

Team Captain Responsibilities

The Team Captain will meet with OCS Headquarters Team for supplies.

Team Captain Responsibilities include giving the safety briefing, registering / tracking the number of volunteers, distribution and return of gloves and tools as well as having bags and extra water provided by Operation Clean Sweep.

The Team Captain should also be responsible for the isolation and disposal of any hypodermic needles found at the site. All volunteers should sign the waiver form and provide contact information.

- **Post Team Clean Up Sign** – Posting the Team clean up sign helps your volunteers find the site and helps educate people about the program.
- **Register Participants** – See Registration Form. By signing the registration form, the participants are agreeing to hold harmless the organizers for any accidents or injuries. The registration also provides a record of the participants.
- **Survey the Site Prior to the Clean Up** – Identify any safety issues such as broken glass, heavy objects, dead animals, or needles. Potential issues should be brought to the attention of the volunteers at the safety briefing.
- **Give the Safety Briefing** – All volunteers should be instructed on lifting techniques, wearing of gloves, and other safety concerns that apply to your location.
- **Issue Clean Up Supplies and Supervise Clean Up** – Depending on the abilities of the volunteers and the size of the group, the Site Captain may need to focus his/her attention on coordinating the work of others rather than picking up litter.
- **Oversee Needle Disposal** – Follow the needle disposal procedure provided in your Team clean up kit. Only the Site Captain should handle the disposal of needles.
- **Provide Minor First Aid** – First aid for cuts, sun burn, etc. may be administered by the Site Captain. However, please seek medical assistance if there are any doubts or concerns.
- **Insure Trash is Disposed of Properly** – The Site Captain should know the trash disposal procedure for the site and insure that this is successfully completed.
 - **Record the bag locations for City Crews**
- **Debrief Volunteers** – After a cleanup, the Team Captain should hold a short debrief meeting to thank the volunteers, collect stories about the most unusual items collected that day, and provide information regarding the next event.
- **Encourage** volunteers to go to Headquarters for Pizza!
- **Return OCS Supplies** – The Team Captain returns the supplies before Noon on the day of the cleanup.

Needle Disposal Procedure

The following procedure provides Team Captains with a safe method of disposing of these items thus removing them from our environment.

1. In each clean up kit, you will maintain about a dozen caution flags, an empty plastic bottle, a roll of duct tape, and a black marker.
2. When a volunteer finds a discarded hypodermic needle, he or she should use one of the caution flags to mark its location and then report the location to the Team Captain.
3. Using a pair of extra heavy gloves, the Team Captain should pick up the needle by the plunger end and place it in the plastic bottle. The Team Captain should be the only person who handles hypodermic needles.
4. Repeat steps 2 and 3 for each needle found.
5. At the end of the cleanup event, replace the cover on the plastic bottle and tape it shut with duct tape.
6. Clearly mark on the bottle "Hypodermic Needles"
7. Dispose of the taped plastic bottle and needles by:
 - a. Calling the local police department to come and pick up
 - b. Dropping them off at the local Board of Health, Police Department, or Fire Department.

*Please be extremely cautious at all times when handling these items.

SIGNATORY INSTRUCTIONS

1. Signature of individual group members participating in one or more litter pickups is required in the spaces provided below. No person may sign for another person.
2. A parent/guardian is required to sign for a volunteer under 16 years of age.

GROUP SIGNATURES

The following persons will participate in one or more litter pickups. By their signatures they understand that they may be collecting various types of marine debris, including broken glass, metal pieces, and other materials that may cause injury if handled improperly. All materials of unknown content, heavy weight, or questionable safety (medical debris, chemical containers, and 55 gallon drums) will be left in place untouched, the location noted and the Team Captain informed. They agree to abide by Operation Clean Sweep's Adopt an Area rules, policies, safety guidelines and instructions and to not hold The Operation Clean Sweep responsible for any injuries they may suffer or damages that they may cause or suffer as a result of participation in the cleanup.

Team Captain: _____

Date: __/__/__

Signature: _____

Date: __/__/__

Signature: _____

Date: __/__/__

Signature: _____

Date: __/__/__

Signature: _____

Date: __/__/__

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Signature: _____

Date: __/__/__

Signature: _____

Date: __/__/__

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Date: __/__/__

CHECKLIST

	<u>Item</u>	<u>Required</u>	<u>Status</u>
1	OCS Clean up sign		
2	Release Forms		
3	Data Sheets		
4	Clip Boards		
5	Trash Bags		
6	Confirmed Trash Pick Up		
7	Bug Spray		
8	Sun Screen		
9	Gloves		
10	Rakes		
11	Hand Sanitizer		
12	First Aid Kit		
13	Needle Disposal Procedure		
14	Pencils		
15	Safety Notes		
16	Directions to Site		
17	Estimated Volunteers		
18	Water		
19			