



# RECYCLE PAPER IN YOUR BLUE BIN



## ACCEPTABLE ITEMS

- *Computer print outs*
- *Printed white paper and colored paper (pen and pencil marks OK)*
- *Notebook paper*
- *Adding machine paper*
- *File folders (manila, white or pastel colored)*
- *Carbonless paper and forms (NCR paper)*
- *Self-adhesive notes*
- *Card stock (manila or colored)*
- *Fax paper*
- *Newspapers and magazines*
- *Junk mail*
- *Soft covered books with white pages*
- *Hanging folders (brown or green Pendaflex papers)*
- *Brochures*
- *Index/Time cards*

*Note: Staples and paperclips DO NOT have to be removed*

## UNACCEPTABLE ITEMS

- *Kitchen and food waste (used paper plates, cups, bottles, cans or food wrappers)*
- *Paper towels, napkins and tissues*
- *Carbon paper*
- *Tear resistant papers (ex.: flimsy Federal Express envelopes)*
- *Water resistant papers*
- *Pressure sensitive adhesive (crack and peel labels)*
- *Restroom waste*

## CARDBOARD & PAPERBOARD PACKAGING

- *Flatten cardboard prior to recycling*