



Office Paper Recycling Guidelines



Acceptable Items

- White Paper
- Colored Paper
- Cardboard **Flatten & Set Next to Bin*
- Booklets Bound with Glue
- Newspaper **Bagged*
- Product Brochures
- “Junk Mail” / 3rd Class Mail
- Manila Folders and Contents
- Architectural “Blue” Prints
- Adding Machine Tape
- NCR Paper
- Envelopes — Plain or Windows
- Magazines
- Fax Paper
- Post-It Notes
- Aluminum Cans & Bottles **Bagged*

Notes:

1. Do not remove staples or paper clips
2. Large binder clamps need to be removed



Unacceptable Items

- Phone Books (White & Yellow Pages)
- Boxboard (i.e. tissue, & cereal boxes)
- Large Catalogues (i.e. J.C. Penny)
- Paper Towels, Tissues or Napkins
- Paper Cups or Plates
- Tyvek Envelopes (i.e. FedEx, UPS, etc.)
- Styrofoam
- Photographs
- Plastic Any Type: Bottles, Transparencies, Etc.
- 3-Ring Binders
- Envelopes with Bubble Liner
- Candy & Food Wrappers
- Slick Backing from Labels
- Glass
- Carbon Paper
- Express Mail (Brown Kraft) Envelope
- Ink Cartridges
- Books (Hard back or paperback)
- Hanging Files w/Metal Rods

Questions or Comments: Call Compass at 830-626-1700