

# Adopt-A-Roadway Program

## Public Works Department

Traffic & Streets Division  
101 Camino Entrada, Building 1  
Suite 216  
Los Alamos, NM 87544



**LOS ALAMOS**  
where discoveries are made

The Adopt-A-Roadway Program provides a great opportunity for both volunteer and sponsor groups to promote civic responsibility and community pride.

## Welcome!

When you join Los Alamos County's Adopt-A-Roadway program, you become a vital part of a partnership that is dedicated to keeping Los Alamos clean and attractive. No special skills or experience are required – just a commitment to the community and concern for the environment.

What it means to join the Adopt-A-Roadway Program:

- Your group can select a segment of roadway you would like to sponsor. Groups can be family members, churches, businesses, organizations or even a group of friends!
- Your group agrees to pick up litter in your section of road at least two times per year, following all the safety guidelines in your agreement.
- This program is a two-year commitment, with the option to renew your agreement at the end of each term. (Or 3 years to include Keep Los Alamos Clean event).
- Your group's name will be placed on the County's website recognizing your contribution to the Adopt-A-Roadway Program.

## How to Get Started

1. Organize your group and get commitments before you submit your application.
2. Contact Los Alamos County for more information about adopting a segment within the county.
3. Complete the permit application and submit it to the Public Works Department.
4. A coordinator will notify you when the application is approved and will assist you in getting started.

## Adopt-A-Roadway Requirements

A group requesting to adopt a segment of roadway for litter control agrees to comply with the following requirements:

- All litter pick up activities will be restricted to the areas of the right of way outside the pavement and shoulder areas.
- No person under the age of 12 will be permitted to pick up litter within the highway right of way. All persons between the ages of 12 and 18 must be accompanied and supervised by at least one adult per 5 persons under the age of 18.
- Each group shall designate a Contact/Safety Representative who shall arrange for each member of the group to view the Adopt-A-Roadway Safety Video prior to the first scheduled litter pick up. That representative will be responsible for safety meetings, and for obtaining and returning vests and signs.
- Each scheduled litter pick must be scheduled with the Public Works Department to ensure proper coordination. The group shall obtain required signs, visible vests, and bags from the department during regular business hours. The group's representative, prior to clean up, should call the department to schedule a time to pick up and return the signs. (Only a limited number are available). A safety meeting will be conducted by the County's Traffic Safety Specialist prior to each scheduled litter pick up. In this meeting, the members of the group will be apprised of the hazardous nature of the work that they will be performing. Periodic review of the **Safety Video** is recommended.
- No litter pick up will be performed unless the group has placed the appropriate advance warning signs. Public Works will furnish the appropriate signs.
- All persons engaged in litter pick up will wear an appropriate safety vest. Public Works will furnish the appropriate vest.
- Vests and unused bags furnished by the department shall be returned to the department after each clean-up session.
- The adopting group will dispose of all bags of litter as appropriate. (Coordinate with Environmental Services.)
- If it is further understood by the adopting group that the Public Works Department will:
  - Furnish a set of appropriate advance warning signs (to be set up and maintained in place during litter pick up activities by the adopting group) when available.
  - Furnish appropriate safety vests, gloves and litter bags for all persons involved in litter pick up for the adopting group.
  - Meet with Transportation Safety Specialist prior to each scheduled pick up to provide safety information, literature, access to safety video, and answer questions.
  - If at the end of a nine-month period it is determined that the adopting organization has not conducted a cleanup activity, the department will cancel their agreement.

## **Safety**

- ✓ Be careful out there.
- ✓ Work facing oncoming traffic whenever possible and work one side of the roadway at a time.
- ✓ Do not enter the roadway or medians at any time.
- ✓ Be mentally alert.
- ✓ No horseplay of any type will be tolerated.
- ✓ Be a member of your team.
- ✓ Don't work in bad weather.
- ✓ Wear the proper gear.
- ✓ Do not wear headphones or earbuds or engage in other activity that could be distracting.
- ✓ Avoid places where snake, fire ants or other insects/rodents may be located.

## **In Case of Emergency**

1. Every crew should possess an adequate first aid kit while working.
2. In case of an emergency, call 911 and follow all directions provided by dispatchers.
3. Have transportation immediately available.

## **Adopt-A-Roadway Safety Briefing**

Video link can be inserted here

We can include videos from other entities. NMDOT?

## List of potential streets that are available for adoption.

Phase 1 - Options for Adoption:

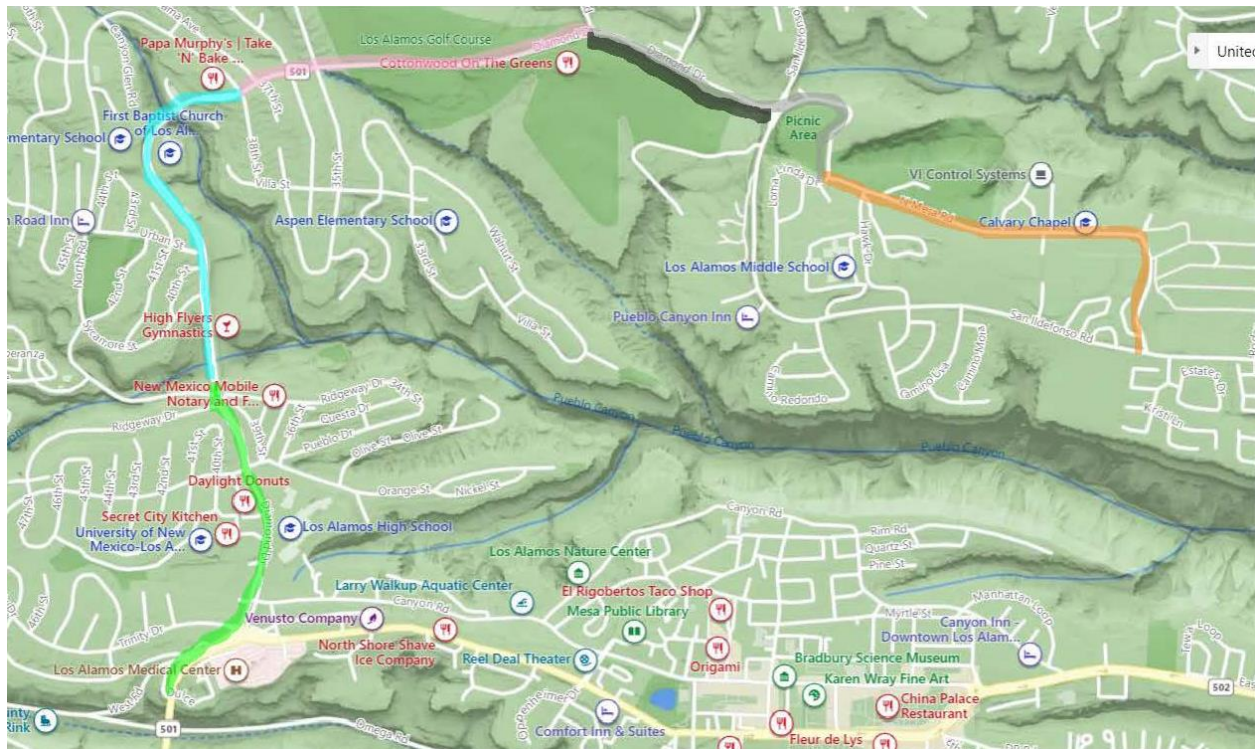
Central (1.5 miles)

- Central to Oppenheimer .75mi (blue)
- Oppenheimer to Diamond .75mi (red)

Diamond and N. Mesa Rd

- Omega Bridge to N Road .7 mi
- N. Road to Arkansas/38th Street .75 mi
- Arkansas/38th to Club Rd. .7 mi
- Club Rd. To Loma Linda on N. Mesa Rd .75 mi
- Loma Linda to San Ildefonso .8 mi





#### *Diamond and N. Mesa Rd to San Ildefonso*

- *Omega Bridge to N Road .7 mi (Lime Green)*
- *N. Road to Arkansas/38th Street .75 mi (Lt. Blue)*
- *Arkansas/38th to Club Rd. .7 mi (Pink)*
- *Club Rd. To Loma Linda on N. Mesa Rd .75 mi (Gray)*
- *- Club Rd. to Roundabout (Black) Option to end at Roundabout .4 mi*
- *Loma Linda to San Ildefonso .8 mi (Orange)*



## Signage

1. Information allowed for individuals, memorials, organizations, businesses, and agencies to be recognized on the County's website are as follows:
  - Memorials: "In Memory of" plus the deceased person's name
  - Organizations, including informal groups: name, logo, or both
  - Businesses & Agencies: official business license/agency name
2. Litter removal may begin after the adopting group has complied with all requirements noted herein and as directed by Public Works.
3. The County will install and maintain the signs.

### *SAMPLE*



## **Adopt-A-Road Coordinator**

The County's Adopt-A-Road Coordinator is the Transportation Safety Specialist in the Traffic & Streets Division.

The coordinator is responsible for assisting with identifying adoptable segments of road, obtaining approval of work plans, and processing the permit application. The coordinator will also assure that participants fulfill their permit obligations. The coordinator is available Monday through Friday between 9:00 am and 3:00 pm. to explain the details and assist you with getting the program started.

## Application Page (this will be a fillable form on website)

Complete the application below, we will contact you regarding the next steps for joining the program.

Date:

Organization/Group Name:

Mailing Address:

City:

State:

Zip:

Phone Number:

Alternate Phone Number:

Contact Person:

Contact Mailing Address:

City:

State:

Zip:

Phone Number:

Alternate Phone Number:

Contact Email Address:

We, (Organization/Group Name) \_\_\_\_\_

are committed to picking up trash/litter along the section of highway from

to

a minimum of two times every year.

We expect to have approximately \_\_\_\_\_ participants during each cleanup.

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Potential dangers involved while participating in this program can include, but are not limited to: high speed traffic, noxious plants, broken glass, hazardous materials, sharp metal, and potentially harmful wildlife.

The adopting group assumes, releases and agrees to indemnify, defend, protect and save harmless Los Alamos County and any of its agencies from and against any loss of and/or damage to the property of Los Alamos County, and all loss and/or damage on account of injury to or death of any persons unless such loss and/or damage arises from the sole negligence or willful conduct of Los Alamos County or its employees.

We have read and understand all provisions contained on page two of this agreement and will abide by them and any other terms and conditions as required by Los Alamos County for participation in this program.

\_\_\_\_\_  
Group Contact

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Los Alamos County Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Agreement Provisions

1. All participating group members shall review the Safety Guidelines prior to any planned cleanups. It is the responsibility of the group coordinator to review the safety guidelines with the group members before cleanups. Potential dangers involved while participating in this program can include, but are not limited to; high speed traffic, fumes, noxious plants, broken glass, hazardous materials, sharp metal, harmful wildlife, errant golf balls, tripping, and falling.
2. The group will notify the Adopt-A-Road Coordinator 14 days prior to a planned pickup event.
3. Participating group agrees to restrict program activities to the area of right-of-way off the traveled portion of the roadway.
4. While performing activities on the right-of-way, the method, manner, and appearance of the participants will not in any way distract, disrupt, or adversely affect traffic.
5. Program activities will only be conducted during day between the following timeframe: one hour after sunrise to one hour before sunset and not during inclement weather.
6. The group will notify the Adopt-A-Road Coordinator in the event of any group leader change within 30 days.
7. It is mandatory that all participants wear the bright colored safety vest provided by LAC.
8. Los Alamos County:
  - Determines the specific section of right-a-way to be adopted
  - Installs and maintains signs
  - Provides group members with trash bags and safety vests
  - Provides Safety Guidelines to group coordinator
  - Reserves the right to cancel any agreement due to failure to meet provisions of the program or for safety reasons.
  - Los Alamos County reserves the right to cancel or revoke a permit at its discretion.

## **Request for Supplies** (this will be a fillable form on website)

Name of Group Leader

Location of Supply Pick-up

Preferred Date of Pick-up (7 days' notice)

Do you need gloves

Do you need safety vests?

Do you need trash bags (1 box=10bags)?

## **Required Documents**

Each participant must waiver of liability

## **Reference & Additional Information** (link to documents)

Team Leader Checklist

Pre-Event Notice

Environmental Services Coordination

Participant agreement form and waiver of liability

Sign Request Form

Safety Tip Sheet