Recycling Outreach Guide for Minnesota

Guidelines to use when educating residents

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This document is reviewed annually.

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The most up-to-date version of this document can be found on the Recycling Association of Minnesota webpage: https://recycleminnesota.org/resources/education-outreach/recycling-education-committee/

Acknowledgements

This document is meant to be a guiding document to be used voluntarily by waste educators (both public and private) statewide. The Recycling Education Committee (REC) created this document. The document is supported or reviewed by representatives from the following organizations: haulers, material recycling facilities (MRF), government, industry, non-profits, and end-market representatives.

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Goal: To maintain an agreed upon list of what is universally acceptable/not acceptable, and build consensus on consistent messaging to communicate in an efficient and coordinated fashion throughout the state. Haulers, cities, counties, the state and other regional organizations and associations produce their own version(s) of communications materials. This guide is intended to supplement existing programs, providing guidance to promote consistent, clear, and concise recycling messaging that results in increased recycling with less contamination. Consistent messaging and signage will increase consumer confidence in their own abilities to properly dispose of recyclable materials. This increased competence and autonomy will result in better recycling for Minnesota.

How to Use This Guide: This is a resource for counties, cities, and recycling coordinators across the State of Minnesota. This will direct recycling communicators on how to answer questions related to recycling and formulate their own resources which will be customized to their appropriate audiences. The use of these terms is completely voluntary and is meant to encourage public education. A secondary application of this guide might be to inform contract language between haulers and cities/counties across the state. Contract language may be obtained by contacting REC members. Before crafting messaging, please look at this document's general guidance for *Preparing*, *Creating and Distributing Education Materials* section.

Background and Guiding Document

In 2017, the Recycling Education Committee published its White Paper which included the "Always/Never" Acceptability List listed in the "Resources" portion of this guide.

The Always/Never list was agreed upon by a stakeholder group, REC, including haulers, cities, counties, the state and other regional organizations and associations.

The Always/Never list is not intended to be a reflection of each Material Recovery Facility's (MRF) acceptability lists, because MRFs have minor differences on materials they accept, but rather, an indication of what MRFs would like to see. For example, some MRFS's might not turn away shredded paper if it is bagged appropriately. However, they do not want to promote that they accept shredded paper and the majority of MRFs do not want to see it come through their doors at all. The Always/Never list was reached after much deliberation by the REC to be suitable across the state of Minnesota, no matter the location of your collection site or MRF. That being said, there will be inherent differences and REC recognizes that the list might not apply perfectly in all cases across Minnesota.

Always/Never List for Household Recycling

Always Recycle in your Household Curbside Recycling Program **Empty, rinse and cap all containers**

- Boxes: food, beverage, toiletries
- Cardboard
- Cartons (Aseptic and gable-top cartons)
- Glass jars and bottles
- Newspaper and magazines
- Office paper and mail
- Plastic bottles, containers, jugs (#1, 2, 5)
- Steel & aluminum cans

Never Recycle in your Household Curbside Recycling Program

- Batteries
- Carpeting
- Ceramics, mirrors
- Diapers, pet waste and fish waste
- Ice cream cartons
- Food waste
- Hazardous materials (motor oil, propane tanks, etc)
- Medical wastes (sharps e.g. needles & syringes, lancets, etc)
- Napkins, paper plates and paper towels
- Plastic bags
- Scrap metal
- Shredded paper
- Styrofoam™
- Tanglers (hoses, extension cords, holiday lights, etc)

Recycling Terminology

Program terminology:

Overall program term: Recycling

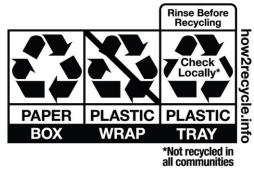
Symbol/Logos: The three chasing arrows is a universal recycling symbol, however it is often misleading. The symbol does not guarantee the recyclability of a material in curbside recycling programs. The recycling numbers on plastics are RICs or Resin Identification Codes. They were not designed to tell the general public which plastics are recyclable or not. Some plastic items, like plastic bags, have the recycling logo on them but they are widely prohibited in curbside recycling programs. The recycling symbol can be used to promote a recycling program, but do not instruct residents or businesses to look for recycling symbols to verify the recyclability of items.

The chasing arrows recycling symbol can also be used on paper, plastic and other materials to also identify that the item is made out of recycled content material. It also does not mean the item is recyclable.

Use the How2Recycle logo when educating residents about recyclability of items, recognizing that the How2Recycle logo is not used on all products and that several items are also recyclable that do not have the How2Recycle logo.

"How2Recycle is a standardized labeling system that clearly communicates recycling instructions to the public. It involves a coalition of forward thinking brands who want their packaging to be recycled and are empowering consumers through smart packaging labels." -How2Recycle

Example of a How2Recycle logo for a frozen meal package:



Signage considerations

Color:

Blue is the accepted color to indicate recycling for signs and bins/carts. CMYK and RGB are widely used color system codes for printing and web designs. Use the following color codes for signs and other major documents:

• CMYK: 100, 57, 0, 40

• RGB: 0, 66, 53

Images:

- Images should be large; minimal text
- Culturally appropriate images are best practice

 (i.e. coconut milk can, fish sauce bottle, items that have writing in a language other than English, etc.)
- When possible, include images of the actual items that will likely go into the bin/cart (i.e. sports drink bottles at a sporting event)
- Image Resources
 Links for all images resources are provided in the Resource Section at the end of this document.
 - MPCA Flickr Account
 - The Recycling Partnership
 - County websites

Highest and Best Use of Materials

Overall message for considering highest and best use:

• Choose to reuse: Waste should be managed in an Integrated Solid Waste Management System in accordance with the hierarchy of preferred waste management practices, with an emphasis on reduction and recycling to promote resource conservation and environmental protection. Before educating that an item should be recycled, consider if it can be reused or repurposed by yourself or someone else first. The Figure below shows the solid waste management hierarchy adopted by the Minnesota Pollution Control Agency and emphasizes the need to focus efforts at the top, where environmental benefits are most significant.

Reuse resources:

Links for all resources are provided in the Resource Section at the end of this document.

- The MPCA is a great resource for information on waste reduction, repair, and reuse.
- Hennepin County has a searchable online Choose to Reuse Directory of over 500 retail locations that offer reuse options in our community. You can search for businesses and organizations that reuse, repair, rent, resell or accept donations in and around Hennepin County.
- ReUse Minnesota Support sustainable living and reduce waste. The ReUSE Minnesota business community connects you to local, thrifty and eco-friendly goods and services.
- Twin Cities Free Market
- NextDoor
- Facebook Marketplace
- Craigslist

Recycling Program Types

Recycling programs use different names to describe their type of collection. The REC does not have recommendations at this time for program terminology, but this may be a secondary goal of the group. Use the following terms when explaining a program:

- Single-sort or Single-stream (Also referred to as mixed or commingled)
- Multi-sort or Multi-stream (Also referred to as dual-stream)
- Drop-Off Recycling or Beyond the Cart Recycling

Outline for Single-Sort/Single-Stream Recycling and Multi-Sort/Multi-Stream Recycling Programs

How to read this section

Preparing Material for Recycling:

 Use these phrases to ensure the proper steps are taken to effectively recycle materials.

Acceptable and non-acceptable materials for category are included in a chart for each material type:

- Use these terms when explaining what items are/are not accepted in a category
- A sub-list for items NOT accepted for recycling at the majority of Material Recovery Facilities (MRFs), but one or more MRFs do accept them. Check with your local MRF is used in some cases. Stakeholders recognize that the recycling process is not one-size fits all, and haulers and processers will inevitably have processes or technologies that call for different collection parameters. However, the best practice for acceptability of these items in recycling programs is to adhere to these Acceptability Lists in order to promote a coordinated message when possible.
- A sub-list for commonly collected for recycling at specialty drop off locations, but not in the curbside bin/cart, is also used in some cases. More information about how to recycle these items at drop-off locations is described in the Drop-Off Recycling section of this document. Items with "... are accepted for recycling at the majority of MRFs, but one or more MRFs do not accept them. Check with your local MRF." Stakeholders recognize that the recycling process is not one-size fits all, and haulers and processers will inevitably have processes or technologies that call for different collection parameters. However, the best practice for acceptability of these items in recycling programs is to adhere to these Acceptability Lists in order to promote a coordinated message when possible.

Single-sort or Single-stream Recycling

Overall Preparing Materials for Recycling Instructions:

These instructions should be listed on recycling guides.

Never Recycle in your Household Curbside Recycling Program

- Batteries
- Carpeting
- · Ceramics, mirrors
- Diapers, pet waste and fish waste
- Ice cream cartons
- Food waste

- Hazardous materials (motor oil, propane tanks, etc)
- Medical wastes (sharps e.g. needles & syringes, lancets, etc)
- Napkins, paper plates and paper towels
- Plastic bags
- Scrap metal
- Shredded paper
- Styrofoam™
- Tanglers (hoses, extension cords, holiday lights, etc)

Material Type: Plastic

Special Instructions:

• Empty, rinse, and replace cap

Accepted	Not Accepted
 #1, 2, and 5 containers, bottles and jugs such as: Soda, juice and water bottles Milk and juice jugs Ketchup and salad dressing bottles Dishwashing and laundry detergent bottles and jugs Yogurt, pudding and fruit cups Margarine, cottage cheese, cream cheese and other tubs and lids Clear berry and produce containers Clear plastic egg cartons Accepted for recycling at the majority of MRFs, but one or more MRFs (outside the metro) do not accept them: #5 containers like yogurt, pudding and fruit cups, margarine, cottage cheese, 	 #3 containers like some cooking oil bottles and PVC piping #6 containers like Solo™ cups and certain deli containers #7 and #7 PLA containers like a DVD case, or compostable plastic containers Chip bags, granola and candy wrappers Garden hoses Bulky rigid plastics (ex: Kiddie pools, laundry baskets, window blinds) Microwaveable food trays Motor oil and other containers that held hazardous products Plastic straws Pouches Pumps and sprayer tops from bottles Styrofoam™ and foam cartons Toys
cream cheese and other tubs and lids and some deli containers	 Utensils NOT accepted for recycling at the majority of MRFs, but one or more MRFs do accept them: #4 containers like some squeeze bottles Black containers and bottles

Clear, rigid packaging from toys, electronics and other products
NOT accepted for recycling at any MRF, but commonly collected for recycling at specialty drop off locations • Plastic bags, film, and wrap • Tyvek envelopes

Material Type: Glass

Special Instructions:

 Empty, rinse, and replace cap. If the cap cannot go back on the container, smaller metal caps (i.e. bottle caps) should be disposed of in the trash. Metal caps larger than 2 inches in diameter should be separated from glass and recycled.

Accepted	Not Accepted
Food and beverage bottles and jars	 Ceramics Drinking glasses Glass dishes Mirrors Vases Window glass NOT accepted for recycling at the majority of MRFs, but one or more MRFs do accept them: Mason jars NOT accepted for recycling at any MRF, but commonly collected for recycling at specialty drop off locations: Light bulbs

Material Type: Cartons (Aseptic and gable-top Cartons)

Special Instructions:

- Empty, rinse, and replace caps
- Do not flatten

Accepted	Not Accepted
 Clear plastic egg cartons Accepted for recycling at the majority of MRFs, but one or more MRFs do not accept them: Milk and juice cartons Juice boxes Soup, broth and wine cartons 	 Ice cream cartons Plastic lined paper takeout cartons Foam egg cartons NOT accepted for recycling at the majority of MRFs, but one or more MRFs do accept them: Paper egg cartons

Material Type: Metal

Special Instructions:

- Empty and rinse and remove lid.
- Place loose metal lids inside can. Pinch opening of can closed if possible to keep lids inside.
- Roll aluminum into large paper ball (to at least about the size of your fist)
- Do not flatten metal cans and containers

Accepted	Not Accepted
 Food and beverage cans Decorative popcorn and cookie tins Accepted for recycling at the majority of MRFs, but one or more MRFs do not accept them. Aluminum foil Aluminum trays, tins, or pie tins 	 Batteries NOT accepted for recycling at the majority of MRFs, but one or more MRFs do accept them: Aerosols (e.g. shaving cream) Cardboard can (i.e. oatmeal container or crescent roll container)
	Not accepted for recycling at any MRFs, but commonly collected for recycling at specialty drop off locations:

	 Containers that held hazardous products such as paint thinner Holiday lights Loose metal caps Paint cans Pressurized cylinders like propane and helium tanks Scrap metal, such as pots and pans, hangers, shelves, nails, auto parts, pipes and poles Wire
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Material Type: Paper

- Special Instructions:

 Empty and flatten boxes
 - Boxes must fit in the cart
 - Must be dry

Accepted	Not Accepted
 Cardboard Cereal and cracker boxes Magazines, catalogs, newspapers and inserts Mail, office and school papers Phone books and other soft cover books Shoe boxes, gift boxes and electronic boxes Toilet paper, tissue and paper towel tubes Toothpaste, medication and other toiletry boxes 	 Greeting cards that are shiny, contains aluminum foil or plastic Paper berry cartons Paper cups, plates and bowls Paper napkins or towels Paper soiled with food Shipping envelopes padded with bubble-wrap Tissue paper Waxed Cardboard Wrapping paper that is shiny or contains aluminum foil
Accepted for recycling at the majority of MRFs, but one or more MRFs do not accept them.	NOT accepted for recycling at the majority of MRFs, but one or more MRFs do accept them. • Cardboard cans (i.e. oatmeal
 Freezer boxes (most boxes today are pure boxboard without a plastic lining 	container or crescent roll container) • Hardcover books

- or plastic fibers, making them recyclable)
- Pizza delivery boxes
- Refrigerator boxes
- Wrapping paper that is not shiny and does not contain aluminum foil
- Paper egg cartons
- Shredded paper

Not accepted for recycling at most MRFs, but commonly collected for recycling at specialty drop off locations

Shredded paper

Multi-sort or Multi-stream and Drop-Off or Self-Haul

Multi-sort or multi-stream recycling is also sometimes referred to as source separated recycling. This means keeping material types separate into two or more streams at point of disposal (i.e. paper, metal, glass, plastic, etc. are all kept separate). Dual sort and multi-sort programs are more common in Greater Minnesota where residents sometimes self-haul materials to a drop-site. Advise residents to check with their local city, county, MRF, or hauler if they have questions on which type of recycling program applies to them. Most multi-sort programs will follow the same guidelines as single-sort. Acceptability lists would remain the same.

Beyond the Cart Recycling

Overall preparing materials for recycling instructions (special instructions):

These items cannot be recycled in home recycling carts or dumpsters, but they can be recycled at special retail, county or city drop-off locations. Check with your local city, county, MRF or hauler to find out where you can recycle these items near you.

Outline for Specialty Drop-Off Recycling or Beyond the Cart Recycling How to read this section:

Material Type:

Use these titles for your material types categories

Preparing Material for Recycling:

 Use these phrases to ensure the proper steps are taken to effectively recycle materials.

Highest and Best Use for Materials:

• Use these reminders and resources to prioritize reuse of items before recycling when appropriate.

Drop-Off Location Types that are Available:

• Use these lists of location types as a starting point to verify the specific drop-off locations that you can provide to residents.

Acceptable and non-acceptable materials for category:

• Use these lists when provided for acceptable and non-acceptable items. Some material types will not require lists and instead will have a short paragraph.

Material Type: Plastic Bags, Wrap and Film

Preparing Material for Recycling:

Must be clean and dry

Highest and Best Use:

Bring reusable bags or do not use a bag. Put produce directly into a shopping cart rather than taking a produce bag. For bags you do have, reuse as pet waste bags, as garbage bags around your home or donate to a second-hand store that may use them for their customer purchases.

Drop-Off Location Types that are Available:

Check with the following types of businesses, organizations and public and private dropoff facilities to develop a list for your residents:

- Food retailers like grocery stores and co-ops
- General merchandise big-box stores often have collection bins
- Public and private drop-off facilities
- Visit Plastic Film Recycling: www.plasticfilmrecycling.org for list of drop off locations that accept plastic film and a complete list of types of plastics are and are not accepted. Please note that plasticfilmrecycling.org is maintained on a national level, and is not an all-inclusive list of locations that accept plastic film.

As a general rule to determine whether or not a plastic film will be accepted at a drop-off location, plastic film that has any stretch to it will be accepted.

Accepted	Not Accepted
 Grocery and retail bags Case wrap like around beverage bottles and beverages purchased in bulk Newspaper bags Bread bags Produce bags Zip-top food storage bags (remove zipper part) Wrap packaging from napkins, paper towels, bathroom tissues and diapers Dry cleaning bags Plastic cereal box liners Plastic shipping envelopes with the How2Recycle symbol (e.g. Amazon bubble wrap mailer) Air pillows from delivery packages (deflated) Bubble wrap 	 Biodegradable/compostable bags or film packaging Pre-washed salad mix bags Frozen food bags Candy bar wrappers Chip bags Six-pack rings Flexible packaging pouches (ex. Laundry detergent pods, nuts and dried fruit) Mulch bags Salt pellet bags Pet food bags

Material Type: Agricultural Plastic and Boat Wrap

Preparing Material for Recycling:

• Must be clean and dry. Remove rock and gravel. Remove straps and grommets from boat wrap.

Drop-Off Location Types that are Available for Agricultural Plastic (ag plastic) and Boat Wrap

- Plastics vendor, Revolution Plastics provides farms and dairies with on-farm ag and silage plastics collection for recycling. To learn more or join the program, visit www.revolutionplastics.com.
- Check with your county or local waste district for producers that do not qualify for Revolution Plastics on-site collection program.

Acceptable and Unacceptable Materials

Accepted	Not Accepted
Silage plastic	Net wrap
 Bunker cover and boat wrap that does not contain nylon mesh or reinforcements known as skrim Bale wrap Oxygen barriers Backyard hockey rink liner 	 Twine Skrim Sidewalls Hydraulic hose Tubing Supersacks Chemical containers Salt pellet bags

Material Type: Non-reusable Clothing and Linens

Preparing Material for Recycling:

- Must be dry
- Place in tightly closed plastic bag labeled "scrap clothing and linens for recycling"

Highest and Best Use for Materials:

- Clothing and linens that are new or gently used can be reused through donation.
 Check with your local city or county for best guidance on available drop-sites for clothing reuse. You can also find information on ReuseMN's website at www.reusemn.org or Hennepin County's Choose to Reuse website at www.hennepin.us/choosetoreuse.
- A good general rule is if you would feel comfortable giving an unwanted item to a
 family member and friend, donate the item. If it is not in good condition to donate
 or you would be embarrassed to donate to a family member or friend, dispose of
 item properly.

Drop-Off Location Types that are Available for Donating Gently Used Clothing and Linens

Check with the following types of businesses, organizations and public and private dropoff facilities to develop a list for your residents:

- Public and private drop-off facilities
- Donation centers like Goodwill and Salvation Army
- Thrift and secondhand stores

- Special city curbside recycling programs. In these programs, clothes are placed in bags and set out next to recycling carts for separate pick up
- Stand-alone donation boxes
- Donatestuff.com or search online for "clothing donation near me"

DONATION: Acceptable and Unacceptable Materials for Donating Gently Used Clothing and Linens

Accepted	Not Accepted
 Gently used: clothing bedding curtains and tablecloths towels fabric Shoes suitable for reuse, in pairs 	 Torn or stained: clothing bedding curtains and tablecloths towels fabric Shoes not suitable for reuse, or single shoe without match Moldy clothing/fabric Rags used to clean up hazardous products Bloody material

Drop-Off Location Types Available for Recycling Non-Reusable Clothing and Linens

Check with the following types of businesses, organizations and public and private dropoff facilities to develop a list for your residents:

- Public and private drop-off facilities
- Donation centers like Goodwill Easter Seals and Salvation Army
- Thrift stores
- Stand-alone donation boxes

Acceptable and Unacceptable Materials for Recycling Non-reusable Clothing

Accepted	Not Accepted
 Torn or stained: clothing bedding curtains and tablecloths towels fabric Shoes not suitable for reuse, or single shoe without match 	 Moldy clothing/fabric Rags used to clean up hazardous products Bloody material

Material Type: Holiday Lights and Cords

Highest and Best use:

Donate holiday lights and electronic cords in working order. See textiles for donation for more information on reuse opportunities or visit: ReUSE Minnesota, Choose to Reuse, or Bridging's guide. Links to the organizations are listed below under "Resources"

Drop-Off Location Types that are Available

Check with the following types of businesses, organizations and public and private dropoff facilities to develop a list for your residents:

- Year-round or seasonal drop-off locations are available. Seasonal drop-off locations typically accept strings of lights between mid-November and late January
- Scrap metal recycling facilities
- County operated HHW drop-off facilities
- Public and private drop-off facilities
- Electronic recyclers and refurbishers like Tech Dump.
- Scrap metal recycling facilities
- Recycling events operated by Cities or Counties

Acceptable and Unacceptable Materials

Electrical cords, extension cords, phone chargers, and power strips are accepted.

Material Type: Cords for Electronics

Drop-Off Location Types that are Available

Check with the following types of businesses, organizations and county-operated facilities to develop a list for your residents:

- Most County recycling drop-off facilities
- Electronic recyclers and refurbishers like Tech Dump.
- Many scrap metal recycling facilities accept cords year round.
- Recycling events operated by Cities or Counties

Acceptable and Unacceptable Materials

Electrical cords, extension cords, phone chargers, and power strips are accepted.

Material Type: Electronics (computers, cell phones, appliances)

Drop-Off Location Types that are Available

Check with the following types of businesses, organizations and county-operated facilities to develop a list for your residents:

- Most County drop-off facilities for recycling (may require a related fee)
- Electronic recyclers and refurbishers like Tech Dump (may have a related fee)
- Recycling events operated by Cities or Counties
- Retailers such as Amazon, Apple, Best Buy, Sprint have trade-in or buy-back programs

Material Type: Mattresses

Highest and Best use:

Local charities may accept mattresses if they are in excellent condition. Charities are not allowed to sell used mattresses, but may be able to use mattresses or box springs for clients in need. Please remember to call first. Mattresses in good condition can also be donated to Bridging.

Most furniture stores offer back-haul of the mattress when you buy a new one. In addition, they offer recoverable materials such as steel, cotton, foam, and wood.

Drop-Off Location Types that are Available

Check with the following types of businesses, organizations and county-operated facilities to develop a list for your residents:

- Mattresses may be accepted at city clean up days. Check your city website for more information.
- Pick Up Service: There is a pick up option for mattresses in some areas of the Metro. For more information, visit Second Chance Recycling.
- **County Drop-**Offs: Some county drop-offs accept and recycle mattresses. Check with your county for more information.

Material Type: Shredded Paper

Preparing Material for Recycling:

Some single-sort recycling facilities may accept shredded paper if properly prepared in a stapled paper bag, but many do not. Check with city, county, MRF, or hauler to determine if shredded paper is accepted in recycling carts in your area. If not accepted in recycling carts, check with your county or city to find the next shred event or drop-off location near you.

Highest and Best Use for Materials:

Paper is more valuable and easier to recycle when it is not shredded. Before shredding paper, consider if the paper requires shredding, and only shred confidential paper if necessary.

Drop-Off Location Types that are Available

Check with the following types of businesses, organizations and public and private dropoff facilities to develop a list for your residents:

- Banks who may hold private shred events
- Public or private drop-off facilities
- Municipal buildings who may offer shredding for residents (ex. Coon Rapids and Linwood)
- Private document shredding companies (ex. Shred It, Pioneer Paper, Secure Shred)
- Recycling day events operated by cities and/or counties

Material Type: Small Appliances & Scrap Metal

Preparing Material for Recycling:

 Sort scrap metal by material type before arrival at a drop-off location. Keeping similar materials together helps transactions to be made more quickly.

Highest and Best Use for Materials:

Scrap metal items, like pots and pans, silverware, hangers, and other metal household goods that are new or gently used can be reused through donation. If your appliance or metal item is in working condition, give it away, sell it, or donate it to a local social service organization or a private entity (ex. Habitat for Humanity, Better Futures Minnesota, or Salvation Army). See textiles for donation for more information on reuse opportunities or visit: ReUSE Minnesota, Choose to Reuse, or Bridging's guide to reuse or donate. See links to organizations on "Resources" page.

Drop-Off Location Types that are Available

Check with the following types of businesses, organizations, county-operated facilities and special city programs to develop a list for your residents:

- Public and private drop-off facilities
- Scrap metal recycling facilities
- Special city curbside recycling programs
- Recycling day events operated by cities or counties

Material Type: Large Appliances

Preparing for Recycling:

Properly disconnect all appliances. Do not cut any gas or Freon lines. Cutting lines will release the chemicals in the air, causing environmental harm. Find a reuse option for usable items. For non-usable appliances, select a recycler who will properly remove any gases to avoid Clean Air Act violations.

Highest and Best Use for Materials:

If your appliance is in working condition, give it away, sell it, or donate it to a local social service organization or private entity (ex. Habitat for Humanity or Better Futures Minnesota, or Salvation Army). See textiles for donation for more information on reuse opportunities or visit: ReUSE Minnesota, Choose to Reuse, or Bridging's guide to reuse or donate.

Drop-Off Location Types that are Available

Check with the following types of businesses, organizations, city and county-operated facilities to develop a list for your residents:

- Public and private drop-off facilities
- Scrap metal recycling facilities
- Special city curbside recycling programs
- Recycling day events operated by cities or counties
- Appliance retailers (may take back your old appliance when purchasing a new one)
- Utility companies like Xcel Energy (may offer a cash rebate and free pick up and recycling service for your spare refrigerator or freezer that is in working condition.

Material Type: Carpet

Preparing Material for Recycling:

Carpet must be rolled and securely tied with duct tape or twine. Carpet must be dry and should no longer than six (6) feet. Carpet should have minimal loose dirt, and should be free of wet glue, rocks and caked mud. Carpet must be free from tack strips, nails, staples or knife blades.

Highest and Best Use for Materials:

New or unused carpet can be donated at Habitat for Humanity Restore.

Drop-Off Location Types that are Available

- Currently, Bro-Tex, Inc. is the only recycler of carpet in Minnesota. A small fee applies. For a list of their drop-off locations and specifications for recycling carpet visit Bro-Tex web in Resources.
- Carpet pad can be taken to any Hank's Specialties for recycling. For a list of their retail locations visit the website in the resource list. They do not recycle carpet, only the padding.

Acceptable and Unacceptable Materials at Bro-Tex for Carpet Recycling

Accepted	Not accepted
All other carpets not listed in the "Not	Rubber backed carpet
accepted" column	 Rubber pads
 Carpet padding that is not rubber 	 Carpet tile or other rigid flooring
	 Carpet scraps or trimmings
	Wool carpet
	Area rugs

Material Type: Household Batteries

Preparing Material for Recycling:

- Do no put batteries in your recycling bin or cart
- Tape both terminals of batteries to prevent fires
- Broken or swollen battery packs are a fire and explosive hazard and should be placed in a bucket of sand before you bring it to your HHW facility

Drop-Off Location Types that are Available

For proper disposal, contact your local county environmental office. A Household Hazardous Waste (HHW) facility locator link can be found in the resource list below. Also check with the following types of businesses, organizations and county-operated facilities to develop a list for your residents. Verify the type of batteries accepted at each location:

- Public and private HHW drop-off facilities
- Public agencies (may have drop-off bins at public buildings, libraries, etc.)
- Special city curbside recycling programs
- Call2recycle (Visit website for a list of locations that accepts rechargeable batteries for recycling). Please note this list is maintained on a national level and may not include all locations that accept batteries)
- Retail stores that sell lead acid auto batteries (for vehicles, not considered household batteries)
 - Any retail store that sells lead acid batteries is required by state law to accept and recycle up to five (5) lead acid batteries at no charge; no purchase required.
- Recycling day events operated by cities or counties

Acceptable and Unacceptable Materials at designated drop sites

Accepted	Not Accepted
 Single use batteries Alkaline (ex. AA, AAA, D, batteries) Button (ex: watch, hearing aid) Maybe Li-ion, Ni-MH or Zinc-Air) Coin batteries Rechargeable batteries Lithium and Lithium ion (ex: laptops and cell phones, digital cameras, rechargeable AA, AAA, battery packs, etc.) 	 Lead acid (vehicle) batteries* Other types of lead acid batteries*

- Nickle Cadmium (Ni-Cd) (ex: hand held power tools, AA, AAA rechargeable, battery packs, etc.)
- Nickel metal hydride (NiMH) (ex. Rechargeable AA, AAA, battery packs, etc.)
- Nickel-Zinc (NiZN) (ex. Rechargeable AA, AAA, battery packs, etc.)

Material Type: Lighting

This section includes recycling resources for the following type of lighting:

- Compact Fluorescent Lamps (CFLs)
- Fluorescent tubes
- Light-emitting diode (LED) bulbs
- High Intensity Discharge (HID) lamps, including mercury vapor, metal halide, high pressure sodium

Minnesota state law prohibits trash disposal and requires recycling of all mercury containing lighting from households and businesses. This requirement has been in place since 1997 to reduce and prevent mercury release to the environment. Items that contain mercury include:

- Compact Fluorescent Lamps (CFLs)
- Fluorescent tubes
- High Intensity Discharge (HID) lamps, including mercury vapor, metal halide, high pressure sodium

LED lighting contains printed circuit boards and may contain lead. It is permitted to throw in the trash, however it is best to recycle through your local HHW or electronic waste program if this is an option.

Preparing Material for Recycling:

- Lamps must be unbroken. Some local HHW programs/facilities will accept broken fluorescent lamp material that is double bagged in plastic bags and tightly closed. Contact your local program for instructions on lamp cleanup and bagging debris for proper disposal.
- Pack and transport lamps in original packaging or otherwise handle and contain them in a manner that will prevent lamp breakage in your vehicle as you transport to the collection facility.
- Do not tape lamps together.

^{*}only accepted at County-operated HHW drop-off facilities

Highest and Best Use for Materials:

• Recycling through your local collection program.

Drop-Off Location Types that may collect these lamps for recycling

- County and regional Household Hazardous Waste Collection programs, including permanent facilities and event/satellite/seasonal facilities. Some programs do not collect lamps or collect only through events.
- Retail hardware locations that work with electric utilities and lamp recyclers to collect either all types of lighting or CFLs only.
- Community clean up events: some community cleanup events collect lighting products, consult the specific clean up event guide to determine if this is an option, and how you should prepare material to bring to the event.

Acceptable and Unacceptable Lamp Types for Recycling

Accepted at most public sector and retail lamp collection programs	Check with your local facility, often not accepted:
 Fluorescent lamps: Compact fluorescent lamps (CFLs) Tubular fluorescents – all shapes and sizes High intensity discharge (HID) lighting: High pressure sodium Mercury vapor Metal halide LED lighting: check with the facility or program For example, Ramsey County collects through their HHW Program Check with your local program or consult management guides for electronic waste 	 Lamps that do not contain mercury or circuit boards Incandescent lighting (bulbs with metal filaments) Halogen lighting

Material Type: Miscellaneous Household Hazardous Materials

Preparing Material for Recycling:

Various household hazardous materials are accepted at your local county environmental office. Visit your county website for details on proper methods for preparing materials.

Drop-Off Location Types that are Available

For proper disposal and pricing, contact your local county environmental office. A Household Hazardous Waste (HHW) facility locator link can be found in the resource list below.

Acceptable and Unacceptable Materials at designated drop sites

Accepted	Not Accepted
Accepted for recycling at the majority of county drop sites, but one or more county drop sites do not accept them. Unwanted medication Needles and syringes	

Frequently Asked Questions about Single-Sort and Multi-Sort Recycling Programs

How clean is clean?

Items for recycling should be reasonably free of food contamination. Empty and rinse containers that can be easily cleaned. Items do not need to be sterilized and perfectly clean. For containers that are more difficult to clean, such as a peanut butter jar, remove as much food as possible, but some residue is acceptable.

What is "wish-cycling" and how can residents avoid it?

At some point, most everyone has put something in their recycling cart that wasn't actually recyclable but wished it was. This common occurrence has been aptly coined "wish-cycling". Although residents want to recycle everything, the best thing they can do to support recycling is to recycle right by only recycling the items listed on their community's recycling guide. "Wish-cycled" items can damage equipment at recycling facilities (like plastic bags, scrap metal and textiles), harm employees at recycling facilities (like lithium ion batteries that can cause fires and aerosol cans or propane tanks that can explode), and some don't have strong markets to be turned into new products (like #3 and #6 plastics).

Oftentimes residents can still recycle these commonly "wish-cycled" items at drop-off locations, just not in their curbside recycling cart. Some examples of these items that can be accepted at drop-offs include plastic bags, scrap metal, batteries and textiles.

How do I recycle delivery pizza boxes?

For pizza boxes, remove any remaining food and consider the amount of grease before recycling. Pizza boxes with small amounts of grease can be recycled. Recycle the top, clean portion of very greasy boxes, but compost or dispose of the bottom of the box.

Caps on or off?

Keep caps on recyclables; see below for specific details. Loose caps should be placed in the garbage. If caps are placed loose in recycling carts, they slip through the machinery at the recycling facility and end up getting managed as garbage anyways.

For ease of messaging to residents and to improve recycling capture rates, it is best to educate residents to leave caps on ALL recyclables. For transparency to residents who inquire about whether all caps are actually turned into new products, a good explanation starts with the "like on like" explanation. That means, a plastic cap on a plastic bottle will get recycled. A metal cap on a glass bottle will probably not get recycled.

Caps on plastic recyclables like water bottles, laundry detergent jugs and yogurt tubs can be made into new products when the items are recycled, sorted and baled with the caps on. The cap and its container may be different types of plastic and that is OK. They are further sorted by plastics recyclers through a "sink-float" bath.

Keeping caps on milk, broth, and juice cartons helps the cartons get recycled correctly. That is because when the cap stays on, the carton remains more 3D which makes it easier to sort at the recycling facility. It is difficult to determine with certainty if the caps on cartons are actually made into new products when the carton is sold for recycling.

Metal caps don't always end up getting recycled because at the recycling facility they often end up with the crushed glass instead of making it to the bales of metal. If a resident inquires the best way to get metal caps recycled, recommend that they secure caps inside of a metal can and pinch the lid closed.

Why is black plastic not widely accepted in recycling programs?

The optical sorting technology used in most Material Recovery Facilities (MRFs) to sort plastics by resin type (like separating a #1 PET from a #2 HDPE bottle) is not capable of identifying the polymers in black plastics since the color absorbs light. It is not reasonable for MRFs to use manual sorting to distinguish different resin types of black plastic containers from another because there are too many items.

From the market perspective, black plastic is less valuable than other colors of plastic because it can't be dyed to create a new color. Clear plastic can be dyed to make black plastic, but black plastic can't be made clear. For this reason, the companies that purchase recycled plastics generally do not purchase black plastic.

Why are paper egg cartons not widely accepted in recycling programs?

Fiber can only be recycled about five or six times before the fibers become too short to be used in another product. The fibers in egg cartons have already been recycled multiple times and most of the fibers are likely too short to be utilized again. The same is also true for berry cartons that are made of the same type of material.

Why are cardboard cans not always accepted in recycling programs? Cardboard cans generally have multiple materials (fiber, sometimes plastic, and sometimes metal) that aren't easily separated to be made into new products. An example of a cardboard can is a Pringles® container or some Planters® nuts containers.

Some MRFs accept cardboard cans with a steel metal bottom due to the high value of the steel. The cardboard cans are then included in metal bales for sale and the paper attached is burned off in the metal melting process.

Why are freezer boxes not always accepted in recycling programs?

Some freezer boxes are made of plastic coated paper, which is not recyclable, while others are uncoated. If the item contained within the freezer box is sealed in plastic, the freezer box is not the barrier to freezer burn, and therefore it is not plastic lined and is recyclable. Some freezer boxes now include How2Recycle logo that indicate if the box is recyclable. Because it is still often difficult for some residents to determine if a box is coated or uncoated, some recycling facilities do not accept any freezer boxes to avoid accidental inclusion of plastic, food residue, or coated paper.

Why is shredded paper generally not accepted in single-sort recycling? Shredded paper, when loose, is small enough to slip through the mechanic sorters at a recycling facility, so it does not get recycled. Some haulers will accept shredded paper if it is placed in a stapled or sealed brown paper bag.

Why are plastic bags not accepted in single-sort recycling programs?

The machinery used to sort recycling at material recovery facilities (MRFs) uses conveyor belts, spinning gears, screens, and more to sort recyclables by size, shape, material type and weight. Plastic bags can't be sorted by existing machinery and instead get caught in conveyor belts and jam spinning gears, bringing entire facilities to a stop until the bags are manually cut out and removed from gears by workers. This process is dangerous for recycling workers and drastically reduces efficiency at recycling facilities.

What do the chasing arrows with a number inside of them commonly seen on plastic containers mean?

Plastic items typically will have a recycling chasing arrow and number. These numbers as identified by the plastics industry represent the resin code and material type the item originated as. This code does not identify if the materials are recyclable in a particular community. While using numbers simplifies messaging, most recycling educators seem to be moving away from listing a specific plastic number and educate the public by indicating the type of material the container held. (i.e. "ketchup and salad dressing bottles" instead of "#1 and #2 containers")

Preparing, Creating and Distributing Educational Materials

Plain Language

As recycling educators, our role is to ensure inclusivity and accessibility in our education, outreach and engagement. Refer to your County for recycling education materials. This guide is best used to inform recycling educators on up to date recycling acceptability lists, resources for specialty recycling, and answers to commonly asked recycling questions. This guide is not intended to be copy and pasted as any communities recycling guide. Some of the content in this guide can be too technical or full of jargon to the general public. This may create further barriers to encourage participation. To ensure your community understands the information consider the following:

- Write out acronyms
- Define terminology
- Avoid technical terms

One Size Does Not Fit All

Be mindful of your audience and adjust your communication and education plan accordingly. Education should be tailored to the community group you are focusing on (ex. senior, youth, immigrant and refugee populations, English as a second language, American Sign Language and deaf community, etc.) One method and message may not work universally for each group.

The following are a diverse list of educational formats to explore:

- Brochure and print materials (ex. newspaper, newsletters, flyers)
- Community event "tabling"
- In-person meetings and presentations
- Interviews for print or recorded media events
- One-on-one education (phone, in person, email)
- Public Service Announcement (PSA) (paid or free media billboards, newspapers, press releases, radio, TV etc.)
- Social media (ex. Facebook, Instagram, Nextdoor, Snapchat, Twitter)
- Website content
- Videos (be sure to transcribe and display closed caption in videos)
- Media campaign (includes one or more from the above)

Culturally Relevant, Interpreted and Translated Materials

According to the 2017 American Community Survey as described by the Minnesota State Demographic Center, 11.1% of Minnesotans who are five years old and older speak a language other than English at home. The most common languages are Spanish (about 190,000 speakers), Hmong (about 58,000 speakers) and African languages — not disaggregated (about 75,000 speakers. These African languages may include Oromo, Somali, etc). In 2017, the largest group of foreign-born Minnesotans were born in: China, Laos, India, Mexico, Somali, Thailand and Vietnam. Note: his information may not show the entire picture as individuals may have chosen to not complete the language information in the Census surveys.

Language barriers and the unintentional exclusion of translations and interpreters in recycling education may impact the success of a recycling or solid waste program. Education with communities who speak English as a second language should be prioritized and coordinated accordingly.

Know your audience and learn what method is best. For example, the Hmong language is a predominately spoken language. Items written in Hmong may not connect well with the population and spoken education may be more preferred. Interpreted information is distributed through speaking and is best applied for in-person community events, meetings or presentations. When creating print materials, consider using images of items that connect with the focused culture. For example, signs for the Asian community may want to include items like a fish sauce bottle, coconut milk metal can and a newspaper commonly read by that community. Seek information from the community (community members and professionals) to learn what images and translated words work best for them.

When selecting an interpreter or translator, it's best for these individuals to have personal connection or lived-experiences with this community. There are some words that are not directly translatable and require an individual with advanced language comprehension to translate the word or concept.

The state of Minnesota has state contracts with local and domestic resources to help locate translators and interpreters.

<u>Spoken Language Interpreting and Related Services Statewide,</u> http://www.mmd.admin.state.mn.us/pdf/S-885(5).PdF (list of vendors on state contract)

<u>Written Translation Statewide</u>, http://www.mmd.admin.state.mn.us/pdf/S-888(5).PdF (list of vendors on state contract)

Educational efforts should be frequent and engaging to ensure the message reaches the public and is constantly on top of mind. It is also vital to go beyond the translated brochure and continue the conversation by connecting and engaging with cultural groups in person and in a variety methods. As a recycling educator, this is your opportunity to ensure there are more individuals who understand the campaign and ultimately reduce contamination in our recycling programs.

Acronyms and Terminology

Compact Fluorescent Lamp: (CFL)

High Intensity Discharge: (HID) lamps

Household Hazardous Waste (HHW)

Interpreter: A person who helps people who speak a different language to orally describe information in a language for others to understand. Works best for in person presentations and conversations.

Light-emitting diode: (LED) lamps

Material Recovery Facility: (MRF or MRFs)

Public Service Announcement: (PSA)

Recycling Education Committee: (REC)

Resources

Cultural Relevant, Interpreted and Translated Materials

Immigration & Language, Minnesota State Demographic Center (Department of Administration) https://mn.gov/admin/demography/data-by-topic/immigration-language/

Service: Spoken Language Interpreting and Related Services Statewide, www.mmd.admin.state.mn.us/pdf/S-885(5).PdF (list of vendors on state contract)

Service: Written Translation Statewide, www.mmd.admin.state.mn.us/pdf/S-888(5).PdF (list of vendors on state contract)

Highest and Best Use

Integrated Solid Waste Hierarchy, Minnesota Pollution Control Agency. www.pca.state.mn.us/waste/managing-waste-planning-and-research

Images

MPCA Flicker Account:

https://www.flickr.com/photos/mpcaphotos/albums/72157659312397352

Recycling Partnership:

https://recyclingpartnership.org/downloads/?utm_source=Website+Signups&utm_campaign=162dbfd2e0-&utm_medium=email&utm_term=0_386d83077a-162dbfd2e0-430129913

Reuse

Better Futures, donate building materials and household items: http://betterfuturesminnesota.com/reuse-warehouse/

Bridging's guide to reuse or donate: https://www.bridging.org/give-stuff/

Choose to Reuse, Hennepin County searchable online tool to find 500 retail locations that offer reuse options in our community. You can search for businesses and organizations that reuse, repair, rent, resell or accept donations in and around Hennepin County at www.hennepin.us/choosetoreuse

Craigslist: www.craigslist.org/

Facebook Marketplace: www.facebook.com/marketplace/

Habitat for Humanity, donate building materials and household items. Webpage also includes list of accepted/not accepted items:

https://restore.tchabitat.org/donate?hsCtaTracking=d79bc32a-8d43-4594-899b-cdc856a53ab3%7C8d1c32c8-c8af-40c4-90ed-b156a874ab85

MPCA Reuse webpage: www.pca.state.mn.us/living-green/reuse-it

Nextdoor: http://nextdoor.com

ReUse Minnesota Support sustainable living and reduce waste. The ReUSE Minnesota business community connects you to local, thrifty and eco-friendly goods and services. www.reusemn.org/

Salvation Army, donate household items. Can drop off or schedule a pickup: https://satruck.org/donate/choose

Twin Cities Free Market is a free materials exchange, reuse site for individuals. https://twincitiesfreemarket.org/

Specialty Recycling

Appliance Recycler

Xcel Energy, refrigerator or freezer recycling, may be eligible for a rebate.

www.xcelenergy.com/programs_and_rebates/residential_programs_and_rebates/equipment_and_appliances/refrigerator_recycling

Battery Recycling

Batteries Plus Bulbs: All Batteries plus bulbs stores accept lithium ion (Li-ion), nickel-cadmium (Ni-Cd), nickel metal hydride (NiMH), and small sealed lead acid (SSLA) rechargeable batteries for recycling. www.batteriesplusbulbs.com

Call2recycle: This list is maintained on a national level and may not include all locations that accept rechargeable batteries: www.call2recycle.org/

Harbor Freight locations collect rechargeable batteries, with a focus on batteries sold with or for Harbor Freight tools.

https://shop.harborfreight.com/battery_recycling.html

Interstate Batteries: All Interstate Batteries locations in Minnesota accept the lithium ion (Li-ion), nickel-cadmium (Ni-Cd), nickel metal hydride (NiMH), and small sealed lead acid (SSLA) rechargeable batteries for recycling.

Go to https://www.interstatebatteries.com/ then click on 'find a location' or click on 'recycling' then 'find a location.' Search for an 'all battery center.' Distributor locations may also accept batteries, check with specific locations.

Carpet Recycler

Carpet: Bro-Tex, Inc: http://carpet.brotex.com/

Hank's Specialties, recycles padding only, not carpet: www.hanksspec.com

Electronics Recycler

Amazon trade-in: www.amazon.com/Trade-In/b?ie=UTF8&node=9187220011

Apple Give Back Program: www.apple.com/shop/trade-in

Best Buy Electronic and Appliances Recycling:

www.bestbuy.com/site/services/recycling/pcmcat149900050025.c?id=pcmcat149900050025&DCMP=rdr0001422

Sprint Buyback Program: https://secure.sprintbuyback.com/bbt/

Tech Dump, electronic recyclers and refurbisher: www.techdump.org/electronics-recycling/

Household Hazardous Waste (HHW)

Locate a HHW location near you, Minnesota Pollution Control Agency. www.pca.state.mn.us/waste/find-your-household-hazardous-waste-collection-site

Needles and Sharps, Minnesota Pollution Control Agency. www.pca.state.mn.us/living-green/disposing-needles-and-syringes

Unwanted Medical Waste, Minnesota Pollution Control Agency. www.pca.state.mn.us/living-green/managing-unwanted-medications

Holiday Lights and Cord Recycling

Holiday lights and cord recycling: http://recycleminnesota.org/recycle-your-holidays/

Other Materials

Mattresses: Second Chance Recycling: www.secondchancerecyclingmn.com/

Plastic Film and Bag Recycling

Plastic film recycling <u>www.plasticfilmrecycling.org</u>. Provides a list of drop off locations that accept plastic film and a complete list of types of plastics are and are not accepted. Please note that plasticfilmrecycling.org is maintained on a national level, and is not an all-inclusive list of locations that accept plastic film.

Revolution Plastics for agriculture plastic film recycling. To join the program, visit: www.revolutionplastics.com

Standardizing Recycling Education

Always/Never Acceptability List. Recycling Education Committee (REC) https://recycleminnesota.org/resources/education-outreach/recycling-education-committee/

How to Recycle Logo, www.how2recycle.info/about.

The Recycling Partnership Open Source Documents: https://recyclingpartnership.org/downloads/?utm_source=Website+Signups&utm_camp

<u>aign=162dbfd2e0-&utm_medium=email&utm_term=0_386d83077a-162dbfd2e0-430129913</u>

Recycling Outreach Guide. Recycling Education Committee (REC) https://recycleminnesota.org/resources/education-outreach/recycling-education-committee/