

**SAMPLE
ODNR RECYCLE, OHIO!
2011 PROGRAM GUIDELINES**

MATERIALS COLLECTED: OFFICE PAPER, NEWSPAPER, PHONE BOOKS, CORRUGATED CARDBOARD, ALUMINUM CANS, STEEL/BI-METAL CANS, PLASTIC BEVERAGE CONTAINERS #1, #2, AND SPECIALTY MATERIALS.

LOCATIONS: Recycling collection centers are located on each floor of every ODNR building. The department recycling coordinator will make arrangements for material pick-up.

COLLECTION INSTRUCTIONS

WHITE OFFICE PAPER: small BLUE TOTE

Computer Printout – plain white, blue bar and green bar (**no newspaper grade** – ground wood).
White Ledger – white letterhead, white tablet, plain white fax, and white copier paper.

MIXED OFFICE PAPER AND COMPUTER PAPER: small YELLOW TOTE

Carbonless paper, post-it-notes, colored ledger, other bond papers, envelopes, manila file folders, etc. This grade will contain most of the office paper remaining after the collection of Computer Print Out and White Ledger.

NEWSPAPER: *first floor* of each building in the **large blue tote** labeled for this material.

CORRUGATED CARDBOARD: break down boxes and store between collection containers.

ALUMINUM CANS, BI-METAL CANS, PLASTICS #1 & #2 and PRINTER CARTRIDGES: only in separate designated/labeled containers.

SPECIALTY MATERIALS and PHONE BOOKS: contact your recycling representative if you have a questions about the recyclability of a material or you have a large quantity of a specific material that can be kept separate for collection. Phone books are usually collected twice a year.

CONTAMINANTS

These materials are **not** acceptable for collection – Please **DO NOT** place with other materials.

CARBON PAPER	REAM WRAPPERS	GLUE BOUND BOOKS
FOOD CONTAINERS	DRINK CONTAINERS	MAGAZINES & CATALOGS
FACIAL TISSUES	PAPER TOWELS	PAPER CLIPS/BINDER CLIPS
RUBBER BANDS	TYVEK ENVELOPES	BLUEPRINTS
WAX-COATED PAPER	TAPE	HANGING FILE FOLDERS

(Tyvek envelopes are fiber lined plastic envelopes that are almost like cloth.)