



PAPER RECYCLING GUIDELINES

RECYCLABLE

Copier Paper
Color Paper
Brochures
Magazines
Newspaper
Envelopes
Junk Mail
Index Cards
Post-it Notes
Books

Not Recyclable

Carbon Paper
Blueprints
Foam Core Board
Photographs
Transparencies
Food Wrappers
Napkins or Facial Tissue
Paper or Styrofoam Cups
Food-Contaminated Paper
Packing Peanuts or Plastic Wrap


PREPARATION

- **Break down boxes flat** along the seams and place them between a recycle container and the wall unless you prefer to use our "box breakdown" service.
 - **Bag shredded paper**, hole punches, and binder chads to help keep your office clean.
 - Staples and paper clips can remain
 - Remove binder clips, binder spines, acetate covers, and three-ring covers
 - **Overflow:** Place in boxes or bags; **write "R"** on it; place beside a recycling bin
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CANS, PLASTICS & STYROFOAM RECYCLING GUIDELINES

PREPARATION

- Only plastics and bags with  logo
 - Metal drink and food cans
 - Styrofoam cups & food containers
 - Pour out remaining liquids from bottles in the kitchen sink
 - Rinse off any food residue from Styrofoam
 - Remove and dispose of plastic lids
 - No plastic wrap, six-pack rings, packing peanuts, or plastic packaging
 - **No glass** is accepted
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Home Service Available ■ 615-481-9640 ■ office@EarthSavers.org