

TAKING CARE OF YOUR TOTES

- You are responsible for taking care of your totes and keeping them clean.
- If your tote is damaged or missing, call Public Works immediately at 403.886.4265.

IDENTIFY YOUR TOTES

- Record your serial numbers and keep it somewhere safe.
- Write your address on the side of the totes with a permanent marker. This will help identify your totes if they ever go missing or need repairs.
- Do NOT put your name on the totes as they are assigned to this specific address.
- Call Public Works at 403.886.4265 if you have questions regarding your waste and recycling totes.

IF YOU MOVE...

- Please do not take your totes with you. They remain the property of the Town of Penhold and are assigned to residences rather than people.
- If you need totes at your new residence, please call Public Works at 403.886.4265.



THE FOLLOWING MATERIALS SHOULD BE RECYCLED:

- **Metal cans and tins** - Empty, rinse and remove labels and lids; or leave lids attached and crushed inside.
- **Plastic Containers** - Household cleaner bottles, pop & beverage bottles, milk jugs, detergent or fabric softener bottles, plastic bags (put together in one bag), margarine & yogurt containers. Remove caps, rinse and crush.
- **Milk cartons** - Rinse, remove caps, and plastic spouts and flatten.
- **Paper** - Newspaper and inserts, magazines, catalogues, white writing & computer paper, greeting cards, non-foil gift wrap, junk mail, paper bags, envelopes, paper egg cartons, paperback and hard cover books, phone books. **Shredded paper is only accepted if in clear plastic bags.
- **Cardboard** - Flattened corrugated cardboard boxes (boxes when flattened must be no longer than 36 inches square). Flattened cereal and food boxes (remove and discard liner). Flattened shoe boxes, milk cartons (rinse with water and flatten), juice boxes.

WHAT IS NOT ACCEPTED FOR RECYCLING:

- Waxed cardboard, Paper towels or tissues.
- Ceramics, china, light bulbs or mirrors.
- Glass jars and bottles.
- Styrofoam packaging of any kind.
- No liquids of any kind (i.e. motor oils, cooking oils, paint, etc.). Film plastic and clam shells (Black garbage bags, Grocery Bags, Stretch & Shrink wraps, etc.).
- Electronics, Ink Cartridges.
- Clothing, disposable diapers, household décor (Carpets, Rugs, Curtains etc.
- Hypodermic needles, syringes or medical supplies
- Aerosol Cans, hazardous materials, batteries, kitty litter.

For more information please email
pwsupport@townofpenhold.ca or call
403.886.4265



A GUIDE TO USING YOUR WASTE AND RECYCLING TOTES



HOW TO USE YOUR NEW WASTE AND RECYCLING TOTES

WASTE TOTE

- Pickup will be weekly.
- Place your bagged and tied household garbage in your **BLACK** waste tote. The lid must be closed.
- Styrofoam must go in your **BLACK** waste tote and cannot be included in your blue recycling tote.



RECYCLING TOTE

- Pickup will be every second week with your garbage.
- Items must be placed LOOSELY into the tote.
- A full list of acceptable items available online at www.townofpenhold.ca.

WHAT TO DO ON COLLECTION DAY

SET THEM OUT BY 7AM

- Set out totes by 7a.m. to the front curb side of your property.

POINT THEM

- Place your totes so the arrow on the lid points towards the centre of the street.
- Place tote wheels against the front curb.

SPACE THEM

- Space your totes so that there is at least 1 metre (3ft) of space between your totes and other objects (e.g. parked cars, power poles, utility boxes).
- Leave 3 meters (10 ft.) of space above the totes. If totes are placed underneath a tree, overhang or power line they cannot be collected safely.

REMOVE THEM

- Totes must be removed from the roadway no later than 10:00 p.m. on the day of collection.



WHAT NOT TO DO ON COLLECTION DAY

- Do NOT overfill your totes. To ensure collection please make sure the lid is completely closed.
- Do NOT put these items in your totes:
 - NO propane tanks or cylinders
 - NO automobile tires
 - NO lead-acid batteries
 - NO paints, solvents or any liquids
 - NO hazardous materials
 - NO gypsum (drywall)
 - NO animal carcasses
 - NO used oil or oil filters
 - NO TVs or computer monitors