Separation and Disposal of **Paper Waste**

**Papers** [For Use Making Private Copies] (To Be Sold Off)

- Copy Papers and Envelopes etc.
- With Descriptions of Personal Information (including color copy papers)
- **Shred and pack them in transparent or semi-transparent plastic bags!**

**Magazines, Wrapping Paper, Envelopes** (To Be Sold Off)

- Magazines
- Catalogues
- Wrapping Paper, Paper Boxes, Paper Bags
- Copy Papers That Do Not Require Confidentiality
- Paper Files (Remove the Fasteners)
- **Bind them up with a string!**

**Newspapers, Fliers, Cardboard Boxes** (To Be Sold Off)

- Newspapers, Fliers
- Cardboard Boxes
- **Bind them up with a string!**

Refer to the Financial and General Affairs Office (Ext.6122)