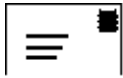




UNC Office Recycling



1. **Office Paper** - computer printer paper, colored paper, plain fax paper, lined notebook paper, letterhead, cardstock (any color), gluebound journals, carbonless paper, envelopes (plastic windows are ok), and post-it notes.

- **Please do not include:** Rubberbands, carbon paper, newspapers or magazines, **copy paper wrappers**, tissues or paper towels, plastic transparencies, or hole punch remnants.

[Confidential Paper](#) is collected separately.



2. **Bottles & Cans** - Glass & plastic bottles, and aluminum & steel cans. Please rinse before recycling.



3. **Newspaper & Magazines** - Newspaper, glossy magazines, catalogs, and phone books.

- During new phone book delivery time, **PLEASE take old phone books OUTDOORS** to the blue recycling carts labeled for newspaper!



4. **Cardboard Boxes** - Please be sure all packing material has been removed and boxes flattened (broken down). Housekeepers will only remove flattened boxes. Cardboard is recycled in the appropriately labeled dumpsters located outside.

TEMPORARY RECYCLING BINS: When moving out of an office or doing a file purge, please call our office so that we may set up temporary bins – at least 48 hours notice. We can deliver as many bins as needed, and these bins can accommodate higher-than-normal volumes of recyclables without filling up the permanent recycling bins too quickly.

HARDBACK BOOKS: We will do special pickups of hardback books in large quantities (four boxes or more). In smaller quantities, the covers and string binding will need to be removed, and the paper on the inside may be recycled with Office Paper.

CONFIDENTIAL PAPER: Please call our office to schedule pickups of confidential paper. Confidential paper must be placed in boxes, no larger than paper boxes. All non-confidential material must be sorted out, as well as binder clips, rubber bands, photographs, transparencies, any pieces of plastic, and black sheets of carbon paper (NCR paper is fine). Staples and paper clips do not need to be removed, and it is not necessary to sort white and color paper. File folders are acceptable (though they are reusable!); just make sure that any metal clips and plastic labels are removed. After this is done, call the OWRR office at 2-1442, and we will pick it up within a week.