



Trash and Debris Collection Guidelines

Project proposals and reports

1. Complete the online [Project Proposal Form](#) at least:
 - **15 days in advance** if you need a dumpster or will be leaving piles of trash on site for removal.
 - **24 hours in advance** if you will be picking up litter only and will remove it from the site yourself.
2. Fill out the online [Workday Report Form](#) within **2 days** after each project. The Workday Report Form is required so we can arrange removal of trash and debris, and track your volunteer hours.
3. Have every volunteer sign a [Volunteer Waiver of Liability - Adult](#) or [Volunteer Waiver of Liability - Youth](#) the first time they participate in a project. Send copies of the signed waivers to betty@parkpride.org.

Dumpsters

- Park Pride requests dumpsters from Public Works (two weeks' notice is required).
- Public Works will contact you directly with any updates or questions about delivery.
- Public Works dumpsters are delivered on Fridays and picked up on Mondays.
- A dumpster can take either plant material or trash, but not both.
- Do not overfill a dumpster. If you fill a dumpster, leave any additional trash or debris in a neatly stacked pile near the dumpster.

Bagged trash

- If a dumpster is not available on your project day, leave bagged trash in a neatly stacked pile to be picked up. Please note this in your Work Day report.
- Leave the bags in a location that is easily accessible and visible from the street (within 20 feet of where a garbage truck can pull up). Be sure your pile does not block the trail or sidewalk.
- Bags will be collected as soon as possible after you submit your Workday Report Form with the quantity and location information.
- As an alternative, you are welcome to remove the bags and dispose of them with your own trash.

Tires, Hazardous Materials, and Non-Baggable Trash

- Furniture and appliances can go into a Public Works dumpster used for trash only.
- Public Works **cannot** collect the following items or accept them in dumpsters:
 - Tires, construction debris (i.e. concrete, bricks, lumber, shingles), railroad ties, paint cans, oil or chemical containers, car parts, batteries, and other similar or hazardous items.
- If you find the above items leave them at the edge of the corridor out of sight from the street, and include a description of the items and their location in your Workday Report Form. Attach a photo if possible.
- If you know your work day will involve the collection of these items, mention it on the project proposal form.
- Be careful when handling items – if in doubt, don't touch it.

Plant debris

- Plant debris (i.e. branches and pulled weeds) should go into a dumpster whenever possible.
- Dirt cannot go into a Public Works dumpster.
- If a dumpster is unavailable on your clean-up day, neatly stack debris beside your segment within 10' of the street so a truck can access it.
- Soft plant debris (e.g., leaves) may be collected in lawn bags and placed in a separate pile next to any bagged trash.

Recycling

- Unfortunately there is not currently a recycling option for the trash that is collected, so please bring any recyclables to your home or workplace if possible.