

IF YOU HAVE ANY DOWN TIME

- Please double check boxes. If in doubt, put it in a miscellaneous or put it aside to sort later (like in a box below the shelf).
- Make more beer boxes using the packing tape and the folded boxes at the back. You cover the gap in the bottom of the boxes with a flattened 6-pack carrier. Making boxes is super important if you have the time, because when they run out in a rush, it really hampers the process!

ENDING A SHIFT

The transfer station operators usually give you a heads-up, but they are very time-conscious. Make sure any items left out in front of the shed are put inside. You must secure both the back door to the shed and the door to the giant trailer out back. If you can tidy up the space somewhat before you leave, that's great. Please call the Library or email astephens@clamsnet.org if anything needs to be replaced before the next shift.

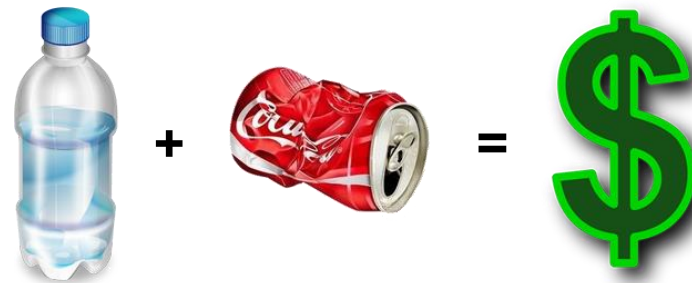
TRANSFERRING BOXES/BAGS FROM THE TRAILER TO THE BEST BUY TRUCK

Twice a week (usually Friday morning and Monday morning), Best Buy comes with a truck to pick up the boxes and bags. The operator backs up the truck to the trailer, and whoever is volunteering for the Library passes him/her boxes and bags. This is most easily done in an "assembly line" fashion, as it can be treacherous to walk back and forth on the pallets.

Occasionally, the Best Buy operator will reject a bag for not being full enough, or a box for being poorly sorted. If there's time, bags can be filled up from what's currently in the shed, but as time is of the essence, it may be easier to leave the box/bag for the next pick up.

If you are not comfortable with lifting and passing cases of bottles for an extended period of time, please make sure you are not working a pick-up shift.

If you are not able to carry cases at all, please ask to be partnered with someone who is able to carry cases out back. Just because you are limited doesn't mean you can't help with the sorting! We can always use helpers in one way or another.



Cotuit Library Redemption Center Fundraiser Volunteer Handbook

First, thank you for volunteering your time to help Cotuit Library at the Barnstable Transfer Station. The time and effort of volunteers during this fundraiser makes it among our most important of the year, and below we have provided some instructions, tips and tricks to make your shift productive and [easy].

The job of the Transfer Station volunteer is to

- Thank community members for helping support the Library when they drop off their items
- Sort the incoming bottles and cans into their respective bags and boxes
- Transfer filled boxes and bags to the trailer behind the shed
- Organize the work space so that incoming volunteers can pick up right where you left off
- Assist the employees from BEST BUY with transferring bags and boxes from the trailer to the truck (this only occurs once or twice a week at a specific time)

The purpose of these tasks is so that the company—Best Buy—that subsequently handles the redeemables doesn't have to do all the sorting work, and in turn, they give us a cut of the money. If their workers have to re-sort items, or accidentally get cut by an unexpected piece of glass in a plastic bottle bag, it makes the partnership less feasible. **It's important, therefore, to pay attention to the signs and lists**--if in doubt, put it aside and wait until you have a chance to investigate further! There are signs and spreadsheets throughout the shack that have information on where everything goes.

STARTING A SHIFT

When the transfer station opens and the workers have unlocked the shed, you need to secure both the back door to the shed and the door to the giant trailer out back where the filled boxes and bags go; the latter opens all the way and is secured with a pin on a chain to the opposite side. This is so the wind doesn't slam them closed.

There are latex gloves at the front for you to use, which makes the work slightly less icky! There are also hand sanitizer, paper towels and packing tape for reassembling beer cases. **If any of these supplies are running low, please contact the Library at 508-428-8141 for refills.**

Only **REDEEMABLE** bottles and cans (from beverages) can be accepted; all others must be put in the regular recycling. If you can politely redirect someone who has a bag full of, for example, still water bottles, to the recycling container, do so. Otherwise, you will have to sort out those items out and recycle them as needed.

Redeemables come in two types: cans and bottles.

- GLASS bottles are sorted into boxes at the back of the shed
- PLASTIC bottles are sorted into clear plastic bags at the front of the shed
- CANS are sorted into clear plastic bags at the front of the shed

BAGGED ITEMS

- **CANS:** Beer cans and soda cans do not have to be separated, but make sure the cans state that they are redeemable in MA (there are some that are redeemable in other states, but not MA). Iced tea cans are NOT redeemable and should be recycled.
- **PLASTIC BOTTLES:** Plastic bottles (soda, sparkling water) are separated by size. The different sizes are marked on labels above each bag. Still water brands, such as Poland Springs and Dasani, can't be redeemed and must be recycled. If in doubt, look for labeling that says there's a deposit for MA.

Before tying off bags, make sure they are filled to the **black line** printed on the plastic--keep putting more into them after you take them out of the supports. Once you've reached the line, tie the bags at the top and take them out to the trailer. Bags are stacked in the back of the trailer. Replacement plastic bags are at the front of the shed.

Look for bottles accidentally put in the cans/plastic bottle bags. These are a

hazard for the Best Buy workers, as they get smashed when the bags are tossed around.

BOXED ITEMS

Sorting the beer bottles is by far the most complicated part of the Transfer Station shift. Two main companies are responsible for almost all the bottles: **Bud** and **Colonial**. Within each grouping, bottles are sorted by color (**BROWN, GREEN, WHITE**) and height (**SHORT, REGULAR**), and some brands have their own boxes. Double checking the various charts tacked up on the walls, while tedious, is important, so that the Best Buy workers don't have to re-sort. The spreadsheet above the sorting trough has the bottles by brand in alphabetical order, but the one at the very back of the shed has some brands listed that aren't on the other sheets.

In addition, there are oversized glass bottles of beer and of carbonated spring water, like San Pellegrino and Perrier. These have separate boxes.

THINGS TO LOOK OUT FOR

- Bud Blue: these are actual **blue** glass bottles, not Bud Light brown bottles with blue labels.
- All Trader Joe's go in the miscellaneous box corresponding to their color.
- Incorrect number of bottles in boxes: count twice, and be sure to use boxes that hold **24**, not 12 (except for the large bottles like the San Pellegrino, which go in 12s).
- Shorts: **both** the Bud brown and the Colonial brown have a **separate** box for short brown bottles (e.g., Sierra Nevada and Lagunitas are Bud brown shorts; those strange Coors stubbies are Colonial brown shorts). The clear, short, bumpy Cayman Jack margarita bottles are **COLONIAL CLEAR SHORT**--keep them separate, as they make the boxes unstable if they're mixed in.

STACKING THE TRAILER

- Cases should be stacked in the trailer with the short sides facing front-back so that any collapses fall into the middle instead of onto an unsuspecting stacker.
- Put the cases of large bottles or mixed sized bottles at the front, to the right (when facing the trailer) instead of trying to stack them with the regular beers. Bags are stacked at the back, on their sides.