





# The nitty-gritty on recycling

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	Material	 Acceptable Products	 UNacceptable Products	Preparation
Glass	Glass bottles & jars	Food and beverage containers only.	No light bulbs, dishes, Pyrex, drinking glasses, window panes, or ceramics.	<b>Rinse clean.</b> Labels OK. Recycle plastic lids over 2" in diameter in blue bin; discard smaller plastic lids. Neck rings OK. Metal lids recyclable elsewhere as scrap.
	Aerosol cans	Cans must be completely empty.	No cans from paint, cleansers, automotive sprays, or other hazardous fluids.	Separate caps from container. Recycle plastic caps over 2" in blue bin. Discard smaller caps. Do not puncture cans.
Metal	Aluminum	Cans, foil, and pie plates.	No aluminum with stuck-on food or grease.	<b>Rinse clean.</b> Labels OK.
	Metal cans	Food and beverage cans only.	No oil filters, bottle caps, or scrap metal. Recycle scrap metal elsewhere.	<b>Rinse clean.</b> Labels OK. Lids OK placed inside cans for safety.
Plastic	Rigid plastic packaging & containers labeled  through  <b>NOTE: Not everything with a number on it is recyclable! Not everything without a number isn't recyclable!</b>	<b>All items must be clean. Minimum size: 2" on any 2 sides. Maximum size: 2' on any one side.</b> Bottles & jugs for foods, beverages, beauty, and detergents, cleaning products, etc. Dairy tubs (yogurt, sour cream, etc.), 5-gallon pails, plastic egg cartons, take-out containers, flower pots and trays, and frozen-food trays.	No foam polystyrene (Styrofoam) in any form. No filmy or pliable plastic (grocery bags, bubble wrap, etc.). No household products, toys, office products, etc. No pesticide, poison, or motor oil containers. No electronics housing. No biodegradable plastics (PLA).	<b>Rinse clean.</b> Labels OK. <b>IMPORTANT:</b> Remove paper/cardboard inserts from blisterpack, and recycle. <b>Caps &amp; lids under 2" recyclable only if attached to container.</b> Remove handles from pails. Recycle metal handles as scrap metal. Do not tie with string.
Paper (NOTE: Must be clean & dry.)	Boxboard	Cereal, grain, shoe, and clothing boxes, 6- and 12-pack soda & beer carriers, paper egg cartons, dry-food boxes (pasta, rice, etc.), tissue boxes, paper towel and toilet paper cores, etc.	No laundry detergent boxes, refrigerated- or frozen- food boxes, drink boxes, aseptic packaging, or milk or juice cartons. No paper plates or cups.	Empty and flatten. Remove and discard plastic liners. Recycle metal pour spouts as scrap metal elsewhere.
	Corrugated cardboard	Boxes with a wavy center layer.	No wet, unclean, or wax-coated cardboard. No oil, paint, or chemical stains. No strapping or string. No plastic, filmy, or foam packing materials.	Empty and flatten. Staples, tape, and labels OK. Cut down large sections.
	Envelopes & opened mail	White, manilla, colored, gummed, and window envelopes.	No Tyvek or plastic envelopes. No padded mailers.	Remove strings and nonpaper enclosures (CDs, plastic cards, etc.). Labels OK.
	Magazines, catalogs, & soft-cover books	Glue- or staple-bound publications, paperback books, phone books, etc.	No plastic wrapping, non-paper inserts, spiral or 3-ring notebooks, or plastic covers.	Must be clean and dry.
	Newspaper	All sections and inserts.	Must be dry and not contaminated with food, paint, oil, pet waste, etc. No plastic bags.	Must be clean and dry. Remove from plastic bags. Do not tie with string.
	Paper bags	All colors.	No plastic-coated or -lined bags. No animal food or kitty-litter bags.	Remove twine and plastic handles.
	Shredded paper	Confidential documents.	No shredded plastic.	<b>This is the only item allowed in a plastic bag.</b> Must be placed in <b>clear</b> plastic bags and tied shut.
	White & colored paper	Printed, letterhead, copier paper, glossy flyers & brochures, file folders, kraft paper, manilla folders, index cards, construction paper, non-metallic wrapping paper, tissue paper & cards.	No pressure-sensitive duplication forms. No slick, heat-printed receipts. No foil paper. No paper towels, facial tissue, paper plates, or cups. No stickers or sticker backing material.	Must be clean and dry. Remove plastic tabs, paper clips & metal hanging-file strips. Staples OK.