



CITATION

Mandatory Recycling and Plant Debris Disposal Ban Ordinances

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

[Citation letter date]
Citation Number: [CITMR0XXXX]

Cited Party: [Site Name]

During an inspection on [Citation Inspection Date], [Site Name] at [Site Address] in [Site City], CA **was found to be out of compliance with the Mandatory Recycling Ordinance (ACWMA Ord. 2012-01) and/or Plant Debris Disposal Ban (ACWMA Ord. 2008-01)**. Violations were identified at a previous inspection on [warning inspection date], and a warning (Notice of Violation) was issued to the Cited Party on [date warning issued]. The Cited Party has not corrected those violation(s) and/or new violation(s) have been found resulting in the fine(s) listed below. **The fine must be paid within 30 days of receipt of this citation, and corrections must be made immediately to avoid future citations.**

Violation (indicated with an "X")	Corrections Required IMMEDIATELY	Fine
X Prohibited materials found in the garbage: Recyclables Cardboard Paper Bottles/Cans Organics (compostables) Food/Food-Soiled Paper Plant Debris	Keep prohibited materials out of the garbage. Place recyclables in a recycling bin and compostables in an organics bin for proper collection.	\$100
X Prohibited materials found in the recycling: Plastic Wrap Foam Packaging Non-recyclable Packaging or Containers Food Service Ware Waxed Cardboard Food/Food-Soiled Paper Other	Keep non-recyclable materials out of the recycling	\$100
X Prohibited materials found in the organics: Plastic Wrap Bottles/Cans Food Service Ware Gloves Packaging/Containers Other	Keep non-compostable materials out of the organics	\$100
Failure to have RECYCLING collection service	Contact your garbage provider within 7 days to set up sufficient recycling service and signage	
Failure to have ORGANICS collection service	Contact your garbage provider within 7 days to set up sufficient organics service and signage	
Total Fine		\$300

Fine payments are due within 30 days and may be made online or by check.

- **Online** at www.CitationProcessingCenter.com (credit/debit)
- **By check** – Include citation number on check and make payable to:
ACWMA – Citation Processing Center
 P.O. Box 7275
 Newport Beach, CA 92658-7275

Toll-free number for fine payment questions: (800) 969-6158
For questions about violations and/or the ordinances:
info@recyclingrulesac.org or (510) 891-6575 (to leave a message)

Additional Compliance Details

MATERIALS PROHIBITED IN THE GARBAGE

Materials that must be recycled under the ordinance 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 for recycling in your city.

Compostable 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).

RECYCLING AND/OR ORGANICS SERVICE REQUIREMENTS

Containers and service must be sufficient in number and/or size, and/or collection frequency to capture all of the materials generated. Outdoor containers must be marked as recycling, organics, or garbage with prominent signage on or near them. If you received a violation for **“failure to have recycling and/or organics collection service,”** and you had the required services on the inspection date, it is possible our records may be out of date or in error.

Recycling and/or organics service must be documented to avoid future fines. Visit www.RecyclingRulesAC.org/CRS to submit service documentation or a Certification of Recycling Service form. You may also call (510) 891-6575 to leave a message for a call back.

ANNUAL EDUCATION REQUIREMENT

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.

Citation Issued by: *Rachel Balsley* (electronic signature)

Rachel Balsley, Enforcement Official

Note: Violations of prohibited materials in the garbage correspond with ACWMA Ordinance sections 2012-01.4(a) and 2008-01.4(a), prohibited materials in the recycling or organics with section 2012.01.4(b), and failure to have recycling or organics service with section 2012-01.5(a)&(b). The fine amount must be paid as specified on page 1. Failure to do so may result in additional fines and charges.

How fines are assessed: Fines are assessed at an amount not to exceed \$100 (first violation), \$200 (second violation within one year), and \$500 (each additional violation within one year). Note that a sorting violation is assessed as a single violation occurring on the day of inspection while failure to have collection service is fined at \$5/day multiplied by 30 days (\$150). Future violations could be assessed a higher fine amount.

Right to Appeal: You have a right to appeal this Citation within thirty (30) calendar days from the date of the Citation. An appeal must be submitted in writing and mailed to “ACWMA – Citation Processing Center” at P.O. Box 7275, Newport Beach, CA, 92658-7275. An appeal form is available at www.RecyclingRulesAC.org/citations. You must include an appeal fee in the amount of the Fine Amount shown on page 1. After receiving the written notice of appeal, a date, time, and place for the Administrative Citation hearing will be scheduled. You will receive written notice of the date, time, and place of the hearing at least ten (10) calendar days prior by Certified Return Receipt U.S. Mail or process service.



See Enclosed Guide for Free Resources and Assistance

The enclosed guide has additional information on how to correct violations. In addition, 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

QUESTIONS? Call 510-891-6575 to leave a message for a call back 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.