

## GUIDE TO RECYCLING ~TOWN of ACTON TRANSFER STATION

PAPER AND CARDBOARD		
PAPER AND CARDBOARD	How to Prepare	DO NOT INCLUDE
Newspaper and inserts	Loose or in paper bags (no plastic)	Plastic bags ( <i>recycle at stores—see “plastic film” recycling info below</i> ) Paper contaminated with food or vegetable oil ( <i>to compost</i> ) Used paper towels, napkins, tissues ( <i>to compost</i> ) Used paper plates ( <i>trash if plastic coating; to compost if 100% paper and no plastic coating</i> ) Paper cups ( <i>trash due to plastic coating</i> ) Paper contaminated w/ paint/debris ( <i>trash</i> ) Ice cream or frozen food coated packaging ( <i>trash due to plastic coating</i> ) Tyvek mailing envelopes or bubble wrap ( <i>can be recycled with plastic bags—see “plastic film” info below</i> ) Waxed cardboard produce boxes ( <i>to compost</i> )
Corrugated cardboard	Flatten boxes	
Chipboard/cereal/pasta/shoe boxes, file folders, cardboard egg cartons	Flatten boxes; plastic windows OK	
Office paper, junk mail, magazines, catalogs, glossy paper, phone books, paper bags	Plastic windows OK; paper bags must be clean and empty	
Pizza boxes	Grease OK, no food/cheese	
Unused paper plates	No grease, no food scraps	
Hard- and soft-cover books		
Shredded paper	Loose or in paper bags (no plastic)	
Wrapping paper	No plastics or foils, no ribbons	
Paper goods OK with staples, spiral bindings, plastic envelope windows		

COMMINGLED GLASS, METAL, PLASTIC		
GLASS, METAL, PLASTIC	How to Prepare	DO NOT INCLUDE
<b>ABSOLUTELY NO PLASTIC BAGS</b> (even with recycle symbol) because they tangle and jam sorting equipment; recycle at stores (see “plastic film” recycling info below), or send to trash		
Glass bottles (all colors)	Remove metal caps and include in commingled; neck rings OK	Window glass, light bulbs, drinking glasses, Pyrex ( <i>trash</i> ) Ceramic items ( <i>trash</i> )
Metal food cans and lids (steel, tin, aluminum)	Do not flatten, clean, labels OK	Scrap metal ( <i>can damage sorting equipment; send to scrap metal area</i> ) Aerosol cans if partially full ( <i>hazardous waste; if empty, OK to recycle w/ cans</i> ) Latex paint cans ( <i>to trash once paint inside has dried out - pop lid to dry</i> )
Aluminum foil, pie plates, trays	Foil best as 3–4” balls (or larger) for capture by equipment	
Plastic containers labeled #1 thru #7 Clean plastic plant pots OK	Do not flatten, plastic caps may be left on, neck rings OK	Styrofoam™ goes to dedicated bin for Styrofoam™ only – see info on page 2 PLA compostable ware ( <i>to compost</i> ) Latex paint cans ( <i>to trash once paint inside has dried out - pop lid to dry</i> )
Gable-top cartons (milk, juice, etc.)	Do not flatten, plastic spout OK	
Aseptic rectangular “cartons” such as juice boxes, soy milk, soup stock	Do not flatten	

- **SEE GATEHOUSE ATTENDANT for these items handled at no charge:** button batteries, rechargeable batteries, cell phones, fluorescent light bulbs, sharps, antifreeze, scrap metal; **and for these items handled for small fee:** monitors & televisions & CRT’s, hard drives, bulky items such as small propane tanks.
- **TRANSFER STATION INFO, SWAP SHOP GUIDELINES, BULKY ITEM COUPON FEES** available at [www.acton-ma.gov/index.aspx?nid=149](http://www.acton-ma.gov/index.aspx?nid=149)
- **“PLASTIC FILM” RECYCLING:** for information and drop-off store locations for recycling plastic grocery bags and other related “plastic film” items (bread bags, produce bags, dry cleaner bags, cereal box liners, plastic packaging on paper towels, ziplock bags, etc.), see [www.plasticfilmrecycling.org/s01/s01dropoff.html](http://www.plasticfilmrecycling.org/s01/s01dropoff.html)

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### ADDITIONAL MATERIAL ACCEPTED FOR RECYCLING

Material	How to Prepare	DO NOT INCLUDE
<b>RIGID PLASTIC</b>		
Rigid plastic objects with no recycle symbol (plastic toys, rigid wading pools, crates, etc.)	Remove batteries from toys, etc. Deposit in Rigid Plastics area	Metal parts or batteries not OK Soft plastics, such as vinyl hoses, inflatable pools ( <i>trash</i> )
<b>STYROFOAM™</b>		
Rigid Styrofoam packing material, Styrofoam coolers	Deposit in dedicated Styrofoam™ bin Must be clean	Food containers ( <i>trash - can contaminate load</i> )
Styrofoam™ peanuts	In plastic bag to prevent blowing	Biodegradable/starch peanuts ( <i>compost</i> )
<b>SCRAP METAL</b>		
Scrap metal	Deposit in Scrap Metal area	Wiry material ( <i>trash – jams equipment</i> )
<b>FLUORESCENT LIGHT BULBS</b>		
Compact fluorescent light bulbs, tubes	See gatehouse attendant	Incandescent bulbs ( <i>trash</i> )
<b>BATTERIES</b>		
Button & rechargeable batteries (b/c hazardous contents incl. mercury)	Bring to gatehouse	Alkaline batteries such as AA, AAA ( <i>OK to trash</i> )
<b>YARD WASTE, CLEAN WOOD</b>		
Grass, leaves, plants, brush, twigs	Bring loose	Plastic bags
Wood chips, easily raked materials	Bring loose, in bins/buckets to dump	Stumps
Clean wood (to be chipped for mulch)	No paint or stain, no metal, no pressure-treated, no plywood, maximum 4-ft length	
Christmas trees	Remove tinsel from trees	
<b>E-WASTE</b>		
Electronics (plug-in or battery): computer, printer, scanner, etc.	Check at gatehouse	Batteries must be removed Cell phones go to gatehouse at entrance
<b>DONATION AREA</b>		
Gently used items may be donated to the <b>Transfer Station Swap Shop</b>	Clean, dry, in working condition	See Swap Shop guidelines for accepted items (link on page 1)
Clothing/textiles may be donated to Red Cross or Salvation Army	All clean, dry, odorless textiles accepted: rips, stains OK; shoes, belts, curtains, bedding OK	Mildewed or damp or dirty items
Returnable bottles/cans may be donated to Acton Community Supper	Remove metal caps, add to commingled; neck rings OK	
<b>CONCRETE, CEMENT, BRICKS, DIRT</b>		
Concrete, cement, bricks, dirt	Deposit in Concrete/Cement area	
<b>WASTE OIL</b>		
Used motor oil	Transport in disposable container	Solvents or gasoline
<b>USED ANTIFREEZE</b>		
Used antifreeze	See gatehouse attendant	

### UNACCEPTABLE ITEMS



**Chemicals/Solvents:** oil paints/stains, pesticides, gasoline, arts & crafts supplies (solvents), photo chemicals, pool chemicals, thinners & solvents, mercury devices, liquid mercury (thermostats/switches)  
**Household/Yard Waste:** asphalt shingles, asbestos fluorescent fixtures with ballast, pressure-treated lumber, large propane tank, sheetrock, stumps, tires on rims  
**Other:** medical waste, railroad ties, 55 gallon drums (unless cut in half with ends removed)

Some items on the “unacceptable” list may be disposed of during Household Hazardous Waste Day. For more info on Household Hazardous Waste Day, see [www.acton-ma.gov/index.aspx?nid=141](http://www.acton-ma.gov/index.aspx?nid=141)