

**What To Do with Equipment at Program’s End**

At the end of program, make sure that all of your equipment is clean, packed up, and ready for use by another program. By taking care of your gear on a daily basis this should be an easy task. Leave a cache that you’d be happy to use for another month or more. Boxes and totes should be filled to maximum capacity without overfilling or forcing items in. More empty space means a higher cost for shipping. All equipment should be sent back to NH via the FedEx prepaid label included in the cache.

**Please Keep The Following In Mind:**

Tents

* Tents should be dried, cleaned (inside and out), and packed away neatly in their proper bags.
* If tents are packed wet, make a note on the box they are being shipped in. Tents need to be inspected by a leader before they are taken down and checked for the following:
* Ensure they are clean and free of trash, food, vegetation, soil, etc.
* Look for damage - holes in the floor, mesh, fly
* If damage or food is found, mark tent with repair tags and use flagging or a Sharpie to mark site of damage.

Kitchen

* All kitchen gear should be clean, grease-free, and dry.
* Two-burner stoves should be free of crumbs and grease, with regulators stowed in stove.
* Throw away or recycle any broken, burned, or useless items (melted spoons, broken measuring cups).
* No liquids or propane canisters should be left in bins.
* Ensure knives are stowed in a safe way to prevent injury.
* Do not pack dirty oven mitts, used sponges, plastic ware, etc.
* When you are sending back caches to NH, do not ship any bleach, dish soap, wet/dry sponges, or any other liquids (other than the tick/ivy lotions that the warehouse supplies; these should always be in a Ziploc bag).

Backcountry Gear

* Whisper Lite stoves should be cleaned of soot and placed in the proper bag.
* Do not include lighters.
* Mini Works filters should be completely dry with the hose removed from the intake assembly.
* Filter cartridges need to be completely drained and bags should be cleaned of debris and dry.

First Aid Kits

* Remove all trash, empty packaging, and any non-issued items (i.e. anything that was not sent in the kit initially).
* Make sure the Epi is safely placed in the kit, ensuring it will not break during shipment.
* At the end of each program, the first aid kits need to be sent to the NH Cache.

PLB/Garmin InReach

* Garmin and PLB devices should be returned with the other equipment, please ensure that the devices are protected and packaged sufficiently to prevent damage during shipping.

Your goal is to have everything clean, dry, and ready to be used again, with nothing trashed or broken in the cache.

**Filling Out Your Cache’s Inventory Sheet**

Properly filling out your inventory sheet at the end of your program helps staff keep track of what gear is living where, as well as helping us keep an eye on how gear is faring through the season. This enables us to spend less money and reduce our carbon footprint.

Cache Being Sent Back to SCA

*If your cache is being sent to the NH Warehouse, please take the following steps to ensure everything gets shipped in a timely manner and without impacting your agency partner’s time (and patience).*

* At the end of the season, all sites will need to send back their MSR stoves and filters, repairable items, and first aid kits. (This does not apply to programs in Alaska.)
* Do not overstuff the boxes and do not over-tape. Forcing gear can damage tent poles, stoves, pots and pans, etc.
* Remember to keep tents separate from smelly items (such as kitchen gear, food bins, coolers, etc.)
* Remove old tape and labels and try to clean off the surface of the containers to prevent new labels from falling off.
* When returning backcountry filters make sure that they are fully disassembled, and parts placed in mesh carrying bag so they can dry out. Dromedaries should also have the cap removed.

Once everything is boxed up, apply the pre-made UPS return labels that were included in the cache. The labels should be applied to the totes or coolers based on their DWT (dimensional weight, LxWxH) which is stated on the label. Further instructions for applying the labels are also included in the cache. With the labels applied, bring to the nearest UPS drop off center or distribution hub.

If you have misplaced the return labels, contact SCA’s Equipment Coordinator at 603.477.1080 to receive replacements via email. If there are no printing capabilities available, there is a UPS sub-account number that can be provided in a worst-case scenario.

àImportant Note: Let your agency partner know to contact the warehouse if there are any issues with the return to NH.

**Contact the equipment warehouse if you have any questions***, and thanks in advance for taking care of the gear!*

SCA Equipment Warehouse: 689 River Road, Charlestown, NH 03603 603.477.1080