



Disposable Foodware Ordinance Implementation Checklist

Updated: 7/21/22

Use the checklist below to get started on implementing the new requirements of the **County of San Mateo's Model Disposable Food Service Ware Ordinance** (Ordinance) in your food facility.

Step 1: Become familiar with the Ordinance requirements

- Read the County's Ordinance Summary (available in [English](#) / [Spanish](#) / [Chinese](#) / [Tagalog](#)) and Table Summary (available in [English](#) / [Spanish](#) / [Chinese](#) / [Tagalog](#)).
- Review [your local jurisdiction's](#) foodware ordinance requirements and enforcement start date. Check to see if there are any differences from the County's Ordinance.
- Revisit the County's [Foodware Aware Program website](#) often to find updates on a sample list of compliant foodware items, a list of foodware items that temporarily do not have to meet select requirements, and other relevant information. You can also subscribe to e-alerts to stay up-to-date on these future updates [here](#).

Step 2: Replace non-compliant disposable foodware items

- Start using up your existing stock of non-compliant disposable foodware items, such as plastic clamshells and cups and bundled accessory packets (for instance, packets that hold utensils and napkins together) .
- Refer to the Purchasing Guide to find [examples of compliant disposable foodware](#) items. Order samples from your current distributor or [new distributors](#) and test out the items to see if they meet your needs.

Step 3: Make necessary changes to how you distribute single-use foodware accessories

- Add content in your menus (digital and printed) to explain to customers that single-use accessories (e.g., straws, napkins, stirrers, condiment packets, etc.) will only be distributed upon request and/or at dispensers that dispense one item at a time.
- Add options in your digital online food ordering platforms (e.g., Door Dash, UberEats, Grubhub, etc.) for customers to proactively ask for each type of accessory (e.g., each fork, each spoon, kinds of condiments, napkins, etc.). Please remember, bundling accessories is not allowed.

Step 4: Train Staff

- Train and educate your staff on the key elements of the Ordinance, especially regarding the distribution of accessories by request only and/or at dispensers, and how to interact with customers regarding the new requirements. Share the Foodware Ordinance Employee Guide with your staff as part of training (available in [English](#) / [Spanish](#) / [Chinese](#) / [Tagalog](#)).

Step 5: Notify Public

- Download, print, and place:
 - A [table tent](#) near your cash register to visually alert consumers that single-use accessories or side items will only be distributed upon request (available in English/Spanish and Chinese/Tagalog - click link above).
 - A [table tent](#) at your dispenser(s) to visually alert consumers to take only what they need (available in English/Spanish and Chinese/Tagalog - click link above).
 - A [public notice](#) in your facility to visually alert consumers of the Ordinance requirements.

Step 6: Consider Reusables

- Consider switching from disposable to reusable foodware. Reusables will reduce waste and save you money in the long run! The Purchasing Guide has sample [reusable foodware](#) for you to consider. The Foodware Aware Team can help you explore this switch and provide funding support (on a first-come-first-served basis, while funding lasts).

Step 7: Sort Your Organics and Recyclables

- If appropriate, direct consumers to deposit their disposable foodware items in the appropriate organics or recycling bins. Contact your local waste hauler if you need to add organics and/or recycling collection service (required by State laws).

Step 8: Ask for Help

- Contact the County's Foodware Aware Team at any point in the process to have your questions answered and get assistance. Email: foodware@smcgov.org. Phone: 888-442-2666