



Volunteer Registration Form

Unwanted Household Pharmaceutical Collection

Date: Saturday, October 16, 2010 9 a.m. - 3 p.m.
Location: TCAT, 737 Willow Ave., (off Rte. 13), Ithaca
Sponsored by: Coalition for Safe Medication Disposal (CSMD)

We need volunteers (at least 16 years old) for traffic control, greeting and data entry at our **Unwanted Household Pharmaceutical Collection Event**

Specifics: There will be two shifts of volunteers on the day of the event:
8:30 a.m. to 12 noon and 11:30 a.m. to 3:30 p.m.

Each shift requires: 7 traffic control people, 6 greeters and 15 data entry people
A Safety and Job briefing for staff and volunteers will be given the day of the event.

Greeters will welcome participants, advise them of the procedure and ask them if they would like to take part in a brief survey.

Traffic control people will be placed along the TCAT entry and exit route to direct vehicles to, through, and out of the collection site.

Data Entry people will use laptops on site to input information into our database.

Name:
Address:
E-mail: Phone:

Check your preferences

I would like to volunteer as: Greeter Traffic control Data entry Wherever needed

I can volunteer on 10/16/10 from: 8:30 a.m. to noon 11:30 a.m. - 3:30 p.m.

I can volunteer on 10/16/10 to assist in clean up after the event: Yes No

Would you be willing to be on a wait list so that we can call you on short notice to fill in? Yes No

Would you need documentation of the amount of time spent volunteering? Yes No

Do you work in the medical feild? Yes No

Signature: Date:

May we keep your application on file for our next event? Yes No

Safety Information on pages 2-3, requires a signature. Signature accepted on Page 3

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Volunteer Safety Orientation Info

Thank you all for volunteering to help the unwanted pharmaceutical collection event! With your help this event will run smoothly, safely, and be a tremendous success!

Our main goals are that no one gets hurt and there is no diversion of collected pharmaceuticals.

Ed Gottlieb is the site manager.

Officers of the IPD have final say on all matters regarding site security and the handling of controlled substances. Please do not joke around about diverting controlled substances. The organizers and the IPD take this matter very seriously.

Everyone, with the exceptions of law enforcement personnel and the pharmacists, will need to wear reflective vests during the event. You will pick them up when you arrive.

Some of you may not realize that many medications can be absorbed into the body through the skin, eyes, and nose. If at all possible don't handle medications or their containers. If you must handle them, be sure you are wearing disposable gloves.

When you go to take off your gloves there is a safe way to do so. Pinch the wrist of one glove and pull it off inside out. Then do the same with the other. Removed gloves that have touched medications or their containers should go in the barrel with the discarded medications. Other used gloves can go in a trash can.

If mercury from a broken thermometer spills, call help over right away. Be careful not to step in it and then track it to other places on your shoes. There are mercury spill kits on hand.

If any dangerous or unknown liquid spills, again, call for help right away. Acid neutralizer and general spill absorbent material is on hand.

Clean-up supplies are available.

To help keep this work site calm and safe, horse play will not be tolerated.

If the site needs to be evacuated due to fire or other hazard, you should leave by the nearest safe exit. Do not try to exit through the main building.

In the event of an evacuation, everyone is to gather on the grass between the volunteer parking and the golf course. We will do a head count there. Everyone will need to sign in so that we can account for everyone.

If the collection needs to be stopped temporarily, or for good, our traffic control volunteers will, from a safe distance from any danger, redirect arriving vehicles away from the building.

Vehicle exhaust fumes will be present. The building's ventilation system should prevent the buildup of CO and keep this space somewhat warm. There are lots of CO detectors in this space. [If bitter cold, the doors will be shut as often as possible.]

If a vehicle seems to pose a health or safety risk, we have designated the space just outside that door as an isolation area. If a vehicle is sent there, other vehicles will then need to exit through our alternate exit over there. Our traffic control crew will direct traffic in that event. As soon as any risk is dealt with, we will resume normal traffic flow.

Please be careful of trip hazards, such as the curb and extension cords, especially when heading to the break area.

There are three main areas volunteers will be helping with. Traffic control, Greeting, and Data Entry.

GREETERS

Some of you will be greeters, the first direct contact participants will have at the collection. Greeters have a few key responsibilities:

- 1) You will tell each arriving vehicle that as a matter of safety, drivers and passengers must remain in their vehicle.
- 2) You will ask if they brought any sharps. If so, let them know that these items can not be accepted here.
- 3) Ask if they have any mercury thermometers or Mercurochrome with them. If so, hand them a flier about HHW collections and let them know these items can not be accepted here. If they need a zip-lock bag give them one.
- 4) Greeters will ask if the participant wishes to obscure any personal information on medication bottles. You will mention that after a pharmacist inventories (without noting any personal information) what is received, all items will be sealed in a drum, the contents of which will not be looked at again before it goes into an incinerator. Black magic markers will be available to loan to blackout personal information on bottles. Ask that they not black out the medication name or dosage information. If it seems that they have more than a few bottles to black out, Greeters will ask them to pull over to free the lane for other vehicles.
- 5) Ask if you can ask them ~~FVE~~ brief, confidential survey questions.
- 6) Thank them for their participation and instruct them to pull up to the unload area.

Drop off: Members of the Coalition for Safe Medication Disposal will be responsible for handing participants one or more trays for the medications to be placed on if needed. They will accept the trays back, one at a time, and bring them directly to the sort table.

TRAFFIC CONTROL

Traffic control will have volunteers stationed at the TCAT turnoff on Willow Ave.

Others will be at the building entrance. They will stop vehicles outside the building ~~34~~ until there is a greeter available to meet them. Another will keep count of the number of vehicles entering the drop off area. They will also be responsible for closing and opening that door at the direction of the site manager.

Others will be at the building exit and will direct vehicles to the sites exit. They will also be responsible for closing and opening that door at the direction of the site manager.

DATA ENTRY

We will have volunteers using laptops behind the sort table. They will be getting information through a bar scanner and from the pharmacists to enter into a data base. We will be using a program whose data base should contain most or all of what is coming in. You may need to ask the pharmacist for clarification, such as what is the dosage. Another data entry person will be compiling survey results as they are done.

Not all participants will bother to black out personal information from the medication bottles they turn in. What medications someone is or isn't taking is private information. Make it a point to ignore names and addresses on bottles. It is a crime to violate the privacy of anyone in this regard. If at any point you need a break, please let a staff member know.

Thanks again for your help! If you have any suggestions on how to improve this or future collection events, please let one of the organizers know in person or send an email.

Need to know more about the event? Call 2-7-1, or visit www.recycletompkins.org

I have read and agree to these terms and conditions.

Signature:

Date:

Or submit a paper copy to Linda Wagenet
45 Hunt Hill Road Ithaca, NY 14850