

Biz Aid LLC - Recycling
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Paper Recycling Program Guidelines

*Materials will be collected and processed locally at the Community Recycling Center in Coldwater.
THANK YOU FOR YOUR PARTICIPATION!*

Keep small boxes/bins under desks and workstations to collect recyclable paper. Once boxes/bins are full or just before materials are collected, empty contents into green Biz Aid totes provided. Before your scheduled collection, Biz Aid totes should be accessible or staged in a designated collection area. Empty/clean bins will be delivered and full bins will be taken for processing. Nice people will sort these materials by hand, please follow guidelines. Thank you!

ACCEPTED TYPES OF CLEAN / DRY PAPER

- Copy paper, ledger paper (all colors)
- Newspaper
- Magazines
- Catalogs / Brochures
- Junk Mail, Paper Envelopes
- Folders
- Books
- Boxboard, Paperboard
- Cardboard: break down / flatten all boxes.
- Shredded paper: please keep in a tied plastic bag.
- Okay items: Staples, paper clips, spiral binding, windowed envelopes.



DO NOT RECYCLE!

- Food service paper: TISSUES, napkins, plates, towels, wax cups.
- Paper with plastic combined: Label backing paper, stickers, laminated pages.
- Candy wrappers, gift wrap, contaminated paper (glittered, heavily taped, foiled).
- Sanitizing surface wipes, facemasks, gloves.

This program is directed at collecting workplace recyclable paper.

All households are welcome and encouraged to drop-off clean/sorted recycling at the Community Recycling Center. Cardboard, styrofoam, newspaper, water bottles, food cans, refrigerators, and so much more.