



RECYCLING IN THE OFFICE

Be sure to empty out food and drink containers!



Plastic food and beverage tubs, jugs and bottles
(Keep lids and caps screwed on.)



Mixed paper, white paper, glossy paper, catalogs, magazines, newspapers, envelopes and Post-It notes



Food and beverage glass bottles and jars
(Put lids and caps in the trash.)



Paper towel rolls, paper bags and flattened cardboard



Food and beverage cans



Food boxes and beverage cartons

NOT ACCEPTED

- Aluminum foil or trays
- Broken glass
- Chip/snack bags
- Dishes or cookware
- Disposable plates or cutlery
- Electronics**
- Food waste or liquids**
- Hardcover books
- Hazardous waste
- Light bulbs
- Napkins or paper towels
- Pizza boxes
- Plastic bags and wrap*
- Shredded paper
- Straws
- Styrofoam
- Tanglers
(cords, hoses, wires, etc.)
- Trash



* Take clean and dry plastic bags and film back to the grocery or retail store to recycle separately.

** Check your floor's breakroom if there are electronic recycling bins or compost caddies.



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