

SAMPLE EMAIL TO SHARE WITH EMPLOYEES

NEW! Reusable Recycling Bags for Shared Interior Recycling Containers

Team,

We are making some innovative and sustainable changes to our recycling program. We have eliminated single-use plastic bags and liners from shared recycling containers and replaced them with reusable recycling bags.

Plastic bags are NOT accepted in our recycling program. They wrap around sorting equipment at the recycling facility, requiring employees to climb into the machinery to remove the plastic, posing serious safety risks for workers. By eliminating plastic bags and liners and moving to reusable bags, we are reducing the amount of plastic and trash we generate. That's good for the environment and makes good business sense.

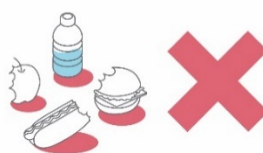
How Can You Help?

Make sure the recyclables you toss in the recycling containers are **clean and dry - empty any food or liquid before recycling**. Food and liquid will soil the reusable recycling bags, so we need your help to make sure those items are properly disposed. **NOTE:** Keep loose plastic bags out of the recycling - this goes for at work and at home, and never bag recyclables. To learn more, visit [Recycle Right](#) to download free recycling tools and resources.

Remember these three rules each time you recycle:



Recycle clean bottles, cans, paper, and cardboard.



Keep food and liquid out of your recycling.



No loose plastic bags and no bagged recyclables.

We appreciate everyone's help as we work to improve the quality of our recycling program with these new reusable recycling bags. If you have any additional ideas for improvement, please let **me** know!

NAME