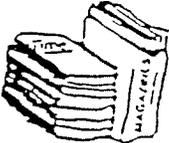
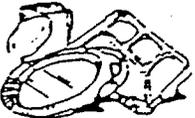
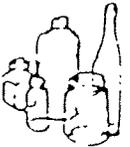


RECYCLABLE MATERIALS PREPARATION GUIDE

ITEM	YES	NO	HOW
NEWSPAPERS & PHONE BOOKS 	Newspaper Newspaper inserts Phone books Glossy magazines	No plastic wrappers No metal inserts	Stack neatly in brown paper bags to avoid materials flying away.
MAGAZINES 	Catalogs Flyers Brochures Scratch paper	No product samples No aluminium foil	Keep materials clean. Remove and discard non-recyclable items.
JUNK MAIL & OFFICE PAPER 	Envelopes Letters Photo copies Computer paper	No plastic windows No metal items	You can mix all paper items together in one bag.
BOX BOARD 	Cereal boxes Dry food boxes Shoe boxes Paper towel rolls	No laundry soap boxes No wax coated boxes (milk and juice boxes)	FLATTEN all boxes. Place boxboard in paper bag or bundle with string.
CORRUGATED CARDBOARD 	Brown paper bags Corrugated is two layer cardboard with a wavy middle layer.	No wax coated boxes. No food contamination. No wood/foam supports	FLATTEN all boxes. Clean material ONLY. Bundle no larger than 3' X3' pieces.
ALUMINIUM AND TIN CANS 	Aluminium & tin food cans -- RINSED. Foil pie plates & trays. Empty aerosol cans.	No large items. No snap metal. No coated foil wrappers. NOTHING DIRTY.	Clean material ONLY. Remove paper labels. Flatten as much as possible.
PLASTICS 	Plastic bottles labeled on the bottom: 1 2 Detergent bottles and Milk jugs. -- RINSED	No motor oil jugs. No medical items. No packing peanuts. No lids or caps.	Clean material ONLY. Crush if possible. No styrofoam. Labels OK.
GLASS 	Clear, green, brown only -- RINSED Unbroken jars & bottles Container glass ONLY	No plate glass, light bulbs, mirrors or glasses. No ceramics or cookware. No frosted, blue or black.	Clean material ONLY. Labels OK. Remove lids & caps.



PLASTIC MILK JUGS: Must be separated from everything. Remove lids and rinse thoroughly.



#1 PLASTIC: Typically clear plastics, but on occasion can be colored. Make sure to check for recycling symbol on bottom as shown at left. Must remove lids and rinse thoroughly.



#2 PLASTIC: Typically colored plastic containers such as laundry detergent, softener, etc. Make sure to check for recycling symbol on bottom as shown at left. Must remove lids and rinse thoroughly.



ALUMINUM & TIN: Food cans, pie tins, aluminum foil, etc. Labels **MUST** be removed. Rinse thoroughly. Flatten as much as possible.



GLASS: Clear, green and brown food container glass. **Must** remove lids. Containers must be rinsed thoroughly. No plate glass, mirrors or light bulbs. Please try not to break glass.



BOXBOARD: Cereal boxes, tissue boxes, shoeboxes, paper towel rolls, etc. Flatten and bundle in brown paper grocery bag.



MAGAZINES: Glossy magazines, catalogs, flyers, brochures, etc. Also includes phone books. **MUST KEEP SEPERATED FROM OTHER PAPER PRODUCTS** Place in brown paper grocery bag or bundle tightly with string.



CORRUGATED CARDBOARD: Two layer packaging cardboard with wavy middle section. Must be clean and dry. Must be flattened and bundled if possible.



NEWSPAPER: Must be dry and clean. Remove all glossy type inserts. Must be in brown paper grocery bag or bundled tightly with string.