

Waste Paper Separation Chart (Collected by Paper Recycling Centers)

Please separate used paper into the following 4 groups

1. Cardboard

2. Newspapers

3. Periodicals

Stack and tie them together with a string

Books	Notebooks	Diaries <i>Remove the non-paper cover and string</i>	Advertisements	Pamphlets/Catalogs	Stationery
Dictionaries <i>Remove the cover</i>	Atlases / Telephone directories	Leaflets	Copy paper	Imitation vellum	

4. Recyclable Types of Paper

Put them all in a transparent bag.

Shredded paper	Sticky notes	Memo pads	Sales slips (non-carbon paper)	Direct mail <i>Remove any plastic covers</i>	Inkjet paper	Watermark paper (registered)	Postcards	Posters	Wrapping paper
Candy boxes	Other empty boxes	Toilet paper cores	Paper chopstick covers	Tickets (non-magnetic)	Paper coasters	Paper price tags	Business cards	Envelopes with windows <i>Remove the film</i>	Confidential documents
Calendars <i>Remove any plastic or metal parts</i>	Paper bags <i>Remove any plastic or metal handles</i>	Tissue boxes <i>Remove the plastic slot opening</i>	Gift envelopes <i>Remove the cord</i>	Construction paper <i>Only paper free from crayon or paint</i>	Cigarette boxes <i>Remove plastic or foil</i>	Flat file folders <i>Remove plastic and metallic parts</i>			

Please inquire at a paper recycling company

Confidential documents

ATTENTION! Dispose of these with burnable garbage

Carbon paper	Food / oil-stained paper	Crimped postcards	Iron-printed paper	Scented paper	Paper cups	Tracing paper	Blueprint paper	Receipts / thermal paper	Aluminum paper
Paper drink packs	Paper packaging	Gold / silver paper	Washi paper	Foil-stamped paper	Laminated paper	Braille paper (bubble-type)	Photographs (Made from film)		