

## RECYCLABLE MATERIALS PREPARATION GUIDE

ITEMS	YES	NO	HOW
NEWSPAPERS AND PHONE BOOKS	<ul style="list-style-type: none"> <li>➤ NEWSPAPERS</li> <li>➤ NEWSPAPER INSERTS</li> <li>➤ PHONE BOOKS</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> <li>➤ NO PLASTIC WINDOWS</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> <li>➤ REMOVE &amp; DISCARD NON RECYCLABLE MATERIALS</li> <li>➤ YOU CAN MIX ALL PAPER TOGETHER IN ONE BAG</li> <li>➤ REMOVE AND DISCARD LINERS, CALLOPHANE WINDOWS, STRIPS</li> </ul>
MAGAZINES/JUNK MAIL	<ul style="list-style-type: none"> <li>➤ GLOSSY MAGAZINES</li> <li>➤ GLOSSY FLYERS</li> <li>➤ GLOSSY BROCHURES</li> <li>➤ ENVELOPES</li> <li>➤ LETTER, PHOTO COPIES &amp; SCRATCH PAPER</li> </ul>		<ul style="list-style-type: none"> <li>➤ <b>FLATTEN ALL</b> BOXES</li> <li>➤ PLACE ALL BOXBOARD NEATLY INTO BROWN PAPER BAG OR BUNDLE TIGHTLY WITH STRING</li> </ul>
MIXED OFFICE PAPER			
BOX BOARD	<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 &amp; JUICE CARTONS – OTHERS</li> <li>➤ NO PLASTIC WINDOWS, METAL STRIPS OR FOIL</li> </ul>	
CORRUGATED	<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>➤ <b>FLATTEN ALL</b> BOXES</li> <li>➤ TAPE &amp; STAPLES OK</li> <li>➤ BUNDLE &amp; TIE CORRUGATED CARDBOARD IN 3'X4' SECTIONS</li> <li>➤ CLEAN</li> </ul>
ALUMINUM AND TIN	<ul style="list-style-type: none"> <li>➤ ALUMINUM &amp; 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>
PLASTICS	<ul style="list-style-type: none"> <li>➤ PLASTIC CONTAINERS</li> <li>➤ LABELED ↔-1↔-2 ON THE BOTTOM</li> <li>➤ MILK JUGS – RINSED</li> <li>➤ DETERGENT BOTTLES/RINSED</li> <li>➤ ↔-5 FOAM CONTAINERS &amp; TRAYS</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>➤ <b>NO LIDS OR CAPS-DISCARD</b></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>
GLASS	<ul style="list-style-type: none"> <li>➤ CLEAR, GREEN, BROWN ONLY</li> <li>➤ RINSED</li> <li>➤ UNBROKEN JARS &amp; BOTTLES – RINSED</li> <li>➤ RINSED CONTAINERS GLASS ONLY</li> </ul>	<ul style="list-style-type: none"> <li>➤ NO PLAT GLASS, LIGHT BULBS, MIRRORS, OR BEVERAGE GLASSES</li> <li>➤ NO CERAMICS OR COOK WARE</li> <li>➤ NO FROSTED BLUE OR BLACK BOTTLES</li> <li>➤ <b>REMOVE CAPS &amp; LIDS</b></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>