



# Office Paper Recycling Guidelines



**Computer/copy paper**(all colors)  
**Documents**  
**Fax paper**  
**NCR forms (without carbon)**  
**Shredded paper**

## Acceptable in Small Quantities

**Envelopes (windows are OK)**  
**Post-it-notes**  
**Junk Mail (all plastic removed)**  
**Newspapers with inserts**  
**Catalogues and magazines**

## Do Not Recycle



**Paper ream wrappers**  
**Cardboard**  
**Boxboard (e.g. tissue boxes)**  
**Phone books**  
**Plastic**  
**Paper towels, tissues, napkins**  
**Paper cups, plates, bowls**  
**Candy and food wrappers**  
**Tyvek envelopes (e.g. FEDEX)**  
**Backing from labels**  
**Styrofoam**  
**Food/Soiled or dirty paper**  
**Pizza boxes**

**Staples, paper clips and rubber bands are OK!**

**Questions? Ask your office or facilities manager or call**



**(413) 445-4556 or (800) 238-1221**

**If you need a paper pick up, please call or email**

**Amy (amyj@cetonline.org) or Jamie(jamiec@cetonline.org) at CET**