PAPER RECYCLING GUIDELINES

WHITE PAPER
Non-glossy white paper or envelopes with less than 25% color or ink.
NO adhesives, labels, or plastic windows
NO unbleached “white” paper

COLORED PAPER
Pastel colored paper, envelopes and white paper with more than 25% color or ink.
Adhesives and plastic windows acceptable.
White copy paper reams acceptable.
NO goldenrod or mustard colors - NO neon or darkly dyed paper
NO unbleached “white” paper.

LOW GRADE PAPER
Paper not acceptable in white or colored categories.
Includes neon & darkly dyed paper, goldenrod, butcher paper, paperboard (e.g. cereal-type boxes), paper bags, magazines, and unbleached paper.
Non-white copy paper reams acceptable.
NO paper plates or cups
NO food wrappers

NEWSPRINT
Newspapers and inserts acceptable.
NO unbleached paper.

BOOKS
Place all books and gluebound materials next to recycling site and label for recycling.

CORRUGATED CARDBOARD
Flatten boxes and place in outside cardboard bins as per building location map.

CONFIDENTIAL MATERIALS
Contact University Archives at 346-1899.

ITEMS NOT ACCEPTED
These items are not acceptable in paper recycling and should be handled as indicated:

OTHER RECYCLABLES - SORT AND SET NEXT TO SITE
- Transparencies
- Styrofoam packing peanuts
- Inkjet cartridges
- Computer floppy discs and CD’s

STAPLES AND PAPER CLIPS OKAY

NON-RECYCLABLES - DISPOSE OF AS TRASH
- Block styrofoam
- Food contaminated products
- Carbon paper
- Plastic wrapping
- Audio and video cassettes
- Bubble padded envelopes