

Providing tenants or occupants with information about the building's standard recycling program will help them comply and may help you discover issues with the service. You should also provide them with general recycling best practices, especially if a tenant procures its own waste services. You have a few options for providing tenant(s) or staff teams with information on recycling:

- *Include the information on a tenant portal or another tenant or staff resource*
- *Use the template linked below to send an email to tenant representative(s) or staff teams*
- *Have meetings with tenant representative(s) or staff teams and provide them with the information*

[Link to Template](#)

Alternative Documentation

Instead of this form, you may submit the following to IREM®:

- Copy of communication to tenant(s) or staff teams