

Salt Lake Community College



Paper Recycling Guidelines



ACCEPTABLE PAPER PRODUCTS

- * Stationery * Envelopes * Index Cards
- * Notebook Paper * Copier Paper * Catalogs
- * Fax Paper * Colored Paper * Neon Paper
- * Magazines * Computer Paper * Newspaper
- * Post It Notes * Manila Folders * Junk Mail
- * Pre-printed Forms * NCR Paper
- * Paper bags and other brown paper
- * Construction Paper * Copy Ream Wrap

Other Acceptable Items:

- Cardboard
- Tissue Boxes
- Packing Boxes
- Books
- Telephone Books
- Old Files (remove metal hanging strip)
- Bags of Shredded Documents
- Glossy or Coated Paper
- Staples are okay

ITEMS NOT ACCEPTED

- **NON-PAPER ITEMS:** Cloth or other materials.
- **PLASTICS:** Transparencies, wrappers, plastic bindings, plastic report covers, plastic bottles. No paper clips, etc...
- **FOOD RELATED PAPERS:** Napkins, cups, paper towels, plates, pizza boxes, candy wrappers, tissues paper, soda cans and bottles.
- **UNBAGGED SHREDDING**

**PLEASE PLAN AHEAD
FOR OFFICE CLEAN OUT
CALL RECYCLING COORDINATOR**



Recycling Coordinator

CONFIDENTIAL MATERIAL

- For questions on destruction of confidential records contact the Office of Risk Management at 801-957-4533

801-957-4902