



Public Works Department

Adopt-A-County Road Cleanup and Safety Procedures

Cleanup & Safety Procedures MUST be reviewed with the entire group prior to EVERY cleanup

1. **PARTICIPANTS SHOULD MEET AT A DESIGNATED AREA PRIOR TO YOUR SCHEDULED CLEANUP TO REVIEW CLEANUP AND SAFETY PROCEDURES**
 - Team Leaders (along with Group Leaders) are responsible for ensuring compliance with Cleanup & Safety Procedures.
 - In addition, they are responsible for reporting hazardous materials to the Group Leader.
 - Group Leaders are responsible for reviewing the Group Leader Checklist with ALL participants.
2. **ALWAYS WEAR FURNISHED SAFETY VEST**
 - This vest is to provide motorists with the ability to see the participant(s) and is necessary for the participant(s) safety.
3. **STAY OFF THE ROADWAY WHEREVER POSSIBLE**
 - All participants should be off the pavement and in the shoulder area for maximum safety when working.
 - Divide into two groups to patrol both sides of the road at one time and minimize crossing the roadway.
4. **GROUPS WITH MEMBERS YOUNGER THAN 16 YEARS OLD MUST BE SUPERVISED BY AN ADULTS 18 YEARS OR OLDER**
(1 adult for every 5 participants under the age of 16).
 - All participants MUST be 12 years old and older.
 - Any participants 12-16 must be supervised.
5. **LEAVE YOUR PETS AT HOME**
6. **PARK VEHICLES AWAY FROM AREA TO BE CLEANED**
 - Vehicles parked along the roadside in the cleanup area can cause participants to walk into the roadway, creating a dangerous situation.
 - Carpooling is an effective way to reduce the number of vehicles at the site, as well as conserve energy and minimize pollution.
 - Park as far off the road as possible.

Claire Levy County Commissioner **Marta Loachamin** County Commissioner **Ashley Stolzmann** County Commissioner

Physical Location • 2525 13th Street • Boulder, Colorado 80304 • Tel: 303.441.3900
Mailing Address: P.O. Box 471 • Boulder, CO 80306 • www.BoulderCounty.gov

7. **OBSERVE ALL PEDESTRIAN LAWS AND SAFETY PRACTICES**
 - This includes, but is not limited to, facing oncoming traffic when walking along shoulders, looking both directions before crossing, crossing at corners when possible, etc.
 - Stay away from construction sites, county maintenance activities, bridges, ramps, and intersections.
 - Cleanup activities should be performed off the roadway only. Do not perform cleanup activities in the roadway itself.
 - Appoint a spotter to observe traffic conditions when working near roadway or a narrow shoulder.
 - Remember, this is for your protection.

 8. **KEEP FILLED LITTER BAGS OFF OF PAVEMENT IN SHOULDER AREA**
 - This keeps the traveled way clear for motorists and safer for pedestrians.
 - Put all recyclables (aluminum, steel, glass, etc.) into a separate bag marked with an “R”. Recyclables do not have to be further separated.
 - Large items such as tires, lumber or other items that will not fit into the plastic litter bags should be placed along side of the road. Please do not put these items on the paved surface.

 9. **NOTIFY THE SHERIFF'S DEPARTMENT IMMEDIATELY IN CASE OF EMERGENCY** Dial **911** in case any emergency arises.

 10. **PLEASE BE COURTEOUS TO DRIVERS**
 - Being discourteous to drivers only creates more problems and can endanger others.
 - Never distract motorists with horseplay or abrupt, erratic movements.
 - If a situation arises where a motorist is creating problems for participants notify the sheriff's department immediately as they are trained to deal with criminal and dangerous acts. **Do not take the law into your own hands.**

 11. **DRESS APPROPRIATELY FOR THE WEATHER AND TAKE NECESSARY PRECAUTIONS.** Clothing, liquids, and protection from the elements are all vital for a safe and healthy day. Wearing gloves is recommended.

 12. **LARGE GROUPS SHOULD BE DIVIDED INTO TEAMS OF 12 OR FEWER.**
Each team must be designated a team leader.

 13. **LITTER PICKUP MAY BE PERFORMED ONLY DURING DAYLIGHT HOURS AND IN GOOD WEATHER CONDITIONS.** Avoid peak traffic hours and abandon the cleanup if the weather turns inclement during your scheduled group cleanup and reschedule.

 14. **ALCOHOLIC BEVERAGES AND DRUGS ARE PROHIBITED AT ALL TIMES.**

 15. **PARTICIPANTS SHOULD AVOID POTENTIALLY DANGEROUS or HAZARDOUS MATERIALS AS WELL AS ANY OBJECTS FOUND IN THE RIGHT-OF-WAY THAT APPEARS TO BE OF QUESTIONABLE NATURE.** Such items include dead batteries, animal carcasses, syringes, discarded condoms and any containers with unknown substances. Team Leaders should report these items to the Group Leader. The Public Works Department should be notified of the location and county personnel will remove the substance or items.
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