



## Event Planning Tips

**Keep it Fun!** Encourage family, friends and co-workers to get involved. Bring together all members of the community and invite area businesses, non-profit groups and government agencies to participate. Keep a list of all contacts and supporters so you can send thank-you letters after the event.

**Pick a Spot:** Visit the site where you plan to have your event so you can plan effectively and schedule enough time and volunteers to complete the project. Get permission from the property owner if necessary. Contact No Cuts (PUPS) at 1-888-721-7877 to mark utility lines if your project includes planting. For assistance in selecting a location, call Carmen Hanlon.

**Organize Cleanup Tools:** Plastic bags are generously supplied by GLAD for your project. Make sure your volunteers have brooms, shovels, rakes, lawn mowers, edgers and any other equipment necessary to complete the project. If you are having items donated, contact businesses early by bringing your request to the business manager on letterhead.

**Keep Safety First:** Have plenty of water, juice and snacks so your volunteers can take a break when needed. Never pick up hypodermic needles or sharp objects. Call 911 if you find any drug paraphernalia during your cleanup. Always wear safety vests for roadside cleanups.

**Follow the Rules for Proper Waste Disposal:** Pick a limited number of locations to stack your debris. This will make collection and disposal more efficient. Leaves should be collected in clear plastic bags, and these bags placed in a separate pile from other trash. Tree limbs should be cut to 4' in length and placed in a pile with other trimmings and shrubbery. Furniture, appliances and mattresses should be placed in a separate pile. Place empty, dried out paint cans with the lids off in a separate pile. Litter and small debris can be placed in the GLAD plastic bags. Old tires should be taken to the landfill at Bees Ferry Landing. Keep track of all waste collected for your post-event report.

**Make it Sustainable:** Please take time to develop a plan to keep your project looking good for years to come. You can work with your volunteers to establish a monthly maintenance schedule and/or make sure you install low maintenance landscaping in the proper location. If you are doing a planting on a City maintained property contact our office about making your planting area a Flowerscape location.



## Event Safety Tips

The success of your cleanup and the safety of your volunteers are very important to us. Use these safety tips while preparing for and participating in your cleanup, and distribute to all of your volunteers in advance:

- Make sure to have a first aid kit on hand for your event to treat any minor injuries.
- Select project sites with little or no traffic. Do not conduct a CCS activity on a Federal roadway such as the interstate.
- Warm up before heavy lifting with some light stretches.
- Lift heavy items properly, using your legs and not your back, to avoid injury.
- Get help lifting bulky items such as appliances or furniture.
- Avoid overexertion by taking frequent breaks and drinking plenty of water.
- Avoid sunburn by wearing sunscreen, a hat and light colored clothing.
- Always use safety goggles when using equipment such as lawn mowers, chainsaws or weed-eaters.
- Do not wear loose clothing or jewelry that can get caught on brush or equipment.
- Avoid injury from briars by wearing long sleeves and pants, and wear closed-toe shoes.
- Power tools should always point away from you during use and put away after use.
- Be cautious when mowing or weed-eating near roadways; wait until the road is free of vehicles to avoid causing damage with flying debris.
- Be aware that snakes or other creatures may be in the brushy areas where you are working. Stay alert.
- Do not pick up materials that could be potentially hazardous such as guns, needles or knives. Call 911 if you find these materials during your cleanup.
- Do not pick up containers with unidentifiable contents. Call SCDHEC to properly dispose of these types of items.
- Contact No Cuts (PUPS) at 1-888-721-7877 to mark utility lines if your project includes planting.



## Recycling Tips & Information

All participating organizations are encouraged to find ways to recycle items during your cleanup projects. If you have any questions about recycling please contact the Charleston County Environmental Management/Recycling Department at 720-7111. Here are some ways to properly implement recycling into your project:

- Collect glass, #1 and #2 plastic containers, aluminum and steel cans in bags, keeping separate from other bags of litter and debris.
- Take recyclables home for curbside collection, rinsing out bottles and cans first. Bundle paper products with string or twine, or place them in a brown paper grocery bag. Remember, **plastic bags do not go into your recycling bin** – always empty recyclables out of plastic bags, then place plastic bags in the trash can.
- Call the Charleston County Environmental Management/Recycling at 720-7111 for your recycling pickup schedule, and then place recycling bin curbside on pickup day. Take large amounts of recyclables to one of the Charleston County drop site locations. Call 720-7111 for location information. Again, **always empty recyclables out of plastic bags** when placing in drop site bins and place plastic bags in the trash can.
- Plan a clothing drive or donate your own gently used clothing to a charitable organization such as Goodwill or The Salvation Army.
- Track all items recycled or donated and include the information on your post-event report.
- Charleston County Environmental Management/Recycling has an Event Bin Loan Program. They allow event organizers to borrow their event bins in order to collect recyclables. You will return the bin and your recycled material after your event. The event bins are used to collect plastic #1 and #2 bottles, glass bottles and aluminum cans. The bins are available on a first come first served basis until all bins are reserved. Call 720-7111 to reserve your bin.

## Weights of Common Objects

Bag of litter	20 lbs.
Bag of clothes	30 lbs.
Sofa	60 lbs.
Chair	25 lbs.
Mattress	25 lbs.
Television	15 lbs.
Dishwasher	75 lbs.
Automobile Parts	25 lbs.
Metal Frame	3 lbs.
Metal Container	50 lbs.
Dresser	50 lbs.
Billiard Table	250-1,000 lbs.
Shopping Cart	50-60 lbs.
Tire	24 lbs.
Class I Garbage	10 cubic yards = 600 lbs. (60 lbs. per yard)
Class II Material	25 cubic yards = 750 lbs (30 lbs. per yard)
White Goods - Metal	6 cubic yards = 750 lbs. (125 lbs. per yard)
Class III (Yard Waste)	(150-300 lbs. per yard)
Full Garbage Truck	8 tons (16,000 pounds)
1 Bag of Aluminum/Steel	15 lbs.