

Date: ____/____/____

From:



Announcement: New Recycling Program!

Dear resident of _____,

We are pleased to announce the implementation of a recycling program at your address, _____.

Recycling will begin on the date of ____/____/____.

Recycling carts will be located at the following location:

The recycling carts are for both paper and cans/bottles. Please review the guidelines on the next page to learn what items you can recycle, and how to prepare them. You can detach that page and put it near your waste area to use for future reference.

Thank you for your participation in this new program!
Recycling is good for the environment, and also saves the City money, which could reduce our property taxes.

If you have any questions, do not hesitate to contact me at
phone: _____

email: _____

Sincerely,

ACCEPTABLE MATERIALS FOR RECYCLING



newspapers with inserts,
magazines, catalogs



junk mail,
colored paper



flattened
food boxes



paperback
books



telephone
books



pizza boxes (empty)



flattened
cardboard boxes
(all cardboard must be cut or
folded to 3'x3' or smaller)



milk and
juice cartons



juice/soymilk
boxes



aluminum
and tin cans



all plastic
containers



spiral cans
(potato chip/coffee
cans, etc)



glass jars
and bottles



rigid plastics
(laundry baskets, buckets,
toys, etc)

NO...

- NO broken glass, light bulbs, dishes, glasses, or window glass
- NO soiled paper or food waste
- NO PLASTIC BAGS**

How to prepare your recyclables:

- Mix all recycling together in the cart.
- Rinse out cans, bottles, jars, and remove any food remnants.
- Leaving plastic windows, staples, paper clips, and spirals in paper is OK.
- Leaving labels and lids is OK.

Boston: proud to

**RECYCLE
MORE**

Important Phone Numbers Related to Recycling in Boston

Sanitation Department: (617) 635-7574
 Waste Reduction Division Fax: (617) 635-7550
 Recycling Not Picked Up: (617) 635-4500
 To Arrange Pick-Up for TV and Computer Monitors,
 Refrigerators and Air Conditioners: (617) 635-4500
 To Donate Reusable Doors, Windows,
 and Bathroom Fixtures: (617) 442-8917
 Code Enforcement: (617) 635-4896