



300 East Randolph Recycling Program

1. Collect Paper Materials

Your cleaning staff is trained to collect paper separately from garbage using a co-collection cart.



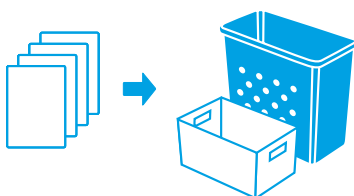
2. Sort and Process

Recycling Services sorts and process the paper at their plant and ships it to a paper mill.

3. SCA Tissue

SCA Tissue turns the paper into new products.

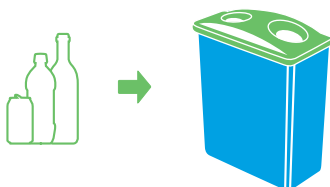
Desk-side Paper Containers



Acceptable Paper Materials

blue prints	envelopes	newspaper
books	glossy paper	Post-It notes
brochures	junk mail	white paper
cardboard	magazines	
colored paper	manila folders	

Bottle + Can Container



Acceptable Bottle and Can Materials

aluminum cans	glass bottles	juice boxes
plastic containers*	steel cans	aluminum foil

* Includes plastics 1-5, 7, not 6. See imprint on containers.

Did you know?

- Each year, Americans throw out 251 million tons of garbage.
- 70% of an office building's waste is made up of paper.
- You could fill the Willis Tower 20 times with the office paper Americans throw away every year.
- Recycling Services processes 450 tons of material a day.



Unacceptable Materials

aerosol cans	food wrappers	ring binders
broken glass	napkins	styrofoam
bubble wrap	packing peanuts	tissues
CDs/DVDs	paper towels	toner cartridges
coffee cups	photographs	waxed paper
food waste	plastic coated paper	

Total Office™ Recycling Program:



Paper Recycling



Bottle and Can Recycling



Light Bulb Recycling



Document Destruction



Battery Recycling



Electronics Recycling



Printer Cartridge Recycling

For more information about the Total Office™ Recycling Program, please contact Building Management at 312-202-3800

