



## ACCEPTABLE MATERIALS WORKSHEET

MRF: \_\_\_\_\_

CITY: \_\_\_\_\_ DATE: \_\_\_\_\_

This worksheet serves to ensure that local programs and MRFs remain on the same page regarding acceptable and problematic materials. Use this document to identify and address issues, inform front line staff, and create materials to educate residents. It is recommended that the local program representative and MRF representative complete this worksheet together every 6 months and during the creation or renewal of processing contracts. We encourage this document be used in the RFP process as well.

When creating educational materials, use this document to understand the ins and outs of acceptable items, then create broader categories, images, and definitions to inform residents.

Please go through the entire worksheet and mark whether each item is acceptable or not acceptable. You will see two categories under the "Do Not Accept" column. Here is how they are defined:

**Non-detrimental:** Item is not sent to a market for recycling, but does not cause any major problems if found in the stream.

**Detrimental:** Item can shut down or damage equipment, harm employees, and/or substantially degrade the value of material.

| PAPER PRODUCT   | ACCEPT                   | DO NOT ACCEPT            |                          | DO NOT WANT ON LIST BUT ACCEPT |
|---|--------------------------|--------------------------|--------------------------|--------------------------------|
|   |                          | NON-DETRIMENTAL          | DETRIMENTAL              |                                |
| Cartons (gable top containers like milk and orange juice, and aseptic containers like juice boxes and soup) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Cold Cups (e.g. paper fountain drink cup)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Hard Cover Books  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Hot Cups (e.g. coffee cup)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Ice Cream Container   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Junk Mail   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Kraft Bags  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Magazines   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Newspaper   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| OCC   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Office Paper  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Paperback Books   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Paperboard Boxes  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Pizza Boxes   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Shredded Paper  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| <i>Directions on how to prepare</i>   |                          |                          |                          |                                |
| Take-out Containers   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Tissue Paper  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Other:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |

## ACCEPTABLE MATERIALS

| GLASS PRODUCT    | ACCEPT                   | DO NOT ACCEPT            |                          | DO NOT WANT ON LIST BUT ACCEPT |
|------------------|--------------------------|--------------------------|--------------------------|--------------------------------|
|                  |                          | NON-DETRIMENTAL          | DETRIMENTAL              |                                |
| Bottles and Jars | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Drinking Glass   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Mugs             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Window           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Other:           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |

| ALUMINUM PRODUCT                                  | ACCEPT                   | DO NOT ACCEPT            |                          | DO NOT WANT ON LIST BUT ACCEPT |
|---|--------------------------|--------------------------|--------------------------|--------------------------------|
|   |                          | NON-DETRIMENTAL          | DETRIMENTAL              |                                |
| Aerosol   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Can   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Foil or Foil-like Container (e.g. aluminum trays) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Other Aluminum Containers                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Other:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |

| STEEL PRODUCT                                     | ACCEPT                   | DO NOT ACCEPT            |                          | DO NOT WANT ON LIST BUT ACCEPT |
|---|--------------------------|--------------------------|--------------------------|--------------------------------|
|   |                          | NON-DETRIMENTAL          | DETRIMENTAL              |                                |
| Aerosol   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Can   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Pots and Pans                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Scrap Metal                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| <i>Directions on how to prepare</i>               |                          |                          |                          |                                |
| Spiral Wound Container (fiber body, metal bottom) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Other:  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |

How do you describe which plastics are accepted?

- By object shape and/or size. (e.g. bottles – neck smaller than base)
- By resin type #1-7
- By resin type #1 and #2
- By resin type #1, 2, 3, 4, and 5
- Other:

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| PLASTIC PRODUCT  | ACCEPT                   | DO NOT ACCEPT            |                          | DO NOT WANT ON LIST BUT ACCEPT |
|--|--------------------------|--------------------------|--------------------------|--------------------------------|
|  |                          | NON-DETRIMENTAL          | DETRIMENTAL              |                                |
| Bags, Wraps, Film (bag in bag)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Buckets (any size)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| <i>Exclusions, size or preparation requirements</i>                                    |                          |                          |                          |                                |
| Bulky Plastic (e.g. crates)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| <i>Exclusions, size or preparation requirements</i>                                    |                          |                          |                          |                                |
| EPS Foam Blocks & Shapes   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| EPS Foam Food Service & Other Containers   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Flower Pots  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| <i>Exclusions, size or preparation requirements</i>                                    |                          |                          |                          |                                |
| HDPE Bottles & Jars  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Non-bottle HDPE Containers & Lids  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Non-bottle PET Containers & Lids (e.g. clear plastic fast food cups)                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Other Containers & Packaging (i.e. baskets, molded packaging, food storage containers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| <i>Exclusions, size or preparation requirements</i>                                    |                          |                          |                          |                                |
| Other Drink Bottles (e.g. juice in #7)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |

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|--|--------------------------|--------------------------|--------------------------|--------------------------------|
|  |                          | NON-DETRIMENTAL          | DETRIMENTAL              |                                |
| Other Food Bottles & Jars<br>(e.g. items in #3,4,6 or 7)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Other Household Bottles & Jars<br>(e.g. #3 shampoo bottle) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Other Tubs & Lids<br>(e.g. tubs that are #3, 4, 6, or 7)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| PET Bottles & Jars   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| PET Thermoform (e.g. fruit container)                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| PP Bottles   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| PP Containers & Lids                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Plastic Bags (loose or bag in bag)                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Produce, Deli & Bakery<br>Containers, Cups, Trays          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| <i>Exclusions, size or preparation requirements</i>        |                          |                          |                          |                                |
| Toys   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| <i>Size or preparation requirements</i>                    |                          |                          |                          |                                |
| Plastic Size Requirements?                                 |                          |                          |                          |                                |
| Other Preparation Requirements?                            |                          |                          |                          |                                |

## PROHIBITIVE ITEMS

If you could tell residents to leave five items out of their recycling streams, which items would you choose?

Rank the top five (5) unacceptable items that are causing the most problems in your facility (i.e. degrading other commodities significantly, causing damage to MRF equipment, presenting danger to staff, becoming high volume residual). Please rank with numbers "1" through "5." Put a "1" in the box of the worst contaminant. Only rank the top five and leave everything else blank.

| PROHIBITIVE ITEMS                               | TOP 5 |
|---|-------|
| Aerosol Cans                                    |       |
| Bulky Plastics                                  |       |
| Cartons   |       |
| Dishes  |       |
| Electronics                                     |       |
| EPS Foam (block and/or food service containers) |       |
| Flexible Packaging                              |       |
| Fluorescent Bulbs                               |       |
| Food Waste                                      |       |
| General Hazardous Waste                         |       |
| Glass   |       |
| Ink/Printer Cartridges                          |       |
| Mercury Containing Objects                      |       |
| Motor Oil Containers                            |       |
| Needles   |       |
| Pet Food Bags                                   |       |
| Plastic Bags                                    |       |
| Plastic Furniture                               |       |
| Plastic Toys                                    |       |
| Pots and Pans                                   |       |
| Propane Tanks                                   |       |
| Scrap Metal                                     |       |
| Shredded Paper                                  |       |
| Textiles/Clothes                                |       |
| White Goods                                     |       |
| Wire, Hose, Cords, Rope, Chains                 |       |
| Wood  |       |
| Yard Waste                                      |       |
| Other:  |       |
| Other:  |       |
| Other:  |       |