

# Coastal Cleanup 2025 Site Captain Packet

Please find the enclosed documents to assist you with the event:

1. [Site Captain Checklist](#)
2. [Orientation & Safety Talk](#)
3. [Non-Emergency Contacts](#)
4. [Reporting Data](#)
5. [Bulky Item Weights](#)
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7. [Digital Waiver QR Code Flyer](#)
8. [Download Clean Swell App QR Code Flyer](#)

## Materials Box:

Open your materials box to make sure the items you requested are inside. We did our best to fulfill your orders.

## Social Media:

Follow us and share Coastal Cleanup posts on social media [@smchealth](#). Tag us with photos of your event and encourage volunteers to do the same. [#coastalcleanup](#)



SAN MATEO COUNTY HEALTH  
**ENVIRONMENTAL  
HEALTH SERVICES**

**Pollution Prevention Program**  
**Allison Milch | (650) 388-2646**  
**[smchealth.ora/ccd](http://smchealth.ora/ccd)**

# Site Captain Checklist

## A. Before the Event

1. ☐ Contact the necessary land managers and make arrangements for the cleanup (State, County, or City Parks Departments, public works, trash hauler, etc.).
2. ☐ Scout your site.
3. ☐ Recruit volunteers.
4. ☐ Prepare for the volunteer orientation and safety talk.
5. ☐ Distribute and collect liability waiver forms.
6. ☐ Confirm your logistics.
7. ☐ Send out event details and reminders to volunteers.
8. ☐ Download the Clean Swell app and remind volunteers to download it.
9. ☐ Optional: Plan a post-cleanup party.
10. ☐ Pick up supplies from the county coordinator.
11. ☐ Coordinate and confirm trash pickup services to recycle/dispose of litter.

## B. During the Event

1. ☐ Arrive at your site one hour before the cleanup.
2. ☐ Sign-in volunteers.
3. ☐ Organize volunteers for the cleanup.
4. ☐ Give orientation and safety precaution talk (*See safety talk document enclosed in this packet*).
5. ☐ **Clean Up!**
6. ☐ Take photos - post them on social media and tag them with [@smchealth](#). [#coastalcleanup](#)
7. ☐ Collect data cards and Clean Swell app data. Volunteers are encouraged to use the Clean Swell app to go paperless.
8. ☐ Report the number of volunteers and litter picked up using the **site captain reporting sheet (page 6)** **by 1:30 p.m. to Allison Milch at (650) 388-2646 or email [pollutionprevention@smcgov.org](mailto:pollutionprevention@smcgov.org)**.
9. ☐ Thank your volunteers!
10. ☐ Save data cards and waiver forms to submit to your county coordinator.
11. ☐ Assess surplus supplies. If you plan to do another cleanup, you may keep them!

## C. After the Event

1. ☐ Return/submit the data cards, site captain's reporting sheet, Clean Swell app data, liability waivers, excess materials (scales, flags, etc.) by **October 10th** to:

Connie Tran  
Pollution Prevention Program  
Environmental Health Services  
2000 Alameda de las Pulgas, Suite #100  
San Mateo, CA 94403

2. ☐ Check out final event results posted on [smchealth.org/ccd](https://smchealth.org/ccd).
3. ☐ Send volunteers a thank you with the final event results, photos, and any future cleanup opportunities.

# Orientation & Safety Talk

## A. Introduction and Waivers

Welcome to California Coastal Cleanup! Thank you for being part of the largest volunteer event in the State! You are the most important part of this effort. You'll be spending the next few hours cleaning up accumulated trash – litter that has washed off our city streets, trash left by beachgoers, and debris washed up from the ocean. This trash poses a threat to marine wildlife, so do your best to pick up everything you find that's man-made.

***Everyone should have filled out a waiver form already. Has anyone not filled out a waiver?***

(Wait for a response – If anyone has **NOT** signed a waiver form, send them back to the check-in table/area.)

On our check-in table you'll find resources about free household hazardous waste disposal, and many more community resources that will help you prevent pollution in your everyday lives (*If applicable and you requested these items in your materials box*).

## B. Safety Requirements

### DO:

1. **DO** wear gloves, closed toe shoes, a hat, and sunblock.
2. **DO** bring water and stay hydrated.
3. **DO** stay in teams of at least two.
4. **DO** supervise children at all times.
5. **DO** be cautious and aware of sensitive habitats to protect our environment.
6. **DO** only pick up human-created matter (plastics, metal, glass, Styrofoam, etc.). Natural debris (algae, kelp, driftwood, etc.) is part of the natural system we are working to restore and should be left alone.
7. **DO** pick up small pieces of trash like cigarette butts and small plastic pieces. These items will continue to break down into smaller pieces and will end up traveling down storm drains where they will enter our bay and ocean, harming wildlife.

### DON'T:

8. **DON'T** participate in the event if you are experiencing any transmissible illness symptoms or are sick.
9. **DON'T** attempt to access an area that appears unsafe, steep, etc.
10. **DON'T** touch or pick up dead animals or attempt to move injured animals. Make your site captain(s) aware of the animals and where they are.
11. **DON'T** pick up syringes, needles, or any sharp objects. Mark the area and notify the site captain(s) or local official of their location.
12. **DON'T** pick up items near a homeless encampment and/or site. If you encounter a homeless site, please notify the site captain and leave the trash there as it may be their belongings.
13. **DON'T** go near any hazardous materials (large drums, etc.). Inform your site captain(s) of the material's location so that the right people can be called for help.
14. **DON'T** lift anything too heavy. When in doubt, don't try!
15. **DON'T** disturb plants or animals.
16. **DON'T** overexert yourself and risk sunburn, heat exhaustion, or dehydration. Just come back early.

## C. Data Collection

The information volunteers collect on the Clean Swell app and/or the hardcopy data cards will be used to help estimate trash levels of popular items found in the County.

### Clean Swell App

1. Volunteers are encouraged to use the Clean Swell app to go paperless.
2. Download the app for free on any mobile device.
3. Create a profile with an email and password.
4. Collect and record – confirm the number of people on your team and tap the trash icons to record what items you pick up.
5. Review and submit – confirm the details of your cleanup, add a group name, and submit. The data immediately uploads to [coastalcleanupdata.org](https://coastalcleanupdata.org)

### Data Cards

- Although there is no space to list every single piece or type of trash we expect to see during the cleanup, volunteers should still pick up every piece of debris they find.
- When filling out cards, count every piece and be specific (as shown in the example on the card), and record the total in the box.
- **Do not write the words “lots” or “many.”** Only actual numbers of items can be used. If you get tired of counting, estimates with a real number are good.

**Send volunteers to the supply table/area to collect their supplies and start the cleanup!**

## Non-emergency Contacts

City/Town	Police	Fire	Public Works (Sharps/Large Bulky Items)
Atherton	650-688-6500	650-688-8400	650-752-0570
Belmont	650-595-7400	650-595-7492	650-595-7427
Brisbane	415-467-1212	415-657-4300	415-508-2130
Broadmoor	650-755-3840	650-755-1500	
Burlingame	650-777-4100	650-558-7600	650-558-7230
Colma	650-997-8321	650-755-5666	650-757-8888
Daly City	650-991-8119	650-991-8138	650-991-8097
East Palo Alto	650-321-1112	650-688-8400	650-853-3189
Foster City	650-286-3300	650-286-3350	650-286-8140
Half Moon Bay	650-726-8288	650-726-5213	650-726-8260
Hillsborough	650-375-7470	650-558-7600	650-375-7444
Menlo Park	650-330-6300	650-688-8400	650-330-6740
Millbrae	650-259-2300	650-259-2400	650-259-2388
Pacifica	650-738-7314	650-738-7362	650-738-3760
Portola Valley	650-363-4911	650-851-1626	650-851-1700
Redwood City	650-780-7100	650-780-7400	650-780-7464
San Bruno	650-616-7100	650-616-7096	650-616-7065
San Carlos	650-802-4277	650-780-7400	650-802-4204
San Mateo	650-522-7700	650-522-7900	650-522-7300
South San Francisco	650-877-8900	650-829-3950	650-877-8550
Unincorporated County	650-363-4911	650-345-1612	650-363-4100
Woodside	650-851-3525	650-851-1594	650-851-6790

Wildlife	Contact
Distressed marine mammals (and turtles)	The Marine Mammal Center <a href="tel:415-289-SEAL">415-289-SEAL (7325)</a>
Sick, injured, or orphaned animals (including sea birds)	Peninsula Humane Society & SPCA <a href="tel:650-340-7022">650-340-7022</a>
Dead seabirds	Dead seabirds should be left in place

Hazardous Waste	Contact
Oil and chemical spills	CA Office of Emergency Response <a href="tel:800-OILS911">800-OILS911 (645-7911)</a>
Other hazardous waste	Call your local fire department

For assistance on reporting an issue **not** listed above, call or text Allison Milch at (650) 388-2646.

# Reporting Sheet

Please submit post-cleanup hardcopy data card totals by no later than **1:30 p.m.** on **Saturday, September 20** to ensure your site's data is included in the countywide report to the California Coastal Commission.

## Ways to Submit Data

- **Text or Call Allison Milch** at (650) 388-2646.
- **Email** [pollutionprevention@smcgov.org](mailto:pollutionprevention@smcgov.org).

## Reporting Sheet

1. Use **hand scales** to weigh trash collected.
2. **Complete this worksheet** before reporting your data.
3. **Report your data by 1:30 p.m.** via text or call to Allison Milch **on the day of the event.**

**A. Site location:** \_\_\_\_\_

**B. Total pounds of trash AND recyclables (use your scale) \*:** \_\_\_\_\_

- a. \*You may weigh a typical random sample and multiply the average weight per bag to get the total pounds or weigh all the bags with the hand scale. Please indicate if you **measured** or **estimated** (circle one). Please do not report your trash by volume, do your best to estimate the weight.

**C. Total number of volunteers:** \_\_\_\_\_

**D. Total mileage/area cleaned:** \_\_\_\_\_

**E. Number of volunteers who brought their own bag or bucket**

**F. Most unusual Item(s):**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**G. Did your site use** ☐ Data cards only ☐ Clean Swell app only ☐ Both

**H. What group name did volunteers use if using the Clean Swell app?** \_\_\_\_\_

**I. Does your total weight listed above include the trash/recyclables collected from volunteers who used the Clean Swell app?** ☐ Yes ☐ No, only volunteers who used data cards. The Clean Swell app data will need to be pulled and added to the weight I listed above.

If applicable, fill out the section below and include the pounds in the total pounds reported above. See the next page for example weights.



# Bulky Items

## Bulky Items

E.g. Bicycles, shopping carts

Measured or estimated pounds (circle which you used) = \_\_\_\_\_

**IMPORTANT REMINDER:** Please return the above reporting sheet, liability waivers, and data cards to the Pollution Prevention Program at 2000 Alameda de las Pulgas, Suite #100, San Mateo, CA 94403 by Friday, October 10<sup>th</sup>. You may drop it off during our office hours Monday-Friday (except holidays), 8 a.m.-5 p.m. or mail it.

## Common Bulky Item Weights

Appliances	Est. weight in lbs.
Refrigerator	250 lbs.
Washer	170 lbs.
Dryer	124 lbs.
Dish Washer	165 lbs.
Automotive/Transportation	
Tire (passenger, light truck)	22.5 lbs.
Commercial Tire	120 lbs.
Bike (Adult)	25 lbs.
Retail	
Shopping Cart (Metal)	65 lbs.
Shopping Cart (Plastic)	55 lbs.

## Clean Swell Data

### How to Pull Clean Swell App Data

Please email [pollutionprevention@smcgov.org](mailto:pollutionprevention@smcgov.org) if you have any questions about how to pull Clean Swell app data from [coastalcleanupdata.org](http://coastalcleanupdata.org). For a guide on [How to Pull and Filter Clean Swell App Data](#), please visit [smchealth.org/ccd](http://smchealth.org/ccd), scroll to the bottom of the page, and click “site captain resources.”

## QR Code Flyers

### Resources for Volunteers

On the following pages there are two QR code flyers. One is for volunteers to complete the waiver digitally, and the other is for volunteers to download the Clean Swell app.