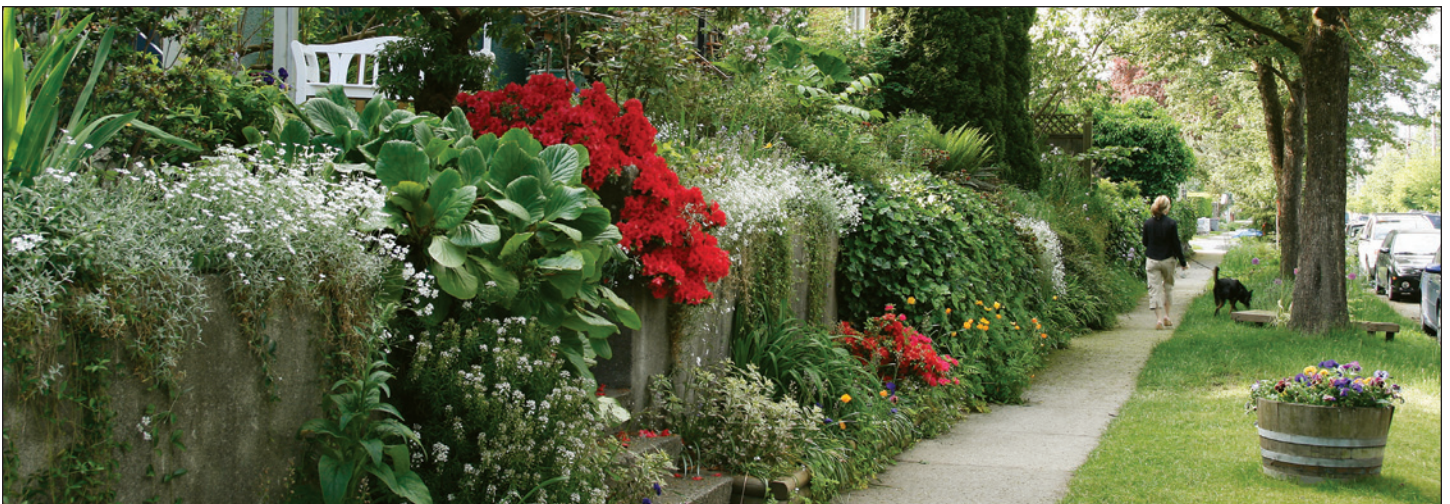


KEEP VANCOUVER SPECTACULAR!

Your Cleanup Day 2011 Guidebook for Block Captains

A Community Cleanup Program led by the City of Vancouver



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What is Keep Vancouver Spectacular?

The Keep Vancouver Spectacular campaign brings together individuals, business and neighbourhood groups to participate in cleanup projects. The program was initiated in 1996 by the City of Vancouver, Tourism Vancouver and the Oceans Blue Foundation.



During May, registered cleanup teams work in their own communities to remove litter from public spaces. The program encourages and promotes increased community stewardship of the public realm, as people of all ages join together in a common activity, sparking a sense of community and purpose.

Keep Vancouver Spectacular aims to serve as a catalyst for permanent changes in attitude and practices. A cleanup is not just about picking up litter; it is often the first step in raising awareness of the larger environmental problems we all face.



Our Media Partners and Sponsors

Keep Vancouver Spectacular media partners and sponsors help make this program the success it is. Many thanks go out to the following companies for their kind contribution to this initiative.



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How Does Keep Vancouver Spectacular Work?

The City of Vancouver's Engineering Services Department oversees the coordination and promotion of Keep Vancouver Spectacular.

Within each neighbourhood are individual cleanup areas. Each participating cleanup area will be headed by a Block Captain who will be responsible for organizing the cleanup day, picking a date, recruiting volunteers, and supervising the cleanup in his or her area. To register, teams, individuals and Block Captains may call:

604.871.6544 or visit vancouver.ca/kvs

The Keep Vancouver Spectacular coordinator will confirm the date, time and location of your cleanup. Orientation sessions will be available for each group if needed. If needed, the coordinator will supply you with volunteer sign-up sheets, public realm inventory sheets, and posters and brochures for promotion.

If the public space in your neighbourhood is free of litter and you still want to participate in Keep Vancouver Spectacular, you can. Block Captains and their volunteers can pick anywhere in Vancouver that might need a helping hand with litter removal. When you call to register your group, specify where you want to help clean up and the KVS Coordinator will help you organize your day.

Each Block Captain will receive supplies to distribute to their volunteers.

You supply the people, the City will supply garbage bags, gloves and a limited supply of garbage tongs. Cleanups will be supported by City of Vancouver sanitation crews. These crews will pick up the collected bags of litter and other debris that volunteers have removed from public spaces. The City supplies some materials, but overall it is the Block Captain's responsibility to make sure volunteers provide any additional supplies required - gardening gloves, extra garbage bags, rakes, brooms, shovels, tongs, first aid kit, etc.

Planning the Cleanup

CHECK LIST

As local residents and business people, you are in the best position to determine what needs to be done in your cleanup. You may wish to consider the following factors:

- Does the site have facilities such as parking, toilets and telephone access? If there is a wrap-up party at the end of the cleanup, where can the volunteers wash their hands?
- Will the cleanup focus on litter removal, or is there other work to be done such as removal of graffiti and public notices?

Cleanup teams should also be aware that they are not restricted to cleaning up their own block(s). Perhaps your neighbourhood has already been chosen for a cleanup and another needs to be cleaned, or there may be an area of the city that your group wishes to turn its attention to. In such a case, call the Keep Vancouver Spectacular Hotline at **604.871.6544**.

TIPS FOR BLOCK CAPTAINS

To ensure your cleanup runs smoothly, we recommend holding a briefing for all your volunteers one week prior to the event. At this meeting, Block Captains can run through what needs to be done with the site, decide if additional supplies (i.e., gloves, garbage bags, shovels, tongs) are needed and confirm who is responsible for what tasks during the cleanup. Block Captains may also wish to appoint a Co-Captain to assist with the organization and execution of the cleanup.

VOLUNTEERS

A big part of making each cleanup a success involves communicating activities to people in your neighbourhood and encouraging them to take part. If you are a Block Captain, you should drop a community cleanup notice to your neighbours inviting them to participate.

SUPPLIES

Gloves: All participants are encouraged to wear gloves. Each cleanup team will receive a supply of latex gloves. But volunteers should be encouraged to bring along their own gloves as well – gardening gloves or heavy rubber gloves are ideal.

Garbage Bags: It's important not to underestimate the amount of litter to be collected, nor the size and weight of some of the items that will require removal. There is often a lot more to be picked up than can be seen at first glance. Each cleanup team will be supplied with garbage bags. If the garbage is very heavy, these bags should be doubled, with one bag inside another for added strength. The maximum weight per bag is 20 kgs or 44 lbs.

Other items: Other items to consider for the cleanup include: rakes, brooms, shovels, tongs, pens, a card table (Block Captain's base for registration), folding chairs, large umbrella for shade or rain and a cellular phone, if possible. It is the Block Captain's responsibility to make sure volunteers provide any additional supplies required.

FIRST AID KIT

Block Captains should ensure that a basic first aid kit containing surgical dressings, iodine, antiseptic and bandages is available. Block Captains can also ask volunteers who are medically trained to make themselves known. It is also useful to have a cellular phone on site to call 9-1-1 in the event of an accident or emergency.

It's Cleanup Time!

SETTING THE TIME

Keep Vancouver Spectacular cleanups go ahead rain or shine. Make sure you dress for the weather! We suggest starting the cleanup at around 9 am and being prepared for enthusiastic early-birds. Block Captains should arrive at least a half hour to an hour earlier to set up their sites before volunteers arrive.

WHAT TO BRING

Block Captains should bring all items listed under supplies. You may also want to bring refreshments and snacks if you are not in an area where food is easily accessible. Volunteers should wear covered footwear (no sandals) and be encouraged to bring heavy gloves and a hat.

GARBAGE REMOVAL

The City of Vancouver has special arrangements for garbage pickup during the Keep Vancouver Spectacular campaign. Normally, a garbage truck will

be best suited for a cleanup day. The KVS coordinator will determine the type of service to be provided.

To request this for your cleanup, please call the Keep Vancouver Spectacular Hotline at 604.871.6544.

Residential Litter Disposal: Each registered cleanup team receives Keep Vancouver Spectacular garbage bags. These bags are to be used specifically for your cleanup. Block Captains can arrange for pickup of the white Keep Vancouver Spectacular bags.

Free Residential Garbage Disposal and Compost at the Landfill:

Vancouver residents may dispose of household garbage at the Vancouver Landfill in Delta for free from May 1 - 31, 2011. This is only for Vancouver residents transporting household garbage in passenger cars, trailers, small pickups and vans. Commercial waste, waste in larger vehicles or hazardous waste, will be charged the regular fees.

Vancouver residents can also pick up a cubic metre of compost free any time during the month of May.

The landfill is open from 7:30 am to 7 pm every day, including statutory holidays (hours in effect April 1 to October 31).

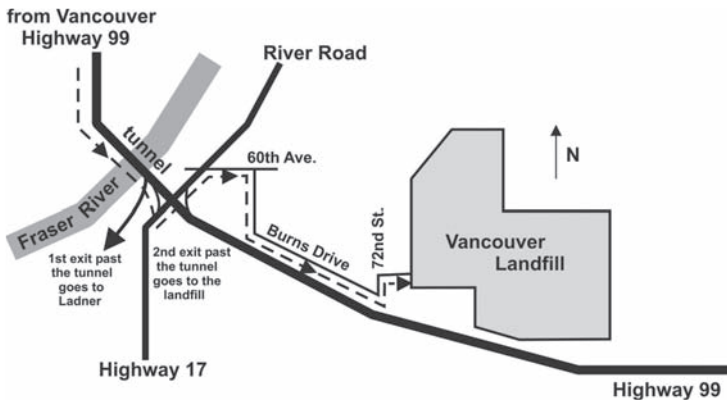
The landfill is located at 5400 - 72nd Avenue in Delta. Head south on Highway 99 through the tunnel, take the second exit after the tunnel (the first exit is immediately after the tunnel), go left back across Highway 99, get in the right lane and follow the big signs (first sign direction is a right turn).

Please have your vehicle registration ready to confirm your Vancouver residency.

Free disposal is not available at the Vancouver South Transfer Station because it would create too much traffic at that location.

More Information on Garbage Removal and Recycling:

If you have needs or questions which are not specifically addressed in this guidebook, please call the Keep Vancouver Spectacular Hotline at **604.871.6544**.



GARBAGE DISPOSAL GUIDELINES

The City of Vancouver prohibits certain materials from being disposed of at the Vancouver South Transfer Station or the Vancouver Landfill. These materials must not be picked up during your cleanup (please note that this is not a comprehensive list):

- Medical waste (includes pathogenic and radioactive)
- Liquid waste (sludges, paints, water, blood, oil, gas, septic tank material)
- Flammable materials
- Explosive materials or substances
- Chemicals of any kind
- Hot loads (a load of garbage that is smoking or from a burning building)
- Waste oil or petroleum products
- Automobile bodies or parts (engines, transmissions, body panels, etc.)
- Barrels of any size (cardboard barrels are accepted)
- Oil bases paint and paint cans
- Large or solid objects with concrete, asphalt, rock, wire, cables, steel, metal rods
- Large wooden spools
- Full demolition loads, mill flour dust, dirt loads, full brick loads, soot, lime dust
- Gyproc
- Dead animals
- All forms of excrement
- Asbestos
- Hospital waste
- Furnaces, generators, oil stoves, propane tanks
- PCBs.

RECYCLING INFORMATION

Recycle if you can! One of the tasks of volunteers is to separate recyclable materials from other refuse. Recyclable materials must be sorted for drop-off at the main depot by the

event participants. Block Captains are responsible for taking the collected recyclables to the City's main recycling depot (see map below).

The main depot is open 7 am to 7 pm, seven days a week, except Christmas and New Year's Day, and is located at 377 West Kent Avenue North. Kent is south of and parallel to Southwest Marine Drive (near the Fraser River). The depot is located between Cambie and Main. Approach the depot from the east. There is no left turn if you come from the west. Drop off at the depot is no charge.

Materials accepted at the City's main recycling depot are:

- Steel and tin – food tins, scrap steel, large and small appliances, pipes, etc.
- Aluminium – beverage cans, aluminium foil, siding, lawn chairs, etc.
- Glass – food and beverage bottles and jars only
- Plastics – hard plastic containers (e.g., yogurt tubs, milk jugs, pop and shampoo bottles)
- Newsprint – newspapers, TV guides, newspaper inserts
- Magazines

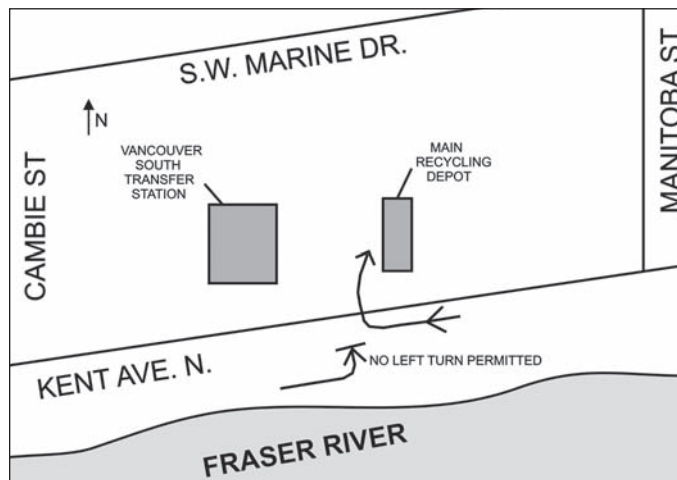
- Paper products – all items made solely of paper, including junk mail, writing paper, envelopes, telephone books, box board (e.g., cereal boxes), etc.
- Corrugated cardboard.

Recyclable materials can be prepared for dropoff by adhering to the following guidelines:

- All materials must be clean and dry. Paper must be unspoiled and dry to be recyclable.
- Remove lids from glass and plastic containers and throw them away with regular garbage. Tin can lids should also be thrown away (due to the sharp edges).
- Rinse metal, glass and plastic containers if possible.
- Leave labels on containers. Labels must be left on beverage containers when you're returning them to a retailer or depot to get your deposit back, so this is the general rule for all recycling programs now.
- Newspapers should be deposited loose into the recycling bin. Do not use string, tape or bags.
- Food wrappers or food containers and plastic wrap or plastic bags are not acceptable. Wet or dirty newsprint, cardboard or other paper should be disposed of with regular garbage.

For specific questions about the City of Vancouver's recycling programs (including questions about the Blue Box Program, the recycling depot, or the Yard Trimmings Program) please call:

City of Vancouver Garbage and Recycling Hotline at 3-1-1.



For further information about other local recycling and disposal programs that are not part of the City of Vancouver programs, such as for motor oil or paint, please call:

Recycling Council of B.C. Hotline at 604.732.9253

HAZARDOUS WASTE DISPOSAL

The City of Vancouver does not permit the disposal of hazardous materials at the Vancouver Landfill. Volunteers should be very careful when handling hazardous materials, and children should not be allowed to help with these items. Keep Vancouver Spectacular cleanups should not include the collection of hazardous waste.

If you come across hazardous waste, or you have such items at home that you need to dispose of, please call the Recycling Council of B.C. Hotline at **604.732.9253**, visit their website at **rcbc.bc.ca** or e-mail them at **hotline@rcbc.bc.ca**. This hotline has information and is a referral service for all of the recycling opportunities in the province.

You can also visit Product Care's website, which has information about how to dispose of most household hazardous waste. Product Care is the non-profit company set up by the industry to deal with these products.
www.productcare.org

For other stewardship programs, check the provincial government website at: **www.env.gov.bc.ca/epd/epdpa/ips**

The following are examples of household hazardous products which are not accepted at the Vancouver Landfill (please note that this is not a comprehensive list):



Poisonous – disinfectants, paints, paint thinner, paint strippers, fertilizers, car polishes and waxes.



Flammable – turpentine, aerosol sprays, all fuels, propane gas, kerosene, paints, paint thinner, anti-freeze.



Reactive – bleach and ammonia when mixed, explosive or toxic fume-emitting materials, all fuels, propane cylinders.



Corrosive – disinfectants, rug and upholstery cleaners, paints, paint thinners, paint strippers, fertilizers, car polishes and waxes.

SYRINGE (NEEDLE) AND CONDOM DISPOSAL

Be on the lookout for used condoms, needles and syringes. Do not put your hands into any areas that you cannot see into clearly, like bushes, ivy or ground cover. Needles, used condoms, or broken glass could be hiding there.

Used condoms should only be picked up using tongs and while wearing gloves. Do not touch the condom directly with bare hands. Needles and syringes should be left where they are by volunteers, and their locations reported to the Block Captain.

Do not put needles and syringes in garbage bags, bins or anything other than an approved sharps container. Do not touch needles or syringes directly with bare hands and at no time should an attempt be made to cover, break or bend a needle. If you do not have a "sharps" disposal container or the appropriate tools, contact the Neighbourhood Needle Recovery Program and report the exact location of the needle(s) so they can be picked up safely.

For more information on needle disposal, please refer to the following organizations.

DEYAS: Neighbourhood Needle Recovery Program: 604.685.6561

Vancouver Coastal Health Authority: 604.736.2033

OTHER CLEANUP ACTIVITIES

Public Realm Inventory Sheets:

Block Captains can assist overall City maintenance by submitting a Public Realm Inventory Sheet (included in the Block Captain Kit) to the City at the end of the cleanup. The sheet records maintenance of items such as burned-out street lights, large abandoned waste items (e.g., cars, refrigerators), missing traffic or parking signs, graffiti on public property, etc.

While the City may not be able to deal with all items within the period of Keep Vancouver Spectacular, we are committed to addressing all maintenance concerns in a timely manner. City crews will be following through to ensure the restoration of all items on the inventory sheets. You may wish to photocopy the inventory sheet provided in the Block Captain Kit prior to the cleanup.

Inventory sheets should be mailed or faxed to:

City of Vancouver
Keep Vancouver Spectacular
Solid Waste Management Branch
320 - 507 West Broadway
Vancouver, BC V5Z 0B4
Fax: 604.871.6193

Communication

Newsworthy Notes: If there is something noteworthy connected to your cleanup, we want to know! Block Captains can help by reporting in to the KVS Coordinator while the cleanup is in progress. Of particular importance will be information of media interest, such as unusual items found, high volume of recyclable materials recovered, or high turnout of volunteers. These reports do not have to be written. They can be made verbally by calling the Keep Vancouver Spectacular Hotline at **604.871.6544**.

Keep Vancouver Spectacular Wrap-Up Party: All Block Captains will be invited to attend a wrap-up party in early June. Prizes will be awarded and refreshments will be served. Information regarding the event will be mailed out in May.

Important Contacts

Police, Fire, Ambulance: 9-1-1

Keep Vancouver Spectacular: 604.871.6544

City of Vancouver Garbage and Recycling: 3-1-1

Recycling Council of BC: 604.732.9253

Recycling information for non-City programs such as bottle deposits, hazardous wastes and the materials exchange (e.g. paint exchange for graffiti paint-outs). This number also provides information for the Product Care Association (disposal of paint, flammables, pesticides and gasoline).

Metro Vancouver: 604.432.6200

Call Metro Vancouver for a free copy of their handbook *101 Things to Do With All Your Old Stuff*. This is a helpful money-saving guide to reusing, repairing and renting goods in the Lower Mainland.

Graffiti Hotline (to report graffiti): **3-1-1**

KEEP VANCOUVER SPECTACULAR!

KEEP VANCOUVER SPECTACULAR REGISTRATION FORM

Name

Title / Organization

Address

Telephone

Fax

Cleanup date(s)

Cleanup area(s)

Number of volunteers

Please detach this form and return completed to

KEEP VANCOUVER SPECTACULAR!

by fax 604.871.6193

OR register online: vancouver/kvs

KEEP VANCOUVER SPECTACULAR!

PUBLIC REALM INVENTORY SHEET

Please use this inventory sheet to record any safety or maintenance concerns on City of Vancouver public property. The City is committed to addressing these concerns in a timely manner.

If there is a safety concern of an immediate serious nature that has, or could, cause bodily harm, please call 9-1-1.

Helpful Hints: Mark the box next to the concern that best describes the problem, then describe its location. Provide street address, and if possible, a landmark for reference. At intersections, make note if it is the NE, NW, SE, or SW corner. Record any identifying marks, such as meter or pole numbers. Return this form with your name and phone number in case a City crew needs more information.

CONCERN	LOCATION	DESCRIPTION
<input type="checkbox"/> Abandoned Items		
<input type="checkbox"/> Benches		
<input type="checkbox"/> Other Street Furniture		
<input type="checkbox"/> Boulevards and Medians		
<input type="checkbox"/> Graffiti		
<input type="checkbox"/> Lanes		
<input type="checkbox"/> Parking Meters		
<input type="checkbox"/> Sidewalks, Curbs, Gutters		
<input type="checkbox"/> Traffic and Pedestrian Lights		
<input type="checkbox"/> Street Lights, Poles, Bases		
<input type="checkbox"/> Traffic or Parking Signs		
<input type="checkbox"/> Trees, Grass, Landscaping		
<input type="checkbox"/> Vandalism or Damage		
<input type="checkbox"/> Private Property Concerns		
<input type="checkbox"/> Other - Please Specify		
<input type="checkbox"/>		
<input type="checkbox"/>		

Block Captains - please complete this form at the end of your cleanup and return it to:

**City of Vancouver, Keep Vancouver Spectacular
Solid Waste Management Branch
320 507 West Broadway, Vancouver, BC V5Z 0B4
Fax: 604.871.6193**

Name _____

Phone _____

