

# Volunteer Handbook



Draft: 8/10/18

## Thank you!

Your efforts have helped us recycle, reuse, and safely dispose of many tons of materials that would have otherwise been buried in a landfill and/or seeped in to our lakes, streams, or groundwater.

As you know, recycling can save energy, raw materials, and reduce greenhouse gases too. Recycling events also bring friends and neighbors together for a good cause!

Thank you for helping make our community and surrounding region a better place to live!

Note: an electronic version of this (with live links) can be found on-line at

<http://recycle.meridian.mi.us/volunteer/>

# Fall Recycling Event

Saturday September 29, 2018 9 am - 2 pm

Chippewa Middle School 4000 Okemos Rd. in Okemos

## Egg Cartons & Peanuts

Dozen-size egg cartons only. Clean packing peanuts (**no DIRT**) in clear bags. No other packing materials. OK to mix colors.

*Bestway Pak-N-Send & Titus Farms*

## Medicines

*Ingham Co. Health Dept.*

Remove from bottles/blister packs (except liquids & controlled meds). Place all in one ziplock bag.

Keep controlled meds in original container/cross off name.

## Paint (liquid or dry)

*E-Paint Recycling*

Latex: \$1/qt. can \$2/gal. can \$8/bucket  
Oil/Alkyd: \$2/qt. can \$8/gal. can \$40/bucket

## Household Haz. Waste

Acids/bases, Aerosol products, automotive fluids (except motor oil), cleaners, flammables, fluorescent lights, fuel oil, home repair products, mercury containing devices (sealed in a baggie), small propane tanks (1lb size only). No used motor oil, no pesticides/herbicides, no smoke detectors. See more details at [meridian.mi.us](http://meridian.mi.us)

## Document Destruction

Documents collected (securely) for OFF-SITE shredding. No 3-ring notebooks. ~10 box limit.

## Bikes & Bike Parts

Bikes and bike parts. Working & non-working OK.

*MSU Bikes & Share a Bike*

## Metal

*Friedland Industries*

Sinks, washers, dryers, AC units,\* stoves, water heaters, fridges/freezers,\* lawn mowers (remove/recycle oil/gas), dehumidifiers,\* etc. \*\$10 if Freon

## Electronics

*Valley City*

TVs, LCD/LED and plasma devices, computers, monitors, printers, VCRs, radios, tape recorders, record players, stereo equipment, phones, PBX systems, answering machines, routers, cables, video recorders, cell phones, pagers, cash registers, typewriters, remotes, adding machines, calculators, software, CDRoms/floppy disc, cords, scanners, digital cameras, & more.

*No batteries, smoke detectors, lighting, thermostats, coffee makers, toasters, or light bulbs/tubes. Take large appliances/ microwaves/ dehumidifiers/air conditioners to "Metal."*

*\$10 suggested donation for monitors  
\$20 for TVs, \$40 for TV's over 36"*

For the latest information contact [recycle@meridian.mi.us](mailto:recycle@meridian.mi.us)  
Call 517-853-4466 or visit [meridian.mi.us](http://meridian.mi.us)



## Tentative Map (fall 2018)



## General Tips

- Sign up to volunteer on-line: <http://recycle.meridian.mi.us/volunteer/>
- Please park in the volunteer parking area. 2nd shift volunteers will find more convenient parking east in the bus loop or senior center. Share a ride!
- Check in at the **Volunteer Check-In Table/Tent**
- Gloves are encouraged at most stations. Please bring your own (to ensure good fit). Some gloves will be available at check in.
- Please wear your Recycling T-Shirt (over other clothing). Bring extra clothing/protection for potential rain or cold conditions. Sturdy shoes are required. We encourage wearing your Volunteer Shirt from prior event (s)
- When you arrive at your station, introduce yourself, meet your co-workers, and familiarize yourself with procedures - and have fun!
- Please notify your team if you leave, if you need to take a break, please return promptly.

# Bikes

(Courtesy of MSU Bikes, MSU Recycling, and Share-A-Bike)

- Greet customer. Find bicycles and/or parts, encourage customer to stay in vehicle.
- Set aside bicycles/parts as directed by crew leader (MSU Bikes or Share-a-Bike personnel). Take care to protect vehicle from scratches.
- Load bikes and parts as directed by MSU Bikes or Share-a-Bike staff.
- At 2pm, collect any traffic cones/signs and return them to check-in.

# Household Items, Clothing, Textiles, & Shoes (Spring)

(Courtesy of Goodwill and Salvation Army)

- Greet customers and encourage them to stay in vehicles.
- Unload car quickly.
- Load materials as directed by station leaders
- Get help for larger items as needed.
- Items accepted include solid-core doors, antiques, tools, lumber/trim 4' or longer, completely denailed. Furniture with **NO rips or stains**.
- No broken items... clean & in working order only; No refinishing needed; No water damage or bowing; No paint or chemicals; No hollow-core doors, aluminum sliding glass doors; single pane windows or shower doors. See guidelines [here](#).

# Document Destruction (Fall)

(Courtesy of Friedland)

- Greet customers and encourage them to stay in vehicles.
- Load gaylords (large boxes) with paper.
- The truck will be locked and all materials will be shredded securely off-site at Friedland Recycling.
- Friedland offers on-site shredding at their building on Maple St. in Lansing. 483-3000
- No 3-ring binders.

## Donations (courtesy of Event Participants)

- Position yourself at designated locations
- Collect donations and make change as needed
- If container fills, contact a Green Team person
- Provide handout if person wants one and thank them!

## Egg Cartons & Packing Peanuts

(BestWay Pack-N-Send & [Titus Farms](#))

Materials: large clear plastic bags, twist ties, masking tape

- Greet customer and encourage them to stay in vehicle.
- Collect clean, dozen-size egg cartons only
- Stack neatly in large clear plastic bags.
- Collect clean packing peanuts. These can be mixed. No starch-based peanuts.
- If customer has other polystyrene they can take it to [Meridian Recycling Center](#), 5976 E. Lake Dr. Customer is done.
- When customers are gone, or attended to by others, carefully transfer peanuts to large bags. Close full bags with twist ties and load into van.
- Last shift: clean up! At 2pm, close van (do not lock). Collect materials and return them to check-in.

## Electronics (courtesy of Valley City)

Materials: gloves

- Greet customers. Encourage customer to put car in park and **stay in vehicle**.
- Get help for larger items as needed.
- See guidelines for what is accepted and not.
- Move items to appropriate area or help load truck (monitors, computers, misc., etc.)
- Last shift (and as needed during the day): Help tidy up, break down/stack cardboard boxes, clean up trash, etc. Return materials to check-in. Help stack cones and signs.

# Metal

(courtesy of Friedland)

Materials: sturdy gloves

- Greet customer. Ask where metals are in vehicle. Encourage customer to stay in vehicle.
- Remove metals and move to container or nearby as directed by [Green Team](#) member/crew leader. Take care to protect customer vehicle. Customer is done.
- Crew leader helps ensure things are stacked high and tight to ensure the container doesn't fill up too quickly.
- Load items containing refrigerant in a separate container if available.
- Last shift: clean up! At 2pm, collect signs, traffic cones, etc., and return them to check-in.

# Medicines (Fall)

(courtesy of Ingham County Health Department, Meridian Police Department, and Local Pharmacists)

Materials: large trash bags, twist ties, plastic gloves

- Greet customer, take meds to sorting table(s). Do not accept sharps or mercury. Customer is done.
- When customer is gone, or attended to by others, sort and dispose of meds as directed by Pharmacist.
- Last shift: at 2pm, begin clean-up. Controlled substances move under the direction of officer on duty. Non-controlled meds will be taken as directed by coordinator, police officer, or Health Dept. personnel. Return closed pill bottle bags, tables, chairs, and any other materials to check-in.

Pharmacist or Station Leader Make Sure The Following Occur

- Controlled substance (**Red C**) placed in container from police dept.
- Non-controlled (or co-mingled ) meds put in barrels provided by Health Dept.
- Leave liquids in their containers.
- Police officer on duty helps when needed to ensure smooth operation & compliance with law.
- 1-2 pharmacists on duty if possible
- If material is co-mingled, determine if bag goes with controlled or non-controlled.
- Ongoing drop-off is available at Police Station. Visit [www.takebackmeds.org](http://www.takebackmeds.org)

# Traffic

Materials: orange vest, (optional - clicker, donation buckets, flyers, stop sign)

- The focus of traffic duty is to a) guide vehicles as quickly and smoothly as possible off main roadways and into or out of appropriate stations, and, if assigned, count cars, collect donations, answer questions, and hand out flyers.
- Keep smiling
- **Exit:** thank customers. Keep donation bucket clearly visible. Hand out flyers as directed, aid exit. If asked, explain that donations go toward costs for roll-offs, tents, t-shirts, signs, electronics, etc.
- Last shift: at 2pm, stations will begin to clean up. Use your judgment as to when traffic has lessened enough for you to do the same. Collect any cones, signs, and other materials, and return them to check-in. Return donation buckets and clickers to coordinator.

# Volunteer Food & Refreshments

- Volunteers are needed to keep the food area tidy, distribute food to far-away stations, and clean-up (vacuuming, packing up supplies, etc) at the end of the day. Please wear rubber gloves when handling food.
- Volunteers are provided with water/hot beverages/"breakfast-type" snacks/soft drinks/sandwiches and/or pizza/fruit/soft drinks throughout the recycling event.
- Volunteers are welcome to visit the snack area before/during/after your shift, as time and schedule permits. This is an indoor area, so while you are warming up, cooling down, or getting dry (depending on the weather) please be courteous of the School Property and clean up after yourself!
- Please recycle/compost everything you can in the appropriate containers, and place trash in the proper bin as well!
- Please limit your break time so that others may come and take a break, too! We make every attempt to keep snacks supplied to those working in outlying areas, as they may be unable to come to the break area.
- If you need food or beverage - you might ask your co-workers if they want anything. Please tell them if you leave.

Please contact Elaine at [eaputvin@hotmail.com](mailto:eaputvin@hotmail.com)

# Common Questions

- Many answers to questions can be found on the web at <http://recycle.meridian.mi.us> If people have further questions or suggestions, please have them contact LeRoy or Ellen at any time. LeRoy is at 853-4466 or [recycle@meridian.mi.us](mailto:recycle@meridian.mi.us). Ellen is at 339-2015 or [ellen.dillman@gmail.com](mailto:ellen.dillman@gmail.com)
- **Who Sponsors These Events?**  
There are [many major sponsors](#) to these recycling events, both local and regional. Visitors to the event also provide a major amount of support.
- [Where is the Meridian Recycling Center and what do they take/accept?](#)
- What other questions should be here? e-mail [recycle@meridian.mi.us](mailto:recycle@meridian.mi.us)
- More Q & A... ([here](#))

## Green Team

and other interested volunteers

- The Green Team consists of volunteers who have offered to provide leadership to newer volunteers and/or at particular recycling stations.
- The Green Team might be recognized as wearing green T-Shirts.
- Please take notes of suggestions from volunteers and the public and share these with Ellen or LeRoy at any time.
- Green Team members might take a broad view during the day -- checking in with volunteers to see if they need anything (refreshments), helping re-assign volunteers (if help needed elsewhere), and help facilitate communication and establish a helpful and friendly environment.
- At end of day, help collect extra signs, trash, saw horses, traffic cones, etc. (and recruit other volunteers as needed).

