

Separation and Disposal of Paper Waste





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



Catalogues







Paper Files (Remove the Fasteners)



• Bind them up with a string!

Do Not Require Confidentiality

Copy Papers That







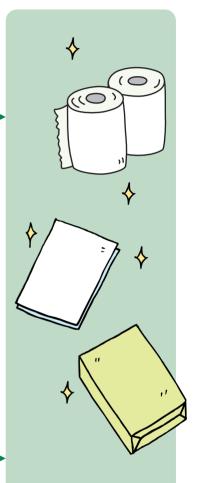
Newspapers, Fliers



Cardboard Boxes



• Bind them up with a string!



Recycled **Paper**



