

Template Memo to Employees/Tenants
Educating about the new or expanded Recycling Program

[The highlighted words indicate portions of the template that should be changed before distribution. Add specifics about recycling and/or composting programs at your building or business such as types and locations of deskside and central containers, frequency of collection by janitors, service provider(s) and other program information. With additional minor modifications, you may be able to use this to provide information to tenants upon move-in or move-out.]

Date: [insert date]

To: [Building Tenants or Company Employees]

From: [insert name, title, i.e., Property Manager or Business Manager]

Re: Recycling [and Composting] Program

Recently adopted State law requires businesses in [City/County] that meet certain thresholds to separate recyclables from garbage beginning July 1, 2012 and to separate organics from garbage beginning July 1, 2016. To comply with the new laws, we are [starting a new or improving the] recycling program at [insert building address or company name].

Most of the discarded materials at our location are recyclable or compostable. Recycling helps our environment by conserving natural resources and reducing energy use, pollution, and greenhouse gas emissions.

Our goal is to make recycling [and composting] easy for you. Here is how the program will work:

Deskside Collection:

Choose the following option that best describes your property's desk-side collection and color coding system (or modify text). You can also show a picture of the desk-side bins, if available.

- There will be collection of garbage, compostables or recyclables at individual work stations. Please deposit **garbage**, **compostables**, and **recyclables** in the separate containers located in the [kitchen area, conference room, and other central areas].

-or-

- **Recyclables** will be collected from each work station. Please deposit **garbage** and **compostables** in the separate containers located in the [kitchen area, conference room, and other central areas].

-or-

- **Recyclables** and **garbage** will be collected from each work station. Please deposit **compostables** in the central containers located in the [kitchen area, conference room, and other central areas].

-or-

- **Recyclables, compostables,** and **garbage** will be collected from each work station.

Central Collection:

Most properties offer centralized collection containers for recyclables, compostables, and garbage. Indicate if your property offers these containers, what color they are for each material stream, and where they are located. Use the text below as a template. Verify with your service provider which materials are recyclable and compostable.

Containers for the collection of **garbage, recyclables** and **compostables** are located in the [kitchen area, conference room, and other central areas]. Please keep your materials separate. The containers will be emptied [daily, or frequency by type of container].

What Goes in Each Container?

Recyclables



All clean office paper, glass bottles and jars, aluminum foil and cans, steel/tin cans, and plastic containers belong in the [blue] containers.

Where does it go? All recyclable material is sent to processing facilities for sorting. The materials are then sold to recyclers and made into new products.

Compostables



Most of the material that used to go in the garbage, can now be put in the [green] compostables containers. This includes **left-over food, paper take-out containers, paper coffee cups, used napkins, used tissues, used paper towels, and milk cartons.**

Where does it go? All compostable material is sent to a [composting facility/anaerobic digestion facility] where it is turned into compost, a soil amendment for local farms, landscapes and gardens.

Garbage



Very few items actually belong in the garbage. Items that should be put in the garbage include: **foam cups and packaging, candy wrappers, chip bags, and aseptic packaging (juice boxes/Tetrapaks).**

Where does it go? Any material put in the garbage is sent to landfill.

We're proud to contribute to the greening of our facility and our community. We need everyone's participation for this program to be successful!

Our target start date will be [insert date]. Watch for additional communication as the date approaches. Please feel free to contact [insert contact name, phone number and/or email address] with any questions. [Visit the website for more information.]