

Recycling Guidelines

What Can Be Recycled In This Program?

Just about anything that tears! This includes:

- ◆ adding machine tape
- ◆ all correspondence including direct mail pieces, advertisements, etc.
- ◆ all white and colored papers
- ◆ any envelopes (even with plastic windows or labels on them)
- ◆ receipts
- ◆ computer printouts
- ◆ cardboard (must be kept separate)
- ◆ fax and telex sheets
- ◆ folders (manila only)
- ◆ carbonless forms
- ◆ NCR paper
- ◆ paper from legal, steno and note pads
- ◆ brochures (glossy or non-glossy)
- ◆ posters
- ◆ self-adhesive notes
- ◆ soft-covered books with white pages
- ◆ pamphlets

What Can't Be Recycled In This Program?

- ◆ anything that does not tear
- ◆ carbon paper (type that goes between paper)
- ◆ food waste such as candy wrappers, paper plates, napkins, cups or any other paper that is wet from food or beverage
- ◆ manuals with glued bindings
- ◆ chip board (cereal boxes, back of legal pads, etc.)
- ◆ construction paper (manila or colored)
- ◆ magazines
- ◆ newspapers

Will This Make a Difference?

Your daily contribution will make this recycling program a tremendous success. You make the difference. The difference you make will allow our great planet to prosper healthfully. **Don't trash it - Recycle it!**