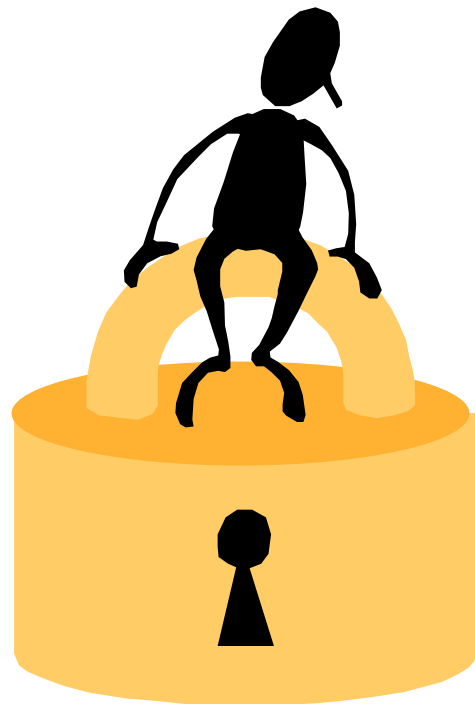


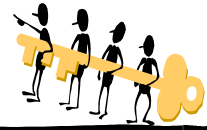


At Carolina





What is confidential paper Recycling?



Confidential Paper Recycling

This program is a special service of the Office of Waste Reduction and Recycling (OWRR) here at UNC . It allows University departments to recycle confidential documents in a secure manner, while sparing them the time, expense, and waste of shredding. Confidential information may include: **Social Security numbers, personnel and payroll records, academic records, or medical information.** Accessing confidential paper (CP) services is easy if you follow a few simple guidelines.

1 All the paper submitted to the CP program must be recyclable.

OWRR collects confidential paper for destruction & recycling. Contact OWRR or send a representative sample if you are uncertain of the recyclability of your item.

2 All contaminants must be removed.

Refer to the contamination guide in this brochure for more information. Recurrent contamination will disqualify you from being able to participate in the CP program.

3 Place paper in boxes labeled "Confidential Paper".

OWRR does not provide boxes. Please use copier paper boxes or ones of similar size. If unavailable, please use smaller boxes. OWRR will recycle the cardboard boxes you use.

4 Large jobs should be contracted out. See the information in the "Preparing for a Major Purge?" section (below) for more information.

5 Shredded paper is not accepted. See the "If You Decide to Shred" section of this brochure.

6 Call 962-1442 to request pickup. When leaving a message for paper pickup, *please* remember to leave the following information; Building name, room #, your name, number of boxes and your phone #. This can also be done on the web, www.fac.unc.edu/WasteReduction/serviceRequest.asp.



Preparing for a Major Purge?

For a high volume producer (50 + boxes), or material that is overly contaminated, we recommend on-site collection or destruction using one of the contractors available in the Chapel Hill area. A list can be found at www.fac.unc.edu/WasteReduction/Recyclables/cpr.asp.

If your purged documents are not confidential, simply contact OWRR with your needs for extra pickups or temporary bins. Three days advanced notice is requested. Call OWRR at 962-1442 if you have any questions about what should and should not be recycled.





Contamination Guide

If You Decide to Shred...

Because of the time and effort it takes to shred paper, OWRR encourages using the service we have in place for recycling CP. Still, we acknowledge some offices will want to shred paper on their own. Please follow these easy guidelines:

- 1 Place shredded paper in clear plastic bags.
- 2 Place these bags beside (not inside) the recycling bins near your area.
- 3 Then call OWRR at 962-1442 so we can inform the contractors, who pickup the bins, to expect the extra shredded paper.

If your office produces a large amount of shredded paper on a regular basis, just call OWRR for special pickup arrangements.

Remember...
Keep and *reuse* your paper clips, rubber bands, folders and binder clips. It saves you more money than you think!

Acceptable Office Paper:

- ◇ Copier paper
- ◇ Cotton bond
- ◇ Letterhead
- ◇ Lined notebook paper
- ◇ Computer paper
- ◇ Cardstock
- ◇ Color paper or color ink
- ◇ Carbonless (NCR) forms
- ◇ Post-it Notes
- ◇ Envelopes (plastic windows OK)
- ◇ Onionskin paper
- ◇ Manila folders (no metal clips)
- ◇ Thermal fax paper
- ◇ Blueprints

Common Contamination:

- Please Remove -

- × Binder clips (staples & paper clips are OK)
 - × Carbon paper
 - × Photographs
 - × Newsprint
 - × Hanging folders
 - × Rubberbands
 - × Plastic tabs
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