RECYCLING IN THE OFFICE

Don’t tangle or contaminate. Recycle right for our state!

**PLASTIC**
- Bottles, tubs, jugs and jars
  - No pumps
  - Empty and rinse

**METAL**
- All cans
  - Empty and rinse

**GLASS**
- Bottles and jars
  - Empty and rinse

**PAPER**
- Paper, cartons and cardboard
  - Flatten cardboard

**KEEP THESE OUT!**
- Aluminum foil or trays
- Broken glass
- Chip/snack bags
- Dishes or cookware
- Disposable cups (plastic and paper)
- Disposable plates or cutlery
- Electronics
- Food-tainted items
- Hardcover books
- Light bulbs
- Napkins or paper towels
- Pizza boxes
- Plastic bags/wrap
- Shredded paper
- Straws
- Styrofoam/peanuts
- Tanglers (cords, hoses, wires, etc.)
- Trash

The N.C. Division of Environmental Assistance and Customer Service (DEACS) is a non-regulatory division of N.C. DEQ offering technical and financial assistance to businesses, manufacturers, local governments, institutions, economic developers and citizens in environmental management. For questions, call 1-877-623-6748. www.recyclenc.org