



MCLA Paper Recycling Guidelines



Computer paper
Photocopy paper (all colors)
Documents
Letterhead
Fax paper
Carbonless forms
Shredded paper
Envelopes (windows are OK)
Post-it-notes
Junk Mail (all plastic removed)

Smaller amounts:

Newspapers/magazines
Boxboard (e.g. tissue boxes)
Phone Books (remove covers)

**Cardboard (flatten) and leave
next to recycling bins.**

Do Not Recycle



Paper/Plastic copy paper wrappers
3-Ring binders
Plastic
Paper towels, tissues, napkins
Paper cups, plates, bowls
Candy and food wrappers
Tyvek envelopes (e.g. FEDEX)
Backing from labels
Styrofoam
Food/Soiled or dirty paper
Pizza boxes

**Staples, rubber bands and
paper clips are OK!**