



# TOBACCO PRODUCT WASTE DATA COLLECTION GUIDE



## PREPARATION

- 1 If you haven't already, please download [iKickButts](https://www.ikickbutts.org) from the Apple App Store® or Google Play Store® and review the [User Manual](#) on [ikickbutts.org](https://www.ikickbutts.org).
- 2 To prepare to collect tobacco product waste, please review the tips and gather the supplies listed in the [Safety Guidelines](#) handout.
- 3 Review EPA safety guidelines for the storage and disposal of e-cigarettes and vapes [here](#). Then visit [WasteFreeSD.org](https://www.wastefreesd.org), select "electronic cigarette" as the waste item, and type in your ZIP code to search for drop-off locations near you.
- 4 Navigate to the Forum tab in the iKickButts app or click [here](#) to review the Tobacco Product Waste Identification Guide. The guide will help you learn the different categories of tobacco product waste and see examples of what they look like in the environment.
- 5 Use Google Maps to create a map for the area where tobacco product waste will be monitored. The boundaries of your data collection area should be clearly marked on the map and should be described in relation to permanent structures (e.g., a stop sign, a painted curb, etc.).

## DATA COLLECTION

- 6 Put on your safety vest and nitrile gloves, line your bucket with a trash bag, and grab your trash picker or large tweezers. Make sure you are signed in to the iKickButts app.
- 7 Carefully observe the unpaved areas within your set boundaries, making sure not to miss any sections. Two methods for carefully walking your area that you can use are the "lawnmower" method, where you snake back and forth to cover the entire area, or the "snowplow" method, where you and another person walk in a straight line together side-by-side to cover more ground.

Image Source: San Francisco Estuary Institute
- 8 Make sure to gently rake any debris (leaves, sticks) to look for hidden tobacco product waste. Tobacco product waste, especially cigarette butts, can begin to look like sticks as they age, so be sure to carefully examine anything you think could be tobacco product waste.
- 8 Once you see a tobacco product waste item, open the iKickButts app on your phone and click the eye-shaped icon to record an observation by taking a photo and entering the appropriate information. To watch a video tutorial on how to record an observation in iKickButts, click [here](#). Make sure that all observations you submit are assigned to your project; otherwise, they will not appear in your report. Once you've submitted your observation, you can place the item in your bucket with your trash picker.
- 9 After you have finished inspecting and picking up all of the tobacco product waste within your assigned boundaries, it is time to dispose of the waste and clean your equipment. To clean your trash picker, bucket, and tweezers, put on clean gloves and spray or wipe the items down with 70% isopropyl alcohol and dry with paper towels. Please dispose of all trash in a trash bin, and all e-cigarette and vape waste at the safe drop-off location you identified in Step 3.
- 10 It is very important that after each of your two visits to the site to download a PDF report of your data from the iKickButts app. Make sure that you use the filters in the app to only include data from your project for that week. For a video tutorial on how to download a report, click [here](#).

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