

Office Paper Recycling

When using the office paper bin please ensure that only the following are put in the bin:



Yes Please

- White writing paper
- White computer paper
- White photocopying paper
- Envelopes, including windowed envelopes
- Coloured paper
- Shredded paper (not in bags)



No Thank You

- Cardboard
- Plastic
- Files
- Magazines
- Books
- Plastic coated leaflets or paper
- Newspapers
- General waste
- Junk mail
- Glossy Paper



For further information
please contact:

Kirklees Environmental
Services
Vine Street Huddersfield
HD1 6NT
T: 01484 223115



Thank you for your co-operation
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Office Paper Collection and Recycling Scheme

Kirklees Council Environmental Services can offer your office the opportunity to participate in a paper recycling scheme which can improve your environmental performance and reduce the cost of trade waste collection and disposal to your organisation.

There is a small annual charge for this service which will differ depending on the level of service you require. The cost is necessary to recover collection and reprocessing costs. Details of charges can be found on the application form.

Using this scheme good quality white computer, photocopying and writing paper, coloured paper, magazines and leaflets, envelopes and junk mail can be recycled. Unfortunately you cannot recycle plastic

coated paper and leaflets, cardboard, newspapers, files and books using this scheme.

Kirklees provides wheeled bins (the size of a 3 drawer filing cabinet) for office paper which should be sited inside your premises.

You choose how many your organisation needs for recycling. These bins can be emptied weekly, fortnightly, monthly or on a 'ring in and request' basis depending on the amount of paper your office produces.

If you choose the 'ring in and request' option you need to ring the Contractor SITA Kirklees on 01924 868224 to arrange for the bins to be emptied. If you choose another option they will be emptied on either a Tuesday or Wednesday. Once your application is processed you will be sent a confirmation

letter, a calendar showing the dates for emptying

(if applicable) and stickers to put on the wheeled bins.

By recycling your office paper you are helping to:-

- 1. Reduce the economic and environmental costs of disposal of your waste.**
- 2. Save trees which are used in the production of virgin paper.**
- 3. Save energy in the paper making process.**

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