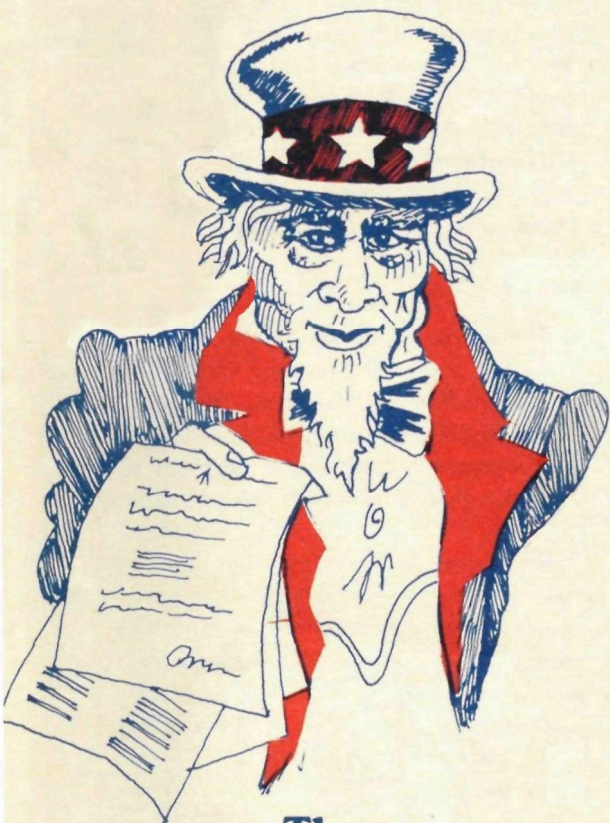


USE IT AGAIN, SAM



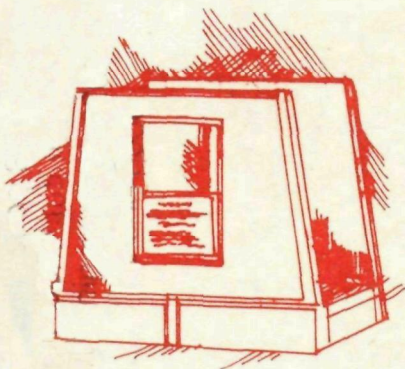
**The
Federal Government
High-Grade Paper
Recovery Program**

Welcome to the United States Government. As a Federal employee, you will be joining hundreds of thousands of people in a national effort to protect our environment. We hope you will take advantage of this opportunity to contribute to environmental improvement by participating in the Government's high-grade office-paper recycling program, the **"Use It Again, Sam"** plan.

High-grade office paper (white ledger paper, computer printout, and tab cards) comprises about 50 percent of office solid waste. Through the **Use It Again, Sam** program, we can recover most of this paper. We can reduce our waste by about 40 percent—a saving of both money and material resources. It is projected that the Government will save 200,000 tons of paper and \$7.5 million when the **Use It Again, Sam** program is fully implemented.

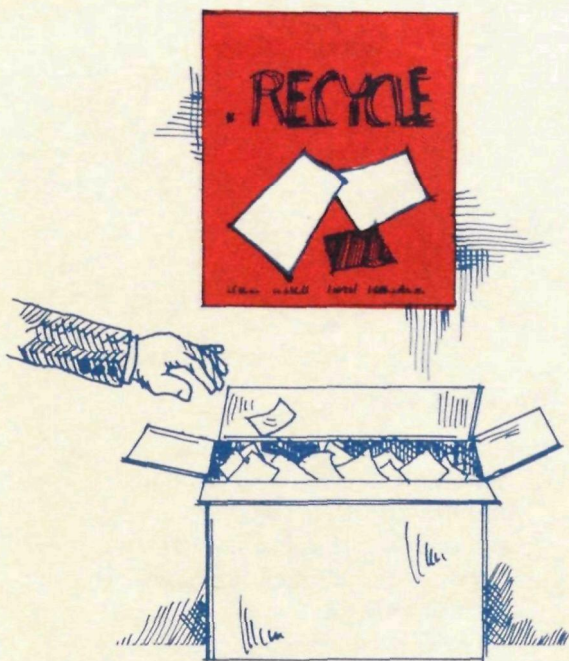
How It Works

1. We use a "desk-top container system".
When you arrive at your new office, you should find a plastic desk-top container waiting for you (see sketch). This container is designed to be placed conveniently on your desk or credenza to



DESK-TOP CONTAINER SYSTEM _____

RECYCLING STATION _____



let you easily set aside any recyclable material that comes across your desk. The container will have a list of acceptable items and contaminants on the side.

2. When your desk-top container becomes full, (this will take about two weeks), you will transfer the paper to a nearby recycling station (see sketch). Recycling stations are conveniently located and are identified by a **Use It Again, Sam** poster. The poster will remind you of what items are acceptable and not acceptable under the program. One recycling station services approximately 20 employees.
3. Paper is collected from the recycling stations on a regular basis by a maintenance staff-person and is brought to the storage area where it awaits shipment to the purchasers' processing facility.



What Is Recycled?

Under the **Use It Again, Sam** program, the following items are acceptable:

- All white paper
- Computer printouts
- Letterheads, including tissue copies
- Xerox or IBM copies
- Miscellaneous business forms
- Stationery, typing paper

Unacceptable items include:

- Carbon paper and tablet paper
- Colored paper of any kind
- Newspapers-magazines
- Envelopes of any kind
- Gummed labels, adhesives, tablet bindings
- "Slick" (waxed or plasticized) paper
- Cardboard or chipboard
- Rubber bands
- Photographic or blueprint paper

Note: Staples are such a minor contaminant that they are considered acceptable. Employees need not unstaple the paper. However, plastic bindings must be removed to make the high-grade paper acceptable.

The **Use It Again, Sam** program is simple to operate and easy to understand. The success of the program, however, depends upon the cooperation of individual employees. It is hoped that you will do your part to make this program successful. Remember: You can make a difference!