

Keep it Clean:

Organizing and Planning a Neighborhood Cleanup



Saint Louis
COUNTY

2011

Produced By: Department of Administration,
Customer Service Division
Department of Health
Department of Highways & Traffic and Public Works,
Neighborhood Services Division
Problem Properties Unit
Department of Planning

Updated 2011

TABLE OF CONTENTS

	Page
Neighborhood Cleanup Guide.....	5
Cleanup Basics.....	7
Bulk Items	
Common Ground	
Electronics	
Household Hazardous Waste	
Tires	
Vacant/Abandoned Properties	
White Goods and Scrap Metal	
Yard Waste and Brush	
Planning for Your Event.....	12
One Month Before the Event.....	17
Day of the Event.....	18
After the Event.....	19
Resources.....	20
Recycling	
Reuse	
Brush Collection	
Appendix.....	25
Cleanup Guide Checklist	
Sample Safety Document	
Sample Volunteer Waiver	
Sample Flyer	
Sample Neighborhood Map	

Blank Page

NEIGHBORHOOD CLEANUP GUIDE

Thank you for your interest in planning a neighborhood cleanup. A cleanup is one of many ways residents can work with St. Louis County Government to maintain the appearance and quality of their neighborhoods. Planning a neighborhood cleanup can be challenging, so we encourage you to read this entire guide to get a sense of the coordination and organization necessary for the entire process. While this guide is a reference, the St. Louis County Department of Planning can answer specific questions you may have about organizing an event in your neighborhood.

Blank Page

CLEANUP BASICS

A neighborhood cleanup is an event (or series of events) where residents and local partners collaborate to remove unwanted trash, litter, and/or household goods from a neighborhood. A cleanup is a large investment of time and energy, but there are many benefits to organizing a neighborhood cleanup. A cleanup obviously improves the image of the neighborhood and gives residents an opportunity to properly dispose of waste. Cleanups can also be events that encourage residents to be involved in their community, establish lasting relationships with local organizations, and can demonstrate a commitment to neighborhood maintenance and upkeep.

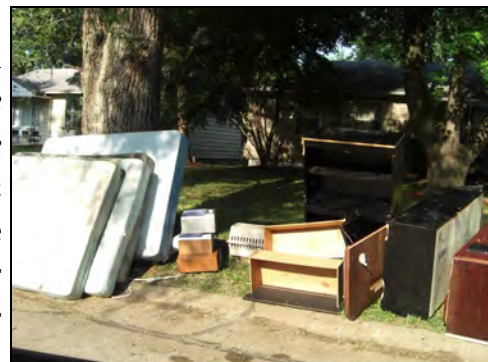
St. Louis County Waste Management Code

St. Louis County encourages all residents to do their part in keeping our neighborhoods clean by maintaining their property, properly disposing of trash, and recycling as much as possible. The County's current minimum level of service ordinance requires once-a-week trash collection, once-a-week recycling collection, and twice-a-year bulky item pickup for all single and two-family homes and multi-family dwellings with individual curbside waste collection. Additional services may be offered by individual haulers, such as twice-a-week collection, back door collection or yard waste collection.

There are several different types of cleanups. For example, some cleanups are intended to remove unwanted items from individual homes in the neighborhood. Other cleanups may focus on removing trash and debris from vacant property in the neighborhood. Still others may focus strictly on cleaning up the common ground areas in the neighborhood. Descriptions of these various types of cleanups are included on the following pages.

Bulk Items

Bulk items are large items such as furniture, household items, fixtures, wood, etc. that are too large to fit into a residential waste container; collection is limited to five items weighing less than 75 pounds each per pickup. *Trash haulers are required by St. Louis County ordinance to provide two bulky waste collections per year as part of trash service.* Some haulers may collect items more frequently and some haulers may charge fees for extra bulky collection. Contact your trash hauler for more details.



For a bulk item cleanup, it is recommended that each resident put their items on the curb for pickup. Ideally, the cleanup team will contact your local hauler to coordinate

(continued)

CLEANUP BASICS

Bulk Items (continued)

the pickup and any equipment needs, as well as to coordinate volunteers to load items onto trucks if necessary.

PLEASE NOTE: Appliances (“white goods”), electronics, household hazardous waste, tires, car batteries and other car parts, scrap metal, yard waste and brush are banned from landfills and, therefore, are not considered bulk items.

Common Ground



Many St. Louis County neighborhoods have open spaces or parks in their subdivision that require occasional large cleanups. Coordinating a litter, trash and brush cleanup usually requires minimal equipment (trash bags, trash cans, gloves, etc.) and can be a great opportunity to bring people together. Consider organizing this event in coordination with a community cook-out or block party or other community-wide event like National Night Out. Residential waste containers can hold the collected trash (but not brush) and, depending on how much is collected, consider dividing it among several containers. If you are partnering with a hauler to do a larger community-wide cleanup, ask the hauler if you could add the collected litter to the pickup service that day. Please refer to Brush Collection in the *Resources* section of this guide for yard waste facilities around St. Louis County.

Residential waste containers can hold the collected trash (but not brush) and, depending on how much is collected, consider dividing it among several containers. If you are partnering with a hauler to do a larger community-wide cleanup, ask the hauler if you could add the collected litter to the pickup service that day. Please refer to Brush Collection in the *Resources* section of this guide for yard waste facilities around St. Louis County.

Electronics

Keeping household electronics such as computers, cell phones, televisions, and radios out of landfills is important because many electronics contain toxic substances such as lead, cadmium, mercury, and arsenic. When these substances find their way into the waste stream, they may threaten human health and the environment. Many non-profit organizations accept items like computers and cell phones as donations. Since some haulers will not pick up electronics, there are several electronic recycling centers listed in the *Resources* section of this guide. There are also electronic recycling companies that will pick up electronics. Again, using a common space or parking lot where a truck can easily gain access is ideal for a large collection. Remember that there may be fees to recycle



CLEANUP BASICS

Electronics (continued)

electronic items (for example, televisions and computer monitors). It is always important to make sure the electronics recycler has a data destruction policy that ensures private data remains secure. Be sure to use a responsible company when recycling electronics. You can find a current list that is approved by the Missouri Department of Natural Resources by visiting <http://www.dnr.mo.gov/ecyclemo/>.

Household Hazardous Waste



Household hazardous waste (HHW) includes such items as cleaning supplies (drain cleaners, oven cleaners); home repair products (paints, lacquers, and varnishes), auto fluids (motor oil, antifreeze), outdoor items (fertilizer, pesticides, pool chemicals) and mercury-containing items (thermometers, thermostats, and salts). Landfill disposal of these

items is not environmentally friendly and, additionally, some haulers will not accept them. Avoid having leftover products by buying only what is needed and sharing leftovers. Depending on the age and usefulness of the leftover products, you may be able to share with friends, neighbors, or family members. Another idea is to donate products in good condition to local organizations (church groups, housing agencies, municipal facilities, non-profits, etc.). Some materials can be recycled locally. For example, motor oil, oil filters, car batteries and used antifreeze can be taken to automotive and quick-change oil shops.

St. Louis County is currently in the process of developing a permanent regional HHW collection program that will replace the one-day collection events. The permanent program will be both more cost-effective and convenient for residents as it will be open on a regular schedule and residents will make a reservation to drop-off materials. The first site is anticipated to be open late fall 2011. For updates on the permanent program, options for recycling and reducing HHW, please call the Recycling Hotline at (314) 615-8989 or visit the Department of Health Solid Waste Management Program web page at <http://www.RecycleSaintLouis.com>.

Organizing a neighborhood swap could be a great way for people to get rid of items and for neighbors to pick up used items. Eventually, St. Louis County's permanent HHW program will include a swap shop that will be a free source for community members to obtain products in good condition.

CLEANUP BASICS

Tires



Tires cannot usually be taken to a standard landfill, but CAN be recycled and reused. Since most haulers do not accept tires, it is best to leave old tires with the tire retailer when purchasing new tires. After retailers collect the tires, they ship them to processors that shred them for use in playground surfaces, running tracks, mulch, and tire-derived fuel for cement and electric plants. Tire retailers often charge a “per tire” fee for properly disposing of tires.

In 2005, the U.S. generated nearly 300 million scrap tires. While over 80 percent were diverted from landfills, there is a continued need to properly dispose of and reuse scrap tires (Rubber Manufacturer’s Association, 2005).

Vacant/Abandoned Properties

Is trash gathering around a condemned property in your neighborhood? Is there a vacant lot full of garbage and litter in your neighborhood? While a property cleanup can remedy a local eyesore and be a great activity for community-building be sure to first contact the Neighborhood Services Division of St. Louis County Government before organizing a property cleanup in unincorporated areas. Since the property is most likely private property, work with local inspectors from Neighborhood Services to help determine the appropriate line of action for a particular parcel.



White Goods and Scrap Metal



Major appliances such as washers and dryers (electric and gas), water heaters, trash compactors, dishwashers, microwave ovens, conventional ovens, air conditioner units, and refrigerators and freezers are typically defined by the Missouri Department of Natural Resources as “white goods.” Some of the materials in these appliances contain chemicals, such as freon, that can be harmful to people and the environment; therefore, there are specific handling requirements per EPA Guidelines in which handlers must comply. Fortunately, the materials that make up “white goods” are typically 100% recyclable when handled responsibly. Basic components such as steel, aluminum, copper, plastics, and iron are broken down and, when

(continued)

CLEANUP BASICS

White Goods and Scrap Metal (continued)

handled by a licensed professional, freon is captured, contaminants removed, and cleaned before it is re-used.

Most scrap metals do not require special handling before being taken to a scrap yard. Some examples of scrap metal include automobile bodies, engine blocks, metal office and outdoor lawn furniture, shelving, and galvanized tubs.

Both white goods and scrap metal should be collected at the curb and, if possible, separated from other materials. Volunteers may be needed to help elderly or disabled residents bring items from their home out to the curb.

Most major home appliances typically consist of about 75 percent steel. Scrap steel can be processed and remelted repeatedly to manufacture new products. In fact, old steel is required to make new steel, and manufacturers depend on a steady supply of recycled material. In addition, appliances have other metals such as copper, aluminum and zinc that can be recycled.

Yard Waste and Brush



Yard by-products are grass clippings, leaves, sticks, twigs, branches less than six inches in diameter, Christmas trees, yard and garden vegetation, and other natural plant materials. These items are banned from landfills and must be disposed of properly.

You may take yard by-products to a composting facility directly (facilities charge a disposal fee) or have a hauler collect these items as a curbside service for an additional cost. Please refer to the Brush Collection section in the *Resources* section for yard waste facilities around St. Louis County. If your neighborhood is working with a tree service, consider collecting the brush at a common ground or open space.

Reuse Your Brush!

Tree and shrub branches can be ground in a chipper to produce useful mulch for existing neighborhood plantings. Compare pricing from tree service companies on their chipping services. Also, ask residents or local businesses that may have access to a chipper or if they can provide one at a discounted rate.

PLANNING FOR YOUR EVENT

Organize a Cleanup Committee

Planning should start with gathering a group of committed individuals. Subdivision trustees are a great place to start, but you can also start with a few active residents or representatives from other community organizations. The team should commit to a number of frequent meetings to work through logistics, identify resources, recruit volunteers and determine what kind of cleanup is most appropriate for the area. It is helpful to prepare a checklist for the event. A sample checklist is included in the *Appendix*.

Decide What to Collect and Where

As covered earlier, there are several types of cleanups requiring different levels of coordination. The committee should make sure they have a sense of what the neighborhood needs. Does your neighborhood have a lot of brush to get rid of? Bulk items? Large appliances? Conducting an informal poll of neighbors at a community meeting or going door-to-door may be helpful in better understanding the needs of your neighborhood.

Collecting certain types of materials require different levels of participation, resources, and equipment. Remember that planning your event will depend on both what is needed and what resources are available. Below are some questions to ask the committee to help determine what type of cleanup is possible and necessary.

- Will this be a one-day event? Or will different parts of the neighborhood be scheduled for pick up on different days? How many housing units will be included in the pickup?
- Do vacant lots need to be cleaned up? How many?
- What type of items will be included in the cleanup?
- Where do active volunteers live? Can the cleanup be coordinated for those blocks?
- Can we coordinate our cleanup in conjunction with another community event? For example, an annual community picnic or fair. Or become its own regular community event?
- How many volunteers will we need?
- How will we sort and monitor the types of trash collected?
- How will we pay for the cleanup?

PLANNING FOR YOUR EVENT

Develop a Budget

To determine costs you will need to develop a small, but realistic budget for the event to cover materials like flyers and equipment. Remember to include costs associated for picking up items like yard waste, tires, and electronics. You'll also need to plan for funds to cover unplanned costs.

Sample budget items:

Possible Income:

- Some subdivisions may have money available from their collections of annual fees
- Ask residents to contribute a small fee
- Contributions from local businesses and residents. (printed flyers, gathering space, refreshments)
- Proceeds from recyclable items like cans, bottles, metals, etc.

Possible Costs:

- Refreshments (donuts, soda, bottled water, ice, etc.)
- Printing (flyers, signs, brochures)
- Gloves for volunteers
- Dumpsters
- Disposal fees for electronics and tires (costs vary by company)

Seek Partnerships

Volunteers. Depending on the size of your neighborhood, you want to make sure that you have enough people willing to volunteer time and resources to coordinate the effort and to help during the event. Depending on the type of event, you may also need volunteers to help elderly residents and those needing assistance in the removal of items from their homes. In a cleanup where items are picked up from the curb and you are not working with a hauler, volunteers may be necessary to load items into a truck. Volunteers loading the trucks should be prepared for lifting. Volunteers will also be needed to unload the trucks and, perhaps, load the dumpsters. If there are refreshments, a few people will need to be in charge of dispensing beverages and food. If you are organizing a litter cleanup, identify residents who would be willing to put some of the collected materials in their residential pickup.

PLANNING FOR YOUR EVENT

Local Organizations. Many organizations and businesses are interested in helping with community cleanup events because it is a great source of positive publicity. Partners can help in a variety of ways, from supplying volunteers to printing flyers to providing refreshments. Example partnerships include: small businesses helping produce a neighborhood flyer, churches or schools donating space for volunteers to gather during the event, and community organizations sponsoring refreshments.

Trash Haulers. *As previously mentioned, trash haulers are required by St. Louis County ordinance to provide two bulky waste collections per year as part of trash service.* Contacting the trash hauler that services your neighborhood may help determine the date of the event depending on how much lead time they need to schedule the type of event you are planning. They may also have experience and valuable advice on how to manage the event.

St. Louis County Government. For residents of unincorporated St. Louis County, staff from the Department of Planning and Neighborhood Services Division, Problem Properties Unit can work with neighborhood teams in several ways:

- **Technical Assistance:** Given ample time before an event, staff can help the team coordinate the logistics and decision-making for the cleanup and also provide maps for the area.
- **Community Liaison:** There are several organizations across St. Louis County that can help with cleanup activities. Local churches, schools and businesses can also be helpful. Staff can help organizers identify potential partners and facilitate meetings.
- **Environmental Code Compliance Sweep:** Well in advance of the cleanup, County Code Enforcement Inspectors can arrange to distribute violation notices to those in violation of County Code. The cleanup is meant to give residents an opportunity to get in compliance. (Please note that a sweep must be planned well in advance and depends upon the workload and availability of County staff.)

PLANNING FOR YOUR EVENT

Set a Date and Weather Contingency Plan

Setting a date will largely depend on available resources and time of year. The choice of dates will most likely be determined by the availability of the hauler, volunteers and residents. After the date is set, determine what will happen in the case of severe weather or an emergency. It is recommended that the event continue rain or shine because trash should not stay on the curb for extended periods. In the case of lightning, some volunteers (such as school groups) may be required to stop working and it is advised that, if possible, crews continue to pick up items. Talk to the haulers and volunteers about the possibility of rescheduling the next day if circumstances absolutely do not allow for a pickup.



In preparing, also estimate what time the cleanup will start. Residents should have their items to the curb no earlier than 24 hours before the event. For example, if the cleanup is scheduled to start at 9:00 a.m., suggest that all items be put on the curb by 7:00 a.m. *Remind residents that there will only be one pick up so that items put out after 9:00 a.m. may not be collected.*

Arrange for Liability Protection

All volunteers need to be insured to cover bodily injury and property damage. There are some organizations like churches or volunteer organizations that already have liability insurance for volunteers. Make sure that **everyone** participating is covered under a policy and has signed a waiver even if they are not affiliated with any particular organization. All waivers should be collected before or at the event. There is a sample waiver in the *Appendix*.

PLANNING FOR YOUR EVENT

Publicity

The success of a cleanup greatly depends on ensuring residents know about the event with plenty of lead time. If possible, notify residents at least twice, once two weeks before the event and again a few days before the event. Also consider the best method to notify residents. Will a general mailing suffice or will you need a flyer at each house? Remember, flyers cannot be placed in mailboxes. Is there a community bulletin board or website? Are there neighborhood events at which you can advertise? Do you have block captains or active trustees to help spread the word?

Flyers should include the date, the time of pickup, what is being collected and a number to call for further questions. A flyer is also another opportunity for local businesses and partners to advertise, so do not forget to acknowledge partners helping to support the cleanup. A flyer is also a good opportunity to solicit additional volunteers, but again remember to include a contact for those interested in volunteering. Refer to the sample flyer in the *Appendix*.

The cleanup committee may even want to write a press release to get publicity from the local newspapers or community newsletters. Remember to notify your local elected officials as well.

ONE MONTH BEFORE THE EVENT

Contact Volunteers

Contact the volunteers and the volunteer coordinators one month and again one week before the event. Review safety guidelines, attire requirements, time commitment, meeting place and the contingency plan. Also, be sure that all volunteers are aware of the liability of participating and that all volunteers sign a waiver to participate. See the *Appendix* for a sample safety document and waiver.

If you are organizing a litter cleanup, identify residents who would be willing to put some of the collected materials in their residential pickup.

Map the Event

For volunteers and others who may not be familiar with the neighborhood, having a map accessible is important, especially if the volunteers are assigned to different parts of the neighborhood or particular streets. The Planning Department can assist in creating maps that highlight collection target areas and the project coordination center, if necessary. See the *Appendix* for an example.

Communication

Prepare a communication plan for the day of the event. Depending on the size, scope and length of your event, you may want to arrange for walkie talkies, and/or create a contact sheet with important cell phone numbers. You may also want to coordinate with the volunteers on a place and time to check in regularly.

Refreshments

Depending on how long the cleanup is anticipated to last, volunteers may need refreshments and beverages. Water and ice should always be available and if possible small snacks. The cleanup can also be concluded with a community event that may include food or prizes for those who helped.

First Aid

Accidents can happen, so be prepared with several first aid kits on hand to quickly address an emergency. Volunteers should report accidents immediately to the volunteer coordinators. Coordinators should be prepared with a plan of action. Ensure that everyone supervising volunteers and other coordinators have access to the emergency kits.

DAY OF THE EVENT

Coordinate Volunteers

Plan to meet volunteers well before the scheduled time of pickup so that they can collect the appropriate equipment, understand their responsibilities for the day, and know what to do in an emergency. All volunteers should have a supervisor or someone to report to especially if they are under 18 years of age. All volunteers should have appropriate attire, including closed toe shoes, hair pulled back and gloves. If

volunteers are walking through the neighborhood, make sure they are in groups of at least two, have a neighborhood map, and understand when and where to reconvene during and at the end of the day.



Systematic Pickup

If you are planning to collect a variety of items—white goods, scrap metals, and recyclables—make sure those items stay separate. Having each type of item picked up at different times can help. For example, the white goods at the curb can be hauled away before the official pick up time, then the next truck that passes through the area can pick up scrap metal. Picking up different types of materials on each ride helps the sorting process.

Record the Event

Be sure to take plenty of photographs before, during and after the event, and record how many volunteers participated and all of the partners that contributed. Follow up with the companies that picked up items to find out how much was hauled away. Seeing just how many tons of bulk items, or how many dumpsters of brush or how many tires were hauled away, can validate your community's efforts and raise support for the next cleanup. Photographs and a short description are a good way to continue publicizing efforts and can be useful for future editions of community

AFTER THE EVENT

Distribute Resources Brochure

In order to help sustain cleanup efforts, volunteers should distribute materials about trash and waste hauling resources. This handout is a great opportunity to thank cleanup sponsors and partners while informing residents of opportunities like recycling and hazardous household waste collection.

Continue Cleanup Awareness and Activity

Sustaining the result of the cleanup is the most difficult part of a neighborhood cleanup. The cleanup committee should continue to think of creative ways to remind current residents of waste disposal and, when possible, inform new residents of their responsibilities. Distributing materials, or having smaller, block-level cleanups can help raise awareness and maintain cleanup efforts.

Other Issues for the Project Committee

There are undoubtedly other waste management issues to be addressed after a cleanup. The committee can be a group that works with a hauler in the neighborhood to publicize services including bulk item pick up and recycling. Other activities can include regular litter and trash pickups, beautification efforts, and landscaping. The committee can continue to work with other active residents to promote recycling and a clean neighborhood. Active residents can also help St. Louis County Government by reporting cases of excessive trash, illegal dumping, garbage stored in vehicles, composting yard waste, vacated residences with trash at the curb and residential medical disposal. Call the Department of Health at (314) 615-4130 to report these issues.

RESOURCES

Recycling

Residential Recycling Service

Residential waste haulers in Saint Louis County are required by ordinance to collect recyclables for which a market exists. Currently that list includes aluminum cans, foil, trays, aseptic/gable top containers such as juice and milk cartons, cardboard, junk mail, newspapers, magazines, catalogs, school and office paper, kraft (brown paper) bags, paperboard (cereal boxes, soda cases etc.) plastic #1,#2,#3,#4,#5, and #7 containers, phone book, steel/tin containers and glass containers.

In 2010, households in the unincorporated Waste District Program recycled 15,705 tons of material. Participation in recycling averaged 68% of households with each household recycling over 35 pounds, on average, each month.

Municipal Recycling Drop-off Locations

Several municipalities have drop-off recycling centers that are free and open to the public; there is not a residency requirement. Please call these facilities for more information before dropping off items. Also check the St. Louis County Health Department's website for additional locations: <http://www.RecycleSaintLouis.com>.

Florissant Recycling Center

#1 St. Ferdinand Park, Florissant, MO 63033
(314) 839-7654

Accepts newspaper, magazines, office paper, cardboard, phone books, aluminum and tin cans, glass, plastic #1,#2,#3,#4,#5, and #7 containers

Francis Scheidegger Recycling Depository (City of Kirkwood)

350 S. Taylor, Kirkwood, MO 63122
(314) 822-5828

Accepts newspaper, magazines, office paper, cardboard, phone books, aluminum and tin cans, glass, plastic #1,#2,#3,#4,#5, and #7 containers, textiles and cell phones

City of Shrewsbury Recycling Center

7309 Melbourne Ave., Shrewsbury, MO 63119
(314) 645-7441

Accepts newspaper, magazines, office paper, cardboard, phone books, aluminum and tin cans, glass, plastic #1,#2,#3,#4,#5, and #7 containers, and cell phones

RESOURCES

City of University City Residential Recycling Drop-off

1015 Pennsylvania Ave., University City, MO 63130

(314) 862-6767

Accepts aluminum cans, cardboard, chipboard, office paper, magazines, phone books, glass bottles, plastic containers #1, #2, #3, #4, #5, #7, steel, tin cans, and textiles.

Other Recycling Drop-off Locations

St. Louis County Health Department Solid Waste Management Program website:

<http://www.RecycleSaintLouis.com>

Aluminum Cans and Bottles

Republic Services of Missouri - Southside Recycling

4076 Bayless Ave., St. Louis, MO 63125

(314) 631-3400

<http://www.republicservices.com/>

Paper & Aluminum Can Recycling

Abitibi Paper Retriever School Fundraising

(314) 381-3700

Schools are paid by the pound for aluminum cans (blue and yellow dumpster) newspaper, envelopes, magazines, catalogs, junk mail, office paper, deposited in green and yellow drop-off containers located in the parking lot of participating schools.

<http://www.paperretriever.com>.

Central Paper Stock - Sunshine Recycling

5127 N. Hanley Rd., Berkeley, MO 63134

(314) 521-9914

Accepts books, corrugated cardboard, chipboard, computer paper, magazines or catalogs, newspaper, office paper, paper bags, and phone books

<http://www.paperrecycler.com/>

EPC – Electronics Recycler

4025 Lakefront Ct., Earth City, MO 63045

(314) 344-0096

Accepts polystyrene packing material aka - Styrofoam© (no food grade materials)

<http://www.epcusa.com/>

RESOURCES

Reuse

Remember your trash could be someone else's treasure; donate used items to charities and resale shops.

ReSource St. Louis: A coalition of local businesses and organizations, (including the St. Louis County Department of Health) that promotes sustainable building practices. Their website offers a material exchange that lists leftover and new construction materials in addition to reusable demolition materials at reduced prices or for free. <http://www.resourcestlouis.org>

St. Louis Teacher's Recycle Center, Inc: Gathers creative materials from local business and industry that are landfill-bound and makes them available to teachers, parents and youth groups. <http://www.stlouisteachersrecycle.homestead.com/>

FreeCycle: A web-based network providing individuals and non-profits an electronic forum to "recycle" unwanted items that must be free, legal and appropriate for all ages. Individuals can find and join groups in the greater metro St. Louis area or form their own local group. <http://www.freecycle.org>



ELECTRONICS RECYCLING
FOR THE REGION

Electronics Waste: Landfill disposal of electronics can be harmful to the environment. Unwanted electronics should be handled one of three ways:

1. Refurbished for continued use.
2. Donated to a school or charitable group.
3. Taken to a recycler where some parts can be reused or its heavy metals reclaimed.

To find electronic collection sites visit <http://www.ecyclestlouis.org> for locations, fees and accepted items.

Brush Collection

The following licensed yard waste facilities accept residential quantities of yard waste and brush. Please contact them for pricing, acceptable materials, and collection methods. You can also contact tree service companies for brush removal.

Fort Bellefontaine Compost Facility

13060 County Park Rd. at the junction of Hwy. 367 and N. Lindbergh.
(314) 355-0052

Route 66 Landscape Supply and Compost

18900 Franklin Road in Pacific, MO
(636) 271-3352

St. Louis Composting <http://www.stlcompost.com/index.htm>

39 Old Elam Ave in Valley Park, MO near the junction of Highway 141 and Hwy. 44
(636) 861-3344

Earth City Supply

13607 Missouri Bottom Road, St Louis MO 63044
(314) 581-3364

Fick Supply

501 N Eatherton Rd, Wildwood, MO 63040
(636) 532-4978

Blank page

APPENDIX

CLEANUP EVENT CHECKLIST

What type of cleanup?

- Bulk item
- Yard Waste and brush
- White goods and scrap metal
- Recyclables
- Common ground/park

How many people have volunteered?

- Subdivision Trustees
- Subdivision association members
- Neighborhood Watch members
- Block Captains
- Church or school group
- Other community group

Budget:

Income _____

Expenses _____

Publicity:

First leafleting date _____

Community Meeting _____

Reminder notice date _____

Who has been contacted? _____

Contact information for your hauler.

When is the event?

Sample Checklist for Event:

- Emergency and First Aid Kit(s)
- Gloves
- Rakes
- Brooms
- Trash bags
- Anti-bacterial hand wash
- Ice
- Bottled water
- Snacks
- Food and drinks
- Cameras
- Sign-in sheet
- Nametags
- Contact List

SAMPLE SAFETY DOCUMENT

ST. LOUIS COUNTY HIGHWAYS & TRAFFIC/PUBLIC WORKS VOLUNTEER CLEANUP SAFETY GUIDELINES

Thank you for volunteering to help keep St. Louis County clean! St. Louis County values the safety of its volunteers. The key points to remember during your cleanup activities are: work safely, use teamwork, and have fun! Although there have been no serious injuries during past cleanups, listed below are some pointers to help ensure your safety.

PERSONAL PROTECTIVE EQUIPMENT

If possible, please bring these items with you to the cleanup:

- Ball cap** or hat of some type to provide protection from sun, rain, etc.
- Safety glasses:** We have a few pairs that we can loan you if you don't have them.
- Sunscreen** (SPF 30 minimum recommended)
- Long sleeve shirt and long pants** will provide better protection from abrasions and cuts. Short sleeve shirts and shorts are optional (and more comfortable during hot weather) but obviously provide less protection.
- Work boots** (optional). Athletic shoes OK. No sandals or open-toe shoes please.
- Work gloves.** We have a few pairs that we can loan you if you don't have them.
- Epi-Pen** (if allergic to bee stings): please make your group's **Safety Leader** aware of your allergy.
- Water:** If possible, bring a canteen or similar container. Large ice water containers will be provided to enable you to refill as needed.

SAFE WORK PRACTICES:

- Know your designated **Safety Leader** and bring any questions or concerns to their attention immediately. The **Safety Leader** will conduct a safety briefing prior to cleanup to go over safe work practices.
- SAFETY is #1 ALWAYS!** When in doubt, stop and ask for assistance. Nothing we are going to do is worth having someone injured!
- Use safe lifting techniques: anything **over 40 lbs.**, large/bulky, or located in a tight area requires at least TWO people to lift. Avoid lifting and twisting, as well as lifting overhead. Use your legs versus bending at the waist. Carry the load close to your body.
- Exercise caution when working in or around dumpsters. Don't throw anything in the dumpster unless you know that no one is inside. Watch your step and avoid climbing on piles of debris. The **Safety Leader** will brief you on what can/can't be put in the dumpster.
- Exercise caution when working near roadways. Make sure you wear High Visibility safety vests (we will provide). **Safety Leader** will watch for traffic.
- Do not pick up anything that may contain hazardous waste (chemical or biological). When in doubt, ask the **Safety Leader**.
- Stay properly hydrated: take frequent water breaks. Don't wait until you feel thirsty.
- Stay with the group and avoid going off by yourself. If any situation makes you uncomfortable, notify your **Safety Leader**.

WORK SAFELY, USE TEAMWORK, AND HAVE FUN!

THANK YOU!!!

SAMPLE VOLUNTEER WAIVER



WAIVER & RELEASE OF ALL CLAIMS



Please read this form carefully and be aware that in signing up and participating in this project you will be waiving and releasing all claims for injuries you might sustain arising out of this project.

As a participant in this project, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damage or loss that I may sustain as a result of participating in any and all activities connected with or associated with such program.

I agree to waive and relinquish all claims I may have as a result of participating in this project against St. Louis County, and its officers, agents, servants and employees, and all sponsors, partners, participating agencies, companies, and all other program participants and volunteers.

I, do hereby fully release and discharge St. Louis County and its officers, agents, servants and employees, and all sponsors, partners, participating agencies, companies, and all other project participants and volunteers from any and all claims from injuries, including death, damage or loss which I may have or which may accrued to me on account of my participation in this project.

I further agree to indemnify and hold harmless and defend St. Louis County and its officers, agents, servants and employees, and all sponsors, partners, participating agencies, companies, and all other project participants and volunteers from any and all claims resulting from injuries, including death, damage and losses sustained by me and arising out of, connected with, or in any way associated with the activities of this project.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE PROGRAM DETAILS AND WAIVER AND RELEASE OF ALL CLAIMS.

Participant Signature _____

Participant Name (please print) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Emergency Phone _____

Participant's Age _____ Date _____

Signature needed if a minor or under the age of eighteen, by parent or guardian.

Guardian or Parent Signature _____

Guardian or Parent (please print) _____

Relationship _____

YOUR COMMITMENT TO THIS PROJECT IS IMPORTANT TO US!

SAMPLE FLYER



**RNA WorldWide,
American TV & IESI**
are partners with St. Louis
County for this event.

**Please join us and together
we can make a difference.**



JOIN US FOR A FREE NEIGHBORHOOD CLEAN UP!!

Saturday, April 9th 8:00 am - 1:00 pm
We will be cleaning up Nolte, Jacobi, & Ventura

Clean up your neighborhood and Make a Difference!

The following items need to be separated into 4 piles at the curb for pickup. All items may be placed on the curb anytime after 6:00 pm on Friday, April 8th. However, items **MUST** be on the curb by 7:30 am on Saturday, April 9th.

- Bulk Waste – Please place all “bulk” items at the curb. This includes furniture, televisions, mattresses, etc.
(Do not include your regular garbage.)
- Scrap Metal – Scrap metal items should be placed in a separate pile next to the bulk items. Items that are scrap metal include: car parts, appliances, hot water heaters, furnaces, metal sheds, swimming pools, lawn mowers, bicycles, microwaves, refrigerators, stoves.
- E-Waste: Computers (all hard drives will be securely destroyed), cell phones, wires, printers, telephones, office equipment, & batteries.
- Tires – Please put all tires at the curb. Create a separate pile from the scrap metal and bulk items.

THE FOLLOWING ITEMS WILL NOT BE ACCEPTED; concrete, grass clippings, brush and yard waste, everyday garbage, liquid paint, & oil.

*Community resident volunteers are necessary to make this cleanup a success. **PLEASE** pitch-in; we will need your help. Pick-up trucks and volunteers will be needed to load and unload the picked up items.*

All volunteers are requested to meet at 2115 Kappel—North Valley Manor Nursing Home parking lot by 7:30 a.m. Saturday, April 9th.

This event will occur RAIN OR SHINE!

**If you are a senior citizen or disabled and require assistance with any of your items, please contact
Debbie Kricensky @ 486-8906, by April 8th, 2011**

SAMPLE NEIGHBORHOOD MAP

