

# Wastepaper



YES

- Printer and copying paper (including wrapping paper)
- Note paper
- Notepads
- Newspapers
- Magazines
- Brochures
- Forms
- Data lists
- "Shredded paper" without adhesive labels

NO

- Wax paper or plastic sheets or wrap
- Envelopes
- Paper with adhesive surfaces
- Post-it notes
- Labels
- Files
- Binders
- Carbon paper
- Plastic paper clips
- Confidential documents
- Photo paper
- Books
- Notebooks

## Tips and advice

Single metal items such as paper clips, staples and spiral notebook binders can be tossed with the paper. Empty shredded paper directly into the container.