**Template letter re contaminated recycling bins**

Dear Resident,

RE: Wrong items in your recycling bins

We have noticed that some non-recyclable items such as black sacks, food and textiles have been put in your communal blue-lidded recycling bins.

As the bins are communal and serve a large number of residents it is difficult for us to identify who puts wrong items into the bins. This is why we are writing to ALL residents. If you already recycle correctly – thank you. Please continue to do so and help your neighbours understand what items should go into the blue-lidded recycling bins.

Newspapers, magazines, catalogues junk mail***.*** Cardboard- **flattened with all packaging removed**

 All cans, steel, aluminium and aerosol. Also tin foil, take away food containers and milk bottle tops***.***

 All **plastic bottles**- fizzy drinks, fruit cordial, household cleaners, shampoo etc yoghurt pots, margarine tubs, meat trays, fruit punnets

All glass bottles and jars.

Items should be placed in the bin loose. Please do not use black sacks for recycling as we cannot tell if they contain the correct materials.

You should NOT put any of these items in any recycling bin:

Any plastic bags or cling film

Batteries or light bulbs

Polystyrene

Sheet glass or drinking glasses

Clothing

Nappies

Hard plastic

No plastic coated food & drink cartons (Tetra-pak)

Takeaway pizza boxes

Putting wrong items in your recycling bin will mean that your bin will not be collected and there will be a charge for the waste crew to return to empty your bin. This charge is likely to be passed back to residents. It will also mean that everything in your recycling bin does not get recycled (including all the good recycling), rather than being recycled and reused. The recycling bins are for residents only.

Any businesses found using them will be penalised.

For more information about recycling please visit: [www.stalbans.gov.uk/recycling](http://www.stalbans.gov.uk/recycling)

Kind regards,