

# HOW TO SORT OFFICE WASTE

**REUSABLE** ✓  
**PLACE IN LABELLED RED BIN  
FOR MISSION ZERO FREEUSE SHOP**



ACCEPTABLE ITEMS  
MUST BE IN GOOD/WORKING CONDITION

- Office/school supplies, e.g. binders, unused notebooks, working pens, rubber bands
- Crafting supplies
- Novels
- School bags/cloth tote bags
- Ceramics & small home décor items
- Kitchenware & small appliances
- Games & sporting goods
- Clothing, footwear, & accessories



**Before donating an empty binder in the red bin** remember to:

- Step 1** — **Remove & scan** all **paperwork** before you use the recycle bin (**blue bin**)  
**Step 2** — **Shred confidential material** & place shredded paper in (**grey bin**) for recycle

## LANDFILL ITEMS PLACE IN BLACK BIN

- Not recyclable used stationary (e.g. broken rubber bands)
- Single Use Plastics (e.g. cutlery, wrappers, bags, packaging)
- Other items (e.g. styrofoam, canvas boards)

**RECYCLABLE**  
**PLACE IN BLUE BIN**



- Used paper products
- Cartons
- Cardboards (flatten them)
- Plastics containers and cup lids
- Metal or glass materials.

**PRO TIP!** Remove any binding coils from notebooks. Place removed coil in landfill (black) bin and the notebook in the recycle (blue) bin.

## SPECIAL WASTE DISPOSAL - ALL CAMPUS LOCATIONS

- Used batteries** — RMC collection bin is located in Learning Commons  
**E-waste** — A recycling collection is available at Shipping and Receiving  
**Writing instruments** — TerraCycle collection bin is located in Learning Commons

For any questions, email  
[MissionZero@SheridanCollege.ca](mailto:MissionZero@SheridanCollege.ca)