



# BCC paper recycling guidelines



## *Recycle these!*

- Computer paper
- Photocopy paper (*all colors*)
- Documents
- Letterhead
- Fax paper
- Carbonless forms
- Shredded paper

## *Small quantities please...*

- Envelopes (*windows are OK*)
- Post-it-notes
- Junk mail (*remove plastic*)
- Newspapers/magazines
- Boxboard (*e.g. tissue boxes*)
- Phone books (*remove cover*)
- Text books



## *These items can't be recycled in paper recycling bins*

- Paper ream wrappers
- 3-ring binders (*reuse*)
- Plastic of any type
- 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

*Cardboard boxes - Flatten and  
leave next to deskside bin*

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

**Questions? Contact [cleaning@berkshirecc.edu](mailto:cleaning@berkshirecc.edu)**

**If you need a paper pick up, please call or email JaniTec ext. 3055**