ORGANIZATION NAME

00 STREET ADDRESSES

CITY, CA ZIP CODE

**Date:** [XXXXXXX]

**Re:** Official Notification regarding the County of San Mateo’s Responsible Recycling Electronics Waste Ordinance

Dear Sir or Madam,

In 2017, the County of San Mateo adopted the Responsible Recycling Electronics Waste Ordinance (Ordinance) to ensure responsible recycling of electronic waste collected and/or recycled within the unincorporated areas of San Mateo County. The Ordinance’s objective is to protect the health and safety of residents, the environment, and workers in the electronics recycling sector.

**This letter serves as an Official Notification alerting you that your business or institution, [XXXX], located at [00 STREET ADDRESS, CITY CA ZIP CODE] has been identified as an electronics [collector/recycler] located in Unincorporated San Mateo County and is therefore subject to the requirements detailed in the Ordinance.**

To be fully compliant with the County’s Ordinance, relevant businesses and institutions must meet the requirements below:

1. County Ordinance requires that all recyclers of electronics located in the unincorporated areas of San Mateo County be certified by a third-party approved by the County’s Office of Sustainability (OOS). The two third-party certification options being accepted currently by the OOS are e-Stewards and R2 Standard.
2. County Ordinance requires that all collectors of electronics providing service in the unincorporated areas of San Mateo County send and process their electronics at third-party certified electronics recyclers. Again, the two third-party certification options being accepted currently by the OOS are e-Stewards and R2 Standard. The Ordinance applies to collectors providing both on-going and one-time services for electronics collection.
3. Electronics drop-off site/collection location within the unincorporated areas of San Mateo County must prominently post:
4. The name of the certified electronics recycler to which all collected electronics will be delivered; and
5. Electronics collector’s name, address, telephone number, and website.
6. The information from bullet number 3 (a) and (b) above must also be included in any public posting or advertisements for an electronics collection event/service.

OOS staff may request information and/or conduct annual site visits to your facility to determine compliance with the Ordinance. Failure to meet the requirements of the Ordinance could result in citation and fines.

Please note, this Official Notification is not a result of observed violations of the Ordinance. This notice is simply to inform your business or institution of the obligation to adhere to the requirements of the Ordinance; you may already be in compliance.

You can find detailed information about the County Ordinance here: <http://www.smcsustainability.org/hazardous-waste-illegal-dumping-litter/>

If you have additional questions, please contact Shova Ale Magar, Sustainability Coordinator, at (650) 363-1973 / [salemagar@smcgov.org](mailto:salemagar@smcgov.org).

Sincerely,

Jim Eggemeyer

Director, Office of Sustainability

County of San Mateo