

## General Guidelines for Recycling

1. Put all plastics in to a transparent bag to help separate them from the paper and cardboard
2. Keep film plastics separate from hard plastics by putting the film in a bag inside the other bag.  
**(Film plastics are grocery bags and any other type of film) color is not a factor.**
3. Newspapers, card box, example of card box include :Kleenex boxes, cake mix boxes, cereal boxes, or any clean boxes that you get food items in; magazines, books, and all cardboard.,
4. Office paper and envelopes.
5. Please put all recycle materials in clear bags to help with the sorting process.
6. Please flatten all cardboard boxes, this helps with the space in the bins and also it is easier for the employees at the plant.

**Please wash all hard plastic containers and dry well to prevent contamination of other recycle materials. Dirty Cardboard such as Pizza Boxes are NOT RECYCLABLE. All recycle materials must be clean.**

**Remember that our recycling is all done by hand sorting so anything we can do to help with making this job easier will help our communities with costs.**