



Guide to Office Recycling

RECYCLE

TRASH

PAPER (Mixed Office/News Paper Containers)



Computer/Copy Paper
Memo Pad Sheets
Post-It Notes
Colored Paper
Folders
Inserts
Envelopes, *Including windowed*

Junk Mail
Newspapers
Magazines
Telephone Book
Cereal Boxes
Cardboard Boxes



Photographic Paper
Blue Prints
Any paper product contaminated with food:
-Towels / Napkins
-Plates
-Drinking Cups
-Pizza Boxes, etc.

ALUMINUM (Comingled Containers)



Leave the labels on

Soda Cans
Beer Cans
Energy Drinks

Steel & Tin Cans
Aluminum Scrap
Clean Tinfoil



Soiled Food Trays

GLASS/PLASTIC (Comingled Containers)



Leave the labels on

Soda/Beer Bottles
Fruit Drink Bottles
Water Bottles
Plastic Bottles
Milk Containers
Glass Jars

Plastic Food Containers*
Non-Narrow Neck Containers*

*Must be rinsed out with water and cleaned of any food contaminants. If not, it is considered trash.



Plastic Drinking Cups
Styrofoam Products
Packaging Materials
-Foam Peanuts
-Plastic Bubble Wrap
-Plastic Air Bags
Ceramics

Broken Glass
Medicine Bottles
Plastic bottles containing oil-based products
Foam/Plastic Clam-shell Containers