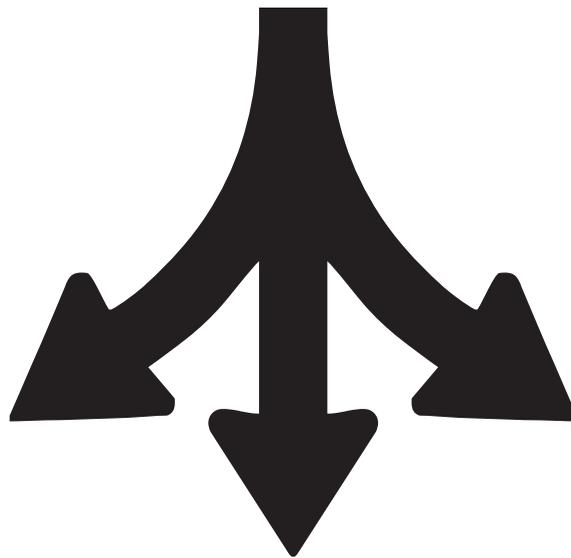


COMPLIANCE GUIDE FOR BUSINESSES.

RECYCLING AND COMPOSTING ARE MANDATORY
FOR MOST BUSINESSES IN ALAMEDA COUNTY.



ABOUT THE MANDATORY RECYCLING ORDINANCE

Recycling and composting for businesses is now mandatory.

The Alameda County Waste Management Authority (ACWMA) passed the Mandatory Recycling Ordinance 2012-01, effective July 1, 2012, to reduce the amount of readily (or “easily”) recyclable and compostable materials sent to landfills. This local Ordinance builds on state recycling and organics collection laws, AB 341 and AB 1826, by specifying the types of materials that need to be recycled and composted and how the laws will be enforced in Alameda County.

Phase 1 of the ACWMA Mandatory Recycling Ordinance 2012-01, which began July 1, 2012, prohibits property owners and managers of businesses with four or more cubic yards of weekly garbage service and multi-family property owners with **five or more units** from disposing of certain readily recyclable materials in the garbage. Phase 2 of the Ordinance began July 1, 2014 in participating jurisdictions and requires **all** businesses to participate, not just those with four or more cubic yards of garbage service per week. It also requires that businesses separate discarded food scraps and compostable paper (also known as organics) from the garbage in addition to the mandated recyclable materials. Property owners must provide enough recycling and organics service to handle the amount of recyclable and compostable material produced, and inform employees and tenants about how to properly participate in the program.

What materials are covered?



The Ordinance mandates the following materials to be recycled: cardboard, newspaper, white paper, mixed recyclable paper, recyclable glass food and beverage containers, metal (aluminum and steel) food and beverage containers, and PET (#1) and HDPE (#2) plastic bottles. Phase 2 of the Ordinance that began July 1, 2014 requires placement of discarded food scraps and compostable paper in a separate organics collection container, which is then collected by a service provider separately from garbage. The law also prohibits placing garbage in recycling and organics containers.



Additionally, ACWMA Plant Debris Landfill Ban (Ordinance 2008-01) requires businesses and institutions, as well as multi-family properties, in Alameda County generating **four or more cubic yards** of garbage per week to separate all plant debris from garbage and recyclable materials. Those with on-site service must place plant debris in a designated organics collection bin. Businesses can arrange for the removal of plant debris by their landscaper. The landscaper must haul to an approved facility and must deposit plant debris in the facility’s designated “clean green” area.

What businesses and institutions are affected by the Ordinance?

The Mandatory Recycling Ordinance applies to most business and commercial property owners, property managers, and institutions such as schools, hospitals and nonprofit organizations as well as multi-family property owners with five or more units throughout Alameda County. For more details on requirements for each jurisdiction and how to determine if the law applies to your property, refer to Table A on page 10 for details.

What is the long-term goal?

The Ordinance will help ACWMA reach its goal that by 2020 less than 10 percent of what ends up in landfills will be readily recyclable or compostable.

For more information about the ACWMA Ordinance, see compliance information and tips for success found in this guide. Additional information and resources to help with compliance can be found at the Ordinance website, www.RecyclingRulesAC.org.



THREE STEPS TO COMPLIANCE

There are three steps commercial property owners and managers must take to comply with the Mandatory Recycling Ordinance and avoid a possible citation and fine:

STEP 1: Arrange for Adequate Collection Service of Recyclable and Compostable Materials

If your property is affected by the Ordinance, you need to sign up for recycling with a service provider in your area. Businesses that generate significant quantities (see page 4) of organics located in jurisdictions participating in Phase 2 of the Ordinance must also set up organics collection service. For service provider contact information, visit your city's page at www.RecyclingRulesAC.org/cities-overview. Types of services and costs vary by city and by service provider, but in many cases recycling and organics services cost less than garbage service.

The recycling and organics service you request must accommodate the quantity and types of materials generated by your building's employees, tenants, contractors, and customers. Recycling and organics service is considered adequate when there is enough capacity for all of the recyclable and compostable material generated by the business, all of the time. As a general rule of thumb, recycling collection for your site should be no less than 25% of your weekly service level for garbage. Food scraps generation is often more directly correlated with business type. For instance, restaurants and grocery stores may need 50% of their service to be organics collection, while an office building may only need 10% of their service to be organics.

Monitor your use of any new containers, particularly in the first month, and adjust the number or size of containers or the frequency of service as needed.

Three Steps to Compliance—continued

STEP 2: Ensure Proper Separation

Recyclables and organics may not be placed in the garbage, and recycling and organics containers must be free of garbage.

The following materials must be RECYCLED:

- cardboard
- newspaper
- white paper and mixed recyclable paper
- recyclable glass food and beverage containers
- metal (aluminum and steel) food and beverage containers
- PET (#1) and HDPE (#2) plastic bottles

If you are in a jurisdiction with organics collection requirements, and you generate significant quantities of organics (see p. 4), you must keep “discarded food” and “compostable paper” **separate from garbage**.

Examples of items that must be in a separate ORGANICS collection container:

- food prep trimmings
- spoiled or contaminated food
- plate waste and leftovers
- paper contaminated with food or oils such as pizza boxes and bakery boxes
- paper that is wet
- waxed corrugated produce boxes
- disposable paper products such as paper plates, cups, towels, and napkins



HOW MUCH IS CONSIDERED A "SIGNIFICANT" AMOUNT OF ORGANICS?

To determine if your business generates a significant amount of organics, take a look in your garbage bin or cart the day before collection day. If you meet the following thresholds in one or more of your garbage bins/carts, you must have organics service and keep compostables out of the trash:

In a garbage bin: 20 gallons (think four 5-gal buckets) or more organics

In a garbage cart: 10 gallons (two 5-gal buckets) or more organics



Garbage Bin



Garbage Cart

QUICK TIP

Keep containers in sets of three. Disposal areas should include containers for all three collection streams to make recycling, organics, and garbage disposal equally convenient.

FREE ASSISTANCE FOR QUALIFYING BUSINESSES

FREE INDOOR FOOD SCRAP BINS.

Find out how qualifying Alameda County businesses can receive free green bins valued up to \$500 at www.RecyclingRulesAC.org/containers.



SMART KITCHEN INITIATIVE

Are you a food service operator with annual food purchases of \$300K or more?

The initiative is offering **free assistance** to reduce pre-consumer food waste at mid- to high-volume food service operators in Alameda County. Participating kitchens will receive food waste tracking technology and training to help them save on food purchases and improve operations.

www.StopWaste.org/Smart-Kitchen-Initiative.

TIPS TO ENSURE PROPER SEPARATION



✓ Convenience is key.

Keep indoor recycling, organics, and garbage containers together so that it is equally convenient to dispose of all three material streams. Consider adding small organics and recycling containers at employee desks, as well as larger containers in central areas such as break rooms and kitchens.



Standard bin colors:

Recycling: Blue

Organics: Green

Garbage: Black or grey

✓ Use color-coded bins.

When possible, use the same style or color-coded bins. To figure out how many indoor containers you might need and information on where to buy them, see “Support Materials” at www.RecyclingRulesAC.org. You can also repurpose existing garbage containers by labeling them with new signs or stickers available on the website.

Select the appropriate container liners. If you must use bags to line indoor recycling and/or organics containers, use clear plastic bags. If your hauler allows or requires compostable bags for organics, ensure the bags you purchase are BPI certified. Visit www.bpiworld.org for a list of certified products.



✓ Monitor and prevent contamination.

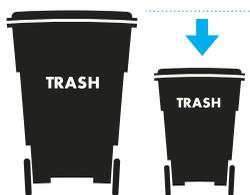
Periodically check bins to ensure materials are being properly sorted. If problems exist, remind employees what materials belong in each bin and remind them that proper recycling and organics separation is the law. Ask janitors to report when recyclables or organics are improperly sorted or found in the garbage.



✓ Transfer materials to hauler-serviced bins.

Consider the following options for removal of recyclables, organics, and garbage:

- If recycling and organics containers are located at workstations, you may choose to ask employees/tenants to empty their containers into larger, centrally located bins and have janitors empty the larger bins. Another option is to have janitors empty containers directly from each workstation. Be sure they have the equipment they need to keep recyclables, organics, and garbage separated (for example, carts with multiple collection bags or dividers).
- When recycling and/or organics disposal containers are not placed at each employee workstation, be sure to create centrally located collection stations with all three bins (recycling, organics, and garbage) for employees to bring waste from their workstations.



✓ Adjust service levels.

Save money on your monthly garbage bill by reducing garbage service after implementing recycling and/or organics programs. Your hauler, city, or ACWMA business assistance representative can help make these service level adjustments. A request for assistance can be submitted at www.RecyclingRulesAC.org/request-assistance.

Three Steps to Compliance—continued

STEP 3: Provide Employees, Tenants and Contractors with Information

Provide information **at least annually** for employees, tenants and contractors describing how to properly use the recycling, organics, and garbage containers.

For commercial property owners who lease space to one or more businesses, this information must be provided to each tenant to share with their employees. This same information must also be provided to new tenants **no later than 14 days** after tenants move-in and no less than 14 days before tenants move-out, unless a tenant does not provide 14 or more days notice to the property owner before leaving.

Keeping recyclable and organic materials out of the garbage requires an ongoing effort to monitor the program and educate tenants, employees, and contractors about how to participate.

USE PROMINENT SIGNS TO IDENTIFY CONTAINERS

Post prominent signs on or near all recycling, organics, and garbage containers, clearly indicating which container is which.

Use posters or stickers that contain images of the materials that go into each container. This helps people quickly understand how to sort. Many collection service providers can supply you with posters and/or stickers that are specific to the materials they accept. Some posters are available for printing on your city's Recycling Rules page at www.RecyclingRulesAC.org/cities-overview.

ACWMA also offers free color-coded stickers for indoor containers. Submit a sticker request at www.RecyclingRulesAC.org/request-stickers.

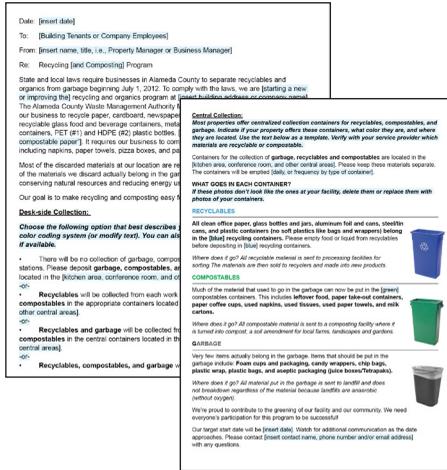


- ✓ A sign-maker tool and other sample posters are available on the Support Materials page at www.RecyclingRulesAC.org.
- ✓ Post a reminder to flatten cardboard above recycling bins often used for boxes.



Three Steps to Compliance—continued

TIPS ON PROVIDING PROGRAM INFORMATION AND TRAINING



✔ **Post a floor plan map in a convenient reference area** for janitors indicating central recycling areas and location of hauler-serviced recycling and organics containers.

✔ **Offer periodic trainings** to educate janitors and staff about the program and invite their feedback.

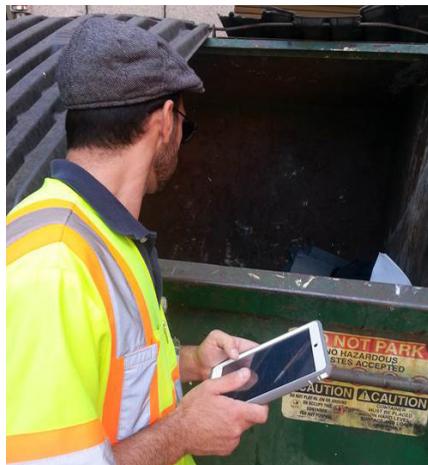
✔ **Send e-mails to all staff members to explain the program,** distribute updates, and invite feedback.

Download a copy of the template memo at www.RecyclingRulesAC.org/businesses-and-institutions-support-materials and click “For Compliance with Notification Requirements”. Customize the highlighted portions to reflect the recycling and/or organics programs at your building or business. Include details such as types and locations of desk-side and central containers, frequency of collection by janitors, service providers and other program information. With additional minor modifications, you may be able to use this to provide information to tenants upon move-in or move-out.



Reward and celebrate success. Keep track of increases in your recycling and organics service and reductions in your garbage service. Share this information with employees and tenants to show progress. Throw a party for employees using some of the money saved.

ENFORCEMENT



The Mandatory Recycling Ordinance is enforced through a routine inspection program.

On a rotating basis, inspectors are dispatched to business properties to inspect the garbage, recycling and, if required, the organics collection containers. The inspection is brief, taking about five to ten minutes and may occur without notification to the business or property owner depending on the time and circumstances of each location.

If a business or institution is found to be out of compliance with the law:

- A notification letter will be sent to the property; and
- Free assistance will be offered to ensure that the property owner knows what recyclable and organic materials are covered by the law and any other actions they must take in order to comply.

If the business or institution continues not to comply, even after assistance has been offered, the business or property owner may be fined. Additional inspections could be conducted as soon as 30 days after the inspection that resulted in the citation. Subsequent fines for non-compliance are doubled, then tripled within each year.

If you have received an Official Notification, Notice of Violation, or Citation letter, you can get guidance on how to correct the violation at www.RecyclingRulesAC.org/correct-a-violation or by calling the Ordinance Help Line at 510-891-6575.

CASE STUDIES

Recycling Saves Office Property Manager Thousands

Pleasanton Corporate Commons (PCC) is a multi-tenant, property-managed commercial office campus that revamped its recycling program after discovering just how little campus waste was being recycled. The four-building site recycles over 410 tons of waste per year, cutting the overall amount of garbage generated by 75%.

The most important step was to get tenants involved. Management met with each tenant to explain and troubleshoot collection details, and the night custodians placed educational postcards on everyone’s desk right before rolling out the new program. Using clearly labeled bins for garbage and recycling makes sorting easy and helps reduce contamination. The reinvigorated recycling program reduces PCC’s garbage costs by 86%, saving over \$60,000 per year.



REDUCTION IN OVERALL GARBAGE: 75%

Mobile Mini Steps Up Efficiency Along With Recycling

Fremont-based Mobile Mini, a provider of secure portable offices and storage units made from shipping containers, increased the amount of material they recycle or compost from 10% to 93%, leaving very little to go to the landfill. Going well beyond the requirements under the Mandatory Recycling Ordinance, the company now recycles construction materials like sheetrock and pallets, and collects food scraps and food-soiled paper for composting.

The move was in part a result of an internal workplace organizing effort at the company. “The change has made us more efficient, decreased cost and boosted employee morale,” notes Branch Manager Leon Evans. Keys to success include well-designed trash stations, excellent signage, and active staff engagement.



REDUCTION IN OVERALL GARBAGE: 93%

TABLE A: MANDATORY RECYCLING REQUIREMENTS BY CITY

Cities and municipalities were given the option to fully participate in the Ordinance, opt-out entirely from participation, or delay all or portions of the Ordinance. Due to this flexibility, the timing and scope differs among the 17 jurisdictions in Alameda County. The following table provides an overview of the recycling requirements for businesses and multi-family properties (five or more units) in each jurisdiction at the time of print. Visit www.RecyclingRulesAC.org/cities-overview for more information.

CITY	RECYCLING AND ORGANICS SERVICE REQUIREMENTS
Alameda	Recycling and Organics required for all businesses and multi-family properties.
Albany	Recycling and Organics required for all businesses and multi-family properties.
Berkeley	Recycling and Organics required for all businesses and multi-family properties.
Castro Valley Sanitary District	Recycling and Organics required for all businesses and multi-family properties.
Dublin	N/A – City of Dublin has chosen not to participate in the Mandatory Recycling Ordinance.
Emeryville	Recycling and Organics required for all businesses and multi-family properties.
Fremont	Recycling required for all businesses and multi-family properties. Organics collection requirements effective July 1, 2017.
Hayward	Recycling and Organics required for all businesses and multi-family properties.
Livermore	Recycling and Organics required for all businesses and multi-family properties.
Newark	Recycling required for all businesses and multi-family properties. Organics collection requirements effective July 1, 2017.
Oakland	Recycling and Organics required for all businesses and multi-family properties.
Oro Loma Sanitary District (L1 District only)	Recycling and Organics required for all businesses and multi-family properties.
Piedmont	Recycling and Organics required for all businesses and multi-family properties.
Pleasanton	Recycling and Organics required for all businesses and multi-family properties.
San Leandro	Recycling and Organics required for all businesses and multi-family properties.
Unincorporated Alameda County	Recycling and Organics required for all businesses and multi-family properties.
Union City	Recycling required for businesses with 4+ cubic yards of weekly garbage service and multi-family properties.

For a complete list of the recycling rules, view the “Recycling Rules Overview” on the back of this brochure.



RECYCLING RULES OVERVIEW

Recycling Requirements

- Provide containers and service of sufficient number, size, and frequency for recyclables.
- Recycle cardboard, newspaper, white paper, mixed recyclable paper, recyclable glass food and beverage containers, metal (aluminum and steel) food and beverage containers, PET (#1) and HDPE (#2) plastic bottles.
- Ensure recycling containers are contamination free. No garbage or organics may be placed in recycling containers.



Organics Requirements*

- Provide containers and service of sufficient number, size and frequency for organics.
- Place food scraps, compostable paper and plant debris in a separate organics cart/bin for organics collection.
- Ensure organics containers are contamination free. No garbage or recyclables may be placed in organics containers.



* Applies to businesses that generate significant quantities of organics. See page 4 for more information.

This law applies to businesses and institutions in the following jurisdictions:

Alameda
Albany
Berkeley
Castro Valley Sanitary District
Emeryville
Fremont
Hayward
Livermore
Newark
Oakland
Oro Loma Sanitary District
Piedmont
Pleasanton
San Leandro
Unincorporated Alameda County
Union City

See page 10 for more information about the requirements in each jurisdiction.



Notification Requirements

All businesses and multi-family properties with recycling and organics collection requirements must also:

Provide information at least annually to employees, tenants, and contractors describing how to properly use the recycling, garbage, and organics containers, as well as no later than 14 days after move-in and no less than 14 days prior to move-out of tenant businesses.



Alameda County Waste Management Authority Mandatory Recycling Ordinance

Visit www.RecyclingRulesAC.org for more information about the Ordinance and to find downloadable resources, including posters, employee/tenant letters, and more!
To learn more about the State's recycling regulations, visit www.CalRecycle.ca.gov.