

GBAC-TMN Plastic Film Recycling Program – Volunteer Duties

Thank you for your interest in helping with the plastic film recycling program, a collaborative effort with NASA Johnson Space Center and University of Houston-Clear Lake. Please click this link to sign up for a volunteer position:

<https://www.signupgenius.com/go/5080b4ba4a82ea31-plastic> Positions are weekly and will be refreshed each month at the same link.



We need many volunteers for two main duties:

- Weighing and packaging the plastic film (Thursday mornings)
- Picking up the weighed plastic and delivering it to our partner retailers (Friday before 5 p.m.)
- *(We may add a “washing” duty if the need arises.)*

Fill out forms: After you have completed your duty, please fill out the form that corresponds with that job. The forms can be found at the following links:

- Weighing and packaging: <https://tinyurl.com/plasticweighing>
- Pickup and delivery: <https://tinyurl.com/plasticdelivery>

If you have any questions, please call, text or email:

- Emily Morris morrise1745@uhcl.edu (832-443-3617)
- Sandy Parker sap99@sbcglobal.net (847-903-7949)

Details about each volunteer position are on the following pages.



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WEIGHING AND PACKAGING VOLUNTEERS

Supplies needed for this duty will be stored at the bottom of the TREX plastic-film recycling bin. You will find a marker, the luggage scale, and a box of clear, plastic, 30-gallon bags at the bottom of the bin.

Plastic delivered to TREX must be **CLEAN** and **DRY** before being packaged, weighed, and transported.

Sorting, weighing, and packaging plastic for transport:

1. Sort plastic film to remove **unacceptable** items (please see “unacceptable” list taped to the back of the bin). Throw **unacceptable** items in a waste bin, as they are not recyclable in this program.
2. Sort plastic film to remove **soiled** plastics from those being prepared for transport (see instructions for “Soiled plastics” below).
3. Check the round, blue tubs (see location below) to see if there are any cleaned plastic items that should be included in this delivery. Only **CLEAN, DRY** plastic should be included.
4. Place **ACCEPTABLE** plastics in a clear, 30-gallon plastic bag, compacting contents as much as possible; leave enough room to tie bag closed with a knot.
5. Repeat Step 3 until you have three (3) tightly compacted bags of plastic film.
6. Use luggage scale (stored in the bottom of the bin) to weigh each 30-gallon bag of plastic film.
7. Use marker provided to write the weight on each bag.
8. Leave the bags next to the bin to be picked up on Friday. Alternatively, if you have signed up to deliver bags to Kroger, please take the bags with you.
9. **BEFORE YOU LEAVE:**
 - Place marker, luggage scale, and box of clean 30-gallon bags at the bottom of the bin.
 - Make sure the bag of soiled plastic film is returned to the bin.
 - Place a NEW, clean, clear plastic 30-gallon bag in the bin on top of the bag of soiled plastic.
 - **Fill out the form to indicate the amount of plastic you sorted and packaged today:**
<https://tinyurl.com/plasticweighing> (this is how we keep track of our progress toward the bench)



Soiled plastics:

- Place **soiled** plastics in a separate clear, plastic bag; please use the marker provided to write the word “**SOILED**” on the bag, if it is not already on there.
- Store “**SOILED**” bag in the bottom of the bin.
- **(NOT a duty yet - we may add a washing duty if the need arises.)**
- Soiled plastics may be washed/rinsed anytime of the week, using the round, blue tubs ***** LOCATION TBD *****.
- Drape wet/damp plastic on edge of the tubs to dry.

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PICKUP / DELIVERY VOLUNTEERS

Pick up packaged bags of plastic film from the location for which you signed up. The addresses and locations of the bins are listed below. Please deliver no more than 3 bags to each retailer during each drop-off (this amount is subject to change as we work through this program).

Participating retailers include the following locations. Only these locations have agreed to partner with us on this project. Please do not deliver plastic for this project to any other retailer without speaking with Sandy Parker.

BEFORE YOU LEAVE: Please remember to fill out the form to indicate your pickup and delivery locations, number of bags delivered, and total weight of bags delivered (*the weight will be written on each bag*): <https://tinyurl.com/plasticdelivery>



Pickup from:

- **Carbide Park** – ask front desk for bin location – bags will be beside the bin
[4102 Main St, La Marque, TX 77568](#)
- **UHCL** – Central Services Building – ask front desk where bags are stored
[2700 Bay Area Blvd., Houston, TX 77058-1002](#)
(Building 2 on the following campus map)
<https://www.uhcl.edu/maps/documents/uhcl-campus-map.pdf>

Deliver to: (*Barrells just inside the front door of the store*)

- Kroger (El Dorado and Space Center)
[1950 El Dorado Blvd, Houston, TX 77062](#)
- Kroger (96 and So. Shore Blvd.)
[2750 E League City Pkwy, League City, TX 77573](#)