

## Recycling Quick Reference Guide

Recycling requires little energy or preparation; it's easy and benefits the environment.

If you have an item that is not listed below, and you are not sure if it's recyclable, don't include it with your recyclable items. Don't risk "contaminating" the recycling process. Buyers of recycled goods pay less for materials that are contaminated by unwanted items, such as plastic caps or #5 plastics.

Please clean and rinse all metal, glass and plastic containers. **DO NOT** include plastic caps or lids.

### Paper: Separate into 4 piles

1. newspaper, including inserts, brown paper grocery bags, shipping boxes
2. magazines, catalogs, discarded mail, envelopes, flyers
3. white and colored office paper, computer, writing, typing, and notebook paper
4. cardboard such as cereal boxes, tissue boxes & cardboard - flattened and cut down



**How to prepare your paper:**  
Place newspapers in paper grocery bags if possible.

- DO NOT** include:
- waxed or coated paper products
  - metal, paper towels and absorbent paper
  - beverage boxes or cartons
  - plastic bags

### Plastics: 3 piles

- Includes all plastic household bottles containing the #1 or #2 symbols on the bottom of the container.
1. clear water and juice bottles (#1)
  2. milk jugs (#2)
  3. shampoo and laundry product containers, shampoo bottles (#2)

**How to prepare your plastics:**  
REMOVE AND DISCARD caps and lids. Rinse container and flatten it.

**DO NOT** include:

- #3, #4 or #5 plastics or any other plastic
- Plastic motor oil containers - unless they are very clean.

### Metals: 2 piles

1. "tin" cans, metal lids from jars
2. aluminum cans, foil, pie plates, etc.

**How to prepare your metals:**  
Rinse containers and separate metal from aluminum.

**DO NOT** include:

- cans used for paints

### Glass

- All CLEAR food and beverage containers

**How to prepare your glass:**  
Remove lids and rinse container clean. (Do not have to remove labels.)

**DO NOT** include:

- bottle caps or lids
- mirror, glass dishes
- window glass
- light bulbs
- colored glass



### Styrofoam/Polyethylene...

- clean cups, egg cartons, & clam shells
- rigid packing materials (packing peanuts) - Please bag the packing peanuts separately.

**How to prepare your containers:**  
DISCARD THE PLASTIC LIDS. Rinse the container.

**DO NOT** include:

- foam insulation