



## PROJECT CLEAN STREAM SITE CAPTAIN PACKET

Thank you for becoming a Site Captain! Site Captains are responsible for choosing a cleanup site, rallying volunteers, organizing meeting places, and trash removal. The Alliance can work with Site Captains to ensure their cleanup runs seamlessly. Site Captains are encouraged to submit their volunteer sign-in sheet and the results of the cleanup to the Alliance.

Many Site Captains work with Coordinators (local organizations that help plan the cleanup, order supplies, help recruit volunteers, and coordinate trash removal). When registering your site, make sure to add your coordinating group if you are working with one. If you would like to work with a coordinating group but aren't already connected with one, please contact the Alliance at [projectcleanstream@allianceforthebay.org](mailto:projectcleanstream@allianceforthebay.org). This packet includes the necessary information and guides to help with your cleanup.

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## **ALL YOU NEED TO KNOW ABOUT PROJECT CLEAN STREAM**

### **What is Project Clean Stream?**

Project Clean Stream (PCS) started as a local stream cleanup that took place just one day out of the year. Since then, the Alliance has taken this model for local volunteer engagement and grown it into an annual watershed-wide season of service. Every spring, tens of thousands of volunteers come together to pick up trash from local streams, creeks, rivers, parks, and neighborhoods as part of the Alliance Project Clean Stream — the largest cleanup event in the Chesapeake Bay region!

Through Project Clean Stream, the Alliance offers hands-on opportunities to come together to take action to restore clean waters to local streams, creeks, and rivers through our partnership with residents, local businesses, environmental organizations, local governments, community groups, houses of worship, schools and universities! Through our Project Clean Stream cleanups, volunteers have the opportunity to pick up trash in their communities, discover how their everyday decisions affect the overall health of their local waterways, and ultimately foster a healthier and more sustainable relationship with the Chesapeake.

### **What the Alliance Provides for Project Clean Stream Events**

- We provide supplies for cleanups anywhere in the Chesapeake Bay watershed (all 6 Bay states and the District).
- We provide the supplies, which include trash bags and gloves (S, M, L, XL) as well the option to [borrow trash grabbers and/or PCS signage](#)

### **What the Alliance Does Not Provide for Project Clean Stream Events**

- Help with coordinating a dumpster at cleanup sites
- Help selecting a cleanup site
- Help coordinating getting the trash picked up that groups have collected
- Safety vests
- First aid kits
- Stipends

### **How to Register A Cleanup Site:**

Anyone can be a site captain, which means that they are taking the lead on the clean-up event. The clean-up event can be anywhere in the watershed and can have any amount of volunteers they would like/need.

#### **Step 1: Visit the Chesapeake Network website.**

- Visit <https://www.chesapeakenetwork.org/groups/project-clean-stream/>



**Step 2: Register as a user and become a member of the Project Clean Stream group.**

- Register as a user for the Chesapeake Network to receive a username.
- You will have to wait for approval from the Alliance before you can create an event.
- Once approved, request to be a member of the Project Clean Stream group.

**Step 3: Submit your clean-up event.**

- Once you have access to the Project Clean Stream Group click “Submit a Post” and then click “Clean up Event” and fill in all the information. Don’t forget to include if you need supplies!

**How to Volunteer at a Clean-Up Event**

Anyone can be a volunteer for a clean-up event!

**Step 1: Visit the Chesapeake Network website.**

- Visit <https://www.chesapeakenetwork.org/groups/project-clean-stream/>

**Step 2: Navigate to the map at the bottom of the group page.**

- Select a clean-up location.
- Click ‘read more’ for the event you that they are interested in volunteering at.

**Step 3: Take note of the cleanup date, location, and time.**

**Step 4: Fill in the volunteer form and click submit.**

*Note: Users do not have to register for the Chesapeake Network to volunteer at a cleanup.*



## **VOLUNTEER SIGN UP FORM**

In signing this form, I acknowledge that there are risks and hazards associated with Project Clean Stream and I agree to assume all such risks and the possibility of hazards to me, my child (children), and all real or personal property and do not hold the Alliance for the Chesapeake Bay, property owners, Site Captain, \_\_\_\_\_, and other associated organizing group(s) responsible. I give permission for photos of myself and/or children taken during this event to be used for future Project Clean Stream promotion and/or reporting.

In recognition of your volunteer services, you will receive a complimentary Alliance for the Chesapeake Bay membership for one year and receive occasional communications from the Alliance for the Chesapeake Bay, including the Alliance's monthly newsletter.

**I recognize that by signing this document I am waiving certain rights, including the right to sue.**

<b>Signature</b>	<b>Printed Name</b>	<b>Email</b>	<b>Did you register online?</b>	<b>Zip Code</b>	<b>Children Under 16 In Your Party</b>



## 2022 COVID-19 SAFETY GUIDELINES

The safety and well-being of our volunteers is the Alliance’s number one priority. Participation in all cleanup events is voluntary. Individuals should only participate to the extent that they can comply with applicable federal, state, and local rules and restrictions and the required practices below, including physical distancing.

The Alliance for the Chesapeake Bay requests that the guidelines below be followed to ensure individuals are equipped to make educated, safe, and mindful decisions to conduct a cleanup while following [CDC public health guidance](#), local beach access restrictions (if applicable), and EPA recommendations for properly discarding used Personal Protection Equipment (PPE) items such as disposable gloves and masks.

<b>Project Clean Stream - COVID-related Safety Guidelines</b>	
<b>Regulations</b>	Follow all local, state, and federal regulations, and any site-specific requirements provided by the PCS Site Captain. Coordinate with your Site Captain to understand any regulations that may impact your cleanup.  Many of the recommendations below are related to guidance provided by the federal Center for Disease Control. Some state or local regulations may be more restrictive than what is provided below. Please always follow the most restrictive guidance available.
<b>Health Status</b>	Do not participate in a cleanup event if you or someone in your household is sick, or has been in contact with someone who is sick.
<b>Comfort Level</b>	If you feel uncomfortable or not safe for any reason, notify your Site Captain. If your concerns cannot be addressed, do not feel pressured to stay at the site.
<b>Masks</b>	The Alliance recommends wearing a mask at all times during PCS events.
<b>Social Distancing</b>	It is recommended that you maintain a safe distance 6+ feet from other volunteers.
<b>Transportation</b>	Drive to sites/events by yourself, or only with people in your household.
<b>Self-Hygiene</b>	Wash your hands before and after your cleanup if possible. Additionally, bring hand sanitizer to the site and use it frequently.
<b>Sharing Tools</b>	Avoid sharing items like gloves, trash bags, and other supplies.

If you have any questions, please contact Lucy Heller, Project Clean Stream Coordinator, at [LHeller@allianceforthebay.org](mailto:LHeller@allianceforthebay.org).



## **LOCATIONS WHERE SITE CAPTAINS CAN PICK UP SUPPLIES:**

Site Captains can pick up their supplies from the following places:

### **Baltimore City:**

Baltimore City Parks & Rec: Druid Hill Park, 3001 East Dr. Baltimore, MD 21217  
Contact: Earl Johnson, [earljohnson1@baltimorecity.gov](mailto:earljohnson1@baltimorecity.gov)

### **Baltimore County:**

Irvine Nature Center: 11201 Garrison Forest Rd, Owings Mills, MD 21117  
Contact: [Maggie Winkler](mailto:Maggie Winkler), [winklerm@explorenature.org](mailto:winklerm@explorenature.org)

### **Eastern Shore:**

ShoreRivers: 114 S Washington St. Easton, MD 21601  
Contact: Amy Narimatsu, [anarimatsu@shorerivers.org](mailto:anarimatsu@shorerivers.org)

### **Annapolis:**

Alliance for the Chesapeake Bay: 501 6th St, Annapolis, MD 21401  
Contact: Lucy Heller, [lheller@allianceofthebay.org](mailto:lheller@allianceofthebay.org)

### **Washington, D.C.:**

Alliance for the Chesapeake Bay: 729 8th Street SE, Suite 200, Washington, D.C. 20003  
Contact: Erin O'Grady or [Carly Starobin](mailto:Carly Starobin)

### **Pennsylvania:**

Alliance for the Chesapeake Bay: 841 Flory Mill Road 2nd Floor, Lancaster, PA 17601  
Contact: Emily Broich, [ebroich@allianceforthebay.org](mailto:ebroich@allianceforthebay.org)

For any further questions please direct them to Lucy Heller:  
[lheller@allianceforthebay.org](mailto:lheller@allianceforthebay.org)

## PLANNING CHECKLIST AND TIMELINE

### **Three Weeks Before Event**

- Complete Site Registration online at: <https://www.chesapeakenetwork.org/groups/project-clean-stream/> if not completed already
  - Record estimated quantities of supplies (gloves, trash bags, safety vests, etc) needed for your event
  - Ensure all information is correct and clear for volunteers to understand
- Begin advertising your cleanup through email and social media to recruit volunteers for your event. If you need help promoting your event, please reach out to the coordinator at [lheller@allianceforthebay.org](mailto:lheller@allianceforthebay.org)

### **Two Weeks Before Event**

- Work with your Coordinator to pick up supplies
  - Trash bags
  - Gloves Trash Grabbers (these you have to borrow, [please fill out this form](#))
  - PCS signage (also have to borrow)
- Send an email reminder to registered volunteers
- Continue with media outreach and advertising
- Check in with partner organizations on planning progress

### **Day Before Event**

- Send a final email reminder to registered volunteers (remind them to bring any necessary supplies like the proper shoes, a jacket, water), include the mission of the cleanup, and encourage them to participate in future volunteer events.
  - The mission: The Alliance's Project Clean Stream brings together thousands of people across the Chesapeake watershed to spend time together outside working for a common goal. Trash is just one of the many problems our waters face but by caring for your community, you are helping improve water quality and public health. After today, we hope you continue to volunteer and learn more about your local streams and outdoor spaces.
- Because of the COVID-19 pandemic, please make sure that volunteers are aware of PCS guidelines on social distancing and the wearing of PPE while attending clean-ups. [Send the online waiver.](#)



### **Day and Week After Event**

- Send thank you letters to partner organizations and volunteers
- Report all of the Results from your event: [Click here](#)



## **DAY OF EVENT CHECKLIST**

### **Materials**

- Trash bags
- Gloves
- Volunteer sign-in sheet & pens for sign-in
- Trash Grabbers and Signage (make sure to [fill out the form](#) if you want to borrow these items)

### **Running your PCS Event**

1. Introduce yourself & make sure everyone has signed in & included their email address.
2. Explain the mission of Project Clean Stream and the cleanup event. Example below:
  - a. “Project Clean Stream brings together thousands of people across the Chesapeake watershed to spend time together outside working for a common goal. Trash is just one of the many problems our waters face, but by caring for your community, you are helping improve water quality and public health. After today, we hope you continue to volunteer and learn more about your local streams and outdoor spaces.”
3. Review Logistics and Safety info. Make sure that everyone is briefed and following proper PCS COVID-19 Safety Guidelines throughout the event.
4. Point out location of nearest restroom, first aid kit, and drinking water, if available.
5. Assign volunteers to specific jobs: trash pickers, haulers, rover to check needs of the group, etc.
6. Designate one person (usually the Site Captain) to be responsible for picking up hazardous materials (needles, condoms, other sharp items).
7. Give out materials – trash bags and gloves.
8. Have a greeter remain at the entry point for stragglers, or set up a late-comers notice sheet.

### **Logistics**

1. Trash collection: tie all bags when full (do not collect and remove wood/leaf debris) and place all tires together for recycling.
2. Explain where to deposit trash bags if trash trucks will be collecting trash after the cleanup.
3. If recycling is available in your area, keep all recycling in separate bags and place in a noticeably different area for recycling pickup or have a volunteer take the recycling to be properly disposed.



## **Safety**

1. Go over Safety/HAZMAT and Sharps Pick-up handouts.
2. Point out possible hazardous land features, remind volunteers to watch out for delicate spring plants/flowers and avoid poison ivy.
3. Have first aid kit in your possession.
4. If there are children, you can have them fill plastic grocery bags and then place those in the larger trash bags.



## **EVENT SIGNAGE**

You may use the following signs at your clean up event.

**COMMUNITY**

**PROJECT  
CLEAN STREAM**

**EVENT**



**ALLIANCE**

for the Chesapeake Bay



**ALLIANCE**  
for the Chesapeake Bay

**COMMUNITY**

**CLEAN UP**



## **EDUCATIONAL RESOURCES**

### **Trash Timeline**

1. [Leave No Trace: Trash Timeline Activity](#)
2. [Exploring the Biodegradability of Trash](#) (Alice Ferguson Foundation)
3. [Trash Timeline Cards](#)
4. [Trash Timeline Worksheet](#)
5. [Marine Debris in the Chesapeake Bay watershed](#)

### **Project Clean Stream Tutorial Videos**

1. [Project Clean Stream Introduction Video](#)
2. [Site Captain Training Video](#)
3. [How to Register a PCS Event](#)
4. [How to Register as a PCS Volunteer](#)

### **Additional Education Resources**

1. [Alice Ferguson Foundation Resources](#)
2. [Chesapeake Bay Foundation Resources for Teachers](#)
3. [Stormwater Runoff Resources](#)

### **Weights for Common Items**

<b>Item</b>	<b>Approximate Weight</b>
Area Rug (8'x10')	40 lbs
Bed Frame	30 lbs
Car Hubcap	10 lbs
Car Tire	20 lbs
Couch	80 lbs
Garden Hose	10 lbs
Kids Bicycle	20 lbs
Push Lawn Mower	100 lbs
Metal Folding Chair	10 lbs
Metal Scraps	Varying (10 lbs +)
Plastic 5-gallon Bucket	2 lbs
Plastic Chair	5 lbs
Queen Mattress	110 lbs
Refrigerator	200 lbs
Road Sign	20 lbs
Shopping Cart	35 lbs
Toilet	50 lbs
Tractor Tire	100 lbs
Twin Mattress	20-30 lbs
Wood Shipping Pallet	30 lbs
Full PCS Trash Bag	15 lbs

## **Trash Facts**

- Scientists estimate that 60 percent of all seabird species have eaten pieces of plastic, a figure they predict will rise to 99 percent by 2050.  
<https://www.pewtrusts.org/en/research-and-analysis/articles/2018/09/24/plastic-pollution-affects-sea-life-throughout-the-ocean>
- Water covers over 70% of the Earth's surface but of that water, only 2.5% is available to us as freshwater. With such a relatively small amount of life-supporting freshwater, it is more important than ever to protect the health of these waters.  
<https://water.usgs.gov/edu/earthwherewater.html>
- We have a global plastic pollution crisis. About 8.3 billion metric tons of plastic have been produced since the 1950s, half of which was produced in the last 15 years. Unfortunately, 91% of plastics are not recycled. Instead, they are incinerated or end up in landfills or the environment.  
<https://waterkeeperschesapeake.org/projects/plastic-pollution/>
- Most man-made litter does not decompose over multiple human lifetimes thus perpetuating the negative effects of litter for generations to come  
[https://www.des.nh.gov/organization/divisions/water/wmb/coastal/trash/documents/marine\\_debris.pdf](https://www.des.nh.gov/organization/divisions/water/wmb/coastal/trash/documents/marine_debris.pdf)
- The average American generates 4.5 lbs of trash each day  
<https://archive.epa.gov/epawaste/nonhaz/municipal/web/html/>

Recycling, including composting, diverted 72 million tons of material away from landfills and incinerators in 2003, up from 34 million tons in 1990 (EPA).





## **FORMS**

You may use the following forms for volunteer service verification, permissions for private property access, and/or to request in-kind gifts for your clean up event.



## **Volunteer Service Verification**

### **Volunteer Information**

- Name:

### **Volunteer Project:**

- Activity: Project Clean Stream
- Date:
- Cleanup Location:
- Description of Service: Assisted with the trash cleanup in the local watershed.
- Number of Volunteer Hours:

### **Project Clean Stream Site Captain:**

- Name:
- Coordination Organization:

### **For more information, please contact:**

Alliance for the Chesapeake Bay  
501 6<sup>th</sup> Street  
Annapolis, MD 21403  
[www.allianceforthebay.org](http://www.allianceforthebay.org)



### **Permission for private property access - Project Clean Stream**

Project Clean Stream is an annual stream and shoreline cleanup coordinated by the Alliance for the Chesapeake Bay in partnership with local watershed organizations and community groups. Volunteers take part in a day of community service, removing trash from the community, nearby streams, and wooded areas. Site Captains and their organizations work with the Alliance for the Chesapeake Bay to ensure volunteers act safely and that all trash is properly disposed of.

I give permission for Project Clean Stream volunteers to access my property in order to remove the trash. I will not be held liable for the safety or care of any volunteers present during the cleanup.

- Name:
- Property Address:
- The best way to contact me:
- Date:

Thank you for participating, and helping to improve water quality!

Questions? Contact the Alliance for the Chesapeake Bay at (443) 797-9429 or [lheller@allianceforthebay.org](mailto:lheller@allianceforthebay.org).



## **In-Kind Gift Letter**

**[Date]**

**[Name of Business or Contact]**

**[Business Address]**

Dear **[Name of Business or Contact]**,

On **[date]**, I will be leading a volunteer cleanup in partnership with the region-wide cleanup effort, Project Clean Stream. My organization, **[your group name]**, seeks support from **[name of business]** for **[additional supplies or refreshments]** for this event.

Project Clean Stream makes a difference in the lives of citizens living in the Chesapeake Bay watershed. Each year, thousands of volunteers spend a few hours outside cleaning trash from streams within their communities along with their neighbors, co-workers, and other volunteers. These volunteers beautify the neighborhoods in which they live and work, gain awareness towards the impacts of humans on the environment, and become more connected with their local streams. I greatly appreciate your support in helping to provide a positive experience for our volunteers and to encourage community residents to continue to dedicate their time to this event.

This event is sponsored regionally by the Alliance for the Chesapeake Bay. **[Business Name]** will be recognized for its contributions to our promotional literature and flyers. In addition, your company name and website will be listed as sponsors on the Project Clean Stream website at <https://www.chesapeakenetwork.org/groups/project-clean-stream/> **[You may choose to add in any additional information here such as how many volunteers will attend your event, etc.]**

I greatly appreciate your support in making our streams cleaner and safer for recreation. I hope you will consider sponsoring this community event. Project Clean Stream is also an excellent opportunity for businesses to engage their employees in volunteer and community service work.

Thank you very much for considering our request.

Sincerely,

**[Your signature]**

**[Your typed name]**

## **SAFETY**

### **HAZMAT Information**

We all have the common goal to improve the quality of our region's watersheds; however, safety is our first priority. Hazardous materials (referred to as HAZMAT's) that you might find while cleaning your site may include hypodermic needles, any sealed containers filled with fluid, personal protection and hygiene products, and any medical waste. The following are some safety and HAZMAT collection tips.

- Individuals with open wounds should not expose them to the stream water.
- Wear gloves and boots to avoid sharp objects.
- Point out any safety hazards such as particularly muddy areas, steep banks, rock areas, etc.
- Review safety precautions on materials not to be handled: sealed barrels, gas canisters, full beverage containers, aerosol cans (they may explode if there is compressed gas inside). Do not open any unopened containers.
- Have a first aid kit ready and water for hand washing and drinking available.
- The person collecting HAZMAT materials should wear a double layer of latex gloves and steel toe or thick leather boots -- not canvas shoes!
- HAZMAT materials should be picked up with a pair of tongs.
- Medical waste should only be handled by the Site Captain and disposed of in a HAZMAT container. (See below for How To Make A HAZMAT Container)
- When placing a needle in the HAZMAT container, place the container on the ground before inserting the needle, point down, using tongs.
- If a volunteer is pricked by a needle, immediately clean with alcohol then wash with soap and running water. Consult physician immediately.
- For the person handling HAZMAT'S - At the conclusion of the cleanup: remove & dispose of the top pair of gloves, sterilize the tongs, remove and dispose of second pair of gloves and HAZMAT container in a sealed trash bag. Wash hands carefully.
- Avoid eating, drinking, smoking, and touching eyes, nose, and mouth until hands are washed.

### **How To Make A HAZMAT Container**

Use a heavy plastic detergent bottle with a handle for ease in carrying. Mark with a HAZMAT label, which is included with the packet.

When placing a needle in the HAZMAT container, place the container on the ground before inserting the needle, point down, using tongs.

At the conclusion of the cleanup: remove & dispose of the top pair of gloves, sterilize the tongs, remove and dispose of the second pair of gloves and container in a sealed



trash bag. Wash hands carefully. To be cautious, you may fill the HAZMAT container with Plaster of Paris.

If a volunteer is pricked by a needle, immediately clean with alcohol then wash with soap and running water. Consult a physician immediately.

Avoid eating, drinking, smoking, or touching eyes, and mouth, until hands are washed.

### **HAZMAT Labels**

Hazmat materials include hypodermic needles, any sealed containers filled with fluid, personal protection, and hygiene products, and any medical waste. To be cautious, you may fill the HAZMAT container with Plaster of Paris at the conclusion of the cleanup.

The person collecting HAZMAT materials should wear a double layer of latex gloves and steel toe or thick leather boots -- not canvas shoes!

HAZMAT materials should be picked up with a pair of tongs.

### **Area Streams & Sewer System**

The underground pipes that carry wastewater from homes and offices to treatment plants were installed between 80 and 100 years ago. Time has degraded these lines and while they are being regularly inspected and repaired by City and County officials, accidental spills of raw sewage do take place.

However, dangers posed by sewage in the waterways are mainly present if there is an active sewage leak. After a leak has been identified and controlled by the Department of Power and Water, the passage of “clean” water from upstream and the subsequent dilution of contaminants minimizes any health risks.

In order to ensure that Project Clean Stream volunteers are not exposed to any unnecessary risks, we would like to make you aware of some recommended precautions and ways to spot an active sewage leak.

- Do not ingest stream water or allow contact with eyes or open wounds.
- Thoroughly wash hands with antibacterial soap before consuming food and at the conclusion of clean-up.
- When you arrive at your site, take a short walk upstream and downstream and attempt to locate sanitary sewer manhole covers. Most sewage leaks are caused by clogs in the underground lines. When this happens, the fluid will typically back up and flow out of the manhole caps.
- A strong, foul odor is an indication of an active sewage leak. However, carefully check for the other signs listed as odor regularly emanates from manhole covers through vent holes in the lid and may not be caused by sewage in the waterway.
- Gray water with a fuzzy gray coating on the streambed may be evidence of an active sewage leak.
- Significant amounts of suspended material floating in the water are also an indication of a sewage leak. Brown water is not necessarily a human health concern. While it is damaging to stream health, brown water is usually evidence of significant erosion upstream.

Please use good judgment and caution at your site. Be advised that safe handling precautions should be applied even if the stream is running clear as there are other non-point sources of bacterial contamination.

To report a sewage leak, call your local Dept. of Public Works.

## **Materials & Procedures For Sharps Pickup**

### **What are sharps?**

Any medical equipment that may have come into contact with blood or body fluids and pose a personal hazard when handled, i.e. syringes, needles, lancets, scalpels, razor blades, glass test tubes, microscope slides, and any other article capable of puncturing human skin.

### **Equipment**

- Detergent bottle: heavy plastic detergent bottle, one per group, with a handle and a screw top lid
- Tongs: metal or plastic tongs, one per group, of cleanable construction  
preferred Latex gloves: two pair minimum per group, with extras on hand (in First Aid Kit) Hard-soled shoe: steel toe and shank preferred
- Alcohol wipes (in First Aid Kit) Paper towels

### **Procedures**

1. Never handle sharps with bare or gloved hands. Put on both pairs of gloves.
2. Do not hold the container near body while placing a sharp into the container. Set container on the ground next to the sharp and use the tongs to place sharp into the container. Watch out for your feet as well!
3. When the container is two thirds full, screw the lid on and dispose of the container in a dumpster or covered trash receptacle. Never carry an open sharps container.
4. Once the sharps pickup is completed and the container is disposed of, remove one pair of the latex gloves. With the other pair of gloves still on your hands, clean and disinfect the tongs and any fluid splashes on shoes or elsewhere with the alcohol or bleach solution. NOTE: The bleach solution can damage fabrics. Stained clothing should be removed and laundered.
5. Put the equipment away and remove one last pair of gloves. Wipe off hands with alcohol. As soon as possible, wash hands with soap and running water.

### **In case of fluid that contains blood splashing on skin or a needle stick injury**

Wipe off skin and clean with alcohol (do not use bleach on skin) then wash the surface immediately with soap and running water. \*YOU MUST contact your physician within one hour regarding disease exposure risks and appropriate post-exposure vaccines.

During stream cleanups, bacterial and viral exposure can be minimized by avoiding activities such as eating, drinking, smoking, or touching mucus membranes i.e. eyes, nose, and mouth, until hands can be washed with soap and running water. Individuals with open wounds should not expose them to stream water.