

# Cigarette Butt Pickup Event Protocol



California  
Youth  
Advocacy  
Network

### PROCEDURE

1. Determine the day and time the cleanup will be conducted. Many clean ups last one hour, but can be shortened if needed.
2. At least two weeks prior to the event, contact campus facilities and request that **they not pick up tobacco waste for one week prior to your event.**
3. Determine what will be done with the collected waste. Consider displaying the collected tobacco waste in a clear container to bring attention to the issue, educate the community on tobacco and the environment, and to promote your program and the campus policy. Remember, tobacco waste is toxic waste and extremely smelly. Whatever container you use, be sure it can contain the odor of the butts.
4. Divide the campus into sections and assign students to different zones to efficiently clean the area. Cleaning the entire campus may not be feasible; choosing focus areas may be necessary for smaller groups.
5. Send students out in pairs or small groups with one student taking a tally of each butt while another picks the butts up.
6. Ask students to also keep a record of the number of individuals that they observe smoking or vaping during the event.
7. Give each pair of students gloves, a ziploc bag, and a permanent marker. Have them write the total number of butts collected, people smoking, and people vaping, on the bag with the marker.
8. Assign one or two students to be the photographer. Post pictures and results to social media channels.
9. **FILL OUT THE DATA COLLECTION FORM AND RETURN IT TO CYAN:  
INFO@CYANONLINE.ORG**





Cigarette Butt Pickups are a great way to engage young people in policy advocacy on campus. You can also use this data to evaluate the effectiveness of your smoke or tobacco-free policy on campus. Use the same procedure each time you conduct this event so that you can compare your results to previous years.

### MATERIALS NEEDED

- Large mason jar or other smell-proof container in which to keep the butts
- Plastic/latex gloves and hand sanitizer
- Clipboard with paper and pen for each zone
- Permanent markers
- Gallon-size ziploc bags
- Campus maps marked with zones (if you have a large group of volunteers) or focus areas (if you have a small group)
- Camera



### TIPS AND THINGS TO REMEMBER

- Working with campus facilities/maintenance is important to getting an accurate picture of how many people are continuing to smoke on campus.
- Cigarette butts are toxic and smelly. You will not want to recount the butts. Having one student in charge of keeping a tally while another one picks up the butts will help with keeping an accurate count.
- In addition to picking up butts, pick up other tobacco-related waste (tips from little cigars, cigarillo wrappers, e-cigarettes, packaging, etc.).
- Use the time to educate your volunteers about your work and what you're hoping to achieve (e.g., a tobacco-free campus). Volunteers can also collect petition signatures, letters of support, or pictures and stories of how tobacco use on campus affect them and their friends.



# Cigarette Butt Pick Up EVENT - Data Collection Form

Please use this form to record the number of cigarette butts collected at cleanup events. Please return this form to CYAN [info@cyanonline.org](mailto:info@cyanonline.org). Thank you!!

University/College: \_\_\_\_\_

Project Contact/Email: \_\_\_\_\_

Did Maintenance Stop Collecting Butts on Campus Prior to Event? Yes / No

If yes, for how long did maintenance agree to stop collecting butts? (circle one)

1 week (recommended) / Less than 1 week / more than 1 wk

Date: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Locations where butts were collected or counted	Was location included in last year's count? (y/n)	Minutes Spent in each Location	# Helpers in each location	# Butts collected	# Individuals observed vaping or smoking
<b>Totals</b>					

Please return this form to CYAN [info@cyanonline.org](mailto:info@cyanonline.org). Thank you!!

## Sample TPW Campus Cleanup Liability Waiver Form

### Campus Cigarette Butt Cleanup Liability Form

{DATE}

#### **ASSUMPTION AND ACKNOWLEDGMENT OF RISKS AND RELEASE OF LIABILITY AGREEMENT**

**NOTICE:** This release form is a contract with legal consequence and applies to the (COLLEGE and YOUR ORGANIZATION (if you have a name) Cigarette Butt Cleanup.) Read carefully before signing.

**ACKNOWLEDGMENT OF RISKS:** I acknowledge risks associated with the cleanup include, but are not restricted to: exposure to toxic chemicals that may be hazardous to your health.

**EXPRESS ASSUMPTION OF RISKS AND RESPONSIBILITY.** I assume responsibility for all the risks associated with the cleanup event. My participation in the activity is purely voluntary. I assume full responsibility for myself and of any of my minor children for whom I am responsible, for any injuries, loss of personal property and expenses thereof, as a result of any accident which may occur.

**LOSS OF VOLUNTEER PERSONAL PROPERTY:** I hereby release (COLLEGE and YOUR ORGANIZATION) and its partners, in which this cleanup takes place from liability, for any loss or damage of personal property while participating in the cleanup event.

**RELEASE:** I hereby release (COLLEGE and YOUR ORGANIZATION) and its partners in which this cleanup takes place, FROM ANY AND ALL LIABILITY OF ANY NATURE FOR ANY AND ALL INJURY OR DAMAGE, as a result of my participation in the cleanup.

**PHOTO AND MEDIA RELEASE:** I give to the (COLLEGE/ORGANIZATION) , its designers and agents, unlimited permission to use, publish and republish in any form or media, and reproductions of my likeness (photographic or otherwise) with or without identification of me by name.

I have read this Assumption and Acknowledgment of Risks and Release of Liability Agreement. I understand that by signing this document, I am waiving valuable legal rights including any and all right I may have against (COLLEGE) in which the cleanup takes place.

*Signature*

### Sample Volunteer Directions

Location: \_\_\_\_\_

Map Grid Color: **RED**

**AFTER ARRIVING:**

- Check in at the table
- Sign a waiver of liability form and group form.
- If you are a student attending for EXTRA CREDIT, make sure sign in on your corresponding class list. At the end of the event, there will be a sign out sheet for your specific class

**ITEMS YOU WILL GATHER**

- T-shirt
- 3 individual gloves
- 1 plastic Ziploc bag
- 1 permanent marker
- Campus map
- Clipboard and pen

**AT AROUND 9:50 AM**

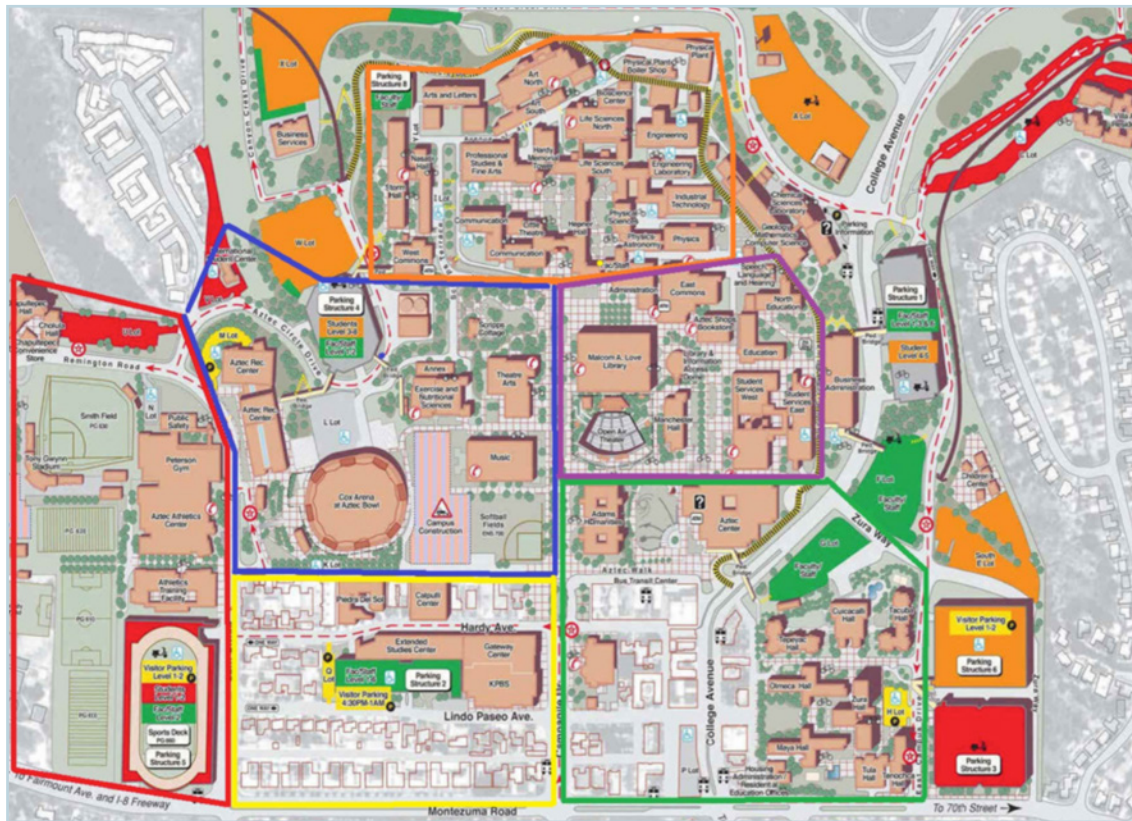
Event organizers will kick off the event with a word of thanks to all volunteers

**AT 10:00 AM - EVENT WILL KICK OFF AND LAST FOR 1 HOUR TILL 11:00 AM.**

- Please stay in your assigned area which can be found on the map
- Have one person tally each butt using the clipboard as another person picks them up
- Please write the number of butts that you collected on the outside of the Ziploc bag

**AT 11:00 AM**

Event organizers will close the event with information and thanks



We thank you for your help! Visit our booth where we will display all the butts that were collected.





[Your Campus Name Here]  
[Event Date, Time, Location]

Volunteer for a tobacco  
waste litter cleanup to  
celebrate Earth Day.

Event sponsor contact info & logo  
Email, phone or web address

Gift cards will be raffled out during the event!

# 10 Minute Protocol

If you are unable to organize a butt pick-up event on campus, please conduct a 10-minute tobacco waste count in at least four different locations on campus including the front of your main campus library. You may pick up the butts (if you have gloves on) or just count them. Please use a timer and only count butts for ten minutes. Please note the number of individuals who assist you with the count (it's okay if it's just one person), the total number of tobacco butts counted, and the date. If this is your follow-up data (not baseline), please choose the same locations that you visited in the previous year. If new hot spots have emerged, add those as additional locations.

University/College: \_\_\_\_\_

Project Contact/Email: \_\_\_\_\_

Date: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

<b>Locations where butts were collected or counted</b> <small>(Choose at least 4 more locations)</small>	<b>Was this location included in last year's count? (y/n)</b>	<b># Helpers in each location</b>	<b># Butts collected</b>	<b># Individuals observed vaping or smoking</b>
Main Library				
<b>Totals</b>				

Please return this form to CYAN [info@cyanonline.org](mailto:info@cyanonline.org). Thank you!!