

**EARTH DAY eCYCLING EVENT**  
**Saturday, April 18, 2009 - National Harbor**  
**I want to Volunteer and help make eCycling Day a success!**

**Volunteer shifts available from 9:30 a.m. until 5:30 p.m.**

**THANK YOU** for volunteering your time and energy to help keep your community's unwanted computers out of landfills and ensure they are responsibly recycled.

There are a number of opportunities for you to help the eCycling Day achieve success:

**Before**

- Inform your friends, family, neighbors, co-workers and other community members of this opportunity to donate or recycle unwanted computer equipment free of charge
- Forward the eCycling Day email invitation to members of your organization and others in your address book if you received one

**During**

- Volunteer at the collection site to help participants safely and easily donate and recycle their unwanted computer equipment
- Be safe! Work together! Have fun! More about this on the next page...

**After**

- Tell others about the success of the event
- Explain the importance of keeping computers out of landfills and help raise awareness of the issue of computer reuse and recycling
- Encourage others to explore donating and recycling options at <http://www.epa.gov/ecycling>

**What is success?**

This amount of equipment that will be donated and recycled is only part of the way we will measure success. An equally important goal is that we raise awareness of the issue of responsible recovery, reuse and recycling of old computers. So, through event promotion on our part and yours we hope to educate your community on this important topic.

Success is also educating the public that Dell, the EPA and our partners are responsibly recycling computer equipment. By ensuring computers do not go to landfills, we are all being good stewards of the environment. In fact, 98 percent of the computer materials are recycled back into the product stream.

**How will we meet these goals?**

To meet our consumer awareness goal we are mounting a strong publicity campaign before, during and after the collection event. Your word-of-mouth and additional outreach is important to us!

**What will be provided for volunteers the day of the event?**

- Shift 1: Breakfast and coffee or juice; Shifts 2 & 3: Lunch, snacks and water
- A covered volunteer break area
- Reflective safety vests
- Event t-shirts
- Event training and assignments prior to each shift

### **What must I bring the day of the event?**

- Work gloves. We'll have some on site, but please bring your own.
- Back supports, if needed.
- Weather-appropriate clothing (hat, visor, sunglasses, shorts, rain gear, etc.). You'll be outside for several hours so be prepared.
- Sunscreen. We'll have some on site, but please bring your own.
- Fanny or waist pack (to keep personal items such as keys, wallet, identification with you while you work).
- Sports shoes or work boots - NO open-toed shoes.
- A knowledge of these materials prior to arriving at event site.

### **What will I be doing?**

There are a variety of duties that volunteers will have the choice of doing during their shift. Everybody can help – you don't have to carry old computers at all to play a crucial role in the day's event. Below is a list of duties that you can choose from:

- Greeter: Greeters are the first people participants see upon arriving at the collection event. Greeters welcome the recyclers, hand them goodie bags, answer any initial questions, ask the drivers to please drive slowly up to the unloading area and to remain in their cars throughout the unloading process.
- Traffic Control: Traffic Control personnel help manage traffic flow both in and out of the unloading area taking care to wait until unloading teams are clearly out of the traffic flow before allowing vehicles to move forward. Traffic controllers also keep count of total vehicles serviced.
- Unloaders, Sorters and Stackers: In the main work area our goal is to safely and quickly remove all computer equipment from participating vehicles. Once removed, we sort and pack the equipment on pallets and in boxes. We will have professional crew members on site to help pack pallets and boxes and work the forklift, but they need help to make the process go quickly and smoothly.
- Volunteer Tent: There will be a tent set up with materials for participants to learn more about the importance of eCycling. We will need several volunteers to help bundle the materials and giveaway items into Whole Foods canvas bags which will be distributed to the participants. Working the tent will also require keeping water and refreshments available for all volunteers, overseeing and helping to organize lunch, and keeping the site clean during the event (replacing full trash bags).

There will be opportunities to switch positions if you wish and to rest during your shift.

**Event Date and Time: Saturday, April 18, 2009, open to public from 10 a.m. – 3 p.m.**

### **Shift Times**

In order for the event to run smoothly it is very important to arrive on time for your shift. Please allow time for traffic and finding the exact site location (see attached map). Report to the Volunteer Tent. Volunteers may sign up for more than one shift!

9:30 a.m. – 12:30 p.m.

12:00 p.m. – 3:00 p.m.

2:30 p.m. – 5:30 p.m. (final loading, stacking, cleanup)

**Event Location: National Harbor**

Located in Prince George’s County, MD, National Harbor is the new gateway to the National Capital Region. The event is being held at the Plateau at National Harbor. National Harbor is directly accessible from the Capital Beltway, I-95, I-495, I-295, and the Woodrow Wilson Bridge. There is ample free parking at the Plateau for Volunteers. However, only paid parking is available on the Plaza. If volunteers want to spend time at the Plaza before or after their shift, they are encouraged to park at the event location – the Plateau, and use the shuttle from there to get to the Plaza shops and restaurants.

The closest Metro stop to National Harbor is Huntington on the Yellow line. Check the website [www.epa.gov/oei/ecycling](http://www.epa.gov/oei/ecycling) for free shuttle service information from the Huntington Metro for this event. There is also an \$8 water taxi available from Old Towne.



**RAIN OR SHINE, SNOW OR HEATWAVE**

This event will take place regardless of weather conditions, so please dress accordingly. For example, the first year, the day of the event was sunny and hot. Some volunteers wore breathable or light weight clothing underneath their event t-shirts, wore shorts and hats, and wore sunglasses. The second year, it rained off and on all day, with periods of absolute downpour. There is not a place to change clothing, other than in the port-a-potties so layered dressing is a good idea. The only covered areas will be under the tents.

**Steps to Safe Lifting**

Safe lifting means keeping your back aligned while you lift, maintaining your center of balance and letting the strong muscles in your legs do the actual lifting.

1. Stand close to the load with your feet wide apart.
2. Squat down, bending at the hips and knees – not your waist! This helps you keep your center of balance and lets the strong muscles in your legs do the lifting.
3. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out.
4. "Hug" The Load: Keep the load close to your body while you lift. The closer the load is to your body, the less pressure it exerts on your back. Gradually straighten your legs to a standing position.
5. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
6. Avoid Twisting: Twisting can overload your spine and lead to serious injury. Make sure your feet, knees and torso are pointed in the same direction when you are lifting.

The key to proper lifting is in keeping the curves of your back in their natural position. That's what Olympic weight lifters do--they lift hundreds of pounds more than most of us ever do and have fewer back injuries.

#### **Other Safety Tips at the Collection Site**

- No running (just like at the pool!)
- Stay hydrated
- Bundle cords before pulling equipment away from the vehicle – unbundled cords can get caught in the vehicle or under a foot very easily and lead to drops or falls
- Watch your head on trunks and doors of vehicles
- Do not direct traffic with your body, use clear gestures with your arms
- If lifting equipment, please remove rings or necklaces that could get caught and cause injury
- NO open-toed shoes!

#### **QUESTIONS?**

If you have questions, please contact **Susan Denning 202-566-2828**, [denning.susan@epa.gov](mailto:denning.susan@epa.gov) or **Caroline Klos 202-566-1564** [klos.caroline@epa.gov](mailto:klos.caroline@epa.gov)