



Bag It, Move It, or Leave It?

Instructions for Handling Litter

BAG IT

These items may be placed in a bag

- Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass, or metal
- Small, empty containers
- Be safe and avoid bagging items with sharp edges

Volunteers are encouraged to recycle appropriate items.

MOVE IT

These items should be placed alongside your stacked bags near a metal trash can

- Items with dull, pointed edges that might tear a bag
- Large items that would prevent a bag from being properly tied closed
- Heavy items that could tear a bag, provided that the item can be moved without causing physical injury
- Containers that are not empty *if* the contents won't spill when moved *and* you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.

If in doubt, leave the item alone!

LEAVE IT

These items should be left where found without taking further action

- Sharp, large, or heavy items that could cause physical injury if moved
- Any item in an unsafe location (within six feet of a traffic lane, on unstable ground, etc.)

Report these items to the appropriate Maintenance Division (contact information on permit) that day, or on the next working day, between 6:30am and 2:30pm. You may leave a voice message.

- Securely closed items containing hazardous substances*
- If possible, place a filled bag near the item to mark its location if you are not permitted to bag or move the item. This will help make the item visible to the Maintenance crew collecting your filled bags.

Report these items to the appropriate Maintenance Division that same day. If you are unable to speak directly to a Maintenance employee, call the Forest Preserve Police (708-771-1001) to report the item.

- Any item that you cannot identify and suspect may be hazardous**
- Unclosed or leaking items containing hazardous substances**

Call the Forest Preserve Police (708-771-1001) if you find the following kinds of items. If you do not have access to a cell phone, then someone other than your group's leader must leave the site to make the call. Next, unless advised to leave the area, the safety leader must stay at the site until a Forest Preserve Police officer arrives.

- Items with hazardous material labels***
- Items that could pose an immediate danger***
- Items that could be crime-scene evidence***

Keep a safe distance away from the item and do not disturb it in any way!

If an item you find has a strong odor, leave the area immediately and call the appropriate authority.

Items of Concern

ITEM	LEAVE IT	LEAVE IT AND CALL MAINTENANCE BY NEXT DAY DURING BUSINESS HOURS*	LEAVE IT AND CALL MAINTENANCE THAT DAY**	LEAVE IT AND CALL FP Police (708-771-1001) IMMEDIATELY***
Miscellaneous Items				
Broken glass	X			
Any item that you cannot identify and suspect may be hazardous			X	
Hazardous Substances				
Spills of liquid or powdery substances			X	
Fuels		X if securely contained	X if open or leaking	
Motor oils, transmission fluids, petroleum products		X if securely contained	X if open or leaking	
Antifreeze		X if securely contained	X if open or leaking	
Batteries		X if securely contained	X if open or leaking	
Flares		X		
Paints		X if securely contained	X if open or leaking	
Aerosol cans (that are not empty)		X		
Human urine, feces, bloody waste (gauze, etc.)		X if securely contained	X if open or leaking	
Syringes, labeled medicines (aspirin, prescription drugs, etc)		X		
Animal carcasses		X		
Extremely Hazardous Items /Possible Crime-Scene Evidence				
Bloody items that may be crime-scene evidence				X
Explosives, possible bombs (capped pipes, wrapped packages, etc.)				X
Weapons (guns, knives, etc.), unspent ammunition				X
Items with hazardous material labels (see examples below)				X
Unlabeled medicines, marijuana, drug paraphernalia				X
Animals that may have been poached				X

* Report these items to the **Forest Preserve Maintenance Division** listed in your Workday Permit that day, or on the next working day, during normal business hours. You may leave a voice message.

** Report these items to the **Forest Preserve Maintenance Division** listed in your Workday Permit on that day. If you are unable to speak directly to Maintenance, call the **Forest Preserve Police (708-771-1001)** to report the item (see instructions below).

*** If you do not have access to a cell phone, then someone other your group's safety leader must leave the site to make the call. Next, unless advised to leave the area, the safety leader must stay at the site until a Forest Preserve Police officer arrives. Keep a safe distance away from the item and do not disturb it in any way! Report the incident to your **Program Coordinator** on the next business day.



A Few Examples of Hazardous Materials Labels