

## **TOP SEVEN "TO DOS":**

- Consult with your recycling hauler to find out what exactly can and cannot go in your bin.
- Make sure your bins are properly color coded and have proper lids.
- □ Place standardized labels on your bins and lids.
- Properly adhere the labels to dumpsters.
- Empty your recyclables into the larger dumpster without plastic bags.
- Engage your custodial staff.
- Communicate your program.

## DON'T:

- Don't put plastic bags in the recycling bin.
- Don't place recycling bins far away from trash bins.
- Don't place labels on areas of the bin with uneven surfaces or that may be covered by liners.
- Don't place hazardous material, food, liquid, styrofoam, and other nonrecyclables in your recycling stream.

