



# Picture Process Maps (PPM) and Guidelines

Compactor

# Purpose

The purpose of the Retail and ROC Compactor Picture Process Maps (PPMs) is to provide consistent guidance on how to operate the compactor, key storage, PPE, and housekeeping responsibilities.

# Housekeeping

Stores are responsible for maintaining the area around the compactor. Should debris around the compactor be present, a store team member will be assigned to clean the area. Avoid overfilling the compactor and request swaps in a timely manner.

# Key Storage

Compactor keys will remain in the possession of the manager on duty. When you need to use the compactor, ask your manager for the key. Return the key to them immediately after you are finished using the compactor.

## Required PPE

Eye Protection

Gloves

## Lock Out, Tag Out (LOTO)

If the compactor fails to operate properly, or is visibly broken, contact store leadership immediately to initiate the LOTO procedures.

# Items That *Can* be Compacted

- Ceramic pieces
- Broken pallets
- Full trash bags
- Glass
- Food waste
- As-is wood furniture



Wood Scrap



Glass



Ceramic Pieces



As-is Wood Furniture

Note: This is not an all-inclusive list. Be careful not to compact any of the items listed on the following page. Ask your manager if you are unsure if you can compact something.

# Items *Not* to Compact

- Recliners
- Sleepers
- Mattresses
- Bed Frames
- Metals
- Batteries
- Liquids
- Gaylords
- Propane tanks
- Chemicals or Paints
- Flammable or Explosive Materials

NEVER

PLACE RAW DONATED ITEMS IN THE COMPACTOR



Chemicals/  
Paints



Metals



Gaylords



Sleepers



Batteries

Note: This is not an all-inclusive list. Ask your manager if you are unsure if you can or cannot compact something.

# Operating the Compactor

1. Ensure you are wearing the proper PPE.
2. Load the compactor.
2. Turn the key to the “On” position.
3. Press the green “Start” button, and allow the compactor to complete a full cycle. The cycle is complete when the arm has pushed the material into the compactor and has returned to the starting position.
4. When the cycle has finished, turn the key to the “Off” position.
5. Check to ensure all materials have been compacted.
6. Repeat the process as necessary until all materials have been compacted and the hopper is empty.
7. Turn the key to the “Off” position.
8. Return the key to the store leader.

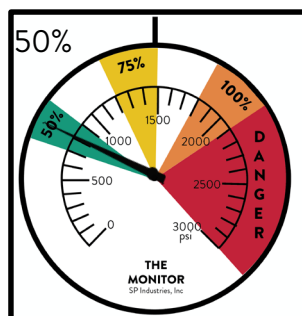
 **DANGER**   
Do not enter the  
compactor!

# How Full is the Compactor?

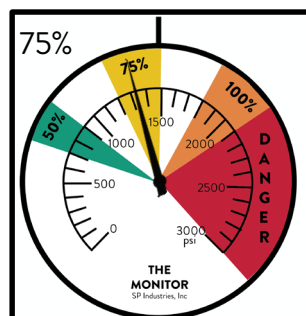
## Read the Gauge

Check the pressure gauge.

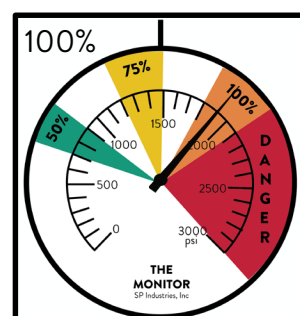
- When the compactor is **75% full**, notify the manager so they can request a swap.
- **Always** read the gauge *and* perform the knock method. This will tell you if the gauge is working correctly and ensure an accurate measurement of how full the compactor is.



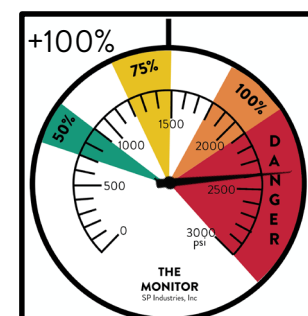
If the needle points to the green area, the compactor is 50% full.



When the needle points to the yellow area, the compactor is 75% full



If the needle points to the orange area, the compactor is **full**.



**! DANGER !**  
Don't fill the compactor to this point!

## The Knock Method

Physically go out and bang on the compactor bin after reading the gauge stating full to ensure it's complete; if it sounds hollow in any area, it is not complete. If it sounds hollow, dump a few big wooden pieces to push the trash in more, and then go back out to bang on the bin again to see if it still sounds hollow. If it doesn't, then the compactor is now complete.