**Tackle Bin Project - Bin Maintenance and Audit - How to sheet**

**Before you start**

Run through the risk assessment and ensure you are taking proper precautions to minimise risk of injury to yourself and other volunteers. Ensure other volunteers read and understand the risk assessment.

**Cleaning and auditing process**

1. Clean your adopted bin weekly or more often if necessary. It is not necessary to clean it on the same day each week.
2. Place the bucket or a clean-up bag directly under the bin to catch any falling debris when you unlock the baseplate underneath the bin. Be careful if it is windy as debris may blow away during this process. Remove the lock, and wearing gloves and using tongs, pull the debris (e.g. line and other rubbish) out of the bin. Use the bucket or bag under each bin to catch the debris.  Some debris may get entangled around the bolts inside the bin. Check for this and use the tongs to unhook the line.
3. Still wearing gloves, sort out the bin contents and dispose of any general rubbish.  Be aware that there may be needles in the bin so be very careful. If possible, use the tongs to handle these items and place them in the sharps container provided. If you don’t have a sharps container on hand, use a plastic water bottle with a lid. You can dispose of needles at any local pharmacy.
4. Each time you empty, record any fishing related contents by counting the number of each item in the bin. This is to help us to collect accurate data to determine how well the bins are performing. If you have adopted more than one bin, please audit each bin separately so we get an understanding if bin content amount differs. Each bin has an assigned number (please ensure you get the number right). There is a Data Collection (audit) sheet provided - the categories we are interested in are:

* Bait and tackle bags & packaging
* Sinkers
* Hooks
* Fishing line in metres
* Recreational fishing items (lures & floats)

Please put the total number of items responding to each category in the space provided.

1. Sinkers and lures may be kept and recycled appropriately – pliers are provided to remove them from line. Fishing line needs to be wrapped into a tight ball and secured with masking tape (provided) or with the line itself.  This prevents further risk to wildlife at landfill sites. Be careful of the hooks. You can then dispose of the whole lot in the council bins.
2. If people approach you and want to know what you are doing, please explain why the bin is there and give them a tide table brochure that are provided in the kit.
3. Remember to lock the baseplate after you complete the clean. Once a fortnight, give the inside of the lock a spray with Inox to keep it in good working order and deter rusting. When cleaning your slate after transferring the data, please just use a cloth and soap or spray – do not use a scourer as it removes the topcoat of the slate and makes it difficult to write on.
4. The data can be submitted to us by filling in the form at (form web address to be inserted) Please submit a form every time you audit a bin. If you have adopted more than one bin, please submit for each bin.

Note: Wildlife rescue and RSPCA phone number or Wild Bird Rescue will be on the bin, should you need to report entangled wildlife

***Avoid servicing the bin during bad weather (i.e. storms, lightning). Your safety and enjoyment to volunteering comes first!***

**Our Bin Buddy Group**

We have two facebook pages. the first is a closed group only for volunteers called ‘Tackle Bin Project Volunteers (Gold Coast)’ - you can request to join if you would like. The purpose of this to discuss or report any problems/concern/interesting observations with your bin. Also feel free to share the good and not so good stories, plus post any photos.

The second is a public Facebook page (@tacklebinproject) which is the public face of the project. You are also welcome to put up your photos and comments there if you wish (but remember everyone can see it).

You are always free to email Kellie and Mars at [gcmarinedebris@gmail.com](mailto:gcmarinedebris@gmail.com)

**Your kit –** **Check list**

|  |  |  |  |
| --- | --- | --- | --- |
| Bucket |  | Inox (to service locks) |  |
| Gloves |  | Sharps container |  |
| Cleaning spray |  | Tongs |  |
| Cleaning cloths |  | Tide table brochures |  |
| Masking tape |  | Risk Assessment Form |  |
| Pliers |  | Audit and reference sheets |  |
| First Aid kit |  |  |  |

**Estimate of fishing line lengths**

