

DESK-SIDE SINGLE-STREAM RECYCLING AND TRASH COLLECTION



Two Step Process and Quick Reference Guide

CONTAINERS



STEP ONE Assign the sides

Make one side of the desk-side container trash and the other recycling.

STEP TWO Discard items

Determine if the item is recyclable or trash and place in the proper side. Use this quick reference guide to make that determination.

RECYCLE SIDE

Recyclables

- All paper
 - White office paper
 - Glossy, brightly colored paper
 - Newspapers, ads, inserts
 - Magazines
 - Books, notebooks
 - Pamphlets, brochures
- Cardboard (e.g. pizza boxes)
- Cans and bottles (liquids are acceptable)
- All plastic

TRASH SIDE

Trash

- Food waste (e.g. banana peels and coffee grounds)
- Snack wrappers (e.g. candy wrappers, energy bar wrappers and chip bags)
- Facial tissues, napkins and restroom hand towels

WHEN IN DOUBT, RECYCLE IT.