



## **HOW DO WE RECYCLE PAPER & CARDBOARD?**



### **Steps for recycling:**

1. Employees should collect paper for recycling in labs and offices.
2. Facility Operations will empty the paper receptacles weekly.
3. Paper and cardboard should be taken to the roll-off container located behind building 16 (ADMIN/SEWRU). All cardboard should be broken down prior to adding it to the roll-off container.
4. In CPMRU building 1, cardboard should be broken down and stacked neatly in room 117 (Mechanical/Recycling) for weekly pickup.
5. If you work in an area where there is no custodial pickup, you should take your paper/cardboard to the roll-off container located behind building 16.
6. As needed, Tift County Recycling picks up the roll-off, weighs it, and leaves an empty container.

Almost all paper can be recycled. However, there are certain items that can not be recycled. These include carbon paper, self carbonized paper, sticky tape, adhesive labels, facial tissue, and paper towels.

Please not do mix paper and plastic. These should be collected separately.

Each program/lab is responsible for deciding how best to collect their recyclables. Paper recycling bins are available, if needed, for your office or building.

For more information please contact:



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