



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  
FedEx / UPS / USPS Priority Mail Envelopes  
Brown Interoffice Envelopes  
Ream Wrap Paper  
Manila Envelopes  
Pendaflex / Accordion Folders  
Paper Towels  
Carbon Paper  
Styrofoam Cups  
Hardcover books  
Paperboard

Paper Cartons  
Brown Mailers  
Padded Mailers  
Construction Paper  
Plastic or Metal Spiral Binding  
Hanging File Folders  
Tissue Paper  
Brown Paper Bags  
Chipboard  
Microfilm  
Wax Laminated Paper

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