

How to Write a Recycling Program Letter

For your *new* recycling program

This letter is intended to inform all residents about your NEW recycling program that you are launching.

Be sure to include the following items in your letter:

- Date
- Briefly describe why you have launched your recycling program
- Who collects your recycling, and perhaps the pick-up schedule
- Where to find the recycling areas
- How residents are expected to prepare their materials
- Why it is important to recycle
- 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. anything that can be returned at a depot)
- A thank you note for participating

See EXAMPLE LETTER on page 2 below

EXAMPLE LETTER

Edit/complete areas highlighted in grey before distributing to your residents.

Our Building's New Recycling Program

[Date]

We are excited to announce our building's new recycling program. Starting on [date], we will be accepting [list material categories, e.g. paper, cans, bottles, plastics, etc.] for recycling.

Who is collecting our material?

[Company] has been hired to collect our material.

Where are the recycling containers?

The recycling area will be located [insert location(s) of recycling containers]. You should [place all your material in the same bin/sort your material according to the signs/other.]

How do I prepare my material?

- Keep your material loose, not in bags, except:
 - Shredded paper, which should be tied in a clear plastic bag
- Rinse containers to remove any food residue
- Flatten your cardboard boxes to save space

[Please discuss this section with your hauler, as rules and preparation may vary. This area could include information about separating lids from jars and bottles, whether or not to put material in bags, and whether the material needs to be sorted.]

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, contributing 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.

What can I recycle?

[Remove those that do not apply, or add more not listed here]

- ✓ Mixed paper: newspaper, magazines, mixed paper, shredded paper, telephone books
- ✓ Cardboard and boxboard
- ✓ Plastic containers with the recycling symbols 1-7
- ✓ Food cans and foil (metal)
- ✓ Paper coffee cups
- ✓ Cartons
- ✓ Frozen food packaging
- ✓ _____
- ✓ _____
- ✓ _____

What items can be recycled somewhere else?

Use the [RCBC Recyclepedia](http://www.rcbc.ca/recyclepedia) to learn more ways to donate, recycle, and safely dispose of over 120 items, including plastic bags, Styrofoam, glass jars, electronics, hazardous materials, and more.

www.rcbc.ca/recyclepedia

Thank you

Participating in our recycling program is one 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]