

How to Write a Business Recycling Program Letter

This letter is intended to inform everyone at your business about your new or enhanced recycling program that you are launching.

Be sure to include the following items in your letter:

- Date
- Brief description of why the recycling program has changed or started
- Where to find the recycling areas
- What materials are included in the recycling program
- A note about any additional materials that can be recycled outside of your recycling program. (i.e. scrap metal or wood)
- Who collects your recycling, and perhaps the pick-up schedule
- Why it is important to recycle
- A thank you note for participating

See EXAMPLE LETTER on page 2 below

EXAMPLE LETTER

Customize areas highlighted in grey before distributing

Business Recycling Program

[Today's Date]

We are excited to share information about [office/organization's] [new/enhanced] recycling program, which starts on [date].

The program can help us keep our recyclables out of the landfill, contributing to a reduction of greenhouse gas emissions. It also complies with regional bylaws that require recyclable materials do not enter the landfill.

Where to find our recycling area

The recycling area is located in [location(s) where the containers are stored]

What's included in our recycling program:

[CUSTOMIZE FOR YOUR BUSINESS]

- ✓ Paper: Newspaper, catalogues and magazines, mixed paper (flyers, envelopes and office paper), shredded paper, telephone books
- ✓ Cardboard and Boxboard
- ✓ Plastic containers with the recycling symbols 1-7, except polystyrene foam
- ✓ Food cans and foil
- ✓ Juice boxes and soup boxes (such as TetraPaks™)
- ✓ Glass jars and bottles
- ✓ Refundable beverage containers
- ✓ Plastic bags and clear plastic film
- ✓ _____
- ✓ _____
- ✓ _____

[Some recycling collection companies accept additional materials that are not required by the bylaw. Check with your recycling collection company and add additional materials here]

Additional materials that can be recycled

[Some businesses generate additional materials like scrap metal and untreated wood, which must be recycled under the bylaw. These materials typically must be separated from the rest of your recyclable materials because they are collected and processed differently. If your business does not generate these materials, remove this section.]

We also recycle the following materials that must be placed in separate bins. These bins are clearly labelled and located *[location]*:

- Scrap metal (i.e. fixtures and fittings, sheeting, automotive parts, metal plumbing, and racks)
- Untreated wood (i.e. dimensional lumber, wooden pallets)

[If you provide diversion programs for additional materials – such as electronics, clothing or batteries – add them here.]

Who collects our recycling

[Name/Company] will collect our material regularly and will take it to be recycled.

Why is it important to recycle?

It has been found that landfills throughout the RDOS contain a significant amount of paper and other recyclable materials, most of which come from business and multi-family buildings. These materials break down over time and create greenhouse gases (GHG) including methane, which contribute to global climate change. The RDOS has a goal to reduce GHG emissions by 10% from 2009 levels by 2020. Improving recycling rates is one of the important ways to meet this goal.

Thank you

Participating in our recycling program is an easy way we can all make a difference and reduce the amount of waste going to our landfills.

If you have any questions, please contact *[contact name, number or email]*.

Sincerely,

[name]