

Recycling and Composting Standards

Each City facility is expected to establish and maintain a recycling program in order to reduce landfill bound waste. If the facility's waste stream is comprised of 10% or more compostable material (food and/or plant debris), then compost collection must be established. Recycling, (and where applicable composting) are required under the Mandatory Recycling Ordinance and assist the City in reaching our Zero Waste Goal.

Interior Waste Program Standards:

- Establish common-area waste containers and signage in kitchen areas for trash, container recycling, paper recycling, and where applicable, compost.
- Place a large, blue paper recycling container at points of paper generation like copy rooms.
- Cardboard boxes must be broken down and fit into this paper recycling container, or taken outside to the recycling service containers for the facility.
- Place small blue paper recycling containers at each workstation. Recycling containers should not be lined.
- Individual workstation trash cans are discouraged. Instead staff should take trash, recyclable containers and compostables to the common-area waste containers.
- Paper recycling containers from workstations should be taken by individual staff to common-area paper recycling container or outdoor service containers as needed.
- A staff member shall be designated to be in charge of its recycling and composting programs, and to communicate questions and signage or container needs to the City's Recycling Program Manager at 510-981-6357.
- Each common area should have a labeled battery bucket and a location for unwanted electronic devices. Contact Facilities for pick-up.