

**City of \_\_\_\_\_, \_\_\_\_\_ Recycling Notice**

The City of \_\_\_\_\_ has a mandatory residential recycling program that requires all residents to separate designated materials from the waste produced in their homes for recycling by a private trash hauler or for curbside recycling collection by the City contractor Waste Management.

**Residential building owners/landlords with curbside collection** Are responsible for notifying residents about trash and recycling requirements and that the tenant(s) must use the City of \_\_\_\_\_ provided trash cart(s) and recycling cart(s) only.

**Residents** are required to keep the following designated materials separate from regular garbage and discard them in the City of \_\_\_\_\_ provided 96-gallon recycle cart. (For more info on what to recycle go to [webpage](#))

**WHAT TO RECYCLE: Paper & Cardboard + Metal, Glass, Plastics & Cartons** (emptied, rinsed and dry)

Newspapers, magazines, catalogs, white and colored paper (staples OK), mail and envelopes (window envelopes OK), paper bags, wrapping paper, soft-cover books (paperbacks, comics, etc.; no spiral bindings).

Cardboard egg cartons and trays, smooth cardboard (food and shoes boxes, tubes, file folders, cardboard from product packaging), corrugated cardboard boxes.

Metal Food & Beverage Cans, tin, aluminum, steel food and beverage cans

Glass bottles & jars (and no other glass items).

Plastic Bottles & Containers, jars, jugs and tubs

Milk cartons & juice boxes (or any such cartons and aseptic packaging for drinks: ice tea, soy milk, soup, etc.).

**WHAT NOT TO RECYCLE:**

No food waste    No plastic bags    No plastic wrap or film    No foam cups or containers    No Needles

**CURBSIDE COLLECTION TRASH AND RECYCLING PROCEDURES**

**Trash** must be bagged and then placed in the 64-gallon Trash Cart. LID MUST CLOSE. You can purchase special overflow bags for trash that does not fit in the Trash Cart. Go to [webpage](#) for information on overflow bags. Trash is picked up weekly.

**Recyclables** go in the 96-gallon Recycling cart. LID MUST CLOSE. Recycling is collected every other week on the same day as the trash collection. The lid color of your recycling cart designates your collection week – green lids will be collected on the Green Weeks and blue lids will be collected on the Blue Weeks. Please see the collection schedule at [webpage](#). You do not need to sort your recyclables—\_\_\_\_\_ has a single stream recycling system.

***Please check all that apply:***

- \_\_\_\_ I have been given information about designated recyclable materials that must be kept separate from my trash.
- \_\_\_\_ I know the location of the building's trash cart(s) and recycling cart(s) and the procedures for discarding designated recyclables.
- \_\_\_\_ I understand that recycling requirements apply to all residents, housekeepers, guests, subtenants, homecare workers, and other visitors.

**Occupant name(s):** \_\_\_\_\_

**Occupant signature(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Apartment Number:** \_\_\_\_\_

*Occupant: Keep one copy for your records*