



Office Recycling



Do's and Don'ts of Office Recycling

Do Recycle:



Computer Paper:
All Colors



School Worksheets



Magazines and Catalogs



Envelopes/Folders:
*White, Colored,
Windowed, Manila*



Soft Cover Books
No Hard Covers Please



Post-it Notes



Newspaper:
Place in separate container
from office paper



Tissues



Paper Towels



Paper Cups



Paper Plates



Copy Paper Wrappers



Photos



Paperboard

Recyclables mixed with trash are trash!

In order for your hard work to pay off recyclables have to be sorted properly and free of contaminants, such as garbage and food waste.

When the recycling truck comes, it places the pre-sorted recyclables you collected into separate bins. Those bins are then emptied at the Municipal Recycling Facility (MRF) and the contents collected and baled. Those bales of recyclable material are sold to companies in need of raw materials to be made into new products and “complete the loop.”

The prices a MRF receives for baled recycled goods depends on the quality of the product. Bales with the least contaminants are worth the most money, helping to offset the operating costs of the facility and collection process.

Aside from paper, you should also recycle your bottles and cans. Bottles and cans should be rinsed and emptied and the caps should be removed before being placed into a recycling re-

This fact sheet has been developed by the Professional Recyclers of Pennsylvania (PROP). PROP is Pennsylvania's affiliate to the National Recycling Coalition (NRC) and has more than 600 members from all parts of the recycling and composting industry and from both the public and private sector. PROP is located at 135 Stadium Drive, P.O. Box 25, Bellwood, PA 16617 and can be contacted by phone (814-742-7777), e-mail (prop@proprecycles.org) or through the web (www.proprecycles.org).