



Respect. Compassion. Professionalism.

The Big Rocks Organizing Recycling Guide

PAPER RECYCLING	1
PLASTIC RECYCLING	2
METAL RECYCLING	3
RIDWELL RECYCLING	4
JAMES' RECYCLING	5
HAZARDOUS OR MUST BE HAULED	6
DOCUMENTS/ITEMS TO KEEP	8
SHREDDING	9

PAPER RECYCLING

RECYCLE	CANNOT BE RECYCLED (in bin)
<p>Newspaper (including ads + other paper inserts) + miscellaneous paper (copier, printer paper, fax paper, construction paper, stationery, brochures, coupons, post-it notes, paper labels, file folders (for hanging file folders, make sure they don't contain plastic, remove metal hangers + plastic tabs).</p> <p>Spiral notebooks-You don't need to remove the spiral, but it's better if you do.</p> <p>You don't need to remove staples + paperclips, but it is helpful if you can. Put them in a metal can + crimp it shut (see metal recycling-small pieces).</p>	<p>Receipts (thermal paper contains chemicals that can't easily be removed during the recycling process)</p>
<p>Cards (no foil, glitter, or plastic coating)</p>	<p>Carbon copy paper (contains chemicals that are not recyclable)</p>
<p>Paper towel + tissue cores (with all paper + tissue removed)</p>	<p>Tissues, napkins, paper towels (contain chemicals that are not recyclable)</p>
<p>Corrugated cardboard (flatten cardboard boxes + cut up any boxes larger than 3 feet in any direction. Do not cut them any smaller than 1-foot square.)</p>	<p>Frozen food boxes, butter boxes, ice cream containers, takeout containers (the fibers are impregnated with moisture-resistant plastic)</p>
<p>Paper bags</p>	<p>Paper bags lined with plastic</p>
<p>Wrapping paper (no foil, glitter, plastic coating, or tape)</p>	<p>Waxed paper</p>
<p>Junk mail + scrap paper</p>	<p>Photographs (Chemical coatings are not recyclable)</p>
<p>Boxes (from cereal, cracker, cookie + shoe boxes-aka "brown board," "gray board," or "chipboard")</p>	<p>Food-contaminated paper or cardboard (residues contaminate recycling processes)</p>
<p>Milk cartons, juice, or soup boxes (called aseptic boxes. Rinse thoroughly, no need to flatten. Even though these are not 100% paper, there is a market for them, so they can be recycled curbside). Remove small caps + put them in the garbage.</p>	<p>Paper cups (the plastic coating makes them non-recyclable + not compostable)</p>
<p>Envelopes (windows + labels are ok)</p>	<p>Plastic envelopes or mailers (Mailers that are a combination of paper + plastic, such as paper lined with bubble wrap)</p>

Magazines, catalogs, phone books	Hardcover or paperback books (The binding glue is a contaminant making recycling difficult)
---	--

PLASTIC RECYCLING

Ignore the numbers + arrows; sort by shape. The numbers are used by the industry to indicate what kind of plastic it is, not whether it is part of a local recycling program.

RECYCLE	DO NOT RECYCLE (in curbside bin)
Plastic bottles, jugs, + jars 6 oz or larger (any container with a threaded neck or neck narrower than the base. This includes milk jugs, peanut butter jars + bottles that held personal care + cleaning products such as shampoo, laundry soap, etc.)	Bottles that have contained hazardous materials (such as motor oil, pesticides + herbicides. Bottles that have contained cleaning products are ok.)
Round plastic containers that can hold 6 oz or more, with a wider rim than base (typically for margarine, cottage cheese, salsa, hummus, etc.)	Lids (remove the lids from round plastic containers. They are too small or too flat to be sorted out of recycling + usually end up at paper mills where they contaminate the paper.)
Planting/nursery pots larger than 4" in diameter + made of rigid (rather than crinkly/flexible) plastic (Remove any loose dirt)	Plastic packaging that doesn't conform to the bottle, jar, bucket, or round container shapes, such as blister packaging, plastic wrap (stretch or shrink wrap, bubble wrap, bags, or containers smaller than 6 oz
Buckets 5 gallons or smaller (handles are ok)	Plastic drink cups or plastic-coated beverage cups, lids, or straws
	Plastic bags (They are recyclable, but not in the local recycling bin. They get caught in the machinery, which causes costly shut-downs of sorting lines to cut them out of the equipment. Take them to grocery stores, recycling centers, or recycle through Ridwell or James Recycling.)
	Styrofoam (or other foam products—cups, meat trays, egg cartons, packaging foam, packing peanuts, etc.) Some styrofoam products can be recycled at Agilyx- check their website for details.
	Trays (from microwaveable meals, deli products, prepackaged meals + snacks. Takeout, deli, or other food containers that are not specifically round plastic containers , including hinged containers, square snack containers, food containers with a plastic pull tab, bowls, etc. These are garbage.

METAL RECYCLING

RECYCLE
<p>*Anything that is 100% metal and meets the size + weight requirements can be recycled at home. Remove all non-metal materials such as wood, plastic, rubber, or paper. Any small (smaller than 2 inches, such as keys, paperclips, fasteners) or flat (file folder hangers, can lids) items should be placed in a metal can + crimped shut.</p>
<p>Steel + aluminum cans should be thoroughly rinsed. (Do not flatten cans. Do not place lids loose in recycling containers; place the lid inside the can and crimp it shut. Loose individual lids get lost in horizontal piles of paper at recycling facilities and magnets can't pull them out. Paper labels can be removed and recycled. They do not need to be removed; if left on they will be burned off when the can is melted down.)</p>
<p>Small metal items (such as bottle caps, nails + other small metal items 2 inches or less in length should be placed in a metal can and crimped shut.)</p>
<p>Large metal items (with a max size of 30 inches x 9 inches, and weighing no more than 30 pounds.)</p>
<p>Empty aerosol cans (remove the cap, but not the nozzle. Don't puncture or flatten the can. Cans that are still pressurized should be brought to a Metro household hazardous waste facility.)</p>
<p>Metal lids (include with metal/paper recycling. Not allowed in the glass bin.)</p>

GLASS RECYCLING

RECYCLE	CANNOT BE RECYCLED
<p>Glass bottles + jars (Glass bottles + jars are different from other types of glass. They have different ingredients and melt temperatures than all other types of glass. Mixing other types of glass with jars and bottles during manufacturing can weaken the structure of a bottle or jar, which can cause it to crack or explode when being filled or opened.)</p>	<p>Vases, bakeware, Pyrex, drinking glasses, eyeglasses, window glass, mirrors, dishes, light bulbs, ceramics, broken glass</p>

SPECIALTY RECYCLING

RIDWELL

Paid subscription pick-up service to reuse + recycle plastics, textiles, electronics + more. ***Small amounts of items only. For large amounts of items, recycle at Metro.**

RECYCLE (SPECIALTY–NOT IN CURBSIDE BIN)
Plastic film
Light bulbs
Batteries
Clamshells
Threads
Other rotating categories* (e.g. wine corks, blankets, crayons, printer cartridges, etc.)
Pill bottle, plastic bread tags, plastic bottle caps. Picked up twice per year.

JAMES' RECYCLING

James' Recycling can take many things that aren't recyclable in your curbside bin. See website: Jshrecycling.com for signing up for pickup. James' Recycling offers frequent recycling events to the public, check their [calendar](#) for details.

RECYCLE (SPECIALTY–NOT IN CURBSIDE BIN)
<p>Plastics:</p> <ul style="list-style-type: none"> ● #1 PET clamshells and other non-curbside, clear (no color) #1 plastic items ● Plastics #2, 4, 5 + 6 ● Styrofoam blocks or sheets, including styrofoam packing peanuts, cups, meat trays + egg cartons ● Plastic utensils + straws ● Plastic screw-on caps of all sizes ● CD (“jewel”) + cassette tape cases ● Empty contact lens blister packs (with foil removed) ● Empty tape dispensers ● Plastic bread clips
<p>Electronics:</p> <ul style="list-style-type: none"> ● Light bulbs (CFL and fluorescent tubes under 8 feet) ● Batteries ● Small appliances under 30 pounds

- Laptops, desk towers, cell phones + other small electronic items
- Power cords
- Holiday/string lights
- Cell phones including battery chargers, batteries + other accessories

Miscellaneous:

- Wine corks
- Cereal bag liners
- Empty toothpaste tubes, floss containers + toothbrushes (non-electrical)
- Inkjet + toner cartridges
- Pumps from lotion, hand soap, etc.
- Spray nozzles from non-hazardous products

HAZARDOUS OR MUST BE HAULED

CANNOT GO IN TRASH OR RECYCLING see [Metro site](#) for best practice for getting rid of

HAZARDOUS/MUST BE HAULED
Adhesives + glues
Aerosols
Air fresheners + deodorizers
Ammunition
Antifreeze
Appliances
Art/craft supplies that are not water-based, contain chemicals
Asbestos
Batteries (auto or household)
Bleach
Brake fluid
Carpet + rug cleaners
Chemistry sets
Cleaners, all-purpose
Degreasers
Detergents, dishwashing or laundry
Disinfectants

Drain cleaners
Fertilizers, chemical
Fire extinguishers
Flea control
Gasoline, kerosene, diesel fuel
Hair products
Hand cleaners, mechanic or painter
Lighters—go to hazardous if they contain fluid. If empty, you can throw them in the trash.
Lighter fluid, charcoal
Lubricating oils
Matches—can be put in garbage, but recommend submerging in water (if unlit) before disposing of.
Medicines, unwanted or expired drugs (empty into ziptop bag. Take these to Walgreens Pharmacy to be disposed of. For the pill bottle, black out the label with a sharpie + recycle @ James' Recycling or through Ridwell.)
Mercury + PCB-containing items
Moss killer
Moth balls + moth crystals
Motor oil + oil filters
Nail polish + polish remover
Oven cleaners
Paint + clear wood finish
Paint strippers or paint scrapings, paint thinners, paint-water based
Pesticides
Photographic chemicals
Polishes + cleaners, metal, shoe polish
Polishes + waxes for wood furniture + floors
Polishers, cleaners, or waxes-automotive
Pool or spa chemicals

Septic tank cleaners
Sharps or medical waste
Smoke detectors, ionizing type
Soot remover or creosote destroyer
Stain + spot removers
Transmission fluid
Windshield wiper fluid
Wood preservatives

DOCUMENTS/ITEMS TO KEEP

When in doubt about the importance of a document, err towards saving it. Check in with your CPA, attorney, or another expert about it.

KEEP
Auto Title + Registration
Bank/Financial Statements (within the last year) (optional to keep)
Bills (within the last year) (optional to keep)
Birth Certificates
Credit Cards (keep if current/active; cut up if expired)
Death Certificates
Documents pertaining to property or a business (check to determine which are relevant)
Driver's Licenses
Marriage Certificates
Memorabilia
Military Discharge Papers
Passports + other identity documents
Photos
Powers of Attorney
Prescription List

Social Security Cards
Tax Forms, Records, + Documents (for the last 7 years) from the IRS: “Keep records for 3 years from the date you filed your original return or 2 years from the date you paid the tax, whichever is later, if you file a claim for credit or refund after you file your return. Keep records for 7 years if you file a claim for a loss from worthless securities or bad debt deduction.”
Will and/or Trust Documents

SHREDDING (MUST BE SHREDDED, DO NOT PUT IN RECYCLING BIN.)

Do not worry about removing staples or paperclips when putting items in shredding. You can also put digital media in shred boxes. **When in doubt if something should be shredded vs. recycled, err on the side of caution and put it in shredding.**

SHRED Documents containing:
Account Numbers (policies, statements, receipts)
Addresses
Financial Information (checks, check stubs, pay stubs, account records, investment records, insurance info)
Health/Dental/Vision Records
Media--if not packaged/commerical (Hard drives, CD-ROMs, CD-Rs, DVDs, computer backups, microfiche, x-rays, video tapes, cassette tapes, ID badges). If you cannot identify what is on these, err on the side of shredding.
Personal/Identifying Information (including old passports + IDs, client lists, resumes, airline tickets/boarding passes, travel itineraries) Anything that could be used to “prove” identity/where you’ve been.
Photos (if you do not wish to save them)
Social Security Numbers
Tax Forms + Documents (older than 7 years)