



ADOPT-A-STRUCTURE PROGRAM

VOLUNTEER SAFETY REQUIREMENTS

The following safety guidelines must be followed when participating in litter removal activities along District Flood Structures. Each volunteer should be provided with a copy of this briefing prior to arrival at the worksite. Our combined efforts to keep Flood Control District (FCD) of Maricopa County structures clean is a tremendous benefit to the environment and our communities. Thank you for your support and commitment.

- Safety vests, gloves and glasses must be worn by all volunteers, at all times, during litter clean-up.
- Volunteers should assemble in an area away from the designated worksite and carpool to reduce the number of cars at the litter pick-up site. Vehicles must be parked at least 30 feet from the roadway.
- The Group Leader shall assign a Co-Leader to both adult and youth groups. Children below the age of 12 years are not permitted at the worksites. Group Leaders should be assigned before departing for the worksite. Generally, it is recommended that you assign one Leader for every 8 to 10 adults and every 6 to 8 minors.
- Litter clean-ups should be performed only in daylight hours and during good weather conditions.
- Make sure you are facing oncoming traffic at all times (when near a road). Use a safety lookout when fellow workers are unable to see oncoming traffic. Watch your footing and be alert for snakes, stinging insects and plants.
- Do not cross a highway unnecessarily. Designated crossing locations are to be determined by the Group Leader prior to starting work. Cross only at designated locations.
- Do not pick up litter in the median, paved shoulder or on any traveled portion of a roadway. Litter should be picked up only on the right-of-way, from the edge of the paved shoulder to the right-of-way fence, ravine or natural boundary (when applicable).

DO PICK UP THE FOLLOWING: These items should be placed in a bag.

- Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass or metal, provided that the item does not have sharp edges.
- Small, empty containers provided that the item does not have sharp edges.
- Containers that are not empty, if the contents won't spill when moved and you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.

THESE TYPES OF ITEMS SHOULD BE PLACED ALONGSIDE YOUR STACKED BAGS AT THE DESIGNATED AREA OF THE STRUCTURE.

- Items with dull, pointed edges that might tear a bag.

- Large items that would prevent a bag from being properly tied closed.
- Heavy items that could tear a bag provided that the item can be moved without causing physical injury.
- Remember to use correct lifting techniques, keeping your back as straight as possible. Keep the object you are trying to lift close to your body and let your legs and arms do the work. If an item is too heavy, LEAVE IT.

NOTE: Items you are not permitted to bag or move may not be easily visible to the District Operations and Maintenance crew collecting your filled bags. If possible, place a filled bag near the item to mark its location.

DON'T OVERFILL YOUR BAGS

Don't attempt to compact or squeeze trash bags to gain more room for trash, and be sure to tie them securely closed. Whenever possible, stack several filled bags together. Place bags at least six feet away from any traffic lane. Make sure the bags are located where FCD Maintenance Crews can easily see and safely retrieve them.

These items should be left where found and reported to your Program Coordinator.

Sharp, large or heavy items that could cause physical injury, if moved. Ex: Any item in an unsafe location (on unstable ground, etc.), car batteries, syringes, pile of tires (15+), animal carcasses, barrel(s) that contain unidentified materials.

These items should be left where found and reported to the Sheriff's Office IMMEDIATELY!

Dead body, Kitty litter bag(s) with tubing, propane tank(s) with bluish valves, Closed coolers/ice chests, and anything else that strikes you as being an immediate danger must be reported.

IMPORTANT PHONE NUMBERS:

911	Dire Emergency
602-876-1030	Maricopa County Sheriff's Office Radio Dispatch, 24hrs
602-506-1501	FCD Support Services (M-F 7:30am - 4:30pm)
602-506-4714	FCD Operations & Maintenance

- Do not distract motorists with horseplay or abrupt erratic movements. Horse-play of any kind is strictly forbidden.
- Anyone under the influence of alcohol or narcotics must be asked to leave the worksite.
- Stay away from any construction or maintenance projects. FCD personnel will clean-up those areas.
- Be sure at least one person in each group is experienced in administering first aid, including CPR.
- Assure first aid kits are available and transportation is assessable in case of an emergency. Have current directions to the nearest medical facility. Always carry enough water to meet your group's needs.
- Use caution when you encounter the following: cactus, animals, steep slopes, sharp rocks, glass, insects, barbed wire, heavy traffic.

- Wear appropriate attire (comfortable clothes, boots or hard-soled shoes.) Participants should not wear short pants or tank tops. Don't forget the sunscreen!
- Remain with the group to which you are assigned AT ALL TIMES.

Adopt-A-Structure volunteers are encouraged to redeem recyclable.

For Questions or Concerns Contact:

Program Co-Coordinator: Charles Klenner | cfk@mail.maricopa.gov | (602) 506-4714

Program Co-Coordinator: Latonya S. Jordan-Smith | LatonyaJordan-Smith@mail.maricopa.gov | (602) 506-6762

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[Adopt-A-Structure Fact Sheet](#)

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