

Over 90% of office waste can be easily recycled!

WHAT GOES IN THE BLUE BIN

REMEMBER: Keep items loose, clean and dry.

-All paper including: Notebooks, folders, stapled paper, envelopes & sticky notes

-Empty aluminum cans

-Flattened cardboard

-Empty plastic bottles

-Empty glass bottles and jars



AND WHAT DOESN'T



-Plastic or chip bags

-Food waste

-Styrofoam



Go the Extra Step: Reducing, Reusing and Recycling Tips

- Deskside bins should always be within arm's reach. Place a recycling bin next to every trash can to capture all recyclable items.
- Put a recycling bin next to the copy machine and in the break room. Be sure it's marked as "Recycling Only."
- Paper, cardboard, folders, post-it notes, envelopes/windowed envelopes and notepads can all be recycled.
- Think before you print. Print on the backside of unwanted paper. Set your printer to print on both sides by default. Consider reducing document margins to 0.5", when needed, to reduce number of sheets.
- Keep reusable coffee mugs, water bottles, plates and silverware at the office to use. Paper cups and plastic utensils are not recyclable including coffee cups!
- Keep excess office supplies in a central location for everyone to access. Remember to always buy supplies with recycled content.
- Check with office manager about how to recycle electronics, ink cartridges and batteries.
- Purging a lot of paper or electronics? For City employees visit: stlcityrecycles.com/city-employees