

Keep Austin Beautiful believes a clean city is important, but **SAFETY** is more important! The following guidelines will help make your event safe and enjoyable. Please review them with all volunteers.

- **Dress Appropriately!**
  - Wear sturdy closed-toe shoes, tennis shoes, or boots.
  - Wear long cotton pants or jeans.
  - Wear gloves to protect your hands.
  - Wear bright clothes if working along a street.
- **Shade Yourself!**
  - A hat, long sleeves, and sunscreen are recommended.
- **Hydrate Yourself!**
  - Drink plenty of water and take breaks as often as you need to.
- **Be Alert!**
  - Be aware of your surroundings at all times.  
*(Watch out for dogs, cars, snakes, poison ivy, fire ants, barbed wire, etc.)*  
Never put your hands into an area that is not visible.
  - If needles are found have the *adult* project leader place them in a sharps container, lock it, and throw it away!
- **Do not handle human or animal remains, firearms, or chemicals.** Report to the authorities, and notify them that you are part of a Keep Austin Beautiful volunteer activity:
  - *Human remains – call 911.*
  - *Animal remains - call 311.*
  - *Firearms - call 911.*
  - *Chemicals or unknown substances - call 911 if there's a safety threat.*
  - *For other chemicals call the 24-hour pollution hotline, 512-974-2550.*

*After contacting the appropriate authorities please call the Keep Austin Beautiful staff member who assisted you with your project.*

- **Watch your Step!**
  - Be careful of loose rocks and wet or marshy areas.
- **Watch Children!**
  - Children should dress appropriately, listen carefully to the safety instructions, and stay next to their guardian at all times. Caution children against picking up broken glass, needles, or other sharp objects.

## Recycling Tips

Thank you so much for volunteering your time to clean our beautiful city! Keeping trash off the ground is a necessary part of maintaining the health of our land and waterways. When recyclable materials are found on the ground, we have to put a little extra thought into whether or not they can be recycled. Sometimes items that have been left outside will begin to deteriorate or collect dirt, making them unfit to be recycled. Use the tips below to help your group determine what is possible to recycle.

### Step 1:

Inform your group that you will be recycling during the cleanup. The white trash bags are for recyclable materials, and the black bags are for any materials going to the landfill.

### Step 2:

Make sure the object is recyclable in Austin. This includes

- **Paper:** (newspaper, office paper, junk mail, envelopes, wrapping paper) □
  - **Boxboard and corrugated cardboard:**
    - Cereal, shoe and gift boxes
    - soda/beverage containers
    - most food packaging containers
- **Aluminum and metal cans:** food cans (labels left on OK), soda cans □
- **Glass:** Jars and bottles
- **Plastic containers:** # 1 through # 7, including yogurt and margarine tubs

### Step 3:

Inspect the object to make sure it is clean enough to be recycled.

- Cannot be covered in or filled with mud
- No food residue
- No rust
- Bottles and cans should not have anything in them. Important: For safety reasons, if there is liquid in a bottle do not attempt to open the bottle or pour it out. Throw it away.
  - No broken glass

### Step 4:

- Take recyclable items with you to put in a personal recycling bin, or sort items and drop off at the Recycle and Reuse Drop-off Center at 2514 Business Center Drive Austin, TX 78744.