

# IN-OFFICE RECYCLING GUIDE



## WHY SHOULD I USE THE LITTLE BLUE BIN?

Recycling preserves natural resources, decreases air and water pollution, lowers greenhouse gas emissions, and conserves energy.

### About

The Little Blue Bin is a part of Clemson's Recycling and Sustainability program by the CU Sustainability Commission.

### Goal

A high percentage of trash can be diverted from landfills via recycling.

### Recycleables

- Copy/Office Paper
- Any envelopes
- Books
- Magazines
- Junk Mail
- Phonebooks
- Post-it Notes
- Any Colored Paper
- Staples
- Paper Clips

### Non-Recycleables

- Food Contaminated paper
- Waxed Paper
- Waxed Cardboard Containers
- Stickers
- Bubble Wrap
- Bubble Wrap Envelopes
- Tissues
- Paper Towels
- Carbon Paper

## FREQUENTLY ASKED QUESTIONS

1. How can the mini black bin hold all my garbage?
  - Almost everything that comes across your desk should be recyclable. There should be a small amount of "real" garbage left, making the mini black bin big enough for your trash.
2. Why do I have to empty my garbage?
  - The mini black bin may only need to be emptied a few time a week, and can be done when you leave your desk. The BLUE PAPER RECYCLING BIN is emptied for you once a week.
3. What happens when I leave food and messy items that smell?
  - If you eat lunch at your desk, it is best to put food scraps directly into the central garbage bin.
4. What do I do with the rest of my recycling?
  - Plastic bottles and aluminum cans can be sorted at the recycling stations in the hallways.
  - Cardboard can be broken down and placed by recycling stations
  - Printing cartridges can be placed in the original box and set by recycling stations