

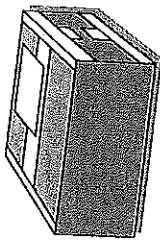
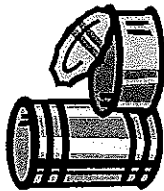

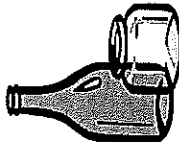
# PREPARATION GUIDE FOR RECYCLABLE MATERIALS

	ITEMS	YES	NO	HOW
<i>These items may be placed together in brown paper bags</i>	NEWSPAPERS AND PHONE BOOKS	<ul style="list-style-type: none"> <li>* Newspapers</li> <li>* Newspaper inserts</li> <li>* Phone Books</li> <li>* Glossy Magazines</li> </ul>	<ul style="list-style-type: none"> <li>* No plastic wrappers metal or board inserts</li> <li>* No product samples</li> <li>* No plastic-metal</li> </ul>	<ul style="list-style-type: none"> <li>* Stack neatly in brown paper bag to avoid fly away</li> <li>* Keep materials clean</li> </ul>
	MAGAZINES AND JUNK MAIL	<ul style="list-style-type: none"> <li>* Glossy catalogs</li> <li>* Glossy flyers</li> <li>* Glossy Brochures</li> <li>* Envelopes</li> </ul>	<ul style="list-style-type: none"> <li>* No windows</li> </ul>	<ul style="list-style-type: none"> <li>* Remove and discard non-recyclable materials</li> </ul>
	MIXED OFFICE PAPER	<ul style="list-style-type: none"> <li>* Letters, photo copies &amp; scratch paper</li> <li>* Computer paper</li> </ul>		<ul style="list-style-type: none"> <li>* You can mix all paper together in one bag</li> </ul>
	BOX BOARD	<ul style="list-style-type: none"> <li>* Cereal boxes</li> <li>* Dry food boxes</li> <li>* Shoe &amp; Tissue boxes</li> <li>* Paper towel rolls</li> </ul>	<ul style="list-style-type: none"> <li>* No laundry soap or frozen food boxes</li> <li>* No wax coated milk or juice cartons</li> <li>* No plastic windows metal strips or foil</li> </ul>	<ul style="list-style-type: none"> <li>* Remove and discard liners and cellophane windows</li> <li>* FLATTEN all boxes</li> <li>* Place all boxboard neatly into brown paper bag or bundle tightly with string</li> </ul>
	CORRUGATED	<ul style="list-style-type: none"> <li>* Brown paper bags</li> <li>* Corrugated is two layer board with wavy middle layer</li> </ul>	<ul style="list-style-type: none"> <li>* No wax coated boxes</li> <li>* No food contamination</li> <li>* No wood/foam supports</li> </ul>	<ul style="list-style-type: none"> <li>* FLATTEN all boxes</li> <li>* Tape &amp; staples are ok.</li> <li>* Bundle &amp; tie corrugated cardboard in 2ft x 2ft sections</li> <li>* Clean</li> </ul>
<i>Place loose in recycling bin</i>	ALUMINUM AND TIN	<ul style="list-style-type: none"> <li>* Aluminum &amp; tin food cans - rinsed</li> <li>* Foil pie plates &amp; food trays - rinsed</li> <li>* Tin lids &amp; can ends</li> <li>* Lined cans are ok</li> <li>* Empty aerosol cans</li> </ul>	<ul style="list-style-type: none"> <li>* No large items or scrap metal</li> <li>* No coated foil wrappers</li> <li>* No dirty metal</li> <li>* No unrinsed food containers</li> </ul>	<ul style="list-style-type: none"> <li>* Clean</li> <li>* Remove paper labels</li> <li>* Remove ends</li> <li>* Flatten as much as possible</li> </ul>
	PLASTICS	<ul style="list-style-type: none"> <li>* Plastic containers labeled *1, *2 or *6.</li> <li><b>No polystyrene</b></li> <li>* Milk jugs - rinsed</li> <li>* Detergent bottles-rinsed</li> </ul>	<ul style="list-style-type: none"> <li>* No automotive oil containers</li> <li>* No medical items</li> <li>* No foam insulation or packing peanuts</li> <li>* No unrinsed plastics</li> <li>* No lids or caps</li> <li>* No bottles with deposit on them</li> </ul>	<ul style="list-style-type: none"> <li>* Clean</li> <li>* Remove lids and caps and discard in trash</li> <li>* Crush if possible</li> <li>* Labels can be left on</li> </ul>
	GLASS	<ul style="list-style-type: none"> <li>* Clear, green or brown must be rinsed</li> <li>* Unbroken jars and bottles - must be rinsed</li> </ul>	<ul style="list-style-type: none"> <li>* No plate glass, mirrors light bulbs or beverage glasses</li> <li>* No ceramic or cookware</li> <li>* No frosted, blue or black bottles</li> <li>* Remove all caps &amp; lids</li> </ul>	<ul style="list-style-type: none"> <li>* Clean</li> <li>* Labels can be left on</li> <li>* Remove lids and caps and discard in trash</li> <li>* Metal lids are alright only if they are separated from the glass.</li> </ul>



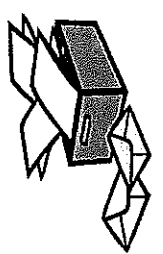
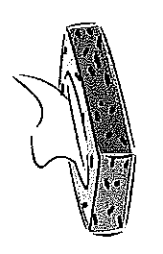
Use the recycle bin to store recyclables during the week. All the items may be put together. Put the bin out on the curbside for pick up by 6:00 a.m. on your service day. Materials must be cleaned and uncontaminated. Dirty, improperly prepared or unacceptable materials cannot be collected.

**For more information, please contact Waste Management at 1-800-796-9696**

## RECYCLABLE MATERIALS PREPARATION GUIDE

ITEM		YES	NO	HOW
<b>Bundle</b>	<b>CORRUGATED</b> 	Corrugated is two layer board with a wavy middle layer  Brown paper bags	No wax coated boxes  No food contamination  No wood/foam supports	Flatten all boxes  Tape and staples are OK  Bundle and tie corrugated in 3' X 4' sections
	<b>ALUMINUM AND TIN</b> 	Aluminum and tin food cans  Foil plates and food trays  Tin lids and can ends  Lined cans are OK  Empty aerosol cans	No large items No scrap metal No pie tins No coated foil wrappers No aluminum foil No dirty metal  No automotive oil containers	ALL aluminum, tin, foil, plastic, foam and glass items <b>MUST</b> be rinsed and clean  Flatten cans as much as possible
<b>Place loose in recycling bin</b>	<b>PLASTICS</b> 	Plastic containers labeled 1 & 2 only on the bottom  Plastic milk jugs  Plastic detergent bottles	No antifreeze containers  No medical items  No foam insulation or packing peanuts No plastic lids or caps - <b>DISCARD</b>	Remove labels on tin, foil and aluminum items  Labels may be left on foam, plastic and glass items
	<b>GLASS</b> 	Unbroken clear, green or brown glass bottles or jars <b>ONLY</b>	No plate glass, light bulbs, mirrors, beverage glasses, ceramics or cookware	Discard all plastic caps from plastic and glass items  Crush plastic items if possible

## RECYCLABLE MATERIALS PREPARATION GUIDE

ITEM	YES	NO	HOW	
<p><b>Place together in brown paper grocery bag</b></p>	<p>NEWSPAPERS &amp; PHONE BOOKS</p> 	<p>No plastic wrappers No metal inserts No board inserts</p>	<p>Stack neatly in brown paper bag to avoid fly away or tuck to one side of recycle bin Keep materials clean</p>	
	<p>MAGAZINES &amp; JUNK MAIL</p> 	<p>Glossy magazines Glossy catalogs Glossy flyers Glossy brochures</p>	<p>No product samples No plastic items No metal items No plastic windows</p>	<p>Remove and discard non-recyclable materials You can mix all paper together in one bag</p>
	<p>MIXED OFFICE PAPER</p> 	<p>Envelopes Letters Photo copies Scratch paper Computer paper</p>	<p>No laundry soap boxes No frozen food boxes No wax coated milk cartons No wax coated juice cartons No other wax coated cartons</p>	<p>Remove and discard all liners, plastic windows and metal strips Flatten all boxes</p>
	<p>BOXBOARD</p> 	<p>Cereal boxes Dry food boxes Shoe boxes/tissue boxes Paper towel rolls</p>	<p>No metal strips No foil No telephone books</p>	<p>Place all boxboard neatly in brown paper bag or bundle tightly with string</p>

## RECYCLING TIPS

Place bin at curb before 6 a.m. Collection takes place every other week – see attached schedule. Place the bin in full view from the street so the driver can see it.

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



## Curbside Recycling Guidelines Help Us *Recycle RIGHT*

### NUMBER 1 & 2 PLASTIC BOTTLES



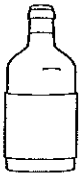
Plastic narrow-mouth BOTTLES with a 1 or 2 on the bottom of the BOTTLE. Plastic 3-7 NOT ACCEPTED, only 1 & 2 BOTTLES. NO cups, NO tubs, NO trays, NO motor oil or antifreeze containers, even those with a 1 or 2 on the bottom. LEAVE LABELS ON. PLACE LOOSE IN BIN, NOT IN BAGS



RINSE, DISCARD LIDS, FLATTEN BEFORE RECYCLING

BOTTLES ONLY

### CLEAR GLASS BOTTLES & JARS



Food and beverage glass containers only please. NO drinking glass, NO windowpanes, NO ceramics, NO dishes please, only food and beverage containers. LEAVE LABELS ON. PLACE LOOSE IN BIN, NOT IN BAGS.



RINSE & DISCARD LIDS PLEASE

### TIN, ALUMINUM CANS, EMPTY AEROSOL CANS



Any food or beverage tin, steel or aluminum can is accepted. NO pie tins, NO foil & NO scrap metal please. PLACE LOOSE IN BIN, NOT IN BAGS

RINSE BEFORE RECYCLING

### NEWSPAPER, JUNK MAIL & MAGAZINES/CATALOGS & OCC



Recycle your magazines, catalogs, cardboard/boxboard and newspaper with the inserts that come with the newspapers. NO telephone books, Place loose in bin, tucked to one side or you may place NEWS in a brown paper bag, no plastic grocery bags please. BUNDLE MAGAZINES/CATALOGS/CARDBOARD WITH RUBBERBAND OR STRING. MAXIMUM SIZE OF 2' X 2' BUNDLES

TUCK PAPER TO ONE SIDE OF RECYCLE BIN

#### NOTES OF IMPORTANCE:

- Place the bin at the curb before 6:00 AM on your collection day.
- Collection will take place on an every other week basis see enclosed 2009 recycling calendar for collection days.
- Place the bin in full view from the street so the driver can see it.
- Remember; discard all lids and no miscellaneous items please.
- Questions, please call Waste Management at 1-800-796-9696

**Thank you in advance for your recycling efforts!**