



## PROGRAM COMMITMENT AND PURPOSE

The Adopt-A-Street program recognizes the commitment of volunteers to keep our Town's roadways free from litter and debris. Individuals, community groups, business owners, schools, churches, and service clubs are invited to participate.

### What type of commitment must I make?

- Adopt an approved Town street.
- Participate for at least three full years. Groups may renew, modify or end their contract at the end of the time period.
- Conduct cleanups (litter and debris removal) of the adopted street segment at least four times per calendar year, preferably from spring to early fall.
- Keep the Town informed of your cleanups.

### What supplies and support will the Town provide if I adopt a street?

- Trash bags, gloves, and reflective vests.
- Pickup and disposal of filled trash bags.
- In recognition of the litter and debris removal efforts, the Town will fabricate and install Adopt-A-Street signs crediting participants for their commitment to the program and community after one year of participation has been completed and will remain up so long as the participants/organizations continue their participation in the program.
- All participants in the program will be added to the Adopt-A-Street Program Participants List on the Town website.

### Where do I pick up my supplies for scheduled cleanups?

- After a specific date has been chosen for cleanup, call the Department of Public Works at 434-369-6045 to secure available date and schedule pickup of trash bags, gloves, and reflective vests.)
- All supplies can be picked up from the Public Works office at 1311 3rd Street in Altavista.

### What should I do once I complete a clean-up?

- When a cleanup has been completed, call Public Works at 434-369-6045 to arrange for pickup.
- Return all Town supplies to Public Works
- Complete the online Post-Cleanup Report to document amount of trash collected. This data will help Altavista study the success of the program.
- Get ready to plan your next successful clean-up!

## HOW TO ADOPT A STREET

Fill out and submit **Adopt-A-Street Permit Request**. Once we approve your request, you will be notified with further instructions on how to begin the program.



## TOWN OF ALTAVISTA ADOPT-A-STREET PROGRAM **CLEANUP GUIDELINES**



**Thank you for your participation in the Adopt-a-Street program.**

For general questions on the program, to schedule a cleanup or to request safety vests, gloves, and trash bags, call Public Works at 434-369-6045 and ask for Adopt-A-Street.

It is recommended that you call at least 7 days ahead of your scheduled cleanup to ensure the availability of vests, gloves, and trash bags.

To ensure that all trash bags are removed in a timely manner after the cleanup event, please review the following guidelines:

- After cleanup, call **Public Works at 434-369-6045** for pickup of your filled trash bags.
  - ~ If you have Adopt-a-Street signage, we ask that you place the trash bags at your signage location and be sure to give the exact location when you call Public Works.
  - ~ If you are a new group (with no current Adopt-a-Street signage) please be sure to give the exact street location and number of bags for pickup. All bags should be placed on the side of the road at least three feet off the pavement. **Please note:** Adopt-a-Street signs will be ordered after one year of participation in the program has been completed, as well as submission, review, and approval of proper paperwork (i.e. Street Permit and Signage Request).
- Groups are allowed to dispose of bags themselves if they have access to an approved waste drop off site.

Please remember to return all safety vests and any unused/clean gloves and trash bags to Public Works. There will be a \$5.00 charge for each unreturned vest.

Please remember to complete activity report form after every cleanup. Accurately reporting the information will allow the Town of Altavista to better serve the community.

All **Waiver and Release Forms** must be completed by volunteers before starting any clean-up activities.

***Adopt-a-Street appreciates your efforts in helping to keep Altavista clean and litter-free.***



# SAFETY RULES

Only volunteers who have read these safety rules may be involved in the litter and debris pickup. Possession or consumption of alcoholic beverages or controlled substances during cleanup is prohibited. Inappropriate behavior during the pickup may be cause for termination of the permit.

- **Cleanup activity should only occur during daylight hours**, at least 4 times per calendar year, preferably from spring to early fall.
- One adult supervisor should be provided for each 5 workers under age 18. Keep children under the age of 18 in sight at all times. No participant shall be under the age of 10.
- For the protection of all workers, **safety vests and gloves are required**.
- Wear proper clothing for the season as well as light or bright-colored clothing for visibility. Long pants and thick-soled, closed toe shoes are recommended due to possible hazards (e.g., glass, metal, etc.).
- No cleanups should take place during bad weather. Stop work in inclement weather.
- Be alert for holes and/or obstacles and watch footing when working on slopes.
- Avoid mowing and construction areas.
- Avoid contact with noxious weeds and avoid areas where pesticides or herbicides have been applied (ponded water or browning vegetation).
- Volunteers must stay out of the lanes of traffic, work on the same side of the street, and cross to the other side at intersections with caution. It is recommended to face oncoming traffic during cleanup.
- Have a **first-aid kit, cellular phone, and transportation readily available**.
- An adequate supply of drinking water and insect repellent are recommended. Be cautious of overexertion.
- Do not touch or pick up items that you may feel are hazardous or contaminated. Report the existence of these items to Public Works at 434-369-6045.
- If items indicating illegal activity, such as syringes, are found continually in one place, please call the **Altavista Police Department non-emergency line at 434-369-7425**.
- All safety vests, unused trash bags, gloves, and litter sticks should be returned to Public Works.
- Aluminum cans or other discarded material may be kept by the volunteers. Valuables such as briefcases, suitcases and wallets must be submitted to the Adopt-a-Street coordinator to be returned to the owner or to the proper authorities.



TOWN OF ALTAVISTA ADOPT-A-STREET PROGRAM

# PERMIT REQUEST



Request type (check one) ☐ New ☐ Renewal of Permit # \_\_\_\_\_

Date: \_\_\_\_\_

**STREET** (Please review list of available streets before making your selection)

Street Name (1st Choice)	Street Name (2nd Choice)
From: _____ To: _____	From: _____ To: _____
Distance in miles or number of blocks:	Distance in miles or number of blocks:

**LITTER AND DEBRIS PICKUP SCHEDULE** (Enter projected date range for each expected cleanup.)

Date Range	
1st Pickup	3rd Pickup
2nd Pickup	4th Pickup

**The above date ranges are optional. If pickup dates are unknown at the time of application submittal, then contact Public Works at least 7 days prior to preferred clean-up date.**

The Public Works Department must be notified (**434-369-6045**) at least 5 days in advance to advise of any deviation from the planned work dates and to arrange for pickup of safety materials.

## GROUP INFORMATION

\_\_\_\_\_  
Group Name Expected Number of Volunteers

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person 1 Telephone Email

\_\_\_\_\_  
Contact Person 2 Telephone Email



TOWN OF ALTAVISTA ADOPT-A-STREET PROGRAM

# SIGNAGE REQUEST



**GROUP SIGNAGE**

Name or acronym as it will appear on Adopt-A-Street sign after satisfactory completion of litter and debris pickup after 1 year. **Continued cleanup is required for Adopt-A-Street signage.**

Line 1																	15 characters maximum per line
Line 2																	

OFFICE USE ONLY	
Permit Number: _____	Sign Installed Date: _____
Sign Approval Date: _____	Expiration Date: _____



**The undersigned hereby certifies that he/she has read this legally binding Waiver and Release, fully understands it and agrees to be bound by its terms. Each participant must sign below prior to starting any clean-up activities. The form must be returned to Town Hall before Public Works will allow adoption.**

Group Name

Date

I, the undersigned, either for myself or as parent or legal guardian of the minor child indicated below, do hereby release and agree to hold harmless the Town of Altavista, Virginia, and its officials, officers, various departments, employees and agents from any and all liability of whatever nature for any injuries or damages which I may receive while participating in the Town's Adopt-a-Street Program. This release of liability and agreement to hold harmless given by me to the Town of Altavista, Virginia, et al. shall apply to any right of action that might accrue to myself, my family, my heirs and my personal representatives, or the family, heirs and personal representatives of the minor child listed below. I specifically agree to assume all risks which may arise from participation in the Adopt-a-Street Program and I am fully aware of the hazardous nature of the work and the risk of personal injury which may be involved.

NAME OF PARTICIPANT	SIGNATURE OF PARTICIPANT OR LEGAL GUARDIAN	AGE (for minors only)



TOWN OF ALTAVISTA ADOPT-A-STREET PROGRAM

# WAIVER AND RELEASE FORM



NAME OF PARTICIPANT	SIGNATURE OF PARTICIPANT OR LEGAL GUARDIAN	AGE (for minors only)

# Bag It, Move It or Leave It?

## *Adopt-A-Street instructions for handling roadside litter*



*If you've ever wondered what to do with something you've found on the roadside, consult the list below to find out whether it is an item you should bag, an item you should move and stack alongside your stacked bags or an item you should leave where you found it. Make a note of any item you are leaving and mark it with a trash bag if you think Public Works would have trouble finding it.*

### Bag It



These items may be placed in a bag:

- Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass, or metal provided that the item does not have sharp edges.
- Small, empty containers provided they don't have sharp edges.

### Move It

These items should be placed alongside your stacked bags at the edge of the shoulder:



- 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 it 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 Altavista Public Works office that day, or on the next working day, during normal business hours.**

- Items you are not permitted to bag or move that will **not be easily visible** to the crew collecting your filled bags. If possible place a filled bag near to the item to mark its location.
- Securely close items containing hazardous substances.\*

**Report these items to the Altavista Public Works office that same day. If you are unable to speak directly with a town employee, call 911 to report the item:**

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

**Call 911 if you find the following kinds of items. If you do not have access to a cell phone then someone other than your group leader must leave the site to make a call. Then, unless advised to leave the area, the leader must stay at the site until a law enforcement officer or town representative arrives.**

- Items with a **hazardous material label**.\*
- Items that could pose an **immediate danger**.\*
- Items that could be **crime-scene evidence**.\*
- Items emitting a **strong odor**.

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



# Items of Concern

Item	Leave It	Leave It and Call DPW After Pickup	Leave It and Call DPW Immediately	Leave It and Call 911 Immediately
<b>Miscellaneous Items</b>				
Broken glass	✓			
Any item you cannot identify and suspect of being hazardous			✓	
<b>Hazardous Substances</b>				
Spills of liquid and powdery substances			✓	
Fuels		✓ (If securely contained)	✓ (If opened and leaking)	
Motor oils, transmission fluid, petroleum products		✓ (If securely contained)	✓ (If opened and leaking)	
Antifreeze		✓ (If securely contained)	✓ (If opened and leaking)	
Batteries		✓ (If securely contained)	✓ (If opened and leaking)	
Flares		✓		
Paint		✓ (If securely contained)	✓ (If opened and leaking)	
Aerosol can (not empty)		✓		
Human urine, feces, blood waste (gauze, etc.)		✓ (If securely contained)	✓ (If opened and leaking)	
Syringes, labeled medicines (aspirin, prescription drugs, etc.)		✓		
Animal carcasses		✓		
<b>Extremely Hazardous Items / Possible Crime Scene Evidence</b>				
Bloody items that may be crime scene evidence				✓
Explosives, possible bombs (capped pipes, wrapped packages, etc.)				✓
Weapons (guns, knives, etc.) unspent ammunition				✓
Items with hazardous material labels				✓
Unlabeled medicines or medicine bottles, marijuana, drug paraphernalia				✓
Animals that may have been poached				✓
Propane gas tanks				✓
Full cat litter bags				✓
Containers of acid			✓	
Items put together with duct tape			✓	
Containers with tubing attached				✓
Closed tool boxes or coolers				✓