



Requirements for Discards Collection Plans

Goal:

The City's goal is for all collection activities to take place onsite and with indoor storage to the maximum extent possible; if not feasible, then storage will be on site, on private property, concealed from public view, and collection will take place directly from the inside room or enclosure.

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1. Residential Projects Resulting in a Total of Five or Fewer Units (including ADUs):

- a. Provide site plan showing size, type (3 streams), and location of all discard bins. See reference documents for sizing dimensions.
- b. Show where and how discard bins will be accessed by Franchised Hauler (from curb side or by accessing an enclosure)
- c. If there is an enclosure, include elevations and materials information.

2. Residential Projects Resulting in a Total of Six or More Units (including ADUs):

- a. Include a single page or section of pages labeled and dedicated to “Discards Collection Plan” (DCP)
- b. Contact Franchised Hauler to confirm that collection may be done according to the Discard Collection Plan
- c. The following must be included in DCP page(s):
 - i. Discards Room(s), where collection bins are stored, including interior dimensions and bins.
 - ii. Discards rooms or enclosure on outside wall with locking capability, no more than 15 feet from collection truck parking space
 - iii. Collection bins of adequate size for all 3 collection “streams” (trash, recycling, compost or T/R/C). See reference documents for sizing guidelines.
 - iv. Disabled access to the Discards Room.
 - v. Path of travel, including distance, to and from Discards Room(s) by residents and by hauler, as appropriate.
 - vi. Show that collection bins will not be stored or staged for collection in the public-right-of-way (PROW), unless alternate plans have been discussed and approved by City staff.
 - 1. Note: Franchised hauler is required to pull bins to truck and replace bins where and how they were found, unless a compactor is used.
 - i. Show that all collection activity will take place on the project site, if located on either “connector streets” or “transit streets” identified in the City of Emeryville Street System Map, in the City General Plan, figure 3-2.
 - ii. Parking space for collection truck:
 - 2. Must be 36 feet in length and 11 feet wide (adequate space for loading forks to be deployed in process of servicing collection bins).
 - 3. If public street is to be used for collection truck, show signage and curb painted red to reserve space for this purpose.
 - 4. A ramp, curb cut or driveway at least 8 feet wide, within 15 feet of front of collection truck parking space, for moving of collection bins to truck.

5. Plan Discards Room or Enclosure within 15 feet of collection truck parking space
- iii. Items Requiring Special Handling
 6. For items that are too large for normal collection, designate and label an area for items such as mattresses, major appliance, tires, etc. for on-site management to arrange for proper disposal. Note: The City of Emeryville Franchise Agreement provides for free collection of both the above, by arrangement with the hauler.
- d. Outdoor Discards Collection:

Standard: Protect all outdoor disposal containers and enclosures for trash, recycling or compostables from rain intrusion, pursuant to the San Francisco Bay Area Municipal Regional Stormwater Permit (see References below), as with a roof for enclosures, and covered litter containers.

 - i. Note: Franchised hauler is required to pull bins to truck and replace bins where and how they were found, unless a compactor is used.
 - ii. Discards Enclosures:
 1. Outdoor Discards Enclosures shall be completely screened from off-site view by a solid fence or masonry wall at least 6 feet tall in harmony with the project building architecture. If “walk-in”, roof height must be 7.5 feet.
 2. Enclosures must be protected from rain intrusion by a roof, sloped to drain into a landscaped area.
 3. Enclosures must be accessible by collection truck and hauler personnel, no further than 15 feet away.
 4. Identify materials to be used for construction of enclosure.
 5. Indicate locking capability of enclosure.
 6. Show path of travel, including distance, for all who will have or need access to the enclosure/ room(s)
 7. Location and access must be approved by the Hauler in writing (email statement acceptable) and forwarded to City Staff. Plans will not be considered for approval by the City until and unless approved by the Hauler.
 8. A sanitary sewer drain, fire sprinklers and roofing shall be installed per City of Emeryville standards. Inquire with Building Department for details.
 9. Show dimensions of enclosure, labeled adequate containers for all 3 discards streams, including footprint of all bins, illustrating their accommodation of both anticipated volumes of all discards and fit inside the enclosure(s).
 10. Refer to your Conditions of Approval for any additional City requirements.
- e. Indoor Discards Collection:

Standard: include recyclables and compostables wherever disposal bins are shown, in Discards rooms or locations such as chutes, facilities or equipment, or event/community space.

- i. Mail room: If mail rooms present, include and show built-in, well-signed recycling receptacle(s)
- ii. Common areas: Include recycling and compost containers wherever trash containers are provided for in public spaces, exempting bathrooms.
- iii. Chutes: If chutes are planned, chutes for all 3 discards must be planned (trash, recycling, compost) and clearly labeled, with adequate space below for collection of anticipated volumes of each stream.
- iv. Indoor discards rooms: Show how materials will be transferred to the collection bins and collection staging area or room.
- v. Show paths of travel, including distance, for any users and personnel who may access the discards room(s). Include plans for moving bins or contents to other locations.
- vi. If collection activity is to occur indoors, ceilings must be a minimum of 25 feet with no low-hanging fixtures to support overhead collection truck operations.

3. Projects That Require Public Litter Containers (Commercial and/or Multi-Family):

City staff may require litter receptacles in areas that are open to the public. If this is the case, indicate type and location of containers and collection trucks as follows:

- a. Installation and maintenance of Public Litter Containers
 - i. Refer to City Street Furniture Catalog for required model
 - ii. Include plan for maintenance of containers by private property owner for containers installed as part of this project.
- b. Location and servicing of Public Litter Containers:
 - i. If located along an internal walkway, litter receptacles should be no more than 50 feet from the nearest available parking space for collection truck
 - ii. Indicate location of collection truck parking space(s)
 - iii. Install containers within 10 feet of any food-generating or -selling store planned for this project, preferably no further than 6 feet from collection truck parking space.
 - iv. For private containers, to be serviced by on-site personnel, include containers along internal, on-site walkways at intervals of 250-300 feet, if no retail is present.
 - v. Locate containers at entrance/exit to property where litter-generators may be present (as with events, businesses, etc.)
 - vi. Show distance between and from litter containers to litter generating areas.

4. Projects That Involve Outdoor Eating Areas (Commercial or Multi-Family):

- a. Include 3-compartment discards “stations”, with clear signage describing “compostables”,

“recycling” and “trash”

- b. Location should be central and visible to any eating area. Show distance.
- c. Work with City staff to identify appropriate container and locations
- d. On your list of site furnishings or equipment purchasing list submitted to City, include containers, stations and any other equipment purchases planned for Discards Collection.

5. Commercial Projects Involving Less Than 10,000 Square Feet (new or remodeled)

- a. Verify with City staff and Franchised Hauler, appropriate sizing of bins and any enclosures or rooms to accommodate anticipated volume for all three required discards streams (trash, recycling and compostables). See references for sizing guide assistance.
- b. Provide your site plan showing size, type (3 streams), and location of all discard bins, enclosures and room(s).
- c. Show where and how discard bins will be accessed by the Hauler (from curb side or by accessing an enclosure or room), including where truck will “stage” or park and distance from the enclosure, and ability to access enclosure (if locked).
- d. Show paths of travel, including distance, for all users of the enclosures, rooms and bins.
- e. If there is an outdoor enclosure, include elevations and materials information
- f. If building a new outdoor enclosure include a roof, sloped, to landscaping if possible, to prevent rain intrusion and stormwater pollution that will result.
- g. If building a new enclosure, include and show gate(s), door(s) and a locking mechanism
- h. Show storm and sewer drains and distance from enclosure
- i. Show dimensions of enclosure, and dimensions of all collection bins planned to be housed by the enclosure

6. Commercial Projects Involving More Than 10,000 Square Feet (new or remodeled):

- a. All Project Plans Must:
 - i. Include a single page or section of pages labeled and dedicated to your “Discards Collection Plan” (DCP)
 - ii. Contact Franchised Hauler to confirm that collection may be done according to your DCP.
 - iii. Ensure, and show that collection bins will not be stored or staged for collection in the public-right- of-way (PROW), unless alternate plans have been discussed and approved by City staff.
 - 1. Note: Franchised hauler is required to pull bins to truck and replace bins where and how they were found, unless a compactor is used.
 - iv. Ensure and show that all collection activity will take place on the project site, if located

on either “connector streets” or “transit streets” identified in the City of Emeryville Street System Map, in the City General Plan, figure 3-2.

- v. Show paths of travel, including distance, for all users of Discards containers and enclosures.

b. The following must be included in DCP page(s):

- i. Discards Room(s), where collection bins are stored, including interior dimensions and bins.
- ii. Discards rooms or enclosure on outside wall with locking capability, no more than 15 feet from collection truck parking space
- iii. Collection bins of adequate size for all 3 collection “streams” (trash, recycling, compost or T/R/C). See references or contact hauler for sizing guidelines.
- iv. Disabled access to the Discards Room.
- v. Path of travel, including distance, to and from Discards Room(s) by residents and by hauler, as appropriate.
- vi. A description of how collection will take place to augment drawings.
- vii. Parking space for collection truck:
 - 1. Must be 36 feet in length and 11 feet wide (adequate space for loading forks to be deployed in process of servicing collection bins).
 - 2. If public street is to be used for collection truck, show signage and curb painted red to reserve space for this purpose
 - 3. A ramp, curb cut or driveway at least 8 feet wide, within 15 feet of front of collection truck parking space, for moving of collection bins to truck
 - 4. Plan Discards Room or Enclosure within 15 feet of collection truck parking space

c. Outdoor Discards Collection:

Standard: Protect all outdoor disposal containers and enclosures for trash, recycling or compostables from rain intrusion, pursuant to the San Francisco Bay Area Municipal Regional Stormwater Permit (see References below), as with a roof for enclosures, and covered litter containers.

i. Discards Enclosures:

- 1. Outdoor Discards Enclosures shall be completely screened from off-site view by a solid fence or masonry wall at least 6 feet tall in harmony with the project building architecture. If “walk-in”, roof height must be 7.5 feet.
- 2. Enclosures must be protected from rain intrusion by a roof, sloped to drain into a landscaped area
- 3. Enclosures must be accessible by collection truck and hauler personnel, no further than 15 feet away. Show distance for access by all users.
- 4. Identify materials to be used for construction of enclosure
- 5. Indicate locking capability of enclosure.

6. Location and access must be approved by the Hauler in writing (email statement is acceptable), and forwarded to City Staff. Plans will not be considered for approval by the City until and unless approved by the Hauler.
7. A sanitary sewer drain, fire sprinklers and roofing shall be installed per City of Emeryville standards. Inquire with Building Department for details.
8. Plans should show dimensions of enclosure, labeled adequate containers for all 3 discards streams, including footprint of all bins, illustrating their accommodation of both anticipated discards volume and fit inside the enclosure(s).
9. Refer to your Conditions of Approval for additional City requirements.

d. Indoor Discards Collection:

Standard: include recyclables and compostables wherever disposal bins are shown, including break rooms, collection rooms or commercial kitchens.

- i. Include in plans Discards Collection Container “Stations”, which could be built-in or stand-alone cabinets.
- ii. List equipment on any equipment lists.
- iii. Color-code containers in universally accepted black or gray (trash), blue (recycling), and green (compostables).
- iv. Show indoor collection rooms accommodating bins labeled for all 3 collection streams, dimensions of the room
- v. Show the path of travel for on-site users of the room and hauler personnel if they will access the room(s).
- vi. Show the path for bins to be moved to another location, if planned.

Definitions:

“City Staff” for Discard Collection Plan refers to Matt Anderson, contact below

“Discards” refers to materials that are disposed and collected or otherwise removed from site to be deposited elsewhere

“Discard Bins” may refer to any or all collection containers, indoor or out, trash, recyclables, compostables, dumpsters or carts.

“Discards Collection Station”: A designated location where three containers (trash, recyclables and compostables or T/R/C) are either attached or placed together, forming and operating as a “station” for the public or site-employees to sort recyclables and compostables from other Discards. Station containers are emptied into collection bins that are emptied by the Hauler.

“Discards Collection Plan” (“DCP”): a single page, or consecutive labeled pages, showing in drawing and notes all required elements as described in this document.

“Discards Room”: An indoor room where collection bins for all three “streams” of materials (T/R/C) are stored behind lockable doors, between collection days. This room is usually accessible by on-site employees, residents or tenants, and, by Hauler personnel, through a locking door on the outside wall.

“Discards Enclosure”: An outdoor space, with lockable doors or gates and a weather-proof roof and walls, where collection bins for all three “streams” (T/R/C) are stored and where materials from inside are transferred or deposited.

“Franchised Hauler” or “Hauler”: As of January 2021, the City’s Franchised Hauler is Waste Management of Alameda County or WMAC.

“Path of Travel”: Route or pathway to be used by all those who may use/need to access the Discards room(s) or enclosure(s), including on-site and Hauler employees.

“Public Right of Way” (PROW) refers to City streets and sidewalks, not privately owned property.

***References:**

- Alameda County Waste Management Authority Organics Reduction and Recycling [Ordinance](#)
- [Franchise Agreement](#) between City of Emeryville and WMAC
- Alameda County Waste Management Authority [Space Guidelines](#) for Designers
- City of Emeryville Municipal Code Section [9-4.704](#) “Recycling and Discards Areas”
- Municipal Regional [Stormwater Permit](#)
- WMAC Equipment and Container Sizing Guide [Attached]

Contacts:

Schedule a Pre-plan-check meeting with:
Matt Anderson, Environmental Analyst
zerowaste@emeryville.org
510-596-3795

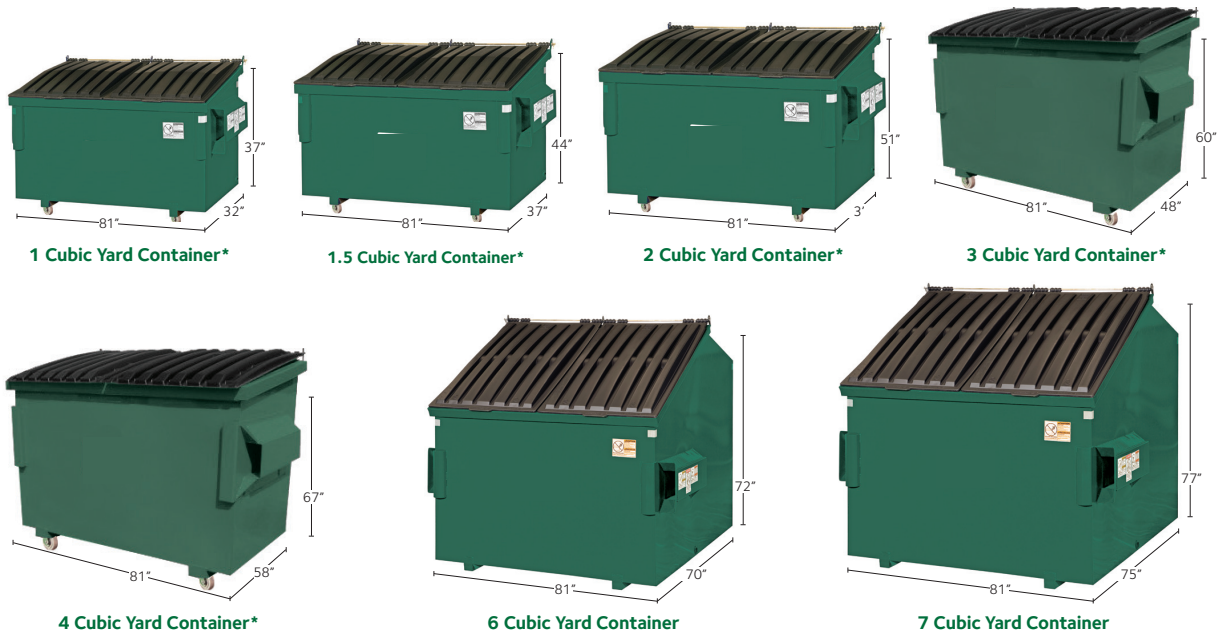
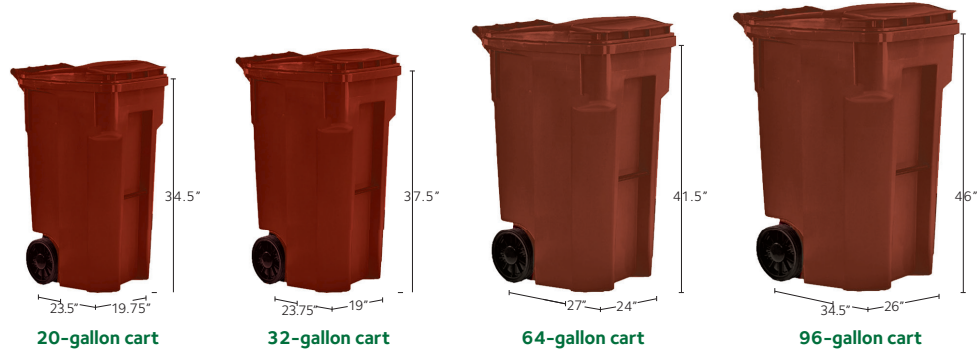
Courtney Barrett, Building Dept.
Building Permit Technician/Plan Checker
cbarrett@emeryville.org
510-596-4310

Other City Staff Contacts:
Alyssa Chung, Assistant Planner
alyssa.chung@emeryville.org
510-596-4362

Franchised Hauler:
Waste Management of Alameda County (WMAC)
csnorthbay@wm.com;
(510) 613-8700

CONTAINER DIMENSIONS

1 cubic yard equals 200 gallons.

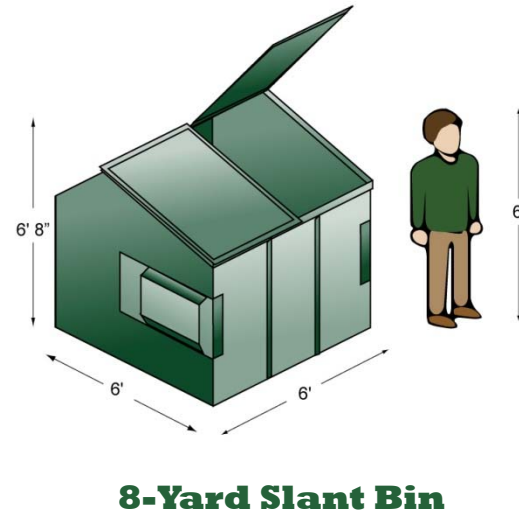
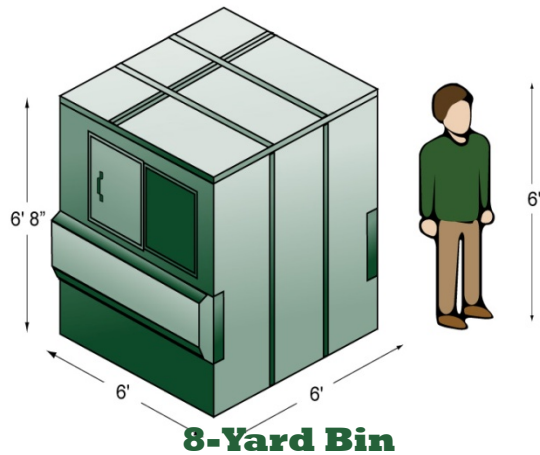


*Note: Wheels standard on 1 yard – 4 yard containers.

Waste Management

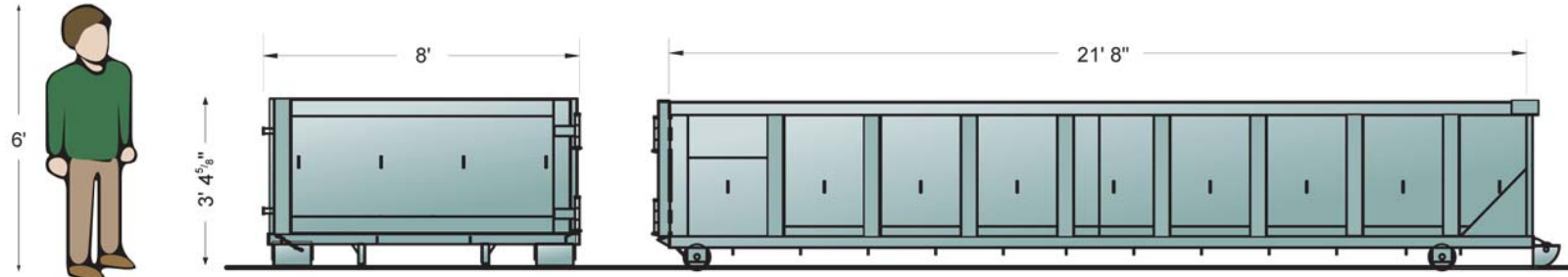
Equipment

Commercial Containers*

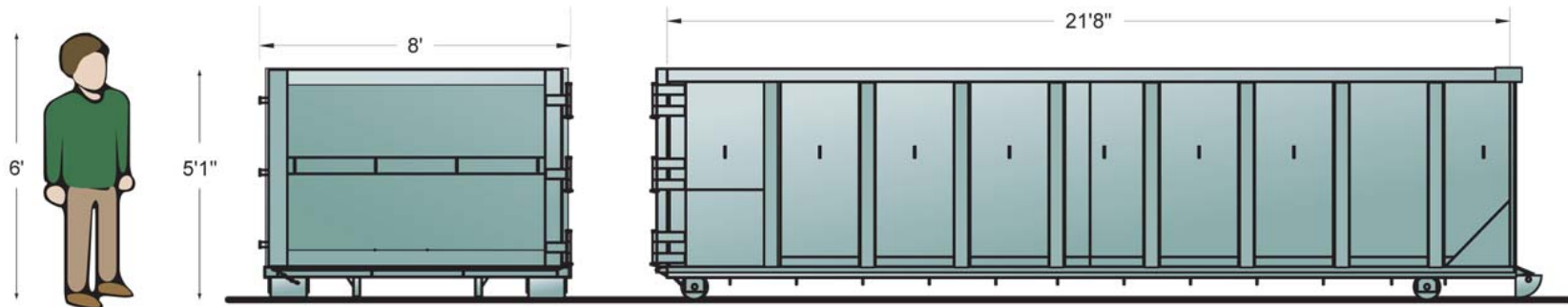


* Dimensions and specifications may vary by manufacturer.

Roll-Off Containers*



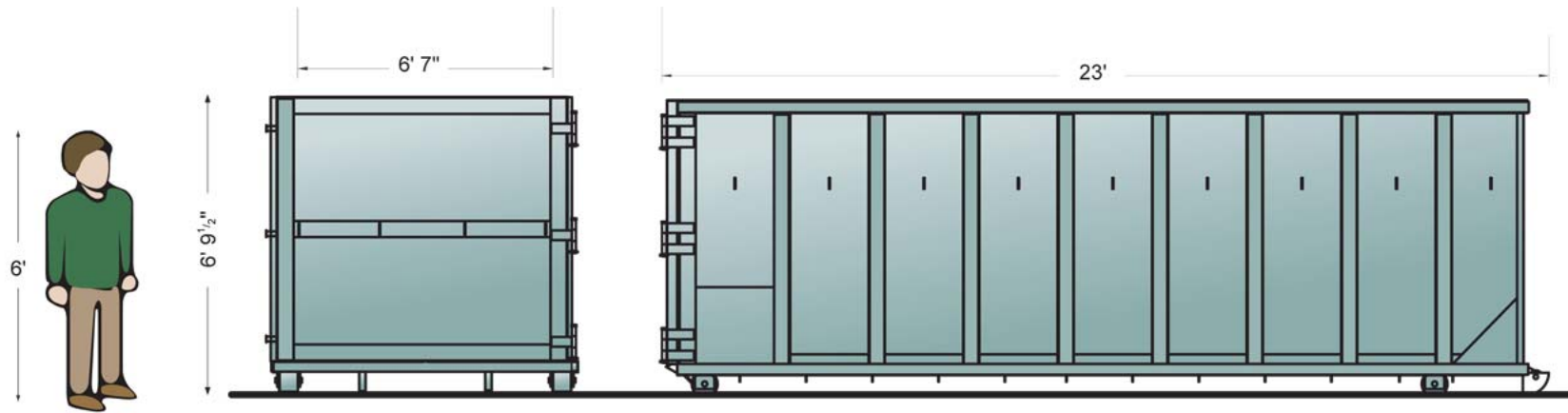
20-Yard Open-Top Container



30-Yard Open-Top Container

* Dimensions and specifications may vary by manufacturer.

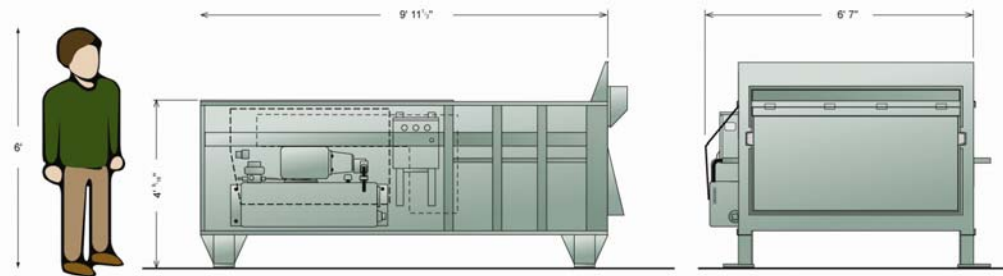
Roll-Off Containers*



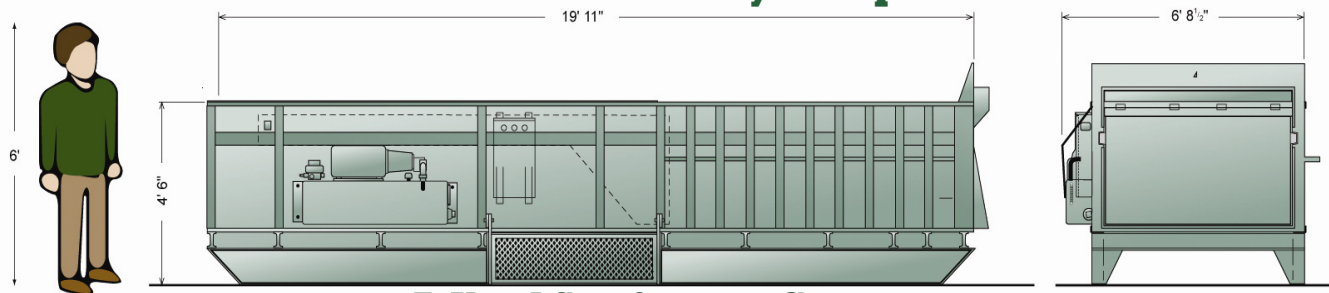
40-Yard Open-Top Container

* Dimensions and specifications may vary by manufacturer.

Compactors*



2-Yard Stationary Compactor



5-Yard Stationary Compactor

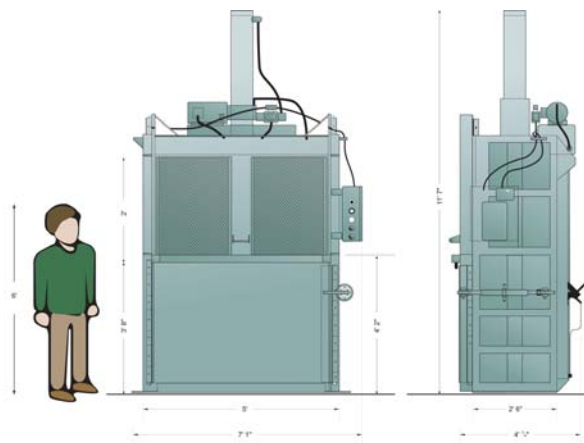


30-Yard Stationary Compactor

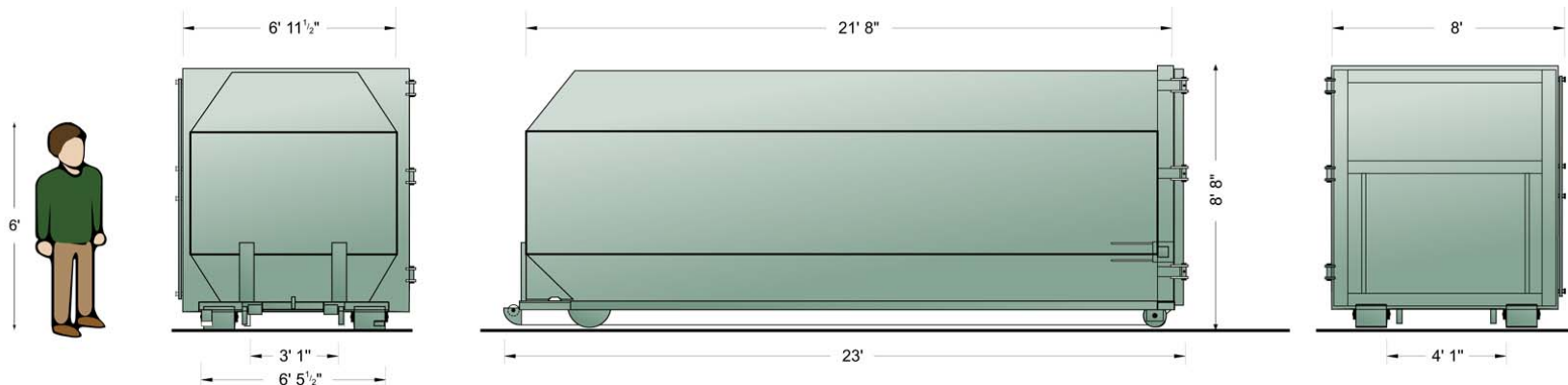
| | 30-Yard Capacity with 1-Yard Charge Box | 30-Yard Capacity with 2-Yard Charge Box | 34-Yard Capacity with 2-Yard Charge Box |
|---|--|--|--|
| A | 4' 1 5/8" | 4' 4 1/2" | 4' 4 1/2" |
| B | 3' 2 1/4" | 3' 7 1/4" | 3' 7 1/4" |
| C | 7' 4 1/4" | 5' 8" | 5' 8" |
| D | 22' 11 1/2" | 21' 6" | 23' 1 1/2" |
| E | 8' 8" | 8' 8" | 8' 8" |

* Dimensions and specifications may vary by manufacturer.

Balers*



Vertical Baler



40-Yard Receiving Container

* Dimensions and specifications may vary by manufacturer.

Vehicles

Commercial Front-Loader



Vehicles

Roll-Off Truck

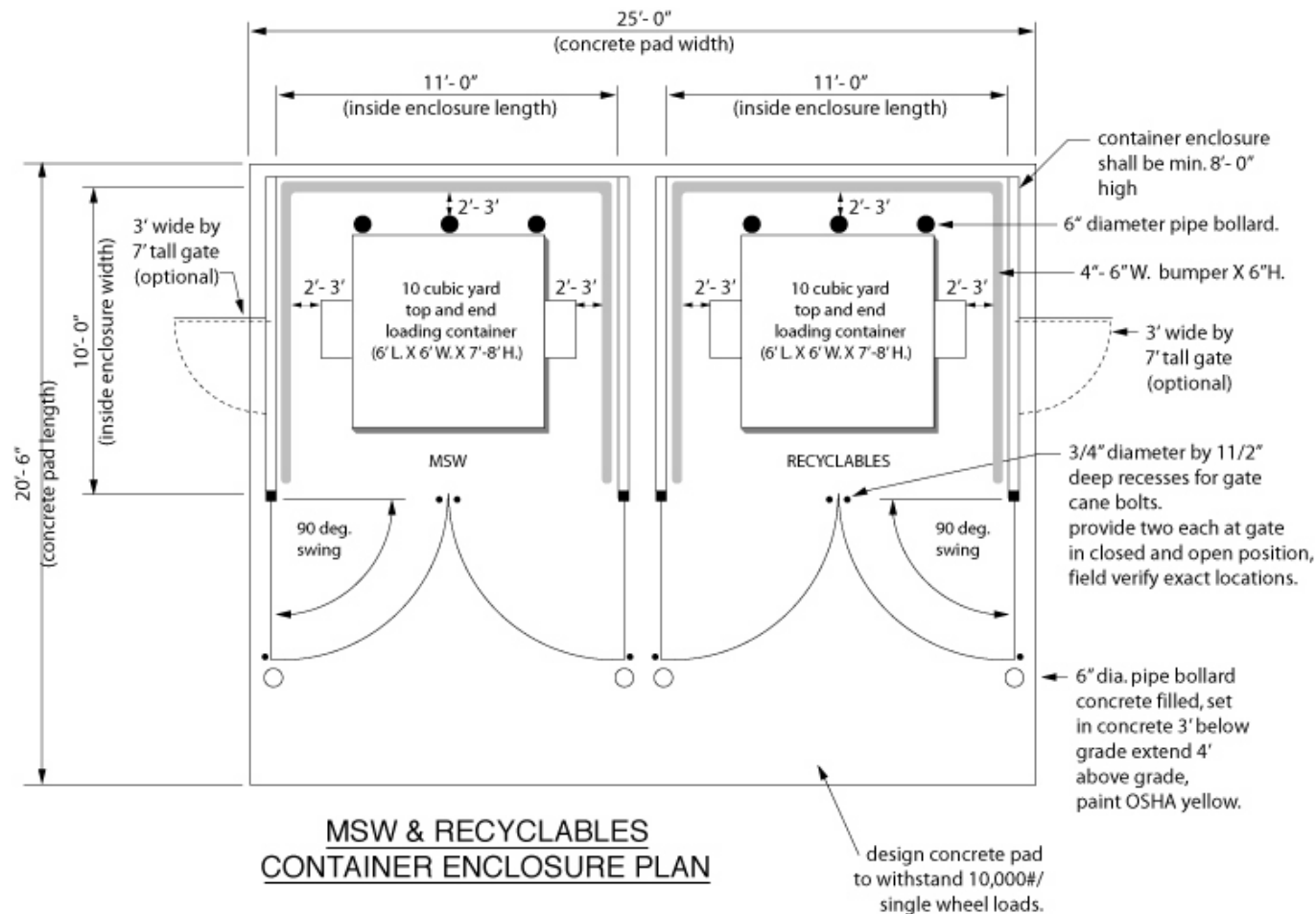


Vehicles

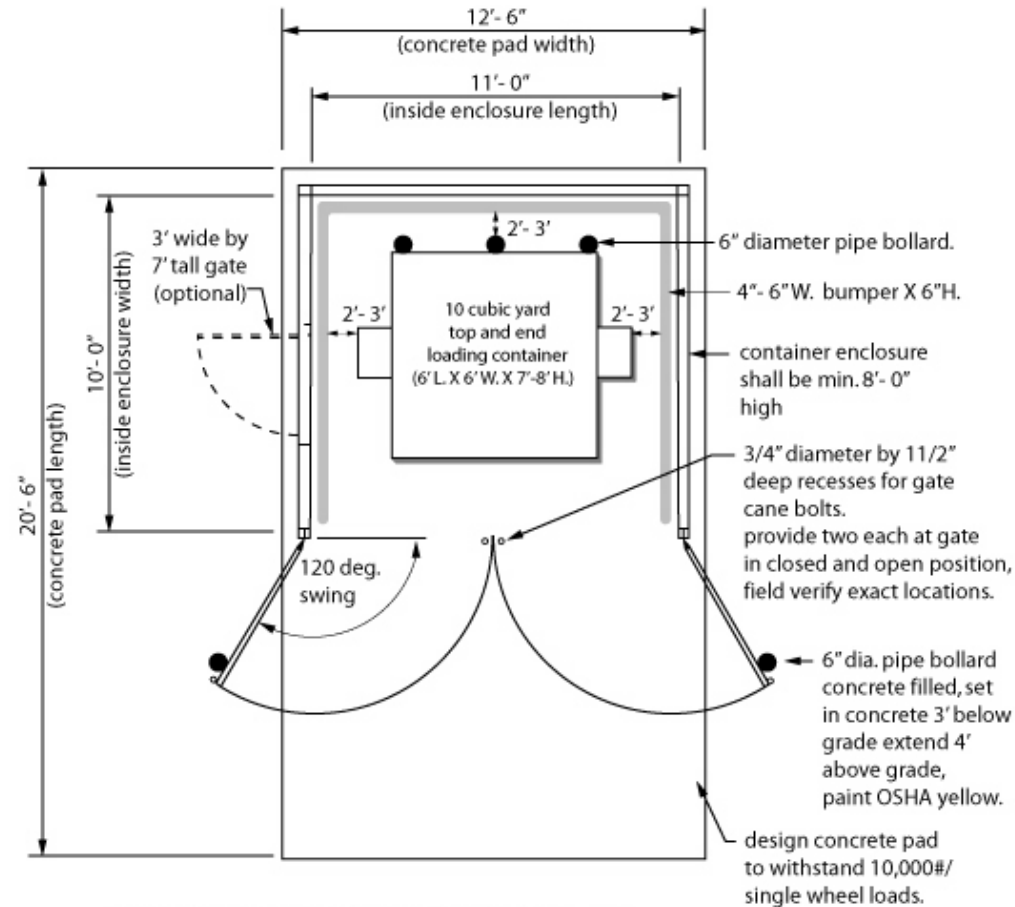
Rear-Load Truck



Container Enclosure Illustration



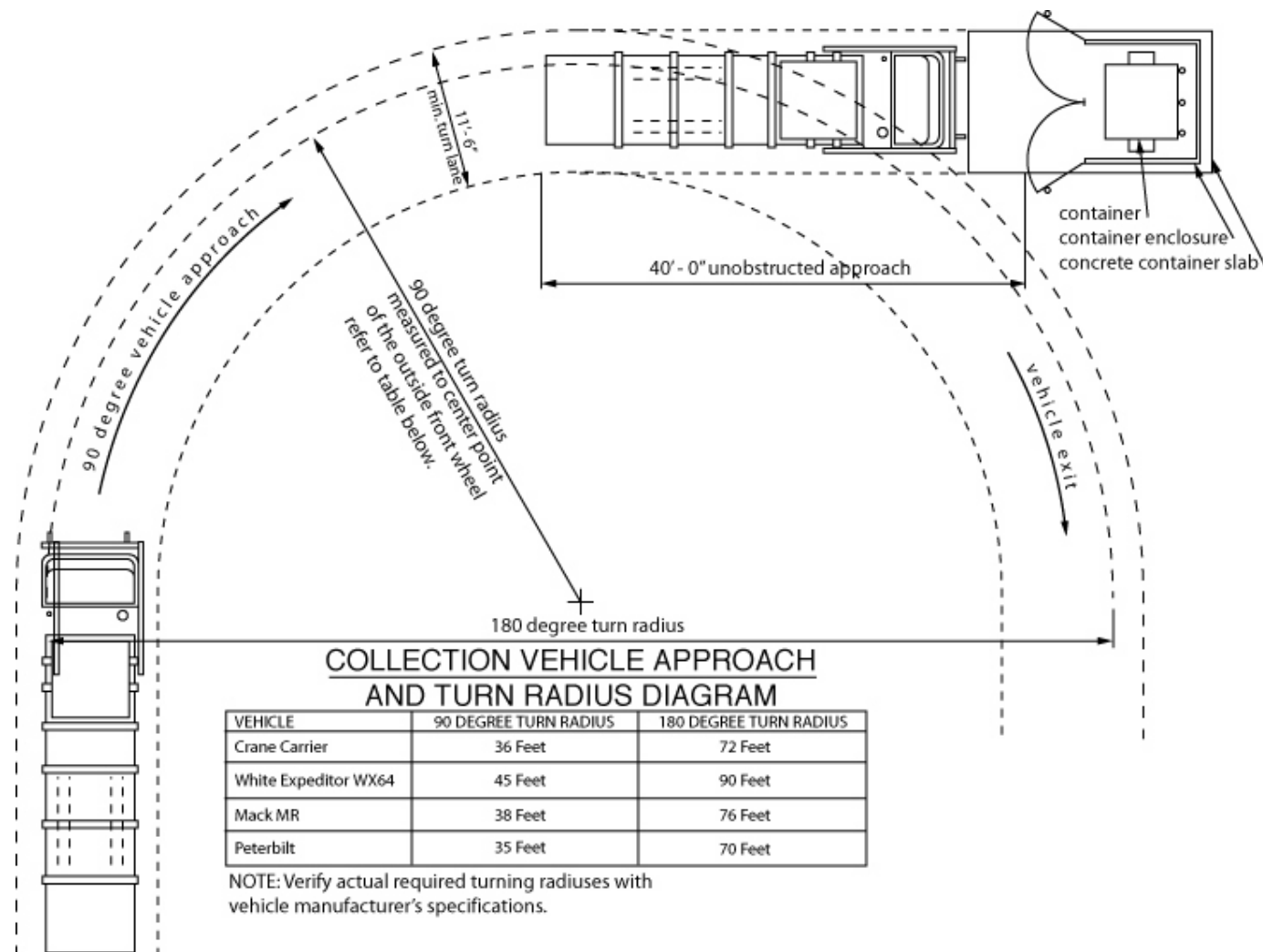
Container Enclosure Illustration



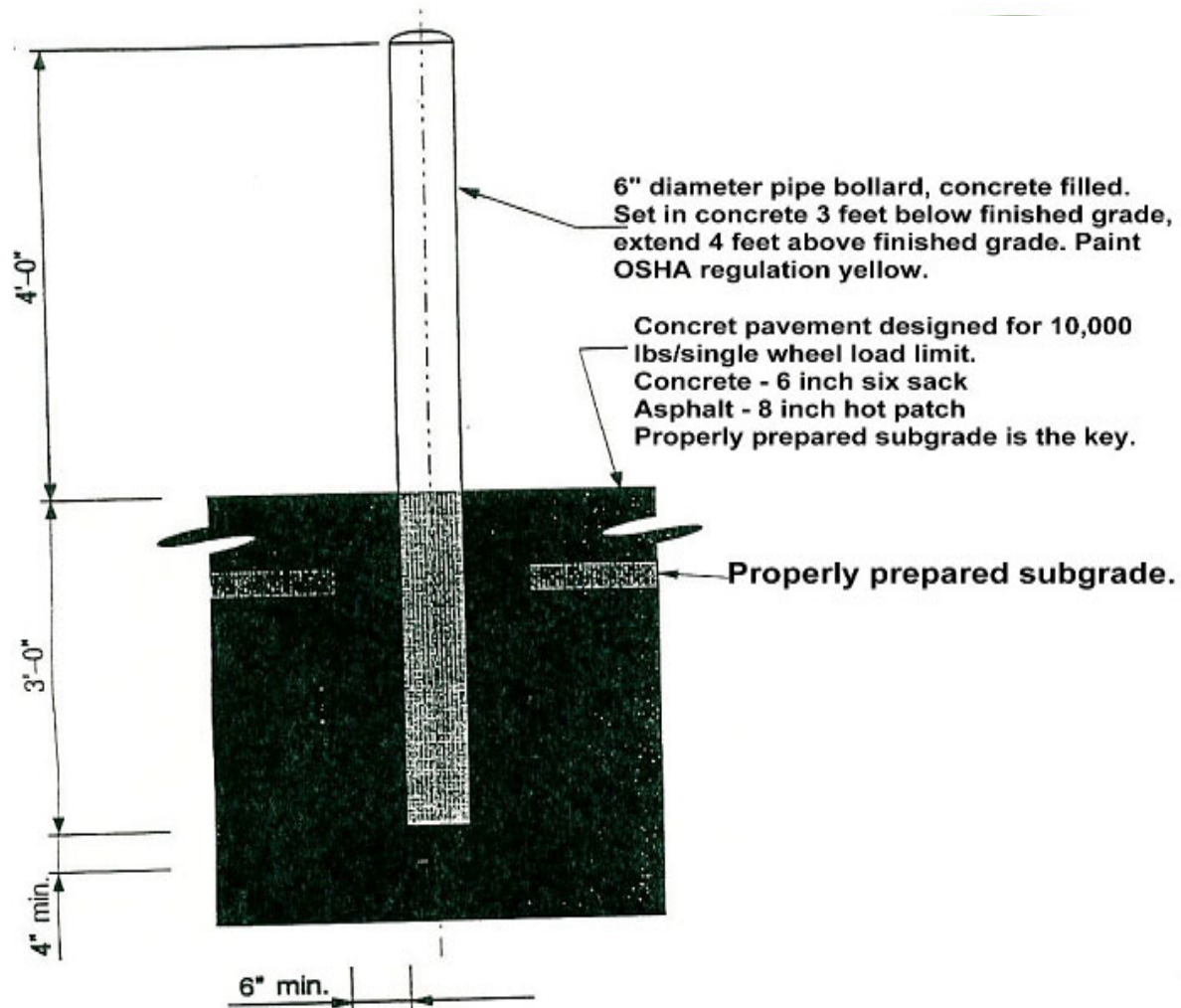
CONTAINER ENCLOSURE PLAN

This Container Enclosure Plan is for illustrative purposes only and may not conform to your local zoning or permitting requirements. When designing a waste enclosure for your facility, please check with your local county or municipal authorities for all ordinances and regulations governing such structures.

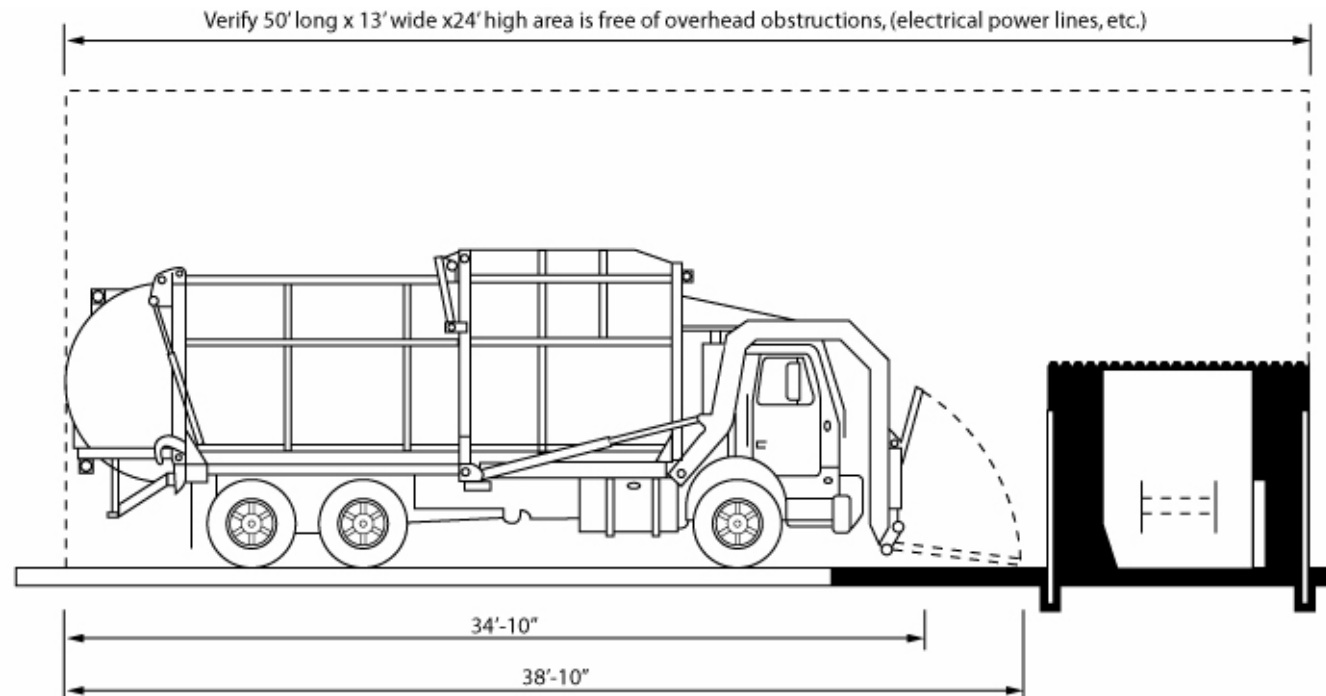
Vehicle Approach and Turn Radius



6" Diameter Pipe Bollard Detail



Container Enclosure Illustration



SIDE VIEW

NOTE: Vehicle shown is a standard 40 cu. yd. front end loading collection truck. Actual Dimensions will differ based on truck Manufacturer

Stationary Compactors

- Accept larger volumes
- “Breakaway” containers for easy disposal
- Large openings can accommodate larger items
- Perfect for large retailers and manufacturers



Stationary Compactors with Chute Systems



- “Through-the-wall” systems promote safety, convenience and security

Self-Contained Compactors

- One-piece unit designed to prevent leakage
- Excellent for grocery stores, restaurants, dairies and other generators of “wet waste”
- Also appropriate for residential communities with proper safety features installed

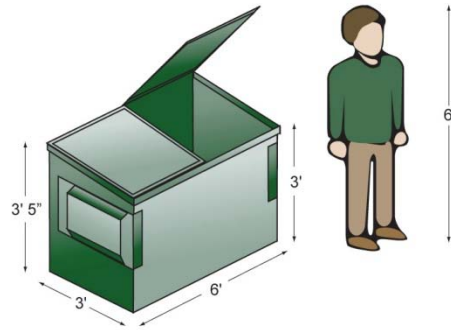


Cart Tipping Systems

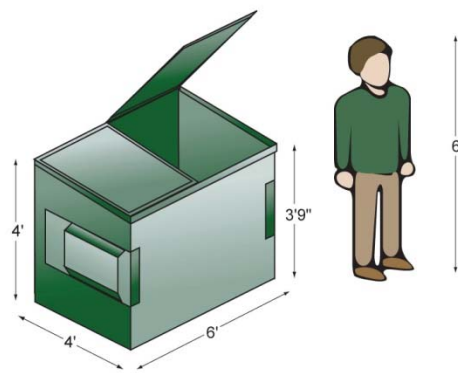
- Allows for fewer trips to the compactor
- Safe and convenient
- Accepts large loads
- Helps prevent loading injuries



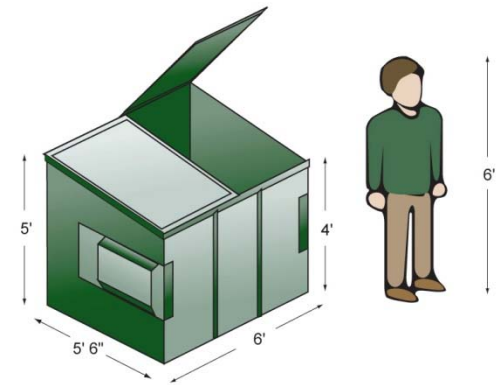
Commercial Containers*



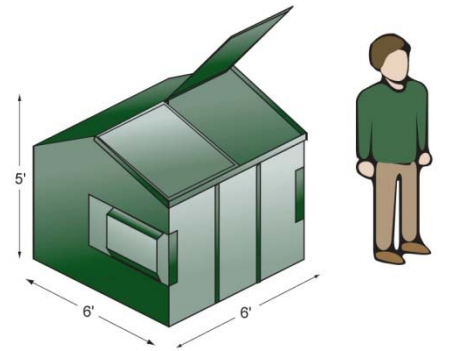
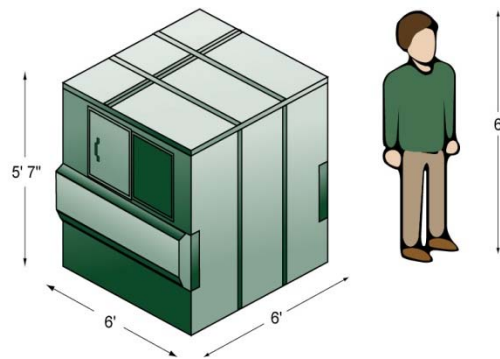
2-Yard Bin



3-Yard Bin



4-Yard Bin



6-Yard Slant Bin

* Dimensions and specifications may vary by manufacturer.

Vert-I-Pak Systems



- Vertical arrangement saves space
- Containers can be pulled out for conventional front-load service
- Perfect for fast-food restaurants and other small “wet-waste” generators

Apartment-Style Compactors

- Your enclosures can keep compactors well-hidden
- Preserve your property's aesthetics while controlling litter and saving costs
- Activated by photo sensor (electric eye) for convenient compaction

