



## Public Works

### Adopt-A-County Road Policies and Procedures

**Please initial each line and return with your packet.**

1. Initial:\_\_\_\_\_ Each participant will be required to sign a “Waiver and Release Agreement”.
  
2. Initial:\_\_\_\_\_ 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 alongside roadways. There are two ways to view this video:
  - Check out a copy of the VHS Tape or DVD from the Boulder County Public Works Department. Our office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. The VHS Tape or DVD must be returned within 10 days of checking out.
  - If your organization has web access you can view as a group or individual by visiting: <https://www.codot.gov/programs/adopt-a-highway/videos.html>
  
3. Initial:\_\_\_\_\_ The adopting organization will commit to a one-year period of adoption. At the end of one year, the adopting organization may renew or terminate the adoption. Road adoptability is subject to following criteria and availability.
  - A 2-mile section of roadway is 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 Public Works Department.
  - The adopting organization must notify the Boulder County Public Works Department once they decide to terminate their commitment and return any supplies provided.
  - While an adopting organization may request to adopt a particular road segment, availability maybe limited, and Boulder County may need to assign a road segment other than the one requested.
  
4. Initial:\_\_\_\_\_ During the one-year commitment, the adopting organization will remove trash from the designated roadway a minimum of two times a year. This will occur between the first weekends of April through mid-October weather permitting. Weekends are preferred but cleanups are scheduled by the group leader. We ask that you notify the Public Works Department of your scheduled cleanup date as there maybe construction projects in progress.
  
5. Initial:\_\_\_\_\_ The Public Works Department provides the following supplies:
  - Large orange bags; 12 bags per mile of adopted road used for trash and recyclable items
  - 1 Orange safety vests per participant
  
6. Initial:\_\_\_\_\_ The Public Works Department will dispose of the filled orange trash bags left along the roadside once the accomplishment form has been received or the cleanup is completed and reported.

**Deb Gardner** County Commissioner

**Elise Jones** County Commissioner

**Matt Jones** County Commissioner

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7. Initial:\_\_\_\_\_ The Public Works Department will install a standard information sign at each end of the adopted roadway acknowledging the adopting organization. **Phone numbers or URL's are not allowed on the signs.** The signs will remain in place throughout the adoption period.
8. Initial:\_\_\_\_\_ The adopting organization agrees to participate in the Boulder County Recycling Program by separating recyclable materials during their pickup.
9. Initial:\_\_\_\_\_ 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.
10. Initial:\_\_\_\_\_ The Adopt-A-County Road Program is open to any group, family or single individual. Boulder County reserves the right to use its discretion in selecting adopting organizations.
11. Initial:\_\_\_\_\_ Participants must be 12 years old and up. Any groups with members between 12-16 years old must be supervised by an adult (18 years and older). At least one adult is required for every 5 participants between 12-16 years of age.
12. Initial:\_\_\_\_\_ The designated group leader is required for each organization to serve as the liaison with the Boulder County Adopt-A-County Road Program Coordinator. The group leader is the responsible party who is signing the application, scheduling cleanups, obtains supplies from the Public Works Department and ensuring compliance with the Cleanup and Safety Procedures are being followed. The group leader will submit the required accomplishment document to the Public Works Coordinator for ever completed cleanup.
13. Initial:\_\_\_\_\_ A designated Team Leaders must be assigned to every scheduled cleanup event and are responsible for ensuring that participants in his/her team complies with the Cleanup and Safety Procedures.
14. Initial:\_\_\_\_\_ Completion and submission of an Accomplishment Form are required after each completed cleanup. This assists the Public Works Department staff in monitoring the success of the program and maintaining an appropriate level of supplies.