



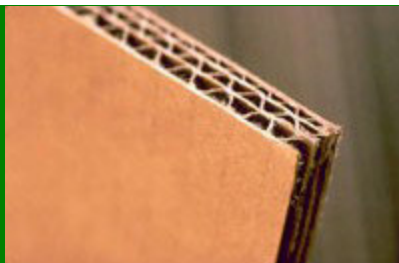
# Downtown Recycle Center 3rd St & 11th Avenue Open Daily - Daylight Hours

## HOW TO PREPARE YOUR RECYCLABLES

This guide will help you properly prepare your recyclable materials for drop-off at the City's Downtown Recycle Center. This is a drop-off facility. It does not have a buy-back option and is for use by residents and small businesses. Following this information will help maintain the facility and the recycling program for the benefit of the community.

### IMPORTANT...

- Do not leave your recyclables in plastic bags. Plastic bags are NOT recyclable!
- The plastic item must be a BOTTLE or JAR. with a #1 or #2 on the bottom.
- 99 percent of these will have a screw-on plastic lid (which isn't recyclable).
- Plastic containers with a #3 - #7 on the bottom are NOT acceptable.
- Tubs, buckets, deli plates, microwave/fast food trays, wrappers, Styrofoam, toys, patio furniture, etc. are NOT acceptable.
- Plastic bottles larger than 2.5 gallons are NOT acceptable.
- Syringes and other medical supplies are NOT acceptable.



Corrugated cardboard is easy to recognize. It's made of paper and has an arched layer, called "fluting", between smooth sheets called "liners".

## Cardboard and Brown Paper Bags



The drop-off site has two 40-yard hydraulic compactor units for collecting corrugated cardboard and brown paper bags. The compaction system is self-activated by depositing the prepared materials into a six-inch tall slot.

Flatten boxes. Cut or tear large boxes into sections no larger than 4 feet by 4 feet to prevent jamming the machine.

No wet, waxed-coated or food-contaminated boxes. No paperboard, Styrofoam, pet food, charcoal or fertilizer bags. Please do not leave cardboard on the platform.

For their safety please keep children and pets away from the machine and off the platform.



# Office and Newspaper, Junk Mail, Magazines and Catalogs



Mix called "Newspaper Plus" or  
"#7 ONP"

The drop-off site has one 40-yard container to deposit the "Newspaper Plus" materials into.

**These items may be mixed together.** No need to remove paper clips, stamps and staples.

- White and colored paper (pastels only)
- File folders (manila or pastel)
- Computer paper
- Newspaper (including all inserts)
- Junk mail (opened) - envelopes and their contents
- Coated paper (fax, glossy brochures, advertisements)
- Magazines
- Catalogs

**These items are NOT recyclable:**

- Neon, fluorescent, or dark colored paper
- Rubber bands, metal fasteners
- Plastic tabs, wire or plastic spirals
- Tape
- Stickers, decals
- Carbon paper, foil-backed paper
- Construction paper
- String or wire should not be used to tie around newspapers
- Paperback or hardcover books
- Photographs
- Blue prints
- TYVEK envelopes (the kind that don't tear)
- Styrofoam, plastic bags
- TRASH

**These items are recyclable in the container designated for Paperboard**

- Ream wrappers
- Brown or tan envelopes
- Packing or wrapping paper
- Phone books



## Paperboard, Phone Books and Low-Grade Paper (including Pizza Boxes)

Paperboard is single-layered cardboard.

The drop-off site has one 40-yard hydraulic compactor unit for collecting paperboard, phone books, pizza boxes and low-grade paper. The compaction unit is self-activated by depositing paperboard into a six-inch tall slot. Boxes don't need to be flattened.

### These items may be mixed together:

- Cereal, cracker, gift, shirt, shoe, soap and tissue boxes
- Paper egg cartons
- Paper tubes (any size or thickness)
- Six- or twelve-pack beverage cartons
- Kraft paper and envelopes (dark orange)
- Greeting cards
- White or colored paper bags
- Wrapping paper (including tissue-type packing paper)
- Packing paper
- Ream wrappers
- Phone books
- Soft-bound manuals
- Blue prints
- Pizza boxes (must be empty of food)

### These items are NOT recyclable:

- Poster board
- Milk/juice cartons (wax-coated beverage containers)
- Plastic or foil-lined boxes
- Pet food, charcoal or fertilizer bags
- Waxed paper, waxed cardboard
- Fast food containers
- Paper towels, paper plates and cups, napkins or tissues
- Photographs
- Styrofoam, plastic bags
- TRASH



**REDUCE**

**REUSE**

**RECYCLE**

### Remember the 3 R's

the amount of goods and products you consume and the trash you create every day at home, work or school.

the things that you do use.

the things made of recyclable materials that you and your family use.

# Plastic Bottles, Metal Cans and Glass Bottles and Jars



The drop-off facility has two 30-yard containers for these materials - one designated for glass containers and the other for plastic and metal containers.

## **Plastic and Metal Containers (in designated bin)**

These items can be mixed together:

- Aluminum cans (rinse, don't flatten)
- Steel (tin) cans (rinse, metal lids are okay, labels can stay on)
- Empty aerosol cans (without plastic cap)
- Plastic bottles, jugs and jars  
Type #1 PET and Type #2 HDPE screw-type bottles and jars only. Includes soda, peanut butter, milk, and most household bottles. (Remove lids and rinse. Flatten gallon jugs and soda bottles 1 liter and larger)



## **Glass Bottles and Jars (in designated bin)**

- Glass bottles and jars of all colors  
Avoid breaking glass. Remove and recycle metal lids or caps in designated container. Rinse. Labels can stay on.

## **These items are NOT recyclable:**

- Plate (window) glass
- Drinking glasses
- Oven cookware
- Light bulbs
- Mirrors
- Ceramics
- Plastic caps or lids
- NO chemical or pesticide bottles (including motor oil containers)
- NO snap-top containers (Yogurt, butter tubs)
- NO plastic bags
- NO plastic frozen food containers, party platters, food trays

