



OFFICIAL NOTIFICATION

Mandatory Recycling and Plant Debris Disposal Ban Ordinances

[Business Name]
[Address]
[City/State/Zip]

[NOV letter date]

This letter is to inform you of the **Mandatory Recycling Ordinance (ACWMA Ord. 2012-01)** and **Plant Debris Disposal Ban (ACWMA Ord. 2008-01)** administered by the Alameda County Waste Management Authority (ACWMA) to reduce the amount of recyclable and compostable materials deposited in landfills by Alameda County businesses, institutions, and multifamily properties.

Our records indicate that [Business Name] is located at [Site Address] in [City], CA and is therefore required to comply with these laws. **This notice is not the result of an observed violation and you may already be in compliance. This is a courtesy notification to ensure you are aware of the laws and their requirements, and to assist you with compliance.**

We recognize that many businesses have been impacted in a variety of ways by the COVID-19 pandemic. In light of this, no fines will be assessed during the next six months or while shelter in place orders are in effect at your site.

Please take this time to familiarize yourself with the recycling and organics requirements listed below. If you believe your site may be out of compliance, corrective actions taken now may help you avoid an Administrative Citation and fine in the future. For **free resources** to help you recycle and compost properly—including virtual assistance and trainings, how-to videos, stickers, posters, and more—go to www.RecyclingRulesAC.org/resources.

Overview of the Recycling Rules:

To comply with the laws, property owners/managers, businesses, and institutions must:

1. Provide **RECYCLING** containers of sufficient number, size, and collection frequency to accommodate all of the recyclable materials generated on-site.
2. Provide **ORGANICS** containers of sufficient number, size, and collection frequency to accommodate all of the compostable materials generated on-site.
 - All multifamily properties (five or more units) must have organics service.
 - Only businesses that generate 20 or more gallons of compostables per week AND/OR subscribe to two or more cubic yards of solid waste per week (garbage and recycling service volumes combined) and have a food permit, are required to have organics collection service.

To order recycling or organics collection service, contact
[Hauler Name]
[Hauler Contact Number]

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3. Keep recyclable materials out of the garbage. **Materials that must be RECYCLED** 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 (including non-food/beverage containers). Note, there may be additional materials accepted in your city.
4. Keep compostable materials out of the garbage. **Materials that must be placed in an ORGANICS bin** include: Discarded food, compostable (food-soiled) paper, and plant debris (includes grass, leaves, shrubbery, vines, and tree branches).
5. **Keep recycling and organics containers contamination free.** No garbage in the recycling or organics bins.
6. **At least once a year, property owners/managers must inform employees, tenants, and contractors of the law and how to properly compost and recycle.** Tenants must also be reminded about proper composting and recycling no later than 14 days after move-in and no less than 14 days prior to move out. Keep documentation of the educational materials, distribution date, and recipients for possible future inspections.

The Plant Debris Disposal Ban (ACWMA Ord. 2008-01) requires property owners, businesses, and institutions in Alameda County that generate four 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 organics (compost) 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 ACWMA Inspector may inspect the address listed above to determine compliance with the Ordinances. Property owners and managers have at least six months from the date of this letter to complete any steps necessary to comply with the requirements. Failure to meet the minimum requirements of the Ordinances after six months may result in citations and fines starting at \$100 per violation. Please note, this notice has been sent to both the address where garbage service is provided, and the address where garbage bills are sent, if those addresses are different.

Questions?

Find more information about Alameda County’s recycling and composting laws at www.RecyclingRulesAC.org. To leave a message for a call back, call 510-891-6575 or visit www.RecyclingRulesAC.org/questions. For translated Ordinance information and resources in Español, 中文, 한국인, and Tiếng Việt, visit www.RecyclingRulesAC.org/languages.

Sincerely,

Rachel Balsley

Rachel Balsley
Enforcement Official



Free Resources and Assistance

The following free services and materials are available at www.RecyclingRulesAC.org/resources.

- Indoor green bins
- Signs & stickers
- Educational videos
- On-site assistance & trainings
- Annual education templates

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