



P.O. Box 16244  
Fernandina Beach, FL 32035  
(904)261-0165  
[knb@keepnassaubeautiful.org](mailto:knb@keepnassaubeautiful.org)  
[www.KeepNassauBeautiful.org](http://www.KeepNassauBeautiful.org)

## ADOPT LITTER CONTROL PROGRAM

**PURPOSE:** To gather the support of business, industry, civic youth, religious groups, as well as individuals, in controlling the litter problem by adopting sections of county or city-controlled roadway, or shared access areas such as parks, ball fields and trails, or sections of shoreline in Nassau County for cleaning. The adopted area will be periodically cleaned to foster a clean, healthy, and more beautiful environment, to encourage community spirit, and to promote growth and economic development in Nassau County.

Litter control programs for federal and state roadways are regulated by the Florida Department of Transportation. Keep Nassau Beautiful (KNB) assists organizations in adopting these roadways.

### PROGRAM REQUIREMENTS:

1. The adopting group shall:
  - a. Complete the attached Agreement.
  - b. Adopt, in most cases, a minimum of a one-mile section of roadway or shoreline, or a shared access area. Sections of roadway would be maintained on both sides of the roadway. Median areas are not included for safety reasons.
  - c. Pick up litter on assigned section of roadway or shoreline at least once per quarter. Shared access area may require more frequent cleanup, monthly or bi-monthly as a minimum.
  - d. Ensure availability of supplies needed to complete a safe clean-up event.
  - e. Assign a site coordinator for each clean-up.
  - f. Follow the safety precautions outlined on the attached sheet during each clean-up.
  - g. Ensure the current version of the Volunteer Registration form is completed by each volunteer prior to participation in each site clean-up event. Add your organization name to the form if desired.
  - h. Dispose of bagged trash properly. Separate trash and recyclables if possible.
  - i. Agree to maintain the assigned section of roadway, shared access area, or shoreline for a period of two years. Agreements may automatically renew by notifying KNB.
  - j. Report to KNB *before* each clean-up: Date, Time, and location of clean-up. May use email: [knb@keepnassaubeautiful.org](mailto:knb@keepnassaubeautiful.org) or volunteer hotline: 904-261-0165.
  - k. Report to KNB within 10 days *after* each clean-up: the approximate amount and type of trash collected; the number of volunteers who worked; and the total hours volunteered. This data is needed to support KNB funding request, measure the program effectiveness and reporting requirements, and to publicize events. Three easy reporting methods, choose what is best for your organization. On-line Clean Up Event Report: <https://keepnassaubeautiful.org/programs/> or email the Clean Up Event Report and photos: [knb@keepnassaubeautiful.org](mailto:knb@keepnassaubeautiful.org) or mail via USPS.
  - l. Designate an individual to be the point of contact between the organization and KNB.
  - m. Publicize your involvement in the Adopt Litter Control Program and encourage other organizations to become involved.
2. Keep Nassau Beautiful shall:
  - a. Publicize the Adopt Litter Control Program.
  - b. Recognize the participating organizations.
  - c. Coordinate printing of signs used to designate the areas adopted (Adopt-A-Road, and as approved, Adopt-A-Shore and Adopt-A-Spot).
  - d. Coordinate installation of signs (Adopt-A-Road) as approved by the municipality or Nassau County. When Adopt-A-Shore or Adopt-A-Spot is utilized, KNB will coordinate approved installation of signs.
  - e. Provide trash bags, vests, and reusable gloves, if requested, for clean-ups.

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## **SAFETY PRECAUTIONS**

The following safety precautions are to be followed by organizations participating in the Keep Nassau Beautiful (KNB) Adopt Litter Control Program:

1. The Site Coordinator should review these precautions prior to commencing every clean-up.
2. Reusable supplies should be sanitized before use. Hand Sanitizer should be available the use of volunteers.
3. The use of personal masks should be encouraged, based on CDC guidelines. Site Captains and volunteers who transfer litter and debris from one container or another should wear a mask to avoid air borne particle exposure.
4. Every volunteer participating in the clean-up must complete the Volunteer Registration form prior to each site clean-up event. The Site Coordinator should provide a sign-in sheet, and provide, collect and retain the Volunteer Registration form.
5. Have a first aid kit available at every clean-up.
6. Ensure an adequate supply of water is available. Encourage participants to bring a reusable water bottle.
7. Participants should consider wearing hats, sun block, and sunglasses.
8. Participants should wear gloves and good quality shoes or boots. Rubber rain boots are a good choice.
9. Participants should wear bright or light colored clothing.
10. Carpool to the adopted area in a minimum number of vehicles.
11. Avoid toxic/hazardous substances such as poison ivy, poison oak, areas where herbicides have been recently placed, animals and insects.
12. No horseplay during the clean-up.
13. No intoxicating beverages or illegal drugs will be allowed.
14. Ensure there is adequate supervision of youths during clean ups.

**Adopt-A-Mile and Adopt-A-Road Participants** should follow the above Safety Precautions and also the following:

13. Participants should wear reflective safety vests.
14. Participants should be directed to park off the roadway as far from the pavement as possible or in a designated parking area as close to the clean up area as possible.
15. Participants should work facing oncoming traffic.
16. Participants should clean one side of the road at a time.

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## SUGGESTED SUPPLIES

The Site Coordinator should ensure these items are available for each volunteer for each sponsored clean up event. You may contact Keep Nassau Beautiful (KNB) for recommendations on purchasing supplies.

- Volunteer Registration Form (required)
- First Aid Kit (required)
- Hand Sanitizer (required) and Sanitizer spray to clean supplies (optional)
- Water (optional, you may ask volunteers to bring their own water or reusable water bottles)
- Insect Spray (optional, you may ask volunteers to bring their own)
- Sunscreen (optional, you may ask volunteers to bring their own)
- Gloves (disposable or reusable are required, you may ask volunteers to bring their own)
- Reflective Safety Vest (required for roadway clean up event, not necessary for a non-roadway clean up event)
- Reusable totes or buckets for litter collection (preferred)
- Trash Bags (required)
- Recycle Bags (optional)
- Grabbers (optional but preferred)

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**VOLUNTEER REGISTRATION**

[www.KeepNassauBeautiful.org](http://www.KeepNassauBeautiful.org)  
[knb@keepnassaubeautiful.org](mailto:knb@keepnassaubeautiful.org)  
 Volunteer Hotline: 904-261-0165  
 PO Box 16244, Fernandina Beach, FL 32035

CLEAN UP EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

SITE: \_\_\_\_\_

The undersigned volunteer understands and will adhere to the volunteer guidelines. The undersigned does hereby release and discharge Keep Nassau Beautiful, Inc, its officers, directors, and employees, from any and all claims, demands, losses, costs, expenses, suits, damage, obligations, liabilities, causes of action and judgments whatsoever, in law or in equity, which the undersigned volunteer may have arising out of, or in connection with, participation in the event. The undersigned volunteer does hereby assume any and all risks of personal injuries, including death and damage or loss to property, caused by or arising out of the participation in the event.

The undersigned volunteer does hereby give permission to be photographed by the event organizers or news media for any manner of publication including, but not limited to, newspaper or events' sponsor newsletters, social media and websites.

*\*Signature of parent or legal guardian if Participant is under 16*

NAME:	EMAIL:	Signature*:

**THANK YOU FOR CONTRIBUTING TO THE CARE OF OUR ENVIRONMENT!**

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## VOLUNTEER GUIDELINES

- Please make sure you sign in at the registration table when you arrive and receive the necessary materials to do the cleanup.
- Volunteers may be working in sunny, hot, wet and dirty conditions and, in some cases, areas where there is heavy brush. It is strongly recommended that you wear protective clothing, closed-toe shoes such as old sneakers or rain boots, and hats for sun protection. Insect repellent and sunscreen are also strongly recommended.
- Remove litter during daylight hours only.
- For safety reasons, do not pick up litter while on bicycles, skateboards, or hover boards.
- All trash bags should be left or disposed of at the location designated by the Site Coordinator. Please make sure bags are securely tied or fastened when left for pickup.
- No consumption of intoxicating liquids, beverages, or illegal drugs will be allowed during the cleanup or other community activity.
- Wear disposable or reusable gloves and use caution when picking up sharp or hazardous items. Watch out for broken glass or metal.
- Do not pick up any type of hypodermic needles or other hazardous waste. Note the location and report these items to the Site Coordinator.
- Do not lift anything too heavy. Report location of large debris to the Site Coordinator.
- Do not approach large drums. They may contain hazardous wastes; even vapors can be harmful. Leave the drum and report its location to the Site Coordinator.
- Avoid suspected hazardous substances or areas where herbicides were recently applied.
- Avoid areas where snakes, fire ants, jellyfish, crabs or other dangerous species may be located. If you encounter domestic animals the best policy is to avoid them and leave them alone.
- If you are recycling, designate one member of your team to carry a bag for recyclables usually clear or blue bag. Ask the Site Coordinator where to leave or deposit the bag contents when you are finished.

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## CLEAN-UP REPORT

Complete On-Line form, <https://keepnassaubeautiful.org/programs/>, or forward this form to Keep Nassau Beautiful, [knb@keepnassaubeautiful.org](mailto:knb@keepnassaubeautiful.org) or via USPS. If possible, include pictures of your clean-up event.

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Organization Name	Date of Clean-up
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Location of Clean-up	Time of Clean-up
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Number of Volunteers	Number of Hours
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Contact Name	Telephone Number
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Total Number of Trash Bags	Estimated Weight
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Total Number of Recycle Bags (if separated)	Estimated Weight
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List any unusual items or items too big to fit in trash bag:

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