

DATE: January 2015
TO: Organizations Volunteering to Clean Up Litter in Lancaster City
FROM: Tim Breneisen, Manager, Solid Waste & Recycling
SUBJECT: Litter Collection Supplies and Reporting of Results

The City of Lancaster appreciates the efforts of your group to volunteer to clean up litter on streets, sidewalks, parks and other public areas within the city. With PennDOT's support, the city is able to provide bags, gloves, vests and dust pans/brooms to make the task easier and safer. To ensure availability, we ask that you request supplies well in advance of your scheduled event.

In order to reduce the amount of litter needing disposal, we ask that volunteers collect separately to the extent practical any litter that can be recycled. This would include materials typically collected at curbside - metal, plastic, and glass food and beverage containers. Generally, those who volunteer to help clean up their local street environment are usually willing to separate the recyclable materials. Simply collect recyclables in a different color trash bag than the litter as directed by the city official that works with you to set up your event.

The City's Department of Public Works will collect the bags of litter and recyclable materials that are set at pre-arranged locations. The city will pick up the bags as soon as possible after the collection event to discourage additional illegal dumping and the accumulation of other trash.

In order to track the results of volunteer litter clean-up groups and be able to report successes to Keep Lancaster Beautiful, PennDOT and the public, we ask that you track and report pertinent information about your event including the amount of litter and recyclable materials collected, number of participants who helped and hours worked. Providing this information to PennDOT will demonstrate that the city is effectively using these donated supplies, which will enable us to continue securing bags and gloves in the future. Sharing successes with the public, elected officials and the Keep Lancaster Beautiful program, encourages others to become involved, too.

Attached is the form for you to report information. While the event is fresh on your mind, we ask that you complete it right after the collection is done and return it within a week to:

Tim Breneisen, Manager, Solid Waste & Recycling
120 North Duke Street, P.O. Box 1599
Lancaster, PA 17608-1599
Phone: 291-4762
Email: tbreneisen@cityoflancasterpa.com

To track the efforts of litter clean-ups held between March 1 – May 31, you are also encouraged to register your clean up on the *Great American Cleanup of PA* website: www.gacofpa.org

Again, on behalf of the City of Lancaster, we appreciate your interest and effort to volunteer time to clean up litter and debris that accumulates in city.

Please contact me at 299-4762 if you have any questions or need additional information.

Volunteer Litter Collection Organization – Event Activity Report

Name of Organization: _____

Event Name: _____

Work Location: _____

Name of Contact Person: _____

Address: _____

Phone (land line): _____ Phone (cellular) _____

Date of Event: _____ Time of the Event: _____

Bags collected: Litter (white bags) _____ Recyclables (dark bags) _____

Other items collected: _____

Bags/Trash Pick-Up Location: _____

Estimated weight collected: Litter _____ Recyclables _____

Hours Worked: _____ x Number of Volunteers: _____ = Man-Hours Worked: _____

SUPPLY INVENTORY

Type of Supply	Quantity Provided by City	Quantity Used	Quantity Unused and Held for Future Use	Quantity Returned
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				
Push Brooms				
Dust Pans				
Other				

Please return form to:

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