

# BUSINESS RECYCLING GUIDE

## YES

## NO



PAPER  
NEWSPAPERS  
MAGAZINES

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).

No coffee cups, label-backing sheets, frozen food boxes, bath tissue, paper towels, or waxed cardboard boxes.



SHREDDED  
PAPER

Place shred in paper bag and close with staple or tape. For large volumes, contact a shred company.

Do not place loose in recycling container.



CARDBOARD

Flatten cardboard boxes.

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



PLASTIC TUBS  
AND BOTTLES

Plastic bottles, yogurt-style tubs (6 ounces or larger) and buckets (5 gallons or smaller). Rinse containers.

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



METAL CANS

Rinsed aluminum, tin and steel cans, empty aerosol cans and empty, dry, metal paint cans.

Do not flatten. No lids (unless attached to 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 that is smaller than 30 inches square and 30 pounds or less.

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

## RECYCLE GLASS SEPARATELY



GLASS JARS  
AND BOTTLES

Place glass bottles and jars in a separate container.

No lightbulbs, drinking glasses, dishware, or broken glass.

