

# Wellesley College Expanded Mix Paper Recycling Program



## **ACCEPTABLE MATERIALS**

### **OFFICE PAPER**

White Paper  
Colored Paper  
Computer Print-out  
Accounting Ledgers  
Tabulating and Time Cards  
Letterhead Stationary  
Loose-Leaf Pages  
Receipts  
Fax and Telex Sheets  
Scratch Pads  
Copy and Typing Paper  
Interoffice Memoranda  
Groundwood Computer Print-Out  
NCR (No Carbon Required) Form

### **NEWSPAPERS/BOOKS**

Newspaper  
Magazines  
Phonebooks  
Soft Cover Books  
Hardcover Books  
Pocket Novels

### **JUNK MAIL**

Envelopes with Windows  
Advertisements  
Brown Envelopes  
Brown Kraft Envelopes  
Goldenrod Envelopes and Paper  
Booklets

### **OTHER PAPERS**

Pamphlets  
Greeting Cards  
White Cartons  
Manuals with Glued Bindings  
Legal Pads  
Chipboard  
Coy Paper Products  
Brown and Manila Folders

Posters and Bulletins  
Corrugated Cardboard  
Spiral Notebooks

## **PROHIBITED MATERIALS**

### **PLASTICS**

Overlays  
Wrappers  
Bottles  
Microfiche  
Diskettes

### **FOOD WASTES**

Coffee Grounds  
Raw Food  
Wax Papers  
Glass  
Soda Cans  
Napkins  
Cups  
Candy Wrappers  
Contaminated Plates

### **NON-PAPER ITEMS**

Computer Binders  
3-Ring Binders  
Hanging File Folders with Metal

### **GENERAL TRASH**

Carbon Paper  
Restroom Debris and Paper Towels  
Blueprints  
Medical Wastes  
Tobacco Products  
Wallpaper  
Wood Scraps

Please Note—clips, staples, rubber bands, and wire spirals do not need to be removed. However, large removable metal binders' clips and binders must be removed.