



ADOPT-A-ROAD PROGRAM

Litter Pick-up Packet

Volunteer Organization Commitments:

- At least a two-year period to the litter pick-up of a specific assigned Miami-Dade County roadway for a minimum of a one-mile segment, both sides of road;
- A minimum of four litter pick-ups per year (eight pick-ups throughout the term of the contract);
- Completing and submitting the “Litter Pick-up Packet” to greenup@miamidade.gov after every litter pick-up. Specifically, the number of volunteers, volunteer hours, trash bags collected, and photos of the pick-up must be submitted immediately after the event in order to be counted;
- Identifying Safety Supervisors to oversee each litter pick-up and ensuring that supervisors attend Safety Training (provided by the Miami-Dade County);
- Safety Supervisors must provide and review all safety procedures with volunteers before every litter pick-up, as provided in the “Litter Pick-up packet”;
- All volunteers must sign the Volunteer Sign-in sheet;
- Removing filled litter bags promptly after each organized clean;
- Organizations must report any changes to the scheduled litter pick-up dates to greenup@miamidade.gov. Failure to report changes to this form could result in cancelation of the Litter Removal Agreement.



ADOPT-A-ROAD PROGRAM

Safety Procedures

The organization must designate a Safety Supervisor to oversee each litter pick-up. All Safety Supervisors must attend a Safety Training prior to leading volunteers in litter pick-ups. Safety Supervisors must provide and review the following Safety Procedures with all volunteers before every litter pick-up and have all volunteers sign-in. Failure to comply with these Safety Procedures could result in cancelation of the Litter Removal Agreement.

Have a safety briefing prior to each litter pick-up.

1. All participants must wear high visibility safety vests at all times during the litter removal activity.
2. Remove litter when the weather is good, during the daylight hours only.
3. Do not bring persons to participate or observe the activity if they are under the age of 16.
4. No horseplay of any type will be tolerated.
5. Avoid overexertion.
6. No intoxicating liquid, beverage or illegal drugs will be allowed.
7. Persons participating should wear gloves, a good quality shoe (i.e. no open toe shoes, sandals or flip flops) and light or bright colored protective clothing. No clothing will be allowed that hinders sight of the participant or may distract passing motorists.
8. Do not wear headphones.
9. An adequate supply of drinking water should be readily available.
10. A good pair of sunglasses, hat and sun block should be considered.
11. Do not pick up litter at construction or maintenance sites, on bridges, or overpasses.
12. Carpool to the adopted roadway section to keep the number of cars on the roadside to a minimum. Park off the roadway as far away from the pavement as possible. Keep vehicles on the same side of the road as participants. Return to and use your vehicles to transfer to the other side of the roadway.
13. Participants should work facing oncoming traffic whenever possible and work one side of the roadway at a time. Do not enter the roadway or medians at any time.
14. Display one crew working safety sign next to work area.
15. Bring along a cellular phone if one is available, but only use it in an emergency.
16. Avoid suspected toxic/hazardous substances, poison ivy, poison oak, noxious weeds; areas where herbicides were applied recently; places where snake, fire ants or other insects may be located. Do not pick up unknown or hazardous materials; note their location contact Special Projects Administrator, Jennifer Llorente at 305-755-7849 or greenup@miamidade.gov to arrange pick-up.
17. Litter bags must be disposed of appropriately after every Litter Pick-up.

IN CASE OF EMERGENCY:

1. Every crew should possess an adequate first aid kit. Treat all injuries no matter how minor appearing.
2. Know the route from work site to the nearest emergency center or hospital in case of serious injury. If it's a serious emergency, call 911 and keep injured person comfortable and shaded.
3. Have transportation immediately available.



ADOPT-A-ROAD PROGRAM

Volunteer Sign-in Sheet

No. of garbage bags collected: _____

Number of hours volunteering: _____

Your signature acknowledges you have received a copy of the Adopt-A-Road Program Safety Procedures.

1. _____

16. _____

2. _____

17. _____

3. _____

18. _____

4. _____

19. _____

5. _____

20. _____

6. _____

21. _____

7. _____

22. _____

8. _____

23. _____

9. _____

24. _____

10. _____

25. _____

11. _____

26. _____

12. _____

27. _____

13. _____

28. _____

14. _____

29. _____

15. _____

30. _____

I acknowledge that I have participated in Miami-Dade County's Adopt-a-Road Safety Training and will supervise all volunteers to ensure that the cleanup is conducted in a safe and responsible manner.

Date: _____ Name of organization: _____

Team Lead Name: _____ Team Lead Signature: _____

Please email photos of your litter pick-up and this form to greenup@miamidade.gov immediately after litter pick-up.