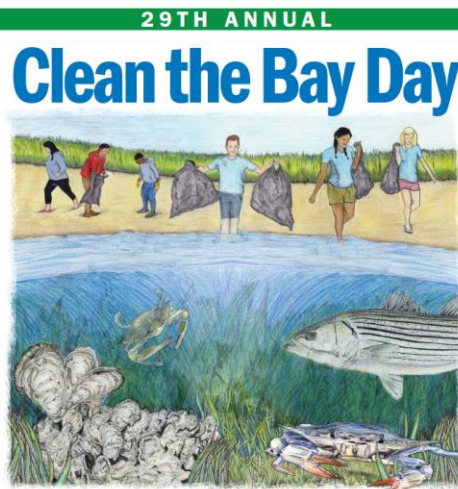


29th Annual Clean the Bay Day

2017 ZONE CAPTAIN'S GUIDE



Thank you for stepping up. Your leadership will make this another incredibly productive and successful Clean the Bay Day.

This packet contains crucial information you will want to read before your event. But please keep these top priority items in mind:

- 1) Safety first. As a Zone Captain, you are the leader of your site. Rather than picking up debris, you should be focused on assisting and monitoring volunteers. Their safety, comfort and positive experience is the top priority.
- 2) Data Collection is simple, but must be properly reported. **Please compose an accurate ZONE CAPTAIN REPORT, with special attention paid to A) number of volunteers, B) estimated distance cleaned and C) estimated weight of debris.**
- 3) Please report/relay this information to your coordinator *as soon as possible* after your cleanup, **no later than 2:00pm on Clean the Bay Day.**
- 4) **Volunteer registration is a higher priority than ever before:** If necessary, assign a Registration Captain (details inside) to assist you and **make sure *everyone* signs in on the blue form and *legibly* records their contact information.** The blue registration form ensures liability is covered and that we may thank and reward these awesome volunteers.
- 5) Take care of those blue registration forms and return them - along with your Zone Captain Report, Volunteer Data Cards and any other Clean the Bay Day materials or supplies - to your local contact **no later than Friday June 9.**
- 6) BE SAFE AND HAVE FUN!

An online version of our zone captain training can be found at

<https://www.youtube.com/watch?v=j6ifov3NqzM>

Your Local Contact is _____

Phone _____ E-mail _____

THANK YOU so much for your efforts to help SAVE THE BAY!!



CHESAPEAKE BAY FOUNDATION
Saving a National Treasure

Tanner Council, Clean the Bay Day Coordinator (tcouncil@cbf.org, 757.622.1964)

Chesapeake Bay Foundation, Hampton Roads Office – 142 W. York Street, Suite 618, Norfolk, VA 23510

757/622.1964 – Fax 757/622.7861 – www.cbf.org

Zone Captain's Guide

Advance Preparation for Day of the Cleanup

I. Site Inspection

- A. Visit your assigned zone. Note: for **new sites**, identify the area to be cleaned and contact your city/county coordinator to receive official zone designation.
- B. The zone should be an area that needs to be cleaned.
- C. Confirm that the zone is not a habitat for nesting birds or considered to be a sensitive habitat area. This information may be available from state or federal conservation agencies. Contact your local wetlands board, conservation group or your city/county coordinator. Please clearly mark sensitive areas so volunteers will avoid them.
- D. Inspect the site carefully for **dangerous, hazardous or infectious materials**. These include oil containers, large drums, containers of chemicals, explosives or medical waste (needles, e.g.), etc. If any of these is found, contact your city/county coordinator for appropriate action. **Volunteers are not to handle any of these materials.**
- E. The zone should be safely accessible by foot or by boat.
- F. At the zone, there should be one access point that will serve as a check-in area. On the day of the cleanup this will serve as the processing point for all volunteers to receive cleanup and safety instructions, sign "Clean the Bay Day Safety Tips/Volunteer Sign-in" and any other release forms, and receive supplies (trash bags, Data Cards, etc.)
- G. Parking and restroom facilities should be on site or in close proximity to the site.
- H. If conducting a waterway cleanup, the check-in point should be located at a marina or loading ramp.
- I. If the zone is on private property, be sure to have the property owner's written permission to conduct a cleanup.

II. Recruit Volunteers

- A. Determine the number of volunteers needed to clean up the area designated for cleaning. Remember that at each zone there should be a check-in point. Be sure to get enough help to complete the cleanup within a three-hour time period.
- B. You can help recruit volunteers for your zone. Contact your city/county coordinator for a list of volunteers. In addition, local scout troops, military commands, civic groups, businesses, schools and churches are excellent volunteer sources. Remember to ask your family and neighbors!
- C. Distribute posters, which can be obtained from your city/county coordinator. You may list your name and phone number on the poster as a contact.
- D. Maintain a list of people who have expressed an interest in the cleanup. From this list you will have an idea of how many trash bags and Data Cards to request. If more volunteers than are needed respond, notify your city/county coordinator, who will assign the extra volunteers to another zone.
- E. **A responsible adult must accompany and directly supervise all children under 18. All children under 18 who are not accompanied and supervised by their parent or guardian must turn in a "Clean the Bay Day Parental Permission" form completed and signed by a parent or guardian.** See form attached to end of this Guide.

- F. As volunteers are recruited, they should receive the following information:
 - 1. Proper attire – boots or closed-toe shoes and clothing appropriate for weather and site conditions. Bring work gloves to wear at all times. Long pants, long-sleeved shirts and hats are recommended.
 - 2. Bring sunscreen, bug repellent, water, allergy medication and pencils.
 - 3. Information for ordering Clean the Bay Day T-shirts and commemorative patches.

III. Advance Arrangements for Pick-Up and Disposal of Collected Trash

- A. Arrangements must be made in advance for pick-up and proper disposal of the collected debris. Debris pick-up sites must be identified in advance and receive approval from the city/county coordinator.
- B. Your city/county coordinator will discuss with you the local community guidelines concerning recyclable items. In general, the trash you will collect is too dirty to recycle; therefore, recycling is not a high priority during the cleanup.
- C. City/county waste management personnel, public hauling companies, or individual volunteers with trucks are options for pick-up and proper disposal of collected debris. Contact your city/county coordinator for help in making the arrangements appropriate to your site.
- D. If debris is to be disposed of by a hauling company or a private citizen, confirm that the debris is disposed of properly. We don't want to have to pick it up again next year!

IV. On-site Supplies

- A. Study the list below and contact your city/county coordinator as early as possible to determine what supplies are provided by the city/county. You will be asked to attend a **Zone Captain's training meeting** during which instructions are provided and supplies distributed. Be prepared in advance of the meeting to give the city/county coordinator the amounts you will need. The number of volunteers registered plus 1/3 is a good estimate for numbers of trash bags and Data Cards you will need.
- B. **Trash bags, Data Cards, Safety Tips/Volunteer Sign-in, Parental Permission forms, and Zone Captain's Report forms** will be distributed through your city/county coordinator.
- C. **Gloves.** Be sure to remind all volunteers to bring work gloves. This is the most important safety precaution. If your coordinator cannot provide some extra pairs for your site, you might get these donated by garden or discount stores or hospitals. Offer store management a Clean the Bay Day poster to place in their store – it promotes the event and adds legitimacy to your request.
- D. **Pencils and Pens.** These are necessary for recording the data from the collections. Pencils can be brought by the volunteers or donated. Golf courses may be willing to donate short pencils with their names on them for free advertising. **Pens** are preferred for sign-in on "Safety Tips/Volunteer Sign-in" sheets.
- E. **Clipboards.** Several clipboards make it easier for volunteers to fill out the Data Cards.
- F. **Scale.** The weight of the debris is important statistical information for use later in determining strategies to address the litter problem. Therefore, the total weight of debris found in each zone must be recorded. A fishing scale on which to hang the trash bags or a bath scale will work well. For bulk items your best estimate will do. If scales are not available, estimate as suggested on Data Cards and Zone Captain's Report forms.
- G. **Flagging material and stakes.** These are used to identify and mark sensitive habitat areas. Your local conservation agencies may be good sources for the materials to protect these areas.

On the Day of the Cleanup

I. Site Preparation

- A. Mark with flagging as necessary any sensitive habitat areas, such as dunes or nesting bird sites.
- B. Set up a checkpoint where volunteers register by signing “Clean the Bay Day Safety Tips/Volunteer Sign-in” and “Parental Permission” forms are collected. In order to speed up the process, set up the checkpoint to handle several lines of volunteers at one time. It should be visible and accessible from the road.

II. Registration and Training of Volunteers – designate a Registration Assistant ahead of time.

- A. As volunteers arrive, have them register and complete the “Clean the Bay Day Safety Tips/Volunteer Sign-in” and other forms. **One member of a family should sign in for the entire family as indicated on the first line of “Safety Tips/Volunteer Sign-in”.** This form is to be signed by adult volunteers only. **Be sure to collect signed “Parental Permission Forms”** for children under 18 who are not accompanied by their parent/guardian. Scout or other group leaders may turn in the forms in a batch for the group. Documentation of names, addresses, and phone numbers is helpful in tracking volunteers at the site and filling in missing information on the Data Cards.
- B. Give the volunteers a short but thorough briefing, using the “Clean the Bay Day Volunteer Training” at the end of this Guide.

III. Distribution of Supplies and Assignment of Volunteers

- A. Distribute trash bags, Data Cards, clipboards, pencils/pens, and gloves, if available.
- B. Suggestion - organize volunteers into teams of two or three, with one or two people picking up the trash and calling out the description, while the other team member records the information onto Data Cards.
- C. Assign different parts of the shoreline to different groups. This way all areas of the shoreline will be cleaned. In some areas, placing markers every 1/8 mile of shoreline may be helpful, depending on the length of the shoreline and the estimated number of volunteers.
- D. Have volunteers begin at the far end of their area of the zone and work back toward the Zone Captain’s check-in site.

III. During the Cleanup

- A. **Oversee volunteers as they work** – ensure that they have the supplies they need and are working in a safe manner. Instruct volunteers to “check out” with you at the end of the end of the cleanup to ensure that all are accounted for. **Thank the volunteers as they work, and especially when they finish!**
- B. Weigh and record the weight of all trash. Estimate the weight of larger items that can’t be weighed, using guidelines on Data Cards. Include this in the total weight collected.
- C. Collect all Data Cards and check for completeness.
- D. **Arrange for photos to be taken during the cleanup.** Concentrate on entangled animals, strange debris, and the volunteers working hard. These photos can be used for local press photos, and some can be returned with the Data Cards to be used in the report.

- E. It is always nice to have a cold drink after a hard day of data collection. Maybe some refreshments can be arranged. Cold water is always welcome.

IV. After the Cleanup

- A. Account for your volunteers--don't lose anybody. **THANK YOUR VOLUNTEERS AGAIN.**
- B. Remove all flagging materials, signs, etc. and take down the check-in point.
- C. Before 2:00 p.m. on the day of the clean-up, telephone the following information to your city/county coordinator:
 - 1. Identify zone.
 - 2. How many volunteers?
 - 3. Of these, how many volunteers are active military?
 - 4. How many pounds collected?
 - 5. How many miles of beach/waterway cleaned?
 - 6. What was the most common item of debris collected?
 - 7. What was the most unusual item found in your zone?Note: This information comes from the Data Cards and is sought by the news media.
- D. Complete the **“Zone Captain’s Report”** and return it, all data cards, “Clean the Bay Day Safety Tips/Sign-in sheets, “Parental Permission” forms, and extra supplies to your Local Coordinator **the day of the cleanup or no later than 1 week after Clean the Bay Day.**

Clean the Bay Day Volunteer Training

I. The Environmental Importance of Clean the Bay Day – make a few of these points to your volunteers to strengthen the sense of contribution volunteers are making to help Save the Bay.

- A. The immediate impact of the cleanup is making a safer habitat for animals and ensuring that the debris collected today won't reach the Bay.
- B. Debris is a public eyesore and nuisance.
- C. Shoreline litter can be harmful to wildlife and a source of water pollution.
- D. Litter and debris can clog wetlands and reduce their effectiveness as buffers for runoff and as shelter for wildlife.
- E. Plastic bags and balloons in the water can be mistaken for food by marine creatures and ingested with potentially deadly results.
- F. Marine debris such as abandoned boats and old engines can be hazards to boaters and swimmers.
- G. Litter is only the visible pollution degrading waterways in Hampton Roads. More widespread and harmful are unseen pollutants – toxic chemicals, nutrients, bacteria and sediments – that daily run off the land into the Bay, doing significant harm to crabs, oysters and fish.
- H. Clean the Bay Day is an opportunity for citizens to become better stewards of the environment by getting personally involved in water pollution issues.
- I. Picking up litter is a great first step, as it demonstrates a willingness to get involved and take ownership of local streams.

II. The Importance of Good Data Collection

Please fill out Data Cards completely. Data collection is a crucial part of any cleanup – it helps us to stop pollution at its sources. Trash removal is, unfortunately, only temporary; but careful data collection helps us find permanent solutions to pollution problems.

III. Protecting the Habitat

- A. If there is trash in sensitive habitat areas, get only what can be reached from outside the flagging. The damage caused by intrusion into sensitive areas could be worse than leaving the trash in place.
- B. All natural items such as driftwood and sea life should be left in place.

IV. Safety Tips for All Volunteers

All volunteers over 18 must read the “Clean the Bay Day Safety Tips/Volunteer Sign-in” form in order to participate in Clean the Bay Day. Adults will review the form with children under their supervision. One member of a family should sign for the entire family as shown on the first line of the form. Children under 18 must be supervised by a parent/guardian or designated adult. Children under 18 who are not accompanied and supervised by their parent/guardian must have a completed “Clean the Bay Day Parental Permission” form. This signed form is to be turned in to the designated adult or group leader or given directly to the Zone Captain on the day of the Event. Group leaders will give all forms for the group to the Zone Captain. Review the safety information with on-site volunteers.

Please remember that each participant is responsible for his or her own safety and the safety of any children under 18 under his or her supervision. Use common sense and do only what you can safely do. Don't touch anything that appears to be a dangerous, hazardous or infectious material. This includes oil containers, large drums, medical waste, chemicals, explosives, etc. If you see unsafe behavior or have a concern of any kind, notify your Zone Captain immediately.

- Use safety equipment. Always wear gloves. Wear safety vests when near roads. Avoid traffic; move aside if a car is coming. Don't distract others, especially near a road.
- Wear boots or closed-toe shoes and clothing appropriate to weather and site conditions. Long pants, long-sleeved shirts, hats, sunscreen, and bug repellent are recommended. Do not enter areas unsafe for the footwear or clothing you're wearing.

- Use buckets, not bags, to store sharp objects like broken glass, metal strips, or sticks. Avoid picking up sharp objects with your hands--use a trowel.
- Don't overfill trash bags. Wheelbarrows are helpful to carry bags.
- Be alert at all times. Watch where you step. Avoid holes or obstacles that could cause loss of balance. If an area looks unsafe--work around it.
- Stay away from areas that may house bees, wasps, snakes, or other potentially dangerous animals. If you have allergies to bee stings, etc., notify your Zone Captain and have your medicine with you in case of a reaction.
- Use safe methods in lifting anything. Bend with your knees and avoid overreaching.
- All children must be accompanied by a parent, guardian, or designated adult and must be supervised by him or her at all times. (It's your decision whether or not to involve children under your supervision.)
- Don't overextend yourself. Take breaks as needed. Drink plenty of fluids.

V. Additional Safety Tips for Boaters

- A. **If you are in a boat, you must observe all appropriate and required safety precautions and standards; in addition, you must wear a life preserver at all times.**
- B. Don't overload any vessel and remember that trash will add weight.
- C. If a boater intends to step out of his vessel to retrieve trash, he should be certain that the bottom will support him.
- D. Boaters should carry sunscreen and insect repellent.
- E. Boaters should be mindful of hidden stumps and obstructions commonly found underwater along shorelines and of other hazards such as hanging vines and limbs.
- F. Be sure that the Zone Captains know where you will be working and how many people are in your boat.
- G. Know the tide schedule for the area you will be working to ensure you will be able to negotiate safely during the time you will be working.

VI. Additional Safety Tips for Divers

If you are a diver, you must be certified to use SCUBA equipment by a recognized organization (e.g., PADI, NAUI, YMCA) in order to participate in Clean the Bay Day. You must observe all appropriate and required safety precautions and standards. As on any dive, safety and preparation should be your primary concerns.

- A. Wear all equipment required for safe SCUBA diving, including buoyancy compensating device (BCD) and alternate air source.
- B. Always dive with a buddy, and inspect each other's equipment, review communications and agree on time and depth limits prior to the dive.
- C. Carry a dive knife to cut away old line, rope or netting that might get caught on your own or your buddy's equipment.
- D. Do not attempt to salvage heavy or dangerous objects, and never use your BCD as a lifting device.
- A. Do not approach 55-gallon drums. They may contain hazardous or toxic materials.
- B. Make slow ascents, never faster than 30 feet per minute.
- C. Respect diving flag laws.
- D. Avoid hazardous areas, such as contaminated water and heavy boating traffic.
- E. Participate in an orientation session before going out to become familiar with the area.
- F. Wear gloves to protect your hands from debris.

Recruit several non-divers to come along with your group and stay on shore to fill out Data Cards. Bring all of the trash you collect out of the water so that it can be catalogued on the Data Cards.

Clean the Bay Day 2017

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*And thank YOU, Zone Captain, for your leadership in
the 29th Annual Clean the Bay Day!*

This wonderful program simply does not work without you!

THANK YOU