

# RECYCLING GUIDE



Recycling will be collected on a dual stream alternating week collection of Paper Fibres and Comingled Containers.

## WEEK 1 | PAPER FIBRES



**Household Paper:** Includes mail, computer paper, white and coloured paper, envelopes, folders, brown paper bags, hard and soft covered books (hardcover removed). DO NOT include: soiled papers, waxed or foil coated paper. Shredded or whole paper in a clear plastic bag is acceptable (Place beside blue box).



**Boxboard:** Includes cereal boxes, cracker boxes, tissue boxes, detergent boxes, paper egg cartons, toilet paper, paper towel rolls and shoe boxes. Flatten and remove liners and plastic windows.



**Newspaper and Telephone Books:** Includes newspaper, inserts and flyers.



**Corrugated Cardboard Boxes:** Includes corrugated cardboard is the strong waffle type cardboard. Flatted and tie in bundles. Please remove food residue and liners from pizza boxes.

**Magazines and Catalogues:** Includes magazines and catalogues.

## WEEK 2 | COMINGLED CONTAINERS



**Glass Bottles and Jars:** Includes food and beverage ONLY. Please rinse. Labels are permitted. Remove and include lids. DO NOT include: light bulbs, window glass, drinking glasses.



**Aluminum Foil Containers:** Includes pie plates, baking pans and foil only take-out food containers. Only CLEAN items are accepted.



**Metal Food and Beverage Cans:** Place lid inside and pinch top to keep lid inside. Please rinse.



**Plastic Bottles, Jugs and Tubs:** Containers MUST be marked as follows: #1 PETE Bottles. #2 – #7 Bottles, tubs and lids. Please rinse. DO NOT include: plastic items other than those listed above, children's toys, flower pots unmarked bottles and jugs, motor oil containers.



**Paint Cans:** EMPTY paint cans – remove and include lid (NO PLASTIC with metal tops and/or bottoms or handles).



**Milk and paper bags and Tetra Packs:** Includes milk and juice cartons, tetra packs including boxes, ice cream containers. Please rinse.

## BLUE BOX CONTAINERS



### Contact Topps Environmental Solutions regarding replacement bins.

Blue Boxes should be no larger than 18" x 20" x 22" or an equivalent size container for recycling. Do not use garbage bags, garbage containers or clear plastic bags for recycling items. Clear plastic bags can be used for shredded paper only.

## ITEMS NOT ACCEPTED IN THE BLUE BOX

- Textiles, clothing, shoes, plastic toys. "Real" zippered plastic bags from blankets etc.
- Film plastic including grocery and shopping bags. Fiber glass feed bags.
- Hard & soft cover books (pages removed from the cover and binding).
- Broken window glass, ceramic dishes, mirrors, pots & pans
- Tupperware, Rubbermaid or similar products
- Bubble wrap, sponge foam, Styrofoam (all types)
- Batteries and Electronics

## COMMON REASONS WHY YOUR RECYCLING MAY HAVE NOT BEEN PICKED UP:

- Wrong collection week. Check schedule to ensure the materials set out correspond with the product being collected.
- Recycling was not out on time when the truck went by. Blue Box is to be at the curb by **7:30 a.m.**
- The material was not sorted properly and/or was mixed. Containers and Paper Fibres **must** be kept separate.
- There were significant non-recyclable items mixed with good recyclables.
- The "plain view" of your container was blocked from the driver's view.
- The size of bin does not meet the requirements – please no larger than 18" x 20" x 22".

**QUESTIONS? Contact Topps Environmental Solutions**

Tel: (613) 257-1195 or Email: [help@toppsenv.com](mailto:help@toppsenv.com)