**Jefferson City State Office Building Recycling Services**

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| **Material** | **Accepted** | **Not Accepted** | **Locations** | **Collection** |
| Mixed Office Paper | * Copy Paper
* Envelopes
* Newspaper
* Magazines
* Junk Mail
* Phone Books
* Soft/Hardcover Books
* Brown, Kraft Paper
* Colored Paper
 | * Cardboard
* Tissues
* Paper Towels
* Pizza Boxes
* Food Wrappers
 | Any State office in Cole County may utilize this service. Recycling Contractor provides 95-gallon, 2-wheeled collection containers. | Custodial contractor or state employees haul 95 gallon mixed paper collection carts from office areas to central collection area.Recycling contractor picks up from central collection area. |
| Shredded Paper | * Must be in bags
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| Cardboard | * Flattened Boxes
* Paperboard: Cracker boxes, Cereal boxes, Tissue boxes, etc.
 | * Pizza Boxes
* Refrigerated Food Boxes
* Frozen Food Boxes
* Food Contaminated Cardboard
 | There are approximately 40 state office locations that have large metal recycling dumpsters for collection of cardboard & bags of cans/bottles (see attached list of locations) | Custodial contractor or state employees haul cardboard from office areas to central collection area.Recycling contractor picks up from central collection area. |
| Mixed Recycling | * Aluminum Cans
* Tin (Steel) Cans
* #1 Plastic Bottles
* #2 Plastic Bottles
 | * Food waste
* Tissues
* Office Paper
* Styrofoam
 | State Recycling Program supplied collection containers are always located in kitchens, breakrooms, conference rooms, and public areas. | Bags of cans & bottles are hauled by custodial contractor or state employees to central collection point.Recycling Contractor picks up from central collection area. |