

# WE RECYCLE AT OUR OFFICE

Keep paper recycling clean, dry and separate from other recyclables and landfill waste

*Yes!* These paper products are recyclable.



✓ Cardboard boxes of any kind - dry food, cosmetic and medicine boxes; roll cores, packing cartons (flattened)

✓ Paper grocery and take-away bags



✓ Food and beverage cartons & paper cups

✓ Newspapers, magazines and brochures, including glossy varieties



✓ Office and shredded paper, envelopes

✓ Old telephone directories

✓ Paper giftwrap (sticky tape removed)

✓ Hardcover and paperback books

*No!* Keep these out of your paper recycling!



✗ Food waste

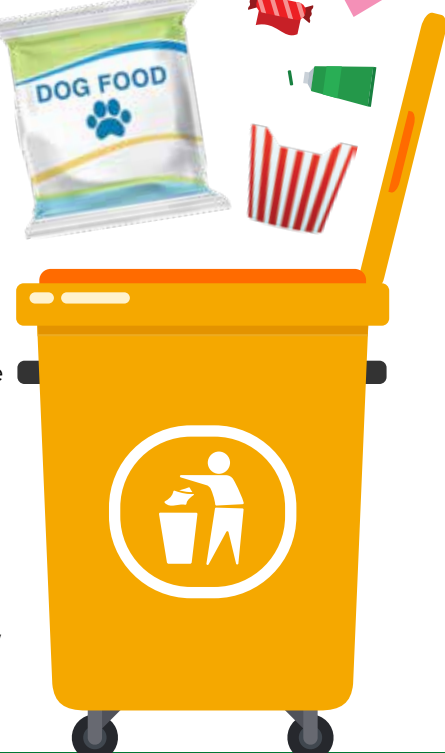
✗ Wet/dirty paper and cardboard

✗ Sticky notes

✗ Used paper plates, disposable nappies, tissues and toilet paper

✗ Wax-coated, foil-lined or laminated boxes

✗ Foil gift wrapping, carbon and laminated paper



Keep these in a separate recycling bin: ✓ Tins and cans ✓ Glass ✓ Plastics