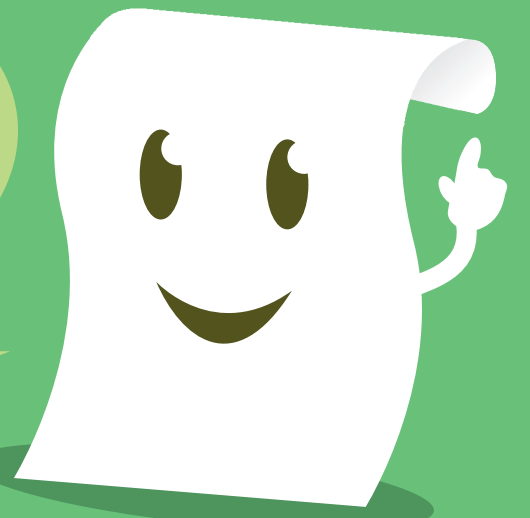


# PAPER RECYCLING IN THE OFFICE

Simple rules for serving  
the environment



Don't worry,  
it's simple!



**1** Paper is a valuable asset.  
Please collect it **separately!**

**3** **No need to remove** staples,  
paper clips, or plastic spiral  
binders from notebooks as  
the recycling processes are  
designed to remove them.

Remove non-paper elements that are easy to  
detach, such as plastic wrapping or testers  
for lotion in publications, **before** recycling.

**2**

**5** **Do not shred** paper that is not  
confidential. Shredding damages fibres  
and is an unnecessary cost for you where  
security does not require it.

All paper envelopes can be  
recycled, **even the ones with  
windows, but not envelopes  
with padding.**

**4**

**7** Do not recycle anything  
**contaminated with food** such  
as used pizza boxes, plastic-  
coated paper plates and cups.  
**Do not mix** beverage cartons  
with other paper.

**Do not mix** artificial “paper” (sheets made  
of e.g. plastic polymer) with natural paper.

**6**

Flatten boxes and cartons to **save space**.  
This makes transport of the material more  
sustainable.

**8**

Check national and regional guidance  
for further details.

**9**



MORE INFORMATION ON PAPER  
RECYCLING IS AVAILABLE AT  
[WWW.PAPERFORRECYCLING.EU](http://WWW.PAPERFORRECYCLING.EU)



# PAPER RECYCLING IS AN EASY ACT OF SUSTAINABILITY...



Paper recycling is the process of recovering used paper and reprocessing it into new recycled pulp and paper products. In an office, paper makes up 90% of the waste generated. Each office employee uses an average of 50 kilos of paper a year, half of which currently ends up as waste rather than being recycled. Offices are therefore an ideal and easy place to recycle paper.

The aim of this guidance is to provide practical rules, enabling paper recycling in offices to become part of a company's commitment to corporate social responsibility by suggesting ways in which its employees can participate in the effort towards a more sustainable world.



In the EU too much urban waste ends up in landfill, which entails a significant loss for our economy of energy and resources embedded in the waste and environmental problems for future generations.



## WHEN YOU RECYCLE PAPER YOU...

### *Reduce waste in landfills*

- ✔ 70% of all used paper (60 million tonnes of paper) in the EU is recycled in paper mills every year. About 10 million tonnes of paper are still potentially available in Europe for recycling from households, small businesses and, in particular, office buildings; enough to fill 100 football stadiums with paper!

### *Reduce pollution and mitigate climate change*

- ✔ One of the key benefits of paper recycling is that carbon can be saved simply by diverting paper products from alternative disposal routes such as landfill and incineration. Landfill waste rots and pollutes the air by emitting methane gas which has a powerful greenhouse effect.

### *Make the best use of resources*

- ✔ Paper is made using cellulose fibres from wood. Cellulose fibres are a natural and renewable material. Collecting and recycling paper extends the life of fibres over multiple life cycles.

### *Generate employment and growth*

- ✔ Europe is a leader in recycling technology. The paper value chain provides a large amount of jobs throughout Europe and contributes to green growth.

### *Build a responsible and sustainable society*

- ✔ Many companies have a policy for sustainable development with a commitment to respect other people as well as the environment and to participate in local initiatives.

### *Comply with legislation*

- ✔ The EU Waste Directive is based on the polluter pays principle and requires that recyclable waste is separated at source and collected for recycling. Please check your national and local regulations as they may require more detailed action.

Many companies have introduced environmental management systems such as ISO 14001, based on the principle of continuously improved environmental performance.

