



OFFICIAL NOTIFICATION

Mandatory Recycling and Plant Debris Disposal Ban Ordinances

BUSINESS NAME

00 STREET ADDRESS
CITY, CA ZIP CODE

Date: May 3, 2018

Re: First Notice – Compliance with Mandatory Recycling Ordinance and Plant Debris Disposal Ban at Property Address: 00 STREET ADDRESS, CITY CA ZIP CODE

Dear Sir or Madam,

The Alameda County Waste Management Authority (Authority/ACWMA) adopted ordinances 2012-01 and 2008-01 to reduce the amount of recyclable and organic materials deposited in landfills.

This is an Official Notification that your property, business or institution is subject to the requirements of ACWMA Ord. 2012-01 and 2008-01. Failure to meet the requirements of the Ordinances could result in an enforcement action should violations be identified in the future.

To be fully compliant with the law, property owners/managers, businesses, and institutions **must**:

1. Provide recycling containers and service of sufficient number, size and frequency to accommodate all Recyclable Covered Materials generated at that location. Recyclable Covered Materials include: cardboard, newspaper, white paper, mixed recyclable paper, recyclable glass food and beverage containers, metal (aluminum and steel) food and beverage containers, PET (#1) and HDPE (#2) plastic bottles.
2. Provide compost (organics) containers and service of sufficient number, size and frequency to accommodate all Compostable Covered Materials if significant quantities¹ are generated at that location. Compostable Covered Materials include food scraps, compostable paper, and plant debris.

[Customized text for each jurisdiction inserted here.

Includes contact information for garbage, recycling, and/or organics service providers.

For letters sent to properties in Newark and Union City, effective dates for new Mandatory Recycling Ordinance requirements are also included.]

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¹ Quantities of organics are considered "significant" when 10 or more gallons of organics are disposed of in a garbage cart or 20 or more gallons of organics are disposed of in a garbage bin.

3. Keep all Recyclable Covered Materials out of the garbage.
4. Keep all Compostable Covered Materials separate from garbage for organics collection. This requirement applies to businesses and institutions such as restaurants and grocery stores that generate significant quantities of organics (see footnote on page 1).
5. Keep garbage out of the recycling and organics containers. Only recyclable materials may be placed in recycling containers and only compostable materials may be placed in organics containers.
6. Provide information at least annually to employees, tenants, and contractors describing how to properly use the recycling, garbage, and compost containers. This information must also be provided to tenants during unit turnover no later than 14 days after move-in and no less than 14 days prior to move-out.

The Plant Debris Disposal Ban (ACWMA Ord. 2008-01) requires property owners, businesses and institutions in Alameda County generating 4 or more cubic yards of garbage per week to separate all plant debris from garbage and recyclable materials. Plant debris must be placed in a designated compost (organics) collection bin or businesses can arrange for the removal of plant debris by their landscaper. The landscaper must haul plant debris to an approved facility and deposit the compostable material in the facility's designated "clean green" area.

An Authority Inspector may inspect the address listed above to determine compliance with the Ordinances. Failure to meet the minimum requirements of the Ordinances could result in citation and fines starting at \$100 per violation.

Note: This Official Notification is not the result of observed violations of the Ordinances. This notice is simply to inform your property, business or institution of the obligation to adhere to the requirements of the Ordinances; you may already be in compliance. Notices are sent to both the address where garbage service is provided and the address where garbage bills are sent.

For more information, please visit www.RecyclingRulesAC.org or leave a message at the Mandatory Recycling Ordinance Help Line, (510) 891-6575. Please see the enclosed flyer for a listing of free resources available to help businesses recycle and compost.

Respectfully,

Rachel Balsley

Rachel Balsley
Senior Program Manager - Enforcement Official