



# *Paper Recycling*



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# *Paper Recycling Guidelines*

## *“Office Paper”*



- Office Paper-
  - Highest quality
  - Clean Printer-quality Paper
    - Writing, printing, pictures on it OK
    - No envelopes with cellophane windows
  - Not too bright
    - No “Astro Brights”

# *Paper Recycling Guidelines*

## *“Mixed Paper”*

- **Mixed Paper**
  - Cardboard- (request broken down)
    - Corrugated
    - Cereal Box
  - Glossy Paper
    - Magazines
    - Glossy folders
  - Poor quality
    - Newspapers
    - Catalogs

# *Paper Recycling Guidelines*

## *Mixed Paper (Cont'd)*



- File folders
- Old Inter-D Mail Folders
- **BUT**
  - No Greasy or Oily stains
  - No Diapers

# *Recycle Quiz*



- What is proper place for the paper items in following Slides:
- A. “Office Paper” Recycle can in Office
- B. “Mixed Paper” can in Hallway
- C. “Trash Can”

# *Corrugated Cardboard Box*



## *B. Mixed Paper*



# *Light Color Paper*





## *A. Office Paper*



# *Cereal Box Cardboard*

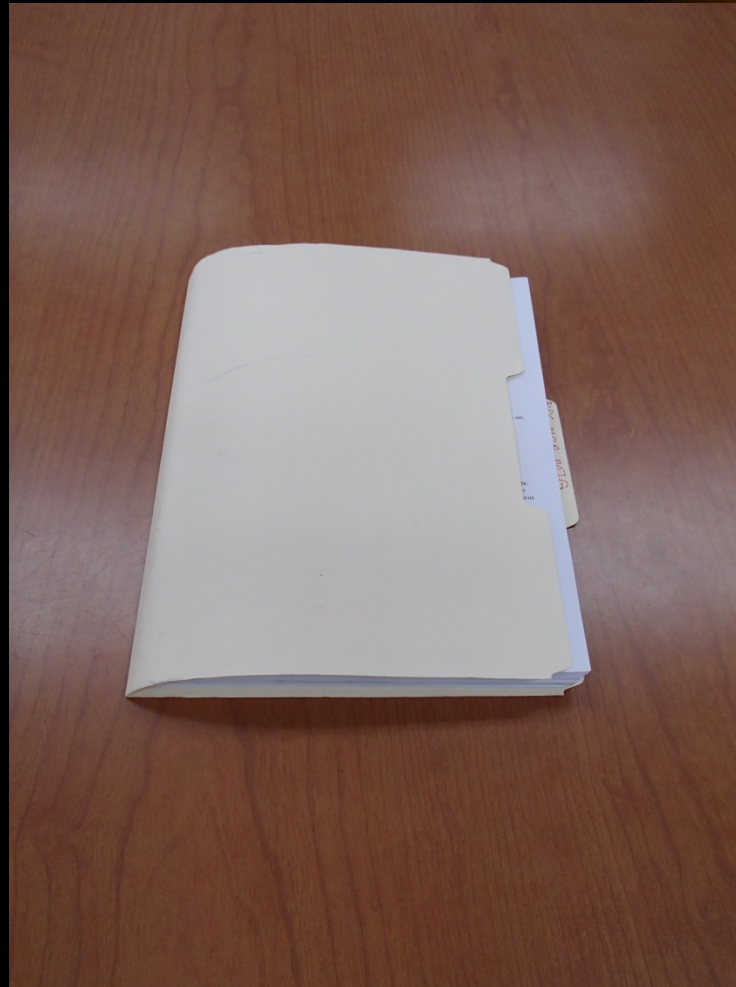


## *B. Mixed Paper*

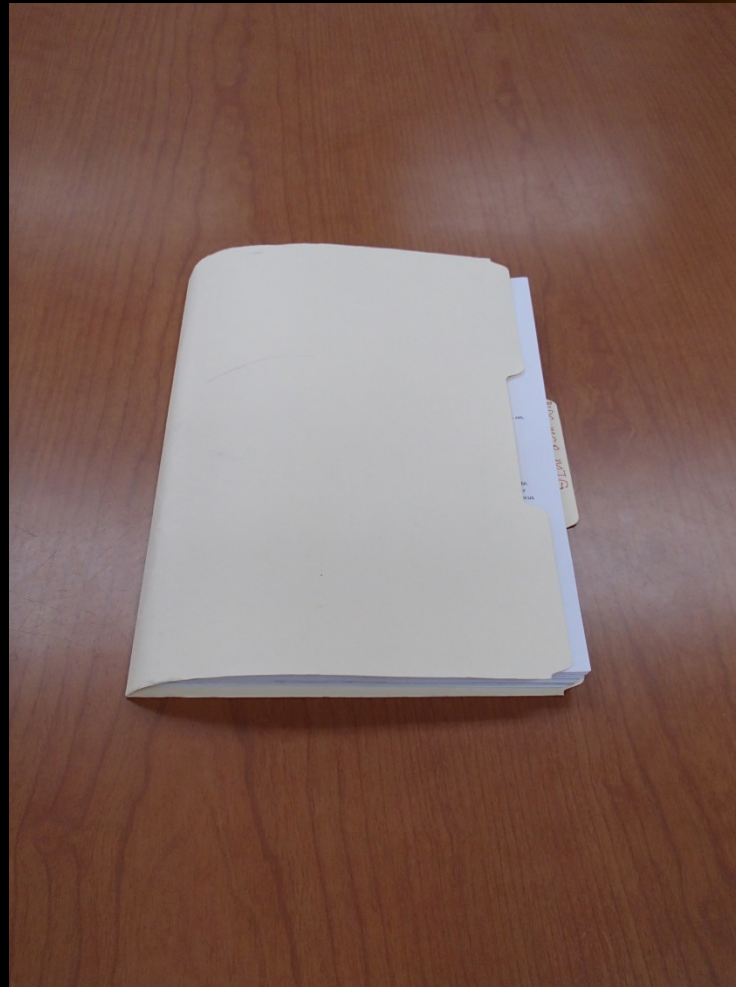




# *File Folders*



## *B. Mixed Paper*



# Newspapers



# B. Mixed Paper





# *Soiled Pizza Boxes*





## *C. Trash*



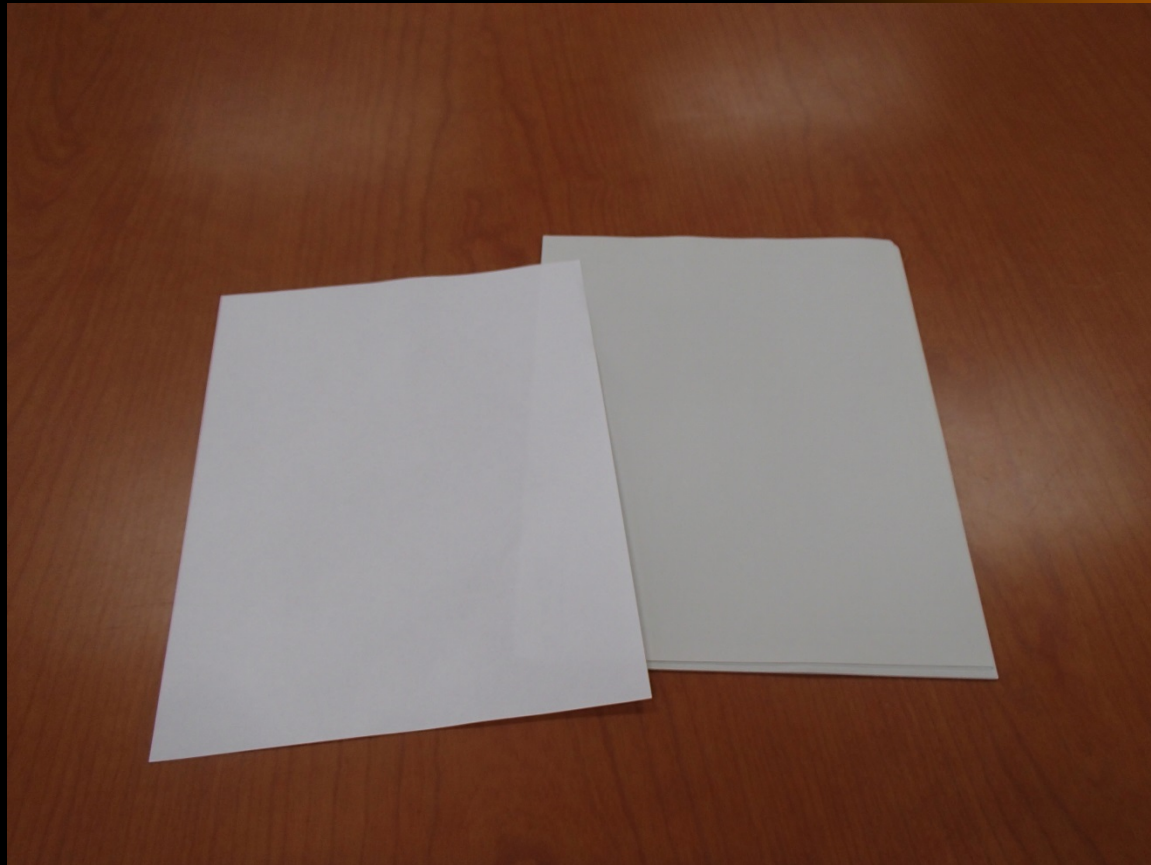
# Magazines



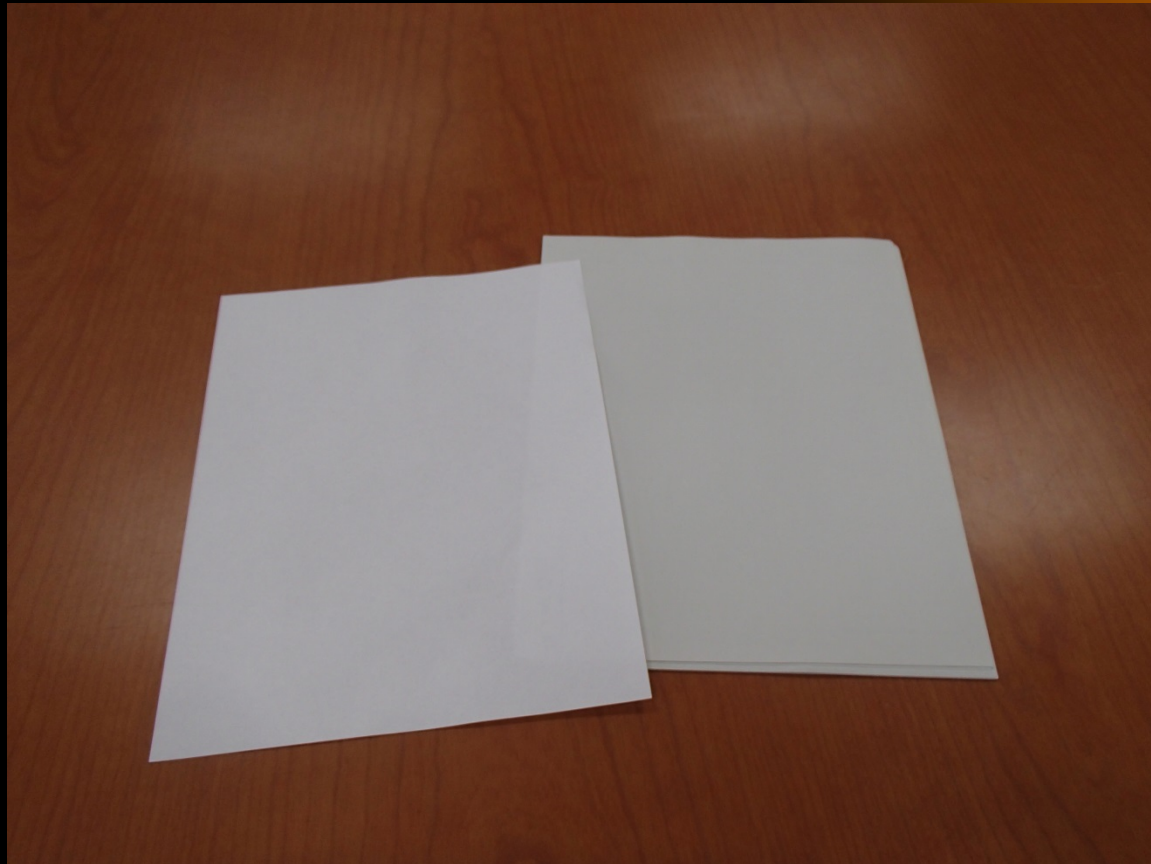
## *B. Mixed Paper*



# *White Paper*



## *A. Office Paper*





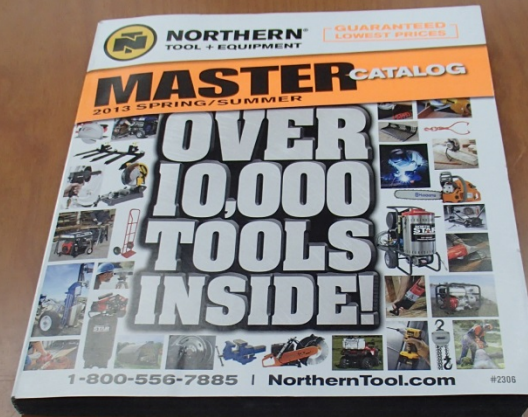
# *Soiled Paper Plates*



## *C. Trash*

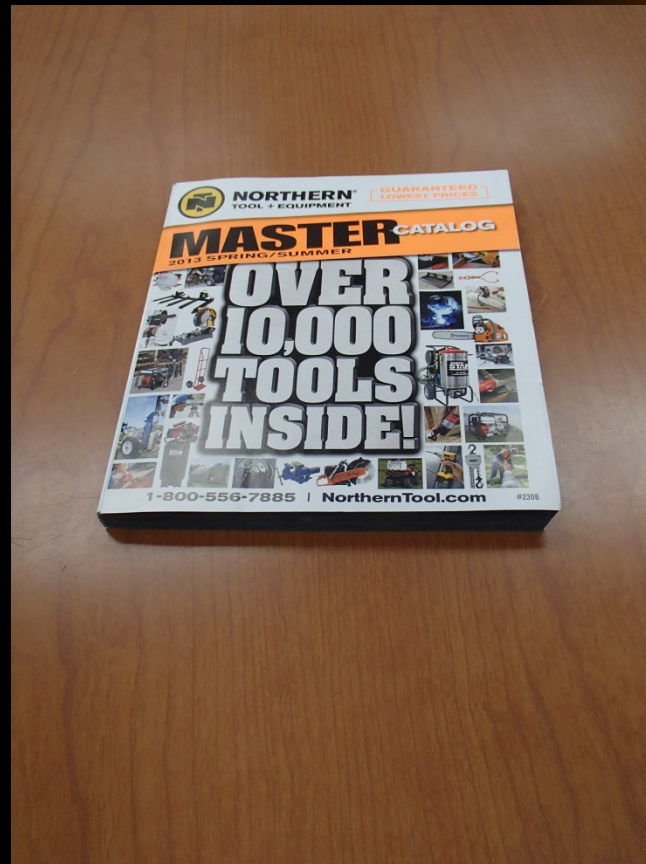


# Catalogs

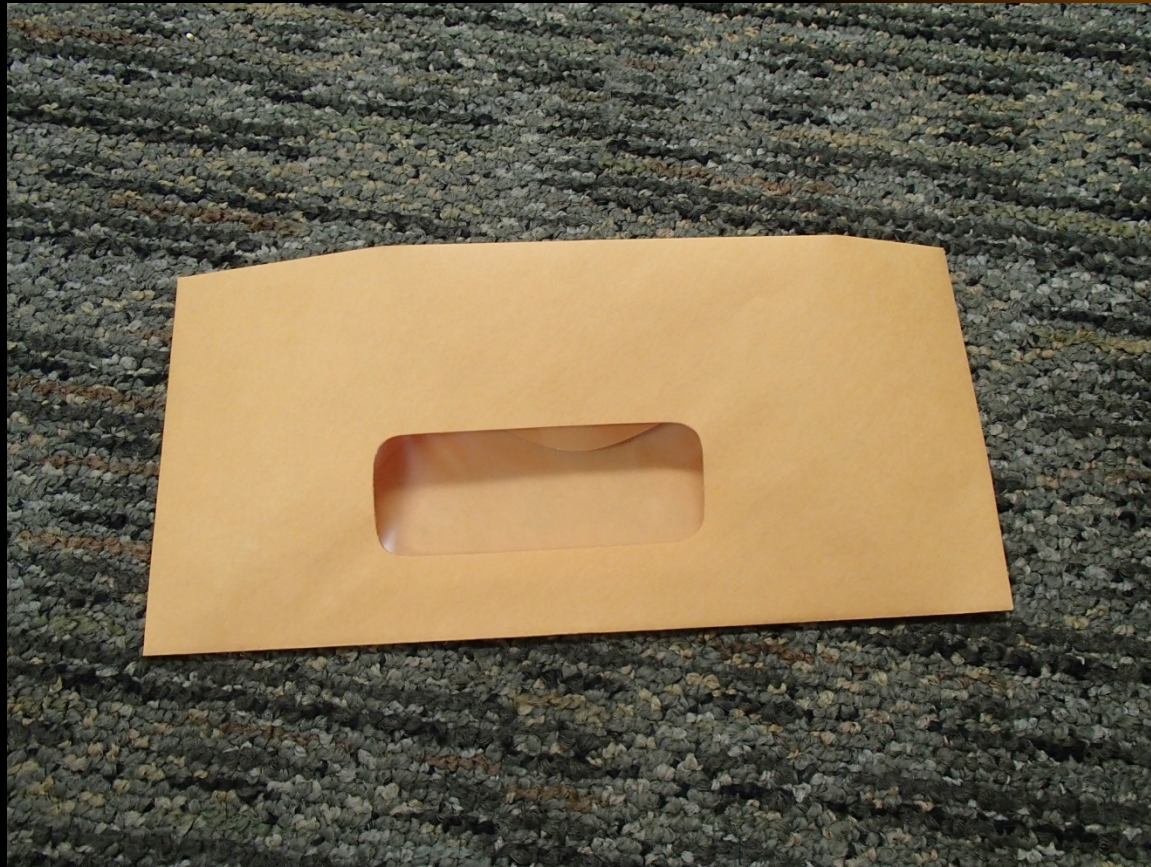




## *B. Mixed Paper*



# *Envelopes w/ Cellophane Windows*

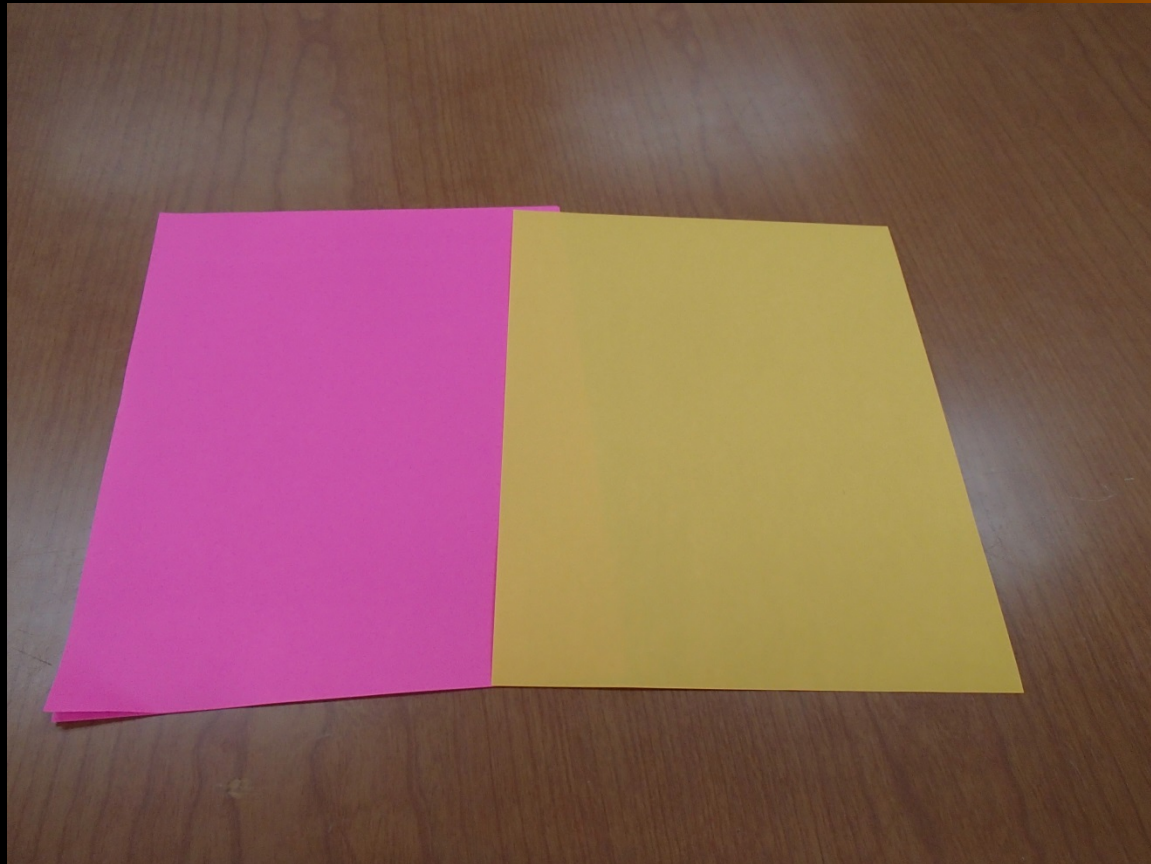




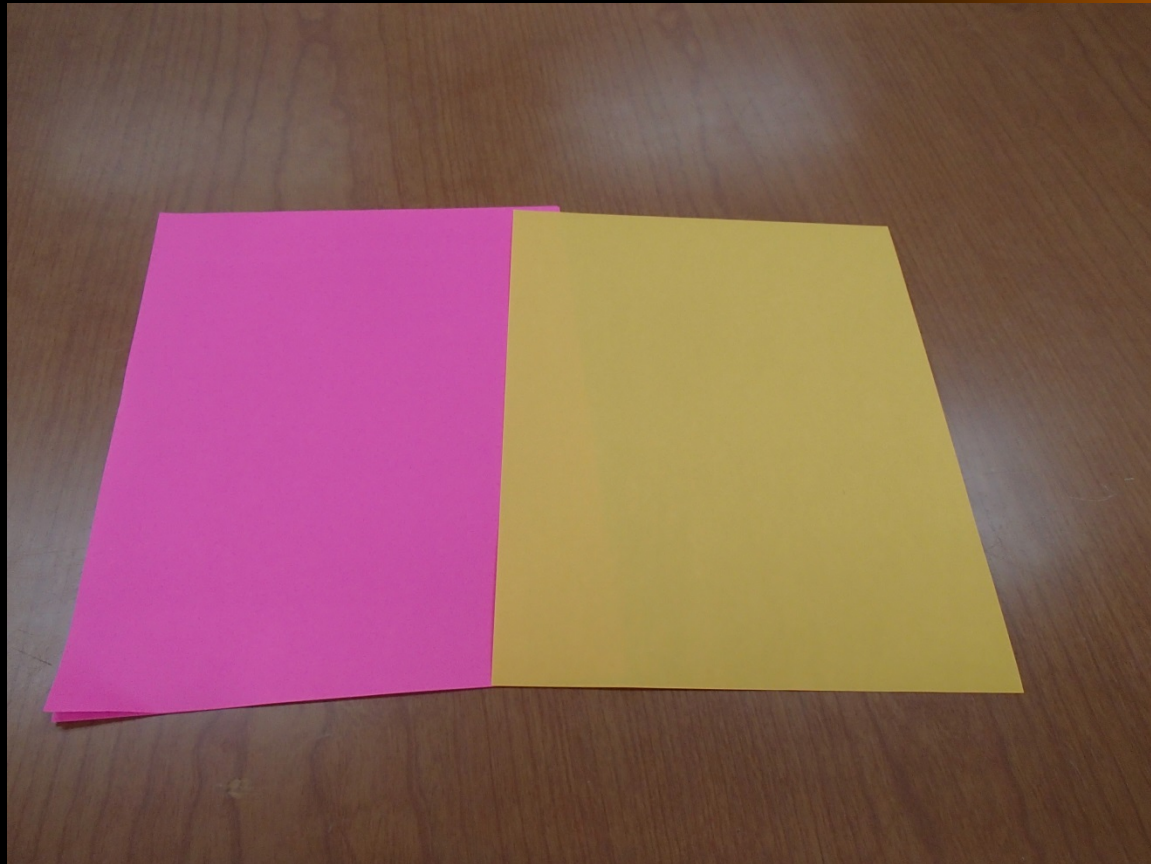
## *B. Mixed Paper*



# *Very Bright Paper*



## *B. Mixed Paper*





# *Glossy File Folders*



## *B. Mixed Paper*



# *“Normal” Trash Policy*



- To Protect you
  - Your research
  - Your personal belongings
- Only put trash **in** Waste Basket
- Clearly marked with **“Trash Icon”**
- Avoid Handwritten signs



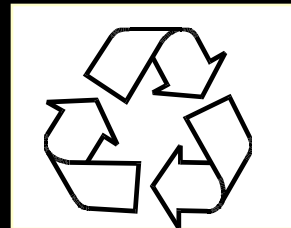
# *“Normal” Trash Policy*

- Default position
  - If not in the basket custodians *taught* not remove UNLESS properly marked

- Trash



- Recycle



- Call the supervisor.

# *“Normal” Trash Policy*

- *Printable* Trash & Recycle Icons on website
  - <http://www.physicalplant.wisc.edu>
  - **Our Services**
  - **Custodial**
  - **Trash or Treasure**



*Thanks,  
for helping us to serve you safely  
& better!*

*Questions ?*