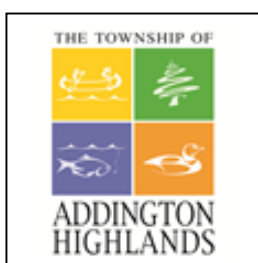


Final Report

CIF #503.10

Township of Addington Highlands Small Program P&E Plan Implementation



Final Project Report, JUNE 2015

TOWNSHIP OF ADDINGTON HIGHLANDS

CIF Project number #503.10

Acknowledgement:

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This Project has been delivered with the assistance of Waste Diversion Ontario's Continuous Improvement Fund, a fund financed by Ontario municipalities and stewards of blue box waste in Ontario. Notwithstanding this support, the views expressed are the views of the author(s), and Waste Diversion Ontario and Stewardship Ontario accept no responsibility for these views.

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Executive summary

This is the final summary report of a project implemented by the Township of Addington Highlands in January 2014. The project goals were to 1) increase tonnage of blue box marketed materials; 2) increase the diversion of blue box materials from the waste stream; and 3) to increase participation at the municipal recycling depots to improve the performance of the Blue Box recycling program and meet Best Practice requirements by having a communication plan in place for the program. The Continuous Improvement Fund (WDO – CIF) provided financial and technical assistance in completing the project.

On February 27th, 2014 the Township of Addington Highlands created and began implementation of a communication plan for the Blue Box recycling program. During the first year of implementation, the municipality implemented the following promotional & educational (P&E) tactics:

- biannual newsletter identifying the Township's waste management program
- flyers and notices meant to communicate upcoming events or program changes to residents
- newspaper notices outlining upcoming events and program changes and to promote and educate residents about the recycling and waste management programs
- new signage placed at each depot clearly identifying the targeted materials for recycling and stating how to properly clean and sort these materials
- fridge magnets created to educate residents on acceptable blue box materials
- website updates providing residents with up to date information on depot locations and hours of operation in addition to recycling material specifics for the Township.

In order to assess the impacts of P&E activities, the Township of Addington Highlands has completed the following measuring & monitoring activities at each of its five depots:

- bag and blue box counts:
- vehicles counts
- tracking tonnage & diversion

As of the date of this report, the implementation of the P&E Communications plan has increased participation significantly. The objectives we had set for both measures of participation have been exceeded by nearly 20%. The tonnage of recyclable material collected have increased by more than 10% and we were able to surpass our goal of 150 metric tonnes. Further, our diversion rate is expected to surpass our goal set for 2016 by over 5%.

The municipality plans to continue on with the biannual newsletters, flyers and notices, newspaper notices and update on the Township's web-site.

For further information about this project, please contact:

Christine Reed | Clerk-Treasurer | Township of Addington Highlands
o: 613-336-2286 | e:clerk@addingtonhighlands.ca

1 PROJECT INFORMATION

1.1 Municipal Information

Population	Permanent – 2400 Seasonal –3500 Total -5900
Households (single family)	2706
Blue Box Tonnage (2012 Datacall)	124
Municipal Grouping	Rural Depot North (9)
Blue Box Program net cost (2012 Datacall)	\$335,037
Net cost per tonne	\$2695
Annual P&E Budget	\$1000

The Township of Addington Highlands provides waste management services to 2706 households. Blue box recycling is provided through depot collection services. Addington Highlands currently operates five waste sites which also have recycling facilities and attendants are always present at the depots. Waste site hours across the five depots are varied and can be found at www.addingtonhighlands.ca. The Township of Addington Highlands targets the following materials: plastics #1-#7, Styrofoam, glass, cans, OCC, paper and boxboard.

All recyclables are trucked to processing points outside the Township using a Township vehicle hauling a 46-yard roll off bin. Currently Manco Recycling Services Inc. in Napanee processes all recyclables with no revenue sharing agreement. The Township of Addington Highland's blue box recycling program is a member of municipal group 9, on the Waste Diversion Ontario datacall, and operates at a net cost of \$335,037 (\$2,695/tonne material collected).

1.2 Project Description

The Continuous Improvement Fund provided the Township of Addington Highlands with technical assistance and a grant of \$5,000 for the development of a communication plan for promotion and education of the Blue Box program and the implementation of P&E tactics. Tactics used by municipal staff were: 1) a biannual Township newsletter identifying the Township's waste management program; 2) regularly produced flyers/notices communicating upcoming events or program changes to residents which are distributed by waste depot attendants; 3) newspaper notices created throughout the year to communicate upcoming events or program changes and to promote and educate residents about the recycling and waste management programs; 4) new signage placed at each of the five depots which identifies the targeted materials for recycling and how to properly clean and sort these materials; 5) magnets designed to educate residents on the materials which are acceptable and which are not; and 6) the Township website which provided residents with up to date information on depot locations and

hours of operation in addition to recycling material specifics for the Township. Slightly in advance of the implementation of the P&E program, the Township moved toward mandatory clear logo bags. This requires that all waste brought to the waste site must be in a clear logo bag.

Overall, this project was created to increase and promote Blue Box waste diversion in our municipality.

2 IMPLEMENTATION

2.1 Goals and Objectives

Increase tonnage of blue box marketed materials: In 2012, the tonnage of blue box marketed materials was 124 tonnes; 2012 WDO DataCall. The objective had been set to increase the tonnage of blue box materials to 150 tonnes by 2016 WDO DataCall, a 20% increase. The seasonal population will be targeted through specific flyers handed out as the depots that will help increase recycling tonnage.

Increase the diversion of the blue box materials from the waste stream: In 2012, the blue box marketed materials diversion rate was 13.7%. The objective had been set to increase diversion by 6% by the 2015 WDO DataCall; to a rate of 20%.

Increase participation at the municipal recycling depots: The August 2012-July 2013 depot usage was 39,932 bags or boxes of recycling across the five depots (Hartsmere, Kaladar, Mackavoy, Weslemkoon and Vennachar). By 2016, the objective has been set to increase participation by 10% to 43,925 bags or boxes. The Municipality will also begin tracking the number of vehicles that drop off recyclables at the depot by tracking which individual vehicles (through license plates) recycle in daily logs. These will be developed into monthly Excel spreadsheets at the office and will provide a baseline number for 2014. By the end of 2016, participation by vehicles in the recycling program will increase by 10% off of the 2014 number.

2.2 Messages Used

- Keep Addington Highlands Beautiful - Please Recycle
- Reduce, Reuse, Recycle
- Recycling is simple

2.3 Target audiences



Both permanent (1136 households) and seasonal (1570 households) were the focus for this plan. Currently, the Township does not differentiate its P&E materials to either these groups; rather materials are prepared to target all residents. A specific flyer was created as a handout to the seasonal populations at the depots they use. The flyer was intended to educate them on the Addington Highlands system and encourage them to participate.

2.4 Tactics Utilized

The following are the primary P&E tactics outlined in the Blue Box P&E communication plan:

Biannual newsletter: identifying the Township's waste management program was produced and distributed in the winter and summer months to all households. This document was mailed out to the households and generally produced on a legal sized paper format.

Flyers/Notices: produced regularly to communicate upcoming events or program changes to residents. The flyers and notices were distributed by the waste depot attendants. A further flyer was created to hand out to seasonal residents at the depots and municipal office to educate them on the Addington Highlands recycling system, why recycling is important, and how they can participate in the program.

Newspaper Notices: created throughout the year to communicate upcoming events or program changes and to promote and educate residents about the recycling and waste management programs. The newspaper notices were generally printed and distributed with the Frontenac News; this paper is distributed to approximately 75% of the Township. Newspaper advertising in other papers that also distribute within the Township was also investigated.

New signage: created at each of the five depots. The signage focuses on identifying the targeted materials for recycling and clearly states how to properly clean and sort these materials. The signage was produced on 4' X 8' boards.

Fridge magnets: designed & distributed to educate residents on the acceptable blue box materials. The 6" X 8" magnets were made available for handout at the 5 depots as well as the municipal office.

Website: www.addingtonhighlands.ca provides residents with up to date information on depot locations and hours of operation in addition to recycling material specifics for the Township. The website is regularly updated to inform residents of holiday hours and changes to the program as necessary.

Table 1: P&E Implementation tactics, targets, and respective costs

Tactic	Description	Budget	Actual
Biannual Newsletter	Section within identifies Township's waste management program. Mailed to all households.	\$100	\$100
Flyers	Flyers are produced to communicate changes to the waste management program to residents. These are distributed at the waste sites and the municipal office.	\$100	\$100
Newspaper	Newspaper ads promoting landfill site hours of operation utilizing CAN/OCNA funding.	\$50	CNA/OCNA

Signs	Create and install 4'X8' depot signs explaining how to sort recycling at five locations.	\$1500	\$2496
Fridge Magnets	Create and distribute a refrigerator magnet that mimics the design of the depot signs to be handed out at the waste sites.	\$2500	\$2022
Website	A section of the web-site dedicated to providing residents with up to date information on the location of the waste sites, hours of operations and recycling material specifics for the Township.	\$100	\$100

Table 2: Implementation schedule, proposed versus actual, of P&E tactics and activities

Task	Description	Timeline	Actual
Biannual Newsletter	Section within identifies Township's waste management program. Mailed to all households.	Winter and Summer 2014	February 2014 and July 2014
Handout Packages	A package handed out to all visitors of landfills explaining the recycling service.	Throughout 2014	Throughout 2014
Newspaper Ads	Newspaper ads promoting landfill site hours of operation utilizing CNA/OCNA funding	Throughout 2014	May 15 2014 and May 22 2014
Depot Signage	Design, and installation of 4' X 8' depot signs explaining how to sort recycling at five locations.	2014	June 26, 2015. Signs produced November 2014.
Magnet	Design and distribution of a refrigerator magnet that mimics the design of the Depot signs. To be handed out at depots	2014	July 2014
Website	A section of the website dedicated to providing residents with up to date information on the location of the waste sites, hours of operations and recycling material specifics for the Township.	On-going	On-going

3 RESULTS

3.1 Results

In order to measure the effectiveness of this campaign, the Township of Addington Highlands firstly tracked the tonnages that were received on a monthly basis. MANCO readily provided tonnage information by material and by month. Secondly, the blue boxes of recyclables were counted as they came into the waste site. This data was easily collected by the waste site custodians at all five locations. Thirdly, the number of vehicles bringing waste into the waste sites were counted. Again, this data was easily collected by the waste site custodians at all five waste sites. And finally, the Blue Box diversion rate was obtained from WDO and is reported as a percentage of marketed tonnes. The results are reported in the table below.

Table 3: Measuring and Monitoring activities of Blue Box recycling program for Township of Addington-Highlands

Measure	2012	2013	2014	Goal (2016)
Tonnes marketed (MT)	139.22 MT	141.02 MT	157.02 MT	150 MT
Blue Box Diversion Rate	13.7%	25.86%	TBD	20%
Boxes Collected	39, 932*	41,625	51,358	43,925
Vehicles using site	No Data	16,345	19,538	18,000

*August 2012-July 2013 data

3.2 Analysis of project

As illustrated above, participation in the Township of Addington Highlands recycling program increased from 2013 to 2014. Our two focal measure for participation are the number of boxes / bags of recycling collected and vehicles entering the recycling area of our depot. The objectives we had set for both measures have been exceeded! Relative to baseline, Staff have observed an increase of approximately 20% for both.

The tonnage of recyclable material collected reaffirms that residents are recycling more. Tonnage increased in 2014 and we were able to surpass the goal of 150 metric tonnes. Our diversion rate in 2013 surpassed our goal set for 2016 by over 5%, and we expect to see another increase for 2014.

The tactics implemented in 2014 not only served to educate ratepayers on what items were recyclable and how to recycle them, but the increased emphasis on recycling in general improved the records kept by the waste-site staff. In addition to improved record keeping, waste site custodians are now equipped with the proper materials to assist them in educating the residents.

APPENDIX

Magnets

Keep Addington Highlands Beautiful - Please Recycle!

PAPER PRODUCTS	CONTAINERS
 BOXBOARD CEREAL CRACKER PASTA BOXES  EGG CARTONS  SPIRAL WOUND CONTAINERS  MILK & JUICE CARTONS TETRA PACKS JUICE BOXES  MAGAZINES  JUNK MAIL ENVELOPES  NEWSPAPER  WRAPPING PAPER BOWS-RIBBONS GIFT TAGS  CARDBOARD BOXES BREAK DOWN TO SIZE OF BLUE BOX	 PLASTIC BOTTLES & JUGS  PLASTIC TUBS & LIDS  PLASTIC CLAMSHELLS  SMALL PLASTIC PLANT POTS  GROCERY STORE CLEAN STYROFOAM  PLASTIC BAGS & FILM WRAP  FOOD & BEVERAGE CANS  GLASS JARS & BOTTLES  EMPTY DRY PAINT CANS  CLEAN ALUMINUM TRAYS & FOIL  EMPTY AEROSOL CANS HEALTH, BEAUTY & FOOD ONLY
<p style="background-color: #ff0000; color: white; text-align: center; padding: 2px;">NOT RECYCLABLE</p> <p>METAL OR PLASTIC HANGERS • CHIP BAGS & SNACK WRAPPERS WOODEN ORANGE CRATES • PLASTIC COATED TAKE OUT COFFEE CUPS CD'S OR CASSETTE TAPES • VHS TAPES • LAUNDRY BASKETS • BUBBLE WRAP • CONSTRUCTION WASTE • DIAPERS • MIRROR OR WINDOW GLASS CHRISTMAS LIGHTS • ARTIFICIAL XMAS TREES • DRINKING GLASSES PACKING STYROFOAM & PEANUTS • CERAMIC DISHES • POTS OR PANS LIGHT BULBS • PLASTIC TOYS OR OTHER DURABLE PLASTIC PRODUCTS</p>	<p>Residents can drop off their Waste Electronics and used tires, without rims, free of charge</p> <p style="text-align: center;">Township office 613-336-2286</p> <p style="text-align: center;">www.addingtonhighlands.ca</p> <div style="text-align: right;">  <p>THE TOWNSHIP OF ADDINGTON HIGHLANDS</p> </div>

fridgemagnets.ca

Depot Signage

Hartsmere Waste Site

Summer Hours
(effective April 1 - September 30)

Saturday 8 am - 12 pm Sunday 1:30 pm - 6 pm
Wednesday 8 am - 3 pm

**** May 1st - September 30th - HOLIDAY MONDAY: 12 - 6****

Winter Hours
(effective October 1 - March 31)

Saturday 10 am - 4 pm Wednesday 10am - 4 pm

Keep Addington Highlands Beautiful - Please Recycle!

PAPER PRODUCTS	CONTAINERS
 BOXBOARD CEREAL CRACKER PASTA BOXES  EGG CARTONS  SPIRAL WOUND CONTAINERS  MILK & JUICE CARTONS TETRA PACKS JUICE BOXES  NEWSPAPER MAGAZINES JUNK MAIL ENVELOPES  WRAPPING PAPER BOWS & RIBBONS GIFT TAGS  CARDBOARD BOXES BREAK DOWN TO SIZE OF BLUE BOX	 PLASTIC BOTTLES & JUGS  PLASTIC BAGS & FILM WRAP  GROCERY STORE CLEAN STYROFOAM PLASTIC CLAMSHELLS  SMALL PLASTIC PLANT POTS  FOOD & BEVERAGE CANS  GLASS JARS & BOTTLES  EMPTY DRY PAINT CANS  CLEAN ALUMINUM TRAYS & FOIL  EMPTY AEROSOL CANS HEALTH, BEAUTY & FOOD ONLY
<p style="background-color: #ff0000; color: white; text-align: center; padding: 2px;">NOT RECYCLABLE</p> <p>METAL OR PLASTIC HANGERS • CHIP BAGS & SNACK WRAPPERS WOODEN ORANGE CRATES • PLASTIC COATED TAKE OUT COFFEE CUPS CD'S OR CASSETTE TAPES • VHS TAPES • LAUNDRY BASKETS • BUBBLE WRAP • CONSTRUCTION WASTE • MIRROR OR WINDOW GLASS CHRISTMAS LIGHTS • ARTIFICIAL CHRISTMAS TREES • DRINKING GLASSES LIGHT BULBS • PACKING STYROFOAM & PEANUTS • CERAMIC DISHES POTS AND PANS • PLASTIC TOYS OR OTHER DURABLE PLASTIC PRODUCTS</p>	<p>Residents can drop off their Waste Electronics and used tires, without rims, free of charge</p> <p style="text-align: center;">Township office 613-336-2286</p> <p style="text-align: center;">AddingtonHighlands.ca</p> <div style="text-align: right;">  <p>THE TOWNSHIP OF ADDINGTON HIGHLANDS</p> </div>

For emergencies call "911"
MOC COA #A370705

Newspaper Advertising



Weslemkoon / Hartsmere Waste Site Hours

NEW Summer Hours effective May 17th, 2014

<u>Day</u>	<u>Hartsmere site</u>	<u>Weslemkoon site</u>
Sat	1:30 – 6	8 – 12
Sun	8:00 – 12	1:30 – 6
Mon	Closed	Closed
Tue	Closed	Closed
Wed	8:00 – 3	Closed
Thur	Closed	8:00- 3
Fri	Closed	Closed

NEW Winter Hours (Oct 1 – Mar 31)


Sat	10 – 4	Closed
Sun	Closed	10 – 4
Mon	Closed	Closed
Tues	Closed	Closed
Wed	10 – 4	Closed
Thurs	Closed	10 – 4
Fri	Closed	Closed

Space provided through a partnership between industry and Ontario municipalities to support waste diversion programs.

Newsletter

JULY, 2014
Issue #27

NEWSLETTER

<u>Committee Members</u> Reeve Hogg is an ex-officio member of all committees. <u>Roads</u> All of Council Paul Issacs & Louise Scott <u>Waste Management</u> All of Council Roy Cumming & Elinor Duncan <u>Economic Development (AHEAD)</u> Councillors Yanch & Cox Andy Anderson, Rob Plumley, Ken Hook, Larry Pealow <u>Recreation Facilities</u> Councillors Cox & Fritsch Ruth Anne Green, Janice Kerr, Louise Scott & Joel Hasler <u>Committee of Adjustment</u> All of Council <u>AH Public Library Board</u> Councillors Fritsch & Yanch Ann Ball, Carolyn Hasler, Carol Lessard, Mary McKinnon and Donna Wood <u>Joint Fire Committee</u> Reeve Hogg Councillors Cox & Snider	<u>Accessibility</u> For persons requiring assistance to access the municipal office, please ring the bell at the front entrance and staff will be glad to assist you. For the Township's Accessible Customer Service Policy, Best Practices and Procedures, Feedback Form and Accessibility Plan, please visit our website or contact the office. The Township shall upon request provide or arrange for the provision of accessible formats & communication supports for persons with disabilities.	<u>Waste Site Hours</u> <u>Kaladar: Summer/Winter</u> Mon: 8-12 Wed: 12-5 Fri: 8-12 Sat: 8-5 NOTE: When Monday is a holiday, Kaladar site is Closed and will re-open the next regularly scheduled day. <u>Mackavoy & Vennachar</u> Mackavoy: Summer Hours Effective Apr 1 to Sept 30 Wed: 8-12 Sun: 2-8 Mackavoy: Winter Hours Effective Oct 1 to Mar 31 Wed: 8-12 Sun: 10-4 NOTE: When Monday is a holiday, Mackavoy site is open Monday instead of Sunday. Vennachar: Summer Hours Effective Apr 1 to Sept 30 Wed: 1-7 Thurs: 5-9 Sat: 8-3 Vennachar: Winter Hours Effective Oct 1 to Mar 31 Wed: 1-5 Thurs: 8-2 Sat: 8-3
<u>LIBRARY NEWS</u> <u>Summer Hours start June 1st and run to August 31st</u> <u>Denbigh Library</u> Monday 4pm-6pm Tuesday 10am-2pm Wednesday 4pm-7pm Thursday noon-3pm Saturday 9am-noon TD Summer Reading Program theme this year is UREKA! Program runs Denbigh Library every Wednesday evening & Flinton Library every Tuesday afternoon. Contact your local branch for more information. Denbigh 613-333-1426/Flinton 613-336-1091	<u>WASTE SITE HOURS</u> CHANGE IN OPEN HOURS HARTSMERE & WESLEMOON SITES ONLY effective May 17th, 2014 	<u>Hartsmere & Weslemkoon</u> Hartsmere: Summer Hours Effective Apr 1 - Sept 30 Sat 1:30-6 Sun 8-12 Wed 8-3 Hartsmere: Winter Hours Effective Oct 1 - Mar 31 Sat 10-4 Wed 10-4 Weslemkoon: Summer Hours Effective Apr 1 - Sept 30 Sat 8-12 Sun 1:30-6 Thurs 8-3 Weslemkoon: Winter Hours Effective Oct 1- Mar 31 Sun 10-4 Thurs 10-4 <u>Cloyne Waste Site Only</u> Summer Hours Effective May 15 to Oct 1 Mon: 10-5 Wed: 9-1 Fri: 9-1 Sat: 12-5 Sun: 10-6 **Holiday Mon: 10-6** Winter Hours Effective Oct 1 to May 14 Wed: 1-4 Fri: 9-12 Sun: 9-4
<u>2014 Municipal Elections - Enumeration Process</u> MPAC will <u>not</u> be mailing out enumeration notices in 2014. Therefore it is critical that electors who wish to vote in the 2014 municipal election should go to voterlookup.ca to find out if they are confirmed as eligible electors. Potential electors can visit voterlookup.ca to confirm and/or update their electoral information in a few easy steps. You can also change/update your school support for electoral purposes and add names to your property address. Using voterlookup.ca is as easy as 1-2-3. 1. Go to www.voterlookup.ca 2. You will need to have the following on hand: your property address or assessment roll number and your full name and date of birth. Enter either your personal information or your assessment roll number. Click NEXT . 3. You may be asked to confirm additional information. Simply follow the prompts that appear. You're done!		

Recycling Guidelines Flyer

TOWNSHIP OF ADDINGTON HIGHLANDS
P.O. BOX 89, FLINTON, ON K0H 1P0
(613) 336-2286 PH (613) 336-2847 FX
Email: clerk@addingtonhighlands.ca

RECYCLE GUIDELINES

Please ensure accuracy when sorting your recyclables!

ITEMS

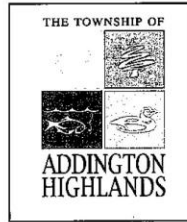
INSTRUCTIONS

DRINK CANS FOOD CANS ALUMINUM PLATES ALUMINUM FOIL AEROSOL CANS (DANGER IF NOT EMPTY) PAINT CANS (NO PLASTIC, MUST BE EMPTY, LIDS REMOVED & PLACE IN BLUE BOX)	RINSED CLEAN AND PLACED IN BLUE BOX FLATTEN IF YOU PREFER CLEAN - NO FOOD SCRAPS (ALL TYPES) MUST BE EMPTY (ALL TYPES) MUST BE EMPTY
#1 PLASTIC BOTTLES #2 PLASTIC BOTTLES #2 TO #7 & JUGS	PLACED IN BLUE BOX FOOD & BEVERAGE BOTTLES ONLY FOOD & BEVERAGE, HOUSEHOLD LIQUIDS, WINDSHIELD WASHER NO MOTOR OIL OR VEGETABLE OIL CONTAINERS
#6 STYROFOAM (plates & cups) PLASTIC TUBS & LIDS #2 TO #7	(ALL TYPES) CLEAN FOOD & BEVERAGE, OTHER PIECES 10" ONLY NO "SPONGE LIKE" STYROFOAM CLEAN
#4 FILM PLASTICS	SEE OVER FOR LIST
NEWSPAPER, FLYERS GIFT WRAP MAGAZINES HOUSEHOLD, JUNK MAIL CATALOGUES WRITING (BOND) PAPER TELEPHONE DIRECTORIES	THESE ITEMS MUST BE TIED OR BAGGED TOGETHER (NOT LOOSE) SMALL AMOUNTS SMALL AMOUNTS SMALL AMOUNTS
BOXBOARD EGG CARTONS (CARDBOARD)	FLATTENED & PLACED INSIDE A LARGE BOXBOARD CONTAINER WITH ONLY BOXBOARD DO NO TIE WITH CARDBOARD
CARDBOARD ALL BROWN PAPER (KRAFT) BAGS e.g. DOG AND CAT FOOD, FARM PRODUCTS, CEMENT MIX, CHEMICALS, ETC.	FLATTENED TOGETHER 24" X 24" 8"
MILK CARTONS & TETRA PAKS, SOUP BOXES	RINSED & LOOSE WITH TIN & PLASTIC
CLEAR & COLOURED GLASS	CLEAN & PLACED IN BLUE BOX FOOD & BEVERAGE BOTTLES (ONLY) NO DRINKING GLASSES NO CERAMIC CUPS NO WINDOW PANE NO DINNER PLATES/CUPS NO MIRROR NO CARLIGHTS OR LIGHTBULBS
OFFICE MIXED PAPER	IN CLEAR PLASTIC BAGS (EVERYTHING USED IN OFFICE (e.g. PAPER & FILE FOLDERS) (NO CARBON OR CONSTRUCTION PAPER)

ITEMS NOT ACCEPTABLE/RECYCLABLE

NO TEXTILES/CLOTHES
NO CARBON PAPER
NO POCKET NOVELS/HARDCOVER BOOKS

October 25, 2013



SUPPLEMENTARY

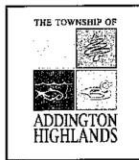
#4 “FILM PLASTICS”

RECYCLABLE ITEMS

In ***ADDITION*** to the current recyclable program, the following are now being accepted as recyclables at the Township of Addington Highlands waste sites:

- Plastic Grocery bags
- Plastic Retail Bags
- Newspaper / Flyer Bags
- Dry Cleaning Bags
- Milk OUTER bags (NO INSIDE MILK POUCHES)
- Produce and bulk food bags (REMOVE FOOD RESIDUE)
- Frozen vegetable bags identified with #2 or #4 recycling symbol (RINSE & REMOVE ALL FOOD RESIDUE)
- Fresh vegetable bags identified by a #2 or #4 recycling symbol (RINSE & REMOVE ALL FOOD RESIDUE)
- Plastic zipper type bags (ZipLoc “type” bags/baggies) (RINSE & REMOVE ALL FOOD RESIDUE)
- Bread Bags (RINSE & REMOVE ALL FOOD RESIDUE)
- Plastic water softener / salt bags (REMOVE RIGID PLASTIC HANDLES)
- Toilet paper, napkins & paper towel over wrap
- Diaper & feminine hygiene product outer bags
- Bottled water & pop case over wrap
- Electronic equipment plastic bags identified by a #2 or #4 recycling symbol
- Garden product bags (e.g., soil, mulch, etc. CLEAN & EMPTY)

October 25, 2013



ADDINGTON HIGHLANDS

RECYCLING FACTS

ITEMS ACCEPTED	EXAMPLES	INSTRUCTIONS
Aluminum Foil & Plates	Rigid Foil containers (eg: pie plates), fast food trays, aluminum foil wrap	Flatten if you prefer. Clean – no food scraps. Place with cans & plastic. No foil with paper or plastic lamination, no cardboard lids, no butter, candy or cigarette wrap, no peel off lids, no metalized chip bag
Aerosol Cans	Paint, hairspray, room fresheners, household cleaners, herbicides, auto, etc.	Cans must be EMPTY . You can leave spray nozzles and paper labels on the can. Place with plastics & cans.
Boxboard	Boxes from cereal, cookies, tissue, detergent, shoes, paper egg cartons, empty paper towel rolls, toilet paper rolls	Empty & flatten the boxes & rolls, etc. and tie in bundles of 24" x 24" x 8" or smaller. Can be placed in a larger boxboard. Can be put with Newspapers, magazines & junk mail.
Corrugated Cardboard & Brown Paper Bags	Heavy cardboard boxes, empty bags from dog/cat food, farm products, etc.	Empty & flatten the boxes and bags and tie in bundles of 24"x24"x8" or smaller. Can be placed together in a larger box.
Empty Paint Cans	Up to 4 litre or 1 gallon size. NO PLASTIC PAINT CANS	Make sure the can is empty . Remove lid & place with plastics & cans. It should have no liquid paint in it & no more than 1/4inch of dried paint on the bottom.. (If paint remaining in can it is Hazardous Waste)
Food & Drink Cans	Pop, Soup, Vegetable Cans, etc.	Rinse cans. You don't have to remove labels or flatten cans. Place metal lids from cans in the bottom of can & pinch the top of the can to trap lid inside (safety measure) & place with plastics & cans

ITEMS ACCEPTED	EXAMPLES	INSTRUCTIONS
Glass	Clear & Coloured Glass	Rinsed and placed in blue box. Food & Beverage bottles ONLY. <i>NO DRINKING GLASSES</i> <i>NO CERAMIC CUPS</i> <i>NO WINDOW PANES</i> <i>NO DINNER PLATES /CUPS</i> <i>NO MIRRORS</i> <i>NO CARLIGHTS OR LIGHTBULBS</i>
Milk & Juice Cartons & Tetra Boxes & <i>Soup Boxes</i>		Rinse and place with plastics and cans
Newspaper, Magazines & Junk Mail, <i>Phone Books, Gift Wrap</i>	Newspapers, flyers, magazines, catalogues, envelopes, computer/printer paper, paper cups, paper plates, tissue paper, greeting cards	Items must be tied together or bagged together (not loose). <i>No novels or hardcovered books.</i>
Office Mixed Paper		In clear plastic bag, everything used in office (eg. Paper & file folders) NO CARBON OR CONSTRUCTION PAPER
Styrofoam (Polystyrene)	Packaging from TV's, etc., packaging pellets, cups, plastic knives, forks, spoons, meat trays, bakery trays (clam shells), flower pots, packaging pellets <u>MUST BE CLEAN!!</u>	Must be CLEAN. Place all types in clear plastic bag. Do NOT place with plastics and cans. <i>NO "SPONGE / RUBBER LIKE" STYROFOAM.</i> NO PINK OR BLUE (SM type) CONSTRUCTION STYROFOAM
Plastic Film #4 **SEE #4 FILM PLASTIC SUPPLEMENTAL LIST**	Grocery bags, Flyer bags, OUTER Milk bags, Veg. bags, Ziploc Baggies, etc.. <u>SEE ATTACHED</u>	Clean, no labels, cash receipts out of bag. Put together in a plastic bag – <i>do not place with plastics and cans.</i>
Plastic Bottles & Jugs #1-7	Beverage Containers (pop, water, etc.), cleaner bottles (Windex, Mr. Clean, dish soap, etc.)	Drain, rinse and discard caps and place with plastics & cans. NO VEGETABLE OIL CONTAINERS UNLESS WASHED INSIDE TO REMOVE OIL RESIDUE. NO MOTOR OIL CONTAINERS
Plastic tubs & lids #2-7	Margarine, yogurt, sour cream, ice cream containers	Clean, lids removed and placed with plastics and cans.

October 25, 2013