**Business Recycling Program**

*[Today’s Date]*

We are excited to share information about our *[office/complex/organization’s]* recycling program, which starts on *[Enter date].*

The program can help us keep our recyclables out of the landfill. It also complies with The City of Calgary’s Waste & Recycling Bylaw that requires on-site recycling at all businesses and organizations.

**Where to find our recycling area**

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

**What’s included in our recycling program:**

* Paper: Newspaper, catalogues and magazines, mixed paper (flyers, envelopes and office paper), shredded paper, telephone books
	+ *[Some recycling collection companies accept additional paper materials that are not required by the bylaw, like single use coffee cups. Check with your recycling collection company and add additional materials here]*
* Boxboard and corrugated cardboard
* Glass jars and bottles
* Food cans and foil
* Refundable beverage containers
* Plastic containers with the recycling symbols 1-7, except polystyrene foam
* Plastic bags and clear plastic film
* Juice boxes and soup boxes (such as TetraPaks™)

**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:

* Scrap metal (like fixtures and fittings, sheeting, automotive parts, metal plumbing and racks)
* Untreated wood (like 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?**

Calgary businesses and organizations produce one third of all the waste going to City landfills. More than half of the waste from businesses is not actually garbage – it is paper, cardboard and other materials that can be recycled instead.

**Thank you**

Participating in our recycling program is 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,