



Alameda County Waste Management Authority
1537 Webster Street, Oakland, CA 94612



[Mailing Name]
[Mailing Address]
[Mailing City], [Mailing State] [Mailing Zip]

[Citation Date]

Citation number: [Unique ID]

CITATION

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The property located at [Site Address], [Site City] has been identified as being in violation of State law SB 1383 and the local Organics Reduction & Recycling Ordinance. A warning (Notice of Violation) was issued on [NOV letter date]. A fine is now being issued. The Actions Required in the table below must be completed by the Due Date. Note: Fines increase up to \$500 per violation and will continue every 60 days if the actions are not completed.

Violation	Fine	Action Required	Due Date
Failure to supply an adequate number and/or size of [recycling or compost] collection containers in accessible location(s)	[Fine]	1. Contact [Hauler Name] at [Hauler Phone] to order more containers. Containers must be properly labeled. 2. Provide proof of actions taken to provide adequate containers at www.StopWaste.org/rules-submit-proof .	[Due Date]
Failure to allow access to [recycling or compost] collection containers	[Fine]	1. Ensure collection containers are in accessible location(s) to collect all recyclable and/or compostable materials. Containers must be properly labeled. 2. Provide proof of actions taken to provide accessible containers at www.StopWaste.org/rules-submit-proof .	[Due Date]
Total fine due: [total fine]		See payment instructions below. Payment of fine does not prevent future fines unless the required actions above are completed.	[Due Date]

[In addition to the current fine being issued, this site has a **past due** fine balance of [total past due] (Citation #).]

Payment Instructions: Fine payment is **due by [due date]** and may be made online or by check.

- Online at www.citationprocessingcenter.com (credit/debit)
 - Select "Administrative Citations" and search by "Citation and Date"
 - Enter Citation number and date found at top right of letter



- By check – Include Citation number on check and make payable to:
StopWaste – Citation Processing Center
P.O. Box 7275
Newport Beach, CA 92658-7275

中文 (Chinese), 한국인 (Korean), Español (Spanish), and Tiếng Việt (Vietnamese):



www.StopWaste.org/rules-citations?t

www.StopWaste.org/Rules · (510) 891-6575 · 1537 Webster Street, Oakland, CA 94612

State law SB 1383 is implemented in Alameda County under the Organics Reduction and Recycling Ordinance in partnership with StopWaste, its member agencies and their solid waste service providers, along with the environmental health departments in Alameda County. StopWaste's member agencies include the cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, Union City, and the unincorporated areas of Alameda County including Castro Valley and Oro Loma Sanitary Districts.

Right to Appeal

If you believe this Citation is in error, you have a right to appeal within thirty (30) calendar days from the date of the Citation. An appeal must be submitted in writing and mailed to “StopWaste – Citation Processing Center” at P.O. Box 7275, Newport Beach, CA, 92658-7275. An appeal form is available at www.StopWaste.org/rules-citations. You must include an appeal fee in the amount of the Fine amount shown on page 1. If your appeal is granted, the fine amount will be reimbursed. You may also contact us at rules@stopwaste.org or leave a message for a call back at (510) 891-6575.

How Fines are Assessed

Fines are assessed at an amount not to exceed \$100 for the first violation, \$200 for the second violation, and \$500 for each subsequent violation. Additional violations and fines will be assessed every 60 days for failure to take the required actions by the due dates specified on page 1 and may be assessed again if a site becomes non-compliant in the future. An on-site inspection may be conducted to verify compliance.

Overview of the Rules

Businesses (including nonprofits and institutions) and multifamily properties (5+ units) must:

1. Subscribe to compost (organics) and recycling collection services.
2. Place color-coded and labeled recycling and compost bins next to all garbage bins (not required in restrooms).
3. Sort materials into the proper bins.
4. Educate employees, contractors, and tenants about the law at least annually and check bins periodically

In addition to the steps above, some businesses that generate surplus edible food—such as grocery stores, food distributors, and large restaurants—must donate their surplus edible food to feed people. Visit www.StopWaste.org/rules for more information.

Free Resources & Assistance



If you would like assistance adding compost or recycling collection service, applying for a waiver, or if you have questions about this letter, go to www.StopWaste.org/request-help or call 510-891-6575 to leave a message for a call back. Our field team is also available to help set up indoor bins, train staff, and help sites start food donation programs.

Free stickers to label bins, indoor green bins, training videos, a sign maker tool, and more are available at www.StopWaste.org/rules-resources.