



OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY

Table of Contents

I. Purpose	2
Program Goals.....	2
Program Actions.....	2
District Responsibilities	2
II. Procedures – How to Get Started	3
III. Rules and Conditions	4
IV. Terms of Agreement.....	6
V. Attachments.....	7
Att. 1 - Volunteer Safety Guidelines.....	7
Att. 1- Continued.....	8
Att. 2- Release and Waiver of Liability	9
Att. 2- Continued.....	10
Att. 3- Volunteer Work Permit	11
Att. 4- Home Item Removal Report.....	12
Att. 5- Common Household Hazardous Waste Products	13

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

I. Purpose

Program Goals:

The Oceano Community Services District (District) Neighborhood Clean-Up has been developed to help address illegal dumping which has an ongoing negative impact on the health and safety and livability of the local community. The goals of the program include the following:

- Improving health and safety
- Increasing livability
- Increasing community involvement
- Increasing the value of the trash removal service, South County Sanitary Services, Inc. (SCSS)

Program Actions:

Utilizing this program allows volunteers to add unwanted items from their homes into a roll-off dumpster provided by the District for the, one-time event, Neighborhood Clean-Up. In return, volunteers must agree to clean a location approved by the District General Manager. The following actions are required to successfully complete the program goals:

- Removing litter and bulk items at the agreed upon location
- Removing litter and bulk items from eligible homes
- Loading litter and bulk items into the roll-off dumpster
- Removing excessive vegetation
 - vegetation blocking vehicle/emergency response access
 - weeding isn't required, but is always appreciated

District Responsibilities:

Upon completion of the program requirements as listed in the Procedures and Rules and Conditions, the District will take the following actions:

- Providing a roll-off dumpster and supervising the items placed into the dumpster
- Providing safety materials

As a reminder, the District's Solid Waste Ordinance prohibits the accumulation of solid waste, rubble, and/or cast offs on developed and undeveloped (vacant) property.

OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY

PURPOSE, PROCEDURES AND RULES AND CONDITIONS

II. Procedures – How to Get Started

1. Interested parties should appoint a Neighborhood Clean-Up Volunteer Coordinator (Coordinator) who represents the volunteer group.
2. Review and complete a Neighborhood Clean-Up application. Call the District to clarify any questions at 805-481-6730.
3. The Coordinator must attend a safety meeting, at the District, where the safety guidelines essential to the District will be explained and agreed upon, see Attachment 1.
4. The Coordinator must complete a Release and Waiver of Liability Form provided at the safety meeting, see Attachment 2. Additional Release and Waiver of Liability forms for all other volunteers shall be provided to the Coordinator at the safety meeting.
5. The Coordinator must petition all homes, on the block of interest, requesting approval and participation on the scheduled Neighborhood Clean-Up location and date. A goal of 25% of the petitioned homes must agree to participate in the clean-up at a set location and date. The General Manager has discretion on whether the number of petitioned homes is sufficient.
6. A Volunteer Work Permit, see Attachment 3, shall be issued by the District once an application, safety meeting and Coordinator Release and Waiver of Liability form have been completed.
7. Safety materials: vests, trash bags, trash removal sticks, and loop hoes shall be provided to the Coordinator.

OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY

PURPOSE, PROCEDURES AND RULES AND CONDITIONS

III. Rules and Conditions

1. Neighborhood Clean-Up shall only be implemented in specified areas agreed upon by the applicant and the District's General Manager. The District has sole discretion over approval of potential Neighborhood Clean-Up locations.
2. No children under the age of 16 shall volunteer. An adult 18 years of age or older must serve as the Volunteer Coordinator.
3. All volunteers must agree to the Release and Waiver of Liability provided by the District, see Attachment 2.
4. The Volunteer Work Permit is only valid for the actions, location, and date specific to the Neighborhood Clean-Up Program.
5. Volunteer actions should only be taken during safe weather conditions and daylight hours.
6. The Coordinator must conduct a safety meeting with all participating volunteers prior to action being taken. The Volunteer Safety Requirements, see Attachment 1, and Common Household Hazardous Waste Products, see Attachment 5, must be explained and any questions clarified.
7. The Coordinator must distribute and ensure all Release and Waiver of Liability Forms, see attachment 2, are completed by all participating volunteers.
8. The District shall provide a roll-off dumpster for the removal of bagged trash, bulk items, vegetation, and items removed from volunteer's homes. These items must be loaded into the roll-off dumpster by the volunteers.
9. Participating volunteers must provide a list of the items they would like to place in the roll-off dumpster from their homes, see Attachment 4, to the District. No household hazardous materials, see Attachment 5, shall be placed into the dumpster.
10. The Home Item Removal Reports, Attachment 4, must be provided by all participants a week in advance, or as otherwise approved by the District's General Manager, so the District can more easily estimate the proper sized roll-off dumpster to provide for the Neighborhood Clean-Up event.

OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS

11. To utilize the roll-off dumpster for home item removal the volunteer must actively participate in the alley way clean-up.
12. A District employee must be present before any material can be discarded into the dumpster. This is to ensure no hazardous materials are placed into the roll-off dumpster, see Attachment 5, and that only those items requested from the Home Item Removal Report, see Attachment 4, are placed into the roll-off dumpster.
13. The Coordinator must provide a summary of volunteer efforts after the Neighborhood Clean-Up has been completed. All completed Volunteer Waiver of Liability Forms must be provided in the summary as well.
14. Failure to comply to the Rules and Conditions will lead to program removal.

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

IV. Terms of Agreement

The authorized signature below ensures that the interested participant understands and agrees to the Rules and Conditions listed above. Failing to comply with the Rules and Conditions shall lead to removal from the Program.

Printed Name: _____

Position: _____

Neighborhood: _____

Signature: _____ Date: _____

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

V. Attachments

Att. 1 - Volunteer Safety Guidelines

Volunteer work can be safely completed by integrating the following safety procedures:

- Volunteers acknowledge the District is not responsible for any bodily injuries, personal injuries, illnesses, death, or property damage which result from volunteer actions.
- Volunteers recognize that they may be working in a potentially hazardous environment and must carefully follow all safety requirements.
- The minimum age to volunteer is 16.
- The minimum age to apply for a Volunteer Coordinator position is 18.
- Do not attempt to remove potentially hazardous materials. Needles, dead animals, suspicious packages, powders, chemicals, etc. are to be avoided. Notify the Public Works Department or the Sheriff's Department of the location of suspicious items or hazardous materials immediately by calling 911 or the Environmental Health Department at 781-5544.
- Do not strain your back attempting to lift heavy items. Always lift with your legs when removing heavier items. Avoid the removal of bulk items that could lead to injury. Use common sense when assessing item weight.
- Volunteers must wear safety vests and gloves. Safety materials will be provided.
- Work shall only be completed at the location designated by the Volunteer Work Permit issued by the District.
- Work is only to be done on public property. Volunteers should never enter or alter private property.

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

Att. 1- Continued

- Volunteers must be aware that work locations may contain loose footing, sand, gravel, and pot holes.
- Material shall only be loaded into a roll-off dumpster when a District employee is present.
- Parking is not allowed along any alley or any portion of a street that blocks access.

The authorized signature below ensures that the Volunteer Coordinator understands and agrees with the safety requirements and possible health and safety issues associated with volunteer actions.

Signature: _____ Date: _____

OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY

PURPOSE, PROCEDURES AND RULES AND CONDITIONS

Att. 2- Release and Waiver of Liability

IN CONSIDERATION OF THE VOLUNTEER BEING ABLE to serve as a volunteer for Oceano Community Service District ("Oceano") in any activity which would include but not be limited to participation in Oceano's Adopt- an-Alley program, or any other volunteer program created by Oceano for the maintenance, improvement, or work in or upon Oceano facilities, or any other related Oceano activity, the undersigned Volunteer and/or guardian do hereby freely, willfully, and without duress execute this Release and Waiver of Liability under the following terms:

WAIVER AND RELEASE: Volunteer and/or guardian does hereby release and forever discharge and hold harmless Oceano, its elected officials, officers, employees, and agents and their successors and assigns from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise or may hereafter arise from Volunteer's activities with Oceano. Volunteer and/or guardian understands and acknowledges that the execution of this Release discharges and will discharge Oceano from any liability or claim that the Volunteer and/or guardian may have against Oceano with respect to any bodily injuries, personal injuries, illnesses, death, or property damage which may result from Volunteer activities with Oceano. Volunteer and/or guardian further understand that Oceano assumes no responsibility for and is not obligated in any way to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death or damage. Volunteer and/or guardian agree to hold harmless and indemnify Oceano from any legal matter, lawsuit, or litigation arising from this volunteer relationship.

ASSUMPTION OF THE RISK: Volunteer and/or guardian recognizes and understands that the activities with Oceano shall include, but is not limited to, inherently hazardous activities such as working in a potentially dangerous environment, pulling weeds, picking up trash and debris along public paths, roads and streets, dealing with graffiti and damaged property, loading and unloading, and transportation to and from the volunteer work sites. Volunteer and/or guardian hereby expressly and specifically assumes the risk of injury or harm in these situations and releases and discharges Oceano from and waives any and all liability for any injury, illness, death, or property damage resulting from the activities of the Volunteer with Oceano. All volunteers are expected and encouraged to arrive with their own health insurance plans in effect.

SCOPE OF RELEASE: Volunteer and/or guardian expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California. Volunteer and/or guardian agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable. Volunteer hereby grants and conveys to Oceano all right, title, and interest in any

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

Att. 2- Continued

and all photographic images and/or video or audio recordings made by Oceano during the Volunteer's activities with Oceano, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. Volunteer hereby grants Oceano permission to use and publish any photograph, video, or other digital media reproduction ("photo") taken of Volunteer.

NO EMPLOYMENT: Volunteer and/or guardian understand that Oceano is not agreeing to employ said Volunteer, and that no employer/employee relationship exists between the parties. Volunteer and/or guardian understand this is the complete and only agreement between the parties.

IN WITNESS, WHEREOF, Volunteer warrants that he/she has read and understands this Release and Waiver of Liability and has executed with full knowledge and understanding of its contents.

Signature: _____

Date: _____

Date of Birth: _____

Phone: _____

If volunteer is a minor (under the age of 18), parent/guardian signature is required. If Volunteer is under the age of 18, reasonable supervision by an adult (person age 18 or over) is required.

Relationship: _____

Date: _____

Signature: _____

Phone: _____

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

Att. 3- Volunteer Work Permit

Oceano Community Services District
Oceano Community Services District, 1655 Front St, Oceano, CA 93445
Phone: (805) 481-6730 Fax (805) 481-6863
Email: office@oceanocsd.org

PERMIT NO:	APPLICATION DATE:
VOLUNTEER SAFETY COORDINATOR:	PARTICIPATING VOLUNTEERS:
NEIGHBORHOOD:	ALLEY:
TO BE PERFORMED AS: VOLUNTEERS (Y/N)	COMMUNITY SERVICE (Y/N)
ESTIMATED STARTING DATE:	PERMIT EXPIRATION DATE:
THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH THE SAFETY AND PROGRAM GUIDELINES CREATED BY THE OCEANO COMMUNITY SERVICES DISTRICT. THIS PERMIT SHALL BE REVOKED AT THE SOLE DISCRETION OF THE OCEANO COMMUNITY SERVICES DISTRICT AT ANY TIME.	

PRINTED NAME: _____

SIGNATURE: _____

POSITION: _____

PHONE NUMBER: _____

EMAIL: _____

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

Att. 4- Home Item Removal Report

Oceano Community Services District
Oceano Community Services District, 1655 Front St, Oceano, CA 93445
Phone: (805) 481-6730 Fax (805) 481-6863
Email: office@oceanocsd.org

VOLUNTEER SAFETY COORDINATOR:	PARTICIPATING VOLUNTEER:
HOME ADDRESS:	ITEMS:
THE UNDERSIGNED AGREES THAT NO HOUSEHOLD HAZARDOUS MATERIALS SHALL BE PLACED INTO THE ROLL-OFF DUMPSTER AT ANY TIME. ITEMS NOT ALLOWED INSIDE ROLL OFF CONTAINER INCLUDE LIQUIDS, TIRES, ELECTRONICS, TV'S, MONITORS, OR AUTO PARTS.	

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

PHONE NUMBER: _____

EMAIL: _____

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

Att. 5- Common Household Hazardous Waste Products

Cleaners, pool and
spa chemicals



Garden chemicals like
pesticides, fertilizers



Fluorescent light bulbs,
batteries



Gasoline, used motor
oil and antifreeze



Butane, propane, gas



Oil based paints,
stains, strippers



<http://www.hazwastehelp.org/hhw/downsizing.aspx>