

RECYCLABLE MATERIALS PREPARATION GUIDE

Note: Recyclables No Longer need to be separated.

ITEM	YES	NO	HOW
NEWSPAPERS AND PHONE BOOKS	<ul style="list-style-type: none"> Newspapers Newspaper inserts Glossy magazines 	<ul style="list-style-type: none"> No plastic wrappers, metal or board inserts No product samples No plastic-metal 	<ul style="list-style-type: none"> Stack neatly in brown paper bag to avoid fly away Keep materials clean
MAGAZINES/ JUNK MAIL	<ul style="list-style-type: none"> Glossy catalogs Glossy flyers Glossy brochures Envelopes 	<ul style="list-style-type: none"> No plastic windows 	<ul style="list-style-type: none"> Remove and discard non recyclable materials
MIXED OFFICE PAPER	<ul style="list-style-type: none"> Letters, photo copies & scratch paper Computer paper 		<ul style="list-style-type: none"> You can mix all paper together in one bag
BOX BOARD	<ul style="list-style-type: none"> Cereal boxes Dry food boxes Shoe boxes/tissue boxes Paper towel rolls 	<ul style="list-style-type: none"> No laundry soap or frozen food boxes No wax coatings-milk and juice cartons-other No plastic windows, metal strips, foil 	<ul style="list-style-type: none"> Remove and discard liners, cellophane windows strips FLATTEN all boxes Place all boxboard neatly into brown paper bag or bundle tightly with string
CORRUGATED	<ul style="list-style-type: none"> Brown paper bags Corrugated is two layer board with wavy middle layer 	<ul style="list-style-type: none"> No wax coated boxes No food contamination No wood/foam supports 	<ul style="list-style-type: none"> FLATTEN all boxes Tape & staples ok Bundle and tie corrugated cardboard in 2' x 3' sections Clean
ALUMINUM AND TIN	<ul style="list-style-type: none"> Aluminum and tin food cans-rinsed Foil pie plates and food trays-rinsed Tin lids and can ends-rinsed Lined cans OK Empty Aerosol Cans 	<ul style="list-style-type: none"> No large items or scrap metal No coated foil wrappers No dirty metal No unrinsed food containers No pie tins 	<ul style="list-style-type: none"> Clean Remove paper labels Remove ends Flatten as much as possible
PLASTICS	<ul style="list-style-type: none"> Plastic Containers labeled 1 through 7 Milk jugs-rinsed Detergent bottles-rinsed 	<ul style="list-style-type: none"> No automotive oil containers No medical items No foam insulation or packing peanuts No grocery bags NO LIDS OR CAPS-DISCARD No bottles w/ deposit on them 	<ul style="list-style-type: none"> Clean Remove lids and caps and discard Crush if possible Labels OK
GLASS	<ul style="list-style-type: none"> Clear, green, brown only - rinsed Unbroken jars and bottles - rinsed Rinsed container glass only 	<ul style="list-style-type: none"> No plate glass, light bulbs, mirrors, or beverage glasses No ceramics or cook ware No frosted, blue or black bottles REMOVE CAPS & LIDS 	<ul style="list-style-type: none"> Clean Labels OK Remove lids and caps-discard plastic Metal lids OK when separated