



RECYCLING AT WORK

Paper

- Any color or kind
- Mail and envelopes
- Magazines
- File folders
- Paper Bags
- Newspapers and inserts
- Supply and electronic boxes
- Cookie and cracker boxes



Plastic

- plastics #1-7
- bottles and jugs (cap on)
- clean food containers
- clean yogurt cups
- Iced coffee and tea cups



Cartons

- Milk/cream cartons
- Non-dairy cartons
- Soup cartons
- Juice boxes



Cardboard

- Flatten Boxes



Glass

- Bottles and Jars



Metal

- Food and beverage cans



NOT ACCEPTED

- plastic/bubble wrap
- paper plates
- paper towels
- plastic bags
- styrofoam
- coffee cups
- plastic utensils and straws
- microwavable food trays



Recycling Tips:

If you aren't sure if an item is recyclable, it is best to place it in the trash can! Lots of contamination in your recycling could ultimately cause your entire week's recycling to end up in the landfill!

Clean and Empty

Food waste, liquids, and grease are not acceptable, as well as dirty paper bags or boxes.



No plastic bags

Plastic bags are not accepted in No-Sort recycling. They can be dropped off at many of your local grocery stores.



Reduce Waste:

Even though recycling is better than your waste ending up at the landfill, it is EVEN BETTER to reduce the amount of waste you produce! Here are a few examples of how to cut back on waste at work:

Pack a Lunch

Pack your lunch in reusable containers and bring silverware to cut back on food serving waste.



Reduce Paper Waste

Print double sided, shrink your margins, and try to send emails instead of paper memos.

