

(Company Logo here)

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 Saskatoon's Waste & Recycling Bylaw that requires on-site recycling diversion 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 is included in our recycling program:

- Paper: newspaper, catalogues and magazines, mixed paper (flyers, envelopes, and office paper), shredded paper (check with your service provider on how to dispose of shredded paper, usually in clear, tied bags), 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]*
- Flattened 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/Styrofoam and black or coloured plastics
- Juice boxes and soup boxes (such as TetraPaks™)

***All items must be clean and dry**

Additional materials that can be recycled

[If you provide diversion programs for additional materials – such as electronics, clothing or batteries, scrap metal, or untreated wood – add them here.] Check City of Saskatoon's Business Waste Wizard (Biz Wiz) to see other recycling options for materials not accepted in our current diversion program.

Who collects our recycling?

[Name/Company] will collect our material *regularly* and will take it to be recycled.

Why is it important to recycle?

- Businesses and organizations generate 68% of all of Saskatoon's garbage. 169,000 tonnes of waste go to Saskatoon and area landfills each year.
- 24% of garbage accepted by the City's landfill in 2016 was from businesses and organizations. The remaining 145,100 tonnes of garbage generated by businesses and organizations were sent to privately operated landfills.
- Most of the material collected from these businesses and organizations is not garbage at all! Much of what is thrown out is paper, cardboard and food that can easily be diverted from landfill.
- A successful recycling program not only demonstrates your organization's commitment to sustainability and our community, but can also help your bottom line, conserve natural resources, and save valuable space in our landfills.
- Waste diversion programs are good for business as they will retain or attract new customers and employees with the same values and illustrate a business's commitment to making Saskatoon a beautiful place to live, work, learn and play.

Thank you!

Participating in our recycling program is an 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,