

# Business Recycling Guidelines

Please empty clean recyclables out of bags and boxes into your recycling container so that they can be easily sorted. If in doubt, throw it out!



## Reuse First, Then Recycle



**Paper** (Staples in paper OK)



**Bagged Shredded Paper**



**Paper Food Containers**



**Glass**



**Metal**



**Plastic Cups, Bottles, Jugs, Tubs ONLY**



### Clean Paper

- Blueprints
- Cardboard (flattened)
- Carbonless Forms
- Copy Paper
- Ream Wrappers
- File Folders
- Magazines
- Brochures
- Envelopes (windows, paper padding OK)
- Phone Books
- Paperbacks, Catalogs
- Shredded Paper (ONLY in securely tied clear plastic bag)

### Paper Food Containers

- Paper Cups
- Milk & Juice Cartons
- Frozen Food Boxes

### Clean Glass

- Bottles & Jars (All colors, no lids)

### Clean Metal

- New! Aerosol Cans
- Aluminum & Tin Cans
- Scrap Metal (Limit 2x2x2 ft, 35 lbs)

### Clean Plastic

- New! Plastic Cups
- Bottles, Jugs, Jars
- Dairy Tubs (Ignore recycling symbols. No lids or Styrofoam.)
- Plastic Film (Only in securely tied clear plastic bag)

## Reuse or Put in Garbage



- Plastic Bags
- Styrofoam Packaging & Containers
- Bubble Wrap
- Plastic Binders
- Laminated Paper, Tyvek
- Hanging File Folders
- Hard back books
- Plastic Take-out Containers, Trays
- Plastic Plates, Cutlery, Straws
- Lids, Caps
- Plastic Food Wrap
- Ceramic Dishes, Drinking Glasses
- Aluminum Foil, Foil Trays
- Greasy or Sharp Metal
- Food Scraps\*
- Food Soiled Paper\*
- Waxed Cardboard\*

\*Compostable items  
Composting information: [www.wmnorthwest.com](http://www.wmnorthwest.com)

## Reduce & Reuse; Then Recycle!

(95% of an item's carbon footprint is made from producing and transporting it - only 5% in disposing of it!)

- Use durable dishware and utensils. Install a dishwasher.
- Donate unwanted items.
  - [govlink.org/hazwaste/business/imex](http://govlink.org/hazwaste/business/imex)
  - [donateseattle.org](http://donateseattle.org)
- Reuse items like file folders and manila envelopes.
- Consolidate office supplies.
- Use print preview and double sided copies.
- Use on-site packing materials like shredded paper.
- Reuse bubble wrap and foam peanuts.
- Switch off computers, chargers and lights.

### Electronic and Hazardous Waste

Fluorescent tubes and bulbs, electronics (computers, cell phones, TVs etc.), rechargeable batteries, and hazardous products (cleaners, solvents, etc.) **require separate disposal.** Safe disposal information: [wmlamptracker.com](http://wmlamptracker.com), [ecyclewashington.org](http://ecyclewashington.org), 1800recycle.wa.gov



[www.wmnorthwest.com](http://www.wmnorthwest.com)  
1-800-592-9995 (M-F 7am-5pm)

