

Watercraft & Marina Cleanup Toolkit



More than
17
million
volunteers
have collected
350+
million
pounds of trash

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Why do a Cleanup?

We depend on our ocean and waterways for the food we eat, the water we drink and the air we breathe. But beyond these vital resources, there exists a multitude of other reasons why we love the water, from the creatures who call it home to the shores we visit and explore.

Marine debris is one of the greatest threats our ocean faces, but luckily it is an issue with which we can all play a part in the solution.

Marine debris or “ocean trash” is any persistent solid material that is manufactured or processed and directly or indirectly, intentionally or unintentionally, that is disposed of or abandoned into the marine environment (NOAA). In short, marine debris is trash that ends up in our waterways, lakes and oceans, harming wildlife and undermining coastal economies. Many people assume that marine debris comes from marine-based activities such as boating, but research continues to show that more than [80% of marine debris originates from land-based sources](#). Trash can enter the environment through litter, illegal dumping, storm water discharge, natural disasters and poor waste management – to name a few. Trash can also escape or be discarded from fishing vessels, recreational boats, stationary platforms and cargo or other vessels.

Marine debris isn't an ocean problem – it's a people problem. That means people are the solution. Ocean Conservancy is committed to keeping our beaches and ocean trash free. For more than 35 years we have organized the International Coastal Cleanup™ (ICC), where over 17 million volunteers from 155 countries have worked together to collect more than 350 million pounds of trash. And we're not the only ones who care about ocean trash: Every day, all over the world, concerned people take the problem into their own hands by cleaning up their local waterways.

While it's not the sole solution, cleanups are an important part of the array of solutions for tackling marine debris. We strive to empower volunteers of all backgrounds and ages to lead or hold cleanups of their own, no matter the size. We've developed a suite of resources to help folks achieve their cleanup goals and for boaters specifically, we've created marine debris prevention strategies as one tenant of our clean boating program called Good Mate. Our unique experience hosting the ICC every year allows us to continually create, evolve and share free cleanup resources such as the Watercraft & Marina Cleanup Guide you are reading now. With enormous thanks to our partner, BoatUS Foundation for their knowledge and expertise, and Brunswick Public Foundation for their dedicated support of Good Mate, it's our pleasure to share this guide with boaters, marina operators, certification programs, clubs and ultimately anyone who wishes to be a steward for our environment while enjoying the water.

6 DEGREES OF SEPARATION

How does trash travel?

1 Plastic bag from a store in the city



2 blows from a trash can



3 into a storm drain



4 travels through pipes and downriver



5 into the ocean



6 where marine wildlife mistakes it for food





Photo credit: Javier Pardo

Before
the Cleanup





4-6 WEEKS
OUT

Pick a Location

Identify waterways in your area that could be cleaned and that are safe and accessible for volunteer boaters. If necessary, contact the local parks agency that oversees the cleanup location to make sure you have the necessary permission to be there. Come up with a plan for how you will properly dispose of the trash and recyclables you collect at your cleanup.

Note: *It is very important to consider where trash collected by volunteers will ultimately be disposed. If the site is managed, there may be a simple solution here, but you may also need to plan for your own waste disposal pick up at the location you choose. Check to see if local waste haulers will provide pickup service at the location(s) you are considering.*

Some additional questions to keep in mind when selecting a cleanup location:

- Would this location be safe for your entire group of volunteers to collect trash?
- Is the location accessible for volunteers?
- Is there parking if needed?
- Are restroom facilities nearby?
- Are there any safety hazards to be aware of?
- What is upstream and downstream of this location?
- What should we do to prevent harming the environment while conducting the cleanup in this spot?
- What will the tides be like for this location on the date the cleanup would take place? Will it be better to clean during low tide with more land or foliage exposed? This website can help you determine upcoming tides: tidesandcurrents.noaa.gov.
- Does the location you are considering have any sort of trash boom or trap(s) in the area? Determine who manages the device and let them know about the [International Trash Trap Network](#) they could join. Perhaps emptying the device(s) could be incorporated into your waterway or marina cleanup event.

Visit the site in advance of the cleanup date to determine:

- Where to set up a check-in station
- Where to leave bags of trash and recyclables
- What areas volunteers will clean



Photo credit: Noah Schoder



4 WEEKS
OUT

Contact Your Crew

When selecting a cleanup date, consider factors such as holidays or weather events and try to give volunteers at least a couple weeks notice. Have a plan for collecting interested volunteers names and email addresses, in case you need to get in touch with them prior to the event, or cancel due to inclement weather.

Encourage others in the community to get involved and help organize the cleanup. Send an invite email to marina members and create an event page on Facebook so interested volunteers can RSVP and you can easily communicate with attendees. Spread the word through email, social media, club meetings, and [event posters](#) or signage around the participating marina or cleanup location.

Meet ahead of time with other dedicated volunteers to plan the event and assign roles. Depending on your event, you might want to pre-assign a couple people to help with early event set-up, checking in volunteers as they arrive, taking photos during the event and helping with event take-down. In your outreach, make sure to mention Ocean Conservancy's data collection app, [Clean Swell](#), for volunteers to download before the cleanup.

Sample Event Description

"We strongly believe that no matter where we live, our ocean and waterways support and improve our lives. Today, plastic has been found in 62% of all seabirds and in 100% of sea turtle species. That's why we're partnering with Ocean Conservancy and BoatUS Foundation to help keep our ocean and waterways clean, and we'd like you to join us! **[Your Marina/Club/Organization Name]** is hosting a waterway cleanup at **[Location]** on **[Date and Time]**, where we can all get together and work toward a common goal. Download the easy-to-use data collection app [Clean Swell](#) onto your phone in advance of the event. Information collected through this app contribute to a global database that gives insight into this ever-growing problem while also helping inspire real solutions. You can rsvp by **[Insert RSVP info]**. Hope to see you there!"



4 WEEKS
OUT

Promote Your Cleanup

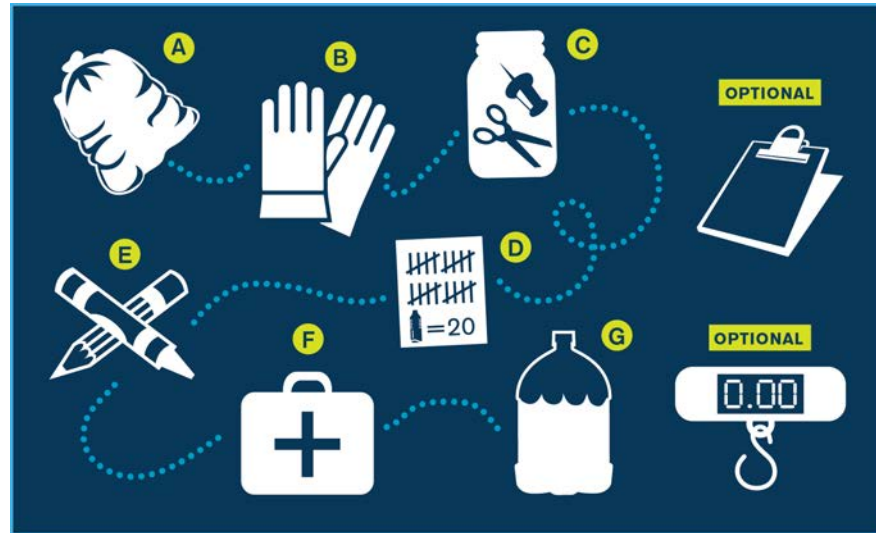
Gather the materials you need – [press releases](#) and talking points – to generate news stories on your event. Post the materials on your website and/or social media channels and use the [customizable flyer](#) to share all of your cleanup information. Post flyers at marinas, boat launches, boating stores and other community bulletins. Now let the media know! You may want to go to the site ahead of the event and take photos, so you can have "before & after" photos to share with local media.

Is your cleanup taking place between September and December? That's International Coastal Cleanup season! You may wish to have your cleanup join up with a larger community or even state or regional ICC effort. Contact cleanup@oceanconservancy.org if you're interested in connecting with existing ICC Partners in your location. You may be able to amplify your event and garner more volunteers if it is looped into a larger effort. Local cleanup partners may also have supplies and promotional materials to share with you.



2 WEEKS
OUT

Gather Supplies



Determine what kinds of supplies you will need, such as:

- Work gloves for volunteers
 - You can ask volunteers to bring a pair of gloves. If you are looking to provide them for volunteers, we often purchase the reusable “dipped” work gloves as they work well for grabbing even the little trash. Here are examples of what we order in the United States from [Lowe's](#) and [Home Depot](#). Check for similar resources in your area. The best part: You can wash and reuse them at your next cleanup.
- Water cooler with enough water to keep your volunteers properly hydrated, especially in warm temperatures. Encourage volunteers to bring their own reusable bottle to fill up.
- First-aid kit for minor cuts and scrapes
- Depending on weather, sunscreen and bug spray may be needed
- Dip nets or trash grabbers can be especially helpful for folks cleaning from watercraft. Local boating supply stores may provide these as a donation or you could ask volunteers to bring their own.
- Trash bags (or request your volunteers bring reusable containers, like buckets)
 - We recommend looking for creative, reusable options. Ask your local coffee shop for used bean bags, or a nearby brewery for grain bags.
 - If plastic trash bags are needed, we recommend purchasing 2-3 per volunteer. Very large bags can become unwieldy, so we usually get 13 gallon size bags. Drawstrings are helpful for tying and weighing full bags.
- Sign-in sheet to record the number of participants and enable you to contact them later with thanks and photos. The park agency or organization that manages the location may have a waiver that your volunteers need to sign, too.
- Pens or pencils

- Information on how to download Clean Swell or how to use the Volunteer Data Card ([included in this toolkit](#))
- Hand sanitizer is nice to have available for your volunteers after the cleanup
- Scale
 - If you have a fish or a luggage scale (a scale with a hook) at home, you can use it to weigh the trash you collect.
 - If you do not have a scale, your waste hauler may be able to weigh a dumpster or roll-away for you after the event. Another option is to use our general estimate of 15 lbs. per full 30-gallon bag of trash.
- Communicate with registered volunteers to let them know about supplies they can bring, what to wear and what they can expect during the event (i.e. if there are no public restrooms, let them know!).

Keep These Safety Tips in Mind

Review what to do in case of a health emergency (heat exhaustion or heatstroke, broken bone, etc.) and find out whether any of your volunteers have medical training or know basic first aid. Plan ahead for handling sharp items, such as syringes or pieces of broken glass. We recommend disposing of these items in a widemouth container with a tight screw lid, such as an empty liquid laundry detergent bottle that you have clearly labeled. It may be helpful to obtain two-way radios, walkie-talkies or key cell phone numbers in order for staff and volunteers to stay in touch if they disperse on watercraft.

Find out how to contact your local authorities in case volunteers encounter any dead, entangled or injured wildlife (in the United States we contact our local Fish and Wildlife Office at www.fws.gov). You can report these finds on your [Volunteer Data Card](#) or on the comments section in the Clean Swell app, but be sure to leave any wildlife handling to the experts.

If you are planning to record data on the Clean Swell app, assign one person per group or vessel to be the data recorder. They will not wear gloves in order to use the app, and because of this they SHOULD NOT pick up any trash. See ["During the Cleanup"](#) section for more instructions on how to safely record data.



Photo credit: Rodrigo Fonseca



2 WEEKS
OUT

Plan Ahead to Reduce Event Waste

Food

Providing a meal at your cleanup can be tricky when you're trying to reduce waste! Use these tips to cut down on packaging, single-use plastics, and food waste.

- Provide healthy snacks, such as fruit, that don't require packaging.
- Serve easy to eat food. Finger food – sandwiches and veggies/chips & dip – can be eaten without cutlery.
- Ask volunteers to bring lunch with them, or make it a potluck.
- If you host events regularly, it may be best to purchase inexpensive, reusable plates and silverware that you wash in between events.
- If ordering from a restaurant for a meal, make sure to speak with them beforehand about your choice to minimize waste.
- If some items must be wrapped, unwrap them in advance, to reduce to risk of light-weight packaging blowing away at your cleanup location.
- Donate any leftover food to a local soup kitchen (locate one beforehand and communicate about what they can accept) or suggest that volunteers bring food home with them to eat later.

Water

Volunteers must have water at cleanups, but it doesn't have to be from a disposable bottle. Avoid single-use plastics with these tactics.

- Provide a container of water at the event and encourage volunteers to bring reusable water bottles. Make sure to pack reusable or compostable cups as well for those without.
- Purchase, borrow, or rent reusable water solutions to avoid using single-use plastic water bottles.

Supplies

Learn how to find reusable, sustainable material solutions.

- Rather than single-use gloves, purchase reusable work gloves to use over and over for cleanups. Wash them in a regular laundry machine in between cleanups (let them air dry if they have rubber on them). Or you can always ask volunteers to bring their own reusable gardening gloves.
- Save paper by using the Clean Swell app! You'll also save time and money by eliminating the need to mail or email the [Volunteer Data forms](#) to Ocean Conservancy. That said, if you prefer the paper route, Volunteer Data Cards can be scanned and emailed to cleanup@oceanconservancy.org after your event to avoid postage.

Transportation

Reduce the impact from transportation to the event with recommendations to volunteers.

- Suggest that volunteers walk, bike, use public transport, or carpool to the event.

Deposit Bins

Well-sorted waste is the key to success.

Make sure to label bins with explanations of what items can go where. Tape signs to bins for “Compost,” “Recycling,” and “Landfill.” You can sort the debris you collect and the waste generated during the event. This is a great educational moment for volunteers!

- **Recycle:** Be aware of what items your local recycling receptacle accepts and be sure to sort any items collected or used during the event to be recycled. This may include plastic, metal, or glass items.
- **Compost:** Perhaps a volunteer has a compost bin at home or your municipality has a compost system in place. Collect organic materials such as food scraps and paper in this bin.
- **Landfill:** All other items that cannot be recycled or composted.
- **Potentially hazardous materials:** Check with your local municipality to see what can be done with batteries, electronics, tires and even paint.

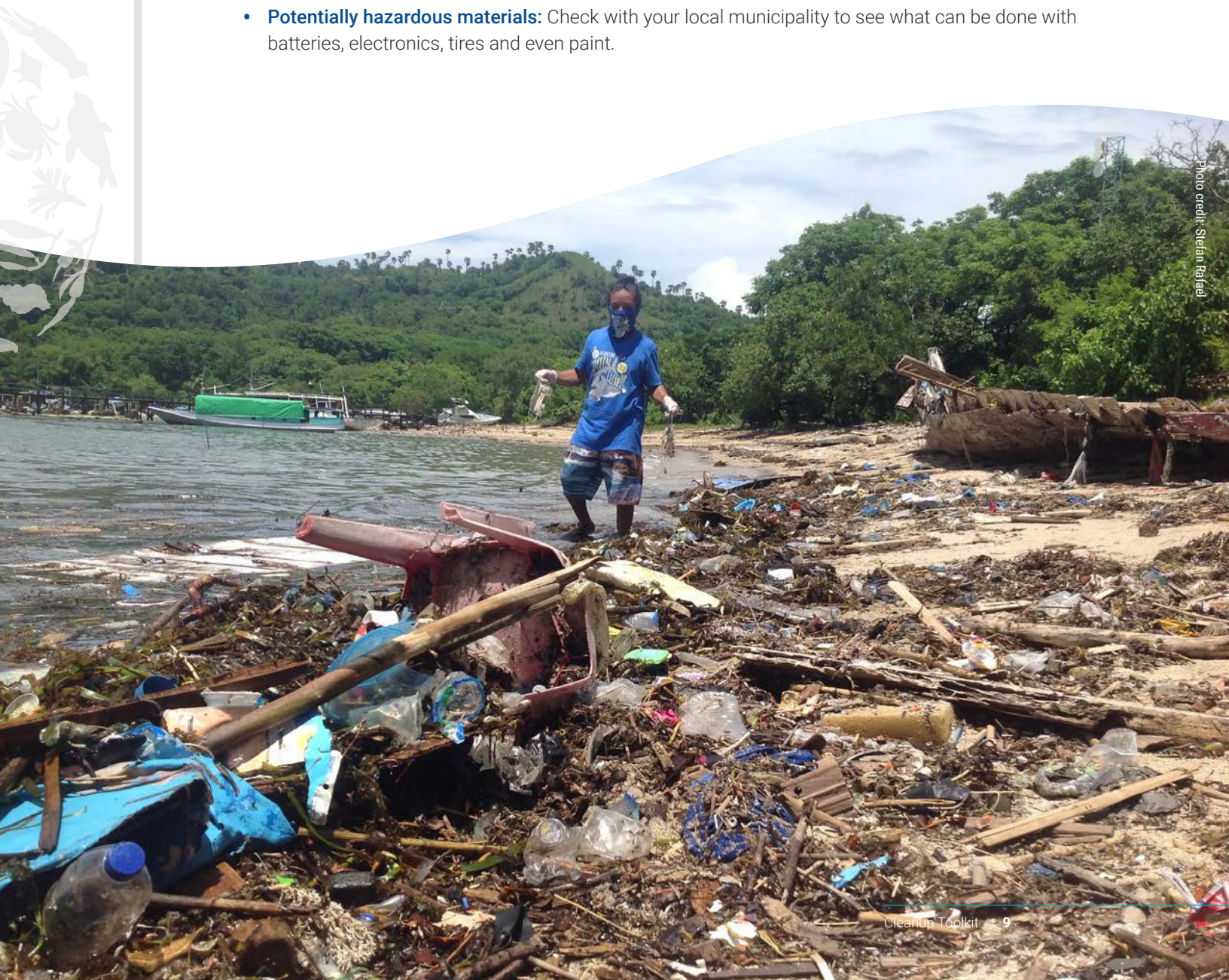


Photo credit: Stefan Ratael



Photo credit: Save The Bay

During
the Cleanup



Set Up

Arrive early to set up, post signs, and label your trash drop-off site. At your check-in station, ensure you have pens, pencils and sign-in sheets ready for your volunteers. If the event is hosted by an organization or marina, there is likely an event waiver form that all participating volunteers will need to sign. It's a good idea to have stacks of these forms on clipboards so multiple volunteers can be signing at once and lines don't form at check-in. You may also consider a rolling check-in where your check-in site remains available throughout the day and volunteers can sign-in at any point.

What to Tell Your Volunteers

Instruct volunteers on what to do if they encounter any hazardous items, such as sharp objects or dead, entangled, or injured animals. Remind them of any local safety hazards, such as power lines or poison ivy. Ocean Conservancy has a helpful [Safety Steps poster](#) as well as a [How-to-Use Clean Swell poster](#) that you may request hardcopies of, or print on your own and post at your check-in location.

Tell volunteers what to do with the filled bags of trash, and set a meeting time for the end of the cleanup so that everyone returns at the same time. Children should always have adult supervision.

Emphasize the importance of **data collection**. Make sure each cleanup team has a designated data recorder with [Clean Swell](#) downloaded on his/her device so they can keep track of the items they are collecting. This valuable information is used to create a snapshot of the global ocean trash problem and influence long-term solutions.

Lastly, while we love data collection and the importance it holds for volunteers and the science of ocean trash, if it is unsafe in any way for your team to track data, don't do it. You can always report the number of people you cleaned with, the location cleaned and how many bags or buckets you filled! See "After the Cleanup" for more instructions on how to report your efforts.

Data Collection Tips

- Make data collection easier by suggesting that volunteers work in small teams that can have one designated data recorder with the Clean Swell app or a paper data card.
- Provide your volunteers with a **group name** to be entered in the Clean Swell app – this makes it easy to look up your group totals later. In order to track cleanup results, we recommend using the hosting marina, organization or club name somewhere in this text field. You can also include other words in the group name field, for example **"ABC Marina – Smith Family"** or **"ABC Marina Cleanup – South dock team"**.
- It is easier to collect data as items are picked up, rather than sorting and tallying everything after you clean.

Document the Cleanup

Take before and after photos of the cleanup site as well as shots of your volunteers in action and a final group picture with all of the trash collected. [Clean Swell](#) has a photo icon that allows volunteers to take photos during their cleanup which are automatically submitted with their data.

If you have a scale with a hook, use it to weigh the trash bags. If you don't have a scale, you can use a standard conversion of 15 pounds per 30-gallon trash bag to estimate the overall weight of your collected trash.

As the volunteers finish, remind them to review the information they entered into Clean Swell such as number of participants, and then make sure they click submit! Collect all completed paper [Volunteer Data forms](#) and combine these onto one [coordinator form](#), both included in this toolkit.

Ensure all trash is left in the designated drop-off location and that no materials are left behind as you leave the cleanup location. If a waste hauler is scheduled to pick up the debris collected, wait for them to make sure they arrive and that all remnants of trash are removed.



Photo credit: Don Pitcher



Photo credit: Youth Love Egypt Foundation

After the
Cleanup



Share Your Results

Volunteers

After volunteers submit their data on [Clean Swell](#), encourage them to share their accomplishments on social media. If your volunteers used paper [Volunteer Data forms](#), please scan and send these to cleanup@oceanconservancy.org.

Survey your cleanup team post-event. Encourage everyone to share experiences, stories and pictures about what they saw. This might encourage others to attend future events – and now is the time to start planning. Let them know about your next cleanup; get volunteers onboard while their enthusiasm is high!

Provide Data to Ocean Conservancy

If your volunteers used the Clean Swell app, your data were automatically submitted and no further action is needed. If you have paper data cards from your event, you can scan and email those to the email address below. If you have any questions, or would like to share photos or highlights, feel free to reach out to Ocean Conservancy:

- **Email:** cleanup@oceanconservancy.org
- **Mail:** Ocean Conservancy
Attn: International Coastal Cleanup
1300 19th St NW, 8th Floor
Washington, DC 20036

Say Thanks!

Send out an email saying, “Look what we did!” Include how many community members joined, the total weight of trash that was collected and any photos from the event. Celebrate your accomplishment as a cleanup organizer and ocean advocate. Thank you!

Need help finding your cleanup data summaries and overall impact?

Please contact Sarah Weller at sweller@oceanconservancy.org.

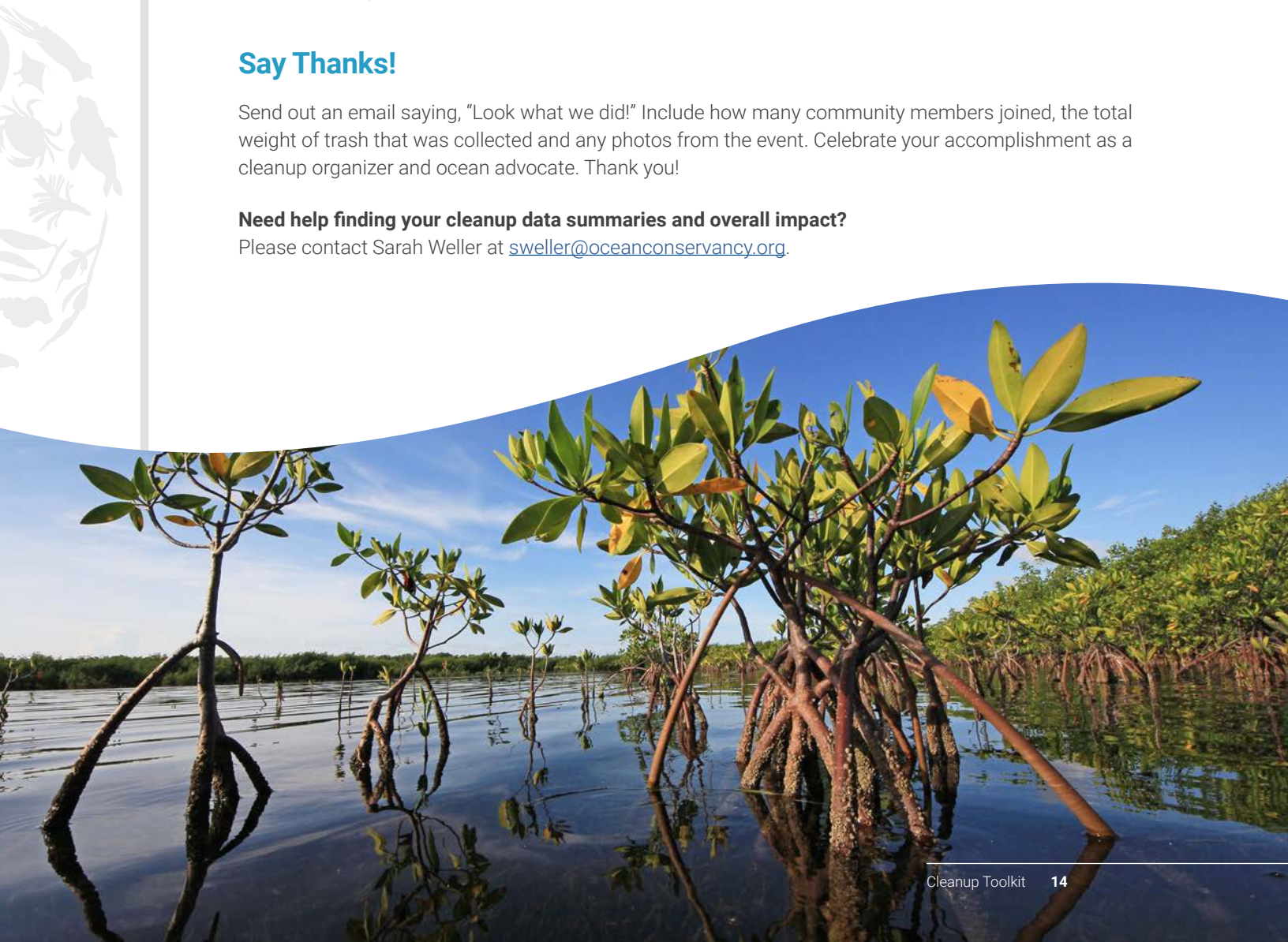




Photo credit: Clean Swell

Appendix



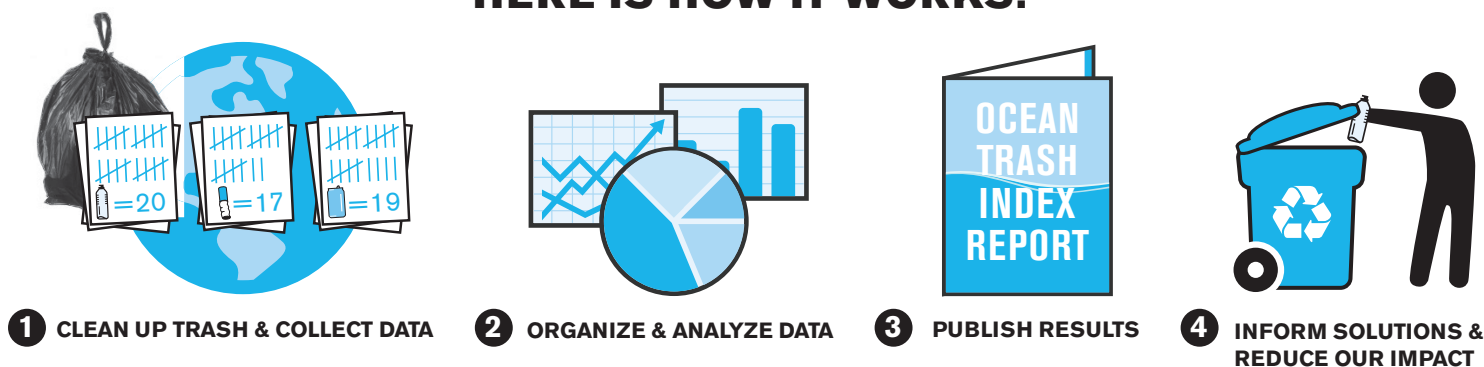
VOLUNTEER

OCEAN TRASH DATA FORM



Ocean and waterway trash ranks as one of the most serious pollution problems choking our planet. Far more than an eyesore, a rising tide of marine debris threatens human health, wildlife, communities and economies around the world. The ocean faces many challenges, but trash should not be one of them. Ocean trash is entirely preventable, and data you collect are part of the solution. The International Coastal Cleanup is the world's largest volunteer effort on behalf of ocean and waterway health.

HERE IS HOW IT WORKS:



NAME:

EMAIL:

CLEANUP SITE DESCRIPTION

Type of Environment (choose one):

- ☐ Saltwater (Ocean/Bay/Estuary)
- ☐ Freshwater (River/Stream/Lake)
- ☐ Inland (No Water Body Present)

Mode of Data Collection (choose one):

- ☐ Land (beach, shoreline or inland)
- ☐ Underwater
- ☐ Watercraft (powerboat, sailboat, kayak or canoe)

SITE INFORMATION:

Cleanup Site Name:

State or Province: Zone or County:

Country: Nearest Crossroad or Landmark:

NUMBER OF VOLUNTEERS WORKING ON THIS CARD:

adults

children
(under 12)

MOST UNUSUAL ITEM COLLECTED:

DATE OF CLEANUP:

GO PAPERLESS!

Collect and record
your data on
Clean Swell!

Download the
free app on your
mobile device.



Please return this form to your area coordinator.
If you are unable to do so, please mail or email it to:

Ocean Conservancy
Attn: International Coastal Cleanup
1300 19th Street, NW, 8th Floor, Washington, DC 20036
cleanup@oceanconservancy.org

Trash Free Seas: www.oceanconservancy.org/cleanup
Be a Green Boater: www.oceanconservancy.org/goodmate
Sponsors: www.oceanconservancy.org/cleanupsponsors
Clean Swell: www.oceanconservancy.org/cleanswell



Updated 2021

TRASH COLLECTED

Citizen scientist: Pick up all trash and record all items you find below. No matter how small the items, the data you collect are important for Trash Free Seas.®

EXAMPLE:

Plastic Bags:

|||||

TOTAL #



= 8

Please DO NOT use words or check marks.
Only **numbers** are useful data.

MOST LIKELY TO FIND ITEMS:



Grocery bags (plastic): =
Other bags (plastic): =
Beverage bottles (glass): =
Beverage bottles (plastic): =
Beverage cans: =
Beverage sachets/pouches: =
Bottle caps (metal): =
Bottle caps (plastic): =
Cigarette butts: =

Cups, plates (foam): =
Cups, plates (paper): =
Cups, plates (plastic): =
Food containers (foam): =
Food containers (plastic): =
Food wrappers (candy, chips, etc.): =
Lids (plastic): =
Straws/stirrers (plastic): =
Utensils (plastic): =

TOTAL #



FISHING & BOATING:

TOTAL #



Line, nets, traps, rope, etc.: =
Foam dock pieces: =

ILLEGAL DUMPING:

TOTAL #



Appliances: =
Construction materials: =
Tires: =

PACKAGING MATERIAL:

6-pack holders: =
Foam packaging: =
Other plastic bottles (oil, bleach, etc.): =
Strapping bands: =

OTHER ITEMS/DEBRIS:

TOTAL #



Balloons: =
Clothing: =
E-cigarettes: =
Electronic waste (phones, batteries): =
Footwear (shoes/slippers): =
Paper bags: =
Tobacco products (lighters, cigar tips, wrap): =
Toys: =
Other plastic waste: =
Other waste (metal, paper, etc.): =

PERSONAL HYGIENE:

TOTAL #



Condoms: =
Cotton bud sticks (swabs): =
Diapers: =
Gloves & masks (PPE): =
Syringes: =
Tampons & applicators: =

OTHER ITEMS NOT LISTED:

TOTAL #



1. =
2. =
3. =
4. =
5. =

TINY TRASH LESS THAN 2.5CM

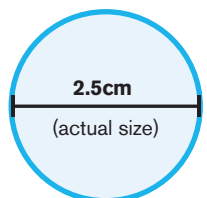
TOTAL #



Plastic/foam pieces: =

DEAD/INJURED ANIMAL

Type of animal: _____
Status: dead/injured Entangled: yes/no
Type of entanglement item: _____



CLEANUP SUMMARY (circle units)

Number of Trash
Bags Filled:

Weight of Trash
Collected:

 lbs/kgs

Distance
Cleaned:

 miles/km

Area
Cleaned:

 miles²/km²

COORDINATOR

OCEAN TRASH DATA FORM



DEAR CLEANUP COORDINATOR:

Thank you for your hard work, dedication and valuable time spent for this important cause! We appreciate your commitment and passion for trash free seas.

Before you complete this form, please compile and sum data all Volunteer Ocean Trash Data Forms. For each category of trash, add the total number of pieces and enter this number in the "Total" box on the back of this data form. Numbers are the only valid form of data, so please DO NOT use words or check marks in the boxes next to ocean trash items.

NAME:

EMAIL:

ORGANIZATION HOSTING CLEANUP (if applicable):

CLEANUP SITE DESCRIPTION

Type of Environment (choose one):

- ☐ Saltwater (Ocean/Bay/Estuary)
- ☐ Freshwater (River/Stream/Lake)
- ☐ Inland (No Water Body Present)

Mode of Data Collection (choose one):

- ☐ Land (beach, shoreline or inland)
- ☐ Underwater
- ☐ Watercraft (powerboat, sailboat, kayak or canoe)

CLEANUP SITE LOCATION

Cleanup Site Name (beach, park, etc.):

State or Province:

Zone or County:

Country:

Nearest Crossroad/Landmark

CLEANUP SUMMARY

Month: Day: Year: Total Number of Volunteers at this site: Adults: Children:

Total Weight of Trash Collected: lbs. or kgs. Total Number of Trash Bags Filled:

Estimated Distance Cleaned: $\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ 1 2 3 4 5 (circle one) Other:

Distance Measured In: Miles or Kilometers (circle one)

MOST UNUSUAL ITEM(S) COLLECTED:

1. 2. 3.



Please return this form along with all Data Forms to your State/Country Coordinator.



State/Country Coordinators: Please submit Summary Data into the online Data Collection and Reporting Tool at www.coastalcleanupdata.org.



If you are unable to contact your State or Country Coordinator, please mail or email this form to:

Ocean Conservancy
Attn: International Coastal Cleanup
1300 19th Street, NW, 8th Floor
Washington, DC 20036

cleanup@oceanconservancy.org
www.oceanconservancy.org/cleanup

TRASH COLLECTED

Citizen scientist: Record the total number of items picked up by volunteers at the Cleanup site. The data you record are important for creating solutions for Trash Free Seas.®

Please DO NOT use words or check marks.
Only **numbers** are useful data.

TOTAL #



EXAMPLE

28

Plastic Bags

TOTAL #



MOST LIKELY TO FIND ITEMS



- Grocery bags (plastic)
- Other bags (plastic)
- Beverage bottles (glass)
- Beverage bottles (plastic)
- Beverage cans
- Beverage sachets/pouches
- Bottle caps (metal)
- Bottle caps (plastic)
- Cigarette butts

- Cups, plates (foam)
- Cups, plates (paper)
- Cups, plates (plastic)
- Food containers (foam)
- Food containers (plastic)
- Food wrappers (candy, chips, etc.)
- Lids (plastic)
- Straws/stirrers (plastic)
- Utensils (plastic)

TOTAL #



FISHING & BOATING:

- Line, nets, traps, rope, etc.
- Foam dock pieces

TOTAL #



ILLEGAL DUMPING:

- Appliances
- Construction materials
- Tires

TOTAL #



PACKAGING MATERIALS:

- 6-pack holders
- Foam packaging
- Other plastic bottles (oil, bleach, etc.)
- Strapping bands

TOTAL #



OTHER ITEMS/DEBRIS:

- Balloons
- Clothing
- E-cigarettes
- Electronic waste (phones, batteries)
- Footwear (shoes/slippers)
- Paper bags
- Tobacco products (lighters, cigar tips, wrap)
- Toys
- Other plastic waste
- Other waste (metal, paper, etc.)

TOTAL #



PERSONAL HYGIENE

- Condoms
- Cotton bud sticks (swabs)
- Diapers
- Gloves & masks (PPE)
- Syringes
- Tampons & applicators

OTHER ITEMS NOT LISTED:

TOTAL #



1.
2.
3.
4.
5.

TOTAL #



TINY TRASH LESS THAN 2.5CM:

- Plastic/foam pieces

DEAD/INJURED ANIMAL

LIST TYPE(S) OF ANIMAL(S):	STATUS	ENTANGLED	ENTANGLEMENT TYPE
	Dead/Alive	Yes/No	
	Dead/Alive	Yes/No	
	Dead/Alive	Yes/No	

Thank you for your valuable contributions to the **International Coastal Cleanup!**

Boating Safety Tips

Being safe on the water while conducting a cleanup is important. Keep these things in mind as you plan your event.

- Provide boat captains with a safety briefing before volunteers board the boat. Give them the details of the day, the rules the volunteers need to follow and how to contact those on shore if there is a problem.
- Instruct all volunteers of the safety rules of the boat and where the safety equipment is located before they board.
- Instruct all volunteers to mind the captain at all times and if they have any questions, it is best to ask.
- Make sure all volunteers and boat operators are wearing properly fitting life jackets at all times.
- Make sure the boat has all required safety equipment. (Check with your state's boating laws.)
- Include extra gloves and first aid items on the boat in case supplies run out while the boat is out.
- Use two way radios to keep in contact with the boat operators while on the water.
- Keep a record of where each boat is headed and when they should return.
- Do not overload the boat with volunteers or equipment – make multiple trips if necessary.
- Leave room on the boat for debris that is collected. Debris can add up. Place the heavy things like tires and appliances on the bottom and lighter things like cans and plastic on top.
- Do not allow volunteers to hang over the sides of the boat to collect debris – use nets to collect debris to prevent people from falling overboard.
- Instruct volunteers to use caution when moving from side to side in the boat. Boats can become unstable quickly when everyone moves to one side.
- Do not throw heavy debris into the boat that could damage it.
- Remind the boat captain (and on shore contacts) to watch the weather and be certain to leave enough time to get back to the dock before an approaching storm.

Working with Volunteers

EDUCATE

Volunteering to clean up waterways is great, but the real change comes after the event. Educate volunteers and the media on the problems of marine debris and what they can do to help (and continue to help after the event). Turn your volunteers into educators to reach out to their friends and families.

DELEGATE

Giving volunteers responsibilities will make them more committed and you can't do it all on your own. Utilize volunteers to help organize the event such as handing out flyers, recruiting other volunteers or assisting with some of the logistics on the day of the event.

BE FLEXIBLE

Tailor your strategy (with the help of this guide) to put on an event that best suits your abilities and your local community.

LOOK FOR LEADERS

For leadership volunteer positions, don't pick the first to raise their hands. Watch to see who shows up when they say they will, who shows initiative. Then build a team of those leaders. Teamwork avoids volunteer burnout.

FOCUS

You can't do everything at once and your event doesn't need to be massive the first year. Put your energy into the areas where you will realize the greatest benefit and build from there year after year.

PLAY ON YOUR STRENGTHS...

...and your volunteers!

Find out what skills your volunteers and staff have and utilize them to make the event go as smoothly as possible from start to finish. Look for volunteers with special skills such as EMT training, social media experience or media contacts and utilize those skills to enhance your event.

Working with the Media

Preparing a Press Release

- Use a creative and “catchy” title and lead sentence to attract the reader.
- Start with the most important information first.
- Make sure you include your contact information (including cell phone). Be available to return press calls promptly. Reporters are often on tight deadlines.
- Keep it short. Press releases are typically one page or less.
- Be concise but to the point. Include all the important information such as who, what, when, where, why and how.
- Provide a picture for the release.
- Make sure you know the deadlines of your local media so you send the release with enough notice.

Media Interviews

- Practice giving your message or answering questions ahead of time.
- Talk directly to the reporter – not the camera.
- Always tell the truth and provide relevant facts. If you don’t know the answer, tell the reporter you will find the information and get back to them. Follow through with your promise.
- Give short, concise soundbytes, and repeat your message throughout the interview.
- Keep to your message.
- Give general answers that focus on your message – don’t get caught up in too much detail.
- Avoid jargon, acronyms or technical terminology.
- Avoid saying “um”.
- Avoid saying anything “off the record” because ANYTHING you say may be quoted and a camera may always be recording.
- Be yourself and smile naturally.

Develop a Relationship with the Media

- Thank reporters for good reports or for covering your event.
- Stay in contact with reporters even when you are not holding an event.

TEMPLATE PRESS RELEASE

For a copy of this page that you can fill-in and/or print, please follow this link [here](#)

For Immediate Release

Contact

[Name], [Title], [Organization]

[Phone Number]

[E-Mail Address]

[YOUR ORGANIZATION] Invites [LOCATION] Volunteers to a [Waterway/Marina/Harbor] Cleanup

[Location/State, Date] – **[YOUR ORGANIZATION]** is calling on volunteers to be a part of the global movement for our ocean and waterways that lead to it. This local effort contributes to the International Coastal Cleanup® (ICC) movement, the world's largest volunteer effort to remove and record trash from waterways and shorelines.

Every year, millions of tons of trash – including an estimated 11 million metric tons of plastic waste – flows into the ocean, impacting more than 800 marine species and even entering the food chain. Trash travels down storm drain systems and through watersheds. We can stop it before it reaches the ocean. At this cleanup, volunteers will track important data on the types and amount of debris removed, informing important upstream solutions to the plastic pollution problem.

[INSERT EXAMPLES OF COMMONLY FOUND ITEMS IN YOUR LOCATION/ LOCAL IMPACTS TO WILDLIFE].

[ADDITIONAL CONTENT ABOUT YOUR CLEANUP EVENT OR LOCAL CLEANUP GUIDANCE]

[Optional paragraph to link to Ocean Conservancy's ICC] "Plastic pollution is a massive problem for our ocean, but together, our actions can make a big difference," said Allison Schutes, director of Ocean Conservancy's International Coastal Cleanup. "On the water and along shorelines, I've seen the impact that volunteers make firsthand through thousands of cleanups: no matter where you are, every bottle, every straw, every piece of trash you collect connects you to a global movement for a clean ocean. We are so grateful for the efforts of **[YOUR ORGANIZATION]** and all the **[CITY/ LOCATION]** volunteers who are continuing this important work.

[INSERT LOCAL CLEANUP DATE, TIME, LOCATION AND OTHER INFORMATION, IF APPLICABLE]

###

[YOUR ORGANIZATION BOILERPLATE]

Ocean Conservancy is working with you to protect the ocean from today's greatest global challenges. Together, we create science-based solutions for a healthy ocean and the wildlife and communities that depend on it. For more information, visit www.oceanconservancy.org, or follow us on [Facebook](#), [X/Twitter](#) or [Instagram](#).



TEMPLATE SUPPORT/DONATION LETTER

For a copy of this page that you can fill-in and/or print, please follow this link [here](#)

[Date]

[Name and Address of Recipient]

Dear [Sir/Madam/NAME],

[Explain who you are and the organization you work for (example: manager of X marina).] I am writing to ask for your help in supporting a cleanup event we are planning to have in our community on [Date]. **[Explain where the event will be and what you hope to accomplish including educating the public.]** This event will also contribute to the larger International Coastal Cleanup® (ICC) movement, where volunteers across the globe track important data on the types of marine debris found and removed in waterways and shorelines. We would like to ask your business to be a sponsor for the event. **[If you are looking for a specific kind of support like prizes for giveaway or food or money to cover a certain expense, include it here].** All sponsors will be recognized at the event through **[include details of how you will recognize sponsors such as ads, flyers or banner].**

[Explain what a cleanup event is, what areas of the community you will be cleaning up, the goals of the event, estimated number of participants, the benefit the sponsor will receive from participating or anything else you feel with persuade them to assist with the event.]

[If you are a nonprofit or are partnering with one, let the sponsor know that their contribution is tax-deductible and identify the nonprofit's status.]

[If you are asking for funds, indicate who the check can be made payable to and how it should be sent (mailed, dropped off) and any other instructions needed. If you are requesting supplies, indicate what should be done with the supplies (picked up, dropped off).]

Thank you for supporting our local efforts to make a difference! If you have any questions, please contact me at [phone] or [email].

Sincerely,
[Your Name]



WITH GRATEFUL APPRECIATION Ocean Conservancy Recognizes

for outstanding and dedicated service to
the **International Coastal Cleanup** and
commitment to achieving trash free seas



JANIS JONES
CEO, Ocean Conservancy



INTERNATIONAL TRASH TRAP NETWORK

Ocean Conservancy

University of Toronto
Trash Team

JOIN THE NETWORK

CAPTURE & DIVERT WASTE

Remove harmful anthropogenic debris from aquatic ecosystems

RAISE AWARENESS

Trash traps can be a centerpiece for education and outreach

COLLECT DATA

Use our harmonized protocols to document what is collected and inform source-reduction

SHARE YOUR ACHIEVEMENTS

Quantitatively measure and share your local and global impact

CONNECTING LOCAL SOLUTIONS TO TACKLE GLOBAL PLASTIC POLLUTION

Through the installation of trash traps around the world, the International Trash Trap Network (ITTN) aims to increase the amount of waste collected annually from aquatic environments as part of the International Coastal Cleanup™.

To learn more about how to join the ITTN please contact info@trashtrapnetwork.org or visit trashtrapnetwork.org



@UofTTrashTeam
@OurOcean



