

Douglas County Courthouse and Health Department Office Recycling Procedures

Every Friday morning, our employees pick up your recyclables outside your office. Please collect all the paper described below and place the bins in the hallway. For all other recyclables, please follow the suggested procedures.

Thanks for participating in our program and setting an example for the rest of the county!

The following items are recyclable in our program:

CATEGORY

DESCRIPTION

Mixed Paper

- White paper
- Colored paper
- Computer paper
- Newsprint
- Lined paper
- Shredded paper
- Staples OK
- Envelopes
- File folders
- Index cards
- Phone books
- Junk Mail
- Magazines
- Fiberboard (*Pop and tissue boxes... Break Down Please*)
- NCR forms
- Sticky notes
- Tape OK

Remember! Any paper not contaminated with food or oil should be recycled no matter how large or small!

Corrugated Cardboard

Look for three layers. PLEASE FLATTEN. No waxed cardboard. Paper bags should go here too. There is a cardboard bin at the back dock of the courthouse. Otherwise small amounts can be collected with the paper.

Bottles and Cans

Please collect all bottles and cans and take to the beverage container recycle bins in your building.

Ink Cartridges and CD's

Please collect and bring to Room 220 of the Courthouse for recycling. (*Video Tapes & Floppy disks too!*)

Styrofoam, Air Pac and Bubble Wrap

Please collect and take to the Postal Annex at 444 NE Winchester Street.

Computers and Parts

Take to the Information Technology Dept. and it will get picked up by Next Generation for recycling. This includes all keyboards, mice, cables, etc... Or you can take it directly to them. Next Generation is location directly behind Young's Garden and Pet.

Contact Chris at 440-4350 or go online to RecyclePower.org for more information.

September 9, 2009

MEMORANDUM

TO: All Department Heads
FROM: Chris McCullough, Waste Reduction Manager
RE: Douglas County Courthouse Recycling Procedures

Some questions have come up recently regarding courthouse recycling procedures. On the reverse of this memo is an update to bring everyone in the courthouse up to speed on recycling. Please post and distribute this update within your departments and offices. I am available to answer any questions regarding courthouse recycling at extension #4350.