

## **Litter Sweep Cleanup Procedures**

1. Organize a volunteer group from your workplace, church, club, neighborhood, family, school, local government, etc., composed of people interested in removing roadside litter from their community and showing pride in North Carolina.
2. As soon as possible, choose a state road you would like to clean. You may have a road in mind. It may be a road in your neighborhood – the road in front of your church – any state road you think should be cleaner and would make you prouder of your community. If you need help choosing a road to clean, call your NCDOT county maintenance office or Adopt-A-Highway coordinator. They can recommend roads that need cleaning in your area.
3. Decide on a date and time to do your cleanup. Remember to determine a rain date in case of inclement weather on the original date.
4. Determine each person's role in the cleanup. Fill in the individual responsible for the following roles:
  - Who will be in charge of safety?
  - Who will pick up supplies needed from the local NCDOT county maintenance office?  
Cleanup Supplies: Orange safety vests, orange bags (for general trash), blue bags (for recycling plastic, metal and glass) and gloves. Some counties may have pickup sticks available for you to borrow.
  - Who will count the number of bags of litter?
  - Who will request NCDOT to pick up the bags?
  - Who will be in charge of water and snacks for workers?
  - Additional roles (i.e. who will handle recycling?)
5. Be sure to print all safety procedures for those participating in the cleanup from our Web site, and ask everyone to view the safety videos on the Litter Sweep Web site prior to your scheduled cleanup.
6. Close and tie the tops of your filled bags. Leave only the orange bags on the roadside several yards from the pavement.
7. Call your NCDOT county maintenance office or Adopt-A-Highway coordinator and give the number of bags and their exact location on the road. NCDOT will pickup the orange bags and take them to the landfill.
8. We encourage you to recycle. To do so, put the items to be recycled in blue recycling bags and take them to a recycling facility of your choice. Remember, it is illegal to put aluminum cans into landfills and therefore they must be recycled.

## **Litter Sweep Certificate of Appreciation**

Each volunteer may receive a certificate of appreciation suitable for framing as a “thank you” for helping in the cleanup. Simply complete and submit a request form by mail or fax (919-715-2554).

## **North Carolina Keep America Beautiful Unusual Litter Contest**

During the cleanup have a camera with you and keep an eye out for “unusual” litter. Then, enter any unusual litter you find in the NC KAB Unusual Litter Contest.

## **Office of Beautification Programs**

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Fax: (919) 715-2554

Toll Free: (Raleigh): 1-800-331-5864

Website: [www.ncdot.gov/~beautification](http://www.ncdot.gov/~beautification)

We will be pleased to answer your questions; mail you a Litter Sweep promotional packet; mail or fax you forms or other information. If you would like your name or your organization's name placed on our mailing list for future Litter Sweep events, let us know. All Litter Sweep promotional materials can be found on our Web site.