



**Your project has
been approved.**

Now what?

Getting Started

Recruit a volunteer who is willing to organize the cleanup day. He/she will be the primary contact for the City staff member who is making arrangements with the garbage service provider. Your volunteer is also responsible for arranging for a location to hold the cleanup, recruiting volunteers to work the day of the event, and getting information to City staff so that event information can be put on flyers and/or posters for distribution within your neighborhood.

Select a date (and alternate dates)

The most popular months for a cleanup event are April, May and June. In reviewing your application, the City will work to schedule your preferred date, but if there is another neighborhood cleanup previously scheduled on that date, one of your alternate dates will be picked. Contact Solid Waste & Recycling Division, 360-442-5222, at least a month before you plan to hold your cleanup.

Please remember, the shorter the notice you give the City, the less likely it will be that your preferred date will not be available. In addition, things need to be done to schedule your date, including confirmation that the drop boxes are available from Waste Control, preparing and printing your neighborhood cleanup announcement/flyer for you to distribute to those targeted in your neighborhood, as well as time for your neighbors to clean the garage; or, trimming or clearing overgrown vegetation on the property and/or in the alleyway before your event starts.

Determine the hours of your event

Cleanup events can start as early as 7 a.m. and run as late as 4 p.m. As you determine the hours for your event, keep in mind that it ultimately is up to the availability and time commitments of your volunteers; some like to maximize the time from 7 a.m. to 4 p.m., while others may only be available either in the morning or afternoon. Bottom line – the hours are up to you. A shorter time span will require fewer volunteers, even though everyone will be very busy during that time. A large neighborhood will probably want to schedule an all day event in order to allow more people to participate. One benefit of starting at 7 a.m. is that it allows people who have to work on Saturday to participate. A potential down side to starting that early is that it may still be dark, depending on what time of the year your event is scheduled.

Choose a location

An ideal location is one that does not have overhead wires, is large enough to accommodate garbage trucks and allows people to exit at a different location than they entered the clean-up site. School parking lots are often ideal because they are designed to accommodate large vehicles and have good traffic flow. If you select a school as your chosen location, be sure to work with City staff (442-5222) so that permission can be secured from the Longview School District can be secured for the event. The

site should be well known to people in the neighborhood but not visible from a busy arterial (so you don't get "drop ins" who are not from the neighborhood). Planning for post-event clean up will not only be part of your plan, but will be important if you have plans to conduct more clean up events in future years.

Decide what you want to collect

Your plan will involve consideration as far as what materials you want to collect during your cleanup event. Your neighborhood may decide to focus only on yard debris such as leaves, twigs, branches, grass and other overgrown vegetation in the first year. Similarly, you may also decide to collect bulky materials accumulating in garages, sheds or backyards, such as old boards, screen doors, rusty swing sets, patio furniture or other unwanted household materials, such as couches and mattresses. However, keep in mind that if your plan includes yard debris and the bulky items, all the collected materials will be delivered to the landfill; but, if you kept yard debris separate, it can be recycled through composting. In addition, the more materials you choose to accept, you may need to provide more volunteers to help direct traffic and assist with unloading, plus it requires a larger cleanup site to accommodate additional drop boxes, if necessary.

Even though your plan, announcements and program flyers may designate a specific material, such as yard debris, you need to be prepared for those that will still come with mixed materials. Your plan may decide to have two drop boxes to separate yard debris from all other materials. If you decide to have several drop boxes to collect different materials, please plan for and pay attention to traffic control and how to provide those driving up to be emptied safely and efficiently without creating traffic congestion.

Disposal boxes

A Waste Control driver will deliver an empty drop box to the site identified in your approved plan. As the cleanup event goes on, the Coordinator or another event participant will contact the driver when the capacity of the drop box in use approaches 80-percent capacity. This way, when the driver shows up with an empty box, the current box in use should be full. The full drop box will be hauled away while your volunteers start filling up the empty box. This drop box exchange process will continue until your event concludes. Consider having some volunteers stationed at the central location to assist "disposers" in putting materials into the box, as this will speed up the unloading process.

Publicity

The best way to publicize your clean up event is through a neighborhood flyer or on posters placed in strategic, legal locations. The flyer can be just informational, or it can include a coupon that cleanup participants must present the day of the cleanup. A coupon is a good way to summarize particulars like the event date, hours, location and materials that can be collected. The flyer is also a great way to identify any limitations or restrictions (see below). In an effort to minimize individuals from showing up at your event that live outside of the clean up area, we suggest you do not advertise your event through the local radio stations or the Daily News.



Restrictions, limitations and considerations

It is up to each neighborhood to set limits on the amount or types of material they will accept, including:

- **Do not** accept household hazardous materials, such as paints, solvents, insecticides, propane tanks, fluorescent tubes, etc. For safety reasons, these materials should not go into a drop box and may put volunteers at risk to haul them in their own car. Residents can drop these materials off at the Household Hazardous Facility at the Waste Control Transfer Station every Tuesday and Saturday from 9:30 a.m. to 11:30 a.m. at no charge.
- **Do not** accept concrete or roofing materials.
- **Limit** the number of tires and appliances, such as four tires per household and two appliances. Do not place the tires into the drop box. Keep them neatly stacked by the drop box and Waste Control will pick those up at the conclusion of the clean up event or the following day.
- **Consider** limiting the number of loads, such as one load per household, or even no limits. Some neighborhoods have set one-load limitations while others find no limitations have a more positive impact to the neighborhood. It can be tough to set these sorts of guidelines, but the City feels that one load per household is reasonable. There are always extenuating circumstances to consider, such as your neighborhood may have that one property that needs an extensive cleanup. If this property is part of your plan – that's fine. There are limited funds for the cleanup programs, so the City must rely on your neighborhoods to be self-policing.
- **Consider** asking for proof of residency if you have reason to believe that someone does not live in the neighborhood, such as showing up in a truck with Oregon plates.
- **BOTTOM LINE.** This is your event. You can set your own policy on how much and what types of materials your event will collect.