

Guidelines for Cleanup Event Coordinators



A step by step guide for making a successful Cleanup Event in our community.

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Introduction

Organizing a Cleanup

The City of Porterville can assist you in organizing a cleanup event in our community. This guide will outline a step-by-step process you can follow to make your event a success. City Public Works staff can also be contacted directly at (559)782-7514 to assist you during your planning stages.

Step 1 – Survey the Cleanup Site

Assess the area being cleaned to estimate the number of volunteers and additional support needed. Obtain prior authorization from the owner if the area is private property. City staff can assist cleanup organizer/organization obtain authorization from the property owner. When assessing the area, please note and document the following:

- Amount and types of trash
- Situations requiring special tools or equipment
- Safety concerns
- Hazardous waste (see Appendix A)
- Estimate the number of volunteers needed
- Precise location where cleanup will take place
- Take photos of site before cleanup

Step 2 – Organize a Group of Volunteers

Find volunteers in the community that value a clean and healthy environment. Share the information gathered with community members. Emphasize the importance of working together to keep the community clean. Outreach to community businesses and government agencies for additional assistance. After establishing a group of volunteers choose a cleanup date and time. We recommend organizing cleanups between the months of April through October to avoid rain and cold weather. Consider more than one cleanup attempt if the site being cleaned is a large area.

Step 3 – Obtain Permission to Enter the Property

Prior to cleanup, permission must be obtained from owner to enter private property. The owner must sign a form prior to cleanup that authorizes entrance into the premises. Owners must be willing to sign proper authorization forms for cleanup to be approved. The property owner is not obligated to grant additional cleanup dates if cleanup is not successfully completed in one day.

Step 4 – Assess the Site for Cleanup

Setup an appointment with the property owner to assess the area with the owner. Walk with the owner through the area and note any special tools or equipment needed to remove waste. Take photos of site before cleanup and note any safety concerns. Coordinate with City Refuse to identify recycling opportunities and contact a local scrap hauler to get an estimate of trash that could be diverted from landfill disposal.

Estimate the amount of waste that will be collected to ensure the right size dumpster is obtained for the cleanup. Locate an accessible area where the dumpster can be placed and easily removed.

The safety of the volunteers should always be a priority. If cleaning is taking place next to an open road, ensure the safety of volunteers. Find safe parking areas for volunteers prior to the cleanup.

Step 5 – Secure Waste Disposal Coupon if applicable

Ensure that all waste collected from the cleanup site is properly removed and disposed of according to its classification (Recyclable, Green Waste, General Refuse). When organizing the cleanup contact the local scrap haulers, landfills, and transfer stations that handle collected waste on a regular basis. They can provide additional information of proper waste disposal that follow local and state guidelines.

Step 6 – Obtain Cleanup Supplies

Seek donations from volunteers and local businesses to assist with cleanup efforts. Consider having the following supplies available at cleanup site:

- Heavy duty work gloves – These gloves will protect from broken glass, sharp objects, grime, and weeds.
- Non-Latex gloves – Ideal for wet and muddy cleanup areas.

- Hand Sanitizer – Sanitizer should be available for anyone volunteering at the site.
- Safety vest – Makes volunteers visible and identifiable to the public.
- Safety signs – Signs that direct vehicles entering the cleanup site. Safety signs that make the public aware of hazards.
- First aid kit – In case of a minor injury a first aid kit should be available at site.
- Cell phone – In case of any unforeseen event a phone should be available to communicate with emergency services.
- Shovel, rake, and pitchfork – Facilitates the cleanup of broken items such as glass and drywall.
- Ropes and straps – Useful for pulling and tying large items.
- Buckets – Facilitates the transportation of broken items and reduces the amount of plastic bags used.
- Large trash bags – The ideal trash bag should be sturdy and holds more than 30 lbs.
- Caution tape – Ideal for marking restricted and dangerous areas.
- Water bottles for volunteers.

Step 7 – The Day of the Cleanup

Pre Cleanup Responsibilities

- Place signs around the cleanup site.
- Mark restricted or hazardous areas with caution tape.
- Identify and mark loading areas.
- Assign job duties to volunteers according to their capabilities.
- Identify trash, recyclables, and hazardous materials prior to cleanup.
- Make sure all volunteers sign release of liability waiver (see Appendix E).
- Review cleanup strategy with volunteers.
- Answer any questions from volunteers regarding cleanup strategy.
- Make sure all volunteers sign-in (see Appendix G).
- Inform volunteers where first aid kit, cell phone, water, and other items are located.
- If minors are volunteering, parents must sign Guardian’s release of liability form (see Appendix F).
- Distribute safety vest, gloves, face masks, and trash bags or buckets.

Cleanup Wrap-up

- Complete the cleanup event on time.
- Gather volunteers and thank them.
- Verify that volunteers vacate site, if working on private property. - Account for all volunteers, if working on public property - Announce if additional cleaning dates will be necessary.
- Collect signs and supplies.
- Inspect for any stray items.
- Take pictures of area after cleanup.

Step 8 – Post Cleanup

The following should be done post cleanup

- Verify that the waste has been hauled or picked up from site.
- Return any supplies borrowed.
- Keep information of volunteers for future cleanup events.
- Thank donors and volunteers for their support and help.
- Return Copy of Disposal Coupon to Public Works for processing and record of efforts.

Appendices

Appendix A: Hazardous Waste

Porterville Household Hazardous Waste Collection

Location: 555 N. Prospect Street

Phone: 559-782-7514

Hours of Operation: 3rd Saturday of the Month 8am-12noon

Accepts the Following materials:

- Antifreeze
- Batteries
- Latex Paint
- Oil and Oil Filters
- Fluorescent Lamps
- E-Waste

Appendix B: Sample Disposal Coupon

SAMPLE

DISPOSAL COUPON Coupon # D00-030621

This Coupon authorizes the **free disposal of materials collected and delivered** to the Tulare County Teapot Dome Landfill located at 21063 Avenue 128 in Porterville during normal facility hours. **The coupon is valid for one load only.**

Name/Organization: _____

Estimated Date of Clean-up: _____ Estimated Tonnage: _____ Ton

Description of Waste: _____

Location of Clean-up: _____

Anticipated Disposal Site: _____

City Staff Issuing Coupon: _____

Signature: _____ Issue Date: _____

LEGAL STATEMENT: *I/We certify that this disposal coupon has been redeemed in accordance with all rules and regulations listed above as well as all policies and procedures governing the Disposal Coupon Program not listed. If it is determined by the City of Porterville that this coupon has been redeemed under pretenses not in line with the Disposal Coupon Rules, I/We, by signing below, accept full financial responsibility for reimbursing the Tulare County Landfill for any or all disposal costs associated with improper redemption of this coupon.*

Signature of Authorized Representative: _____

Name of Individual or Organization: _____

Address: _____

City: _____ State _____ Zip: _____ Email: _____

Contact Person: _____ Phone Number: _____

ID# _____ License Plate#: _____

EXAMPLE OF COUPON WOULD GO ON THIS PAGE

Coupon Number:

D01-030621

Valid for fifteen (15) days from date of issue

Appendix C: Disposal Coupon Rules

The City of Porterville and the Tulare County Teapot Dome Landfill reserve the right to refuse acceptance of this coupon at any time.

Disposal Coupon Rules

- Coupons can only be used for the following purposes: Pre-Authorized Porterville community clean up events.
- Coupons expire fifteen (15) calendar days after date of issue.
- Coupon recipients are limited to a maximum of two (2) coupons per cleanup site/event
- Disposal coupon(s) may be issued to a particular location only once per year (organizations can conduct multiple clean-up events but the same site can only receive coupon(s) one (1) time per year).
- All coupon recipients must not infringe upon the franchise rights of any solid waste hauler.
- Disposal coupons are not redeemable by franchise waste haulers or other commercial haulers.
- Areas served by the "Adopt-A-Highway" or "Adopt-A-Road" are not eligible for disposal coupon(s).

Disposal Coupon Recipient Responsibilities

- Recipients of disposal coupons must redeem coupon(s) at Tulare County Landfill
- Recipients must adhere to covering/tarping requirements.
- Recipients must complete the bottom portion of the disposal coupon form including:
 - ✓ Signature of authorized representative accepting provisions of legal statement Printed name of individual or organization
 - ✓ Address of individual or organization
 - ✓ Contact name of individual or organization
 - ✓ Phone number, including area code, of contact
 - ✓ Identification information, either driver's license or other government issued, of contact
 - ✓ License plate number of vehicle used to transport waste to disposal site
 - ✓ Return a Copy of processed Disposal Coupon to Public Works
- Recipient must surrender coupon to landfill attendant at time of redemption

Appendix D: Sample Release of Liability Form

Community Cleanup Event

Date: _____, 20__

Place: _____

Hold Harmless & Release Agreement

With full knowledge, comprehension and understanding I voluntarily accept and assume all risk involved in the participation in this community cleanup event on [date_____,place_____]. In consideration of our respective acceptance of my participation, I do hereby hold harmless and release and forever discharge the CITY OF PORTERVILLE, its supervisors, officers, employees, agents, volunteers and event participants connected with community cleanup event activities, from all liabilities arising from any and all injuries or any damages whatsoever.

Name of Participant

Date

Signature

Date

Emergency Contact

Phone Number

Appendix E: Sample Guardian's Release of Liability Form

Community Cleanup Event

Date: _____, 20__

Place: _____

Guardian's Release and Hold Harmless Agreement

In consideration of being allowed to participate in the community cleanup program and/or permitted to enter for any purpose any restricted area (defined as any area where admittance to the general public is prohibited) I, _____, the parent(s) and/or legal guardian(s) of the minor named below, agree to assume all risk of any kind of injury or damage my child, _____, may receive or sustain as a result of participation, including property loss, property damage, personal injury or death.

By my signature below, I acknowledge my understanding of this Release and Hold Harmless Agreement and confirm that:

1. As the parent(s) and/or legal guardian(s), it is my responsibility to instruct the minor participant if he or she believes anything is unsafe, the participant should immediately advise the officials of such condition and refuse to participate.
2. The above-named minor may, during the course of the program participate in the following activities; fundamental cleaning, sweeping, picking up, painting, washing, trash disposal, lifting, pulling, walking, bending, general improvements of grounds, grass, shrubs, sand, gravel, walls, signs buildings, pavement etc.
3. I grant permission for the above-named minor to receive medical treatment for any injuries and illnesses sustained or experienced during his/her participation in community cleanup program activities, included but not limited to emergency first aid, emergency transport to a medical facility, and emergency treatment by medical personnel onsite or at a medical facility.

I KNOWINGLY AND FREELY ASSUME ALL RISKS, BOTH KNOWN AND UNKNOWN, AND HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS, FOR MYSELF, THE ABOVE NAMED MINOR AND OUR HEIRS, ASSIGNS AND NEXT OF KIN, THE CITY OF PORTERVILLE AND EACH OF THEIR SUPERVISORS, DIRECTORS, TRUSTEES, OFFICERS, EMPLOYEES AND VOLUNTEERS WITH RESPECT TO ANY AND ALL INJURY, DISABLIITY, DEATH, OR LOSS OR DAMAGE, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASE OR OTHERWISE, TO THE FULLEST EXTENT PERMITTED BY LAW.

I/We have read, understand and agree to the above:

Name of Minor

(Date)

Parent(s) and/or Legal Guardian(s) of above Minor

(Date)

Emergency Contact

Phone Number

Appendix F: Sample Volunteer Sign-In Sheet

Event: _____ Date: _____ Coordinator: _____ Event Hours: _____

CITY OF PORTERVILLE SPECIAL EVENT SIGN-IN FORM

ALL VOLUNTEERS—PLEASE READ THE FOLLOWING PARAGRAPH BEFORE SIGNING YOUR NAME AND PROVIDING THE REQUESTED INFORMATION. THANK YOU!

As a volunteer, I agree to perform the tasks outlined for this special event assignment, to the best of my ability; to accept supervision and maintain confidentiality; to observe safety guidelines and other rules and policies of the City of Porterville; to strive to help the City meet its goals and objectives. I understand and acknowledge that I am not an employee of the City of Porterville and as such, am ineligible for salary benefits or any other type of compensation from the City arising from the services I am voluntarily providing. It is understood that this agreement is made at mutual convenience and may be ended at any time by either the volunteer or the City. I further agree to hold the City, its agents, officers, and employees harmless from and against any and all costs, expenses or liabilities incurred as a result of any claim, suit, lien or other legal proceeding (including attorney's fees) against the City resulting from my activities at this event.

PRINTED NAME	ADDRESS, CITY, ZIP	PHONE#	EMAIL	EMERGENCY CONTACT INFO (NAME, & PHONE #)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____