

# **STRIVE FOR 55 Recycling Guide**

**(That's 55% diversion of our waste to recycling!)**

For the EPA 1650 Arch Street Office

**If you don't see something listed, then assume it is NOT recyclable!**

**Batteries** → 3rd floor Supply Room

## **Metal**

- soda cans (aluminum) and coffee, etc. cans (tin) → lunch room bins
- **NO aluminum foil or foil containers (like with some take-out)!**

## **Cardboard**

- → your desk-side paper recycling bin
- large cardboard boxes → break down & place by the freight elevator

**Compact Disks (CDs) and Floppy Disks** → PIC\*

**Cell Phones** → PIC\*

**Eyeglasses** → PIC\*

**Foam Board** - remnant pieces & old foam board signs can be re-used → call Fran Russo at 4-5619

**Food Waste** → contact Facilities at 4-5999 about composting waste from holiday & Special Emphasis luncheons & large gatherings

**Glass** - all bottles & jars → bins in lunch rooms (no need to remove the metal caps)

**Juice Boxes & Milk Cartons** → bins in the lunch rooms

**Office Supplies** - including three-ring binders, file folders, pens → 3rd floor Supply Room

**Paper** → your blue desk-side recycling bin or the blue bins in the copy or printer areas (acceptable paper includes: white & colored, paper ream wrappers, magazines, newspapers, junk mail, envelopes (manila & regular), file folders, computer paper, Post-It notes & card paper stock)

## **Plastic**

- containers with 1, 2, 4, 5, and 7 inside a recycling triangle → bins in the lunch rooms
- most yogurt containers & plastic lids from take-out are okay
- **NO PVC or Styrofoam or plastic grocery bags (even if marked 2)!**

## **Printer Cartridges**

- from work → 3rd floor Supply Room
- from home → PIC\*

**Tyvek Shipping Envelopes** → PIC\* & some lunch rooms

**Video Tapes** → PIC\*