

## ENVIRONMENTAL SERVICES DEPARTMENT SAMPLE RECYCLING ARTICLE FOR NEWSLETTERS OR BULLETIN BOARDS

### **SHRED IT. BAG IT. RECYCLE IT.**

It is recommended that you shred or destroy any confidential, sensitive or personal information before setting it out for recycling. After shredding your documents, bag them in paper bags and dispose of them in the recycling dumpster. Please, do not seal the bag as that requires processor to open it, and the whole bag could end up in the trash bin as contamination.

For more information on consumer recycling and waste reduction tips go to the City of San Diego Environmental Services Department website at <https://www.sandiego.gov/environmental-services/recycling/ro/toolkit>

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