GREEN BIN PROGRAM
Acknowledgements

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Toronto District School Board - Setting Up a Green Bin Program in Your School – March 2013

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A – Overview of the Green Bin Program

1 The Green Bin Program

The Green Bin Program is the collection of all Organic Waste within the city and diverting it from the landfill. This organic waste is processed at 2 city facilities using anaerobic digestion. There are two end products. The first is a crumbly material that is cured aerobically off-site in windrows to make compost. The second is methane gas that can be burned to generate electricity. The compost is a nutrient rich material used to improve the soil.

When organics go to the landfill these nutrients are lost, hazardous leachates are produced and methane gas, which has ten times the impact of carbon dioxide on changing the climate, is released.

The City of Toronto began offering the Green Bin Program to all schools within Toronto in 2013. The program then became mandatory in 2014.

Schools will need to be visited by City and Board Staff to assess the requirements of each individual site and get all containers in place before the City can begin collection of the Organic Waste.

2 The Green Bins

Classroom Kitchen Catchers will be provided for the classroom, staffrooms and for any other location required within the school. The Green Bins may be lined with paper towels, newspapers or clear plastic bags.

Staff bathrooms are to continue to use the current garbage cans in place but they are to be lined with clear plastic bags. A self-adhesive label will be provided for the containers to indicate they are now green bins.

Large totes or a Front End load bin will be provided to each site. The City will collect the organic materials from these bins.
3 Collection

Classroom Kitchen Catchers are to be collected daily and cleaned as needed

Large totes or the Front End bin will be collected by the City of Toronto on a weekly basis

4 Put Waste in its Place Posters

Posters are to be placed in all classrooms, staffrooms, the gymnasium and any other location in the school where waste, recycling and organics are collected
Put Waste in its Place

**Recycling**

**Containers**
- Rinse to remove residue
- Plastic bottles, jugs (lids on)
- Milk, juice, soup cartons and boxes (flatten)
- Glass bottles, jars (metal lids are garbage)
- Plastic food jars, tubs, lids
- Aluminium trays, pie plates, roasting pans
- Clear plastic “clam shell” containers

**Paper**
- Not contaminated with food or chemicals
- Cardboard (flattens, remove liners, plastic windows and put in garbage)
- Corrugated cardboard (flattens)
- Fine paper
- Books, telephone directories
- Newspapers, flyers, magazines

**Green Bin**

Plastic bags are removed during processing and become garbage, so do not use biodegradable bags and please take food items out of plastic bags/wrap.

- Bread, toast, corn, baked goods, pizza
- Fruit
- Coffee grounds, filters, tea bags
- Cake, cookies, pie, muffins, candies
- Coffee grounds, filters, tea bags
- Dairy products, eggs and shells
- Pasta, coconuts, potatoes, rice, oatmeal, flour, grains
- Meat, fish, shellfish
- Nuts, nutshells
- Vegetables, corn cobs and husks, pumpkins, salads
- House plants
- Dispos, sanitary products (not soiled with chemicals or make-up)

**Garbage**

(Landfill)

Please do not contaminate recycling or the Green Bin with these items; these belong in garbage.

- Plastic cutlery, stir sticks
- Plastic over-wrap, bubble wrap
- Baggies, liner bags (cereal, cookies, crackers)
- Straws, plastic lids
- Black plastic takeout containers
- Coffee cups, lids, sleeves
- Drink pouches
- Dryer and disposable mop heads, baby wipes, make-up pads, cotton tipped swabs, dental floss
- Cigarette butts and ashes
- Plastic or foil bags, wrap, trays
- Popsicle sticks, toothpicks, wood chips, pencil shavings
- Gum packages, blister packs
- Light bulbs (not CFLs), dishes, drinking glasses
- Hair, pet hair, feathers, nail clippings, dryer lint
- Candles, candle wax

Not sure where something goes? Check: Toronto Recycling Guide or WASTE WIZARD (toronto.ca/recycle)

Thanks for doing it right!

Credit: Halton Region concept and selected photos

80 Sheppard Avenue East. Toronto, Ontario M2N 6E8 Tel (416) 222-8282
B - The History of Waste Disposal in the City of Toronto

We all produce waste. It might be a worn out pair of shoes, a jacket that we have outgrown, an empty jam jar, a banana peel, or any one of the many other items that we consume.

Some of these items can be repaired, some can be donated for reuse, others can be recycled, and some can be composted. What we choose to do with our waste is up to us.

Early in Toronto’s history waste that was not used was burned or buried. As Toronto grew, its waterfront and many of its original valleys and ravines became convenient places to get rid of our waste. As a result, Toronto’s shoreline extended into Lake Ontario and many of the ravines disappeared.

Fast forward to the twentieth century with a much larger Toronto and an ever changing consumer society. Our wastes increases and incinerators were shut down, forcing us to find new ways to manage our wastes responsibly. Collecting goods for reuse and recycling had happened locally, but not on a large scale.

In 1989, Metro Toronto introduced the Blue Bin Program. It is a program run by the City to collect paper and container products to be sorted and processed into new products. Schools eagerly embraced the program. Over time and with changes in technology more products were regularly added to the list of blue bin recyclables. But the City’s need for more landfill space to deal with our non-recyclable wastes remained.

Some people had always composted organic materials in their backyards but as Toronto grew backyard composting could no longer take care of all the organic material generated. In 2002, the City of Toronto introduced the Green Bin Program to single residential homes in Etobicoke. In that year 3,000 tonnes of organic material were collected and diverted from landfill. In 2006 the Green Bin Program was rolled out across the city to all single family residences to manage household organics. To date 90% of all single family residences are enrolled.

In 2009 the Green Bin Program was rolled out to 190 multi-family buildings. By 2013, 2,700 multi-family buildings were participating in the program and locations continue to be added throughout the year.

The City of Toronto now has the capacity to process the organic waste that schools produce and has now began to roll the program out to all the schools in Toronto. The Green Bin program will be implemented across the Board in the 2014/2015 school year.
C - Operating the Green Bin Program in your School

1. The Green Bin Program

The Schools Role

Each of us is responsible for the waste we produce in the spaces at the school where we work, learn, and play. The Green Bin Program allows members of the school community to work together to further reduce the waste and their environmental impact.

The Principal and Head Caretaker of each school will be contacted to set up a site visit to assess the school’s needs, to determine how many of the room sized green bins are needed. These containers will be provided by the City.

The Principal’s Role

The Principal provides leadership and direction with the implementation of the organics program. The Principal will also be able to assist with creating a Green Bin Team, creating greater awareness and participation under the Eco-School’s Program.

The Teacher’s and Student Role

Staff and students monitor the program in class and in lunch areas. Staff during the monitoring of the program may educate the students on the proper placement of materials into the individual containers using the Put Waste in its Place Poster.

The Caretaker’s Role

The Caretaker takes all collected organics from the classrooms and lunch areas and prepares them for City pick up. Green totes are to be placed at the curb weekly by the caretaker or bulk bins will be collected weekly by the City.

The TCDSB’s Role

Facilities Services will deliver posters, green bin stickers and a FAQ sheet to the school.

Facilities Services will deliver outside collection containers – green carts or bulk bin.

Facilities Services will co-ordinate with the City of Toronto the start date of the program and collection schedule for organic pick up.

The City of Toronto’s Role

The City will assess the schools needs and decide which outside collection container is required, either the 35 gallon green totes or a 2-3 cubic yard bulk bin.

The City of Toronto will provide the room sized green bins to the school and weekly pick up schedule.
2. Communication and Planning

EcoSchools Participation

Ontario EcoSchools is an environmental education and certification program for grades K-12 that helps school communities develop both ecological literacy and environmental practices to become environmentally responsible citizens and reduce the environmental footprint of schools.

The key areas of focus and achievement are: Teamwork & Leadership, Energy Conservation, Waste Minimization, School Ground Greening and Curriculum, and Environmental Stewardship.

Schools may use the program free of charge and are encouraged to implement the program at their own pace. All of the program guides and curriculum resources are available to download from this website.

Schools may apply to be certified as an EcoSchool through an annual certification process which assesses and recognizes accomplishments awarding points in each of the six key areas. More about certification can be found at

http://www.ontarioecoschools.org/become_an_ecoschool/index.html

Six areas of focus in the EcoSchools program

Ontario EcoSchools is a means to implement the recommendations of the Bondar report and the actions required in the Environmental Education Policy Framework. More about how the EcoSchools program is aligned with the Policy Framework can be found at

http://www.ontarioecoschools.org/about_us/alignment.html
The Environmental Team, when setting up the Green Bin Program should consider the following:

Is there a team who can launch the program throughout the school?

Locations to consider when setting up the Green Bin Program

- daycare
- breakfast/snack Program
- lunchroom/cafeteria
- staffroom
- school kitchen

The Environmental Team should work collaboratively with the Custodial Staff to ensure the green bin containers in the rooms and throughout the school are emptied and cleaned daily or as needed.

Beginning the Green Bin Program

Students and staff will be the main users of the green bin in the classrooms staffrooms, lunchrooms and cafeterias. Staff living outside of Toronto and students and staff living in apartments and condominiums may be unfamiliar with which items can be included in the Toronto Green Bin Program (see list on pages 14 and 15 or the poster on page 22) Take a few minutes at the beginning of the day or in the homerooms to explain the program and remind everyone how important it is to sort accurately – learning what goes where.

Letting everyone know about the Green Bin Program and how it will work in your school is a team effort and an ideal project for your EcoTeam.

Setting up a Green Bin Team

- Include those who produce green bin waste such as daycare, breakfast, snack and lunch programs, hospitality programs etc...
- Decide how often and when you will meet
- Keep a calendar with timelines, steps and targets
- Ask for staff input, identify issues and be sure to address concerns
- Use a site plan to identify locations where the green bins are placed
- Set up a routine to collect, empty and clean all green bins
- Position containers and posters before the launch
• Consider providing green bins launch T-shirts for Team Members

Ideas to consider when developing your promotional plan

• Ask the Principal to send a memo to teachers endorsing the program
• Discuss the program at staff meetings
• Introduce the green bin program at the first possible CSAC meeting
• Post signs or banners in your front lobby, posters in the hallway, or notices on your website announcing the launch of the program
• Set up a display in your front foyer
• Distribute posters throughout the school
• Engage students by inviting them to sign a commitment poster
• Develop a script for daily PA or class announcements
• Prepare a green bin team presentation that travels class to class
• Have an assembly the day before or morning of your launch
• Write school newsletter articles; use social media
• Insert a copy of the Put Waste in its Place Poster in student agenda’s
• Launching your program
• Allow time to plan for your launch
• Start your program on a Tuesday or Wednesday
• Train class monitors the week before your launch. Consider providing them with a green bin button, sash or T-shirt
• Debrief afterwards: What worked well? What would you eliminate or add?

3. Green Bin Equipment

Inside the School

Room sized “green bin” (1.85 gallons) from the City

Each school will receive from the City on room-sized “green bin” for each room. Additional bins may be requested through the Officer of Environmental Services at environment@tcdsb.org
Outside the School

35 gallon green carts for curbside collection from Facility Services

Schools that produce smaller quantities of organics will receive one or more 35 gallon totes from facility Services. They will be picked up weekly. They are to be placed at the curb by 7:00am on collection day

OR

2 or 3 cubic yard front-loading bulk bins for onsite collection from Facility Services

Schools that produce larger quantities of organics will receive a 2 or 3 cubic yard front-load bulk bin from Facility Services. The contents of the classroom sized bins are transferred to the organic bulk bin. It will be emptied weekly
Green Bin Does and Don’ts

Yes

- Meat, poultry, fish products
- Pasta, bread, cereals, rice
- Dairy products, eggs and shells
- Coffee grounds/filters, tea bags
- Cake, cookies, candy
- Diapers, sanitary products
- Animal waste, bedding, cat litter
- House plants, including soil
- Paper – soiled
- Food packaging, ice cream containers, popcorn, flour and sugar bags
- Tissues, napkins, paper towels (not soiled with chemicals such as cleaning products)

The City of Toronto does not accepts these items in the Green Bin

No
• **Packaging**
  
  • Plastic or foil bags/wrap/trays
  • Outer packaging
  • Foam polystyrene meat trays and liners
  • Plastic food containers, glass jars, pop cans
  • Hot drink cups, lids, sleeves
  
• **General garbage**
  
  • Dryer sheets, baby wipes, make-up pads, cotton tipped swabs, dental floss
  • Hair, pet fur, feathers, wax, wood pieces, cigarette butts, wine corks, vacuum bags/contents, fireplace and BBQ ashes
What will change?

The only change is how the school handles its waste. The waste remains the same, but now organics will be sorted into another waste diversion stream.

What stays the same – Blue Bin!

The Blue Bin does not change. As time goes on more materials will be added to the Blue Bin Program.
WHAT GOES IN THE BLUE BIN?

Recycling tips

- If it’s not listed under “Yes,” it doesn’t go in the Blue Bin.
- Reuse containers to reduce residue.
- Plastic items in the bin are frozen and sent bagged (except for shredded paper).
- Remove plastic covers and over-wrap from newspapers, flyers, magazines, catalogues and paper/napkin covers. Put plastic covers and over-wrap in garbage.
- Parking lots with blue bins will have an “In” and a “Out” sign.
- For help in determining what to put in the Blue Bin, call 311.

RECYCLING – YES

Beverage and food containers

- Rinse glass and metal
- Plastic bottles and jars (lids on)
- Milk/juice cartons and boxes (put down in garbage)
- Glass bottles and jars (put lids in garbage)
- Aluminum cans
- Plastic food jars, tubs and lids
- Metal cans (place lid on metal can and place down)
- Cardboard cans in g. foam pieces, shredded paper, wood, tin, bottles, cans, etc.
- Put all paper with food packaging and place down
- Aluminum cans, plexi panels and wood panels

Home and personal product containers

- Rinse glass and metal
- Plastic bottles (lids and spouts on)
- Aerosol cans (empty, put caps in garbage)
- Metal paint cans (empty, separate lids from cans)

Foam polystyrene and plastic retail shopping bags

- Rinse glass and metal
- Food and protective packaging (plastic, rubber bands, egg cartons, meat trays, soda pop can containers, electronics packaging)
- Plastic retail shopping bags without streamings, non-metal, small plastic handles (tear off handles, place all plastic bags in grocery plastic bag and tie handles together)

Paper

- Not contaminated with food or chemicals
- Bags, nylons, junk mail, writing, computer paper, envelopes, window envelope
- Strangulation paper (put in plastic bag and tied closed)
- Gift wrap, ornaments, gift wrap, toy wrap, wrapping paper
- Newspapers, flyers, telephone directories, magazines, catalogues, magazines, newspapers and weeklies (except plastic covers, ties, staples and put in garbage)
- Hardboard boxes (if g. cardboard, leaves, cardboard, flattened pizza boxes and put in garbage)
- Corrugated cardboard (if g. corrugated, leaves, flattened, flattened pizza boxes and put in garbage)

Recycling containers are located:
Waste in the Garbage Bin

The goal is to ultimately reduce the waste and or eventually create no waste within the Board through the 3 R’s: Reduce, Reuse and Recycle.

Along with composting of organic materials the other 4R’s to consider about food:

- Refuse – don’t take food if you do not plan to eat it
- Reduce – take smaller portions. Reduce food waste in the first place; take only what you can eat
- Reuse – encourage students to finish their food later or take leftovers home
- Recycle – put cores and peels in the Green Bin. The finished compost restores valuable nutrients to the soil
E - Programs and Resources to Reduce Your Waste

Programs

Waste Free Lunches

Waste Free Lunches do not produce any waste. The lunches use reusable drink containers, cloth napkins, non-disposable cutlery, durable lunch bags or boxes, reusable sandwich and snack containers. Food waste goes in the school green bin.

Visit Waste Free Lunch Website  http://wastefreelunch.com

![Waste-free Lunches](image)

Use these items to pack a waste-free lunch

- Reusable lunch bag
- Thermos
- Reusable cutlery
- Cloth napkin

Don’t be wasteful. If there is something in your lunch or snack you don’t like, don’t throw it away. Bring it home and discuss other healthy alternatives with your family.

The following items go in the Green Bin

The following items go in the garbage; they are not part of a Waste-free lunch

- Reduce --- Reuse --- Recycle
Boomerang Lunches

Boomerang Lunches go back home and leave nothing behind at the school. Everything, including snack wrappers, disposable packaging, recyclable beverage containers and food waste goes back home.

Have students make their own lunches

Have parents involve their children in the preparation of their lunches. Students know the types of food they like and the quantity they will eat. Parent’s overestimate how much their child is able to eat and drink.

Reuse, Recycle Dishware

Consider purchasing a school set of reusable dishware for lunches served at the school and for special school events. Foam cups, plates and clamshells cannot go in the green bin. They may be recycled but leftover food must be removed. Paper dishware can be placed in the green bin as is.
Resources Available

Websites

Not sure what goes where? Check out the Waste Wizard

http://app.toronto.ca/wes/winfo/search.do

Green Bin Facts

http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=ceed433112b02410VgnVM10000071d60f89RCRD

The Green Bin Process

http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=f587dd5e4cf12410VgnVM10000071d60f89RCRD&vgnextchannel=ceed433112b02410VgnVM10000071d60f89RCRD

What goes in the Blue Bin

http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=947fd187c3b02410VgnVM10000071d60f89RCRD&vgnextchannel=65ac433112b02410VgnVM10000071d60f89RCRD
Curriculum

The Green Bin Program from Curb to Compost
http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=2971d187c3b02410VgnVCM10000071d60f89RCRD&vgnextchannel=ceed433112b02410VgnVCM10000071d60f89RCRD

Eco Schools
http://www.ontarioecoschools.org/index.html

Shaping our Schools – Shaping our Future – Environmental Education in Ontario Schools
http://www.edu.gov.on.ca/curriculumcouncil/shapingschools.pdf

Principals: Implementing Shaping our Schools – Shaping our Future

Ontario Curriculum – Environmental Education (Grades 1-8 and Kindergarten)
http://www.edu.gov.on.ca/eng/curriculum/elementary/environ18curr.pdf

Ontario Curriculum – Environmental Education (Grades 9-12)
http://www.edu.gov.on.ca/eng/curriculum/elementary/environ18curr.pdf

Waste Free Lunch – Waste Audit Instructions and Lesson Plan

Eco Kids
http://www.ecokids.ca/pub/index.cfm

Live Green Toronto
http://www.toronto.ca/livegreen/greenkids.htm

Earth Day Canada

- Kids - http://www.earthday.ca/kids
- Teachers - http://www.earthday.ca/teachers

Recycling Council of Ontario – Resources for Educators and Students
https://www.rco.on.ca/educators__students
Put Waste in its Place

Recycling

Containers
- Rinse to remove residue
- Plastic bottles, jugs (lids on)
- Milk, juice, soup cartons and boxes (flatten)
- Glass bottles, jars (metal lids are garbage)
- Aluminium trays, pie plates, roasting pans
- Plastic food jars, tubs, lids
- Metal, cardboard food and beverage containers (place lid inside can and pinch closed)
- Plastic retail shopping bags (put bags in one bag and tie handles together)
- Clear plastic "clam shell" containers

Paper
- Not contaminated with food or chemicals
- Board (flatten, remove liners, plastic windows and put in garbage)
- Corrugated cardboard (flatten)
- Fine paper
- Newspapers, flyers, magazines

Resources Available through Environmental Services

Garbage

(Landfill)

- Please do not contaminate recycling or the Green Bin with these items;
- these belong in garbage.
- Plastic cutlery, stir sticks
- Plastic over-wrap, bubble wrap
- Baggies, liner bags (cereal, cookies, crackers)
- Straws, plastic lids
- Black plastic takeout containers
- Coffee cups, lids, sleeves
- Drink pouches
- Dryer and disposable mop sheets, baby wipes, make-up pads, cotton tipped swabs, dental floss
- Cigarette butts and ashes
- Plastic or foil bags, wrap, trays
- Popsicle sticks, toothpicks, wood chips, pencil shavings
- Gum packages, blister packs
- Light bulbs (not CFLs), dishes, drinking glasses
- Hair, pet hair, feathers, nail clippings, dryer lint
- Candies, candle wax

Green Bin

- Plastic bags are removed during processing and become garbage, so do not use biodegradable bags and please take food items out of plastic bags/wrap.
- Bread, toast, cereal, baked goods, pizza
- Fruit
- Cake, cookies, pie, muffins, candies
- Coffee grounds, filters, tea bags
- Dairy products, eggs and shells
- Pasta, couscous, potatoes, rice, oatmeal, flour, grains
- Meat, fish, shellfish
- Nuts, nutshells
- Vegetables, corn cobs and husks, pumpkins, salads
- House plants
- Diapers, sanitary products (not soiled with chemicals or make-up)
- Paper napkins, paper towels, facial tissues (not soiled with chemicals or make-up)

Not sure where something goes? Check: Toronto Recycling Guide or WASTE WIZARD (toronto.ca/recycle)

Thanks for doing it right!

- Credit: Hamilton Region concept and selected photos
- Toronto.ca/23
WHAT GOES IN THE BLUE BIN?

Recycling tips
- If it's not listed under 'Yes', it doesn't go in the Blue Bin.
- Rinse containers to remove residue.
- Put items in the Blue Bin loose and not bagged (except for shredded paper).
- Remove plastic covers and over-wrap from newspapers, flyers, magazines, catalogues and pop/water cases. Put plastic covers and over-wrap in garbage.

If you don’t recycle properly, we can’t either. If in doubt, use the WASTE WIZARD or call 311.

RECYCLING – YES

Beverage and food containers
Rinse clean and recycle
- Plastic bottles and jugs (lids off)
- Milk/juice cartons and boxes (put straws in garbage)
- Glass bottles and jars (put lids in garbage)
- Aluminum cans
- Plastic food jars, tubs and lids
- Metal cans (place lid inside can and pinch closed)
- Cardboard cans in g. frozen juice, refrigerated dough, chips, nuts, powdered drink mix – put plastic pull-off strips in garbage, place metal ends inside cardboard can and pinch closed)
- Aluminum trays, pie plates and nesting pans

Home and personal product containers
Rinse clean and recycle
- Plastic bottles (lids and spray caps on)
- Aerosol cans (empty; pat caps in garbage)
- Metal paint cans (empty; separate lids from cans)

Foam polystyrene and plastic retail shopping bags
Rinse clean and recycle
- Food and protective packaging (e.g. drinking cups, egg cartons, meat trays, seafood food containers, electronics packaging)
- Plastic retail shopping bags without drawstrings, metal detailing or hard plastic handles (remove tags, place all plastic bags in one retail or grocery plastic bag and tie handles together)

Paper
Not contaminated with food or chemicals
- Bags, rolls, junk mail, writing/computer paper, envelopes, window envelopes
- Shredded paper (put in clear plastic bag and tie closed)
- Gift wrap, cards (no ribbons, bows, foil wrap)
- Newsletters, flyers, telephone directories, magazines, catalogues, soft/hardcover books (remove plastic covers, ties, over-wrap and put in garbage)
- Boxboard boxes (e.g. cereal, boxes, detergent, egg cartons – flatten; remove liners, plastic windows and put in garbage)
- Corrugated cardboard (please, unboxed, flattened; pizza boxes must be empty; remove plastic over-wrap from pop/water cases and put in garbage)

Recycling containers are located:
Put ORGANICS here

- Fruits, vegetables
- Meat, poultry, fish products
- Pasta, bread, cereals, rice
- Dairy products, eggs and shells

- Coffee grounds/filters, tea bags
- Cake, cookies, candy
- Animal waste, bedding, cat litter
- House plants, including soil

- Diapers, sanitary products
- Paper - soiled
  - Food packaging, ice cream containers, popcorn, flour and sugar bags
  - Tissues, napkins, paper towels

Call 311