



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

罰單 | 벌금 통지서 | CITACIÓN | GIẤY PHẠT

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 for violation(s) marked with an "X". Note: Fines increase up to \$500 per violation and will continue every 60 days if the actions are not completed.

Violation		Fine	Actions Required	Due Date
X	Failure to have a written agreement with a Food Recovery Organization (FRO) or Food Recovery Service (FRS).	[Fine]	<ol style="list-style-type: none"> <li>Secure a written agreement with at least one FRO/FRS or create a record to describe direct distribution to end recipients or staff and/or food waste prevention practices that result in no surplus edible food generated to donate.</li> <li>Provide proof of written agreement or other records at <a href="http://www.StopWaste.org/rules-submit-proof">www.StopWaste.org/rules-submit-proof</a>.</li> </ol>	[Due Date]
X	Failure to have food donation records.	[Fine]	<ol style="list-style-type: none"> <li>Maintain monthly records of types of food donated, frequency of donations, and pounds of food donated to a Food Recovery Organization or Food Recovery Service (FRO/FRS). Records must specify each receiving FRO/FRS and contact information.</li> <li>Provide proof of monthly food donation records at <a href="http://www.StopWaste.org/rules-submit-proof">www.StopWaste.org/rules-submit-proof</a>.</li> </ol>	[Due Date]
X	Failure to donate the maximum amount of edible food.	[Fine]	<ol style="list-style-type: none"> <li>Donate <u>all</u> surplus edible food. Safely manage and properly store all surplus edible food so that it does not spoil before being donated. Compost and landfill containers must not contain edible food that could have been donated.</li> <li>Provide proof of monthly food donation records at <a href="http://www.StopWaste.org/rules-submit-proof">www.StopWaste.org/rules-submit-proof</a>.</li> </ol>	[Due Date]
<b>Total fine due:</b> [Total fine amount]			<b>See payment instructions on back.</b> Payment of fine does not prevent future fines unless the required actions above are completed.	[Due Date]

**IMPORTANT: Additional fines will be issued if the required actions are not completed by the 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](http://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](http://www.StopWaste.org/rules-citations?t)

## 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](http://www.StopWaste.org/rules-citations). You must include an appeal fee in the amount of the Total Fine amount shown on page 1. If your appeal is granted, the fine amount will be reimbursed.

## 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 noncompliant in the future.

## Additional Requirements

In addition to the edible food recovery requirements for food-generating sites, the law requires all businesses, nonprofits, institutions, and multifamily properties (5+ units) to sign up for compost (organics) and recycling collection services, set up indoor bins, and sort materials properly. Visit [www.StopWaste.org/rules](http://www.StopWaste.org/rules) for more information.

## Free Resources & Assistance



If you would like assistance setting up a surplus food donation program, locating a food recovery partner, or have questions about this letter, go to [www.StopWaste.org/request-help](http://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 scrap collection programs.

Guides on how to set up a food donation program, customizable templates for agreements and recordkeeping, a list of food recovery organizations, and more are available at [www.StopWaste.org/rules-food-recovery](http://www.StopWaste.org/rules-food-recovery).