

Recycling Tips

- Follow the signage on the recycling and landfill bins
- Larger recycling bins can be found in copy rooms or kitchens throughout offices
- Opt for reusable items by placing reusable plates, utensils and cups in your office to limit waste
- If you are an avid coffee drinker, make sure to properly dispose of your waste.
 - Any iced coffee cups can be emptied and recycled
 - Throw one-time use straws into landfill
 - Coffee sleeves and coffee cups can be recycled if empty



What IS Recyclables?

Paper

Cardboard

Plastic

Metal

Glass

What IS NOT Recyclable

Wet or soiled items

Straws

Styrofoam

Hazardous waste