

Sample Memo for Educating Employees

[The highlighted words indicate portions of the template that should be changed before distribution. Add specifics about recycling and/or food scrap/composting programs at your building or business such as types and locations of desk-side 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.]

Memo to Employees/Tenants

Date: [insert date]

To: [Building Tenants or Company Employees]

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

Re: Food Scraps Collection Program

Recently adopted State law requires California businesses of a certain size to separate food scraps and food-soiled paper from garbage beginning January 1, 2016. Our business is one that is required to comply with the new law, so we are starting a new Food Scraps Collection Program at [insert building address or company name].

By keeping food scraps out of the landfill we are helping conserve natural resources and reducing energy use, and reducing pollution and greenhouse gas emissions. All of the food scraps and food-soiled paper at our location will be recovered and processed to be made into either animal feed or compost.

Our goal is to make the program easy for you participate in. Here is how it will work:

Desk-side 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, food scraps or recyclables at individual work stations. Please deposit **garbage**, **food scraps** 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 **food scraps** 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 **food scraps** in the central containers located in the [kitchen area, conference room, and other central areas].
- or-
- **Recyclables**, **food scraps** and **garbage** will be collected from each work station.

Central Collection:

Most properties offer centralized collection containers for recyclables, food scraps and food-soiled paper 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.

Containers for the collection of **garbage**, **recyclables** and **food scraps** 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



Paper Recycling: All clean office paper, newspapers, magazines and junk mail.
Container Recycling: Glass bottles and jars, aluminum foil and cans, steel/tin cans, plastic containers with #1-7 and aseptic packaging (juice boxes belong in the [blue] containers. No Styrofoam cups or food 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.

Food Scraps



Most of the material that used to go in the garbage can now go in the [green] food scraps and food-soiled paper containers. This includes **left-over food, coffee grounds (paper filters OK and tea bags).**

Where does it go? All food scraps are sent to a recovery facility where it is processed into animal feed. Material not recovered for animal feed is sent to a compost facility, where it is turned into compost, a soil amendment for local landscapes and gardens.

Garbage



Very few items actually belong in the garbage. Items that should be put in the garbage include: **plastic stir sticks, single-serve creamer cups, frozen food packaging and trays, candy wrappers, chip bags, cigarette butts and all disposable food ware (cups, plates, bowls, utensils).**

Where does it go? Any material put in the garbage that can't be recycled or composted 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.