



Checklist for Good Caps Monitors

Congratulations on being appointed as a Good Caps Monitor!

As a monitor, you will be checking all the collected caps and lids before you take them to the collection bins. It is really important to carefully check the caps and lids to ensure that plastic and metal isn't mixed together and that they are clean and dry.

- Step One** You will be assigned a material stream, either Metal or Plastic.

- Step Two** Locate the bags of collected caps in your classroom that are labelled with your material stream.

- Step Three** Check the caps and lids inside the bag look clean and dry. You want to remove any caps or lids that may have mould or lots of food/grime on them.

- Step Four** Check that the caps in the bag are all the same material stream. If you are the plastic monitor, ensure none of your bags have metal or other objects or rubbish inside. Likewise, if you are in charge of metal caps, check no plastic caps, rubbish or other objects are included in the bags.

- Step Five** Drop the caps and lids off to the collection boxes and take the empty bags back to your classroom. If you are unsure where to go, ask your teacher.

Thank you for taking the time to carefully sort and check the lids. If you are unsure of any objects in the collection bags, please ask your teacher for assistance.