



### **Cleanup Workplan Training**

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**Kylie McCutcheon, Affiliate Coordinator, [kmccutcheon@keeppabeautiful.org](mailto:kmccutcheon@keeppabeautiful.org)**

Keep Pennsylvania Beautiful  
724.836.4121 | [keeppabeautiful.org](http://keeppabeautiful.org)

# Welcome and Introductions

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**Sue Urchek,  
Program Coordinator**

Sue joined the staff in 2000 as a statewide illegal dumpsite cleanup coordinator. Currently she is a Program Coordinator with the Illegal Dump Free PA program and assists with the surveillance camera loan program.



**Kylie McCutcheon,  
Affiliate Coordinator**

Kylie joined the staff in 2021 as the Affiliate Coordinator and will be the main contact for current and future affiliates as well as awards programs and youth engagement programs.



# Organizational Background



## Mission, Vision and Values

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Our **MISSION** is empowering Pennsylvanians to keep our communities clean and beautiful.

Our **VISION** is a clean and beautiful Pennsylvania.

Our **CORE VALUES** include:

1. Improving communities, their environment and quality of life is a shared responsibility.
2. Partnering with public and private sector organizations and individuals are essential to achieve equitable and sustainable community improvement.
3. Engaging and activating people in our community improvement efforts fosters community stewardship.
4. Access to both services and resources, as well as education, are both essential to encouraging positive behaviors toward community improvement.
5. Diversity is a resource and the diversity of our affiliate network and volunteers is a fundamental strength.





## Diversity and Inclusion Statement:

We believe that the diversity of the communities in our network is a fundamental strength. We promote an environment where all individuals, including our staff and volunteers, feel a sense of belonging to help create and sustain clean and beautiful communities across Pennsylvania.

Throughout our work, we support what makes our communities unique, including race, ethnicity, culture, socio-economic background, gender, sexual orientation, age and physical ability. We commit to aligning our culture and operations to be a beacon of diversity, equity, inclusion and belonging.



## Historical Statistics

Pounds of Trash Removed	158,528,181
Tires Properly Disposed	1,159,712
Scrap Metal Recycled	7,633,599
Miles of Road Cleaned	218,794
Valuable Volunteers	2,806,697



# Safety, Cleanup Training and Volunteer Waiver Forms

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## **Who can lead Affiliate cleanups?**

Affiliate Coordinators typically lead cleanups but are also able to designate representatives to represent the Affiliate in the field. Representatives could include advisory team members or host agency staff. Whomever is leading an affiliate cleanup must attest to participating in KPB's cleanup training as safety is a number one priority for KPB. **The attest form, and cleanup training video, can be found on the Affiliate section of the website.**

## **Where can Affiliates obtain cleanup training?**

To ensure the safety of our Affiliates and volunteers, only KPB trained individuals may lead KPB Affiliate cleanups. KPB will offer this cleanup training annually and make it available online.

## **Can KPB Affiliates use KPB's Volunteer Waiver Form?**

Yes! KPB Affiliates may use Keep Pennsylvania Beautiful's waiver form for their cleanup events. KPB Affiliates with their own 501c3 should use their own waivers. KAB Affiliates may not use KPB's waiver.

## **What do Affiliates do with signed Waiver Forms?**

Affiliates will collect signed waivers and send them back to the KPB office, attention to Kylie McCutcheon. KPB will maintain volunteer information and signed waivers on file.







## Section 1 – Site Identification

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- A. Survey the Site
- B. Property Ownership
- C. Obtain Permission for Cleanup
- D. Property Owner Involvement

### Attachments:

- Illegal Dump Survey Assessment Form
- Illegal Dump Survey Assessment Form Instructions
- Property Owner Sample Letter
- Keep Pennsylvania Beautiful Permission to Enter Form



## Section 1 – Site Identification

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### Survey the Site

- Visit the site, staying on the road's edge or public property.
- Make notes on the types and amounts of trash.
- How many volunteers would it take to clean this?





## Section 1 – Site Identification

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Survey the Site

➤ Or to clean this?



## Section 1- Site Identification

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➤ Take 'Before' and 'After' photos.





## Section 1- Site Identification



Property Ownership/Permission to Enter



## Section 1- Site Identification

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Property Ownership/Permission to Enter

- Respect their wishes.
- Trespassing is illegal.



## Section 2- Site Assessment

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- A. Site Evaluation
- B. PNDI Clearance
- C. Wetlands/Waterways
- D. Historic Sites
- E. Easements
- F. Highway Occupancy



## Section 2 – Site Assessment

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- Check with local government.
- Work with PennDOT wherever possible.





## Section 2 – Site Assessment

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➤ Make appointment with property owner(s), road maintainer, recycling coordinator, etc., and DEP, if potentially hazardous conditions are observed.



## Section 2 – Site Assessment

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- Contaminants can leach into surface water, groundwater, and soil.
- West Nile virus breeding ground





## Section 2 – Site Assessment

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➤ Count tires, appliances, and bulky items.



## Section 2 – Site Assessment

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➤ Note any safety concerns.





## Section 2 – Site Assessment

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➤ Volunteer Parking & Safety



## Section 3 – Cleanup Planning

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- A. Cleanup Timeline
- B. Cleanup Date
- C. Abatement, Beautification and/or Deterrents
- D. Volunteers
- E. Youth Volunteers
- F. Waterway Cleanups

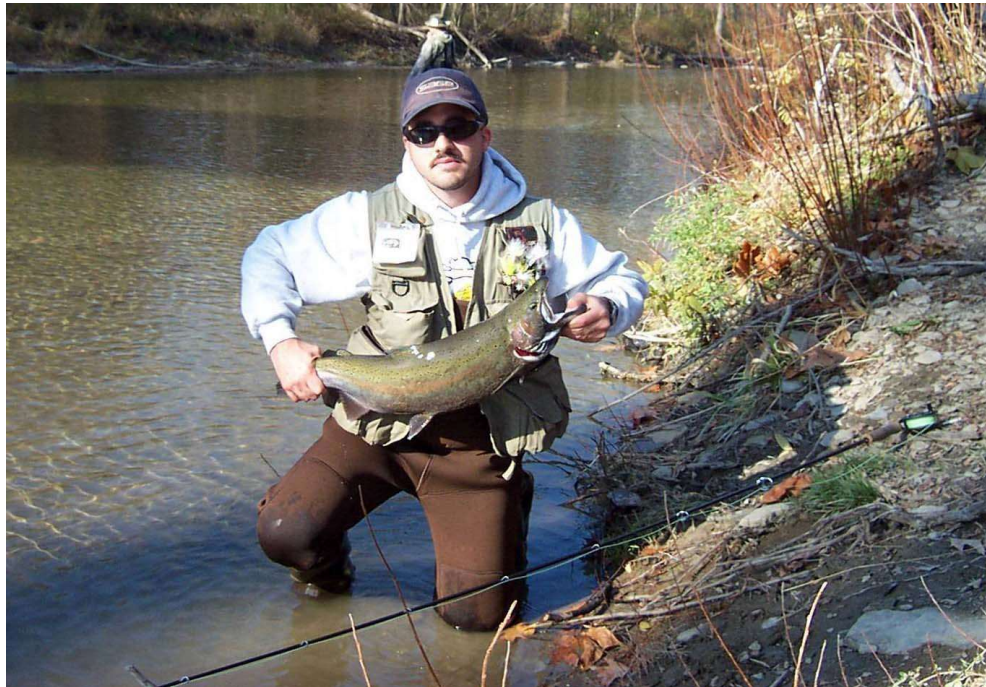
### Attachments:

- Volunteer Cleanup Timeline
- Equipment Cleanup Timeline
- Cleanup Folder Checklist
- Keep Pennsylvania Beautiful Volunteer Waiver Form



## Section 3 – Cleanup Planning

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➤ Choose a cleanup date



## Section 3 – Cleanup Planning

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- Choose an alternate date, just in case. . .





# Pick Up Pennsylvania

Pick Up PA Registered events, March through May or September through November are eligible to receive free work gloves, trash bags, and safety vests distributed by local PennDOT offices.

Free or reduced cost disposal is offered during the month of April.

Supplies and disposal are contingent on funding.



## Section 3- Cleanup Planning



### Acquire Volunteers

- Friends
- Associates
- Colleges, universities, and high schools
- Churches
- Watershed groups
- Birding clubs and sportsmen's clubs
- Youth groups and scouts
- Lions, Kiwanis, etc.



## Section 3- Cleanup Planning

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- Solicit local media as key members of the team.





## Section 3-Cleanup Planning

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### ➤ Waterway Cleanups





## Section 3- Cleanup Planning

- Waterway Cleanups



## Section 4-Paid/Contracted Equipment

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- A. Develop Cleanup Timeline
- B. Quotes or Bids?
- C. Bidding the Job
- D. Documentation
- E. Donated Equipment
- F. Contractor Site Showing
- G. Bid Review
- H. Bid Acceptance

### Attachments:

- Advertisement for Bid, Request for Bid
- Keep Pennsylvania Beautiful Bid Proposal
- Nondiscrimination/Sexual Harassment Clause
- Anti Collusion Statement
- DEP Waste Tire Hauler Authorization Fact Sheet
- DEP Waste Transportation Safety Program Fact Sheet
- PA Code 25 Municipal Waste Regulations
- W-9 Request for Taxpayer Identification Number and Certification
- Contractor Contact Log, Site Showing Log
- Bid Opening Log, Bid Award Letter Template



## Section 5- Recycling & Proper Disposal

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- A. Trash
- B. Scrap Metal
- C. Tires
- D. Hauling
- E. Hazardous and Questionable Items
- F. Resources

### Attachments:

- Keep Pennsylvania Beautiful Disposal Pass
- Methamphetamine Labs: A Recipe for Disaster





## Section 5- Recycling & Proper Disposal



- Secure Trash & Tire Disposal and Recycling



## Section 5- Recycling & Proper Disposal

Container	Average Weight of Trash	Car & Light Truck Tires
1 trash bag - 30 gallon capacity	~20 lbs	
1 ton	2000 lbs.	~85-100
1 cubic yard	~500 lbs.	
10 cubic yard dumpster	~1.5 - 2 tons	~120
20 cubic yard dumpster	~3 tons	~225
30 cubic yard dumpster	~5 tons	~350
40 cubic yard dumpster	~6 - 7 tons	~450
1/2 ton pickup truck	1/2 ton = 1000 lbs.	~25





## Section 5- Recycling and Proper Disposal

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## Section 5 – Recycling & Proper Disposal

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## Section 5 – Recycling & Proper Disposal

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## Section 6 – Cleanup Logistics

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- A. Media
- B. Supplies
- C. Volunteer Refreshments
- D. Multiple Site or Large Area Cleanups

### Attachments:

- Sample Pre Cleanup Press Release
- Checklist of Items to Take to Volunteer Cleanups
- Emergency Phone Numbers
- Enforcement Card Template





## Section 6 – Cleanup Logistics

- Camera
- Insect repellent
- Hand wipes
- Shovel, rake, pitchfork
- Ropes, straps, tarps
- Buckets
- Survey or caution tape



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## Section 7 – Day of Volunteer Cleanup

- A. Before Volunteers Arrive
- B. Volunteer Sign-in
- C. Cleanup & Safety Orientation
- D. Safety Guidelines

### Attachments:

- Keep Pennsylvania Beautiful Cleanup & Safety Orientation
- Keep Pennsylvania Beautiful Incident Report Form



## Section 7- Day of Volunteer

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## Section 7- Day of Volunteer Cleanup



Volunteer Sign-in



Cleanup strategy & safety guidelines





## Section 7- Day of Volunteer

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## Section 7- Day of Volunteer Cleanup

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- Watch for on-coming traffic.



## Section 7- Day of Volunttter

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## Agenda Section 7-Day of Volunteer

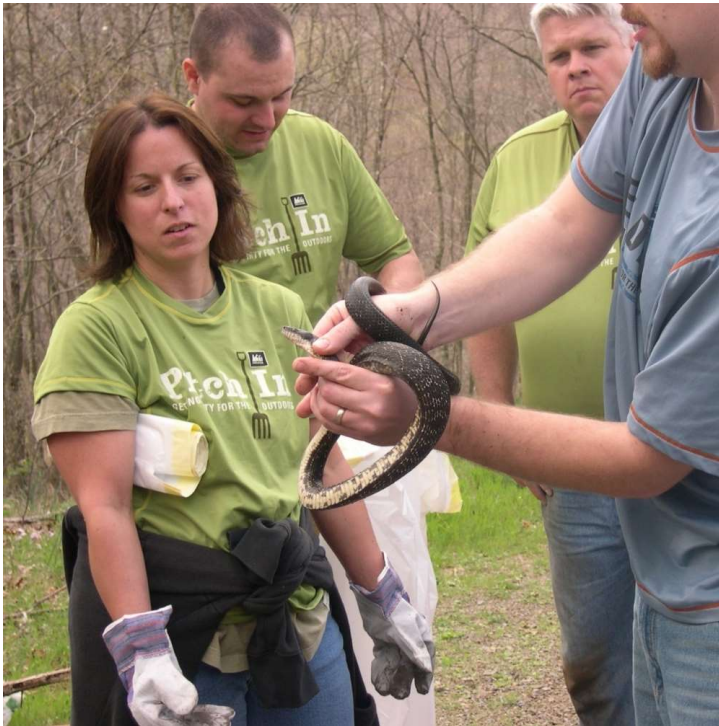
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## Asection 7- Day of Volunteer Cleanup

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- Be alert for snakes, rodents, ticks, and noxious weeds.





## Section 7- Day of Volunteer Cleanup

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## Section 7- Day of Volunteer Cleanup

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### ➤ Trash or Treasure



## Section 7 – Day of Volunteer Cleanup

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Group photos are great for thank you notes and public recognition.





## Section 7 – Day of Volunteer Cleanup

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## Section 8- First Aid

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- A. At a Glance Review
- B. Emergencies
- C. Wounds
- D. Fractures/Sprains/Strains
- E. Bee Stings/Snake Bites
- F. Snake Bite



## Section 9- Post Cleanup Responsibilities

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- A. File Maintenance
- B. Keep Pennsylvania Beautiful Reporting Requirements
- C. Follow Up
- D. Post-Cleanup Media

### Attachments:

- Sample Post Cleanup Press Release



## Before an After

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## Section 9- Post Cleanup Responsibilities

Verify that the waste & tires have been hauled or picked up from the site.



## Section 9- Post Cleanup Responsibilities



**FOR IMMEDIATE RELEASE**  
 Sue Miller, Cleanup Coordinator  
 Keep Pennsylvania Beautiful  
 Tel: (610) 348-4843  
 Email: [smiller@keeppabeautiful.org](mailto:smiller@keeppabeautiful.org)  
 Web site: [www.keeppabeautiful.org](http://www.keeppabeautiful.org)



**Volunteers Needed for Cleanup of Montgomery Park**  
 Support Provided by DEP's Coastal Resources Management Program  
 and Keep Pennsylvania Beautiful

(May 18, 2021) Help clean the waters that flow through the John Heinz National Wildlife Refuge at Folcroft for a safety talk. To preregister visit <https://www.dcpa.org/event-4287939>. Bags, gloves and trash pickers will be provided, but please bring your own waders. All current state and local novel coronavirus (Covid 19) restrictions and boat safety regulations will be enforced.

The cleanup is on May 22 from 9AM to 12PM. Volunteers will meet at Montgomery Park in Folcroft for a safety talk. To preregister visit <https://www.dcpa.org/event-4287939>. Bags, gloves and trash pickers will be provided, but please bring your own waders. All current state and local novel coronavirus (Covid 19) restrictions and boat safety regulations will be enforced.

The multi-phased project, coordinated by Keep Pennsylvania Beautiful and sponsored in part by the Pennsylvania Department of Environmental Protection's Coastal Resources Management Program, is an effort to improve both the living conditions and water quality within the Darby Creek Watershed. The Darby Creek Watershed headwaters start in Chester and Montgomery County and flow through Eastern Delaware County and parts of Philadelphia and through John Heinz Wildlife Refuge before entering the Delaware River.

The cleanups not only help protect the regions waterways, but also prevent the trash from moving farther downstream and entering the ocean. Nine cleanups were completed in April, resulting in the proper disposal of 24,000 pounds of trash and tires. In addition to the cleanup at the John Heinz National Wildlife Refuge, several additional cleanups are being planned.

"We are honored to partner with the Pennsylvania Department of Environmental Protection's Coastal Resources Management Program that provided support for these cleanups. We are grateful for local municipalities and volunteers who come out to help keep their communities clean and beautiful. Our oceans connect the entire planet. Once trash reaches our oceans, it can cause harm to sea life by entangling them or being mistaken for food. Plastics and other debris work their way up the food chain, affecting what we consume. It really has dire consequences," said Shannon Reiter, President of Keep Pennsylvania Beautiful. "We are always truly amazed at what can be accomplished when the community works together."

###

- Record Keeping
- Post Cleanup Media
- Thank Donors & Supporters



## Section 9-Post Cleanup Responsibilities

Serves as a strong complement to PennDOT's Adopt-A-Highway Program





## Section 9-Post Cleanup Responsibilities

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## Social Media

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Social media can increase awareness of our organization, brand, partners, programs and the community improvement efforts happening locally. We believe this is one of the many ways to inform the public, in real-time, about our programs and resources and give recognition to our partners and volunteers.

Our handles are:

- **Facebook:** Keep Pennsylvania Beautiful
- **Instagram:** @keeppabeautiful
- **Linkdin:** Keep Pennsylvania Beautiful
- **Twitter:** @ABeautifulPA
- **Youtube:** Keep Pennsylvania Beautiful
- **Flickr:** Keep Pennsylvania Beautiful





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