

Sample Program Training and Kick-Off Memo

To: All Employees

From: {Facility} management

Our facility {insert name} is looking at its waste in a whole new way! We are beginning a waste prevention and recycling prevention, and ask for your support in this effort.

Paper products and beverage containers {insert other recyclables} can now be recycled simply and conveniently. Each office worker will receive a special recycling container in which to place paper instead of throwing it in the trashcan. When your container is full, please take the recyclable paper to one of the nearby "central" collection containers. These containers are conveniently located {list the locations—in the hallway, copy room, mail room, etc.}. The paper that we currently shred will continue to be shredded as usual and will be recycled.

There are also recycling containers with lids and two holes for used beverage containers and metal food cans. They are located in the employee lounge {list locations}. Please rinse the cans and make sure that they are free of liquid and food debris.

Other areas of our facility {insert locations} will have specially designated containers or areas for recycling.

On {insert date}, there will be a brief 15-20 minute training program for all employees. These training sessions will be scheduled every half-hour throughout {the day, the afternoon—depending on the size of the business, or just once}, so that all employees can attend without disrupting business. We will distribute a schedule so that you can attend this important meeting.

The success of our waste reduction and recycling efforts depends on all of us. {insert name} is doing its part to reduce waste and help our environment. Please join us and recycle!

Your insight and comments are encouraged to help improve our waste prevention and recycling efforts. Our company recycling coordinator (team) is available to answer questions or take comments. Please contact {insert name(s)} at {insert extension(s)}.

RECYCLABLES—WHAT GOES IN THE BINS



From the Desk and Copy Areas

- Mixed Paper
- All types of white & colored paper
- Printer & computer paper
- Copier paper
- Stationary
- Letterhead
- Envelopes (windows & clasps OK)
- Manila envelopes
- Newsprint
- Magazines
- Junk mail
- Manila folders
- NCR paper

Preparation Tips

- Staples are okay. Remove and reuse paper clips. Remove metal hangers from hanging files.
- Labels are okay.
- Any color ink is okay.
- No food wrappers or soiled paper.
- The size of the paper doesn't matter. Shredded paper is acceptable.
- Please—no trash or food waste!



From the Employee Lounge

- Glass, aluminum, plastic beverage containers (soda, water, milk)
- Steel (tin) cans

Preparation Tips

- Empty all food and liquid. Rinse, if required.
- Lids and labels are okay.
- No polystyrene (Styrofoam) trays or containers, plastic bags, film plastic.
- Please—no trash or food waste!

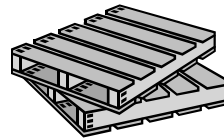


Other Office Recyclables

- Computers/Electronics
- Toner cartridges
- Cell phones
- Rechargeable batteries
- Reusable office supplies

Preparation Tips

- Place in specially marked containers located {insert location}.
- Place usable office supplies, envelopes, folders in the supply cabinet.



Receiving/Warehouse

- Cardboard
- Pallets
- Scrap metal
- Plastic film (shrink wrap)
- Drums
- Spool

Preparation Tips

- Breakdown and flatten cardboard. Place in marked containers {insert location}.
- Stack pallets {insert location}.
- Separate all scrap metal into marked containers {insert location}.
- Roll up clean film into balls and place into marked containers {insert location}.
- Stack drums and spools at {insert location} for collection.