

**Planning & Organization Committee and  
Recycling Board Members**

Tim Rood, **President**  
City of Piedmont

Toni Stein, **1<sup>st</sup> Vice President**  
Environmental Educator

Dianne Martinez, **2<sup>nd</sup> Vice President**  
City of Emeryville

Adan Alonzo, Recycling Programs

Greg Jones, City of Hayward

Bernie Larrabe, Recycling Materials Processing Industry

Peter Maass, City of Albany

Daniel O'Donnell, Environmental Organization

Michael Peltz, Solid Waste Industry Representative

Jerry Pentin, City of Pleasanton

Steve Sherman, Source Reduction Specialist

Wendy Sommer, Executive Director

**AGENDA**  
**MEETING OF**  
**PLANNING AND ORGANIZATION COMMITTEE**  
**AND**  
**ALAMEDA COUNTY RECYCLING BOARD**

**Thursday, May 12, 2016**

**7:00 P.M.**

**Hayward City Hall**  
**777 B Street**  
**Conference Room C, 1st Floor**  
**Hayward, CA 94541**  
**(510) 583-4000**  
*(Directions attached)*

Meeting is wheelchair accessible. Sign language interpreter may be available upon five (5) days' notice to 510-891-6500.

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. ANNOUNCEMENTS BY THE PRESIDENT**

Page **IV. CONSENT CALENDAR**

- |   |  |                    |
|---|--|--------------------|
| 1 | <b>1. Approval of the Draft Joint Minutes of April 27, 2016 (Wendy Sommer)</b> | <b>Action</b>      |
| 5 | <b>2. Board Attendance Record (Wendy Sommer)</b>                               | <b>Information</b> |
| 7 | <b>3. Written Report of Ex Parte Communications</b>                            | <b>Information</b> |

**V. OPEN PUBLIC DISCUSSION**

An opportunity is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Board, but not listed on the agenda. Each speaker is limited to three minutes.

**VI. REGULAR CALENDAR**

- |    |  |                    |
|----|--|--------------------|
| 9  | <b>1. Legislative Positions for 2016 (Debra Kaufman)</b><br>Staff recommends that the Committees recommend the preliminary legislative positions outlined in the staff report to the full Authority Board for the 2016 session of the California legislature.                                      | <b>Action</b>      |
| 23 | <b>2. Scope of Work for Five Year Program Review (Tom Padia)</b><br>Staff recommends that the Recycling Board review and discuss the proposed schedule and scope of work for the Five Year Program Review and that the Board propose additions/modifications as appropriate. Additional input will | <b>Information</b> |

be solicited from member agency staff and recycling industry partners/stakeholders.

27	<b>3. Municipal Panel: Adequate Space for Recycling and Compost (Meghan Starkey)</b> This item is for information only.	<b>Information</b>
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43	<b>4. New Regional Lawn to Garden Website (Kelly Schoonmaker)</b> This item is for information only.	<b>Information</b>
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**VII. OTHER PUBLIC INPUT**

<b>VIII. COMMUNICATIONS/MEMBER COMMENTS</b>	<b>Information</b>
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**IX. ADJOURNMENT**

**Hayward City Hall**  
**777 B Street**  
**Hayward, CA 94541**

**Directions**

**Directions from I-880 North**

Take I-880 South toward San Jose  
Take the A Street Exit toward Downtown  
Turn Left onto West A Street  
Turn Right onto Grand  
Turn Left onto B Street  
Right onto Watkins

**Directions from I-880 South**

Take I-880 North towards Oakland  
Take the A Street Exit toward Downtown  
Turn Right onto West A Street  
Turn Right onto Grand  
Turn Left onto B Street  
Right onto Watkins

Parking is available across the street from Hayward City Hall on Watkins

**Directions from BART**

Get off at the Hayward BART Station  
Exit the Station  
Turn Right onto B Street  
Walk 1 Block to Hayward City Hall at the corner of B Street and Watkins

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**DRAFT**

**MINUTES OF THE JOINT MEETING OF THE  
ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY (WMA),  
THE ENERGY COUNCIL (EC)  
AND  
THE SOURCE REDUCTION AND RECYLING BOARD (RB)**

**Wednesday, April 27, 2016**

**3:00 P.M.**

**StopWaste Offices  
1537 Webster Street  
Oakland, CA 94612  
510-891-6500**

**I. CALL TO ORDER**

President Pentin, WMA, called the meeting to order at 3:05 p.m.

**II. ROLL CALL**

**WMA, EC & RB**

County of Alameda	Keith Carson, WMA, EC
City of Alameda	Jim Oddie, WMA, EC
City of Albany	Peter Maass, WMA, EC, RB
City of Berkeley	Susan Wengraf, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Dublin	Don Biddle, WMA, EC
City of Hayward	Greg Jones, WMA, EC, RB
City of Newark	Mike Hannon, WMA, EC
City of Oakland	Dan Kalb, WMA, EC & Interim Appointment (RB only) for Dianne Martinez, RB, City of Emeryville
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Tim Rood, WMA, EC, RB
City of Pleasanton	Jerry Pentin, WMA, RB
City of San Leandro	Deborah Cox, WMA, EC
Environmental Educator	Toni Stein, RB
Environmental Organization	Daniel O'Donnell, RB
Recycling Programs	Adan Alonzo, RB
Solid Waste Industry Representative	Michael Peltz, RB
Source Reduction Specialist	Steve Sherman, RB

**Absent:**

City of Emeryville	Dianne Martinez, WMA, EC
City of Fremont	Suzanne Lee Chan, WMA, EC
City of Livermore	Laureen Turner, WMA
City of Union City	Lorrin Ellis, WMA, EC
Recycling Materials Processing Industry	Bernie Larrabe, RB

**Staff Participating:**

Wendy Sommer, Executive Director  
Tom Padia, Deputy Executive Director  
Pat Cabrera, Administrative Services Director  
Jeff Becerra, Communications Manager  
Richard Taylor, Legal Counsel, Authority Board  
Audrey Beaman, Legal Counsel, Recycling Board (County Counsel)  
Arliss Dunn, Clerk of the Board

**III. ANNOUNCEMENTS BY THE PRESIDENTS**

Executive Director Wendy Sommer announced that Allan Miller, Administrative Aide, passed away suddenly in March. A memorial service is scheduled for Friday, April 29, 2016.

**IV. CONSENT CALENDAR**

- |   |                    |
|---|--------------------|
| <b>1. Approval of the Draft WMA Minutes of March 23, 2016 (Wendy Sommer)</b>        | <b>Action</b>      |
| <b>2. Approval of the Draft P&amp;O/RB Minutes of March 10, 2016 (Wendy Sommer)</b> | <b>Action</b>      |
| <b>3. Minutes of the April 19, 2016 Technical Advisory Group (Karen Kho)</b>        | <b>Information</b> |
| <b>4. Recycling Board Attendance Record (Wendy Sommer)</b>                          | <b>Information</b> |
| <b>5. Written Report of Ex Parte Communications (Wendy Sommer)</b>                  | <b>Information</b> |

Board member Hannon made the motion to approve the Consent Calendar for the WMA Board. Board member Rood seconded and the motion carried 14-0 (Carson, Chan, Ellis, Martinez, and Turner absent).

Board member Hannon made the motion to approve the Consent Calendar for the Energy Council. Board member Rood seconded and the motion carried 12-0 (Carson, Chan, Ellis and Martinez absent).

Board member Jones made the motion to approve the Consent Calendar for the P&O/RB. Board member Sherman seconded and the motion carried 9-0-1 (Larrabe absent) (Pentin abstained).

**V. OPEN PUBLIC DISCUSSION**

There was none.

**VII. REGULAR CALENDAR**

- |  |               |
|--|---------------|
| <b>1. Benchmark Information Service (Wendy Sommer &amp; Jeff Becerra)</b>  | <b>Action</b> |
| Staff recommends that the Authority Board adopt the attached Resolution amending the Benchmark Information Service fee resolution to cancel the Benchmark Information Service fee effective June 30, 2017. Fees from account holders will be collected through June 30, 2017 with the last report delivered in July of 2017. |               |

Jeff Becerra provided an overview of the staff report. A link to the staff report is available here:

[Benchmark Service Report-WMA-04-27-16.pdf](#)

Board member Stein inquired if staff is permitted to continue to communicate to account holders when the program sunsets. Mr. Becerra stated yes and sunseting the program will enable staff to continue to educate the public with more flexibility and the information provided would not be tied to a fee. President Pentin sated that the agency receives \$1 million in annual revenue from the fee and inquired if there is a legal way to change the current program or would it require adopting a new resolution. Attorney Taylor

stated any changes to the current program would require adopting a new resolution. President Pentin inquired if staff is considering creating a new program that would include a fee at the sunset of the current program. Ms. Sommer stated no, staff is not considering a new fee at this time. Staff will be convening a priority setting session for Board and staff and will include stakeholders as well. Ms. Sommer added if a fee is being considered staff will introduce this information at that time.

Board member Maass inquired if continuing the data gathering and analysis and distributing the information in the format of a benchmark report would still require a fee. Mr. Becerra stated that data collection is expected to continue in some form but staff does not think dissemination of the information should be tied to a fee, and sunseting the fee will allow staff the flexibility to explore other ways of disseminating the information. Mr. Becerra added one of the findings concluded that we were doing 100 residential samples per jurisdiction but we were not seeing the jurisdiction by jurisdiction differences, so we can possibly do a less robust data collection and still identify critical trends.

Board member Biddle stated that the City of Dublin agrees with sunseting the program next year and the legal action from Dublin concerning the Benchmark program will cease as well.

Board member Sadoff made the motion to approve the staff recommendation and adopt the attached Resolution. Board member Hannon seconded and the motion carried 16-0 (Chan, Ellis, Martinez, and Turner absent).

**2. Proposed FY 2016/17 Budget Presentation (Wendy Sommer & Pat Cabrera) Information**  
This item is for information only.

Wendy Sommer and Pat Cabrera led the discussion and presented a PowerPoint presentation. A link to the combined report and presentation is available here: [Presentation-FY16-17-Budget-WMA-04-27-16.pdf](#)  
A link to the proposed FY 2016/17 budget is available here: [SW-16-17-Budget-Draft-WMA-04-27-16.pdf](#)

Ms. Sommer informed the Boards that the Agency remains in a fiscally stable condition, despite declining revenues. Staff's priority in preparing this budget has been to maintain the full range of quality programs for member agencies and our constituents, balanced against the Agency's financial means. She thanked all staff for their contribution in the development of the budget.

Ms. Sommer stated that she was pleased to announce that the cities of Livermore and Pleasanton plan to introduce a proposal to their respective Councils to join the Energy Council.

Board member Pentin asked for clarification on the previous financial projections that indicated the decline in future agency revenue tied to the decline in tonnage fees. Ms. Cabrera stated that the prior projections (tonnages decline) were based on an aspirational goal of reaching no more than 10% of good stuff in the garbage by 2020. Our current analysis indicates that we will not reach that goal and staff will provide updates to the Board each year.

Board member Hannon inquired about the timeframe for the 3% CPI. Ms. Cabrera stated staff received this information in March at the onset of developing the budget. Ms. Cabrera added this aligns with most member agencies surveyed in using the 3% CPI for salary adjustments.

Board member Carson inquired about the agency's policy concerning reserves and do we have a cap or floor as to the level of reserves. Ms. Cabrera stated that the agency has designated reserves and contractual reserves. The designated reserves are for specific projects but can also be utilized for other purposes by approval of the Board. Ms. Cabrera added the reserves do not specifically have a cap or floor but we have established a fiscal reserve of around \$2 million in the event that revenues fall short of projections.

## DRAFT

Board member Stein inquired about the variance in revenue in the HHW program. Ms. Cabrera stated that there are two revenue sources for the HHW program-tonnage fees and the parcel tax fee. Current year projections indicate that revenues will exceed expenses but the fund balance can only be used to fund the program. Ms. Sommer added the HHW program budget is offset by programs such as Paint Care and each year the fee is adjusted accordingly. Last year the annual fee was \$9.55 and this year due to the offset the fee will be adjusted to \$8.60. President Pentin inquired if the program will be self sustaining if the fee continues to decline. Attorney Taylor stated every year the fee starts out at \$9.55. An analysis is then performed to account for any revenue offsets in the program, such as Paint Care, to determine any fee adjustments. Ms. Sommer stated staff will be providing a report on the HHW program to the Board in the summer. Board member Stein requested that staff also provide information on how much is spent by category of HHW waste. Board member Stein also inquired if staff can explore any possible assistance that PG&E could provide with respect to replacing mercury tubes with LED's.

Board member Kalb inquired if we can estimate the additional diversion countywide were the two opted-out MRO jurisdictions opt in. Tom Padia stated that we are planning to do a countywide waste characterization study next year which should give us data comparison to 2008 on how we are reducing recyclables and organics in the waste stream, and can possibly extrapolate information on how effective the MRO has been in opted-in jurisdictions

Board member Hannon stated that it would be helpful in future budget presentations to include a historical perspective on where we thought we would be and where we ended up so that the Board can be assured that the tracking trends is accurate. Ms. Cabrera agreed that a budget versus actual would be helpful. Board member Stein inquired with respect to the kitchen initiative and outreach to restaurants if there are efforts to address energy issues. Justin Lehrer stated that the program is currently focused on food waste but exploring the energy nexus is a good idea. Board member O'Donnell inquired if our targets are too aggressive for waste reduction does it mean that more is going to the Altamont Landfill and if it closes sooner will it affect the agency budget. Mr. Padia stated it would affect Waste Management's budget more so than our budget. Mr. Padia added the earlier projections assume that we would get to less than 10% of good stuff in the garbage by 2020 and that would translate to a certain landfill tonnage amount. Although we are making progress, we do not expect to necessarily hit the 600,000 tons per year landfill target by 2020. Even so, Waste Management has constructed the new cell at Altamont and landfill volumes are trending down, so Alameda County does not appear to face any lack of landfill capacity in the foreseeable future.

- 3. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Wendy Sommer)** **Action**  
(P&O and Recycling Board meeting, May 12, 2016 at 7:00 pm – Hayward City Hall, 777 B St., Conference Room 1C, Hayward, CA 94541)

Board member Maass requested an interim appointment for the May 12 P&O/RB meeting. Board member Biddle volunteered to serve as the interim appointment. Board member Sadoff made the motion to approve the interim appointment. Board member Rood seconded and the motion carried 16-0 (Chan, Ellis, Martinez and Turner absent).

- VII. COMMUNICATION/MEMBER COMMENTS** **Information**  
Board member Young announced that the South County Meals on Wheels program had recently taken on all of Oakland accounts which added thousands of meals daily. They are looking for potential members to represent Oakland on their Board of Directors. Please forward any names to Board member Young.

## **VIII. ADJOURNMENT**

The meeting adjourned at 4:00 p.m.



## 2016 - ALAMEDA COUNTY RECYCLING BOARD ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D
REGULAR MEMBERS												
A. Alonzo	X	X	X	X								
G. Jones	X	I	X	X								
B. Larrabe	X	X	X	A								
P. Maass	X	X	X	X								
D. Martinez	X	X	X	I								
D. O'Donnell	X	X	X	X								
M. Peltz	X	A	X	X								
J. Pentin	X	I	I	X								
T. Rood	X	X	X	X								
S. Sherman	X	X	X	X								
T. Stein	X	X	X	X								
INTERIM APPOINTEES												
D. Biddle		X										
S. Young		X										
D. Sadoff			X									
D. Kalb				X								

Measure D: Subsection 64.130, F: Recycling Board members shall attend at least three fourths (3/4) of the regular meetings within a given calendar year. At such time, as a member has been absent from more than one fourth (1/4) of the regular meetings in a calendar year, or from two (2) consecutive such meetings, her or his seat on the Recycling Board shall be considered vacant.

X=Attended

A=Absent

I=Absent - Interim Appointed

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**DATE:** May 12, 2016  
**TO:** Recycling Board  
**FROM:** Wendy Sommer, Executive Director  
**SUBJECT:** Written Reports of Ex Parte Communications

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**BACKGROUND**

Section 64.130 (Q)(1)(b) of the Alameda County Charter requires that full written disclosure of ex parte communications be entered in the Recycling Board's official record. At the June 19, 1991 meeting of the Recycling Board, the Board approved the recommendation of Legal Counsel that such reports be placed on the consent calendar as a way of entering them into the Board's official record. The Board at that time also requested that staff develop a standard form for the reporting of such communications. A standard form for the reporting of ex parte communications has since been developed and distributed to Board members.

At the December 9, 1999 meeting of the Recycling Board, the Board adopted the following language:

*Ex parte communication report forms should be submitted only for ex parte communications that are made after the matter has been put on the Recycling Board's agenda, giving as much public notice as possible.*

Per the previously adopted policy, all such reports received will be placed on the consent calendar of the next regularly scheduled Recycling Board meeting.

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**DATE:** May 12, 2016

**TO:** Programs & Administration Committee  
Planning & Organization Committee/Recycling Board

**FROM:** Wendy Sommer, Executive Director

**BY:** Debra Kaufman, Senior Program Manager

**SUBJECT:** Legislative Positions for 2016

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## SUMMARY

2016 is the second year of the 2015/2016 legislative session and through our contract lobbyist we are tracking several bills that are in different stages of the legislative process. To date we have identified 24 bills of possible interest to StopWaste. We are recommending a position of support on 17 bills (two of which have already died), a watch position on 6 bills and an oppose position on one bill. The attached excel spreadsheet lists the bills, provides a short description, identifies the status of the bills, and includes recommended positions. Several bills are still in “spot” language form and will only be able to be analyzed once operative language is inserted.

## DISCUSSION

In November, 2015, the Waste Management Authority Board approved these three legislative priorities for 2016: 1. Extended Producer Responsibility (EPR); 2. Organics regulation and legislation; and 3. Environmentally Preferable Purchasing. The following provides a discussion on our priority areas and a list of the bills we are recommending positions on. The attached spreadsheet contains more detail on the bills.

### 1. Extended Producer Responsibility

**AB 45 (Mullin) Household hazardous waste (oppose)** This bill prioritizes curbside household hazardous waste programs over other programs. AB 939 already requires local governments to have a plan for recycling HHW. Local governments should have the authority to determine whether drop off or curbside is the most efficient program. Curbside programs in the Bay Area have a lower participation rate than the Alameda County drop-off facilities. This bill takes attention away from the real need which is shared manufacturer responsibility for disposal costs of HHW and places all the burden of costs on local governments. This is being considered an anti-EPR bill. California Product Stewardship Council (CPSC) has an oppose position as do many other local governments.

**AB 2039 (Ting) Sharps (support).** This bill would create an EPR system for used sharps. It died in committee, however Assembly member Ting is dedicated to addressing this issue, and may look for another vehicle to bring this forward.

## **2. Organics**

After several bills passed in the last two years related to organics, including phasing out diversion credit for green waste used as alternative daily cover (ADC) at landfills, requiring commercial businesses to recycle their organics and requiring local governments to identify processing capacity needed for their organics generation, this legislative year has been quieter on the topic of organics diversion. On the regulatory front, however, CARB has proposed developing a state regulation to get organics out of landfill by 2025 as a way to reduce short lived carbon pollutants, or more specifically, in the case of landfills, methane. The BAAQMD is including support for more sustainable landscaping in their Regional Clean Air Plan. The bills that do address organics this year, (SB 367 and AB 2525) focus on the use of compost for its multiple greenhouse gas reduction benefits including carbon storage and water conserving features.

## **3. Environmentally Preferable Purchasing**

The only bill addressing environmentally preferable purchasing this year is AB 2530 which requires plastic bottle manufacturers to indicate through labeling the percentage of postconsumer recycled content in the container.

### **Other Relevant Bills:**

The following lists the bills that we are recommending positions on. The detail for these bills, including a link to the text of the bill, is contained in the attached spreadsheet.

1. AB 45 (Mullin) HHW. Oppose
2. AB 761 (Levine) Carbon sequestration. Support
3. AB 1005 (Gordon) Bottle Bill. Support
4. AB 1063 (Williams) Solid Waste Tip Fee. Watch
5. AB 1103 (Dodd) Organics. Watch
6. AB 1239 (Gordon) Tire recycling. Support
7. AB 2111 (Dahle) HHW. Watch
8. AB 2153 (Garcia) Lead Acid Battery EPR. Support
9. AB 2396 (McCarty) Annual Reports for State Agencies. Support
10. AB 2525 (Holden) Water Efficient Landscaping. Support
11. AB 2530 (Gordon) Plastic bottle recycled content labeling. Support
12. AB 2576 (Gray) Market Development for glass. Support
13. AB 2579 (Low) Food service packaging. Watch
14. AB 2812 (Gordon) Recycling in state facilities. Support
15. SB 367 (Wolk) Incentives for farmers to use compost and reduce GHG. Support
16. SB 423 (Bates) Standards for handling of nonprescription drugs. Watch

17. SB 778 (Allen) Oil change frequency information. Support
18. SB 970 (Leyva) GHG grants for in state recycled product manufacturing. Support
19. SB 1043 (Allen) Biogas funding Watch
20. SB 1229 (Jackson) Secure drug take-back bins. Support
21. SB 1233 (McGuire) Water Bill Savings for water efficiency measures. Support
22. SB 1402 (Pavley) Low carbon fuels. Support
23. AB 2039 (Ting) Sharps EPR. Support (dead but may be revived in another format)
24. AB 2725 (Chiu) Food labeling consistency. Support. Dead.

We anticipate bringing an update on legislative activity to the Boards in June.

#### **RECOMMENDATION**

Staff recommends that the Committees recommend the preliminary legislative positions outlined in the staff report to the full Authority Board for the 2016 session of the California legislature.

Attachment A: List of Bills

Attachment A

**StopWaste/ACWMA**

**4/28/2016**

Location	Measure	Author	Topic	Brief Summary	Current Text	Status	Calendar	Position
2/4/2016-S. E.Q.	<a href="#">AB 45</a>	<a href="#">Mullin D</a>	<b>Household hazardous waste.</b>	Would require the Department of Resources Recycling and Recovery to adopt one or more model ordinances for a comprehensive program for the collection of household hazardous waste and would authorize a local jurisdiction that provides for the residential collection and disposal of solid waste that proposes to enact an ordinance governing the collection and diversion of household hazardous waste to adopt one of the model ordinances adopted by the department.	Amended: 1/21/2016	2/4/2016-Referred to Com. on E.Q.		Oppose
8/28/2015-S. 2 YEAR	<a href="#">AB 761</a>	<a href="#">Levine D</a>	<b>Carbon sequestration : working lands.</b>	Would require the Department of Food and Agriculture, upon an appropriation of moneys therefor, to establish a grant program to fund voluntary projects that increase carbon sequestration and greenhouse gas emissions reductions on working lands, as defined. The bill would require the department, in consultation with the Department of Conservation, the Department of Resources Recycling and Recovery, the State Air Resources Board, and the Department of Water Resources, to develop and adopt project solicitation and evaluation guidelines for the program, as specified.	Amended: 6/2/2015	8/28/2015-Failed Deadline pursuant to Rule 61(a)(11). (Last location was APPR. on 8/27/2015)		SUPPORT



2/4/2016-S. E.Q.	<a href="#">AB 1005</a>	<a href="#">Gordon D</a>	<b>California Beverage Container Recycling and Litter Reduction Act: market development payments.</b>	Current law authorizes the Department of Resources Recycling and Recovery, until that authorization is repealed on January 1, 2017, to annually expend up to \$10,000,000 from the fund to make market development payments to an entity certified by the department as a recycling center, processor, or dropoff or collection program for empty plastic beverage containers that are subsequently washed and processed into flake, pellet, or other form, and made usable for the manufacture of a plastic product, or to a product manufacturer for empty plastic beverage containers that are subsequently washed and processed into flake, pellet, or other form, and used by that product manufacturer to manufacture a product. This bill would postpone that repeal until January 1, 2022.	Amended: 1/4/2016	2/4/2016-Referred to Com. on E.Q.		SUPPORT
8/17/2015-S. E.Q.	<a href="#">AB 1063</a>	<a href="#">Williams D</a>	<b>Solid waste: charges.</b>	Would raise the fee imposed on an operator of a disposal facility to \$4 per ton commencing January 1, 2017. The bill would require a minimum of \$1.50 per ton of the fee collected from each operator, until January 1, 2022, and would authorize some or all of the fee collected thereafter, to be allocated to activities that promote recycling and the highest and best use of materials, as specified. This bill contains other related provisions and other existing laws.	Amended: 8/17/2015	8/19/2015-In committee: Set, second hearing. Hearing canceled at the request of author.		WATCH

7/17/2015-S. 2 YEAR	<a href="#">AB 1103</a>	<a href="#">Dodd D</a>	<b>Solid waste: organic waste.</b>	Would require a person who transports a certain amount of food waste to be registered by the Department of Resources Recycling and Recovery, except as specified. The bill would require a registered transporter to maintain a record of food waste transported that contains specified documents and information, and to certify, under penalty of perjury, to the accuracy of the record. By expanding the application of the crime of perjury, the bill would impose a state-mandated local program.	Amended: 7/16/2015	7/17/2015- Failed Deadline pursuant to Rule 61(a)(10). (Last location was E.Q. on 7/16/2015)		WATCH
7/17/2015-S. 2 YEAR	<a href="#">AB 1239</a>	<a href="#">Gordon D</a>	<b>Tire recycling: California tire regulatory fee and waste tire program.</b>	Would require a waste tire generator, as defined, that is a retail seller of new tires to end user purchasers to pay a California tire regulatory fee. The bill would authorize the Department of Resources Recycling and Recovery to establish the California tire regulatory fee in an amount that is sufficient to generate revenues equivalent to the reasonable regulatory costs incurred by the department incident to audits, inspections, administrative costs, adjudications, manifesting, registration, and other regulatory activities regarding these retail sellers as generators of waste tires , but not to exceed \$1.25 per new tire sold, as provided.	Amended: 5/5/2015	7/17/2015- Failed Deadline pursuant to Rule 61(a)(10). (Last location was E.Q. on 6/11/2015)		SUPPORT
2/17/2016-A. PRINT	<a href="#">AB 2111</a>	<a href="#">Dahle R</a>	<b>Household hazardous waste.</b>	Current law authorizes public agencies to operate household hazardous waste collection facilities, as defined, and specifies conditions for the transportation of household hazardous waste. This bill would make nonsubstantive changes to the definitions pertaining to those provisions.	Introduced: 2/17/2016	2/18/2016- From printer. May be heard in committee March 19.		WATCH

4/18/2016- A. APPR.	<a href="#">AB 2153</a>	<a href="#">Garcia, Cristina D</a>	<b>Lead-Acid Battery Recovery and Recycling Act.</b>	Would establish the Used Lead-Acid Battery Recovery and Recycling Act. The bill would require a qualified industry association, as defined, to establish a lead-acid battery recycling organization, as defined. The bill would authorize the Department of Resources Recycling and Recovery to certify that a lead-acid battery recycling organization has been established. The bill would require the lead-acid battery recycling organization to develop, implement, and administer a lead-acid battery recycling program pursuant to the act.	Amended: 4/14/2016	4/18/2016- Re-referred to Com. on APPR.		SUPPORT
4/28/2016- A. CONSENT CALENDAR	<a href="#">AB 2396</a>	<a href="#">McCarty D</a>	<b>Solid waste: annual reports.</b>	The California Integrated Waste Management Act of 1989, which is administered by the Department of Resources Recycling and Recovery, establishes an integrated waste management program. Current law requires each state agency to submit an annual report to the department summarizing its progress in reducing solid waste that is due on or before May 1 of each year. This bill would require each state agency to include in that annual report a summary of the state agency's compliance with specified requirements relating to recycling commercial solid waste and organic waste.	Amended: 4/13/2016	4/28/2016- Action From SECOND READING: Read second time.To CONSENT CALENDAR.	4/28/2016 #37 ASSEMBLY SECOND READING FILE -- ASSEMBLY BILLS	SUPPORT
4/19/2016- A. APPR.	<a href="#">AB 2525</a>	<a href="#">Holden D</a>	<b>Water-efficient landscaping.</b>	Would require the Department of Water Resources, upon identification of a funding source, to create the California Water Efficient Landscaping Program for the purpose of encouraging local agencies and water purveyors to use economic incentives that promote the efficient use of water, promote the benefits of consistent landscape ordinances, and support and enhance water inefficient grass replacement. This bill would create the Water Efficient Landscaping Fund and provide that moneys in the fund are available, upon appropriation by the Legislature, to the department for certain purposes.	Amended: 4/18/2016	4/19/2016- Re-referred to Com. on APPR.		SUPPORT

4/19/2016-A. APPR.	<a href="#">AB 2530</a>	<a href="#">Gordon D</a>	<b>Recycling: beverage containers.</b>	Would, beginning January 1, 2018, require a manufacturer of a beverage sold in a plastic beverage container to clearly indicate through labeling the average percentage of postconsumer recycled content in the beverage container and would require a manufacturer to use one or more of several specified methods of determining the average percentage of postconsumer recycled content for labeling or making a claim about the postconsumer recycled content of plastic beverage containers. This bill contains other related provisions and other existing laws.	Amended: 4/18/2016	4/19/2016-Re-referred to Com. on APPR.		SUPPORT
4/12/2016-A. APPR.	<a href="#">AB 2576</a>	<a href="#">Gray D</a>	<b>Recycling: glass container manufacturers: market development payments.</b>	Would provide that up to \$20,000,000 shall be available, upon appropriation by the Legislature, from the Greenhouse Gas Reduction Fund to the Department of Resources Recycling and Recovery for market development payments to glass container manufacturers in an amount of \$50 per ton of state-generated cullet, as defined, utilized for manufacturing in the state to achieve greenhouse gas emissions reductions not otherwise required by statute or regulation.	Amended: 4/11/2016	4/12/2016-Re-referred to Com. on APPR.		SUPPORT
4/19/2016-A. APPR.	<a href="#">AB 2579</a>	<a href="#">Low D</a>	<b>Food service packaging products: study.</b>	The California Integrated Waste Management Act of 1989, administered by the Department of Resources Recycling and Recovery, regulates the disposal, management, and recycling of solid waste. This bill would require the department, on or before January 1, 2018, to complete a study to establish baseline data relating to food service packaging that contains specified information, including the current and potential markets for recycled and composted food service packaging products.	Amended: 4/13/2016	4/19/2016-From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 9. Noes 0.) (April 18). Re-referred to Com. on APPR.		WATCH

4/19/2016- A. APPR.	<a href="#">AB 2812</a>	<a href="#">Gordon D</a>	<b>Solid waste: recycling: state agencies and large state facilities.</b>	Would require the Department of Resources Recycling and Recovery, on or before July 1, 2017, to adopt requirements for adequate receptacles and staffing for collecting and storing recyclable materials in state buildings and large state facilities. The bill would require a state agency and large state facility, on or before July 1, 2018, consistent with those requirements, to provide receptacles for recyclable materials, provide staff, and establish a collection schedule for collecting recyclable materials.	Introduced: 2/19/2016	4/19/2016- From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 9. Noes 0.) (April 18)		SUPPORT
8/28/2015- A. 2 YEAR	<a href="#">SB 367</a>	<a href="#">Wolk D</a>	<b>Agricultural lands: greenhouse gases.</b>	Would authorize, rather than require, the environmental farming program to provide incentives, including loans, grants, research, technical assistance, or educational materials and outreach, to farmers whose practices promote the well-being of ecosystems, air quality, and wildlife and their habitat, and reduce on-farm greenhouse gas emissions or increase carbon storage in agricultural soils and woody biomass, or both.	Amended: 8/17/2015	8/28/2015- Failed Deadline pursuant to Rule 61(a)(11). (Last location was APPR. SUSPENSE FILE on 8/26/2015)		SUPPORT
9/1/2015- A. DESK	<a href="#">SB 423</a>	<a href="#">Bates R</a>	<b>Retail nonprescription surplus products: determinations for reuse.</b>	Would authorize the State Department of Public Health to adopt regulations as deemed necessary to establish standards for the proper and safe handling of retail nonprescription pharmaceutical surplus products. This bill contains other related provisions and other existing laws.	Amended: 8/31/2015	9/1/2015- In Assembly. Read first time. Held at Desk.		WATCH

1/26/2016- A. DESK	<a href="#">SB 778</a>	<a href="#">Allen D</a>	<b>Automotive repair: oil changes: notification to customers.</b>	Would require an automotive repair dealer to notify a customer, who is purchasing an oil change, of the recommended oil drain interval, oil grade, and viscosity specified in the maintenance schedule of the vehicle's owner's manual. The bill would also require, except as specified, an automotive repair dealer to use the oil drain interval specified in the maintenance schedule of the vehicle's owner's manual if the automotive repair dealer is recommending the date or mileage for the next oil change, as described.	Amended: 1/4/2016	1/26/2016- In Assembly. Read first time. Held at Desk.		SUPPORT
4/25/2016- S. APPR.	<a href="#">SB 970</a>	<a href="#">Leyva D</a>	<b>Greenhouse Gas Reduction Fund: grant program: recyclable materials.</b>	Current law requires certain moneys appropriated by the Legislature from the Greenhouse Gas Reduction Fund to be used by the Department of Resources Recycling and Recovery for a grant program to provide financial assistance to reduce greenhouse gas emissions by promoting in-state development of infrastructure to process organic and other recyclable materials into new, value-added products. This bill would require the department, in awarding a grant under the program, to consider, among other things, the amount of greenhouse gas emissions reductions that may result from the project and the amount of organic material that may be diverted from landfills as a result of the project.	Amended: 4/25/2016	4/25/2016- Read second time and amended. Re-referred to Com. on APPR.		WATCH
4/25/2016- S. APPR.	<a href="#">SB 1043</a>	<a href="#">Allen D</a>	<b>Biogas and biomethane.</b>	Would require the State Air Resources Board to consider and, as appropriate, adopt policies to significantly increase the sustainable production and use of biogas, as defined, and, in so doing, would require the state board, among other things, to ensure the production and use of biogas provides direct environmental benefits and identify barriers to the rapid development and use of biogas and potential sources of funding. This bill contains other related provisions and other existing laws.	Amended: 4/25/2016	4/25/2016- Read second time and amended. Re-referred to Com. on APPR.		WATCH

4/21/2016-A. DESK	<a href="#">SB 1229</a>	<a href="#">Jackson D</a>	<b>Home-generated pharmaceutical waste: secure drug take-back bins.</b>	Under existing law, the Medical Waste Management Act, the State Department of Public Health regulates the management and handling of medical waste, including pharmaceutical waste, as defined. This bill would provide that a collector, as defined, is not liable for civil damages, or subject to criminal prosecution, for maintaining a secure drug take-back bin on its premises if the collector, in good faith and not for compensation, takes specified steps, including that the collector regularly inspects the area surrounding the secure drug take-back bin for potential tampering or diversion, to ensure the health and safety of consumers and employees and the proper disposal in the waste stream of home-generated pharmaceutical waste, as defined, contained in the bins.	Amended: 4/19/2016	4/21/2016-In Assembly. Read first time. Held at Desk.		SUPPORT
4/27/2016-S. GOV. & F.	<a href="#">SB 1233</a>	<a href="#">McGuire D</a>	<b>Joint powers authorities: Water Bill Savings Act.</b>	Would enact the Water Bill Savings Act, which would authorize a joint powers authority to provide funding for a customer of a local agency or its publicly owned utility to acquire, install, or repair a water efficiency improvement on the customer's property served by the local agency or its publicly owned utility. The bill would require the customer to repay the authority through an efficiency charge on the customer's water bill to be established and collected by the local agency or its publicly owned utility on behalf of the authority pursuant to a servicing agreement.	Amended: 4/14/2016	4/27/2016-Action From GOV. & F.: Do pass as amended.		SUPPORT

4/6/2016-S. APPR.	<a href="#">SB 1402</a>	<a href="#">Pavley D</a>	<b>Low-carbon fuels.</b>	Would create the California Low-Carbon Fuels Incentive Program to be administered by the state board and the State Energy Resources Conservation and Development Commission, and would authorize moneys in the fund appropriated to the program to be used to provide incentives for the in-state production of low-carbon transportation fuels from new and existing facilities using sustainable feedstock, with priority to be given to projects benefitting disadvantaged communities.	Amended: 3/28/2016	4/6/2016-From committee: Do pass and re-refer to Com. on APPR. (Ayes 4. Noes 0. Page 3419.) (April 6). Re-referred to Com. on APPR.		SUPPORT
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**StopWaste/ACWMA - DEAD Bills Update  
4/28/2016**

DEAD BILLS	Measure	Author	Topic	Brief Summary	Current Text Version	Status	Position	Notes 1
4/22/2016-A. DEAD	<a href="#">AB 2039</a>	<a href="#">Ting D</a>	<b>Solid waste: home-generated sharps.</b>	Would require a producer of home-generated sharps or a stewardship organization designated by the producer to submit a home-generated sharps stewardship plan by July 1, 2018, to the Department of Resources Recycling and Recovery. The bill would require the plan to provide for the development and implementation of a recovery program to reduce the generation of, and manage the end of life of, home-generated sharps, and to include specified elements, including provisions to meet specified minimum collection rates for the home-generated sharps subject to the plan. This bill contains other related provisions and other existing laws.	Amended: 4/5/2016 <a href="#">pdf</a> <a href="#">html</a>	4/22/2016-Failed Deadline pursuant to Joint Rule 61(b)(5). (Last location was A. E.S. & T.M. on 4/6/2016)	SUPPORT	Support when needle take back is included.  CPSC sponsored.  Expected to be about needle take back.



4/22/2016- A. DEAD	<a href="#">AB 2725</a>	<a href="#">Chiu D</a>	<b>Food manufacturers: food facilities: labels.</b>	Would, among other things, require the State Department of Public Health to identify a list of ready-to-eat foods that have a high level of risk associated with consumption after a specified date and to post that list on its Internet Web site. The bill would, beginning July 1, 2017, require a food manufacturer or retail food facility that chooses to include a quality date, as defined, on foods for sale that are not identified on the department's list to display that date using the phrase "best if used by" in 8-point type size or larger type, as specified.	Amended: 4/5/2016 <a href="#">pdf</a> <a href="#">html</a>	4/22/2016- Failed Deadline pursuant to Joint Rule 61(b)(5). (Last location was A. HEALTH on 4/6/2016)	SUPPORT	CAW sponsored
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**DATE:** May 12, 2016

**TO:** Planning & Organization Committee/Recycling Board

**FROM:** Wendy Sommer, Executive Director

**BY:** Tom Padia, Deputy Executive Director

**SUBJECT:** Scope of Work for Five Year Program Review

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## SUMMARY

Measure D requires a comprehensive financial, statistical and programmatic audit and analysis to be performed within four years of the effective date of the Act and every five years thereafter. Actual text from this section of the Charter is included as Attachment A.

For some time now the Board has separated the financial/compliance review from the programmatic evaluation and has conducted separate solicitation and selection processes for each. Staff is developing the Request For Proposals (RFP) for the next program audit, and at the May 12 meeting will discuss with the Recycling Board the proposed schedule and scope of the RFP.

## DISCUSSION

The current Five Year Financial & Compliance Audit for FY 11/12–15/16 is underway by Crowe Horwath and will be completed in the coming fiscal year. The last Five Year Program Audit (hereinafter to be called “Five Year Program Review”) was performed by SAIC and is available at: [http://www.stopwaste.org/sites/default/files/Documents/5\\_year\\_audit\\_6-28-13.pdf](http://www.stopwaste.org/sites/default/files/Documents/5_year_audit_6-28-13.pdf)

The Board has attempted in recent procurements to focus the program review on “forward looking” opportunities for improved effectiveness and efficiencies within and between municipal and regional waste reduction efforts, rather than spending inordinate time and resources documenting past performance. Program reviews do typically include summary profiles comparing local program features and results to each other and to other well-regarded and “model” waste reduction programs nationwide. Cost of the last Program Review five years ago was approximately \$144,000.

Additionally, the scopes of work for the past several Five Year Program Reviews have included tasks to research one or more topics or issues of current relevance to Alameda County’s waste reduction efforts and goals.

### Budget:

The proposed FY 16/17 budget includes funds and hours to issue a Request For Proposals (RFP), select a contractor, and substantially complete the work on the next Five Year Program Review. Plans are to

pare down the descriptive, comparative scope of work and to aim for a contract in the \$150,000 range with a contingency available for add-ons or changes to the scope.

Possible Tasks/Topics:

- Review of source separated organics collections in multi-family buildings – where, how and why have the best results been obtained?
- Review of multi-family recovery rates, both quantitative and qualitative, from source separated organics and recycling collections vs. “dirty MRF’ing” and relative costs of each approach.
- Profile “Every Other Week” single family residential garbage collection experience in other communities with established EOW service in terms of cost efficiencies, diversion results, and handling of health concerns regarding pet wastes, diapers, and vector control (an extension of research performed in the last report).
- Profile “% good stuff in garbage” in other communities where reliable data is available (repeated task from last report).
- Other issues of importance?

Schedule and Selection Process:

It is proposed that the (RFP) be released in August with a due date approximately seven weeks later. As with the last Five Year Program Review, a team of staff will evaluate and rank the proposals, and interviews by a panel of Agency and member agency staff will be held in October with the top two or three proposers, if necessary. Recommendation of contract award would be presented to the Recycling Board no later than the regular monthly meeting on November 10, 2016. It is expected that work would be completed in or around June 2017, with a Final Report presented to the Board soon after.

**RECOMMENDATION**

Staff recommends that the Recycling Board review and discuss the proposed schedule and scope of work for the Five Year Program Review and that the Board propose additions/modifications as appropriate. Additional input will be solicited from member agency staff and recycling industry partners/stakeholders.

Attachment A: Subsection 64.040: Recycling Policy Goals and Recycling Plan

## ATTACHMENT A

Following is the text from Measure D relating to the comprehensive audit:

### SUBSECTION 64.040: RECYCLING POLICY GOALS AND RECYCLING PLAN

- C. The Recycling Board shall contract, not more than four (4) years after the effective date of this Act, and then every five (5) years thereafter, for an audit to determine compliance with the Recycling Plan and the degree of progress toward the recycling policy goal then in effect. Said audits shall be conducted by an independent auditor (or auditors) with experience in source reduction and recycling. The reports of said audits shall be completed within one (1) year and issued to each municipality, the Board of Supervisors and the Authority. Said reports shall include at least the following:
1. A narrative and analytical evaluation of all recycling programs within Alameda County, whether funded through this Act or not, both Alameda County-wide and within each municipality;
  2. A statistical measure of the progress toward the recycling policy goal then in effect;
  3. An evaluation of the Recycling Board's activities, including, but not limited to, an accounting of the monies spent by the Recycling Board; and
  4. Recommendations to the Recycling Board, the Board of Supervisors, the Authority and the municipal governing bodies for the maintenance and expansion of recycling programs, and any necessary resulting amendments to the Recycling Plan.

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**DATE:** May 12, 2016

**TO:** Planning & Organization Committee/Recycling Board

**FROM:** Wendy Sommer, Executive Director

**BY:** Meghan Starkey, Senior Program Manager

**SUBJECT:** Municipal Panel: Adequate Space for Recycling and Compost

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## **SUMMARY**

Once per quarter, StopWaste staff assembles a panel of representatives from the member agencies to speak on a topic previously selected by the Recycling Board. The topic for the May Municipal Panel is Adequate Space for Recycling. Representatives from Fremont, Hayward, Newark and Oro Loma Sanitary District will participate in this panel.

Having adequate space for recycling and compost containers (both indoors and out) is a challenge for multifamily and commercial properties, especially when multiple tenants share service and/or enclosures. While the mandatory recycling ordinance stipulates that tenants have access to services (recycling and composting, depending on ordinance phase), onsite physical constraints, municipal code requirements, adequate planning during development and type of collection services can all constrain the ability of regulated parties to comply.

During this panel, participants will share their experience and insights in working with property owners, tenants, service providers and other city staff members to ensure adequate space for recycling and composting.

## **DISCUSSION**

The panelists will share the current issues and solutions from their perspectives as front line staff, whose job it is to help ensure adequate space for recycling and composting.

Often, member agency recycling staff members are a formal part of the development process, responsible for checking plans or working with service providers. At this point, it is critical to ensure that an adequate amount of space is dedicated for recycling/composting, that it is located in a convenient place for tenants, accessible by service providers and compliant with state and local regulations on this topic. Frequently, including adequate space for recycling can compete with other priorities for the site (such as parking or ground floor retail) or simply be overlooked as less important. Mixed use buildings or those with chutes are common occurrences that require special consideration. Remodels of existing properties may provide another opportunity to ensure adequate space, one with its own set of challenges (including cost). Once plans are approved or project is built, it can be very difficult to get compliance after the fact.

On this topic, the Agency has recently developed general space guidelines for designers (<http://www.recyclingrulesac.org/docs/SpaceGuidelinesforRecycOrg.pdf>). These guidelines are intended to supplement, not replace, working with local staff members and planning departments.

When working with existing properties, member agency staff members encounter a host of issues, which vary greatly in large part depending on the nature of the built environment and local regulations. When cities have trash and recycling enclosures requirements (such as in parking lots of strip malls) storm water regulations provide an additional layer of complexity. Often, additional and new types of bins need to go into an enclosure that wasn't designed to hold them all. The issues of responsibility between property and business owners (especially who would be responsible for paying for any upgrades), shared service and the unique demands of food businesses come into play. In both the commercial and multifamily sector, member agency staff and service providers need to work closely with each other to provide operational solutions to these challenges.

## **RECOMMENDATION**

This item is for information only.

Attachment A: Space Guidelines for Recycling, Organics and Refuse Services



# Space Guidelines for Recycling, Organics and Refuse Services

for Designers of Multifamily & Commercial Buildings





# SPACE GUIDELINES FOR RECYCLING, ORGANICS, AND REFUSE SERVICES

## Table of Contents

- 1. Why provide for waste diversion space in buildings?. . . . . 3
- 2. The basic rule for waste diversion planning. . . . . 5
- 3. Estimating the necessary space . . . . . 5
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- 5. Considerations for exterior enclosures . . . . . 9
- 6. Yard trimmings and other organics . . . . . 10
- 7. Mixed-Use development . . . . . 11
- 8. Chutes and taller buildings. . . . . 11
- 9. Common Areas . . . . . 12
- 10. Providing for in-unit recycling . . . . . 12

This document provides guidelines to help designers of multifamily, commercial and mixed-use buildings plan for recycling collection when designing new buildings or major renovations.

Guidelines that apply only to **multifamily buildings**, or only to **commercial buildings** appear in their own sections, indicated with colored icons.

Some links and references are provided as resources. However, designers should research local requirements for their site and its uses to ensure that they have complete and current information.



# 1. WHY PROVIDE FOR WASTE DIVERSION SPACE IN BUILDINGS?

## It's state and local policy

In California, [State policy](#)<sup>1</sup> has set a goal of 75% waste diversion by 2020, and there are new state laws (AB 341 and AB 1826), for diversion of multifamily and commercial recyclables and organic waste (such as food scraps and plant debris) that are being implemented. The Alameda County Waste Management Authority and Recycling Board (jointly known as StopWaste) have set higher standards, originally calling for 75% reduction by 2010 and currently setting a [goal of no more than 10 percent](#)<sup>2</sup> of compostables and recyclables to be disposed as refuse. To comply with these requirements, [local policies and regulations](#)<sup>3</sup> may require that property owners provide space for occupants to divert wastes for recycling or organics processing.



## It's in building codes

California building designers have long been required to provide adequate space for recycling. The building code references a model space ordinance enacted by the State of California in 1991, which applies if there is no local ordinance to establish space requirements for waste diversion. Many Alameda County jurisdictions have adopted their own local ordinances with specific space and enclosure requirements that go beyond state requirements, so it's important to check local planning departments for their requirements. Also, CALGreen building code changes will require that starting in 2017, new buildings and building additions that add more than 30% of the building floor area must provide space for all occupants to recycle non-hazardous materials, including (at a minimum) paper, corrugated cardboard, glass, plastics, metals, and organic waste<sup>4</sup>. The building code also states that if locally-enacted ordinances are more restrictive, they must be complied with. Updates to the 2013 building code will be published in July 2016 and will be enforced beginning July 2017.



<sup>1</sup> <http://www.calrecycle.ca.gov/75Percent/>

<sup>2</sup> <http://stopwaste.org/about/about-stopwaste/goals>

<sup>3</sup> <http://www.recyclingrulesac.org/>

<sup>4</sup> Proposed changes to CALGreen Building Code, adding organic waste: Section 4.410.2, & Section 5.410.1

## New California legislation requires more diversion

Recent State legislation adds requirements for the diversion of organic materials from multifamily solid waste. The threshold is 8 cubic yards (CY) of organics in April 2016, decreasing to four CY of organics in January 2017. These requirements also apply to businesses of any size.



AB 1826, signed into law in September 2014, requires that 5+ unit multifamily dwellings generating certain threshold amounts of discards per week arrange for organics recycling services.

## It's required throughout Alameda County

On the local level, most of StopWaste's member agencies have opted in to a countywide ordinance that makes **recycling and organics separation mandatory for businesses as well as multi-**



**family buildings with 5 or more units.** Citations and fines are possible if recyclables and organics are not properly diverted. Requirements and implementation schedules vary by jurisdiction; see the [RecyclingRulesAC.org](http://RecyclingRulesAC.org)<sup>5</sup> web site for specifics. Throughout all of Alameda County there has also been a landfill ban on plant debris in effect since 2009, which requires businesses and multifamily sites generating four or more cubic yards of discards per week to prevent plant debris from being disposed as refuse.

## It saves resources and may reduce costs

In addition to legal requirements and policy goals, the environment benefits when discarded recyclables and organics are used as a resource. Waste diversion reduces the need to convert open space to landfill space, and it reduces greenhouse gas emissions in two ways: by substituting recyclables for new raw materials to make paper, plastic, metal, glass, etc., and by reducing methane production from organics in landfills. In locales where garbage and recycling rates create an incentive to divert waste, **waste diversion can save money for building owners.** Providing well-planned space for storing recyclables and compostables makes it easier for occupants to divert wastes while keeping the building owner's disposal costs down. Check with local jurisdictions or [StopWaste](http://StopWaste.org)<sup>6</sup> for your local rate information.

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<sup>5</sup> <http://recyclingrulesac.org>

<sup>6</sup> <http://stopwaste.org>

## 2. THE BASIC RULE FOR WASTE DIVERSION PLANNING

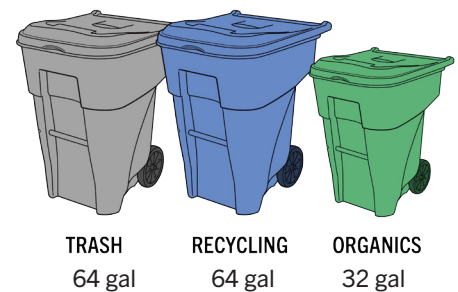
Experience in Alameda County and elsewhere strongly suggests that to minimize costs and problems, **designers should make recycling, organics and refuse services all equally easy to use.** If refuse services are easier, some occupants will toss their recyclables into the refuse container. If recycling is much easier, some occupants will contaminate the recyclables with refuse. It follows that collection containers (bins and carts) should be situated in groups that include one or more containers for each stream: refuse, organics and recycling.

## 3. ESTIMATING THE NECESSARY SPACE

### Container Volume

The companies that collect garbage and recyclables will provide carts and/or bins to hold those materials prior to collection. The size and number of these containers will depend on the size of the project and possibly on the frequency of collection, as well as the types of containers used by the collection company.

The most common collection containers are carts with 20, 32, 64 or 96 gallons of capacity; and bins (“dumpsters”) with 1 to 7 cubic yards of capacity. For very high volume customers, most collection companies can provide truck-size “rolloff boxes” that are typically 15 to 40 cubic yards in size. These require special design considerations that go beyond the scope of this document.



### The 40-40-20 Rule

A general guideline for choosing container sizes is to follow the 40-40-20 rule. For weekly collection services, 40% will be trash, 40% will be recycling, and 20% will be organics.



In a multifamily setting, for once-a-week collection (the norm), a reasonable rule of thumb is to **provide 50 gallons or ¼ cubic yard (cy) of container capacity for every three residents.**

This would be the sum of the volumes of refuse, recycling and organics carts (or bins), with volumes **in the proportions of 40% for refuse, 40% for recyclables, and 20% for organics.** This does not include plant debris from landscape maintenance at the site; that volume is site-specific and will need to be estimated separately and added, unless the landscapers remove all of the solid waste that they generate.





For example, a 60-unit multifamily complex with average occupancy of three people per unit would require 15 cubic yards of total capacity ( $\frac{1}{4}$  cy x 60), which, following the 40-40-20 rule, equates to 6 cubic yards each for refuse and recycling and 3 cubic yards of organics. If the collection company uses 6-cubic-yard bins for refuse, 96-gallon carts for recyclables, and 64-gallon carts for organics, this could be served by one refuse bin, 12 recycling carts and nine organics carts, if all collection takes place once a week. Alternatively, twice-a-week service (if available) could reduce the on-site storage volume significantly, but could cost more due to the need for more truck trips per week.

Another approach is to estimate the number of occupants by multiplying the number of bedrooms by 2, and allowing 15 to 18 gallons per occupant, then applying the 40% - 40% - 20% proportions cited above.

**It is good practice to provide 20% to 35% excess capacity for seasonal variation and other surges in volume.**

Occupants' convenience and the area needed for grouped containers should also be considered. As an example, if convenience dictates that four groups of containers should be used, our multifamily example would use clusters that each comprise a 2 cubic-yard refuse bin, three to four recycling carts, and three organics carts.



In a commercial setting, there is no rule of thumb for container volume; different types of commercial activities generate very different volumes of solid waste. The relative amounts of each stream (recyclables, organics and refuse) vary as well.

At the state level, in 2005 CalRecycle [researched the volumes and types of materials<sup>7</sup>](http://www.calrecycle.ca.gov/wastechar/wastestudies.htm#2006Industry) in wastes disposed by many kinds of businesses, and this can provide some indication of how services should be apportioned. Obviously, one can expect retail establishments to produce a significant amount of cardboard boxes, and restaurants will likely require at least 50% of their volume to be organics service. Less obviously, churches and schools with active kitchens (but not all schools, or churches) can also require a substantial amount of organics service; and many health care facilities discard very little office paper, because they use electronic medical records and send discarded documents to a shredding service. For a more accurate estimate, an owner or designer can consider the type of occupants that they are expecting, and look into service levels at comparable locations, keeping in mind that these “comps” may not be fully diverting recyclables and organics from their refuse stream.

<sup>7</sup> <http://www.calrecycle.ca.gov/wastechar/wastestudies.htm#2006Industry>

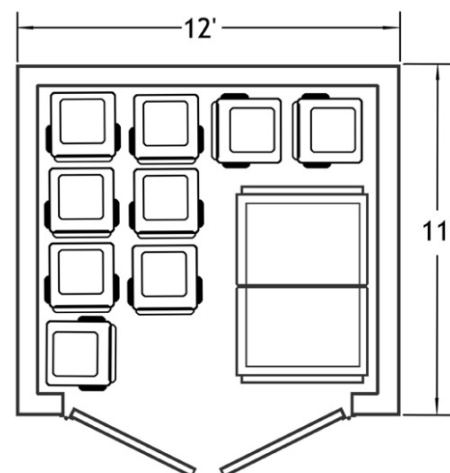
## Storage Space Floor Area

Bin sizes can vary in all dimensions; check with the local collection companies for exact dimensions. The typical space needed for a 6 cubic yard bin is about 8' wide, 6' deep (front to back) and 6' tall at the back, sloping down to 4 feet tall at the front<sup>8</sup>. Generally, 4 cubic yard or smaller bins can be provided with wheels, and larger bins cannot, for safety reasons. Bins without wheels will need to be situated so that the collection truck can service them head-on, without moving them. Most 96-gallon carts fit comfortably in a footprint that is 28x36"; they are around 46" tall. Most 64-gallon carts require a 26x30" footprint and are around 42" tall.

Bins and carts typically have hinged lids that must be lifted; these can damage low ceilings. In addition to space for the containers themselves, space is needed to walk among them and shift them around.

**Where an enclosure will contain both carts and bins, an area that is 150% of the sum of bin and cart footprints will probably be needed.** Enclosures that contain only carts or only bins will require less extra space because the containers fit together more easily.

Continuing with the example above for a multifamily setting, if the 60 units are in three buildings, each with an outdoor enclosure for discards, then each enclosure should hold one 4-cubic yard bin, five 96-gallon recycling carts and four 64-gallon organics carts. The total comes to 128 sq. ft., or less than one standard parking space.



### Average Container Footprints

64-gallon cart	5½ sq. ft.
96-gallon cart	7 sq. ft.
4-cubic yard bin	28 sq. ft.
6-cubic yard bin	48 sq. ft.

$$\begin{array}{ccccccc}
 \underline{28 \text{ sq. ft.}} & + & \underline{5 * 7 \text{ sq. ft.}} & + & \underline{4 * 5.5 \text{ sq. ft.}} & = & \underline{85 \text{ sq. ft.}} \\
 \text{One 4-Cubic yard} & & \text{Five 96-gallon} & & \text{Four 64-gallon} & & \text{Total Container} \\
 \text{garbage bin} & & \text{recycling carts} & & \text{recycling carts} & & \text{Footprint}
 \end{array}$$

$$\begin{array}{ccc}
 \underline{85 \text{ sq. ft.}} & * & \underline{1.5} & = & \underline{128 \text{ sq. ft.}} \\
 \text{Total Container} & & \text{150\% Additional} & & \text{Total Allocated} \\
 \text{Footprint} & & \text{Operation Space} & & \text{Space}
 \end{array}$$

<sup>8</sup> Example Bin Sizes: <http://www.tigersanitationutah.com/services/commercial/sizes-and-dimensions/>

Example Cart Sizes: <http://www.sanjoseca.gov/index.aspx?nid=2372>

Examples do not constitute an endorsement of any service provider. Sizes vary, check locally.

## 4. PLANNING THE COLLECTION LOCATION

In properties with **exterior parking lots**, the typical practice is to provide walled enclosures that contain bins and carts. These are more attractive and help confine discards to a specific area. Many cities have specific, highly detailed enclosure ordinances that govern size, appearance, access, durability, and other factors<sup>9</sup>.

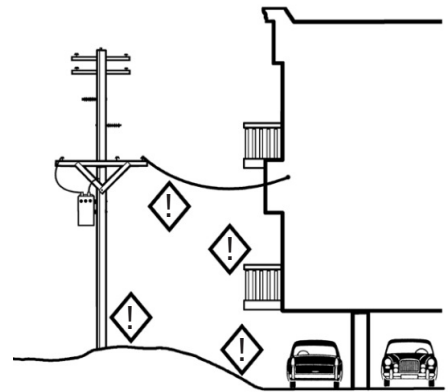
In commercial or residential complexes with **parking beneath buildings**, storing bins or carts beneath buildings can pose serious difficulties for the collection company. Some trucks need up to 20 feet of vertical clearance to empty a bin.

Driveways that slope down to the parking garage can make bin handling very difficult. A situation that requires the truck driver to roll out bins or carts for more than a few feet takes time and increases the risk of injury or property damage. Many collection companies charge substantial extra fees in these situations. In short, when there is parking beneath the building, try to provide space that is adjacent to the parking area but outside the building envelope and at ground level.

These requirements vary widely among jurisdictions; be sure to consult City planning staff. At present, some ordinances may not fully address recycling needs, especially with regard to organics diversion. However, building designers should include these spaces to enable owners to increase diversion rates, comply with state and local requirements, and potentially reduce operating costs.

A well-designed exterior enclosure system will have:

- A pedestrian entrance
- Lever-style door handle that can be operated with hands full
- Wall space for instructional signage
- Smooth floor that can be swept or mopped if necessary
- Sufficient space to move bins and carts as needed for easy access by users
- Wheel stops near walls to prevent damage to walls
- Adequate lighting to read signs and sort materials
- Architectural features that match the main building



<sup>9</sup> Example enclosure requirements:

City of San Jose: <https://www.sanjoseca.gov/DocumentCenter/Home/View/437>

City of Chula Vista: <http://www.chulavistaca.gov/home/showdocument?id=5108>



In addition, local jurisdictions often have requirements to protect water quality, such as requiring that an enclosure roof or canopy prevents rainwater from contacting solid waste/waste containers; and/or requiring that enclosures drain inward and have a floor drain that connects to the sanitary sewer system.



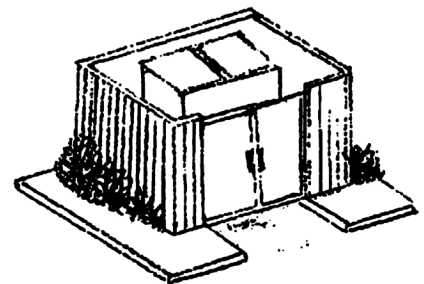
For low-rise multi-unit residential buildings, there are several common configurations, typically located in or near parking areas to enable residents to recycle or dispose of their materials when they are going to their cars. Complexes with townhome or duplex configurations may have space for three carts at each building. Multifamily buildings with four or more stories have in the past been built with chute systems leading to ground-floor trash rooms. However, these chute systems, discussed in detail below, present major impediments to properly segregating materials, and are best avoided all together. Providing collection bins in a clean, well-ventilated, ground-floor room is the best way to maximize composting and recycling in multistory buildings.



Commercial buildings don't typically use chutes; rather, janitors are responsible for bringing discards from individual suites and floors to a loading dock or central enclosure, typically via a freight elevator. A janitor closet on each floor, large enough to store a two or three barrel dolly, will help facilitate collection and/or separation of discards around the building. Additionally, a small work room near the loading dock for additional sorting may prove useful, should the building management choose to sort discards at the dock. Spillage of liquids and discarded food might occur in this room. A wash station for cleaning organics carts and bins, connected to a sanitary sewer and valved off when not in use (to prevent seepage from inflow of rain water), would be a useful feature.

## 5. CONSIDERATIONS FOR EXTERIOR ENCLOSURES

From the occupants' perspective, trash enclosures should not be right below the window, but should be within a **reasonable walking distance**. One California city has an ordinance limiting this distance to 205 feet or less from all units served by the enclosure. Local fire codes may require a minimum air gap between enclosures and building walls. Enclosures that are located away from the perimeter of the property reduce the possibility of illegal dumping by non-residents. Also, the collector may have access requirements; these are discussed further below.

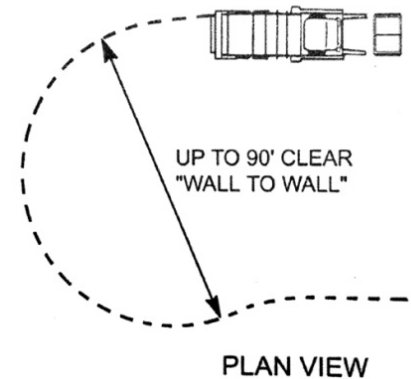
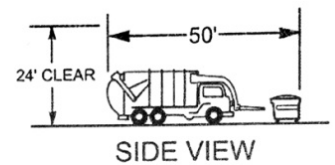


Returning to the example of the 60-unit, three-building complex with one enclosure per building (see page 7): If each 20-unit building has three occupied stories, then the footprint of this building could have dimensions of about 200 feet by 50 feet.

Locating the enclosure behind the building near the center of the structure would be ideal, because this would minimize its distance from the living units and hide it from public view, while providing reasonable access (less than 150 feet) for all residents.

In addition, check with the local Planning Department for guidance on codes and design features. At a minimum, each enclosure needs to accommodate sufficient trash, recycling and organics carts or bins to facilitate their use and reduce contamination. The same is true if the building includes collection from a loading dock; be sure there is adequate room for multiple carts on a flat surface (to keep them upright) while still accommodating the trucks that collect from the building.

The collector's needs can introduce additional design constraints. Collection trucks are typically ten-wheeled trucks, 8 feet wide and 30 to 35 feet in length, requiring a minimum turning radius of 40 feet. Depending on their design, trucks may lift containers at the front, rear or side of the vehicle. Local ordinances (and truck plus container dimensions) may require 15 to 25 feet of vertical clearance for container handling. When backing up, drivers of these trucks have limited visibility behind them; access that requires backing up should be avoided if possible. When enclosures are placed in parking areas, all of these factors need to be taken into account as the layout is designed. Asking the franchise collector to review your site design prior to construction may avoid future problems; in fact, some jurisdictions require it.



## 6. CHUTES AND TALLER BUILDINGS

**The best way to maximize composting and recycling in multistory buildings is to provide centralized collection bins in a well-ventilated, clean, ground-floor room.** For residential complexes, a common recycling area that serves multiple buildings may save maintenance staff labor, as well as provide more program visibility and education opportunities to residents, leading to higher participation. Developments of three or more stories have often included chutes to convey garbage from each floor down to a collection bin in a ground-floor trash room. Chutes became popular for their convenience and because they helped keep stairwells and elevators clean, since residents did not need to carry discards down themselves.

However, with the spread of composting and recycling collection, chutes are now a major impediment to providing equal access to all three streams, and particularly to compost, which often causes problems in chutes. The best way to avoid these problems is in the design phase, where chutes can be kept out of the picture.

In cases where chutes cannot be avoided, one solution could be to use a “carousel” or “diverter chute” system such as those developed by Wilkinson Hi-Rise, LLC ([www.whrise.com](http://www.whrise.com)). However, this should be done with full awareness of the maintenance requirements of such systems, especially when used for source separated organics.

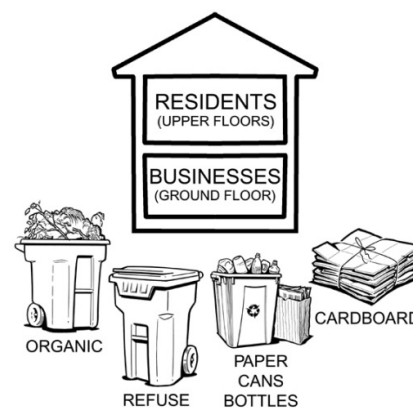
## 7. YARD TRIMMINGS AND OTHER ORGANICS

Most communities are finding that to exceed 50% diversion of waste, it is necessary to recycle yard trimmings and, in many cases, food waste. For enclosure placement and design that will meet this need, the key is to place an enclosure at a location that is convenient for landscapers. This could be a smaller, lockable enclosure (for use by landscapers, not residents) holding large carts or other yard-trimmings containers provided by the collection company.

Xeriscaping or other low-waste landscape design will also save money for the owner by reducing maintenance and disposal needs.

## 8. MIXED-USE DEVELOPMENT

These developments may have retail and/or office space on the ground floor and several stories of residences above, with frontage on a commercial street and parking behind (or, sometimes, in an underground garage). Businesses’ needs for garbage and recycling space depend on the types of activities they are engaged in. Note that garbage compactors can hinder recycling by preventing the monitoring of discarded materials, and by providing too much capacity for what should be the lowest volume discard stream.



If a compactor is already in use, consider using it for recyclables instead!

In mixed-use building design, it is important to allow sufficient space to keep residents' discards and those from businesses separate, to simplify monitoring for contamination.

## 9. COMMON AREAS

To prevent identity theft, recycling in mail areas should be behind a wall with a slot for access, if possible.

In laundry areas, large plastic jugs and cardboard boxes will require space for several large carts (96-gallon), or space for maintenance staff to keep empty carts nearby to exchange for full ones.

For any common areas used for food-related purposes, organics carts or bins should be added to the stations as well. Organics, recycling and refuse bins must be visible, well labeled and equally accessible.

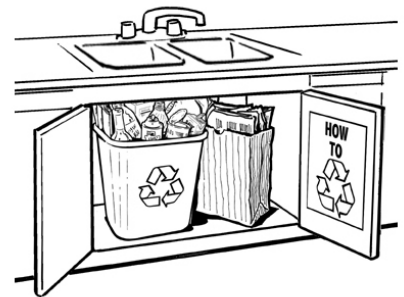


In a residential setting, recyclables and refuse are generated in common areas such as the mail area and laundry room, so it is important to locate both recycling and refuse containers in these areas.

## 10. PROVIDING FOR IN-UNIT RECYCLING

In-unit receptacles and storage spaces are just as important as their external counterparts, because these receptacles encourage occupants to recycle<sup>10</sup>. This applies to apartment kitchens and to commercial kitchenettes and conference rooms, where substantial amounts of organic discards may be generated. In some jurisdictions, receptacles are provided by the local government or the collection company. If possible, take into account any predetermined sizes and shapes of containers.

If space below a sink is designated for this purpose, provide additional cupboard space for items commonly stored below the sink, such as cleansers and cleaning utensils. Also consider convenient roll-out shelving for recycling tubs or bags.



<sup>10</sup> For example, an Illinois study of 148 multifamily dwellings found that “the perceived presence of adequate interior space for sorting and storing recyclables is a strong predictor of high recycling rates.” Ando and Gosselin, “Recycling in multi-family dwellings: Does convenience matter?” University of Illinois, 1999 .

In commercial settings, the typical receptacles range in size from 13 to 23 gallons, are exposed to view or within a cabinet, and have lids that prevent flying insects from gaining access.

Label the space designated for internal receptacles. The best approach is an 8-1/2 x 11-in. frame for an instruction sheet on the inside of the cupboard door or above the receptacle, but a simple “Recycling” or “Organics” label in embossed plastic will also encourage proper discard management.



MultiFamily

In multi-family settings, residents often must provide their own in-unit receptacles. As a rule of thumb, provide three cubic feet in the kitchen for recyclables, three cubic feet for refuse, and one cubic foot for organics.



Commercial

In commercial settings, the typical receptacles range in size from 13 to 23 gallons, are exposed to view or within a cabinet, and have lids that prevent flying insects from gaining access.

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**DATE:** May 12, 2016

**TO:** Programs & Administration Committee  
Planning & Organization Committee/Recycling Board

**FROM:** Wendy Sommer, Executive Director

**BY:** Kelly Schoonmaker, Program Manager

**SUBJECT:** New Regional Lawn to Garden Website

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## SUMMARY

On behalf of the Bay Area Integrated Regional Water Management (BAIRWM) group, StopWaste recently developed and launched an online Lawn-to-Garden Marketplace. The website is a one-stop shop that provides resources on sheet mulching for home gardeners and landscape professionals. At the May 12 meeting, staff will provide an overview of the website and associated activities the Agency is undertaking as part of a regional grant.

## DISCUSSION

Since 2011 StopWaste has been a member of BAIRWM and has collaborated with water agencies, cities, and counties to jointly apply for California Department of Water Resources (DWR) Prop 84 funding. In 2015, DWR awarded StopWaste with a grant to regionalize the existing countywide sheet mulch stakeholder/vendor network and develop the Lawn-to-Garden Marketplace, which directly supports lawn conversion rebates offered by water agencies. Additional grant deliverables include in-store training for partner sheet mulch vendors and workshops for landscape professionals.

While many water agencies offer rebates to replace lawn with drought-tolerant planting and efficient irrigation, they do not specify the method of lawn conversion. As a result, many home gardeners and landscape professionals rip out the lawns, sending 87 tons/acre of sod to the landfill and leaving compacted, unhealthy soil to support new planting. Sheet mulching (the application of cardboard, compost and mulch) smothers the lawn in place without herbicides and creates drought-resistant soil through the addition of compost and mulch along with the decomposing lawn itself.

Visitors to the Lawn-to-Garden Marketplace can learn how to sheet mulch, identify rebates and discounts on materials, get inspired by examples of local lawn conversions, and use a searchable vendor list to find cardboard, compost, mulch and more. The website went live in March 2016. Project partners are promoting the Lawn-to-Garden Marketplace in stores, through rebates applications, and at local events.

#### **RECOMMENDATION**

This item is for information only.