



PROJECT CLEAN STREAM

Site Captain Packet

Thank you for your interest in becoming a Project Clean Stream Site Captain! Site Captains are responsible for:

- ✓ Choosing a cleanup site,
- ✓ Rallying volunteers,
- ✓ Trash removal,
- ✓ And submitting their cleanup results to the Alliance.

The Alliance will work with Site Captains to provide supplies and ensure cleanups run seamlessly. This packet includes the necessary information and guides to help with your cleanup.

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ALL YOU NEED TO KNOW ABOUT PROJECT CLEAN STREAM

What is Project Clean Stream?

Project Clean Stream (PCS) started as a local stream cleanup that took place just one day out of the year. Since 2002, the Alliance has taken this model for local volunteer engagement and grown it into an **annual watershed-wide season of service**. Every spring and fall, tens of thousands of volunteers come together to pick up trash from local streams, creeks, rivers, parks, and neighborhoods as part of the Alliance Project Clean Stream — the largest cleanup event in the Chesapeake Bay region!

What the Alliance Provides for Project Clean Stream Events

The Alliance provides supplies for all registered cleanups. This includes:

- ✓ Trash bags
- ✓ Reusable Gloves (small, medium, large, extra large)
- ✓ Trash grabbers (must be returned)
- ✓ PCS yard signs (must be returned)
- ✓ Volunteer waiver

What the Alliance Does Not Provide for Project Clean Stream Events

- ✗ Help to select a cleanup site
- ✗ Trash removal, like coordinating a dumpster at cleanup sites
- ✗ Safety vests
- ✗ First aid kits
- ✗ Stipends

How to Register A Cleanup Site

Anyone can be a Site Captain, and lead a cleanup event. The clean-up event can be anywhere in the Chesapeake Bay watershed and can have any amount of volunteers they would like/need.

→ Step 1: Join the Chesapeake Network website.

Hosted by the Alliance for the Chesapeake Bay, The Chesapeake Network is a one-stop-shop online resource for shared information within the Chesapeake Bay waterside community. The Alliance uses the Chesapeake Network to post and share Project Clean Stream events.

1. Visit: <https://www.chesapeakenetwork.org/register>
2. Click "Join Today" to register as a Chesapeake Network user.
3. Fill out the "Create an Account" form. Click "Submit."



→ **Step 2: Submit your clean-up event.**

1. Click the “Submit a Post” button at the top of the Chesapeake Network.
2. Find the “Clean Up Event” from the drop-down list. Fill in your clean-up event details. Don’t forget to include if you need supplies!
3. The Alliance will be in touch to confirm your event and coordinate a supply pick up.

As a site captain, you will receive a notification when a volunteer registers for your event.

How to Volunteer at a Cleanup Event

Anyone can be a volunteer for a cleanup event! Share these instructions with people you would like to recruit for your event. *Note, that volunteers do not have to register for the Chesapeake Network to volunteer for a clean-up event.*

→ **Step 1: Visit the Chesapeake Network Project Clean Stream page.**

1. Visit <https://www.chesapeakenetwork.org/project-clean-stream/>

→ **Step 2: Navigate to the map at the bottom of the page.**

1. Find the map at the bottom of the Project Clean Stream page.
2. Select the cleanup location you would like to volunteer for.
3. Click the “read more” link for the event where you are interested in volunteering.
4. Complete the registration information.

→ **Step 3: Fill in the volunteer form and click submit.**

1. Complete the volunteer form and click “submit.”
2. Remember to take note of the clean-up date, location, and time.



PLANNING CHECKLIST AND TIMELINE

Four+ Weeks Before Event

- Secure permission to pick up trash from the desired cleanup site.
- Register your cleanup site on the [Chesapeake Network](#).
 - Include an event description that is clear for volunteers to understand.
 - Include supplies (gloves and trash bags) needed for your event.
- The Alliance will be in touch to coordinate your supply pickup (see supply pickup locations on page 7).
- Coordinate the removal of trash that will be collected.
- Begin advertising your cleanup through email and social media to recruit volunteers for your event.

One Week Before Event

- Send an email to all registered volunteers. See sample language below:

Thank you for registering for **[insert name of event]**! We will meet at **[insert address]** at **[insert time]**.

- What is provided: Gloves, trash bags, trash pickers (a limited supply).
- What to bring: A water bottle, sturdy walking shoes (closed-toed preferred), sun protection, and bug spray.
- Rain or shine?: **[include any instruction]**
- Parking: **[include parking instructions]**

Please note you will be asked to sign a volunteer waiver on-site. If you have any questions, please reply to this email.

Thank you!

- Continue with media outreach and advertising.
- Check in with any partner organizations on planning progress.

Day Before Event

- Send a final email reminder to registered volunteers.
- Print the waiver. See page 5.

Day and Week After Event

- Send a thank you email to volunteers and any partner organizations.
- Report all of the results from your event:** [Click here](#)



VOLUNTEER SIGN-UP FORM

In signing this form, I acknowledge that there are risks and hazards associated with Project Clean Stream and I agree to assume all such risks and the possibility of hazards to me, my child (children), and all real or personal property and do not hold the Alliance for the Chesapeake Bay, property owners, Site Captain, _____, and other associated organizing group(s) responsible. I give permission for photos of myself and/or children taken during this event to be used for future Project Clean Stream promotion and/or reporting.

In recognition of your volunteer services, you will receive occasional communications from the Alliance for the Chesapeake Bay, including the Alliance's monthly newsletter, the Confluence, which you can opt out of at any time.

I recognize that by signing this document I am waiving certain rights, including the right to sue.

Signature	Printed Name	Email	Did you register online?	Zip Code	Children Under 16 In Your Party



SUPPLY PICK UP LOCATIONS

After you submit your cleanup on the Chesapeake Network, the Alliance will be in touch with you to coordinate your supply pickup.

Baltimore County:

Irvine Nature Center: 11201 Garrison Forest Rd, Owings Mills, MD 21117

Frederick County:

Frederick County Division of Energy and Environment: 30 N Market St # 3, Frederick, MD 21701

Eastern Shore, MD:

ShoreRivers: 114 S Washington St. Easton, MD 21601

Annapolis, MD:

Alliance for the Chesapeake Bay: 151 West Street, Annapolis, MD 21401

Washington, D.C.:

Alliance for the Chesapeake Bay: 729 8th Street SE, Suite 200, Washington, D.C. 20003

Lancaster, PA:

Alliance for the Chesapeake Bay: 841 Flory Mill Road 2nd Floor, Lancaster, PA 17601

DAY OF EVENT CHECKLIST

Packing List

- Trash bags
- Gloves
- Trash grabbers (if borrowed)
- Yard signs (if borrowed)
- Volunteer sign-in sheet
- Pens for sign-in
- First aid kit

Running Your Event

- Introduce yourself
 - ◆ Make sure everyone has signed the volunteer waiver
- Explain the mission of Project Clean Stream.

Today we are gathered at [insert location] to cleanup trash through Project Clean Stream. Project Clean Stream brings together thousands of people across the Chesapeake Bay watershed to collect trash before it reaches the Bay. Trash is just one of the many problems our waters face, but by caring for your community, you are helping improve water quality and public health. After today, we hope you continue to volunteer and learn more about your local streams and outdoor spaces.

- Review Logistics
 - ◆ Point out the location of the nearest restroom, first aid kit, and drinking water, if available.
 - ◆ Explain where people should deposit full trash bags for collection.
 - ◆ If there are children, you can have them fill plastic grocery bags and then place those in the larger trash bags.
 - ◆ If recycling is available in your area, keep all recycling in separate bags and place them in a noticeably different area for pickup.
- Review Safety info (see page 8).
 - ◆ Inform people who the designated person (usually the Site Captain) is responsible for picking up hazardous materials (needles, condoms, and other sharp items).
 - ◆ Point out possible hazardous land features.
 - Remind volunteers to watch out for delicate spring plants, and flowers, avoid poison ivy, and check for ticks.
- Hand out materials – trash bags and gloves.
- Have a greeter remain at the entry point for stragglers, or set up a late-comers notice sheet.

SAFETY

Location

Every cleanup site is unique and may present different safety measures to be aware of.

- Point out any safety hazards such as particularly muddy areas, steep banks, rock areas, etc.
- Individuals with open wounds should not be exposed to the stream water.
- Note any poison ivy present on site.
- Remind people to check for ticks after being outdoors.
- Avoid eating, drinking, smoking, and touching eyes, nose, and mouth until hands are washed.
- Have a first aid kit ready and water for hand washing and drinking available.

During stream cleanups, bacterial and viral exposure can be minimized by avoiding activities such as eating, drinking, smoking, or touching mucus membranes i.e. eyes, nose, and mouth, until hands can be washed with soap and running water.

HAZMAT Information

Hazardous materials (referred to as HAZMAT) that you might find while cleaning your site may include hypodermic needles, sealed containers filled with fluid, personal protection, hygiene products, and any medical waste. The following are some safety and HAZMAT collection tips.

- Wear gloves and boots to avoid sharp objects.
- Review safety precautions on materials not to be handled: sealed barrels, gas canisters, full beverage containers, and aerosol cans (they may explode if there is compressed gas inside). Do not open any unopened containers.
- HAZMAT should only be handled by the Site Captain and disposed of in a HAZMAT container (see below for How To Make a HAZMAT container).
- **If a volunteer is pricked by a needle, immediately clean with alcohol then wash with soap and running water. Consult a physician immediately.**

What are SHAPRS?

A type of HAZMAT, SHARPS are any medical equipment that may have come into contact with blood or body fluids and pose a personal hazard when handled, i.e. syringes, needles, lancets, scalpels, razor blades, glass test tubes, microscope slides, and any other article capable of puncturing human skin.

Procedures For HAZMAT Pickup

Equipment

- Detergent bottle: heavy plastic detergent bottle, with a handle and a screw top lid.
- Tongs: metal or plastic tongs of cleanable construction, preferred.
- Latex gloves: two pairs minimum, with extras on hand (should remain in First Aid Kit)
- Alcohol wipes: (should remain in First Aid Kit)
- Paper towels: (should remain in First Aid Kit)
- Hard-soled shoe: steel toe and shank preferred

Procedures

1. Never handle HAZMAT/SHARPS with bare or gloved hands. Put on both pairs of gloves.
2. Set the container on the ground next to the HAZMAT/SHARPS and use the tongs to place the sharp into the container. Do not hold the container near the body while placing a sharp into the container. Watch out for your feet as well.
3. When the container is two-thirds full, screw the lid on and dispose of the container in a dumpster or covered trash receptacle. Never carry an open sharps container.
4. Once the HAZMAT/SHARPS pickup is completed and the container is disposed of, remove one pair of latex gloves. With the other pair of gloves still on your hands, clean and disinfect the tongs and any fluid splashes on your shoes or elsewhere with the alcohol or bleach solution. NOTE: The bleach solution can damage fabrics. Stained clothing should be removed and laundered.
5. Put the equipment away and remove one last pair of gloves. Wipe off hands with alcohol. As soon as possible, wash hands with soap and running water.

In case of fluid that contains blood splashing on skin or a needle stick injury.

1. Wipe off the skin and clean it with alcohol (do not use bleach on the skin).
2. Then wash the surface immediately with soap and running water. ***YOU MUST contact your physician within one hour regarding disease exposure risks and appropriate post-exposure vaccines.**

Appliances (also known as White Goods)

Appliances like refrigerators, freezers, dehumidifiers, window AC units, washers, dryers, and microwaves, often need to be separated from regular litter. They may have different disposal requirements depending on your location.



Suspicious items (weapons)

Contact the correct authorities if something uncovered poses a risk for your volunteers. This could include but is not limited to weapons, explosive-related material, and others. Note, that firearms require police involvement, and it is important to notify authorities upon uncovering these materials.

Tires

A lot of places don't take tires, they are a special item and have to be planned for in advance.

Area Streams & Sewer System

The underground pipes that carry wastewater from homes and offices to treatment plants were installed between 80 and 100 years ago. Time has degraded these lines and while they are being regularly inspected and repaired by City and County officials, accidental spills of raw sewage do take place.

However, dangers posed by sewage in the waterways are mainly present if there is an active sewage leak. After a leak has been identified and controlled by the Department of Power and Water, the passage of "clean" water from upstream and the subsequent dilution of contaminants minimizes any health risks.

In order to ensure that Project Clean Stream volunteers are not exposed to any unnecessary risks, we would like to make you aware of some recommended precautions and ways to spot an active sewage leak.

- Do not ingest stream water or allow contact with eyes or open wounds.
- Thoroughly wash hands with antibacterial soap before consuming food and at the conclusion of clean-up.
- When you arrive at your site, take a short walk upstream and downstream and attempt to locate sanitary sewer manhole covers. Most sewage leaks are caused by clogs in the underground lines. When this happens, the fluid will typically back up and flow out of the manhole caps.
- A strong, foul odor is an indication of an active sewage leak. However, carefully check for the other signs listed as odor regularly emanates from manhole covers through vent holes in the lid and may not be caused by sewage in the waterway.
- Gray water with a fuzzy gray coating on the streambed may be evidence of an active sewage leak.
- Significant amounts of suspended material floating in the water are also an indication of a sewage leak. Brown water is not necessarily a human health concern. While it is damaging to stream health, brown water is usually evidence of significant erosion upstream.



Please use good judgment and caution at your site. Be advised that safe handling precautions should be applied even if the stream is running clear as there are other non-point sources of bacterial contamination.

To report a sewage leak, call your local Dept. of Public Works.



EDUCATIONAL RESOURCES

Trash Timeline

1. [Leave No Trace: Trash Timeline Activity](#)
2. [Exploring the Biodegradability of Trash](#) (Alice Ferguson Foundation)
3. [Trash Timeline Cards](#)
4. [Trash Timeline Worksheet](#)
5. [Marine Debris in the Chesapeake Bay watershed](#)

Project Clean Stream Tutorial Videos

1. [Project Clean Stream Introduction Video](#)
2. [Site Captain Training Video](#)
3. [How to Register a PCS Event](#)
4. [How to Register as a PCS Volunteer](#)

Additional Education Resources

1. [Alice Ferguson Foundation Resources](#)
2. [Chesapeake Bay Foundation Resources for Teachers](#)
3. [Stormwater Runoff Resources](#)

Weights for Common Items

Item	Approximate Weight
Area Rug (8'x10')	40 lbs
Bed Frame	30 lbs
Car Hubcap	10 lbs
Car Tire	20 lbs
Couch	80 lbs
Garden Hose	10 lbs
Kids Bicycle	20 lbs
Push Lawn Mower	100 lbs
Metal Folding Chair	10 lbs
Metal Scraps	Varying (10 lbs +)
Plastic 5-gallon Bucket	2 lbs
Plastic Chair	5 lbs
Queen Mattress	110 lbs
Refrigerator	200 lbs
Road Sign	20 lbs
Shopping Cart	35 lbs
Toilet	50 lbs
Tractor Tire	100 lbs
Twin Mattress	20-30 lbs
Wood Shipping Pallet	30 lbs
Full PCS Trash Bag	15 lbs



FORMS

You may use the following forms for volunteer service verification, permissions for private property access, and/or to request in-kind gifts for your clean-up event.



Volunteer Service Verification

Volunteer Information

- Name:

Volunteer Project:

- Activity: Project Clean Stream
- Date:
- Cleanup Location:
- Description of Service: Assisted with the trash cleanup in the local watershed.
- Number of Volunteer Hours:

Project Clean Stream Site Captain:

- Name:
- Coordination Organization:

For more information, please contact:

Alliance for the Chesapeake Bay
151 West Street Suite 101
Annapolis, MD 21401
www.allianceforthebay.org



Permission for private property access - Project Clean Stream

Project Clean Stream is an annual stream and shoreline cleanup coordinated by the Alliance for the Chesapeake Bay in partnership with local watershed organizations and community groups. Volunteers take part in a day of community service, removing trash from the community, nearby streams, and wooded areas. Site Captains and their organizations work with the Alliance for the Chesapeake Bay to ensure volunteers act safely and that all trash is properly disposed of.

I give permission for Project Clean Stream volunteers to access my property in order to remove the trash. I will not be held liable for the safety or care of any volunteers present during the cleanup.

- Name:
- Property Address:
- The best way to contact me:
- Date:

Thank you for participating, and helping to improve water quality!

Questions? Contact the Alliance for the Chesapeake Bay at (443) 797-9429.



In-Kind Gift Letter

[Date]

[Name of Business or Contact]

[Business Address]

Dear **[Name of Business or Contact]**,

On **[date]**, I will be leading a volunteer cleanup in partnership with the region-wide cleanup effort, Project Clean Stream. My organization, **[your group name]**, seeks support from **[name of business]** for **[additional supplies or refreshments]** for this event.

Project Clean Stream makes a difference in the lives of citizens living in the Chesapeake Bay watershed. Each year, thousands of volunteers spend a few hours outside cleaning trash from streams within their communities along with their neighbors, co-workers, and other volunteers. These volunteers beautify the neighborhoods in which they live and work, gain awareness of the impacts of humans on the environment, and become more connected with their local streams. I greatly appreciate your support in helping to provide a positive experience for our volunteers and to encourage community residents to continue to dedicate their time to this event.

This event is sponsored regionally by the Alliance for the Chesapeake Bay. **[Business Name]** will be recognized for its contributions to our promotional literature and flyers. In addition, your company name and website will be listed as sponsors on the Project Clean Stream website at <https://www.chesapeakenetwork.org/project-clean-stream/>. **[You may choose to add in any additional information here such as how many volunteers will attend your event, etc.]**

I greatly appreciate your support in making our streams cleaner and safer for recreation. I hope you will consider sponsoring this community event. Project Clean Stream is also an excellent opportunity for businesses to engage their employees in volunteer and community service work.

Thank you very much for considering our request.

Sincerely,

[Your signature]

[Your typed name]



EVENT SIGNAGE

You may use the following signs at your clean-up event.

COMMUNITY

**PROJECT
CLEAN STREAM**

EVENT





ALLIANCE
for the Chesapeake Bay

COMMUNITY

CLEAN UP