

RESOLUTION NO. 26-08

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE MEMORANDUM
OF UNDERSTANDING BETWEEN RECYCLEMORE AND THE CITY OF PINOLE
CONCERNING SB 1383 COMPLIANCE**

WHEREAS, the Legislature of the State of California, by enactment of the Short-Lived Climate Pollutants Act (Senate Bill (SB) 1383) and the subsequent SB 1383 Regulations require jurisdictions to implement and enforce the provisions of Chapter 12 of the regulations; and

WHEREAS, Section 18981.2 of the SB 1383 regulations allow a jurisdiction to designate a public entity to fulfill its requirements under Chapter 12 by way of a Memorandum of Understanding (MOU); and

WHEREAS, the West Contra Costa Integrated Waste Management Authority (“Authority”) is a Joint Powers Authority that meets the definition of a public entity; and

WHEREAS, the MOU is a requirement by CalRecycle necessary for the Authority to implement SB 1383 programs on behalf of the Member Agencies; and

WHEREAS, to effectively provide a framework for the MOU and to delegate SB 1383 responsibilities between the Member Agencies and the Authority, the SB 1383 Workplan drafted in 2022 has been subsequently updated to reflect the new requirements addressing the 2025 Franchise Agreements with the Member Agencies and the 2025 Post-Collection Agreement with the Authority; and

WHEREAS, the Authority Board had previously approved an MOU with the City of Pinole on February 8, 2024; and

WHEREAS, the SB 1383 Workplan acting as the framework for the SB 1383 Memorandum of Understanding with the Member Agencies was approved by the RecycleMore Board of Directors on February 12, 2026, and was subsequently used to amend the MOU with the City of Pinole; and

WHEREAS, the City of Pinole City Council approved the revised SB 1383 MOU on April 7, 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Contra Costa Integrated Waste Management Authority determine the following:

1. The Executive Director is hereby authorized to execute the Memorandum of Understanding between RecycleMore and the City of Pinole concerning SB 1383 compliance (Exhibit A).

ATTEST

CHAIR OF THE BOARD

Viviane Vidal 4/13/26
Viviane Vidal, Board Secretary Date

Rita C. Xavier Apr 13, 2026
Rita Xavier, Board Chair Date

Attachments: Exhibit A

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at a Regularly Scheduled Meeting on April 9, 2026, by the following vote:

AYES: Directors: Zepeda, Xavier, Robinson, Tave (Alt), Bhattarai, Kstanes

NOES: Directors: _____

ABSTAIN: Directors: _____

ABSENT: Directors: Brown

Viviane Vidal
Viviane Vidal, Board Secretary

EXHIBIT A

SB 1383 MOU

**Memorandum of Understanding
Between West Contra Costa Integrated Waste Management Authority and the City of
Pinole Regarding Implementation of SB 1383 Regulations**

This Memorandum of Understanding (“**MOU**”) is made this day of _____, 2026 (“**Effective Date**”) by and between the CITY OF PINOLE (“**Pinole**”), a municipal corporation hereinafter referred to as “**City**” and the WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY, a California joint powers authority (“**Authority**”) (individually “**Party**” and collectively “**Parties**”).

RECITALS

A. The Authority is a joint powers authority established pursuant to the California Joint Exercise of Powers Act (Gov. Code §§ 6500 *et seq.*) pursuant to the Joint Exercise of Powers Agreement (“**JEPA**”); and

B. The City is a party to the JEPA and has entered into a franchise agreement with a solid waste collection services provider (“**Provider**”) for the collection of Solid Waste (the “**Franchise Agreement**”). The Franchise Agreement provides for certain rights and delegated authorities to the respective solid waste service provider; and

C. The Authority operates certain core programs on behalf of and for the benefit of its Member Agencies, including but not limited to providing education regarding recycling, composting, and other methods of waste diversion, and conducting, preparing, and submitting all monitoring and reporting pursuant to the California Integrated Waste Management Act (California Public Resources Code §§ 40000 *et seq.*); and

D. Senate Bill (SB) 1383, the Short-lived Climate Pollutants Reduction Act (2016) (which added Sections 39730.5, 39730.6, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, as amended, supplemented, superseded, and replaced from time to time) (“**SB 1383**”), sets statewide organic waste disposal reduction targets of 50 percent by 2020 and 75 percent by 2025, based on the 2014 organics waste disposal baseline, set forth in Section 39730.6 of the Health and Safety Code, and requires California Department of Resources Recycling and Recovery (“**CalRecycle**”) to develop regulations to reduce organics in landfills as a source of methane; and

E. CalRecycle adopted the SB 1383 Regulations that created a new Chapter 12 (Short-lived Climate Pollutants) of Division 7 of Title 14 of the California Code of Regulations and amended portions of regulations of Title 14 CCR and Title 27 CCR (“**SB 1383 Regulations**”). The SB 1383 Regulations impose requirements on counties, cities, residential households, commercial businesses (including multi-family residential dwellings), commercial edible food generators, haulers, self-haulers, food recovery organizations, and food recovery services to support achievement of statewide organic waste disposal reduction targets; and

F. The SB 1383 Regulations require cities and counties, among other things, to adopt and enforce a mechanism to implement relevant provisions of the SB 1383 Regulations concerning regulation of organic waste collection services, generators of organic waste, waste

haulers, and generators, and processors of edible food, together with enforcement mechanisms and administrative civil penalties for violations of local regulations; and

G. The SB 1383 Regulations also require cities and counties, among other things, to implement programs requiring organic waste generators and waste haulers to meet minimum standards for organic waste collection services, inspect waste containers for prohibited contamination of materials, provide education and outreach information to organic waste generators, report to CalRecycle on compliance with SB 1383 Regulations, and maintain records of compliance with SB 1383 Regulations; and

H. The Provider has developed programs for Organics Waste collection as required by the Franchise Agreement and applicable law; and

I. Pursuant to 14 CCR 18981.2(b), cities and counties may designate a public or private entity to fulfill their SB 1383 obligations to adopt an enforceable mechanism through a MOU. However, 14 CCR 18981.2(c) specifies that cities and counties shall remain ultimately responsible for compliance with SB 1383 Regulations; and

J. The Parties wish to enter into this MOU to designate certain roles and responsibilities that the Authority shall assume on behalf of the City to implement the SB 1383 Regulations that took effect on January 1, 2022 under the terms and conditions as set forth herein.

NOW, THEREFORE, in consideration of the foregoing, the Parties hereby agree as follows:

AGREEMENT

1. Recitals. The foregoing recitals are true and correct and hereby incorporated herein.
2. Term. This MOU shall commence on the Effective Date and remain in full force and effect until terminated as set forth in Section 10.
3. Definitions.
 - (a) “**Authority**” means the West Contra Costa Integrated Management Authority.
 - (b) “**Back-haul**” means generating and transporting Organic Waste to a destination owned and operated by the generator using the generator’s own employees and equipment, or as otherwise defined in 14 CCR Section 18982(a)(66)(A) or successor regulation.
 - (c) “**Blue Container**” shall have the same meaning as in 14 CCR Section 18982.2(a)(5) or successor regulation. The Parties acknowledge that the City may use the term “Recycling Container” in its ordinances to refer to what are defined as Blue Containers herein.
 - (d) “**California Code of Regulations**” or “**CCR**” means the State of California Code of Regulations. CCR references in this MOU are preceded with a number that refers to the relevant Title of the CCR (e.g., “14 CCR” refers to Title 14 of CCR).

(e) “**CalRecycle**” means the California State Department of Resources Recycling and Recovery, which is the state agency designated with responsibility for developing, implementing, and enforcing the SB 1383 Regulations among other duties.

(f) “**City**” means the City of Pinole.

(g) “**City Representative**” means the City Manager or the City Manager’s designee.

(h) “**Commercial Business**” or “**Commercial**” means a firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a Multifamily Residential Dwelling, or as otherwise defined in 14 CCR Section 18982(a)(6) or successor regulation. A Multi-Family Residential Dwelling that consists of fewer than five (5) units is not a Commercial Business for purposes of this MOU.

(i) “**Commercial Edible Food Generator**” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in 14 CCR 18982(a)(73) and (a)(74) or successor regulation. For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators pursuant to 14 CCR Section 18982(a)(7) or successor regulation.

(j) “**Compliance Review**” means a review of records by an Enforcement Agency to determine compliance with SB 1383 Regulations.

(k) “**Container Contamination**” or “**Contaminated Container**” means a container, regardless of type or color, that contains Prohibited Container Contaminants, or as otherwise defined in 14 CCR Section 18982(a)(55) or successor regulation.

(l) “**County**” means the County of Contra Costa.

(m) “**Database**” means the existing database tracking system (or similar system that may be acquired or created in the future) that the City and Authority share for the purposes of complying with various state laws concerning solid waste handling.

(n) “**Edible Food**” means food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18) or successor regulation. For the purposes of this MOU or as otherwise defined in 14 CCR Section 18982(a)(18) or successor regulation, Edible Food is not Solid Waste if it is recovered and not discarded. Nothing herein requires or authorizes the recovery of Edible Food that does not meet the food safety requirements of the California Retail Food Code, as codified in the Health and Safety Code Section 113700, *et seq.* or successor statute.

(o) “**Enforcement Action**” means an action of the relevant Enforcement Agency to address non-compliance with SB 1383 Regulations including, but not limited to, issuing administrative citations, fines, penalties, or other remedies.

(p) “**Enforcement Agency**” means an entity with the authority to enforce part or all of SB 1383 Regulations as specified herein. The Authority and the City are each an Enforcement Agency.

(q) **“Food Recovery Organization”** means an entity that engages in the collection or receipt of edible food from Commercial Edible Food Generators and distributes that edible food to the public for food recovery either directly or through other entities or as otherwise defined in 14 CCR Section 18982(a)(25) or successor regulation.

(r) **“Food Recovery Services”** means a person or entity that collects and transports edible food from a Commercial Edible Food Generator to a Food Recovery Organization or other entities for food recovery or as otherwise defined in 14 CCR Section 18982(a)(26) or successor regulation.

(s) **“Generator”** means a person or entity that is responsible for the initial creation of Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(48) or successor regulation.

(t) **“Gray Container”** shall have the same meaning as defined in 14 CCR Section 18982(a)(28) or successor regulation. The Parties acknowledge that the City may use the term “Garbage Container” or “Landfill Container” in its ordinances to refer to what are defined as Gray Containers herein.

(u) **“Green Container”** shall have the same meaning as defined in 14 CCR Section 18982(a)(29) or successor regulation and shall be used for the purpose of storage and collection of Organic Waste. The Parties acknowledge that the City may use the term “Organics Container” or “Compost Container” in its ordinances to refer to what are defined as Green Containers herein.

(v) **“Hauler”** means a person or entity who collects Organic Waste from a Generator and delivers it to a reporting entity, end user, or a destination outside of the state. “Hauler” includes public contract haulers, private contract haulers, and Self-Haulers. A person who transports material from a reporting entity to another person is a transporter, not a hauler.

(w) **“Hauler Route”** means the designated itinerary or sequence of stops for each segment of City’s collection service area, or as otherwise defined in 14 CCR Section 18982(a)(31.5) or successor regulation.

(x) **“Implementation Record”** means all records, physical or electronic, that must be stored in one central location and are required by the SB 1383 Regulations.

(y) **“Inspection”** means an Enforcement Agency’s electronic or on-site review of records, containers, and an entity’s collection, handling, recycling, or landfill disposal of Organic Waste or Edible Food handling to determine if the entity is complying with requirements set forth in the SB 1383 Regulations, or as otherwise defined in 14 CCR Section 18982(a)(35) or successor regulation.

(z) **“Member Agencies”** mean the parties to the JEPA. Current Member Agencies are the cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo. The Member Agency boundaries for the purpose of this MOU are the legal boundaries of each of the incorporated municipalities.

(aa) **“Organics,”** or **“Organic Waste”** means Solid Waste containing material

originated from living organisms and their metabolic waste products, including but not limited to food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges or as otherwise defined in 14 CCR Section 18982(a)(46) or successor regulation. Biosolids and digestate are as defined by 14 CCR Section 18982(a) or successor regulation.

(bb) “**Paper Products**” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, or as otherwise defined in 14 CCR Section 18982(a)(51) or successor regulation.

(cc) “**Printing and Writing Paper**” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR Section 18982(a)(54) or successor regulation.

(dd) “**Prohibited Container Contaminants**” includes all of the following: (i) materials placed in the Blue Container that are not identified as acceptable source separated recyclable materials for the Blue Container; (ii) materials placed in the Green Container that are not identified as acceptable source separated Green Container Organic Waste; (iii) materials placed in the Gray Container that are acceptable source separated recyclable materials that can be placed in the Blue Container and/or acceptable source separated Green Container Organic Waste; and (iv) Excluded Wastes, as that phrase is defined in Pinole Municipal Code Chapter 8.10, placed in any container.

(ee) “**Route Review**” means a visual inspection of containers along a Hauler Route for the purpose of determining Container Contamination, and may include mechanical or electronic inspection methods such as the use of cameras, or as otherwise defined in 14 CCR Section 18982(a)(65) or successor regulation.

(ff) “**SB 1383 Regulations**,” means Chapter 12 (Short-lived Climate Pollutants) of Division 7 of Title 14 of the California Code of Regulations and amended portions of regulations of Title 14 CCR and Title 27 CCR or successor regulation. Regulatory references to specific sections listed in the MOU shall be to the SB 1383 Regulations, unless specifically noted otherwise.

(gg) “**Self-Hauler**” means a person, who hauls Solid Waste, Organic Waste or recyclable material he or she has generated to another person. Self-Hauler also includes a person who back-hauls waste, or as otherwise defined in 14 CCR Section 18982(a)(66) or successor regulation.

(hh) “**Solid Waste**” has the same meaning as defined in Public Resources Code Section 40191 or successor regulation, which defines Solid Waste as all putrescible and non-putrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semi-solid

wastes, and other discarded solid and semisolid wastes, with the exception that Solid Waste does not include any of the following wastes:

(i) Hazardous waste, as defined in the Public Resources Code Section 40141 or successor statute.

(ii) Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the Health and Safety Code) or successor statute.

(iii) Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in Public Resources Code Section 40195.1 or successor statute. Medical waste that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the Public Resources Code or successor statute.

4. Authority Responsibilities. The City hereby delegates to the Authority, and the Authority hereby accepts, the responsibilities enumerated in this Section 4 for compliance with the provisions of SB 1383 Regulations to the extent allowed by law and as specified herein. The Authority intends to approve concurrently herewith or has approved MOUs with the other Member Agencies in which it is accepting or has accepted nearly identical delegation of responsibilities from the other Member Agencies (the "Other MOUs"). It is the Authority's desire to cost-effectively administer responsibilities so delegated, which may require doing so uniformly across all of the Member Agencies, so far as is feasible under the specific circumstances prevailing in each Member Agency. Notwithstanding anything to the contrary in the foregoing, it shall be within the Authority's sole discretion to determine the manner in which it fulfills its responsibilities within each jurisdiction, including whether the performance of responsibilities is administered uniformly or not. In furtherance of this intent, the Authority, in consultation with the Member Agencies, has developed a Workplan, attached as Exhibit A and hereby incorporated by reference, that details the manner in which it will initially perform its responsibilities under this MOU and the Other MOUs. The Workplan includes a column entitled "Requirement," and the activities listed in that column, and the columns identifying the party responsible for a requirement and whether the work related to a requirement has been delegated in whole or in part to a third party (collectively the "requirements"), are the ways and means of carrying out the responsibilities. Each year, in conjunction with the Annual Budget and more often if needed, the Authority Board shall consider and approve, subject to Member Agency approval, any necessary changes to the Workplan, including any amendments to align the Workplan with the Annual Budget.

The Workplan is intended to be a flexible framework that can be revised from time to time as may be necessary or prudent. The Parties agree that amendments to the Workplan may necessitate amendments to the MOU, Should State regulatory authorities make changes to, or change interpretations of, requirements under SB 1383, or any other controlling law or regulation, that necessitate changes to the MOU and/or the Workplan to ensure compliance, or should the Parties agree that changes to the Workplan and MOU are necessary, the Executive Director and the City Manager may, but are not required to, administratively amend the MOU

and Workplan (an “Administrative Amendment”) to the extent required to ensure compliance and memorialize related agreements made between the Parties.

The Parties agree that an Administrative Amendment to the MOU or Workplan shall not result, directly or indirectly, in the Authority ceasing or substantially failing to perform any of the responsibilities delegated to and accepted by the Authority pursuant to this MOU. In the event that an Administrative Amendment to the MOU or Workplan is authorized, as set forth in this paragraph, and the Administrative Amendment to the Workplan would require the addition of a new Requirement, the City shall have the option to be the responsible party for that new Requirement.

The Parties agree that, to the extent permitted by law or regulation, the Authority may perform its responsibilities using its own staff or by contracting with public and private entities according to its Board-approved procurement policy and all applicable State laws. If the Authority contracts with any public or private entity to perform its responsibilities prescribed in this MOU, the Authority shall notify City and provide contact information for the contracted entity. Whenever the Workplan is changed, the Authority shall provide the City with an updated version of the Workplan within ten (10) calendar days.

(a) Education and Outreach. The Authority shall conduct the following education and outreach on behalf of the City:

(i) Generators. Prior to February 1, 2022, the Authority shall make available to Generators, through print and/or electronic media and maintain on its website, the information required pursuant to 14 CCR Sections 18985.1 and 18985.2 or successor regulation. The Authority shall translate such information into Spanish where feasible. The Authority shall update such information as necessary, but at least annually. Prior to disseminating any materials under this paragraph, Authority shall provide the materials to, and obtain approval of the materials from, the City Representative. Each Party shall cooperate in good faith regarding the delivery, review, and approval materials to be disseminated pursuant to this Section, including delivering the materials for review and approval, delivering comments on the materials, and responding to such comments.

(ii) City Procurement Target. The Authority shall annually notify the City of its Organic Waste product procurement target, as required and determined by CalRecycle. Before CalRecycle releases the official procurement targets for City on January 1, 2022 and every five years thereafter, the Authority shall assist City in calculating estimates of the procurement targets pursuant to 14 CCR 18993.1 or successor regulation. In addition, the Authority will assist with the City’s procurement of recovered organic waste products pursuant to the related terms and conditions included in Authority’s Post-Collection Agreement with Republic Services and funding approved by its Board of Directors.

(iii) City Educational Activities. Nothing herein is intended to limit the City’s ability to educate the public about solid-waste handling and recycling. However, it is the Parties intent to ensure consistency of messaging. In furtherance of that intent, the City shall, prior to disseminating any materials that may duplicate or overlap with Authority responsibilities, provide the materials to the Authority for its review prior to its dissemination. Each Party shall cooperate in good faith regarding the delivery and review of materials to be disseminated pursuant to this Section, including delivering the materials for review and approval, delivering

comments on the materials, and responding to such comments.

(b) Reporting and Recordkeeping. The Authority shall conduct the following reporting and recordkeeping services on behalf of City:

(i) Organics Capacity and Edible Food Recovery. The Authority shall submit reports for Organics processing capacity and Edible Food recovery planning requirements to the County within 120 days of the County's request as required by 14 CCR 18992.3 or successor regulation.

(ii) Implementation Record. The Authority shall be responsible for maintaining the City's Implementation Record, and making it available to the CalRecycle, in accordance with 14 CCR Sections 18985.3 and 18995.2 or successor regulation. The Authority shall endeavor to obtain all records required by Chapter 12 and include them in the Implementation Record, and the City shall reasonably cooperate with the Authority in obtaining such records from the City and third parties, including creating such records if necessary.

Authority shall provide City with ongoing access to the Implementation Record, whether it be electronic, paper, electronic, and/or cloud-based, through the Term of this MOU. In the event that the CalRecycle requests access to the Implementation Record, the Authority shall promptly advise the City of the request. The Authority shall provide the Implementation Record to the City upon termination of this MOU.

(iii) Compliance and Annual Reports. The Authority shall submit the initial City compliance report and City annual reports to CalRecycle as required by 14 CCR 18994.1 and 18994.2 or successor regulation. Authority shall provide a draft copy of such reports to the City Representative for its review and approval at least fourteen (14) calendar days prior to the applicable reporting deadlines set forth in these sections, and City Representative shall meet and confer with Authority within seven (7) calendar days after receiving the draft copy of the report or the reports shall be considered approved by City for submittal to CalRecycle.

(c) Edible Food Recovery Programs. The Authority shall coordinate and implement the SB 1383 Regulations' edible food recovery program requirements to which jurisdictions are subject under 14 CCR §§ 18991.1–18991.2 or successor regulation. The Parties agree that these requirements may be wholly or partially satisfied by agreement with the County or other third parties. The Authority's duties shall include, but are not limited to: assessment of existing capacity for Edible Food recovery, establishing an Edible Food recovery program, inspection of Commercial Food Edible Generators for compliance, and education and outreach to all businesses, residents, Commercial Edible Food Generators, and any other entities or parties required by law.

(d) Organic Waste Processing Capacity and Diversion Planning. The Authority shall itself or in conjunction with the County estimate existing Organics processing and Edible Food recovery capacities available pursuant to 14 CCR 18992.1 and 18992.2 or successor regulation. If it is found that either are lacking, the Authority shall assist City in creating an implementation plan to expand capacity.

(e) Receipt of Complaints. The Authority shall be responsible for receiving all

written complaints of alleged SB 1383 Regulations violations relating to Generators, Haulers, Food Recovery Organizations and Food Recovery Services and Self-Haulers occurring or having occurred within City's jurisdiction ("Complaints"). Such Complaints shall include all of the following information in accordance with 14 CCR 18995.3 or successor regulation:

- (i) If the Complaint is not anonymous, the name and contact information of the complainant;
- (ii) The identity of the alleged violator, if known;
- (iii) A description of the alleged violation including location(s) and all other relevant facts known to the complainant;
- (iv) Any relevant photographic or documentary evidence to support the allegations in the Complaint; and
- (v) The identity of any witnesses, if known.

If the Authority receives a complaint, it shall forward a copy to City within ten (10) working days of receipt and document the complaint in the Database.

(f) Investigation of Complaints. Where a Complaint: 1) meets the requirements of Section 4(e); and 2) the Authority determines that the allegations, if true, would constitute a violation of SB 1383 Regulations, it shall function as the Enforcement Agency for the purposes of investigation and commence an investigation within ninety (90) calendar days of receiving such Complaint. The Authority may collaborate with City and/or a Hauler in such investigation where appropriate. It shall not be appropriate to collaborate with a Hauler where it is the subject of the Complaint. The Authority may decline to investigate a Complaint if, in its judgment, investigation is unwarranted because the allegations are contrary to facts known to it.

(i) Where the Authority has investigated or declined to investigate a non-anonymous Complaint, it shall notify the complainant regarding the results of the investigation through the contact information provided by the complainant. It shall provide a copy of such notice to the City within ten (10) working days of receipt and document the notice in the Database.

(ii) The Authority shall maintain records of all Complaints received in compliance with Section 4(e) and responses provided in compliance with this subsection in the Implementation Record. The records shall include the Complaint as received and the Authority's determination of compliance or Notice of Violations issued.

(g) Enforcement Assistance. The Authority shall assist with the enforcement of Chapter 8.10 of the Pinole Municipal Code titled: "Organics Reductions and Recycling" by performing the following actions:

(i) Monitoring compliance of Generators, Haulers, Food Recovery Organizations and Food Recovery Services through Inspections and Compliance Review conducted in accordance with SB 1383 Regulations (14 CCR § 18995.1 or successor regulation).

The Authority may collaborate with City and/or a Hauler in such Inspections and/or Compliance Review where appropriate; and

(ii) Issuing warnings of violations to Generators, Haulers, Food Recovery Organizations and Food Recovery Services and Self-Haulers and documenting the warning in the Implementation Record. The warnings of violations will act as courtesy notices and be considered as educational outreach. The City may elect to have the Authority to issue up to two warnings for each violation. The Authority may collaborate with City and/or a Hauler before issuance of a warning where appropriate. It shall not be appropriate to collaborate with a Hauler where it is the subject of the Enforcement Action. If the violator fails to comply with the warning within the deadline set forth therein, the Authority shall refer the matter to City to pursue enforcement pursuant to the SB 1383 Regulations, and the City shall function as the Enforcement Agency in accordance with 14 CCR 18995.4 or successor regulation in that matter thereafter. Authority will provide copies of the warning of violation and compliance notes related to the Generator to the City upon referring the Generator to the City for enforcement. Authority will provide support to the City in its carrying out the Enforcement Action, including providing testimonial and other evidence at any hearings, if necessary. If the Authority becomes aware that the violator has complied with the Authority's warnings or the City's Notice of Violation, the Authority shall so notify the City.

(h) Waivers. The Authority shall create a standardized waiver request form, which shall be a printable document maintained on the Authority's website. Each time the Authority updates the form, it shall so advise the City and the Provider. The Authority shall receive and review the submitted waiver requests and may consult with the Provider regarding such request. Thereafter, the Authority shall consult with the City and recommend whether to approve, deny, or modify the waiver. The City Representative shall make the final decision. The Authority will issue or deny the waiver and notify the Generator. The Authority shall verify the validity of each issued waiver within five (5) years of issuance pursuant to SB 1383 Regulations and provide the City with a recommendation to keep or revoke the waiver. The Authority will maintain, and regularly provide the City with, a list of Generators operating in its jurisdiction that have applied for waivers, and it shall document the list in the Database. The list shall include the status of each application.

(i) De Minimis Waivers: The Authority may waive a Commercial Business's obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements of SB 1383 if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as set forth herein. Commercial Businesses requesting a de minimis waiver shall:

(1) Submit an application specifying the services that they are requesting a waiver from and provide documentation as noted herein; and

(2) provide sufficient documentation that either:

(a) The Commercial Business' total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Green Container comprises less than 20 gallons per week per applicable container of the business' total

waste; or

(b) The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Green Container comprises less than 10 gallons per week per applicable container of the business' total waste; and

(3) Acknowledge that it must notify the Authority if circumstances change such that Commercial Business's Organic Waste exceeds threshold required for waiver, in which case the waiver will be rescinded; and

(4) Acknowledge that, if the de minimis waiver is granted, it will expire after 5 years and that the waiver is only valid as to the Commercial Business that applied for the waiver, and not as to the property or another business in the same location.

(ii) Physical Space Waivers: The Authority may waive an existing Commercial Business' or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the recyclable materials and/or Organic Waste collection service requirements if it receives evidence from its staff, City staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the Organic Waste collection requirements of SB 1383. A Commercial Business or property owner may request a physical space waiver through the following process:

(1) Submit an application form specifying the type(s) of collection services for which they are requesting a compliance waiver; and

(2) Provide documentation that the premises lacks adequate space for Blue Containers and/or Green Containers including documentation from its hauler, licensed architect, or licensed engineer; and

(3) Provide written verification to the Authority that it is still eligible for physical space waiver every five years, if the Authority has approved application for a physical space waiver.

(iii) Emergency Circumstances – Waivers for City: The Authority will notify CalRecycle and apply for a waiver to landfill Organics if City experiences a natural disaster, uses a recyclable materials or Organic Waste processing facility that has a temporary operational failure, or unforeseen operational restrictions have been imposed upon it by a regulatory agency pursuant to 14 CCR 18984.13 or successor regulation.

5. City Responsibility. The City shall be responsible for all other applicable SB 1383 and SB 1383 Regulations requirements not expressly delegated to and accepted by the Authority as set forth herein, including the Workplan as it may be amended from time to time pursuant to Section 4. If the City requests that the Authority accept additional SB 1383 Regulation Responsibilities not listed in the Workplan or perform an additional Requirement listed in the Workplan, the Parties shall meet and confer regarding the request and implementation, if the Authority is willing to do so. Any changes to the Workplan shall comply with the provisions of

Section 4.

6. Sharing of information. Within thirty (30) days of a request by the Authority, or as soon thereafter as such information is available to City, the City shall share with the Authority all data, documents, contact information for Generators within its jurisdiction, or any other information necessary for the Authority to carry out the responsibilities delegated to it in this MOU. The Authority shall not be held responsible for any actions taken by CalRecycle that result from the Authority's inability to obtain the information reasonably requested from the City pursuant to this Section 6.

7. Staffing and funding. In order for the Authority to carry out its responsibilities in connection with the administration and implementation of the SB 1383 Regulations as specified in this MOU, the Parties agree that the Authority's costs associated with its responsibilities under this MOU and the Other MOUs will be funded through the Authority's budget and rate setting process, except as otherwise specified herein. These costs may include the Authority's cost to engage independent contractors or retain adequate staffing to perform some or all of the duties delegated to it herein. Budget changes related to this MOU will be integrated into the Authority's regular budget process, or more frequently as needed, and approved by the Board of Directors.

8. Indemnification/Hold Harmless. Each Party shall solely be liable for any and all damages, including attorneys' fees, resulting from the actions or omissions arising from its performance of the terms of this MOU, except as is expressly stated in Section 9. Each Party (the "Indemnifying Party") shall indemnify, defend and hold harmless the other Party (the "Indemnified Parties") from and against any and all claims, demands, actions, losses, damages, assessments, charges, judgments, liabilities, costs and expenses (including reasonable attorneys' fees and disbursements) that may from time to time be asserted by third parties against the Indemnified Parties because of any personal injury, including death, to any person or loss of, physical damage to or loss of use of real or tangible personal property, to the extent caused by the negligence or misconduct of the Indemnifying Party, its agents, employees or contractors in the performance of this MOU.

For purposes of indemnification set forth in this MOU, "Indemnified Parties" means the applicable party, its affiliates, successors and assigns and its and their employees, directors, officers, agents, and volunteers. The Indemnified Parties: 1) shall notify the Indemnifying Party in writing promptly upon learning of any claim or suit for which indemnification may be sought, provided that failure to do so shall have no effect except to the extent the Indemnifying Party is prejudiced thereby; 2) shall have the right to participate in such defense or settlement with its own counsel and at its own expense, but the Indemnifying Party shall have control of this defense or settlement; and 3) shall reasonably cooperate with the defense.

9. Apportionment of Penalties.

(a) Any penalties assessed against the City by CalRecycle that are the result of Authority's failure to satisfy its obligations under the following provisions of this Agreement and its alleged failure, unless alleged failure is caused by or related to the inability of the Authority to obtain information reasonably requested pursuant to section 6, to comply with the corresponding provision of the SB 1383 Regulations shall be paid by the Authority:

- (i) Subdivision (a)(i) of Section 4 [“Education and Outreach – Generators”] (14 CCR §§ 18985.1 and 18985.2).
- (ii) Subdivision (b)(i) of Section 4 [“Reporting and Recordkeeping – Organics Capacity and Edible Food Recovery”] (14 CCR § 18992.3).
- (iii) Subdivision (b)(ii) of Section 4 [“Reporting and Recordkeeping – Implementation Record”] (14 CCR §§ 18985.3 and 18995.2).
- (iv) Subdivision (b)(iii) of Section 4 [“Reporting and Recordkeeping – Compliance and Annual Reports”] (14 CCR § 18994.1 and 18994.2).
- (v) Subdivision (c) of Section 4 [“Edible Food Recovery Programs”] (14 CCR §§ 18991.1–18991.2).
- (vi) Subdivision (d) of Section 4 [“Organic Waste Processing Capacity and Diversion Planning”] (14 CCR §§ 18992.1 and 18992.2), with the express indication that the Authority shall not be required to pay a penalty arising from the City’s failure to expand capacity.
- (vii) Subdivision (e) of Section 4 [“Receipt of Complaints”] (14 CCR §§ 18995.3(a)-(b)).
- (viii) Subdivision (f) of Section 4 [“Investigation of Complaints”] (14 CCR §§ 18995.3(c)-(e)).
- (ix) Subdivision (g)(i) of Section 4 [“Enforcement Assistance”] (14 CCR §§ 18995.1).
- (x) Subdivision (g)(ii) of Section 4 [“Warnings”] (14 CCR §§ 18995.4) with the express indication that the Authority is not required to pay a penalty arising from an alleged failure to commence an action to impose penalties pursuant to 14 CCR sections 18997.1 and 18997.2 as the Authority’s responsibility under subdivision (g) of Section 4 does not extend to commencing such actions.
- (xi) Subdivision (h) of Section 4 (14 CCR §§ 18984.11).

(b) For avoidance of doubt, the Parties hereby indicate that any penalties arising from SB 1383 Regulations requirements not expressly delegated to and accepted by the Authority as set forth herein shall not be payable by the Authority.

(c) In the event that the Authority pays any penalties assessed against the City by CalRecycle that are the result of the alleged failure to comply with Subdivision (a)(i) of Section 4, Subdivision (b) of Section 4, the Authority shall be entitled to allocate a reasonable portion of the penalty to the City if, respectively, the Authority (a) had provided compliant educational materials to the City for approval, and the City failed to approve them, (b) requested documentation for the Implementation Record and the City failed to provide them, or (c) referred a matter to the City under Subdivision (g)(ii) of Section 4 and the City elected not to pursue

timely enforcement.

(d) Nothing in this Section shall prevent either the City or the Authority (on the City's behalf when the Authority is obligated to pay the penalty) from challenging CalRecycle enforcement activities. In the event that the Authority intends to challenge CalRecycle's imposition of a penalty imposed on the City, the City shall reasonably cooperate and assist the Authority in its legal challenge. Without limiting the generality of the foregoing, the City shall promptly share any Compliance Order or Notices of Violation or accusation issued pursuant to 14 CCR 18997.5 or successor regulation that it receives related to any alleged violations that subdivision (a) would require the Authority to pay.

(e) Any penalties paid by the Authority pursuant to this section shall be paid out of Authority funds.

10. Termination. Either Party may terminate this MOU upon giving at least one hundred and eighty (180) calendar days' prior written notice to the other Party in the manner set forth in Section 11. The Parties expressly acknowledge, notwithstanding anything to the contrary in this Agreement, including specifically Section 7, and/or in the past or then-present Authority budgets, that the Authority shall have no obligation after termination to fund the City's compliance with the provisions of SB 1383 Regulations delegated to the Authority pursuant to this Agreement. If City terminates the MOU effective at the end of a rate year, the Authority will, in conjunction with its Board of Directors action that November to approve the compliance funds included in the following year's rate structure, calculate the amount due to City to reimburse it for its share of unspent compliance funds based on its percentage share of volume in the rate model during the prior year. The Authority shall provide timely reimbursement of the funds due to the City on a monthly basis promptly after obtaining said revenue monthly pursuant to Authority's Post-Collection Agreement. The compliance funds included in the rate model adopted for the following year's rate structure shall not require the City or customers in the City to pay for any SB 1383 compliance activities undertaken by Authority since Authority shall reimburse City monies previously included in the rate model.

11. Notice. All notices shall be in writing and shall be served by personal delivery during usual business hours at the principal office of the Party, to an officer or person apparently in charge of that office, or by depositing the same in the United States mail, postage prepaid, and addressed to the Party at its principal office, or to such other address as the Party may designate from time to time by written notice given in the manner specified in this Section.

Service of notice pursuant to this Section shall be deemed complete on the day of service by personal delivery or two (2) calendar days after mailing if deposited in the United States mail.

12. Governing Law and Venue. This MOU shall be deemed to be executed within the State of California and construed in accordance with and governed by laws of the State of California. Venue in any proceeding or action among the Parties arising out of this MOU shall be in Contra Costa County, California.

13. Amendment. This MOU may only be modified or amended by a subsequent written agreement signed by both Parties pursuant to Section 4.

14. Entire Agreement. This MOU, including the Workplan, as it may be amended pursuant to Section 4, represents the entire and integrated agreement between the Parties as to the subject matter referenced herein.

15. Severability. No provision of this MOU shall be interpreted to require any unlawful action by any Party. If any term or portion of this MOU is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this MOU with respect to the matter in question, and the remainder of the MOU shall remain in full force and effect. However, in the event such a section or clause is an essential element of the MOU, the Parties shall promptly negotiate a replacement that will achieve the intent of such unenforceable section or clause to the extent permitted by law.

16. Execution in Counterpart. This MOU may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one MOU, which shall be binding upon and effective as to all Parties.

17. No Waiver. The failure of any Party hereto to enforce any of the provisions of this MOU, or the waiver thereof in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, and said provision shall nevertheless be and remain in full force and effect.

18. No Partnership. The relationship between the Parties shall not be that of partners, agents or joint ventures for one another, and nothing contained in this MOU shall be deemed to constitute a partnership or agency agreement between them for any purposes, including, but not limited to federal income tax purposes. The Parties, in performing any of their obligations hereunder, shall be independent contractors or independent parties and shall discharge their contractual obligations at their own risk.

[Signatures on following page]

IN WITNESS WHEREOF, the Parties hereto have executed this MOU on the day and year first above written.

CITY OF PINOLE

ATTEST:

Heather Bell, City Clerk

Interim City Manager

APPROVED AS TO FORM:

Eric Casher, City Attorney

**WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY**

ATTEST:

Viviane Vidal, Board Secretary

Cliff Feldman, Executive Director

APPROVED AS TO FORM:

John Bakker, Authority Counsel

EXHIBIT A

SB 1383 Workplan

SB 1383 Workplan between Member Agencies and RecycleMore

Section Reference	Type of Requirement	Requirement	Responsible Party	Delegation	Frequency	Action Item(s)	Deliverables
General Provisions							
18981.2 (a)	Enforceable Ordinance	Adopt enforceable ordinances consistent with the requirements of this chapter to mandate organic waste generators, haulers and entities to comply with requirements	Member Agencies	None	One-time; 1/1/2022	Completed	Store in individual Member Agency Implementation Records
Article 3. Organic Waste Collection Services							
18984.1 (a)	Organic Waste Collection	Implement a three-container organic waste collection service and provide a green container (organics), a blue container (recycling), and a gray container to each generator (solid waste)	Member Agencies	Haulers	One time; 1/1/2022	Completed	Indicate in individual Member Agency Implementation Records
18984.5 (a)	Contamination	Monitor the containers provided to the generators using three-container service to minimize contamination	Member Agencies	Haulers	7/1/2022; Ongoing	Ongoing	Hauler requirements included in Franchise Agreements
18984.5 (b)	Contamination Monitoring	Conduct a route review for prohibited container contaminants on randomly selected collection route annually . Containers may be randomly selected along a hauler route. This section should not be construed to require that every container on a hauler route must be sampled annually. Contact or written notice to generator upon discovering contaminants (left at door, gate and/or through mail, email, or electronic message) is required	Member Agencies	Haulers/ Sub-consultant	7/1/2022; Annually	Annual program implementation	Required in Franchise Agreements with Republic Services. Written plan and agreement with Republic and their sub-consultant (i.e., Cascadia) Required in Franchise Agreement with East Bay Sanitary. Written plan with East Bay Sanitary
18984.7 (a)-(b)	Container Colors	Provide collection containers to generators that comply with container color requirements specified in SB 1383	Member Agencies	Haulers	1/1/2022 1/1/2036	Bin and cart color changes implemented with both haulers for newly purchased	Required in Franchise Agreements with Haulers. Current container orders are in compliance

SB 1383 Workplan between Member Agencies and RecycleMore

Section Reference	Type of Requirement	Requirement	Responsible Party	Delegation	Frequency	Action Item(s)	Deliverables
						containers, and all containers by 2036	
18984.8 (a)-(c)	Container Labeling	Place a label on each new container or lid provided to generators consistent with the applicable container collection requirements and limitations of this article specifying what materials are allowed to be placed in each container and items that are prohibited container contaminants for each container	Member Agencies	Haulers	7/1/2022; Complete	Bin & cart label updates by Haulers for newly purchased containers and all containers by 2036	Required in Franchise Agreements with Haulers. Current container orders are compliant
18984.11	Waivers	Waive a commercial business' obligation to comply with some or all of the organic waste requirements due to: - De Minimis organic waste (<20 gallon or <10 gallon per week) - Physical Space	Member Agencies	RecycleMore (waiver review/ verification)	1/1/2022; Ongoing	Ongoing review and approval of waiver applications, ongoing verification of approved waivers	Store in individual Member Agency Implementation Records
Article 4. Education and Outreach							
18985.1 (a)	Outreach – Organic Waste Generators	Provide the following: information on organic waste generators requirements to properly separate materials in appropriate containers, methods for prevention of organic waste, recovering organic waste on site, community composting and any other local requirements, information on methane reduction benefits, the methods of organic waste recovery, the organic waste collection service uses, list of approved haulers, and how to recover organics, public health and safety and environmental impacts, information for edible food recovery programs, information regarding self-hauling requirements	RecycleMore/ Member Agencies	RecycleMore/ Haulers	Prior to 2/1/2022; Annually	Update outreach assets as needed	<u>Print:</u> 1) Annual SB 1383 mailer to commercial generators (RecycleMore) 2) SB 1383 Fact Sheet 3) Organic Waste Recycling Poster (Republic Services and EBS) 4) Comprehensive Residential & Commercial Guide Brochure (Republic Services and EBS) 5) Multifamily Multipage Guide (Republic Services and EBS) 6) Compost Giveaway Flyer 7) Quarterly Newsletters to Residential and Commercial customers

Section Reference	Type of Requirement	Requirement	Responsible Party	Delegation	Frequency	Action Item(s)	Deliverables
							(Republic Services and EBS) <u>Website (RecycleMore):</u> 8) Online Recycling Guide 9) SB 1383 Compliance Pages 10) Backyard Composting information 11) Compost Giveaway information 12) Curbside Organics and Food Scrap Pail Program 13) Online Business Self-Reporting Form / Self-Haul / Waivers 14) School Recycling and Classroom Educational Programs/Organic Recycling at Schools 15) Garbage Collection Services Hauler Contact Information Resources <u>Website (Haulers):</u> 16) SB 1383 resource pages as required by franchise agreements <u>Social Media (RecycleMore):</u> 17) Various postings on the following: a. Awareness for Reducing, Reusing and Recycling b. Food Savings/Sustainability/Waste Reduction Tips c. Compost Giveaway for Residents/ Compost Workshop/ Discount Compost Bin Program

SB 1383 Workplan between Member Agencies and RecycleMore

Section Reference	Type of Requirement	Requirement	Responsible Party	Delegation	Frequency	Action Item(s)	Deliverables
							Include all outreach material in Implementation Record
18985.2 (a)	Outreach – Edible Food Recovery	Develop a list of food recovery organizations and food recovery services operating within the jurisdiction and maintain the list on the jurisdiction’s website	RecycleMore		2/1/2022; Annually	Annual program implementation	RecycleMore to annually verify list of food recovery organizations and services within the service area Include in Implementation Record
18985.2 (b)	Outreach – Edible Food Recovery	Provide commercial edible food generators that generate edible food with the following information: details about the edible food recovery program, information about commercial edible food generators, requirements and about food organizations and services operating within the jurisdiction and where a list of all services can be found	RecycleMore		Annually	Annual program implementation	RecycleMore to annually provide educational material to identified Tier 1 and 2 commercial edible food generators in the service area Include in Implementation Record
Article 7. Regulation of Haulers							
18988.1 (a)	Reporting	Require haulers to identify the facilities to which they will transport organic waste	Member Agencies/ RecycleMore		On or before 2/1/2022; Complete	None	Franchise Agreements with Haulers identify which facility Haulers are permitted to transport collected organic waste to. Post Collection Agreement with Republic Services identifies facilities permitted to process the material collected by the Franchise Agencies. Indicate in individual Member Agency Implementation Records
18988.1 (b)	Enforceable Ordinance	If a jurisdiction allows generators to self-haul organic waste, adopt an ordinance or a similarly enforceable mechanism	Member Agencies		On or before 2/1/2022; Completed	None	Indicate in individual Member Agency Implementation Records

SB 1383 Workplan between Member Agencies and RecycleMore

Section Reference	Type of Requirement	Requirement	Responsible Party	Delegation	Frequency	Action Item(s)	Deliverables
Article 8. CALGreen Building Standards and Model Water Efficient Landscape Ordinance (MWELO)							
18989.1(a)	Enforceable Ordinance	Adopt an ordinance or enforceable requirement complying with CalGreen Code Sections 4.410.2, 4.408.1, or 5.408.1	Member Agencies		On or before 2/1/2022; Complete	None	Indicate in individual Member Agency Implementation Records
18989.2(a)	Enforceable Ordinance	Adopt an ordinance or other enforceable requirement that requires compliance with the Model Water Efficient Landscape Ordinance	Member Agencies		On or before 2/1/2022; Complete	None	Indicate in individual Member Agency Implementation Records
Article 10. Jurisdiction Edible Food Recovery Programs, Food Generators, and Food Recovery							
18991.1	Edible Food Recovery	Implement an edible food recovery program including: educating edible food generators, increase access to food recovery organizations and food recovery services, monitor commercial edible food generators compliance, increase edible food recovery capacity (if needed)	RecycleMore	Consultant	9/1/2022; Ongoing	Ongoing furtherance of food recovery program. RecycleMore is working with RecycleSmart on a regional program	RecycleMore has a consultant to provide education and technical assistance to commercial edible food generators
18991.1 (b)	Edible Food Recovery	Jurisdictions may fund actions taken to comply with this section through franchise fees, local assessments or other funding mechanisms	RecycleMore/ Member Agencies		Assessed as needed	Fund actions as needed	Utilize funding mechanisms as needed
Article 11. Capacity Planning							
18992.1 (b)	Organic Waste Recycling Capacity Planning	A jurisdiction contacted by a county pursuant to subdivision shall respond to the county's request for the information necessary to comply with the requirements of this article	RecycleMore		120 days of receiving request from County	Respond to County as needed	Respond to County as needed

SB 1383 Workplan between Member Agencies and RecycleMore

Section Reference	Type of Requirement	Requirement	Responsible Party	Delegation	Frequency	Action Item(s)	Deliverables
18992.1 (d)	Organic Waste Recycling Capacity Planning	If a county determines that organic waste recycling capacity is insufficient, each jurisdiction that lacks sufficient capacity is required to submit an implementation schedule to the Department that demonstrates how it will ensure there is enough available capacity to recover the organic waste currently disposed	RecycleMore		As needed	Respond as needed	Submit an implementation schedule to the Department as needed
18992.2 (c)	Edible Food Recovery Capacity Planning	If a county identifies that new or expanded capacity is needed to recover the amount of edible food identified, each jurisdiction within that county that lacks capacity shall submit an implementation schedule to the Department that demonstrates how it will ensure there is enough new or expanded capacity to recover the edible food currently disposed	RecycleMore		As needed	Respond as needed	Submit an implementation schedule to the Department as needed
Article 12. Procurement of Recovered Organic Waste Products							
18993.1 (a) (e)	Recovered Organic Waste Product Procurement	Procure quantity of recovered organic waste products that meets or exceeds its current annual recovered organic waste product procurement target. City shall comply with requirement by directly procuring recovered organic waste products or requiring, through written contract, that a direct service provider to the jurisdiction procure recovered organic waste products and provide written documentation	Member Agencies		1/1/2022; Annually	To be evaluated and implemented by each Member Agency	Indicate in individual Member Agency Implementation Records

SB 1383 Workplan between Member Agencies and RecycleMore

Section Reference	Type of Requirement	Requirement	Responsible Party	Delegation	Frequency	Action Item(s)	Deliverables
18993.3 (b)	Recycled Paper Content Procurement	Procure paper products, and printing and writing paper, consistent with the requirements of Sections 22150-22154 of the Public Contract Code	Member Agencies		1/1/2022; Ongoing	To be evaluated and implemented by each Member Agency	Store in individual Member Agency Implementation Records
18993.3 (c)	Recycled Paper Content Procurement	Require businesses from whom it purchases paper products and printing to certify in writing the minimum percentage of postconsumer paper products and printing and writing paper offered or sold to jurisdiction	Member Agencies		1/1/2022; Ongoing	To be evaluated and implemented by each Member Agency	Store in individual Member Agency Implementation Records
Article 13. Reporting							
18994.1 (a)	Reporting	Report to the department a copy of ordinances adopted pursuant to this chapter and the contact information for the person responsible for compliance with the container color requirements	Member Agencies		4/1/2022; Complete	None	Store in individual Member Agency Implementation Records
18994.2 (a)	Reporting	Report for the period covering the entire previous calendar year	RecycleMore		10/1/2022; 8/1/2023 and annually thereafter	RecycleMore to annually request data from the Haulers and Member Agencies to prepare and submit report	First Program reporting 10/1/22 and 8/1 thereafter
Article 14. Enforcement Requirements							

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Section Reference	Type of Requirement	Requirement	Responsible Party	Delegation	Frequency	Action Item(s)	Deliverables
18995.1 (a) (1) (A)	Enforcement	Have an inspection and enforcement program that is designed to ensure overall compliance with this chapter and complete a compliance review of all garbage accounts for commercial businesses that generate two cubic yards or more per week of solid waste and determine compliance, as well as conduct route reviews, and contamination requirements	RecycleMore / Member Agencies		1/1/2022; As needed	Follow enforcement workflows as needed	Determine non-compliance and notify Member Agency (RecycleMore) Issue NOVs/Citations (Member Agencies) Store enforcement workflow and any enforcement actions in individual Member Agency Implementation Records
18995.1 (a) (2)	Enforcement	Conduct inspection of Tier 1 commercial edible food generators and organizations 2022, and Tier 2 on or after January 1, 2024	RecycleMore	Consultant	1/1/2022; 1/1/2024; Ongoing	Enforcement workflows to be followed for non-compliance	Store reports and any enforcement actions in individual Member Agency Implementation Records
18995.1 (a) (3)	Enforcement	Inspect, conduct route or compliance reviews when investigating a complaint	RecycleMore		1/1/2022; As needed	Investigate complaints as needed	Store reports and any enforcement actions in individual Member Agency Implementation Records
18995.1 (a) (4)	Enforcement	Provide educational material describing the applicable requirements of this chapter in response to violations	RecycleMore		1/1/2022- 12/31/2023; As needed	Enforcement workflows to be followed for non-compliance	Store in individual Member Agency Implementation Records
18995.1 (a) (5)	Enforcement	Enforce this chapter in response to violations	Member Agencies	RecycleMore (enforcement assistance)	1/1/2024; As needed	Enforcement workflows to be followed for non-compliance	Determine non-compliance and notify Member Agency (RecycleMore) Issue NOVs/Citations (Member Agencies) Store enforcement workflow and any enforcement actions in individual Member Agency Implementation Records

SB 1383 Workplan between Member Agencies and RecycleMore

Section Reference	Type of Requirement	Requirement	Responsible Party	Delegation	Frequency	Action Item(s)	Deliverables
18995.1 (a) (6)	Enforcement	At least every five years from the date of issuance, verify through inspection that commercial businesses are meeting de minimis and physical space waivers for compliance	RecycleMore/ Member Agency	Consultant	Within 5 years of waiver approval	RecycleMore inspect generators, Member Agencies approve recommended actions	Store records and any actions in individual Member Agency Implementation Records
18995.1 (b)	Enforcement	Conduct a sufficient number of route reviews and inspections of entities described in this section to adequately determine overall compliance with this chapter	Member Agencies/ RecycleMore/	Haulers/ Sub-consultants	Ongoing	Enforcement workflows to be followed for non-compliance	Store records in individual Member Agency Implementation Records
18995.1 (c)	Enforcement	Generate a written or electronic record for each inspection, route review, and compliance review conducted pursuant to this chapter	RecycleMore/ Member Agencies	Haulers/ Sub-consultants	Ongoing	Create records as needed	Store records in individual Member Agency Implementation Records
18995.1 (d)	Enforcement	Documentation of route reviews, compliance and inspection reviews, as well as other records of enforcement shall be maintained in the Implementation Record. Records will include copies of all documentation, enforcement actions, date of violation, date of compliance and educational materials	RecycleMore		Ongoing	Upload records to SB 1383 program trackers and the individual Member Agency Implementation Records as required	Store records in individual Member Agency Implementation Records