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Tools and Resources Available from StopWaste, The Alameda County Waste Management Authority

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*These materials are also available to print and/or customize online at
www.RecyclingRulesAC.org.*

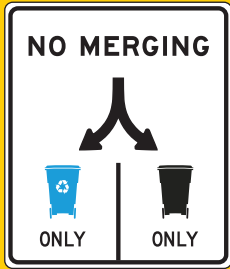


YOUR RECYCLING TEAM

WASTE MANAGEMENT
CALIFORNIA WASTE SOLUTIONS

ATTENTION

OAKLAND MULTI-FAMILY PROPERTY OWNERS (5+ UNITS)



A GOOD IDEA IS NOW THE LAW.

FOLLOW THE LAW TO AVOID POSSIBLE CITATION AND FINE.



Property owners/managers of multi-family properties with 5 or more units in Oakland may be cited, and possibly fined, for the following violations:



1. Failure to provide containers and service of sufficient number, size and frequency for recyclable materials.



Recyclable materials covered by the Ordinance include: cardboard, newspaper, white paper, mixed recyclable paper, recyclable glass food and beverage containers, metal (aluminum and steel) food and beverage containers, PET (#1) and HDPE (#2) plastic bottles.



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

Visit www.RecyclingRulesAC.org/multi-family-support-materials to download a sample resident notification letter like the one pictured here.



Requirements to provide containers and service for organics (food scraps and compostable paper) will be effective July 1, 2016 in Oakland. However, effective July 1, 2015, all multi-family residences will receive organics containers and service as part of the new collection services in Oakland.

ORDINANCE ENFORCEMENT

Multi-family owners/managers are only responsible for complying with the requirements listed above and will not be held responsible for improper sorting of materials by tenants. Notifications will be sent to the property owner before a fine is issued for non-compliance.

MORE RESOURCES

Visit www.RecyclingRulesAC.org for free materials such as posters and sample tenant letters. To set up recycling collection service, contact your service provider. For contact information, visit your city's page at www.RecyclingRulesAC.org/cities-overview.



The Alameda County Waste Management Authority (ACWMA) has a goal to reduce waste by ensuring that recyclables and compostables make up less than 10 percent of what goes to landfill by the year 2020. To help reach that goal, Mandatory Recycling Ordinance 2012-01 went into effect July 1, 2012.

Letter to Residents – Template for Recycling & Composting

For use as printed or emailed letter to fulfill obligation for move-in, move-out, and annual notification.

Dear Resident:

It is our goal to make it easy for you to recycle and compost. Please contribute to making our recycling and organics collection program a success by properly sorting your recyclable materials from your trash. Recycling and composting is good for the economy and the environment. It creates jobs and keeps valuable resources out of landfills. Making new products out of recycled materials also saves energy and reduces pollution. Keeping organic materials out of the landfill prevents the formation of landfill gases like methane, a powerful greenhouse gas.

Where and What to Recycle

Bins for recyclables, compostables, and garbage are located at (insert location in building). Here's a short list of some of the materials that should be recycled or composted. For a full list, visit www.RecyclingRulesAC.org and look for a link to the city's recycling program.

What to recycle

- Paper and cardboard
- Recyclable glass jars and bottles
- Metal food and beverage cans (aluminum and steel)
- PET (#1) and HDPE (#2) plastic bottles

What to compost

- Vegetable and fruit scraps, bread, pasta, grains
- Meat, fish, bones, eggs, shellfish, and dairy
- Cooked leftovers
- Coffee grounds, tea bags, paper filters
- Soiled paper napkins and paper towels, pizza delivery boxes
-

Moving In and Moving Out Tips

When people move into or out of a home, a lot gets thrown out – unwanted furniture and household items, packing material, cardboard and even clothes. This is a perfect time to remember the 3Rs—Reduce, Reuse and Recycle. There are resources available to help you understand what to do with many different items including:

- Unwanted furniture and other reusable items
- Household hazardous waste including paint, cleaners, fluorescent light bulbs and batteries
- Electronic waste such as computers and TVs

For more recycling information, visit the online **Recycle Where? tool** at www.recyclingrulesac.org/recyclewhere or call **(877) 786-7927**.

Questions?

If you have any questions, please contact (insert name) at (insert phone number or email address).

Thanks again for your interest and cooperation.

Sincerely,

Building Manager/Condo Board/Building Owner

date

A GOOD IDEA IS NOW THE LAW UNA BUENA IDEA ES AHORA LEY

優良建議已成法律

In this city, owners of multi-family properties with five or more units are required by law to provide tenants with recycling and organics (food scraps, food-soiled paper and plant debris) collection services and information.

Recycling & Composting Make Sense

Recycling and composting are good for the economy and the environment. It creates jobs and keeps valuable resources out of landfills. Making new products out of recycled materials also saves energy and reduces pollution.

About Our Recycling & Organics Collection Program

Nuestro programa de recolección de reciclaje y materias orgánicas

關於我們的回收和有機回收計劃



Where to Recycle

Dónde Reciclar

回收地點



Where to Compost

Dónde poner materias orgánicas

堆肥地點



For more information visit
www.RecyclingRulesAC.org

♻️ Recycling Rules Alameda County

ACWMA ORD 2012-01

What to Recycle

Qué reciclar

回收物品種類



- Paper
- Cardboard
- Glass jars and bottles
- Metal food and beverage cans (aluminum and steel)
- Plastic bottles—PET (#1) and HDPE (#2)



What to Compost

Materias orgánicas
se coleccionan

堆肥種類



- Vegetable and fruit scraps, bread, pasta, grains
- Meat, fish, bones, eggs, shellfish, dairy
- Cooked leftovers
- Coffee grounds, tea bags, paper filters
- Soiled paper napkins and paper towels, pizza delivery boxes

TIPS FOR MOVING IN AND MOVING OUT CONSEJOS PARA LA MUDANZA

搬家回收指南

When people move in or out of a home, a lot gets thrown out— unwanted furniture, packing materials, cardboard and even clothes.

This is the perfect time to remember the **3Rs—Reduce, Reuse and Recycle.**

Use the online **Recycle Where? tool** at
www.recyclingrulesac.org/recyclewhere or call (877) 786-7927.

- Unwanted furniture and other reusable items
- Household hazardous waste including paint, cleaners, fluorescent light bulbs and batteries
- Electronic waste such as computers and TVs



For more information visit

www.RecyclingRulesAC.org

♻️ Recycling Rules Alameda County

ACWMA ORD 2012-01

20140612.01

Multi-Family Household Hazardous Waste Disposal

New **Options** for Residential Landlords

Hazardous waste generated by a residential (multi-family) property owner while maintaining his/her building and/or left behind by a tenant in Alameda County will now be accepted for free at the four county drop-off centers. Multi-family property owners must follow the protocol for businesses described below.

You must enroll in advance for this program, by registering as a conditionally exempt small quantity generator (CESQG), and following the rules listed below. The simple forms are available here: www.StopWaste.org/hhw

- Landlords or Property owners (as a business) must obtain an EPA id number (quick & free by visiting the California Environmental Protection Agency (CAL-EPA) website http://www.dtsc.ca.gov/IDManifest/ID_Numbers.cfm.)
- The landlord or property owner must set up an free account with the program
- The landlord or property owner must make a business waste appointment
- Business appointment days are different for household drop-off days (and rarely have lines)
- There are limits to the amount of waste that can be accepted.

Federal and state laws place restrictions on businesses and facilities that accept business hazardous waste. Under these laws, a residential landlord is considered a business.

A small residential landlord, having **4 units or smaller** on the same parcel, whose legal residence is in one of the units is considered a household and can **use the household program**.

Recommended Best Practices for Tenant Education

- Tenants should be informed of their responsibility to handle their own waste from the beginning of their tenancy, and of the availability and location of HHW facilities.
- Consider making it part of the standard lease agreement and an element of the security deposit
- Flyers/brochures for the HHW facilities, available for download on stopwaste.org should be provided on move in and periodically throughout the year particularly at seasonal clean up times.

Local Options for Drop Off

- Local options: some retail stores that sell paint, batteries, e-waste and compact fluorescents take them back; check online at www.StopWaste.org/hhw
- Landlords may also use local options for small quantities of business waste subject to the terms and conditions of the store.

Visit www.StopWaste.org/hhw for more details or call: 800-606-6606



Frequently Asked Questions

Who can come and how much can I bring?

Alameda County rental housing owners and condo association operators. You must:

- Be located in and generate waste in Alameda County
- Qualify as a Conditionally Exempt Small Quantity Generator (CESQG) as defined in the California Healthy and Safety Code, section 25218.1 and the Code of Federal Regulations section, 40261.5 (copy enclosed).
- Produce and bring less than 220 lbs. (about 27 gallons of 'covered' hazardous waste per month.
- Have less than 2,200 lbs (about 200 full one gallon paint cans or 45 full five gallon buckets of oil based paint) of covered hazardous waste in storage at any time.

What is 'Covered' Hazardous Waste = What Can I Bring?

In common terms, Covered waste is: Toxic/poison, flammable, corrosive, ignitable or other environmentally hazardous waste. Common types include:

- Oil based paint, solvents, pesticides, household cleaners, auto and garden products, propane, adhesives and arts and crafts products are typically hazardous waste and are subject to the thresholds listed above.
- Fluorescent lamps and bulbs, thermostats and other items containing mercury.
- Radios, electronics, computers, cell phones and monitors.
- Latex paint, aerosol cans of any type, household type batteries.

To see a complete list of what's accepted at HHW Facilities, visit: www.StopWaste.org/hhw

How to Get Started

1. Get an EPA ID number for covered waste. Visit the California Environmental Protection Agency (CAL-EPA) website http://www.dtsc.ca.gov/IDManifest/ID_Numbers.cfm or call the California Environmental Protection Agency (Cal EPA) at 800-618-6942 to apply for an EPA ID. In many cases, EPA ID numbers can be assigned over the phone.
2. If your property (business) already has an EPA ID number, go to the next step.
3. Fill out and return the Self-Certification Form. Download and complete the certification information form at www.StopWaste.org/hhw and return by fax: 510-293-9374 or email: HHW@acgov.org and we will open an account for you.

NOTE: State, County and local hazardous materials regulating agencies reserve the right to visit your organization to verify your qualifications as a CESQG.

4. Call for an appointment. After we have reviewed your certification form, we will open an account and send you a confirmation letter that you are eligible to participate in our program. When you receive the letter, please call 510-670-6460 to make your appointment.

Visit www.StopWaste.org/hhw for more details or call: 800-606-6606





Alameda County Household Hazardous Waste Division, 1131 Harbor Bay Parkway, Mail Stop 30470, Alameda, California 94502-6540 • 510/670-6460

RESIDENTIAL RENTAL PROPERTY PROGRAM INFORMATION FORM

(please type)

Property Name			
Property Owner name			
Property address			
City		Zip code	
Phone Number		Fax Number	
Assessors Parcel Number		Number of individual rental units	
Email Address			
Mailing address			
City		Zip code	
Phone		Fax Number	
Owner/Principal /Officer Name Title		Contact Name Title	
EPA ID NUMBER			

For Office Use Only				
Reviewed By	Date		Entered By	Date
Customer Number assigned <input type="checkbox"/>			Confirmation sent	

Please describe your wastes on the inventory below.

For common household, building maintenance, and hardware store type items, general descriptions such as in the following table are OK:

<u>Paint</u>	<u>Adhesives</u>	<u>Auto</u>	<u>Garden</u>	<u>Misc.</u>
Stain	Putty	Fuel	Fertilizers	Propane
Shellac	Caulk	Waxes	Ant Traps	Cleaners
Solvents	Epoxy	Motor Oil	Pesticides	Detergent
Thinners	Mortar	Oil Filters	Herbicides	
Additives	Stucco	Batteries	Rat Poison	
Oil Paint	Cement	Antifreeze	Gopher Bait	
Latex Paint	Wood Glue			

For laboratory, and industrial products and, manufacturing wastes, please include a detailed description. Include MSDS or laboratory analytical reports if available.

Quantity: For a one time disposal use total quantity on hand.

Waste Name and Description	Quantity in Lbs or Gal	
	One time total	Recurrent per month

For recurrent waste streams use monthly quantity. Please specify lbs or gal.
If you need more space to type inventory descriptions make copies of this page



A L A M E D A C O U N T Y
HOUSEHOLD
H A Z A R D O U S W A S T E

ALAMEDA COUNTY HOUSEHOLD HAZARDOUS WASTE

CERTIFICATION STATEMENT FOR BUSINESSES QUALIFYING AS A CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR (CESQG)

I certify under penalty of law that I have personally examined and am familiar with the definition of a Conditionally Exempt Small Quantity Generator (CESQG), as set forth in the California Health and Safety Code Section 25218.1, and that the business listed below qualifies as a CESQG.

I understand that the business listed below may participate in this program only as long as it qualifies as a Conditionally Exempt Small Quantity Generator (CESQG), and I will be asked to confirm this each time I tender wastes for disposal.

Business Name:

EPA ID #:

Street Address:

City:

Zip:

Telephone: ()

Name:

Title:

Signature:

Date:

CESQG Laws

California Health and Safety Code Section 25218.1

25218.1. For purposes of this article, the following terms have the following meaning (a) "Conditionally exempt small quantity generator" or "CESQG" means a business concern which meets the criteria specified in Section 261.5 of Title 40 of the Code of Federal Regulations.

Code of Federal Regulations 40 Section 261.5

261.5 Special requirements for hazardous waste generated by conditionally exempt small quantity generators.

- (a) A generator is a conditionally exempt small quantity generator in a calendar month if he generates no more than 100 kilograms of hazardous waste in that month.
- (b) Except for those wastes identified in paragraphs (e), (f), (g), and (j) of this section, a conditionally exempt small quantity generator's hazardous wastes are not subject to regulation under parts 262 through 266, 268, and parts 270 and 124 of this chapter, and the notification requirements of section 3010 of RCRA, provided the generator complies with the requirements of paragraphs (f), (g), and (j) of this section.
- (c) When making the quantity determinations of this part and 40 CFR part 262, the generator must include all hazardous waste that it generates, except hazardous waste that:
- (1) Is exempt from regulation under 40 CFR 261.4(c) through (f), 261.6(a)(3), 261.7(a)(1), or 261.8; or
 - (2) Is managed immediately upon generation only in on-site elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10; or
 - (3) Is recycled, without prior storage or accumulation, only in an on-site process subject to regulation under 40 CFR 261.6(c)(2); or
 - (4) Is used oil managed under the requirements of 40 CFR 261.6(a)(4) and 40 CFR part 279; or
 - (5) Is spent lead-acid batteries managed under the requirements of 40 CFR part 266, subpart G; or
 - (6) Is universal waste managed under 40 CFR 261.9 and 40 CFR part 273.
- (d) In determining the quantity of hazardous waste generated, a generator need not include:
- (1) Hazardous waste when it is removed from on-site storage; or
 - (2) Hazardous waste produced by on-site treatment (including reclamation) of his hazardous waste, so long as the hazardous waste that is treated was counted once; or
 - (3) Spent materials that are generated, reclaimed, and subsequently reused on-site, so long as such spent materials have been counted once.
- (e) If a generator generates acute hazardous waste in a calendar month in quantities greater than set forth below, all quantities of that acute hazardous waste are subject to full regulation under parts 262 through 266, 268, and parts 270 and 124 of this chapter, and the notification requirements of section 3010 of RCRA:
- (1) A total of one kilogram of acute hazardous wastes listed in 261.31, 261.32, or 261.33(e).
 - (2) A total of 100 kilograms of any residue or contaminated soil, waste, or other debris resulting from the clean-up of a spill, into or on any land or water, of any acute hazardous wastes listed in 261.31, 261.32, or 261.33(e). [Comment: "Full regulation" means those regulations applicable to generators of greater than 1,000 kg of non-acutely hazardous waste in a calendar month.] (f) In order for acute hazardous wastes generated by a generator of acute hazardous wastes in quantities equal to or less than those set forth in paragraph (e)(1) or (2) of this section to be excluded from full regulation under this section, the generator must comply with the following requirements:
- (1) Section 262.11 of this chapter;
 - (2) The generator may accumulate acute hazardous waste on-site. If he accumulates at any time acute hazardous wastes in quantities greater than those set forth in paragraph (e)(1) or (e)(2) of this section, all of those accumulated wastes are subject to regulation under parts 262 through 266, 268, and parts 270 and 124 of this chapter, and the applicable notification requirements of section 3010 of RCRA. The time period of 262.34(a) of this chapter, for accumulation of wastes on-site, begins when the accumulated wastes exceed the applicable exclusion limit;
 - (3) A conditionally exempt small quantity generator may either treat or dispose of his acute hazardous waste in an on-site facility or ensure delivery to an off-site treatment, storage or disposal facility, either of which, if located in the U.S., is:
 - (i) Permitted under part 270 of this chapter;
 - (ii) In interim status under parts 270 and 265 of this chapter;
 - (iii) Authorized to manage hazardous waste by a State with a hazardous waste management program approved under part 271 of this chapter;
 - (iv) Permitted, licensed, or registered by a State to manage municipal or industrial solid waste;
 - (v) A facility which:
 - (A) Beneficially uses or reuses, or legitimately recycles or reclaims its waste; or
 - (B) Treats its waste prior to beneficial use or reuse, or legitimate recycling or reclamation; or
 - (vi) For universal waste managed under part 273 of this chapter, a universal waste handler or destination facility subject to the requirements of part 273 of this chapter.
- (g) In order for hazardous waste generated by a conditionally exempt small quantity generator in quantities of less than 100 kilograms of hazardous waste during a calendar month to be excluded from full regulation under this section, the generator must comply with the following requirements:
- (1) Section 262.11 of this chapter;
 - (2) The conditionally exempt small quantity generator may accumulate hazardous waste on-site. If he accumulates at any time more than a total of 1000 kilograms of his hazardous wastes, all of those accumulated wastes are subject to regulation under the special provisions of part 262 applicable to generators of between 100 kg and 1000 kg of hazardous waste in a calendar month as well as the requirements of parts 263 through 266, 268, and parts 270 and 124 of this chapter, and the applicable notification requirements of section 3010 of RCRA. The time period of 262.34(d) for accumulation of wastes on-site begins for a conditionally exempt small quantity generator when the accumulated wastes exceed 1000 kilograms;
 - (3) A conditionally exempt small quantity generator may either treat or dispose of his hazardous waste in an on-site facility or ensure delivery to an off-site treatment, storage or disposal facility, either of which, if located in the U.S., is:
 - (i) Permitted under part 270 of this chapter;
 - (ii) In interim status under parts 270 and 265 of this chapter;
 - (iii) Authorized to manage hazardous waste by a State with a hazardous waste management program approved under part 271 of this chapter;
 - (iv) Permitted, licensed, or registered by a State to manage municipal or industrial solid waste;
 - (v) A facility which:
 - (A) Beneficially uses or reuses, or legitimately recycles or reclaims its waste; or
 - (B) Treats its waste prior to beneficial use or reuse, or legitimate recycling or reclamation; or
 - (vi) For universal waste managed under part 273 of this chapter, a universal waste handler or destination facility subject to the requirements of part 273 of this chapter.
- (h) Hazardous waste subject to the reduced requirements of this section may be mixed with non-hazardous waste and remain subject to these reduced requirements even though the resultant mixture exceeds the quantity limitations identified in this section, unless the mixture meets any of the characteristics of hazardous waste identified in subpart C.
- (i) If any person mixes a solid waste with a hazardous waste that exceeds a quantity exclusion level of this section, the mixture is subject to full regulation.
- (j) If a conditionally exempt small quantity generator's wastes are mixed with used oil, the mixture is subject to part 279 of this chapter if it is destined to be burned for energy recovery. Any material produced from such a mixture by processing, blending, or other treatment is also so regulated if it is destined to be burned for energy recovery