



CITY OF CENTERVILLE
RECYCLING CENTER
VOLUNTEER PROGRAM



101 Industrial Drive
Centerville, GA 31028
(478) 975-0600

INTRODUCTION AND GENERAL INFORMATION:

The Centerville Recycling Center (the "Center") is a non-profit enterprise located on three acres of property owned by the City of Centerville (the "City") at 101 Industrial Drive off of Carl Vinson Parkway. The Center was founded in 2002 and has operated continuously through the advantage of volunteer labor and local donations. The City does not pay for items and material dropped off at the Center, nor does it derive any profit from items deposited by patrons. The Center is not limited to residents of the City of Centerville, but such patrons can be assumed to have priority over the use of the Center.

Hours of Operation

The Center is Open on Tuesdays, Thursdays, and Saturdays from 10:00 AM to 4:00 PM.

The Center is closed on Holidays.

The Center is operated exclusively by volunteers. No compensation is provided to persons "working" at the Center. The operating days are divided into two volunteer shifts, a morning and afternoon shift, as follows:

- Morning – 10:00 to 1:00 PM
- Afternoon – 1:00 to 4:00 PM

Volunteers can be expected to be at the Center **one-half-hour** before the commencement, and **one-half hour** after the conclusion, of their shift to open and close the Center, respectively.

Phone Numbers

| | |
|---------------------------|--------------|
| Recycling Center - | 478-975-0600 |
| In Case of Emergency - | 911 |
| City Hall (Maintenance) - | 478-953-4734 |
| Larry Coy (Captain) - | 478-808-0113 |
| Randall (Trusted Agent) - | 478-808-9741 |
| John Harley (Mayor) - | 478-951-1854 |
| Jess Kane (Volunteer) - | 770-359-8500 |

Shifts and Attendance

Volunteers may sign up for as many, or few, shifts as they desire during any monthly period. Shifts are gained on a first come-first serve basis, although some changing and exchanging between volunteers is certainly possible once shifts have been set.

- **Signing up for Shifts:**
 - In the Office, to the left of the desk, is a monthly calendar. Each operating day of the month is divided into the two shifts, morning and afternoon. To claim a shift, the volunteer need only record his or her name in any space not currently allocated to another volunteer. Once signing up, the volunteer should record the shifts in their calendar as there is *no* reminder system in place.
 - The volunteer may sign up as far in advance as he or she desires in order to obtain particular shifts.

- **Attendance:**
 - Volunteers are fully expected to fulfill the complete portion of any shift for which they've signed up unless other arrangements have been made. There is no early departure or late arrival permitted.

- **Missing a Shift:**
 - If a volunteer knows that they cannot complete an assigned shift, they should contact as soon as possible another volunteer and attempt to arrange for an alternate or substitute to fill their shift from the listing of approved volunteers. If a replacement cannot be found, the volunteer will be expected to fulfill the shift.

Safety and Emergencies

The Center is a "Safety-First" facility, and the need to operate the Center in a safe and vigilant manner cannot be overstated. In addition to the required personal-protection-equipment noted above, volunteer personnel should be constantly aware of their surroundings and their responsibility to reduce any situation that presents a personal hazard or a danger to Center patrons.

There are safety articles located at the Center as follows:

- **Fire Extinguishers** – There are fire extinguishers in the Office and located adjacent to the auto-fluids collection area;
 - **First Aid Kit** – There is a First Aid Kit located above the desk in the Office; if you note that items are missing or near depletion, please make a note for the Captain;
 - **Eye-Wash Station** – The bathroom of the Office is the eye emergency location. A sterile bottle is located in this room for such use; ensure that it is full and functional;
- **Call 911** - In the event of any emergency, medical or otherwise, immediately call 911 and give the telephone number and the address of the location noted above.

- **Evacuation** – In the event that it is necessary to evacuate the Center for any reason, proceed immediately across Industrial Drive and muster in the vacant field adjacent to the Qwik Mart.
 - In the event of Tornado, seek shelter in the road ditch and lie still in-place.

Parking

A covered car-port parking space is made available for volunteers, located directly adjacent to the Office;

There is adequate parking for patrons of the facility; please ensure that these spaces are clear and unobstructed at all times (shopping carts are routinely left in the parking area and should be returned by the volunteers to the cart area).

Costs and Fees

As noted above, the Center does ***NOT*** pay patrons for any items deposited at the facility. This includes metal, copper, batteries, etc.;

In general, there is no cost to the patrons to access or using the facility with the following few exceptions:

Plastics: Due to the fact that there is a cost to the City to haul away the plastics, the Center requests that Patrons using the plastics compactor provide a donation of **\$1.00** for each visit and use. The collection box is attached to the front of the plastics compactor;

Tires: For standard car, tractor, riding-mower rubber tires, the Center requires a disposal fee of **\$3.00** per tire up to 17-inch diameter; over 17-inch tires require a fee of **\$10.00** each. Tires collected are stored to the rear of the Center inside the fenced area;

Batteries: The Center presently accepts car/truck and lawn mower/tractor batteries. For all batteries, the Center charges a disposal fee of **\$2.00** per battery.

Items Accepted

Presently, the Center accepts the following:

- Newspaper and Newsprint;
- Gloss paper, Magazines, and Phonebooks;
- Office Paper, shredded documents, non-window envelopes;
- Glass, including recyclable glass items of various colors including clear, brown, and blue/green;
- Automotive fluids limited to motor oil and antifreeze;
- Aluminum Cans;
- Cardboard and other paperboard;
- Approved recyclable plastics;
- Scrap Metals, including iron, tin, copper, steel, stainless, etc.
- Batteries, including car/truck and lawn mower/tractor batteries;

- Certain Appliances, including those made predominantly of metal/steel;
- Certain Rubber Tires, including car/light-truck/tractor/lawn-mower;
- U.S. Flags and other Patriotic Symbols;
- Eyeglasses, including sunglasses (donated to Lion's Club);
- Telephones, including mobile phones and traditional handsets.

Items Not Accepted

Presently the Center does not accept the following items:

- Tempered glass, plexiglass, etc.;
- Styrofoam;
- Paint;
- Chemicals;
- Hazardous Materials (Materials marked with HazMat identification and or subject to Material Safety Data Sheets (MSDS)).

Maintenance and Repairs

While volunteers can anticipate performing limited maintenance and repairs during the shift times, the majority of maintenance and repairs to the Center and its compacting & collection equipment are performed by City employees and contractors. The office trailer (the "Office") contains tools, cleaning supplies, lubricants, and other materials required for such incidental R&M work.

Opening the Center

The following operations are performed at the beginning of the Morning Shift in the following general order:

- 1) Unlock and open the entrance and exit gates. The gates are locked with small padlocks requiring a key. The gates themselves retract on wheels. For reasons of safety, the gates should be fully retracted;
- 2) Unlock the Office:
 - a. The Office is to be kept locked at all times other than during periods of operation. Volunteers will be given access to the Office keys for use in opening and closing the facility;
- 3) Straighten up shopping carts; return to cart area and arrange clear of the parking lot;
- 4) Open window panels on paper recycling containers;
- 5) Open window panels on landfill dumpster;
- 6) Glass Collection Area:
 - a. Ensure adequate bins are staged for glass collection
 - b. Open lids of glass container bins; if full (over $\frac{3}{4}$ filled), roll to the lower driveway staging area and replace with a new bin
- 7) Ensure oil/antifreeze QUOTs are closed and sealed and area organized:
 - a. Ensure adequate space for automotive-fluid containers in cart; if full, take to street trash can;
- 8) Inspect aluminum can area for uncrushed cans; crush all cans and re-organize collection tubs;

- 9) Open window doors to cardboard and plastic compactors; make sure they are securely latched open;
- 10) Check ladders to the metal dumpster(s); ensure they are located at areas/margins of the dumpster available to receive items and that all ladders are level and secure;
- 11) Place safety-cones along walking area by metal dumpster pads to allow patrons a safe walking area;

Closing the Facility:

Closing the facility is essentially the reverse of the opening process, and occurs in the following general order:

- 1) At 4:00 PM, close and lock the entrance gate and ensure secure;
- 2) Allow patrons currently/still inside the facility to finish; ask them if they require assistance;
- 3) Close windows to all paper collection units;
- 4) Close windows to landfill dumpster after picking up any trash and debris that may have collected around the unit during the shift;
- 5) Close glass bins; if full or nearly full, roll to driveway staging area and replace with empty bins;
- 6) Ensure oil/antifreeze QUOTs are sealed;
- 7) Ensure Salvation Army bins are closed;
- 8) Aluminum Can Area:
 - a. Ensure all remaining cans have been crushed and vacuumed into compactor;
 - b. Turn collection tubs upside down to prevent rain collection;
 - c. Turn on can compactor and allow to run;
- 9) Cardboard & Plastics Compactors:
 - a. Close windows on cardboard and plastics compactors and ensure they are securely latched closed;
 - b. Compact all three compactors twice (2 operating cycles) after latching windows;
 - c. Empty prohibited plastics cart into landfill dumpster and return cart;
- 10) Office:
 - a. Empty all trash from office trash cans;
 - b. Turn off lights and set thermostat to 80 degrees;
- 11) Remove POV from facility and close and lock exit gate and ensure securely latched;

NOTE: The Trusted Agent will generally arrive at the close of the volunteer shift to collect the monies from the plastics donation box. All him or her to complete activity before locking facility.

OPERATING THE EQUIPMENT

There are presently seven (7) pieces of mechanical equipment requiring operation by volunteer personnel:

- Aluminum Can Crusher (Section I)
- Aluminum Can Vacuum (Section I)
- Aluminum Can Compactor (Section I)
- Cardboard Compactor (2) (Section II)

- Plastics Compactor (Section III)

I) Aluminum Area:

a. Aluminum Can Crusher:

- Two (2) Switches:
 - ON/OFF
 - FWD/REV
- Prior to use, sort the cans and ensure that there is *NO* metal, tin cans, glass, plastic, or smelted aluminum in the bin;
- Turn on *both* the crusher and the vacuum;
- Send cans through the crusher; the vacuum unit will send the cans into the compactor;
- When last can is crushed and vacuumed, turn off crusher, *but* allow the vacuum to run for another 10-30 seconds to ensure all cans have cleared
- Turn off vacuum;
- NOTE: If the crusher jams or spins without crushing, use the REV switch and attempt to clear the jam. Often this results from a tin can or a 16+ ounce can (Monster, Arizona Tea, Fosters Beer). If identified, turn off the crusher and remove the object (Hint: if you partially crush by hand the 16+ ounce cans, this will generally prevent them from jamming in the unit).
 - Never place hands or fingers or other objects into the crusher while it is operating;
 - If you cannot safely clear the jam, turn off unit, discontinue use for the duration of your shift and notify a Center Captain of need for repair.

b. Can Vacuum:

- ON/OFF Switch;
- Turn on before starting the crusher and allow to run for 10-30 seconds after crusher turned off

c. Can Compactor

- ON/OFF Switch;
- Turn compactor on at the start and conclusion of your shift; allow to run and automatically shut off

II) Cardboard Compactor:

- ON/OFF Switch
- Unit will automatically turn off after its set cycle.
- Never place hands or arms into the compactor while it is operating;

- Never climb into the container whether it is in operation or not;
- Jams are sometimes caused by boxes or large panels of cardboard which have not been fully broken down. If this occurs, allow machine to complete its cycle, remove the blocking item, break down/cut the item, and re-insert into the crusher;

III) Plastic Compactor:

- ON/OFF Switch
- Unit will automatically turn off after its set cycle.
- Never place hands or arms into the compactor while it is operating;
- Never climb into the container whether it is in operation or not;
- Plastics *must* have an appropriate indication of recyclability, e.g., triangular number (1) through (7);
- No hard or rigid plastics (this includes some numbered items);
- No plastic hangers
- No large, rigid cat litter buckets
- No landscaping pots
- No used oil or auto-fluid containers (these should be placed in the appropriate area for collection)
- All lids *must* be removed from items placed into the compactor, otherwise they will not compact/crush/breakdown
- No plastic bags or bubble wrap
- No Styrofoam

NOTE: Inspect compactor routinely during your shift (every fifteen minutes) and remove with the Grabber any prohibited plastics or other contraband and place in the cart. As cart fills, empty into the landfill dumpster.

DOs & DON'Ts:

DOs:

- Do wear safety vest and, as needed, gloves, eye-protection, and ear-protection;
- Do be vigilant of moving vehicles;
- Do ask patrons frequently if they need assistance or have questions;
- Do return shopping carts to the cart area;
- Do wash hands routinely;
- Do keep thermostat at the required setting;
- Do keep Office clean, especially the bathroom (we have no cleaning service)
- Do keep the Office free of trash

DON'Ts:

- Don't allow compactors to overfill between compacting; run the compactors frequently;

- Never place hands, fingers, arms into any machine while in operation; wait until the cycle has completed before performing any actions;
- Don't climb into any containers;
- Don't "throw" or "drop" glass into bins to reduce the chance of shattering and flying glass;
- Don't argue with patrons;

