

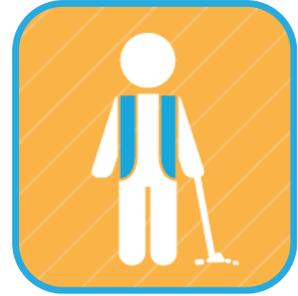
Litter Cleanup Logistics

Choose Clean up Locations

A community-wide effort is recommended. To involve the entire community, meet with the local government (public works, solid waste/sanitation, planning and/or administrative department(s), downtown organization, and neighborhood associations to determine areas of need to be cleaned up, beautified and/or improved. Affiliates may want to schedule their Litter Index 2-3 weeks prior to Target Date to identify problem litter areas.

Locations that may need attention include:

- ▶ rights-of-way
- ▶ gateway(s)
- ▶ park(s)
- ▶ non-profit community area
- ▶ historic area
- ▶ neighborhoods
- ▶ school yard
- ▶ vacant lot
- ▶ downtown
- ▶ hiking trails/bike path
- ▶ illegal dump site(s)
- ▶ riverbank/lakefront
- ▶ highway embankment
- ▶ railroad right-of-way



Sometimes permits must be obtained to clean up and beautify certain areas. Appoint someone to find out what may be required. You need to determine if the property is public or private. If private property is involved, you will need permission from the landowner, preferably in writing.

Boundaries

Once you have decided what area(s) to target, establish cleanup boundaries. Remember to set realistic goals - trying to clean too large an area will only make your efforts seem small. Consider dividing roads into 1-2 mile sections or parks into acre plots.

Team Leaders

Naming team leaders is helpful for large cleanup or beautification projects. Team leaders may be assigned to each site within the boundaries or mile markers along a highway. These individuals make sure their cleanup runs smoothly and safely, and they report participation and collection results.

Along waterways the leaders can be placed strategically along the shoreline or embankment. Team leaders should be trained in advance of your activity so they can answer any question that a volunteer may have. Be sure that property ownership has granted permission for any work to be accomplished. For government rights-of-way this may be granted through a proclamation or resolution. For private property this may require a written letter or waiver form. Be sure coordinator and/or team/task force member is designated to check in advance to see what may be required.

Who should you contact for hauling?

Begin by contacting your government offices to let them know about your cleanup plans. Determine if they are able to assist you with waste hauling – or if you will need to partner with a private hauler. Be sure to coordinate drop off and/or collection filled bags.

Work with your waste hauler to determine the best locations for volunteers to drop their bags off for pick-up, and if they are able to weigh the trash collected. If they are not able to weigh the waste for you, you will have to have your team leaders keep track of the weight or count the number of bags and large items collected.

About Tipping Fees

Landfill operators charge a "tipping fee" to dispose of waste. Occasionally these fees are waived and considered as an in-kind contribution. The fees may be absorbed by the city or waste hauler. You should determine as quickly as possible to determine the party that will be responsible for incurring this cost.

Litter Cleanup Tips

Tools and Safety Equipment

Tools that your volunteers will find useful include:

- ▶ Trash bags
- ▶ 5-gallon buckets (a more sustainable option than using trash bags)
- ▶ Litter pickers
- ▶ Rakes
- ▶ Flat tipped shovels

Suggested safety equipment for your cleanup include:

- ▶ Gloves
- ▶ Traffic vests
- ▶ Cones
- ▶ Roadwork signs (for road side cleanups)

****Please note that other safety equipment may be needed depending on what you are cleaning and where.**

▶ ▶ ▶ DO's ▶ ▶ ▶

Group Leader:

- ▶ Conduct a safety talk orientation so volunteers understand how to safely pick-up litter
- ▶ Know emergency procedures, location of nearest emergency facility and how to quickly summon emergency services
- ▶ Have a first aid kit and mobile phone on hand
- ▶ Provide adequate adult supervision if you involve youth groups in litter removal (e.g., at least 1 adult to 8 participants between the ages of 10 - 17)
- ▶ Reconvene each hour to ensure all participants are accounted for, safe & enjoying the cleanup
- ▶ Consider using walkie-talkies as a communication device between groups
- ▶ Arrange a "Thank You" party for all of the volunteers after the cleanup
- ▶ Take BEFORE, DURING AND AFTER pictures to show off your work!

Individuals:

- ▶ Wear gloves; thick-soled, closed shoes; long pants; and long-sleeved shirts
- ▶ Wear safety vests or bright colors for roadside cleanups
- ▶ Wear sunscreen and bug repellent
- ▶ Drink plenty of fluids and keep "quick energy foods" on hand
- ▶ Be aware of your surroundings and potential hazards (e.g., passing cars, poison ivy, overgrown vegetation)
- ▶ Use the "buddy system" working in teams of two or three to maximize safety
- ▶ Wash hands with antibacterial soap after the cleanup
- ▶ Bag litter to meet local regulations

▶ ▶ ▶ DON'Ts ▶ ▶ ▶

Group Leader:

- ▶ Don't schedule cleanups during peak pedestrian or traffic hours
- ▶ Don't conduct cleanups during extremely inclement weather (if possible)
- ▶ Don't allow small children to participate in cleanups near major traffic corridors

Individuals:

- ▶ Don't pick up hazardous materials like hypodermic needles, sharp objects, condoms, animal carcasses or other questionable items-- Report to Team Leader
- ▶ Don't overstuff bags
- ▶ Don't attempt to move large objects -- call your local fire or police department to report illegal dumping and for instructions on how to proceed
- ▶ Don't bring pets, as they may distract participants or even detract from the cleanup
- ▶ Don't overdo it physically



Waterway Cleanup Logistics

The rivers and lakes of our country provide recreation, drinking water, agricultural irrigation and beauty. Unfortunately, many of our waterways are polluted. Everything from harmful bacteria to old tires contributes to substandard water quality and affects our ability to enjoy the outdoors. There are two primary tasks that make organizing a waterway cleanup different from a traditional roadside cleanup. The first is that obtaining property owner permission can be more difficult. Some waterway cleanups cover considerable distances and obtaining permission can be complicated, because you may have to work with many different property owners. The second challenge is providing for the safety of your volunteers. Larger bodies of water and waterways may require boats and volunteers entering the water. Refer to the Litter Cleanup Logistics in this section.

Identify Location

Walk along the waterway and take notes, if possible, on a map, of all the trashed areas. USGS topographical maps can be downloaded for free at <http://www.usgs.gov/pubprod/> or they can be purchased at outdoor recreational stores or from your parish conservation district. Be aware that high waters and spring flooding may move or add debris. Invite others to join you. Don't feel that you have to clean the entire waterway in one day. Target a section that's easy to do. The more difficult sections won't seem as monumental once you've gained experience and have community support. The trash didn't accumulate in one day and it may take more than one cleanup to remove.

Suggested Cleanup Locations:

- ▶ ditches along rights-of-way
- ▶ detention ponds/areas
- ▶ riverbanks
- ▶ lakefronts
- ▶ creeks
- ▶ bayous
- ▶ drainage areas
- ▶ areas that carry water
- ▶ storm drains



****Safety is important as these areas may be slippery and may attract animals and snakes. Please use caution around water and provide supervision to youth**

Determine Who Will Participate

If entry into the waterway is necessary to remove trash, individuals with professional training, such as divers and rescuers, should be used. Be sure to designate these people ahead of time. Divers are especially helpful in securing heavy items which should be pulled from the water by more powerful sources, such as tractors, horses, teams of volunteers, or special equipment. Military reserve units sometimes get involved with community service projects. These men and women are trained to work together and know how to handle special situations and respond in emergencies. Invite representatives of each group to your waterway prior to the cleanup. They need to become familiar with the cleanup areas so they can determine what tools and equipment will be necessary for the cleanup.

Tools and Safety Equipment

Please refer to cleanup section for suggested cleanup tools and safety equipment.

Other tools that may be helpful include:

- ▶ Fishing nets to collect litter unable to be reached by hand
- ▶ Mesh bags or 5-gallon buckets should be considered, since litter and debris collected during a waterway cleanup may be wet and will be heavy.
- ▶ Litter pickers/grabbers
- ▶ Rakes or grab pole
- ▶ Gloves
- ▶ Personal floatation device for volunteers conducting cleanup activities via boat or near water.

Beautification | Improvement Logistics

Beautification improvement projects may include painting a community building, playground equipment or fence or constructing a gazebo or playground.

Research Locations

Meet with the local government (parks, planning and/or management department(s), downtown organization, schools, and neighborhood associations to determine needs and locations. Investigate proposed site(s).

Create a Plan

- Meet with officials authorized to grant permission for project. Be sure to obtain any required permits and liability releases.
- If your project is to build something, you will need detail plans or drawings. These are like blue prints and should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn. Photographs may also be of value here for some projects as you may be able to draw directly on the photograph.
- If you are painting, determine the color scheme appropriate for the project. Contact your local hardware or paint store(s), home builders and contractors.
- With the plan in place ask business owners to support the project. Ask them to donate supplies. Be sure to publicize the support you receive from local businesses.

Consider if the project will need prep work to be ready for volunteers. You may need to plan work days ahead of your event to:

- ▶ Pre-cut lumber for build days
- ▶ Scraping or power washing before painting

Please remember to keep track of volunteers and volunteer hours during prep work days, as these should be included in your report for total volunteers and volunteer hours.

If any digging will be done contact local utility companies to mark all water, electric, gas, cable and/or fiber optic underground lines. Prepare for the day by determining if work may be done by volunteers with shovels and hand tools or if you will need motorized equipment such as tillers, backhoes for large trees or other similar equipment.

Enlist Volunteers

Organizing a beautification improvement project may offer an opportunity to expand volunteers to professionals in the construction and building fields. Limit the number of volunteers as you don't want confusion around equipment or paint supplies.

Tools and Safety Equipment

The type of tools and safety equipment you may select to use will vary depending on the type of project you are tackling. If you are unsure of what types of tools/safety equipment is needed please ask for assistance at your local hardware, paint, or home improvement store.

Some suggested tools include:

- ▶ Power washer
- ▶ Scrapers
- ▶ Wire brushes
- ▶ Sand paper
- ▶ Paint brushes
- ▶ Paint roller frames
- ▶ Paint roller cover (remember to get the proper roller cover for the project)
- ▶ Roller extension poles
- ▶ Roller trays, or 5-gallon buckets with screens
- ▶ 5-gallon buckets for water
- ▶ Masking tape
- ▶ Drop cloths
- ▶ Ladders
- ▶ Rags/paper towels
- ▶ Paint can openers
- ▶ Screwdrivers (flat head or Phillips)



Safety Equipment:

- ▶ Gloves (latex/vinyl gloves are inexpensive and work well for painting projects)
- ▶ Goggles (especially when volunteers will be painting over their head)

Don't forget to register your event at www.lovetheboot.org!