



## Paper Program

### Acceptable items

Accounting ledgers  
Bond or legal writing paper  
Books (paperback only)  
Chip board  
Coated paper  
Colored office paper  
Computer print-outs  
Copy paper  
Envelopes (with or without windows)  
Fax & Telex sheets  
Glossy papers  
Index cards  
Interoffice memoranda  
Laser printer paper  
Legal pads  
Letterhead stationary

Loose leaf paper  
Magazines  
Manila folders  
Newspaper  
Phone books  
Post-it notes  
Receipts  
Scratch pads  
White office paper

### Unacceptable items

Adhesive containing paper  
Carbon paper  
Carbonless paper  
Cardboard  
Copy paper wrappers  
Food wrappers  
Napkins  
Paper cups  
Paper plates  
Paper towels  
Photographic & blueprint paper  
Plastic-coated paper  
Tissues  
Transparencies  
Tyvek envelopes  
Waxed paper

## Glass, Containers & Metal Recycling

*All items should be cleaned or rinsed before being placed in the recycling bin.*

### Acceptable items

Aluminum foil  
Aluminum trays  
Butter/margarine containers  
Detergent bottles  
Glass bottles  
Glass jars  
Metal cans (steel, bi-metal & aluminum)  
Milk jugs  
Plastic bottles (soda, juice & water)  
Plastic containers numbered 1 – 7  
Shampoo bottles  
Yogurt containers

### Unacceptable items

Aerosol cans  
Ceramics  
Light bulbs  
Packing materials  
Plastic bags (of all kinds)  
Pyrex  
Styrofoam  
Window glass