



# COLLECT, STORE, AND SHIP GUIDE



*Are you having difficulty  
getting the **ATTENTION** of  
your prospective collectors?*

*Are unpleasant odors  
coming from your collection bin?*



Check out these tried and true tips for collecting, storing, and shipping your waste to TerraCycle. You'll soon find that your collection area will be efficient and mess-free.

## **This guide includes the following:**

- Section 1: Creating and maintaining a collection bin
- Section 2: Storing your waste
- Section 3: Shipping your waste to TerraCycle

## Section 1: Creating and maintaining a collection bin

A collection bin is a great way to engage your collectors and keep your collections clean and organized.



bad example



good example

**Use the top ten tips below to create an eye-catching and effective collection bin:**

1. Use upcycled materials. An empty storage bin and some leftover wrappers or scraps of paper can make an incredible collection bin.
2. Clearly communicate the waste collected. Your bin should very clearly say or show the exact types of waste accepted. You can use the Accepted Waste Posters and DIY Collection Bin Kits found on each Brigade page.
3. Create a bin for each waste stream you collect. Sorting at the point of collection makes organizing and storing your waste significantly easier.
4. Place a liner in the bin. At the end of each day you can tie up the liner to eliminate any odors. Place a fresh liner in the bin the next day.
5. Use a lid on your bin. Having the option to close your bin will keep it nice and clean.
6. Turn it into an activity. Your collectors may feel more involved if they work together to create the collection bin(s).
7. Place your bin in a high-traffic area. You want people to notice your bin so that they remember where they can recycle their waste.
8. Place your bin where waste is generated. This can simply be in the cafeteria or lunch room.
9. Put informative posters around the bin. This is a great way to introduce the TerraCycle solution to newcomers. You can download posters from each Brigade page.
10. Do not permanently store waste in collection bins. If you are striving to reach shipment size requirements and you need to ship a lot waste, store it separate from your collection bins. The next section describes how to do this in more detail.

## Section 2: Storing your waste

Some Brigade® programs have shipment size requirements for receiving TerraCycle point donations. Here are some suggestions to help you store your waste until you are ready to send it in.



**Earning TerraCycle Points.** First, visit the Brigade page or download the Cheat Sheet to see if you need to send in a certain amount to earn TerraCycle points. Remember, that you can send in any size shipment at any time, but only shipments over a certain size will earn points.



**It's all about recycling.** If you cannot store much waste at your location, just send it to TerraCycle. You may not earn TerraCycle points, but you will help the environment by diverting your waste from landfill.



**Simply weigh your waste.** Do not count it. We base our point system on average weights, not actual units (with the exception of some programs), so counting is not recommended.



**Store your waste out of the way.** We've found that good storage spaces include garages, loading docks, utility closets, or outdoor sheds.



**Be sure to inform facilities coordinators.** Whether it's an email, phone call, or simple signage, you don't want your waste accidentally thrown out with the other trash.



## Section 3: Shipping your waste to TerraCycle

Once you are ready to send in your waste collections, follow these simple steps to expedite the shipping and check-in process.

### Shipping to TerraCycle:



1. Place your filled liners into a shipping box.



2. Make sure that your liners are not dripping and are properly sealed. UPS will not accept dripping packages.



3. Seal your box securely with packing tape.



4. Print out a UPS label from your account and affix it to your box. Remember, each shipment must have its own label. Duplicate or photocopied labels cannot be used.



5. Ship it through UPS. There are over 40,000 UPS drop off location nationwide.



### Earning TerraCycle Points:

TerraCycle collections typically take 7 to 10 business days to be credited to your account after it has been delivered to our facility. If more time has passed and your shipment has not been credited, contact TerraCycle Customer Support at [customersupport@terraCycle.com](mailto:customersupport@terraCycle.com) or 1-866-967-6766.