

FIBER (CONTINUED)

Envelopes & Opened Mail



White, Manila, Colored, Gummed, and Window Envelopes.

- ✓ **Remove non-paper enclosers.** (e.g., CDs, plastic cards, etc.) and strings. Labels are OK.
- ⊗ **No Tyvek or plastic envelopes.** No mailers padded with bubble wrap.

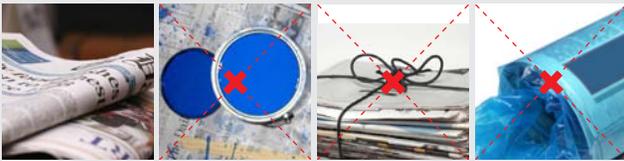
Magazines & Soft-Cover Books



Glue or staple-bound publications, paperback books, phone books, catalogs, etc.

- ✓ **Must be clean and dry.** Phone books are OK year-round.
- ⊗ **No plastic wrapping, CDs or plastic covers.**

Newspaper



All sections and inserts

- ✓ **Must be clean and dry.** Remove from plastic bags. Do not tie with string.
- ⊗ **None** That are contaminated with food, paint, oil, pet waste, etc. No plastic bags.

Shredded Paper



Confidential Documents.

- ✓ **Place in clear plastic bags and tie bag shut.**
- ⊗ **No shredded plastic** (credit cards, etc.)

White & Colored Paper



Printed, letterhead, copier paper, glossy flyers & brochures, file folders, craft paper, manilla folders, index cards, construction paper, non-metallic wrapping paper, tissue paper & cards.

- ✓ **Must be clean and dry.** No need to remove plastic tabs, paper clips & metal hanging-file strips. Staples are also OK
- ⊗ **No pressure-sensitive duplication forms.** No foil paper. No paper towels or facial tissue, No stickers or sticker backing material.



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Zero-Sort Recycling: *toss all your recyclables into one bin.*

GLASS

Bottles & Jars



Food and beverage containers only

- ✓ *Rinse clean.* Neck rings are OK.
- ⊘ *No light bulbs, dishes, Pyrex, drinking glasses, window panes, or ceramics.*

METAL

Aerosol Cans (empty)



- ✓ *Separate cap from container.* Do not puncture cans.
- ⊘ *No full or partially full containers.* Deliver paint, cleansers, automotive sprays, and other hazardous fluids to local hazardous waste disposal site.

Aluminum



Cans, foil, and pie plates.

- ✓ *Rinse clean.*
- ⊘ *No aluminum with stuck-on food or grease*

Metal Cans



Food and beverage cans only.

- ✓ *Rinse clean.* Labels are OK. Can lids are OK placed inside the cans.
- ⊘ *No oil filters or scrap metal.*

PLASTIC

Plastics 1-7 & Rigid Plastics



Containers, Bottles & jugs for foods, beverages, beauty, and cleaning products, detergents, etc. Dairy tubs (yogurt, sour cream, etc.) 5 gallon pails, Laundry Baskets, Sleds, take-out containers, flower pots and trays, and frozen-food trays. Minimum size: 2" on any 2 sides.

- ✓ *Rinse clean.*
- ⊘ *No filmy or pliable plastic* (grocery bags, bubble wrap, etc.). *No foam polystyrene (Styrofoam) products* such as cups, take-out containers, packaging blocks and peanuts, etc. *No housewares, office products, etc.* *No motor oil containers or electronics housing.* *No biodegradable plastics (PLA).*

FIBER

Boxboard



Cereal, grain, shoe, and clothing boxes, 6 and 12 pack soda & beer carries, paper egg cartons, dry-food boxes (pasta, rice, etc.) tissue boxes, paper towel and toilet paper cores, etc.

- ✓ *Empty.* Remove and discard plastic liners.
- ⊘ *No styrofoam cups.* *No stuck-on food or grease.*

Corrugated Cardboard



Boxes with a wavy center layer.

- ✓ *Empty.* Staples, tape, and labels are OK.
- ⊘ *No oil, paint, or chemical stained, wet unclean, or wax-coated cardboard.* *No strapping or string.* *No plastic, filmy, or foam packing materials.*



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