

DETAILED MATERIAL GUIDE BUSINESSES AND MULTI-UNIT RESIDENTIAL COMPLEXES (5 or more units)



RECYCLABLES- Please place all recyclable materials in your blue recyclables container.
Contents of cart cannot exceed weight limit of 200 lbs. All items must fit inside the recyclables container with the lid closed.

METAL

- Aerosol cans (*empty, non-hazardous*)
- Appliances, small metal (e.g., toaster, blender)
- Building materials (e.g., metal and plumbing fixtures)
- Cans (e.g., food, beverage, pet food)
- Foil, foil trays and pans
- Furniture
- Hardware (e.g., keys, nails, screws)
- Household items (e.g., pots, pans, trays, utensils)
- Lids, caps
- Lighting fixtures
- Paint cans (*empty, no excessive residue*)
- Pipe
- Scrap metal
- Sporting goods
- Toys
- Tools
- Trays
- Umbrellas

PAPER (staples, tape okay)

- Bags (e.g., white, colored, non-metallic)
- Books (e.g., hard/soft cover, telephone)
- Boxes (e.g., cereal, cracker, tissue, shoe, mailing)
- Carbonless (e.g., receipts)
- Cardboard (*flatten, unwaxed*)
- Catalogs
- Colored, white, glossy
- Egg cartons
- Envelopes (e.g., Fed-Ex, UPS, plastic window okay)
- Frozen food packaging
- Junk mail
- Magazines
- Manila folders
- Newspaper (*inserts okay*)
- Non-metallic wrapping, tissue paper
- Paper ream wrappers
- Photographs
- Self-stick notes
- Shredded paper (*tie in a clear plastic bag*)

GLASS (clear and colored, except blue and red)

- Bottles
- Jars

FILM PLASTICS (Please place inside a clear plastic bag and knot the top of the bag)

- Bags (e.g., bread, dry clean, grocery, newspaper, produce, merchandise, zip lock)
- Bubble wrap
- Case wrap (e.g., beverage container and snack flats)
- Liners (e.g., cereal box)
- Pallet/shrink wrap
- Plastic packaging wrap (e.g., wrap from toilet paper, napkins, paper towels, diapers)
- Shipping envelopes (labels removed)

PLASTICS (all types, with or without a number) Note: Polystyrene aka Styrofoam® is NOT accepted

- Auto parts (small)
- Bottles (e.g., beverage, laundry and household cleaners, personal care products, prescription)
- Baskets
- Buckets
- Cartridges (e.g., toner, ink jet, printer)
- Coolers
- Computer housing
- Crates
- Drums
- Lids
- Flower pots
- Food containers (e.g., cottage cheese, margarine, yogurt, take-out)
- Pet carriers
- Pipe (*non-PVC*)
- Product packaging
- Shelving
- Toys (e.g., pools, play structures)
- Trays

ELECTRONICS (anything with a computer chip) Note: Televisions and computer monitors NOT accepted

- Appliances (e.g., coffee makers, microwave oven)
- Camera
- Calculator
- Cell phone (*inside clear tear-resistant bag*)
- Computer (e.g., desk top, lap top)
- Computer mouse, cables
- Fax machine
- Home entertainment (e.g., game systems, DVR, VCR, stereo, radio)
- Keyboard
- Pager
- PDAs
- Printer
- Scanner

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COMPOSTABLES- Please place all compostables in your green compostables container.
 Contents of cart cannot exceed weight limit of 200 lbs. All items must fit inside the compostables container with the lid closed.

FOOD SCRAPS

- Bones
- Bread
- Coffee grounds and filters
- Dairy products
- Dough
- Fruit
- Grains
- Meat
- Pasta
- Tea bags
- Vegetables

COMPOSTABLE PAPER

- Food soiled paper (e.g., paper plates, napkins, cups, towels, take-out containers, fast food packaging, sandwich wrappers, trays, waxed paper)
- Milk, juice and ice cream cartons
- Pizza boxes
- Tissues
- Waxed cardboard

COMPOSTABLE PLASTICS (products made from corn, potato and other starch)

- Bags, liners
- Cups
- Cutlery
- Hinged clamshell containers
- Lids
- Straws

YARD TRIMMINGS

- Branches, stumps*
- Flowers
- Grass clippings
- Holiday trees**
- Leaves
- Lumber***
- Plants, shrubs
- Sawdust***
- Wood chips***
- Wood waste***

Not Accepted (Place in garbage): Foam food containers, animal waste, bamboo, cactus, dirt, flax, ivy, painted or treated wood, palm, pampas grass, poison oak, sod, stable bedding, yucca

*Branches must be less than 6 inches in diameter and shorter than 4 feet in length.
 **Undecorated, unflocked, remove stands, tinsel and decorations. Tree sections must not exceed 4 feet in length.
 *** Must be untreated/unpainted to be considered accepted in the yard trimmings section.

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WASTE REDUCTION/ZERO WASTE- It is the goal of GreenWaste of Palo Alto to help the Palo Alto community reduce the amount of waste that is landfilled! Palo Alto has a goal of zero waste to landfills by 2021. Zero waste goes beyond recycling by taking a whole systems approach to managing the flow of resources. For more information on how to help Palo Alto reach zero waste, please visit www.cityofpaloalto.org/zerowaste.

Reduce: Many materials that end up in the garbage start at the store. When shopping for groceries or other products, please do your part to prevent waste by selecting items that have minimal packaging and bring your own reusable bags.

Reuse: A significant portion of garbage in the waste stream is generated by using disposable products that could be replaced with reusable items, integrate reusable items into everyday activities such as using reusable containers when bringing food or drinks to work.

Recycle: Materials that have historically been garbage may now be recyclable!

Donate: Items that are in good condition and are no longer useful to you may be donated to thrift stores, consignment shops, antiques stores and nonprofit groups. Find a second home for items that were once your treasure by contacting a local organization that accepts donated items for reuse. Please contact customer service at (650) 493-4894 or visit www.greenwaste.com/paloalto for a list of local reuse organizations. The list below includes commonly donated items that are accepted by local organizations:

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| <ul style="list-style-type: none"> • Art & craft supplies • Bikes • Books • Speakers • Audio CD's • Carpet & rugs • China/porcelain | <ul style="list-style-type: none"> • Dishes & utensils • Desks • Eyeglasses • Furniture • Household items • Jewelry • Linens | <ul style="list-style-type: none"> • Mirrors • Musical instruments • Pots & pans • Shoes • Small appliances (hair dryers, coffee makers, telephones, etc.) • Sporting goods |
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Goodwill Industries
4085 El Camino Way
Palo Alto, CA 94306
Tel: (650) 494-1416

Salvation Army
Tel: 1-800-SA-TRUCK (728-7825)

Friends of Palo Alto Library
Tel: (650) 213-8755

GARBAGE- Please place all NON-reusable, NON-recyclable, NON-compostable and NON-Hazardous items in your garbage container. Contents of cart cannot exceed weight limit of 200 lbs. All items must fit inside the garbage container with the lid closed

COMPOSITE MATERIALS

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| <ul style="list-style-type: none"> • Aseptic containers (e.g., juice boxes, soy milk) | <ul style="list-style-type: none"> • Foil wrapped beverage pouches (e.g., Capri Sun®) | <ul style="list-style-type: none"> • Photographs - Polaroid |
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PAPER

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| <ul style="list-style-type: none"> • Carbon paper • Padded envelopes | <ul style="list-style-type: none"> • Newspaper - dirty (w/ paint, pet waste) • Stickers (in sheets or rolls) | <ul style="list-style-type: none"> • Thermal fax paper |
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GLASS

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| <ul style="list-style-type: none"> • Ceramics • Cookware- glass (e.g., Pyrex™) | <ul style="list-style-type: none"> • Dishware • Mirrors | <ul style="list-style-type: none"> • Windows |
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PLASTIC

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| <ul style="list-style-type: none"> • Disposable razors • Hoses (e.g., car, garden) | <ul style="list-style-type: none"> • Rubber bands • Tarps | <ul style="list-style-type: none"> • Toothpaste & ointment tubes • Webbing/mesh from lawn furniture |
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EXPANDED POLYSTYRENE (Styrofoam®)

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| <ul style="list-style-type: none"> • Cups and plates • Egg cartons - molded foam | <ul style="list-style-type: none"> • Foam packing (e.g., blocks) • Meat trays | <ul style="list-style-type: none"> • Packing "peanuts" |
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