



# BEST PRACTICES GUIDE

THE OMAHA FALL CLEANUP (OFC) IS A COLLABORATIVE EVENT HOSTED BY THE CITY OF OMAHA AND NEIGHBORHOOD LEADERS WITH SUPPORT FROM KEEP OMAHA BEAUTIFUL (KOB).

The multi-week event provides an opportunity for residents to dispose of large and bulky waste that cannot be set out for curbside recycling and trash collection. Each OFC Saturday, there will be several cleanup sites concentrated in one area of the city, along with special designated sites that also collect appliances, lead-acid batteries, tires, and yardwaste. Each cleanup site is open to ALL Omaha residents.

Participants do not need to be a dues paying member of the sponsoring neighborhood organization, nor is any fee required to participate in the event. Please note that if you register for Omaha Fall Cleanup, you commit to having volunteers for the entirety of your assigned date and time. Below is a general guide that will help ensure a successful cleanup site:

## PRIOR TO CLEANUP

- Ensure you have proper permission to use the site. The City will request site permission for any Omaha Public Schools, Millard School District, and District 66.
  - For any other site, the neighborhood organization's coordinator is responsible for obtaining permission and a damage waiver if required by the location.
  - Please contact the City's Solid Waste Coordinator, Nick Chapman, with questions (402-444-3915 ext. 1125).
- If you intend to provide additional recycling and donation options, begin creating a plan. A list of optional companies you could work with is located in your OFC packet.
- Visit [keepomahabeautiful.org/litter-cleanup.html](https://www.keepomahabeautiful.org/litter-cleanup.html) to complete a volunteer request if you would like to coordinate a neighborhood litter cleanup in conjunction with your OFC site.
- Use the OFC Volunteer Recruitment Resources provided by KOB to staff your cleanup site with volunteers. If you have a volunteer recruitment flier or sign-up link that you would like KOB to promote on their [Event Volunteer page](#), please send the information to [HelloKOB@cityofomaha.org](mailto>HelloKOB@cityofomaha.org).
- Promote your cleanup site to neighborhood residents by using some of the following strategies:
  - Utilize pre-designed materials (fliers, social media graphics, email header images, OFC logos) provided by KOB. Access these files in the Marketing Toolkit on KOB's Coordinator Resources webpage, <https://www.keepomahabeautiful.org/omaha-cleanup/coordinator.html>.
  - Email the flier to your neighborhood or homeowner association's distribution list and post information on your neighborhood's Facebook page, the NextDoor app, and any other social media channels.
  - Mail out the flier to residents.
  - Promote your cleanup via your neighborhood or homeowner association's website or newsletter.
  - Obtain yard signs provided by Keep Omaha Beautiful and place them at major intersections of your neighborhood.
  - Ask local religious institutions and businesses in your neighborhood to hang a flier or promote the information to their networks.

## DAY OF CLEANUP

### BEFORE 9:00 A.M. START

- Arrive at the site by 8:00 a.m. at the latest to meet with the truck driver to confirm where to park the garbage truck(s). If your cleanup location also serves as a tire and/or appliance collection site, you will need to decide where to place the collection containers.
- If you coordinated with recycling and reuse vendors, work with them to set up their collection container(s). Designate a volunteer to help specifically with this collection.

# DAY OF CLEANUP

## BEFORE 9:00 A.M. START (CONTINUED)

Meet with the City Inspector who will be arriving between 8:00 a.m. and 8:30 a.m. to drop off:

- o UnderTheSink brochures to hand out to participating residents
- o Small info sheets noting addresses of the yardwaste and tire/appliance recycling sites
- o Any requested traffic cones
- o Safety vests
- o A spill cleanup kit
- Do not accept materials before 9:00 a.m.
- Set out any safety cones you requested.
- Volunteers: Provide a safe check-in area, equipped with snacks, water, and shade. Meet with them to provide any instructions regarding the cleanup. You will want a volunteer in charge of greeting residents and handing out brochures, as well as distributing appliance/tire/yardwaste site info sheets as necessary. You will also want to have volunteers direct traffic in and out of the site, and assist with any additional recycling and reclamation efforts. Be conscious of the safety of your volunteers.

# DAY OF CLEANUP

## DURING THE EVENT

- Residents dropping off items are expected to unload their own materials. The drivers of the garbage trucks are not contracted to help residents with unloading materials.
- If your site is NOT a tire or appliance collection site, provide residents bringing tires or appliances with the address info sheet noting the location(s) of these sites. You can also provide info sheets to people with yardwaste.
- Keep children away from containers and traffic at all times.
- There are no designated “large volume” sites. Try to handle large volume drop offs to the best of your ability, but call your City Inspector if you feel that you do not have the capacity to handle a load so that they can route the individual to a different site.
- If the line starts to get long, have a volunteer walk the line and greet people, while also confirming what they have. If residents have tires, appliances or yardwaste direct them to the designated site.
- At 2:00 p.m., cut the collection off at the last person in line. Anyone who arrives or gets in line after 2:00 p.m. should not be permitted to dispose of items. Ask volunteers to share information about the OFC website and any remaining OFC dates to anyone who did not make the cut.
- At the end of your cleanup event, make sure all debris and trash are collected around the site. Use the provided spill kit to clean up any fluids that may have leaked from the garbage truck(s). The site should be returned to the pristine condition you found it in.
- Return leftover materials to the City Inspector at the end of your event.

# WASTE THAT CANNOT GO INTO THE GARBAGE TRUCK

Through careful monitoring and communication, help us ensure the following items are not placed in the garbage truck:

- Any material that can be set out for regular garbage or recycling collection
- Rocks & concrete: take to Heimes - 9144 S 147th St (not open on the weekends)
- Hazardous liquids/material (oil, pesticides, etc.): take to UnderTheSink at 4001 S 120th St, open on OFC Saturdays from 9:00 a.m. to 2:00 p.m. Drop-off appointments not required, but calling ahead is preferred. Please call 402-444-7465.
- Major appliances (washers, dryers, fridges, water heaters, etc.): take to designated appliance site (microwaves not included)
- Tires & lead-acid batteries: take to designated tire site and lead-acid battery site
- Yardwaste: take to 5225 Dayton Street
- Commercial waste will not be accepted