

SAMPLE EMAIL TO SHARE WITH JANITORIAL STAFF

NEW! Reusable Recycling Bags for Shared Interior Recycling Containers

Team,

We're excited to take our recycling program to the next level with the following improvements.

- We are eliminating plastic bags or liners from all recycling bins and replacing them with reusable recycling bags. Plastic bags and bagged recyclables are NOT accepted in our recycling program, so we are instituting new practices to keep recycling economically and environmentally sustainable.
- Following best practices, all interior trash and recycling containers are now paired together throughout the building, properly labeled, and a poster indicating acceptable recycling materials has been placed near or above each recycling bin.

Why Does Eliminating Plastic Bags Matter?

Recyclables must be loose (not in a bag) to be sorted properly at the recycling facility. Plastic bags wrap around sorting equipment requiring workers to climb into the machinery to cut the plastic out of gears and screens, posing serious safety risks for workers. This makes recycling inefficient and more costly and prevents perfectly good recyclables from going on to their next best use. Secondly, our business incurs contamination charges when recyclables are in plastic bags, so moving to reusable recycling bags makes good business sense.

What This Means for You

1. Place the reusable recycling bags in share interior containers - no more plastic bags or liners.
2. Empty full reusable bags into internal transport container or outside recycling bin - all recyclables placed in the recycling **dumpster/compactor** must be loose
3. Replace the reusable bag in the interior recycling container - wipe them down if necessary.

How You Can Help

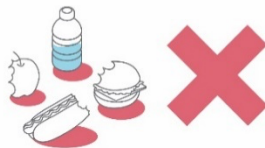
You are the first line of defense to ensure our recycling program is a success. We've asked employees to empty liquid from cans or bottles they recycle and never include any food waste in the reusable recycling bags, as food and liquid soil the bags. If you notice recycling bins with food, liquid, or other non-acceptable material, please let **me** know so that we can provide additional employee training and feedback.

We appreciate your help as we work together to improve the quality of our recycling program using these new reusable recycling Bags. If you have additional ideas for improvement, please let **me** know.

NAME



Recycle clean bottles,
cans, paper, and
cardboard.



Keep food and liquid
out of your recycling.



No loose plastic bags
and no bagged
recyclables.