



RECYCLE OFTEN.
RECYCLE RIGHT.™



Staff Recycling Factsheet

When it comes to recycling, recycling right is just as important as the act itself. We need the right things ending up in the bin to make a difference for the environment. You are an important part of this process.

REMEMBER THESE THREE SIMPLE RULES:



Recycle all empty plastic bottles, cans, paper and cardboard.



Keep food and liquids out of my recycling.



**Keep plastic bags out of the recycling bin.
NO BAGGED RECYCLABLES.**

Take plastic bags back to your grocer.

Here are some additional rules to follow to help your building recycle right:



Keep Plastic Bags Out Of The Recycling

This means that both loose plastic bags and recyclables inside plastic bags should not go in recycling bins. If you must collect recyclables in plastic bags, make sure to empty all recyclables loose into the main bin, and then throw away the plastic bag or reuse.

Always recycle:



Food & Beverage Cans



**Plastic Bottles
Jugs & Jars (#1 & #2)**



Paper



**Flattened Cardboard
& Paperboard**

Do NOT include in your mixed recycling cart:



NO Food Waste
(Compost instead!)



NO Foam Cups & Containers
(Check Earth911.org for options.)



NO Plastic Bags & Film
(Find a recycling site at plasticfilmrecycling.org)



NO Needles
(Keep medical waste out of recycling. Place in safe disposal containers like Waste Management's MedWaste Tracker® box.)