



OFFICIAL NOTIFICATION

Mandatory Recycling and Plant Debris Disposal Ban Ordinances

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

[letter date]
FIRST NOTICE

This is an **OFFICIAL NOTIFICATION** that [Site Name] located at [Site address] in [Site city], CA is required to comply with the Mandatory Recycling Ordinance (ACWMA Ord. 2012-01) and Plant Debris Disposal Ban (ACWMA Ord. 2008-01). **No fine is being assessed at this time. However, corrective action must be taken within 60 days and compliance maintained to avoid the possibility of an Administrative Citation and fine in the future.** Re-inspection of your property may occur to determine compliance with the Ordinances.

On [inspection date], our inspection found the following violation(s):

Violation(s) Observed (indicated with an "X")		Corrections Required
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.
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
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
	Failure to have RECYCLING collection service*	Contact your garbage provider to set up sufficient recycling service and signage
	Failure to have ORGANICS collection service*	Contact your garbage provider to set up sufficient organics service and signage

**Note, 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 also be marked as recycling, organics, or garbage with prominent signage on or near the containers. See reverse if you already have recycling and/or organics service and believe this violation may be in error.*

(continued on back of page)

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

Contact your garbage service provider to set up recycling and/or organics service. 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 that 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.



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.

Official Notification 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 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). Failure to meet the minimum requirements of the Ordinances could result in citations and fines starting at \$100 per violation. Repeat violations are subject to fines as high as \$500 per violation. No fine is being assessed at this time.

For translated Ordinance information and resources in Español, 中文, 한국인, and Tiếng Việt visit www.RecyclingRulesAC.org/languages.