



San Joaquin County Adopt-a-Road Program



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San Joaquin County Adopt-a-Road Program



Introduction:

The San Joaquin County Board of Supervisors enacted the Adopt-a-Road Program as an additional tool to help the County keep County right of ways clear of refuse. The program encourages organizations, groups, businesses, and individuals who would like to volunteer help in efforts to beautify county roadsides.

Program Goals

The Goals of the Adopt-a-Road program are:

- 1) Promote civic responsibility, community pride, and provide an opportunity to accomplish a worthwhile goal of taking care of our environment.
- 2) Save tax payer dollars with a program designed, built, and maintained to keep costs low with a minimum of County Staff time.
- 3) Allowing program participants to contribute time at their own convenience.
- 4) Engaging volunteers age 13 and older, with appropriate adult supervision, a chance to develop values of giving back to the community.
- 5) Recognize and thank program participants with recognition via sponsorship signs installed at the adopted section(s), press releases, and certificates of appreciation. County Public Works will provide and install the signs. Please refer to the section on Signs for more details on this topic.

Program Description

The major part of the Adopt-a-Road program is litter removal. Volunteer efforts spent in litter removal on County roadways and accompanying recognition signs increase public awareness as well as appeal to community values and pride. Additionally, volunteer efforts supplement County resources, save taxpayer dollars, and allow County workers to deal with higher priority maintenance of pavement, drainage, and other projects to improve roadway safety. By agreeing to participate in the Adopt-a-Road program, individuals and organizations agree to:

- Commit to perform their Adopt-a-Road function for at least 2 years.
- Minimum length of an adoptable section is 1 mile for litter removal.
- Work performed will be according to the assigned frequency determined by the County Department of Public Works for the section of roadway adopted. The frequency may range between 2 and 4 times per year.
- The County Department of Public Works will provide kits containing supplies needed to clean up the adopted roadway(s).
The County Department of Public Works will review all adopted areas regularly to ensure participants are complying with the program guidelines.

Adoptable Roads

The Adopt-a-Road program applies to all types of County roadways. Roadways that Public Works deem to be unsafe for the general public to perform cleanup will be excluded from the program. Considerations for exclusion include:

- 1) Higher Traffic Volume
- 2) Dense Vegetation
- 3) Narrow Road Shoulders
- 4) Restricted Visibility
- 5) Rugged Terrain and Steep Slopes



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6) Section currently adopted

The County Department of Public Works will make the determination on whether the desired roadway is available for adoption. Public Works will then advise the prospective participants whether a certain section of roadway is adoptable based on the above criteria. The County may suggest alternatives if the desired section is not adoptable for cleaning by volunteers.

Safety:

The Adopt-a-Road Program is crafted to have safety as the overall mission. Any adoptable sections of roadway are selected for safety and appropriateness of the work involved. Participants bear individual responsibility for their own personal safety and appropriate behavior while participants are working within the County right of way.

Insurance is not required. However, participants agree to hold the County harmless for injuries or claims arising out of their inappropriate actions or nonconformance to safety requirements.

Participants work without direct Public Works supervision and without traffic control. Groups are required to provide one adult supervisor for every five minors (children between the ages of 13 and 18) on the roadside.

Group leaders are responsible for conducting a safety briefing for all participants before the group departs to conduct an event. The group leader will lead a safety meeting with all program participants. This safety briefing is a requirement for participants according to safety guidelines of the Adopt-a-Road program. This briefing is to assure all participants are aware and follow the program's safety requirements. There is a safety video available through Youtube.com that crew leaders should watch with their team as part of the pre-work session safety briefing. Search for Youtube.com for "Adopt-A-Highway" Safety Video (Part Two)".

https://www.youtube.com/watch?v=HvgyPuZ_I4Y

While working along the roadside, remember SAFETY FIRST!



San Joaquin County Adopt-a-Road Program



Fact Sheet:

The Adopt-a-Road Program involves volunteer organizations picking up litter on the roadside of local roads within the County of San Joaquin's jurisdiction. All designated cleanup areas will be limited in length by the Department of Public Works discretion, normally no less than ½ mile long. Volunteer organizations will need to clean up their adopted section of road between 2-4 times per year.

In addition, the leaders of each organization along with the initial volunteers are required to attend a Safety Orientation class. Group leaders will be responsible for training any additional future volunteers. Organizations are also required to fill out an Adopt-a-Road Application and Release of Liability form, before cleanup can begin.

Organizations are required to contact the Department of Public Works one week prior to their scheduled cleanup to notify the County of the planned cleanup. In addition, once cleanup is completed the organization will need to fill out a Completion Form and return to the Program Coordinator via mail, fax, or e-mail the business day following the event clean up.

The County of San Joaquin, to show its appreciation, will provide two (2) Adopt-a-Road signs, one at each end of the adopted section to show where the organization is working. Signs will display the organization's name and logo (to be provided by organization), but no addresses or phone numbers are allowed. Please refer to the section on Recognition Sign Requirements for more details.

The County will supply garbage bags and safety equipment to the volunteers and will provide garbage pickup service upon notice once the cleanup event is complete.

The Adopt-a-Road Program has proven to be successful in many communities, improving appearance through litter pickup and is a great way for community based organizations/groups and businesses to show their involvement in the community. This Program will provide another opportunity for business and community based organizations/groups to work together in this effort. Anyone interested in this program should contact the following:

San Joaquin County Department of Public Works
1810 East Hazelton Avenue
Stockton, CA 95205

(209) 468-3074

pwradmin@sigov.org



San Joaquin County Adopt-a-Road Program



Program Checklist

Initial Program Start Up

	Step	Purpose	Distribution / Submission
	Adopt-a-Road Application Form	Notification of interest in program participation by group/organization	Initial Submission to County
	Acceptance and Conditions Form	Agreement between County and Interested Group signed by each	Initial agreement with copies held by County and by Group
	Adopt-a-Road Recognition Sign Requirements Form	Confirm content of recognition sign that will be printed	Initial submission by group to County

Every Clean Up Event

	Step	Purpose	Distribution / Submission
	Leader Safety Training	Safety Review with group leader and representative of County to ensure safe work rules	Held every time group schedules event and picks up event equipment kit.
	Hold Harmless Form	Form signed by group members to acknowledge understanding by participants of work rules	Signed copy sent to County with original kept by group
	Parental Consent Form	Form signed by parent / guardian of any minors participating	Signed copy sent to County with original kept by group
	Event Completion Form	Submitted by leader the next business day following event.	Copies held by group and by county



San Joaquin County Adopt-a-Road Program



Frequently Asked Questions:

<p><i>What is the Adopt-a-Road Program?</i></p>	<p>It is a program where organizations take on the responsibility of picking up litter on a specific section of roadway. Volunteer organizations receive recognition by having their name and/or logo (logo provided by organization) on two (2) roadside signs provided by the County of San Joaquin.</p>
<p><i>How do organizations adopt a road?</i></p>	<p>(1) Contact the Adopt-a-Road Program Coordinator, at San Joaquin County Department of Public Works 1810 East Hazelton Ave, Stockton, California, 95205, (209) 468-3074. (2) A member of our staff will discuss with you which street(s) are available for adoption. (3) After completion of the application, and review by the Department of Public Works, the County will make arrangements with the Group to finalize the adoption.</p>
<p><i>Is this anything like the Adopt-a-Highway Program sponsored by the California Department of Transportation (Cal/Trans)?</i></p>	<p>Yes, the Adopt-a-Road Program is very similar to the state program, but it only involves local streets within the County of San Joaquin</p>
<p><i>Is working along the road too dangerous for volunteers?</i></p>	<p>Each volunteer's safety is extremely important to us. The County requires the leaders of each organization who participate in the Adopt-a-Road program to attend a Safety Orientation class. Group leaders will be responsible for conducting safety training prior to starting an Adopt-a-Road cleanup for that group's volunteers participating. In addition, the County will provide safety vests and brightly colored garbage bags to each group as part of the event equipment kit.</p>
<p><i>If someone is injured while participating in the Adopt-a-Road Program, who is responsible for their injuries?</i></p>	<p>The Adopt-a-Road Program is a volunteer program. Safety of the volunteers and the traveling public is of utmost importance to the County. All volunteers agree to participate in this program at their own risk. During the adoption process, each member of the organization will be required to sign a Hold Harmless form.</p>
<p><i>Is there a minimum length of street to be considered?</i></p>	<p>Yes, a minimum of 1 mile long is necessary for operational efficiency. The County may make exceptions on a case-by-case basis.</p>
<p><i>How long is an adoption period</i></p>	<p>An adoption period is two (2) years.</p>



San Joaquin County Adopt-a-Road Program



<p><i>How many times per year does an organization have to pick up litter along the adopted street?</i></p>	<p>Each adopted street must be cleaned of litter 2-4 times per year, depending on the street section. Some sections have a history of accumulating a lot of litter (4 times), while others only require an occasional cleanup (2 times). The Program Acceptance & Conditions Form will specify the frequency of litter removal required for the specific road segment.</p>
<p><i>Once the organization's volunteers fill up the garbage bags, who picks them up?</i></p>	<p>Once the County Program Coordinator has been notified by an organization that trash pickup has been completed, the County will schedule pickup of the bags.</p>
<p><i>Who provides the Adopt-a-Road Road Signs?</i></p>	<p>San Joaquin County will provide two (2) Adopt-a-Road Road signs, one sign at each end of the adopted street section. The signs will provide the sponsoring organizations name in sufficient detail to identify the organization. Organizations also have the option of placing their organization's logo/name on the sign. <i>The County shall approve all logo designs prior to printing of the recognition plate.</i> The County will install the plate on the permanent Adopt-a-Road sign within 30 days after the initial cleanup. No street address or telephone number will be included on the signs. The County will maintain the signs.</p>
<p><i>What size are the Adopt-a-Road Road Signs?</i></p>	<p>Each permanent Adopt-a-Road sign measures 36" x 30". Within the sign is a removable plate, which measures 29 1/2" x 9". Adopting organizations will be able to have their name placed on this plate by the County.</p>
<p><i>How soon after adoption, will the Organization be recognized with an Adopt-a-Road Road Sign?</i></p>	<p>Volunteers will be recognized for participation in the Adopt-a-Road Road program within thirty (30) days after the first cleanup. Please call the Adopt-a-Road Program Coordinator with any further questions at (209) 468-3074 or contact via email at pwradmin@sigov.org</p>
<p><i>What if my group wants to improve landscaping along the section that is part the Adopt-a-Road program my group cleans up?</i></p>	<p>Please contact the Department of Public Works to discuss and get prior approval from the Department of Public Works before changing any landscaping work.</p>



San Joaquin County Adopt-a-Road Program



Adopt A Road Application:

Date of Application:	
Name of Organization:	
Street Address:	
City, State, Zip Code:	
Contact Name:	
Contact Phone:	
Email Address:	

Alternate Contact Name:	
Alternate Contact Phone:	
Alternate Email Address:	

List of Street Section that your organization is interested in adopting. List your selection in order of preference. Please specify the limits from / to:

1	
2	
3	
4	

The adopting individual or organization listed above agrees to follow the Adopt-a-Road safety guidelines and to indemnify and hold harmless the County of San Joaquin, its Board of Supervisors, officers, directors, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, costs, and expenses, including reasonable attorney's fees and damages of any nature whatsoever to any person or property, arising out of or resulting from the performance or non-performance of this Agreement.

Name of Authorized Agent (please print): _____

Signature of Authorized Agent: _____

Application Date: _____

Do Not Fill In Spaces Below - For Processing:

Date Application Received:	/ /	Date Application Approved:	/ /
Received By:		Approved By:	
Received Signature:		Approved Signature:	



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Acceptance and Conditions

The Adopting Organization agrees to participate in the program by:

- 1) picking up litter along the specified roadway within the time limits agreed upon below.
- 2) following the Adopt-a-Road Safety Guidelines and procedures as described in the Safety Orientation class.
- 3) have all volunteers sign the release of liability forms included, and have parent/guardian signature for any participants between the ages of 13 and under 18.

If, in the sole judgment of the County of San Joaquin, it is found that the adopting group is not meeting the terms and conditions of this agreement, upon a thirty (30) day notice, the Department of Public Works may terminate the adoption agreement.

The County of San Joaquin will provide two (2) 36" x 30" Adopt-a-Road signs, one at each end of the adopted street section. Affixed to each sign will be a 29 ½" x 9" plate displaying the organizations name in sufficient detail to identify the organization, printed at County expense. Organizations requesting a logo or name written in a special writing style (font) will be able to take the blank aluminum plate (provided by the County) to a private sign shop where upon their logo and/or name can be placed at its own cost. The County of San Joaquin retains the right to reject, without cause or explanation, any symbol or seal the County of San Joaquin determines unacceptable. All logos must be approved by the County. The County will place the plate on the permanent Adopt-a-Road sign. Organizations will be recognized via their name/logo on the permanent signs for participation in the Adopt-a-Road program within thirty (30) days after the first cleanup. The County of San Joaquin recognizes [Click or tap here to enter text.](#) as the adopting organization and promoting litter-free environment on the section of roadway as described below:

in the community for period beginning on [Click or tap here to enter text.](#) and ending on [Click or tap here to enter text.](#) with cleanup to be [Click or tap here to enter text.](#) times per year.

Name of Program Coordinator: _____

Signature of Program Coordinator: _____

Name of Authorized Agent (please print): _____

Signature of Authorized Agent: _____

Date of Acceptance: _____

Anticipated Clean-up months (Coordinator Check all that apply)

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec



San Joaquin County Adopt-a-Road Program



Hold Harmless Signature Form

Event Date: _____ / ____ / ____

Organization Name: _____

By signing below, I agree to the following:

- 1) I have read, understand and hereby agree to follow the Adopt-a-Road Safety Guidelines provided by the County of San Joaquin, Department of Public Works.
- 2) I acknowledge that I have been provided safety training as part of participating in today's clean-up event.
- 3) I understand and acknowledge that the County will not provide reimbursement for any related costs or expenses that I incur under this program and hereby waive any right to claim therefor against the County.
- 4) I agree to indemnify and hold harmless the County of San Joaquin, its Board of Supervisors, officers, directors, agents, employees, and volunteers from and against any and all claims, demands, actions, losses, liabilities, costs, and expenses, including reasonable attorneys' fees and damages of any nature whatsoever to any person or property, arising out of the performance or non-performance of the Adopt-a-Road program or any activity related to this program, regardless of whether caused in part by a party indemnified hereunder.

	Print Name	Address	Signature	Age
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



San Joaquin County Adopt-a-Road Program



Parent / Guardian Consent for Minor Form

Name of Minor	
Address:	
City, State, Zip Code	
Adopt a Road Volunteer Group	
Birth Date (mm/dd/yyyy)	/ /
Name of Parent/Guardian	

I, _____, am the Parent/Guardian of the above named minor, and hereby agree to and declare under penalty of perjury to the following:

The above minor desires to perform volunteer services with the above named volunteer group.

As parent/guardian of this minor, I hereby grant permission for this minor to participate in the Adopt-a-Road cleanup program with the named volunteer group. The minor does not have any physical or medical concerns, which would prohibit or limit participation in the Adopt-a-Road program.

I assume full responsibility and liability for this minor's participation in the Adopt-a-Road cleanup program, including but not limited to: (1) injuries sustained while performing any activity under the program; (2) injuries sustained from moving vehicles; and, (3) injuries sustained from the collection of hazardous materials.

Signature of Parent/Guardian:	
Print Name of Parent / Guardian:	
Date:	



San Joaquin County Adopt-a-Road Program



Recognition Sign Requirements



The County of San Joaquin will provide two (2) 36" x 30" Adopt-a-Road signs, one at each end of the adopted street section. Affixed to each sign will be a 29 1/2" x 9" plate displaying the organizations name in sufficient detail to identify the organization. Organizations requesting a logo or name written in a special writing style (font) will be able to take the 29 1/2" x 9" aluminum plate (provided by the County) to a private sign shop where upon their logo and/or name can be placed at the organization's expense. The County of San Joaquin retains the right to reject, without cause or explanation, any symbol or seal the County of San Joaquin determines unacceptable. **The County shall approve all logos prior to printing.** When the approved, the County shall print and install the group's recognition sign. Organizations will be recognized via their name/logo on the permanent signs for participation in the Adopt-a-Road program within thirty (30) days after the first cleanup. No street address or telephone number will be included on the signs. The County will maintain the signs.



San Joaquin County Adopt-a-Road Program



Lettering Size

ORGANIZATION NAME:

The County will provide each organization with a plate (size of letters dependent on size of organizations name) stating organizations name as part of the Adopt-a Street program. Organizations requesting a logo or name written in a special writing style (font) will be able to take a 29 1/2" x 9" plate to a private sign shop for printing at the organization's expense. The County of San Joaquin retains the right to reject, without cause or explanation, any symbol or seal the County of San Joaquin determines unacceptable. **All logos must be approved by the County.** The County will install the plate on the permanent Adopt-a-Road sign. Organizations will be recognized via their name/logo on the permanent signs for participation in the Adopt-a-Road program within thirty (30) days after the first cleanup.

Logos with or without wording shall be placed on the aluminum plate measuring 29 1/2" x 9" and shall be no larger than 29 1/2" x 9". Logos shall be a minimum of 7" tall and a maximum of 8 1/2" tall.

Plate Colors

County Provided Plate:

Background -- White (Reflective) Letters - black (non-Reflective)

Special Logo -- A maximum of 50% solid color is permitted of which no more than 30% can be red, yellow, orange, or any combination thereof.

Check One (1):

County will be supplying sign plate with organizations name as written below: Organization name

_____ as it will appear on Recognition Sign **(Please Print Clearly)**

_____ Signature of Organizations Leader

Organization will submit a custom logo/name on plate to the County. The County will review and approve the submission prior to printing.



San Joaquin County Adopt-a-Road Program



Equipment Kit Contents

The equipment kit is designed to provide Adopt-a-Road volunteers with the necessary materials and tools to have a successful and safe cleanup event.

The Program Coordinator will arrange for a Safety Orientation to all adopting volunteer groups prior to their first cleanup, and will supply the Equipment Kit. Additional safety information is in the Safety Guidelines.

The following items are included in the Equipment Kit:

- 30 Plastic Litter Bags
- 10 Safety Vests
- 10 Trash Grabbers
- 1 Air Horn
- 1 First Aid Kit
- 2 Portable "Litter Clean-Up Ahead" sign

The County provides these kits with enough materials for ten volunteers. If any items are missing, notify the Program Coordinator immediately. The kit is to be returned to the County within 4 business days after the clean-up event. Also, if you have any questions regarding the proper use of equipment, please ask.

Please Have Your Group Provide Your Own:

- Supply of Water for team members to drink
- Work Gloves
- Sunscreen and Mosquito Repellant

Please have program participants dress as follows:

Have each participant dress in long sleeve shirt, long pants and footwear with enclosed toe and solid sole (work boots preferable)



San Joaquin County Adopt-a-Road Program



Adopt-a-Road Safety Guidelines:

You will be participating in a volunteer community cleanup near a County road, your safety and the safety of others is extremely important to us. In addition to the Safety Orientation, please read and follow these safety guidelines:

- !• **Review these safety guidelines each time before beginning work with all program participants.**
- !• Always park legally at a safe place when at the work area.
- !• Review the area for hazards before beginning.
- !• Do not touch possible hazardous materials. Contact the County Program Coordinator for further instructions and follow the **Bag It, Move it or Leave It policy.**
- !• Wear County provided safety equipment or bright colored clothing.
- !• Dress appropriately for weather conditions. Long pants are highly recommended at all times.
- !• Always face oncoming traffic while working, if possible.
- !• Always be alert and have an escape route planned.
- !• **Designate a lookout person with large groups.**
- !• Wear protective gloves, sturdy boots or shoes – no sandals or flip flops.
- !• Hats and sunscreen are recommended.
- !• Do not walk on the roadway.
- !• Never work in a median or center of the road.
- !• Avoid over exertion, particularly during times of high heat.
- !• Have a first aid kit available.
- !• Provide water or other refreshment available for all participants.
- !• Provide sunscreen and insect repellent for group members to use
- !• Never consume alcoholic beverages before or during the work period.
- !• Have transportation to medical services available.
- !• Do not enter or reach into drainage facilities.
- !• Do not touch or come near dangerous wildlife.
- !• Do not touch poisonous or thorny plants.
- !• Never work along the road in the dark or low light conditions.
- !• Do not work in the rain or fog.
- !• Do not work when the road is wet or icy.
- !• Do not work on high traffic volume days such as holidays or the day before holiday weekends.
- !• Be sure of your footing on slopes, uneven ground, and unstable conditions such as rocks or loose soil.

Most importantly, at all times use good judgment and stay alert.

If there is an emergency, call 911



San Joaquin County Adopt-a-Road Program



Bag It, Move It or Leave It Instructions

BAG IT

1. These items may be placed in a bag.

- A. Small items made of paper, cardboard, plastic, styrofoam, wood, rubber, glass, or metal provided that the item does not have sharp edges.
- B. Small, empty containers provided that the item does not have sharp edges.

Adopt-A-Road participants are encouraged to redeem CRV recyclable items.

MOVE IT

1. These items should be placed alongside your stacked bags at the edge of the shoulder.

- A. Items with dull, pointed edges that might tear a bag.
- B. Large items that would prevent a bag from being properly tied closed.
- C. Heavy items that could tear a bag, provided that the item can be moved without causing physical injury.
- D. Containers that are not empty if the contents won't spill when moved and you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.

If in doubt, leave the item alone!

LEAVE IT

1. These items should be left where found without taking further action.

- A. Sharp, large, or heavy items that could cause physical injury if moved.
- B. Any item in an unsafe location (within six feet of a traffic lane, on unstable ground, etc.).

2. Report these items to the San Joaquin County Public Works representative listed in your Approved Application that day, or on the next working day, during normal business hours. You may leave a voice message.

- A. Items that you are not permitted to bag or move that will not be easily visible to the County Public Works crew collecting your filled bags. (If possible, place a filled bag near to the item to mark its location.)
- B. Securely closed items containing hazardous substances.*

3. Report these items that same day to the San Joaquin County Public Works representative listed in your Approved Application. If you are unable to speak directly to a San Joaquin County Public Works employee, call 911 to report the item.

- A. Any item that you cannot identify and suspect may be hazardous.
- B. Unclosed or leaking items containing hazardous substances.*

4. Call 911 if you find the following kinds of items. If you do not have access to a cell phone or call box, then someone other your group's safety leader must leave the site to make the call. Then, unless advised to leave the area, the safety leader must stay at the site until a San Joaquin County Sheriff's Department Patrol officer or a San Joaquin County Public Works representative arrives.

- A. Items with hazardous material labels.*
- B. Items that could pose an immediate danger.*
- C. Items that could be crime-scene evidence*

Keep a safe distance away from the item and do not disturb it in any way!

****See next page for examples***

If an item you find has a strong odor, leave the area immediately and call the appropriate authority.

Items of Concern

ITEM	LEAVE IT	LEAVE IT AND CALL COUNTY PUBLIC WORKS DURING BUSINESS HOURS*	LEAVE IT AND CALL COUNTY PUBLIC WORKS THAT DAY**	LEAVE IT AND CALL 911 IMMEDIATELY***
Miscellaneous Items				
Broken glass	X			
Any item that you cannot identify and suspect may be hazardous			X	
Hazardous Substances				
Spills of liquid or powdery substances			X	
Fuels, motor oils, transmission fluids, petroleum products		X if securely contained	X if open or leaking	
Items with hazardous material labels (see examples below)		X if securely contained	X if open or leaking	
Antifreeze		X if securely contained	X if open or leaking	
Batteries		X if securely contained	X if open or leaking	
Flares		X		
Paints		X if securely contained	X if open or leaking	
Aerosol cans (that are not empty)		X		
Human urine, feces, bloody waste (gauze, etc.)		X if securely contained	X if open or leaking	
Syringes, labeled medicines (aspirin, prescription drugs, etc.)		X		
Animal carcasses		X		
Extremely Hazardous Items / Possible Crime-Scene Evidence				
Bloody items that may be crime-scene evidence				X
Explosives or possible bombs (capped pipes, wrapped packages, etc.)				X
Weapons (guns, knives, etc.), unspent ammunition				X
Unlabeled medicines, marijuana, drug paraphernalia				X
Animals that may have been poached				X

* Report these items to the San Joaquin County Public Works representative listed in your Encroachment Permit that day, or on the next working day, during normal business hours. You may leave a voice message.

** Report these items to the San Joaquin County Public Works representative listed in your Encroachment Permit on that day. If you are unable to speak directly to a San Joaquin County Public Works employee, call 911 to report the item (see instructions below).

*** If you do not have access to a cell phone or call box, then someone other your group's safety leader must leave the site to make the call. Then, unless advised to leave the area, the safety leader must stay at the site until a San Joaquin County Sheriff's Department Patrol officer, or a San Joaquin County Public Works representative arrives. Keep a safe distance away from the item and do not disturb it in any way! Report the incident to your Adopt-A-Road Coordinator on the next business day.

A Few Examples of Hazardous Materials Labels



San Joaquin County Public Works Representative to Call if You Find Hazardous Substances

Name Road Maintenance Dispatch Phone Number (209) 468-3074

Garbage Bag Placement Plan

Example of Clean-Up Work Zone (see image below)



Safety Reminders:

- 1) Have a safety review of the **Safety Guidelines** with clean-up crew before starting cleanup effort
- 2) Make sure to have someone act as spotter to watch for any oncoming traffic
- 3) Have everyone participating in the days cleanup event sign the **Adopt-a-Road Program Hold Harmless Form-PIROR TO EVENT.**
- 4) Only cleanup within the County's right-of-way. If you are unsure of right-of-way, please request this from the Program Coordinator.
- 5) Always follow **the Bag-It, Move-It or Leave-It Guidelines** for the program
- 6) Place all materials collected for disposal between 2' and 4' from the road edge line.



San Joaquin County Adopt-a-Road Program



Preferred Adopt-a-Road Street Locations

List to be developed by the Department of Public Works:

Street	Limits



San Joaquin County Adopt-a-Road Program



C.R.E.W. P.L.A.N.S. Work and Safety Strategy

There is a video viewable on YouTube, developed by Cal-Trans that provides a great overview of working safely during an Adopt-a-Road event - https://www.youtube.com/watch?v=HvgyPuZ_l4Y

C. Contact County's Adopt-a-Road Program Coordinator in advance of scheduled clean up date

Notify the Adopt-A-Road Coordinator of your plans to work at least five (5) days, but no more than one month, before the event. If County construction or maintenance activities have been scheduled already at your adoption site on that same day, you will not be permitted to work.

R. Review Safety Procedures with Crew prior to leaving for the cleanup

Review these "Safety Requirements for Participants" and the "Bag It, Move It, or Leave It?" instructions with all participants at an off-site location prior to each work event. Also, watch the Youtube.com Video from Cal Trans (See Hyperlink above).

E. Evaluate Weather Conditions

Work must be performed during daylight hours. Do not work, or discontinue working, if weather (or other adverse circumstance) decreases visibility or causes a public hazard.

W. Wear your Safety Gear (PPE) at all times

Wear your high-visibility safety vest. It is required that participants wear high-visibility safety vests. Long pants, substantial shoes or boots with ankle support, light-colored clothing, and long-sleeved shirts are recommended. Put on your safety vest before travelling to your site and do not take it off until you have left the roadside.

P. Park in a Safe Place

Park in a safe place. Please carpool and allow for only 2 vehicles to be used for event. Vehicles must park completely off of paved areas and be at least six feet from any traffic lane. If this is not possible and site has a shoulder, then use a drop-off and pick-up arrangement instead. Or, enter and exit your site on foot from locations that allow you to face oncoming traffic. If in doubt about the safest way to access your site, please contact the Adopt-A-Road Coordinator for advice.

L. Lookout for Danger and Lookout for Each Other

Look out for danger and look out for each other. Always work facing oncoming traffic. Use a safety lookout when fellow workers are unable to see oncoming traffic. Watch your footing and be alert for snakes, stinging insects, and poisonous plants. Do not work alone.

A. Alert Law Enforcement

Alert the Sheriff's Office (call 911) if you find an extremely hazardous item. Identify all objects before touching them and handle found items according to the procedures outlined in the "Bag It, Move It, or Leave It" instructions.

N. Never Risk Injury

Never risk injury. Stay completely off of paved areas and always remain at least six feet from any traffic lane. Use extreme caution when crossing the road; plan to use crosswalks and signals where available. Do not work on unstable or slippery ground, on bridges, or in drainage facilities. Avoid behaviors that will distract motorists; this includes working in groups of more than three or four persons. Drink plenty of water.

S. Stack Your Bags

Stack your bags. Do not overload or compact litter bags and be sure to tie them securely closed. Whenever possible, stack several filled bags together. Place bags completely off of paved areas and at least six feet from any traffic lane. Make sure that the bags are located where County road maintenance crews can easily see them and safely retrieve them.



San Joaquin County Adopt-a-Road Program



Working Outdoors Safely

While working on an Adopt-a-Road Cleanup event, volunteers have risk of exposure to various species, such as snakes with venomous bites, stinging and biting insects, and toxic plants. Contact with any of these may increase exposure, possibly resulting in a visit to the emergency room or your physician.

Exposure may cause an allergic reaction that may cause anything from mild discomfort to debilitating pain requiring immediate medical attention. The specific types of hazards vary depending on the nature of the outdoor work you may perform, geographic region, season and duration of the job. It is wise to listen to safety officials and plant and animal experts who advise people who work outdoors to take appropriate precautions when on the job.

The best preventative measure is to reduce the risk of exposure. Make sure to keep aware of any plants, insects, animals, or reptiles. Wear hats, light colored long sleeve shirts, light colored long pants, work boots with hardened soles that cover up to the ankle and put on insect repellent, along with sunscreen.

Exposure	Risk	Treatment Options
Venomous Snakes (Rattlesnakes)	Bite	Call 911 Immediately Keep the bite victim calm and have them sit down Elevate the bite site above the heart Try to remember what the snake that bit looked like Mark the advancing swelling of the wound every 15 minutes
Bee / Wasp / Hornet	Sting	If someone is or develops allergic reaction to sting, call 911 immediately Clean the area with soap and water or with antiseptic wipes If possible, remove stinger with gauze or with your finger nails
Mosquito	Bite	Wear insect repellent If the bite site is scratched and bleeding, use antiseptic wipe to reduce risk of infection and cover with band-aid
Tick	Bite	Use tweezers to remove tick from bite site using slow and steady pull away from body Keep the tick in a zip lock bag with date/location of the bite to help medical professionals
Spider (Black Widow / Brown Recluse)	Bite	Seek medical attention immediately Clean the wound site with mild soap and water and apply antibiotic ointment/cream Apply a cool compress OTC Antihistamine may be helpful if there as itching and the person does not have a reaction/allergy to this medication
Animal Bite	Bite	Seek medical attention immediately
Skunk	Spray	Flush eyes / mouth with warm water Shower as soon as possible and thoroughly wash clothing
Poison Ivy / Poison Oak	Oil Contact	Wash exposed site thoroughly with soap and cool water immediately Apply calamine lotion, Zinc Carbonate or Zinc Oxide ointment to site Seek medical attention if rash develops or becomes severe

San Joaquin County Adopt-a-Road Program

Sample Pictures of Types of Plants, Rattlesnake, and Spiders



Figure 1 Poison Ivy



Figure 2 Poison Oak



Figure 3 Black Widow Spider



Figure 4 Brown Recluse Spider



Figure 5 Western Rattlesnake