**ORGANICS DIVERSION EDUCATIONAL MATERIALS**

**Sample Email (English)**

[Company logo]

[Address]

Dear [employee/tenant/etc.]

The Austin City Council set a Zero Waste goal to reduce waste 75 percent by 2020 and 90 percent by 2040.

To help achieve this goal, [Property Name] has conveniently located compost containers near trash carts throughout the property. Please place all food scraps and other organic materials in the compost containers. Look for green containers and informative [posters](http://austintexas.gov/sites/default/files/files/Resource_Recovery/Compost_Informational_Poster_8.5x11.pdf) to identify what items can be composted!

For more information about composting on-site, contact [Property Name].

For more information on composting in Austin, visit AustinRecycles.com or email:

CommercialRecycling@austinrecycles.com.

Sincerely,

[Property Name]