

QUICK REFERENCE RECYCLING GUIDE

PAPER.

Grade 1 - White Paper

- White paper (any color ink)
- White office stationery (also, high-quality off-white paper such as stationery)
- White copier paper
- White computer paper
- White tissue paper (onion skin)
- White envelopes with water-soluble glue (i.e., those that can be sealed when moistened), without windows, and without self-adhesive labels or postage stamps (tear those off first)

Grade 2 - Mixed Paper

- Colored or natural-shade paper
- Yellow routing and message slips
- Shredded paper (must be in bags)
- Magazines and glossy paper
- Colored envelopes (e.g., blue or brown) and white envelopes with windows (please remove any self-adhesive labels and postage stamps first)
- Books (glued, stitched, or stapled) – examples include CFRs, Federal Registers, and DOI telephone books
- File stock (manila, green, or brown folders), wallet folders, hanging folders (remove metal hangers first)
- Tabbed dividers (remove plastic materials)
- Unsolicited mail
- Carbonless (NCR) paper
- Blueprints and drawings
- Envelopes with water-soluble glue *including envelopes with windows*; however, the envelopes must not have self-adhesive labels or self-adhesive postage stamps—please remove those before recycling
- Copy-paper wrappers (i.e., the wrappers that bind each ream of new paper)

Notes.

- Staples may be left on paper being recycled, but paper clips should be removed and reused.
- Documents that contain sensitive information (e.g., data protected under the Privacy Act of 1974) should be shredded before being recycled.

Unacceptable Items: The items listed below should be separated or removed from all materials being recycled.

- Adhesive tape
- Pressure-sensitive (self-adhesive) labels and postage stamps
- Waxy paper

- Carbon paper
- Rubber bands
- Post-It® notes
- Tyvek® envelopes
- Padded envelopes
- Food wrappings
- Paper cups
- Tissues
- Three-ring binders (recycle the contents)
- Plastic or metal spiral binders (remove the binding and recycle the contents)
- Binder clips and other metal fasteners

Grade 3 - Newspaper

Newspapers should be placed in the specially-marked containers which are located in the freight-elevator lobbies on each floor of the Main Interior Building, and at each elevator lobby each in the South Interior Building.

Grade 4 - Cardboard

Cardboard may be placed in the hallway outside each office door after 4:00 p.m. each business day. A special collection for large quantities of cardboard can be arranged by calling the Building Manager's office on 208-7560. *Please remove any waste and/or packing materials from the cardboard being recycled.*

Grade 5 - Telephone Directories (Verizon, The One Book, Yellow Book, etc.)

When new telephone books are delivered to occupants in the Main and South Interior Buildings, the Division of Facilities Management Services places specially-marked carts in key locations in both buildings to allow the replaced books to be recycled. This is done on an "as-needed" basis, and has a fixed starting and ending date. Information on this is provided to occupants via all-employee e-mail and is posted in all bulletin boards in both buildings.

GLASS CONTAINERS, ALUMINUM CANS, NEWSPAPER, AND PLASTIC.

Deposit in appropriate containers at freight-elevator lobbies, cafeteria, and garage entrances in the Main Interior Building (MIB), and the elevator banks and vending room in the South Interior Building (SIB). Please ensure that bottles and cans are empty. Caps/tops may remain on containers. *Only type PTE or No. 1 plastics may be recycled. This is a tough, shatterproof material such as is used for soft-drink and water bottles and some food and medicine containers. The container will be marked PET, PETE, or No. 1.*

The following are contaminants and should not be placed into the collection centers:

- Liquids
- Stones and dirt
- Ceramic cups, dishes, oven ware, or light bulbs
- Plate, safety, or window glass
- Heat-resistant glass such as Pyrex
- Lead-based glass such as crystal or TV tubes
- Food wrappings
- Plastic bags
- Milk cartons
- Yogurt cups
- Polystyrene

SKIDS/PALLETS.

Take pallets and non-GPO skids to the Ramp G loading dock in the MIB (do not block exit doors), or to the chained-off recycling site in the parking lot of the SIB.

PRINTER TONER CARTRIDGES.

Toner Cartridges should be recycled. The Division of Acquisition Services, National Business Center, will provide any needed information or assistance.

SCRAP METAL and FLUORESCENT LIGHT TUBES.

Please contact the Building Manager's office (208-7560) for a pick up of scrap metal or fluorescent light tubes.

OTHER RECYCLING OPPORTUNITIES.

The *Office Eagle Store* (located on the north side of the cafeteria) provides a collection center for the following items:

- Nicad batteries
- Floppy diskettes (both 5¼” and 3½”)
- VHS cassette tapes

If you have any questions, please contact the Building Manager’s office on 208-7560. Your efforts make a difference.