

# Email for Office Composting

Our office is getting greener – here's a reminder that have composting available!

We have **food scrap pail(s)** in the **break room(s)**. You can compost:

- Coffee grounds and paper filters
- All your food scraps, including bones, meat & cheese
- Tea bags
- Paper towels & napkins
- Pizza boxes

No plastic is allowed in the compost. Please do not put shiny paper plates, coffee cups, or plastic utensils in the compost.

The food scrap pails should be lined with BioBag green biodegradable liners, stored [LOCATION]. If you fill the bag, please tie it and set it aside, then place a new liner in the pail. Our janitorial staff will take the compost out.

And please remember all the ways you can recycle at our office:

- Paper in your **deskside bins and copy room(s)**
- Plastic, bottles, and cans in the **break room(s)**
- Used batteries at **[LOCATION, e.g. Front Desk]**
- Used printer cartridges at **[LOCATION, e.g. Front Desk]**

Thank you for helping **[COMPANY NAME]** support the environment! We can't do it without your help.