**INSTRUCTIONS:** This email template letter is intended to educate tenants on waste collection requirements. The letter can be used as an annual reminder to all tenants and provided to new tenants moving-in. Fill in the highlighted forms and make any necessary edits prior to sending the letter to tenants.

As a supplement to this letter, consider attaching a map with the locations of the recycling and organics containers marked off. Also, consider including signs or posters from your hauler with images of acceptable/unacceptable recycling and organics materials. Signs and other materials are available on the resources section of our [Multifamily page](https://wmr.saccounty.gov/Pages/Multifamily.aspx).

Dear Resident:

Together, let’s make recycling and organics collection programs a success! It’s easy to recycle correctly with proper sorting of your recyclables and organic materials (food scraps, food-soiled paper and greenery/yard trimmings) from your garbage.

**Organics and Recycling Collection:**

Ask management for your waste hauler’s organics and recycling program specifics.

*Acceptable Organics:*

* Food scraps, including leftovers and uneaten plate scrapings
* Cheese and eggshells
* Fruits and vegetables
* Meat scraps and bones
* Food-soiled paper, such as greasy pizza boxes, paper plates, napkins
* Coffee grounds, paper filters, and tea bags

Compostable bags are ok and must be BPI certified (ASTM-D6400).

*Acceptable Recycling:*

* Clean flattened cardboard and paperboard
* Clean paper
* Glass bottles and jars
* Metal cans
* Plastic bottles and containers

Recyclables must be empty and dry (no liquids or food residue) and put loose in the recycling container. Do not bag your recyclables.

*Where to find your Organics and Recycling Containers:*

The recycling and organics containers are located INSERT GENERAL LOCATION(S) HERE.

**Bulky Items and Hazardous Waste:**

Below are common materials and how to dispose of them correctly. Consider reusing or donating bulky items whenever possible. Do not place these materials in the garbage or at a waste enclosure.

* *Bulky Items*- Furniture**:** Drop off at a [local disposal and recycling facility](https://wmr.saccounty.gov/Pages/Local-Disposal-and-Recycling-Facilities-.aspx) (fees may apply).
* *Bulky Items* - Mattresses, refrigerators, dishwashers, stoves, ovens, dryers, TVs, computers: [Drop off for free at the North Area Recovery Station or Kiefer Landfill](https://wmr.saccounty.gov/Pages/FreeDropOffItems.aspx).
* *Household Hazardous Waste (HHW)* - Paint, cleaners, fluorescent light bulbs, propane tanks, batteries, and electronic waste: Drop off for free at a [local HHW Drop-off facility](https://wmr.saccounty.gov/Pages/HHW-Dropoff-Centers.aspx).

Learn more at [Sacramento County’s Multifamily webpage](https://wmr.saccounty.gov/Pages/Multifamily.aspx).

**Questions?**

Please contact INSERT NAME at INSERT PHONE/EMAIL.

Thank you for your cooperation in making organics, recycling, and garbage collection programs a success!

Sincerely,

EMAIL SIGNATURE