



Jeevan Jyot Kendra

Reg. No. E/751

- Lighting up lives...

Steps for organizing clean-up activities.

1. **Creating awareness** among companies, Fishermen and every citizen about how we trashing debris into oceans and river streams how it affects oneself.
2. **Screening of documentaries** and videos on marine life, previous clean up events, to students and volunteers, reaching Government, NGO's, community leaders through social media and online tools increasing participation of volunteers.
3. **Organizing Clean-up events** - By doing clean-up events we not only keep the beaches and river streams garbage free but also draw attention to responsible citizens about our duties and preserving the gift of mother nature.
4. As they say **Prevention is better than cure** - educating people on social issues, we believe changing habits change the world. Jeevan Jyot Kendra is constantly working on educating people so as to make society a better place to live.

Working for Trash Free Seas—and securing a future in which citizen's can enjoy an ocean brimming with life, not teeming with trash.

Before the Cleanup:

1. **Identify beach areas or other aquatic sites (lakes, rivers, ponds) in your area that could be cleaned and that are safe and accessible to volunteers.**
 - Ensure that you will have access to the site and that you have the necessary permission to be at the site.
2. **Hold a volunteers meeting.**
 - Your responsibility is to distribute materials to your volunteers and make sure they understand what they have to do. They should know the importance of data collection; how to fill out the report forms; the importance of keeping track of numbers of volunteers, trash collected (weight, number of bags filled), entangled animals found; and the benefits of working with the media.



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- All site coordinators should visit their site before the Cleanup (well in advance of the event date), decide where they will set up their registration counters, where the dumpster and recycling container(s) should be located, and where volunteers will be sent to clean.
- Review what to do in case of a health emergency and how to handle dead or entangled animals.

3. Determine what kinds of supplies you will need for your Cleanup event, such as:

- Work gloves for volunteers (or have your volunteers bring a pair of gloves with them)
- Trash bags
- Pencils
- ICC data cards, Data Detective poster, Guide to Marine Debris.

4. Secure the support of local solid waste haulers that will donate services the morning of the Cleanup to haul the trash.

- Contact local waste collection companies in your state. Municipal governments may help, and may even waive the entrance fees at landfills or incinerators for the event.
- Contact recyclers in your state who will accept aluminium, glass, and plastic and make appropriate arrangements.

5. Plan ahead for handling medical (syringes, etc.) and sewage (condoms and tampons) waste.

- Children should be instructed **NOT TO TOUCH** any of this type of debris.
- Suggestions for adults include wearing gloves, putting syringes in plastic gallon containers, or using flags or surveying tape to mark the location of this debris so another adult can return to pick it up after the Cleanup for proper disposal. But be sure to have the volunteers record these debris items just like all the others.

6. Arrange for a weight scale at Cleanup sites to weigh bags, or ask your waste hauler to weigh the trash when they pick up your trash bags from the Cleanup.

- Secure a scale similar to those used in grocery stores for weighing produce or one with a hook on it to weigh each bag of trash. This is the most accurate way of reporting the weight.
- Sometimes your waste hauler can give you the total weight of what they hauled away (either actual weight or a good estimate).



7. Be prepared for health emergencies.

- Provide first-aid kits at each Cleanup site or check-in location for small emergencies like cuts and scrapes. You and your site coordinators should also review what to do in the event of a major health emergency (heat exhaustion or heatstroke, broken bone, etc.). Write out a plan and know how to get to the closest hospital or other emergency facility. Some communities may want to have rescue personnel standing by, particularly for areas expecting several hundred volunteers.
- Provide safety tips to volunteers at the check-in station (e.g., drink plenty of water, wear sunscreen, etc.).
- Find out which of your volunteers have medical training or know basic first aid.

8. Make sure volunteers know what to do with dead, entangled, or injured animals.

- Contact local animal/wildlife rescue facilities to let them know that a cleanup will be occurring and that volunteers may find injured wildlife. Ask how to properly care for and transport injured animals.
- Dead wildlife can usually simply be left alone. However, dead entangled animals should be removed because other animals may become entangled with them.
- All wildlife entanglements and injuries should be reported on the data cards.

During the Cleanup:

1. Set up your check-in station.

- Be prepared before your volunteers start arriving. Organize and set up check-in with all materials; be sure your pencils are already sharpened and sign-in sheets and photo/video release forms are ready for your volunteers. Post signs, if necessary, to direct volunteers to parking areas, check-in stations, and cleanup areas. Your dumpsters and recycling bins should be appropriately located and marked.
- Display the Data Detective poster, which explains how to properly fill out the data card.

2. Zone and site captains should distribute materials and instruct the volunteers on the following points as they arrive at the check-in point:

- Have all volunteers sign in so you will have an accurate record of the number of participants. After the Cleanup, Ocean Conservancy will ask you for a total number of volunteers.



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- Emphasize the importance of data collection. Cataloguing the type, amount, and location of debris found during the cleanup provides information vital to identifying sources of the trash. Data collection and analysis distinguishes the ICC from other cleanups. Volunteers in all participating countries use identical data cards. Ocean Conservancy analyzes the data and compiles a comprehensive report each year that includes the Marine Debris Index, the only item-by-item, country-by-country, state-by-state accounting of marine debris. The data are used to create long-term solutions and to improve citizen education programs about the problems caused by marine debris. Show volunteers how to use tick marks to record debris items; words such as "lots" and "many" are not useful for data analysis.
 - To facilitate data collection and sorting of recyclable trash, encourage volunteers to work in teams of four or five. Give each volunteer on the team one or two trash bags. Have each team reserve one bag for aluminium, one for plastic bottles, and several others for glass, so they can sort as they go. One volunteer should be designated the "data captain" and be responsible for recording the items picked up by the other volunteers on the data card (they can call out the items as they go). This person will become familiar with the card in short order, making this task easier.
 - Instruct volunteers on what to do if they find dead or entangled animals, and how to report them (noted on the "Before the Cleanup" page).
 - Instruct the volunteers on what they are to do with the filled bags of trash.
3. **As the volunteers finish, collect all completed data cards.**
- This is very important. Tell volunteers to return the cards to the check-in station immediately after the Cleanup. Place a clearly labelled box at the check-in station where the cards can be returned. Review the cards to ensure they were properly filled out, particularly with zone name, site name, etc. Tip: You may want to fill out zone and site information on the data cards before the Cleanup so the volunteers don't accidentally misrepresent your zone and site locations. Accuracy with regard to every detail of data collection is of paramount importance.
 - Site captains can start reviewing the data cards for any entangled animals not previously reported verbally, foreign items, trash from cruise lines, etc.
4. **Oversee sorting and removal of the recyclable debris and other trash.**
- Make sure the waste hauler takes all the trash away and that no other materials are left behind.



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After the Cleanup:

- Return all data cards to Jeevan Jyot Kendra. Alternatively, you can return the cards by email or mail.
- Encourage everyone to share experiences, stories, and pictures about their ICC experience. This might encourage others to attend future events—and now is the time to start planning for next year's event. Get volunteers onboard while their enthusiasm is high!
- Present volunteers who went above and beyond with an International Coastal Cleanup certificate of appreciation
- Send out an email saying “Look what we did!” Include how many volunteers came, family and community members who joined in, and how many pounds of trash were collected.
- Collect lessons learned and best practices for future activities.
- Share photos from the event with local communities, and consider uploading photos to website and facebook page find on www.jeevanjyot.weebly.com

We really appreciate your activities and value your time and effort for this noble cause.