

Orange Bins = 240L / 120L Confidential Documents

Can dispose of:

- ✓ Papers you require shredded and disposed of confidentially
- ✓ Papers **CAN** have staples on them still

Cannot dispose of:

- ✗ Adhesives, including labels
 - ✗ Cardboard
 - ✗ Phone Books
 - ✗ News Papers
 - ✗ Book Covers
 - ✗ Paperclips
 - ✗ Bull Clips
 - ✗ Suspension files
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Blue Bins = 240L / 120L Paper

Can dispose of:

- ✓ Paper (white, or coloured)

Cannot dispose of:

- ✗ Paper clips
 - ✗ Bull Clips
 - ✗ Copy paper packaging
 - ✗ Adhesives, including labels
 - ✗ Cardboard
 - ✗ binding
 - ✗ Suspension files
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Green Bin with Yellow lid = 240L / 140L Paper & Cardboard

Can dispose of:

- ✓ Paper (white, or coloured)
- ✓ Cardboard
- ✓ Manilla folders
- ✓ Cardboard portion of suspension file

Cannot dispose of:

- ✗ Paper clips
 - ✗ Binding
 - ✗ Bull clips
 - ✗ Copy paper packaging
 - ✗ Adhesives, including labels
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Green Bin with Yellow lid = 240L Comingle

Can dispose of:

- ✓ Copy paper packaging
- ✓ Plastic sleeves/covers
- ✓ Binding
- ✓ Bull clips

Cannot dispose of:

- ✗ Paper
- ✗ Cardboard