



Mixed Paper

**Tie off bags collected
from marked bins**

Recycle:

Paper including window faced
envelopes and staples



**Desk-side and central
bins**



Metal, Glass, Plastic & Cartons

**Tie off bags collected
from marked bins**

Recycle:

Rigid plastics, glass, cans, foil,
Tetra Pak cartons



Central bins



Cardboard

**Collect cardboard
separate to trash**

Recycle:

Clean un-waxed cardboard
boxes



**Flatten and place in
designated freight area**



Garbage

**Tie off and keep separate
to all recycling**

Reduce:

Non-recyclable items



Central bins



**KEEP RECYCLING AND TRASH SEPARATE IN TRANSPORT
PLACE SEPARATELY FOR COLLECTION**