Procedure Part 8, Streets and Roads Chapter 1, Programs Section 4, Adopt a Road/Street Litter Control Program	**Last Update:** April 11, 2012

References (Statutes/Resos/Policies): Adopt a Road/Street Litter Control Program Policy

Purpose: To establish procedures for the Adopt a Road/Street Litter Control Program

Procedure: Adopt a Road/Street Litter Control Program

A. The Program

1. Adoption of road/street segments will be granted on a "first come first served" basis.

2. Segment size and location will be established by the Road and Bridge Division.

    a. To the extent practical, beginning and ending points will be identified by intersecting roads/streets or readily identifiable landmarks.

    b. Segments will normally be between 1 and 2 miles in length.

3. The term of each approved adoption program shall be two (2) years provided that the organization shall have an option to renew at the end of each two-year period if it has provided litter control substantially in accordance with the policy and this procedure.

4. Collection of litter and refuse from time-to-time on an as-needed basis, as determined by the adopting organization, but not less frequently than twice during each calendar year.

5. Appropriate signage will be provided by the County.

    a. The ends of each adopted segment will be identified by a sign stating "Adopt-A-Road/Street Litter Control next ___ miles" followed by the organization name. Such sign shall be erected and maintained by the County for so long as the program remains in effect and the adopting organization identified on such sign satisfactorily performs litter control activities in compliance with all applicable policies and procedures as may be adopted by the County from time to time.

    b. Folding warning signs reading "Litter Pickup Ahead" will be attached to segment identification sign.

B. Each adopting organization shall commit to the following:

1. Notification to the Road and Bridge Division at least two weeks in advance of each litter control day.

2. Utilization of only qualified members of the adopting organization, on a participant basis, to perform litter control activities.

3. Direction of all participants engaged in litter control activities to comply with the safety rules and guidelines provided by the County and monitor the conduct of participants as necessary to promote compliance with such rules and guidelines, including appropriate use of safety vests and warning signs, etc.

4. Notification to the County promptly upon finding or identifying discarded items which may pose health or environmental hazards or which may otherwise require special handling. Such items should be left in place and not disturbed.

5. The organization shall obtain a signed waiver and release in a form approved by the County Attorneys Office from each participant. Such waiver and release shall save and hold the County, its agents and employees harmless from and against liability for any loss or injury incurred by any participant while engaged in litter pickup or related activities. The organization shall deliver the signed form(s) to the Road and Bridge Division prior to the activity and, as necessary, prior to any subsequent pickup activity. Only those individuals who have signed the release and disclaimer form(s) may participate in the pickup activities. For individuals under the age of 18, a parent or legal guardian must sign the waiver and release form on behalf of such individual.

6. It is the responsibility of the adopting organization to open the warning signs at the beginning of each pickup operation and close the warning signs at the end of each pickup operation. These signs are not to be left open between subsequent pickup periods. The adopting organization shall contact the Road and Bridge Division if the warning sign is missing or needs repair.

7. The County will provide each adopting organization with trash bags, safety vests, and written safety instructional material. The County will arrange for collection of filled trash bags as soon as possible after notification that clean-up has been completed. The County shall assume responsibility for transport to a suitable disposal site at County expense.

ADOPT-A-ROAD/STREET REQUEST FORM			
Organization Name:			
Address:			
Phone No.:			
Name and Phone Numbers of Two Individuals Who may be Contacted by the County		*1)*	
		2)	
Name To Appear On Road Sign:			
Requested Litter Control Segment Or Segments			
1st Choice		*2nd Choice*	
Begin:		Begin:	
End:		End:	
Approx. Length:		Approx. Length:	
Submitted By (Printed Name & Title)			
Signature :		Date:	
Comments or Additional Information (Use Supplemental Pages If Necessary)			
Staff use only			
Reviewed By:			
Date:			

D. Authorization Form

JEFFERSON COUNTY
ADOPT-A- ROAD/STREET LITTER CONTROL AUTHORIZATION
AND ROAD/STREET SEGMENT IDENTIFICATION

Adopt-A-Road/Street Request From _____

The above referenced organization, hereafter referred to as the "organization", has requested authorization to adopt County Road _____ from _____ to _____ for the purpose of performing litter control and trash pickup on an as needed basis.
The organization is aware of the risks involved in the work which is to be performed.
All volunteers engaged in litter collection shall participate in a safety meeting conducted by the organization immediately prior to the commencement of trash pickup. Topics covered shall include: Use of safety vests, proper supervision of younger volunteers, staying clear of the roadway and paved shoulders, and other topics identified in the program brochure, copies of which shall be provided to each organization. Work shall be confined within the area identified by the segment identification signs, which are to be maintained in place while litter collection activities are being performed.

The organization agrees to a two-year commitment, during which time the organization shall perform litter removal at least twice during each calendar year.

The organization shall provide fourteen days advance notice to _____ office at _____ prior to the date on which litter and refuse collection activities are to be performed.

The Jefferson County Transportation and Engineering Division will provide safety vests and orange trash bags for the work. All volunteers shall wear the vests provided while engaged in pick-up activities.

Signs bearing the organization's name shall be placed at approximately the following locations _____ and _____ on County Road _____.

The organization's contact person is _____ and his/her phone number is _____. The organization shall advise the County promptly of any change in the name or phone number of such contact person.

The organization shall be required to confine parking of participants vehicles to _____.

APPROVED:
JEFFERSON COUNTY
TRANSPORTATION AND ENGNEERING DIVISION

By _____

Date _____