

INSTRUCTIONS FOR VOLUNTEER GROUP LEADERS

Please read the list below to your group prior to beginning work at your assigned work site (When you phone volunteers to tell them their work station discuss the bold faced items):

1. Call your volunteers, **make sure they know directions to the work station, starting time and location, how long the cleanup will last, where the picnic (if any) is afterwards.** Most cleanups are held from 9:00am to 12 noon, rain or shine. (In case of a flood, decide on an alternative activity head of time. Set a “rain/flood date” ahead about two weeks, if possible. Some groups have a “bank only” cleanup if it rains or floods.)
2. Walk your section before the event, and note where large amounts of garbage are and where trash can be placed for easy pickup.
3. Have **all volunteers read safety rules and sign the release form. Make sure the form is completely filled out, dated, and witnessed.**
4. **Take an active, vocal leadership role. Make sure everyone has a buddy.** Encourage everyone to stay with the group. Try to stay out of streets and roads as much as possible and be careful when crossing. If an area seems dangerous, do not work in that area.
5. **Instruct volunteers to wear long pants, long-sleeved shirt and shoes** (preferably boots) throughout the cleanup. Have volunteers bring hand cleaner, bug repellent and sunscreen to use as necessary. A change of clothes and a plastic bag for dirty clothes are useful if going straight to the picnic. Bottled water is useful for drinking and washing.
6. **Pick up only litter and debris that can be safely accessed. Avoid contact with the water as much as possible.** You are not responsible for picking up trash in the creek itself unless you have a net or waders to get at floating material. (Only wade in if you have waders, you are sure of footing, and the current is weak). Adults experienced with stream wading could bring pool skimmer nets, fish nets, shovel and waders to get near-shore debris.
7. **Make sure everyone wears gloves when picking up trash.** Encourage people to bring extra pairs. Safety equipment like goggles and hard hats can provide additional protection.
8. **Please do not over-fill bags. Tie bags in a knot or use twist ties.** Bring bags to roadside just off the road right-of-way when filled and try to have a number of bags at one location to make it easier for the sanitation truck workers. **Make sure your volunteers tell you where they leave their garbage.**
9. **You may pick up large items if your group can move them to the roadside safely.**
10. **Instruct children not to pick up broken glass.** Adults can pick up glass if they feel they can do so safely.
11. **Instruct children not to pick up syringes.** If any are found, adults wearing gloves can pick them up by the base end only, place in a hard plastic container, and dispose of appropriately.
12. Instruct volunteers to wash and dry clothing in hot cycle after cleanup, and to take a shower or bath using plenty of soap and water. **Volunteers should clean up before consuming any food.**

The safety of your volunteers is of the utmost importance. Always look out for the health and welfare of your valuable volunteers, who make adopt-a-stream activities possible.

A first aid kit is handy. If a kit is not available, antibiotic ointment, insect repellent, sunscreen, waterless hand cleaner, waterproof disposable gloves, paper towels and band-aides make a good kit. A backpack is handy for carrying these supplies.

There is a grave danger of contracting disease from used syringes. If you or your group find them, **it is recommended that you not touch them.** Make a note of the location and/or mark the location in some way. Health professionals can be notified later of the location of the syringes and return to the site to remove them safely. If your group chooses to pick up syringes, beware of punctures. Syringes should be handled only while wearing protective clothing, gloves, only be handled by the base, and should be placed in a hard container so that needles cannot puncture skin or container. It is emphasized that health professionals are preferred as the only people to pick up syringes.

Please Note: **Report all injuries at once** for first aid. Emergencies should go to a hospital or med-center. Have information on location of the nearest health facilities to your work area.

Other tasks for volunteer coordinators and site leaders:

- Encourage everyone to attend picnic after the cleanup, if one has been arranged.
- Collect feedback, comments, photos and data from the volunteers.
- Turn in data, photographs, comments, or reports to WMEAC for our records.
- Return any supplies (nets, hip boots, waders, etc.) borrowed from WMEAC.
- Have contingency plans for:
 - alternate sites to be cleaned (in case you have extra time and energy!)
 - getting data information from volunteers before they leave
 - nearby shelter to wait out heavy rains
 - possible “pit stop” sites such as local gas stations or park restrooms. If you call ahead and request it, they may make them available for your volunteers.
 - emergency procedures and contacts (cell phone?). Carry a waterproof call list.