



City of Long Beach
Department of Community Development
Neighborhood Services Bureau

Neighborhood Clean-Up Assistance Program



Your Guide to Organizing a Clean-Up

Contents include

- Timelines for a trouble-free clean up
- Where to dispose of hazardous waste
- Neighborhood Clean-Up Assistance Program Application
- Referrals to help keep your neighborhood clean





CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

333 W Ocean Blvd, Third Floor Long Beach CA 90802 (562) 570-6866

Dear Neighborhood Leader:

Thank you for taking action to address litter in your neighborhood. The City of Long Beach, Neighborhood Services Bureau offers many services to assist you to improve your neighborhood and to address neighborhood concerns.

This guidebook was created to help neighborhood leaders like you to plan, arrange, and host a successful neighborhood clean-up event. Included in this guidebook are:

Neighborhood Clean-Up Assistance Program Overview

Clean-Up Planning Timeline

Do's and Don'ts for Your Clean-Up

Sample Clean-Up Event Flyer

Hazardous Waste Materials Disposal Information

Neighborhood Clean-Up Resource Referrals

Map For Location of Tool Storage Facility

Neighborhood Clean-Up Assistance Program Application (attached)

State laws regarding trash disposal have changed. There are many items that are not permitted to be disposed of in the dumpster. Information on how to properly dispose of these items is included in the attached Hazardous Material Disposal handout. Illegal dumping is a violation of California Penal Code Section 374.3(b). Unauthorized use of City sponsored dumpsters will result in severe penalties.

Your volunteer efforts make a big difference to improve the quality of life in our community. For more information about hosting a clean-up in your neighborhood, please contact the Neighborhood Services Bureau at (562) 570-6866.

Sincerely,

Angela Reynolds
Manager



What is the Neighborhood Clean Up Program?

This program provides materials and supplies to community and volunteer groups that want to improve the appearance of their neighborhoods. If you want to organize a graffiti paint-out, alley clean-up, and/or trash and weed removal in your neighborhood, the City will provide the materials, tools, and even a dumpster to help you accomplish your goal.

Who is eligible?

Community associations, neighborhood watch groups, and any volunteer groups organized to improve their neighborhoods.

What will the City provide?

Paint and paint supplies for graffiti paint-outs (restrictions apply call for more information); brooms, shovels, rakes, gloves, and trash bags for neighborhood clean-ups. If needed, City staff will arrange for an industrial-sized dumpster for your group's use on the day of the clean-up. All reusable materials must be returned so they can be used for other volunteer projects.

How do you apply?

Just call the Neighborhood Services Bureau at (562) 570-6866 and let us know what project your volunteer group wants to accomplish. Your organization will be provided with an application (attached to this brochure) to complete and return for approval.

How much advance notice must you give?

At least two (2) weeks notice prior to your event is recommended to ensure that City staff has supplies available and time to order paint, if needed, to help you and other neighborhood groups.

Timelines for a Trouble Free Clean Up**3-4 Weeks Before Your Clean-Up**

- Meet** with your neighbors to select a date and location for your clean up. **Decide** who will be responsible for monitoring the dumpster during the clean up. **Decide** who will pick up and return the tools to the NSB warehouse.
- Submit** your completed blue "*Neighborhood Clean-Up Assistance*" application enclosed to the Neighborhood Services Bureau. **Contact** Public Works at (562) 570-2725 if you need "No Parking" signs to reserve space for the dumpster on the street: **Create** a flyer to let your neighbors know about your clean up (see page 6.)
- YOU MUST CONFIRM** that your clean-up is approved by calling (562) 570-6866.

1 Week Before Your Clean-Up

- Distribute** clean up flyer to your neighbors.

2 Days Before Your Clean-Up

- Post** "No Parking" signs if needed. (The law requires that "No Parking" signs be posted 48 hours before the event.)

Friday Before Your Clean-Up

- Pick up** tools and supplies from Neighborhood Services Bureau warehouse at 3:00 p.m. (map on page 10.)

Day of Your Clean-Up

- Save** three car spaces where the dumpster will be placed.
 - Supervise** the dumpster and make sure that no hazardous waste is placed in the dumpster (refer to "*Neighborhood Clean-Up Assistance*" application for the list of prohibited materials.)
- SOMEONE MUST SUPERVISE THE DUMPSTER!**
- Close** dumpster doors before the dumpster is full and wait for truck driver to pick up the dumpster.

Monday After Your Clean-Up

- Return** tools to Neighborhood Services Bureau warehouse between 3:00 p.m. and 5:00 p.m.

**If you need to cancel your clean up, please call
(562) 570-6866 as soon as possible!**

Do's and Don'ts for Your Clean Up

DO

Do assign someone to supervise the trash placed in the dumpster. YOU are liable for any hazardous materials placed in the dumpster. (See attached "*Neighborhood Clean-Up Assistance*" application for the list of prohibited materials.)

Do reserve a parking space on the street for the dumpster (at least three car spaces.)

Do reserve your supplies and materials from Neighborhood Services Bureau: gloves, bags, rakes, shovels, brooms, dustpans, dust masks, ice chest. Realistically estimate your number of volunteers.

Do count your tools! You are responsible for returning the same number of tools you check out.

Do think about providing your own refreshments for volunteers.

Do have fun!

DON'T

Don't place concrete or asphalt in the dumpster. Dense materials such as dirt or sod may be placed only in the bottom 1-foot portion of the dumpster.

Don't overfill the dumpster. If you overfill the dumpster, it will not be picked up and you will be asked to remove any extra debris. The doors must be able to close, and no trash may extend beyond the top of the dumpster.

Don't put hazardous materials or waste in the dumpster! Please refer to the list of items attached to the "*Neighborhood Clean-Up Assistance*" application. You are responsible for making sure those items do not go into the dumpster!

Don't climb into the dumpster and attempt to rearrange the trash.

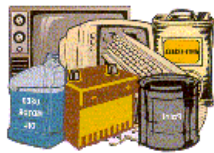
Don't allow the dumpster to sit unsupervised. You are liable for any hazardous waste placed in the dumpster.

Do You Need Help Creating a Flyer for Your Event?



Hazardous Materials Disposal

Hazardous waste should not be placed in trashcans or City sponsored dumpsters. Below is information on how to properly dispose of hazardous waste.



City of Los Angeles Department of Public Works Hazardous Waste Collection Center

(No commercial drop-offs accepted)

MATERIALS ACCEPTED: paint and solvents; used motor oil and filters, anti-freeze, and other automotive fluids; cleaning products; pool and garden chemicals; aerosol cans; all medicine; auto batteries; household batteries.

MATERIALS ALSO ACCEPTED: computers, monitors, printers, network equipment, cables, telephones, televisions, microwaves, video games, cell phones, radios, stereos, VCRs, and electronic toys.

MATERIALS NOT ACCEPTED: business waste, ammunition, explosives, radioactive material, biological waste or tires; *Bulky Items:* furniture, refrigerators, washing machines/dryers, paper, computer software, conventional ovens.

TRANSPORTATION LIMIT FOR CHEMICAL RELATED ITEMS:

It is against the law to transport more than 15 gallons or 125 pounds of hazardous waste to collection sites. Please pack your waste properly to prevent tipping or spilling of the waste during transportation.

City of Los Angeles
Gaffey Street Collection Center
1400 N. Gaffey Street
San Pedro, CA 90731

Open to the public
Friday, Saturday, and Sunday
9:00 a.m. to 3:00 p.m.



(Printed with permission of City of Los Angeles,
Bureau of Sanitation)

Neighborhood Clean-up Volunteer Resources

For information about receiving volunteers for your project, call:



City Prosecutor's Office
Community Service Workers
(562) 570-5727



Volunteer Center of Long Beach
(562) 590-8844

Neighborhood Clean-up Safety Resources

To request a district car check for your event, please call
the Long Beach Police Department



North Division: (562) 570-5901
South Division: (562) 570-7238
West Division: (562) 570-3400
East Division: (562) 570-5880

Additional Neighborhood Clean-up Programs



Department of Parks, Recreation and
Marine Special Events Bureau
Block Parties
(562) 570-5333



Department of Public Works
Graffiti Removal
(562) 570-2773



Department of Public Works
Environmental Services
Special Pick-up for Large Trash Items
(562) 570-2876



Department of Public Works
Tree Trimming
(562) 570-2770



Hazardous Waste Round-up
Hazardous Waste Disposal
1 (800) 988-6942



Long Beach Unified School District
Special Events Office
School Site Events
(562) 663-3028



Waste Management
Oil Recycling Program
Used Oil Disposal
1 (800) 732-6942

Map and Location of Tool Storage Facility

**Neighborhood Services Bureau Warehouse
Tool and Supply Pickup and Drop-off location**

**Location:
City of Long Beach Public Works City Yard
1601 San Francisco Avenue, Long Beach CA**



Tool Pickup:	Friday	3:00 p.m. to 5:00 p.m.
Tool Drop Off:	Monday	3:00 p.m. to 5:00 p.m.
Supplies:	Only the tools and materials authorized by the Neighborhood Services Bureau staff and listed on the "Neighborhood Clean-Up Assistance Program" application will be supplied.	
Questions:	Neighborhood Services Bureau (562) 570-6866	

Notes



City of Long Beach
Department of Community Development
Neighborhood Services Bureau
333 W Ocean Blvd, Third Floor
Long Beach CA 90802