

**SAMPLE MEMO**

**TO INTRODUCE COORDINATOR  
AND TO NOTIFY EMPLOYEES OF WASTE REDUCTION ACTIVITIES**

**To:** ABC Agency Employees

**From:** Mary Jones, Director

**Date:** January 200x

**RE:** Waste Reduction and Recycling

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Studies show that the average office worker generates 1.2 lbs. of paper a day and throws away almost one pound of recyclable paper per day. We will be investigating and implementing waste reduction and recycling activities whenever possible, as well as purchasing and using products made from recycled materials.

I have appointed Kim Johnson as our agency's Recycling Coordinator. This is an important responsibility and Kim will have this agency's full support for this project. Kim may be asking many of you for information on various aspects of our current waste collection system, our purchasing policies or other issues related to recycling and waste reduction. Kim may also be asking some of you to serve on an inter-agency team to work on various aspects of the project. Please give her your full cooperation.

We will be sharing the results of Kim's activities with you via periodic reports. ABC Agency is committed to implementing any feasible program she (or the inter-agency team) recommends. If you have any questions regarding the project, contact Kim Johnson at xxx-xxxx.