



# ALL IN | TOWARD ZERO WASTE

**You can help the Capitol Complex recycle more and become a zero-waste workplace, thanks to some building improvements made over the weekend. Here's a rundown of what you'll see:**

**Recycling Stations:** Your workspace now has new and improved collection stations in common areas around the building. The stations include color-coded containers for paper and cardboard recycling (**blue**), mixed containers recycling (**blue**), organics recycling (**green**), and trash (**black**). Each container is also labeled with photos of common materials in each category. Always take a moment to consider what you are disposing of and find the correct receptacle. Refer to the Recycling Guide on the opposite side of this card and keep it handy for more detailed guidance.

**My Bin:** All employees now have a desk-side paper recycling bin with a small clip-on trash bin. **You are responsible for emptying your desk-side recycling and waste at a central collection station near your workspace.** Keep it clean, as food waste can attract pests and rodents. And stretch those legs – getting up a few times a day to drop things off supports our recycling goals **and** employees' health and wellness.

**Training and More Information:** If you have any questions or concerns, you can:

- Attend a short training and Q&A session **today**, taking place **from [TIME] to [TIME] in [ROOM]**;
- Visit [mn.gov/admin/recycling](https://mn.gov/admin/recycling) for more information and resources online; or
- Email [capitol.recycling@state.mn.us](mailto:capitol.recycling@state.mn.us) or call 651-201-2300.

# Capitol Complex Recycling Guide

Material	Paper and Cardboard	Bottles, Cans & Containers	Organics for Composting	Trash
Clean Paper (office paper, envelopes, newspapers, magazines)	X			
Cardboard/Boxboard (including pizza boxes, soda boxes)	X			
Unusable Binders and Folders	X			
All Rigid Plastics #1, 2, 4, & 5		X		
Glass Bottles and Jars		X		
Metal Cans/Bottles, Clean Aluminum Foil & Pans		X		
Paper Cartons (gable top and square, with plastic spouts o.k.)		X		
All Food Waste (including meat, grains, dairy, produce)			X	
Coffee Filters and Grounds/Tea Leaves and Bags			X	
Paper Towels/Napkins/Food-Soiled Paper			X	
All Paper Products from Capitol Complex Cafeterias			X	
Compostable Plastic Silverware (marked with BPI certification)			X	
Stretchy Plastic Bags (shopping bags, cling wrap)*				
Plastics without a Recycling Symbol (straws, plastic silverware)				X
Frozen Food Boxes				X
Styrofoam (cups, to-go containers, packaging)				X

*\*Plastic bags and film are not accepted in the mixed containers recycling. Some stations will have a clearly marked 5<sup>th</sup> receptacle for plastic bags.*

*This card was printed on no less than 30% post-consumer recycled content paper.*