

The seal of Monterey County, California, is a circular emblem. It features a central figure of a grizzly bear standing on a rocky outcrop, holding a bundle of wheat in its right paw. The bear is set against a background of a landscape with mountains and a bay. The words "MONTEREY COUNTY CALIFORNIA" are inscribed around the perimeter of the seal.

Guidelines for Cleanup Day Coordinators

*A step by step guide for making a successful
Cleanup Day in your community*

Revised 2018

This guide will provide you with the necessary information to make your cleanup a successful one; from surveying a cleanup site to obtaining permission to enter the property, to obtaining the proper supplies.

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Introduction

The Illegal Dumping Task Force of Monterey County is comprised of Monterey County Departments (Health, Sheriff, Public Works, Water Resources Agency, and Board of Supervisors' Offices), Caltrans-District 5 Transportation Agency of Monterey County, Salinas Valley Solid Waste Authority, Monterey Regional Waste Management District, Republic Services of Salinas, Tri Cities Disposal, Waste Management Inc., Monterey County Farm Bureau Grower-Shipper Association of Central California, Elkhorn Slough Foundation and the Fort Ord Reuse Authority (See Appendix A).

The first Monterey Cleanup held in 2006 and had a total of 6 volunteers. The next year the cleanup grew to over 350 volunteers and in 2012 cleanup day averaged 2000 volunteers. From 2006-2012, 212 tons of trash has been collected throughout the county. That's almost as much as what the Statue of Liberty weighs¹. Our volunteers have helped keep our county looking beautiful. Keeping our county clean is good for our local economy and it's good for the planet too. By keeping the land clean and free of litter we are also keeping our marine neighbors happy and healthy.

The Illegal Dumping Task Force to diminish illegal dumping that threatens human health and safety. Illegal dump sites attract vectors that can transfer diseases and may contain hazardous materials harmful to the environment. The Solid Waste Management Services coordinates countywide Cleanup Day, an annual event that brings community volunteers and county agencies together to cleanup illegal dump sites or litter throughout the Monterey County.

Congratulations on taking the first step towards coordinating your cleanup. With your efforts our beautiful county will remain pristine for generations to come.

- ¹ Total weight of the Statue of Liberty is 225 tons (or 450,000 pounds) , http://statueofliberty.org/Fun_Facts.html

Organizing a Cleanup

The County of Monterey Solid Waste Management Services (SWMS) can assist you in organizing a cleanup day in your community. This guide will outline a step by step process you can follow to make your event a success. SWMS staff can also be contacted directly at TEL (831) 755-4505 to assist you as during your planning stages. Good Luck!

Step 1 – Survey the Cleanup Site

Assess the area being cleaned to estimate the number of volunteers and additional support needed. Obtain prior authorization from the owner if the area is private property. The SWMS can assist cleanup organizer/organization obtain authorization from property owner. When assessing the area note and document the following:

- Amount and types of trash
- Situations requiring special tools or equipment
- Safety concerns
- Hazardous waste (see Appendix B.)
- Estimate of the number of volunteers needed
- Precise location where cleanup will take place
- Take photos of site before cleanup

Step 2 – Organize a Group of Volunteers

Find volunteers in the community that value a clean and healthy environment. Share the information gathered with community members. Emphasize the importance of working together to keep the community clean. Outreach to community businesses and government agencies for additional assistance. After establishing a group of volunteers choose a cleanup date and time. We recommend organizing cleanup's between the months of April through October to avoid rain and cold weather. Consider more than one cleanup attempt if the site being clean is large.

Additional support and resources may be obtained from the Solid Waste Management Services (SWMS). The SWMS requires that all volunteers including organizers sign a release of liability waiver in order to provide the additional support.

Step 3 – Obtain Permission to Enter the Property

Prior to cleanup, permission must be obtained from owner to enter private property. The owner must sign a form prior to cleanup that authorizes entrance into premises. Owners must be willing to sign proper authorization forms for cleanup to be approved. The property owner is not obligated to grant additional cleanup dates if cleanup is not successfully completed in one day.

Monterey County can assist with obtaining owner information and approval. Owner information can be obtained in the Monterey County's assessors' office. Ask for owner cooperation and permission to

cleanup property. Give the owner time to reply to the cleanup request. Notify the County of Monterey, Environmental Health Bureau if cleanup will be held on public or private property.

Step 4 – Assess the Site for Cleanup

Setup an appointment with owner of property to assess the area with the owner. Walk with owner through the area and note any special tools or equipment needed to remove waste. Take photos of site before cleanup and note any safety concerns. Contact a local scrap hauler to get an estimate of trash that will be disposed of.

Estimate the amount of waste that will be collected to ensure the right size dumpster is obtained for the cleanup. Locate an accessible area where the dumpster can be placed and easily removed.

The safety of the volunteers should always be a priority. If cleaning is taking place next to an open road request road closure to ensure the safety of volunteers. Find safe parking areas for volunteers prior to the cleanup.

Step 5 – Secure Waste Disposal Coupon if applicable

Ensure that all waste collected from the cleanup site is properly removed and disposed of. When organizing the cleanup contact the local scrap haulers, landfills, and transfer stations that handle waste on the regular basis. They can provide additional information of proper waste disposal that follow local and state wide regulations.

The County of Monterey, Environmental Health Bureau can assist with the cost of waste disposal. Free disposal coupons are available if you have been a victim of illegal dumping, or if you would like to organize a cleanup event. For additional information on rules and regulations for disposal coupons see Appendix D.

The following page lists the various disposal services available in the County of Monterey:

For disposal or reuse information call **1-800-CLEANUP**. Or visit the website www.1800cleanup.org

You may contact **Monterey County Recycling Services (831) 755-4505**

Please note that only those highlighted in yellow below accept Disposal Coupons

Permitted Disposal Facilities in Monterey County:

- **Johnson Canyon Landfill (HHW)***

31400 Johnson Canyon Road, Gonzalez
(831) 675-2165
Mon-Fri 7AM-4PM, Sat 8AM-4PM

- **Jolon Road Transfer Station**

2654 Jolon Road, King City
(831) 385-6213
Mon-Fri 8M-4PM, Sat 8AM-12PM

- **Sun Street Transfer Station (HHW)***

139 Sun Street, Salinas
(831) 424-5535
Mon-Sat 8AM-5PM

- **Monterey Regional Waste Management District (HHW)***

14201 Del Monte Blvd., Marina
(831) 384-5313
Mon-Fri 6:30AM-5PM, Sat 8AM-4:30PM

- **Salinas Transfer Station**

1120 Madison Lane, Salinas
(831) 754-2500
Mon-Fri 7AM-4PM,

- **Bradley Transfer Station**

Off El Camino-Bradley Road, Bradley
(831) 755-4800
Mon-Fri 7AM-4PM, Sat 8AM-4PM

- **Carmel Valley Transfer Station**

9 Pilot Road, Carmel Road, Carmel Valley
(831) 384-5000
Fri-Sat 8AM-3PM

- **San Ardo Transfer Station**

Cattleman Road, San Ardo
(831) 755- 4800
Sat-Sun 8AM-5PM

** (HHW) Indicates site accepts Household Hazardous Waste (e.g. Paint, batteries, oil) call site for details.*

Step 6 – Obtain Cleanup Supplies

Seek donations from volunteers and local businesses to assist with cleanup efforts. You may be able to borrow some of the supplies from SWMS. Consider having the following supplies available at cleanup site:

- Heavy duty work gloves – These gloves will protect from broken glass, sharp objects, grime, and weeds,
- Non-Latex gloves- Ideal for wet and muddy cleanup areas.
- Hand Sanitizer- Sanitizer should be available for anyone volunteering at the site.
- Safety vest- Makes volunteers visible and identifiable to the public.
- Safety signs- Signs that direct vehicles entering the cleanup site. Safety signs that make the public aware of hazards.
- First aid kit- In case of a minor injury a first aid kit should be available at site.
- Cell phone- In case of any unforeseen event a phone should be available to communicate with emergency services.
- Shovel, rake, and pitchfork- Facilitates the cleanup of broken items such as glass and drywall.
- Ropes and straps- Useful for pulling and tying large items.
- Buckets- Facilitates the transportation of broken items and reduces the amount of plastic bags used.
- Large trash bags- The ideal trash bag should be sturdy and holds more than 30 lbs.
- Caution tape- Ideal for marking restricted and dangerous areas.
- Water bottles for volunteers.

Step 7 – The Day of the Cleanup

Pre Cleanup Responsibilities

- Put up signs around the cleanup site.
- Mark restricted or hazardous areas with caution tape.
- Identify and mark loading areas.
- Assign job duties to volunteers according to their capabilities.
- Identify trash, recyclables, and hazardous materials prior to cleanup.
- Make sure all volunteers sign release of liability waiver (see Appendix E).
- Review cleanup strategy with volunteers.
- Answer any questions from volunteers regarding cleanup strategy.
- Make sure all volunteers sign-in (see Appendix G).
- Inform volunteers where first aid kit, cell phone, waters, and other items are located.
- If minors are volunteering parents must sign Guardian's release of liability form (see Appendix F).
- Distribute safety vest, gloves, and trash bags or buckets.

Cleanup Wrap-up

- Wrap-up cleanup event on time.
- Gather volunteers and thank them.
- Verify that volunteers vacate site, if working on private property.
- Account for all volunteers, if working on public property
- Announce if additional cleaning dates will be necessary.

- Collect signs and supplies.
- Inspect for any stray items.
- Take pictures of area after cleanup.

Step 8 – Post Cleanup

The following should be done post cleanup

- Verify that the waste has been hauled or picked up from site.
- Return any supplies borrowed.
- Keep information of volunteers for future cleanup events.
- Thank donors and volunteers for their support and help.

Appendices

Appendix A: Illegal Dumping Task Force Members Contact Information

Monterey County Departments & Offices

Environmental Health Bureau

1270 Natividad Road, Salinas, CA 93906 (831)755-4505
MTYHD.org - [Environmental Health Services](#)

Sheriff

1414 Natividad Road, Salinas, Ca 93906 (831)755-3700
<http://www.co.monterey.ca.us/sheriff/Default.htm>

Public Works

168 W. Alisal Street, 2nd Floor, Salinas, CA 93901 (831) 755-4800
www.co.monterey.ca.us/publicworks/

Water Resources Agency

896 Blanco Circle, Salinas, CA (831) 755-4860
www.mcwra.co.monterey.ca.us

Board of Supervisors' Offices

District 1: Luis Alejo

168 W. Alisal, 2nd Floor, Salinas CA 93901 (831)755-5011
<http://www.co.monterey.ca.us/cob/supervisor.htm>

District 2: John M. Phillips

11140 Speegle Street, Castroville, CA 95012 (831)755-5022
<http://www.co.monterey.ca.us/cob/supervisor.htm>

District 3: Simon Salinas

168 W. Alisal Street, 3rd Floor, Salinas CA 93901 (831) 755-5033
2nd Office: 522 N. 2nd Street, P.O Box 946, King City, CA 93930 (831)385-8333
<http://www.co.monterey.ca.us/cob/supervisor.htm>

District 4: Jane Parker

2616 1st Ave., Marina, CA 93933 (831) 883-7570
<http://www.co.monterey.ca.us/cob/supervisor.htm>

District 5: Mary Adams

1200 Aguajito Road, Suite 1, Monterey, CA 93940
<http://www.in.co.monterey.ca.us/cob/supervisor.htm>

Caltrans-District 5

50 Higuera Street, San Luis Obispo, CA 93401 (831)372-0862

<http://www.dot.ca.gov/dist05/>

Transportation Agency of Monterey County

55-B Plaza Circle Salinas, CA 93901 (831) 775-0903

<http://www.tamcmonterey.org>

Salinas Valley Solid Waste Authority

128 Sun Street, Salinas, CA 93901 (831)775-3000

www.svswwa.org

Monterey Regional Waste Management District

14201 Del Monte Blvd, Marina, CA 93933 (831)384-5313

www.mrwmd.org

Republic Services of Salinas

271 Rianda Street, Salinas, CA 93901 (831) 775-3850

www.bfi-salinas.com

Tri Cities Disposal

(888)678-67981

www.svswwa.org/curbside_tricities.cfm

Waste Management Inc.

11240 Commercial Parkway, Castroville, CA 95012 1-800-321-8226

<http://www.wm.com/locator.jsp>

Monterey County Farm Bureau

931 Blanco Circle Salinas, CA 93901 (831) 751-3100

www.montereycountyfarmbureau.org

Grower-Shipper Association of Central California

512 Pajaro Street, P.O Box 828, Salinas, CA 93902 (831) 422-8844

www.growershipper.com

Elkhorn Slough Foundation

1700 Elkhorn Road, Watsonville, CA 95076 (831) 728-5939

www.elkhornslough.org

Fort Ord Reuse Authority

920 2nd Ave., Suite A, Marina, CA 93933 (831) 883-3672

www.fora.org

What do I do if I find Hazardous Waste?

Common items considered Hazardous Waste:

- Antifreeze
- Pesticides
- Motor oil and filters
- Paint & thinners
- Cleaners and chemicals
- Aerosol Cans
- TV's, computers
- Monitors, cell phones, etc.
- Fluorescent tubes/bulbs
- Syringes
- Needles
- Razors
- Flammable products such as propane tanks
- Batteries
- Drug lab waste
- Animal Carcasses

If the items pose an immediate hazard (i.e. containers are broken, leaking or venting) call 911.

If the above items do not pose an immediate hazard, please note the position with the appropriate marker and notify your Coordinator (see reverse for contact number)



Monterey County Department of Health
Bureau of Environmental Health
1270 Natividad Road
Salinas, CA 93906
(831) 755- 4505

Items of Concern

ITEM	LEAVE IT	LEAVE IT AND CALL MONTEREY COUNTY ENVIRONMENTAL HEALTH BUREAU DURING BUSINESS HOURS*	LEAVE IT AND CALL ENVIRONMENTAL HEALTH BUREAU DURING THAT DAY **	LEAVE IT AND CALL 911 IMMEDIATELY ***
Miscellaneous Items				
Broken glass	X			
Any item that you cannot identify and suspect may be hazardous			X	
Hazardous Substances				
Spills of liquid or powdery substances			X	
Fuels		X if securely contained	X if open or leaking	
Motor oils, transmission fluids, petroleum products		X if securely contained	X if open or leaking	
Antifreeze		X if securely contained	X if open or leaking	
Batteries		X if securely contained	X if open or leaking	
Flares		X		
Paints		X if securely contained	X if open or leaking	
Aerosol cans (that are not empty)		X		
Human urine, feces, bloody waste (gauze, etc.)		X if securely contained	X if open or leaking	
Syringes, labeled medicines (aspirin, prescription drugs, etc.)		X		
Animal carcasses		X		
Extremely Hazardous Items /Possible Crime-Scene Evidence				
Bloody items that may be crime-scene evidence				X
Explosives, possible bombs (capped pipes, wrapped packages, etc.)				X
Weapons (guns, knives, etc.), unspent ammunition				X
Items with hazardous material labels (see examples below)				X
Unlabeled medicines, marijuana, drug paraphernalia				X
Animals that may have been poached				X

A Few Examples of Hazardous Materials Labels



* Report these items to the Monterey County Environmental Health Bureau on the next working day, during normal business hours.

** Report these items to Monterey County Environmental Health Bureau on that day.

***Call 911 immediately and follow their instructions

A Few Examples of Biohazardous Waste Labels



*Charts adapted from Caltrans' "Bag It, Move It, or Leave It?" handout

Appendix C: Sample Disposal Coupon



Monterey County Illegal Dumping and Litter Abatement Task Force



ENVIRONMENTAL HEALTH
NOV 30 2012
SOLID WASTE/RECYCLING

DISPOSAL COUPON

Coupon Number:

Valid for 15 days from date of issue

This Coupon authorizes the **free disposal of materials collected and delivered** to the Monterey Peninsula Landfill (Marina), Johnson Canyon Landfill (Gonzales), Sun St. Transfer Station (Salinas), or Jolon Road Transfer Station (King City) during normal facility operating hours. **The coupon is valid for one load only.**

SAMPLE

Name/Organization: _____

Estimated Date of Clean-up: _____ Estimated Tonnage: _____ Ton

Description of Waste: _____

Location of Clean-up: _____

Anticipated Disposal Site: _____

Other Coupon #(s) Issued for Site/Event Clean-up: _____

To Be Completed By Scalehouse

Location of Disposal: _____ Date Redeemed: _____

Total Quantity of:

Tires (limit 9/load): _____ TV's /Monitors: _____ Mattresses: _____

Paints/Chemicals: _____ Refrigerators: _____ Appliances: _____

CRV material (CA redemption value): _____

Other recyclables: _____

Total Tonnage: _____ **Total Cost:** _____

**Please ensure reverse side is completed prior to accepting disposal coupon*
***Please mail completed coupon to: Monterey County Environmental Health- SWMS/RRRS*
 1270 Natividad Road, Salinas, CA 93906

Environmental Health Staff: _____

Signature: _____ Issue Date: _____

Appendix D: Disposal Coupon Program Rules

The Monterey County Health Department- Bureau of Environmental Health, the Monterey Regional Waste Management District, and/or the Salinas Valley Solid Waste Authority reserve the right to refuse acceptance of this coupon at any time.

Monterey County Illegal Dumping and Litter Abatement Task Force

Disposal Coupon Program

The below rules and regulations are excerpts from the full Standard Operating Procedures (SOP) for the Disposal Coupon Program. These excerpts pertain specifically to event/organization qualifications and recipient responsibilities. To obtain a copy of the full SOP, please contact the Environmental Health Staff listed on the other side of this page.

Program Rules

- Coupons can only be used for the following purposes:
 - Public area community clean up events organized by non-profit organizations
 - Illegal dump sites verified by MCEHB
- Each coupon may only be used for one (1) pickup truck/car load or trailer.
- Coupons expire 15 days after date of issue.
- Coupon recipients are limited to a maximum of 2 coupons per clean up site/event.
- Disposal coupon(s) may be issued to a particular location only once per year (organizations can conduct multiple clean-up events but the same site can only receive coupon(s) one time per year).
- All coupon recipients must abide by any applicable flow control provisions of the respective solid waste Joint Power Agencies (JPA).
- All coupon recipients must not infringe upon the franchise rights of any solid waste hauler.
- Disposal coupons are not redeemable by franchise waste haulers or other commercial haulers.
- Areas served by the "Adopt-A-Highway" or "Adopt-A-Road" are not eligible for disposal coupon(s).

Recipient responsibilities

- Recipients of disposal coupons must redeem coupon(s) at scale houses
 - Recipients must adhere to covering/tarping requirements.
 - Recipients must complete the back side of the disposal coupon form including:
 - Signature of authorized representative accepting provisions of legal statement
 - Printed name of individual or organization
 - Address of individual or organization
 - Contact name of individual or organization
 - Phone number, including area code, of contact
 - Identification information, either driver's license or other government issued, of contact
 - License plate number of vehicle used to transport waste to disposal site
- Recipient must surrender coupon to scale house attendant at time of redemption

LEGAL STATEMENT: *I/We certify that this disposal coupon has been redeemed in accordance with all rules and regulations listed above as well as all policies and procedures governing the Disposal Coupon Program not listed. If it is determined by the Monterey County Health Department- Bureau of Environmental Health that this coupon has been redeemed under pretenses not in line with the Disposal Coupon Program, I/We, by signing below, accept full financial responsibility for reimbursing the respective solid waste Joint Power Agency (JPA) for any or all disposal costs associated with improper redemption of this coupon.*

Signature of Authorized Representative: _____

Name of Individual or Organization: _____ (print)

Address: _____ (street number) _____ (city) _____ (state) _____ (ZIP)

Contact Person: _____ (name) Phone #: _____ (area code) _____ - _____ (number)

ID #: _____ (driver's license or other government issued identification)

License Plate #: _____ (state and #)

Appendix E: Sample Release of Liability Form

Community Cleanup Event

Date: _____, 20__

Place: _____

Hold Harmless & Release Agreement

With full knowledge, comprehension and understanding I voluntarily accept and assume all risk involved in the participation in this community cleanup event on [date _____, place _____]. In consideration of our respective acceptance of my participation, I do hereby hold harmless and release and forever discharge the COUNTY OF MONTEREY, its supervisors, officers, employees, agents, volunteers and event participants connected with community cleanup event activities, from all liabilities arising from any and all injuries or any damages whatsoever.

Name of Participant

Date

Signature

Date

Emergency Contact

Phone Number

Appendix F: Sample Guardian's Release of Liability Form

Community Cleanup Event

Date: _____, 20__

Place: _____

Guardian's Release and Hold Harmless Agreement

In consideration of being allowed to participate in the community cleanup program and/or permitted to enter for any purpose any restricted area (defined as any area where admittance to the general public is prohibited) I, _____, the parent(s) and/or legal guardian(s) of the minor named below, agree to assume all risk of any kind of injury or damage my child, _____, may receive or sustain as a result of participation, including property loss, property damage, personal injury or death.

By my signature below, I acknowledge my understanding of this Release and Hold Harmless and Agreement agree and confirm that:

1. As the parent(s) and/or legal guardian(s), it is my responsibility to instruct the minor participant if he or she believes anything is unsafe, the participant should immediately advise the officials of such condition and refuse to participate.
2. The above-named minor may, during the course of the program participate in the following activities; fundamental cleaning, sweeping, picking up, painting, washing, trash disposal, lifting, pulling, walking, bending, general improvements of grounds, grass, shrubs, sand, gravel, walls, signs buildings, pavement etc.
3. I grant permission for the above-named minor to receive medical treatment for any injuries and illnesses sustained or experienced during his/her participation in community cleanup program activities, included but not limited to emergency first aid, emergency transport to a medical facility, and emergency treatment by medical personnel onsite or at a medial facility.

I KNOWINGLY AND FREELY ASSUME ALL RISKS, BOTH KNOWN AND UNKNOWN, AND HEREBY RELEASE INDEMNIFY, AND HOLD HARMLESS, FOR MYSELF, THE ABOVE NAMED MIONR AND OUR HEIRS, ASSIGNS AND NEXT OF KIN, THE COUNTY OF MONTEREY AND EACH OF THEIR SUPERVISORS, DIRECTORS, TRUSTEES, OFFICERS, EMPLOYEES AND VOLUNTEERS WITH RESPECT TO ANY AND ALL INJURY, DISABLITY, DEATH, OR LOSS OR DAMAGE , WHETHER ARASING FROM THE NEGLIGENCE OF THE RELEASE OR OTHERWISE, TO THE FULLEST EXTENT PERMITTED BY LAW.

I/We have read, understand and agree to the above:

Name of Minor

(Date)

Parent(s) and/or Legal Guardian(s) of above Minor

(Date)

Emergency Contact

Phone Number

