

Sample Recycling Memo

RE: Recycling Properly

Hello Staff,

We are proud to offer recycling here at (Insert Company Name)! Please take a few minutes to look over these recycling rules so we can ensure we're all recycling properly here at the office.

Six Items: Only these six categories of items can go in your recycling bin. Anything else that cannot be reused should be put in the trash.

- **Paper**—including post-its, windowed envelopes and stapled documents.
- **Flattened Cardboard**—including tissue boxes, paper towel and toilet paper rolls.
- **Plastic Bottles and Containers**—must be empty; re-attach lids. Don't worry about the numbers—if it's a plastic bottle or container, it's recyclable! No plastic bags!
- **Glass**—must be a bottle or jar, any color and you can still recycle it if it is broken.
- **Metal Cans**—includes soda & soup cans; must be empty and rinsed.
- **Food and Beverage Cartons**—includes all cartons, such as broth or milk alternatives, that are not from the freezer section of the grocery store.

Loose, Clean and Dry:

Loose—Recyclables must remain loose into your recycling bin. This means no bagged recyclables. If recycling is collected in a plastic bag, it will get treated like trash and sent to the landfill. All recyclables are emptied loose into the recycling dumpster outside.

Clean—All recyclables need to be empty before putting them in the recycling bin. Any containers with food or drink residue should be rinsed to be as clean as possible.

Dry—Any containers holding liquid must be completely empty and dry before recycling them. After rinsing, ensure recycling is dry before putting it in your blue bin. Paper and cardboard cannot be recycled if it gets wet.

Here are some common office items that **cannot** be recycled in the blue bins:

- chip bags --paper cups --tissues/napkins/paper towels --candy wrappers
- plastic packaging --air pockets/bubble wrap --plastic bags --Styrofoam --pens
- food scraps --sandwich baggies --electronics --batteries --light bulbs

To find places to recycle or reuse items that don't belong in the your recycling bin, go to STLCityRecycles.com/Database

Please direct any recycling related questions to (Name & contact of Staff Person) or recycle@stlouis-mo.gov

Sincerely,

Your Name