

<http://freecycle.gsfc.nasa.gov/index.cfm>



So, you've heard the buzz about this new website that lets you find stuff here at work. And, now you want to know more. You've come to the right place.

THE SKINNY

The [Freecycle Network](#) is an entirely nonprofit movement of people who are giving (and getting) stuff for free in their own towns. We thought if you can do this at home, why not do something similar in the office? Hence, Freecycle@Work was born. In a nutshell, it's a way for all of us here at work to find new homes for office supplies that we no longer want or use. Simple, right?

Of course, you knew there had to be a few rules. So, here they are. But, we promise, they won't put you to sleep, so read on!

THE RULES

- **Please only list items from work to be used at work.** NASA is being really cool to let us use this for work purposes, so please, [office items only](#). And not to get too legal on you, but you should know postings are for official government use only. If you want to unload your old 8-track player or that afghan from Aunt Gertie, check out the [Freecycle Network](#) for home. And, along those same lines, items must stay at work. We love the Boy Scouts and your local elementary school too, but no sharing with them. Keep in mind, this site does have moderators and we ARE watching what you post.
- **Remove all sensitive information.** Okay, this one should be pretty obvious, but just to be clear. Do not Freecycle anything containing personally identifiable information (PII) or potentially sensitive information. So, remove the government credit card statements, contractor quotes or statements, personnel forms, performance records etc. before giving away your old binder. Please don't share rewritable CDs or portable drives you used to store any PII or sensitive information. Capisce?
- **DO sweat the small stuff.** Freecycle@Work is really about the small stuff, like pencils, notebooks, whiteboards, etc. Feel free to peruse the [whole list](#) of appropriate items.
- **No postings of equipment.** These are big ticket items. They usually have a silver decal with a barcode and some indication that the item is the property of the U.S. Government or some company (see below), and are often computers, printers, scientific equipment... you get the idea. If you have a piece of equipment, with or without a tag, please check with your property custodian as we don't want to get anyone in trouble, most notably ourselves. Or, you can call our good friends in [Supply and Equipment Management](#). Tell them Freecycle@Work sent you and we know they'll treat you right.



No equipment, such as items with these types of barcodes, please.

- **No naughty language or otherwise inappropriate postings.** You know what we mean by this, so don't make us spell it out. Play nice and we'll all get along just fine. Did we mention our moderators? They are *watchiiiiinnng yoooouuu*.

Hey, enough of this blither-blather, you're thinking. How do I sign up already?

SIGN ME UP, SCOTTY!

1. Go to the following URL: <http://quickbase.intuit.com/freecycle> Yes, we know it's a commercial site, but we've checked them out thoroughly and they're legit! If you need reassuring, call us and we'll make all your fears go away.

2. You MUST use your '@nasa.gov' email account to sign up. "But, why my @nasa.gov email address?" you may be asking. Let us explain. The website automatically groups people by their email domain (everything after the "@" sign). Since some of us work for NASA and others of us work for various contractors, the only way we can all be together is to use our @nasa.gov accounts. Ahhh... sooo clever.

3. You will receive an email confirmation. Click on the link in the email and then sign in to the application. We know you're smart, so we'll skip the explanation.

4. Once you're logged in, click on the "Edit Your Profile" link and set your "Location" to your center. Make sure to click "SAVE" to accept your changes. This one is important! Since this is being used by all of the NASA Centers, we'd like to stress the importance of indicating your location. Unless, of course, you work at Kennedy and really don't mind going to JPL to pick up some unwanted dry erase markers.

5. From there, feel free to post as you wish. You can "offer" items you no longer need or ask for items by posting a "wanted" ad. Post until your heart's content. Once you get the hang of it, we're sure you'll love it as much as we do! And, feel free to tell your co-workers. Just point 'em to this page so they get the full low-down too. May the NASA Freecycle@Work community grow and grow.

Have questions? Talk to us! We're good people, or so we've been told. If you have a question about anything related to Freecycle@Work, you can email, call, fax, walk over and see us, or even send a message by carrier pigeon. Okay, maybe not really for the last one. But, we're approachable, so approach us!

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