

## SOFT COVER/HARDCOVER BOOKS

Soft Cover Books are to be separated between Office Paper, Newspaper, or Magazines depending on the type of paper the pages are. The covers do not need to be removed.

All Hard Cover Books go into the same box marked "Hard Cover Books" regardless of the type of paper the pages are.

## SHREDDED PAPER

We do not shred paper at our facility however we will accept bags/boxes of paper that has been pre-shredded.



## RECYCLE BINS/YARD WASTE BAGS

The Drop-Off Center provides Recycle Containers for curbside recycling as well as Yard Waste Collection bags.

This applies to **City Residents Only**

## TIPS TO REMEMBER

### PRE-SEPARATE

All materials should be separated prior to being brought to the facility. When different materials are mixed together and not sorted properly it not only increases the risk of the commodities becoming contaminated but also holds up other customers who are dropping off.

### OUT OF THE BAG

When dropping of materials in bags it is important to empty **only** the contents of the bag and **not** the bag itself. Bags should either be taken with the customer or disposed of properly.

**Brown Paper Bags:** can go in with Corrugated Cardboard.



**Plastic Grocery/Trash Bags:** Both are great to reuse for your next trip to the facility or should be put out with garbage. Plastic Bags are a major contaminate to the commodities.

## CITY OF LANCASTER



## RECYCLING DROP-OFF CENTER

850 NEW HOLLAND AVENUE

### HOURS OF OPERATION

MONDAY – FRIDAY 7:00 A.M. — 4:00 P.M.

THIRD SATURDAY 7:00 A.M. — 11:00 A.M.

BUREAU OF SOLID WASTE AND RECYCLING  
120 NORTH DUKE STREET, P.O. BOX 1599  
LANCASTER, PA 17608-1599

[WWW.CITYOFLANCASTERPA.COM](http://WWW.CITYOFLANCASTERPA.COM)

(717) 291-4744

SOLID WASTE HOTLINE:

[SWHOTLINE@CITYOFLANCASTERPA.COM](mailto:SWHOTLINE@CITYOFLANCASTERPA.COM)

## MIXED OFFICE PAPER

### Accepted:

- Printer Paper
- Envelopes
- Index Cards
- File Folders
- Dividers
- Uncoated (Not Glossy) Junk Mail



### NOT ACCEPTED:

- Glossy/Shiny Paper (Goes in with Magazines)
- Wrapping Paper
- Tissue Paper
- Plates, Cups
- Napkins, Paper Towels, Tissues
- Photos
- Shopping Bags



## NEWSPAPER

**Accepted:** Newspaper (including ads/inserts), Phonebooks, Soft Cover Books



## MAGAZINES

**Accepted:** Magazines, Catalogs, Glossy/Shiny Paper (Brochures, Pamphlets, Food Menus, Mail Fliers)



## CORRUGATED CARDBOARD

- Boxes with a fluted center
- Brown paper bags



## CHIPBOARD

Boxes **without** a fluted center (cereal boxes, egg cartons, toilet paper rolls)



## PLASTICS, ALUMINUM, GLASS

### Accepted:

- Plastic bottles and jugs with a neck
- Steel/tin/aluminum cans
- Glass bottles and jars



### NOT ACCEPTED:

- Plastic Containers
- Grocery/Trash bags
- Styrofoam
- Hangers
- Tupperware
- Plastic Wrap
- Window Glass

