

SOMERSET COUNTY
ADOPT-A-ROAD PROGRAM
Policy and Agreement Manual

Somerset County Division of Solid Waste Management

Somerset County Adopt-A-Road Program

The Somerset County Adopt-A-Road program supports the state and communities ongoing effort to keep its roads more attractive and safe. Somerset County has some of the most beautiful landscapes in northern New Jersey. Litter among its roads takes away from the landscape and creates hazardous driving conditions.

New Jersey is the most densely populated state in the country. Although Somerset County is not as populated as the more city oriented counties, there are several major highways and roadways which go through the County. Unfortunately, where there are people on the move, there is litter. Some of the thousands of drivers who travel these roads each day throw garbage out their windows creating a litter problem in and on the side of the road. Garbage thrown out of car windows is not the only source of litter along the roads. It is not unusual to find tires, household debris, and larger bulk trash as well.

The Adopt-A-Road program allows organizations and individuals to help join the County in producing safe, attractive, litter free roadways within their community. The organizations help teach their groups about a clean community as well as lowering the cost of litter removal by the County. This program is beneficial for everyone.

How Does It Work?

Groups may "adopt" up to a two mile stretch of a county road after signing a formal agreement with the Somerset County Division of Solid Waste Management.

The agreement states:

The group must do a pickup at least four times a year and designate a leader who ensures that safety is a priority, e.g., that everyone:

uses safety equipment
receives roadside safety instructions
and follows appropriate recycling techniques.

A separate Adopt-A-Road agreement is available for groups that wish to landscape. They may, for example, mow grass or plant and maintain flowers or ornamental beds.

Somerset County will fabricate and erect a sign on the section of road that identifies the program and the organization which is taking care of that section of road. In addition, the Somerset County Division of Solid Waste Management will promote public awareness through the media and other communication devices.

Group Leaders

Organizations that participate in the Somerset County Adopt-A-Road program will designate a leader to be the liaison with the Division of Solid Waste Management. Safety is the foremost consideration.

Leaders will:

- * Use Somerset County safety materials to conduct pre-pick-up safety talks.
- * Be responsible for supplying first aid kits, safety vests, gloves, trash bags and water to the pick-up site.
- * Conduct at least one safety orientation session during each calendar year.
- * Complete the Adopt-A-Road report card and mail it back to the Somerset County Division of Solid Waste Management following each pick-up.

Participation in the Adopt-A-Road Program

The adoption of a section of road is a privilege that may be granted by Somerset County to groups or organizations who would assist the Adopt-A-Road program in achieving its goals.

Only Groups or organizations who are responsible would be allowed to adopt a road. Groups or organizations with a history of violent, criminal, or unsavory behavior shall be prohibited from adopting a road.

Somerset County may refuse a request to adopt a road if, in its opinion granting the request would jeopardize the program, be counter-productive to its purpose, or create a hazard to the safety of the traveling public.

Somerset County shall reserve the right to consider other extenuating factors in determining whether or not groups or individuals may adopt sections of roadway.

Program participants agree not to hold the County of Somerset responsible for any injuries suffered or damages they may cause or suffer as a result of participating in the program.

General Limiting Conditions

The program may, at any time, and for any reason, be modified in scope or altered in any other manner at the sole discretion of Somerset County.

Logos, titles or any other language must receive prior approval before being placed on Adopt-A-Road signs.

Modification/Renewal/Termination of the Agreement

The Adopt-A-Road agreement may be modified in scope or altered in any other manner at the sole discretion of Somerset County.

Termination of the Program

The Adopt-A-Road program may at any time and for any reason be terminated at the sole discretion of Somerset County.

For More Information

Phone the Somerset County Division of Solid Waste Management at

908-231-7109

Fax:

908-707-1749

or write

**Somerset County Division of Solid Waste Management
Adopt-A-Road Program
P.O. Box 3000
Somerville, NJ 08876**

Safety Guidelines for All Participants

What to do first.

Carpool or vanpool to the pick-up site.

Park vehicles at a safe distance.

Upon arrival at the work site, install Somerset County **Official "Litter Patrol Ahead"** sign at the advance of pick-up site. Wear the **safety vests** provided by Somerset County.

Emergency Information.

Familiarize yourself with the emergency procedures such as the location of the **nearest emergency facility** and how to quickly summon the police or an ambulance.

Be sure to inform the leader of known **allergies** and physical infirmities prior to participation.

First Aid.

The leader must have a first aid kit on site.

Water Breaks.

Bring a supply of water. Avoid potential problems from over-exertion and heat by drinking water and taking rest breaks.

Clothing.

Wear long sleeve shirts, jeans or long pants, leather or heavy soled shoes boots and gloves.

Be alert for hazards.

Learn to identify **poison ivy**. The recommended attire will prevent **irritations** from most plants.

Be alert for **bees, wasps, hornets, fire ants, and snakes**.

Pay attention to handling of **broken glass**.

Cancel pick-up during **extreme weather** conditions.

Avoid car batteries, animal carcasses, and unidentifiable or questionable items.

Traffic.

Be sure you are **visible** to motorists.

Watch for **unexpected developments** in traffic.

Walk **facing oncoming traffic**.

Pick up litter on one side of the road at a time when picking up a multi-lane road with a median.

All vehicles should remain on the same side of the road as the participants.

Don't schedule a pick-up during peak traffic hours.

Stay clear of all construction areas.

Youths.

Provide appropriate and adequate adult supervision when youth groups **B** involved in litter pick-up.

Avoid Unsafe Behavior.

All unsafe behavior, such as standing or jumping on guardrails, drainage pipes, or concrete walls, horseplay and demonstrations should not be permitted.

Alcohol is forbidden on pick-up sites.

Adopt-A-Road Program Application Form

Group Name _____

Address _____

Contact Person _____

Phone Number (Day) _____ (Evening) _____

County Road to Adopt First Choice _____

Second Choice _____

Date of Application _____

Comments _____

Please mail this form to the address listed below.

Adopt-A-Road Coordinator
Somerset County Division of Solid Waste Management
P.O. Box 3000
Somerville, NJ 08876

Phone: (908) 231-7109

Fax: (908) 707-1749

Exhibit A

Road Name _____

Municipality(s) _____

County Route # _____

Location From _____

To _____

Exclusions:

Municipality _____

Located on Route # _____

Location _____

Description of Parameters:

Litter Instructions:

Adopt-A-Road Agreement

This agreement, made this _____ day of _____, 20____, between
Somerset County, herein the COUNTY,

and

with its address at _____,
hereinafter called the APPLICANT.

Background:

A. In order to rid county roads of litter and improve the environment, the county has established an anti-litter program known as "Adopt-A-Road", in which volunteer groups adopt a section of the county roadway, or a portion thereof in their community, in order to pick up litter.

B. The APPLICANT desires to participate in the COUNTY's Adopt-A-Road program and the COUNTY agrees to provide certain materials and information for the APPLICANT.

Now, Therefore, in consideration of the mutual benefits received by the COUNTY and the APPLICANT from participation in the program, the parties agree to the following:

1. The above recitals are incorporated into the body of this Agreement.
2. Subject to the conditions set forth below and in attached exhibits, the APPLICANT adopts a section of a COUNTY road or portion thereof at least two miles in length as set forth on Exhibit A and made part of this agreement (the site), for a minimum period of two years beginning _____, 20____, subject to the COUNTY's rights of termination.
3. The COUNTY will conduct an initial safety orientation meeting with the authorized representative(s) of the APPLICANT and will provide safety materials for use by the APPLICANT.
4. The APPLICANT will conduct litter pick-up at the Site as set forth in Exhibit A a minimum of four times per year or more often, deemed necessary by the COUNTY and/or the APPLICANT, subject to at least one week's written notice to the Program Coordinator and receipt of approval. All activities must be conducted during daylight hours.
5. Prior to the start of the program, the APPLICANT shall conduct at least one safety orientation session with its participants to review, at a minimum, safety and other guideline materials supplied by the COUNTY. Safety materials provided by the COUNTY must be reviewed by every person who will participate in the litter pick-up. No participant may be involved in the litter pick-up unless he/she has attended at least one safety orientation session conducted by the APPLICANT and has signed a release, a copy of which is attached as Exhibit B and made a part of this agreement. An authorized representative of the APPLICANT must present the safety information to any potential participant and shall provide the COUNTY with a certified statement on a form provided by the COUNTY listing names of all individuals who received safety orientation. The APPLICANT shall submit the statement to the COUNTY and shall submit an additional statement each time new participants are added to the program. Further, the APPLICANT shall conduct an on site safety briefing prior to each pick-up.

6. The APPLICANT agrees to comply with Safety Conditions set fourth in Exhibit C which is attached hereto and made a part of this agreement.

7. Prior to each scheduled pick-up, the COUNTY will supply the APPLICANT with adequate numbers of safety vests and plastic trash bags. The APPLICANT shall request additional vests and trash bags from the COUNTY if necessary.

8. The COUNTY, through the program coordinator, will arrange to pick up all filled trash bags. The APPLICANT must provide notification to the COUNTY of all scheduled pick-up dates at least one week prior to each schedules pick-up.

9. (A) The COUNTY, at its expense, will provide, install and maintain two signs designating the Program and the APPLICANT's name at the beginning of the Site, one in each direction. Further, the COUNTY will, at its own expense, provide the APPLICANT with "Litter Patrol Ahead" signs for placement by the APPLICANT during litter pick-ups. The APPLICANT shall be responsible for proper use and storage of the temporary "Litter Patrol Ahead" signs. The COUNTY will replace the Adopt-A-Road signs as necessary due to normal wear and tear.

(B) The APPLICANT shall not use or display any business logo or commercial advertising at the pick-up site.

10. After each pick-up, the APPLICANT shall complete a report card which includes the date of the pick-up the number of the number of hours spent for the pick-up. These reports can be filled out on a pre-printed forms furnished by the COUNTY and the APPLICANT shall be responsible for submitting said forms to the Program Coordinator within one week of the pick-up.

11. The APPLICANT shall indemnify, save harmless and, if requested, defend the County of Somerset, the COUNTY, its Freeholders, officers, and employees from and against all claims, suits, or actions for injury, death or property damage whether just or unjust, fraudulent or not, arising out of or alleged to arise out of the APPLICANT's performance, whether negligent or not, under this agreement, and for all costs and expenses incurred by the COUNTY in the defense, settlement or satisfaction of any such claims, including attorney's fees and costs for the suit.

12. (A) The COUNTY shall have the right at its sole discretion and convenience to terminate the Agreement at any time providing written notice to the APPLICANT.

(B) After the initial two year period, the APPLICANT shall have the right to terminate this agreement upon thirty (30) days' written notice to the COUNTY.

13. The APPLICANT shall, at no cost to the COUNTY, be responsible for repair of, or compensation for, any damage to any real or personal property, whether publicly or privately owned.

14. Any notice to or communication with the COUNTY by the APPLICANT shall be with the Program Coordinator. Any notice to or communication with the APPLICANT shall be to the authorized signatory of this Agreement at the address shown below.

15. The APPLICANT by entering into this Agreement, certifies that it does not represent an elected official or candidate for public office.

16. The APPLICANT has been provided with the COUNTY criteria for eligibility to participate in the program and, by signing this Agreement, certifies that it meets all such criteria.

17. The County of Somerset requires the APPLICANT to separate and recycle appropriate materials.

18. The Agreement constitutes the entire understanding between the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement, effective on the date of page one of this Agreement.

COUNTY DATE

APPLICANT DATE

Exhibit B

Individual Release

Organization _____

Date _____

I/We understand that participation in the Adopt-A-Road program involves standing and walking near a county road while traffic is present and is a potentially hazardous activity. I/We assume all risks associated with participation in the program and hereby for myself, my heirs, executors, and administrators waive and release the State of New Jersey, County of Somerset, its Freeholders, officers and employees from claims, liability, risk of and damage of any kind including wrongful death associated with or arising out of my/our participation in the Adopt-A-Road Program. I/We have reviewed and understand the Adopt-A-Road safety materials prior to my participation in the program.

IF SIGNATORY IS LESS THAN 18 YEARS OF AGE, THIS MUST ALSO BE SIGNED BY A PARENT OR GUARDIAN.

Name _____

Address _____

Age _____

Signature of Parent or Guardian

Date

Exhibit C

Safety Requirements

Participants in the Adopt-A-Road Program shall be required to comply with the

following requirements:

- * Pick up litter on one side of the road at a time when cleaning a multi-lane road with a median. All vehicles shall remain on the same side of the road as the participants.
- * Never cross over or pick up trash on travelled pavement.
- * Upon arriving at the work site, immediately display Somerset County official "Litter Patrol Ahead" safety sign in advance of the pick up site.
- * No possession or drinking of alcoholic beverages.
- * Use Somerset County safety materials.
- * Conduct at least one safety orientation session during each calendar year.
- * Provide appropriate and adequate adult supervision when youth groups are involved in litter pick-ups; that is one adult per eight participants below the age of eighteen.
- * Avoid peak traffic hours and extreme inclement weather.
- * Stay clear of all construction areas.
- * Attend pre-pick up safety talks.
- * Avoid all horseplay or demonstrations of any nature on the right of way.
- * Wear the safety vest provided by Somerset County.
- * Avoid hazardous materials such as car batteries or any unidentified questionable items and animal carcasses.
- Notify **APPLICANT** of all known allergies and any physical infirmities prior to participation.

Exhibit D

Recyclable Litter

I understand the importance of recycling and that recycling is the law in the State of New Jersey. To participate in the Adopt-A-Road Program in Somerset County we are

required to separate from the collected litter and recycle the following items.

Aluminum beverage cans

Clear, brown, and green glass

Plastic soda bottles, milk jugs, and liquid detergent bottles

Tires

Automobile parts - mufflers, tailpipes, hubcaps, and rims

Batteries - dry cell

Scrap metal

My group will make arrangements to separate the recyclables and the County will take them to the recycling center of Somerset County. Recyclable will be put in clear plastic bags and trash into other bags provided. All bags will be securely tied.

Further more I understand that the unlawful disposal of litter that has been collected is a violation pursuant to NJSA 13:1E-9.3 (A)(B) carrying heavy penalties.

I will not leave anything which the group has collected on the side of the road without notifying the County Public Works Department and Division of Solid Waste Management while making arrangements to remove all securely tied bags within 48 hours.

* Toxic or bulky waste should be identified and its location should be noted and reported to the County.

Signature