



# RECYCLING GUIDELINES

**WHY RECYCLE?** By recycling you are helping to save energy, reduce water pollution, reduce water consumption, preserve natural resources and create jobs.



Please combine clean recyclables, including paper, cardboard, cans and plastic bottles and jugs in your mixed recycling. **GLASS ITEMS NEED TO BE RECYCLED SEPARATELY.**

## PAPER AND CARDBOARD



Staples and tape ok.  
No frozen food boxes, take-out containers, or paper towels.

## PLASTIC BOTTLES AND JUGS



No plastic bags.

## METAL



Place lids in can, crimp the can shut.  
No sharp or greasy metal.

## REDUCE AND REUSE; THEN RECYCLE!

By reducing waste, your business can conserve natural resources and may be able to decrease the size of your garbage container.

- Use durable dishes and utensils.
- Reuse bubble wrap and foam peanuts.
- Set all printers to duplex by default.
- Create a shared space in the office where items can be donated for someone else to use instead of thrown away.
- Select products from suppliers and manufactures that use minimal packaging.
- Rent, borrow, and share items used infrequently.

## THESE ITEMS ARE NOT ACCEPTED IN YOUR MIXED RECYCLING.

### GLASS RECYCLED SEPARATELY



Glass bottles and jars must be recycled separately from the mixed recycling. Glass recycling collection is available for all businesses.

Do not include light bulbs, window glass, mirrors or ceramics.

### NOT ACCEPTED IN MIXED RECYCLING

- Plastic bags or film
- Foam
- Bubble wrap
- Laminated paper
- Tyvek paper
- Plastic take-out containers or trays
- Plastic cups, plates, cutlery, straws, lids or caps
- Plastic food wrap
- Ceramic dishes, drinking glasses (donate or reuse!)
- Greasy or sharp metal
- Frozen food boxes



### MATERIALS THAT REQUIRE SAFE DISPOSAL

Fluorescent tubes and bulbs, electronics (computers, cell phones, TVs etc.), rechargeable batteries, and hazardous products (cleaners, solvents, etc.) require separate disposal.

#### ELECTRONICS RECYCLING

Accepted at the Newberg Transfer Station  
[oregoncycles.org](http://oregoncycles.org)  
1-888-5-ecycle



#### Hazardous Waste Safe Disposal

For information on hazardous waste collection events, call 503-434-7516. Collection event at the Newberg Transfer station the third Saturday in May each year.

**Newberg Transfer Station**  
Mon – Sat, 8am – 5pm

**Customer Service**  
1-800-808-5901