

“RECYCLING: Back to the Basics”

RECYCLABLES

Clear Liners

(RECYCLE LOCATIONS: Desk – Side, Copy/Fax Areas and Mailrooms)

- Paper
 - Envelopes
 - Junk Mail
 - Magazines
 - Newspapers
 - Phone Books
 - File Folders
 - Brochures, Reams
 - Wrapping Paper
 - Soft and Hard Back Books
 - Greeting Cards
- Broken Down Cardboard Boxes
 - Frozen Food Boxes
 - Shipping Boxes
- Aluminum Cans (No Liquids)
- Plastics (No Liquids)
 - Rinsed Frozen Food Containers



NON-RECYCLABLE MATERIALS

Black Liners

(NON- RECYCLABLE LOCATIONS: Kitchens, Break Rooms, Restrooms)



- Food Waste
- Containers with Wax Coating
- Glass
- Restroom Waste
- Food Utensils
- Styrofoam
- Plastic Shopping Bags
- Coffee Cups



“Rule of Thumb” – Always trash if you are unsure if the item is recyclable

How you can participate...

- *Place recyclable materials into your desk-side bin.*
- *Encourage others to carry their food waste and food waste containers to the kitchen, break room or another black bag area.*
- *Help co-workers become aware of the new recycling program.*

