

{Insert your company's logo here}

## **Updated Recycling List Notice**

[Company Name]

[Address]

[Contact Information: phone number, email, and fax]

[Date: Day/Month/Year]

Dear [employee, tenant, etc.],

As you may have heard, the District of Columbia has set a goal of diverting 80 percent of its waste by 2032. To help achieve this goal, the DC Department of Public Works (DPW) has announced an expanded list of recyclable items in the District.

Paper, plastic, metal, cartons and glass are currently recycled in the District with additional items to include: pizza boxes; paper and plastic plates, cups, lids, and to-go containers; plastic produce, deli/bakery containers, and trays. Through the addition of these items, the District joins a select group of cities that accept foodservice packaging for recycling, thereby supporting the development of local and national solutions to recycling new materials.

Please remember, all materials for recycling must be clean and empty. Materials should be placed loosely into recycling bins and not in a plastic bag. Recyclables in paper bags are acceptable. While plastic bags are not accepted in the recycling bin, they are accepted and can be recycled when dropped-off at local grocery and retail stores. You can find the nearest drop-off location by searching the directory: [www.plasticfilmrecycling.org](http://www.plasticfilmrecycling.org).

We have conveniently located trash and recycling containers {Insert language of where your bins are located, may also attach pictures.} There are also educational signs on what is recyclable. Please feel free to ask any member of the {list property name here} staff for guidance on recycling.

For additional resources on recycling, please visit: <https://zerowaste.dc.gov/>. You can also email [zero.waste@dc.gov](mailto:zero.waste@dc.gov) with questions or comments.

Best Regards,

[Name]

[Company/ Title]

[Company's Logo]