

APPENDICES and SAMPLE FORMS



Resources for Event Planners

Coordinating a neighborhood, civic or natural area cleanup is a big challenge. The good news is that there is plenty of help. In the appendices that follow, you'll find samples and templates that will help you throughout the process. Additionally, we recommend that you turn to these experts for assistance:

Metro Recycling Information. One of the most helpful resources available to event planners hoping to increase waste reduction and recycling at their event is the Metro Recycling Information hotline. The recycling hotline maintains information on local recyclers and reuse agencies that will assist you in maximizing what you are able to divert from the landfill. Early in your planning, contact the hotline at 503-234-3000, or by e-mail at MRI@metro.dst.or.us. Have an idea of the materials you hope to collect for reuse or recycling at your event when you call, and request information on current businesses accepting those materials. While the hotline can provide you with contact information, you will need to contact and coordinate with recyclers and reuse agencies directly. The hotline is also open on Saturdays from 8:30 a.m. to 5 p.m. for event-day questions.

City Repair Project. If you are interested in developing a long-term project to create a public gathering space, City Repair is a necessary resource. This Portland-based organization uses, among other things, natural building projects as a way to bring back the “public square,” or to enhance community cohesion. City Repair can assist with organizing and technical assistance, but projects rely upon high levels of community commitment and participation. For information, visit <http://www.cityrepair.org/wiki.php/about>. See profile on page 43.

Event Coordinators. A great way to find out how to coordinate an event is to ask those who have done it before. Ask your local government agency or neighborhood coalition if they can put you in contact with other coordinators. Ask your neighborhood coalition to host a workshop or informal gathering of event coordinators. Suggest that longtime and/or knowledgeable coordinators mentor you.

Master Recycler Program. See profile on page 33.

City of Portland Public Place Recycling Program. Portland's Office of Sustainable Development contracts with Portland State University's Community Environmental Services to provide customized technical assistance to support public place events inside the city. Services range from rental of recycling receptacles to site planning and monitoring assistance, depending upon size and scope of the event. For information, contact Dan Blue, Program Manager, at 503-725-8448.

SOLV. SOLV holds “Volunteer Action Training” workshops on how to organize and implement successful community projects. This training is free to participants who agree to coordinate a SOLV project in their community within one year, or is available for a fee to others. Information on these sessions can be found by visiting www.solv.org/programs/volunteer_action_training.asp, or by calling 503-844-9571.

SOLV also produces a “Project Planning Reference Guide.” If you participate in the “Volunteer Action Training,” you will be given this handbook. If you do not attend the workshop but register your event with SOLV, you may access these resources. For information on these handbooks, call 503-844-9571.

Clean to Green. The Clean to Green program removes household hazardous waste from households whose occupants are impaired by age, income, mobility or mental acuity. For information, contact 503-221-1683, and ask for Clean to Green.

Recycling Advocates. Formed in 1987, Recycling Advocates is Oregon’s only citizen-based, grassroots group dedicated to creating a sustainable future through local efforts to reduce, reuse and recycle. Contact www.recyclingadvocates.org.

Printed resources

Komen Race for the Cure® Guide to Recycling and Reducing Waste. For coordinators of civic events who want to incorporate recycling programs, this on-line handbook describes a model recycling program that has achieved a 72 percent diversion rate. The guide can be accessed at www.komenoregon.org/files/PDF/Race_-_pdfs/RaceGuide.pdf.

Recycling at Events Guide. This resource, created by Recycling Advocates, The Office of Sustainable Development, and Metro, outlines planning and implementation of recycling programs and other green practices at events. It includes practical information and sample forms for event organizers. The guide can be accessed on-line at www.recyclingadvocates.org/pdf/pubs/events.pdf or at www.portlandonline.com/osd/index.cfm?c=43211, or can be ordered by phone through Recycling Advocates by calling 503-777-0909.

Metro, local government, and DEQ materials. State and local public agencies offer a wealth of information that can inform and inspire those involved in planning events, as well as those who attend them. These materials cover many kinds of environmental topics, including and beyond waste reduction and recycling. Metro Recycling Information serves as a clearinghouse for many of these materials, and is the best first point of contact at 503-234-3000, or MRI@metro.dst.or.us. Be aware that small amounts of printed materials can be sent to you through the mail, but larger amounts must be picked up at the Metro Recycling Information office.

Web resources

Metro Buy Recycled Guide www.metro-region.org/buyersguide

Metro Find A Recycler Database www.metro-region.org/findrecycler

Metro Community Cleanup Program www.metro-region.org/cleanup

Metro Find Your Hauler www.metro-region.org/hauler

Metro Green Cleaners www.metro-region.org/greencleaners

Metro Household Hazardous Waste www.metro-region.org/hhw

Metro Household Hazardous Waste events www.metro-region.org/roundups

Metro Natural Gardening www.metro-region.org/garden

Metro Recycling Information Page www.metro-region.org/recycling

National Waste Prevention Coalition www.metrokc.gov/dnrp/swd/nwpc/

Local Government Contact Information

Each local government in the Metro region has staff that handles solid waste and recycling. Contact these offices for information on:

- 1) which hauler in your area you are allowed to hire for garbage and recycling service;
- 2) matching grant funds to reimburse for some event costs;
- 3) access to support and equipment to assist with recycling efforts.

This assistance varies – ask staff about options in your area. If you are unsure which area serves you, call Metro Recycling Information at (503) 234-3000.

Beaverton 503-526-2665

Cornelius 503-357-3011

Damascus Call Clackamas County 503-353-4450

Durham 503-639-6851

Fairview 503-674-6230

Forest Grove 503-992-3234

Gladstone 503-557-2767

Gresham and Wood Village 503-618-2656

Happy Valley 503-760-3325

Hillsboro 503-681-6134

King City 503-639-4082

Lake Oswego 503-635-0215

Milwaukie 503-786-7508

Oregon City 503-496-1571

Portland 503-823-4519

The Portland Office of Sustainable Development contracts with neighborhood coalitions to distribute cleanup funding. Contact the Office of Neighborhood Involvement, which can direct you to your District Coalition. Organizers of civic events should contact Portland's Public Place Recycling Program (see page 61 for details).

Sherwood 503-925-2311

Tigard 503-718-2595

Troutdale 503-665-5175

Tualatin 503-691-3093

West Linn 503-657-0331

Wilsonville 503-682-1011

Unincorporated Clackamas County 503-353-4450

Unincorporated Washington County 503-846-3651

APPENDIX 3

Sample site map



Sample flier

Your Neighborhood Association

Earth Day Spring Clean

Saturday, August 18, 2008
9:00 a.m. to 2:00 p.m.
Church Parking Lot
5000 NE Spotless Blvd., Portland

WHAT CAN I BRING? Yard debris (not compost), wood, pallets, furniture, appliances, computers, cell phones, metal, glass, plastic, carpets, mattresses, clothing and tires.

WHAT CAN'T I BRING? **No hazardous waste** (gasoline, chemicals, oil, paint, tar, batteries, animal waste or liquids of any kind. **No construction or landscaping materials** (concrete, asphalt, dirt, sod, brick, asbestos, sand, gravel or composition roofing).
No commercial or kitchen garbage.

WHAT'S IT COST? **\$5 Cars; \$10 Trucks/Vans; \$15 Trailers or oversize loads**
Additional fees: \$5 per computer monitor; \$3 per tire. Event volunteers free.

MORE INFORMATION: For more information or to volunteer, call cleanup coordinator at 503-555-9999 or coordinator@event.com. Special assistance is available for senior or disabled citizens. Deadline to register for a pickup is 5 p.m. Monday, August 13. Information on alternative recycling options (including Metro's hazardous waste facilities, plastic recycling roundup, area facilities)

VOLUNTEERS ARE NEEDED to direct traffic, sort recyclable items, unload debris into dumpsters, do litter patrol and assist truck drivers with special assistance pickup.



SPONSORED BY:
Neighborhood Association, Metro and Portland Office of Sustainable Development, local businesses and organizations.
Sponsor Logos

This flier is printed on 100 percent recycled paper

This 8.5 x 11" sample is shown at a reduced size. Page 66 shows a full-sized example. The goal is to make the information easy to read and understand. If you have volunteers who speak Spanish, Russian or other languages that members in your community may speak, be sure to indicate that on your flier.

Your Neighborhood Association

Earth Day Spring Clean

Saturday, August 18, 2008

9:00 a.m. to 2:00 p.m.

Church Parking Lot

5000 NE Spotless Blvd, Portland

What can I bring?

- Yard debris (not compost)
- wood, pallets
- furniture and appliances,
- computers, cell phones,
- metal
- glass
- plastic
- carpets, mattresses
- clothing
- tires.

What can't I bring?

- **No hazardous waste**
gasoline, chemicals,
oil, paint, tar, batteries,
animal waste, liquids
- **No construction or
landscaping materials**
concrete, asphalt, dirt, sod,
brick, asbestos, sand, gravel
or composition roofing
- **No commercial or kitchen
garbage.**

What's it cost?

Base fee:

- \$5 Cars
- \$10 Trucks/Vans
- \$15 Trailers/oversize loads

Additional fees:

- \$5 per computer monitor
- \$3 per tire

Event volunteers can dispose
and recycle for free.

For more information or to volunteer, call cleanup coordinator at **503-555-9999** or **coordinator@email.com**. **Volunteers are needed** to direct traffic, sort recyclable items, unload debris into dumpsters, do litter patrol and assist truck drivers with special assistance pickup. **Special assistance is available for senior or disabled citizens.** Deadline to register for a pickup is 5 p.m. Monday, August 13. Information on alternative recycling options (including Metro's hazardous waste facilities, plastic recycling roundup, area facilities)

Sponsored by: Neighborhood Association, Metro and Portland Office of Sustainable Development, local businesses and organizations.

logo

logo

logo

Media contacts

Newspapers, Magazines

Asian Reporter

922 N Killingsworth #1A
Portland OR 97217
503-283-4440

Community Newspapers/Beaverton Valley Times

6605 SE Lake Rd., Portland OR 97222
503-684-0360

Community Newspapers/Clackamas County Review-Oregon City News

6605 SE Lake Rd., Portland OR 97222
503-684-0360

Community Newspapers/Forest Grove News Times

2038 Pacific Ave., Forest Grove OR 97116
503-357-3181

Community Newspapers/Gresham Outlook

1190 SE Division St., Gresham OR 97030
503-665-2181

Community Newspapers/Lake Oswego Review

400 Second St., Lake Oswego OR 97034
503-635-8811

Community Newspapers/Regal Courier

11735 SW Queen Elizabeth Ave.
Suite# 106, King City OR 97224
503-639-5414

Community Newspapers/Sellwood Bee

1837 SE Harold St., Portland OR 97202
503-232-2326

Community Newspapers/Sherwood Gazette

6605 SE Lake Rd., Portland OR 97222
503-546-0731

Community Newspapers/Southwest Community Connection

6605 SE Lake Rd., Portland OR 97222
503-546-0741

Community Newspapers/Tigard-Tualatin-Sherwood Times

6605 SE Lake Rd., Portland OR 97222
503-684-0360

Community Newspapers/West Linn Tidings

400 Second St., Lake Oswego 97034
503-635-8811

Damascus Observer

PO Box 1226, Boring OR 97009
503-806-4278

East County Gazette

PO Box 1529, Boring OR 97009
503-668-9490

El Hispanic News

PO Box 306, Portland OR 97207
503-228-3139

Hillsboro Argus

PO Box 588, Hillsboro OR 97123
503-648-1131

Hollywood Star

2000 NE 42nd St., Portland OR 97213
503-282-9392

Mid-County Memo

3510 NE 134th Ave., Portland OR 97230
503-287-8904

Northwest Examiner

2066 NW Irving St., Portland OR 97209
503-241-2353

The Oregonian

1320 SW Broadway, Portland OR 97201
503-221-8100

Portland Family

PO Box 16667, Portland OR 97292
503-255-3286

Metro Parent Magazine

PO Box 13660, Portland OR 97213
503-460-2774

Portland Observer

PO Box 3137, Portland, OR 97208
503-288-0033

Portland Tribune

6605 SE Lake Rd., Portland OR 97222
503-226-6397

Skanner Newspaper

P.O. Box 5455, Portland OR 97228
503-285-5555

Southeast Examiner

P.O. Box 33663, Portland OR 97292
503-254-7550

St. Johns Sentinel

PO Box 3316, Portland OR 97208
503-287-3880

Willamette Week

2220 NW Quimby, Portland OR 97210
503-243-2122

Wilsonville Spokesman

30250 SW Parkway Ave. Suite 10
Wilsonville OR 97070
503-682-3935

Spanish Newspapers**El Hispanic News**

P.O. Box 306, Portland, OR 97207
503-228-3139

Latino de Hoy

7112 N.E. Sandy Blvd., Portland, OR 97213
503-493-1106, 503-493-1126

Noticias Latinas

524 SE 14th Ave., Portland, OR 97214
503-227-7780

Cancha

1320 SW Broadway, Portland, OR 97216
503-294-4073

El Centinela

503-460-5406

Television**KATU**

2153 NE Sandy Blvd., Portland OR 97232
503-231-4222

KGW

1501 SW Jefferson, Portland OR 97201
503-226-5000

KOIN

222 SW Columbia, Portland OR 97201
503-223-8040

KPTV

14975 NW Greenbrier Pkwy. Beaverton 97006
503-906-1249

Multnomah Community Television

26000 SE Stark Gresham OR 97030
503-491-7636 ex.332 PSA Manager

Spanish Language Television:**KUNP - Univision (local news)**

2153 NE Sandy Blvd., Portland, OR 97232
503-231-4222

TV Azteca—Churchill Media

(no local programming) 971-224-2260

Radio**KBOO Radio**

20 SE 8th, Portland OR 97214
503-231-8032

KGON

0700 SW Bancroft, Portland OR 97239
503-223-1441

KINK

1501 SW Jefferson, Portland OR 97201
503-517-6000

KKSN/KISN

0700 SW Bancroft St., Portland OR 97201
503-223-1441

KOPB

7140 SW Macadam, Portland OR 97219
503-293-1905

Spanish Language Radio**Bustos Media (4 AM Spanish stations)
based in Sacramento, CA**

916-368-6300
503-233-5285, Portland

El Rey—Salem Communications

6400 SE Lake Road, Suite 350,
Portland, OR 97222
503-652-8100

KWBY (“La Pantera”)

1665 James Street, Woodburn, OR 97071
503-981-9400

La X—Churchill Media

971-224-2260

Sample press release

Press Release—For Immediate Release

May 20, 200X

Cleanup and Recycling in Corwall Neighborhood

The Corwall Neighborhood Association will hold a neighborhood cleanup and recycling event for area residents on May 13, 10 a.m.-4 p.m., in the Franco Market Parking lot, 922 22nd St., Portland, OR.

Residents of the Corwall neighborhood are invited to bring the following items for recycling or disposal: yard debris (not compost), branches, wood pallets, furniture, appliances, computers, cell phones, metal, glass, plastic rubber, carpets, mattresses, clothing and tires. Any items that are reusable will be donated to the ARC or other local charity.

The Cleanup will **not** accept hazardous waste such as gasoline, oil, paint, batteries, or liquids of any kind. They also cannot accept construction debris or landscape materials such as concrete, asphalt, roofing brick, dirt, sand, sod or composition roofing. If you have questions about disposing of these or other items, call Metro Recycling Information at 503-234-3000.

Convenient, Low Cost

The Cleanup event is designed for Corwall neighborhood residents. Only residential vehicles will be accepted. No commercial vehicles will be accepted. Fees are \$5 per car or \$10 per truck. Computer monitors cost an additional \$5 each and tires are \$2 each for off-rim; \$3 on rim. Cleanup volunteers will not be charged cleanup fees.

For more information or to volunteer for the Cornwall Neighborhood Cleanup event, call (503) 555-9800.

APPENDIX 7

Sample volunteer waiver

HOUSEHOLD HAZARDOUS WASTE ASSISTANCE PROGRAM

WAIVER AND RELEASE

Waiver and Release of Any and All Claims Against Metro Related to Any Damage Caused By or During Removal of Household Hazardous Waste

I would like to have hazardous materials stored in my home removed and appropriately and safely disposed, but I am unable to bring these materials to a household hazardous waste collection facility. Metro, Metropolitan Family Service, and the Northwest Service Academy have agreed to work together to establish a household hazardous waste assistance program to remove household hazardous waste from my home. In return for such assistance, and in acknowledgement of the receipt of such services:

- I agree to permit Northwest Service Academy participants, Americorps volunteers and Metro employees to enter my home for the purpose of preparing an inventory, removing and appropriately disposing of hazardous waste found in my home; and
- I agree to waive and release all claims, causes of actions, and demands for any and all damages, judgments, liabilities, and losses, however caused (hereinafter "claims"), and all expenses arising from such claims, including, but not limited to, attorneys' fees upon trial and appeal, against Metro and its employees, officers and agents, that allegedly or actually arise out of, result from, or are in any way related to, directly or indirectly, the removal of hazardous waste from my home. My waiver and release in this paragraph applies irrespective of the actual or alleged negligence of Metro or its employees, officers, or agents. My waiver and release also applies to any and all claims related to any failure to remove any hazardous waste from my home.

Homeowner or Resident

Signature _____ Print Name _____

Date: _____ Street Address and Apartment No. ____

City, State, Zip Code _____

The above waiver is for illustrative purposes only and not intended to provide language for use or duplication. It is advised that organizations create waivers specific to their organization and events and have their waiver reviewed by a legal professional prior to use and distribution.

Sample checklists and forms

On the following pages, you will find

- Coordinator's Hauler Worksheet
- Coordinator's Recycler Worksheet
- Action Plan – Neighborhood Cleanup
- Action Plan – Civic and Natural Area Events
- Action Plan – Blank
- Intake Form
- Tracking Form

Coordinator's Hauler Worksheet

TASK	DATE COMPLETED	NOTES
Two to three months before the event		
<input type="checkbox"/> Gather hauler contact information. Look in the Yellow Pages or contact your local government Solid Waste and recycling office for information.		
<input type="checkbox"/> Ask haulers questions. Call and pre-screen at least three haulers or ask your franchised hauler:		
Can the hauler provide the number of boxes that you need?		
Can they guarantee 30- and 40-yard boxes for bulky and yard debris?		
What are the charges for drop box rental? Are there charges for labor?		
Are there fuel surcharges? Any other charges? Will they donate any services?		
Where will they deliver bulky waste and yard waste? (If using Metro vouchers, let them know.)		
What day and time will they drop off boxes? Will a driver stay onsite to replace boxes or will you need to call as you fill boxes?		
How can the hauler assist with recycling? (See recycler checklist for ideas.)		
Will the hauler accept tires? Appliances? How should these materials be handled?		
<input type="checkbox"/> In unfranchised areas, choose a hauler to hire.		
<input type="checkbox"/> Request a signed agreement specifying costs and service terms from the hauler. Sign and keep contract on file.		
Two to four weeks before the event		
<input type="checkbox"/> Ask your hauler if they can participate in a site visit to discuss logistics and layout.		
One to two weeks before the event		
<input type="checkbox"/> Confirm details with hauler.		
<input type="checkbox"/> Obtain hauler cell phone contact number for the day of the event.		
On site the day of the event		
<input type="checkbox"/> Complete Metro vouchers as you fill drop boxes. Make sure that the correct material (e.g. yard debris or mixed solid waste) is circled on voucher and remind hauler to identify load at the transfer station scalehouse.		
<input type="checkbox"/> Get receipts from drivers from any disposal facilities, including the Metro transfer station. You'll need receipts for reimbursement.		

Coordinator's Recycler Worksheet

Recycler name, phone: _____	Pick up available	Accepted/not accepted	Fees, preparation guidelines, notes
Cardboard and paper			
<input type="checkbox"/> Will hauler provide a small drop box for paper and cardboard?			
<input type="checkbox"/> Cardboard?			
<input type="checkbox"/> Newspaper?			
<input type="checkbox"/> Magazines?			
Yard debris and wood			
<input type="checkbox"/> Will materials be composted?			
<input type="checkbox"/> Painted wood acceptable?			
<input type="checkbox"/> Does hardware need to be removed?			
Scrap metal and appliances			
<input type="checkbox"/> Are appliances with coolant acceptable?			
<input type="checkbox"/> Barbeque grills?			
<input type="checkbox"/> Lawnmowers?			
<input type="checkbox"/> Metal window frames?			
Plastic and foam			
<input type="checkbox"/> Will bags, bins, containers be provided?			
Electronics (see page 21 for issues associated with accepting electronics)			
<input type="checkbox"/> Computers, monitors?			
<input type="checkbox"/> Cell phones?			
<input type="checkbox"/> Other?			
Reusable building supplies			
<input type="checkbox"/> Concrete?			
<input type="checkbox"/> Roofing?			
<input type="checkbox"/> Other?			
Reusable household goods			
<input type="checkbox"/> Furniture?			
<input type="checkbox"/> Clothing?			
Other (i.e. bicycles, mattresses, reusable art & craft supplies, books, athletic shoes)			
<input type="checkbox"/>			

Action Plan – Neighborhood Cleanup

Action	Person	Notes
Ongoing		
Recruit volunteers	Volunteer coordinator	
Publicity		
Solicit donations of goods and services (printing, refreshments, volunteer gifts, etc.)		
Three to six months before event		
Identify sponsoring organization(s), set goals for event and set event date	Planning group	
Create event budget	Planning group	Based on costs of drop box rental, services, supplies. Factor in support from funders and donors. Determine fees to charge.
Confirm site availability. Get formal permission to use site.	Site coordinator	
Contact funding sources for information on availability of funds and procedures.		Neighborhood, County, city contacts. See Appendix 2
Two to three months before event		
Contact Metro regarding disposal vouchers. Complete application process.	Site coordinator	Call Metro Recycling Information, 503-234-3000
Hire garbage hauler	Site coordinator	Use Appendix 8 – Hauler Worksheet
Contact recyclers and reuse organizations as potential partners	Site coord/Master Recycler	Use Appendix 8 – Recycler Worksheet
Two to four weeks before event		
Site walk	Planning group, hauler	
One to two weeks before event		
Volunteer pre--training or reminder calls to volunteers	Volunteer coordinator	
Confirm hauler, recyclers, reuse organizations. Pick up containers if needed.		
Supplies (assign volunteers to bring items labeled with owner's name)		Push brooms, shovels, First Aid kit, folding chairs, table, canopy, gloves for volunteers, cash box, fire extinguisher, safety vests
Day of event		
Set up site – canopy, table, cones, barricades. Greet hauler, volunteers.		
Pick up refreshments for volunteers		
Have small bills available to make change	Treasurer	Assign one person to track funds, collect them throughout the day
Collect facility receipts from haulers.		
End of event		
Thoroughly sweep site		
Begin accounting. Fill out waste/recycling tracking form.		Gather receipts from all volunteers
Within a month after the event		
Send thank you letters to donors, site sponsor, etc.		

Action Plan – Civic and Natural Area Events

Action	Person	Notes
Ongoing		
Recruit volunteers	Volunteer coordinator	
Publicity		
Solicit donations of goods and services (printing, refreshments, volunteer gifts, etc.)		
Three to six months before event		
Create event (or recycling) budget	Planning group	Based on costs of drop box rental, services, supplies. Factor in support from funders and donors.
Confirm site availability. Get formal permission to use site.	Site coordinator	
Contact funding sources for information on availability of funds and procedures.	Cleanup coordinator	Neighborhood, County, City contacts. See Appendix 2 for more details.
Two to three months before event		
Contact Metro regarding disposal vouchers. Complete application process.	Site coordinator	Call Metro at 503-234-3000
Hire garbage hauler	Site coordinator	Use Appendix 8 – Hauler Worksheet
Contact recyclers and reuse organizations as potential partners	Site coord/Master Recycler	Use Appendix 8 – Recycler Worksheet
Two to four weeks before event		
Site walk	Planning group, hauler	
One to two weeks before event		
Volunteer pre--training or reminder calls to volunteers	Volunteer coordinator	
Confirm hauler, recyclers, reuse organizations. Pick up containers if needed.		
Day of event		
Set up site – canopy, table, cones, barricades. Greet hauler, volunteers.		
Pick up refreshments for volunteers		
Collect facility receipts from haulers.		
End of event		
Thoroughly sweep site		
Fill out waste/recycling tracking form.		See Appendix 8
By agency deadline		
Complete reports for reimbursement, vouchers.		
Within a month after the event		
Send thank you letters to donors, site sponsor, etc.		

Intake Form

Volunteers: Please fill out information for each car, truck or trailer.

Date: _____

Base fees: \$5 per car, \$10 per truck, \$20 per oversized load or trailer

Additional fees: \$5/computer monitor

Do NOT accept: hazardous waste (batteries, oil, fertilizer, pesticides, paint, etc.) or construction materials

Address + zip (not required)	How did they hear about cleanup?	Any of these in the load? Number of each item	Fee Paid	Donation over fee	Total Paid
		Couches _____ Mattresses _____ TVs _____ Appliances _____ Tires _____ Monitors _____			
		Couches _____ Mattresses _____ TVs _____ Appliances _____ Tires _____ Monitors _____			
		Couches _____ Mattresses _____ TVs _____ Appliances _____ Tires _____ Monitors _____			
		Couches _____ Mattresses _____ TVs _____ Appliances _____ Tires _____ Monitors _____			
		Couches _____ Mattresses _____ TVs _____ Appliances _____ Tires _____ Monitors _____			
		Couches _____ Mattresses _____ TVs _____ Appliances _____ Tires _____ Monitors _____			
		Couches _____ Mattresses _____ TVs _____ Appliances _____ Tires _____ Monitors _____			

Event statistics form

Date: _____

Event: _____

Total # vehicles/walk-ins: _____

Total # volunteers: _____

Sale proceeds: _____

Fees/donations paid: _____

Total event revenue: _____

Tracking waste:

- Weights should be listed on facility receipts.
- Estimate total weight of counted items.
- Request weight data from recyclers.
- Use separate sheet to track expenses and donations.

Waste handled/type	Count
Mixed/bulky waste	
Couches	_____
Mattresses	_____
Other	_____
Total mixed/bulky waste	_____
Scrap metal	
Bicycles	_____
Appliances	_____
Other	_____
Total scrap metal	_____
Electronics	
Computer monitors	_____
Televisions	_____
Other	_____
Total electronics	_____
Other	_____

Waste handled/type	Tons
Mixed/bulky waste	_____
Scrap wood	_____
Yard debris	_____
Scrap metal	_____
Cardboard/other fibers	_____
Electronics	_____
Reusable household goods	_____
Reusable building supplies	_____
Miscellaneous plastics	_____
Foam packaging	_____
Carpet padding	_____
Other	_____
A. Total all rows (tons)	_____
B. Total estimated tons sent to reuse/recycler:	_____
C. Diversion percentage	_____
Divide Row B by Row A	_____
(Waste kept from landfill, estimated percent reused or recycled.)	

GLOSSARY

Bulky/Mixed waste – Solid waste containing a variety of recyclable and non-recyclable material.

Composting – A controlled process through which organic material decomposes.

Compostable – Describes materials or products that will break down to make compost in the proper conditions.

Franchise – The authority given by a local government to collect and deliver solid waste and/or recycling.

Garbage – A general term for all products and materials discarded and intended for disposal.

Hauler – The person or business that provides collection and transporting services for garbage or recycling.

Recovery – A process of obtaining materials from solid waste for the purpose of reuse or recycling.

Recycling – Any process by which solid waste materials are transformed into new products in such a way that the original products may lose their identity.

Reuse – The return of an item or material to use in the same kind of application as before without a change in its identity.

Sustainability – Refers to using resources in a way that enables people to meet current needs without compromising the ability of future generations to meet their needs. In general terms, sustainable activity revolves around minimizing resource use.

Transfer station – A facility that receives and processes mixed waste in preparation for its transport to a landfill.

Waste diversion – Activities that redirect certain materials from going into landfills or incinerators, towards reuse or recycling.

Waste reduction/Waste prevention – All practices that either prevent the generation of waste, or divert it from landfill disposal or incineration.

Zero Waste – An approach that advocates designing and managing products and processes to reduce the volume and toxicity of materials and waste. Zero waste aims to eliminate all discharges to land, water or air that may be a threat to human or environmental health.



Special Thanks and acknowledgements

Many hands make light work. The Cleanup Guide is the result of the efforts and insight of many dedicated people.

Numerous professionals gave generously of their time and knowledge through personal interviews, written reports and countless e-mails. In addition, volunteer coordinators are the “engines” that make these events work. We thank them for their invaluable contributions to the Cleanup Guide.

Southeast Uplift’s *The Great American Cleanup – Southeast Portland Style* provided the initial spark of inspiration for this guide.

Metro is indebted to the following individuals and organizations for helping creating the Neighborhood, Community and Natural Area Cleanup Guide:

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Metro

People places • open spaces

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy and good transportation choices for people and businesses in our region. Voters have asked Metro to help with the challenges that cross those lines and affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to protecting open space, caring for parks, planning for the best use of land, managing garbage disposal and increasing recycling. Metro oversees world-class facilities such as the Oregon Zoo, which contributes to conservation and education, and the Oregon Convention Center, which benefits the region's economy.

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Metro Councilors – Rod Park, District 1; Carlotta Collette, District 2; Carl Hosticka, District 3; Kathryn Harrington, District 4; Rex Burkholder, District 5; Robert Liberty, District 6.

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