

In-House Recycling

- Recycling at work, not only helps the environment, but also saves the City money.
- For every ton recycled in our blue cans the City receives \$18, helping to offset the cost of trash disposal.
- It is more important than ever to recycle in the workplace.



What can I recycle?

- Office paper (no shredded paper)
 - White and color
- Newspaper
- File folders
- Envelopes (plain, manila, & windowed)
- Magazines & Catalogs
- Paper sacks

**Remove all paper/binder clips, folder fasteners,
& spiral binding**

What can I recycle?

- Cardboard boxes
 - Flattened (No Styrofoam or plastic wrap)
 - Facial tissue boxes
 - Prepared food boxes

No paper cups or fast food containers

What can I recycle?

- Aluminum beverage cans
- Steel or tin cans
 - Soup, vegetable or fruit cans
 - Aerosol cans (food or hygiene products only)
 - Cooking spray, canned whipped cream
 - Shaving cream, spray deodorant

Remove any plastic lids and make sure cans are empty

What can I recycle?

- Plastic bottles, jugs & bottles with recycling symbol 1-6 on bottom
- Examples include:
 - Water, juice & soft drink bottles
 - Lotion & hand sanitizer bottles
 - Yogurt cups
 - Microwavable food trays
 - Plastic cups

No lids, straws, plastic wrap, bags or Styrofoam containers

Questions?



- Contact the Recycling Captain in your area or Solid Waste Customer Service at Ext. 3510 for additional information or to request:
 - Small recycling basket for your desk
 - Large recycling basket for conference rooms, break room, or other common area in your office
 - Recycling Posters

Thank you!

The success of the in-house recycling programs relies on all employees to be vigilant in recycling all material that is accepted in our program.

Your continued support and participation in this program is important and greatly appreciated.

