

How to Operate Your Desk side Recycling Bin

1. Place any and all **paper** recycling into desk side bin. Please **NO** napkins, paper plates, or tissues.
2. Your bin is your responsibility. When bin is full or you are in need of a good leg stretch or break from the computer, take your bin for a walk and visit your nearest centralized recycling station.
 3. Dump desk side bin into large paper bin.
 4. Return and repeat.

Questions or Comments --- Email: recycle@emu.edu Call: 432-4546

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