

Broome County Riverbank Clean-Up

Stream Captain Checklist

The safety of the volunteers is also of the utmost importance. In addition, in order to tout how wonderful our volunteers are and to ensure that the program can continue in the future, it is important that we document who is participating and what is collected. Therefore, we would appreciate it if all stream captains would carefully read over and utilize this checklist to ensure that all essential information is conveyed and all of the requested data is documented. All forms and documents are available on our website www.gobroomecounty.com/emc (Click Riverbank Clean-Up in upper left-hand corner). You may wish to refer volunteers there for reference.

Any questions or concerns should be directed to Beth Egitto, (607) 778-2375 or begitto@co.broome.ny.us.

We thank you for your participation and cooperation. This program would not be successful without the hard work and dedication of all of the volunteers, but especially the stream captains. We are excited to work with you for another fun and safe event.

Before the Clean-Up

- _____ 1. Register on-line. Arrange group's details with an EMC staff member.
- _____ 2. Pick Up or Download and print all forms and checklists. This includes sign in sheet, data cards, summary cards, liability waivers, aerial photograph, and safety information.
- _____ 3. Pick up supplies (Planning Dept, 5th Floor, County Office Building, 44 Hawley Street, Binghamton).

On the Morning of the Clean-Up

- _____ 4. Make sure to document the number of volunteers. A sign in sheet is available on the EMC website.
- _____ 5. Collect **SIGNED** liability waivers, also on the EMC website. Each volunteer **MUST** sign a waiver **BEFORE** participating. Children under 18 must have a parent/guardian sign their waiver. (Can also be done prior to the day of the event)
- _____ 6. Make sure your group has reviewed the provided safety tips before beginning. Discuss your emergency plan.
- _____ 7. Review aerial photograph with team (will be provided by EMC staff prior to the event). Show your team location(s) where trash will be piled for pickup. Please instruct your group to separate tires and large scrap metal from bagged trash when placing debris for pickup.
- _____ 8. Distribute data cards to sets of volunteers. Ideally, there should be one (1) person recording information for every two (2) to three (3) volunteers collecting debris.

The debris categories on the data cards were developed to track certain materials of concern. If items don't fit under one of the categories, place them under "Debris Items of Local Concern". Please be as specific as practicable (numbers, hash marks), words like "lots and "many" are not useful for data analysis.

- _____ 9. Distribute bags and gloves. Be aware of latex allergies.

After the Clean-Up

- _____ 10. Collect **ALL DATA CARDS**, assemble and tally final results on the **SUMMARY CARD** (all provided).
- _____ 11. Send all DATA CARDS, the SUMMARY CARD, sign in sheets, and signed liability waivers to the EMC by **two weeks after the clean up day**. You are now able to send us your data by filling out the form located on the EMC website. However, **YOU MUST STILL SEND OR DROP OFF ALL SIGNED LIABILITY WAIVERS.**

All forms dropped off or sent by mail should go to the Broome County Environmental Management Council, Broome County Office Building, PO Box 1766, Binghamton, NY 13902.