

# RCSWA Litter Program Outline

## Program Outline, Draft Grant Budget, Materials List, for Review

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By **Chris Dalzell, RCSWA Chair**

**Revision:** r3, 5/27/20 (r1, 3/16/20, r2, 3/18/20)

**Summary:** This document contains a proposed litter program outline, proposed grant commitments, a grant budget, and budget details. These outlines and budget are for review and refinement, prior to writing (a) the grant proposal to the Roane County Commission, (b) the litter program documentation, and (c) the resolution creating the litter committee with its various responsibilities for managing the program and grant. Feedback is required to ensure RCSWA Board & Staff and key volunteers agree on these details, so that this program is successful in organizing & equipping volunteers to help cleanup Roane County.

**Scope Change Note:** Revisions 1 & 2 were focused on the scope of the grant and treated fulfillment of that grant as the entirety of the program. Revision 3 is restructured, describes a larger comprehensive program, starting with the RCC grant and litter cleanup by volunteers, then outlines expansion areas. This also changes some terminology, e.g. from Litter Collection/Cleanup/Control Program or Committee, to “Litter Program” or “Litter Committee”. The Board will need to decide on how much of this to do now and how much to do later, in effect planning the evolution of the Litter Committee, rather than leaving it up to the committee members.

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## I. Introduction and Background

SWA’s are responsible for development of a Comprehensive Litter and Solid Waste Control Plan under WV§22C-4-8, for our plan the litter component is externalized to third parties, with no RCSWA involvement. This seems ineffective – there are ongoing complaints to RCC about litter problems, anecdotally law enforcement ignores litter, local residents are left to organize litter cleanup efforts with haphazard support, the Magistrates have not sentenced misdemeanor offenders to public service litter cleanup in years (decade?), last Sheriff’s Department prisoner litter cleanup is unknown, anecdotally the RC Litter Control Officer doesn’t do anything related to litter, and an active open dump case has not been discussed at a RCSWA meeting in years.

REAP RA 2020 Q1 grant funds payment was 8 weeks late, financial reserves were exhausted after 6 weeks, and in mid February \$3,500 in emergency funding was requested from RCC to cover critical operating costs, primarily payroll. This was requested as a grant to start a litter program rather than being repaid, but without any formal proposal or supporting detail, that request was denied, so this is a loan. This Litter Program Outline started as that missing formal grant proposal, and evolved from there. Under WV§22C-4-7-b, many operational expenses of SWA, not funded by grants & fees, *shall* be paid by the County Commission general funds, but to our knowledge RCC has not provided general operating funds for RCSWA, only special projects like county cleanup events (last held 12 years ago), this meager grant is not an unreasonable request.

## II. RCSWA Strategic Goals for Litter

Note, this does not represent a change to our Comprehensive Litter and Solid Waste Control Plan, as this program develops that may eventually become necessary, but not yet.

1. For RCSWA to stop ignoring public needs and neglecting this area of official responsibility.
2. Develop a plan for a comprehensive approach to litter control and collection in Roane County, using a variety of means for cleanup, public education efforts, law enforcement, a variety of funding sources, and related services.
3. Start the litter program with a RCC grant of \$3,500 for supplies & equipment, create a Litter Committee to organize it, and organize volunteer groups to conduct cleanup efforts, expand this to average 1 event per week by several community groups each holding 1 event per month.
4. Expand litter program with Litter Control Officer participation and coordination of increased local law enforcement action on littering, trash burning, and dumping, to use fines to help fund this program, advocate public reporting of these crimes, and related public education.
5. Expand litter program with Day Report litter cleanup work assignments, similar litter cleanup by people similarly required to do community service, and litter cleanup under WV§22C-4-22 with use of prisoners & state Litter Control Fund.
6. Seek funding to maintain this program, including fund raisers, donations, merchandise, DEP REAP Litter Grant, Litter Control Fund, additional RCC funding, and SWA portion of any litter fines.

## III. RCSWA Litter Committee

Made up of a Board member, the Recycling Coordinator, multiple volunteers, maybe a Litter Coordinator, and hopefully the Litter Control Officer. To be created by formal resolution, with these duties:

1. Develop plans, oversee work, and report progress to fulfill each strategic goal set by the Board.
2. Submit a litter report to the Board for every regular monthly meeting.
3. Operate Litter Program, with little need for Board attention.
4. Fulfill grant obligations to RCC (or more generally handle any litter grants).
5. Keep records for committee meetings, program documentation, grant documentation.
6. Submit drafts of committee, program, or event successes to be touted in press releases, i.e. telling people about our accomplishments.
7. This committee is NOT responsible for directly organizing and holding litter collection events, but may assume that role if the volunteers involved do the work and the assigned Board member assumes responsibility for oversight – this expansion is not to take up the Recycling Coordinator’s time.
8. This committee may also seek grants, sponsorship, donations, or other gifts to RCSWA to further its work and the litter collection program, but anything which places obligations to third-parties upon RCSWA must have prior Board approval. If sufficient resources are available, this may include hiring a part time Litter Coordinator.

9. This committee may NOT, directly assign new tasks to Recycling Center Staff, nor alter other RCSWA programs, nor adversely affect the operation of the Recycling Center. Requests personnel time, use of facilities and vehicles, must go through proper channels to avoid disruptions.
10. The Board has final authority over everything this committee does, including volunteers in so far as they represent RCSWA as a part of this committee.
11. Volunteers are in service to the betterment of Roane County, RCSWA is a governmental mechanism to support and organize that effort. While participation comes with respect and trust, volunteers should have no expectation of pay, equity, literal ownership, or other direct personal benefit.

## **IV. RCSWA Litter Program**

advocacy, and public education, then seeks to expand into Day Report litter cleanup, similar litter cleanup by people required to do community service, litter cleanup under WV§22C-4-22 with use of prisoners & state Litter Control Fund, Litter Control Officer participation,

### **Litter Program Operations**

1. Operations run by Litter Committee members, program volunteers, cleanup group volunteers, maybe eventually a paid part-time Litter Coordinator.
2. Coordinate litter event schedules among various volunteer groups, to make efficient use of limited available personnel, facilities, equipment, supplies, and to match event areas to litter problem areas.
3. Public outreach to recruit more groups to hold events, organize individuals into new groups, and related organizing support. Where possible automate this work with social media tools or work with local techs to setup online systems.
4. Public education and advocacy, on litter, burning trash, dumping, residential trash service requirement, Adopt-A-Highway (AAH) and Adopt-A-Spot (AAS), and reporting to law enforcement.
5. Maintain a public calendar of events updated on a regular weekly schedule, and see that it is published on a dedicated web page, in the newspaper, on social media, and public notice fliers.
6. Solicit, review, and prioritize requests that events be held in litter problem areas around the county – i.e., newspaper notices, social media posts, and public notice fliers asking people to report litter problems, with a priority for people asking for assistance with their own cleanup efforts (provided its in a public space/road and they had nothing to do with creating that litter).
7. Especially bad litter areas should be reported to law enforcement, so that patrols and camera traps may catch people littering, and issue tickets. RCSWA is supposed to receive a portion of any litter fines, which can be used to fund this program. This Committee may need to appeal to, or educate, local law enforcement on the importance of ticketing litterbugs.
8. Arrange for community service opportunities during upcoming cleanup events. A supervisor will need to be designated to randomly check on these workers during the event, such as a Committee member, Board member, Staff member, or other trusted responsible person.
9. Keep records of events, including work location, attendees, event leaders, equipment used & losses, consumables used & losses, costs, trash collected, recyclables collected.

10. Track events and problem areas on a map, either with GIS mapping software, USGS quadrangle composite topo-sat PDF maps, or equivalent high detail online maps, maybe a large paper map with thumbtacks hung on a wall.
11. Provide a guide and links to resources to help group leaders to use maps in event planning and reporting, therein strongly recommend (or require), that group leaders create a work area topographic map for each event, detailing the work area coordinates for reference on larger maps, cleanup areas defined, parking area marked, garbage bag drop points marked, and any hazards to participants highlighted. Encourage that onsite event leaders have a paper hardcopy map to make note of any changes during the event, such as additional garbage bag drop points or expanded work areas, mark heavy items to recover later, mark illegal dump sites, mark location of any accidents, and anything else to report. Recommend that if a group is to spread out over remote work areas that each sub-group should have a topographic map with compass, or smart phone featuring a GPS with an offline map app so that no one gets lost. Provide creation of these maps as a paid service.
12. Provide a basic safety training guide online, derived from DEP AAH, and ask group leaders to ask their event participants to review it prior to the event.
13. Merchandise & Fund Raisers: This Committee will organize fund raisers to support this program, including seeking donations, promotional merchandise to sell, recurring raffles, and request local artisans provide high quality items on either a donation, consignment, or commission basis.
14. Recognition & Awards: This Committee will maintain a list of volunteers and provide recognition for their accomplishments. For examples, ideally an annual dinner with awards and prizes (also a fund raiser), or minimally, a simple year-end report with highlights that is sent to all volunteers & published online. Recognition of volunteer efforts is important, both individually and as a group, this is usually easy to do, usually has benefits far greater than the costs (if any), and is often ignored to the detriment of the mission. Public events that double as fund raisers are preferable.

## **Relationship with Volunteer Groups**

15. The Litter Program does not seek to absorb, own, or control these volunteer groups, rather it is a neutral support infrastructure for Roane County as a whole.
16. The Litter Committee may identify public needs which volunteer groups may be asked to fulfill. For example, requesting a group move an event work area to a neglected area in greater need of cleanup. That group is free to refuse, and the Litter Committee is free to deny their request for equipment & supplies, but the Board or Committee cannot order volunteer groups to do something.
17. Work related to larger public events will take priority over regular group events. For example, work supporting Black Walnut Festival would take priority over a group's regular monthly cleanup event elsewhere in the county that happens to be at the same time.
18. Special but limited support will be given to groups operating in far flung corners of Roane County. For example, once every other month, transport cleanup equipment and supplies to distant work areas, and haul back recyclables, using recycling center Staff and vehicles.

## Weekly Litter Cleanup Events

19. Litter Committee will work to recruit groups to hold cleanup events, so that on average every week an event is happening somewhere in the county, and areas that are reported as needing cleaned up are getting cleaned up.
20. Groups interested in doing events will register with the Committee, including contact details, a list of participants, an event plan, a work area, needed equipment, needed supplies, etc. This will be reviewed by the Committee, provide the group with feedback, and approve or deny the request. If approved, the assigned Board member will notify the Board, and any collected fees will be turned over to the Treasurer. Then a day later, if the Board not raised an objection, the Recycling Coordinator will refer it to the Recycling Center Foreman, to provide needed access to facilities, equipment, supplies, transport, and any other RCSWA material support required.
21. RCSWA will provide garbage bags as needed. Volunteers must separate recyclable materials, these will be returned to the Recycling Center, either by volunteers or RCSWA Staff depending on the circumstances of each event. RCSWA will also accept trash when no other party will do so.
22. Work areas on DOH managed roads will include notice to DOH and State Police of the event. Official DOH garbage bags must be used for trash, which are collected by DOH personnel afterward.
23. Work areas on county roads and public property will include notice to the Sheriff's Department of the event. Residents and business near the cleanup area should be asked to accept the trash collected, or else RCSWA will accept it.
24. Work areas within Spencer city limits will include notice to the Municipal Building. Garbage bags provided by Spencer must be used for trash, which are collected by Spencer workers afterward.
25. Work areas on private property require a donation to RCSWA for the event operating costs, including administration, labor, equipment wear, consumables, volunteer support, trash disposal, and consideration for future events on public property. These events will only be available to people doing community service work if the private party is also independently eligible to host community service workers (e.g. non-profit or special status).
26. Community service workers will register with the Litter Committee and be assigned to events as needed, along with a designated supervisor. At some random intervals that supervisor will check on the event to ensure these workers are present and actually working, if AWOL or idle they will not receive credit for the event hours.

## Services

Summary of services, some of this detail is duplicated.

### 27. Services Offered to the Public:

- (a) Reporting: Accept reports of litter problem areas, and illegal dumps. Note, individual littering incidents and trash burning should be reported to law enforcement for a more rapid response.
- (b) Information: Litter problem tracking, status reports, general information, guide to residential waste.
- (c) Litter Cleanup: Organize and support efforts to see that litter problem areas are cleaned up.

- (d) Community Organizing: Maintain a list of groups willing to accept volunteers, volunteers willing to start a group, people willing to volunteer that are in need of local group, and assign a volunteer or Litter Coordinator to link them together.
- (e) Trash Service: Accept trash at the recycling center during public drop-off hours for a disposal fee. Also, keep the dumpster locked when the center is closed. This idea is copied from Calhoun Co RC, they charge \$1 per kitchen garbage bag, but a per pound rate might be more appropriate (e.g. \$0.20).

28. Services Offered to Volunteer Groups:

- (a) Information: Event guide, safety guide, map guide, community service guide, etc.
- (b) Event Registration: Includes some amount of assistance in planning and organizing.
- (c) Event Announcement: Public notice of events, recognition, maybe third-party support.
- (d) Event Equipment: Variety of items needed for cleanup events, described below.
- (e) Event Supplies: Variety of supplies needed for cleanup events, described below.
- (f) Event Support: Limited access to RCSWA Staff, facilities, and vehicles.
- (g) Community Service Opportunities: For civic groups that require this of their members.

29. Services Offered to Property Owners: Fee based cleanup on private property.

## Equipment and Supplies

30. Purchase custom t-shirts, reflective vests, grabber tools, road signs, water equipment, and sanitation equipment, detailed below. These items will be of reasonably good quality, durable, and intended for use beyond the grant term. Quantities are set to 40.
- (a) Laundering of T-shirts, safety vests, coated cloth gloves, and any cleaning of other equipment, will be coordinated with volunteers and funded by donations.
  - (b) Road signs with “Litter Cleanup Ahead” should be available on long term loan from DEP’s Adopt A Highway program. These are intended to be attached to other permanent road signs, it may be necessary to purchase or craft sign stands for use in areas without road signs near the cleanup area.
  - (c) Water was requested, this was changed to water coolers, water filtration, and cups, in order to significantly reduce both the cost and volume of plastic waste produced (e.g. 1 bottled water per person x 40 people per event x 52 events is 2,080 bottles of water, at \$0.25/ea that’s \$520.00). Volunteers are responsible for bringing their own reusable water bottles or canteens. Also added water buckets for hand washing.
  - (d) Volunteers may request equipment on a longer term loan or as a grant with specific terms attached, for use over several events or cleanup efforts independent of formal events, but both a need and public benefit must be documented. For example, if someone goes on daily walks along various roads, they may request a loan or grant for needed equipment, and will be asked to submit reports on their progress, such as a log or journal.
  - (e) Volunteers may purchase equipment at cost plus 10%. Volunteers may purchase special or higher quality equipment via this program with a commitment to use items for litter cleanup, this includes any available discounts, organizing bulk purchase, sales tax exemption, or other benefits available.

31. **Consumables:** Purchase gloves, garbage bags, sharps containers, sting kit, first aid kit, paper towels, hand soap/sanitizer, detailed below. These items will be decent quality and are only intended to fulfill program needs during the grant term. Quantities are set to 30 people per event as a target average, so that lower turn out will offset larger turn out up to 40 people.

(a) Gloves are split between disposable and rubber coated cloth, plus some leather.

(b) Sanitation with water buckets, hand soap, hand cleaner, hand sanitizer, and paper towels.

32. **Purchasing:** An informal bid form will be created which lists all items to be purchased, including specific details and quantities, but does not disclose using Amazon for product research. This form will be presented to all local stores which are known to offer one or more of these items, except Walmart. If no local stores offer a particular item, it may be sourced at best price from online sources, Amazon, and Walmart. This process will be completed prior to submitting the grant proposal to RCC, such that the final budget will be accurate and the direct benefits to the local economy can be shown, and accordingly those local business owners will know about the lost business if RCC does not award this grant.

## V. Grant Proposal to RCC

**Summary:** This 1-year grant focuses on program development, creation of a Litter Committee, regular cleanup events, equipment, consumables, operating costs, and administrative costs. It does not cover any particular road area, tonnage, or similar performance goals, but will focus on reported problem areas and collect data. All necessary equipment and materials are funded. Anticipated RCSWA labor and administrative costs are split 50-50 cost share, but excludes cost of facilities, vehicles, and any returns to fund overall RCSWA operations.

### 1. RCSWA Grant Commitments

In exchange for the requested RCC funding, RCSWA will do the following throughout the next 12 months from the date of the grant agreement:

(a) Provide assistance to organizations, and self-organizing groups of volunteers, to hold litter collection events around Roane County, as well as provide litter collection opportunities to Roane residents who need to complete community service.

(b) Litter program development, including administration, documentation, short and long term planning, data collection, and fund raising to keep this program going after the end of the grant term.

(c) Management of equipment and consumables funded by this grant. These items will be purchased from local vendors when available, with preference for locally owned independent stores. Volunteers may purchase this equipment at a 10% markup, which will be used to purchase additional equipment in batches, or else volunteers will be referred to the local businesses offering the desired equipment.

(d) Use of the Roane County Recycling Center for meetings and organization, and storage of supplies.

(e) Use of RCSWA vehicles to transport equipment and supplies to & from work areas, and to return collected recyclables to the Recycling Center, but vehicles may only be driven by RCSWA staff and Board members. Passenger transport is not provided.

(f) Three quarterly grant reports and a final grant report. Each of these will include an overview narrative, journal of events, summary of areas cleaned up, tally of litter collected, expenditure details, expenditure checks & receipts, program development progress, and related information.

## 2. Grant Budget Table

Item	Description	Qty.	Price/ea	Total	Vendor
Reflective Vests	10 pack	4	\$35.00	\$140.00	hardware store
Printed T-Shirts	green, mix-sizes	40	\$9.00	\$360.00	local
Grabber	32in, aluminum	40	\$15.00	\$600.00	hardware store
Gloves	see materials details	1	\$424.00	\$424.00	hardware store
Garbage Bags	150 case	5	\$50.00	\$250.00	hardware store
Sharps Container	10-pack	5	\$25.00	\$125.00	pharmacy/med supply
Water	see materials details	1	\$240.00	\$240.00	hardware store
Road Signs	Sign only, no stand	4	Free	\$0.00	DEP, Adopt A Highway
Sting Kit	2x 5 pack	3	\$8.00	\$24.00	pharmacy/med supply
First Aid Kit	small, 300 pcs	4	\$20.00	\$80.00	pharmacy/med supply
Shop Towels	12 roll pack	3	\$23.00	\$69.00	hardware store
Soap, Sanitizer	gallon	9	\$16.00	\$144.00	pharmacy/med supply
Printing	Flier/pamphlet, cards	1	\$210.00	\$210.00	local
Hanging Scale	Certified scale	1	\$22.00	\$22.00	hardware store
	<b>Materials Totals:</b>	<b>107</b>		<b>\$2,688.00</b>	
RCSWA Labor	1hr / event (~half)	52	\$11.00	\$572.00	
RCSWA Admin	1hr / month (~half)	12	\$20.00	\$240.00	
	<b>RCSWA Totals:</b>	<b>64</b>		<b>\$812.00</b>	
			<b>Grant Budget:</b>	<b>\$3,500.00</b>	
			<b>RCC Loan:</b>	<b>\$3,500.00</b>	
			<b>Difference:</b>	<b>\$0.00</b>	

## 3. Grant Materials Details

Most of these details come from product research on Amazon Business, prices used are without special discounts (subscribe & save, coupons) and rounded up to whole dollars, but some good discounts are noted. It is assumed local merchants will offer equivalent products with bulk discounts which are competitive with rounded-up Amazon pricing.

1. **Reflective Vests:** Light-weight brightly-colored mesh vest with multiple high-visibility reflective strips, durable yet low cost, one size fits most. If more funds become available, suggest adding a few vests of a different style for group leaders, and perhaps a third style for RCSWA Staff. Amazon has a variety of styles in 10 packs for under \$25, or \$35 for slightly better quality, need 4 packs for \$140 (\$3.50/vest), but reviews say these are low quality, better quality vests start at around \$7/ea, which would cost \$280.
2. **T-Shirts:** Short-sleeve, crew neck, 50/50 poly/cotton, green, with a design screen printed on one side. Quantities and sizes, 3x 3XL, 8x 2XL, 18x 1XL, 18x Large, 3x Medium. The design to print will be

determined by this Committee, possibly via a design contest. Shirts will be numbered, returning volunteers will generally receive the same number shirt, and can keep their shirt after participating in a certain number of events, the Committee could also opt for a deposit system so volunteers can take home their shirts prior to fulfilling their commitments. Cathy Flashman estimated \$9 per shirt, for 40 shirts this is \$360.00.

3. **Grabber:** Saves volunteers the effort of bending over to pickup every piece of litter. There are a few different styles available, but it seems 32in aluminum body, plastic handle, rubber gripper tips with steel linkage, and no extra features, has the best balance of durability and low price. Amazon pricing ranges from \$10 to \$20 (budgeted \$15), may want to trial different models then bulk purchase the best.
4. **Gloves:** To reduce cost and waste, disposable single-use gloves were split half-&-half with coated cloth gloves used for 1 month per pair, these also provide better protection. Per below, disposable gloves are \$256 and coated cloth gloves are \$120, plus leather work or welders gloves 6 pairs for \$48, total \$424.
  - (a) **Nitrile Disposable Gloves:** Protect people from dirt, nasty rotten food, bodily waste, infectious material, and chemicals, 1 pair per person x 30 people per event x 52 events is 1,560 pairs, 3,120 gloves, 32 boxes of 100 gloves, half is 16 boxes. Heavier weight industrial or mechanic's type, 8 or 9 mil, with textured rip-stop grip, are durable enough that people should only need 1 pair per event and gentle users may be able to reuse theirs for multiple events. For sizes (x boxes), 1x small, 1x medium, 8x large, 5x XL, 1x 2XL. Amazon's prices range from \$12 to \$19 per box of 100, median \$16/box, total \$512, half is \$256.
  - (b) **Coated Cloth Gloves:** Nitrile coated cloth work gloves provide similar protection to disposable gloves but are far more durable. 1 pair x 12 months x 30 people is 360 pairs, half is 180 pairs. Amazon's prices are \$10 per pack of 15 pairs, 360 pairs is 24 packs for \$240, half is 12 packs for \$120. Higher quality variants with heavier cloth and better grip texture are around \$12 to \$15 per dozen pairs.
  - (c) **Leather Work Gloves:** Heavier work gloves provide protection from heavy rough wood and sharp metal, 6 pairs will be provided. These will be of a style too uncomfortable to wear throughout an event so they will only be used when necessary, and durable enough that a small number will last a year, probably welders gloves. Starcher's has basic welder's gloves for \$8 per pair, total \$48.
5. **Garbage Bags:** Contractor-type 55-gallon 3-mil garbage bags for litter cleanup in areas not covered by DOH or Spencer, assume this will be a quarter of all events. 2 bag per person x 30 people per event x 13 events is 780 bags. Amazon's prices are \$50 per bulk case of 150 bags, 5 cases is 750 bags for \$250. Reused bags from the recycling center can fill any shortfall.
6. **Sharps Container:** Provides safe disposal of needles in a 1 quart tough red plastic jug with proper bio-hazard labeling, 1 container per event x 52 events. Amazon has OakRidge 1qt 10 packs for \$25, 5 packs should be enough, total \$125. Note, there is a DIY alternative, at the recycling center take suitable containers from incoming mixed plastic, label with bio-hazard stickers (on Amazon, 2x2in stickers are around \$10 per roll of 500), and when filled seal with duct tape.
7. **Water:** Water was requested, at 1 pint per person x 40 people per event is 5 gallons per event, x 52 events is 260 gallons. If this were fulfilled by purchasing water at \$0.89 per gallon jug the cost would be \$231.40, cases of bottled water would cost significantly more (sum 2,080 pint bottles, at \$0.25/ea that's \$520), both options produce a large amount of plastic waste. Instead use coolers, water filtration, and encourage people to use refillable water bottles, but also provide enough cups for a quarter of

attendees (10 x 52 is 520). On Amazon, 2x 5 gallon coolers is \$60, an under-sink filtration system is \$75 to \$90 (budgeted \$85), 1 replacement cartridge (6mo) is \$30 to \$47 (budgeted \$40), and 500 case compostable paper 8oz cups is \$42 (\$0.08/ea), total is \$227, plus \$13 for sanitation bucket faucets (below) is \$240.

(a) **Filtration System Benefit & Installation Note:** Water at the Recycling Center is lousy, we buy gallon jugs now, a filtration system is needed. On installation, the hook shaped faucet will not be tightened down to the sink, instead an easily-release clamp will hold it in place, so the faucet can be pulled out similar to a sink sprayer, and hooked on the edge of a water cooler to fill it.

(b) **Sanitation Water:** Add a few reused clean 7 gallon plastic buckets with tight lids, add plastic spigots, add chlorination (bleach), and a bright non-potable label. On Amazon, these spigots are available in a variety of types and packs, a common style of beverage faucet in a 4 pack is \$13.

8. **Road Signs:** Roll up caution traffic signs should be available for free long term loan from DEP's Adopt A Highway program, sign stands are not available. These read "Litter Cleanup Ahead", are flat vinyl, non-reflective, and are designed to be attached to existing permanent road signs. For use in areas without nearby road signs, tripod stands may need to be purchased for \$40 to 73 each, or crafted for less.

(a) **DIY Sign Tripods:** Fabricating sign stands from salvaged materials, using donations (other funding) to cover any costs. Looking at product pictures, use 3x 62in & 1x 12in lengths of 3/4in or 1in heavy duty electrical conduit, 2 small 1/4in steel plates maybe 3in x 4in, 7 sets bolt-washers-nut, 1 conduit coupling, bright orange enamel equipment paint (same type we're using on trailers, can use same color on edges of risers in front of balers), caulking, and maybe some strips of reflector tape (same type needed on trailers once painted). The joint innards aren't visible but a short length of conduit is needed around top & bottom bolts to add stability, the conduit coupling is bolted to the back, and the front legs have a simple hinge but also extend a couple inches up into that joint section. Remainder of that 12in bit of conduit needs to be split in half and bent into hooks to hold the sign. Plug the ends of the conduit and joints with silicone caulking, at joints add silicone grease. Could add eye-ring bolts on the ends of the legs, and use 12in steel spikes as stakes and something like heavy retention clips that lock onto the spike heads, or on hard surfaces use rope to tie down to whatever is around. Its tempting to add tent pole legs with bungee cord or telescoping legs, but this adds cost & complexity with little practical benefit.

9. **Sting Kit:** Provides relief to bee & wasp stings, which are not uncommon when collecting soda and food containers with residue which attract wasps during warmer months. Provide for 1 sting per event for half the year, 26 total. Amazon has a few different types, "Sting-Kill" looks good, available in 5 per package in 2 packs (10 swabs) for \$8 (\$0.80/ea), 3 of these is a bare minimum (30 swabs), total \$24.

10. **First Aid Kit:** Provides treatment materials for cuts, scrapes, blisters, and other minor injuries, 4 kits requested. Amazon has a variety of small yet well stocked first aid kits for under \$20, e.g. First Aid Only FAO-442 has 299 pieces, good reviews, for \$18.63. Suggestion, get 2 kits and spend the remainder on specific add-ons only found in the larger expensive kits, e.g. 1 trauma compression bandage (aka battlefield dressing), 2 large ace bandages (ankle wrap), large cloth sling, few nylon straps (splint), duct tape, rubbing alcohol pint each 70% & 91%, hydrocortisone cream, aspirin, ibuprofen, utility knife, flash light, and restock band-aids only for the types/sizes used up. Note, recycling center and each vehicle should have most of the same.

11. **Shop Towels:** Heavy paper towels for basic sanitation, 1 sheet per person x 40 people per event x 52 events is 2,080 sheets. Scott Shop Towels come in rolls of 55 sheets, need 38 rolls (2,090 sheets). Amazon offers a 12 roll pack for \$22.80 (\$1.90/roll), 3 packs might be enough (36 rolls, 1,980 sheets), total \$68.40, average 0.0345/sheet. Note, Amazon subscribe & save -5% is \$22.06/pack (\$1.84/roll), -15% is \$19.38/pack (\$1.615/roll).
12. **Soap, Sanitizer:** Liquid hand soap, orange cleaner, and ethanol gel for basic sanitation, roughly 0.5oz per person x 40 people per event x 52 events is 1,040oz or 8.125 gallons, some of this stuff evaporates so round up to 9 gallons – 3x soap, 2x cleaner, 4x sanitizer. On Amazon, right now supplies are low and prices are high or unavailable, due to pandemic related demand, the same is likely to also be true locally, budgeted \$16/gal for lack of a better figure, Permatex Fast Orange Smooth Lotion Hand Cleaner is also \$16 per gallon (subscribe & save -5% is \$15.19), and there are a few liquid hand soaps in bulk for around \$16/gal, total \$144.
13. **Printing:** The litter program will be promoted with fliers, pamphlets, and cards, printed locally. Each event will be promoted with fliers, and volunteers will be given pamphlets (reused), printed locally. Volume estimate is 1,040 event fliers (20/ea x 52 events), 480 volunteer instructions pamphlets (40/mo x 12mo), and 480 program information pamphlets (40/mo x 12mo), for a total of 2,000 printed pages. Plus 480 business cards (40/mo x 12mo), to distribute to area businesses, for volunteers to give to perspective volunteers, and to pin on every bulletin board in Roane County. At \$0.08 per page the cost is \$160.00, plus perhaps \$50.00 for business cards, for a total of \$210.00.
14. **Scale:** Hanging scale to weigh filled trash bags. On Amazon, these are available from \$11 to around \$50, but more research is needed to find one which can be state certified. For use with filled garbage bags, a hanging tray is required, this can be fashioned from a large heavy-duty garbage can lid and some rope (both available at the recycling center). Budgeted remaining \$22 of the \$3,500 loan.

#### 4. RCSWA Operating Cost Share

1. **RCSWA Labor Costs:** Staff are responsible for oversight of volunteers, providing access to facilities, operating machines, driving vehicles, and supervising check-out & check-in of equipment and supplies. Staff may also be required to intermittently check on community service workers during events, pickup collected recyclables & trash, and provide other work in the operation of this program. This labor need is expected to average 2 hours per event, the grant budget provides wages for 1 hour, and 1 hour is an in-kind contribution by RCSWA. Budget wages 1 hour x 52 events x \$11.00 is \$572.00.
  - (a) **Litter Coordinator:** Performs most staff tasks related to litter collection events. More funding is required to make this viable as a paid position.
2. **RCSWA Administration Costs:** The Recycling Coordinator and Bookkeeper provide program management and administrative services. This is expected to average over 2 hours per month, the grant budget provides wages for 1 hour, and 1 hour (or more) is an in-kind contribution by RCSWA. This does not include significant amounts of time contributed by the RCSWA Board, including the Treasurer in administering this grant plus preparing grant reports, and Chair for writing this grant. Budget 1 hour x 12 months x \$20 is \$240.