



## Pill Bottle Collection Instruction Sheet

Thank you for contributing your time to volunteer towards Earthhub's Pill Bottle Collection. Before you start collecting, please refer to the steps below for success!

- Have a permanent drop-off bin or box at your house, work, or school. The bin must always be out for donors to drop-off (or during business hours). An interactive map link is provided over email upon inquiry from the public. Unfortunately, coordination of time of drop-off between the drop-off location and donor is not possible.
- All pill bottles must be cleaned, with the labels and residue (inside from medication/outside from labels) removed prior to anyone donating. This message is relayed to donors via email.
- You will need to purchase a **NEW** box of Ziploc bags (Earthhub will reimburse you upon receipt OR you may choose to purchase with personal funds and send scanned receipt so Earthhub can still track money spent for Earthhub operations). The idea of new Ziploc bags is difficult because we are trying to reduce plastic. When we ship the bottles to Matthew 25: Ministries (M25M), they need to be sorted and packed to their exact standards to be considered as medical supplies, otherwise all of the time, money, and energy we put into reusing these bottles will go to waste. M25M program guidelines were developed in collaboration with their partners, healthcare practitioners, and staff. This process of bagging the bottles creates a more hygienic environment during shipment and allows them to be immediately accessible when supplies reach the destination where the humanitarian support is needed. Luckily, the Ziploc bags are often reused.
- It is always better to ship in bulk rather than sending numerous, individual packages frequently. Please let Earthhub know when you are hitting the 400-pill bottle mark (or more if you are willing to store this much)! We will always choose the ground shipping option over air shipping. Ground shipping uses 5.4 times less emissions than air shipping!
- All costs associated with Earthhub are documented. Please save receipts for this exact reason and email them our way! **\*\*Fundraising will be required for Program\*\***
- **Be sure to record the number of pill bottles prior to shipping and email us this amount!**

There can be some negative impacts associated with this initiative. One being that the pill bottles could stay in a developing country where there are brought during emergency situations by Matthew 25: Ministries; however, these countries are more likely to reuse something as simple as a pill bottle. There are disadvantages to shipping however, this initiative is reducing the resources required to make and consume more plastic pill bottles.



Here are instructions that will help guide you with the pill bottle collection process:

- The pill bottles must be **prescription and over-the-counter pill bottles, large and small pill bottles, & pill bottles with and without secure caps (child resistant)** as outlined on the M25M website.
- We do not accept vitamin bottles (or similar) as, in most cases, they can be recycled locally in your city. The prescription pill bottles are a #5 rigid plastic (more difficult to recycle) and it is not guaranteed that your local recycling facility has the equipment to melt down these rigid plastics.
- Sort the pill bottles by colour and size.
- Place clean/dry, recapped bottles in large Ziploc bags marked “Clean Bottles” in permanent marker (this way they are considered as medical supplies).
- The sorted bottles in the Ziploc bags can be boxed and ready to ship.
- Once you are at the post office:

**Shipping Address:**

Matthew 25: Ministries  
11060 Kenwood Road  
Cincinnati, OH 45242

**Return Address:**

Brittanny Belanger (Earthub)

~~XX [REDACTED]~~

~~[REDACTED]~~

**Value of items (when asked):** \$0.01 (or less since they are considered ‘garbage’)

Call Brittanny if you need help during the process: 613-XXX-XXXX

- Prior to committing to the Program, a discussion will be had upon on-boarding regarding the shipping costs and raising donations/fundraising. After shipping, please send scanned copies of the receipts and quantities to [accounting@earthub.ca](mailto:accounting@earthub.ca)
- Once shipped, give yourself a pat on the back! You helped reuse an item, that is typically single use, while contributing to a disaster relief organization that can use them in different scenarios. Think about how difficult it would be to carry around medication in your hand or paper bag. It could melt, get lost easily, or not be child proof!

Be sure to communicate with Earthub so we can support you throughout the process!

Best wishes,

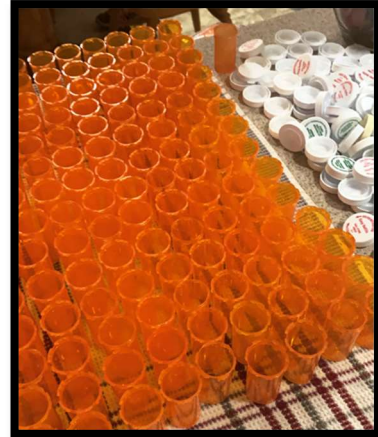
Brittanny Belanger, EIT, C.E.T., LEED Green Associate  
Founder of Earthub

## INSTRUCTIONS

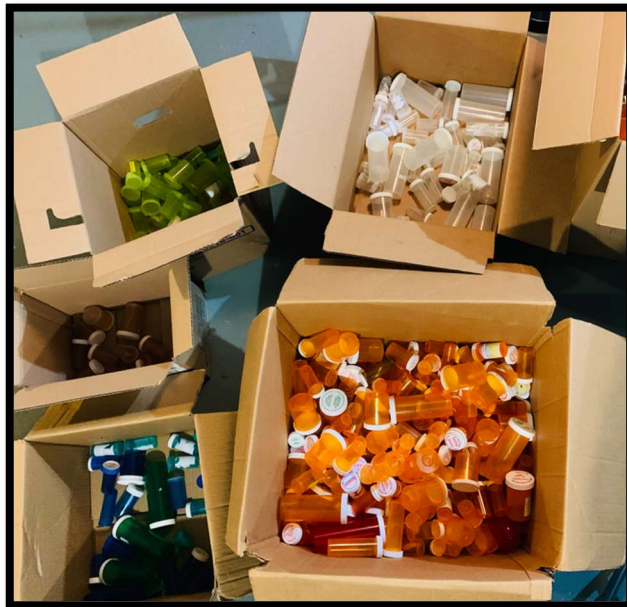
1. Collect clean pill bottles:



2. Rinse bottles if necessary:



3. Sort bottles by colour and size:



4. Package in new Ziploc bags labelled *Clean Bottles*:



\*\*Optimize space → if you get near the end of bagging and need to mix different types to fill the bag, please do so rather than using a new one that will be half-empty with that specific colour or type.

5. Place packed/filled Ziploc bags in a box. Inform Earthhub when you plan to go to the post office to send off to Matthew 25: Ministries to ensure that appropriate fundraising in your Chapter has been achieved!

