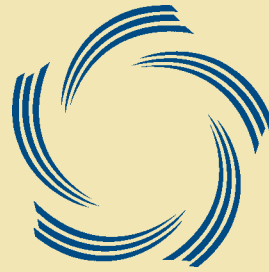
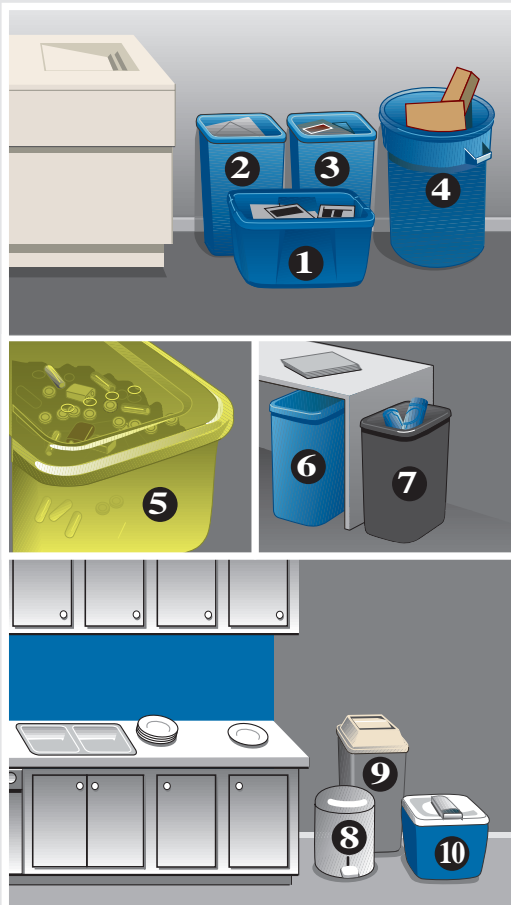


THE THREE Rs:
REDUCE,
REUSE,
RECYCLE



MSD

Recycling Rules at MSD!



Copy Room Bins:

1. Office Paper: uncoated office paper, white or colored, including copy paper, ream wrappers, letterhead, tablet sheets, correspondence, computer print-outs, windowless envelopes, junk mail and sticky notes
2. Newsprint: newspapers
3. Magazine: magazines and slick junk mail
4. Corrugated: cardboard, paper display board, brown paper sacks, toilet paper rolls, windowless manilla envelopes and pizza boxes (remove liner sheet)

Facilities Management Office:

5. Battery Box: alkaline, Ni-Cd and button

Desk Bins:

6. Office Paper: same as 1 above
7. Trash: blueline prints, envelopes with windows, tissues, plasticized, wax-coated, thermal and carbonized papers and express mailers

Kitchenette Bins:

8. Compostables: coffee grounds and filters, tea bags, fruit and vegetable wastes
9. Trash: paper towels, sweetener envelopes, creamer containers and food packaging
10. Aluminum: crushed drink cans

Office Services:

Laser toner cartridges

Anticipated Savings

In 1997, MSD's office-based recycling programs captured over 18 tons of paper, 366 pounds of aluminum cans and 145 laser toner cartridges. Fleet maintenance recycled 4100 gallons of motor oil, 589 tires, 840 gallons of parts-washing solution, 371 pounds of freon and 71 automotive batteries. Maintenance employees recycled 890 pounds of miscellaneous scrap metal.



WASTE
WISE

