

Recycle



While recycling containers are often for mixed recycling, there are containers that only collect a single category of recyclables.

By separating recyclables in separate containers before disposing, it reduces the amount of energy it takes to recycle the material.

REDUCE AND REUSE OFFICE SUPPLIES

We can heavily reduce our paper usage and waste by avidly being aware of our paper consumption.

- **When communicating internally please try to use email and computers to view documents.**
- **If a printed version is necessary, use double-sided printing.** This can be changed within the printer settings/preferences before finalizing a print (click “File” then “Print”, then change “print one-sided” to “print two-sided”). Deliverables to clients however should be single-sided.
- **In addition to printing double-sided, consider printing two pages on each side of the paper.** This allows 4 sheets to fit on 1 piece of paper! This can be changed within the printer settings/preferences before finalizing a print (click “File” then “Print”, then change “1 page per sheet” to “2 pages per sheet”). Deliverables to clients however should be 1 page per sheet.
- **Switch over from disposable coffee cups to a ceramic mug** (or reuse disposable coffee cups 3 to 4 times to reduce waste).

RECYCLING IN OUR BUILDING

To dispose of beverage containers, please use designated containers in the large break rooms on each floor. They are the drawers underneath the counters marked with a recycling symbol.

THESE ARE THE ONLY 3 CONTAINERS IN THE BUILDING THAT RECYCLE METALS, PLASTICS, AND GLASS.

The blue recycling containers under your desk and in conference rooms are for mixed paper ONLY.



Please DO NOT mix beverage containers in the blue wastebaskets at your desk or in conference rooms.

What You Can Recycle at Your Desk or in Conference Rooms:

- FLATTENED Cardboard
- White Paper
- Computer Paper
- Letterhead
- Post-Its
- Manila File Folders
- Magazines
- Junk Mail
- All Envelopes
- Colored Paper
- Plain Fax Paper
- Newspaper