



South Dakota Sustainability Project

Paper Recycling Guidelines

WHITE BAG
White Office Paper ONLY

White Printer Paper
White Copier Paper
White Bond Paper
White Notebook Paper
White Envelopes (NO Window)
White Scratch Paper
White Letterhead (NO glossy or foil)

These include white paper printed with color ink.

GOLD BAG
Mixed Paper

Any White Office Paper +

Color Paper
Color Letterhead
Post-It Notes
Window Envelopes
Shredded Paper
Brochures
Pamphlets
Index Cards
Carbonless NCR

Use the Gold Bag When In Doubt

Newspaper & Magazine Bins: Newspapers and Advertisement Inserts, Magazines, Catalogues, Junk Mail Materials

Corrugated Cardboard: Set boxes out for custodians to transfer to collection bins

Garbage | NOT Recyclable

Paper Food & Drink Containers	Paper Cartons
FedEx / UPS / USPS Priority Mail Envelopes	Brown Mailers
Brown Interoffice Envelopes	Padded Mailers
Ream Wrap Paper	Construction Paper
Manila Envelopes	Plastic or Metal Spiral Binding
Pendaflex / Accordion Folders	Hanging File Folders
Paper Towels	Tissue Paper
Carbon Paper	Brown Paper Bags
Styrofoam Cups	Chipboard
Hardcover books	Microfilm
Paperboard	Wax Laminated Paper

Contact EnviroTech Waste Services, 605-224-4804, with any questions.