

CLEANING OUT!

Now is a great time to clean out the items in your office that you don't need anymore. Many of the items you choose to discard are probably recyclable, especially the paper. We aren't picky about the kinds of paper we can recycle—if it tears, we'll recycle it. There is no need to remove rubber bands, paper clips, staples, envelope windows, or the metal hangers on file folders. **Please do not include:** plastic sheet protectors, transparencies, 3-ring binders, food & food wrappers, slides, and cardboard boxes. **Cardboard boxes should be flattened and removed to the blue cardboard container outside of the building.**

A couple of things to remember...

- We can recycle hard cover books, but they must be kept separate from the rest of the mixed paper stream. If needed, you can request a dedicated hard cover book bin from Environmental Services.
- We do not have the capability to provide shredding service for confidential documents. Shredded paper can go in the mixed paper bins. If possible, empty the bag of shredded paper directly into the bin to keep plastic out of the recycling stream.
- All plastic wrappings should be removed from magazines, journals, etc. before being placed in the recycling bin.
- Emptied 3-ring binders should be collected in a separate box or container for recycling.
- After they are filled, the roll carts will be very heavy. Please use caution when moving the carts around your office space.
- Many items besides paper are recyclable. Please contact campus Recycling Coordinator, Larry Cook at lcook@fmc.sc.edu or 777-2223 for information on recycling batteries, electronics & computers, scrap metal or other items.

You can recycle...

*Office paper (any color),
Post-it Notes, Newspaper,
Magazines, Journals,
Phone books, Soft-cover
Books, Brochures,
Envelopes (even
windowed), Manila
Folders, Hanging
File Folders,
Wrapping Paper,
Paperboard
Boxes, Receipts,
Shredded Paper,
Index Cards,
etc.*

