

Boy Scouts of America
TROOP 680
San Diego, California

Exhibit C: Newspaper and Can Recycling Procedures

[Reference Section III.C]

C. COLLECTION BIN WORKER PROCEDURES

1. If you are assigned to be a bin worker, you will serve a two-hour shift on each collection Saturday. You are required to wear the Troop T-shirt during his shift.
2. As a bin worker, you may switch shifts with another bin worker if there is a conflict with your or his scheduled time. You may also ask another bin worker to do an extra shift or ask another Scout to substitute. A bin worker making such change or substitution must advise the Newspaper Chairperson by the Wednesday before the collection Saturday they are changing or substituting. It is your responsibility to notify the Newspaper Chairperson of changes/substitutions by Wednesday; otherwise you may be assessed points. (Except in an emergency, please do not wait until the Friday night before collection Saturday to inform the Newspaper Chairperson that you will not be able to serve your bin time or have not found a substitute – points will be assessed.)
3. Arrive on-time and sign-in on the report sheet. If you bring newspapers and/or aluminum cans, report these on the report sheet at sign-in.
4. Help unload all vehicles and stack all newspapers in the bin neatly. Do not load the bin by throwing newspapers in the bin. Assist in placing all the California-redemption aluminum cans properly in large plastic bags along with placing full bags in the recycler's truck (or separate area for loading). Assist in placing all miscellaneous California-recyclable plastic bottles and glass bottles properly in separate large plastic bags respectively and loading full plastic bags in the recycler's truck (or separate area for loading). Assist in placing all paper/plastic bags removed from newspapers and any other discards into large plastic bags for this purpose.

LOADING THE NEWSPAPER COLLECTION BIN:

- a. When you recycle, there is a correct way to load an empty collection bin. Using this method is important because the large volume of paper we process, combined with the distance the paper must be transported, makes it imperative to load the bin as full as possible.
- b. Begin by using the newspapers to build a wall about every 1/3 to 1/4 the depth of the bin as you load from the back of the bin to the front door. The wall should be initially about 2 feet high and extend across the entire width of the bin. Once the wall is established, place newspapers behind the wall, filling towards the rear of the bin. As the level of papers reaches the top of the wall, add papers to the top of the wall to increase height. As the wall is raised, fill the area behind with newspapers. Another wall may be started as the bin is filled to the roof. This continues until the entire bin is filled, allowing for about 6" free space from the opening so the doors can be closed. (A two-row wall is twice as secure as a single-row wall, and will support the mass of papers behind it much better.)
- c. Please do not load the bin by throwing papers in from the door. Papers tend to accumulate in the center of the bin, and as the height of the pile increases, it becomes impossible to load the rear areas of the bin.
- d. All bags and binding materials from the bundled papers prior to loading must be removed.

e. Magazines, letters, and similar types of paper are not currently recyclable.

5. Direct traffic and other Scouts, if necessary – show your leadership skills! Keep bin areas clean and clear of loose papers/garbage. Remind and assist each family to take home at least two bags of discard for inclusion in their personal garbage collection/removal.

6. When on duty, work hard and do your best. It is not an easy assignment. You are on duty the full two hours assigned. There may be breaks in between arriving cars. Utilize these breaks to clean up the area and rehydrate! Bring water to drink, especially on a hot day. Make sure to eat a good breakfast before you start your bin service time.

7. Sign-out when you complete your bin time. (Sign in and out at the actual times you arrive and depart.) Inform the next shift if there are any important messages, changes to procedures for that day, adult supervisors for that day, etc.

8. The Newspaper Chairperson maintains a current listing of bin workers and scheduled times. Each bin worker is responsible for receiving and following the current schedule.