

One copy per
staff member

6 October 1992

GATT Office Circular No. 336

RECYCLING OF WASTE PAPER

The Geneva authorities are emphasizing the importance of limiting and recycling waste. One third of waste is paper, which burns badly when mixed with other waste and pollutes the air with lead and copper residues. It is also cheaper to recycle than to burn paper.

The Secretariat can contribute by being generally mindful of the need to minimize the creation of waste paper as well as through a new internal waste paper separation/collection system, as explained overleaf.

Please contact Angela Meylahn, Workplace Environment Coordinator (ext. 5213), if you need further information or if you have any comments.

Your cooperation will be greatly appreciated.

Arthur Dunkel
Director-General

Separation of white paper from other waste

Please sort waste into the two containers to be provided:

- the green carton box for white paper, e.g. printed, typed or written, creased or uncreased, including paper with the small green Uruguay Round stripe. (It is important to keep coloured paper, cardboard, etc. out of this box as this will destroy the value for recycling;
- the existing waste basket for all other items.

The green carton box next to each photocopying machine should also be used only for white paper or unusable photocopies. Blackened photocopies and all other paper should go into the waste basket.

Listing paper should be kept apart from other paper as it is the most valuable for recycling. Please call André Michaud (ext. 5038) for collection.

The cleaning staff will empty the green carton boxes and take the contents to special containers in the basement. From there it will be collected for recycling. The special containers are marked

WHITE PAPER ONLY
BROCHURES AND BOOKS
ANY OTHER TYPE OF PAPER

should staff wish to take sorted paper to the basement themselves.

Staff are reminded that there is a shredding machine on the ground floor, opposite the Documents Reproduction and Distribution Section, where confidential papers can be destroyed. The resulting waste will also be recycled.

WHITE PAPER ONLY

A little colour is permitted
(e.g. green band documents, press releases)
as are staples or paper clips.

Otherwise please note that

NOT ALLOWED:

blackened photocopies
wrapping paper
newspapers
chemical paper
glossy or plasticised paper
fax paper
cardboard
papers with latex & resins
envelopes with plastic windows
disposable cups and plates
paper tissues

Thank you.

