

Instructions & Tips for Desk-side Recycling Guide

Purpose: to serve as a quick reference for recycling at employees' desks.

- ◆ Make this an index-card-sized recycling guide for employees to post in their office or cubicle
- ◆ Include this guide in your new-employee/new-student orientation packets. Provide it at training meeting. Keep a few extras on-hand.
- ◆ Include YOUR list of acceptable materials (on the front). Check with your recycler if you have questions.
- ◆ "Important Phone Numbers" (on the reverse side) might include the Recycling Coordinator's contact info, local hazardous waste management, poison control and/or any other numbers that might be handy for your employees/students. Leave a few blank spaces available for them to personalize the list with a few of their own important numbers. This will help to insure the guide is used.

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DESK-SIDE CONTAINERS

RECYCLABLE MIXED PAPER

Bond paper	Manila folders
Booklets	Newspaper
Carbonless forms	Pamphlets
Catalogs	Paper bags
Computer paper	Paper tubes
Copy paper	Poster board
Envelopes	Ream wrappers
(includes window envelopes)	Receipts
Files	Self-stick labels or notes
Junk mail	Stationery (all colors)
Magazines	Telephone books

NON-RECYCLABLES

Candy Wrappers	Waxed cardboard
Carbon paper	Waxed paper
Cloth	Wet or soiled paper
Foil-lined paper	
Food/organic waste	
Light bulbs	
Liquids	
Plastics	
Styrofoam™	
Thermal fax paper	
Cups or plates	
Paper towels	
Tissues	



***Staples and paperclips are acceptable.**

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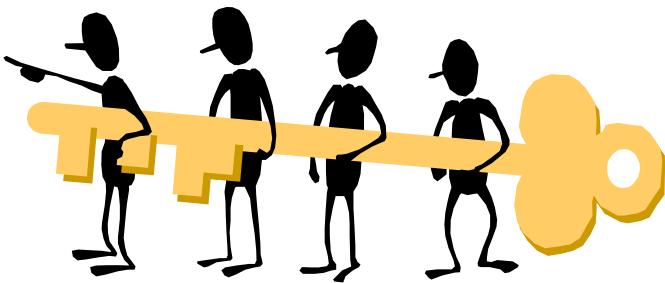
Important Phone Numbers

Recycling Coordinator:

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E-mail:

**You Are the Key
To Our Program's Success**



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