

Home

What's  
RecycledRecycling  
Procedures

Status

FAQs

Green  
ProductsClosing  
the Loop

EPA Headquarters IMPROVED Recycling Program

# What's Recycled

## at EPA HQ

Our recycling program focuses on recyclables that we generate in the highest quantities in our buildings: mixed office paper, newspaper, corrugated cardboard, cans, glass and plastic bottles, batteries, toner and inkjet cartridges, and more. Once the core program is established, more materials might be added.

### Mixed Office Paper

"Mixed office paper" includes a mix of paper types and colors, but does NOT include newspapers or cardboard, which are being collected separately. See the list below for exactly what can and cannot go into the mixed office paper bins. EPA's recycling vendors separate the "high grade" (white copier paper) from mixed office paper.

### Mixed Office Paper: What Goes in the Bin?

#### Acceptable

- White paper
- Colored paper
- Envelopes (white, brown, and window)
- Slick-coated paper
- Carbonless (NCR) paper
- Computer paper
- Books (glued, stitched, and stapled)
- Magazines
- Unsolicited mail
- File stocks (NO metal fasteners)
- Blueprints
- Post-It™ notes

#### Not Acceptable

- Paper towels
- Paper cups
- Food wrappings
- "Egg carton" stock
- Paperboard
- Tissues and napkins
- Adhesive tape
- Pressure-sensitive (self-stick) labels
- Waxy paper
- Carbon paper
- "Tyvek" (i.e., large Fed Ex envelopes)
- Padded envelopes
- Rubber bands
- Three-ring binders
- Plastic and metal spiral binders
- Heavy metal fasteners
- Copy paper ream covers

**Note:** **Shredded paper** is recyclable, but it should be cross-cut, bagged separately in a clear bag, and placed next to the central mixed office paper collection containers in office areas or copy rooms.

### All Other Recyclables

Other recyclables, including newspaper, are collected separately from mixed office paper. Corrugated cardboard is broken down, labeled for recycling, and placed in the hallways. Call the Building Services Desk at (202) 564-2100 for large pickups. See the [Recycling Procedures](#) page for bin locations.

IMPORTANT! Help avoid rats, insects, and odors in our workplace! Empty liquids from containers prior to depositing in recycling bins, as food waste is a major contaminant. Please take care to avoid any food residue in the materials you recycle.

## Recyclables: What is Acceptable?

| Item                        | Acceptable  | Not Acceptable   |
|-----------------------------|---|--|
| <b>Newspaper</b>            | <ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Newsprint</li> </ul>   | <ul style="list-style-type: none"> <li>• Magazines (please place in mixed office paper bin)</li> <li>• Other mixed paper (see <a href="#">mixed office paper section</a> above)</li> </ul>   |
| <b>Bottles and Cans</b>     | <ul style="list-style-type: none"> <li>• Aluminum cans</li> <li>• Steel cans</li> <li>• Plastic bottles</li> <li>• Glass bottles</li> <li>• Glass jars</li> </ul>                               | <ul style="list-style-type: none"> <li>• Plastic containers that are not bottles (e.g., yogurt containers, food tubs)</li> <li>• Aluminum foil</li> <li>• Styrofoam "clamshells" (clear or white)</li> <li>• Styrofoam, paper, or plastic cups</li> <li>• Light bulbs</li> <li>• Window glass</li> <li>• Drinking glasses</li> </ul> |
| <b>Corrugated Cardboard</b> | <ul style="list-style-type: none"> <li>• Boxes and containers made of "corrugated" board (two layers of cardboard with a "fluted" layer between them)</li> <li>• Most shipping boxes</li> </ul> | <ul style="list-style-type: none"> <li>• Paperboard packaging (e.g., cereal boxes, frozen entree containers and boxes)</li> <li>• Backings from pads of paper</li> <li>• All other types of paper</li> </ul>   |
| <b>Moving Boxes</b>         | <ul style="list-style-type: none"> <li>• Most moving boxes</li> </ul>   | <ul style="list-style-type: none"> <li>• Boxes that are not broken down</li> </ul>   |
| <b>Toner Cartridges</b>     | <ul style="list-style-type: none"> <li>• Boxed laser toner cartridges</li> <li>• Boxed copier machine toner cartridges</li> </ul>   | <ul style="list-style-type: none"> <li>• Trash</li> <li>• Mixed office paper or any recycleables.</li> </ul>   |

For more information, see [www.epasupplies.com](http://www.epasupplies.com) and click on the "Recycling Office Supplies" icon.

---

### **Inkjet Cartridges**

- Boxed inkjet cartridges in pre-addressed, postage-paid envelopes

For more information, see [www.epasupplies.com](http://www.epasupplies.com) and click on the "Recycling Office Supplies" icon.

---

### **Batteries** (collected in YELLOW or GREEN boxes in many of the main copy rooms on each floor)

#### Yellow Box:

- Rechargeable batteries, such as those used in cell phones, cordless phones, laptop computers, two-way radios, video cameras, exit and emergency lighting, and power tools (including AAA, AA, C, D, and 9 volt)
- Wet cell batteries
- Lead acid batteries that weigh more than 2 pounds and are used in vehicles
- Batteries that were not purchased for use by EPA (i.e., batteries generated by employee households)

#### Green Box:

- Small, sealed lead-acid batteries that weigh 2 pounds or less
- Non-rechargeable ("alkaline") batteries, including AAA, AA, C, D, and 9 volt

For more information, see [www.epasupplies.com](http://www.epasupplies.com) and click on the "Recycling Office Supplies" icon.

---

### Fluorescent Lamps\*

- 2', 4', 6', and 8' fluorescent lamps
- T8 and T12 fluorescent lamps
- Compact fluorescent lamps
- Circular fluorescent lamps
- U-Tubes
- HID (high intensity discharge) lamps
- UV (ultraviolet) lamps
- Incandescent bulbs

---

### Telephone Books

(collected during periodic telephone book drives)

- EPA telephone books
- Yellow and White Pages telephone books.

---

### Technotrash

- CDs
- DVDs
- CD and DVD jewel cases
- Video/audio/computer tapes and their cases
- Diskettes
- Laptops
- Monitors
- Cell phones
- Cameras

\* To begin fluorescent lamp recycling at your facility, contact Gail Wray at (202) 564-7683.

---

[Home](#) | [What's Recycled](#) | [Recycling Procedures](#) | [Status](#) | [FAQs](#) | [Green Products](#) | [Closing the Loop](#)

<http://intranet.epa.gov/oaintran/HQrecycling/recyclable/what.htm>  
Last Updated: Monday, March 12, 2007