



CAPITOL SERVICES OF VIRGINIA, INC.

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“WHAT TO RECYCLE?”

- 1. MIXED PAPER: NEWSPAPER, MAGAZINES, OFFICE PAPER, CATALOGS, CEREAL BOXES, TELEPHONE BOOKS, ENVELOPES (WITH AND WITHOUT WINDOWS), AND “JUNK MAIL”**
 - Place Mixed Paper (see above) in **paper bags** or tie them with twine.
 - Remove the plastic wrapping from the glossy inserts and the plastic sleeves from the newspaper.
 - Place mixed paper adjacent to recycling bins.
 - Do not put mixed paper in plastic bags.
 - Do not place *loose* newspapers near the curb or in the recycling bins. Loose newspapers may blow away and litter the community. **The recycling bins are not intended for newspapers.**
 - Remove wax paper liners from cereal boxes and break down flat.
 - Do not recycle wax paper items (paper cups, milk cartons, or frozen food cartons), paper/books with plastic or metal binding, pizza boxes, tissues, napkins, and other items contaminated with food.

- 2. CORRUGATED CARDBOARD**
 - Break down and flatten cardboard boxes and stack them adjacent to recycling bins.
 - Keep corrugated cardboard separate from mixed paper above.
 - Do not recycle waxed cardboard.

- 3. COMMINGLES: GLASS, METALS AND PLASTIC CONTAINERS**
 - Empty and rinse all food and liquids from aluminum beverage and other metal cans (removing the label is unnecessary).
 - Do not recycle aluminum foil, pie pans, food residue, hangers, or any other type of metal.
 - Recycle clean clear, brown, and green glass.
 - Recycle Soda bottles and cans
 - Remove and discard lids and caps and any other tops from the glass containers.
 - Do not recycle dishes, light bulbs, mirrors, window glass, ceramics, pottery, cookware, broken glass, or anything else made of glass.
 - Recycle plastic containers with all numbers
 - Rinse out the plastic containers (examples: milk jugs, soda bottles, laundry detergent jugs).
 - Remove and discard lids and caps from plastic containers.

- 4. RECYCLING BINS**
 - Do not place paper or plastic bags in the recycling bins. Food contamination can cause an ENTIRE batch of commingled recyclables to be rejected.