RECYCLING’S DIRTY DOZEN
NEVER PLACE THESE 12 ITEMS IN YOUR OFFICE RECYCLING BIN

1. PLASTIC BAGS
   Recycle these at your local grocery store or food bank.

2. K-CUPS/COFFEE PODS
   Empty the grounds for composting and place plastic into waste bin.

3. CORDS AND CABLES
   These can get tangled and jam sorting equipment.

4. FOODS & LIQUIDS
   Empty and rinse containers that can be recycled.

5. BAGGED ITEMS
   Don’t bag recycled items. Keep them loose in your bin.

6. PRINTER CARTRIDGES
   Contact your supplier for recycling.

7. PADDED ENVELOPES
   Envelopes lined with bubble wrap should not go in your recycle bin.

8. TAKE OUT CONTAINERS
   Check material for recycling options.

9. FLATTENED CANS & BOTTLES
   These cause issues at sorting facilities.

10. SHREDDED PAPER
    It can become litter or jam equipment at the recycling facility.

11. FROZEN FOOD TRAYS
    Check what your program accepts.

12. SMALL OFFICE SUPPLIES
    (Paper clips, staples, rubberbands, binder clips).

These items may be recyclable at other places but should not be placed with traditional items (i.e., paper, bottles, cans).