












# THE FOLLOWING MATERIALS CAN BE RECYCLED WITHIN NORTH CAROLINA STATE GOVERNMENT OFFICES

PAPER			GLASS, PLASTIC, AND METAL	
		<p><b>White and Mixed Office Paper:</b> Includes Non-Sensitive office documents, printed or un-printed sheets, shavings, and cuttings of colored or white paper with colored or black inks, including, ledger, copy paper, letterhead, white envelopes with or without windows, non-thermal fax paper, post-it notes, notebook paper, manuals, greeting cards, paper ream wrappers, non-glossy pamphlets/brochures, non-glossy posters, and manila file folders.</p>		<p> <b>Glass Bottles:</b> Includes green, clear, and brown bottles and jars (NOT brown lab bottles) that are rinsed and placed in appropriate recycling collections containers. No metal lids.</p>
		<p><b>Hardback Books:</b> Items are to be boxed, marked “Recycling” and scheduled for pickup using the <a href="#">Recycling Services Request Form</a>.</p>		<p> <b>Metal Cans &amp; Foil:</b> Includes aluminum cans and foil, steel cans, and empty aerosol cans. Ensure items are rinsed prior to disposal. Contact Facility Management regarding instructions for recycling these items.</p>
		<p><b>Bagged Shredded Paper:</b> Collected as part of the normal recycling schedule.</p>		<p> <b>Plastic Containers:</b> Includes rigid plastic items that are used as a container for packaging purposes. All containers marked with: #1 (PETE), #2 (HDPE) , #3 (PVS), #4 (LDPE), #5 (PP), #6 (PS) and #7 (Other). This does not include plastic bags or film, utensils, other non-container rigid materials, PVC pipe/tubing, vinyl siding, Styrofoam, plastic medical/lab waste, plastics contaminated with petroleum products or hazardous waste. Lids are fine for recycling. When possible press the air out of bottles and replace the lid on the bottle. If the air cannot be compressed out of the container, just place lid in the recycling separately. Ensure items are rinsed prior to disposal.</p>
		<p><b>Newspapers, Magazines and Glossy Materials:</b> Posters, newspapers, glossy books are collected under the State Recycling Contract. Notify Facility Management of the large volume collections to arrange removal of items.</p>		
OTHER				
		<p><b>Telephone Books:</b> Items are to be marked “RECYCLING” and , where possible, placed in boxes. Pickups are scheduled using the <a href="#">Recycling Services Request Form</a>. An annual recycling drive of used phone books is held in accordance with a schedule for county programs. Additional information will be made available regarding this program.</p>		
		<p><b>Cardboard:</b> Must be broken down by user, collected by janitorial staff, and placed in cardboard collections bins.</p>		
		<p><b>Fluorescent Light Bulbs:</b> All light bulbs must be discarded in accordance to safety guidelines issued by Facility Management and waste guidelines of DENR. In the event of breakage, contact Facility Management immediately for instructions.</p>		
		<p><b>Wood Pallets:</b> Pallets are non-recyclable items collected by Facility Management for state agencies located in the downtown Raleigh Area. Contact Facility Management for removal of the items.</p>		