

**Otter Tail County  
Recycling Center**  
1115 N. Tower Rd.  
Fergus Falls, MN 56537  
1-218-736-4400



**Otter Tail County  
Solid Waste Department**  
121 W. Junius Ave.  
Fergus Falls, MN 56537  
1-218-998-8595



Made from 30% Post-Consumer Fibers

Reduce



Recycle

Reuse



# Reduce, Reuse, Recycle

## Ideas for the Office

- Purchase recycled paper.
- Use both sides of a sheet of paper.
- Bind scrap paper together and use as notepads.
- Purchase office items with recycled content.
- Use old envelopes for interoffice messages.
- Use coffee mugs rather than styrofoam or paper cups.
- Use reusable plates and utensils in the cafeteria.
- Recycle office/computer paper.
- Recycle envelopes.



### Guidelines to Purchasing Recycled Paper

- ✓ *Purchase high-grade paper.*
- ✓ *Purchase recycled paper with no groundwood.*
- ✓ *Purchase paper that is pastel or white in color, not bright, bold colors.*

## What's Recyclable?

- Post-It Notes (pastel colors only)
- Copier/Computer/Office Paper
- Paper with Staples, Ink, Highlighting or Pencil
- Paper with Soluble glues or labels
- Computer Printouts
- Carbonless or NCR Paper
- Note Paper
- White Adding Machine Tape
- Telephone Message Sheets
- Letterhead (no foil imprinting)
- Uncoated Calendar Sheets
- White/Pastel Colored Envelopes



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Newspapers, phone books and corrugated cardboard are collected and recycled separately from office paper.

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Magazines, catalogs, shiny and glossy paper are accepted at special collections.

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## What's **NOT** Recyclable?

- Bright, Bold Colored Paper
- Thermal FAX Paper
- Brown or Yellow Kraft Envelopes
- Backs of Notebooks
- Hard or Soft Cover Books
- Colored or Hanging File Folders
- Carbon Paper
- Construction Paper
- Blueprint Paper
- Tissues, Toweling Paper
- Candy Wrappers
- Styrofoam, Paper Cups and Plates
- Gift Wrap

