



WHITE OFFICE PAPER – Paper Only!

YES to:

- White paper
- Pastel-colored papers
- Sticky notes are okay
- White Envelopes (with or without windows)

NO Goldenrod

NO Carbon

NO bright colors

NO Manila Envelopes

NO File Folders

NO Dark Spots (Such paper contains ground wood; has a light tan color and dark spots in the paper; feels rough)

NEWSPAPER – All other papers can be recycled here!

YES to:

- Slick paper
- Stiff or heavy weight paper
- Magazines
- Junk Mail
- Envelopes
- If it came with the newspaper, it's ok to recycle.

NO Plastic or Wax-coated Paper NO Carbon NO Dark Spots (Ground Wood)

NO Manila Envelopes NO File Folders

CARDBOARD - Corrugated only. Break the boxes down. You will need to check with your building Recycle Coordinator for the proper procedure in your building.

NO Pressboard (the stiff pad-backing of legal pads, similar to cereal boxes)

Don't Worry ! No need to spend time removing these from your recyclable paper !
Staples, Paper clips, Metal fasteners, you might want to **REUSE** the Fasteners and Paper clips.

THANK YOU !!!!!