

# RECYCLABLE MATERIALS PREPARATION GUIDE

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