

# RECYCLABLE MATERIALS PREPARATION GUIDE

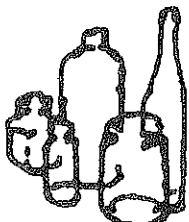
**All Paper Products Must Be Bagged Separately.**

**Place Together In Brown Paper Grocery Bag**

| ITEM (Pictured)                                                                                                        | YES                                                                                                                                                        | NO                                                                                                                                                                                                  | HOW                                                                                                                                                                                                                                               |
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| <b>NEWSPAPERS and PHONE BOOKS</b><br> | <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> <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 and discard non recyclable materials</li> <li>• You can mix all paper together in one bag</li> </ul> |
| <b>MAGAZINES/JUNK MAIL</b><br>        | <ul style="list-style-type: none"> <li>• Glossy catalogs</li> <li>• Glossy flyers</li> <li>• Glossy brochures</li> <li>• Envelopes</li> </ul>              |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                   |
| <b>MIXED OFFICE PAPER</b><br>         | <ul style="list-style-type: none"> <li>• Letters, photo copies &amp; scratch paper</li> <li>• Computer paper</li> </ul>                                    |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                   |
| <b>BOX BOARD</b><br>                  | <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-others</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>• <b>FLATTEN</b> all boxes</li> <li>• Place all boxboard neatly into brown paper bag or bundle tightly with string</li> </ul>             |

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| <b>CORRUGATED</b><br> | <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</b> all boxes</li> <li>• Taps &amp; Staples OK</li> <li>• Bundle and tie corrugated cardboard in 2'x2' sections</li> <li>• Clean</li> </ul> |
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**Place Loose in Recycling Bin**

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| <b>ALUMINUM AND TIN</b><br> | <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><br>         | <ul style="list-style-type: none"> <li>• Plastic container labeled on the bottom</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>• <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>                  |
| <b>GLASS</b><br>            | <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>• <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> |