

## MODEL LETTER

### Inform Residents of Food Waste Collection & Composting Program

Here's a Model Letter you can adapt and use to tell residents about your site's food waste collection and composting program. Include any flyers, additional instructions, or free starter kits you received from your municipal composting program or garbage hauler with the letter. Use a move-in version of this letter for all new residents in their move-in package as well. Be sure to adapt the letter to comply with your city or town's requirements and translate it into Spanish and other common languages that residents use as you do for other important site letters.

Dear Resident:

ABC Apartments has begun an organic waste collection program for food and yard waste, as required by Anytown, USA, composting law. Anytown now requires residents to compost food and yard waste separately from other garbage and recycling. Included with this letter is a flyer from Anytown's Department of Sanitation with additional information, along with your free starter kit, that includes a kitchen collection bin and a free set of compostable food waste bags.

**Food waste collection and composting basics.** Instead of dumping your food and other organic waste into the garbage, residents collect and place food scraps, food-soiled paper, and plant waste into special marked bins. Anytown's Department of Sanitation will collect our site's organic waste and turn it into healthy compost for soil or renewable energy. This helps keep our site free from pests and contributes to a greener and healthier community.

**How to participate.** Here's what to do to properly collect your food scraps:

1. Keep food scraps, food-soiled paper, and plant waste separate from trash. See enclosed chart from Anytown for accepted and unaccepted items.
2. Place food scraps in the free kitchen counter bin included with this letter. You can also place your scraps in paper milk cartons, paper bags, or wrap them in paper.
3. To prevent odors, line the container with newspaper, paper bags or certified compostable liner bags like the free set included with this letter (available through management or calling Anytown's Department of Sanitation at *[insert tel. #]*).
4. You can also store your waste in the freezer.
5. Empty pail frequently and clean between uses. Sprinkle baking soda to help with odors.
6. Bring waste to the site's designated organic waste collection area *[insert collection locations, e.g., near chute(s), main trash area, alley, or on-site composting area, etc.]*.
7. Do not put regular plastic bags, garbage, or recyclable items in the organic collection bin. If you use regular plastic bags to collect your scraps, dump the scraps into the site organic collection bin and throw the plastic bag into the garbage.

Please feel to contact ABC Apartment management for questions or information about getting additional kitchen bins and compostable liners. You can also visit Anytown's Department of Sanitation website at [www.anytown/sanitation/composting.gov](http://www.anytown/sanitation/composting.gov), for more detailed information and resources about composting food waste.

Thank you for helping keep our site green and clean and healthy by composting.

Sincerely,  
Sophie Smith, Manager

Enclosed: Anytown's Chart of Compostable & Noncompostable Items