



# 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, shredded paper, label-backing sheets, frozen food boxes, bath tissue, paper towels, printer paper ream packaging or plastic-coated cardboard.



## CARDBOARD

Flatten all cardboard.

✗ No wax-coated cardboard or take-out food containers.



## PLASTIC CONTAINERS, BUCKETS AND BOTTLES

Rinse plastic bottles, jars and round containers that are 2 inches by 2 inches or larger (caps okay if screwed on). 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 18 inches square and 10 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.

