

## **ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT GUIDELINES FOR CONDUCTING ADOPT A HIGHWAY PROGRAM**

\_\_\_\_\_, an organization/individual(s) requesting to adopt a section of Highway \_\_\_\_\_, \_\_\_\_\_ County, Section \_\_\_\_\_, Log Mile \_\_\_\_\_ to Log Mile \_\_\_\_\_ for litter control, agrees to comply with the following guidelines governing the Adopt A Highway Program:

- All litter pickup activities will be restricted to the areas of the right of way outside the pavement and shoulder areas.
- No litter pickup will be accomplished in the median area of multi-lane or freeway type roadways.
- No person under the age of 11 years will be permitted to pick up litter within the highway right of way. All persons between the ages of 11 and 18 must be accompanied by at least one adult per 5 persons under age 18.
- Each organization shall designate a Contact/Safety Representative who will arrange to meet with a department representative prior to the first scheduled litter pickup and at least annually thereafter.
- A safety meeting will be conducted immediately prior to each scheduled litter pickup. The Department will assist the adopting organization in planning the meeting. In this meeting, the workers should be apprised of the hazardous nature of the work which they will be performing.
- No litter pickup will be performed unless the adopting organization has displayed the appropriate advance warning signs. (AHTD will furnish the appropriate signs.)
- All persons engaged in litter pickup on the right of way will wear an appropriate safety vest. (AHTD will furnish the appropriate safety vest.)
- The group shall obtain required vests and bags from the Department during regular business hours.
- Vests and unused bags furnished by the Department shall be returned to the Department within one week following a cleanup.
- Place all bagged litter along the edge of the shoulder. (AHTD will pick up and dispose of bagged litter.)
- Support activities which will influence and encourage the public to improve roadside appearance.
- Promote the activities of the organization through media attention.

It is further understood by \_\_\_\_\_ that the Arkansas State Highway and Transportation Department will:

- Erect an identification sign on each end of the adopted highway section to recognize the adopting organization's activities and efforts.
- Furnish a set of appropriate advance warning signs (to be set up and maintained in place during litter pickup activities by the adopting organization).
- Furnish appropriate safety vests for all persons involved in litter pickup for the adopting organization.
- Furnish all litter bags needed by the adopting organization.
- Furnish postage paid return cards to be completed by the adopting organization.
- Collect and dispose of all litter which is picked up and bagged by the adopting organization.
- Assist the adopting organization with litter pickup, promotional and media activities, to the extent practical. A two-week notice should be given to the Department.
- Issue the adopting organization a "Certificate of Recognition" upon completion of each year's successful participation in the Adopt A Highway Program.
- Meet with Contact/Safety Representatives prior to first scheduled pickup and at least one time annually thereafter.
- As long as two pickup cards are received per year, the agreement will remain in effect with no annual renewal agreement necessary. If less than two pickup cards are received in one year, the group will be asked whether or not it wishes to continue participating in the program.

\_\_\_\_\_  
Adopting Organization

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

September 1998