

# re: view

A quick primer on how to use this box correctly.

## Yes, please.

This stuff can be recycled and should be put in this box:

Paper, white and colored  
Books (*paperback*)  
Boxes (*e.g., office supply & tissue boxes*)  
Brochures and flyers  
Carbonless forms (*NCR paper*)  
Catalogs  
Computer paper  
Cardboard  
Envelopes (*windows, labels are okay*)  
Fax paper (*plain & coated*)  
File folders  
Magazines  
Mail (*opened*)  
Newspapers  
Paper bags  
Spiral-bound notebooks  
Sticky notes  
Tablet backs  
Telephone books  
Tubes (*e.g., paper towel & mailing tubes*)

## No, thanks.

This stuff can't and shouldn't:

Carbon paper  
Food-contaminated packaging (*plates, cups, wrappers*)  
Frozen food boxes  
Label backing sheets  
Paper towels, tissue, napkins  
Photographs  
Plastic-coated envelopes (*e.g., Tyvek*)  
Wax, plastic, or foil-coated papers

Paper is just the beginning. For comprehensive information on what and how to recycle in your office, or to schedule a visit from a Business Recycling Specialist, call the Recycle at Work hotline: 503/234.3000 or visit [www.RecycleAtWork.com](http://www.RecycleAtWork.com).



**Recycle at Work**

*from Metro and your local governments*

[www.RecycleAtWork.com](http://www.RecycleAtWork.com)