

BUSINESS RECYCLING GUIDE



PAPER NEWSPAPERS MAGAZINES

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

Do not include coffee cups, label-backing sheets, frozen food boxes, bath tissue, paper towels, or waxed cardboard boxes.



SHREDDED PAPER

Call your garbage and recycling company for preparation instructions.

Do not place loose in recycling container.



CARDBOARD

Flatten cardboard boxes.

Do not include wax-coated cardboard, take-out food containers or pizza boxes.



PLASTIC TUBS AND BOTTLES

Include yogurt-type containers (6 ounces or larger), rigid plant pots (4 inches or larger) and buckets (5 gallons or smaller). Rinse containers.

Do not include plastic bags, lids or take-out food containers.



METAL CANS

Include rinsed aluminum, tin and steel food cans, empty aerosol cans and empty, dry, metal paint cans.

Do not flatten. Do not include lids (unless they are attached to cans).



FOIL

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



SCRAP METAL

Include scrap metal that is smaller than 30 inches in any direction and less than 40 pounds.

Do not include metal that has plastic, food, or other non-metal materials attached.



GLASS

Recycle glass bottles and jars in a separate container.

Do not include lightbulbs, drinking glasses, or dishware.

RECYCLE GLASS SEPARATELY

