

# How to Properly Prepare Your Recycling Cart

Recycling Carts will be picked up as a Single Stream Recycling System, meaning all recyclables can be placed loosely into one (1) container. There is no need to separate materials. Items that can be recycled are listed below.



**Plastics-** This includes all plastic containers with the numbers on them.

- Soda Bottles
- Milk Jugs
- Shampoo Bottles
- Contact Solution Bottles
- Detergent Bottles
- Motor Oil Bottles (Must be drained)

## **Glass Jars and Bottles**

- Any clear or colored jar and bottle

## **Tin and Aluminum**

- Aluminum and Tin Cans
- Aluminum Foil and Pie Plates (Cannot be soiled with food)
- Wire Clothes Hangers
- Empty Aerosol Cans
- Metal Pots and Pans

## **Cardboard/Paper**

- Any type of corrugated boxes
- Cereal Boxes (Plastic inserts removed)
- Soda Boxes & Beer Cartons
- Mail and Envelopes (Plastic windows are OK)
- Magazine and Catalogs
- Phone Books
- Pizza Box Covers (Greasy bottoms should be placed with the trash)
- Egg Cartons

## **Wire**

- Christmas Lights
- Extension/Power Cords

## **Please Remember**

- No "soiled" food containers can be recycled (Dirty paper plates, pizza box bottoms, take out boxes, etc).
- Dirty bottles and jars should be rinsed out. (Ketchup bottles, spaghetti sauce jars, etc)
- Do not bag the recyclables. All items should be placed loosely into the cart
- Flatten boxes

## **What CANNOT be placed in the recycle cart**

- Glass from windows and mirrors
- Packing Peanuts and Bubble Wrap
- Ceramics, Dishware, Pyrex Dishes
- Paper Towels, Tissues, Toilet Paper
- Batteries
- Electronics
- Coax Cable
- Photographs
- Shredded Paper

## **Cart Placement Guidelines**

- Make sure the arrows on the lid are pointing out toward the alley/curb line
- The cart needs to be at least 3 feet from any fixed objects, such as mailboxes, trees, streetlights, or parked cars and must have a 3 foot gap between the carts.
- Place them at the end of your driveway if possible or in the boulevard area, within 1 foot from the curb line.
- Position the cart on as level of a surface as possible, away from overhanging tree branches.
- The cart lid needs to be closed

## **Common Reasons for Missed Collection**

- Cart is not placed following the above guidelines
- Cart has been knocked over and was not in an upright position
- Cart was placed out after the designated collection time
- Trash is outside the cart or in a different container
- Cart is overflowing and lid does not close
- Cart was placed on a snow bank; they must be placed on a level spot on the boulevard or on your driveway
- Unacceptable items are in the cart (appliances, electronics, hazardous waste, etc.)

## **Set-Out Time**

- On day of collection, cart needs to be placed out by 5 AM
- Do not set out more than 12 hours before day of collection
- Carts need to be removed from collection point within 24 hours of your collection day

## **Winter Cart Placement Tips**

- Clearing snow after each snowfall will make it easier to move your cart to its collection point
- Clear a path from your storage location to your collection point
- Clear a path at your collection point so carts sit flat
- Carts WILL NOT be collected if placed on a snow bank