



Recycling Made Easy



New Recycling Program



- Only one desk-side container for your recyclables.
- Cleaners will collect this material to be recycled.
- Please carry your food waste and food waste containers to the break room or central location.



Items That Are Recyclable With The New Program



Office paper – all colors
Envelopes-even
windowed and labeled
Cardboard boxes
Junk mail
Magazines
Newspapers
Phone books
Soft and hard back books
File folders
Brochures, reams
Wrapping paper
Greeting cards
Aluminum cans
Plastic bottles
Glass bottles



**Your desk-side
materials will now go
into one container.**

How You Can Participate



- *Place desk-side materials into your desk bin.*
- *Encourage others to carry their food waste and food waste containers to the break room or a central location.*
- *Help co-workers become aware of the new recycling program*