

RECYCLING INSTRUCTIONS

The Transfer Station workers will open the shed doors when the dump opens. Volunteers can either shut the doors and lock up at 1:00 pm or let the workers do it. Upon arriving at 11:45 there will be a pile-up of cans and bottles in front of the shed. Hopefully donors have not tried to sort by themselves since they frequently make mistakes. This can be avoided by not having the shelter door opened until a volunteer arrives.

Initial Sorting. The sorting procedure works best if cans and bottles are dumped in a big box and volunteers sort by type of container, size and brand. The four basic categories are: 1) plastic soda and carbonated water bottles, 2) beer and soda cans, 3) glass beer bottles, and 4) glass soda and carbonated water bottles. Bottled water (non- sparkling), juices, wine, or energy drinks are not accepted nor are out of state products. All must have a "MA deposit" label indicated somewhere on the can (look on lid) or bottle. Aluminum tabs on can lids are removed and placed in a bucket. Since this can be quite finger numbing w/o gloves a pair of pliers is in the shed.

Plastic Soda and Carbonated Water Bottles. Pepsi and Coke plastic bottled products (see list on side of tall cardboard boxes) are put in separate, size graded boxes on the back wall. All other brands of plastic bottles go in a third series of boxes labeled "Other." On the side of each box is the number of bottles of that size that get packaged up into a new plastic bag. Here's how it works. When the large box bin is full take a new plastic bag from the little wooden box on the back wall, insert it into the empty large cardboard box in the back room, and start throwing in the indicated number of bottles from the initial box. When complete tie off the new bag and place it either outside the shed or in the back room well away from the heater. Eventually these tied up bags will be stored in the trailer truck: the Transfer Station workers have the keys.

Beer and Soda Cans. These are collected in cardboard flats (24/flat). Some cans are higher than others so arrange the highest cans in corners in order to provide an even surface for the next flat to be piled on top. Sorting is similar to plastic soda bottles with Coke, Pepsi and all Other products separated. For beer cans Bud products are separated from Coors and Miller (put together) and these from all other brands. Little cans of the same category can be put in the appropriate flat since these also get a 5 cents deposit (again only 24/flat). Flats are stacked by brand on the left hand wall. When 9 flats are reached dump the cans into a new plastic bag following the same procedure as for plastic bottles. Emptied flats are placed back on a shelf in the front on the back room for reuse. Some extra large cans which are difficult to stack go in a pile on the floor to the right of the stacked flats.

Glass Beer Bottles. These are placed into boxes (24/box or 12/box)) and stacked on the right wall. If you run out of boxes you'll need to go to a liquor store for more. Ask for beer boxes since wine boxes are of various sizes and don't stack well. You

call Liquors 44 a day before and ask them to save unbroken down beer boxes: mention that you are from Leverett's recycling program of RGT. Frequently the beer boxes they give you are broken down. If this is the case there is a tape gun with which you can reconstruct them. Oversized beer bottles are placed in a larger wine box usually 12 or 15/box. While at the liquor store get a few wine boxes as well.

Glass Soda and Carbonated Water Bottles. These are piled on the shelves on the right side of the back wall and are sorted by color, 24 to a box. Wine boxes can be used for this purpose. Large carbonated Perrier type bottles can be grouped into boxes of 12 or 15.

Transport to Redemption Centers. When sufficient containers are collected to warrant a trip to a redemption center John Field is called and he will take the boxed **glass beer bottles** to Liquors 44 in Hadley. Should he not be available the procedure is to drive the pick-up around back and inform the attendant that they are from the RGT Recycling Program. This avoids putting the bottles in the machines one by one. **Beer and soda cans** and **plastic bottles** in their plastic bags are taken in Rocky Adriance's pick-up to Ruggeri's Store in Greenfield. These can be driven around to the back entrance. **Glass soda bottles** are separately delivered to Ruggeri's front door to the redemption area (they have a dolly for your use). Rocky might be willing to do this as well. Plastic bottles stored in the trailer can stay there if no driver can be found. Also if logistical problems arise other containers can be stored there as well with permission of the Transfer Station attendants.

Heat in a Frozen World. Yes, it does get cold working in the shed so wear long johns, bring gloves, and get extra wraps from the Take It or Leave It shed next door. We do have a propane heater to add to your comfort. To light turn on the two valves and touch a match to the screen. Be careful not to stand or put flammable items close-by: it really does burn a hole in jackets.

Closing Up. Five minutes before closing time empty the trash, put as much away as possible, and shut down the heater. The left door sticks and has to be lifted to close tightly. Throw the steel bar across doors and lockup.

Expenses. Earnings from refunds should be given to Les when he returns. Any expenses incurred such as gas money, coffee on the return trip, or items purchased for the operation should be taken out of earnings or accounted for: you will be reimbursed.

Keys. Keys to the main gate and the shed may be needed if a transporter wants to pick up containers other than dump hours. Either Tom H. or Jim Allen (Les's son who lives at his house) will have these. There are also a set of keys to open the two locks on the trailer door.

THANK YOU FOR VOLUNTEERING!