



## Litter Sweep Cleanup Procedures

1. Organize a volunteer group from your workplace, church, club, neighborhood, family, school, local government, etc., composed of people interested in removing roadside litter from their community and showing pride in North Carolina.
2. As soon as possible, choose a state road you would like to clean. You may have a road in mind. It may be a road in your neighborhood – the road in front of your church – any state road you think should be cleaner and would make you prouder of your community.

If you need help choosing a road to clean, call your NCDOT county maintenance office or local coordinator. They can recommend roads that need cleaning in your area.

3. Decide on a date and time to do your cleanup. Remember to determine a rain date in case of inclement weather on the original date.
4. Sign up [here](#) or via the link at [ncdot.gov/littersweep](http://ncdot.gov/littersweep).
5. Determine each person's role in the cleanup. Fill in the individual responsible for the following roles:
  - Who will be in charge of safety?
  - Who will pick up supplies needed from the local NCDOT county maintenance office?  
Cleanup supplies: Orange safety vests, gloves and orange bags reversible to blue (for recycling plastic, metal and glass) and some counties may have pickup sticks available for you to borrow.
  - Who will count the number of bags of litter?
  - Who will request NCDOT to pick up the bags?
  - Who will be in charge of water and snacks for workers?
  - Additional roles (i.e. who will handle recycling?)
6. Be sure to print all safety procedures for those participating in the cleanup from our website and ask everyone to view the safety videos on the Litter Sweep website prior to your scheduled cleanup.
7. Close and tie the tops of your filled bags. Leave only the orange bags on the roadside several yards from the pavement.
8. For volunteers who do not have an AAH contract, report your pickup online at <https://apps.ncdot.gov/LM/Pickup>. Your pickup Key is NSLKC. If preferred, you can also call your local coordinator and give the number of bags and their exact location on the road. NCDOT will remove and dispose of the orange bags.

AAH groups should report at <https://apps.ncdot.gov/LM/Pickup>. Use your Pickup Key assigned to you.
9. We encourage you to recycle. To do so, put the items to be recycled in blue recycling bags and take them to a recycling facility of your choice. Remember, it is illegal to put aluminum cans and plastic bottles into landfills and therefore they must be recycled.



### **Litter Sweep Certificate of Appreciation**

Each volunteer may receive a certificate of appreciation suitable for framing as a “thank you” for helping in the cleanup. Simply complete and submit a request form by mail.

**Additional Safety Measures during Covid-19 Pandemic:** Wear a mask to protect yourself and others. Stay at least 6 feet from others who don’t live with you. Avoid touching your eyes, nose and mouth. Make sure to wash your hands thoroughly after the cleanup. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### **Contact Us**

#### **Litter Management**

1540 Mail Service Center  
Raleigh, NC 27699-1540

Phone: (800) 331-5864  
(919) 707-2970

<https://www.ncdot.gov/littersweep>

We will be pleased to answer your questions; mail you a Litter Sweep promotional packet or mail you forms or other information. If you would like your name or your organization’s name placed on our mailing list for future Litter Sweep events, let us know. All Litter Sweep promotional materials can be found on our website.