



VOLUNTEER WAIVER INSTRUCTIONS FOR ABC13 EARTH DAY E-CYCLING DRIVE

- Cars will be lined up along Kempwood Drive facing East. Police Officers will control traffic coming into the CompuCycle parking lot.
- Cars will enter the parking lot in one line for off-loading.
- There is a designated OFFLOAD AREA north of the Volunteer Tents. A Police Officer will be stationed at the beginning of the OFFLOAD AREA in order to control traffic entering.
- Only 6 cars are allowed to enter the OFFLOAD AREA at a time, forming 2 row of cars.
- The Police Officer at the end of the OFFLOAD AREA will stop traffic after 6 cars have been allowed in.
- There will be cones marking where each car must stop.
- Each car is assigned 3 to 4 volunteers. Volunteers will indicate to their car to stop at their assigned cone/station. Volunteers for “bucket brigade” to unload the vehicles. The goal is to eliminate crossing in front of vehicles and to create faster unloading.
- Volunteers will ask drivers to place their car in park and to remain in their cars.
- Volunteers will begin unloading cars once all cars have come to a complete stop.
- Volunteers are not required to offload large items, such as TVs. If there are large items to be unloaded, please raise your hand and a CompuCycle representative will unload the large items.
- Volunteers will transport electronics from their assigned car to the tables lined up beside them.
- After all electronics are removed from the cars, the cars will be directed to exit the lot by the Police Officer directing traffic at the end of the OFFLOAD AREA. Those cars will continue onto Westchester with Police Officers directing the flow.
- Volunteers are NOT TO PASS IN BETWEEN CARS.
- Please bring hats, gloves, sun protection and safety vests to the event.
- Drink water and stay hydrated.



ELECTRONICS RECYCLING EVENT SAFETY TIPS

Safe Lifting Rules:

- Size up the load – ask for help. Never lift a heavy, awkward load alone. CompuCycle staff is available for the very heavy items.
- Keep the load in the zone – the strongest position for our bodies to carry loads is between the shoulders and the knees, close to the body! Strength is reduced and injuries occur outside of the zone.
- Be aware of hatch-backs, open trunks, ect. so as not to hit your head.
- Face the load – squarely – toes face the load, lift with abdominal and leg muscles, not the back.
- Bring the load to you if equipment is needed to move materials – ask CompuCycle for help!

Safety Gear:

- Wear appropriate safety gear at all times: gloves, closed toe shoes, vests.

First Aid:

- Be aware of the location of a first aid kit. Contact the Event Manager, Andy Jagatnarain, for any immediate first aid needs.
- Report ANY and ALL INJURIES to the Event Manager, Hamza Haroon, immediately.

CUSTOMER SERVICE TIPS

- Greet customers in a professional, upbeat way. ‘Good Morning, Good Afternoon, Yes Sir,’ etc.
- Encourage customers to stay in their vehicle. Tell them we will be happy to off-load their electronics.
- Thank the customer for coming and recycling.
- No smoking or eating while serving customers. All smoking and eating must be done in the tent/break area.
- Water bottle recycling bins will be placed in between tables. Please recycle the water bottles in the assigned recycling bin.
- Trash bins will be placed in between the tables and at the volunteer table. Please recycle trash in the assigned trash bin.
- Please bring hats, gloves, sun protection and safety vests to the event.
- If customers ask what will happen to the materials after the event, say, “The material will be sent to CompuCycle’s electronics recycling plant where it will be processed and recycled.” If the customer asks additional questions, please locate the Event Manager, Hamza Haroon, and he will answer the customer’s questions.



****Please bring a signed copy of this form to the event site**

I HAVE READ AND UNDERSTAND THESE SAFETY AND MATERIAL HANDLING TIPS.

PRINTED NAME

SIGNATURE

DATE

EVENT: KTRK ABC Channel 13 Collection Event

EVENT DATE: Friday, April 24, 2026; 6:00AM to 5:00PM