

Captain's Manual

※Use this manual as a scenario on the day of Arakawa Clean-aid.

inform the participants of the information with “☆”

Contents

1. By no later than opening . . . p1
2. Opening/Explanation . . . p1~4
 - 1) Explanation of purpose
 - 2) Explanation of procedures
3. In Execution . . . p4
4. After Execution (at venue) . . . p5~6
 - 1) Looking back
 - 2) Trash disposal
 - 3) Photography
5. After Closing . . . p7
 - 1) Daily report
 - 2) Execution report

【Inquiries / Reports / Contacts】


NPO Arakawa Clean-aid Forum

TEL : 03-3654-7240 FAX : 03-3654-7256

E mail : renraku@cleanaid.jp

1. By no later than opening

[Prior confirmation on site]

- * Check the safety of the site
(dangerous places, water level, etc.)
- * Confirm the range of the activity and the place where there is a lot of trash
- * Take pictures of trash before picking it up 

[Reception]

- * Ask all participants to put their names on the list (except those whose names you have received in advance) for insurance.
- * Submit the list. If it is difficult due to personal information etc., correspond to the situation by signing up the voluntary insurance.

2. Opening / Explanation

1) Explanation of purpose

[☆Significance of Clean-aid]

- The “Clean-aid” is a made-up word of “**clean + aid**” (make clean and help)
- Collecting trash together will help restore the nature of the Arakawa River.

[☆Purpose of Clean-aid]

① Recovery of nature

- By picking up trash on the riverbed, you can clean nearby river, and it protects the creatures suffered from trash.
- When the reed bed and tidal flats become healthy, the river’s function of water purification increases.
- Let’s stop trash from flowing into the sea.

② Trash pickup and survey

- Help us by surveying to count and sort the trash by type.
- The data is aggregated and transmitted to society, and used for initiating source reduction measures.
- Surveying can also lead to the enlightenment of the participants themselves.

2) Explanation of procedure

<Trash Survey Card> Front

Back

① Procedures

- 1) Divided into groups of 4 to 7 people
- 2) Distribute a survey card for each group
- 3) Explain how to use the survey card while they see the card

<☆About each group>

- Pick up trash by counting each type
- One person becomes the clerk, and the others put it in the trash bag while telling the clerk the type and number of the picked-up trash.
 - * For example, "10 plastic bottles", "15 plastic shopping bags".
- The clerk records the number for each type of trash on the "Trash Survey Card" (with "正" ,"Tally", etc. character).

<☆How to use the survey card>

- The survey card is roughly classified by purpose of use (containers and packaging, leisure, daily life, etc.), and it is divided into categories according to the type of trash.
- Only record the trash listed on the card. If not listed, just record the number only in the "Other" column at the bottom right.
- For oversized trash, enter the type and number in the "Oversized trash" column at the bottom right of the card.

[POINT]

- ① Containers and packaging are divided into **"for food" on the left** and **"for not food" on the right**.
- ② If it is **less than 2/3 of the original things**, please count it in the column labeled **"Broken pieces"**.
- ③ "Broken pieces" are separated by material. You need to record the number **only about those larger than a PET bottle cap (larger than 25 mm in size)**.

※Types of trash listed on the back of the card is not often seen in the Arakawa river, but it is necessary for international trash survey. Record the number of that trash if you picked up.

② Segregation ☆ Caution

The trash to be put in the bags is sorted according to the trash sorting method for each municipality (refer to the separate table “Request ③”).

Categories	Trash Type	Bag Type	
		Color	Size
3 Categories	PET bottles	Blue	Large (45L)
	Burnable (plastic, paper, etc.)	Red	
	Non-burnable (metal, glass, etc.)	Green	
5 Categories	Besides the above		
	Bottles (including debris)	Transparent	Small (20L)
	Cans (※Bottles and cans should be put separately in transparent small bag)		
6 Categories	Besides the above		
	Batteries	Transparent	Small (20L)

※For Koto Ward, segregate lighters, spray cans, and batteries into separate small bags.

Large bag (45L)
(Red, Green, and Blue)



Small Bag (20L)
(Transparent)



Oversized Trash

- ☆ Large trash that does not fit in the bag or heavy trash that may tear the bag
- Do not put it in the trash bag but place it in the collection area.

Things you don't need to pick up

- ☆ Natural objects such as driftwood and dead carcasses.
- ☆ Do not go too close to people living in riverbeds and their homes. Leave the surrounding trash unpicked.

Trash collection site

- ☆ Tell participants where the trash collection site is.

③ Attention to safety

◇ For details, check the “**Safety Management Manual**” to explain.

Syringe

- ※ When you find a syringe, do not touch it and be especially careful that children do not touch it!
- ※ Write it down in the “**■ Trash Collection/ Activity Area**” in the “**Arakawa Clean-aid Daily Report Form**” so that you can see the location.
- ※ Diabetic insulin syringe (both photos)



☆ Dangerous Creatures

- ✓ **Snakes** scare humans.

If you don't attack, they don't attack either.

Leave the place quietly when you see it.

- ✓ If you encounter **wasps**, don't run away but take a crouching posture on the spot.
 - ※ They like the scent of sweet juice, perfumes, and fried chicken.
 - ※ Especially, hornets in autumn are dangerous. Just approaching the nest will intimidate you.

- ✓ **Should you be bitten or stabbed, go to the hospital immediately.**

Pit vipers, wasps, etc. are occasionally found on the riverbed.

④ Others

☆ **Tell participants the followings.**

- 1) Range of trash pickup/End time for picking up trash
- 2) Dangerous places
- 3) Toilet location

3. In Execution

- ① Please consider the safety of participants throughout the activity time.
- ② Prepare the trash collection area so that you can put the trash bags in different colors.
- ③ Take pictures of the activity.

4. After Execution (at venue)

1) Looking back

- ◇ Participants check the number and type of trash they have picked up and share their impressions.
- ◇ **Purpose** : Participants become aware of the current situation of trash problems, think about life and society that does not generate trash. Be sure to do this.

① Collection of the survey cards + “Looking back” in each group

- ※ Let the group to start working on the following as soon as they place the trash in the collection site.

<**Front side**> : Count the number of trash for each type.

<**Backside**> : Count the number of “International Survey” items.

<**Discussion**> : Discuss your thoughts in groups and fill in the card.

(☆ Ask participants to fill in the “Participants Survey”.)

<“Looking back” in a group>



Be sure to have time to
“look back”!

② “Looking back” in all

Presenting
each group’s thoughts
in front of all.

<Looking back in all>



2) Trash disposal

Ask participants
for cooperation!

① Arranging trash bags:

The bags with little contents are put together, the bags with a lot of contents are separated, and the mouths of the bags are tied. (Be sure to tie the mouth to prevent the dust from getting scattered again.)

② Counting the number of bags:

Count the number of burnable trash (red), non-burnable trash (green), plastic bottle (blue), and small bags and fill in the "Daily Report Form".

③ Counting the oversized trash:

For large trash that does not fit in the bag, and particularly heavy trash such as batteries, put the number on the "Oversized Trash Collection Form".



Note) For oversized trash that could not be taken

to the collection site, indicate its location and type on the "Daily Report Form".

④ Pasting the trash collection request sticker

Fill out the necessary items on the trash collection request sticker, and paste it on both one of the collected trash bags and one of the oversized trash pieces.

(Example)



⑤ Collecting the survey cards

(※Make sure all the survey cards are collected.)

3) Photography

~Finally, let's take photos with all the participants~

※Although it is optional, please provide photos at each venue.

→Photos will be used in reports, websites, and other public relations materials.

☆☆Provide photos such as below☆☆



Group photos



Photos
During activities



Before activities



After activities

5. After Closing

1) Daily report

Fill out the necessary items on the report submission form «No.0», and fax it to both **(1) the city (local government)** and **(2) Arakawa Clean-aid Forum Office** on the day of the activity.

[Caution]

Fill in the cancellation or postponement and fax even if it is not carried out due to, for example, rainy weather. (* If it is held on weekends, make sure to fax it by first thing on the following Monday morning).

2) Execution report

Submit within 2 weeks after implementation.

① **Submission Form «No.1»~«No.3»**

Enter a text (up to 200 characters) that introduces the organization or activity in (Submission Form «No.3»).

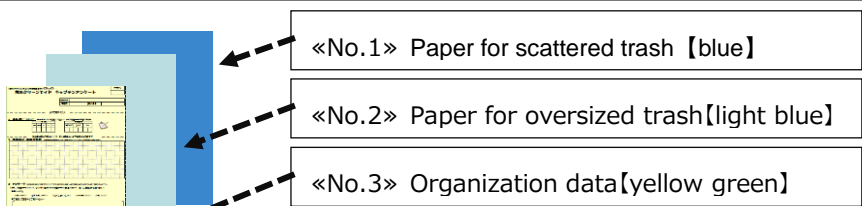
It will be posted in our annual report with the photos taken during the activity.

② **List of Participants (fill in full name and reading)**

※ Not required if the participants (such as schools) are covered by their insurance.

③ **Photograph (data, CD-ROM or paper) * Mail it if it is paper.**

※ Submit photos that may be posted on the homepage or reports.



The diagram shows three overlapping sheets of paper: a yellow-green sheet on the left, a light blue sheet in the middle, and a dark blue sheet on the right. Dashed arrows point from each sheet to a corresponding text box on the right. The text boxes are: «No.1» Paper for scattered trash [blue], «No.2» Paper for oversized trash [light blue], and «No.3» Organization data [yellow green].

◆ Submission forms can also be downloaded from Arakawa Clean-aid Forum web site.

