



Email Templates

Guidance on Using This Resource

We recommend:

- Sending the full email when introducing a sustainability or safety awareness campaign or installing new battery and vape recycling points.
- Sending the shorter, follow-up email every six months thereafter or following an incident or near miss.

Full Version

Subject: Help Us Stay Safe: Dispose of Batteries and Vapes Correctly
Hi everyone,
We're writing to you with an important reminder: batteries and vapes should never be placed in general waste or mixed recycling bins.
Many batteries, including those found in vapes, can spark, overheat, and ignite if crushed or punctured during waste collection or processing. Just one battery or vape in the wrong bin is all it takes to start a fire.
Fires can start anywhere in the waste journey, from workplace bin stores to trucks and recycling facilities. When they do, the impact is felt across entire communities, putting people, businesses, transport networks, and emergency services at risk.
By recycling batteries and vapes through dedicated collection points, you're helping to protect your community.
Where Can I Recycle Batteries and Vapes?
In this building:
• [INSERT LOCATION, e.g. 5th Floor Kitchen]
Away from work:
• Find your local recycling point
Why Recycle Batteries and Vapes?
Recycling batteries and vapes does more than help prevent fires.
Batteries and vapes contain metals that can be recovered and reused. Recycling helps keep these finite resources in circulation and reduces the need for new raw materials to be mined.



Batteries and vapes also contain substances that may be harmful to the environment if disposed of incorrectly. Recycling ensures these materials are managed safely and responsibly.

Find Out More

- [INSERT LINK TO RELEVANT INTERNAL PAGE OR GUIDANCE]
- [Highly Charged: Battery & Vape Recycling Explained](#)

Thank you for helping us stay safe,

[Facilities Team / Sustainability Team / Workplace Team]

Follow-up Version

Subject: Reminder: Dispose of Batteries and Vapes Safely

Hi everyone,

Please remember that **batteries and vapes should never be placed in general waste or mixed recycling bins.**

Just one battery or vape in the wrong bin is all it takes to start a fire, putting our workplace and community at risk.

Recycle them here:

- [INSERT LOCATION, e.g. 5th Floor Kitchen]

Recycling away from work?

- [Find your local recycling point](#)

Thank you for helping us stay safe,

[Facilities Team / Sustainability Team / Workplace Team]