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# Zone Captain's Handbook

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## 2009

## *A note from the Mississippi Marine Debris Task Force*

The 21st annual Mississippi Coastal Cleanup will be held Saturday, Oct. 17, 2009, from 8 a.m. until 11 a.m. Mississippi's Coastal Cleanup is part of the International Coastal Cleanup—the world's largest cleanup effort on behalf of the marine environment.

We have developed this handbook for you to use as a guide to implementing a safe, fun and educational cleanup in your zone. This guide contains a list of supplies provided for each zone, what to expect on the day of the cleanup, how to contact your county coordinator, safety tips, as well as a complete list of cleanup sites and zone captains in the three coastal counties. If you have questions or concerns not addressed in this handbook, please contact your city or county coordinator.

The Mississippi Coastal Cleanup is part of Take Pride in America, a national partnership that aims to seek, support and recognize volunteers who work to improve our natural and cultural resources.

The Mississippi Marine Debris Task Force thanks you for your environmental stewardship and your willingness to serve as a Coastal Cleanup zone captain. We look forward to seeing you on the big day!

Sincerely,

Lauren Thompson, Chair, Mississippi Marine Debris Task Force  
State Coordinator, International Coastal Cleanup

# Supply Checklist

## What you need to bring:

- Table
- Chairs
- Ice chest
- Ice
- Tent (if desired)
- Work gloves
- Insect repellent
- Comfortable, protective shoes
- Sunscreen and hat
- Camera to catch volunteers in action or peculiar debris

## What Coastal Cleanup will provide for your station:

- 1 sign-in/hold harmless agreement (to be signed by all 21 and over)
- 20 registration forms with liability release (for those under 21, to be signed by parent)
- 1 5-gallon bucket for sharp objects to be placed in
- 1 18" x 24" Data Detective poster to be displayed at site
- 1 Mississippi Coastal Cleanup yard sign
- 1 Volunteer Instruction sign
- 1 "Guide to Marine Debris"
- 1 pink photo release sign to be displayed at site
- 1 bright yellow liability release sign to be displayed at site
- Water
- 1 first aid kit for minor scrapes and cuts
- 1 roll of tape with dispenser (to be used for signs)
- Fluorescent flags (to mark hazardous material and entangled animals, live or dead)
- 1 bottle of hand sanitizer
- Yellow zone captain T-shirts (must be worn day of cleanup so captains are visible)
- Supplies for volunteers (see page 3):  Data Cards  pencils  
 gloves  trash bags  clipboards
- Thank-you gifts, meal cards for volunteers

# Cell Phones

It is important that coordinators and zone captains are able to contact each other throughout the day of the cleanup. Each zone captain should have a cell phone with them at the site in case they need to contact their coordinator to request additional supplies or report hazardous material, etc. If you do not have a cell phone available to you, please contact Lisa Damiano Jones at 228-523-4138 or Shelly Becker at 228-523-4051 as soon as possible to make arrangements.

# Setup

You and your zone team should arrive at the meeting site well ahead of time to set up for the day's activities.

## What you need to do upon arrival:

- Set up table(s), chairs and tent (if needed).
- Post Mississippi Coastal Cleanup yard sign.
- Post Volunteer Instruction sign where it can easily be read by volunteers lining up.
- Set up volunteer supplies (trash bags, data cards/clipboards, pencils, gloves, thank-you gifts and meal cards) for distribution.
- Post liability and photo release signs in a visible spot.
- Post Data Detective poster in a visible spot.
- Ice down plenty of water in your ice chest(s).

# Sign-in

All adults over 21 must sign the sign-in/liability release form. For anyone under the age of 21 who has not pre-registered, a stack of registration forms will be provided, **to be signed by a parent**. Remind all parents that small children must be accompanied by an adult at all times.

## Supplies to distribute to each PAIR of volunteers at sign-in:

- 1 Data Card (Spanish cards are available)
- 1 pencil
- 2 pairs of gloves
- 3 trash bags
- 1 clipboard






## Gifts distributed to each volunteer AFTER handing in completed Data Card:

\_\_\_ 1 cooler tote






\_\_\_ 1 meal card (see lunch sites on pp. 5-6)

### Instructions for volunteers:




Refer volunteers to the Volunteer Instruction sign. To speed up the sign-in process, you may want to appoint someone to instruct volunteers in groups right after signing in.

-  Volunteers should work in pairs. One should fill out the Data Card while the other holds the trash bag and picks up debris.
-  Remind volunteers of the importance of the Data Cards. Explain that they not only help the state of Mississippi in national and international cleanup rankings, but also help guide federal regulation on marine debris.
-  Show volunteers how to fill out the Data Cards. Refer them to the Data Detective poster.
-  Volunteers will document their first bag of trash on the Data Card, and then turn in the completed card.
-  Volunteers should note the location of any hazardous material, stranded or entangled marine life (live or dead) and inform zone captain or helpers. They should mark these items on the Data Card, but warn them not to go near 55-gallon drums or 5-gallon buckets because they may contain hazardous chemicals.

## Hazardous Material

-  If you or volunteers find any 55-gallon drums, 5-gallon buckets, car batteries or any other debris that may contain hazardous chemicals, do not touch or dispose of the waste.
-  Mark the hazardous waste with the fluorescent flags provided.
-  Contact your coordinator and tell them what kind of waste and where it is located. They will contact someone to dispose of the waste properly.
-  If you find sharp objects, such as broken glass or needles, carefully place the debris in the 5-gallon bucket provided for your zone.
-  You may need to wear work gloves to pick up some of the debris.

## Marine Life

-  If either a sea turtle or marine mammal is found stranded (dead or alive), note the location and immediately notify your coordinator.
-  Mark any live or dead entangled sea life with a fluorescent flag and call your county coordinator.
-  Dead fish (not entangled in debris) do not need to be flagged.

## Trash Disposal

### Hancock County:

Along Beach Boulevard, place bags of trash on the beach-side shoulder to be collected by county litter crews. In other areas of the county, ask your coordinator for instructions on trash collection.

### Harrison County:

Trash bags should be placed along the sea wall to be picked up by the Harrison County Sand Beach Department. For other locations, put bags in trucks/dumpsters provided or contact coordinator for instructions.

### Jackson County:

Trash bags should be placed in the dumpster at your site. If your site does not have a dumpster, contact your coordinator for instructions.

## Tires

In all counties, tires should be placed next to dumpsters, NOT inside them, or next to but separately from the bagged trash.

## Lunch

### Harrison County:

Courthouse Road Pier, Gulfport, 11 a.m.-1 p.m., lunch ticket required, courtesy of High Cotton Grill.

### Hancock County:

Cookout at Washington Street Pier pavilion, Bay St. Louis, sponsored by Office of Congressman Gene Taylor, the Bay St. Louis Rotary Club and BB's Snowballs.

## **Jackson County:**

MGCCC Jackson County Campus, Estuarine Education Center, 11 a.m.-1 p.m., lunch ticket required, courtesy of The Shed and Chevron.

## **Data Reporting**

Your county coordinator will provide you with a Summary Card to record the results of the Data Cards collected from volunteers.

The following information must be called in to your county coordinator by noon Oct. 17, the day of the cleanup:

- \_\_\_ Number of volunteers at your site.
- \_\_\_ Number of bags collected.
- \_\_\_ Number of miles.
- \_\_\_ Any unusual debris found.

Summary Cards and liability release/sign-in sheets must be returned to your coordinator during the week following the cleanup. Compiling data may seem daunting and time-consuming, but timely completion is crucial to accurate data reporting to the Ocean Conservancy and the International Coastal Cleanup. The data are used not only to rank the state of Mississippi in the national and international cleanup, but also to help guide federal regulation on marine debris.

**TIP:** Recruit a team prior to the cleanup or enlist trustworthy volunteers (such as high school students, church groups) during sign-in to collect completed Data Cards from volunteers and compile the numbers on site. Don't hesitate to ask coordinators for help. They are dedicated to getting a complete picture of the success of our cleanup.

## **Returning Unused Supplies**

ALL UNUSED SUPPLIES, CELL PHONES, LIABILITY RELEASE FORMS, REGISTRATION FORMS AND COMPLETED DATA AND SUMMARY CARDS MUST BE RETURNED TO YOUR COORDINATOR BY THE WEEK AFTER THE CLEANUP. Please consult with your coordinator to set up date and time for return. It is important to return all unused items so they may be saved for next year's cleanup.

# Sponsors

- SEA TURTLE:** Chevron Pascagoula Refinery; High Cotton Grill; Matthews Brothers Inc.; Mississippi Department of Marine Resources
- SHARK:** Beverage Association of Mississippi; Delta Sanitation of Mississippi, LLC; Mississippi Department of Environmental Quality; Mississippi Media; Ocean Conservancy; Ship Island Excursions; The Shed Barbeque & Blues Joint; The Sun Herald; Waste Management
- DOLPHIN:** Allen Beverages Inc.; Best Gloves Co.; Coast Coca-Cola Bottling Co., Inc.; Coca-Cola Bottling Co., Consolidated; Domino's Pizza; Fisher Safety; Gulf Coast Produce; Kimberly-Clark Corporation, Professional Division; Lamar Outdoor Advertising-Mississippi Gulf Coast; Microflex; Milner Rental Center; Sysco Foods
- COBIA:** American Canoe Association; Biloxi-D'Iberville Press; Hancock Medical; Island View Casino Resort; K99FM, Magic 93.7, 92.5 The Beat and News Radio 104.9; Keep Mississippi Beautiful; Knight Abbey Printing & Direct Mail; Mississippi Department of Transportation; Sea Coast Echo; WLOX-TV 13
- MULLET:** Academy Sports + Outdoors; Ashman & Son Construction; BB's Bar-B-Que & Snak Shak; Coast Electric; Coastal Rivers; Desporte's Biloxi Paper Company; D'Iberville Walmart; The Dive Shop; Dixie White House Nursing Home; Ocean Springs Walmart; Pascagoula Walmart; Waveland Walmart

## Mississippi Marine Debris Task Force

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|---|---|
| Ashman & Son Construction                     | Jackson County Chamber of Commerce                                |
| Chevron Pascagoula Refinery                   | Jackson County Solid Waste Department                             |
| City of Biloxi                                | Keep Mississippi Beautiful  |
| City of Gulfport                              | Keesler Air Force Base  |
| City of Moss Point                            | Mississippi Air National Guard CRTC-Gulfport                      |
| City of Ocean Springs                         | Mississippi-Alabama Sea Grant Consortium                          |
| City of Pascagoula                            | Mississippi Department of Environmental Quality                   |
| Coastal Rivers                                | Mississippi Department of Marine Resources                        |
| Delbert Hosemann Secretary of State           | Mississippi Department of Rehabilitation Services                 |
| DMR Marine Patrol                             | Mississippi Gulf Coast Community College                          |
| Eco-Tours of South Mississippi                | Mississippi State University Coastal Research & Extension Center  |
| Grand Bay National Estuarine Research Reserve | Naval Construction Battalion Center                               |
| Gulf Islands National Seashore                | NOAA Fisheries  |
| Hancock County Beautification Committee       | Office of Congressman Gene Taylor                                 |
| Hancock County Board of Supervisors           | Rotary International District 6840                                |
| Hancock County Chamber of Commerce            | Sea Coast Echo  |
| Hancock County Solid Waste                    | University of Southern Mississippi-Gulf Coast Research Laboratory |
| Harrison County Beautification Commission     | Waste Management  |
| Harrison County Board of Supervisors          |   |
| Harrison County Sand Beach Department         |   |
| Harrison County Sheriff's Department          |   |
| Harrison County Utility Authority             |   |
| Heritage Trails Partnership                   |   |
| Jackson County Board of Supervisors           |   |

# Safety first!



- Stay away from large drums or 5-gallon buckets. Report their location to the cleanup coordinator or proper authorities.
- Wear gloves to collect the debris.
- Be careful of glass, syringes or other sharp objects.
- Don't lift anything heavy.
- Stay out of dune areas.
- Avoid stepping on dune plants and beach grasses.
- Watch for and avoid wildlife.
- Notify your zone captain immediately if you see any stranded, injured or entangled animals.

## Things to bring

- Plenty of water
- Sunscreen and a hat to protect yourself from the sun
- Insect repellent
- Comfortable, closed-toe shoes to protect your feet
- A camera to document volunteers in action or any strange items you may find
- Work gloves or rubber gloves

# NOTICE

*Watch out for hazardous waste!*



Each site will receive 25 flags to be used to mark 55-gallon drums and 5-gallon buckets that may contain hazardous waste and also to mark the location of live or dead animal entanglements. Please alert volunteers that these flags are available at the zone captain station.