

**City of Los Angeles**  
**Department of Public Works, Bureau of Sanitation (LASAN)**  
**Single-Use Carryout Bag Ban Ordinances**

Ordinance No. 182604, Article 2 and Ordinance No. 187716, Article 2.1, Chapter XIX of the Los Angeles  
Municipal Code

**Quarterly Report Form**

Section 195.03D of Ordinance No. 182604 requires Stores in the City of Los Angeles (City of LA) to report to LASAN, on a quarterly basis, the total number of Recyclable Paper Single-Use Carryout Bags, the total amount of monies collected for providing Recyclable Paper Single-Use Carryout Bags, and a summary of any efforts the Store took to promote the use of Reusable bags by Customers in the prior quarter.

Section 195.11E of Ordinance No. 187716 requires large Shops (specifically apparel stores, food or beverage facilities or hardware stores with more than 26 employees) in the City of LA to report to LASAN, on a quarterly basis, the total number of Recyclable Paper Single-Use Carryout Bags and Reusable Bags provided, the total amount of monies collected for providing Recyclable Paper Single-Use Carryout Bags and Reusable Bags, if applicable, and a summary of any efforts the Store or Shop has undertaken to promote the use of Reusable Bags by Customers in the prior quarter.

This form must be completed and signed by a responsible agent or officer of the Store or Shop confirming that the information provided on this form is accurate and complete. **This form must be submitted no later than thirty (30) days following the end of the reporting quarter.**

<b>Store/Shop Name:</b>	<b>Store/Shop ID:</b>
<b>Store/Shop Address(es):</b> (Please attach a list of all stores covered under this report if more than one)	
<b>Email Address:</b>	<b>Phone Number:</b>

**Reporting Year:** \_\_\_\_\_

- Reporting Quarter (check one):**
- Q1: January 1-March 31**
  - Q2: April 1-June 30**
  - Q3: July 1-September 30**
  - Q4: October 1-December 31**

**Please verify that all the reusable bags provided/sold meet the below definition:**

- Yes**       **No**

**Reusable Bags (Definition):** means a bag with handles that is specifically designed and manufactured for multiple reuse and meets all of the following requirements: 1) has a minimum lifetime of 125 uses, which for purposes of this Article means the capability of carrying a minimum of 22 pounds, 125 times over a distance of at least 175 feet; (2) has a minimum volume of 15 liters; (3) is machine washable or is made of a material that can be cleaned or disinfected; (4) does not contain lead in an amount greater than 89 ppm, nor contain total heavy metals (lead, hexavalent chromium, cadmium, and mercury) in an amount greater than 99 ppm, unless lower heavy metal limits are imposed by applicable state or federal law, in which case such standards shall apply; (5) has printed on the bag, or on a tag that is permanently affixed to the bag, (i) the name of the manufacturer, (ii) the country where the bag was manufactured, (iii) a statement that the bag does not contain lead, cadmium, or any other heavy metal in toxic amounts, (iv) the percentage of Postconsumer Recycled Material used, if any, and (v) bag care and washing instructions; and (6) if made of plastic, is a minimum of at least 2.25 mils thick.

<b>Total number of Recyclable PAPER Single-use Carryout Bags provided</b> (Including those provided free of charge to EBT, WIC, and SNAP customers.)	
<b>Total amount of money collected for providing Recyclable PAPER Single-use Carryout Bags</b> (Actual monies collected for providing recyclable paper single-use carryout bags are to be retained by the Store or Shop.)	\$
<b>Total number of Reusable Bags provided</b> (Including those provided free of charge to EBT, WIC, and SNAP customers.)	<b>Plastic:</b>  <b>Other Material:</b>
<b>Total amount of money collected for providing Reusable Bags</b> (Actual monies collected for providing recyclable paper single-use carryout bags are to be retained by the Store or Shop.)	<b>Plastic: \$</b>  <b>Other Material: \$</b>

**Voluntary efforts undertaken to promote the use of Reusable Bags by customers in the prior quarter.** (Mark all that apply.)

- Provided signage or reminders to customers about bringing their Reusable Bags with them.
- Prominently displayed Reusable Bags in the Store or Shop.
- Displayed flyers, posters, or banners to educate customers on the benefits of Reusable Bags.
- Undertook efforts to make the public aware of the impacts of littered bags on the environment.
- Provided incentives to customers to encourage the use of Reusable Bags. Please describe (add additional sheets as necessary):

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Other. Please describe (add additional sheets as necessary):

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**“I confirm that the information provided on this form is accurate and complete.”**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Print name of responsible agent or Officer of the Store or Shop who signed above.)

**Scan and email completed and signed Quarterly Report Form to [SRCRD@lacity.org](mailto:SRCRD@lacity.org) or mail to: Sanitation/SRCRD, 1149 S. Broadway, 5<sup>th</sup> Floor, Los Angeles CA 90015 or fax to: (213) 485-3671.**