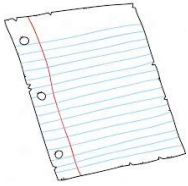


Edinburgh CRF Recycling



Paper

Dispose paper in recycling paper boxes located in the Reprographics room or IT/Admin Room

Note: For confidential papers, there is a shredder in the Reprographics room



Cardboard

- Large cardboard: Flatten, tape and dispose in the recycling box located in the waste storage room.
- Small cardboard: Flatten and dispose in recycling card box located in the ground floor kitchen



Toner Cartridges

Dispose old toners in the clear packaging that comes with your new replacement one, and place them in the recycling ink box located at reception (cupboard). For ink boxes, flatten and dispose in the waste storage room.



Metal/Foil

Dispose metal in recycling metal boxes located in the ground floor kitchen



Plastic

Dispose in recycle plastic box located in the ground floor kitchen



Plastic Bottle Tops

Dispose in the bottle top box located in the ground floor kitchen



Glass

Dispose in the recycle glass box located in the ground floor kitchen



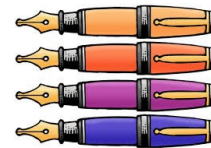
Crisp Packets

Dispose in the crisp packet box located in the ground floor kitchen



Stamps

Pop used UK and non-UK stamps in the envelopes posted on the pin board located in the Reprographics room



Stationary

Dispose in the recycling stationary box located at reception (cupboard)



Batteries

Dispose in the recycling box located at reception (cupboard)