



# RECYCLING IN THE OFFICE

- ✓ **EMPTY**
- ✓ **CLEAN**
- ✓ **UNBAGGED**

## PLASTIC

Bottles, tubs, jugs and jars



No pumps

## METAL

All food and drink cans



## GLASS

Bottles and jars



## PAPER

Paper, cartons and cardboard



Flatten cardboard



**DON'T BAG YOUR RECYCLABLES!**

## KEEP THESE OUT!



- ⊗ All batteries (alkaline, lithium, etc.)
- ⊗ Broken glass
- ⊗ Ceramic items
- ⊗ Electronics
- ⊗ Food-tainted items
- ⊗ Frozen food packaging
- ⊗ Hardcover books
- ⊗ Lightbulbs
- ⊗ Napkins and paper towels
- ⊗ Plastic bags/wrap
- ⊗ Plastic cups, plates and cutlery
- ⊗ Plastic-coated paper products (receipts, to-go boxes, etc.)
- ⊗ Shredded paper
- ⊗ Snack bags/wrappers
- ⊗ Straws
- ⊗ Tanglers (cords, 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.

