

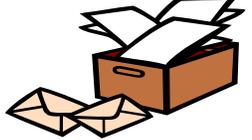
RECYCLING TIPS

Note: If your recycling materials are not properly prepared, Waste Management may notify you and not pick up your items until they are prepared properly for recycling.

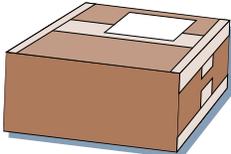
- ✓ Remember, recyclables are not trash. You are preparing a resource for manufacturing, so make sure you prepare them properly.
- ✓ Food containers and milk jugs that are not completely rinsed may not be recyclable and can cause health/odor problems for the collectors and processors.
- ✓ Plastic lids usually are not marked and are not the same type of plastic as the container, so remove and discard them.
- ✓ Tin lids and caps from glass bottles and cans are recyclable with your tin cans.
- ✓ Please stack newspapers in a brown paper bag to avoid fly away. Wet newspapers are not recyclable, please cover them if it is raining or wait until your next collection day.
- ✓ Boxes should be flattened and placed in a brown paper bag or bundled tightly with string.
- ✓ Corrugated cardboard must be bundled and tied in sections no bigger than 3 feet by 4 feet.
- ✓ If your materials are not properly prepared, the collector may notify you and not pick up your items until they are prepared properly for recycling.

If you experience problems with your recycling services, you should first contact Waste Management at 1-800-796-9696. If your problem does not get resolved contact the City Administrative Offices.

RECYCLABLE MATERIALS PREPARATION GUIDE

	ITEM	YES	NO	HOW
<p>Place together in brown paper grocery bag</p>	<p>NEWSPAPERS & PHONE BOOKS</p>	Newspapers	No plastic wrappers	Stack neatly in brown paper bag to avoid fly away
		Newspaper inserts	No metal inserts	
		Phone books	No board inserts	
		Glossy magazines	No product samples	
		Glossy catalogs	No plastic items	
	<p>MAGAZINES & JUNK MAIL</p>	Glossy flyers	No metal items	You can mix all paper together in one bag
		Glossy brochures	No plastic windows	
		Envelopes	No laundry soap boxes	
		Letters	No frozen food boxes	
	<p>MIXED OFFICE PAPER</p>	Photo copies	No wax coated milk cartons	Flatten all boxes
		Scratch paper	No wax coated juice cartons	
		Computer paper	No other wax coated cartons	
		Cereal boxes	No metal strips	
		Dry food boxes	No foil	
<p>BOXBOARD</p>	Shoe boxes/tissue boxes			
	Paper towel rolls			

RECYCLABLE MATERIALS PREPARATION GUIDE

	ITEM	YES	NO	HOW
Bundle	CORRUGATED	Corrugated is two layer board with a wavy middle layer	No wax coated boxes	Flatten all boxes
		Brown paper bags	No food contamination	Tape and staples are OK
Place loose in recycling bin	ALUMINUM AND TIN	Aluminum and tin food cans	No large items	ALL aluminum, tin, foil, plastic, foam and glass items MUST be rinsed and clean
		Foil plates and food trays	No scrap metal	
		Tin lids and can ends	No coated foil wrappers	Flatten cans as much as possible
		Lined cans are OK	No dirty metal	
	PLASTICS	Empty aerosol cans	No automotive oil containers	Remove labels on tin, foil and aluminum items
		Plastic containers labeled 1 & 2 on the bottom	No medical items	
Plastic milk jugs		No foam insulation or packing peanuts	Labels may be left on foam, plastic and glass items	
GLASS	Plastic detergent bottles	No plastic lids or caps - DISCARD	Discard all plastic caps from plastic and glass items	
	Unbroken clear, green or brown glass bottles or jars ONLY	No plate glass, light bulbs, mirrors, beverage glasses, ceramics or cookware	Crush plastic items if possible	