

HOW CAN MY BUSINESS REDUCE WASTE?

Commercial Zero Waste Services Guide 2019 – 2024



CASTRO VALLEY SANITARY DISTRICT



CASTRO VALLEY SANITARY DISTRICT

(CVSan) is a local public agency committed to providing safe, efficient, and effective zero waste and wastewater services. CVSan works on behalf of residents to plan and implement programs designed to meet state and local mandates for waste diversion through education and best practices.

ALAMEDA COUNTY INDUSTRIES (ACI)

CVSan has a 10-year municipal solid waste (recycling, organics, garbage, and construction and demolition debris) collection and processing agreement with Alameda County Industries (ACI) from May 1, 2019 - June 30, 2029. ACI has provided collection services since 1997, and currently contracts with the Cities of Alameda and San Leandro. ACI's main office is located at 610 Aladdin Avenue in San Leandro.

You can learn more at:

www.AlamedaCountyIndustries.com/CVSan.

ZERO WASTE BY 2029

Zero Waste means designing and managing products and processes to avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them. In 2014, CVSan's Board of Directors adopted a resolution to reach Zero Waste by 2029. CVSan businesses play an important role in achieving Zero Waste and have been selecting their paths to Zero Waste by practicing the 4Rs (Reduce, Reuse, Recycle, and Rot). In 2017, the commercial and business community sent 3,307 tons to landfill, recycled 1,029 tons, and composted 1,134 tons, resulting in 40% diversion of discards from landfill, an increase from 23% diversion in 2013.

ON THE COVER



Avoid single-use disposables by refilling reusables.

Route and share one copy of printed materials.

Go paperless and take notes on digital devices.

REDUCE - GENERATE LESS WASTE

The 4Rs - **Reduce, Reuse, Recycle, and Rot**, are the methods CVSan businesses are using to reach Zero Waste. In order to reach our goal, we must prioritize some of the "R's" over the others.

It is always best to Reduce the amount of waste that is generated in the first place. If that is not possible, the next best option is to Reuse items. Reduce and Reuse generate less greenhouse gas emissions and slow down the rate at which our landfills fill up. Here are a few ways you can promote Reduce and Reuse at your business.

Replace disposable items with reusable alternatives – Invest in durable plates, bowls, utensils, mugs, and glasses instead of single-use items. Even straws have reusable alternatives!



Stop junk mail – For simple instructions to cut back on junk mail, visit www.stopjunkmail.org.



Reconsider packaging – It's great to recycle packaging, like cardboard and bubble-wrap, but even better to reduce it or eliminate it altogether. Visit www.usereusables.com for more information.



Edible Food Waste Recovery & SB 1383 – SB 1383 sets a target of recovery of 20% or greater of currently disposed edible food for human consumption by 2025.



Polystyrene Food Service Ware Ban – Alameda County businesses are not allowed to provide food using Polystyrene food packaging. They must use compostable, recyclable, or reusable food service ware.



Reusable Bag Ordinance – All retail stores, eating establishments, and food delivery services in Alameda County are not allowed to provide single-use plastic carryout bags at checkout. More info: www.reusablebagsac.org.



REUSE - GIVE NEW LIFE TO EXISTING ITEMS

Visit **California Materials Exchange (CalMAX)** – at www.calrecycle.ca.gov/CalMAX to post and search ads by material category and location.



Use **RecycleWhere.org** – to find reuse outlets throughout Alameda County. Double check with the location to confirm they can accept your donation.

Recycle ? Where !

iFixit.com – can help you repair almost anything and get you the tools and parts you need.



CVSan.org/Reuse – Visit our website to find a list of local reuse organizations and businesses. Find great deals at thrift stores and reuse depots!



MANDATORY RECYCLING ORDINANCE

The Alameda County Waste Management Authority's Mandatory Recycling Ordinance (MRO) requires all businesses to place the appropriate discards in the recycling, organics, and garbage containers and keep recycling and organics containers contamination free.

Businesses are also required to provide recycling, organics, and garbage separation information to their staff and tenants on an annual basis. Additional requirements and full text of the MRO are available at RecyclingRulesAC.org.

CVSan staff will provide you with the tools you will need to be compliant with the MRO and statewide legislation related to recycling and organics. Follow these easy steps to become closer to compliance:



STEP 1: CONTACT CVSan TO SCHEDULE A SITE VISIT

Call CVSan at **510-537-0757 ext. 120** to set up a site assessment of your business or property, at no cost to you. We will assess your current recycling and organics programs and identify solutions to help you reduce waste and properly dispose of your recycling and organics.

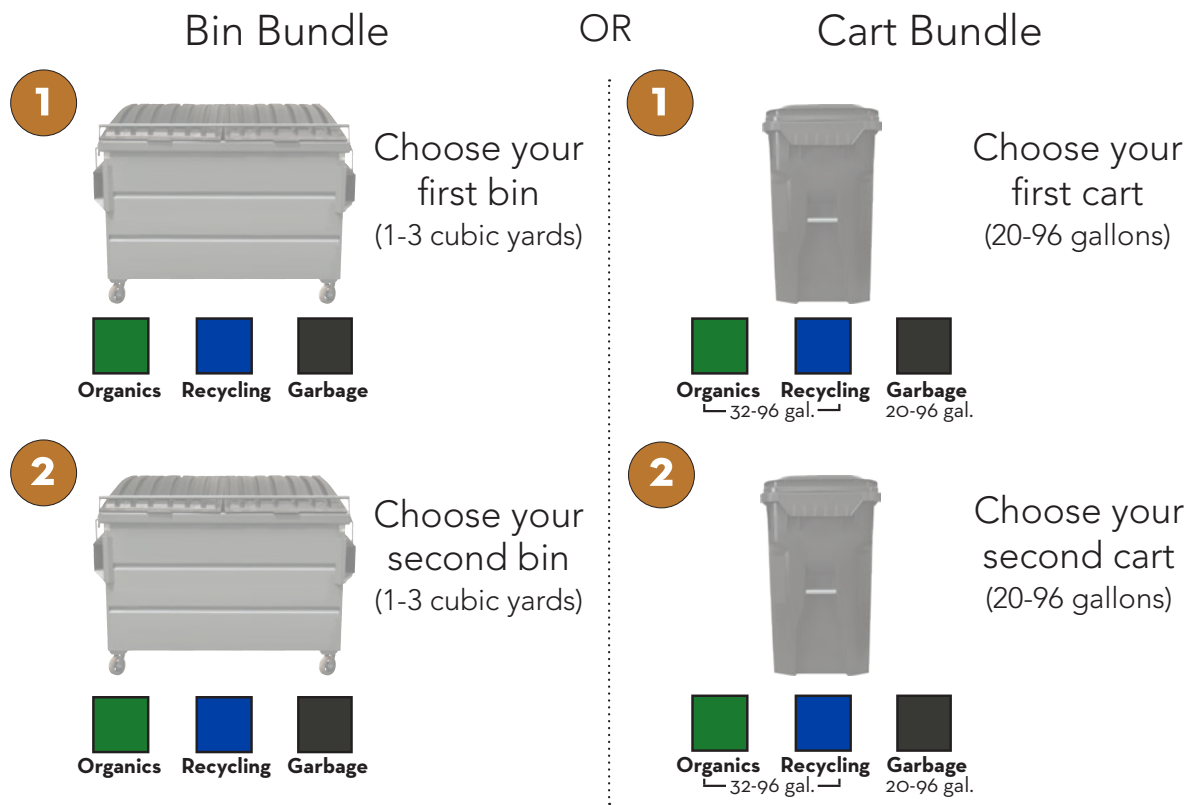


STEP 2: APPROVE RECOMMENDATIONS

Based on the site assessment, you will receive a customized service proposal, including recommended service levels, a cost estimate, and a list of signage and indoor containers available from CVSan staff, as necessary. Once you approve the changes recommended, using our new custom bundling rates, your Zero Waste program will be well on its way!

CHOOSE A CUSTOM BUNDLE TO MEET YOUR NEEDS

Businesses can create a customized bundle of recycling, organics, or garbage services. Use the following guidelines to decide which custom bundle best suits your needs. Rates are online at www.cvsan.org/rates.



3

Guidelines

- **Bundled containers must be different colors.**
- **Bundles must be cart-to-cart or bin-to-bin; bins and carts cannot be combined in a bundle.**
- **The bundled rate is for containers which are the same size and same pickup frequency.**
 - If the second container is larger than the first, a supplemental fee for the additional capacity will apply.
 - If a 20-gallon garbage cart is the first cart, a 32-gallon recycling or organics second cart will have no supplemental fee.
 - If the second container requires a higher pickup frequency than the first container, the additional service will be charged at an à la carte rate.

Keep in mind: Any containers over three cubic yards are not available for bundling and are charged at the à la carte rate.

4

Pick your third container at an à la carte rate; any type, size, or frequency.

BUNDLED SERVICE EXAMPLE SCENARIOS

REGULAR BUNDLE

Bin Bundle



OR

Cart Bundle



À La Carte



- Recycling and Organics charged at a bundled rate
- Garbage cart charged at an à la carte rate

SECOND CONTAINER LARGER THAN FIRST

Bin Bundle



OR

Cart Bundle



À La Carte



- Recycling and Organics charged at a bundled rate
- Supplemental fee will be charged for additional Organics capacity

SECOND CONTAINER FREQUENCY HIGHER THAN FIRST

Bin Bundle



OR

Cart Bundle



À La Carte



1x/Week
Pick-Up

2x/Week
Pick-Up

1x/Week
Pick-Up

2x/Week
Pick-Up

- Recycling and Organics charged at a bundled rate
- Additional pick-up will be charged at an à la carte rate

Notes: A customer can have multiple separate bundles (bin bundles and cart bundles) on one account. Bundled services provided by the previous contractor will be audited; there may be adjustments to billing and services.

WHAT GOES IN THE BLUE RECYCLING CART/BIN?



Bundled plastic bags/wrap



Scrap metal (up to 2' & 40 lbs.)



All plastics #1-7 (except foam)



Glass containers



Aluminum foil products and metal containers



Paper, shelf-stable (foil-lined) cartons & cardboard (4' x 4' or smaller)

Quality standards have increased. Effective March 1, 2018 China finalized a quality standard of 0.5% contamination for imported recyclables.

STEP 3: CONTAIN



NO BAG

OR



Clear bag, untied, or tied loosely

THESE ITEMS DO NOT BELONG IN THE RECYCLING CART OR BIN:



Glassware & ceramics



Windows, mirrors & sheet glass



Foam



Shredded paper

COLLECT



DONATION & SUPPLY REQUEST FORM (DSRF)

Fill out a DSRF to request free containers, signage, and stickers from CVSan. Print the form or submit electronically at www.cvsan.org/drform.

RECYCLE



Please visit www.cvsan.org/rates for a full list of available bin and cart sizes.



TIP: Lids can be kept on or off.



TIP: Empty and rinse containers.

WHAT GOES IN THE GREEN ORGANICS CART/BIN?

STEP 3: CONTAIN



Food scraps



Refrigerated cartons & egg cartons

NO BAG

OR



Clear bag, untied, or tied loosely



Shredded paper in paper bags



Yard trimmings, uncoated wood & chips, cactus & palm

OR



BPI certified compostable bag (meet ASTM D6400 standard)



Food-soiled paper cups & containers



Paper towels, plates & napkins

OR



Paper bag

THESE ITEMS DO NOT BELONG IN THE ORGANICS CART OR BIN:



Plastic (bags, flowerpots)



Glass, metal, aluminum



Rocks, dirt, concrete



Treated or coated wood

COLLECT



DONATION & SUPPLY REQUEST FORM (DSRF)

Fill out a DSRF to request free containers, signage, and stickers from CVSan. Print the form or submit electronically at www.cvsan.org/drform.

COMPOST



Please visit www.cvsan.org/rates for a full list of available bin and cart sizes.



TIP: Empty food from containers.



TIP: Use baking soda to control odor/absorb liquids.

WHAT GOES IN THE GRAY GARBAGE CART/BIN?



Foam



Glassware & ceramics



Pouches, straws & utensils



Diapers & hygiene products

STEP 3: CONTAIN



NO BAG

OR



All plastic bags are acceptable

THESE ITEMS DO NOT BELONG IN THE GARBAGE CART OR BIN:



NO ORGANICS



NO RECYCLING



NO HAZARDOUS WASTE

WHAT DO I DO WITH HAZARDOUS WASTE?

Hazardous items contain harmful components and are unsafe and illegal to place in your recycling, organics, or garbage containers.

The Alameda County Household Hazardous Waste program has convenient and cost-effective programs for businesses that generate small quantities of hazardous and/or Universal Waste. Businesses must set up an account before waste can be accepted. Call **1-800-606-6606** or visit **www.household-hazwaste.org** (click on "Small Business Hazardous Services") to apply.

BUSINESS HAZARDOUS WASTE

RecycleWhere.org

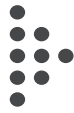
Locate hazardous waste disposal options in the local area for various items such as, but not limited to:

- Motor oil & filters
- Cleaners, pesticides & other chemicals
- Mercury thermometers & thermostats

APRIL RECYCLES DAY

Businesses may bring e-waste, hazardous waste, and unwanted pharmaceuticals/sharps for proper disposal. Additionally, sensitive documents are collected for shredding at the April events and free bags of compost are given to CVSan businesses. Dates subject to change. More information at **www.cvsan.org/RecyclesDay**

COLLECT



LANDFILL



Please visit www.cvsan.org/rates for a full list of available bin and cart sizes.



TIP: Depackage food and sort appropriately.



TIP: Group recycling, organics, and garbage indoor containers together to maximize participation.



PHARMACEUTICALS & SHARPS

Visit www.cvsan.org/Pharms or www.med-project.org for local drop-off locations.



ELECTRONIC WASTE

Visit www.cvsan.org/EWaste for local drop-off locations.

BATTERIES & FLUORESCENT LIGHTBULBS

ACE Hardware
2569 Castro Valley Blvd.
Castro Valley, CA 94546
510-581-7633



Please tape terminals of 9-volt & lithium-ion batteries.

OIL-BASED & LATEX PAINTS

Kelly Moore
3090 Castro Valley Blvd.
Castro Valley CA 94546
510-690-9249



Limit: 20 gallons per visit.

WHERE DO MY MATERIALS GO?



Recyclables are baled and shipped to material recyclers



ACI's Material Recovery & Transfer Facility, San Leandro



Compost facilities turn organics into compost (soil amendment)



Garbage goes to landfill (no material is recovered from the garbage)

Davis Street Transfer Station, San Leandro

STEP 4: BECOME A 4R STAR BUSINESS AND HIGHLIGHT YOUR ZERO WASTE EFFORTS

Businesses that go beyond recycling to reduce waste are eligible for our rewards program which offers a few exciting benefits! Recognized 4R Star businesses must complete ongoing activities in each of the 4R categories – Reduce, Reuse, Recycle, and Rot (organics).

Complete the 4R Business, 4R Planet Program application at www.cvsan.org/BecomeA4RStar.

WHAT ARE THE BENEFITS?

- A 4R Star award certificate and decal to display with pride.
- Cash award (depends on funds available).
- A free advertisement in the Castro Valley Forum.
- Invitation to CVSan's Annual 4R Star Business Employee Appreciation event, where attendees can win gift certificates and awards.
- And more!



WHAT ELSE DO I NEED TO KNOW?

STAFF TRAINING

Contact ACI or CVSan to request a Zero Waste training for your staff. Alameda County's Mandatory Recycling Ordinance requires that businesses conduct trainings at least once a year.



SET-OUT GUIDELINES

Bin and cart lids must close. Overage fees may apply to overflowing carts and bins.



FATS, OILS, AND GREASE (FOG) DISPOSAL

FOG washed down the drain can clog pipes, resulting in backups and overflows. Overflows can damage property and contaminate waterways. If your food service establishment produces FOG, go to www.cvsan.org/FOG to learn about proper disposal.



SERVICE ISSUES

Please call ACI, **510-483-1400**, if you experience a missed pick-up or have any service-related concerns.



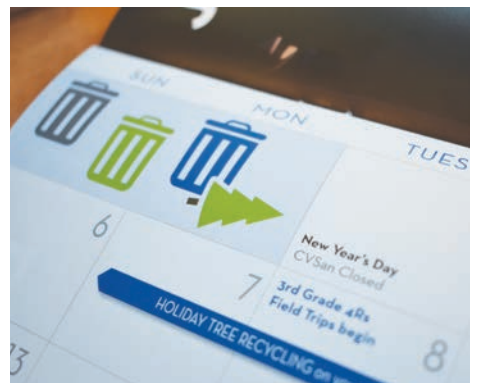
COLLECTION SCHEDULE

Business collection will be provided Monday – Saturday. Collection will begin no earlier than 4:00 a.m. Businesses within 200 feet of residential properties will begin no earlier than 6:00 a.m.



HOLIDAY SCHEDULE

No service will be provided on Thanksgiving Day, Christmas Day, and New Year's Day. Services will be one day later than usual (through Saturday).





CASTRO VALLEY SANITARY DISTRICT

21040 Marshall Street
Castro Valley, CA 94546-6020
510-537-0757
www.cvsan.org



Alameda County Industries

ALAMEDA COUNTY INDUSTRIES

610 Aladdin Avenue
San Leandro, CA 94577
510-483-1400
www.AlamedaCountyIndustries.com/CVSan

ALAMEDA COUNTY INDUSTRIES (ACI) COLLECTION AGREEMENT BEGINS ON MAY 1, 2019