

## RECYCLING BIN INSTRUCTIONS

*Please consult this list before placing any items into recycling bin.*

PAPER	CARDBOARD	GLASS	METALS	PLASTICS
MAGAZINES, JUNK MAIL ENVELOPES, NEWSPAPER FLYERS, BROCHURES WRITING, TYPING AND COMPUTER PAPER BOOKS, CANCELLED CHECKS	CORRUGATED BOXES, PAPER TUBES, WRAPPING PAPER, CEREAL BOXES, FILE FOLDERS, POSTER BOARD	JUICE, POP & SODA WATER BOTTLES BEER & WINE BOTTLES FOOD JARS	TIN FOOD CANS, ALUMINUM BEVERAGE CANS, ALUMINUM FOIL, METAL UTENSILS, WIRE, COPPER AND BRASS	PLASTIC BOTTLES USED FOR MILK, JUICE, SOAP AND SOFT DRINKS
<p style="text-align: center;">PREPARATION:</p> <ul style="list-style-type: none"> <li>• put only clean, dry paper into the bin</li> </ul>	<p style="text-align: center;">PREPARATION:</p> <ul style="list-style-type: none"> <li>• flatten boxes</li> <li>• remove plastic or waxed paper liners and all styrofoam packing material</li> </ul>	<p style="text-align: center;">PREPARATION:</p> <ul style="list-style-type: none"> <li>• remove all lids</li> <li>• rinse to remove residue</li> <li>• do not break glass</li> </ul>	<p style="text-align: center;">PREPARATION:</p> <ul style="list-style-type: none"> <li>• empty and rinse cans to remove all food residue</li> <li>• remove labels from tin cans</li> </ul>	<p style="text-align: center;">PREPARATION:</p> <ul style="list-style-type: none"> <li>• rinse containers to remove residue</li> </ul>
<p style="text-align: center;">UNACCEPTABLE ITEMS</p> <ul style="list-style-type: none"> <li>• wet, waxed or soiled paper</li> <li>• used paper towels and plates</li> <li>• carbon paper</li> </ul>	<p style="text-align: center;">UNACCEPTABLE ITEMS</p> <ul style="list-style-type: none"> <li>• wet soiled or waxed cardboard</li> <li>• wax coated beverage containers</li> </ul>	<p style="text-align: center;">UNACCEPTABLE ITEMS</p> <ul style="list-style-type: none"> <li>• light bulbs</li> <li>• window glass, drinking glasses or mirrors</li> </ul>	<p style="text-align: center;">UNACCEPTABLE ITEMS</p> <ul style="list-style-type: none"> <li>• cans used for chemicals or paints</li> <li>• aerosol spray cans</li> <li>• appliances, power tools or batteries</li> </ul>	<p style="text-align: center;">UNACCEPTABLE ITEMS</p> <ul style="list-style-type: none"> <li>• containers used for chemicals or automotive products (oil, antifreeze, etc.)</li> <li>• rubber products</li> <li>• styrofoam</li> <li>• photographic film</li> <li>• plastic bags</li> <li>• polyvinyl sheeting</li> <li>• heat shrink wrapping</li> </ul>

**DO NOT PLACE ANY OF THESE MATERIALS IN RECYCLING BIN**  
LIQUIDS • FOOD WASTE • WAXED PAPER PRODUCTS • FABRICS • WOOD • STYROFOAM