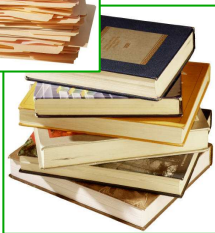


RECYCLING MADE EASY

More than 90% of your office waste can be recycled. Many of these items are on your desk right now! The only items that cannot be recycled are those that have been contaminated with food and other liquid waste. Many of these however can be rinsed out and diverted from the landfill, such as your Starbucks coffee or yogurt cup!



RECYCLABLES

Clear Liners

- Office Paper – All Colors
- Envelopes: including Windowed and Labeled
- Cardboard Boxes
- Junk Mail
- Magazines
- Newspapers
- Phone Books
- Soft and Hard Back Books
- File Folders
- Brochures, Reams
- Wrapping Paper
- Greeting Cards
- Aluminum Cans
- Plastic Bottles



PROHIBITED MATERIALS



- ### Black Liners
- Food Waste
 - Food Containers
 - Food Utensils
 - Glass
 - Containers with Wax Coating
 - Medical Waste (i.e. Needles)
 - Restroom Waste
 - Styrofoam



How you can participate...

- *Place all recyclable materials in your desk-side bin with a clear liner.*
- *Place all food waste and food waste containers in your desk-side bin with a black liner.*
- *Help co-workers become aware of the new recycling program.*

