

**PUBLIC WORKS DEPARTMENT**  
**Environmental Resources Division**

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## Environmental Resources Division Occupancy Plan

In an effort to significantly reduce greenhouse gas emissions and efficiently utilize and conserve natural resources, the City of Oxnard, amongst all other jurisdictions in California, is required to recycle and divert organic waste from landfill disposal. Below are the specific laws/regulations that define the criteria for complying with these mandates.

- **Recycling**
  - Per [AB 939](#), the City of Oxnard is required to divert a minimum of 50% of solid waste from landfill disposal.
  - Per [AB 341](#) organizations generating more than four (4) cubic yards of waste per week and multi-family units of five (5) or more are required to recycle. In addition, AB 341 also sets a new statewide goal of diverting 75% of solid waste from landfill disposal.
  - Per the [California Building Codes, Title 24, Part 11](#), Section 4.410.2\* (residential) and 5.410.1 (non-residential) Recycling by Occupants - provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of non-hazardous material for recycling including (at a minimum) paper, corrugated cardboard, glass, plastics, organic waste and metals or meet a lawfully enacted local recycling ordinance, if more restrictive. \*The residential requirement applies to multi-family complexes of five (5) or more units.
  
- **Organics**
  - Per [AB 1826](#), organizations generating more than four (4) cubic yards of waste per week and multi-family units of five (5) or more are required to divert organic waste from landfill disposal.
  - Per [SB 1383](#), establishes targets to achieve a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction by 2025. To achieve these targets, entities must subscribe to and comply with the requirements of the organic waste collection service provided by their jurisdiction; or self-haul organic waste to an approved composting facility.

The Occupancy Plan is designed to document the approach developers/owners will take to establish services that meet the aforementioned requirements.

### Project Information

<b>Project Name:</b>		<b>Project#:</b>	
<b>Street Address:</b>			
<b>Contact:</b>		<b>Phone:</b>	
		<b>Email:</b>	
<b>Signature:</b>			
<b>Project Use*:</b>			

\*please define the planned use of the new building(s) at the location. If a multi-family unit, please indicate the # of units.

**Program Narrative**

Please describe the methods by which tenants/occupants will be notified of acceptable materials in the collection program and how they will be encouraged to participate.

**Collection Narrative**

Please describe the methods by which recyclable and organic materials will be collected from tenants/occupants and delivered to containers serviced by the Environmental Resources Division or **third-party hauler\*** (as appropriate). If **self-hauling\*** materials, please describe the frequency of delivery and the destination where materials will be conveyed.

\*third-party and self-hauling must be certified annually with the Environmental Resources Division.

Send the completed form to [recycle@oxnard.org](mailto:recycle@oxnard.org) or deliver to the Building/Planning Department.

**Environmental Resources Division Use:**

<b>Approved by:</b>		<b>Date:</b>	
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