

# CITATION

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

[Citation Date]

Citation number: [Insert unique ID]

Cited Party: [Regarding Business Name], [Site Address], [Site City].

The site listed above 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 to the Cited Party on [NOV letter date]. A fine is now being issued. To avoid additional fines in the future, complete the following required actions for the violation(s) marked with an "X" by the Due Date listed below.

Violation		Fine	Action Required	Due Date
<b>X</b>	Failure to have [compost (organics)/recycling] collection service	[Insert Fine]	1. <b>Pay total fine of [total fine]</b> . See payment instructions below.  <u>To avoid additional fines in the future:</u> 2. Contact [Hauler Name] at [Hauler Phone] to subscribe to [compost/recycling] collection service.  3. Provide proof of service at <a href="http://www.StopWaste.org/rules-submit-proof">www.StopWaste.org/rules-submit-proof</a> .	[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



Fines increase up to \$500 and will continue every 60 days if action is not taken by the due date above. Visit [www.StopWaste.org/rules-citations](http://www.StopWaste.org/rules-citations) for more details.

中文 (Chinese), 한국인 (Korean), Español (Spanish), and Tiếng Việt (Vietnamese): [www.StopWaste.org/rules-languages](http://www.StopWaste.org/rules-languages)

## Right to Appeal

If your site already has compost and recycling collection service or an approved waiver\* on file, please go to [www.StopWaste.org/rules-submit-proof](http://www.StopWaste.org/rules-submit-proof) to upload proof that the service or waiver was in place prior to the date of the Citation. You may also contact us at [rules@stopwaste.org](mailto:rules@stopwaste.org) or leave a message for a call back at (510) 891-6575.

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 Fine amount shown on page 1. If your appeal is granted, the fine amount will be reimbursed.

*\*Sites that generate a minimal amount of compostable/organic waste (food scraps, compostable paper, and plant material) or recyclable materials, or sites that do not have the physical space to accommodate the necessary collection containers may qualify for a waiver. If your site qualifies, the approved waiver would prevent future violations and fines for a five-year period. The current citation and fine will not be waived. For more information, visit [www.StopWaste.org/rules-waivers](http://www.StopWaste.org/rules-waivers).*

## 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.

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## SB 1383 and the Organics Reduction & Recycling Ordinance

### Background

When food and plant material break down in a landfill, they release methane, a harmful greenhouse gas and leading cause of climate change. To respond to the climate crisis, California passed Senate Bill 1383 to reduce the amount of food scraps and other compostable materials sent to landfills by requiring everybody in the state to compost and recycle.

In Alameda County, the state law is being implemented and enforced under the local Organics Reduction and Recycling Ordinance which was passed by local government agency StopWaste. StopWaste partners with the cities of Alameda County, their solid waste service providers, and environmental health departments to help sites comply and enforce the law when needed.

### 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.

### 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](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 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](http://www.StopWaste.org/rules-resources).

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