



Oxford County Business, Commercial, & Institutional (BCI) Recycling Program Information

Program Introduction

Oxford County has implemented a curbside recycling program, providing businesses a convenient way to recycle paper products and packaging materials. This document covers program details including set out requirements, acceptable materials, containers to use and more!

There is no user fee required to participate in this program for approved participants.

Collection schedule

Collection will be completed **once weekly on either a Tuesday, Wednesday or Thursday**.

Businesses will be notified of their collection schedule through the BCI program email.

The collection schedule is subject to change in the first 6 months as the program develops and additional properties are onboarded. All notifications will be communicated via email well in advance of the schedule change taking effect.

Collection can occur between 7 a.m. to 7 p.m. Please keep in mind that as more properties are onboarded, collection times will vary. To ensure you receive collection, set out material by 7:00 a.m. on your collection day.

At this time, there is no collection map but once the program participants plateau, we will consider sharing one.

Please note that the wasteline app has not been set up to show the business recycling program collection schedule. Only refer to the app for garbage, organics and **residential** recycling programs.

Set out requirements

- Set out by 7:00 a.m. on your collection day. Anything set out later risks not being collected.



- Containers must be placed in front of the business' property, within one metre (3 feet) from the municipal curb, or edge of gravel shoulder, without placing directly on any municipal sidewalk, and should be unobstructed and clearly visible.
- **Collection in the Woodstock alleyways will not take place due to the size of the collection vehicle being used.**
- Our BCI truck does not travel all roads like the residential collection vehicles do. If you have previously placed your set out on a road different from your business address, please notify bcirecycling@oxfordcounty.ca so the truck can be properly routed.
- Containers with non-acceptable materials will be stickered and left behind. It will be the responsibility of the property owner to retrieve the container from the curb and dispose of it properly.
- Recyclables must be placed loose in a container, no bagged recycling allowed.
- There is no limit to the number of containers or cardboard bundles a business can set out each week.
- Excess recyclables can be brought to Oxford County's Waste Management Facility located at 384060 Salford Road, Salford during regular operating hours.

Acceptable containers

Containers must remain intact and in good condition (i.e. no sharp edges that could injure a collector). Only County approved 83L and 360L standard recycling containers can be used for the program.

Approved businesses have the option of:

1. Using existing 83L or 360L standard recycling containers. The County will provide the business with program identification stickers which must be attached and visible.
2. Purchasing 83L or 360L grey program containers from the County at cost. These containers do not require program identification stickers. For current pricing information and pick-up locations, please visit www.oxfordcounty.ca/containers.



Communication

All communication for this program will take place through the program email (bcirecycling@oxfordcounty.ca):

- General inquiries
- Missed collections
- Program identification sticker replacements
- Container purchases

Acceptable Materials

Acceptable materials	Set out requirements
Cardboard boxes Pizza boxes, direct mail boxes, moving boxes, shoe boxes.	* Must remove all excess tape and packaging from cardboard, flattened, and be no larger than 75cm x 75cm x 20cm (30" x 30" x 8"). Excess cardboard must be bundled with cotton jute or twine.
Boxboard Tissues boxes, toilet paper rolls, paper towel rolls.	Empty and flatten.
Paper Any colour, including flour bags, prescription bags, paper produce bags. Notepads, white or coloured loose paper, file folders, other printed materials. Flyers, brochures, magazines. Greeting cards, envelopes, gift bags.	Empty. Place shredded paper in a tied clear plastic bag. Separate from plastic bags used to cover items, remove elastic bands. Remove rope handle from gift bags. Do not include soft or hard covered books/novels.
Paper laminate packaging Food service bags and plates.	Empty.

BCI Recycling Program

Business, Commercial and Institutional



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21 Reeve Street, PO Box 1614
Woodstock, ON N4S 7Y3
519.539.9800 | 1.800.755.0394
oxfordcounty.ca

Acceptable materials	Set out requirements
Paper laminate packaging Spiral cans, hot and cold beverage cups.	Empty, remove lids.
Cartons Beverage cartons, coffee creamers, sugar cartons.	Empty, lids on.
Plastic containers Salad dressing, dish soap, plastic beverage bottles. Food trays, bakery and egg containers, plastic cups, plastic tubs and lids. Small item packaging, hand sanitizer bottles, plant pots.	Empty, lids on.
Flexible plastic packaging Bags used for dry cleaning, newspaper and flyers. Overwrap for paper towel & toilet paper, beverage containers. Coffee bags or deli pouches, chips bags, bubble wrap, snack wrappers.	Empty, flexible plastic package must be consolidated in a plastic bag. No loose plastic film.
Foam packaging Takeout containers, cups, plates, bowls, foam packaging.	Empty.
Metal Food cans, metal lids, coffee tins, beverage cans.	Empty.
Aluminum (foil and trays) Aluminum foil, pie plates, frozen food trays.	Empty.

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Acceptable materials	Set out requirements
Aerosol containers Air fresheners.	Empty, lids on.
Glass containers Clear and coloured glass. Jars and bottles, non-alcoholic glass beverage containers.	Empty, lids off.