

**CITY OF POMONA**  
**SELF-HAULER/BACK-HAULER or ALTERNATIVE HAULER**  
**CERTIFICATION AND REPORTING FORM**

The State of California enacted SB 1383 Short-Lived Climate Pollutant Reduction Act in 2016. This law became effective January 1, 2022. All jurisdictions within the State of California are required to implement a collection services program for trash, recycling and organic waste materials. SB 1383 requires businesses, multi-family properties and single-family residences to recycle organic waste materials including food and food soiled paper. The City of Pomona amended Municipal Code Sections 62-653 (Residential) and 62-786 (Commercial Businesses) to include the collection and proper recycling of organic waste materials, and all other requirements of SB 1383.

The City of Pomona has executed an exclusive franchise with Athens Services for the collection services program for trash, recycling and organic waste to comply with SB 1383 regulations. Commercial, multi-family, industrial, or institutional establishments are required to use the solid waste collection services provided by Athens Services (franchised hauler) per Pomona Municipal Code Section 62-702.

**Organic and/or Recycling Self-haul or Back-haul**

Both SB 1383 and the City of Pomona Municipal Code Section 62-792 include requirements that allow businesses and residents to **self-haul/back haul recyclable and organic waste materials**.

1. Self-hauling is transporting your organic waste and recyclable materials off of your property yourself rather than using the City's franchised hauler. Landscapers and Fats,Oils, Grease (FOGS) Collectors are considered self-haulers.
2. Backhauling generally applies when a business transports organic waste and recyclable materials to a destination owned and operated by the business using its own employees and equipment.

**Alternative Hauler (3<sup>rd</sup> Party Recycler at no cost to business, or donation)**

The City's agreement with Athens Services allows commercial businesses to utilize Alternative haulers (such as landscaper, animal feed collection, community composting), at **no cost**. The business is required to provide records of the disposal of organic waste and/or recyclable material (weight/gate tickets documenting disposal at a permitted facility or community composting site). This documentation is required for submission to the City annually, or upon request.

**Recyclable materials and organic waste materials must never be transported to a landfill for disposal.**

All commercial businesses that want to self-haul/backhaul, or to utilize an alternative hauler to the City, per SB 1383 requirements to that these materials are transported to a permitted recycling center, composting facility or a high diversion organic waste processing facility. A high diversion organic waste processing facility refers to transfer/processing facilities and operations that handle mixed waste organic collection streams as defined in SB 1383 Section 17402(a)(11.5) and meet the 50 percent (by 2022) or 75 percent (by 2025) mixed waste organic recovery rates set forth in SB 1383 Section 18815.5(e).

**Certification and Annual Reporting**

Businesses that are approved to self-haul or back-haul recyclable materials and/or organics waste materials are subject to the following record keeping requirements per SB 1383 and the City of Pomona Municipal Code Section 62-791.

- The name and locations of all recycling facilities, composting facilities and high diversion organic waste processing facilities.
- Delivery receipts and weight tickets showing the amount of materials in tons or cubic yards from each facility accepting the materials.
- If a facility does not have scales or the scales cannot weigh the vehicle to determine material weight, then the self-hauler must maintain delivery receipts from facilities accepting the materials.

**These records must be submitted annually as detailed in the annual certification form.**

SB 1383 and the City of Pomona Municipal Code Section 62-786 and 62-794 require jurisdictions to conduct inspections of commercial generators trash, recycling and organic waste collection bins to determine levels of contamination. If significant levels of recyclable or organic waste materials are found in the trash bin of an approved self-hauler/back-hauler, or business with an alternative hauler, the certification will be revoked and the franchise hauler(s) will be notified to provide recycling and/or organic waste bins to the property.

Businesses must submit a certification form annually. If certification and recordkeeping requirements are not submitted annually the new application will not be approved by the City.

<b>REQUIREMENTS</b>
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1. Business must be in good standing with City of Pomona and city contracted refuse collection provider for all costs of refuse collection services previously provided. Provide the most recent Athens Services or City utility bill.
2. Authorize City officials or franchise hauler representative(s) to inspect the premises at reasonable intervals to ensure business is complying with State recycling laws and City Code.
3. Business must separate solid waste, recyclables and organics.
4. Business must dispose of recycling and organics weekly at any licensed or permitted processing facility. Businesses may also utilize community composting programs to recycle organic waste.
5. Business shall procure and retain receipts for disposal of recyclables and organics materials which shall be submitted to the City on an annual basis. Failure to submit required annual certification report to the city shall be a basis for revocation of certification.
6. Business is liable for any damages and clean-up costs resulting from recycling and organics spilling, leaking, dripping, blowing, scattering or falling during hauling activities.
7. The certification shall be subject to revocation if the business and/or property owner violates any provision of PMC 62-786, PMC 62-791, and/ or PMC 62-792.

**Annual Certification for Self-haul/Back-haul and Alternative Hauler**

A report form must be submitted to the Pomona Public Works Department upon application and on an annual basis. All receipts and/or weight tickets from each recycling facility, recycling drop-off center, organics waste processing facility or high-diversion organics waste processing facility must be attached to the recordkeeping form. Please mail or email this completed form with all supporting documentation to:

City of Pomona, Public Works Department Administration  
505 S. Garey Avenue, Pomona, CA 91766  
Phone: (909) 620-2238 Email: [RecycleYourFood@pomonaca.gov](mailto:RecycleYourFood@pomonaca.gov)

**Business (Self-haul/Back-haul) or Alternative Hauler Name:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

<p><b>For Alternative Hauler Only, Pomona Business Name:</b></p> <p>_____</p> <p><b>Pomona Business Address:</b> _____</p>
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- Material(s) Recycled for Pomona Business:**
- |                         |                                   |                                    |
|-------------------------|-----------------------------------|------------------------------------|
| <b>Self-Haul</b>        | <input type="checkbox"/> Organics | <input type="checkbox"/> Recycling |
| <b>Back-Haul</b>        | <input type="checkbox"/> Organics | <input type="checkbox"/> Recycling |
| <b>Alternative Haul</b> | <input type="checkbox"/> Organics | <input type="checkbox"/> Recycling |

**Annual Reporting for the Prior Calendar Year** (January 1 through December 31, 20XX):

Report Calendar Year: \_\_\_\_\_

Please complete one form per individual calendar. Automated reports with all fields included will be accepted. Contact [RecycleYourFood@pomona.gov](mailto:RecycleYourFood@pomona.gov) with any questions. Receipts/Weight tickets are required. Community Composters can provide a report listing the estimated tonnages.

Material Type Recyclable or Organics Waste	Date Hauled	Amount Hauled	Facility Name and Address	Receipts/Weight Tickets Attached
Example: Cardboard	01/03/2026	.5 tons	City Recycling Facility 123 Hwy. 1, City, State	Yes
Example: Food waste	01/10/2065	3 gallons	Community Composting Site 123 Hwy. 1, City, State	Report with estimated tonnages

<b>SELF-HAULER/BACKHAULER or ALTERNATIVE HAULER ANNUAL CERTIFICATION</b>	
<p>I certify that I have read and understood the requirements and general provisions and shall comply with all City requirements for transport, reporting, and recycling of recyclable and/or organic materials. I understand I am responsible for compliance with the City Code and other applicable laws and regulations, and that my failure to comply with any portion will invalidate my application.</p>	
<p>I understand that failure to abide by the permit requirements and the City Code may result in revocation of this certification or organics and recycling services for this property will be provided by Athens Services.</p>	
<p><b>Acknowledgement:</b> By submitting this Certification, I agree to abide by the requirements, annual recordkeeping, and terms above.</p>	
<p>Self-haul/Back-haul/Alternative Hauler Name or Representative:</p>	
<p>Signature:</p>	<p>Date:</p>

**PLEASE SEND VIA EMAIL TO:**  
**[OrganicsEast@athensservices.com](mailto:OrganicsEast@athensservices.com)**

<b>For City Use Only</b>	
<p>Site Inspection Date with Hauler Representative Recommendation</p>	
<p>City Staff Review and Recommendation</p> <p><b><u>Self-Hauler/Back-hauler Certification -Year</u></b>  <i>No. Name – Year (Pomona Business – SH/BH-2026)</i>            _____</p> <p><b><u>Alternative Hauler Certification -Year</u></b>  <i>No. Name – Year (Pomona Business – AH-2026)</i>            _____</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Deny</p>
<p>PW Director or Designee Approval</p>	
<p>PW Director or Designee Denial</p>	
<p>If Denied: Reason for denial</p>	