



Business Recycling Guide



PAPER, NEWSPAPERS, MAGAZINES

Paper of all colors (tape, staples, glue, paper clips okay), envelopes (windows, labels okay), spiral-bound notebooks, magazines, catalogues, file folders, phone books, rinsed milk, soup and beverage cartons.

✘ No coffee cups, label-backing sheets, frozen food boxes, bath tissue, paper towels, printer paper ream packaging or plastic-coated cardboard.



SHREDDED PAPER

Place shredded in paper bag and close with staple or tape. Contact a shred company for large volumes.

✘ Do not place loose in recycling container.



CARDBOARD

Flatten all cardboard.

✘ No pizza boxes, wax-coated cardboard or take-out food containers.



PLASTIC CONTAINERS, BUCKETS AND BOTTLES

Rinse plastic bottles, round containers (6 ounces or larger) and buckets (5 gallons or smaller).

✘ No plastic bags, lids, beverage cups or take-out food containers.



METAL CANS

Rinse aluminum, tin and steel cans. Empty aerosol cans and metal paint cans (1 inch or less dried paint okay). Lids must be attached to can or placed inside and crimped shut.

✘ Do not flatten. Keep aerosol nozzle in place and throw away cap. Do not puncture aerosol cans.



FOIL

Remove food from foil. Crumple into loosely-packed balls.

✘ No foil that has food or other non-foil materials attached.



SCRAP METAL

Scrap metal smaller than 30 inches square and 30 pounds or less.

✘ No metal that has plastic, food, or other non-metal materials attached.



GLASS BOTTLES AND JARS

Place glass bottles and jars in separate container (all colors, labels okay). Place caps and lids in metal can, crimp shut and recycle with other metal items.

✘ No light bulbs, drinking glasses, dishware, vases, candles or broken glass.

