DATE

Dear Faculty & Staff,   
  
The end of the school year is fast approaching, as you make time to clean your classrooms and offices please keep in mind that this is an easy opportunity to recycle and divert a significant amount of waste from our landfills, especially paper. Every year, NYC throws away over 400,000 tons of paper, that’s enough to fill the Empire State building.

Recycling is easy; just keep all mixed paper together, in a clear bag, separate from any trash. Clear bags are available from your Custodian Engineer and the main office. What kind of paper can be recycled? Well, if it’s made of paper and you can rip it, you can recycle it. This includes shredded paper, magazines, and even empty pizza boxes. Don’t worry about staples or paper clips, they’ll be filtered out. The only things we don’t want are soiled napkins, paper towels, and coated cups or plates.

Recycling is good for our planet, the economy, and the health and sustainability of NYC.

Thank you for your contribution and leadership!

Sustainability Coordinator

***NAME***

Use the following guide to separate your recyclables: