



## **DEPARTMENT OF BUILDING INSPECTION**

**City & County of San Francisco**

**1660 Mission Street, San Francisco, California 94103-2414**

### **ADMINISTRATIVE BULLETIN**

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**NO. AB-088**

**DATE** : **March 25, 2008**

**SUBJECT** : **Resource Conservation**

**TITLE:** : **Collection and Storage of Trash, Recycling, and Compostable Materials**

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**PURPOSE** : The purpose of this Administrative Bulletin is to provide standards and procedures for local implementation of the California Solid Waste Reuse and Recycling Access Act of 1991, and the related adopted Model Ordinance, which require that local jurisdictions enforce regulations to assure that adequate areas for collecting and loading for recyclable materials are provided in development projects. Under these regulations, cities are mandated to enforce requirements for certain new development projects and building alterations as detailed below.

**REFERENCE** : California Public Resources Code, Division 30, Part 3, Chapter 18, California Solid Waste Reuse and Recycling Access Act of 1991.

California Integrated Waste Management Board, Model Ordinance Relating to Areas for Collecting and Loading Recyclable Materials in Development Projects, Resolution No. 93-57.

2007 San Francisco Building Code, Section 106A.3.3, #24, Information to be provided on plans to determine compliance with codes and regulations.

2007 San Francisco Building Code, Section 3401.2, Maintenance

**DISCUSSION** : The City and County of San Francisco is required to enforce the state code regarding Solid Waste Reuse and Recycling. The enforcement of this state code will help meet locally adopted waste diversion goals of 75% by 2010 and zero waste to landfill by 2020.

This Administrative Bulletin details procedures for local enforcement of the requirements of the Model Ordinance adopted by the California Integrated Waste Management Board, Resolution 93-57, which applies to the City and County of San Francisco in the absence of a locally adopted ordinance regarding Areas for Collecting and Loading Recyclable Materials in Development Projects. State law prohibits the issuance of permits for certain development projects after July 1, 2005 unless the provisions of this Model Ordinance are met.

For the purpose of enforcement of these regulations in San Francisco, recycled materials are those which are diverted or recovered from the solid-waste stream. The word trash refers to materials that are non-recyclable and non-compostable.

## **General Requirements:**

### **Applicability**

As detailed in the Model Ordinance, effective July 1, 2005, the following projects or portions of projects are required to provide adequate areas for collecting and loading recyclable materials:

- Any new project for which a building permit is required for a commercial, industrial or institutional building, marina, or residential building having five or more living units, where solid waste is collected and loaded;
- Any new public facility where solid waste is collected and loaded, and any improvements for areas of a public facility used for collecting and loading solid waste;
- A new subdivision or tract of single-family detached homes if solid waste is collected and loaded in a location that services five or more living units;
- Any one of the above types of projects that is existing to which an addition is made that adds 30 percent or more to the existing floor area of the project;
- Any one of the above types of projects that is existing to which multiple additions are made over a one-year period that cumulatively add 30 percent or more to the existing floor area of the project;
- Any one of the above types of projects, occupied by multiple tenants, to which one or more tenant improvements are made under building permit over a one-year period by any one tenant that adds 30 percent or more to that tenant's leased area, in which case that tenant's leased area shall be provided with sufficient recycling areas;

### **Solid-waste collection methods and storage**

In accordance with the City and County of San Francisco's solid-waste diversion goals, the amount of space provided for the collection and storage of recyclable and compostable materials shall be sufficient to allow recovery of 100 percent of the facility's solid-waste materials. Space shall be sufficient to accommodate containers consistent with both current methods and percentages of solid-waste storage and removal, and with projected needs when full solid-waste diversion goals are met.

All areas designated for the collection and loading of recyclable and compostable materials shall be integrated into the design and, when appropriate, the structure of the project. Areas for recyclable and compostable materials shall be at least as convenient and usable as spaces provided for non-recyclable trash disposal, and shall be located in the same areas whenever possible. When separate locations must be provided due to space constraints, the locations for

collection of recyclable and compostable materials shall be at least as convenient as trash disposal locations.

Each dwelling unit in a covered project shall include areas within the dwelling unit designed and designated for storage of recyclable and compostable materials.

Any chute system for solid-waste disposal in a covered project must be designed for equal convenience to all users to separate the three waste streams of trash, recycling and compostable materials.

### **Guidance on Recycling Design**

Guidance in providing adequate areas for collecting and loading of recyclable and compostable materials is available:

- The Department of the Environment (415-355-3700) will provide guidance to project sponsors regarding design for areas for collecting and loading of recyclable and compostable materials;
- The City's permitted refuse haulers will provide assistance in determining appropriate collection, storage and loading locations, dimensions and other requirements (for contact information please call the Department of the Environment at 415-355-3700) ;
- The California Integrated Waste Management Board, Planning and Assistance Division can provide a "Recycling Space Allocation Guide" and other assistance (916-255-2385). This publication is available at [www.ciwmb.ca.gov/publications/localasst/31000012.doc](http://www.ciwmb.ca.gov/publications/localasst/31000012.doc).
- US Green Building Council provides recycling area guidelines in various publications. Information is available on the USGBC website at [www.usgbc.org/resources](http://www.usgbc.org/resources). See attachment to this bulletin for an excerpt of USGBC recommendations.

### **Procedures:**

#### **Submittals**

For each covered project, the submittal documents accompanying the permit application shall provide sufficient detail to assure compliance with these requirements, including the following specific information:

1. Size and location of storage, collection and loading areas for all recyclable, compostable and trash materials, including space within individual dwelling units.
2. Type, size and number of collection containers for all recyclable, compostable and trash materials.
3. Type of proposed material handling equipment (e.g. compactors, balers, tippers, turntable systems, etc.)
4. Collection routes to conveniently access all recyclable, compostable and trash loading areas, including sufficient vertical and horizontal maneuvering clearances for collection vehicles.
5. Type and number of chutes proposed for recyclable, compostable and trash materials.
6. Signage for proposed collection, storage, and loading areas and containers.
7. Path-of-travel and other access for persons with disabilities to collection facilities, when required.
8. If not all in one location in the submittal documents, an index of locations in the submittal

documents of the above required information.

### **Review**

Submittal documents will be reviewed by Department of Building Inspection staff, who may consult with staff of other agencies such as Department of the Environment.

When approved as part of a building permit, requirements for adequate areas for collecting and loading of recyclable, compostable and trash materials become part of the required building construction.

### **Maintenance of facilities**

Maintenance of facilities designed for collection, storage and loading of recyclable, compostable and trash materials is required under San Francisco Building Code, Section 3401.2.

Approved by the Building Inspection Commission  
March 19, 2008

Isam Hasenin, P.E., CBO, Director  
Department of Building Inspection

**Attachment A: Model Ordinance**  
**Attachment B: LEED-NC Version 2.2 excerpt**

**Model Ordinance  
California Integrated Waste Management Board, Model  
Ordinance Relating to Areas for Collecting and Loading  
Recyclable Materials in Development Projects**

**Resolution No. 93-57**

**U.S. Green Building Council – LEED-NC**

Excerpted from USGBC LEED-NC Version 2.2 Reference Guide: (pages 238 and 239)