

White Paper Vs, Mixed Paper *Why We Should Sort Paper*

White paper becomes mixed. There will always be containments in the recycle stream. The paper goes in one truck. When sorted at a recycle transfer station (note the below.) With education of signs and placing recycling bins in areas where white paper is recycled (i.e., copy machines, faxes and print shops.) It saves money by having one truck and sorting at the recycling center. When you take the time to sort in your offices as you recycle it saves money on the pickup and processing costs.



Place recycle bins near copy machines and areas where white paper is generated. Recycling bins placed next to employees' desks, or in common areas encouraging separation of white paper. Without sorted white paper, it is difficult finding a vendor to accept recycled materials.

White Paper:

White office/copy paper, writing paper, envelopes with or without windows, notebook paper (Staples and tape ok)

Mixed In Mixed Paper

Copier paper, writing paper, memos, index cards, NCR (no carbon), bond copier paper, dull computer printout, post-it notes, manila file folders, envelopes (remove cellophane), manuals (remove plastic binder), notebook paper (remove spiral), correspondence, fax paper, dull-paper brochures (label okay), red and white campus envelopes.

In Mixed Paper

Newspapers, newspaper inserts.

With Mixed Paper Magazines

Glossies, catalogs, college catalogs (glued).

