

Please try to keep loose batteries separated from electronics for more efficient service.

## What Can Be Recycled With Electronics

1. Anything with a cord (no removable glass items will be recycled, for example, a coffee maker is recyclable but not the glass pot or the glass insert of a microwave.).
2. No TV's or Monitors containing CRT Tubes greater than 40".
3. Peripherals (mice, cords, wire, keyboards, circuit boards etc. could be boxed up for ease of packaging)
4. Scrap metal related to the electronics that are fully metal, it cannot contain any plastic.
5. UPS batteries
6. All other Rechargeable batteries that were contained in the equipment.

## What Can NOT Be Recycled With Electronics

1. No Foam or plastic packaging materials only the boxes that you might box up peripherals.(separate out to recycle)
2. No printer/toner cartridges, mail them back to manufacturer or take back to the store.
3. No consumables (paper, cans and bottles)
4. No materials containing hazardous waste
5. No free flowing electrolyte lead acid batteries (car batteries)
6. Nothing that doesn't have a chord except for scrap metal.

## What Can Be Recycled with BATTERIES

1. Nickel Cadmium (NiCd): Flashlights, toys, cellular phones, power tools, computer packs
2. Nickel-Metal Hydride (NiMH): Flashlights, toys, cellular phones, power tools, computer packs
3. Alkaline & Zinc-Carbon (Zn): flashlights, calculators, clocks, smoke alarms, remotes
4. Non-Spillable or Sealed Lead Acid (Pb): UPS batteries (Place With ELECTRONICS), video cameras, power tools
5. Lithium-Ion (Li-Ion): cameras, computers, calculators
6. Primary Lithium (Non-Rechargeable): cameras, computers, calculators

**Certified destruction:** If any materials require certified destruction additional charges will apply and you must contact our office prior to the event to discuss and make payment arrangements. .

## Battery Handling Guidelines

1. Tape off terminals of any Lithium batteries and any batteries greater than 9V. You can use packing or electrical tape.
2. Any battery that has a damaged case and is leaking should be placed in a separate plastic bag and sealed.

**Disclaimer:** Batteries containing a free-flowing electrolyte are not acceptable (i.e., automotive batteries). Primary Lithium batteries containing more than 25 grams of lithium content are not acceptable.

## What Can Be Recycled With Foam

1. White expanded polystyrene (EPS) foam
2. White polyethylene (EPE) foam

**Processing Requirement:** All foam must be clean, dry, and bagged in clear bags. Please remove labels.

## What Can NOT Be Recycled With Foam

1. Food grade or food contaminated foam
2. Colored foam
3. Packaging peanuts



rigid foam



flexible foam

## Items that CAN be shredded

1. White or colored paper
2. File folders
3. Paper envelopes
4. Pamphlets
5. Card stock
6. Legal fastener folders

## Items that can NOT be shredded

1. Label sheets
2. Binders (metal or plastic)
3. Large binder clips
4. Hanging file folders (unless metal is removed)
5. Hard-back books
6. Paper cups
7. Corrugated cardboard
8. Anything plastic
9. Tetra Pack boxes (aseptic cartons used for liquid foods which can be stored for up to a year without refrigeration)
10. Food
11. Paper towel/napkins

**Note:** All materials should be loose in a container, box, or bag. Paper clips, small binder clips, staples, and some rubber bands are fine.

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## A Guide to Donating Clothing to Goodwill



### Clothes that should NOT be donated

1. Items with holes in them
2. Clothing with unusual odors — wash them first to see if the smell goes away
3. Stained clothing — try removing the stain or taking it to a professional first
4. Single shoes without the pair

### Preparing clothing for donation

1. Wash the clothing
2. Check pockets to make sure you didn't leave anything in them
3. Pack the clothes in a container you are willing to leave behind — trash bags, old storage bins, old tote bags, etc.
4. Label the packaging with a brief description of what's inside (size/age, mens/womens, types of clothing, etc.)