

DATE: January 17, 1996
TO: All Agencies and Departments Located on the Capitol Grounds
FROM: Facility Management
RE: Paper Recycling Program

Our recycling program within the Capitol Complex is going great! On the average we are recycling approximately 22,000 pounds per month from the Capitol Complex. McQuade Dietrich has informed us that we no longer need to pull the staples or remove paper clips from materials being recycled. However, they do want us to continue removing ring binders or the pinch clips before we put those materials into the recycle bin. They are now accepting plastic window envelopes; coated fax paper; newspapers; magazines; and NCR paper. They will also accept file folders (if they are manila in color).

Below please find a listing of the acceptable and unacceptable materials for the recycling program.

ACCEPTABLE MATERIAL

White & pastel bond paper
All computer paper
Copy machine paper
Magazines & catalogues
Plastic window envelopes
File folders (Manila only)
Coated fax paper
White & pastel envelopes
Yellow legal pad paper
Telephone message slips
Letterhead paper
Tablet & note pad paper
NCR paper
Post-it-notes

UNACCEPTABLE MATERIAL

Carbon paper
Paper towels
Telephone books – We recycle these separately
Blue print paper
Food wrappers & containers
Tissue paper
Self-adhesive stickers
Goldenrod/deep colors/fluorescent paper
Ream wrap/shrink wrap
Foil-containing papers
Laminates
Photographs

If you have any questions regarding the above information, please contact our office at 328-2471.

We appreciate your past cooperation, keep up the good work!