



Commonwealth Agency Waste Paper Office Paper Recycling Guide

Please recycle the following paper products in the appropriate containers provided in your building:

OFFICE PAPER:

- Copier and bond paper (colors are acceptable)
- Computer paper
- Ledger paper
- Manila folders and files
- High gloss pamphlets and brochures
- Office envelopes (please throw brown or "goldenrod" envelopes in the trash)
Note: rubber bands, staples, paperclips, and binder clips do not need to be removed; please reuse paperclips as much as possible.
- Newspapers, magazines & telephone books are now recycled together and are collected in the larger buildings and a few others; if you believe your location has a significant quantity to collect, please call.
- Corrugated boxes are collected in larger buildings

TRASH: Please do not to mix these items with the waste paper:

- Food and food wrappers
- Brown expandable folders
- Plastic, including tyvek envelopes and laminated paper
- Carbon paper
- Tablet backs and bindings
- Kraft envelopes (yellow or brown paper)
- Express shipping and padded envelopes
- Lunch bags, napkins, paper towels, and tissues
- Paper cups and paper plates
- Milk cartons, wax paper, coffee filters

If your office needs to dispose of a large quantity of any type of paper product, it can probably be recycled. Please call:

The Commonwealth Agency Recycling Office
(717)772-2300