



# Setting up your public drop-off point

Use our recycling station  
inspiration, collection tips,  
and shipping advice!



# Becoming a TerraCycle public drop-off point is easy and rewarding

## How to get started

1

### Create a TerraCycle account

Once you're set up, check out our [free recycling programs](#) and join as many as you like by clicking 'Become a public drop-off point'.

2

### Create your recycling station

Reuse cardboard boxes or storage containers to set up a spot to collect rubbish for each program. Head to the [program page](#) to download posters that let everyone know what items they can recycle.

3

### Spread the word

Let everyone know you're a public drop-off point! You could share the news through social media, school newsletters, or tell local media outlets or community groups about your recycling efforts.

4

### Ship your recycling to TerraCycle

Collect the recommended minimum shipment weight (check each program page for details), then download a free shipping label, affix it to your box, and send it to TerraCycle for free via Australia Post.

Recycling for your school? Our [Schools Recycling Resource Hub](#) is a one-stop-shop for more tools and tips to help educate kids, parents, and faculty about recycling with TerraCycle.



This document contains helpful hints to get you started. If you have any other questions please send them to [customersupport@terraCycle.com.au](mailto:customersupport@terraCycle.com.au), call us on 1800 983 324, or head to our [FAQs page](#) for public drop-off point managers.







# How to create an eye-catching recycling zone



## Use upcycled materials

An empty storage bin and some leftover wrappers or paper scraps can create a great collection box.



## Clearly communicate what items can be recycled in each box

You'll find an 'accepted waste poster' on each recycling program page to print out and display beside your collection area.



## Create a box for each program

Sorting at the point of collection makes organising and storing your recycling much easier.



## Put a lid on it

Having the option to cover your box will allow you to keep it nice and clean.



## Place your bin in a high-traffic area or where rubbish is generated

You want as many people as possible to notice your collection station so they remember where to take rubbish for recycling. This could be in the workplace kitchen or near the door of your business.





## Advice from a public drop-off point star

Meet Phoebe Dean, the public drop-off point manager at Perth City Farm. This is how she's smashing recycling goals for her community.

- 1 Use an upcycled collection station with lids
- 2 Display the 'accepted waste' poster for each program.
- 3 Store bulkier collections out of the way until you're ready to ship.
- 4 Earn TerraCycle points – you can donate these to charities and schools!
- 5 Check and update the opening hours and recycling programs listed on your TerraCycle profile to keep your community in the loop.

*“Recycling with TerraCycle has been an awesome journey that's allowed us to help the public keep thousands of rubbish items out of the natural environment.”*





# Shipping tips

Once you are ready to send in your rubbish, follow these simple steps for a seamless shipping process



Use any  
pre-loved  
box!

- 1** Collect enough rubbish to reach minimum shipment weight – this helps minimise the program’s environmental footprint and means you can [earn TerraCycle Recycling Rewards points](#).
- 2** Make sure the contents of your box is dry. Australia Post will not accept wet or dripping packages.
- 3** Make sure your box is properly sealed, and note its weight – 20kg is the limit for sending parcels via Australia Post.
- 4** Download the free shipping label for the relevant program. This will be emailed to you ready to print and stick on your box. Remember, each shipment must have a new label so we can track it.
- 5** Drop the shipment off at your local Australia Post office.
- 6** Be rewarded for recycling! If you’re recycling through a program that offers TerraCycle points, these will be credited to your account after we receive your package. Earn at least 3,500 points to donate to any charity or school.

## Earning TerraCycle points

TerraCycle points typically take 30 days to be credited to your account after your rubbish reaches us. If more time has passed without a points credit, contact TerraCycle Customer Support at [customersupport@terraCycle.com.au](mailto:customersupport@terraCycle.com.au)

