Revised Ordinance of City & County of Honolulu, Sec. 9-3.1 requires all office buildings with 20,000 square feet or more of office space to provide for the separate collection and recycling of office paper, newspaper and corrugated cardboard. In so doing, office buildings shall not place those recyclable materials in the same container as those holding refuse. City representatives conduct random inspections of businesses affected by this law.

To verify your compliance with this law, we must obtain information about your current office paper recycling program. Please complete this form, including signature by the owner or general manager certifying its accuracy, and return by ________________.

Address (if different than above): __________________________________________

Contact person: ______________________________ Title: __________________________

Phone number: __________________________ E-mail: __________________________

Property Management Company: __________________________________________

Check appropriate box:

☐ Office building is in compliance – office paper, newspaper, and cardboard are not placed in the same container as refuse.

Approximate monthly generation:

office paper: _____ lbs   newspaper: _____ lbs   cardboard: _____ lbs

(Obtain this information from your recycling company. One 96-gallon cart equals approx. 197 lbs.)

Paper Recycling Company: __________________________________________ Phone: __________

☐ Office building is not in compliance and needs assistance.

Explain: __________________________________________________________________________

☐ Office building is exempt due to: ☐ less than 20,000 sq. feet ☐ other ____________________

If you have questions or need assistance contact Eileen Helmstetter at mhelmstetter@honolulu.gov or 768-3426. Recycling information is also available online at www.opala.org.

If this form is not returned, an inspector will be dispatched to your establishment to verify compliance. Businesses not in compliance may be subject to fines.

I certify that the foregoing statements are correct to the best of my knowledge.

________________________________________________________________________            Check one:

Name (print)                                ☐ Owner        ☐ Property Manager

Signature ____________________________________ Date ____________________

FAX to 768-3434 / mail by folding form in thirds / scan-email to mhelmstetter@honolulu.gov