



# ADOPT- A-SPOT PROGRAM

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# PURPOSE OF PROGRAM

The Adopt-A-Spot Program is a litter prevention initiative designed to keep Calcasieu Parish litter free. This program enables individuals, families, schools, groups, businesses or private civic organizations to actively participate in the removal of litter from public areas.

# PROGRAM SUMMARY

- The Calcasieu Parish Police Jury will guide the litter cleanup activities for those desiring to Adopt-A-Spot.
- The participant(s) will simply request the location that they wish to adopt, and the Calcasieu Parish Police Jury will review the location for final approval.
- One-time cleanups are acceptable for those who only wish to conduct a simple. Long-term commitments will also be accepted.
- The Calcasieu Parish Police Jury may deny any adoption request based on the following:
  - Instances where an inherent risk to safety is identified as an issue.
  - The Participant's involvement in the program may tarnish the image of the Calcasieu Parish Police Jury and the Adopt-A-Spot Program, including, but is not limited to, participant's discriminatory practices because of race, religions preferences, sex, color or national origin.
- The Calcasieu Parish Police Jury will also be responsible for creating and placement of one (1) or two (2) Adopt-A-Spot signs. The signs will be placed at each end of the area to be adopted or within the area as determined by the Calcasieu Parish Police Jury to be appropriate. The signs will feature the name of the adoptee, group or business, if applicable. For two-year commitments, a larger 36x30 sign may be displayed.
- The Calcasieu Parish Police Jury may monitor the safety of those participating in the Adopt-A-Spot Program.
- The Calcasieu Parish Police Jury will provide safety vests, gloves, water, a first aid kit, trash bags, trash grabbers, warning signs and Adopt-A-Spot signs (if applicable).
- Upon the completion of the cleanup by the participant(s), the Calcasieu Parish Police Jury will be responsible for visiting the adopted area and picking up the bagged litter and other items gathered by the adopting participant(s).
- The program participant(s) will be required to return the safety vests, gloves, first aid kit, unused trash bags, warning signs and trash grabbers to the Calcasieu Parish Police Jury within five (5) business days of the litter pick-up.
- The participant(s) may be offered the opportunity to be featured on the Calcasieu Parish Police Jury's website and social media sites upon successful completion of the clean-up. The Calcasieu Parish Police Jury will also provide the participant(s) with a Certificate of Recognition.

# PROGRAM GUIDELINES FOR VOLUNTEERS

- Prior to performing any work, participant(s) must contact the Calcasieu Parish Police Jury to coordinate their efforts at least five (5) business days prior to clean-up.
- During clean-up activities at least one adult supervisor for every three children under age 15 and/or at least one adult present if minors ages 15 to 18 are involved.
- All program participants are required to view a safety video prior to clean-up activities being conducted.
- Once the litter has been bagged, it shall be gathered to one location. The participant(s) will then notify the Calcasieu Parish Police Jury of the location of the litter so that it can be picked up.
- Upon completion of the clean-up, participants must complete the post clean-up report within five (5) business days following the cleanup indicating the number of people involved, number of bags collected, and number of hours spent.

# ADOPT-A-SPOT APPLICATION

## Contact Information

Individual or Group Name: \_\_\_\_\_

## Information for Primary Contact Person

Name of Primary Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Information for Secondary Contact Person:

Name of Primary Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Adopt-A-Spot Details:

Date(s) Desired for Clean-up: \_\_\_\_\_

If a long-term commitment is desired, please include all desired dates (if known):

\_\_\_\_\_

Location of Interest to Adopt: \_\_\_\_\_

Beginning of Area to be Cleaned (cross streets) \_\_\_\_\_ and \_\_\_\_\_

End of Area to be cleaned (cross streets) \_\_\_\_\_ and \_\_\_\_\_

Any minors participating in the clean-up? If so, please indicate all ages:

\_\_\_\_\_

To help us identify the location, please include any landmarks:

\_\_\_\_\_

# COMPLETION ASSESSMENT CLEAN-UP FORM

## Contact Information

Individual/Group Name: \_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_

Information for Primary Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Clean-up Details:

Date of Clean-up:

Location of Clean-up:

Number of Bags Collected:

Number of Volunteers:

Start Time:

Finish Time:

Are there any other items other than trash bags that need to be removed? If so, please indicate the type of items and amount:

Location of where the litter is located for pick-up.

Any additional comments?

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# VOLUNTEER SAFETY PROCEDURES

- Participants must wear the safety vests during litter pick-up.
- The clothing worn by program participants should not obstruct their vision or movement upon clean-up nor distract motorists or others who pass the work group. Protective clothing such as hard sole shoes and long pants are recommended.
- Participants must be on the lookout for hidden obstructions, poisonous plants, snakes, animals and insects.
- When performing the clean-up, participants should avoid removing any hazardous materials, debris or deceased animals. Participants should note the items they could not remove and report them to the Calcasieu Parish Police Jury.
- Participants should use caution when handling or lifting trash bags containing broken or sharp materials.
- Participants must refrain from possessing or using alcoholic beverages or drugs prior to and/or during clean-up activities.
- The program participants shall not engage in clean-up activities during inclement weather, night hours or any other time where there is minimal lighting or other safety concerns.
- To keep vehicles near cleanup activities to a minimum, program participants are encouraged to carpool. Vehicles should be parked clear of the worksite and roadway to provide for safe entry and exit.
- Water and first-aid kits supplied by the Calcasieu Parish Police Jury should be readily accessible to all program participants assisting with the cleanup. Participants are reminded and encouraged to stay hydrated, watching for signs of heat stroke and heat exhaustion.
- Participants should wear sunscreen, if needed.
- When working in the right-of-way, please stay in the right -of- way. Only cross roadways when necessary.
- Participants should remain five (5) feet away from the edge of the roadway or pavement.
- Always work facing oncoming traffic. Never turn your back to oncoming cars.
- Participants are reminded to not walk on guardrails and lean over bridge railings.
- Participants are reminded to not pick up items on bridges or on overpasses.
- Participants are reminded to watch your footing. Stay off or away from steep slopes, trenches or any type of drop-off.
- Participants are reminded to avoid using headsets, which can prevent you from hearing oncoming traffic.
- Participants are reminded to not enter the roadway or the shoulder areas to pick up trash.

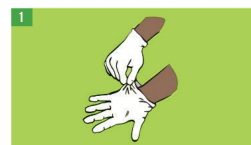
# PERSONAL PROTECTIVE EQUIPMENT (PPE) LITTER CLEANUP GUIDANCE

Personal protective equipment, commonly referred to as PPE includes face masks, single use gloves, and disinfectant wipes. Below are some recommendations for keeping you safe while picking up PPE litter.

- Since the PPE was irresponsibly littered you should assume it is contaminated.
- To minimize physical contact with the littered PPE, use a litter collection device such as a litter grabber, broom/shovel, litter stick, etc. to carefully pick up the PPE and place into a collection container. Don't have a litter grabber? Consider using an old kitchen tong that you can dedicate to litter collection.
- If using single use gloves, pick-up the PPE, place it in a litter collection container, and then remove your single-use gloves and dispose immediately after picking up the PPE. Be sure to follow the proper method of glove removal and disposal – see below. Replace your gloves if you plan to continue to pick up litter.
- In an abundance of caution or if you don't have work gloves or access to a litter collection device, carry a spray bottle of disinfectant. Prior to handling the littered PPE spray it with the disinfectant, let sit for the recommended time on the label, and then pick-up the "treated" PPE.
- Properly collected PPE should be disposed in litter collection bags/containers and placed into a proper trash can. PPE is considered municipal solid waste and does not need to be disposed of as medical waste.
- The program participants shall not engage in clean-up activities during inclement weather, night hours or any other time where there is minimal lighting or other safety concerns.
- Immediately after picking up the littered PPE, wash your hands with soap and water or use hand sanitizer. Repeat when finishing your litter collection activities.
- If you encounter any medical or hazardous waste, firearms, or explosives report the location to local authorities and have them remove the littered items.

## HOW TO REMOVE SINGLE USE GLOVES

1. Grip one glove on the outside of the glove near the cuff.
2. Peel it down until it comes off inside out.
3. Cup the removed glove with your gloved hand.
4. Place fingers from your bare hand inside the cuff of the glove that you have on. Be sure to not touch any damp or contaminated areas of the glove.
5. Peel that glove off so that it comes off inside out, touching only the inside of the glove you are removing keeping the other glove inside it.
6. Dispose of the gloves in a trash container.
7. Wash your hands with soap and water or use a hand sanitizer if soap and water are not available.



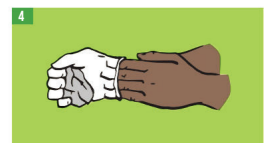
1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



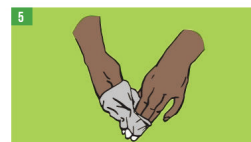
2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



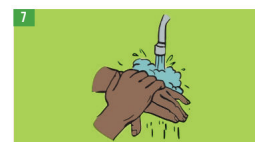
4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.

**STATE OF LOUISIANA**  
**PARISH OF CALCASIEU**

**AGREEMENT TO CALCASIEU PARISH ADOPT-A-SPOT PROGRAM GUIDELINES**

Before the below signed competent witnesses, \_\_\_\_\_, hereafter referred to as "REPRESENTATIVE," hereby agrees to the terms, policies and guidelines of the Calcasieu Parish Adopt-A-Spot Program, including the following:

1. REPRESENTATIVE is a resident of Calcasieu Parish, who has a home at \_\_\_\_\_, Louisiana.
2. REPRESENTATIVE is an authorized representative of \_\_\_\_\_.
3. REPRESENTATIVE has read and agreed to the Guidelines presented to them by the Calcasieu Parish Police Jury.
4. REPRESENTATIVE agrees to comply with all Guidelines as presented, while participating in the Calcasieu Adopt-A-Spot Program.
5. REPRESENTATIVE agrees that all work and activities associated with the Adopt-A-Sport Program will be done under their supervision, and they agree that the Calcasieu Parish Police Jury is not responsible for any activity related to the Adopt-A-Spot Program.
6. REPRESENTATIVE agrees, as authorized representative of \_\_\_\_\_, that they and \_\_\_\_\_, shall indemnify, defend, and hold harmless the Calcasieu Parish Police Jury, its employees and agents, from and against all claims or liabilities arising from participation in the Adopt-A-Spot Program.

**WITNESSES:**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
REPRESENTATIVE  
**(Authorized Representative of Group)**

\_\_\_\_\_  
Name: