# Single Stream Recycling Guidelines

**RECYCLE**

- White & colored office paper,
- Newspapers,
- Magazines & catalogues,
- Junk mail,
- Post-it notes,
- Envelopes with windows,
- Cereal (chipboard) boxes,
- Books,
- Brown paper bags,
- Telephone books,

*Staples and paperclips are OK*

- Aluminum cans,
- Tin cans,
- Bi-metal cans,
- Plastic (1-7)
- Glass bottles and jars, &
- Juice Boxes

**DON’T RECYCLE**

- Plastic packaging material,
- Carbon paper,
- 3-ring binders,
- Tyvek or FedEx envelopes
- Binder clips,
- Food
- Wrapping paper,
- Waxed paper,
- Ceramics,
- PYREX,
- Plate or stained glass,
- Styrofoam,
- Fuel containers,
- Plastic films or bags,
- Needles

*Please flatten cardboard & place next to recycling bins.*

Place boxes or plastic bags of Styrofoam peanuts or other packing materials at your mail stop, for pick up by Distribution.