

# WHAT CAN I RECYCLE IN THIS BIN?

**ENVELOPES:** WITH OR WITHOUT WINDOWS, LABELS, COLORED OR COATED.

**MANILA FOLDERS:** WITH OR WITHOUT PLASTIC TABS

**DATA PROCESSING:** COMPUTER PRINTOUTS, ADDING MACHINE TAPES, ACCOUNTING LEDGERS.

**MAIL:** LETTERS, PAMPHLETS, BROCHURES, ADVERTISEMENTS

**CORRESPONDENCE:** COLORED SHEETS, LEGAL PADS, LOOSE LEAF PAGES, RECEIPTS, FAX SHEETS, SCRATCH AND MESSAGE PADS, COPIER PAPER, SELF-ADHESIVE NOTES.

**MISCELLANEOUS:** POSTERS, CARBONLESS FORMS, MANUALS WITH GLUED BINDINGS, SOFT AND HARD COVER BOOKS WITH WHITE PAGES, TISSUE PAPER, NEWSPAPER, MAGAZINES, BOX CUTTINGS, SLIP SHEETS, & MISC. BOOKS (IN LIMITED QUANTITIES).

*PAPER CLIPS, RUBBER BANDS, STAPLES, TAPE, ADHESIVE LABELS, PLASTIC TABS, PLASTIC AND WIRE SPIRALS DO NOT HAVE TO BE REMOVED.*

AS A GENERAL RULE: IF IT RIPS EASILY BY HAND (AND IS NOT FOOD WASTE OR GARBAGE) IT CAN BE THROWN IN THE BIN AND RECYCLED.

**PLEASE KEEP OUT FOOD WASTE, GARBAGE, & COMMINGLE  
(PLASTIC, GLASS OR METAL - INCLUDING CANS).**



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