

INTERGOVERNMENTAL AGREEMENT
BETWEEN
CITY OF PHOENIX
AND
CITY OF FLAGSTAFF

City Contract No. _____

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is entered into as of June 1, 2023, by and between the City of Phoenix, an Arizona municipal corporation (“Phoenix”) and the City of Flagstaff, an Arizona municipal corporation (“Flagstaff”) (collectively, the “Parties”).

RECITALS

A. Arizona Revised Statutes, Sections 11-951 through 11-954 provide that public agencies may enter into intergovernmental agreements for the provision of services or for joint or cooperative action. The parties hereto acknowledge that this Agreement constitutes an Intergovernmental Agreement within the meaning of Arizona Revised Statutes, Sections 11-952.

B. Phoenix is empowered by Chapter II, Section 2 of the Phoenix Charter to enter into this Agreement and has, by City Council Action on _____, authorized the undersigned to execute this Agreement on behalf of Phoenix.

C. Flagstaff is empowered to enter into this Agreement by Flagstaff City Charter Art. I. §3, and has, by City Council Action on May 23, 2023, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of Flagstaff.

D. Phoenix is the owner of the North Gateway Materials Recovery Facility located at 30205 N. Black Canyon Highway and the 27th Avenue Materials Recovery Facility located at 3060 S. 27th Avenue (MRFs). Together, these two facilities are herein collectively referred to as “MRFs”. Phoenix has contracted with Balcones Recycling Phoenix, LLC for the operation of both MRFs during part or all of this Agreement. Phoenix represents to Flagstaff that Balcones Recycling Phoenix, LLC currently acts on behalf of Phoenix for the operation and maintenance of the MRF’s.

E. Flagstaff desires to enter into this Agreement with Phoenix to allow delivery by a third-party hauler of recyclable materials collected by Flagstaff and have Phoenix process Flagstaff’s recyclable materials at both MRFs.

F. Phoenix and Flagstaff believe it would be advantageous for Flagstaff to deliver to Phoenix, and Phoenix to accept Recyclable material at the MRFs from the standpoint of efficiency of collection and disposal, vehicle routing, avoidance of excessive travel times and distances, fuel economy and efficiency, and reduction of air pollution. Additionally, Flagstaff may also choose to use Phoenix facilities for green organics diversion and/or disposal of Municipal Solid Waste (MSW).

G. The purpose of this Agreement is to set forth the Parties' respective rights and obligations with respect to Phoenix's acceptance of Flagstaff's Recyclables at the MRFs.

Now, therefore, in consideration of the mutual promises contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

DEFINITIONS

"Average Quarterly Outbound Blended Rate" means the average sales price per ton for all material sorted and sold at the North Gateway MRF during a calendar month including tonnage from rejects.

"Hazardous Waste" means: (1) any material or substance which by reason of its composition or characteristics is (a) toxic or hazardous waste as defined in either the Solid Waste Disposal Act, 42 U.S.C. §§ 6901 et seq., as replaced or amended, or any laws of similar purpose or effect, and such policies or regulations thereunder, or under relevant state law as replaced or amended, or any laws of similar purpose or effect, and any rules, regulations, or policies thereunder, or (b) special nuclear or by-products material within the meaning of the Atomic Energy Act of 1954; (2) other material which any governmental agency or unit having appropriate jurisdiction shall determine from time to time is harmful, toxic, or dangerous, or otherwise ineligible for transfer through, transportation by, or disposal from or to a Facility; and (3) any material which would result in process residue being Hazardous Waste under (1) or (2) above.

"Hot Load" means any load of materials delivered to the MRFs which is emitting smoke, fire, or fumes and which may be in imminent danger of fire or explosion.

"Hours and Days of Operation" means those hours that the MRFs receive Recyclables, as posted and noticed from time to time. Currently, the MRFs receive Recyclables from 5:30 a.m. to 5:00 p.m., Mondays through Fridays, excluding Phoenix-observed holidays unless the holiday is a designated Solid Waste collection day for City of Phoenix residents.

"MSW" means Municipal Solid Waste or any garbage, bulk trash, and other materials or products, including putrescible and non-putrescible waste, organic and inorganic waste, combustible and noncombustible waste, and liquid nonhazardous waste discarded by the public, but not including hazardous waste or human body parts.

"Processing Fee" means the sum of the processing fee paid to the Material Recovery Facility processor, revenue share to the processor and any City of Phoenix operating costs to run the recycling facility not covered by what is paid to the processor.

"Recyclables" means post-consumer residential and commercial/business materials as accepted in the Phoenix Recycles program, having residual value and suitable for use in other products. The list of acceptable materials may be modified by Phoenix, with reasonable notice to the City of Flagstaff, at any time at the sole discretion of Phoenix.

“Rejects” means non-recyclable waste that is delivered to the facility which is segregated from Recyclable materials during processing.

“RFID” means radio frequency identification. It is a device that is attached to the delivery vehicle and that will be electronically read when the delivery vehicle travels over the unmanned scale. This device transmits a unique signal and electronically tracks tonnages, trucks, times, etc.

"Special Waste" means any waste that is now or hereafter defined as a special waste under or pursuant to Ariz. Rev. Stat. §§ 49-851 et seq. or any other waste that requires special handling under federal, state, or local laws or regulations.

“Ton” means a short ton of two thousand (2,000) U.S. pounds.

"Unacceptable Waste" means that portion of solid waste, such as, but not limited to: (1) explosives, radioactive materials, untreated bio-hazardous medical waste as defined in A.A.C. R18-13-1401, cesspool waste, or sewage sludge; (2) motor vehicles, including major motor vehicle parts, agricultural and farm machinery and equipment; (3) waste tires; (4) used oil; (5) that which in the reasonable judgment of Phoenix may present a risk to health or to safety, or has a reasonable possibility of adversely affecting the operation of its MRF; or (6) waste not authorized for disposal at the MRFs by those entities having jurisdiction over any waste, the disposal of which would constitute a violation of any governmental requirement pertaining to the environment, or health or safety. Unacceptable Waste also includes any waste that is now or hereafter defined by federal law or by the disposal jurisdiction as radioactive, dangerous, hazardous; or extremely hazardous waste.

AGREEMENT

1. Term. The term of this Agreement shall be for a period of 12 months beginning on June 1, 2023 and ending on May 31, 2024. This Agreement may be renewed in one (1) year increments for a total of four (4) renewal years upon written mutual agreement of the City of Phoenix Public Works Director and the City of Flagstaff Public Works Director.
2. Phoenix's Acceptance. Phoenix will accept up to 12,000 tons of recyclable materials per year from Flagstaff at the MRFs as part of the Phoenix Recycles program. Flagstaff's third-party hauler will be able to deliver Recyclables to the MRFs during their Hours and Days of Operation and may bring Recyclables on other days as approved in advance by Phoenix.
3. Flagstaff's Delivery. On an annual basis, Flagstaff, through a third-party hauler, may deliver up to 12,000 tons of recyclable material to the MRFs. Flagstaff shall, in good faith, deliver only acceptable recycling materials to the MRFs for processing. Flagstaff agrees to inform its residents of proper recycling practices and also agrees to enforce proper recycling practices. Flagstaff shall be responsible for arranging a recycling processing contingency plan in the event of circumstances resulting in Phoenix not being able to operate the MRFs. Flagstaff shall observe and obey all Phoenix hours of operation, rules of conduct, traffic patterns and speed limitations while on Phoenix property. Flagstaff shall make an effort to coordinate with Phoenix its scheduled delivery of recyclable materials during workdays.

Upon execution of this Agreement, Flagstaff shall provide Phoenix with its good faith projections, in writing, of the monthly tonnage that it expects to deliver to the MRF's which may be modified in writing and provided to Phoenix as reasonably necessary by Flagstaff. Flagstaff may not deliver more than twenty percent (20%) above its projected tonnage on a monthly basis to the MRF's without prior approval by Phoenix. These projections are intended for planning purposes and are not to be considered contractual commitments to deliver such projected tonnage.

4. Municipal Solid Waste Delivery. Under this agreement, Flagstaff may also deliver municipal solid waste to the City of Phoenix solid waste facilities at a quantity and rate that shall be negotiated by the Parties in advance of the time of delivery. The rate shall be no more than the then-current Phoenix disposal fee.
5. Weighing of Recyclables. Each vehicle delivering Recyclables shall have a vehicle identification number permanently indicated and conspicuously displayed on the exterior of the vehicle which is readily visible to the MRFs staff. In the event the scales become temporarily inoperable due to testing or malfunction, Phoenix shall estimate the weight of Recyclables on the basis of truck volume and historical data obtained through operation of the MRFs. These estimates shall serve as official records for the duration of the scale outage. In such case, a handwritten ticket may be substituted for the computer copy. In consideration for use of automated scales at the MRFs, Flagstaff shall make all vehicles used for delivery of Recyclables available for installation of RFID devices, and obtaining of a certified tare weight for each vehicle. Incoming materials shall be weighed by weighing all incoming vehicles and recording the weight of each. From time to time, Phoenix may require revalidation of the tare weight of any vehicle or re-weighing of unloaded trucks. RFID devices remain the property of Phoenix and shall be returned when vehicles are removed from service, or upon termination or expiration of this Agreement. A charge of \$50.00 per RFID device shall be charged for each device placed on Flagstaff delivery vehicle or for replacement of lost or damaged devices.
6. Hot Loads. In the event that a Flagstaff vehicle dumps a Hot Load, Flagstaff agrees to pay reasonable charges for Phoenix's handling of such Hot Load. Reasonable Hot Load charges may be deducted from the monthly compensation for Recyclables.
7. Compliance with MRFs Rules and Traffic Requirements. Flagstaff staff and contracted haulers will become familiar with and comply with all facility rules, traffic flows, and speed restrictions. Failure to follow such rules and requirements may result in restriction of Flagstaff staff from using the facility.
8. Quality of Recyclables. Material quality will be inspected by Flagstaff staff, and will adhere to guidelines of the "Phoenix Recycles" program of what is and is not acceptable Recyclable Materials, as set forth in **Exhibit A**, attached hereto, and as amended from time to time in accordance with the Notice provisions hereof. Materials will be spot check inspected by Phoenix staff or the designated operators on the MRFs floors. If materials are determined to be excessively contaminated, in the opinion of Phoenix personnel (rather than the contracted operator), then the materials will be moved immediately to the solid waste transfer area, and Flagstaff will be assessed the then-current disposal fee (which is presently \$55.00/ton). Phoenix will immediately inform Flagstaff of this determination and make the material available for immediate

inspection as permitted by operational requirements. Flagstaff will provide documentation of the attempts to increase the quality of the recyclable materials within two weeks of the excessively contaminated load. Flagstaff is aware that trucks must be fully emptied of any garbage prior to collection of recyclables. Excessive contamination means any load containing 35% or more non-recyclable material, or that is otherwise unacceptable for processing.

9. Termination of Agreement. Either party may terminate this Agreement with or without cause by giving the other party thirty (30) days prior written notice.

10. Vehicle leaks and spills. Flagstaff shall be responsible for prompt cleanup of leaks or spills from its third-party hauler’s vehicles while at the Facility. Regardless of the nature of any fluid leaking from the delivery vehicle, it shall be cleaned up within two hours. Any Recyclables that are spilled in any part of the facility other than the designated tip area shall be immediately contained and collected by the Flagstaff hauler. Spills that are not satisfactorily cleaned up within the two-hour designated time frame may be remediated by the City of Phoenix and a reasonable cost of the cleanup deducted from the monthly compensation for Recyclables.

11. Processing Fee, Shared Revenue

11.1. Charge or Rebate. Flagstaff will pay, or receive a credit from, Phoenix for each ton of Recyclables accepted and processed at the MRFs. The per ton Processing Fee that Flagstaff pays will be applied against the calculated Average Quarterly Outbound Blended Rate (AQOBR) per ton shipped by Phoenix from the MRFs. The AQOBR will be calculated quarterly using the blended rate at the North Gateway Transfer Station. If the AQOBR is higher than the Processing Fee, the excess revenue, net of the Processing Fee, will be 50% for the City of Flagstaff and 50% for the City of Phoenix. An AQOBR that is less than the Processing Fee will result in a charge to Flagstaff that will not exceed the Processing Fee.

Below is the current price schedule:

Price Schedule			
Item No.	Description	Price	Effective Date
Item 1	Processing Fee	\$112.08 per ton	Valid Through 06/01/2023-01/31/2024
Item 2	Average Quarterly Outbound Blended Rate	\$26.54 per ton (Q2 2023)	04/01/2023-06/30/2023
Item No.	Description	Percent	Effective Date
Item 3	Reject Content	35% \$0.00 Credit Per Ton	07/01/2023-01/31/2024

Loads with more than 35% non-recyclable material may be rejected consistent with Section 10.

AQOBR adjustments will follow the scheduled quarters commencing January 1st, April 1st, July 1st and October 1st. AQOBR adjustment quarters are defined as

January, February and March (Q1); April, May and June (Q2); July, August and September (Q3); and October, November and December (Q4). Blended rate adjustment calculations for January 1st will be per the quarter of July 1st-September 30th; April 1st adjustment will be per the quarter of October 1st-December 31st; July 1st adjustments will per the quarter of January 1st-March 31st; and October 1st adjustment shall be per the quarter of April 1st through June 30th. Phoenix will provide the AQOBR in writing to Flagstaff quarterly.

Phoenix will review and adjust the Processing Fee annually, subsequent to the expiration of the current operating agreement with the MRF operator and based solely on a negotiated amount between the MRF Operator and the City of Phoenix. Below is a sample table to be used as a reference to illustrate calculation of potential future charges and rebates:

SAMPLE SCENARIO			
Quarterly Outbound Blended Rate per Ton	Audited Reject Credit	Less Recycling Plant Processing Fee	Rebate = + Charge = -
\$112.08/ton	\$0.00/ton (Audited Reject Content 20% to 35%)	-\$112.08/ton	No Rebate No Charge
\$26.54/ton	\$0.00/ton (Audited Reject Content 20% to 35%)	-\$112.08/ton	-\$85.54/ton Charge
\$120.00/ton	\$5.00/ton (Audited Reject Content 0% to 19%)	-\$112.08/ton	+\$6.46/ton Rebate (50/50 Revenue Share)

11.2 Recycling Rejects. Phoenix will conduct annual audits to determine the reject level of the inbound material delivered by Flagstaff. The additional credit per ton if any will become effective at the beginning of the next renewal year, or within thirty (30) days of the end of the term, if there is no renewal. Upon consent of Phoenix, Flagstaff may request additional audits, not more than quarterly, to evaluate the impact of educational, inspection and enforcement programs to curb reject material. Reject content is the single biggest factor negatively impacting the value of the material and cost. Reducing reject content will increase the average quarterly outbound blended rate per ton calculated as follows:

Audited Reject Content	Additional Credit Per Ton
20% to 35%	\$0.00
Up to 19%	\$5.00

Any loads of Recyclables delivered by Flagstaff that, at the sole discretion of Phoenix, does not meet the composition or quality standards of the Phoenix Recycles Program as defined in Exhibit A, will be subject to rejection and charged the transfer station's refuse rate which is currently \$55.00 per ton.

11.3 Invoices. Flagstaff is required to pay Phoenix for each ton of Recyclables accepted and processed at the MRF's. Phoenix will calculate and invoice Flagstaff by the 25th day of the month for the previous month. Flagstaff will pay within 30 days of the invoice date.

12. Indemnification. Each Party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any personal (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

14. Miscellaneous.

14.1. Assignment. This Agreement shall not be assignable by either party without the prior written consent of the other party.

14.2. Applicable Law. The laws of the State of Arizona shall govern the interpretation and enforcement of this Agreement. Any lawsuits pertaining to this agreement will be brought only in Federal or State Courts in Maricopa County, State of Arizona.

14.3. Notices. All notices, demands and other writings provided to be given, made or sent by any party hereto to other parties shall be deemed to have been fully given, made or sent when made in writing and personally delivered or received by United States postpaid registered or certified mail and addressed as follows:

To Phoenix: City of Phoenix Public Works Department
Attn: Deputy Public Works Director
200 W. Washington Street, 6th Floor
Phoenix, AZ 85003

To Flagstaff: City of Flagstaff, AZ
Attn: Solid Waste Director
3200 W. Route 66
Flagstaff, AZ 86001

The address to which any notice, demand or other writing may be given, made or sent may be changed by written notice given by such party as above provided.

14.4. Conflict of Interest. No official, officer or employee of either party shall have any direct or indirect interest in this Agreement, nor participate in any decision relating to the Agreement that is prohibited by law. The parties hereto acknowledge that this Agreement is subject to cancellation pursuant to the provisions of ARS 38-511.

14.5. Cancellation for Nonappropriations. The Parties recognize that this Agreement depends upon appropriation of funds by the Phoenix City Council and Flagstaff City Council. If either fails to appropriate the necessary funds,

or if the appropriation for this Agreement is reduced, either Party may reduce the scope of this Agreement if appropriate or cancel this Agreement without further duty or obligation. Each Party agrees to notify the other Party as soon as reasonably possible after the Party knows of the loss of funds.

14.6. Right of Parties. Nothing in this Agreement, whether express or implied, is intended to confer a right or remedy under or by reason of this Agreement on persons other than the Parties to this Agreement and their respective successors and permitted assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of a person who is not a Party to this Agreement, nor will provisions hereof give a person not a Party to this Agreement a right of subrogation or action over or against either Party to this Agreement.

14.7. Covenant Against Contingent Fees. The Parties warrant that no person has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and that no member of the Phoenix City Council, the Flagstaff City Council, or any employee of either of the Parties has an interest, financially or otherwise, in the Agreement.

14.8. Employees.

14.8.1. Non-liability of Officials and Employees. No official, officer or employee of Phoenix or Flagstaff shall be personally liable to the other party, or any successor in interest, in the event of any default or breach by either Phoenix or Flagstaff of any obligation under the terms of this Agreement.

14.8.2. Not Employees. The personnel of the either party to this Agreement are not for any purpose to be considered employees or agents of the other party, and that each party assumes full responsibility for the actions of its personnel while performing under this Agreement, and shall be solely responsible for their supervision, daily direction and control, payment of salary (including withholding income taxes and social security), worker's compensation and disability benefits.

14.9. Force Majeure. In addition to specific provisions of this Agreement, non-performance by any party hereto shall not be deemed to be a default where such non-performance is due to war, insurrection, strikes, lock-outs, riots, floods, earthquakes, fires, casualties, acts of God, acts of the public enemy, epidemics, quarantine restrictions, freight embargoes, lack of transportation, governmental restrictions or priority, litigation related to the MRF, or unusually severe weather. In order for the non-performing party to obtain an extension of time for any such cause, the non-performing party must notify the performing party in writing of such force majeure within ten (10) days of commencement of such force majeure. Moreover, notice must contain a request for additional time, which shall only be for the period of the force majeure. Failure of the non-performing party to notify the performing party of such force majeure within such ten (10) days shall result in the performing party granting only a ten (10) day extension to the non-performing party.

14.10. No Waiver. Except as otherwise expressly provided in this Agreement, any failure or delay by any party in asserting any of its rights or remedies as to any breach or default shall not operate as a waiver of any breach or default, or of any such rights or remedies, or deprive any such party of its right to institute and maintain any actions or

proceedings which it may deem necessary to protect, assert or enforce any such rights or remedies.

14.11. Modification. Any amendment or modification of this Agreement shall be in writing and shall be effective only after signature by both Parties

14.12. Severability. If any provision of this Agreement shall be found invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

14.13. Representations and Warranties.

14.13.1. Flagstaff hereby represents and warrants to Phoenix as follows: (1) Flagstaff has the full power and authority to execute and deliver this Agreement to Phoenix and carry out the transactions contemplated hereby; (2) Flagstaff has taken all necessary action to execute, deliver, and perform this Agreement; and (3) neither the execution and delivery hereof nor the consummation of the transactions contemplated hereby nor Flagstaff's compliance with any of the terms and provisions hereof does or will contravene any existing law, judgment, governmental rule, regulation, or order applicable to or binding on it or any of its properties which, if violated, would have material adverse effect on Flagstaff's obligations under this Agreement. Upon execution and delivery of this Agreement by Flagstaff, it will constitute a legal, valid, and binding obligation of Flagstaff enforceable against it in accordance with the terms hereof.

14.13.2. Phoenix hereby represents and warrants to Flagstaff as follows: (1) Phoenix has the full power and authority to execute and deliver this Agreement to Flagstaff and carry out the transactions contemplated hereby; (2) Phoenix has taken all necessary action to execute, deliver, and perform this Agreement; and (3) neither the execution and delivery hereof nor the consummation of the transactions contemplated hereby nor Phoenix's compliance with any of the terms and provisions hereof does or will contravene any existing law, judgment, governmental rule, regulation, or order applicable to or binding on it or any of its properties which, if violated, would have material adverse effect on Phoenix's obligations under this Agreement. Upon execution and delivery of this Agreement by Phoenix, it will constitute a legal, valid, and binding obligation of Phoenix enforceable against it in accordance with the terms hereof.

14.14. Definitions, Exhibits, and Recitals. The definitions, exhibits, and recitals attached to this Agreement are hereby incorporated into this Agreement by this reference, as and to the same effect as if recited at length in the body of this Agreement.

14.15. Audit. The parties agree to retain all books, accounts, reports, files and other records relating to the Agreement and to make such records available at all reasonable times for inspection and audit by the other party or the Auditor General of the State of Arizona, or their agents, during the term of and for a period of 5 years after the completion of the Agreement.

14.16. E-Verify. To the extent applicable under A.R.S. § 41-4401, the Parties warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-Verify requirements under A.R.S. § 23-214(A). Failure by any Party to comply with such warranty shall be deemed a material breach of this agreement and may result in the termination of this Agreement. To the extent authorized under A.R.S. § 41-4401, each Party shall have the right to inspect the papers

of each of the others, their subcontractors, or any employee of either who performs work hereunder for the purpose of ensuring that the other party or subcontractor is in compliance with the warranty set forth in this provision.

IN WITNESS WHEREOF, the parties have caused this Intergovernmental Agreement to be executed by their duly authorized officers and agents on the day and year first written above.

CITY OF PHOENIX, a municipal corporation

CITY OF FLAGSTAFF, a municipal corporation

ED ZUERCHER, City Manager

GREG CLIFTON, City Manager

By: _____

By: _____

Joe Giudice, Public Works
Director

ATTEST:

ATTEST:

City Clerk

City Clerk

In accordance with A.R.S. Sec. 11-952 this Agreement has been reviewed by the undersigned attorney who has determined that this Agreement is in proper form and within the powers and authority granted to the City under the laws of the State of Arizona.

In accordance with A.R.S. Sec. 11-952 this Agreement has been reviewed by the undersigned attorney who has determined that this Agreement is in proper form and within the powers and authority granted to the City under the laws of the State of Arizona.

City Attorney
_____ Date

City Attorney
_____ Date

Exhibit A

Guidelines for Phoenix's Recycling Program

The following chart shows the materials that are acceptable and unacceptable in the recycle container:

Materials	Acceptable	Unacceptable
Paper	Office paper, mail, newspaper, magazines, catalogs, magazines, telephone books, milk/juice cartons, juice boxes, paper towel and toilet paper tubes	Tissue paper, toilet paper, paper towels, napkins, hardback or paperback books, padded envelopes, photographs
Plastic	Jugs, bottles, jars, cups, containers, coffee cup lids, flower pots and trays, plates, clamshells	Plastic kitchen bags, plastic shopping bags, soft or film plastics, Styrofoam, candy wrappers, chip bags, dog food bags
Metal	Steel/tin food cans, aluminum beverage cans, party trays, aluminum foil, clean aluminum pie plates/trays	Metal sheets, electronics, car parts, batteries, propane tanks
Cardboard	Boxes (packages and food boxes)- broken down, clean pizza boxes	Greasy pizza boxes
Glass	Bottles, jars	Light bulbs, ceramics, sheets of glass, mirrors, window panes, dishes
Miscellaneous		Clothing, textiles, any bagged materials

Tips by category:

Paper

Paper products should be clean and removed from binders, folders and bindings. Paper products like tissue, napkins and paper towels are not recyclable because their fibers are too short.

Plastic

Keep lids on all plastic bottles. Lids are too small to be recycled separately. No plastic bags of any kind (even if they have a recycle symbol on them). This includes plastic kitchen bags, plastic shopping bags, sandwich bags and bubble wrap, etc. These items get wrapped around the machinery and are not accepted in the recycle container.

Metal

Place metal lids inside of cans

Cardboard

Cardboard is acceptable in the blue container, but greasy pizza boxes are not. Salvage the non-greasy parts of the pizza box for recycling.

Glass

Due to magnet strength for sorting iron metal objects, it is important to remove metal lids from glass jars and place both separately in your blue recycling container.

General Recycling Protocol

All recyclable material must be relatively clean, dry, empty and uncrushed. No need to excessively wash recyclables, a quick rinse is sufficient.

Do NOT bag, box or tie recyclables. Keep all recyclables loose. Keep items separate, do not nest.