



OFFICE OF THE CITY ADMINISTRATOR

Gavin Newsom, Mayor
Edwin M. Lee, City Administrator

Food Service Waste Reduction Ordinance Administrative Citation

Citation No.: _____
Citation Date: _____
Appeal/Payment Due Date: _____

Issued to: _____
Business Name: _____
Location of Violation: _____
Mailing Address: _____

Violation	Description	Inspection Date(s)	
Use of polystyrene foam (e.g., Styrofoam™). Ordinance 295-06, §1603.		Fine Due	Enforcement Cost Assessed
		Total Amount Due	

You must either pay both the fine and the enforcement costs assessed above or request an appeal hearing by the due date indicated above. Failure to pay the fine or request a hearing shall be deemed as an admission that the cited party or entity committed the violation identified on the Administrative Citation. Continued violation of this ordinance may result in further fines. Any violation by a City Contractor or Lessee may be referred to the contract awarding department for appropriate sanctions, Ord. 295-06; §1605(c).

To request an appeal hearing, or to request an inspection for verification that you have come into compliance, please complete, sign, and return the attached Notice of Appeal.

To pay the fine, please make your check or money order payable to the City and County of San Francisco, and send to the City Administrator together with the stub below. Please write the citation number on your check or money order.

A postage-paid self-addressed envelope is enclosed for your use in sending the appeal/inspection request form, or for paying your fine. For additional information, please visit the City Administrator's website at http://www.sfgov.org/site/fswr_index.asp, or call (415) 554-6927.

Accounts not paid in full within 90 days will be transferred to the Bureau of Delinquent Revenue for enforced collection and interests, costs and fees will be charged.

Issued by _____ (for) Edwin M. Lee
Olga A. Ryerson City Administrator
Office of the City Administrator City Hall, Room 362
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Please cut at perforation and send bottom stub with your payment

**Food Waste Reduction Ordinance
Office of the City Administrator
City Hall, Room 362
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

Business Name		Citation Number	Payment Due Date	
Contact Name		Mailing Address	Fine Due	Enforcement
Or authorized agent:		If different from above, write here:	Total Amount Due	
_____		_____	Total Amount Paid	