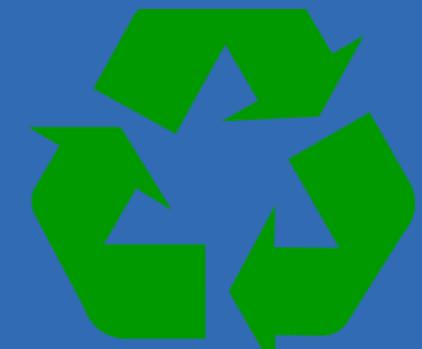


# WASTE STREAMS - DECLUTTER PROGRAM

PLEASE PLACE UNWANTED ITEMS  
INTO THE FOLLOWING WASTE  
STREAMS AT COLLECTION POINTS  
ON EACH FLOOR



## Standard Cardboard & Paper Recycling Bins



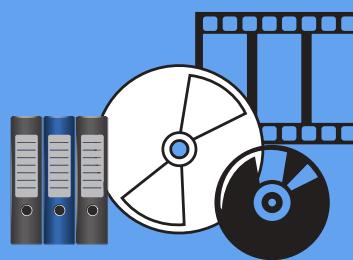
- External publications, brochures, junk mail
- Old reference materials which are not records & are no longer required
- Cardboard
- Empty manilla folders

## Secure Paper Destruction Bins



- Printed copies of electronic documents without annotations
- Print - outs from systems that can be re-generated any time
- Papers from internal meetings you attended but did not organise
- Contents of a "Day Box"
- Paper stationery with previous agency names, logos, addresses, etc

## Media Bins



- Compact discs
- Videos
- Audio tapes
- Film (includes projector film slides)
- Computer tapes & disks
- Microfilm & X-Ray film
- Small electrical products
- Facsimile data rolls
- Lever arch folders
- Plastic folders
- Contents will be recycled

## E Waste



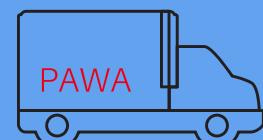
- Desktops & laptops
- Laptop bags
- Cabling & accessories associated with computers
- Printers, plotters and projectors
- Switches, keyboards, mouse, batteries (associated with computer equipment)
- This does not include batteries such as AAA, AA, 9V etc

## Furniture & Fittings



- Some storage housings may be relocated to 4PSQ
- Where suitable we are proposing to recycle/re-allocate empty storage to other offices
- Stickers must remain on storage housings for auditing purposes

## Donations



PAWA (The Protected Area Workers Association) is a non-profit professional association for protected area workers in NSW.

- They accept donations of items in excellent condition including superseded and low-value assets such as digital cameras, GPSs, AA battery chargers, binoculars, daypack, helmets, tents, & other camping gear, communication equipment & torches
- PAWA also accepts uniform items in good serviceable condition with badges removed) eg fire-fighting jackets & pants, boots & raincoats

## Use Landfill as a last resort!

- Reduce, Reuse, Recycle



## Other recyclables

- Batteries
- Banners

