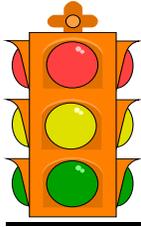




# Office Paper Recycling Guide



**Recycle  
These  
Papers**

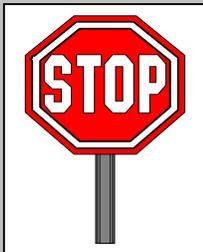


White or Any Color

- ✓ Copy Paper and Copy Paper Wrapper
- ✓ Paper Color or White
- ✓ Calculator Tape Paper
- ✓ Letterhead Paper
- ✓ "While You Were Out", Sticky posted notes
- ✓ NCR Paper (carbonless forms)
- ✓ Manuals, Reports, Documents
- ✓ Envelopes with/without plastic
- ✓ Manila Folders
- ✓ Brochures

*Staples and small paper clips are okay!*

## Do Not Place These Items in the Office Paper Recycling Bin



Cardboard/Chip Paper Board  
 Newspaper/Magazines  
 Telephone books  
 Waxed paper  
 Packing or Wrapping Paper

Plastic Wrappers/Bags  
 Books (hardback)  
 Paper towels, Tissue  
 Onion Skin paper  
 Paper Grocery Bags

**NO paper with spiral bounds, rubber bands, or binder clips**

**When in doubt, leave it out!!! QUESTIONS?**

Contact your local City/County Solid Waste Management Division

Contact NCDOT John Sharp, Environmental Specialist, 919-715-3708, <mailto:jsharp@ncdot.gov>