

“ADOPT-A-BLOCK” PROGRAM

CITY OF LANCASTER

PUBLIC WORKS DEPARTMENT

BUREAU OF SOLID WASTE AND RECYCLING

Program Booklet



**CITY OF
LANCASTER**

A City Authentic

April, 2016

(Revised May, 2016)

Table of Contents

Table of Contents	2
Policies and Procedures	3
Adoption Application (A)	5
Adoption Agreement (B)	6
Sign Request (C)	8
Safety Guidelines (D)	9
Event Summary (E)	10

Adopt-a-Block Program - Policies and Procedures

City of Lancaster, Public Works Department, Solid Waste and Recycling Program

April 2016

Program Overview

Those who reside and work in the City of Lancaster desire an environment that is clean and attractive. A litter and trash-free city attracts residents, businesses and tourism which contribute to a prosperous and vibrant community. The City administers the *Love Where You Live* Initiative that contributes to the goal of a vibrant and clean City including:

1. A comprehensive residential waste and recyclable materials collection program that provides weekly curbside service to 18,000 households.
2. Year-round street sweeping with twice-monthly coverage of public streets.
3. Routine property inspections with an aggressive enforcement policy to eliminate the accumulation of trash and litter on properties.
4. Sidewalk litter and recycling containers maintained by the City or adopted by businesses and residents.
5. Provide supplies to organizations that volunteer to collect litter along public streets, rights-of-way and property.

Although these initiatives contribute to a reduction in litter, accumulation of trash continues due to carelessness of those who live, work and visit our city.

The "Adopt-a-Block" program is an additional initiative that also relies on volunteers. This program is intended for organizations that want to participate on a more regular basis to monitor and maintain a specific street or area of the city. Organizations sign up to clean a specific area of the city at least four (4) times per year and more often as needed. Groups work directly with the Public Works Department's Solid Waste and Recycling Program and the *Adopt-a-Block* Coordinator to identify the areas and arrange for the City's removal of debris and litter gathered during scheduled *Adopt-a-Block* collections. The City will provide supplies including trash bags, gloves and safety vests. Groups are encouraged to adopt as large an area that is manageable based on the number of volunteers in their organization committed to the task.

Participating organizations will be recognized for their contribution through the placement of two (2) *Adopt-a-Block* signs installed at either end of the street/area the group agrees to "adopt." The organization will also be publically recognized annually by the Mayor at a reception prior to a City Council meeting.

The Adopt-a-Block program seeks citizen, community, or business-based organizations that would like to make an on-going commitment to clean and beautify streets and neighborhoods.

Policies and Procedures

1. **Application Process.** The organization shall identify a representative(s) to serve as the primary contact person who will meet with Solid Waste and Recycling program staff to review program requirements and identify the street(s) that the group would like to adopt. The organization will complete the “Adopt-a-Block Application” (A), the “Adopt-a-Block Agreement” (B), and the “Adopt-a-Block Sign Request Form” (C). The City will execute the agreement and after the first two (2) cleanups have been successfully completed will install signs identifying the area being adopted.
2. **Collection Schedule.** The organization will provide the City with dates that litter collections will be held in order to track progress. Although litter collection is normally done away from traffic, advanced notification will allow the City to alert police and other City officials about the activity.
3. **Supplies.** The City will supply gloves, bags and safety vests for participants. Since this is an ongoing effort, the organization is encouraged to reuse gloves and vests as much as possible.
4. **Disposal of Litter.** The City will identify with the organization specific locations where bagged litter will be placed for the City to promptly collect and dispose of it after each collection event. Alternatively, the organization may arrange for small amounts of bagged litter to be set out for collection through the City weekly residential trash collection program or at the organization or participant’s place of business.
5. **Work Safely.** Participants must follow the guidelines listed on the “Adopt-a-Block Safety Guidelines” (D). The work of volunteers should be a positive experience, but dealing with trash and litter in public areas has risks. Safety of volunteers is crucial.
6. **Report Results.** Reporting volunteer hours and the amount of material collected is a key part of measuring success. Not only does the City track results, but these accomplishments are also reported to county, state and national litter organizations. Litter collection supplies that are distributed at no cost to volunteers by the City through PennDOT are a direct result of corporate contributions to the national litter collection initiatives based on the national level of accomplishments. Organizations should complete and submit the “Adopt-a-Block Event Summary” (E) after each event.

Public Recognition

Participating organizations will be recognized for their contribution through the placement of two (2) *Adopt-a-Block* signs installed at either end of the street/area the organization agrees to "adopt." The organization will also be publically recognized annually by the Mayor at a City Council meeting with a reception prior to the Council meeting.

Leadership Changes and Discontinuing Adoption

The City recognizes the time required to volunteer for litter collection can be significant. The primary contact person must notify the City and update records if there is a leadership change. If the organization desires to discontinue the adoption, the primary contact person should notify the City’s *Adopt-a-Block* Coordinator and the agreement will be terminated.

Adopt-a-Block Application (A)

Contact Information

Name of Organization: _____

Adopted Location (block, street, area, etc.): _____

Organization Address: _____

Name of Contact Person: _____

Address: _____

Phone: _____ Phone (mobile) _____ Email _____

Collection Schedule: Year: _____

Dates of Collection Events	Collection 1	Collection 2	Collection 3	Collection 4	Collection 5 (Optional)
Times of Collection Events					

Supply Inventory

Type of Supply	Quantity Provided by City	Quantity Used	Quantity Unused and Held for Future Use	Quantity Returned
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				

Litter Disposal Arrangements

1. Litter Disposed with Organization's Trash: Address _____
2. Litter Disposed with a Volunteer's Trash: Address _____
3. Litter Collected by City with arrangements with Adopt-a-Block Coordinator: Identify drop points and explain arrangements:

ADOPT-A-BLOCK AGREEMENT (B)

BY AND BETWEEN CITY OF LANCASTER, 120 North Duke Street, Lancaster,
Pennsylvania 17608 (hereinafter referred to as **CITY**) and

_____, with its address at
(Organization or Individual Name)

_____,
(Street Address) (City) (State) (Zip)

hereinafter referred to as **ORGANIZATION**.

Whereas, in order to clean **CITY** streets and public spaces of litter and to improve the environment, the **CITY** has established an anti-litter program known as Adopt-a-Block program (hereinafter referred to as **PROGRAM**) in which volunteer groups adopt a **CITY** street, or a portion thereof, or public area in order to pick up litter: and

WHEREAS, ORGANIZATION desires to participate in the **CITY PROGRAM** and the **CITY** desires to provide certain materials and information to **ORGANIZATION**.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. The above recitals are incorporated into the body of this Agreement.
2. **ORGANIZATION** adopts a **CITY** street, or portion thereof, or public area as set forth in the “Adopt-a-Block Application” (A), which is attached hereto and made a part hereof, for a period of one (1) year beginning on the date of this Agreement.
3. **CITY** will provide safety materials for use by **ORGANIZATION**.
4. All activities must be conducted between one (1) hour after sunrise and one (1) hour before sunset.
5. **ORGANIZATION** should conduct safety orientation meetings to review, at a minimum, the “Adopt-a-Block Safety Guidelines” (D) which is attached hereto and made a part hereof.

6. **ORGANIZATION** agrees to comply with the safety recommendations set forth in “Adopt-a-Block Safety Guidelines” (D).

7. **CITY** will supply **ORGANIZATION** with adequate numbers of gloves, safety vests and plastic trash bags as needed.

8. **CITY** encourages **ORGANIZATION** to separate materials designated for recycling or special handling.

9. **ORGANIZATION** should conduct litter pick up a minimum of four (4) times per year.

10. **ORGANIZATION** should give **CITY** at least one (1) weeks’ notice of any scheduled collection event.

11. **ORGANIZATION** shall arrange with **CITY** to either pick up filled litter bags, dispose of bags with **ORGANIZATION**’s trash service, or dispose of bags at a volunteer’s residence that is serviced by the **CITY**’s residential trash contract.

12. **CITY**, at its cost, will provide, install, maintain, two (2) recognition signs noting the **PROGRAM** and **ORGANIZATION**’S name at each end of the street being adopted, or within view of a public area being adopted.

13. **ORGANIZATION** hereby indemnifies, saves harmless, and if requested will defend **CITY**, their officials, officers, employees and agents from and against all claims, suits, or actions for injury, death, or property damage arising from the exercise of the obligations assumed by **ORGANIZATION** under this Agreement.

15. This Agreement constitutes the entire understanding between the parties.

16. The parties to this Agreement intend to be legally bound hereby.

Dated this _____ day of _____, 2016

CITY OF LANCASTER

J. Richard Gray, Mayor

Name/Title of Organization Representative (Print)

Signature of Representative

Adopt-a-Block Sign Application (C)

April 2016

Organization Name: _____

The City will provide two (2) standard 18" x 12" signs to recognize the volunteer efforts of the Organization.

The sign will be blue with a red border and yellow lettering. The sign will have three (3) lines and will read "Adopt-A-Block" on the first line, "Sponsored By" on the second line, and the name of the Organization on the third line.

Depending on number of letters in the organization's name, the City reserves the right to modify and/or abbreviate the name based on available space. The organization and City will agree to any name modifications that are both practical and convenient.

The following is the name/wording requested by the Organization to be printed on the sign:

(Please print legibly)

Sign request form shall be sent to Adopt-A-Block Coordinator

Adopt-a-Block Program Safety Guidelines (D)

City of Lancaster, Public Works Department, Solid Waste and Recycling Program

The Adopt-a-Block Program promotes responsible behavior and a cleaner, more attractive City. All participants are asked to keep this goal in mind when conducting cleanups. Collecting trash and litter in a public area can pose safety hazards. The City requests that all volunteers adhere to the following recommendations and that the primary contact/leader review this information prior to beginning a collection event.

1. DON'T pick up litter in construction or maintenance sites.
2. DON'T pick up materials that appear to be hazardous (medical waste, sharps, blood borne materials, used motor oil, lead paint cans, propane cylinders used for outdoor grills, medicine boxes, masks, rubber gloves, drug-related paraphernalia, etc.). Contact the Solid Waste and Recycling Program hotline at 291-4744 or the Adopt-a-Block Coordinator to report any hazardous materials or unknown waste.
3. DON'T pick up any firearms or explosive devices. If you find any items like this, please contact the Lancaster City Police Department at 735- 3300.
4. DON'T do anything that will distract passing drivers, pedestrians or other volunteers.
5. DON'T participate in litter pickups while under the influence of drugs and/or alcohol.
6. DON'T wear music headsets that would prevent you from listening to your surroundings or distract you from communicating with others.
7. DON'T attach signs or miscellaneous items to your Adopt-a-Block sign.
8. DO wear long sleeve shirts, long pants, hard-soled shoes and work gloves.
9. DO stay with your group on the right-of-way and out of traffic.
10. DO be careful when handling broken glass and other sharp objects. Place these in boxes or in bags to prevent them from puncturing the bag and injuring others.
11. DO work in small groups, keeping children under 12 years old with adults at all times.
12. DO have a first aid kit available and make sure everyone knows its location.
13. DO work only during daylight hours and in fair weather.
14. DO avoid animals and/or noxious weeds. Contact the City Streets Bureau at 291-4835 for dead animal removal.

Adopt-a-Block Event Summary (E)

Please Note: To track the efforts of litter clean-ups held between March 1 – May 31, Organizations are encouraged to separately register their clean up on the Great American Cleanup of PA website: www.gacofpa.org.

Name of Organization: _____

Adopted Location (block, street, area, etc.): _____

Collection Event Cleanup Date: _____ Time: _____

Name of Contact Person: _____

Bags collected: Litter (white bags) _____ Recyclables (dark bags) _____

Other items collected: _____

Bags/Trash Pick-Up Location or Disposal Method: _____

Estimated weight collected: Litter _____ Recyclables _____

Hours Worked: _____ X Number of Volunteers: _____ = Man-Hours Worked: _____

SUPPLY INVENTORY

Type of Supply	Quantity Provided by City	Quantity Used	Quantity Unused and Held for Future Use	Quantity Returned
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				
Other				

Please return form after each Collection Event or annually to:

Tim Breneisen, Manager, Bureau of Solid Waste & Recycling
120 North Duke Street, P.O. Box 1599
Lancaster, PA 17608-1599
Phone: 291-4762
Email: tbreneisen@cityoflancasterpa.com