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