

# Responsible Recycling Practices

This playbook outlines steps to follow for responsible recycling to ensure effectiveness and contribution to sustainability. It highlights the do's and don'ts of sorting and disposing of recyclable materials.

## Step 1: **Learn Local**

Identify and study your local recycling program's guidelines since recycling rules can vary by location.

## Step 2: **Clean Items**

Rinse and clean recyclables to remove food waste and other contaminants that can hinder the recycling process.

## Step 3: **Sort Properly**

Separate recyclables according to local guidelines, typically into categories like paper, plastics, metals, and glass.

## Step 4: **Check Numbers**

Examine plastic items for recycling numbers (1 through 7) and only recycle those accepted by your local facility.

## Step 5: **Break Down**

Flatten or break down large items like cardboard boxes to save space in recycling bins and facilitate transportation.

## Step 6: **Avoid Contaminants**

Do not include hazardous materials, electrical items, or other non-recyclables that can contaminate the recycling load.

## Step 7: **Drop Off**

Take recyclables to a local drop-off point if curbside recycling isn't available or for items that require special handling.

## Step 8: **Stay Informed**

Keep updated on changes to recycling guidelines and new technologies or initiatives to enhance recycling efforts.

# **General Notes**

## **Recycling Symbols**

Familiarize yourself with the recycling symbols and what they mean to ensure you recycle materials correctly.

## **Reduce & Reuse**

Remember that recycling is just one part of waste reduction. Focus on reducing waste and reusing items before considering recycling.

## **Materials Prep**

Certain materials may require special preparation, such as removing caps from bottles, before they are suitable for recycling.