How to Organize a Waterway Cleanup Resource Guide

Spring 2007

INTRODUCTION

Is this river safe to wade in? That vine sure is growing fast—is it supposed to be there? Where does this drain go?

These are some of the questions that the Rivers Alive program is designed to address. Every Fall, groups and individuals work together to perform a statewide cleanup of the streams, rivers, lakes, beaches and wetlands that we all use and enjoy every day. Under the program's supervision, volunteers pick up and dispose of the litter that clogs our waterways, remove invasive species of plants that threaten native species, and stencil neighborhood storm drains with messages and symbols reminding others that garbage dumped in the drain flows directly into local waterways. In 2006, 25,020 people picked up 10,707 bags of trash, weighing over 700,000 lbs. That's a lot of trash!

What is Rivers Alive? Rivers Alive is Georgia's annual volunteer waterway cleanup event that targets all waterways in the State including streams, rivers, lakes, beaches, and wetlands. The mission of Rivers Alive is to create awareness of and involvement in the preservation of Georgia's water resources through waterway cleanups. Rivers Alive is held annually each September and October and is sponsored by the Georgia Department of Natural Resources' Georgia Adopt-A-Stream Program and the Georgia Department of Community Affairs' Keep Georgia Beautiful Program, in cooperation with Help the Hooch and many other local organizers.

Many people believe that businesses and industries are responsible for most of the water pollution in Georgia. This is not true. Since the Federal Clean Water Act of 1972, industrial and commercial dumping ("point sources" of pollution) has been strictly regulated, with enforced standards for environmental impact. Far more extensive and harder to control is what is known as *nonpoint source pollution.* Nonpoint source means pollution that comes from all over, not just a single pipe or drain. Rainwater runs across the surface of a road, carrying brake dust and motor oil into the nearest stream. Sprinklers wash lawn fertilizer into the drains, where it joins soapy water from washing cars on its way to the storm drain and the river. Candy wrappers, cigarette butts, and drink containers are carried in by wind or water, or are deposited directly on the streambank alongside unwanted cars and appliances.

All of this pollution takes a toll. Litter fills stream channels, chokes municipal and industrial intakes, injures wildlife, and endangers human swimmers and boaters. Chemicals may kill wildlife immediately, or they may be stored in plant and animal tissues and pose a threat to higher consumers such as birds and humans, as was the case with DDT. Soil and sediment, arguably the greatest source of water pollution in Georgia, clog the gills of aquatic organisms and destroy habitat.

You can help. By organizing a cleanup of your local waterway, you can remove litter that is already present. By publicizing your cleanup and getting the community involved, you can educate others about the impact their actions have on the environment and reduce future pollution. Won't you help us keep our Rivers Alive?

In 2005, Rivers Alive partnered with International Coastal Clean (ICC) program, a national cleanup event that occurs each fall manged by The Ocean Conservancy. The mission of ICC is:

- to remove debris form shorelines, waterways and beaches,
- to collect and catalog information about the amount and source of debris,
- to educate the public on issue of aquatic debris,
- and use this information to effect policy changes and measures to reduce aquatic pollution and enhance aquatic conservation.

ICC started in 1986 with it first clean-up in Texas. In 1989, it became international event when Mexico and Canada joined the effort. Today, ICC events occur throughout the world on both inland and coastal waterway, even underwater sites. Since 1986, 1.9 million people in 55 US states and territories (including Georgia) have cleaned 79,733 miles picking up over 43.6 million pounds of trash.

As a partner, Rivers Alive will receive trash bags, data collection report analysis, and national recognition for our efforts. In return, we have been asked to collect data on the types of debris we are finding to add to the global database of information collected for every cleanup around the world. In 2004, we found 36% of what we collected in Georgia was some type of beverage container (plastic, glass or aluminum), 18% was cigarettes and 9% was bottle caps.

Acknowledgements

This manual would not have been possible without the assistance of the many cleanup events organizers in Georgia who reviewed this. Some of the material in this manual was taken from the Tennessee Valley Authority booklet, *Organizing and Conducting a River Clean Up On Public Lands and* Waterways, Water Quality *Series Booklet 3*, and the *International Coastal Cleanup Coordinator Handbook*.

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GETTING STARTED

Organizing a cleanup takes a great deal of planning and preparation, but it is well worth it in the end. The information in this manual is designed to walk you through the process, making the best use of your time, effort, and resources for a successful event. Here is a sample checklist to get you started:

- Organize a suitable planning group
- Select an appropriate site
- Register your event
- Line up support
- Have a detailed action plan
- Arrange for disposal and recycling
- Publicize the event
- Recruit volunteers
- Coordinate your volunteers
- Collect data
- Publicize your accomplishments
- Recognize participants
- Evaluate your efforts

Organize a suitable planning group

The average cleanup event involves a wide variety of tasks, from publicity and financing to parking and sanitation. Luckily, a community is made up of people with a wide variety of skills, and in a well-chosen planning group you will almost always find the perfect person for every job. Invite members from local government, civic organizations and clubs, homeowner associations, churches, and chambers of commerce to serve on a cleanup planning committee. Also consider involving people with knowledge of cleanup campaigns, such as park and recreation officials and members of local, state, and federal environmental and health agencies to assist you. Because community campaigns live or die on publicity and promotion, enlist the local newspaper editor and radio or TV station managers. Once you have your planning group, write out your specific objectives. Outline what will be done, who will do it, and the specific results you want to achieve. By dividing the work among committees, you will allow each person's skills a chance to shine. It may also be helpful to list those who will benefit from specific tasks. A written list of objectives helps planners stay within goals, and helps in recruiting people by allowing volunteers to relate to something concrete. It also provides a yardstick for measuring progress and success.

Select an appropriate site

Select a site/sites that provide you and your group with safe access. Cleanups can be conducted on public property or with permission on private property. If you are not sure who owns the land, check with your local tax commissioner's office. Let the property owner know what you are doing, when you will be there and if possible ask if they would be willing to provide any assistance. (Especially if it is a company or government owned property).

Choose a site of workable size within a convenient distance for volunteers. The site should be large enough that volunteers will have plenty of work to do and small enough that they can complete the job and see their accomplishments. Evaluate access roads to see if traffic routing or directional signs will be needed. Make sure you have adequate parking. If no sanitation

facilities are nearby, arrange for portable toilets. Volunteers will also need to be able to wash their hands, especially if refreshments are provided, so look for running water or plan to provide hand sanitizer.

Depending on the size and location of your cleanup, you may want to divide the site to be cleaned into workable areas or zones. To make zones, first obtain or create a map of the site. *www.topozone.com* provides excellent topographic maps, and *www.mapquest.com* or *www.mapblast* are good sources for street maps. Outline the area to be cleaned on the map, then visit the site. Determine the natural boundaries or breaks in the landscape such as rivers, roads, ravines, and cliffs and note them on the map, then divide up the site. It may be useful to lay a grid over the map to make sure zones are of equal size and work load. Mark the zones clearly on the map and determine where you will need to put zone markers. Be sure when you plan your zones that they are easily accessible from a road or trail.

One technique that has worked well in the past for coordinators of large projects is to print a small map of each zone, along with directions to reach it from a central point. As volunteers register, he/she is assigned to one of these zones and given a map. This eliminates confusion over who is to clean which areas, allows volunteers to familiarize themselves with the site ahead of time, and speeds the registration process.

Arrange with police department any needed traffic detours or other assistance at work sites. If your proposed cleanup area is not easily accessible or you have several widely scattered sites, consider providing transportation. Have a central meeting location for volunteers and arrange a shuttle system to transport crews to their designated sites.

Once you've selected an appropriate site, Rivers Alive urges you to register your event.

Register your event

By filling out a registration form online at *www.riversalive.org/Registration.htm* your cleanup will become a part of our statewide program. A sample registration form is included in the back of this manual. Information about your event will be placed on our website, providing instant publicity. You will receive a variety of promotional materials, including T-shirts and patches for groups that register before July 31st. Posters, a sponsorship request letter template, a local press release template, and radio Public Service Announcements (PSA) for distribution will also be available. Finally, you will be placed on the Rivers Alive contact list and will be notified as further information and resources become available. Those groups that register after the July 31st deadline may still receive Rivers Alive T-shirts and patches, only if extras are available.

On the registration form, you will be asked to provide your contact information so that Rivers Alive will be able to get in touch with you and direct potential volunteers to your event. For publicity purposes, you will be asked for the names of any and all organizations participating in the cleanup. You will also be asked for the name and location of your waterway, the watershed it is part of (a map is provided on the website), and the date(s) and times of your cleanup. If you

are requesting free souvenir T-shirts or patches, we will need an estimate of the number of volunteers you expect to participate and a break down of the T-shirt sizes requested.

Line up support and supplies

Community campaigns cost money, so line up adequate support early. As a minimum, you need gloves and water for participants. Rivers Alive has secured trash bags through our partnership with Intentional Coastal Cleanup program, but you may wish to have extras bags on hand for we will get approximately one bag per volunteer. Consider having hand cleanser/sanitizer available. Depending on your location, you may want to offer volunteers safety vests. Get at least a rough estimate early on of what you'll need in the way of promotional materials, rental or purchase of special equipment and supplies, and prizes for participants. Prizes may range from certificates to souvenir caps, Rivers Alive T-shirts, and trophies (for most unusual piece of trash removed, etc.).

Contact business people, club leaders, and government officials. Ask them to give what they can: cash, equipment, supplies, or services. When approaching potential donors, use the Rivers Alive template sponsorship request letter as a guideline, *www.riversalive.com/organize.htm*. Depending on the size and nature of your cleanup, you might need buses to move volunteers to work sites and take them back to a central point or maybe even take them home afterwards. A print shop might contribute special letterheads and envelopes. Trash bags are a must and can often be obtained as "in-kind" donations from grocery or supply companies. Trucks to haul the waste to the landfill and recycling center will be needed. Often times the county or city municipality will offer a local waste hauler to help remove debris. Food and drinks for the workers are essential and can usually be obtained through donations. Restaurants and local grocery stores might give you refreshments. And don't forget first aid. The local fire department, Red Cross, or other emergency medical personnel may be willing to donate first aid kits and supplies, or they may even be interested in volunteering to serve as trained first aid administrators during the cleanup. In addition to direct appeals, groups may be asked to stage fund-raising activities like bake sales, raffles, flea markets, and auctions.

Arrange for trash disposal and recycling

Contact appropriate government officials to arrange litter pickups by sanitation trucks. This is normally coordinated out of your local solid waste department. You may also want to arrange special pickup services for heavy items like stoves, furniture, and refrigerators. If you cannot arrange for a special pick up, locate a permitted sanitary landfill for disposal of the collected waste. Get necessary approval to use municipal or county waste disposal facilities. Special approval is often required if private vehicles are used to transport trash. If there's a dumping fee, seek a waiver. If the sanitation department can't work in a particular area, plan alternative assistance.

Select an area near the cleanup site for separation of recyclable items for which there is a market, such as glass, aluminum, plastics, and tin.

Recycling will decrease the amount of waste going to the landfill and may help defray the expenses of the cleanup. Be familiar with what recyclable materials your local recycling center or "drop-off" sites will accept and how they want the materials prepared. For example, will they accept broken glass? Do caps need to be removed from plastic containers? Will they accept aluminum cans that are filled with mud? Some recyclers prefer clean items, while others don't have requirements. The event coordinator needs to make arrangements for transporting recyclable materials to the nearest available recycler if your community or county does not have a recycling center or "drop-off" site. Money raised through recycling can help cover cleanup costs, be donated to local charities or schools, or used as "seed" money for future cleanups.

Used automobile tires are a common problem in cleanup projects. It is illegal to dispose of whole tires in city and county landfills, though many landfills do collect them for later recycling. Check with your local sanitation department for regulations regarding tire disposal, or contact the Georgia Environmental Protection Division's scrap tire program at (404) 363-7027. A list of approved scrap tire processors is available on the EPD's website at *http://www.gaepd.org/Files_XLS/regcomm/lpb/stprocess.xls*

In your cleanup, you may encounter large objects such as junked cars, sheet metal, or wooden loading pallets. It is tempting to remove them, but this should not be done without careful consideration and observation. Does it look like the material has been there for a long time? Is it embedded in the stream bank at all? Ugly as this type of litter is, it may be doing more good than harm. The number one problem in Georgia waterways is erosion of stream banks leading to muddy water and sedimentation or "silting-in" of streambeds. Heavy objects on the bank can help prevent erosion by slowing the flow of water and protecting the bare soil from being washed away. If you have helpful but unattractive litter at your site, contact the Natural Resource Conservation Service or the U.S. Army Corps of Engineers about bank stabilization. They can inspect the site and help you choose an appropriate method of dealing with the problem.

Publicize the event

Good publicity is the best way to attract volunteers and reinforce the idea that everyone can do something to help—from donating supplies and equipment to contributing money or physical labor. Throughout your preparations, communication is key. Choosing a theme or slogan for your event can evoke community pride and spirit and provide focus. Because cleanup events are usually repeated annually, a continuing theme provides long-term name recognition.

Work with your local newspaper, television, and radio stations to help get your message out. If people are going to help, they have to know what's going on and what they're expected to do. Provide a phone number people can call for information. Urge residents to get in the spirit of things and clean up their own property and/or businesses even if they're not volunteering for

community cleanup assignments. As the cleanup event approaches, publicize times and locations for trash pickups. Have a backup plan in case the weather doesn't cooperate on the day of the cleanup. For example, if possible, choose a backup date (rain date) and include it in your promotional materials. When you publicize the event, tell participants what to wear and what to bring (see suggested list provided in back of this manual).

Every year the Georgia DNR Wildlife Resources Division creates a radio PSA that is distributed to most stations in the state. Most years Rivers Alive also produces a second Radio PSA with the help of entertainer Jeff Foxworthy that you can distribute to your local radio stations. Check the event organizer section of the Rivers Alive web page for a list of the stations, *http://riversalive.com/ra_organize.htm* and how to order a Jeff Foxworthy PSA.

Local press releases and promotional posters are also available on the Rivers Alive web page under the organizer section. These can be easily adapted to help promote individual events. Don't forget newsletters, church bulletins, schools, and speakers' bureaus. Many civic organizations have newsletters and welcome speakers at their meetings. Displaying posters and other printed materials in busy locations is also a good way to reach and inform the public.

Recruit volunteers to run the event

Volunteers that will be assisting with running the event should be recruited in the same way as committee members, with careful consideration of various skills and interests. In addition to general advertising, you may wish to focus special attention on service clubs such as Lions, Rotary, and Kiwanis; environmental groups such as Sierra and Audubon Clubs; schools and school groups such as PTA and sports teams; recreational special interest clubs for fishermen, water skiers, horseback riders, and runners, and local churches and youth clubs like scouts, 4-H, FFA, and FHA. Your local chamber of commerce may also be helpful with volunteer contacts. Recruitment can take many forms. Personal phone calls, talks to civic clubs, discussions with elected officials, and appeals at public meetings can all be effective. Tailor your message to fit your audience; for instance, the local fire and police associations could be recruited to handle safety and parking. Rivers Alive does have a general power point presentation about the program event organizers can borrow to assist them with their talks.

Coordinate your volunteers

Make volunteer assignments so that one person doesn't have to do everything the day of the event. You may wish to consider recruiting volunteers for the following jobs:

Sign In

Designate volunteers to sign in participants and distribute t-shirts.

Refreshments

Have someone that can keep the refreshment table in order.

Transportation

Volunteers may be needed to transport other volunteers. Spell out arrangements for crew transportation so volunteers can be moved efficiently from site to site as needed.

Equipment Distribution

Assign a volunteer to distribute equipment. Supply each crew with plenty of trash bags. Volunteers will use more bags than you may think if the trash collected is heavy. See that

volunteers wear heavy gloves and are adequately supplied with rakes and shovels to handle compacted trash. To weigh trash onsite, make sure each location is provided with a fish or bathroom scale and instructions on how to weigh the trash.

Recycling
Recycling takes extra coordination. Special coded bags can help volunteers sort items as they collect them, or trash can be sorted after the cleanup. Experienced cleanup organizers highly recommend that specific individuals be designated to collect only recyclable materials, while other individuals should collect only litter and debris during the cleanup for proper disposal. Using reusable mesh bags to collect recyclables can help with post-cleanup sorting because sorters can see the contents more easily.

Zone Captain
It is vital to the success of any cleanup project that you have some type of site coordinators and/or zone captains. The planning group should select volunteer zone captains very early in the planning process. Since these volunteers play a key role in the success of the event, it is useful to choose zone captains that live near the area to be cleaned.

The zone captain is the link between the planning group and the cleanup sites. Zone captains help identify the sites, determine how many people the site can accommodate, prepared zone maps, and will have many responsibilities before and after the cleanup. Make sure potential zone captains understand this and are willing and able to devote the time required.

Several months before the cleanup, zone captains should work with the committee chairpersons to distribute posters, brochures, and other promotional materials, recruit volunteers, work with the local press, arrange for first aid stations, secure donated refreshments, and arrange for local trash haulers to arrive immediately after the cleanup to take away the trash collected.

To help volunteers easily identify the zone captain, you may want to provide each zone captain with a special T-shirt, armband, or hat. Some zone captains may want to use walkie-talkies to communicate with other volunteers along the beach or more remote river shorelines. Walkie-talkies can come in handy if volunteers need extra trash bags or if someone needs first aid.

ZONE CAPTAIN CHECKLIST

1. Work with event coordinator to identify area to be cleaned, determine how many people the site can accomodate.
2. Recruit volunteers to participate. Contact groups such as scout troops or civic associations to get large numbers of volunteers.
3. Select convenient sign-in site for your specific area to be cleaned.
4. Make and install directional signs and site markers to the cleanup sites.
5. Prepare maps of the specific zone to cleaned to pass out to volunteers at the registration.
6. Make sure you have a first aid kit available and easy access to a phone or emergency personnel.
7. Zone captains should make it clear where volunteers are to leave the bags for pickup after they're filled.

THE DAY OF THE EVENT

The event coordinator has the job of keeping the event running smoothly. To help you keep things on track, have a schedule for the day so you know what should be happening and when. Make sure volunteers know the schedule.

Below is a sample schedule of events:

9:00 Sign-in and coffee
9:30 Welcome and event overview
9:45 Safety Review
10:00 Volunteers to head to site

Sign in

Set up sign-in in a location that you are sure to catch people as they arrive. Rivers Alive would like to know the number of volunteers participating and the total number of volunteer hours worked. Participants should sign a liability waiver. Both the sign-in sheet and the liability waiver are in the appendix and on the Rivers Alive website, or if you have your own liability waiver you can use that instead. Your sign in sheet can be used to contact participants about future river clean-ups or other efforts to raise awareness for your local waterway.

Just before the cleanup, zone captains should make directional markers and signs to help volunteers find the sign-in area. Numbered signs or color-coded flags are very effective. Zone captains should prepare the sign-in area in such a way that volunteers can collect necessary materials when they arrive, and leave without mass confusion. Easy-to-read maps of the cleanup site showing the zones should be available for volunteers. Assign crews to work as close to their homes as possible Be sure volunteers know where to assemble, what equipment will be there, and who will supervise them.

Introduce your river

Many people have an interest in the river but don't understand much about river systems. You may wish to provide a map of your local waterway so that people can orient themselves in the watershed and make the visual connection between their home and the river. Maps can be obtained from several sources including www.topozone.com, Georgia River Poster Series (call Georgia Adopt-A-Stream) or the Georgia Geologic Society. Make people aware of the benefits of the clean up to downstream neighbors, aquatic life and their drinking water.

Safety talk and instructions

Emphasize safety and utilize the safety checklist in the back of this guide to remind participants of safety information. Go over the cleanup site boundaries, what to do with trash bags, and/or divide people up into their teams to go over site instructions with the zone captain.

Record data

If weight is the most important measure of success, recording what is found is the second most important measure because it can show us what is polluting our waterways. Emphasize the importance of data collection. Cataloging the type and amount of debris found during the cleanup provides vital information on the source of the trash. All volunteers participating in

Rivers Alive and International Coastal Clean events nationwide are using the same data cards so that all the information can be complied into a comprehensive report that is shared with government leaders in Congress and the EPA.

To facilitate data collection, we encourage volunteers to work in groups of four or five. Have each team designated a "data captain" (this is great job for someone who cannot bend and pick up trash or an adult supervising kids). The "data captain" is then responsible for recording the items picked up by the rest of the team on the data card (the team can just call out the items they pick up as they find them). On the data sheet all the "data captains" need to do is use tick marks to record the debris items found. At the end of the clean up, the "data captains" tally tick marks for each item and turns the sheet into the event organizer or zone captain.

Data collection sheets are posted on the website and hard copy forms will be distributed with your t-shirts in late August. We will also be distributing "Data Detective" posters to event organizers to help you explain the card as well as pocket guides. We recommend you distribute your data collection forms to zone captains before the cleanup to allow them time to review. A draft version of the data collection card is also included in this guide.

In 2004, we found 36% of what we collected in Georgia was some type of beverage container (plastic, glass or aluminum), 18% was cigarettes and 9% was bottle caps. For more information about Georgia results or the International Coastal Cleanup go to their website at *www.oceanconservancy.org*

Some other thing we would like to know include:

- The number of trash bags, dump trucks, and/or pounds of trash collected
- The most common and most unusual items collected
- The amount of recyclable material salvaged
- The approximate size of the area cleaned (river/lake/wetland/coastland miles)

Don't wait until after the event to decide what information you want to gather. First, review the official Rivers Alive tally sheet, available online at *www.riversalive.org/final_tally_form.htm* to see what information you need to collect.

Disperse to Clean Up Sites!

Weigh the trash

One important measure of success is how much litter and debris was removed, and this is commonly expressed in pounds or tons. Volunteers will need to weigh the trash they collect to determine this. There are two options for determining the weight of the trash collected. If you are trying to compare the weight of recyclables versus non-recyclables, you may want to count and weigh individual bags using either a fish or a bathroom scale. Fish scales that weigh up to 30 pounds are preferred because they are lightweight, compact, and usually come in a carrying

case. They can be purchased at most sporting good stores. Bathroom scales weigh up to 300 pounds and can also be used to weigh individual bags. For large cleanups, this may not be practical. You will probably need to count the number of bags on the truck and weigh the entire load on either portable or permanent platform scales. A platform scale is a scale you drive onto with the entire vehicle. The total weight of the trash is determined by subtracting the weight of the vehicle. Most landfills and major recycling centers have platform scales. To get the weight per bag, divide the number of bags into the total weight of the trash.

Estimating Weight Collected

Record the "total Estimated Weight Collects in pounds. To help you estimate assume 1 full trash bag = 15 lbs.

Collect data collection sheets

Recognize participants

Make your cleanup as enjoyable as possible for volunteers. Consider providing music—a local band willing to play at the site or even a portable radio or two can lighten the mood and turn the work into an enjoyable event. Locate a convenient shady spot where workers can rest, and provide seating and refreshments. Plenty of drinking water is a must, and local restaurants or grocery stores may be willing to donate ice, juice, soft drinks, or snacks. Allow time at the end of the day for participants to relax, socialize, and enjoy the fruits of their labor.

If possible, give your volunteers a momento. Water-related buttons, stickers, or T-shirts are readily available (Rivers Alive provides free T-shirts bearing the official program logo to all groups that register before July 31st), appropriate for almost everyone, and provide a sense of unity among workers. Recognize government officials, unions, businesses, and other organizations that cooperated with thank-you letters or certificates of appreciation, perhaps including before-and-after photos of the cleanup site so that they too can see what they helped to accomplish.

FOLLOW UP

Submit your final tally form by November 15th!!!

Rivers Alive wants to hear about your successful cleanup! Send us the information from your data forms by filling out the online final tally form at *www.riversalive.org/final_tally_form.htm* by November 15th. We'll use this information to document the statewide cleanup effort and to attract future sponsors. We will also share the debris data collected by each group to the International Coastal Cleanup program for their master database and comprehensive report. All data will be posted on the web site and in the Rivers Alive Annual Report. This report will be made available by request for all participating groups.

Arrange for photos to be taken before, during, and after the event and publish them along with the totals. Contact the local media who helped you advertise before the cleanup and share your results. Be sure to recognize everyone in the community who made your success possible. Rivers Alive is happy to publish photos on our website; send them via email to anne_prusak@dnr.state.ga.us, or regular mail to:

Rivers Alive C/O Anne Prusak
GA Adopt-A-Stream
DNR Environmental Protection Division
4220 International Parkway, Suite 101
Atlanta, GA 30354

Publicize your accomplishments
Everyone will be eager to see the results of their work, so compile your data as soon after the event as possible.

Evaluate your efforts
When the event is completed, it is important to evaluate what you accomplished. It will help future planners to capitalize on your successes and avoid your mistakes. But you can't wait until the end of the event to think about evaluation. An evaluation committee should be chosen in the planning stage to monitor the entire sequence of events, noting what worked well and what went wrong. Poll your volunteers as they leave, either by providing a questionnaire or by simply having the zone captains ask their crews what they thought of the event. Within a week, get your committee together and make a list of what went well, what needed improvement, and what, if anything, failed completely. What problems did they have? What would they do to improve future events? The evaluation committee should compile a final report of what they've learned. With this report, you'll be well on your way toward an even more successful cleanup next year.

Keep the momentum
Consider following up on the interest you have generated in your local waterways. There are many ways to involve citizens in river care throughout the year. Later in this manual there is a list of ideas for educational activities and resources.

RESOURCES

The remaining pages of this manual contains resource information including:

1. Cleanup Event Checklist
2. Frequently Asked Questions Sheet
3. What Should Volunteers Bring Handout
4. How Long ‘til It’s Gone Information Sheet
5. Ideas for Educational Activities and Resources
6. Blank Registration Form
7. Release and Waiver Form
8. Sign-in/release Form
9. Estimating Weights and Distances
10. Data Collection Sheet
11. Blank Final Tally Form
12. What to Recycle, How to Recycle and Where to Recycle Information Sheet
13. Important Contact Information Sheet

CLEANUP EVENT CHECKLIST

(For Planners)

Get permission from landowner to conduct cleanup

- This will depend on the site - whether it is a public area or privately owned

Contact Appropriate Local Government Officials for:

- Arrange for pickups by sanitation trucks
- Get permission from municipal or county waste disposal facilities to use personal vehicles for dumping if pickups are not being provided by the sanitation department; if there is a fee to use the disposal site, ask that it be waived for the cleanup period
- Police assistance with traffic if and when necessary
- Special pickups for heavy items (furniture and appliances)
- Police cooperation with junk car removal; if cars must be tagged before removal, follow required procedure

Publicize the Event/ Recruit Cleanup Volunteers

- Posts signs/posters at local businesses, community centers, and grocery stores to recruit volunteers
- List time and locations for cleanups
- Give a telephone number where people can call for information, to volunteer, or to report heavily littered areas
- Urge residents to clean their own property and/or businesses at the time the community event is taking place
- Where possible, assign crews to areas near their homes to eliminate need for transportation and sanitary facilities
- Be sure crews know when and where to assemble, and what equipment will be there
- Choose a “rain date” and define “rain” very precisely
- Ask college students or youth groups to survey outlying or sparsely populated areas to locate items that may need to be trucked out

Secure Cooperation of Business and Industry

- Ask for donations of trash bags, refreshments, and other equipment and loans of trucks and buses
- Be sure that contributors get adequate credit for their donations in cleanup publicity

Coordinate Volunteers

- Appoint zone captains for each crew and see that they have a grid map with their assigned area clearly marked, a schedule of pickup times, and a written description of transportation arrangements
- Supply each crew member with several large trash bags and make it clear where each crew is to leave filled bags for pickup
- See that volunteers wear heavy gloves and are adequately supplied with rakes and shovels to handle compacted trash
- Review how to fill out the data collection cards and identify data captains

Prepare Zone Map for Cleanup Crews

- Determine size of crew needed to clean each area
- Determine transportation needs to get crews to and from their areas

- Determine what additional litter pickups will be required in areas where sanitation department will not be available
- Determine where crews will need portable sanitary facilities

Follow-up

- Write thank-you letters to all cooperating government officials, unions, businesses, and organizations
- If possible, reward all volunteers with a button, decal, or other small item showing they helped in the cleanup

The information for this checklist was provided courtesy of Keep America Beautiful, 1010 Washington Blvd., Stamford, CT 06901.

FREQUENTLY ASKED QUESTIONS

(For Planners and Zone Captains)

What should volunteers wear?

High-topped work boots with non-skid soles will help prevent slips and falls. NO TENNIS SHOES! Long pants are a must, and a long sleeved shirt is advisable. The coordinator should have several pairs of heavy-duty work gloves available for volunteers who do not bring their own. During hunting season, brightly colored clothing should be worn. Your local Department of Transportation may be able to provide orange vests for volunteers to wear. Sunscreen should be applied to prevent overexposure to harmful UV rays, and insect repellant should be applied before going into the field during certain times of the year. If public announcements are used for recruiting volunteers, information concerning proper attire should be included.

What should volunteers bring?

Some simple tools can make a volunteer's job safer and easier. Heavy duty work gloves area must. A trash poker, used for picking up paper and aluminum cans, alleviates much of the bending over to pick up trash and reduces the amount of handling. One can be made by partially inserting a nail into the end of a wooden dowel or broomstick handle and then cutting off the head of the nail with wire cutters. Instruct volunteers to be careful when using the poker and always hold the sharp end towards the ground. Also, be careful not to puncture aerosol cans with the poker, as they may explode or emit harmful chemicals. Another useful tool is a pair of long tongs, such as barbecue tongs. These can be used for picking up pieces of broken glass and other objects. It is recommended volunteers bring a water bottle with them to drink especially if it is warm outside.

Why are we collecting data on debris?

Rivers Alive encourages collect detailed information on what types of trash are being collected. At the local level, this information may help identify sources of trash on the waterway that can be eliminated. On a statewide level, this data can help identify where education efforts need to be concentrated in order to reduce pollution of our waterways. Globally, the data is submitted to The Ocean Conservancy and incorporated into their annual report, which has been used by EPA, the U.S. Coast Guard, the National Oceanic and Atmospheric Administration and others to identify threats facing the waters of the nation. To learn more about this worldwide effort and to download their annual report, visit *www.oceanconservancy.org* According to the United Nations Joint Group of Experts on the Scientific Aspects of Marine Pollution, in the early 1990s, land-based activities accounted for 60-80% of the world's marine pollution. This debris is carried to the ocean in part by creeks and rivers. When you consider Georgia has 70,150 miles of streams that flow to the Gulf of Mexico and the Atlantic Ocean, that is a lot of potential debris that could end up in your oceans if we don't keep your streams and rivers clean.

How do I fill out the card and pick up trash?

To facilitate data collection, we encourage volunteers to work in groups of four or five. Have each team designated a "data captain" (this is great job for someone who cannot bend and pick up trash or an adult supervising kids). The Data captain is then responsible for recording the items picked up the rest of the team on the data card (the team can just call out the items they pick up as they). On the data sheet all the data captain need to do is using tick marks to record the debris items found. At the end of the clean up, the data captain tally tick marks for each item and turns the sheet into the event organizer or zone captain.

Will there be poison ivy?

There will most likely be poison ivy at your cleanup site. Be aware that poison ivy starts losing its leaves in October in Georgia, making it harder to spot, but it is still possible to have an allergic reaction to the bare vines. Prevention is always the best policy. Gloves, long pants tied at the top of boots, and long sleeved shirts can help prevent exposure. Make sure volunteers are able to identify poison ivy (and

poison oak, poison sumac, and stinging nettle if these grow in your area) and advise them to wash all clothing and equipment as soon as they get home. If exposure does occur, flush the area with large amounts of cool water as soon as possible. Poison ivy rashes can be treated with many over-the-counter ointments.

What about ticks?

If your cleanup site is in a wooded or brushy area, tick exposure is likely. Light-colored clothing makes ticks easier to spot, and pants tied or tucked into boots and commercial tick repellants will help to reduce the probability of bites. DEET, permethrin (Permanone, Duranon, etc), and sulfur powder are good tick repellents, but must be used with care, especially on children. Volunteers should be advised to check themselves carefully for "passengers" when they get home, paying special attention to the scalp and using a mirror to check the back and any other hard-to-see areas. Clothing should be shaken and washed immediately. If an attached tick is found, it should be grasped firmly with tweezers as close to the skin as possible and pulled out. The area should then be washed with soap and water, checking to make sure that no mouthparts remain embedded in the skin, and an antibiotic salve applied. Ticks can carry disease, so if a rash or flulike symptoms appear within a month after the bite, medical help should be sought immediately.

Can volunteers work alone?

It is best if volunteers work in groups of three or more. If one person is injured, one can stay with the injured person while the other goes for help.

What if somebody gets hurt?

In the case of severe injury, the first priority is to stabilize the victim. One person should go for help while another stays with the injured person. The coordinator should be notified as soon as possible. If a volunteer has a minor injury, the zone captain should be notified. The zone captains will have first aid kits. Ideally, each group of volunteers should have someone trained in first aid, preferably the zone captain. To obtain training and certification in first aid, contact your local Red Cross office, which can be found at *http://www.redcross.org*

What should be in the first aid kit?

A good first aid kit should contain the following:

- Telephone numbers of emergency personnel such as the police and ambulance service
- First aid manual which outlines diagnosis and treatment procedures
- Disposable gloves
- Bandages for minor cuts
- Gauze pads 3 and 4 inches square for deep wounds with excessive bleeding
- 1 or 2 inch roll of adhesive tape for holding bandages in place, covering blisters, and taping sprained ankles
- Needle for opening blisters and removing splinters
- Tweezers
- Single-edged razor blade for cutting tape to size and shaving hairy spots before taping
- 12-inch roll of gauze bandage for large cuts
- Butterfly bandages for closing cuts
- Triangular bandage for large wounds, splints, or slings
- Large compress bandage to hold dressings in place
- 3-inch-wide elastic bandage for sprains and applying pressure to bleeding wounds
- Antibiotic salve
- Hand sanitizer (may also be used to sanitize instruments before and after use; let dry between uses) Clean water should also be available for washing wounds.

What about large drums or other suspicious-looking containers?

Don't touch them. While most of the trash encountered can be safely removed by volunteers, there are items to be avoided. Large drum-type containers, which may contain hazardous wastes, and any other suspicious-looking containers such as hospital wastes or explosives should be reported to the zone captain, who should then inform the proper authorities. Workers should not attempt to lift heavy objects without sufficient help.

What else should be avoided?

Volunteers may encounter animals, for example dogs, cows, or goats. The best policy is to leave them alone. Debris piles and vegetated areas may contain snakes, hornets, and wasps and should be approached with caution. Avoid trespassing on private property.

WHAT TO WEAR AND BRING

(For Volunteers)

What should I wear?

- High-topped work boots with non-skid soles
- Hat or scarf for sun protection
- Long pants and a long-sleeved shirt. For extra protection against poison ivy and ticks, tuck pants into boots or tie the bottoms.

Tip: during hunting season, wear a bright orange vest or other brightly colored clothing.

What should I bring?

- Heavy duty work gloves
- Trash poker

Tip: you can make one by partially inserting a nail into the end of a wooden dowel or broomstick handle and then cutting off the head of the nail.

- Pair of long tongs (BBQ style)
- Insect repellant (DEET, permethrin or sulfur powder will help repel ticks)
- Sunscreen
- Water bottle and water
- Phone number to call in case of emergency
- Signed volunteer agreement form
- Signed parental consent form for volunteers under 18 years of age

How Long 'Til It's Gone?

Time it takes for debris to decompose in the environment:

Glass bottle	1 million years
Monofilament fishing line	600 years
Plastic beverage bottles	450 years
Disposable diapers	450 years
Aluminum can	80-200 years
Foamed plastic buoy	80 years
Rubber boot sole	50-80 years
Foamed plastic cup	50 years
Tin can	50 years
Leather	50 years
Nylon fabric	30-40 years
Plastic film canister	20-30 years
Plastic bag	10-20 years
Cigarette filter	1-5 years
Wool sock	1-5 years
Plywood	1-3 years
Waxed milk carton	3 months
Apple core	2 months
Newspaper	6 weeks
Orange or banana peel	2-5 weeks
Paper towel	2-4 weeks

Sources: US National Park Service; Mote Marine Lab, Sarasota, FL and "Garbage In, Garbage Out, "Audubon magazine, Sept/Oct 199

Enhance Your Cleanup…Make Education Part of Rivers Alive

Ideas for water quality education activities and displays that can be done in conjunction with or as a follow up to Rivers Alive

To help you educate your participants about nonpoint source pollution, the Rivers Alive Education Committee has compiled a list of activities you can use and partnerships you can form to reach different audiences.

School and Scout Groups

Hands-On Activity Stations

Activities from the Georgia Adopt-A-Stream's Educator Guide
http://www.georgiaadoptastream.org/Manuals_etc/Teacher/Guide.pdf

Activity from Project WET USA
- The Incredible Journey water cycle activity
  http://www.projectwet.org/pdfs/Incredible%20Journey.pdf

Activities from the USA EPA
- Test Your Water Smarts
  http://www.epa.gov/owow/monitoring/nationswaters/testyoursmart.pdf

- Water Trivia Facts
  http://www.epa.gov/safewater/kids/water_trivia_facts.html

- Water Facts of Life
  http://www.epa.gov/safewater/kids/waterfactsoflife.html

- Nonpoint Source Pollution Activity
  http://www.epa.gov/owow/nps/kids/

- Turning the Tide on Trash: Marine Debris Curriculum
  http://www.epa.gov/owow/OCPD/Marine/contents.html

Activities from The Water Sourcebook
- A Salt Water-y World activity
  http://www.epa.gov/safewater/kids/wsb/pdfs/353.pdf

- Clean Up activity
  http://www.epa.gov/safewater/kids/wsb/pdfs/353.pdf

- N, B, & T: Pollutants Three
  http://www.epa.gov/safewater/kids/wsb/pdfs/353.pdf

- Stop That Sediment
  http://www.epa.gov/safewater/kids/wsb/pdfs/353.pdf

- Play Water Jeopardy
  http://www.nps.gov/wica/Hydrology/PDF/Hydrology-Water_Jeopardy.pdf

Use Enviroscape Models

- Non-point Source Pollution Enviroscape models - allows learners to see pollution and runoff. These may be borrowed from the UGA Cooperative Extension Service 4-H District Offices, and Project WET. Go to, http://www.caes.uga.edu/extension/statewide.cfm, & click on map for the counties served by each district, and for the form go here, http://riversalive.com/EnviroscapeForm.doc, to request the models.

- http://www.enviroscapes.com/

Make it a Girl Scout Water Drop Patch Event

http://www.epa.gov/adopt/patch/patchprogram.pdf

Make it a Water Festival

- *Making More Waves: Ideas from Across the United States and Canada for Organizing Your Festival*
  Discover new ways to make your water education event better than you ever thought it could be. *Making More Waves* highlights the best and brightest ideas from a variety of festivals across the United States and Canada. Learn successful fundraising techniques, how to recognize donors, and how to keep funders motivated to donate year after year. You'll also discover various techniques used by festival organizers to schedule rotations, recruit volunteers, and more. Paperback, 108 pages. Available from The Groundwater Foundation at http://www.groundwater.org/ta/ta.html or call 1-800-858-4844.

- *Making Waves: How to Put on a Water Festival*
  Whether you are new or old to the festival planning scene, this is the resource to have. Packed full of lessons learned after 15 years of festival organizing experience, Making Waves will help you coordinate a water festival for your entire community. The guide offers sample fundraising letters and news releases, as well as several other tips to guarantee a successful water education event. Paperback, 64 pages. Available from The Groundwater Foundation at http://www.groundwater.org/ta/ta.html or call 1-800-858-4844.

- *Water Festival Basics: WORKSHOP*
  Based on evaluation gathered over an eight-year time frame, water festival events have been proven to have a positive impact on children's awareness, knowledge, and ultimately their behavior in protecting water resources. The water festival concept has been replicated in nearly 40 states in the U.S. and in Mexico, Canada, India, and the United Kingdom. This workshop will provide educators with the tools and skills needed to organize and implement a water festival in their school, community, or region.

- *Community Toolbox from the National Park Service*

Visit www.nps.gov/phso/rtcatoolbox/events_festivals.htm for information from the National Park Service on how to put on a festival.

- *Children's Water Festivals in Georgia*
  This site contains information about "Winning Water" children's water festival. Visit www.winningwater.org or contact Sarah Visser, Festival Coordinator, at svisser@dca.state.ga.us or 404-679-4853.

General Public

Handouts from US EPA

- Streams in the City
  http://www.epa.gov/owow/nps/nps_edu/pdf/urban.pdf

- Stop Pointless Personal Pollution
  http://www.epa.gov/owow/nps/nps_edu/pdf/stop.pdf

- Nonpoint Source Pointers (Fact sheets)
- http://www.epa.gov/nps/facts/
-

  Pointer 1: Nonpoint Source Pollution: The Nation's Largest Water Quality Problem
  http://www.epa.gov/owow/nps/facts/point1.htm

  Pointer 2: Opportunities for Public Involvement in Nonpoint Source Control
  http://www.epa.gov/owow/nps/facts/point2.htm

  Pointer 3: Programs for Nonpoint Source Control
  http://www.epa.gov/owow/nps/facts/point3.htm

  Pointer 4: The Nonpoint Source Management Program
  http://www.epa.gov/owow/nps/facts/point4.htm

  Pointer 5: Protecting Coastal Waters from Nonpoint Source Pollution
  http://www.epa.gov/owow/nps/facts/point5.htm

  Pointer 6: Managing Nonpoint Source Pollution from Agriculture
  http://www.epa.gov/owow/nps/facts/point6.htm

  Pointer 7: Managing Urban Runoff
  http://www.epa.gov/owow/nps/facts/point7.htm

  Pointer 8: Managing Nonpoint Source Pollution from Foresty
  http://www.epa.gov/owow/nps/facts/point8.htm

  Pointer 9: Managing Nonpoint Source Pollution from Boating and Marinas
  http://www.epa.gov/owow/nps/facts/point9.htm

  Pointer 10: Managing Nonpoint Source Pollution from Households
  http://www.epa.gov/owow/nps/facts/point10.htm

Pointer 11: Managing Wetlands to Control Nonpoint Source Pollution
http://www.epa.gov/owow/nps/facts/point11.htm

Water Resources Toolkit from the Georgia Department of Community Affairs

- Georgia's 14 River Basins Map

  http://www.georgiaplanning.com/watertoolkit/Documents/WatershedPlanningTools/MapofGeorgias14RiverBasins.pdf

- Georgia's 52 Large Watersheds Map

  http://www.georgiaplanning.com/watertoolkit/Documents/WatershedPlanningTools/MapofGeorgias52LargeWatersheds.pdf

Power Point Presentations

- You're the Solution to Water Pollution Power Point

  http://www.georgiaplanning.com/watertoolkit/Documents/PublicationEducationInvolvement/YouretheSolutiontoWaterPollution.ppt

- Water, Our Planet's Most Precious Resource Power Point
  http://www.georgiaplanning.com/watertoolkit/Documents/PublicationEducationInvolvement/WaterOurPlanetsMostPreciousResource.ppt

- Narrative
  http://www.georgiaplanning.com/watertoolkit/Documents/PublicationEducationInvolvement/WaterOurPlanetsMostPreciousResource.doc

Invite an Environmental Education Organization

- Directory of Georgia Environmental Education Providers
  http://www.eeingeorgia.org/page.aspx?s=5725.0.68.4863&siteid=4863&wrapid=68

Invite Other Environmental Organizations

- Georgia Environmental Council Member Organizations
  http://www.gecweb.org/GEC_member_orgs.htm

Use Enviroscape Models

- Non-point Source Pollution Enviroscape models - allows learners to see pollution and runoff. These may be borrowed from the UGA Cooperative Extension Service 4-H District Offices, and Project WET. Go to, http://www.caes.uga.edu/extension/statewide.cfm, & click on map for the counties served by each district, and for the form go here, http://riversalive.com/EnviroscapeForm.docto request the models.

  http://www.enviroscapes.com/

Adopt-A-Stream Program

- Invite a coordinator from the Adopt-A-Stream program to talk about nonpoint source pollution and their program. http://www.georgiaadoptastream.org/home.html
- Request copies of the You're the Solution to Water Pollution brochure and poster to distribute

AFTER YOUR EVENT

School and Scout Groups

Training for Teachers and Youth Organization Leaders

- **Georgia Project WET (Water Education for Teachers)**
  http://gaprojectwet.org/gawet_news.html
- **Georgia Adopt-A-Stream**
  http://www.georgiaadoptastream.org/manuals.html#educator

General Public

Training for Citizens

- **Georgia Adopt-A-Stream**
  http://www.georgiaadoptastream.org/home.html

FORM A PARTNERSHIP

Contact an Environmental Organization Near You

- Directory of Georgia Environmental Education Providers
  http://www.eeingeorgia.org/page.aspx?s=5725.0.68.4863&siteid=4863&wrapid=68
- Georgia Environmental Council Member Organizations
  http://www.gecweb.org/GEC_member_orgs.htm

Event Registration Form

Please fill out the following registration form to help Rivers Alive keep accurate records on our statewide cleanup events! This information will help us keep in touch with you so that we can provide you with updates on further resources available through Rivers Alive. These include t-shirts and patches for volunteers that register before July 31st (first come first serve basis), educational posters, promotional posters and a radio PSA (Public Service Announcement) to help you advertise your event. In addition, your event may qualify for a 3 x 6 ft. banner.

Information about your cleanup will be used to help you publicize your event through this website. Please consider providing us with a website address (URL) with specific information about your cleanup event. **We will be including the following fields on our cleanup web page: First and Last Name, Association, E-mail Address, Daytime and Evening Phone Numbers, Fax Number, and the Site Specific Information.**

If you would prefer that we **not** include any of the listed fields, please click on the check box following the entry.

General information:

First Name

Last Name

Association(s) (Please include all that are applicable!!! i.e. any group or organization that you want recognized in the river cleanup publications, promotions and the final report)

Mailing Address 1

Mailing Address 2

City

State

Zip Code

E-mail Address ☐ (This is our primary means of correspondence.)

Daytime Phone Number ☐

Evening Phone Number ☐

Fax Number ☐

Event Details:

Waterway (i.e. Alcovy River, Nancy Creek, Spring Creek)

Watershed Select one Do you know your watershed?

County (or counties) of Cleanup Site

Date of Cleanup (month/day/year ie: 9/15/02)

Website Address (URL) This should be a web site where we can find specific information about your cleanup!

Are children welcome at the cleanup (yes or no)

If yes, what age range Select one

T-shirt Registration: Each year Rivers Alive has secured funding to distribute t-shirt to volunteer who participate in the program as a thank you**.** All cleanup organizers who register by July 31 qualify for free Rivers Alive t-shirts, on a first come first serve basis. However, you must submit the following information. If you are not sure of the number of volunteers at your cleanup, please make a realistic estimate. *The Rivers Alive Steering Committee reserves the right to make final decisions on all requests for quantities and sizes.*

For 2006, we are also producing patches; we piloted the idea in 2004 with much success. However we do not have funding to give every volunteer a patch and t-shirt. So only request enough patches and t-shirts so that each volunteer will walk away with ***ONE*** thank you item – a t-shirt ***or*** a patch

Total number of T-shirts you would like to receive?

Please enter quantities by each size

Adult Extra Extra Large (XXL)

Adult Extra Large (XL)

Adult Large (L)

Adult Medium (M)

Adult Small (S)

Children's Medium (M)

Children's Small (S)

2005 Rivers Alive patches

Promotional & Educational Materials:

Rivers Alive produces ***educational posters*** for students and teachers. Please enter how many ***educational posters*** you would like to receive _____ View last year's poster.

We also have ***promotional posters*** that event organizer can receive to help promote your event. Please enter how many of these ***promotional posters*** you would like to receive.
_____

Click this box if you would like to receive a Radio PSA? ☐

Thank you for being a part of Rivers Alive!

Rivers Alive

MEDICAL RELEASE & LIABILITY WAIVER FORM

Voluntary – My participation in this River Cleanup is voluntary. I will select the activities in which I will participate. I will choose activities that are within my physical capacities. I will stay away from the water if I cannot swim or if I have any open cuts.

Assumption of Risk – During this Cleanup I may, if I choose, (a) clean up stream and river banks that may be hazardous, (b) canoe in or wade in streams or rivers that may contain strong currents or uneven bottoms, (c) clean up near highways or roads that may have motor vehicle traffic, (d) cut vegetation with sharp tools, (e) pick up broken glass, rusty cans, and other potentially dangerous trash, and (f) clean up in or near a stream or river that may contain harmful pollutants, bacteria, or parasites. I assume the risks associated with these activities and realize that I could: (a) receive cuts and abrasions, (b) lose personal property such as watches or jewelry, and (c) suffer serious bodily injury.

Waiver – I release the sponsors, organizers, Cleanup volunteers, and Cleanup site property owners (as well as all of their affiliates, directors, officers, trustees, employees, representatives, or agents) from all actions or claims of any kind that relate to my participation in the Cleanup. I understand and acknowledge that this waiver binds my heirs, administrators, executors, personal representatives, and assigns.

Hold Harmless – I hold the sponsors, organizers, volunteers, and site owners harmless and indemnify them against all actions or claims (including reasonable attorneys' fees, judgments and costs) with respect to any injuries, death, or other damages or losses, resulting from my voluntary participation in the Cleanup.

Medical Treatment – If I am injured during the Cleanup, the organizers or other volunteers of the Cleanup may render medical or other services to me or request that others provide such services. By taking such action, the organizers and volunteers are not admitting any liability to provide or to continue to provide any such services and that such action is not a waiver by the organizers or volunteers of any rights under this release and waiver. Should I require transport to a medical facility as a result of my participation in the Cleanup, I am financially responsible for such transportation and medical treatment costs. If I am injured during the Cleanup, it is my responsibility to seek appropriate medical care and to notify the Cleanup organizers. I understand that this waiver will have no bearing on any worker's compensation claims that I may make as a result of my participation in this event.

Pictures – I agree that any pictures or videos taken of me or my children during the cleanup can be used by Rivers Alive for future promotional campaigns.

I UNDERSTAND AND AGREE WITH THE CONTENTS OF THIS DOCUMENT. ANY QUESTIONS I MAY HAVE HAD ABOUT THIS DOCUMENT WERE ANSWERED TO MY SATISFACTION.

_____	_____
Participant's Signature	Parent's Signature (participant is under 18)
_____	_____
Printed Name	Printed Name
Date: _____	Date: _____

Emergency Contact person:_____

Emergency Contact's phone number: _____

Rivers Alive Sign-In Sheet

Please read and review the following safety points and procedures and sign below.

1) Never work alone, remain in at least pairs.
2) Always wear work gloves, shoes and protective clothing.
3) Know the location of the first aid kit for your cleanup site.
4) Be careful when handling broken glass, sharp objects aerosol cans, and container that may contain chemical or chemical residue. When in doubt – DON'T PICK IT UP!
5) Watch out for snakes, wasp and hornets in debris piles and other vegetated areas.
6) Watch out for poison ivy and poison oak. If you are uncertain what it looks like ask the event organizer to point it out.
7) Do not disturb any large drum like containers. Report these locations to zone captain and/or event organizer.
8) Use common sense about lifting heavy objects. Get help. Don't try and remove objects that cannot be removed safely.
9) Stay clear of all and any animals in the area including dogs.
10) Report any accidents or injuries to the zone captain and/or event organizer immediately.
11) Be aware of river flow – fast moving water can be dangerous. Do not wade in water over your knees or if it has just rained.

I have read the above safety procedures that I am to follow while participating in this river cleanup. I acknowledge that I am voluntarily participating in this event and that I am responsible for my own safety. In case of emergency, pleas contact the person listed in the form.

Name & Address (PRINT)	**Person to call in case of an emergency *(Name & phone number)***	**Participants signature**

Name & Address (PRINT)	**Person to call in case of an emergency *(Name & phone number)***	**Participants signature**

Estimating Weights and Distances

The following are simple guidelines and tips to help you record “Distance Cleaned” and “Estimated Weight Collected”.

Estimating Distance Cleaned

Record the Distance Cleaned in miles

- Estimate the longest linear length that volunteers clean. Do not use area measurement such as square feet, square miles or acres.
- Use the following method to convert area measurements to linear distance

  Number of Square feet cleaned divided by 10 ft divided by 5280 ft = linear miles cleaned.

  Example: volunteer reports cleaning 1 acre
  1 acre = 43,560 sq ft
  43,560/10/ 5280 = .825 miles

Estimating Weight Collected

Record the “total Estimated Weight Collects in pounds. To help you estimate assume 1 full trash bag = 15 lbs.

Taken from the “Pocket guide to marine Debris” produced by The Ocean Conservancy, 2001

Rivers Alive – Data Collection Data

Please pick up all debris found in your waterway. **Record information for only the items listed below.**
Keep a count of your items using tick marks and enter the total in the box to the left. For example: [7] Bags: (𝍸 |)
Please turn this form into the Event Coordinator upon your completion of cleaning. Thanks!

Debris from Recreational Activities: picnics, sports/games, festivals, litter from streets/storm drains, etc.

___Bags (plastic grocery):_____

___ Balloons: _____

___ Plastic Beverage Bottles: _____

_____

___ Glass Beverage Bottles: _____

___ Aluminum Beverage Cans: _____

_____

___Bottle Caps & Lids: _____

___Clothing/Shoes: _____

___Cups/Plates/Silverware: _____

___Food wrappers/containers: _____

_____

___Pull Tabs: _____

___6-pack Holders: _____

___Shotgun shells and weapons: _____

___Straws/Stirrers:_____

___Toys: _____

Debris from Waterway Activities: Recreational fishing and boating and automobile operations

___ Bait Containers/Packaging: _____

___ Bleach/Cleaner Bottles: _____

___ Buoys/Floats: _____

___ Crab or Fish traps: _____

___ Crates:_____

___ Fishing Line: _____

___Fishing Lures/Light Sticks: _____

___ Fishing nets: _____

___Light bulb/tube: _____

___Oil/Lube Bottles: _____

___Pallets: _____

___Plastic Sheets/Tarps: _____

___Ropes:_____

___Strapping bands: _____

Smoking Related Items:

___ Cigarettes/Cigarette filters:_____

_____

_____

___Cigarette Lighter: _____

___Cigar tips: _____

___Tobacco Packaging/Wrappers: _____

General Debris:

___Appliances: _____

___Batteries: _____

___ Building materials:_____ _____

___ Car/Car parts: _____

___55 Gallon Drums: _____

___Tires:_____

Medical/Personal Items:

___Condoms: _____

___Diapers: _____

___Drug Packets/Syringes: _____

___Tampons:_____

Debris of Georgia Concern:

___ Shopping carts:_____

___ Styrofoam: _____

___ Furniture: _____

Data Sheet Instructions

Have participants work in small teams of 4 or 5 people. Have one person serve as the "data captain" or recorder while others pick up trash. This is a great job for someone who can bend over to pick up trash or supervising kids. As an item is collected, a person should call out what they found for the recorder. The recorder should place a tic mark next to the item on the data sheet. At the end of the day, tally the number of tics and place the number in the blank in front of the item name. Once completed, turn this data card into the event organizer to be tallied with other cards for the final cleanup report.

Why Collect Detailed Data?

Rivers Alive encourages you to use this data sheet to collect detailed information on what types of trash are being collected. At the local level, this information may help identify sources of trash on the waterway that can be eliminated. On a statewide level, this data can help identify where education efforts need to be concentrated in order to reduce pollution of our waterways. Globally, the data is submitted to The Ocean Conservancy and incorporated into their annual report, which has been used by EPA, the U.S. Coast Guard, the National Oceanic and Atmospheric Administration and others to identify threats facing the waters of the nation. To learn more about this worldwide effort and to download their annual report, visit *www.oceanconservancy.org* According to the United Nations Joint Group of Experts on the Scientific Aspects of Marine Pollution, in the early 1990s, land-based activities accounted for 60-80% of the world's marine pollution. This debris is carried to the ocean in part by creeks and rivers. When you consider Georgia has 70,150 miles of streams that flow to the Gulf of Mexico and the Atlantic Ocean, that is a lot of potential debris that could end up in your oceans if we don't keep your streams and rivers clean.

If your group is collecting recyclables, below are some tips on preparing your items:

Glass: Bottles, jars, and jugs. Remove tops and rinse out. Separate by color (green, brown, and clear). Labels do not need to be removed.

Bi-metals: "Tin and steel" food cans in all sizes should be rinsed out for return. Labels do not have to be removed. Most are not going to have useable paper to recycle.

Plastics: There are two common types of recyclable plastic. Containers need to be cleaned and flattened. Tops have to be removed, but labels do not.

1. PETE (polyethylene terephthalate)—soda and other "soft plastic" bottles.
2. HDPE (high-density polyethylene)—plastic milk, water, juice, and some other "hard plastic" bottles.

Metals: Aluminum cans, radiators, appliances, and scrap metals (iron, aluminum, brass, copper, zinc, lead, stainless steel). Higher prices are normally paid for these materials when returned clean.

Auto Batteries: Batteries are a hazardous waste and are illegal to landfill in most areas. Take old batteries to a buy-back center, service center, or auto parts retailer. Do not ever throw batteries away!

Used oil: Used motor oil should be taken to a local service station or oil collection center. Do not contaminate the oil with any other substances.

Tires: Landfills will not always accept tires or may charge a fee. Try to partner with your local government to accept the tires free of charge. If there is not a tire processor in your area, visit EPD's website at *www.gaepd.org* or call 404-363-7027.

Event Final Tally Form

Help Rivers Alive keep accurate records on our statewide cleanup event! Please fill out the following final tally form. This information will help us document the successes of Rivers Alive. Please be sure to include what items you found and how many. The results from our cleanup tally forms will be documented on our web page, in Rivers Alive publications and in the Annual Report. No personal information will be included. Please don't forget to include all "associations" (groups) that assisted in your cleanup and that you would like to have recognized by Rivers Alive.

General information

First Name

Last Name

Association(s) (Please include all that are applicable!!! i.e. any group or organization that you want recognized in the river cleanup publications, promotions and the final report)

Mailing Address 1

Mailing Address 2

City

State GA

Zip Code

E-mail Address

Daytime Phone Number

Evening Phone Number

Fax Number

Include the following information about your specific cleanup

Waterway (i.e. Alcovy River, Nancy Creek, Spring Creek)

Watershed Select one Do know your watershed? Check out our map page.

County (or counties) of Cleanup Site

Date of Cleanup _____ (month/day/year ie. 9/15/03)

Final Tally Documentation

Number of participants _____ please enter a number

Total volunteer hours worked _____ please enter a number

Number of bags (or dumpsters) of trash collected _____ please enter a number

(or) dump trucks _____ please enter a number

(or) pounds/tons of garbage _____ please enter a number

Please check off which items you found and the overall total number of items collected. For example: ☑ Aluminum Beverage Cans 47

Debris from Recreational Activities: picnic, sports/games, festivals, litter from streets/storm drains/parking lots:

☐ Bags _____

☐ Balloons _____

☐ Plastic Beverage Bottles _____

☐ Glass Beverage Bottles _____

☐ Aluminum Beverage Cans _____

☐ Bottle Caps & Lids _____

☐ Clothing & shoes _____

☐ Cups/Plates/Silverware _____

☐ Food Wrappers/Containers _____

☐ Pull Tabs _____

☐ 6-Pack Holders _____

☐ Shotgun shells and weapons _____

☐ Straws/Stirrers _____

☐ Children's Toys _____

Debris from Recreational Activities:

Bait Containers/Packaging ☐
Bleach/Cleaner Bottles ☐

Buoys/Floats ☐
Crab traps or fishing traps ☐
Crates ☐
Fishing Line ☐
Fishing Lures & Light Sticks ☐
Fishing Nets ☐
Light Bulbs ☐
Oil/Lube Bottles ☐
Pallets ☐
Plastic Sheets/Tarps ☐
Rope ☐
Strapping Bands ☐

Smoking Related Items:

Cigarettes ☐
Cigarette Lighter ☐
Cigar Tips ☐
Tobacco Packaging/wrappers ☐

General Debris:

Appliances ☐
Batteries ☐
Building Materials ☐
Cars & Car Parts ☐
55 Gallon Drums ☐
Tires ☐

Medical and Personal Items:

Condoms ☐

Diapers ☐

Drug Packets/Syringes ☐

Tampons ☐

Georgia Specific Items:

Shopping Carts ☐

Styrofoam ☐

Furniture ☐

Most common item collected

Most unusual item collected

Money raised from recycled items (optional)

Number of river/lake/wetland/shoreline miles cleaned (estimate) please enter a number

Additional Information (Valuable information that will assist in documenting the effectiveness of our program)

Would you consider the event a success?

What suggestions do you have that would improve future cleanup events?

Did the supplementary materials (posters, video PSA, local sponsorship request letter, T-shirt) assist your cleanup? i.e. assist in locating and attracting volunteers, advertising the event, etc.

Describe your event and the effects it had on your community. Were educational activities a part of your cleanup (describe)?

Did you receive support for your local event - grants, funding, donation of materials, food, refreshments, etc. Can you place a monetary number on the contributions you received? (Not necessary information, but helps us understand the type of support these cleanups are garnering.)

Please submit all materials and photographs to Anne Prusak (anne_prusak@dnr.state.ga.us) by ***NOVEMBER 15th***

Rivers Alive C/O Anne Prusak
GA Adopt-A-Stream
Environmental Protection Division
4220 International Parkway
Suite 101
Atlanta, GA 30354

Submit Reset

Thank you for being a part of Rivers Alive!

WHAT TO RECYCLE AND HOW TO PREPARE IT

- ***Glass**:* Bottles, jars, and jugs. Remove tops and rinse out. Separate by color (green, brown, and clear). Labels do not need to be removed.
- ***Bi-metals**:* "Tin and steel" food cans in all sizes should be rinsed out for return. Labels do not have to be removed.
- ***Papers:*** Recycle by grade. Computer, office file stock, newsprint, and corrugated cardboard.
- ***Plastics**:* There are two common types of recyclable plastic. Containers need to be cleaned and flattened. Tops have to be removed, but labels do not.
  1. PETE (polyethylene terephthalate)—soda and other "soft plastic" bottles.
  2. HDPE (high-density polyethylene)—plastic milk, water, juice, and some other "hard plastic" bottles.
- ***Metals:*** Aluminum cans, radiators, appliances, and scrap metals (iron, aluminum, brass, copper, zinc, lead, stainless steel). Higher prices are normally paid for these materials when returned clean.
- ***Auto Batteries**:* Batteries are a hazardous waste and are illegal to landfill in most areas. Take old batteries to a buy-back center, service center, or auto parts retailer. Do not ever throw batteries away!
- ***Used oil:*** Used motor oil should be taken to a local service station or oil collection center. Do not contaminate the oil with any other substances.
- ***Organic wastes:*** Vegetable scraps, leaves, yard brush, and grass clippings can be composted for soil conditioning or mulching instead of taking up valuable landfill space. Contact your County Extension Office or Soil Conservation District for more information about home composting.

WHERE TO RECYCLE IT

Recyclables can be returned to:

- *buy-back centers*, which pay current prices for materials,
- *drop-off or convenience centers*, where you can drop off your recyclables alongside regular solid waste, or various
- *charitable organizations*, which collect them for fundraisers.

To locate your nearest recycling centers, visit *http://earth911.org/*

IMPORTANT CONTACT NUMBERS

Georgia Adopt-A-Stream	404-675-1635
http://www.georgiaadoptastream.org/home.html	
Department of Community Affairs	404-679-4840
http://www.dca.state.ga.us/	
Keep Georgia Beautiful	404-679-4910
http://www.KeepGeorgiaBeautiful.org	
Pollution Prevention Assistance Division	404-651-5120
http://www.p2ad.org/	
Wildlife Resources Division	770-918-6400
http://georgiawildlife.dnr.state.ga.us	
Environmental Protection Division	404-657-5947 or 1-888-EPD-5947
http://www.gaepd.org/	
Air Protection Branch	404-363-7000
Hazardous Waste Management Branch	404-656-7802
Watershed Protection Branch	404-675-6232
Industrial Wastewater Unit	404-362-2680
Solid Waste Management Program	404-362-2692
EPD's Scrap Tire Program	404-363-7027
EPD Emergency Response	404-656-4863 or 1-800-241-4113
Sewage Spill	404-362-2680
Water Resources Management	404-656-3094
GA Soil and Water Conservation Commission	706-542-3065
Natural Resources Conservation Service	706-546-2272
http://www.ga.nrcs.usda.gov/	
U.S. Army Corps of Engineers, Environmental Division	202-528-4285
https://eko.usace.army.mil/usacecop/pub/ecop/	
EPA Acid Rain Hotline	202-343-9620