



Recycling at work

Paper

- Paper (all kinds, all colors)
- Mail and envelopes
- Magazines and catalogs
- Packing paper
- File folders
- Paper tablet backings
- Newspapers and inserts
- Phone books
- Soft cover books
- Supplies and electronics boxes
- Cracker/cookie boxes



Cardboard

- Please flatten boxes.



Cartons

- Milk and cream cartons
- Soy and rice milk cartons
- Soup cartons
- Juice boxes



Plastic

Bottles and jugs

- Lids and caps on

Cups and containers (please empty):

- Yogurt, pudding and fruit cups
- Iced coffee/tea cups
- Baked goods, deli and take-out containers



Packaging:

- Clear, rigid packaging from electronics, supplies, etc.

Glass

- Food and beverage bottles and jars



Metal

- Food and beverage cans



Not accepted: Tyvek envelopes • laminated paper • Styrofoam™ • plastic bags • plastic wrap • bubble wrap • microwavable food trays • paper plates • paper towels • plastic utensils and straws • coffee cups

Avoid contamination

If you are not sure if an item can be recycled, put it in the trash can. It is best to keep out items that will cause contamination because they make the recycling process more difficult.

Clean and empty



All items placed in the recycling must be empty.

Not accepted: food, liquids, straws, pizza boxes, paper bags with food or grease

No plastic bags



Plastic shopping bags and film are not accepted in recycling containers. Contact the person in charge of recycling at your workplace to ask about recycling options.

Reduce your waste

There are lots of easy things you can do to reduce the waste you produce. Below are two options. To learn more strategies and expand your waste reduction habits you can visit hennepin.us/choosetoreuse

Bring your own containers



When packing your lunch use reusable containers and bags. Bring your own mug when you go to the coffee shop. Also consider bringing a reusable container with you when you eat out for leftovers. This will avoid single-use containers and minimize the amount of waste you generate.

Say “no thanks” to free items



A lot of free stuff is available at trade shows and corporate events. Ask yourself if you will use an item before you take it. For instance, do you need any more reusable water bottles or bags? If the answer is no, say “no thanks.”

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