Public Trash / Recycling / Compost Bins: Process and Guidelines

Concept
Stanford University’s dedication to sustainability includes the convenient collection of recyclable and compostable materials in public spaces. Proper siting, labeling and high quality standardized receptacles come together to serve this goal. All new public trash bins must be paired with appropriate recycling bins. This document describes the correct sequence for siting, obtaining and installing the receptacles.

To initiate the ordering process of public trash/recycling/compost bins take the following steps:

1. **Contact University Architect /Campus Planning and Design (UA/CPD):** for proposed site review. Email uacpd@stanford.edu or call 650-725-7508

2. **Contact PSSI:** to provide initial information regarding appropriate recycling streams, receptacle capacity and frequency of servicing needs, etc. Email pssi@pssi.stanford.edu.


4. **Ship to Bonair Yard:** Assure that manufacturers ship orders to Road Maintenance c/o “Your SU Department” Stanford University, 340 Bonair, Stanford CA 94305.

5. **Order Installation by Road Maintenance:** Issue work request for SU Road Maintenance Dept. to install bins per UA/CPD direction. [http://bgm.stanford.edu/bfm/index](http://bgm.stanford.edu/bfm/index)

6. **Notify PSSI:** Email pssi@pssi.stanford.edu to initiate collection servicing.

Questions? Email uacpd@stanford.edu or call 725-7508.
Trash Receptacle

The campus standard for trash receptacles was implemented in early 1997 in response to the discoloration, misalignment, and bulkiness of the old concrete standard. This model has a rigid internal liner and a side opening door for ease of emptying. All cans should be attached to the ground by drilling holes to receive anchor bolt and epoxy, or when placed in a planting area, anchored into a concrete foundation. Care should be taken that they are installed level to the ground.

Stanford Grounds provides trash pick up for these cans and must be notified to begin service when new cans are installed.

Specifications:
- 36 Gallon Capacity, side opening door, key lock
- 3/8” black powder-coated steel bars

Model/Manufacturer:
Victor Stanley model #SD-42, through MJB Associates, Grass Valley, 530-272-8005 or equal with exact proportions, if approved by SU Architect/Campus Planning.
CONCRETE FOOTING AT TRASH RECEPTACLE

Stanford University Architect/Planning Office
Standard Campus Site Furnishings Guidelines

Scale: not to scale
Updated: 7/30/2003
Superseded: 1/22/2003

1. Center anchor bolt hole w/clearance for 1/2" bolt.
2. Inside ring at base.
3. Lower ring at base.
4. Upper rim at top.

(4) Adjusting feet - 3/8" threaded shaft w/ rubber feet around perimeter of inside ring.

Trash receptacle

(4) Adjusting feet - 3/8" threaded shaft w/ rubber feet around perimeter of inner ring.

2'-0" ø CONC. FOOTING

8" X 1/2" ø ANCHOR BOLT

Note: Ash urn to have similar foundation.

Compact subgrade

Finish grade of soil in planted area. Footing to be flush w/ grade in paved areas.
Recycle Receptacle -

Consistent with Stanford’s commitment to sustainability the new standard recycling receptacle container (when paired with trash receptacles) will facilitate easy recycling of paper / glass / plastic containers and cans. Featuring multi-use lids and dual interior liners, the containers collect sorted mixed recyclables in a single receptacle. The side-opening door allows easy removal of sometimes heavy material, and suits the requirements of PSSI services, Stanford’s recycling contractor. These Stanford designed dual receptacles are now available directly from the manufacturer. Once installed, PSSI must be immediately informed with the location of the new receptacles so that collection begins. In most areas, recycle receptacles should be anchored into pavement or a concrete foundation using the same detail as the trash receptacle. See details.

Note: Special locations where heavy use is anticipated may require full bottle or paper recycling receptacles, (picnic areas, cafes). An alternative campus standard recycling station is available for such cases.

Specifications:

- **Outer Receptacle**: side opening door with lock and key, 3/8” black powder-coated steel bars, blue “RECYCLING” decal band
- **Dual Stream Lid**
- **Semi Circular Liners**: (2) with ABS plate
- **Model/Manufacturer**: Victor Stanley model # SD-42, through MJB Associates, Grass Valley, 530-272-8005, [mjb@mjbcorp.net](mailto:mjb@mjbcorp.net)
CUSTOM RECYCLE RECEPTACLE LAYOUT

Stanford University Architect/Campus Planning and Design Office
Standard Campus Construction Detail Guidelines
Ash Urn:
Buttler Ash Receptacle

The University Administrative Guide states that ‘smoking is prohibited in classrooms, all enclosed buildings and facilities, [and] in covered walkways [e.g. arcades]....’; ‘Outdoor smoking areas should be located far enough away from doorways, open windows, covered walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities’ (see Guide Memo 23.4). This shall be taken into account when siting ash urns, while keeping functionality in mind. They should be located at least 30 feet away from doors, windows, vents or other building openings.

Buttler ash urns are typically sited as part of a bench/trash/recycle receptacle grouping but may also be installed with benches to create an isolated smoking area.

Notify UNNICO Janitorial Service for servicing.

Specifications:
- Medium (4.5” diam. x 11.88” height)
- 48” pole, to be mounted ~42” from finished grade, or level with adjacent trash/rec.
- Caps, cylinder and pole: black powder coat
- White graphics
- Surface mount. Modify flange to facilitate embedding in pavement.

Manufacturer / Model:
Forms+Surfaces, ‘Buttler’ Ash Receptacle
Rep. Maryann Sweeney, 30 Pine street, Pittsburgh PA 15223 Tel: 800-451-0410 ex. 2623