

River Cleanup Starter Package

How to organize your cleanup

1. General

Contact information organizers

- Lead contact
 - Name:
 - Phone:
 - E-mail:
- Association/company
 - Phone:
 - E-mail:

Time schedule:

- Date:
- Set up event: 1h-2h
- Arrival participants and distribution of material: max. 1h
- Cleanup part: 1,5h-2h
- Collecting, sorting and weighing trash: 1h
- Celebrate part: 2 to 3 hours (with a drink and snack)

General information

- **Register your cleanup on the website:** <https://www.river-cleanup.org/en/organise>
- Participants can **register through the website unless you organize a private cleanup event** with your own friends, family, colleagues,...
- Each participant receives **a pair of gloves and a garbage bag**. If there are enough litter picking sticks, those will be distributed too.
- At the end of the event, **participants can keep the gloves, but have to return the litter picking stick.**
- After the cleanup, each participant receives a voucher/token they can use to get a **free drink at the key event**. (unless otherwise specified)
- Trash will be weighed and sorted after the collection.
- A cleanup is about doing good for our planet and having fun. Not all places have a lot of trash, but the goal is to open the eyes of the participants and start a conversation about plastic pollution.

2. Preparations before the event

Location & route

- Choose an **adequate location along your river in your town/city and map out one or more routes between 2 and 5 km** that people can walk while picking litter. A route usually takes between 1 and 2 hours.
- **Ideally, you walk in a loop that ends where you started** and you clean both sides of the river, if possible of course.
- Maybe map out a **shorter route** for people who have **trouble walking**.
- **Make your route(s) visible** through Google Maps or take a simple screenshot and indicate the route with paint or another software.
- Expecting kids? [Download the River Cleanup Bingo](#) and make your activity even more fun.

Material and logistics

- Send the material application form (in attachment) at least two weeks before your cleanup to logistics@river-cleanup.org. We will need to know which materials you will be needing, such as:
 - Gloves
 - Garbage bags
 - Litter picking sticks
 - River Cleanup flags
 - T-shirts
 - ...
- Depending on the size of your event you can also ask for a tent, tables, beachflags, panels, covid hygiene material,... We will look into whether or not it is possible for you to use these.

List of participants

- On the **River Cleanup website**, the organizers can see the list of participants.
- On the **top right, go to My Account**. There you can see which events you are organizing. Click on **Registrations** next to the event. You will see a list of participants, on the bottom left there is a button to **download this file**.
- You can **print this list** and bring it to the event to see who's attending.

Safety briefing

- The safety briefing can be found in the attachments of this manual. Please keep in mind the covid regulations at the time and location of your event and always rely on your common sense.
- Add to this document where needed and print out a few copies to take to the event.

3. Trash

1. Sorting

River Cleanup works with the three well known trash flows:

- Plastic (bottles, food containers, bags)
- Residual waste
- Glass

2. Weighing

We measure as precisely as possible how much trash we collect on all of our actions worldwide. That's why we ask to weigh the trash after sorting it to know how much trash of each kind had been cleaned up.

We provided a scale in the materials of the Starter Package. We advise you to do the weighing with two people, so one can weigh and the other can write down the numbers.

3. Deposition/Collection

Every location is different when it comes to waste collection. We advise you to contact the waste service of the city of your cleanup to help you. When you let them know the time and place of your cleanup, they will most likely help you with removing the waste afterwards.

4. Arrival participants

Reception and registration of participants

- Welcoming participants when they arrive and checking if they're registered.
 - Yes: checking their name off the list
 - No: writing down their name and email address
- After they've been registered, send participants to the person who is distributing materials.

5. Distributing materials

- Each participant receives a pair of gloves. The color of the rim indicates the size: **white is large, yellow is medium, pink/purple is for children.**
- The light blue bags are for all types of plastic.
- The dark blue bags are for residual waste.
- Alternate giving out blue and white bags to participants.
- If available, give each participant a litter picking stick.
- Tell everyone they can keep the gloves, but have to return the stick.

6. Cleanup part

There are different ways to organize the cleanup part (always keep in mind the covid regulations). The organizer is free to decide how they would like to handle this. We usually send out groups of 10 to 25 people per route, depending on how many people attend the event.

1. Cleanup with guidance

In this case there is a guide who knows the route that will be followed. The group follows the guide and the guide gives a safety briefing prior to departing (attachment A).

A cleanup without guidance can be combined with both options explained below.

2. Participants leave when the group is large enough

Sometimes, it is best to let groups leave when they've reached a certain number of group members. This way, the groups leave at different times instead of all at the same time.

3. All groups leave at the same time

Here, you wait until everyone has arrived, and send out everyone at the same time. With this approach, you should predetermine which route people will take. One way to do this is by mapping out the routes, numbering them and printing out a map. people can take a picture of the map when they arrive and you can tell them which route to take. The benefit of this approach is that you can take a group picture with all the participants and the RC flag at once right before they leave.

7. Returning and sorting trash

- At the end of the cleanup, everyone returns to the starting point.
- Here, the trash is weighed with the mobile scale. Plastic and residual waste are separated while weighing. One of the volunteers writes down the amount of kgs collected for each type of trash while another volunteer weighs all the bags.
- Ask the participants if they found any glass. Ideally, we sort this in separate containers.
- Ask the participants to put their trash in the right container themselves.
- Give the participants a voucher/token for a drink.

8. Celebrate

It's fun to take care of our planet. Having a drink at a local bar or organizing your own catering is the perfect way to end a cleanup. Cheers!

9. Emergency situations

In case of an emergency, contact your cleanup lead.

- In case of medical emergencies or fire call 112 (in Europe)

11. Attachments

A. Safety Briefing

- Gloves are always worn on both hands during the action;
- Dangerous or sharp objects are always left behind and are not touched;
- In case of an injury, immediately address the coördinator for disinfection.
- Heavy objects are only removed if this can be done in an ergonomic way;
- Bottles or jars of liquid are never opened;
- Always wash hands before eating and drinking;
- Never go into the river without specific permission from the coordinator;
- Never take a risk to get a piece of litter;
- Volunteers only go where they are comfortable;
- In areas with a lot of vegetation, extra attention is paid to pits to avoid sprains. Feeling carefully by placing foot forward and/or using a stick to scan soil is recommended;
- Respect the traffic rules;
- Keep your kids close and out of the water;

