

# Recycling Guidelines

**PLACE THESE ITEMS TOGETHER IN  
YOUR RECYCLING CART OR BIN**



**ACCEPTABLE**



**NOT ACCEPTABLE**

**PAPER**



Includes ads, inserts, postcards, hard cover, soft cover, miscellaneous paper, mail, envelopes, copy paper, office paper, greeting cards, paper egg cartons, milk, juice and other beverage cartons, paper tubes, wrapping paper and cereal/food boxes. Place shredded paper into paper bags. Flatten all boxes.

Materials should be free of plastic bags and wrappers. DO NOT include bath tissue, paper towels, photos, laminated paper, or paper coated with food, wax or foil. Remove plastic bags and plastic wrappers. DO NOT include cardboard that contains food residue or wax-coating.

**PLASTIC**



Plastic containers numbered 1-5 and 7 including caps, rings, lids and labels.

Containers should be empty and free of excess liquids and food residue. DO NOT include utensils, plates, toys, plant pots, garden hose or pools.

**METAL**



Includes aluminum, tin, and steel food and spray cans, aluminum foil and foil trays. Caps, lids, pull tabs and labels may remain on the containers. Place metal lids inside cans.

Containers should be empty and free of excess liquids and food residue. DO NOT include fire extinguishers, propane and helium gas tanks, utensils, hangers, small appliances, batteries or auto parts.

**GLASS**



Includes rinsed glass bottles and jars. Can put colors together. Please remove caps and lids. Labels do not need to be removed.

DO NOT include light bulbs, mirrors, bakeware, ceramics, drinking glasses, window and auto glass.



SWANCC's *Green Pages* is a guide featuring sections with outlets for recycling items such as appliances, batteries, motor oil, ink jet cartridges, construction debris, electronics and many other items. The manual also lists reuse opportunities for books, clothing, office equipment, musical instruments, sporting goods and toys. This informative guide can be found at [swancc.org](http://swancc.org) as an online listing of materials or a downloadable file.



Plastic bags and wrappers should be stuffed into one bag and tied closed. Recycle them at your nearest participating grocery or retail store.

**Items on the NOT ACCEPTABLE list may contaminate an entire load of recyclables and SHOULD NOT be placed in your recycling cart or bin. Please be mindful as you recycle.**

NO auto parts  
NO batteries  
NO clothes hangers

NO combustibles  
NO foam  
NO food/garbage

NO holiday lights  
NO needles/syringes  
NO paint cans

NO toys  
NO utensils  
NO wire