

Guidelines to Recycling at Lancaster City's Municipal Facilities

(Prepared by the Bureau of Solid Waste and Recycling - October 21, 2009)

Old Corrugated Containers or OCC

Definition/Background: OCC are standard cardboard boxes that can be brown or various colors. The identifying feature is that it is a structural box with two outside layers of kraft paper and a fluted (wavy) center that gives it strength. (OCC is not boxboard or chipboard which is typically the single-walled lightweight box used for tissues, shoes, cereal, etc. Many times those boxes appear grey in the inside which indicates that it is made of recycled newsprint, which is a lower grade paper fiber.) OCC should be clean and flattened to conserve space in the dumpster. All OCC that is contaminated with wax, food, oil, grease, etc. should be disposed as trash (including pizza boxes). Any non-fiber items that are part of the box including tape, staples, labels, etc. are not considered contamination and do not need to be removed. The mills that utilize the boxes recognize these as part of the packaging and have systems to remove those items. All other items/contents like plastic liners and Styrofoam must be removed and disposed. Clean, flattened boxes are a valuable commodity that is typically placed in a FEL (Front End Load Dumpster) for separate collection by the hauler.

Recycling Process: Clean OCC boxes should be flattened to conserve space prior to placement in FEL. Please remove all contents and dispose of boxes when the fiber is contaminated.

Mixed Office Paper or MOP

Definition/Background: MOP describes the standard desk-top generated paper produced in offices. It includes all paper types that are normally found on a desk with the exception of glossy paper, newspaper and tissue products. MOP is generally copy/ledger paper of various colors made of a higher grade fiber than magazines (OMG) and newsprint (ONP), which are usually a lower value fiber. Envelopes, post-its, various colors of ledger/copy paper, carbon-less forms and tablet paper, including tablet backs, are all acceptable to recycle. Please do not recycle food contaminated paper, tissue paper, paper cups, and construction paper. As with OCC, the standard non-paper fasteners/contaminants including, staples, tape, paper clips, and binder clips need not be removed (although reusing paper clips and binders whenever possible is preferred from a cost saving perspective). Clean, dry MOP should be source-separated and placed in the blue desk-side plastic container. Shredded paper is acceptable for recycling, it is just bulkier.

Recycling Process: MOP is separated desk-side into the blue plastic container. MOP is then collected and consolidated into a clear trash bag by custodial staff. It is tied closed and then placed in the FEL dumpster with the OCC.

Guidelines to Recycling at Lancaster City's Municipal Facilities (continued)

Commingled

Definition: Commingled is the standard mixture of bottles and cans collected in residential curbside programs and includes: clear, green and brown glass jars and bottles; aluminum and steel/tin cans; and plastic bottles labeled with a # 1 and #2. Preparation for recycling includes: food cans should be rinsed of food debris; beverage containers need only to be drained; caps and lids should be disposed as trash (except for steel/tin which is the same material as the container); glass and metal cans should not be broken or crushed; plastic bottles should be flattened to conserve space; plastics include bottles only – a container that has a “neck” or a smaller opening than the body of the container (typically includes containers that held liquids and food in jars). Plastic tubs/containers, clamshells, Styrofoam, and all other plastics without a “neck” are considered trash. Glass should only be food/beverage bottles and jars and not include any other glass such as mirrors, light bulbs, ceramics, drinking glasses, cookware, lab containers, etc.

Recycling Process: Commingled should be placed loosely (not in bags) in the 96-gallon curb cart (Toter).

Newspaper or ONP

Definition: ONP is the paper used in daily newspapers and other periodicals, including telephone directories. Magazines (OMG) may be collected with ONP. Do not include MOP or junk mail, boxboard or other types of paper. When this paper grade is co-collected with Commingled, as done in some residential programs, the mixture is referred to as “**Single Stream**”.

Recycling Process: Place ONP/OMG in paper grocery bags and set in curb cart (Toter) with Commingled. If collected as Single Stream, the paper can be dumped in loose.

Collection Equipment Used for Municipal Facility Collections

Curb Cart (Toter): These are the 96-gallon plastic carts with wheels that are used for collecting Commingled and ONP. These will be collected by the collection contractor's residential recycling vehicle, generally on a weekly basis.

Front End Loader or FEL: This is the type of collection vehicle that picks up and tips dumpsters at the front of the truck with an automatic arm mechanism. Typically, commercial waste collection and OCC/MOP routes are done with FEL. Tipping fees for FEL routes are paid by the hauler, not the City.

Rear End Loader or REL: This is the type of collection truck that picks up and tips dumpsters at the rear of the truck, requiring the operator to manually hook up a dumpster to a cable system. REL's are used to collect residential waste and waste from Municipal Facilities. Tipping fees for waste collected under the contract are paid by the City.