

## CLEANUP KIT

Hong Kong's natural environment is one of our most valuable assets. With its extensive coastlines and numerous country parks, Hong Kong boasts many outdoor recreational activities such as boating, water sports, hiking, cycling, camping and beautiful vistas for both residents and visitors to enjoy. This special relationship we have with the environment highlights the importance of our active participation in its protection. Cleanup events bring awareness to the vast and vital issue of littering and its detrimental effect on the natural world.

This guide is designed to help you conduct a safe, fun and successful cleanup. You can also find useful materials such as data cards, registration sheets and educational materials at [HKcleanup.org](http://HKcleanup.org).

Got questions about location, logistics, safety, materials, anything? Our team is here to help you, with recommendations, ideas and support. Just email us: [info@HKcleanup.org](mailto:info@HKcleanup.org)

Every day, copious amounts of trash from our homes, offices, schools and neighbourhoods is bagged and sent to already-full landfills, or swept down storm drains and washed out to sea. We need to look at our urban behaviour and stem the flow of trash at the source. Cleaning our beaches, country parks and urban environment provides an eye opening experience for many! A day outdoors *can* make a difference. Join more than half a million people worldwide who are taking action to show they care about a cleaner, healthier natural environment.

### Your Cleanup Kit Contents:

1. Pre-Cleanup checklist and useful tips
2. Cleanup Day checklist and useful tips
3. Post-Cleanup checklist and useful tips



Organizer:

**ECOZINE**

Co-organizer:

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## PRE-CLEANUP INFORMATION

### Tips for organizing your Cleanup event:

- Hong Kong Cleanup will contact you upon registration. Do ask for advice about the site if needed.
- Attend your Education Briefing to learn about participation and receive materials.
- Visit the Cleanup Site. Identify the Assembly Point and Trash Collection Points (if applicable). Use the Site Check Guide to identify possible hazards or difficulties that you may encounter on the clean-up day, and how to overcome them.
- Conduct an assembly talk with your group on why and how we do the Cleanup.
- If needed, prepare waiver forms and ensure participants have signed them.
- Parental approval is required for participants under 16 of age. Participants under 12 should be accompanied by a participant over 16.
- Divide your group into teams and leaders. Minimum team size is 3. For larger groups, a maximum of 15 participants for each assigned leader is recommended.
- Draw up a programme for the day (see sample programme above)
- Arrange the time and pickup location and finalise your bus, boat or other transportation arrangements.
- Have a well-equipped first-aid kit on hand and someone who knows how to use it.

### Checklist: Pre-Cleanup Preparation

- [ ] All team members have registered with [www.hkcleanup.org](http://www.hkcleanup.org) and are able to login to their page and access the mobile data entry platform
- [ ] Transportation arranged (bus, boat, or other methods of transport)
- [ ] Itinerary finalised and printed to bring along
- [ ] Informed participants on reporting time, event location and duration
- [ ] Informed participants to bring along pen and clipboards if applicable
- [ ] Informed participants to apply sunscreen and wear appropriate attire
- [ ] Informed participants to bring along their own refillable and reusable water bottles
- [ ] Informed participants to bring along their own snacks
- [ ] Food and water arrangements made, if applicable
- [ ] Group leaders (adults) assigned
- [ ] First-aid person/people assigned

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## CLEANUP DAY INFORMATION

### Useful tips for your cleanup day

- Account for all your participants. Know the leaders. You should have a name-list of all your leaders and participants.
- If you are using a paper Data Card, your participants should already be organized into data collection teams of at least 3 people before arrival at site. The Team Roles are:
  - Data-recorder — records type of trash collected.
  - Data collectors — pick and count off trash types and numbers.
- With our new website, teams (or individuals) can now collect data on their mobile phone. Simply load our data entry page on your phone and tally up the number of each item you find, then submit your data once you've finished (or when you're back in wifi!)
- Rotate the roles in each team to sustain interest.
- Conduct an onsite briefing for the participants before the cleanup starts. An **Onsite Briefing Guide** is available for download and can assist you in planning your briefing session. The important points covered in this guideline include:
  - Share with participants the significance of what they are doing.
  - Explain why they must work in teams and have each team member rotate their roles.
  - Explain how data recording works and how to use the mobile phone data entry platform. Note: if participants do not have a mobile phone, they can use a paper data card (available on our website) to record their data.
  - Tell participants to ask for help when unsure about the category of trash items.
  - Remind participants about personal safety. Inform everyone where the first-aid station is.
  - Inform everyone where the Trash Collection Point is.
  - Ensure everyone is aware of your itinerary.

### Checklist: Items Needed for Cleanup Day

- ☐ Site map
- ☐ Mobile phone for data entry or Data Card if mobile phone is not available
- ☐ Cleanup programme and checklists\*
- ☐ Registration/waiver forms\* if required
- ☐ Onsite Briefing Guide and Safety Guidelines\*
- ☐ First aid kit
- ☐ Heavy reinforced cotton gloves
- ☐ Biodegradable trash bags
- ☐ Weighing scale (if using)
- ☐ Pens and clipboard (participants can bring their own)
- ☐ Cameras
- ☐ Extra water, snacks and sunscreen
- ☐ Optional extra tools: brooms/dustpans, scissors/knives, nets, hygiene masks

\* These materials may be downloaded from [HKcleanup.org](http://HKcleanup.org)

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### **Checklist: Starting the Cleanup**

- [ ] Participants divided into teams, with captains and data captains assigned if necessary
- [ ] Onsite Briefing done, including safety and data collection
- [ ] Trash Collection point assigned and indicated to participants
- [ ] Informed participants about programme and reporting times

### **During Cleanup — Data Recording and Cleanup Guidelines**

On the day of your cleanup, be sure to inform your participants to:

- Stay close to your team and keep your Data Captain informed of what you are collecting if collecting data as a group!
- Individuals collecting data on their mobile phones should ensure they have them handy and that the HKC data entry platform is loaded
- If using a paper data card, maximise writing space by making small slashes as space is limited. You can also provide them with more cards but ensure proper numbering, e.g. "1 of 3."
- Add up and write on the data card the number of each item found at the end of the cleanup. Remember only numbers can be counted and put into the computer.
- Name all stranded animals and the items trapping them in the "Entangled Animals" section, if any are found.
- Team leaders should circulate and motivate and support their teams with questions on things they have found.

## POST-CLEANUP INFORMATION

### Important tips before finishing your Cleanup event

Once you and your team have finished cleaning up the beach, hiking trail or urban area, it is important to ensure the following tasks are completed before you head home!

- **Finalise your data:** Gather all teams at the Trash Collection Point and finalise their Data Cards or mobile data entry forms. Remember to include the total number of bags and the weirdest items found!
- **Tally the totals:** The Data Captain for any teams using paper Data Cards should total up the number of items collected on their card and liaise with other captains to consolidate their data into one Summary Card. Make sure to keep your completed Data Summary Card so you can return your data to us when you get home! For individuals collecting on their mobile phone, it is not necessary to tally the totals as all data submitted for your cleanup will be tallied online!
- **Prepare trash for collection:** Ensure all bags of collected trash are placed at a designated government trash collection point, and are well away from the tideline or any flowing water. Tie off all bags to prevent wildlife from accessing your trash. If there is no trash receptacle or clearly identified depot at your chosen cleanup location, you will need to bring it to the nearest available place with one.
- **Reuse:** Collect the gloves and any other tools for washing/reuse.
- **Debrief:** Finish your cleanup with a discussion of your experiences and data findings.
- **Celebrate:** Reward your team for their hard work with a group lunch, swim or day at the beach.
- **Headcount:** When departing the site, ensure all your participants are physically present; do not rely on hearsay. You do not want to leave people behind!

### Checklist: Finishing the Cleanup

- [ ] Asked teams to weigh or estimate weight of trash; collate total trash findings
- [ ] Asked participants to share and discuss their findings and experience
- [ ] Gloves collected and participants all accounted for
- [ ] Results collated on Data Summary card

### Tips for after your Cleanup event - back at your home/company/school/organization

- **Data:** Upload your completed data to [HKcleanup.org](http://HKcleanup.org) as soon as possible as all your data will be added to Hong Kong's total in real time. Hong Kong's Coastal Cleanup data will be submitted to the Ocean Conservancy to be included in a global report.
- **Gloves:** pack the washed, dried gloves into bags, seal them in with a dehumidifier and record the # of pairs and the event name. This way, you can use them for years!
- **Review:** recap your cleanup experience with the participants. View the photos and data and discuss the results. Analyse the types of trash and ask simple questions, e.g. where this pollution comes from and how it can be reduced.
- **Share:** If you have taken digital photos, share them with the rest of the Hong Kong Cleanup community at [HKcleanup.org](http://HKcleanup.org) or [Facebook.com/HKcleanup/](https://www.facebook.com/HKcleanup/)!
- **Inspire:** Spread the word. Tell friends, teachers and family members about what you did and what you learned, and encourage them to sign up a team!

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- **Keep us informed:** Tell us about any materials that you may have produced or programmes that you have started as a result of this exercise.