



Our waterways could
use a pick-me-up.

JOIN OVER 80,000 CALIFORNIANS AS WE COME TOGETHER TO CLEAN UP OUR STATE'S BEACHES AND WATERWAYS

SITE CAPTAIN GUIDE 2017

TABLE OF CONTENTS

I.	Introduction.....	3
II.	Overview of Roles.....	4
III.	How-To Guide.....	7
IV.	APPENDICES:	
	a. Sample Day-Of Cleanup Timeline.....	13
	b. Orientation Introduction/Safety Talk.....	14
	c. Cleanup Captain Checklist.....	15
	d. Cleanup Day Supply Checklist.....	16
	e. Site Captain Summary Sheet.....	17

SITE CAPTAIN GUIDE

INTRODUCTION

Welcome to California Coastal Cleanup Day! Now entering its 33rd year, Coastal Cleanup Day is the premiere marine-related volunteer event in California. Each year, thousands of volunteers turn out to California's beaches, lakes, and waterways to help remove hundreds of thousands of pounds of debris. This year's event, which will take place on Saturday, September 16th from 9 AM to Noon, promises to be our biggest yet – thanks primarily to you and your fellow Site Captains. The site captain's job is the heart of the cleanup effort. You are the face of the cleanup, helping to organize everything from pre-event publicity to post-event celebrations.

Over the years, we have developed this guide to help you do your work and get the most out of Coastal Cleanup Day (CCD). Please take some time to read through this guide now, and refer to it as needed during your planning process. The beginning will take you through the basics of how to run CCD. At the end, you will find a number of helpful forms – an appendix where you can check off tasks as you complete them, checklists, reporting forms, and a script for a safety talk. Of course, experience is always the best teacher, so if you come across any obvious mistakes, or if you have a great idea that you think should be added to this guide, please let us know! You will find contact information for the Coastal Commission at the end of this guide.

THANK YOU AND GOOD LUCK WITH COASTAL CLEANUP DAY!

Any questions or concerns? Please contact your County Coordinator or the Statewide Coastal Cleanup Director:

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OVERVIEW OF ROLES

California Coastal Cleanup Day is a huge event – the largest volunteer event in the state. Events like this have a lot of moving parts, including your own. Below is an overview of all the different players, from the cleanup volunteers all the way up to the organizations running the statewide and international efforts.

Cleanup Volunteers

Volunteers are drawn from your communities. They are our audience and our workforce. Volunteers will initially contact the Coastal Commission, a county coordinator, or a site captain, depending on how they heard about the cleanup. One of these contacts should tell the volunteers where to go at 9 a.m. on CCD and what to wear.

During the event, volunteers will clean up trash from designated areas, separate trash for recycling, record what they find on data cards, and hopefully have some fun taking care of our environment. Most importantly, they should walk away from the cleanup with a better understanding of marine debris, what its impacts are, where it might come from, and how they can help fight this problem every day.

Site Captains

Site captains, working directly with their county/regional coordinator, coordinate all logistics at their designated site, including:



Before the event:

- Recruit volunteers, including support volunteers like data captains and a media contact person;
- Help with local promotion;
- Communicate state-wide messages, like the bring your own campaign
- Organize post-cleanup activities (barbecues, parties, volleyball, etc.) if desired; and
- Solicit donations of goods, food, and promotional items if not provided by the state or county coordinator.

On the day of the event:

- Greet volunteers;
- Give volunteers instructions on how and where to clean, safety precautions, how to use the data cards, what to recycle, and how and where to dispose of trash;
- Distribute supplies;
- Collect liability waiver forms;
- Take pictures, especially of any unusual items to be entered into the most unusual item contest.
- Weigh trash and recyclables;
- Call county coordinator on CCD with total pounds of trash and recyclables, number of volunteers, approximate number of miles cleaned up, how many volunteers brought reusable cleanup supplies, and any unusual items (see reporting form at end of this guide); and
- Send data cards, waiver forms, extra supplies, and cleanup summary sheets to county coordinator.



A group of volunteers help with the cleanup in Sacramento County

County/Regional Coordinator

County/regional coordinators play a vital role in CCD. Each coordinator becomes the contact person at a local level for volunteers and acts as the liaison with the Coastal Commission for supplies and logistics. The county coordinators – or in some cases regional coordinators – also work closely with site captains to organize the event in their area. Specifically, the county coordinator:

Things to consider when choosing sites:

- Who owns the site?
 - Will they give you permission to access it?
 - Do you need a key or combination to a lock to get into the site?
 - Is there safe access to the site?
 - Is it a suitable site for children to clean?
 - How easy will it be to get the trash out?
 - Is there any potentially hazardous debris to be aware of?
 - Who will take the trash and recycling to the landfill?
 - What help do you need from agencies or other organizations?
 - Do you need special equipment like 4WD vehicles or heavy equipment?
 - How many volunteers are needed for a site of this size?
- Recruits cleanup captains for specific sites.
 - Arranges for cleanup sites: coordinates with beach property owners (e.g. state, county, or city rangers or park attendants) or other agencies that operate the beaches that are to be cleaned.
 - Establishes central staging area and/or meeting places, if necessary.
 - Coordinates with the Coastal Commission.
 - Supplies Coastal Commission with list of sites and captains involved in CCD.
 - Orders supplies from the Coastal Commission.
 - Organizes cleanup logistics in cooperation with their site/cleanup captains:
 - Holds county/regional meetings with Captains to clarify procedures;
 - Arranges for trash hauling and recycling; and
 - Distributes cleanup supplies (provided by CCC) and promotional items to cleanup captains.
 - Acts as a central contact point for volunteers from region
- Assigns volunteer groups to specific cleanup sites.
 - Gets local press and event publicity by placing posters, distributing brochures and flyers, giving presentations.
 - Issues news releases, and securing proclamations.
 - Secures local sponsorship and/or donation of promotional items, water, or food for Cleanup volunteers (optional).
 - Arranges collection of cleanup data cards from cleanup captains on or after CCD.
 - Arranges for recycling and trash disposal with local companies.
 - Reports results of cleanup to the statewide coordinator by 2 PM on the day of the cleanup.
 - Uploads data to Ocean Conservancy's on-line database or sends data cards to Ocean Conservancy.



Coordinators at the conference in Monterey participate in a beach cleanup

The Rest of the Cleanup Team...

The cleanup has been a growing success each year thanks to literally thousands of people each doing their part. Here is how the rest of the responsibilities divide up:

California Coastal Commission – Statewide Coordinator:

- Organizes statewide coastal and inland cleanup.
- Recruits and supports county/regional coordinators.
- Seeks and manages major funding and in-kind support.
- Develops all collateral and publicity materials and cleanup supplies for use on or leading up to CCD.
- Publicizes event to recruit volunteers and promote the cleanup's environmental message.
- Helps organize major publicity events related to CCD.
- Refers volunteers to coordinators or cleanup captains.
- Maintains statewide CCD website.
- Provides publicity and collateral materials to county coordinators.
- Provides cleanup supplies to all participants via the county coordinators.
- Gathers results of the cleanup, publishes annual report on outcomes, and handles all post-event reporting to agencies, sponsors, and the media.



Ocean Conservancy

Ocean Conservancy coordinates the International Coastal Cleanup (ICC), in which CCD plays a major role. The ICC currently includes 45 states (including the District of Columbia) and 92 countries! The Ocean Conservancy:

- Encourages data collection during the annual cleanup to determine sources of marine debris and establish trends.
- Publishes results of marine debris statistics in the [ICC Annual Report](#).
- Provides data cards and other supplies for volunteers.
- Provides nationwide publicity for the ICC.
- Links each cleanup to the others, providing international perspective for local events.



Ocean Conservancy also manages the [ICC Data Collection & Reporting Tool](#), where data collected on CCD is stored and can be analyzed for trends in changes over time, seasons, and locations. Please feel free to use this data for your year-round marine debris campaigns.

“HOW-TO” GUIDE:

BEFORE THE CLEANUP

1. Work with your County/Regional Coordinator

It is important to stay in close contact with your county or regional coordinator while planning for and reporting on CCD. S/he will need all the details about your cleanup, including location (provide maps, if possible), start time, special events or circumstances at your site, and any other important details that volunteers might need to know ahead of time.

Cleanups should start at 9 AM, subject to local tides and circumstances. Set a specific location at your site for volunteers to meet and determine if there is anything else you might require for your site, like tables, chairs, banners, etc. When ordering your supplies from the county coordinator, account for potential growth of your cleanup. However, please note that in an effort to cut back on waste generated by CCD, we will again be spreading a message to “bring your own” (bag, bucket, glove, etc). We have been having great success with this effort, so you will likely need fewer trash and recycling bags than in previous years. Your regional coordinator can help you with supply estimates.

2. Contact Officials and Set Arrangement for Cleanup Day

Well in advance of CCD make sure to contact the land managers who have jurisdiction over your cleanup site for approval of your CCD event. Introduce yourself and keep them informed as you prepare for the cleanup. For help determining who may have jurisdiction over your cleanup site, contact your county coordinator.

3. Scout Your Cleanup Site

Visit your cleanup site at a time when the tides are similar to those anticipated during the scheduled cleanup. Plan how you will physically organize the groups; for instance, placing the pre-registered groups at the ends of the beaches and leaving the middle section available for walk-in volunteers.

Your site may have specific circumstances that can affect your cleanup event. Prior to the cleanup, conduct a site visit and determine needs for the following:

- A central meeting site for volunteers on CCD.
- Parking – preferably free – for volunteers.
- How to deal with any emergencies or injuries.
- What to do about any hazardous items (like syringes or waste drums) or injured animals.
- Hazardous areas to be avoided.
- Homeless encampments to be avoided.
- Particularly dirty areas to be targeted.
- The availability of restrooms – and making sure they will be unlocked.
- A map of your cleanup site for the county coordinator to provide to volunteers.
- Arrangement for pick-up of filled trash and recycle bags. (Discuss what plans are already in place with your county coordinator.)
- Arrangement for any post-cleanup festivities you may plan.

4. Recruit Volunteers!

Help carry out the plan you and your coordinator will develop for publicizing the cleanup, including the distribution of posters and brochures. Follow up with groups who have contacted your coordinator about your site. Get volunteers to help you with your responsibilities before and during the cleanup. Below is a long, but not exhaustive list of ways to recruit volunteers:

- Reach out to existing contacts or email those in an existing database
- Ask Board Members to recommend potential helpers
- Gather names at conferences, events, workshops
- Attend a volunteer fair
- Invite satisfied volunteers to share experiences at service clubs, churches etc.
- Contact high school and college teachers looking for community service opportunities for their students
- Recruit a whole group or organization to be involved (service clubs, religious organizations, scout groups, schools, etc.)
- Internet mailings and websites
- Spread the word on social media (Facebook, Twitter, etc)
- Contact your local media
- Post flyers at community colleges/churches/ community centers/around town
- Print ads on shopping bags, stuff flyers in grocery bags
- Ask businesses to buy you ads in local papers
- Notify court referral programs of your volunteer needs

5. Make Safety a Priority

Make safety the key factor in your cleanup. If you have prior contact with volunteers, advise them to wear sun block, work or gardening gloves, appropriate sturdy shoes, a jacket, and to bring lunch and a beverage. During the orientation and safety precaution talk, tell your group to always keep an eye on the sea, avoid over-exertion, and stay in teams of at least two. Emphasize that children must be supervised by adults at all times. **Please see the Safety Talk later in this Guide.**

Liability Waiver Forms

Make sure groups and individuals who contact you prior to the event will bring their completed liability waiver forms to the cleanup. If they haven't received one from the county coordinator, send them one or direct them to download one from the Coastal Commission's website at www.coastalcleanupday.org. On the day of the cleanup, you can use copies of the liability waiver forms provided by your county coordinator. **Everyone participating in the cleanup must have signed a waiver.** Children under 18 will need a parent or guardian's signature as well.

6. Confirm your Logistics

Work closely with your County Coordinator on these details:

- A. Flags, banners, or signs to identify your meeting place and to direct volunteers to the cleanup area. The county coordinator will issue cleanup captains CCD t- shirts for easier identification.
- B. Make sure you have acquired adequate bags, data cards, waivers, gloves, and other supplies your county coordinator.
- C. Make arrangements for reporting your results to your county coordinator by 1:30 p.m. We can't stress enough how important it is to get this information out to the media the same day. It gives them incentive to run the story and helps get the cleanup message out to millions of Californians.

The information needed immediately is:

- The number of participants at your sites
- The weight of trash and recyclables
- The number of miles cleaned (estimated)

- The most unusual items found (with pictures if at all possible)
- The number of volunteers who brought reusable cleanup supplies

Actual weight, rather than estimated weight, is ideal. Having all the filled bags in one location will facilitate this. Some disposal companies can weigh the total amount of debris collected using their services; however, those numbers won't be available on the day of the cleanup, so you'll still need to estimate weight totals before reporting to your county coordinator. You can also bring a luggage scale to the cleanup. Luggage scales allow you to hang the bag from the scale to easily measure its weight. If you don't have luggage scales, consider bringing a bathroom scale to the cleanup. Have a volunteer stand on the scale without a bag (record the weight), and then again while holding trash or recycling bags. Subtract the individual's weight from his/her weight while holding the bags to get the weight of the trash or recyclables. You can either do this for every bag or average a few for an estimate. Get an accurate count of the number of each type of bag filled at the end of the cleanup (perhaps arrange for a volunteer to have this specific responsibility) and multiply by the average for recycling and trash (they are usually different) to get a total for each.

Please get your totals to your county or regional coordinator by 1:30 p.m. on Coastal Cleanup Day so they can call the results in to the Coastal Commission.

7. Assign a Press Contact

Someone at your beach should be available to greet press and any special guests. Go over your event logistics with this person so that s/he is well informed to answer questions on procedures of the cleanup or about the importance of the event.

8. Attend Coordinator Meeting and Pick Up Supplies

Go over last minute information with your coordinator.

9. Optional: Plan a cleanup party!

DAY OF THE CLEANUP

10. Plan to **show up to the cleanup site at least one hour before** scheduled cleanup begins!

11. Make sure you have all the necessary **supplies** (Use checklist provided).

12. **Meet with any people you have assisting you** in organizing the cleanup on your beach.

13. **Sign up** volunteers and **distribute supplies**

Make sure all volunteers read and sign the liability waiver form. LEGIBLE names and addresses are critical, so please stress this to your volunteers.

Form teams of at least two (do not allow people to go off individually unless there's no other option), and preferably three (one can carry the trash bag, one can carry the recycle bag, and another can mark the data card). Hand out the color-coded trash and recyclable bags and data cards. Maintain control of your supplies so that the surplus can be picked up and used for other cleanup programs. Be sure to tell volunteers where to leave bags and when to come back to the check-in site.

Give the Orientation and Safety Talk

See the “Orientation and safety talk” script in the appendix of this guide, but please keep in mind the following:

- Cleanup captains should have a phone number of who to call in case anyone finds hazardous items (the local land manager or if that individual is not available, 911 for the appropriate responder) or injured/dead animals. Post this number at the walk-in site and make it available to groups not at a walk-in site prior to the cleanup.
- In the case of syringes, instruct volunteers not to touch the syringe at all but if possible leave a marker citing the location and tell the nearest ranger or site captain so that they can handle the situation.
- A volunteer should NEVER try to pick-up, attempt to treat, or move an injured or dead animal. The first response should be to contact a cleanup captain or county coordinator. In the case of dead or injured animals, the options vary according to county; however, most counties have a chapter of the Humane Society or an Environmental Health Department. Check out other certified environmental organizations in your community, like the Marine Mammal Center in Marin. Many of them would be happy to assist in the rescue or removal of a marine mammal.
- Please note that all participants should wear gloves, sunscreen, and most importantly, shoes. Glass and metal pieces are common debris items found on the beach and are not easily seen.
- All sites should be equipped with a well-stocked first aid kit at the least, and preferably with a first aid station/person as well. Point out the first aid person and notify the volunteers that aid is available.
- The areas being cleaned, as already mentioned, should be scouted at least two weeks prior to determine if there are any areas that should be off-limits the day of the cleanup. Clearly post signs in any hazardous areas and tell all your captains and walk-in participants about places to avoid. Rip rap, beneath piers, and similar areas are dangerous areas but often tend to collect trash. Use your discretion and experience to determine safety of cleanup in those areas.
- No one should ever go in the water (unless you are running a dive cleanup), turn their back on the ocean, or leave children unsupervised.
- Dunes and other ecologically sensitive areas can't always take the stress of human activity. The small organisms that inhabit a sand dune and its vegetation are easily killed by footsteps alone. Precautions should therefore be instituted for such areas.
- To protect all of the organizations involved in the cleanup as well as our sponsors, all volunteers, including the cleanup captains and county coordinators, must sign the liability waiver forms. In the case of minors, the parents or guardians must sign the liability waiver form. Stress the importance of signing this form to everyone involved in CCD.

In addition, be sure to highlight any specific information about the following:

Unusual Finds

Unusual finds should be brought back to the site captain, a picture should be taken, and the contact information for the volunteer who found it should be kept. Each year, the Coastal Commission runs a “most unusual item” contest. If an item found at your site is selected, the Coastal Commission will need the volunteer’s name and contact information to award them their prize.

Filled Bags

Make sure you tell all participants what to do with their filled bags, consistent with what you have worked out with your waste hauler or city/county authority. Preferably bring the bags to a single place in order to get an estimate of total weight of trash and recyclables.

Return Time

Let everyone know when to return to the starting point to turn in their data card and enjoy any post-party, awards, and/or group photo opportunity with all the collected trash.

14. Start the Cleanup!

15. Media

You or your media contact person should talk to any member of the media (reporter or photographer) who shows up. Speak from your own experience with the cleanup. Try to arrange for interviews with volunteers, as well as with any elected officials or VIPs who may be attending your cleanup.

AFTER THE CLEANUP

16. Thank participants and let them know how much we appreciate their effort.

17. Collect Data Cards

As volunteers return, collect their data cards and any unusual items they found.

18. Report Results

Tabulate the amount of trash and recyclables collected, list the most unusual items, and count the number of participants. Report these findings to the county coordinator. Time is of the essence!

If you cannot reach your county coordinator by 1:30 p.m., call your results in directly to the California Coastal Commission at 800-COAST-4U, leaving your name, phone number, county, beach name, and your cleanup information. We will be checking off beaches against our master list.

19. Site Cleanup

Make sure all the bags of recycling and trash have been picked up from all your beaches and your site is in better condition than when you arrived.

20. Please enter in the data from your site’s volunteer data cards right after the cleanup, but no later than October 31st. Please send waiver forms to your county coordinator.

21. Please fill out the cleanup captain’s summary results sheet. This is important and can be done only by you. It is simple to fill out and critical for our records. Please send this directly to your coordinator or the Coastal Commission.

22. Supplies. Within a few days after the cleanup, please inform your county coordinator of the amount of surplus supplies you have available.

Cleanup Raffles and Celebrations (optional)

Although this is a minor concern in the overall cleanup coordination, it is worth mentioning. More than a few people have expressed the need for ideas regarding post-cleanup barbecues or fairs. The following are suggestions that may be helpful in increasing participation and data collection. A celebration is by no means required, although it does foster a sense of community and accomplishment after the cleanup.

Some coordinators choose to have some sort of ceremony before and after the cleanup. The first ceremony may announce the cleanup procedures, promotional distributions, and remind people of the party afterwards. It is a time to reward volunteers with juice, donuts, muffins, bagels, coffee, etc. before the cleanup begins. The pre-cleanup ceremony is also a great time to introduce important figures that may be in attendance, like politicians or celebrities. Often local bakeries and markets are generous with providing breakfast foods on the day of the cleanup. Start inquiring now for September.

Most cleanup parties occur after the cleanup. The challenge is getting people to stay until noon when the party is scheduled to begin. One solution is to entice participants to stay with a raffle or an awards ceremony. Raffle off prizes like whale watching cruises, a CCD t-shirt, posters, dinners at restaurants, or maybe a scuba or surfing lesson. Or you can give awards out to the biggest group, the group that collected the most trash, or the finder of the most unusual item. Try to get prizes donated by supporting business in the community.

Get the waiver signed by people who want to participate in the raffle or receive lunch at the end of the cleanup. Alternatively, you could give volunteers a raffle ticket when they turn in their data cards and trash bags after cleaning up. At the party afterwards, give volunteers the option of buying more (this could be a great fundraiser for cleanup costs!).

Great Ideas for a Post Celebration:

- prizes for best item found, largest group, etc.
- free BBQ/picnic lunch
- donated drinks - including soda, juices, beer (don't forget an alcohol license)
- musicians/band
- ice cream social
- raffle - sell additional tickets at party
- special speakers, mayor, board supervisors, etc.
- kids' activity area -crafts, rock climbing wall, bounce house, etc.

Important Things to Remember:

- pick a good venue - convenient for volunteers to get to
- purchase/arrange event insurance/permits/alcohol licenses
- order/get donated enough food/drinks
- create supply list for all party needs
- properly thank & acknowledge all donors/sponsors
- rent a PA system if needed (if you hire a musician, use their system for announcements)
- arrange for a team of volunteers to help with set up, serving, sales, clean up of party
- invite your sponsors/special guests/media

APPENDIX A

SAMPLE DAY-OF CLEANUP TIMELINE

7:45 -8:00 a.m. -Arrive at central meeting point to set up

Bring:

- Table(s)
- Sponsor thank you signs
- Waiver forms and pencils
- Data collection forms
- Trash and recycling bags
- Food and drinks and ice (if applicable)
- Cell phone number for county coordinator

9:00am

- Welcome volunteers
- Sign in volunteers as they arrive
- Record volunteers who bring reusable cleanup supplies
- Give safety talk
- Distribute data cards, pencils, gloves & bags
- Give instructions for data cards
- Divide group into pairs or groups of 3 for data and trash collection
- Point out any off limit areas
- Point out where to drop off full trash bags
- Remind volunteers of any post-cleanup party (if applicable)
- Send volunteers out to clean-up the site

9:00am-12:00pm

- As volunteers begin to return full trash/recycle bags, direct them where to go, have them weigh their trash, and collect their data cards

12:00pm

- Thank your volunteers
- Tally everything so you can record it on your site captain reporting form
- Hold after-party, conduct raffle (if applicable)

1:30pm – Call your county coordinator with all data information - remember to keep a copy of all the forms or record the data so that you can compare numbers next year.

APPENDIX B

ORIENTATION INTRODUCTION/SAFETY TALK

Welcome to California Coastal Cleanup Day! Thank you for being part the largest volunteer event in the state! You are the most important part of this effort. You're going to be spending the next few hours cleaning up the trash that has accumulated over the past summer – stuff that has washed off our city streets or down from inland creeks, trash left by beachgoers, and debris washed up from the ocean. All of it poses a threat to marine wildlife, so do your best to pick up everything you find that's man-made.

Everyone should have filled out a waiver form already. Has anyone not filled out a waiver?

WAIT FOR RESPONSE – IF ANYONE HAS NOT SIGNED A WAIVER, SEND THEM BACK TO THE CHECK- IN TABLE.

Here are some safety rules for you to follow as you take part in the cleanup:

1. Wear a glove on the hand you're picking up trash with and closed toe shoes at all times, and have clothing and sun-block to protect you from the sun.
2. Don't touch or pick up dead animals, or attempt to move injured animals. Make your cleanup captains aware of the animals and where they are.
3. Don't pick up syringes, needles, or any sharp objects. Mark the area and notify the cleanup captain or local official of their location.
4. Always stay in teams of at least two.
5. Be cautious and aware of sensitive habitat areas (i.e. sand dunes) and of sneaker waves.
6. Avoid over-exertion, sunburn, heat exhaustion, and dehydration. When in doubt, come in early.
7. All children need to be supervised by an adult at all times.
8. Don't lift anything too heavy; when in doubt, don't try!
9. Do not go near any hazardous materials (large drums, etc.). Inform your site captain immediately of the material's location so that the right people can be called for help.

WHAT TO PICK UP

We pick up only human-created matter (plastics, metal, glass, Styrofoam, etc.). Natural debris (algae, kelp, driftwood, etc.) is part of the natural system we are working to restore and should be left alone. Avoid disturbing plants and animals. Most of the trash out on the beach is small, so keep your eyes out for smaller pieces of trash. Sift through the sand to find more!

A word about the recycling bags – the recycling bags are for cans and bottles only. Nothing else you find on the beach today can be recycled, so please only deposit cans and bottles in the recycling bag. (Edit if your local recycling ordinance is different).

DATA CARDS

The information volunteers collect on data cards is used to advance environment-protecting legislation. For example, based partly on the data that we collect at Coastal Cleanup Day, California has banned plastic bags in grocery stores. Also based on our data, we know that cigarette butts and single-use plastic items like take-out containers and straws are still littering our beaches, and we need to do more to address the problem. Locally...(include any local efforts to ban litter items or to change personal behavior).

When you're filling out the cards, please keep in mind the following:

- Although there is not a space to list every single piece or type of trash we expect to see during the cleanup, volunteers should still pick up every piece of debris they find.
- When filling out cards, count items in groups of five (as shown in the example on the card), and record the total in the box.
- Do not write the words "lots" or "many." Count every piece and be specific! Only actual numbers of items can be used. If you get tired of counting, even an estimate with a real number is better than nothing.

APPENDIX C

CLEANUP CAPTAIN CHECKLIST

- ___ Contact your county coordinator
- ___ Contact the necessary land managers and make arrangements for the cleanup
- ___ Scout your site
- ___ Recruit volunteers
- ___ Make safety the priority
- ___ Distribute and collect liability waiver forms
- ___ Confirm your logistics
- ___ Assign a press contact
- ___ Optional: Plan a post-cleanup party
- ___ Attend coordinator meeting and pick up supplies
- ___ Arrive at site one hour before cleanup
- ___ Sign up drop-in volunteers
- ___ Organize volunteers for the cleanup
- ___ Give orientation and safety precaution talk
- ___ CLEANUP
- ___ Respond to the media
- ___ Take photos
- ___ Collect data cards
- ___ Report # of volunteers, trash, recyclables, reusable cleanup supplies, and miles cleaned by 1:30 p.m.
- ___ Thank your volunteers
- ___ Enter data collected on data cards at your site in the [ICC Data Collection & Reporting Tool](#) website.
- ___ Send waiver forms to your county coordinator
- ___ Fill out cleanup summary and give to your coordinator or send directly to the Coastal Commission
- ___ Assess surplus supplies

APPENDIX D

CLEANUP DAY SUPPLY CHECKLIST

(This is a suggested list of useful items – not all items are supplied by the California Coastal Commission)

GENERAL:

- _____ Banners
- _____ Trash Bags (supplied by CCC)
- _____ Recycling Bags (supplied by CCC)
- _____ Posters (supplied by CCC)
- _____ Promotional Items (i.e. brochures that promote your other programs/activities or your sponsors)
- _____ T-shirts (supplied by CCC)
- _____ Liability Waiver Forms (supplied by CCC)
- _____ Pencils (supplied by CCC)
- _____ Data Cards (English and Spanish-supplied by CCC)
- _____ Data Detective Posters (supplied by CCC)
- _____ First Aid Kit
- _____ Scale
- _____ Gloves (supplied by CCC)
- _____ Sign-in Table
- _____ Folding Chair(s)
- _____ Any additional needed signage

Additional Items

- _____ Camera (and Film, if necessary)
- _____ Food and Drinks
- _____ Prizes
- _____ Raffle Tickets
- _____ Tape, Scissors, Clipboards, Paper, and Paperweights
- _____ Party Supplies
- _____ Sign describing which items are recyclable
- _____ Sun shade for sign-in table
- _____ Extra Supplies
- _____ Sunscreen, hand sanitizer
- _____ Calculator to tally data

APPENDIX E

SITE CAPTAIN SUMMARY SHEET

Your information is critical to the success of Coastal Cleanup Day. After the cleanup, please fill out this summary sheet and return it to your county coordinator along with the liability waiver forms and data cards. Please return all these forms promptly at the end of the cleanup.

SITE INFORMATION

Cleanup Location: _____

Site Captain's Name: _____

Captain's Phone Number: _____ Captain's Email: _____

Circle One: Coastal Cleanup Inland Cleanup

At this site, did volunteers clean up (check all that apply):

☐ On Land ☐ On the Water (in a kayak, canoe, etc) ☐ Underwater (i.e. dive cleanup)

If this site had an on-the-water cleanup, (approx.) how many vessels (kayaks, canoes, etc) were used? _____

STATISTICS

Total number of cleanup volunteers: _____

Total mileage/ area cleaned by participants: _____

How much trash and recycling did you remove?

	TRASH	RECYCLABLES
VOLUME (optional)		
WEIGHT *		

*you may weigh a typical random sample and multiply the average weight per bag to get the total, or actually weigh all the bags. Please indicate how you got your total:

☐ Estimated Weight ☐ Measured Weight

Total number of bags used 2017: _____ 2016: _____

Number of volunteers who brought their own reusable cleanup supplies: _____

Most unusual items found:

Please report any events, cleanup parties, contests, or other unusual occurrences that happened at your cleanup:

After reporting, please return this summary sheet, the liability waivers, and data cards to your county coordinator.

Thank you for participating in the 33rd Annual Coastal Cleanup Day!