

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



White Office Paper: Non-confidential or containing sensitive information.



Mixed Office Paper: Printed or un-printed sheets, shavings, and cuttings of colored or white paper with colored or black inks, including, ledger, copy paper, computer paper, letterhead, white envelopes (with or without windows), non-thermal fax paper, post-it notes, notebook paper, non-glossy pamphlets/brochures, manuals, greeting cards, non-glossy posters, manila file folders, and paper ream wrappers.



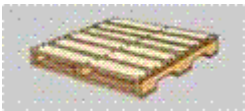
Bagged Shredded Paper: Collected as a part of the normal recycling schedule.



Aluminum Foil and Cans: Requested to be washed out and emptied. Food service containers of grade T2 – T4 are recycled under the State Recycling Contract. Contact Facility Management regarding instructions for recycling these items.



Glass Bottles: Includes green, clear and brown bottles that are rinsed and placed in appropriate recycling collection containers



Wood Pallets: 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



Hard Back Books: Items are to be boxed, marked “**RECYCLING**,” and scheduled for pickup using the [Recycling Request form](#).



Telephone Books: Items are to be marked “**RECYCLING**” and, where possible, placed in boxes with for normal collection dates. Large volume recyclable pickups are scheduled using the [Recycling Request form](#). An annual recycling drive of used phone books is held in accordance with a schedule for county programs. Additional information will be made available to Recycling Coordinators regarding this program.



Plastic Utensils and Containers: Ensure items are rinsed prior to disposal to prevent contamination or collection of spillage in containers.



Newspapers, Magazines and other Glossy Materials: Posters, airline tickets, newspapers, glossy books are collected under the State Recycling Contract. Notify Facility Management of large volume collections outside normal volumes to arrange removal of items.



Cardboard: Must be broken down by user, collected by housekeeping staff, and placed in cardboard collection bins.



Fluorescent Light Bulbs: All light bulbs must be discarded in accordance to safety guidelines issued by Facility Management and waste guidelines of DENR. In the event of a breakage, contact Facility Management Building Services immediately for instructions