

COMMUNITY CLEAN-UP TRAILER

SPONSORED BY:



VOLUNTEER PACKAGE



SOLID WASTE &
RECYCLING SERVICES



Program Overview

The Community Clean-Up Trailer is a transportable unit filled with supplies needed to clean and maintain a public space. This can include parks, alleyways, parking lots, neighbourhoods, trails, sidewalks, and boulevards. Volunteer groups will be able to fill out a request form and book the trailer for a clean-up event, and the trailer will be delivered to their chosen site. All waste collected from the clean-up will be brought to the Solid Waste & Recycling Facility in the trailer and disposed of free of charge.

The goal of The Community Clean-Up Trailer is to provide Thunder Bay with an accessible and transportable resource to help keep our City Clean, Green, and Beautiful. The Community Clean-Up Trailer can be utilized to improve the cleanliness of our city, provide meaningful volunteer opportunities to the public, and increase civic pride.

The Community Clean-Up Trailer is operational each year from May to September. Fill out our booking form at:

[THUNDERBAY.CA/CLEANUP](https://thunderbay.ca/cleanup)



Program Agreement

- Exhibit a sense of responsibility in order to achieve the program goals
- Abide by all laws and regulations
- Acknowledge that this volunteer package training is required for the group supervisor to review and share with others
- Sign and return the 'agreement' form prior to any cleanup project'
- Stay mentally alert
- No drugs or alcohol
- No pets
- No advertising signage
- No trespassing property

What the City Provides

- Clean-Up Tools: litter pickers, shovels, rakes, graffiti removal spray, rags, brooms, dustpan
- Protective Equipment: Safety vests, gloves, sunscreen, bug spray, first aid kit, sharps containers, hand sanitizer
- Litter Storage: garbage bags, recycling bags, yard waste bags, pet waste bags, garbage bins



Supervisor Responsibilities

Each volunteer group or organization is required to provide a contact who will act as the supervisor. The volunteer group and supervisor should pick a date, time, and location for their clean-up. This must be requested in advance using the booking form or by email.

The supervisor must:

- Notify the coordinator when the clean-up will start and finish
- Review this volunteer package
- Review safety tips and volunteer responsibilities with group members prior to start of the clean-up
- Ensure that the safety equipment is distributed and is used properly
- Ensure all safety tips are being adhered to at all times
- Organize the volunteers on-site and keep them together
- Have a cell phone on site and be prepared for emergencies
- Assign 1 supervisor for every 5 youth volunteers
- Read and sign the ‘Community Clean-Up Trailer’ Program Agreement





Safety Tips



- Visit the cleanup location before the cleanup to identify any hazards
- Arrange adult supervision for youth volunteers
- Have youth volunteers ask an adult first if they are unsure about picking up a piece of litter
- Cleanup in groups or pairs
- Wear clothing that will not impair your vision or movement
- Wear all protective equipment provided in the trailer, including safety vests and gloves
- Wear closed-toed shoes
- Use the sunscreen and bug spray provided in the trailer, or your own, as necessary
- Use the hand sanitizer provided if your hands come into contact with litter
- Take frequent breaks in the shade and drink plenty of water
- Suspend activities during bad weather
- Do not clean up near deep or fast moving water or hydro dams
- Do not clean up on roads, paved or gravel shoulders, medians, bridges, tunnels, overpasses, construction sites, private property, or around other structures or locations that could pose a danger
- Do not pick up hazardous items including hypodermic needles, syringes, jagged glass, animal carcasses, urine bottles, heavy objects, or air brakes.
- Ensure a fully charged cell phone is on hand and call 911 in case of illness, injury, and/or emergency
- To report a problem, contact City Dispatch at [807-625-2195](tel:807-625-2195).



Volunteer Responsibilities

- Volunteers must be familiar with and follow Safety Tips. It is the responsibility of the supervisor to ensure volunteers have read the Safety Tips and Volunteer Responsibilities
- Obey all laws and regulations relating to safety and such terms and conditions as may be required by the City
- Plan for off-road parking
- Provide supervision, safety equipment and have plans for emergencies that include first aid
- Ensure that no individual under the age of thirteen (13) is present without a parent or guardian's permission
- Provide supervision by one adult for every 5 youth
- Ensure no volunteer possesses or consumes illegal drugs, alcohol or cannabis products immediately before or during a clean up event
- Report any damaged trailer contents to City Staff upon trailer pickup
- Put all supplies back where originally found in the trailer at the end of the clean up
- Volunteers are not permitted to dispose of household waste in the trailer
- Store garbage, recycling, and yard waste bags in the trailer and wait for City Staff to pick it up
- Alert the coordinator if your clean up event ends early. Do not leave the trailer unattended

Before Clean-Up Checklist



- Ensure that your booking location, time, and date request has been approved and that the group has been notified of meeting place and time
- Ensure supervisor takes a head count, checks for appropriate clothing, and hands out safety equipment.
- Ensure that the group has discussed the safety tips and regulations
- Ensure all necessary safety equipment is on hand and used by all volunteers. Remember to bring water and cell phones.



After Clean-Up Checklist

- Ensure that the supervisor keeps the participant list.
- Ensure supplies are put back in the trailer where they were found.
- Ensure all garbage, recycling, and yard waste bags are placed neatly inside the trailer.
- Ensure the trailer is not left unattended. It is the supervisor's responsibility to contact the coordinator for earlier pickup if required.



Contact Information

Community Clean-Up Trailer

visit www.thunderbay.ca/cleanup to book

email: cleanuptrailer@thunderbay.ca

coordinator phone: 807-625-2315

Crime reporting

If it is an emergency, call 911

Visit www.thunderbaypolice.ca/services/online-reporting for online police service reporting

Graffiti or Stray Animal reporting

Contact Municipal Enforcement Services at 807-577-6536

Needle Reporting

Contact Superior Points at 807-621-7861 or 807-621-7862. Visit www.tbdhu.com/safeneedledisposal for more information

Other Area Concerns

To report a problem to the City, call City Dispatch at 807-625-2195.

Thank you!

**COMMUNITY
CLEAN-UP
TRAILER**

CITY OF
Thunder Bay
Superior by Nature

**SOLID WASTE &
RECYCLING SERVICES**



clean, green
& beautiful

