



Adopt A Street Program

Prepared by
Public Works Department

ADOPT-A-STREET LITTER CONTROL PROGRAM

I. INTRODUCTION

A. Purpose

To provide guidance for administration of the Adopt-A-Street Litter Control Program on City Street Rights-of-Way.

B. Definitions

Adopt-A-Street Litter Control Program: A City-wide litter control program whereby volunteer organizations may contribute to a cleaner environment and a more attractive city by adopting sections of a City street and removing litter along those sections.

Adopt-A Street Sign: A sign on City Street Right-of-Way referring to the City's Adopt-A Street Litter Control Program and identifying the volunteer organization responsible for litter removal.

Adopt-A-Street Agreement: A contract agreement between the City of Lakewood and a volunteer organization participating in the Adopt-A Street Litter Control Program that delineates the responsibilities of both parties.

Volunteer Organization: Any organization empowered by law to enter into contractual agreements which volunteers to participate in the Adopt-A-Street Litter Control Program.

III. POLICY

The City of Lakewood Public Works Department shall work in partnership with citizen volunteers to reduce streetside litter and to build civic pride in a litter-free city street system in Lakewood.

III. RESPONSIBILITIES

A. Program Administrator

1. Establish and maintain standard procedures to provide uniform implementation of the City Adopt-A-Street Litter Control Program.
2. Provide, maintain, and update a standard application form, registration form and contractual agreement form for implementation of the Adopt-A-Street Litter Control Program.
3. Maintain a file of all executed Adopt-A-Street Litter Control Program Agreements.
4. Approve all materials, information packets, signs, logos, and any other items or materials used to implement and promote the City-wide Adopt-A-Street Litter Control Program.

5. Contact each participating volunteer organization a minimum of once a year to express appreciation for their participation, remind them of their responsibilities, and inquire if they plan to renew at the end of the current agreement period. Sections of City streets assigned to volunteer organizations should be monitored periodically to ensure that the degree of litter control is in compliance with the Adopt-A-Street Agreement.
6. Coordinate the City of Lakewood Adopt-A-Street Litter Control Program.
7. Assign volunteer organizations a section of the City street from which to remove litter.
8. Have erected and maintained Adopt-A-Street Signs with the name and/or acronym of volunteer organizations at the assigned sites.
9. Furnish trash bags to the volunteer organization.
10. Provide safety information and training aids to the volunteer organizations for use in their in-house training of their participants.
11. Furnish "Volunteer Litter Crew Ahead" advanced warning signs and standards, hard hats, and vests for all participants and any other appropriate materials and equipment deemed necessary.
12. Maintain records of any injuries and accidents which may occur during participation in the program.

B. Volunteer Organization

1. Provide a designated Volunteer Organization Representative.
2. Provide training for all participants using the safest information and training aids provided by the Program Coordinator.
3. Abide by all Terms and conditions of the Agreement.

IV. RULES

Any organization which volunteers may be authorized to participate in the Adopt-A-Street Litter Control Program by removing litter within an assigned section of a City street in accordance with the terms prescribed in an Adopt-A-Street Agreement, subject to the following rules:

- A. A volunteer organization shall NOT be eligible whose name:
 1. Endorses or opposes a particular candidate for public office.
 2. Advocates a position on any specific political issue, initiative, referendum or other piece of legislation.
 3. Includes a reference to a political party.

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- B. Volunteer organizations that have not complied to a previous Adopt-A-Street Agreement shall not be eligible for a period of three years following the termination date of the previous Agreement.
- C. Volunteer organizations shall be assigned street sections on a “Safety” and “First Come First Served” basis. Generally, the sections should be a minimum of one-half mile in length.
- D. Volunteer organizations shall be assigned a street section for a minimum of two years. Agreements can be terminated by either party upon thirty days written notice. Agreements executed with less than two years to the next even numbered year will extend for more than two years. Volunteer organizations assigned sections shall have first right of renewal for that section.
- E. Each volunteer organization participating in the Adopt-A-Street Litter Control Program shall have a designated representative.
- F. All participants shall be at least 15 years of age. All participants (or guardians for participants under the age of 18 years) shall sign the Adopt-A-Street Registration Form and complete a Waiver of Liability form. Written parental consent shall be submitted to the City of Lakewood for all minors (under 18 years of age) prior to participating in the Adopt-A-Street Litter Control Program.
- G. During litter removal, there shall be at least one adult supervisor present from the organization for every eight minors.

APPENDICES:

Adopt-A-Street Application
Adopt-A-Street Agreement
Adopt-A-Street Registration Form
Adopt-A-Street Traffic Control Plan
Adopt-A-Street Participant Roster/Medical Aid Coverage Record
Adopt-A-Street Waiver Form



Adopt-A-Street Application Form

6000 Main Street SW ♦ Lakewood, WA 98499-5027

Phone (253) 983-7795 ♦ Fax (253) 512-2268

Name of Volunteer Organization

Mailing Address

City, State, Zip

List the section(s) of City Street you are interested in cleaning (in order of preference)

Street Name

Vicinity

Street Name

Vicinity

Street Name

Vicinity

Please note that sections of City Street are assigned on a "First Come First Served" Basis. If the sections your group have identified are unavailable, the City of Lakewood Public Works Department will suggest alternatives.

Signature of Volunteer Organization Representative

Name of Volunteer Organization Representative (please print or type)

Day Telephone Number

Evening Telephone Number

Mailing Address

City, State, Zip

Return this application to:

City of Lakewood
Adopt-A-Street Program
6000 Main Street SW
Lakewood, Washington 98499-5027

Adopt-A-Street Litter Control Program

AGREEMENT

This Agreement is made and entered into this day and between the City of Lakewood, a municipal subdivision of the State of Washington and herein known as the "City" and

_____, a volunteer organization herein known as the "Grantee."

WHEREAS, the City has the authority to establish a City-wide Adopt-A-Street Litter Control Program pursuant to RCW 47.40; and

WHEREAS, the Grantee wishes to contribute toward the effort to reduce roadside litter by volunteering to assist in picking up litter on the section of road specified herein;

NOW THEREFORE, the City does hereby authorize the Grantee to participate in the Adopt-A-Street Litter Control Program by picking up litter within the assigned section of the City street designated below, in accordance with the following terms and conditions:

The Grantee does hereby agree:

1. To conduct cleanup activities in a safe manner and under any conditions as may be required by the City for the safety of the participants. Participant safety is the number one priority of the program, and the grantee agrees to take full responsibility for the safety of each and every participant.
2. To assign a leader to each cleanup crew, and that crew leader shall have a copy of this agreement with him/her at all times during the cleanup activity.
3. To pick up litter no less than four times per year. Additional cleanups should be performed as necessary to maintain a neat appearance. Recommended interval for cleanup is once every three months. One cleanup shall take place in the month of _____.
4. To require all participants to wear a hard hat and safety vest provided by the City during cleanup activities.
5. To allow no more than ten (10) people to participate in the cleanup activity at one time over a one-half mile section.
6. To have no more than two (2) vehicles per one-half mile section of assigned street parked on the City road shoulder within the assigned area during a cleanup activity. (*Note: A minimum number of vehicles shall be used to transport the participants to the assigned area.) All parking of vehicles shall be in compliance with State law.
7. To require that all participants shall be 15 years of age or older. The Grantee shall furnish supervision by one or more adults for every eight (8) minors (between the ages of 15 to 18 years) participating in the cleanup activity.
8. To conduct an annual safety training session for volunteers utilizing materials and training aids provided by the City prior to participating in a street cleanup.

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9. To obtain supplies and materials from the City during regular business hours at the address shown on page four of this Agreement. Safety supplies should be returned to the City during regular business hours within three working days after the litter cleanup.
10. To place filled trash bags at the City road shoulder for pickup and disposal by the City and notify the City at time of cleanup to coordinate the pickup times and locations.
11. To notify the City IMMEDIATELY in the event of any emergency on City Rights-of-Way. Participants who find anything that is hazardous or suspected to be hazardous shall not touch, but take all proper precautions and leave it for disposal by the proper authorities. In addition, participants shall not pick up syringes, hypodermic needles, suspected drug paraphernalia, or exceptionally large, heavy or unyielding objects. These kinds of materials should be flagged, and the City notified immediately to arrange proper disposal.
12. Cleanups shall not be scheduled during a legal holiday, during the afternoon on the day before a legal holiday, or during holiday weekends.
13. To provide the City a roster (Medical Aid Coverage Record) of individual participants in the cleanup within seven (7) calendar days following the cleanup activity.
14. To report any and all injuries incurred by participants during cleanup activities, to the City within two (2) working days of the injury. Notification must include:
 - *Name of injured person*
 - *Nature of injury*
 - *Date and Time of injury*
 - *How injury occurred*
15. Furnish to the City and "Adopt-A-Street Registration Form for each participant taking part in any cleanup activities.
16. It is recommended that the Grantee have a first aid kit available at the cleanup site, and at least one person with a valid First Aid Card be present during cleanup activities.

The City does hereby agree to:

1. Designate a program administrator to act as contact person for this Agreement.
2. Furnish and install a maximum of two (2) Adopt-A-Street signs with the Grantees name or acronym displayed within the assigned area.
3. Furnish the Grantee with trash bags, and remove the filled trash bags from the City road shoulder upon notification by the Grantee.
4. Assist the Grantee in cleaning up litter when necessary (i.e. large, heavy or hazardous items.)
5. Provide safety materials and training's aids to the Grantee's representative for use by the Grantee in training participants.
6. To furnish hard hats, vests for all participants, and other equipment deemed necessary.

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- 7. Provide the Grantee with appropriate traffic control equipment, consisting of an advance warning sign and a flashing warning light. The advance warning sign is diamond shaped, with black letters on an orange background reading VOLUNTEER LITTER CREW AHEAD. The sign should be placed in the shoulder, approximately three feet from the lane edge, and no farther than one mile from the nearest worker. The flashing warning light should be placed on the buffer vehicle in the shoulder.

General Conditions:

- 1. Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the Grantee. Profits from the sale of recyclable items belong to the Grantee.
- 2. Occasionally, wildlife may be present in the vicinity of cleanup activities. Grantee shall not approach or otherwise interfere with any wildlife. If wildlife activity conflicts with cleanup activities, Grantee shall notify the City immediately for resolution.
- 3. The City may suspend this Agreement temporarily because of future construction that may take place within the limits of the assigned area. Once these activities have been completed, the Grantee shall be notified and the Agreement restored.
- 4. The term of this Agreement shall commence on the date of the execution indicated below, and shall end on the date of the listed termination, unless terminated by the Grantee or the City with thirty (30) days written notice. If this Agreement is complied with, Grantee shall have first right of renewal. Upon termination of this Agreement, the Adopt-A-Street sign shall be removed and remain the property of the Department.

Assigned Road Section

Street Name

From:

To:

Side of Roadway

North

South

East

West

Name of Volunteer Organization

Address

City, State, Zip

Signature of Lakewood Representative

Signature of Volunteer Organization Representative

Name of Lakewood Representative

Name of volunteer Organization Representative

Approved as to Form Only:

Home Address

City Attorney

City, State, Zip

Day Telephone

Evening Telephone

Adopt-A-Street

City of Lakewood, Washington



Registration form

6000 Main Street SW, ♦ Lakewood, WA 98499-5027
Phone (253) 983-7795 ♦ Fax (253) 512-2268

Organization Name			
Name of Participant	Date of Birth	Social Security Number	
Address	City	Zip	Telephone Number
Person to notify in case of emergency			Relationship
Address	City	Zip	

Warning - Please read carefully

Participants in the City of Lakewood Adopt-A-Street Litter Control Program are advised that working adjacent to City Streets is a VERY DANGEROUS ACTIVITY, with risks of serious injury and even death. Each participant is further advised that the risk of harm is present even if all safety precautions are followed.

Each participant shall exercise due care in performing litter pickup activities. Participants must receive safety training provided by the Grantee Organization, utilizing materials and training aids furnished by the City, prior to participating in any cleanup activities. Participants shall wear a hard hat and vest furnished by the City and appropriate protective clothing during cleanup activities.

PARTICIPANTS ARE AGAIN ADVISED THE SAFETY PRECAUTIONS DESCRIBED ABOVE DO NOT GUARANTEE THEIR SAFETY WHILE A PARTICIPANT IN THIS PROGRAM.

By signature below, I acknowledge that I have read this form completely, and I understand the responsibilities, the hazards and the privileges of participation in the City of Lakewood Adopt-A-Street Litter Control Program. My participation in this program is voluntary, and I agree to accept the risks connected with this activity, and further agree on behalf of myself, my heirs and assigns to hold harmless Lakewood and its employees from liability for damages, including injury or death resulting from participation in this program.

Signature of Participant *Date*

Signature of Parent or Guardian if Participant is under the age of 18 years. *Date*



Adopt-A-Street Volunteer Release Waiver

6000 Main Street SW, ♦ Lakewood, WA 98499-5027
Phone (253) 983-7795 ♦ Fax (253) 512-2268

The City of Lakewood Adopt-A-Street Program is for volunteers who donate their time to help keep the city clean. Participants are advised that working adjacent to a city street can be hazardous. Participants shall exercise proper care in performing litter collection activities. Participants must wear the safety hat, vest and gloves furnished by the City, and must wear appropriate protective clothing such as long pants and a long sleeve shirt, and thick-soled boots or shoes.

Participants may be entitled to receive full coverage for medical treatment required for injury incurred during participation in the Adopt-A-Street program under the medical aid provisions of the Worker's Compensation Act, which is administered by the Department of Labor and Industries, but not for loss of time because of injury or illness, or for lasting disability or death.

As a volunteer of the City of Lakewood, I agree to follow all of the rules outlined in the Adopt-A-Street program policy and Agreement. I acknowledge that city personnel will provide direction and limited supervision regarding my duties as a volunteer. I will use all provided equipment appropriately and follow all safety practices.

I am aware that the work contemplated in the Adopt-A-Street program involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the privilege to participate in the Adopt-A-Street program, I hereby, on behalf of myself and my heirs, assume all risks in connection with my participation in this program and I further hold harmless the City of Lakewood, its officials, employees and agents for any injury or damages which may occur to me while I am participating in the program and I waive any right to bring claim or lawsuit against them for such injury, damage or death. Furthermore, I agree to hold harmless, defend and indemnify the City of Lakewood, its officials, employees and agents from any and all claims and lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the Adopt-A-Street program except for injuries or damages caused by the sole negligence of the City. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.

Signature of Participant _____ Date _____

I certify that I am the parent or legal guardian of the participant above-named; that I have read and understood the foregoing release and waiver, and that I in consideration of allowing the participant to participate in the City's Adopt-A-Street program I join in the release and waiver without reservations and agree to release and waive any claim or legal cause of action that I might have arising out of any personal injury, damage or death of the participant as against the City of Lakewood, its officials, employees and agents. I further grant my full consent and authorization for the above-named participant to engage in the activity described above. Furthermore, I authorize all reasonable medical treatment that may be necessitated in the event of injury or accident occurring to the participant named above while working in the Adopt-A-Street program.

Signature of Guardian _____ Date _____
(if participant is under 18 years of age.)

**Adopt-A-Street Litter Control Program
Statistical Record
MEDICAL AID COVERAGE
AND
*PARTICIPANT ROSTER***

Name of Organization _____

Name of Group Leader _____

Date	Name	Social Security Number	Hours Worked		
			From	To	Total

Number of Bags Collected _____

Other Items (tires, appliances, etc.) _____

Hazardous Materials? Syringes? Etc.? _____

Please return completed list within seven (7) calendar days after each litter pickup to:

City of Lakewood
Public Works Department
Adopt-A-Street Program
6000 Main Street SW
Lakewood, Washington 98499-5027