



Community Toolkit

Your City Needs You!

One Clean Houston is a comprehensive plan to address illegal dumping and clean up Houston's neighborhoods, especially areas that have been targeted by repeat offenders. **The initiative focuses on three key areas: Rapid cleanup, Better enforcement, Prevention and education.**

Community members play an important role in helping the City address illegal dumping by improving awareness of local regulations, reporting violators to authorities and aiding in community beautification efforts. **You can take part by following the CLEAN method: Care, Learn, Engage, Accountability, Never stop.**



Mayor Sylvester Turner



More about the initiative and the web version of this toolkit is available online at houstontx.gov/onecleanhouston



C

Care:

It costs the city thousands of taxpayer dollars to clean up dump sites. This is more than just a visible issue on our streets, it's a budget issue, too. By reducing the number of hours our Solid Waste Management teams and law enforcement agencies spend working on this issue, we are reducing the cost to taxpayers. You are already on your way to helping by taking the time to read more about One Clean Houston.

L

Learn:

Most people are aware of their trash and recycling schedule, but it can be overwhelming to learn where to dispose of every kind of material in the proper way. Please see the City of Houston's [Trash Facts](#) to learn how to properly dispose of all debris. In the following pages you will find more information, including a map to our community dump sites. You can find more details on the [City's Solid Waste Management website](#) and by downloading the [HTX Collects App](#) or calling 3-1-1.

E

Engage:

Engage and educate your community! Share your knowledge! Make sure your neighbors and local businesses are getting information about community drop sites, special dump days and the dos and don'ts of trash / recycling pickup.

- Volunteer for Community Clean-up events - Get Involved at [Keep Houston Beautiful](#) (call 832-834-6105)
- Start your own neighborhood clean up. See pages 4-9 below and call [3-1-1](#) to put in your request (SWD can provide a dumpster and supplies).
- Post in neighborhood social media groups or bulletin boards about junk disposal and special cleanup events

A

Accountability:

Hold illegal dumpers accountable. First, collect information on the dumping activity: Approximate address of the site, date and time you witnessed the dumping or results of the dumping and photos of the activity. Please do not place yourself in danger by confronting the violators.

You have three ways to **report illegal dumping** activity in your neighborhood:

- Contact **Houston's 3-1-1 service** by phone or online at [311 Portal Home Page](#)
- If you witness the dumping or know who did it, report directly to the **Houston Police Dept. Environmental Investigations Unit by phone at (713) 525-2728.**
- Or through **Crime Stoppers by phone 713-222-8477 (TIPS)** or submit a tip online at [Crime Stoppers Tip Hotline](#). If you have information that leads to an arrest, you may be eligible for a reward of up to \$5,000.

To request yard signs from Crime Stoppers that encourage tips on Illegal Dumping, call 713-222-8477 (TIPS.)

N

Never stop:

Find ways to continue the message by teaching younger generations how to join and keep up the One Clean Houston so they can enjoy a clean, safe, healthy future in our wonderful city!

Everyone deserves the right to live in a healthy and safe environment, and we are all responsible for keeping our communities clean and free of dumping and other environmental hazards. We must all work together to create One Clean Houston.

CURBSIDE OPTIONS:**[Tree Waste and Junk Waste Program](#)**

Tree Waste is collected during ODD numbered months. **Junk Waste is collected during EVEN numbered months.** Junk Waste includes items such as furniture, appliances, up to four tires and other bulky materials. Items must be placed at the curb by 7 a.m. on the scheduled collection day. Eight cubic yards per residence will be collected on the scheduled tree waste/junk waste collection day. [Find your service days - search your address](#) or call 3-1-1.

DROP OFF OPTIONS:**[Neighborhood Depository/Recycling Centers Locations](#)**

Houston residents may drop off items, including mattresses, aerosol cans, concrete, the usual recyclable items and up to 10 automobile tires per month (five per visit).

North - 9003 N Main St., 77022

Northwest - 14400 Sommermeyer St., 77041

Northeast - 5565 Kirkpatrick Blvd., 77028

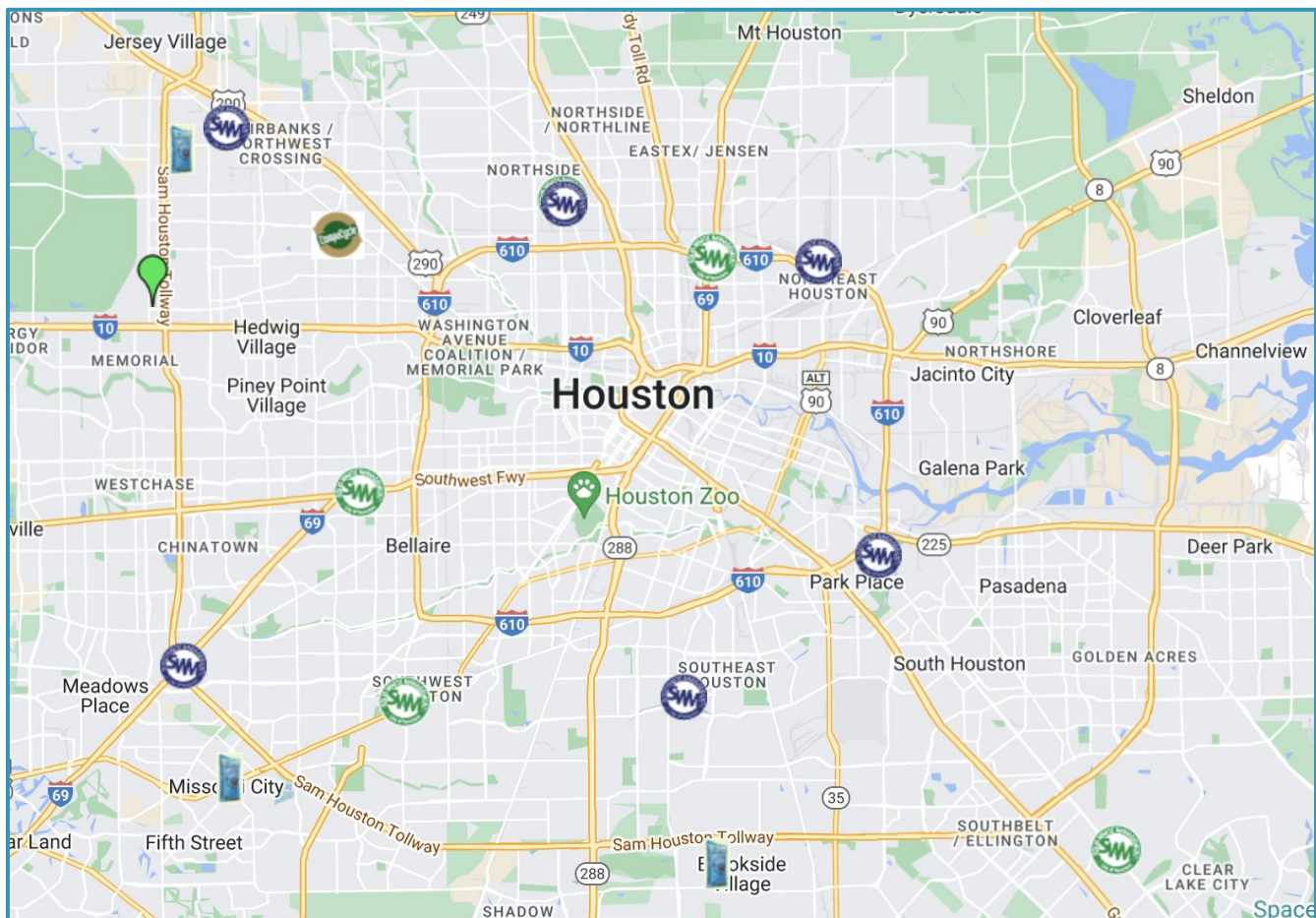
Southeast - 2240 Central Street 77017

South - 5100 Sunbeam St., 77033

Southwest - 10785 SW Freeway 77074

PROOF OF RESIDENCY REQUIREMENTS:

You must bring a current state of Texas issued identification card AND a Utility Bill or Lease Agreement. The address must match the address on the ID. Read more about rules and hours of operation [HERE](#).



DROP OFF OPTIONS CONTINUED:**Environmental Service Centers**

These sites provide drive-through drop-off locations for Houston residents to bring their **household hazardous waste (HHW) such as antifreeze, batteries, fuel, oil, paint, pesticides, paint thinner, herbicides and household cleaners. Residential electronic scrap items will also be accepted (monitors, televisions, printers, keyboards, mice, scanners, fax machines, telephone handsets, VCRs, CPUs, cellular phones and other small consumer electronics).**

Locations:

NORTH - 5614 Neches Street, Building C

Open second Thursday of the month from 9 am- 3 pm

SOUTH - 11500 South Post Oak Road

Open every Tuesday and Wednesday from 9am- 3pm

and second Saturday of the month from 9 am - 1 pm

Construction Waste

More than one third of the waste stream in the Houston area is made up of construction and demolition material, much of which could be diverted and re-used. **EXAMPLES INCLUDE:** Cabinets, copper, doors, electrical fixtures and equipment, fans, flooring material, glass, gutters, hardware, lighting, lumber, metal, mirrors, pipe, plumbing, plywood, roofing material, screens, sheetrock, sinks, showers, trim, tubs, wall coverings, or windows (No paint!)

Location:

ReUse Warehouse 9003 N. Main Street, Houston, TX 77022

Hours: Tuesday - Friday (and Every second and fourth Saturday of the month): 8:30 a.m. to 4:30 p.m. Closed: Sunday - Monday

Contact Information: 281-814-3324 or reuse.warehouse@houstontx.gov

PLEASE DON'T DUMP – REMINDER!

Common culprits are furniture, tires, large appliances, mattresses and wood pallets



NEIGHBORHOOD
GUIDE TO
CLEANUPS

TaKasha L. Francis, Esq., Director



DEPARTMENT OF
NEIGHBORHOODS

LET'S TALK
YOUR MISSION

1 Determine quantity and types of tools needed for each activity. Set the number of neighborhood sites you will have.

2 Assign Block captains / Team captains to each of these sites.

3 Determine how many volunteers are needed for each location. Contact DRT/constables or your police substation.

4 Set a kickoff and end time.

KNOW

Proper Preparation Leads to **Success**



Site information – bathroom accessibility, parking, signage, maps.



Obtain permission from property owner(s) if applicable (i.e. mowing vacant lots in the City of Houston, Department of Neighborhoods should be contacted). If outside of the City of Houston, contact the applicable government entity.



Decide on a kick-off location and base area.

ORGANIZING VOLUNTEERS

Volunteer Waiver Forms

All participants must complete and submit a form prior to the event. If under 18 years old, parent or guardian signature is required; forms may be e-mailed.

Volunteer Recruitment

Volunteer recruitment can be done by making flyers or by send alerting e-mails to your contacts / database. Working with your local elected officials i.e. City Council or County Commissioners.



VOLUNTEER ROLES



ESSENTIAL ROLES

- Site Captains – Point of contact for event
- Runner – provides extra water and tools to volunteers.
- Registration Desk & Tool Check-out / Inventory tracking.
- Cleanup crew – make sure all tools are collected. If overflow of dumpster or tires from SWMD dumpster, report.

SUPPLY LIST

Supplies Only

- Clean-up / Beautification Form
- Supply Request Form
- Dumpster Request Form
- Dumpster Diagram
- Site Box Score Form

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Supplies & Dumpster

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EVENTS MUST HAVES

It is recommended that you follow the formula below for your workday.

- **Trash Bags** – 2 per volunteer (Unless you know you won't require that many)
- **Recycling bags** – 1 per volunteer (Unless you know you'll need more)
- **Grabbers** – ½ your total number of volunteers (DON recommends the buddy system both for safety and ease of carrying increasingly full bags)
- **Hand Sanitizer** – 1 for every 10 volunteers
- **Bug Spray** – 3 (You don't typically need more unless you know you'll be close to a creek bayou or large body of water)
- **Sunscreen** – 2 (Most volunteers bring/wear their own)



EVENTS MUST HAVES (Cont.)

- **First Aid Kit** – 1 (Please request 2 if you have a larger group of 30+)
- **Sharps Container** – 2 – 10 (Depending on the area you'll be working in)
- **Poison Ivy Wash** – 0 – 15 (Feel free to request more if you know you'll be working in a heavily poison ivy populated area)
- **Gloves** – total number of volunteers plus 5 – 10 pairs extra as they tend to break
- **Safety Vests** – Safety vests are typically recommended for but not limited to cleanups happening close to roadways so just use your best judgement. (We have a limited stock)

Trash Collection

(Houston):

- Dumpsters (requested 4 weeks prior to event date)
- You must provide an exact address and draw a detailed diagram of the area to place container.
- Dumpsters are dropped off on Friday evening / Saturday morning and retrieved on Monday.
- Need a pickup truck to move bagged litter to dumpsters.
- Heavy Trash – refer to the Solid Waste Management Dept.'s website for schedule in the area code in which you're working.

THANK YOU

Canvassing

What is a Canvass?

Canvassing refers to going door-to-door in a neighborhood and having conversations about important issues with community members. It is an essential component of organizing.

Canvassing in local neighborhoods (both at the doors and in high traffic areas) is the most effective way to talk with community members about the issues that matter to them.

Thanks for your interest in putting together a canvass. This guide will walk you through each step of the process and provide you with all the resources you'll need to be successful. Good luck!

Planning a Canvass

Step 1: Select a Staging Location

Determine where your “staging location” will be. That is where people will gather before and after the canvass. Your staging location can be a private home, park, school, or any other location that will accommodate your group and allow for a brief training.

Step 2: Recruit Volunteers and Build a Team

Invite as many volunteers as possible to participate in your canvass. Make phone calls and tap into your network of friends, neighbors, and colleagues to find volunteers. You may also want to create your own flyers promoting the canvass and post them at your local coffee shop, grocery store, or library.

Step 3: Prepare all of your Materials

Create a list of canvass locations, keeping in mind that you want to canvass in walkable neighborhoods and high-traffic public locations. Be sure to photocopy enough maps for everyone to have one and delegate out an appropriate amount of streets for each person.

Here's a list of other items you might need to have ready:

- Map and Walk List - Your walk list is made up of the households you must visit. It's best if you pair the walk sheet packets up so that two people can walk in the same area together.

- Script - The script is meant to act as a guide for your conversations. It will feature a number of questions you should ask the residents you speak with.
- Campaign Literature - Give each resident one of these. If the person is not at home, leave the literature with someone else or on his/her doorstep. Do not leave any literature in the mailbox as this is illegal.
- Tally Sheet - The tally sheet will typically be a part of your walk list. It is critical that when you talk to each resident, you code your conversations correctly on the walk sheet with their answers to the questions in the script. Accurate data is essential to our organizing efforts.
- Pens and a Clipboard - Be prepared by making sure you have supplies to make canvassing easier, have enough pens and clipboards for your entire team. Having a clipboard to write on will make recording the results of your conversations much easier.
- Comfortable Walking Shoes and Water - Tell your volunteers to be prepared for spending a few hours on their feet and to bring water for while they're out.
- Contact Information - Exchange cell phone numbers with the staff or other volunteers you are working with, in case you get delayed or lost.

Step 4: Make Reminder Calls

Be sure to make reminder calls to everyone who has signed up online or has told you verbally they plan on attending. Turn out will increase dramatically if you ask them for a firm commitment.

Kicking off your Canvass

Have everyone arrive to the staging location 20 to 30 minutes early and kick off the canvass with a quick meeting. Here are the things to go over at your kickoff meeting:

1. Thank for joining and remind everyone why you are canvassing today.
2. Introductions - everyone introduce themselves
3. Set expectations - Share your goal for the number of doors you are trying to knock and the number of people you are trying to reach.
4. Review the script and role play with a partner (5 min)
5. Explain logistics - Address how people should organize in groups, give any necessary transportation details and pass out materials.

After your canvas, have a debrief meeting to tally up the doors knocked and any questions or issues that arose during the canvass.

Tips for Canvassing

Stay safe!

Don't go inside houses, even in a group. Don't knock on a door you feel uneasy about. Don't offer to shake people's hands at the door - it can often put people off - but shake their hands if they offer.

Smile!

This is the most basic rule of resident contact. If you look and sound like you are enjoying yourself, people will be more interested in engaging in conversation with you and discussing what issues are important to them.

Stay positive!

And don't argue with people who disagree with you. Kindly thank them for their time and move on. Your time is valuable, and there are a lot of residents to contact.

Don't pretend to be an expert.

It's likely that someone will ask you a question to which you do not know the answer. That's okay. You should never be afraid to admit you do not know the details. If you aren't sure, say just that.

*Attribution - Blueprints for Change
Input and resources for this framework were provided by:
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