small moment is what this guide is about. Not the lid, exactly. What the lid hides.

Every building has blind spots. The bin that fills too fast. The plastic bag that sends a whole load of perfect recycling to the landfill. The balcony report that was due last January. The heat plan that a kitchen was supposed to have written two summers ago. None of these announce themselves. They wait for an inspector, an insurer, or an invoice to find them first.

The good news is that every one of them is fixable, and most of them are fixable inside the service a building already pays for. The people who empty your bins, clean your restrooms, and walk your floors every day are standing in front of these problems already. The only question is whether anyone has told them what to look for.

So this edition does two things. The first half is the bin guide our clients have asked for: every common item, alphabetical, in the color it belongs to under California law. The second half is new. It is the cover story — five rules most owners have never heard of, each one real law, each one with paperwork an inspector can ask for, and each one handled as part of the California Compliance Check that comes with every service agreement from the BUREAU.

Read the stories once. Then keep the guide near the bins, and take it for a walk.

> **The buildings that look are usually surprised by what they find. The ones that never look are the ones paying for it.**
>
> FROM THE CLOSING ESSAY

BUREAU OF INTEGRATED FACILITY SERVICES
A Facility Risk Management Company

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HOW TO USE THIS GUIDE

Read the stories once. Then keep the guide near the bins. Every list is alphabetical, so a question at the lid takes ten seconds to answer. When an item says "check locally," look at the accepted-items list printed on your cart lid or your hauler's website.

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November 2026 edition. Replaces the September 2026 edition. The bin lists follow California Senate Bill 1383 and the accepted-items rules used by Bay Area haulers; plastics vary by city, and where they do, the item says so.

A screen-reader version and a braille edition of this guide are available on request.

One color code for the whole state

California decided that a person should be able to walk up to any bin, anywhere in the state, and know what it is for.

3

Colors. Blue for recycling, green for organics and compost, gray or black for landfill.

2022

Every new bin placed in service since January 1, 2022 must follow these colors.

2036

Every bin in California must comply by January 1, 2036.

California's Senate Bill 1383 sets one bin color code for the whole state: blue for recycling, green for organics and compost, gray or black for landfill. Every new bin placed in service since January 1, 2022 must follow these colors, and every bin in California must comply by January 1, 2036. The same law requires businesses and residents to keep food waste and recyclables out of the landfill bin.

The reason is methane. Food rotting in a landfill without air produces a gas roughly eighty times more powerful at trapping heat than carbon dioxide over its first twenty years. California decided to cut that at the source by requiring every business and resident to separate organics. The color code is how the state makes that possible for the person at the lid.

> **A person should be able to walk up to any bin in California and know what it is.**

What the law expects from a business

01	Subscribe to organics and recycling service.
02	Give employees and tenants sorted bins where waste is created.
03	Keep food and recyclables out of the landfill cart.

GOOD TO KNOW

The law has teeth. Cities are required to enforce Senate Bill 1383. A business that will not sort gets a written notice first, then fines: $50 to $100 for the first violation, $100 to $200 for the second, and $250 to $500 for every one after that within a year.

Is it the same in every county?

Mostly yes. Two things still vary by city and county: which exact plastics your local hauler accepts, and whether your landfill cart is gray or black. When an item in this guide says "check locally," look at the accepted-items list printed on your cart lid or your hauler's website.

The last resort

Everything in this bin gets buried in the ground, forever. The goal for any well-run facility is simple: this should be the emptiest bin on the property.



A BLACK LANDFILL CART IN A COMMERCIAL LOADING DOCK

Everything in this bin gets buried in the ground, forever. It exists for the items that genuinely cannot be recycled or composted — and since 2022, California law says food waste and recyclables may no longer be thrown in here.

Every item in this section belongs here not because it is convenient, but because there is currently no better place for it.

Landfill space is expensive and permanent — your hauler charges more for this bin than any other, and everything in it stays buried for generations. Every item moved out of this bin into blue or green is money off the property's bill and material back in use. That is why the law now forces the issue: the black bin is for what is left over, not for whatever is closest.

Black and gray carts do the exact same job. State law allows either color for landfill, so your city hands out one or the other. Everything in this section applies to both.

If this cart fills faster than blue and green combined, the building is sorting wrong — and paying for it.

KEEP THE LANDFILL BIN HONEST, RULE 03

GRAY CART? SAME BIN.

Gray and black are the same stream. Senate Bill 1383 allows the landfill cart to be either color, so some cities hand out gray carts and others hand out black ones. If your property has a gray cart, this is your landfill bin — same list, same bans, same goal.

The state standardized the colors so a person can walk up to any bin in California and know what it is. Allowing gray or black for landfill let cities keep the millions of carts already on the street instead of scrapping them.

All items, A to Z

- Adhesive bandages
- Baby wipes and cleaning wipes
- Binder clips and small mixed-material items (donate usable binders)
- Blister packs from batteries and toys
- Bread bags
- Broken blinds
- Broken ceramics, plates, and mugs
- Broken holiday ornaments
- Broken picture frames and vases
- Broken plastic hangers
- Broken toys that cannot be donated
- Broken umbrellas
- Bubble wrap and air pillows
- Bubble-lined paper mailers
- Butter and margarine wrappers
- Candles and wax scraps
- Candy and granola bar wrappers
- Cat litter and pet waste, bagged
- Cellophane and dry cleaning bags
- Cereal box liners
- Chip and snack bags
- Cigarette butts (fully out)
- Coffee cup lids
- Coffee cups lined with plastic
- Compact discs, DVDs, and video tapes
- Condiment and ketchup packets
- Contact lenses and blister packs
- Cooled ash
- Cotton swabs and cotton balls
- Dental floss and floss picks
- Diapers
- Disposable dusters and refills
- Disposable face masks
- Disposable razors
- Dried-out glue sticks and correction tape
- Dried-out paint rollers and brushes (fully dry only)
- Drinking glasses (different glass than bottles - never blue)
- Dryer lint and dryer sheets
- Feminine hygiene products
- Foam blocks from electronics boxes
- Foam coolers
- Foam cups and bowls
- Foam egg cartons
- Foam meat and produce trays
- Foam pipe insulation scraps
- Foam plates
- Foam sheets and packaging inserts
- Foam takeout clamshells
- Foil-lined coffee and snack pouches
- Frozen food bags
- Garden hoses (never blue - they wrap around sorting machines)
- Gel ice packs
- Hair from brushes and clippers
- Heat-proof cookware glass
- Identification badges and lanyards
- Incandescent light bulbs (fluorescent and LED go to hazardous drop-off)
- Juice and squeeze pouches
- Laminated paper and cards
- Lint roller sheets
- Makeup remover wipes
- Mesh produce bags
- Non-stick pans with worn coating (scrap metal drop-off if all metal)
- Packing peanuts
- Packing tape and tape rolls
- Pens, markers, highlighters
- Pet food bags
- Photographs
- Plastic forks, knives, spoons
- Plastic grocery bags (or store drop-off)
- Plastic shipping mailers
- Plastic strapping and zip ties
- Plastic straws and stirrers
- Plastic wrap and cling film
- Plastic-coated paper plates and bowls
- Produce bags
- Pump tops and trigger sprayers (bottle itself is blue)
- Rubber bands
- Sandwich and zipper bags
- Shower curtains and liners
- Shrink wrap, pallet wrap, worn-out tarps
- Silica gel packets
- Single-serve coffee pods (check locally)
- Single-serve creamer cups
- Six-pack rings (cut them first)
- Snack canisters with metal bottoms
- Sponges and scouring pads
- Squeeze tubes - toothpaste, lotion, ointment
- Stickers and label backing sheets
- Synthetic rope and twine
- Synthetic wine corks
- Thermal receipts
- Toothbrushes and toothpaste tubes
- Used facial tissues (green if your hauler allows)
- Vacuum bags and their contents
- Window glass and mirrors
- Worn-out mop heads
- Worn-out rubber and latex gloves (unsoiled)
- Worn-out shoes and textiles (donate anything still usable)

Keep the landfill bin honest

01 **Bag it if it is messy.** Landfill is the one bin where bagging waste is fine — it keeps carts and enclosures clean.

02 **Check before you toss.** If an item appears in the blue or green sections of this guide, it is now illegal to put it here.

03 **Watch the fill line.** If this cart fills faster than blue and green combined, the building is sorting wrong — and paying for it.

NEVER IN THIS BIN

Batteries of any kind • electronics • fluorescent tubes and LED bulbs • paint • motor oil • cleaning chemicals • propane tanks • aerosol cans that still have product inside • needles and sharps • medications • tires • mattresses • appliances. These are hazardous or special waste — they need a drop-off site or a scheduled pickup, and putting them in any cart is illegal and can start truck fires. And since 2022: no food waste and no recyclables.

WHY

Landfill is the most expensive stream on the property and the one the law now watches most closely. Everything here is here because there is no better place for it yet.

Empty, clean, and dry

Everything in this bin gets sorted at a recovery facility and sold as raw material to become new products — but only if it arrives free of food, liquid, and plastic bags.



FLATTENED CARDBOARD AND RINSED CONTAINERS BESIDE A BLUE RECYCLING CART

Three words rule this bin: empty, clean, and dry. Everything in this section gets sorted at a recovery facility and sold as raw material to become new products — but only if it arrives free of food, liquid, and plastic bags.

Put everything in loose — never bagged. A plastic bag full of perfect recyclables gets pulled off the line and sent to landfill unopened, because sorting facilities cannot safely open bags.

Plastics are the one category that changes from city to city. Bottles, jugs, and tubs are accepted almost everywhere; clamshells, cups, and cartons vary. When an item says "check locally," confirm with your hauler before committing a whole building to it.

Recycling is a manufacturing supply chain, not a magic bin. Clean paper, metal, glass, and plastic are commodities that get sold and remade — one saucy container or one plastic bag can downgrade or reject an entire truckload, and the hauler passes contamination charges straight to the property. Done right, this bin actively lowers what a building pays for waste service. Done wrong, it is the most expensive bin on site.

> **A plastic bag full of perfect recyclables gets pulled off the line and sent to landfill unopened.**
>
> WHY BAGGED RECYCLING FAILS

All items, A to Z

- Aluminum beverage cans
- Baby food jars (rinse, metal lids off)
- Beverage bottles, all colors (rinse, metal lids off)
- Brochures and pamphlets
- Calendars, planners, and index cards
- Cardboard trays and dividers
- Cereal and cracker boxes
- Clean aluminum foil, balled up fist-size
- Clean aluminum trays and pans
- Clean pizza box lids (greasy parts go green)
- Clear clamshells - berries, salads (check locally)
- Condiment bottles (rinse, metal lids off)
- Condiment squeeze bottles
- Empty aerosol cans (fully empty, non-hazardous - check locally)
- Empty medicine bottles (check locally)
- Empty pet food cans, rinsed
- Envelopes (plastic windows are fine)
- File folders and manila envelopes
- Five-gallon buckets
- Gift boxes
- Greeting cards (no glitter or batteries)
- Jam, sauce, and pickle jars (rinse, metal lids off)
- Juice cartons and juice boxes (check locally)
- Junk mail and flyers
- Laundry detergent jugs
- Magazines and catalogs
- Mayonnaise and spread jars, scraped
- Metal bottle caps (collect inside a can, then pinch shut)
- Metal jar lids
- Milk and juice jugs
- Milk cartons (check locally)
- Moving boxes, flattened
- Newspapers and inserts
- Office and notebook paper
- Paper bags
- Paper egg cartons (green also fine)
- Paper towel cores
- Paperback books and phone books
- Pasta, rice, and tissue boxes
- Peanut butter jars, scraped
- Plant nursery pots, rigid
- Rigid plastic cups (check locally)
- Shampoo, soap, and lotion bottles
- Shipping boxes, flattened
- Shoe boxes
- Shredded paper (check locally)
- Soup and broth cartons (check locally)
- Sour cream and cottage cheese tubs
- Steel and tin food cans
- Toilet paper and towel tubes
- Water and soda bottles (caps on)
- Wine, beer, and spirits bottles (rinse, metal lids off)
- Wrapping paper (no foil, no glitter)
- Yogurt, butter, and margarine tubs

The prep checklist

Recycling fails at the bin, not at the plant. Five habits keep a building's blue stream worth money instead of worth a contamination charge:

01 **Empty and rinse.** No food, no liquid. A quick rinse is enough — it does not need to be dishwasher clean.

02 **Dry.** Wet paper and cardboard cannot be recycled — keep the lid closed in wet weather.

03 **Flatten every box.** Flat boxes leave room; whole boxes fill the bin with air you pay to haul.

04 **Caps on plastic bottles, metal lids off glass.** Anything loose and smaller than a fist falls through the sorting machines and is lost.

05 **Loose, never bagged.** Bagged recyclables go to landfill unopened.

What your recycling becomes

ITEM	BECOMES
Aluminum can	A new aluminum can. Back on the shelf in about 60 days — endlessly, with 95% less energy than new aluminum.
Glass bottle or jar	New bottles and jars. Endlessly — glass never wears out from recycling.
Office paper	New paper, tissue, packaging. Recyclable five to seven times before the fibers wear out.
Cardboard box	New boxes. Most boxes are already made largely of recycled boxes.
Plastic bottle	New bottles, clothing fiber, carpet. Usually once or twice — which is why reducing matters too.
Steel can	New steel — cans, cars, construction. Endlessly, like aluminum.

NEVER IN THIS BIN

Plastic bags and film of any kind • bagged recyclables • food-soiled paper • foam anything • hoses, cords, chains, or string lights (they tangle the machines) • drinking glasses, ceramics, or window glass • clothing and textiles • batteries or electronics • anything with food or liquid still in it.

WHY

One saucy container or one plastic bag can downgrade or reject an entire truckload, and the hauler passes contamination charges straight to the property. Clean, this bin lowers the bill. Dirty, it is the most expensive bin on site.

If it grew, it goes

Everything that was recently alive — food, plants, food-soiled paper, plain wood — belongs in the green bin, where it becomes compost and renewable energy instead of landfill gas.



A GREEN ORGANICS CART AND A PAPER-LINED CADDY IN A COMMERCIAL KITCHEN

If it grew, it goes. Everything that was recently alive — food, plants, food-soiled paper, plain wood — belongs in the green bin, where it becomes compost and renewable energy instead of landfill gas.

This is the bin Senate Bill 1383 was written for. Food rotting in a landfill creates methane, and California decided to cut that at the source by requiring every business and resident to separate organics.

The green bin has exactly one enemy: plastic. No bags, no wrappers, no "biodegradable" plastic unless it is certified compostable and your local hauler accepts it. Compost facilities hand-pick plastic out of food waste — do not make them.

Where the green bin actually goes. Green bin contents go to a composting facility or an anaerobic digester. At a compost facility, the material is ground, piled, and turned for one to three months until it becomes finished compost — sold to California farms, vineyards, landscapers, and city parks. At a digester, the food waste is sealed in tanks where it produces gas that gets captured and used as renewable fuel, plus a soil product from what remains. Either way, the material ends up back in the ground doing work — instead of buried in a landfill making methane.

> **This is the stream inspectors look at first when they check whether a business is complying.**
>
> WHY SENATE BILL 1383 EXISTS

All items, A to Z

- All fruit and vegetable scraps
- Beans and lentils
- Bones - beef, pork, poultry, fish
- Bread, bagels, and tortillas
- Brush and plant trimmings
- Butter and solid fats (small amounts)
- Cereal, crackers, and chips
- Cheese and spoiled dairy
- Chopsticks and coffee stirrers
- Coffee grounds
- Corn husks and cobs
- Cut flowers and houseplants
- Eggs and eggshells
- Fish and shellfish, including shells
- Flour, sugar, and baking spills
- Grass clippings
- Greasy paper bags
- Greasy pizza boxes
- Leaves
- Loose tea leaves
- Meat scraps and trimmings
- Napkins and paper towels
- Nuts and nut shells
- Onion and garlic skins
- Paper coffee filters
- Paper food wrappers, unlined
- Paper tea bags (remove plastic-mesh bags)
- Pasta, rice, and grains
- Peels, rinds, and cores
- Pits and seeds
- Popsicle sticks
- Salad and dressing scraps
- Sauces and spreads (scraped from containers)
- Small branches (size limit set by your hauler)
- Spoiled and moldy produce
- Spoiled leftovers and plate scrapings
- Straw and hay
- Toothpicks and wooden skewers
- Uncoated paper plates
- Uncoated paper takeout boxes
- Untreated sawdust and wood scraps (small, unpainted)
- Weeds

Keeping it clean without plastic

The number one reason buildings avoid the green bin is mess. All four fixes are cheap:

01 Line collection caddies with a paper bag or a certified compostable liner your hauler approves — never a regular or "biodegradable" plastic bag.

02 Layer wet food with food-soiled paper. Napkins and paper towels soak up liquid and keep the cart cleaner.

03 No liquids, no cooking oil. Drain liquids to the sink; used cooking oil goes to a drop-off or a grease-collection service, never any cart.

04 Empty daily in food areas. Small caddies emptied every day beat one big bin that sits all week.

NEVER IN THIS BIN

Plastic bags or bin liners of any kind — including "biodegradable" ones unless certified compostable and accepted by your hauler · glass · metal and foil · foam · pet waste and cat litter · diapers · liquids and cooking oil · treated or painted wood · rocks and dirt in quantity · plastic-coated paper.

WHY

Food buried in a landfill rots without air and produces methane — a gas roughly eighty times more powerful at trapping heat than carbon dioxide over its first twenty years. Composted instead, the same scraps become soil for California farms. This is the main reason Senate Bill 1383 exists, and it is the stream inspectors look at first when they check whether a business is complying.

Red means stop

Red is reserved by California health law strictly for biohazardous and medical waste. It is never a curbside bin, it is never collected by your regular hauler, and it can never be mixed with ordinary trash or recycling.



A RED SHARPS CONTAINER MOUNTED ON A CLINIC RESTROOM WALL

Collection is done only by a licensed medical waste hauler under a service agreement, and the waste is treated — not landfilled like ordinary trash.

What belongs in red containers, A to Z

- Blood-soaked bandages, gauze, and dressings
- Gloves and protective wear contaminated with blood or body fluids
- Red-bagged waste from medical, dental, and veterinary care
- Regulated clinical and laboratory waste
- Sharps containers - needles, syringes, lancets

If you find one in your building

01 Do not open it

02 Do not move it

03 Do not add anything to it

04 Do not let untrained staff handle it

05 Never place red bags or sharps in any regular cart — one needle can injure a sorting worker and shut down a facility line

Blood in a restroom is not a janitorial job.

Restroom incidents involving blood or body fluids are a biological hazard remediation job — a trained, equipped response with proper protective gear, disinfection, and disposal into the red stream. It is not a mop and a regular trash bag. If your facility ever finds sharps, blood, or red-bag waste outside a proper container, close the area and call a professional.

NEVER

Everyday garbage or recycling in a red container • red-bag waste or sharps in any blue, green, gray, or black cart • loose needles in any bin, ever — sharps go only into an approved rigid sharps container.

WHY

One needle in a blue or black cart can injure a sorting worker or a driver, shut down a facility line, and expose the property that generated it to serious liability. The red stream exists to keep every person who touches your waste — employees, janitorial crews, haulers — safe. When in doubt, treat it as hazardous and call a professional.

Every building has blind spots. Here are five.



A WEATHERED WOOD-FRAMED EXTERIOR WALKWAY ON AN APARTMENT BUILDING

Sorting waste is the rule most owners already know about. These five are the ones that surprise them. Each one is real law, each one comes with paperwork an inspector can ask for, and each one can be handled inside the service you already have.

Every service agreement from the BUREAU includes a California Compliance Check: we identify where the building is exposed and put the required records in place.

GOOD TO KNOW

Paperwork is the violation. In every one of these five, the inspector asks for a document first. No injury, no complaint, and no accident is needed for a citation — a missing plan, log, or report is enough on its own.

01 **Indoor heat** — a written plan when a room hits 82 degrees

02 **Balconies and walkways** — inspection deadlines that have already passed

03 **Workplace violence** — a written prevention plan for almost every employer

04 **Federally assisted housing** — the new inspection standard

05 **Schools** — pesticide notices, signs, and an annual report

A written plan, even if no one gets hurt



A COMMERCIAL LAUNDRY ROOM WITH INDUSTRIAL DRYERS RUNNING

The rule. Since July 23, 2024, California's indoor heat rule (Title 8, Section 3396, enforced by the California Division of Occupational Safety and Health, known as Cal/OSHA) applies to any indoor workplace that reaches 82 degrees Fahrenheit. Stronger steps kick in at 87 degrees.

> **Kitchens, laundry rooms, warehouses, and top-floor offices without air conditioning are the usual surprises.**

01	**Write it down.** A written heat illness prevention plan must be on file and available to staff and inspectors.
02	**Water, rest, cool-down.** Cool drinking water within reach, a cool-down area, and paid rest when a worker needs it.
03	**Train and measure.** Staff and supervisors trained before the hot season; temperatures recorded when the room reaches 87 degrees.

WHY

An inspector does not need a sick worker to write a citation. Missing paperwork alone is a violation, and Cal/OSHA penalties can reach thousands of dollars per violation. Kitchens, laundry rooms, warehouses, and top-floor offices without air conditioning are the usual surprises.

GOOD TO KNOW

The BUREAU prepares the written heat illness prevention plan for your specific building as part of the California Compliance Check.

BEYOND THE BINS · 02 · BALCONIES AND WALKWAYS

The deadline already passed

The rule. California requires inspection of wood-framed balconies, decks, stairs, and walkways more than six feet off the ground on buildings with three or more units.

BUILDING TYPE	LAW	FIRST INSPECTION WAS DUE
Condominiums and homeowner associations	Senate Bill 326	January 1, 2025
Apartment buildings	Senate Bill 721, extended once by Assembly Bill 2579	January 1, 2026

01 **Check the file.** If there is no inspection report dated before the deadline, the building is out of compliance today.

02 **Repeat on schedule.** Apartments every six years; condominiums every nine years.

03 **Fix what the report flags.** Emergency findings must be addressed right away; the rest on the timeline in the report.

WHY

After the deadline, local building departments can fine daily until the report is filed, and insurers ask for it at renewal. The 2015 Berkeley balcony collapse is the reason this law exists.

GOOD TO KNOW

The inspection itself is done by a licensed architect, engineer, or contractor. The BUREAU confirms the report is on file, tracks the repair items, and keeps the record with the rest of your compliance paperwork.

BEYOND THE BINS · 03 · WORKPLACE VIOLENCE

A written plan for almost every employer

The rule. Since July 1, 2024, Senate Bill 553 requires almost every California employer to keep a written workplace violence prevention plan. The main exception: a worksite with fewer than ten employees present at a time that is not open to the public.

> **The plan and the log are what the inspector asks to see.**

01 **A written plan.** Who is responsible, how staff report a threat, how the business responds.

02 **A log.** Every incident recorded, kept for five years.

03 **Yearly training.** All staff, every year, and again when the plan changes.

WHY

Cal/OSHA enforces this the same way it enforces the heat rule: the plan and the log are what the inspector asks to see. Offices, retail stores, warehouses, and schools are all covered.

GOOD TO KNOW

The plan follows the same shape as the heat illness prevention plan. The BUREAU builds both together for your building during the California Compliance Check.

BEYOND THE BINS · 04 · FEDERALLY ASSISTED HOUSING

The new inspection standard

The rule. The United States Department of Housing and Urban Development now inspects with the National Standards for the Physical Inspection of Real Estate. Public housing switched in October 2023, voucher programs on October 1, 2025, and the remaining community development programs must comply by October 1, 2026.

> **The deficiencies on the list are exactly the things day-to-day building care controls.**

01 **Three places get checked.** Inside the unit, inside common areas, and outside the building.

02 **Life-threatening items: 24 hours.** Examples: no working carbon monoxide alarm, exposed wiring, blocked exits.

03 **Everything else: 30 to 60 days.** Mold, pests, trash and debris, damaged surfaces.

WHY

A failed inspection puts the housing subsidy at risk, and the deficiencies on the list — mold, pests, garbage, sanitation — are exactly the things day-to-day building care controls.

GOOD TO KNOW

The BUREAU runs its restroom, waste, pest-conducive-condition, and common-area work against this standard, so the building is ready before the inspector arrives, and the photos from every visit are your proof.

BEYOND THE BINS · 05 · SCHOOLS

Pesticide notices, signs, and a yearly report

The rule. California's Healthy Schools Act applies to every public school and licensed child care center. Any pesticide use on the grounds triggers notice and record duties.

> **Parents notice before the state does.**

01 **Notify.** Parents and staff get a yearly notice of expected pesticide use, and a 72-hour notice before each application.

02 **Post signs.** Warning signs go up 24 hours before an application and stay 72 hours after.

03 **Report.** Records kept four years, and a use report filed with the state by January 30 every year.

WHY

The state's Department of Pesticide Regulation checks. Missed notices are the most common violation, and parents notice before the state does.

GOOD TO KNOW

The BUREAU favors non-chemical pest control first (sealing, sanitation, traps). When a product is required, the notice, signage, and records are handled as part of the service.

What every employer already owes Cal/OSHA.

The five blind spots are the surprises. These six are the basics — and inspectors check the basics first. If you have even one employee in California, all six apply to you.

INSERT · CAL/OSHA · 01 · INJURY AND ILLNESS PREVENTION PROGRAM

Every California employer needs one, in writing, since 1991 (Title 8, Section 3203). It names who is responsible for safety, how hazards are found and fixed, how staff are trained, and how incidents are investigated. It is the first document a Cal/OSHA inspector asks for, and one of the most cited violations in the state. A copy must be kept at each worksite.

INSERT · CAL/OSHA · 02 · THE POSTER

The notice "Safety and Health Protection on the Job" must be posted at every location where employees report to work, where other employee notices go (Title 8, Section 340). It is free from the state. A missing poster is a citation on its own.

INSERT · CAL/OSHA · 03 · CHEMICALS IN THE JANITOR CLOSET

Cleaning products count as hazardous chemicals. Hazard Communication (Title 8, Section 5194) requires a written program, a Safety Data Sheet for every product on site, labels on every container — including the spray bottle someone refilled — and training for staff who use them. Ask whoever cleans your building where the Safety Data Sheets are kept.

INSERT · CAL/OSHA · 04 · THE INJURY LOG

Employers with more than ten employees keep a log of work-related injuries (Form 300) and post the yearly summary (Form 300A) from **February 1 to April 30**, even if the year had zero injuries. Some low-hazard industries are exempt from the log; the poster and the prevention program are never exempt.

INSERT · CAL/OSHA · 05 · FIRST AID AND RESTROOMS

First-aid supplies must be on every job, stocked, and checked often (Title 8, Section 3400). Employee restrooms must be kept clean, working, and supplied. Both are quick checks on an inspection, and both fall on the building's day-to-day care.

INSERT · CAL/OSHA · 06 · WHAT A CITATION COSTS

For citations issued since January 1, 2025: up to **$16,285** for a general or paperwork violation, up to **$25,000** for a serious one, and up to **$162,851** for willful or repeat violations. The indoor heat plan (page 12) and the workplace violence plan (page 13) sit on top of everything on this page.

WHY

Cal/OSHA inspections start with a complaint or an accident, but the citations that follow are mostly for paperwork: no written program, no data sheets, no poster, no log. Those are the cheapest problems to fix and the most expensive to ignore. The BUREAU puts the written program, the poster, and the data sheet binder in place as part of the California Compliance Check.



THE JANITOR CLOSET IS WHERE A CAL/OSHA INSPECTION OFTEN STARTS: LABELS, DATA SHEETS, AND WHO WAS TRAINED

What the health inspector is looking for.

Restaurants, cafes, and anywhere food is served answer to the county health department. So, in a different way, do apartment buildings. Most of what fails an inspection is facility care.

INSERT · HEALTH DEPARTMENT · 01 · WHO INSPECTS

Your county's environmental health division — in San Francisco, the Department of Public Health, Environmental Health Branch — enforces the California Retail Food Code and the state housing health standards. Inspections are routine and usually unannounced. In San Francisco every food inspection result is public and searchable online.

INSERT · HEALTH DEPARTMENT · 02 · THE CERTIFIED MANAGER

Every food facility must have at least one certified food protection manager — an owner or employee who passed an accredited exam (Health and Safety Code, Section 113947.1). A new facility, a change of owner, or losing that person gives you **60 days** to replace them. The certificate lasts **five years**.

INSERT · HEALTH DEPARTMENT · 03 · FOOD HANDLER CARDS

Everyone else who touches food needs a food handler card within 30 days of hire, good for **three years** (Section 113948). Cards follow the worker, not the restaurant. San Diego, Riverside, and San Bernardino counties run their own programs instead.

INSERT · HEALTH DEPARTMENT · 04 · WHAT THE INSPECTOR SEES FIRST

Hand sinks stocked with soap and towels. Hot water. Clean restrooms. No pests, no droppings, no gaps under doors. Floors, walls, and ceilings that are smooth, sealed, and clean. Waste in covered containers and a clean dumpster area. These are the items that fail a score before anyone opens a refrigerator — and they are all facility care, not cooking.

INSERT · HEALTH DEPARTMENT · 05 · NOT A RESTAURANT? STILL COVERED

Apartment buildings answer to the same office. Under state law (Health and Safety Code, Section 17920.3) a health or code officer can declare a unit substandard for **visible mold**, pests, garbage buildup, broken plumbing, or unsanitary common areas. A tenant complaint is enough to bring an inspector.

INSERT · HEALTH DEPARTMENT · 06 · PESTS ARE A PAPERWORK ITEM TOO

Inspectors ask who does your pest control and when they were last here. Keep the service reports with your compliance records. Sealing gaps, sanitation, and traps come first; a sprayed product at a school or child care center triggers the Healthy Schools Act rules on page 14.

WHY

A health inspection score is public, and customers read it. Almost every item on the list above — sinks, restrooms, pests, floors, waste — is decided between inspections by whoever takes care of the building. The BUREAU runs restroom, waste, and pest-conducive-condition work against the health code checklist so the score holds.



STOCKED HAND SINK, HOT WATER, CLEAN TILE: THE FIRST THREE THINGS A HEALTH INSPECTOR CHECKS

Restaurant and warehouse deep-dive pages are in preparation for a later edition.

PULL-OUT · ONE PAGE TO KEEP BY THE DESK

The compliance calendar.

Every date in this edition, on one page. Tear it out, or pin the page number.

WHEN	WHAT	WHERE IN THIS GUIDE
January 30	Schools and child care centers: yearly pesticide use report to the state	Page 14
February 1 — April 30	Post the Form 300A injury summary (employers with more than ten employees)	Page 15
Before hot weather	Indoor heat plan reviewed, staff trained, cool-down area ready	Page 12
Every year	Workplace violence prevention training for all staff; plan reviewed	Page 13
Every year	Pesticide notice to parents and staff; 72-hour notice before each application	Page 14
Every visit	Photos of restrooms, waste areas, and common areas kept as inspection proof	Page 14
Every 3 years	Food handler cards renewed	Page 16
Every 5 years	Certified food protection manager re-certified	Page 16
Every 6 years	Apartment buildings: balcony and walkway inspection repeated	Page 13
Every 9 years	Condominiums: balcony and walkway inspection repeated	Page 13
October 1, 2026	Remaining federal housing programs move to the new inspection standard	Page 14
January 1, 2036	All waste carts statewide in the standard colors	Page 3

ALWAYS ON FILE

Injury and Illness Prevention Program • Heat illness prevention plan • Workplace violence prevention plan and incident log • Hazard communication program and Safety Data Sheets • Balcony inspection report • Pest control service reports • Food safety certificates and handler cards

ALWAYS POSTED

“Safety and Health Protection on the Job” notice • Form 300A summary, February through April • Pesticide warning signs, 24 hours before to 72 hours after • Bin labels on every cart and container

YOUR BUILDING’S OWN DATES

WHEN	WHAT	WHO CHECKS

The five bins at a glance

	BIN	WHAT GOES IN
■	**Black · Landfill**	The last resort — only what cannot be recycled or composted.
■	**Blue · Recyclable**	Paper, cardboard, glass, metal, and rigid plastic — empty, clean, and dry.
■	**Green · Organics**	Food scraps, food-soiled paper, and yard trimmings.
■	**Gray · Landfill**	Exactly the same as black — the law allows either color for trash.
■	**Red · Biohazard**	Never a trash bin. Medical waste only, by licensed hauler.

The four golden rules

01 **Empty, clean, and dry.** Recycling with food or liquid in it gets the whole load rejected.

02 **No plastic bags in blue or green.** Put items in loose, never inside a bag.

03 **When in doubt, find out.** A wrong guess in blue or green contaminates the whole load.

04 **Red means stop.** Biohazard-only. Never open, move, or add to one without training.

Most common mistakes

ITEM	PEOPLE PUT IT IN	IT BELONGS IN
Greasy pizza box	Blue	Green (food-soiled paper).
Plastic grocery bags	Blue	Gray or black, or store drop-off.
Coffee cups (plastic-lined)	Blue	Gray or black (lid too).
Paper towels and napkins	Blue	Green.
Foam takeout containers	Blue	Gray or black.
Batteries and electronics	Gray	Hazardous waste drop-off — never any cart.
"Biodegradable" plastic cups	Green	Gray or black, unless certified compostable and accepted locally.

NEVER IN ANY CART

Batteries of any kind • electronics • fluorescent tubes and LED bulbs • paint • motor oil • cleaning chemicals • propane tanks • aerosol cans that still have product inside • needles and sharps • medications • tires • mattresses • appliances. These are hazardous or special waste — they need a drop-off site or a scheduled pickup, and putting them in any cart is illegal and can start truck fires.

Is it the same in every county?

Mostly yes. Senate Bill 1383 makes the colors standard across all of California. Two things still vary by city and county: which exact plastics your local hauler accepts, and whether your landfill cart is gray or black. When an item in this guide says "check locally," look at the accepted-items list printed on your cart lid or your hauler's website.

What the law expects from a business

Subscribe to organics and recycling service, give employees and tenants sorted bins where waste is created, and keep food and recyclables out of the landfill cart. Cities are required to enforce this — with notices first, and fines for businesses that ignore them.

Take this guide for a walk.



Pick one ordinary day this week. Walk your building with this guide in hand and open the lids. Look at what is actually inside the blue bin. Check whether food is quietly going to the landfill cart. Ask whoever services your facility what they are doing about Senate Bill 1383 — and notice whether the answer comes easily.

Maybe everything checks out. Some buildings are in great hands, and if yours is one of them, this guide just confirmed you are paying for real expertise.

The buildings that look are usually surprised by what they find. The ones that never look are the ones paying for it — in contamination charges, in compliance risk, in a service that nobody is watching.

> **You now know what the bins are supposed to look like. The only question left is whether yours do.**

ONE NEXT STEP

If you would like a second set of eyes on the walk, visit **bifscorp.com**. Every service agreement from the BUREAU includes the California Compliance Check described in this edition.

BUREAU OF INTEGRATED FACILITY SERVICES

A Facility Risk Management Company

South San Francisco, California
bifscorp.com

Helping to shape a smarter, more sustainable future.