

## Minerva Onboarding Data Import Guide

Minerva tracks the compliance of permanent Commercial and Multifamily 5+ accounts for AB 341, AB 1826 and SB 1383. Minerva can track Residential and Residential Multifamily (2-4) accounts for a premium.

Minerva requires the following basic account information to function.

- Account Number
- Account Name (name of business)
- Account Street Address (service address)
- Account City
- Account State
- Account Zip
- \**Account Type* (commercial, industrial, multifamily etc)
- \***Container ID** (see comments below)
- \**Container Quantity*
- \**Container Size*
- \**Container Unit of Measure* (cubic yard, or gallon)
- \**Container Material Group* (Waste, Recycle, or Organics)
- \**Container Weekly Frequency* (how many times a week does each container get emptied)
- Service Days of the Week – Used for Route Reviews
- Route ID – Used for Route Reviews

*\*Often this information can be translated from hauler system codes. It is not necessary to translate this info prior to supplying it. A Minerva subscription includes 1 custom data import schema based on the hauler's system report export. This makes it quick and easy for the hauler to export identical reports and supply consistent, reliable data.*

Minerva also supports the following information if included in the raw data file. This information will likely be helpful for outreach staff and city personnel when using Minerva.

- Contact Name
- Contact Address
- Contact Phone Number
- Contact Email
- Container Type (Front Load, Cart, etc.)
- Billing Name
- Billing Address
- Billing Phone Number
- Billing Email

Once I receive the data file, I will create a spreadsheet to determine what material types are allowed in each container.

**Container ID:** This is also often a code and will be used to help identify what organic waste, and non-organic recyclable material types are accepted in the container. We will need to identify per Container ID which of the following 12 material types are accepted:

1. food & food soiled paper
2. green material
3. landscape & pruning waste
4. lumber
5. manure
6. organic textiles & carpets
7. wood
8. paper products (cardboard)
9. printing & writing paper
10. glass (ex. bottles)
11. metal (ex. aluminum cans)
12. plastic (ex. bottles)