Recycle aluminum and steel (tin) cans, loose metal jar lids, steel bottle caps, clean aluminum foil, pie plates and trays. Containers must be empty.

Recycle glass bottles and jars with caps and lids removed. Recycle loose metal caps and lids. Bottles and jars must be empty.

Recycle office paper, file folders, junk mail, envelopes, flyers, newspapers and inserts, magazines, catalogs, paperbacks and phone books, wrapping paper, paper bags, tissue and cookie boxes, paper towel and toilet tissue cores, frozen food boxes, cartons and boxes used for milk, juice, soup, broth, etc., clean pizza boxes, 6-pack and 12-pack cartons from soda, clean paper ice cream containers. Corrugated cardboard must be flattened. (*For shredded paper preparation, see below.)

Recycle plastic containers (bottles and non-bottles) coded:
Plastic caps and lids larger than 3" in diameter are acceptable. The smallest acceptable plastic container is an 8-ounce yogurt cup. Containers must be empty.

Recycle aluminum and steel (tin) cans, loose metal jar lids, steel bottle caps, clean aluminum foil, pie plates and trays. Containers must be empty.

No plastic bags except for *shredded paper

*Shredded paper must be in clear plastic bags. Nothing else should be in a plastic bag except for shredded paper. Shred only confidential information.