



# TerraCycle's Collect, Store and Ship Guide 2012





# Collect, Store and Ship Guide

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**TerraCycle is pleased to present the Collect, Store and Ship Guide, a helpful tool to assist you with collecting, storing and shipping your waste to TerraCycle. Having difficulty getting the attention of your prospective collectors? Unpleasant odors coming from your collection bin? TerraCycle is excited to offer some tips that will guide you on your path to becoming a successful waste collection location!**

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

- Section 1: How to use your TerraCycle collection bin to increase awareness of your collection efforts.
- Section 2: Troubleshooting your collection bin; keep the smells in and the bugs out!
- Section 3: How to store your waste effectively to reach TerraCycle requirements for point donations.
- Section 4: Tips for shipping your waste to TerraCycle and receiving point donations.

## How to use your TerraCycle collection bin to

### Section 1: increase awareness of your collection efforts.

Set up a collection bin in a popular area of your location such as a cafeteria, lobby or wherever the waste is normally generated. Follow the suggestions below on using your TerraCycle collection bin to increase participation.

- An effective collection station clearly communicates the type of waste that is being collected. Using images of the waste on your collection bin is a helpful tool.
- Be colorful and creative to engage your participants in your recycling efforts. Use the creation of your waste collection station as a tool to inspire participants to get involved in your recycle efforts.



bad example



good example

Place your collection station in a prominent area where everyone can properly access it. Do not place the bin far away from the areas where the waste is generated.

Display TerraCycle posters and signs around your facility or school to inform participants on what items are being collected. TerraCycle posters are available for download in the Resources section of your account on [www.terracycle.com](http://www.terracycle.com), or you can make your own!





## Section 2: Troubleshooting your collection bin, keep the smells in and the bugs out!

Need suggestions on storing your waste? Here are some helpful tips and tricks to keep your waste collections trouble free.

### Lids

Always use a collection bin with a lid to seal in odors.

The lid should remain closed at all times to keep your waste from attracting flies.



Cut a small opening in the lid so waste can be deposited directly into the bin without removing it.

### Liners

Always use a garbage liner or trash bag. Thicker bags, like trash contractor bags, provide the best barrier for unwanted odors.

Many trash bags are available with “odor block” features which will mask any smells that may come from your collection bin.



Tie off the garbage liner or trash bag at the end of every day, sealing off the day’s collections. Place a fresh trash bag on top of the sealed bag and continue collecting.

Refrain from opening the trash bags or liners that have already been closed or sealed.

(collection box example)

### Section 3: TerraCycle waste requirements for point donations.

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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.

- Be aware of waste requirements for the Brigade programs that you participate in. All sizes of shipments are accepted, however some Brigade programs do have shipment size requirements for receiving the point donation.
- It's all about recycling. Remember that TerraCycle accepts all sizes of shipments. If you cannot store any more of your waste at your location just send it into TerraCycle. Our goal in the end is to eliminate the idea of waste. The TerraCycle point donation is simply a bonus!
- Do not count or stack your waste. Each individual Brigade page on [www.terracycle.com](http://www.terracycle.com) lists the minimum weight requirement for receiving point donations. Simply weigh or estimate the weight of the collections to reach the point donation goal.
- Store your waste in a utility closet, empty classroom or a garage with a lock. These collections equal payment to a school or non profit of your choice and therefore should be kept safe. Avoid any confusion between TerraCycle collections and typical "trash"!



## Section 4: Tips on sending your waste to TerraCycle.

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

Place your liners or trash bags into a used box. Encourage your participants to bring in boxes from home and store them for future shipments.



Make sure that your liners are not dripping and are properly sealed when placing them into the cardboard box. UPS will not accept dripping packages.

Download your UPS label from your TerraCycle account is affix it to your box using packaging tape. Remember, no duplicate labels can be used, so do not photocopy them.



Don't have a regularly scheduled UPS pick up at your location? There are over 40,000 UPS drop off locations nationwide. Designate a participant close to one of the drop off locations to be your TerraCycle Collections courier.



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