1. Familiarise yourself with the area you want to clean up and determine a section. This will help you with planning how much time and garbage bags you'll need.

2. Find out if the area is a nature reserve or if there are any access prohibitions. When in doubt ask the harbor master's office or water management office or the local authorities for help.

3. Avoid rough terrain. It is best to choose a terrain which is visible to passers-by as it gives you the opportunity to also educate other people on the waste problem.

4. Inform the local disposal businesses about your project beforehand and sort out the disposal. The disposal businesses will provide you with free containers or even come directly to the area to pick up the collected waste. Perhaps they will also be able to provide you with grippers and garbage bags.

5. Inform the participants about the length of the BCU. Decide on a time span and on a waste collecting point. Introduce them to the person in charge and tell them where they can find a first aid kit in case of an emergency.

6. Capture your BCU. Name a person to take photos or even a video. Especially strange finds should be captured.

7. The waste has to be weighed and catalogued according to the data sheet. The data is very important for research institutes. Motivate the participants to help with weighing and analysing. Begin with sorting the waste in categories (metal, plastic, etc.) and then go more and more into detail (cans, crown caps, etc.).
8. In case you find dead animals, especially birds, photograph them but do not dispose of them. Inform your local or national nature protection foundation about finds of tagged birds.

9. At the North Sea and the Baltic Sea it is possible to find remains of ammunition like phosphorus, which looks confusingly similar to amber. Phosphorus ignites when it comes into contact with heat, which is why you should never put it into your pocket. It is crucial to point this out to parents with children!

**Required material:**

- enough robust garbage bags
- enough work gloves
- grippers
- info banners and flags of the BCU campaign
- scale
- clipboard, papers and pens to catalogue the waste
- first aid kit and sunscreen
- hand sanitizers
- photo cameras
- several buckets and a spade
- pocketknives and robust scissors