

CLEAN Marin



Adopt-A-Spot Program Volunteer Guidelines - Draft

The **Adopt-A-Spot Program** is a partnership between the municipality/Clean Program and residents and merchants. The program is aimed at enabling individuals, community groups, businesses, churches, schools and other organizations to play an active role in maintaining the beauty and cleanliness of their neighborhoods, prevent pollution from reaching our creeks, bays and ocean and help ensure proper storm water runoff to help prevent localized flooding.

Thank you for your dedication to Marin! Your well-being and enjoyment are important to us. All volunteers are expected to conduct themselves in a safe, courteous and legal manner while participating in activities on public property or right-of-way. Please follow these guidelines:

General Safety

- Wear appropriate footwear, clothing, gloves, sunscreen and eye protection (when necessary).
- Keep hydrated.
- Call 911 for emergencies.
- Have all volunteers complete and sign a Volunteer Waiver and Release of Liability form.
- Have a well-stocked first aid kit available.

Traffic Safety

- When possible, stay out of the street.
- When working in or around a gutter, work from the sidewalk.
- If working near traffic, wear a bright reflective work vest or bright-colored clothing.
- Cross streets at signals or crosswalks, not mid-block.

Working Near Waterways

- Always work with a partner near water.
- Watch for poison oak and blackberry thorns.
- Watch your footing on slopes and shorelines.
- Never allow children to work on steep slopes or near shorelines without adult supervision.

Debris Removal

- Always sweep, rake or shovel broken glass. **Never pick up sharp objects with your hands.**

- Separate collected materials into recycling, green waste and garbage.
- To the extent practicable, place recyclables and smaller garbage bags into home refuse containers.
- Contact _____ for pickup of program-issued debris bags. Tell them the quantity of bags, type of debris and the nearest address.
- **Never touch hazardous or medical waste (including automotive fluids and hypodermic needles).** Report items to Public Works, local police, or to the County Sheriff.

Tool Safety

- Do not use power tools.
- Carry tools carefully to avoid hitting others.
- Always use the right tools for the job. Ask a team leader or municipal/Clean Program staff if you are unsure.
- Never allow children to play with tools or to use sharp tools.
- Always keep your tools close to you.
- Count and clean your tools after an activity/cleanup.
- Return borrowed tools and supplies, as agreed.

General Conduct

- Always be courteous to fellow volunteers and municipal employees/Clean Program staff.
- Never use vulgar language or engage in threatening or disruptive actions.
- Never make unauthorized changes to public property or right-of-way, including landscaping.
- Report cleanup activities/totals to the municipal/Clean Program Adopt-A-Spot Coordinator.

Note: The municipality/Clean Program reserves the right to immediately withdraw support for any volunteer if, at the sole discretion of the municipality/Clean Program, the volunteer's conduct while participating in volunteer activities on public property or right-of-way is determined to be inconsistent with these Volunteer Guidelines or violates any local, state, or federal law. Withdrawal of support may include repossession of loaned tools and revocation of related Adopt a Spot Agreements.