

**DON'T DUMP ON HAWAII. SORT IT OUT.**



## OFFICE PAPER RECYCLING - Tips and Guidelines

### You Can Recycle

Colored ledger paper including:

- Yellow legal paper
- Color stock copier paper  
(no goldenrod)

Corrugated cardboard

Newspapers

White ledger paper including:

- Copier paper
- Binder lined folder paper
- Black inked "blue" prints

*Staples need not be removed*

### You Can't Recycle

Bindings: glued, metal, spiral

Blue inked blueprints

Carbon paper

Carbonless multi-copy forms

Computer paper - multi-stripe

Envelopes

Folders - manila or color

Labels, adhesives, tape

Paper bags, plates, cups

Paper clips

Paper towels, napkins

Photographs

Rubber bands

Tissue

- It's The Law
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### It's The Law

To be in compliance with City law, office buildings with 20,000 square feet or more of office space are required to recycle office paper, newspaper and corrugated cardboard.

### Going Green Is Good For Business

Recycling is not only the law, it is also the smart thing to do. It's good for business and good for the environment.

Recycling offers an opportunity to reduce refuse costs. If you throw all of your office paper, newspaper and cardboard into a dumpster, you pay twice – once to haul it away and again to dispose of it. And with less waste in your dumpster there is an opportunity to lower your disposal cost.

Paper accounts for approximately 30% of the waste stream on Oahu and in office buildings it is almost twice that amount. Recycling paper and other materials will help to extend the life of our landfill. We all need to work together to reduce waste to promote our island's sustainability for future generations.

### What to Recycle

High-grade paper (white and computer) have stable markets, are generated in larger quantities and command a higher price. Low-grade papers are in less demand, so dealers pay less (and sometimes nothing) for them. Stable markets exist for the low-grade colored paper, newspaper and cardboard. It is better to offer all of your paper grades to the same collection contractor. The higher value and volume of the high-grade papers can help to defray the costs to collect the low-grades, and significantly reduce your disposal costs.

## Collection Options

Collection service can be provided by a refuse company, recycling company or by a small collector. A refuse hauler may offer a combined cost/pay structure to handle both your refuse and recyclable paper. In other words, the hauler would charge you for the collection of both refuse and paper, and credit you the current market value on the paper. This can reduce your overall disposal costs, or at least provide a break-even arrangement.

A recycling company may collect and pay you for the paper or collect it at no charge/no pay, depending on the current value of the paper. A small collector will most likely provide no charge/no pay service. If you select a recycler, you should discuss lowering your disposal costs with your refuse hauler, once your recycling program is underway.

- **Refuse Haulers**

It is best to start with your current refuse hauler. See the yellow pages of your phone book for other haulers.

- **Recycling Companies**

Honolulu Recovery Systems	842-3602
Island Recycling	682-9200
RRR Recycling Hawaii	682-5600

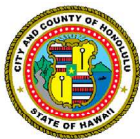
- **Shredding Companies**

Access Information Management	673-3200
Shred-It	841-6605

*Providing this information does not constitute endorsement of these businesses.*

*Also, this information may not be all-inclusive. Companies offering services may contact the City Recycling Office to be listed.*

**For more information about setting up a recycling program for your office building, including: How to do a waste audit, collection container options and model programs, visit [www.opala.org](http://www.opala.org) or call the City Recycling Office at 768-3200.**



City and County of Honolulu  
Department of Environmental Services  
768-3200