

# RECYCLING GUIDELINES

For Commercial Properties & Businesses



## ACCEPTED MATERIAL

### CARTONS

Broth  
Ice Cream  
Juice / Juice Boxes  
Milk  
Soup

### GLASS

Glass Bottles  
Glass Jars

### METAL

Aluminum and Tin Cans  
Aluminum Foil  
Aluminum Baking or Pie Tins

### PAPER

Magazines, Newspaper and Catalogs  
File Folders, Office Paper, Envelopes  
Phonebooks  
Paper bags  
Junk Mail  
Glossy Paper  
Cereal, Tissue and Frozen Food Boxes  
Flattened Cardboard Boxes

### PLASTIC

Soda Bottles (leave caps screwed on)  
Milk Containers  
Water Bottles (leave caps screwed on)  
Margarine / Butter Tubs  
Laundry Detergent Bottles

## MATERIAL NOT ACCEPTED

### GLASS

Light Bulbs  
Mirror, Window Glass  
Dishes / Drinking Glasses

### METAL

Large Scrap Metal  
Empty Aerosol Cans

### PAPER

Self Stick Labels  
Used Paper Plates  
Tissue Paper  
Gum / Candy Wrappers  
Waxed Paper  
Paper Cups  
Paper Towels

### PLASTIC

Plastic Bread / Storage Bags  
Large Storage Bins  
Plastic Wrap  
Snack Bags  
(chips, fruit snack pouches, etc.)  
CD, DVD Packaging  
Bubble Wrap  
Plastic Silverware  
Motor Oil Containers  
Cloths Hangers  
Straws

### OTHER

Diapers  
Wood  
Yard Waste  
Construction Debris  
Remodeling Waste

## Tips

- 1 Place all recyclables in a clear plastic garbage bag.
- 2 Make sure recycleables are EMPTY, CLEAN, and DRY.
- 3 Keep all caps screwed on plastic bottles.

## Electronic Waste

DOES NOT belong in the trash or recycling container.

### BANNED ITEMS

Televisions / Monitors  
Printers  
Computers  
(desktop, laptop, notebook & tablet)  
Electronic Keyboards / Mice  
Fax Machines  
Video Cassette Recorders  
Portable Digital Music Players  
Digital Video Disc Players  
Video Game Consoles  
Small Scale Servers  
Scanners  
Digital Converter Boxes  
Cable Receivers  
Satellite Receivers  
Digital Video Disc Recorders  
Cell Phones



For a list of Drop-Off Locations, visit:  
[www.tri-statedisposal.com/residential-service/electronic-waste-e-waste/](http://www.tri-statedisposal.com/residential-service/electronic-waste-e-waste/)

## RESPONSIBLE RECYCLING

### Notify management of problems

If you notice issues such as contamination, overflowing containers, need for new signage, etc. notify your property management team so problems can be quickly resolved.

### RECYCLABLES BY INDUSTRY

**Offices and Schools** - rinse bottles and cans from lunch.  
Dry paper, manila folders, cardboard boxes and mail can be recycled.

**Manufacturing or Services** -all product bottles and packaging should be empty, clean and dry before placed into the recycling container.  
Other recyclables include cardboard boxes, and paper.

**Retail** - employees should recycle cardboard packaging from inventory shipments, plain gift bags, paper wrapping and paper.

**Restaurant** - recycle empty and clean plastic and cardboard takeout containers, boxes from food, and other supplies, and bottles from kitchen ingredients.