

# ALLEGHENY COUNTY



**DEPARTMENT OF PUBLIC WORKS**

## ADOPT-A-ROADWAY PROGRAM

A Volunteer's Guide to Litter Cleanup  
on County Road Right of Ways

Revised: July 2020

# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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## GENERAL PROGRAM INFORMATION

Welcome to the **Allegheny County Adopt-a-Roadway Program**. The purpose of this program is to provide organizations, corporations, groups, and individuals an opportunity to help keep County-maintained roadways trash free. We ask adopters to organize cleanup events at least twice a year. In return, Allegheny County will post recognition signs along the adopted roadway, giving you or your group credit for your efforts.

**Note:** Contact [PennDOT's Adopt-A-Highway Program](#) for state-maintained roads and the [local municipality](#) for municipal roads. To see who owns a road near you, visit [Who Owns My Infrastructure](#).

**Adoption Time Length:** 2 years.

**Length and Location:** Roadside area within the County's right of way. Allegheny County will work with prospective adopters to select sites that are safe for volunteers.

**Note:** Site selections will be reviewed on a case-by-case basis. Restricted visibility, high runoff potential, steep slopes, or narrow roadside/roadway shoulders are examples of what may cause a road segment to be unacceptable for adoption.

**Age Requirements:** An individual or an adopting group's primary contact must be 18 years of age or older. Cleanup event participants must be 14 years of age or older to work along County roadways. There must be at least one adult (18 or older) per eight minors (17 and under). Minors must have parental permission.

**Note:** Age limitations will be reviewed on a case-by-case basis for cleanup events on roads in County parks.

**Events Per Year:** A minimum of two organized, scheduled events; one in the spring (March/April) in conjunction with the Great American Cleanup, and one in the fall (September/October).

**Cleanup Event Scheduling:** Requested cleanup event dates must be approved by the county. Adopter will contact the Adopt-a-Roadway Coordinator at least two weeks in advance of the preferred date.

**Supplies:** Allegheny County will provide "Litter Crew Ahead" signs and safety vests. All other required equipment, including personal protective equipment (PPE), trash bags, and work gloves, is the responsibility of the participants.

**Acknowledgement Signs:** Allegheny County will post signs to acknowledge the adoption.

**Bagged Litter Pick-Up:** Allegheny County will pick up bagged litter from the roadside after cleanup events.

### Contact Information:

**Mail:** Adopt-a-Roadway Coordinator  
107 County Office Building  
542 Forbes Avenue  
Pittsburgh, PA 15219

**Email:** [Adopt-a-Roadway@AlleghenyCounty.us](mailto:Adopt-a-Roadway@AlleghenyCounty.us)

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# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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## PROGRAM GUIDELINES

The Allegheny County Adopt-a-Roadway Program allows any organization, corporation, group, or individual over the age of 18 to adopt an Allegheny County roadway. You or your volunteer group sign a two-year agreement to organize at least two scheduled cleanup events per year, and in return, Allegheny County will post signs to recognize the adoption. For-profit businesses, political groups, and elected officials can participate, but no logo or advertising can be displayed on recognition signs or at cleanup events.

## Adoption Requirements

### Designate a Primary Contact

Whether an organization, corporation, group, or individual is requesting an adoption, **one individual, 18 years or older, will serve as the primary contact person.** This person will be responsible for contacting the Adopt-a-Roadway Coordinator, registering the adoption, organizing cleanup events, communicating safety guidelines to participants for the day of the cleanup(s), and reporting cleanup results to Allegheny County. Spring events will also be reported to the Great American Cleanup of Pennsylvania.

### Get Approvals from Allegheny County

After deciding on the road or road segment you would like to adopt, speak to the Adopt-a-Roadway Coordinator or complete an adoption application. **Allegheny County must review the site for safety before granting permission to adopt and install signs recognizing the adoption.**

### Register Your Adoption with Allegheny County

Register your adoption by returning a completed [Adoption Application \(Form AAR-1\)](#) to the Adopt-a-Roadway Coordinator by mail or email. The Adoption Application may be found in this program packet or on our [website](#).

<p><b>IMPORTANT! Adoptions MUST be registered and approved by Allegheny County. Cleanup events with unregistered or unapproved adoptions will not be recognized as Adopt-a-Roadway events and could affect the safety of your volunteers.</b></p>
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### Acknowledgment Signs

Allegheny County provides two acknowledgment signs, one sign in each direction, for an adoption of a County roadway and will manufacture, determine the placement, install, and maintain the signs. Sign specifications are included on the [Adoption Application \(Form AAR-1\)](#) found in this program packet and are also available on our [website](#).

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# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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## Cleanup Event Coordination

### Schedule Your Litter Cleanup Events

When scheduling your cleanup event, always pay close attention to the safety of the volunteers. Weather, traffic patterns, road construction, visibility, and convenience should be taken into consideration. Holidays should be avoided due to increased traffic. It is a good idea to select a second date as a backup in case there is a conflict with your first selection. The Adopt-a-Roadway Coordinator will assist you with date selection to minimize liability concerns. Once a date is agreed upon, schedule your event using the [Cleanup Event Registration \(Form AAR-2\)](#), which is available in this packet as well as on our [website](#).

**IMPORTANT! Adoptions MUST be registered and approved by Allegheny County. Cleanup events with unregistered or unapproved adoptions will not be recognized as Adopt-a-Roadway events and could affect the safety of your volunteers.**

### Determine the Supplies and Services Needed

Once your cleanup event date has been selected, determine the supplies and services you will need for your scheduled event and identify potential partners who can help. Seek potential partners to assist with supplies and services for your event. Potential partners may provide items for your event, such as personal protective equipment (PPE), trash bags, work gloves, and water.

Examples of potential partners to assist with your cleanup event include: local municipal officials, local businesses, hardware or home supply stores, local convenience stores, and grocery stores.

Supplies (bags, and gloves) are available from the Great American Cleanup of Pennsylvania for your spring (March/April) events. In addition to registering all cleanup events with Allegheny County, you are also required to register spring events with the Great American Cleanup of Pennsylvania at [gacofpa.org](http://gacofpa.org).

Allegheny County will supply safety vests and “Litter Crew Ahead” signs. You will be notified where to pick up those items up once your cleanup event is scheduled with the County. Those items will be properly sanitized prior to the pickup.

### Have Volunteer Waiver Forms Signed Before Starting Cleanup Activities

Be certain that all participants sign a [Volunteer Waiver \(Form AAR-3\)](#), which includes a parental consent section for participants between the ages of 14 and 17. The Volunteer Waiver is available in this packet and on our [website](#). Allegheny County requires participants be at least 14 years of age to work along County roadways. We recommend an adult to child ratio of 1 to 8. Completed waivers should be forwarded to the Adopt-a-Roadway Coordinator.

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# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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## Make Safety a Top Priority

Allegheny County places the highest priority on the safety of volunteers and the public. Cleanup events can be hazardous, and common sense should be used at all times. Things to consider and communicate to all litter cleanup event(s) participants include:

- While working along a roadway, face oncoming traffic. Never turn your back on traffic.
- Stay off the road surface. Never leave your group to cross the road or pick up trash on the traveled pavement.
- Wear a fluorescent-colored safety vest.
- Work on one side of the road at a time. Do not allow volunteers to work on both sides at the same time.
- Be careful when handling broken glass and other sharp objects.
- Always have a first aid kit, and make sure that everyone knows its location.
- Do not remove known hazards, such as chemicals, hypodermic needles, propane tanks or weapons. If something looks unsafe, it probably is. Contact the local authorities to report the situation.
- Follow the latest COVID-19 safety guidance from the Centers for Disease Control and Prevention (CDC), Pennsylvania Department of Health, and Allegheny County Department of Health.

## Event Reporting and Trash Removal

Allegheny County Adopt-a-Roadway adoptions require a minimum of two cleanup events a year. After a cleanup event, report your results using the [Cleanup Event Report/Trash Pickup Request \(Form AAR-4\)](#) available in this packet and on our [website](#). This form also serves as notification to Allegheny County to arrange for proper disposal of trash and debris. For spring events, report the trash collected to Great American Cleanup of Pennsylvania at [gacofpa.org](http://gacofpa.org).

## Discontinuing Your Adoption

The adoption period for the Adopt-a-Roadway program is two years. Allegheny County will notify you when your adoption is about to expire, and you will have the opportunity to renew or discontinue the adoption at that time. Furthermore, you may terminate the adoption at any time by notifying the Adopt-a-Roadway Coordinator in writing, and we will arrange to have the adoption signs removed.

## Forms and Safety Guidelines Online

Everything you need to apply for adoption and coordinate your cleanup events may be found in this packet or on our website at [alleghenycounty.us/aar](http://alleghenycounty.us/aar). Or you may contact the Adopt-a-Roadway Coordinator by mail, email or phone:

**Mail:** Adopt-a-Roadway Coordinator  
107 County Office Building  
542 Forbes Avenue  
Pittsburgh, PA 15219

**Email:** [Adopt-a-Roadway@AlleghenyCounty.us](mailto:Adopt-a-Roadway@AlleghenyCounty.us)

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# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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## ADOPTION APPLICATION

FORM AAR-1

Please indicate one:  New Adoption  Renewal  Termination

Please Print:

<b>Adopting Group/Organization/Individual:</b>
<b>Contact Person:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Email:</b>

### Roadway Segment:

First Choice:

<b>Road Name:</b>	
<b>From (Cross Street, Landmark or Address)</b>	<b>To (Cross Street, Landmark or Address)</b>

Second Choice:

<b>Road Name:</b>	
<b>From (Cross Street, Landmark or Address)</b>	<b>To (Cross Street, Landmark or Address)</b>

Third Choice:

<b>Road Name:</b>	
<b>From (Cross Street, Landmark or Address)</b>	<b>To (Cross Street, Landmark or Address)</b>

If this is a Renewal or Termination, please indicate the following:

<b>Adoption No.:</b>
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# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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## ADOPTION APPLICATION *(continued)*

FORM AAR-1

### Acknowledgement Sign Specifications:

1. Allegheny County will provide, install, and maintain two permanent signs recognizing the Adopt-a-Roadway Program and the Adopter's name at the beginning of the adoption site, one sign in each direction.
2. The maximum number of lines is two.
3. The maximum number of characters (including spaces and punctuation marks) is 16 using a normal letter stroke, and 22 using a reduced letter stroke.
4. Lettering will be centered on the sign by the sign fabricator.

### Instructions for Adopters:

1. Enter the text on the grid below as you want it to appear on the sign panel (abbreviations may be used).
2. Enter only the name of your organization, corporation, group, or individual.
3. Logos, slogans, advertisements, dates, telephone numbers, Internet addresses, etc. are not permitted on signs.
4. Use only one character (including punctuation marks) or space per block.
5. Allow only one space between each word.

**PLEASE PRINT ONE CHARACTER PER BLOCK, ONE SPACE BETWEEN WORDS:**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

**Submit this completed form to Allegheny County. Be sure to include the following items:**

- Form AAR-1 Adoption Application (pages 5-6 of the [Volunteer's Guide](#)).
- Signed Agreement (pages 7-10 of the [Volunteer's Guide](#)).
- Attachment A (page 11 of the [Volunteer's Guide](#)).

**Note:** *The Release Form is completed by the adopter and is part of the agreement.  
The Volunteer Waiver on page 17 is completed by each participant in a cleanup event.*

**Mail:** Adopt-a-Roadway Coordinator  
107 County Office Building  
542 Forbes Avenue  
Pittsburgh, PA 15219

**Email:** [Adopt-a-Roadway@AlleghenyCounty.us](mailto:Adopt-a-Roadway@AlleghenyCounty.us)

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# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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## AGREEMENT

### TERMS AND CONDITIONS FOR PARTICIPATION IN THE PROGRAM:

Made and entered effective as of \_\_\_\_\_, \_\_\_\_\_, by and between Allegheny County, a Home Rule Political Subdivision of the Commonwealth of Pennsylvania and \_\_\_\_\_, the "ADOPTER").

1. **Adoption Acceptance and Permission.** Subject to the acceptance of the terms and conditions contained herein, Allegheny County grants permission to the ADOPTER to adopt a County roadway or portion thereof for a minimum period of two years, beginning on the approval date indicated and subject to Allegheny County's termination rights. It will renew automatically unless either party chooses to terminate it.
2. **Initial Safety Orientation.** Allegheny County will conduct an initial safety orientation meeting with authorized representative(s) of the ADOPTER and provide safety materials for use by the ADOPTER.
3. **Scheduling Cleanup Events**
  - a. The ADOPTER will conduct litter cleanup at the location set forth in the application for a minimum of two times per year, subject to at least two weeks' advanced notice to the Adopt-a-Roadway Coordinator. The ADOPTER must arrange to pick up adequate numbers of safety vests, gloves, and plastic trash bags.
  - b. The ADOPTER will schedule one of the two litter cleanups in March/April in conjunction with the Great American Cleanup of Pennsylvania and one litter cleanup in September/October. The ADOPTER will not conduct any litter cleanups on busy holidays or holiday travel weekends or preceding days such as Easter weekend (Friday-Monday), Labor Day, or Labor Day weekend (Friday-Monday). All activities must be conducted between one hour after sunrise and one hour before sunset.
  - c. The ADOPTER must provide notification to Allegheny County of all scheduled cleanup events at least two weeks prior to the event to arrange for County staff to remove and properly dispose of bags and debris. Bags will be left at the posted Adopt-a-Roadway signage, and only County staff will pick them up.
4. **Safety Orientation Prior to Scheduled Cleanup Event**
  - a. The ADOPTER will conduct safety orientation meetings to review, at a minimum, safety and other guideline materials supplied by Allegheny County. Every person who will participate in the litter cleanup event must review safety materials provided by Allegheny County (See Attachment B and Attachment C). No participant may be involved in the litter cleanup event unless he/she has attended at least one safety orientation meeting conducted by the ADOPTER and has executed a release, a copy of which is attached as Attachment A and made a part of this document. An authorized representative of the ADOPTER must present the safety information to any potential participant and shall provide Allegheny County with a listing certifying the names of all individuals who received safety orientation. Further, the ADOPTER shall conduct an on-site safety briefing, with all participants, prior to each cleanup event.

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- b. The ADOPTER will comply with the Safety Recommendations and Requirements set forth in Attachment B and Attachment C, which is attached to and made a part of these Terms and Conditions.

### 5. Acknowledgement Signs

- a. Allegheny County, at its cost, will provide, install and maintain two permanent signs recognizing the Program and the ADOPTER's name at the beginning of the adoption site, one sign in each direction. Allegheny County will replace signs as necessary due to normal wear and tear.
- b. Allegheny County will, upon request and at its cost, provide the ADOPTER with temporary "Litter Crew Ahead" signs for placement by the ADOPTER during litter cleanup events. Proper use, storage, and return of the "Litter Crew Ahead" signs will be the responsibility of the ADOPTER.
- c. There shall be no business logo or commercial advertising used or displayed by the ADOPTER.

- 6. **Reporting Requirements.** After each litter cleanup event, the ADOPTER shall file a report setting forth the date of the cleanup, the number of people involved, the number of bags of litter picked up, their contents (hazardous materials, poison ivy, guardrail debris, etc.), and the number of hours spent for the cleanup. The information will be reported to Allegheny County. Furthermore, information for spring cleanup events (March/April) will also be reported to the Great American Cleanup of Pennsylvania.

- 7. **Right to Terminate.** Allegheny County shall have the right to terminate this undertaking at any time by providing written notice to the ADOPTER if the ADOPTER does not comply with any of these terms and conditions; if at any time the ADOPTER's work is unsatisfactory, unsafe, or causes a conflict with traffic; if at any time the Program is suspended or discontinued; or if at any time such termination is deemed to be in the best interest of Allegheny County. Furthermore, the ADOPTER shall have the right to terminate this undertaking at any time by providing written notice to Allegheny County.

- 8. **Communications Between Parties.** Any notice to or communication with Allegheny County by the ADOPTER shall be with the Adopt-a-Roadway Coordinator. Any notice to or communication with the ADOPTER shall be to the authorized signatory indicated on the Acceptance of Conditions and Terms signature page.

- 9. **Recycling Materials.** Allegheny County encourages the ADOPTER to separate and recycle appropriate materials. However, where required by law, the ADOPTER MUST separate and recycle appropriate materials.

- 10. **Eligibility to Participate.** The ADOPTER acknowledges Allegheny County's criteria for eligibility to participate in the Program and certifies that it meets all such criteria outlined below:

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- a. Local community organizations, such as civic, social or school groups, will be eligible to adopt a roadway as will individuals 18 years of age or older. Corporations, partnerships, and sole proprietorships who wish to sponsor groups may do so; however, there will be no business logo or commercial advertising used or displayed by a group or any of its participants.
- b. Participants will be required to conduct litter cleanup events for at least two years from the effective date of the agreement. ADOPTER may assign its obligation to another group or business subject to Allegheny County's prior written approval.
- c. The minimum age for participation in a litter cleanup event along County roadways is 14 years of age. Groups with members ages 17 and under must be supervised by adults (18 or older) in the ratio of one adult per eight minors (17 and under). Minors must have parental consent.

**Note:** *Age limitations will be reviewed on a case-by-case basis for cleanup events in County parks.*

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The paragraphs contained in Attachments A, B, and C will provide you with the conditions for participating in Allegheny County's Adopt-A-Roadway Program. Once you have read the stipulations and agree to abide by them, please indicate your acceptance by providing properly authorized signatures and the current date in the signature area that follows. After you have returned your signed and dated acceptance of the conditions for participating, Allegheny County will approve your participation with the signatures of its duly authorized representatives and will then contact you to indicate your acceptance into the program. You will also receive a copy of the entire packet to retain in your files for future reference. We look forward to working with you and thank you for volunteering to help make Allegheny County litter free!

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## SIGNATURE PROCESS SHEET

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*ACCEPTED BY DULY AUTHORIZED REPRESENTATIVE OF ADOPTING GROUP/INDIVIDUAL:*

<b>ADOPTING GROUP/ORGANIZATION/INDIVIDUAL:</b>
<b>REPRESENTATIVE NAME:</b>
<b>TITLE:</b>

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please Print

<b>ATTESTOR NAME:</b>
<b>ATTESTOR TITLE:</b>

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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*ALLEGHENY COUNTY USE ONLY:*

<b>Adoption No.:</b>	<b>Road ID:</b>
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**Approved by:**

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

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# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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## ATTACHMENT A – RELEASE FORM

**GROUP NAME:** \_\_\_\_\_  
(Please Print)

**PARTICIPANT NAME:** \_\_\_\_\_  
(Please Print)

**RELEASE:**

On behalf of myself, or as guardian for the minor identified as Participant above, I understand that participation in the Adopt-a-Roadway Program and litter cleanup involves entering, standing, working and walking on property at or near a public highway. Because of the proximity of motor vehicle traffic and other dangers I understand that there is a risk of suffering property damage or personal injury, including death, if I agree to participate in the Adopt-a-Roadway Program. Notwithstanding any known or unknown risk, I hereby discharge and release Allegheny County from any liability for personal injury or property damage that may occur by reason of my participation in the Adopt-a-Roadway Program. I have also reviewed the Adopt-a-Roadway safety materials as a prerequisite for participation in the Adopt-a-Roadway Program and agree to follow the General Safety Requirements and Best Safety Practices (Attachment B) as well as the COVID-19 Safety Requirements (Attachment C) of the Adopt-a-Roadway Program. I also agree to follow all directives of Allegheny County.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*Guardian must sign for participants between the ages of 14 and 17.*

**NAME OF GUARDIAN:** \_\_\_\_\_  
(Please Print)

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# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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## ATTACHMENT B – GENERAL SAFETY REQUIREMENTS

### ADOPTION COORDINATORS:

- Attend at least one safety orientation meeting during the two-year adoption term.
- Conduct pre-cleanup safety talks.
- Use Allegheny County safety training materials.
- Have high-visibility vests, gloves, and bags assembled and distributed with extra quantities, if needed.
- Have “LITTER CREW AHEAD” signs properly placed.
- Know emergency procedures, such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance.
- Provide your own first-aid kit and include kit with other supplies during litter cleanups.
- Upon arriving at the work site, immediately display Allegheny County’s official “LITTER CREW AHEAD” safety sign in advance of cleanup site.
- Avoid peak traffic hours and extreme inclement weather conditions.
- Park vehicles a safe distance from the traveled roadway.
- Attempt to walk facing oncoming traffic.

### PARTICIPANT SAFETY REQUIREMENTS

- Wear the recommended attire: long-sleeves, blue jeans or long pants, leather shoes or boots, and gloves.
- Clean up one side at a time when cleaning a multi-lane highway with a median. Vehicles shall remain on the same side of the highway as the participants.
- Never cross over or pick up trash on the traveled pavement.
- Avoid overexertion and heat problems by drinking water and taking breaks. Hats are recommended for sun protection.
- Be careful of contact with poison plants, bees, wasps, hornets, fire ants, and snakes. The recommended attire will usually prevent irritations from most plants.
- Pay special attention to the handling of broken glass. Participants must be careful not to step or kneel on broken glass.
- Be aware of visibility problems.
- Be prepared for any unexpected behavior of motorists.
- Do not stand or jump on guide rail, drainage pipes, or concrete walls.
- Do not possess or use alcoholic beverages or illegal substances.
- Provide appropriate and adequate adult supervision when youth groups are involved in litter cleanups; that is one adult per eight participants between the ages of 14 and 17.
- Stay clear of all construction areas.
- Avoid all horseplay or demonstrations of any nature on the right of way.
- Wear the safety vest at all times and stay away from the edge of the traveled portion of the roadway.
- Avoid hazardous materials, such as old car batteries, any unidentified questionable items, and animal carcasses.
- Be aware of all known allergies of volunteers before participation.

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## ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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### ATTACHMENT B – GENERAL SAFETY REQUIREMENTS *(continued)*

#### BEST SAFETY PRACTICES FOR VOLUNTEER GROUPS PARTICIPATING IN ADOPT-A-ROADWAY CLEANUP EVENTS

THE FOLLOWING ARE ESSENTIAL FOR YOUR AND THE PUBLIC'S SAFETY!

- LITTER CREW AHEAD SIGNS:** BEFORE YOU START, HAVE ALL ROAD SIGNS BEEN PROPERLY SET UP TO NOTIFY THE PUBLIC?
- SIGN-IN SHEETS:** EVERYONE MUST SIGN IN AND BE ACCOUNTED FOR, NOT ONLY AT THE START, BUT AT THE END OF THE DAY.
- BUDDY SYSTEM:** EVERYONE SHOULD WORK WITH A "BUDDY" THEREBY LOOKING OUT FOR ONE ANOTHER. DOES EACH BUDDY GROUP HAVE A CELL PHONE, WITH A NUMBER TO CALL IF SOMEONE IS INJURED?
- APPAREL:** ARE YOU DRESSED APPROPRIATELY? MASKS, GLOVES, JEANS, STURDY FOOTWEAR, SUNGLASSES, HATS, LONG-SLEEVED SHIRTS. WHAT ABOUT YOUR BUDDY? LOOK OUT FOR ONE ANOTHER.
- MEDICATION(S):** IF ALLERGIC TO BEE OR SPIDER BITES, DO YOU HAVE THE NECESSARY MEDICATION ON-HAND (ANAPHYLACTIC INJECTION, TOPICAL OINTMENT, ETC.)?
- WEATHER:** DO YOU HAVE APPROPRIATE OUTERWEAR FOR THE WEATHER OF THE DAY? DO YOU HAVE RAIN GEAR?
- SAFETY BRIEFING:** WERE PARTICIPANTS GIVEN A SAFETY BRIEFING BEFORE STARTING TODAY? DO THEY KNOW WHAT TO DO IF CONTRABAND IS FOUND? WEAPONS? HAZARDOUS WASTE? PERSONAL PROTECTIVE EQUIPMENT?
- COVID-19:** WERE PARTICIPANTS BRIEFED ABOUT COVID-19 SAFETY REQUIREMENTS? IS ANYONE FEELING SICK? DOES EVERYONE HAVE A MASK AND GLOVES? IS SOAP OR HAND SANITIZER AVAILABLE?
- WORKING ALONGSIDE A ROAD:** EVERYONE MUST WORK ON THE SAME SIDE OF THE ROAD AND IN THE SAME DIRECTION (FACING TRAFFIC). STAY OFF THE ROAD SURFACE. DO NOT TURN YOUR BACK TO TRAFFIC.
- SEE SOMETHING SUSPICIOUS?** IF YOU NOTICE ANYTHING SUSPICIOUS, CONTACT YOUR GROUP LEADER.

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## ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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### ATTACHMENT C – COVID-19 SAFETY REQUIREMENTS

#### PARTICIPANT SAFETY REQUIREMENTS

- If you feel sick or are exhibiting any of the following symptoms, do not participate in a cleanup event. COVID-19 symptoms may include some, but not all, of the following symptoms: cough, shortness of breath, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell.
- If possible, take your temperature before reporting a cleanup event. Do not participate in the cleanup event if your temperature is 100.4 F or higher.
- Do not participate in the cleanup event if you have traveled outside Western Pennsylvania less than 14 days before the event.
- Do not participate in the cleanup event if you have come in contact with anyone who has been diagnosed with COVID-19 less than 14 days before the event.
- If you begin feeling sick during a cleanup event, stop participating and return home. If necessary, contact your medical provider.
- Whenever possible, stay 6 feet away from other cleanup participants who are not members of your household.
- You ***must*** wear a mask at all times even when you can consistently maintain 6 feet of separation from individuals who are not members of your household.
- Wash your hands often with soap and water for at least 20 seconds, especially before you eat or drink, after putting on or taking off your mask, or after blowing your nose, coughing, or sneezing. If soap and water is not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands, and rub them together until they feel dry.
- Cough or sneeze into your elbow, shoulder, sleeve, or a tissue.
- Avoid handshakes, fist-bumps, high-fives, or other greetings involving physical contact.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Do not share any an item with another participant without first sanitizing it. That includes face masks, gloves, vests, bags, litter-collection devices, food, beverages, utensils.
- Breaks and lunches should be staggered, and participants should not congregate during those times.
- Do not use a group water cooler or jug. Bring your own water bottles to the cleanup event.

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## ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

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### ATTACHMENT C – COVID-19 SAFETY REQUIREMENTS *(continued)*

#### PERSONAL PROTECTIVE EQUIPMENT (PPE) LITTER CLEANUP GUIDANCE

Personal protective equipment, commonly referred to as PPE, includes face masks, single use gloves, and disinfectant wipes. Below are some recommendations for keeping you safe while picking up PPE litter:

- Because the PPE was irresponsibly littered, you should assume it is contaminated.
- To minimize physical contact with the littered PPE, use a litter-collection device, such as a litter grabber, broom/shovel, litter stick, etc. to pick up the PPE and place into a collection container. Don't have a litter grabber? Consider using old kitchen tongs that you can dedicate to litter collection.
- If using single-use gloves, pick up the PPE, place it in a litter-collection container, and then remove your single-use gloves and dispose immediately after picking up the PPE. Replace your gloves if you plan to continue to pick up litter.
- If you don't have work gloves or access to a litter-collection device, carry a spray bottle of disinfectant. Prior to handling the littered PPE, spray it with the disinfectant, let sit for the recommended time on the label, and then pick-up the "treated" PPE.
- Properly collected PPE should be disposed of in litter collection bags/containers and placed into a trash can. PPE is considered municipal solid waste and does not need to be disposed of as medical waste.
- Immediately after picking up the littered PPE, wash your hands with soap and water or use hand sanitizer. Repeat when finishing your litter-collection activities.
- If you encounter any medical or hazardous waste, firearms, or explosives report the location to local authorities and have them remove the littered items.

\*\*\*\*\*

**Note:** *The COVID-19 virus can lead to serious life-threatening conditions, including death. The Centers for Disease Control and Protection (CDC) and the Pennsylvania Department of Health (DOH) indicate that COVID-19 is easily transmittable and highly infectious. Transmission of the disease is thought to spread through respiratory droplets, which can be created when persons cough or sneeze and/or are in close proximity to one another. The COVID-19 virus also has been found to present on different types of surfaces. You assume the risk of contracting the virus while participating in the cleanup program despite best efforts to follow CDC and DOH guidance.*

# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

## CLEANUP EVENT REGISTRATION

FORM AAR-2

(Please Print)

Group/Organization/Individual:		Adoption No.:	
<p><b>IMPORTANT!</b> Spring cleanup events <b>MUST</b> be scheduled in March or April.                  Spring events <b>MUST ALSO</b> be registered with the Great American Cleanup of Pennsylvania                  at <a href="http://www.gacofpa.org">www.gacofpa.org</a>. Fall cleanup events <b>MUST</b> be scheduled in September or October.</p>			
Event Date:	Time:	Meeting Location:	Alternate Date:
Roadway Name/Segment:			
Expected Number of Participants:			
Adults (18 and over): _____		Minors (17 and under): _____	
Supplies Provided by Adopting Group/Organization/Individual or Event Partners:			
<i>Supplies for spring events may be obtained from the Great American Cleanup of PA at <a href="http://www.gacofpa.org">www.gacofpa.org</a>.</i>			
Additional Supplies Requested (Quantity):			
Safety Vests: _____			
Event Coordinator Name:			
Phone:		Email:	

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Submit this completed form to Allegheny County at least **TWO WEEKS PRIOR** to the requested date:

**Mail:** Adopt-a-Roadway Coordinator  
 107 County Office Building  
 542 Forbes Avenue  
 Pittsburgh, PA 15219

**Email:** [Adopt-a-Roadway@AlleghenyCounty.us](mailto:Adopt-a-Roadway@AlleghenyCounty.us)

***To be completed by Allegheny County***

Event Date Confirmed:	Pick up "Litter Crew Ahead" Signs by:
<p><i>Adopter will pick up Litter Crew Ahead signs (and supplies, if applicable) from the District Maintenance Warehouse listed below during business hours, 7:00 AM – 2:00 PM, Monday-Friday.</i></p>	
District No.:	
Approved by:	
_____	_____
Public Works Department	Date

cc: Adopt-a-Roadway Coordinator, Public Works Director, Local 1058 Secretary/Treasurer

# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

## VOLUNTEER WAIVER

FORM AAR-3

(Please Print)

<b>Participating Group/Organization/Individual:</b>		<b>Event Date:</b>	
<b>Name of Volunteer:</b>	<b>Date of Birth</b>	14-17 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, complete Parental Consent below)</i>	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Home Phone:</b>	<b>Email:</b>	<b>Emergency Phone:</b>	

If you or your child has special medical needs that might require medication or special practices, i.e., bee sting allergy, asthma, diabetes, please note below and make sure you or your child has the equipment needed to handle the situation.

### Special Medical Needs or Known Allergies

#### General Volunteer Waiver

I acknowledge and understand that the volunteer work that I will participate in may involve strenuous physical activities and work under difficult conditions and can result in serious personal injury or in death. I certify that I am physically fit and have not been advised otherwise by a qualified medical person. I understand and agree that it is my responsibility to obtain medical treatment that may be deemed advisable in the event of injury, accident and/or illness during my volunteer activities.

In consideration for the opportunity to engage in volunteer work through Allegheny County's Adopt-a-Roadway Program, I agree for myself, my executors, administrators, heirs, successors and assigns to (A) waive, release and discharge the following persons and entities from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter occur to me: Allegheny County, and their officials, directors, officers, employees, volunteers, representatives, agents, event holders, and landowners whose facilities are being used or whose property is being cleared or cleaned (collectively the "Released Parties"); and (B) indemnify and hold harmless the Released Parties from any and all liabilities, claims, actions, suits, procedures, costs, damages, fines, penalties and expenses, including but not limited to attorneys' fees, which arise in connection with my participation in the volunteer activities, without limit, and whether caused by the acts or omissions of the Released Parties.

This waiver, release and indemnity agreement shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law and agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect.

I agree that Allegheny County may take my photograph and use my image to promote the purposes of Allegheny County with no compensation due me.

**Signature of Volunteer**

**Date**

**Parental Consent required if volunteer is between 14 and 17 years of age:** \_\_\_\_\_  
(Name of Child)

has my permission to participate in this Allegheny County Adopt-a-Roadway event. If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf:

\_\_\_\_\_  
 Name (print)

\_\_\_\_\_  
 (relationship to child)

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Signature of Parent/Legal Guardian

\_\_\_\_\_  
 Date

**Each volunteer must sign and return this release form to the event coordinator prior to participating in any Allegheny County Adopt-a-Roadway Event.**

# ALLEGHENY COUNTY ADOPT-A-ROADWAY PROGRAM

## CLEANUP EVENT REPORT/TRASH PICKUP REQUEST

FORM AAR-4

**IMPORTANT!** Spring events MUST ALSO be reported to the Great American Cleanup of Pennsylvania at [www.gacofpa.org](http://www.gacofpa.org).

(Please Print)

<b>Adopting Group/Organization/Individual:</b>		<b>Adoption No.:</b>	
<b>Roadway Name/Segment:</b>			
<b>Date of Event:</b>	<b>Hours:</b>	<b>Participants:</b>	<b>Bags Filled:</b>
<b>Location(s):</b> (Place bags at the adopt-a-roadway signs or designated intervals)			
<b>List Dangerous, Large or Heavy Objects:</b>		<b>Location(s):</b>	
<b>Have all Volunteers Signed a Volunteer Waiver Form?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required – Please send completed signed forms to address below.)</i>			
<b>Were Parental Consent Forms signed for participants ages 14-17?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required – Please send completed signed forms to address below.)</i>			
<b>Additional Comments:</b>			

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### CLEANUP EVENT COORDINATOR:

1. Were "Litter Crew Ahead" signs returned to County District Warehouse?  Yes  No
  - a. If yes, which District? \_\_\_\_\_
  - b. If no, please explain:
2. Submit this completed form along with Volunteer Waiver Forms to Allegheny County as soon as possible after the event has ended:

**Mail:** Adopt-a-Roadway Coordinator  
107 County Office Building  
542 Forbes Avenue  
Pittsburgh, PA 15219

**Email:** [Adopt-a-Roadway@AlleghenyCounty.us](mailto:Adopt-a-Roadway@AlleghenyCounty.us)