



STANDARD CART RETRIEVAL PLAN

This Standard Plan is provided as a convenience and may be used to satisfy the City of Irvine Municipal Code (IMC) Cart Retrieval Plan requirements contained in IMC Section 4-11-704 for all retail or wholesale establishments located within the City of Irvine and providing eleven or more shopping carts for customer use. A containment plan may be provided in lieu of a retrieval plan, see IMC Section 4-11-705 for requirements.

The Standard Cart Retrieval Plan, which includes this cover sheet and four numbered sections - 1. Cart Signs, 2. Customer Notification, 3. Daily Onsite Collection, and 4. Daily Offsite Retrieval, must be completed and signed by the owner, manager or operator of the establishment, and returned to the City for review and approval.

To complete this Standard Plan:

1. Fill in all applicable fields.
2. Print out two copies.
3. Sign and date each copy.
4. Return one copy with a signed dated copy of the Retrieval Service Contract if applicable (See Section 4) to:
 City of Irvine
 P.O. Box 19575
 Irvine, CA 92623-9575
 ATTN: Code Enforcement - Shopping Cart Plan
5. Retain the other copy for initial and ongoing implementation.

NOTE: Unless a Shopping Cart Retrieval Area map is provided to the City for review with the completed standard plan, upon approval of the submitted standard plan, the City will send a map specific to your establishment defining the retrieval boundaries.

NAME OF ESTABLISHMENT
ADDRESS

RESPONSIBLE PARTY (Must be the owner, manager or operator - specify below)			
NAME	CHECK ONE OR MORE		
	<input type="checkbox"/> OWNER <input type="checkbox"/> MANAGER <input type="checkbox"/> OPERATOR		
MAILING ADDRESS	PHONE		
CITY	STATE	ZIP	EMAIL

By signing this plan I hereby agree to the terms and conditions defined herein and accept responsibility for ensuring they are met. I further acknowledge that failure to do so may result in the assessment by the City of administrative fines and/or being required to implement a Cart Containment Plan per IMC Section 4-11-705.

SIGNATURE	DATE
-----------	------

STANDARD CART RETRIEVAL PLAN

CART RETRIEVAL PLAN DETAILS

1. CART SIGNS

A sign shall be affixed to each cart that reads (select one and complete):

- ATTENTION: This cart is the property of _____. Unauthorized removal or unauthorized possession of this cart is a violation of state law. Removal is only allowed by way of prior written approval, see manager for details. If this cart is found off premises please call _____ to report its location for retrieval.

As an alternate, if use of the cart of premises will not be allowed by the establishment the following may be used:

- ATTENTION: This cart is the property of _____. Removal or unauthorized possession of this cart is a violation of state law. If this cart is found off premises please call _____ to report its location for retrieval.

- In lieu of the pre-approved text options the following will be used. Complete box below.

NOTE: Use of alternate text is subject to verification by the City to ensure requirements of IMC Section 4-11-704 item A.1 are met, see section reprinted below for convenience.

ALTERNATIVE SIGN TEXT:

IMC Section 4-11-704 A.1. Signs Affixed to Carts. Every shopping cart made available for use by customers shall have a sign permanently affixed to it that identifies the owner of the cart or the retailer or both, including store name, store address, and phone number; notifies the public of the procedure to be utilized for authorized removal of the cart from the premises; notifies the public that the unauthorized removal of the cart from the premises of the business, or the unauthorized possession of the cart, is a violation of state law; and lists a valid telephone number or address for returning the cart removed from the premises to the owner or retailer.

2. CUSTOMER NOTIFICATION

A. Customers shall be provided written notice that removal of shopping carts from the premises is prohibited by state law in the following manner (Select one or more):

- Printed on store shopping bags
- Printed on sales receipt
- Included in direct mail advertising
- Posted on establishment website at _____

- In lieu of the pre-approved options listed above the following will be used.

NOTE: Use of alternate option is subject to verification by the City to ensure requirements of iMC Section 4-11-704 item A.2 are met, see section reprinted below for convenience.

ALTERNATIVE NOTIFICATION METHOD:

STANDARD CART RETRIEVAL PLAN

B. Premise Signage. A total of _____ signs shall be posted. One at each customer entrance and exit of the building and parking area. Signs shall read (select one):

- ATTENTION CUSTOMERS: Unauthorized removal from the premises or unauthorized possession of a shopping cart is a violation of state law. Removal is only allowed by way of prior written approval, see manager for details. (California Business and Professions Code section 22435.2)

As an alternate, if use of the cart off premises will not be allowed by the establishment the following may be used:

- ATTENTION CUSTOMERS: Removal of a shopping cart from the premises or the unauthorized possession of a shopping cart is a violation of state law. (California Business and Professions Code section 22435.2)

- In lieu of the pre-approved options listed above the following will be used.

NOTE: Use of alternate option is subject to verification by the City to ensure requirements of IMC Section 4-11-704 item A.2 are met, see section reprinted below for convenience.

ALTERNATIVE SIGN TEXT:

IMC Section 4-11-704 A.2 Notice to Customers. Written notice shall be provided to customers that removal of shopping carts from the premises is prohibited by state law. Such notice may be provided in the form of notice printed on shopping bags, direct mail, website notices, or any other means demonstrated to be effective. The cart retrieval plan shall identify the specific measures to be implemented to comply with this notice requirement. In addition, conspicuous signs shall be placed and maintained on the premises near all customer entrances and exits and throughout the premises, including the parking area, warning customers that removal of shopping carts from the premises is prohibited by state law.

3. DAILY ONSITE COLLECTION

For shopping carts allowed to be taken outside of the store building the following shall be done (select one):

- At the close of business each day all shopping carts located on the premises shall be collected and collectively confined in a secure manner at the cart confinement area located _____ until the commencement of the next business day.
- Store is open 24 hours per day. Therefore at least once per calendar day between the hours of 9 p.m. and 12 midnight on each day the retail establishment is open for business all shopping carts located on the premises shall be collected and returned to the confinement area located _____.
- N/A. This condition does not apply as shopping carts are not allowed to be taken outside of the store building.

STANDARD CART RETRIEVAL PLAN

4. DAILY OFFSITE RETRIEVAL

This requirement may be satisfied through a contract with a retrieval service company or by using store employees. Please indicate the option selected and complete the form under that option.

SERVICE CONTRACT OPTION: **SELECTED** **NOT SELECTED**

If selected the complete the following and ensure the contract contains provisions adhering to items A through E below.

The Cart Retrieval Company is _____.

The local contact is _____, at phone number _____. A copy of the retrieval service contract is included and made part of this retrieval plan.

NOTE: Confidential financial information may be redacted.

A. Retrieval personnel shall maintain a letter of authorization to retrieve shopping carts available during retrieval activities and produced upon request by any City enforcement personnel. Said letter shall be provided by the establishment owner.

B. Vehicles used to retrieve shopping carts shall bear the name of the establishment to which the carts belongs or the name of the cart retrieval service.

C. All street segments and all bus stops with a one mile radius shall be patrolled at least once in each 24 hour period. Street segments and bus stop locations are defined in the following manner (select one):

Map provided by the City.

NOTE: If this option is selected, the City will send back a map upon approval of your completed standard plan.

Map prepared by _____ included herein and subject to City approval.

D. Patrols shall be conducted during specific hours as follows _____.

E. A monthly report shall be provided to Code Enforcement on or before the twentieth day of each month via email to: CartRetrievalReport@cityofirvine.org.

Each such report shall:

- Indicate in the subject line of the email the name and address of the establishment as:
_____.

- Specify the number of lost, stolen, or abandoned shopping carts retrieved by retrieval personnel during the preceding calendar month period.

- Include the name and phone number of the individual submitting the report.

OR Employee Option, SEE NEXT PAGE

STANDARD CART RETRIEVAL PLAN

4. DAILY OFFSITE RETRIEVAL, CONTINUED

EMPLOYEE OPTION: **SELECTED** **NOT SELECTED**

A. Personnel (employees) assigned to retrieve off premises shopping carts are as follows:

PERSONNEL	HOURS ASSIGNED
List each individual separately by job classification, e.g. bagboy, day manager, etc. Do not include individual names. Attach additional sheets as needed.	List hours per week assigned to perform cart retrieval

B. Each individual responsible for shopping cart retrieval has or will receive training. _____ is responsible for ensuring adequate training is conducted.

C. Retrieval personnel shall be provided with a letter of authorization to retrieve shopping carts which shall be maintained available during retrieval activities and produced upon request by any City enforcement personnel.

D. Vehicles used to retrieve shopping carts shall display the name of the establishment.

E. All street segments and all bus stops with a one mile radius shall be patrolled at least once in each 24 hour period. Street segments and bus stop locations are defined in the following manner (select one):

Map provided by the City.

NOTE: If this option is selected, the City will send back a map upon approval of your completed standard plan.

Map prepared by _____ included herein and subject to City approval.

F. A monthly report shall be provided to Code Enforcement on or before the twentieth day of each month via email to: CartRetrievalReport@cityofirvine.org.

Each such report shall:

- Indicate in the subject line of the email the name and address of the establishment as:
_____.
- Specify the number of lost, stolen, or abandoned shopping carts retrieved by retrieval personnel during the preceding calendar month period.
- Include the name and phone number of the individual submitting the report.