

SITE CAPTAIN GUIDE 2022



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SITE CAPTAIN GUIDE

INTRODUCTION

Welcome to California Coastal Cleanup Day! Now entering its 38th year, Coastal Cleanup Day (CCD) 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 17th 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 the cleanup. 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.

We have also updated the handbook this year to include guidance on how to handle cleanup sites in which Unhoused Communities have been established. This guidance is not official policy, but rather a series of best practices gathered from the experiences of local coordinators who have been working on these issues for the past few years. You can find the complete guidance in Appendix F.

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! Our contact information is below.

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. Below is an overview of all the different players, from the cleanup volunteers all the way up to the organizations managing the statewide and international effort.

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 from 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;
- Promote the event locally;
- Communicate statewide 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 results (see reporting form at end of this guide); and
- Send data cards, waiver forms, extra supplies, and cleanup summary sheets to county coordinator.

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 access?
 - Do you need a key or combination to a lock to get into the site?
 - Is there safe access to the site?
 - Is this physically accessible to all?
 - 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 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;
 - 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 secures 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; and
 - Uploads data to Ocean Conservancy's on-line database or sends data cards to Ocean Conservancy.



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 and statewide site map;
- Provides publicity and collateral materials to county coordinators;
- Provides cleanup supplies to all participants via the county coordinators; and
- 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 over 100 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; and
- 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 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. ~~She~~ They will need all the details about your cleanup, including location, start time, special events or circumstances at your site, and any other important details that volunteers might need to know ahead of time.

Your county coordinator will order cleanup supplies from the Coastal Commission on your behalf and will distribute them to you once they arrive. When ordering your supplies from the county coordinator, account for potential growth in participation at your cleanup. However, please note that in an effort to cut back on waste generated by the cleanup, we are encouraging volunteers 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 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 cleanup (if necessary). 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.

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.

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;
- 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;
- Unhoused communities to be avoided; (please see note below)
- Particularly ~~dirty~~ polluted areas to be targeted;
- The availability of restrooms – and making sure they will be unlocked;
- Arrangement for pick-up of filled trash and recycle bags – work with your county coordinator to make a plan; and
- Arrangement for any post-cleanup festivities you may plan.

Special Note on Unhoused Communities: Many of our coordinators and captains have reported increasing encounters with unhoused communities within existing or new cleanup sites. Often, volunteers may be eager to clean these areas due to the heavy amounts of perceived debris. The Coastal Commission is recommending that volunteers NOT be allowed to enter these areas, even if they seem abandoned. Unhoused communities are not safe for volunteer cleanups, and present potential hazards for which untrained volunteers are not equipped. If you know of or learn of communities at your cleanup site in advance, please contact your county coordinator. [Note: Please see Appendix F on pg. 18 for more complete guidance on unhoused communities.]

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:

- Post event posters and postcards (ordered by the county coordinator) in local business and wherever else possible;
- 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;
- Provide flyers to local grocery stores and ask them to stuff flyers in grocery bags;
- Ask businesses to buy ads in local papers publicizing the cleanup; and
- 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, wear weather-appropriate clothing, 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

Ask groups and individuals who contact you prior to the event to bring their completed liability waiver forms to the cleanup. The liability waiver can be found on the Coastal Commission's website at www.coastalcleanupday.org. On the day of the cleanup, volunteers who do not bring one can sign copies of the waiver forms provided by your county coordinator. **Everyone participating in the cleanup must sign 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 from 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.

We do not need all of the debris data on the day of the cleanup – the only 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

(Please see the reporting form for use on the day of the cleanup in Appendix E.)

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 they are 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 the scheduled cleanup begins! Cleanups should start at 9 AM, subject to local tides and circumstances.

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.

13. Sign up volunteers and distribute supplies

Make sure all volunteers read and sign the liability waiver form if they haven't brought one. 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. Be sure to tell volunteers where to leave bags and when to come back to the check-in site.

14. Give the Orientation and Safety Talk

See the "Orientation and safety talk" script in Appendix B, 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, local law enforcement or, as a last resort, 911) or injured/dead animals.
- 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.
- Volunteers 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, your county coordinator will have the phone number of the appropriate organization to contact.
- 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.

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

Unusual Finds

Each year, the Coastal Commission runs a "most unusual item" contest. Volunteers should bring any unusual finds back to the site captain. Please take pictures and collect contact information for the volunteer who found. Report these to your county coordinator - if an item found at your site is selected, the Coastal Commission will need the volunteer's 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 county coordinator. 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.

15. Start the Cleanup!

16. Media

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

AFTER THE CLEANUP

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

18. Collect Data Cards

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

19. Weigh the Trash and Recyclables

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 or bathroom scale to the cleanup. Luggage scales allow you to hang the bag from the scale to easily measure its weight. If using a bathroom scale, 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 their 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).

20. 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! You can use the reporting form in Appendix E to easily compile the needed information.

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.

21. 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.

22. Enter Data

Please compile the data collected during your cleanup on the “Coordinator Data Form” that your county coordinator will give you. Add all the data from the volunteer data cards to do this. You can then enter the data from your site right after the cleanup, but no later than October 31st, into the Ocean Conservancy’s on-line database. Data is fairly simple to enter – you can find the database at www.coastalcleanupdata.org. If entering the data is truly not possible, you can send your compiled data to the Ocean Conservancy – the address is located on the front of the data card. Please send or deliver waiver forms to your county coordinator.

23. Supplies

Within a few days of the cleanup, please return any surplus cleanup supplies to your county coordinator for use in future cleanups, unless you have made other arrangements.

Cleanup Raffles and Celebrations (optional)

Raffles, celebrations, and post-cleanup barbeques or similar events can be a lot of fun for volunteers and a big enticement for people to turn out to the cleanup. The following are suggestions that may be helpful in increasing participation and data collection. A celebration is by no means required, but 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 from supportive business in the community.

If running a raffle or providing lunch, one way to incentivize data collection is to only give volunteers a raffle ticket when they turn in their data cards. 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-Cleanup 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, if needed
- order/get donated 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
- 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
- All cleanup supplies
- Food and drinks and ice (if applicable)
- Cell phone number for county coordinator & any other important contacts

9:00am

- Welcome volunteers
- Collect liability waivers or have volunteers sign 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)

By 1:30pm – Call your county coordinator with all data - 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 not natural.

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, stay out of sensitive habitat areas (i.e. sand dunes), and don't turn your back to the ocean if you're cleaning up near the 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 environmental protection. For example, based partly on the data that we collect at Coastal Cleanup Day, California has banned single-use plastic grocery bags. This cleanup is part of the International Coastal Cleanup, which is the largest data collection experiment in the world! This data is critical to helping us find new solutions to plastic pollution.

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 (if necessary)
- ___ 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
- ___ Assess surplus supplies

APPENDIX D

CLEANUP DAY SUPPLY CHECKLIST

CLEANUP DAY SUPPLY CHECKLIST

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

- _____ Banners
- _____ Trash Bags (supplied by CCC)
- _____ Recycling Bags (supplied by CCC)
- _____ Gloves (supplied by CCC)
- _____ Posters (supplied by CCC)
- _____ Promotional Items (e.g. brochures that promote your year-round programs)
- _____ T-shirts (supplied by CCC)
- _____ Liability Waiver Forms (supplied by CCC)
- _____ Pencils (supplied by CCC)
- _____ Data Cards (English, Spanish, Summary) (supplied by CCC)
- _____ First Aid Kit
- _____ Hand Sanitizer
- _____ Scale
- _____ Sign-in Table
- _____ Folding Chair(s)

Additional Items

- _____ Camera
- _____ Food and Drinks
- _____ Prizes
- _____ Tickets
- _____ Tape, Scissors, Clipboards, Paper, and Paperweights
- _____ Party Supplies
- _____ Sign describing which items are recyclable
- _____ Sun shade for sign-in table
- _____ Reusable Buckets and/or Bags
- _____ Reusable Gloves
- _____ Poster for volunteers to mark what reusable items they brought

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 Underwater 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 (if known) 2022: _____ 2021: _____

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 38th Annual Coastal Cleanup Day!

APPENDIX F

Guidance on Cleanups with Unhoused Communities

People experiencing homelessness in California has been on the rise for at least 10 years. Between 2017 and 2020, alone, homelessness increased nearly 20 percent in the state, to a total of **more than 161,000 people**. As a result, the number of unhoused people residing in encampments has risen, which can be in areas where marine debris cleanups are held.

Safety is the Coastal Commission's highest priority. As a result, we have developed some guidance on how to approach unhoused communities that may be located at a cleanup site. This guidance is not meant to be proscriptive, as circumstances vary widely across each state and county, ~~and~~ sometimes, even each city, which have different policies and procedures of how to approach unhoused communities living in encampments. Below are some steps that have been tried and tested by several coordinators across the state that can help you plan and prepare for cleanups event where the safety of both volunteers and unhoused residents are respected.

Volunteers should NOT enter unhoused communities, even if they appear abandoned, unless your organization provides specific supplies and training to do so. These areas are not considered safe for several reasons, mostly surrounding hygiene. If the community is occupied, volunteers risk throwing away someone's important possessions; there have been instances where eyeglasses and medications, have been removed by volunteers. Here are some steps to follow to ensure a safe and dignified experience for both residents and volunteers.

Before the cleanup:

- If possible, go to the cleanup site(s) and speak with unhoused residents living there. Inform them about the cleanup and what they can expect on Coastal Cleanup Day. Ask them to share this information with their community. Be respectful and courteous.
- Contact your county's social services program. This may be within the Social Services Department or Public Works at your county, or with trusted organizations. Almost every county handles this a little differently. You can call **211** to find local providers in your county, or research local homeless unions and other mutual aid providers. Explain the cleanup to them and request their help in scouting sites for potential issues.
- Ask them to tour your sites to identify potential issues, and work with them on a plan of action prior to the cleanup. For some sites, this could mean areas within cleanup sites that are off-limits. For others, it could mean bringing extra supplies for residents to use to clean their own area.
- Get a phone number from local social services to call on the day of the cleanup if there are previously unidentified unhoused communities at your cleanup site.

Day of the cleanup:

- If unhoused communities have been identified at your site, or one is discovered during cleanup, **do not enter; these are residents' homes**. Establish a buffer zone around the community, identified by cones or signs. Provide enough distance between the zone and community that volunteers do not encroach upon residents' homes. If the camp is occupied, and if it is safe to do so, introduce yourself to residents, explain why you're there, and what is going to happen that day. Invite them to participate, and/or offer to provide supplies for them to clean up within their community. If possible, put up a sign informing residents of what is occurring and how to help.
- Contact local social services to inform them of the situation and request advice and assistance. Hopefully they will have been made aware that the cleanup is happening but emphasize that you will have a large group of volunteers in the area that morning. You can call 211 to find social service organizations, or research local ~~homeless~~ unhoused unions and other mutual aid providers.

- If you have a co-captain or extra help at your site, station one person at the edge of the buffer zone to ensure that volunteers do not mistakenly enter. If not, bring or make a sign that you can post at the edge of the buffer zone telling volunteers not to enter. **Emphasize the importance of showing respect and dignity to residents.**
- As volunteers arrive, explain where they can and can't go during the cleanup. Stress that the unhoused community is off-limits to volunteers, and that local social services have been informed. **Just like it is wrong to enter someone else's home unannounced, it is inappropriate to enter unhoused residents' homes.**
- Continue to monitor volunteers' engagement with the unhoused community throughout the event.

If you have other thoughts or ideas that have worked for you in the past, we would be interested in hearing them – please contact Eben Schwartz at (415) 904-5210 or eben.schwartz@coastal.ca.gov. We appreciate your help in educating your site captains and volunteers on how to handle the challenge of unhoused communities within our cleanup sites. Thank you for helping to keep our volunteers as safe as possible during Coastal Cleanup Day.