



# **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 multi-family property 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 **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 (food scraps, compostable paper, and plant debris) generated at that location. Some cities are currently affected by this requirement, while other cities may be affected in the coming year(s). See the note below for details.

[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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3. Provide information at least annually to tenants, employees and contractors describing how to properly use the recycling, garbage, and organics 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.

A sufficient level of recycling service is typically at least 25% of the garbage service provided. For example, a property with 8 cubic yards of weekly garbage service should have at least 2 cubic yards of recycling service (when adding recycling service, there may be an opportunity to reduce garbage levels).

The Plant Debris Disposal Ban (ACWMA Ord. 2008-01) requires multi-family properties generating 4 or more cubic yards of garbage per week to separate all plant debris from garbage and recyclable materials. Those with on-site service must place plant debris in a designated organics collection bin. Multi-family property owners or managers can arrange for the removal of plant debris by their landscaper. The landscaper must haul to an approved facility and must deposit plant debris 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 fine starting at \$150 per violation.

**Note:** This Official Notification is not the result of observed violations of the Ordinances. This notice is simply to inform your multi-family property of the obligation to adhere to the requirements of the Ordinances. Your multi-family property may already be in compliance. Your multi-family property may receive two notices as this notice is 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](http://www.RecyclingRulesAC.org) or leave a message at the Mandatory Recycling Ordinance Help Line at (510) 891-6575. For free resources such as posters, signs, sample tenant letters, and tips for setting up or improving multi-family recycling collection programs, visit [www.RecyclingRulesAC.org/multi-family-support-materials](http://www.RecyclingRulesAC.org/multi-family-support-materials).

Respectfully,

*Rachel Balsley*

Rachel Balsley  
Senior Program Manager - Enforcement Official