

# WELLS FARGO CENTER

## GUIDELINES FOR WORKPLACE RECYCLING

The list below provides an in-depth look at what can and can't be recycled in the workplace at Wells Fargo Center. Because garbage and recycling contracts vary from business to business, recycling sorts differ too. This is why recycling here at Wells Fargo Center may differ from your curbside recycling at home.

At Wells Fargo Center paper products must be sorted in a separate central collection container from plastic, metal and glass. Housekeeping will empty your central collection containers on an "as needed" basis, Sunday through Thursday. Each collection box will be labeled accordingly. Additional containers and labels may be obtained through the Building Management Office, Suite 2130 in the 21<sup>st</sup> floor.

If you have any questions about your workplace recycling program, call the Building Management Office at 503-886-1300, or visit our website at [www.wfcportland.com](http://www.wfcportland.com), where additional resource information is available.

How does it work?

- **For the collection of paper products** (see below) desk side collection containers are available to all tenant employees at no charge. It is the responsibility of each tenant employee (unless other arrangements are made) to empty his or her desk side container into larger central collection containers which are usually found in kitchens and copy rooms. Often this is a shred bin that collects business documentation for recycling. Large cardboard boxes shall be broken down and labeled "Recycle" and can be left next to the central recycling containers.
- **For plastic, metal, and glass** large central collection containers (lined) are usually located in the same areas and are also provided at no charge.
- **Single cell batteries** can be collected on your floor and brought down to the building office for recycling, includes rechargeable batteries, but no computer batteries.



<b>Paper</b>	<b>Yes</b> <ul style="list-style-type: none"> <li>• Cardboard</li> <li>• Printer/copier paper (staples, paper clips, and binding are OK)</li> <li>• File folders</li> <li>• Junk mail (windows, adhesives, gloss paper OK)</li> <li>• Magazines and catalogs</li> <li>• Newspapers (inserts OK)</li> <li>• Phone books</li> <li>• Paper boxes</li> <li>• Post-it notes</li> <li>• Spiral bound notebooks</li> <li>• Aseptic and gable-top containers (milk, soymilk, creamer cartons)</li> <li>• Shredded paper</li> <li>• Soft bound books</li> <li>• Brochures/pamphlets</li> <li>• Paper towel rolls</li> <li>• Envelopes</li> </ul>	<b>No</b> <ul style="list-style-type: none"> <li>• Binders</li> <li>• Laminated paper</li> <li>• Paper coffee cups</li> <li>• Pizza boxes</li> <li>• Hard bound books</li> <li>• Waxed paper</li> <li>• Label packing</li> <li>• Frozen food boxes</li> </ul>
<b>Plastics (must be rinsed)</b>	<b>Yes</b> <ul style="list-style-type: none"> <li>• Bottles (soda and water)</li> <li>• Buckets</li> <li>• Jugs (such as milk)</li> <li>• Plant pots</li> <li>• Tubs (such as margarine, yogurt, and salsa containers)</li> <li>• Jars (such as peanut butter jars)</li> <li>• Plastic clamshell (take-out containers)</li> </ul>	<b>No</b> <ul style="list-style-type: none"> <li>• Lids</li> <li>• Plastic bags</li> <li>• Plastic wrap</li> <li>• CD's and CD cases</li> </ul>
<b>Metal (must be rinsed)</b>	<b>Yes</b> <ul style="list-style-type: none"> <li>• Aluminum and tin cans</li> <li>• Aerosol containers (empty)</li> <li>• Clean foil</li> <li>• Small pieces of scrap metal (clips, furniture pieces, machine parts)</li> </ul>	<b>No</b> <ul style="list-style-type: none"> <li>• Candy wrappers, chip bags</li> </ul>
<b>Glass Containers (must be rinsed)</b>	<b>Yes</b> <ul style="list-style-type: none"> <li>• Bottles and jars, all colors</li> </ul>	<b>No</b> <ul style="list-style-type: none"> <li>• Dishware</li> <li>• Light bulbs</li> <li>• Lids</li> </ul>
<b>ADDITIONAL ITEMS</b>	<p>There are drop-off locations in the city for certain types of polystyrene (stamped #6 block foam), electronics (computer parts, printers, scanners, televisions, fax machines, computer monitors, etc.) Special arrangements must be made with a separate recycler to collect items such as toner cartridges and some electronics that also need scrubbed, such as computers.</p>	