GERALD D. JENNINGS
MAYOR

CITY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
RAPP ROAD WASTE MANAGEMENT FACILITY
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NICHOLAS J. D'ANTONIO
COMMISSIONER

JOSEPH C. GIEBELHAUS
SOLID WASTE MANAGER

FRANK W. ZEOLI
DIRECTOR OF RECYCLING

October 1, 2009

Ken Bevis
Waste Management
P.O. Box 15009
Albany, New York 12212

Dear Ken Bevis:

In accordance with page 15 of your 2009 landfill permit with the City of Albany, all private haulers are required to make recycling collection services available to all residential, industrial and commercial waste generators under contract.

It further states that the City of Albany shall provide to the Hauler a standard recycling guide for distribution to all customers. The Hauler shall distribute the guide to all generators within thirty days of receipt and shall provide it to all future generators.

Enclosed please find the above-mentioned guide. After the 30-day period please complete and return the attached certification. If you should have any questions I can be reached at (518) 434-2489.

Sincerely,

Frank W. Zeoli
Director of Recycling

CERTIFICATION

I, _____, President of _____, do hereby certify the following to be true and accurate:

1) I have received from the City of Albany Department of General Services, a copy of the "Mandatory Multi-residential and Commercial Recycling Guide".
2) That I have read the contents of the guide and have familiarized myself with the contents thereof.
3) My staff and all workers have been trained to identify those items that should be recycled according to the Recycling Guide.
4) That my company has distributed a copy of the "Mandatory Multi-residential and Commercial Recycling Guide" to all multi-residential and commercial clients.
5) To date, my company has distributed approximately _____ copies of the "Mandatory Multi-residential and Commercial Recycling Guide" to multi-residential and commercial clients.

Dated: October , 2009

_____
Name:
Title:

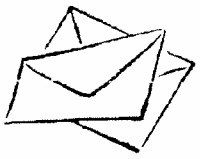
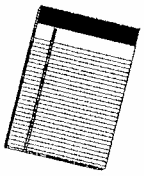
Capital Region Recycling Partnership

Mandatory Multi-Residential & Commercial Recycling Guide

GLASS, METAL, & PLASTIC

INCLUDE	SPECIAL INSTRUCTIONS	DO NOT INCLUDE
 ✓ **GLASS CONTAINERS- GREEN, BLUE, BROWN, & CLEAR** • Food & Beverage Containers • Liquor & Wine Bottles • Deposit Bottles • Canning & Food Jars	Do **not** break glass Broken Glass must be wrapped and secured and placed in trash Labels do **not** need to be removed Rinse thoroughly	✖ Broken Glass ✖ Drinking Glass ✖ Ovenware & Ceramics ✖ Window Panes ✖ Mirrors ✖ Windshields ✖ Mercury Filled Light Bulbs (i.e. fluorescent)* ✖ Dishes, Cups or Plates
 ✓ **PLASTIC CONTAINERS- CODES 1 & 2** • Soda Bottles • Milk & Water Jugs • Windshield Washer Jugs • Mustard & Ketchup Bottles • Soap & Detergent Bottles • Mouthwash Bottles • Salad Dressing Bottles • Peanut Butter Jars	Remove and discard all lids, caps & tops. ACCEPTABLE PLASTICS (See code on bottom of containers)  **Some private haulers except additional plastic numbers please contact you hauler for more information**	✖ **Empty Plastic Bags** ✖ Plates & Tableware ✖ Motor Oil Bottles* ✖ Clothes Hangers ✖ Number 3-7 Plastics ✖ Styrofoam Packaging ✖ Flower Pots ✖ Furniture ✖ **Needles & Syringes*** ✖ Six Pack Holders ✖ Snack Bags ✖ Toys ✖ Plastic Caps & Lids ✖ Plexiglass
 ✓ **BEVERAGE CARTONS** • Milk Cartons • Juice Cartons • Juice Boxes	Squeeze juice boxes until empty Throw away straws	✖ Straws & Wrappers ✖ Plastic Caps
 ✓ **METAL & ALUMINUM** • Food & Beverage Cans • Deposit Cans	Include metal lids **No** need to flatten	✖ Metal – Cardboard Containers (i.e. Cocoa) ✖ Foil wrap or trays ✖ Silverware ✖ Small Appliances (i.e. toasters, blenders) ✖ Pesticides, chemicals gasoline & paint

PAPER & CARDBOARD

INCLUDE	SPECIAL INSTRUCTIONS	DO NOT INCLUDE
    ✓ **NEWSPAPERS & INSERTS** ✓ **PHONE BOOKS** ✓ **BROWN GROCERY BAGS** ✓ **PAPERBACK BOOKS** ✓ **LIGHTWEIGHT CARDBOARD:** • DRY FOOD BOXES- CEREAL, COOKIE, SNACK… • NON-FOOD BOXES- HEALTH CARE, GIFT… • TOILET & PAPER TOWEL TUBES • PAPERBOARD EGG CARTONS ✓ **JUNK MAIL:** • CARDS & ENVELOPES • LETTERS & ENCLOSURES ✓ **PAPER:** • SCHOOL PAPERS • COLORED PAPER • COMPUTER PAPER • SHREDDED PAPER	**Do not place inside of plastic bags.**  **Please contact your private trash hauler or local municipality for preparation rules and regulations**	✖ Napkins ✖ Wax Paper ✖ Tissues ✖ Paper Plates ✖ Tissue Paper ✖ Paper Towels ✖ Frozen Food Boxes ✖ Microwave Containers ✖ Pizza Boxes ✖ Chips/Pretzel Bags ✖ Plastic Wrappings ✖ Carbon Paper ✖ Construction Paper ✖ Copier Paper Wrappers
 ✓ **CORRUGATED CARDBOARD**		✖ Wax- Coated Cardboard

*- These items are hazardous waste and should be disposed of properly. To inquire about the proper procedure to dispose of hazardous waste contact your private trash hauler.

Pursuant to municipal code recycling is mandatory; violators may be subject to a fine.