



Transportation Department

2525 13th Street, Suite 203 • Boulder, Colorado 80304 • Tel: 303.441.3900 • Fax: 303.441.4594
Mailing Address: P.O. Box 471 • Boulder, Colorado 80306 • www.bouldercounty.org

ADOPT-A-COUNTY ROAD PROGRAM

Thank you for your interest in the Adopt-A-County Road Program. I have enclosed the information complete packet for this program. Within the packet is an explanation of the policies, procedures and safety rules. The application is also included.

The County has modeled the Adopt-A-County Road program after a national effort for keeping our roadways litter-free. If you elect to participate, your organization would be responsible for trash clean-up and collection of recyclable materials along the stretch of eligible roadway you have been approved for.

If you have any further questions regarding this program, please contact Monica Ortiz at (303) 441-3900; otherwise, complete the application and return it to:

Boulder County Transportation Department
Adopt-A-County Road Program,
P.O. Box 471
Boulder, Colorado, 80306

Your application can also be submitted via email to: mrotiz@bouldercounty.org
or faxed to: (303) 441-4594

We appreciate your interest in this worthwhile program.

Monica Ortiz
Boulder County Transportation Department

Enclosure



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Adopt-A-County Road Application Form and Hold Harmless Agreement

ORGANIZATION INFORMATION

Organization's Name (as it would appear on recognition sign): _____

Contact Person: _____ Email: _____

Contacts

Address: _____ Approximate Number of Participants: _____

City: _____ State: CO Zip: _____ Phone #: _____

ADOPTION INFORMATION

Name of Road: _____ Road Number: _____

Location From: _____ to _____ Mileage: _____

APPLICANT STATEMENT

I have read and agree to the policies and procedures for the Boulder County Adopt-A-County Road program. I understand that Boulder County reserves the right to modify the scope of the adoption if, in the opinion of the County, the adopting organization's size is inconsistent with the highway section as identified above. I realize that working on this project may involve risks and hazards, including the risk of injury to me. I am aware of the risks and hazards inherent in participating, and do hereby assume sole responsibility for all such risks that could result in such injury, and waive all claims against Boulder County and their respective agents, representatives, officers, employees, successors, assigns and insurers

Applicant's Signature & Title Date: _____

APPROVAL

George Gerstle, Director Date: _____
Transportation Director



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Adopt-A-County Road Policies and Procedures

1. Each participant with each organization whom is participating in cleaning up the roadway is required to watch a Methamphetamine Lab Waste video and sign a “Waiver and Release Agreement”.
2. Part of the Waiver and Release Agreement Form consists of everyone viewing the Methamphetamine lab waste video. This is a short 7-minute video explaining the hazards that may be found along side roadways. The video can be located at: www.codot.gov/programs/adopt-a-highway/videos.html if you prefer to view the video via VHS or DVD these can both be checked out at the Boulder County Department of Transportation and return after viewing.
3. The adopting organization will commit to a one-year period of adoption along with two reported clean ups per year. At the end of the year, the adopting organization may renew or terminate the adoption. Road adoptability is subject to this criteria and availability.
4.
 - 2-mile sections of roadway are preferred between road intersections or a logical ending point.
 - The adopted road segment must have a minimum traffic volume of 1,000 cars per day as measured by the Boulder County Transportation Department.
 - The adopting organization must notify the Boulder County Transportation Department when they decide to terminate their commitment along with returning any unused bags and vests that are still in good condition.
 - While an adopting organization may request to adopt a particular road segment, availability is often limited and the Boulder County Transportation Department will offer to assign a road segment other than the one requested.
5. Road clean ups should occur between the first week of April through mid-October, weather and construction projects permitting The organization chooses their own schedule for their clean ups and must notify the department as they are completed.
6. The Transportation Department will provide the adopting organization with the following:
 - Necessary quantity of trash bags, which generally equates to 12 bags per mile of adopted road.
 - 1safety vest per participant.
7. The Transportation Department is responsible for collection and disposal of the trash and recyclable bags that have been collected or the organization may decide to dispose of the bags/items themselves.

- 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 other workers in the area.
 - Never distract motorists with horseplay or abrupt, erratic movements.
 - If a situation arises where a motorist is creating problems for the operation, notify the sheriff's department immediately (303-441-4444) 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 MEMBERS.** A Team Leader must be designated for each team.
13. **LITTER PICKUP MAY BE PERFORMED ONLY DURING DAYLIGHT HOURS AND IN GOOD WEATHER CONDITIONS.** Avoid peak traffic hours and abandon activity in the event that weather turns inclement during a cleanup.
14. **ALCOHOLIC BEVERAGES AND DRUGS ARE PROHIBITED AT ALL TIMES.**
15. **PARTICIPANTS SHOULD AVOID POTENTIALLY DANGEROUS/HAZARDOUS MATERIALS OR ANY OBJECT 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 Transportation Department should be notified of the location and the county's personnel will remove the substance/items.



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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 OUTSIDE THEIR CLEANUP AREA 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 participants.
2. **ALWAYS WEAR FURNISHED SAFETY VEST.**
 - This vest is to provide motorists with the ability to see the workers and is necessary for the worker's safety.
3. **STAY OFF THE TRAVELED WAY WHEREVER POSSIBLE.**
 - The workers 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 ADULTS 18 YEARS OR OLDER** (1 adult for every 5 participants under the age of 16).
 - All participants **MUST** be at least 12 years old.
 - Children must be supervised by a responsible adult in order to avoid dangerous situations.
5. **PLEASE LEAVE YOUR PETS AT HOME.**
6. **PARK VEHICLES AWAY FROM AREA TO BE CLEANED.**
 - Vehicles parked along the roadside in the cleanup area causes workers to walk in the roadway, creating a dangerous situation.
 - Carpooling is an effective way to reduce the number of vehicles at the site and also conserve energy and minimize pollution.
 - Park as far off the road as possible.
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.

8. The Transportation Department will install a standard information sign at each end of the adopted roadway segment acknowledging the adopting organization. **Phone numbers or website addresses are not allowed on the signs.** The signs will remain in place throughout the adoption period.
9. The adopting organization agrees to participate in the Boulder County Recycling Program by separating recycle materials as they are participating with their scheduled cleanup.
10. The Adopt-A-County Road participants must be aware of the hazardous nature of the work, which is to be performed and take full responsibility for any injury that could occur while working along the roadway.
11. Application to the Adopt-A-County Road Program is open to any group, family or single individual within Boulder County. Boulder County reserves the right to use its discretion in selecting adopting organizations.
12. Participants must be at least 12 years old. Groups with members less than 16 years old must be supervised by an adult (18 years or older). At least one adult is required for every 5 participants less than 16 years old.
13. A designated Group Leader will be required for each organization to serve as the liaison with the Boulder County Adopt-A-County Road Program Coordinator. The Group Leader will be responsible for signing the application, scheduling cleanup dates, obtaining supplies from the Transportation Department and ensuring compliance with the Cleanup and Safety Procedures.
14. Team Leaders should be designated at each cleanup event and are responsible for ensuring that participants in his/her group complies with the Cleanup and Safety Procedures. Completion and submission of an Accomplishment Form is required after each cleanup.
15. The Accomplishment Form can be submitted by emailing to mortiz@bouldercounty.org , faxing to 303.441.4594, or going to www.bouldercounty.org/roads/driveways/pages/adoptacountyrd.aspx
This way the accomplishment form may be submitted electronically.

This assists the Transportation Department staff in monitoring the success of the program and maintaining an appropriate level of supplies for all participants.



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Adopt-A-County Road Group Leader Checklist

BEFORE EVERY CLEANUP:

- ___ 1. Check County's website at <http://www.bouldercounty.org/roads/driveways/pages/adoptacountyrd.aspx> for any updates or additional information to share with your group.
- ___ 2. Notify your group of meeting place and time.
- ___ 3. Verify all participants have watched the Methamphetamine Lab Waste Video and have signed the "***Waiver and Release Agreement***" for Boulder County.
- ___ 4. Walk or drive your road segment prior to meeting with your group to note construction areas and other hazards. Share this information with your group in your safety talk.
- ___ 5. Remember to bring a first aid kit, plenty of water and directions to the nearest hospital.

AT THE MEETING PLACE:

- ___ 1. Take a head count. Divide into teams as appropriate. Each team must have a Team Leader assigned.
- ___ 2. Make sure there is at least 1 adult for every 5 participants under 16 years of age and that all participants are at least 12 years old.
- ___ 3. Check for appropriate clothing. Hand out safety vests.
- ___ 4. Ensure that participants are not under the influence of drugs and alcohol.
- ___ 5. Review Cleanup & Safety Procedures with the group! This MUST be done before EVERY cleanup.

AT THE CLEANUP SITE, TEAM LEADERS SHOULD:

- ___ 1. Check that cars are parked as far off the road as possible and that all participants are wearing their safety vests and gloves.

AFTER THE CLEANUP:

- ___ 1. Collect safety vests.
- ___ 2. Thank all group members for their hard work!
- ___ 3. Accomplishment Form can be submitted via fax 303.441.4594, email mortiz@bouldercounty.org or electronically by going to www.bouldercounty.org/roads/driveways/pages/adoptacountyrd.aspx

When reporting your cleanup provide the following information:

- a. How many participants
- b. How many hours
- c. How many bags of trash
- d. How many bags of recycle
- e. Along with location of any hazardous materials including animal carcasses or large items.



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Adopt-A-County Road Accomplishment Form

This form is used by the Adopt-A-County Road Program Coordinator to keep track of program participants and the number of organized road cleanups. Please remember to report ALL required information after each cleanup.

Organization Name: _____

Group Leader Name: _____ Phone#: _____

Road Adopted: _____ Number of Miles Adopted: _____

Cleanup Date: _____ Number of Volunteers: _____

Number of Hours: _____ Number of Trash Bags: _____ Number of Recycle Bags: _____

Anticipated Date of Next Cleanup: _____

Special Notes:

Your cleanup information can be submitted in several ways:

1. Submit electronically by going to:
<http://www.bouldercounty.org/roads/driveways/pages/adoptacountyrd.aspx>
2. Call in your information to (303) 441-3900
3. Email your information to mortiz@bouldercounty.org
4. Fax over your completed form to (303) 441-4594.