



Recycling 101

	Acceptable Products	UNacceptable Products	Preparation	Updated 06/2009
Glass	Material Glass bottles & jars	Food and beverage containers only.	No light bulbs, dishes, Pyrex, drinking glasses, window panes, or ceramics.	Rinse clean. Remove all lids. Labels OK. Recycle plastic lids over 2" in diameter in blue bin; discard smaller plastic lids. Neck rings OK. Recycle metal lids as scrap metal at Drop-Off Centers.
Metal	Aerosol cans	Cans must be empty.	No full or partially full containers. Bring paint, cleansers, automotive sprays, and other hazardous fluids to the Environmental Depot.	Separate caps from container. Recycle plastic caps over 2" in blue bin. Discard smaller caps. Do not puncture cans.
	Aluminum	Cans, foil, and pie plates.	No aluminum with stuck-on food or grease.	Rinse clean. Labels OK.
Plastic	Metal cans	Food and beverage cans only.	No oil filters, bottle caps, or scrap metal. Recycle scrap metal at Drop-Off Centers.	Rinse clean. Labels OK. Lids OK placed inside cans.
	Rigid plastic containers & packaging labeled through & molded product packaging (blisterpak)	Minimum size: 2" on any 2 sides. Maximum size: 2' on any one side. Bottles & jugs for foods, beverages, beauty, and cleaning products, detergents, etc. Dairy tubs (yogurt, sour cream, etc.), 5-gallon pails, take-out containers, flower pots and trays, and frozen-food trays. No Styrofoam or filmy plastic (such as bags)!	No filmy or pliable plastic (grocery bags, bubble wrap, etc.). No foam polystyrene (Styrofoam) products such as cups, take-out containers, packaging blocks and peanuts, etc. No laundry baskets, sleds, housewares, office products, etc. No motor oil containers or electronics housing. No biodegradable plastics (PLA).	Rinse clean. Labels OK. IMPORTANT: Remove paper/cardboard inserts from blisterpak for recycling. Remove cap from container and recycle those over 2" ; discard smaller caps. Remove handles from pails. Recycle metal handles as scrap metal at Drop-Off Centers. Do not tie with string.
Paper (NOTE: Must be clean & dry)	Boxboard	Cereal, grain, shoe, and clothing boxes, 6- and 12-pack soda & beer carriers, paper egg cartons, dry-food boxes (pasta, rice, etc.), tissue boxes, paper towel and toilet paper cores, etc.	No laundry detergent boxes, refrigerated- or frozen- food boxes, drink boxes, aseptic packaging, or milk or juice cartons. No paper plates or cups.	Empty and flatten. Remove and discard plastic liners. Recycle metal pour spouts as scrap metal at Drop-Off Centers.
	Corrugated cardboard	Boxes with a wavy center layer.	No oil-, paint-, or chemical-stained, wet, unclean, or wax-coated cardboard. No strapping or string. No plastic, filmy, or foam packing materials.	Empty and flatten. Up to one cubic yard of up to 4-ft. sections accepted at Drop-Off Centers. Staples, tape, and labels OK.
	Envelopes & opened mail	White, manilla, colored, gummed, and window envelopes.	No Tyvek or plastic envelopes. No mailers padded with bubble wrap.	Remove nonpaper enclosures (e.g., CDs, plastic cards, etc.) and strings. Labels OK.
	Magazines, catalogs, & soft-cover books	Glue- or staple-bound publications, paperback books, phone books, etc.	No plastic wrapping, non-paper inserts, spiral or 3-ring notebooks, or plastic covers.	Must be clean and dry. Phone books OK.
	Newspaper	All sections and inserts.	None that are soaking wet or contaminated with food, paint, oil, pet waste, etc. No plastic bags.	Must be clean and dry. Remove from plastic bags. Do not tie with string.
	Paper bags	All colors.	No plastic-coated or -lined bags. No animal food or kitty-litter bags.	Remove twine and plastic handles.
	Shredded paper	Confidential documents.	No shredded plastic.	Place in clear plastic bags and tie bag shut.
	White & colored paper	Printed, letterhead, copier paper, glossy flyers & brochures, file folders, kraft paper, manilla folders, index cards, construction paper, non-metallic wrapping paper, tissue paper & cards.	No pressure-sensitive duplication forms. No foil paper. No paper towels, facial tissue, paper plates, or cups. No stickers or sticker backing material.	Must be clean and dry. Remove plastic tabs, paper clips & metal hanging-file strips. Staples OK.