

ACCELERATOR DIVISION ADMINISTRATIVE PROCEDURE

ADAP-04-0001

PAPER RECYCLING PROCEDURE

RESPONSIBLE DEPARTMENT HO/AESH

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**SUPERSEDED**

REVIEW AND CONCURRENCE RECORD

REVIEWED BY: *Carolyn Vanecek* DATE: *Apr. 29, 1992*  
Carolyn Vanecek

TABLE OF CONTENTS

1.0	PURPOSE AND SCOPE.....	1
2.0	PREREQUISITES.....	1
3.0	PROCEDURE.....	2
4.0	WARNINGS, CAUTIONS AND NOTICES.....	2
5.0	REFERENCES.....	2

1.0 PURPOSE AND SCOPE

This procedure outlines the voluntary paper recycling policy for the Accelerator Division footprint area.

2.0 PREREQUISITES

2.1 Paper which may be recycled must be WHITE OFFICE PAPER or COMPUTER PAPER.

2.1.1 White Office Paper Criteria:

2.2.2 Approved for recycling as WHITE OFFICE PAPER.

- a. Bond Paper (type, print or writing on one or both sides).
- b. Calculator Tape.
- c. Letter head/Stationery (type, print or writing on one or both sides).
- d. Photocopy Paper (type, print or writing on one or both sides).
- e. Typing Paper (type, print or writing on one or both sides).
- f. White Scratch Paper (type, print or writing on one or both sides).
- g. Staples are okay.

2.1.3 NOT approved for recycling as WHITE OFFICE PAPER.

- a. Envelopes (of any kind).
- b. Newspapers.
- c. Magazines.
- d. Fax Paper.
- e. Color Paper.
- f. Carbons and Carbonless. (NCR Paper)
- g. Computer Paper.
- h. Paper Clips are not okay.

3.0 PROCEDURE:

3.1 There are two recycling containers at each location marked on the map attached to this procedure.

3.2 One of the recycling containers is for WHITE OFFICE PAPER only. This container will be labeled "white office paper" and will have a plastic bag liner. This plastic bag liner is important because it keeps the white office paper separate from the computer paper in the X-gallery High Bay bin.

3.3 The other container is for COMPUTER PAPER only. This container will be labeled "computer paper."

3.4 When the recycling containers at the areas mentioned above get full, the janitorial staff will empty them into the X-gallery High Bay bin. This bin will have a wall sign labeled "recycled paper."

3.5 There is no set schedule for collection pick-up. When the X-gallery High Bay recycling bin gets full, United Fiber Inc. must be called by the High Bay Area Manager for pick-up at 1-809-PAPER-50.

4.0 WARNINGS, CAUTIONS AND NOTICES:

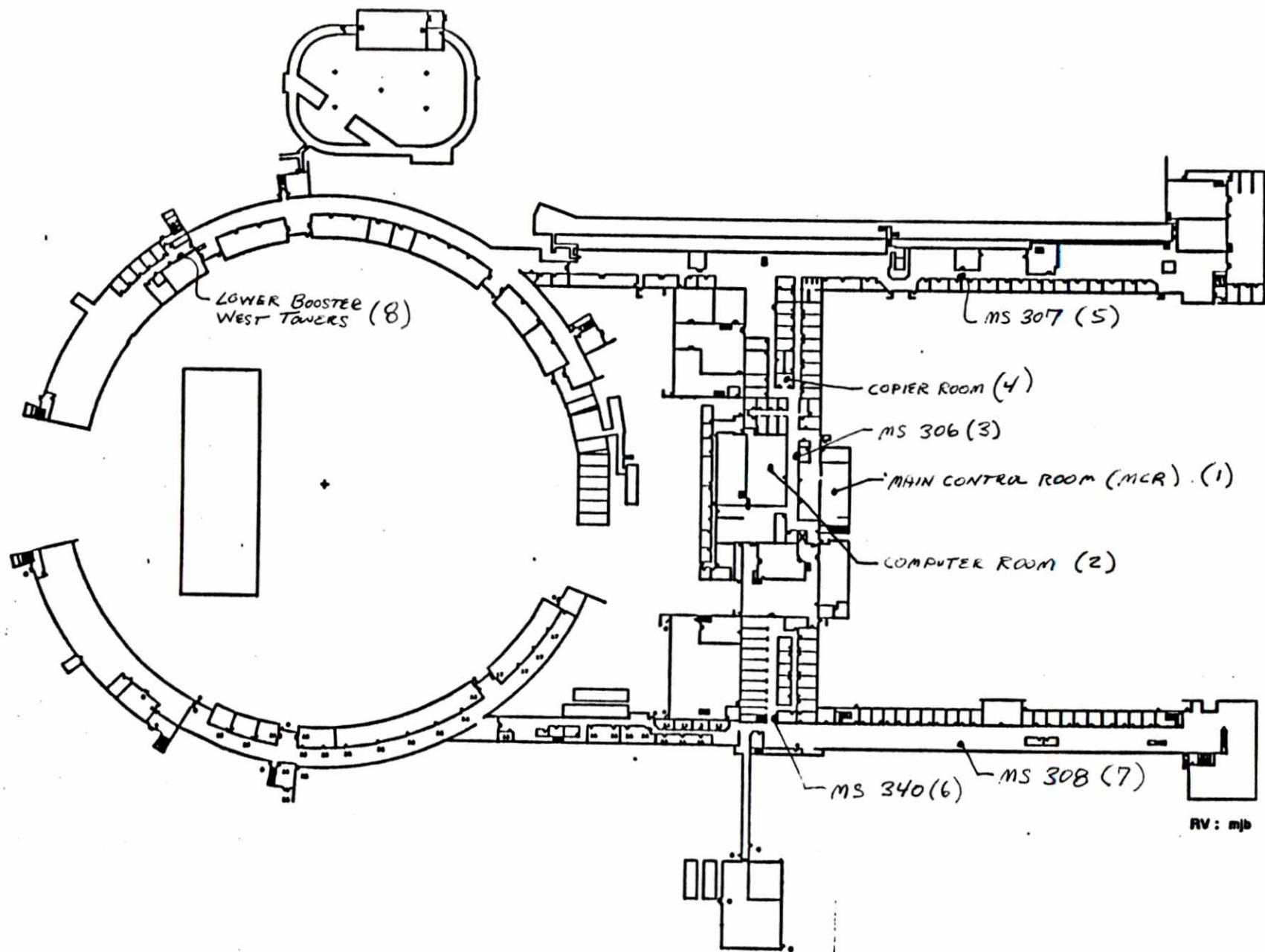
4.1 Notice: If a large quantity of recyclable paper must be disposed of, it should be brought directly to the X-gallery High Bay recycling bin. Remember to "bag" the white office paper.

5.0 REFERENCES:

5.1 None.

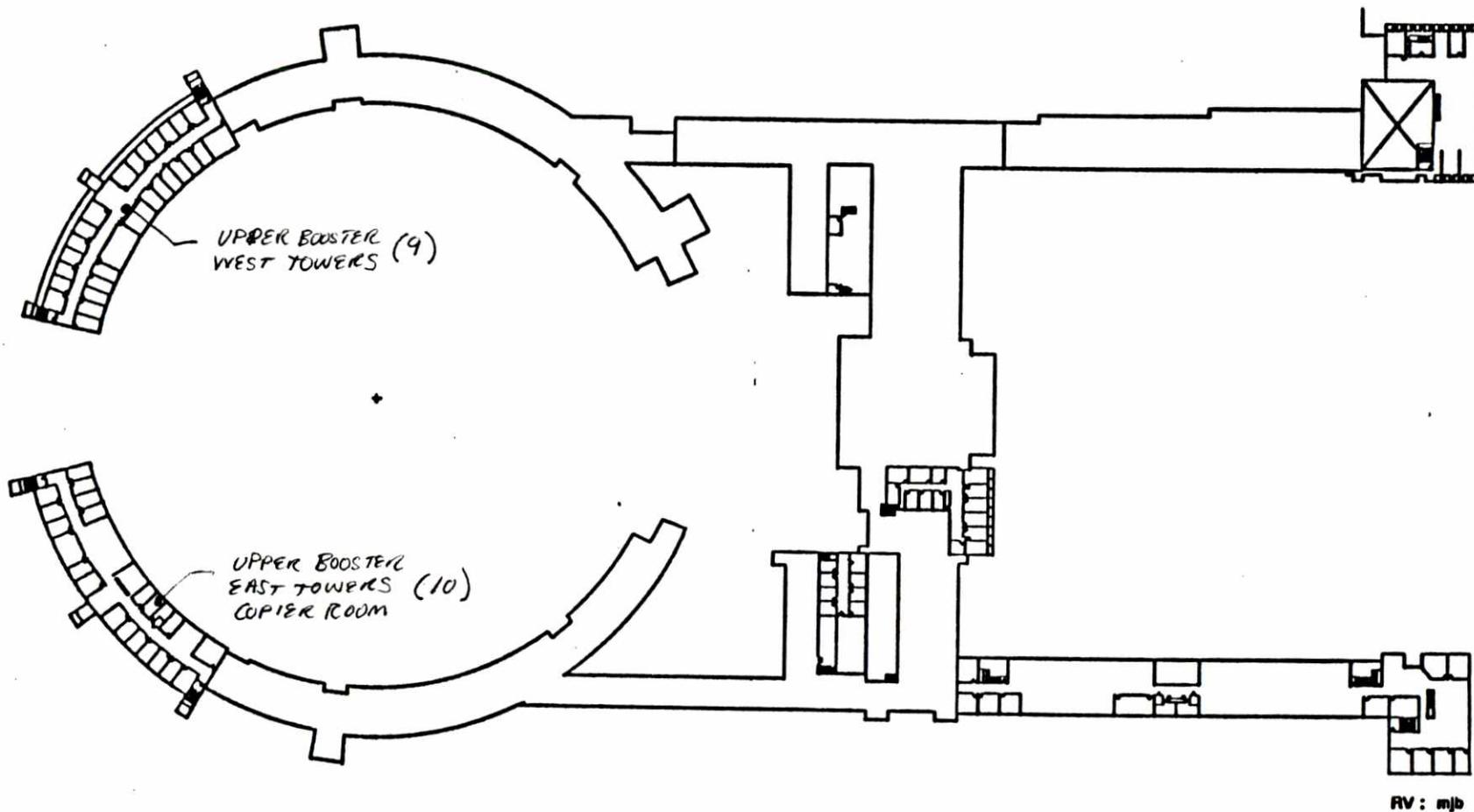
RECYCLING BOX LOCATIONS

4/7/72



RV: mjb

--- Cross Gallery Main Level ---



--- Cross Gallery Upper Level ---

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