

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 need to read before the event.

Advance Preparation for Day of the Cleanup

1. Site Inspection

- a. Visit your assigned zone. Note: for **new sites**, identify the area to be cleaned and contact your local 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 local 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 local 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.

2. Recruit Volunteers

- a. You can help recruit volunteers for your zone. Contact your local 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!
- b. Direct new volunteers to the proper registration site, **all volunteers need to be registered through cbf.org/clean.**
- c. Distribute posters, which can be obtained from your local coordinator.

3. 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 local coordinator.
- b. Your local 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. Local waste management personnel, public hauling companies, or individual volunteers with trucks are options for pick-up and proper disposal of collected debris. Contact your local 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!

4. On-site Supplies

- a. **Trash bags, Data Cards, Safety Tips, Volunteer Sign-in, Parental Permission forms, and Zone Captain's Report forms** will be distributed through your local coordinator.
- b. Work gloves, pencils and pens, clipboards, and scale are recommended during your clean-up. Contact your local coordinator to see if they will be able to provide you with those supplies.

On the Day of the Cleanup

1. Site Preparation

- a. Mark with flagging as necessary any sensitive habitat areas, such as dunes or nesting bird sites. Your local coordinator will provide you with flags if needed.

- 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.
- 2. Registration and Training of Volunteers** — designate a Registration Assistant ahead of time.
- As volunteers arrive, have them sign-in and complete the "Clean the Bay Day Safety Tips/Volunteer Sign-in" and other forms.
 - 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.
 - Give the volunteers a short but thorough briefing, using the "Clean the Bay Day Volunteer Training" at the end of this Guide.
- 3. Distribution of Supplies and Assignment of Volunteers**
- Distribute trash bags, Data Cards, clipboards, pencils/pens, and gloves, if available.
 - Suggestion - organize volunteers into teams of three or four.
 - Assign different parts of the area to different groups. This way all areas will be cleaned.
- 4. During the Cleanup**
- 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!**
 - Weigh and record the weight of all trash. Estimate the weight of larger items that can't be weighed, using guidelines on Data Cards. A visual estimate for weighing items is provided at the end of this document. Include this in the total weight collected.
 - Collect all Data Cards and check for completeness.
 - Arrange for photos to be taken during the cleanup.** Concentrate on strange debris and the volunteers working hard. These photos can be used for local press photos and clean the Bay Day promotion.
 - 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.
- 5. After the Cleanup**
- Account for your volunteers--don't lose anybody. THANK YOUR VOLUNTEERS AGAIN.**
 - Remove all flagging materials, signs, etc. and take down the check-in point.
 - Before 2:00 p.m. on the day of the clean-up, give the following information to your local coordinator:
 - Identify zone and site type.
 - How many volunteers?
 - How many pounds collected?
 - How many miles were cleaned?
 - What was the most common item of debris collected?
 - What was the most unusual item found in your zone?
 - What was the largest item found in your zone?
 - 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

1. The Environmental Importance of Clean the Bay Day

- 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.
- Debris is a public eyesore and nuisance.
- Litter and debris clog wetlands and reduce their effectiveness as runoff buffers and as shelter for wildlife.

- d. Plastic bags and balloons in the water can be mistaken for food by marine creatures and ingested with potentially deadly results.
- e. Marine debris such as abandoned boats and old engines can be hazards to boaters and swimmers.
- f. Litter is only the visible pollution degrading waterways. 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.
- g. Clean the Bay Day is an opportunity for citizens to become better stewards of the environment by getting personally involved in water pollution issues.

2. The Importance of Good Data Collection

- a. **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.

3. Protecting the Habitat

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

4. Safety Tips for All 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.

- a. 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.
- b. 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.
- c. Use buckets, not bags, to store sharp objects like broken glass, metal strips, or sticks. Avoid picking up sharp objects with your hands.
- d. Don't overfill trash bags. Wheelbarrows are helpful to carry bags.
- e. Be alert at all times. Watch where you step. If an area looks unsafe--work around it.
- f. Stay away from areas that may house bees, wasps, snakes, or other potentially dangerous animals. If you have allergies, notify your Zone Captain and have your medicine with you in case of a reaction.
- g. Use safe methods in lifting anything. Bend with your knees and avoid overreaching.
- h. Don't overextend yourself. Take breaks as needed. Drink plenty of fluids.

5. 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 you intend to step out of your vessel, be certain that the bottom will support you.
- d. Carry sunscreen and insect repellent.
- e. Be mindful of hidden obstructions commonly found underwater along and 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.



One Pound

One pound is 16 oz: cans of soup, bottles of salad dressing.

Two Pounds

Household items that are two pounds are basically a carton of milk.



Three Pounds

A standard bag of onions or oranges is about 3 lbs.

Four Pounds

Big bottles of ketchup (64 oz) are 4 lbs. and so are many small bags of cat food.



Five Pounds

Bags of flour, sugar, and rice often come in 5 lb bags.

Seven-Eight Pounds

A gallon of milk is about 7-8 pounds.

Sourced from the "Specialists in Sports and Ortheptic Rehabilitation"

