



Atlantic County Utilities Authority * 6700 Delilah Road * Egg Harbor Township, NJ 08232
Phone: 609-272-6950 Fax: 609-272-6941
Mailing address: P.O. Box 996 Pleasantville, NJ 08232

ADOPT-A-ROAD GUIDELINES

Safety

1. The safety and welfare of all individuals participating must take precedence over all other considerations. The Clean Communities Coordinator will brief the group supervisor on proper safety procedures. This representative must insure compliance of safety guidelines at all times.
2. Safety vests or safety t-shirts must be worn by all participants at all times.
3. The group leader must ensure that participants are not under the influence of alcohol or drugs.
4. A "Workers Ahead" sign will be supplied by the ACUA. The group leader should place the sign around 400 feet before the starting location of the cleanup area as advised in the manual of Uniform Traffic Control Device guidelines. Traffic cones should also be placed around the cleanup group to ensure maximum visibility by drivers.
5. Gloves must be worn by all participants during those times when they are actively picking up or depositing litter. Participants must also wear appropriate clothing, ie. sturdy shoes and long pants. The use of insect repellent and sunscreen are recommended.
6. Participants in cleanup must be 11 years or older. A permission slip for participants under 18 signed by a lawful parent or guardian is required. No groups should conduct cleanup activities without adult supervision. The ratio of adults to children must be at least one adult to every five children.
7. Groups should stay together and will work *only one side of the road at a time*. There will be no exceptions.
8. Clean Communities groups should only conduct cleanup activities when visibility provides for safe operations ie. during daylight hours.
9. Participants should be instructed not to pick up needles or other sharp or dangerous objects such as medical waste, radioactive waste, waste in unmarked containers, dead animals, or any objects that appear questionable. Children should be instructed not to pick up broken glass.
10. Observe all pedestrian laws. This includes observing such practices as facing the traffic when walking along the shoulders and looking both directions before crossing the road. Do not play around or do anything that would distract passing drivers or other volunteers.
11. The Adopt A Road participants must be aware of the dangerous nature of a roadside cleanup and take full responsibility for any injury or damage that could occur during the cleanup.
12. Accidents or injuries to any participants must be reported to the Clean Communities Coordinator and to the Risk & Benefits Manager at the ACUA immediately. The group supervisor must give a detailed report on the incident and submit it to the Clean Communities Coordinator within 24 hours.

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Procedure

1. Groups will be assigned a specific road from which they will remove litter on a regular basis. Groups agree to tend to the site as often as necessary depending on the amount of litter that generates at their particular site. This often means a cleanup is necessary once per month.
2. Groups should police from the shoulder back about ten feet or so whenever possible. Adult supervisors must use discretion to insure the safety and reasonableness of this distance on a case by case basis. At no time should group members be subjected to unsafe conditions simply to meet this ten foot guideline.
3. After *every cleanup* a group representative must fill out and submit a Summary Report Form. This form is available online. The group representative must notify the Clean Communities Coordinator in the Summary Report Form if they need the ACUA to pick up any bags. The group also has the option to remove the bags of litter on their own. In this case, the group *must still fill out and submit a Summary Report*.
4. All aluminum cans, glass, and plastic bottles must be separated from other litter and placed in clear bags for recycling. Broken glass can be placed with the trash in black bags.
5. All other litter of reasonable size and weight should be placed in the black bags provided. Bags should be placed together at the side of the road in as few piles as possible.
6. Do not leave bags on homeowners' lots or fronts of businesses.
7. Bulky waste should be placed at roadside if it can be safely moved. Tires should be stacked together at curbside in one location if possible. The Clean Communities Coordinator should be notified for pickup.
8. If a group resigns from the Adopt-A-Road program the equipment must be returned as it is on loan.

Tips:

- Carpool to the cleanup site if possible. Park your vehicles as far away from the area to be cleaned as possible.
- Bring directions to the nearest hospital, just in case someone gets hurt.
- Stay alert for noxious plants and animals and avoid them.
- Be aware of your surroundings at all times.
- Don't overexert yourselves. Take breaks, drink plenty of liquids, and dress appropriately for the weather.
- Enjoy yourselves!

The ACUA thanks your group for helping to keep Atlantic County clean!
Any Questions please contact Gustavo Perez at gperez@acua.com or 609-272-6969