


# How to Properly Prepare Your Recycling Cart

All recycling collection will be done using the City supplied wheeled cart ONLY! Recycling Carts will be picked up bi-weekly, as a Single Stream Recycling System; meaning they don't have to be separated. All recyclables should be placed loosely into the cart, no bags please. Items that can be recycled are listed below.

**Plastics** - 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 jars and bottles

## **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 (inserts removed)
- Soda Boxes & Beer Cartons
- Mail and Envelopes (Plastic windows are OK)
- Magazines and Catalogs
- Phone Books
- Pizza Box Covers (Greasy bottoms should be placed with the trash)
- Egg Cartons

## **Wire**

- Christmas Lights
- Extension Cords
- Power Cords

## **Please Remember**

- No "soiled" food containers can be recycled (Dirty paper plates, pizza box bottoms, 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 Recycling Cart?**

- Glass from Windows and Mirrors
- Packing Peanuts and Bubble Wrap
- Ceramics, Dishware, Pyrex Dishes
- Paper Towels, Tissues, Toilet Paper
- Batteries
- Electronics
- Coaxial Cable
- Photographs

## **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

# How to Properly Prepare Your Refuse Cart

All refuse collection will be done using the City supplied wheeled cart ONLY! Refuse Carts will be picked up weekly. Placing your refuse in clear or semi-transparent bags is recommended; this prevents loose trash from blowing out of the refuse truck or if the cart is knocked over it will make less of a mess. Or, if you wish, you may place your refuse loosely into the cart.

Refuse will consist mostly of food waste and soiled materials that cannot be reused or recycled.

## What CANNOT be placed in the Refuse Cart?

- Any Recyclable Materials
- Yard Waste, including Twigs and Branches
- Construction Material
- Hazardous Material
- Appliances
- Electronics
- Vehicle Parts
- Carpet and Rugs
- Large Items – items that fit in the Refuse Cart but the lid won't close, are considered large items

## 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