

OrganicsLA Property Manager Toolkit

For Multi-Unit Residential Buildings



As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure access to its programs, services and activities.

Copyright ©2026 City of Los Angeles. All rights reserved



Why This Matters

California's SB 1383 requires residents and property owners, including multi-unit residential buildings, to separate food scraps and food-soiled paper for organics recycling. These requirements are now in effect.

Los Angeles Sanitation & Environment's **OrganicsLA** program is designed to make organics recycling straightforward for property owners by providing collection service, signage, and education that help residents understand how to use the green bin correctly.

Property owners and managers play an important role by providing access to the appropriate service and sharing clear, consistent information with tenants. When organics are separated properly, food waste is turned into compost that supports California farms, gardens, and parks—reducing methane emissions from landfills and helping Los Angeles meet state climate goals.

Let's put our waste to work. GREEN Bin It, LA.

Getting Started: 3 Simple Steps for Landlords

1. Set Up or Confirm Service

Call **800-773-2489** to connect with your assigned **RecycLA service provider** and confirm organics collection for your building.

2. Assess Your Waste Areas

Your provider can help determine:

- Number and size of green bins
- Best placement in shared trash rooms or enclosures
- Signage needs for resident clarity

3. Communicate Clearly with Tenants

Consistent, simple messaging helps reduce contamination and keeps service running smoothly. This toolkit includes ready-to-use notices and signage.

Resources In this Toolkit

Building Signage4

Self-Service Trash Can Signage5

Trash Room / Bin Area Signage6

Website Content7

Social Media Notice for Tenants.....8

Building Signage

Display this sign in your building's **high-traffic common areas** to help tenants understand that the building participates in Los Angeles' Organics Recycling Program and how to use the green bin correctly.

This signage is designed to:

- Notify tenants that food scraps and food-soiled paper must be separated from trash
- Reinforce where organics should go in the building
- Support ongoing compliance with California's organics recycling requirements

To get the most value from this signage:

- **Post permanently** in lobbies, elevators, and other common areas where residents pass daily.
- **Place near decision points**, such as hallways leading to trash rooms or waste enclosures.
- **Refresh as needed** if signs become damaged, removed, or overlooked over time.

[Download a print-ready version of this sign here.](#)

This building participates in Los Angeles' Organics Recycling Program.

Please separate your kitchen scraps from your trash and place them in the building's GREEN bin. This includes:

✓ **Food and green waste:** Peels, rinds, bones, meat, fish, beans, leftovers, dairy, eggshells, coffee grounds, rice, stale bread, stems, flowers, and more.

✓ **Food-soiled paper:** Coffee filters, napkins, paper towels, pizza boxes, and more.

Food scraps collected here are turned into compost that helps more than 80 California farms grow fresh food for our community.

Let's put our waste to work. GREEN Bin It, LA.



Unsure?
Ask **Professor Green**

Text "hello LA1"
To (213) 263-6238



Interact online at
lacitysan.org/professorgreen



Self-Service Trash Can Signage

Use this email notice to reinforce how tenants should use the building's green bin and reduce contamination in shared waste areas. Clear, consistent communication helps tenants build habits and keeps your building's organics recycling program running smoothly.

Recommended use:

- **Send at move-in** so new residents understand requirements from day one.
- **Re-send periodically (2–4 times per year)** as a reminder for existing tenants.
- **Attach the building signage PDF** included in this toolkit to provide a clear visual reference.
- **Re-share after service issues** (e.g., contamination notices or bin changes)

Subject: Reminder: How to Use Our Building's Green Bin

Hello Residents,

Our building participates in **Los Angeles' Organics Recycling Program**, which means food scraps and food-soiled paper should be separated from trash and placed in the **GREEN bin**.

Please place these items in the GREEN bin:

- ✓ **Food and green waste:** Peels, rinds, bones, meat, fish, beans, leftovers, dairy, eggshells, coffee grounds, rice, stale bread, stems, flowers, and more.
- ✓ **Food-soiled paper:** Coffee filters, napkins, paper towels, pizza boxes, and more.

Please keep these items out of the GREEN bin:

- Plastic bags or packaging
- Glass, metal, or regular trash

Food scraps collected here are turned into compost that helps **more than 80 California farms** grow fresh food for our community.

For a quick visual guide, please view this [informational bulletin](#), which is also posted in the building.

When non-accepted items are placed in the green bin, it can contaminate the load and create service issues for the entire building. Thank you for helping keep our shared waste areas clean and working properly.

[Signature]

Trash Room / Bin Area Signage

Place these signs on or above the appropriate bins in your building’s shared waste area to remind tenants how to sort their waste correctly at the point of disposal. Replace signage if it becomes damaged, covered, or no longer visible.

Download the high-resolution files from LASAN’s website to print these signs in larger sizes, as needed.



Landfill
(Vertedero)

Items we can’t recycle or compost
(Materiales que no podemos reciclar ni usar como abono)

Sent to a Los Angeles area landfill
(Enviado a un vertedero del- en el Los Ángeles)



Recycling
(Reciclaje)

Glass • Metal • Cardboard • Unsoiled Paper • Plastics 1, 2, 5
(Vidrio • Metal • Cartón • Papel sin manchas • Plásticos 1, 2, 5)

Remade into new products
(Reciclados en nuevos productos)



Organics
(Productos orgánicos)

Food Scraps • Uncoated Soiled Paper
(Restos de comida • Papel sucio sin capas)

Processed into mulch and compost
(Convertido en mantillo y abono)

[Download the print-ready sign here.](#)

[Download the print-ready sign here.](#)

[Download the print-ready sign here.](#)

Website Content

Use this sample website content to provide residents with a clear, always-available reference for how to use the building's green bin. Two versions are provided so you can choose the level of detail that best fits your website or resident portal.

Short Notice

- Use on **homepage banners, resident dashboards, or announcement sections**
- Ideal for quick reminders and high-visibility placements
- Can be paired with a link to signage or additional resources

Detailed Notice

- Use on **sustainability, recycling, or building policies pages**
- Provides fuller context on why organics recycling matters and what belongs in the green bin

Works well as a permanent reference residents can revisit



Short Notice:

Our building participates in Los Angeles' Organics Recycling Program. Please place food scraps and food-soiled paper in the GREEN bin and keep plastic, glass, metal, and trash out. Proper sorting helps turn food waste into compost and keeps service running smoothly for the entire building.

Detailed Notice:

Organics Recycling at Our Building

Our building participates in **Los Angeles' Organics Recycling Program**, part of the City's effort to reduce landfill waste and turn food scraps into compost that supports California farms and gardens.

Please place these items in the GREEN bin:

- ✓ **Food and green waste:** Peels, rinds, bones, meat, fish, beans, leftovers, dairy, eggshells, coffee grounds, rice, stale bread, stems, flowers, and more.
- ✓ **Food-soiled paper:** Coffee filters, napkins, paper towels, pizza boxes, and more.

Please keep these items out of the GREEN bin:

- Plastic bags or packaging
- Glass, metal, or regular trash

When sorted correctly, food scraps are collected and turned into compost, helping reduce methane emissions from landfills and supporting local agriculture.

For questions about what belongs in the green bin, residents can use **Professor Green**, an online tool provided by Los Angeles Sanitation & Environment, available at lacitysan.org/professorgreen.

Thank you for helping keep our shared waste areas clean and our recycling service running smoothly.

GREEN Bin It, LA.

Social Media Notice for Tenants

Use this sample post on your building's social media page to remind residents how to use the green bin and reinforce signage and email communications.

Best practices:

- Post periodically (e.g., quarterly or seasonally) as a gentle reminder for residents.
- Pair with a **photo of building signage**, the green bin, or the shared waste area for higher visibility.
- Repost after **bin changes, service updates, or contamination issues**.
- Keep comments enabled so residents can ask questions and be directed to **Professor Green** for quick answers.

Consistent, friendly reminders help reinforce proper sorting and support smooth, reliable service for the building.



♻️ Green Bin Reminder for Residents ♻️

Our building participates in Los Angeles' Organics Recycling Program. Please place food scraps and food-soiled paper in the GREEN bin and keep plastic, glass, metal, and trash out.

Food scraps collected here are turned into compost that helps more than 80 California farms grow fresh food for our community.

Not sure what goes where? Ask Professor Green at lacitysan.org/professorgreen.

Let's put our waste to work. GREEN Bin It, LA.