



**Clarke County Litter Committee**  
**Berryville/Clarke County Government Center, 2<sup>nd</sup> Floor**  
**101 Chalmers Court, Berryville, Virginia 22611**  
**A/B Meeting Room**

**Tuesday, January 17, 2022 5:30 pm**

1. Call to Order
2. Election of Officers
  - Chair (currently Ashley Harrison)
3. Approval of Agenda
4. Approval of meeting dates and times for 2023
5. Approval of Minutes – October 18, 2022
6. Review of Notes From Meeting on November 15, 2022 (no quorum)
7. 2023 Litter Grant Award
  - EPS (Extended Polystyrene) Campaign
8. Planning, Engagement, and Scheduling in 2023
9. Gregg property debris issue
10. Adopt a Road
11. Media Outreach Details
12. Other Business
13. Adjournment

# Clarke County Litter Committee 2023 Meeting Dates

Meeting Location: Clarke County Government Building, 2<sup>nd</sup> Floor A/B Conference Room

*\*3<sup>rd</sup> Tuesday of each month at 5:30pm*

Tuesday, Jan 17

Tuesday, Feb 21

Tuesday, Mar 21

Tuesday, Apr 18

Tuesday, May 16

Tuesday, Jun 20

Tuesday, July 18

Tuesday, Aug 15

Tuesday, Sept 19

Tuesday, Oct 17

Tuesday, Nov 21

Tuesday, Dec 19



# Clarke County Litter Committee

**DRAFT – Meeting Minutes**

**Tuesday, October 18, 2022 – 5:30PM**

**Berryville/Clarke County Government Center – A/B Meeting Room**

<b>ATTENDANCE</b>	
Ashley Harrison (Chair)	✓
Tom Bauhan	✓
Mary Martin	✓
John Keim	X
Meg Roque	X

**STAFF PRESENT:** Jeffrey Feaga (Preservation Planner / GIS Coordinator), Kristina Maddox (Office Manager / Zoning Officer)

**OTHERS PRESENT:** Matthew Bass (Board of Supervisor Liaison); Christi McMullen; Jay Corbalis

**Call to Order:** Chair Harrison called the meeting to order at 5:30PM.

**Approval of Agenda:**

The Committee voted 3-0-0 to approve the October 18, 2022 meeting agenda with the addition of a discussion about a long-term EPS resolution, litter near the intake of the Berryville Drinking Water Treatment Plant, and an update on Glass Recycling by Christi McMullen.

<b>Motion to approve the October 18, 2022 Meeting Agenda with the addition of a discussion of a long-term EPS resolution, litter near the Berryville drinking water intake, and glass recycling updates:</b>	
Ashley Harrison (Chair)	<b>AYE</b>
Tom Bauhan	<b>AYE (MOVED)</b>
Mary Martin	<b>AYE (SECONDED)</b>

**Approval of Meeting Minutes – September 20, 2022:**

The Committee voted 3-0-0 to approve the September 20, 2022 Meeting Minutes as amended to include a box for attendance that shows the attendance status of all committee members, e.g. Meg Roque as absent.

<b>Motion to approve the September 20, 2022 Meeting Minutes as presented by Staff:</b>	
Ashley Harrison (Chair)	<b>AYE</b>
Tom Bauhan	<b>AYE (MOVED)</b>
Mary Martin	<b>AYE (SECONDED)</b>

**Litter Observed Near Berryville Drinking Water Intakes:**

Jay Corbalis noted in the summer of 2022 that the raw water intake to the Berryville Water Treatment Plant on the Shenandoah River had observable litter around it, including what looked like toilet paper and feces from boaters that had pulled up near the intake. Mr. Corbalis suggested that if the Litter Committee ever put trash receptacles along the river, this would be a good location. The area has no trespassing signs and cinder block barriers around the pumping facility, but there are still signs of people trespassing into the

area. The town of Berryville is aware that the area poses a safety risk to anyone who attempts to climb on the equipment. Mr. Corbalis suggested that the area be patrolled more often to monitor the area.

**Glass Grinding** - Christi McMullen continues in her efforts to crush glass collected at the Quarry Road facility. At this Ms. McMullen's operation collects 1,000-2,000 lbs/week. A non-profit 501c3 status is being set up for the purposes of getting grants and tax free donations, and to facilitate off-loading crushed glass product. Ms. McMullen has connected with other independent glass crushers, and was pleased to find that her glass processing numbers exceed most other operations. Weights are determined by placing collected bulk glass into 55 gallon drums and summing the weights. Ms. McMullen is running out of room in her garage to accommodate the volume of materials that she is processing.

Ms. McMullen's start-up cost for this operation was approximately \$8,000, with \$7,000 being for the purchase of the glass crusher. Rappahannock provides a grant every 2 years for up to \$5,000, and is expected to be a primary funding source for maintaining her operation. Crushed glass is placed in sandbags which cost about \$40 for 100 sandbags. Ms. McMullen goes through about 150 sandbags / month. Equipment maintenance and sieves are potential costs for continuing the operation.

Crushed product is primarily provided to citizens that use the sand for chicken feed and filling driveway holes. Those that use the sand are encouraged to give a donation. Ms. McMullen's goal would be to find a few organizations that take most of the product as opposed to needing to spend so much time finding numerous people or organization to take the product. Ms. McMullen is spending upwards of 20 hours/week on the glass crushing work. New markets are being explored, including an insulation company named Knauf that is based out of Indiana but has a local plant in Inwood, WV. Knauf insulation will receive several samples of Ms. McMullen's product in order to see if it is sufficient for their insulation raw materials. Mr. Feaga will work with Ms. McMullen to figure out which glass sizes and sieving sequences will make a product likely to be acceptable by Knauf.

#### **Planning and Engagement for Fall 2022 and Winter 2022-2023:**

The litter pick up event on October 15, 2022 was a success despite it not being well attended. The condition (based on the amount of strewn litter) of Castleman's Ferry was better than before the pickup that was done in Spring 2022.

The next litter pick up event was planned for Saturday November 12<sup>th</sup> at Berry's Ferry (Route 50 Bridge over the Shenandoah) at 9 a.m. Coffee and donuts might be provided. Mr. Feaga noted we should advertise with the local chapter of Master Naturalists, Potomac Valley Audubon Society, Friends of Blandly, and the Winchester Isaac Walton League. Hopefully some of these volunteers from other organizations would offer to join the Litter Committee's preferred volunteer list. The question of whether to invite kids was posed. The Committee agreed that it was best to not have a youth-focused event, rather to advertise that kids are welcome only if their parents attend.

The Committee decided that winter should be spent planning for spring events. The 2023 Earth Day event should be a priority.

The Committee wants to keep the planned December 20<sup>th</sup> Litter Committee meeting on the calendar.

#### **Adopt a highway**

Mr. Feaga informed the Committee that the VDOT representative for the adopt a highway program is not able to process our request for road information as their computer system is down and unworkable at this time. We will need to try again in the future.

The Litter Committee inquired about the roads and their lengths voted on in the previous meeting. Mr. Feaga noted the sections of the three roads preferred for adoption in the last meeting (Senseny, Salem Church, and Opequon Road) added up to 3.6 miles. Mr. Bass noted that all of Senseny Road is very dangerous for pedestrians and trash crews due to high speed and narrow shoulders. Mr. Bauhan suggested that instead of including Senseny in the Committee’s adoption preference, that the Salem Church section be expanded so that it stretched from its intersection with Senseny south to the Pyletown Road intersection.

**VDOT-program adoption of portions of Salem Church Road and Opequon Road**

The Committee voted 3-0-0 to adopt portions of Salem Church and Opequon Road.

<b>Motion to adopt portions of Salem Church and Opequon Roads:</b>	
Ashley Harrison (Chair)	<b>AYE</b>
Tom Bauhan	<b>AYE (MOVED)</b>
Mary Martin	<b>AYE (SECONDED)</b>

The motion carried, the Litter Committee requests that Staff update the preference for adopting a road by striking its interest in Senseny road and instead only adopt portions of Salem Church and Opequon Roads through the VDOT Adopt a Highway Program, pending availability.

Ms. Maddox asked if we need to officially go through the VA adopt a highway process in order to start picking up the sections of roads that the Committee would prefer to adopt. The Committee decided that there was nothing wrong with picking up along these roads on a trial basis, but there would be no signage and recognition of the group and their efforts. Ms. Martin noted that when officially adopted, a ground-mounted sign is put up on both endpoints of the adopted road sections.

**EPS campaign**

Ms. Harrison has polled people in the community and they have found that there are economic disincentives for restaurants to change the products they are using to non-EPS materials. Mr. Bauhan suggested we look at some of the successful efforts in the greater NOVA region. Mr. Feaga offered to find some planners, committees, or other groups that may be a model for Clarke County’s EPS campaign. Mr. Feaga also added that education should be our focus, as opposed to approaching the EPS campaign with the goal of getting restaurants to make any immediate changes.

Ms. Harrison noted that Jim’s Country store uses EPS cups that seem to appear as litter along the road near the river. The Committee thought this might be a good establishment to target as part of the EPS campaign.

The Committee talked about the merits of having increased costs for plastic and polystyrene options, without outright banning them.

**Media Outreach and Community Engagement**

Mr. Feaga reminded the Committee that John Keim made a loose commitment to write some educational articles related to the Litter Committee. Mr. Feaga asked the Committee on ideas for articles. One idea was to highlight the event on October 15<sup>th</sup> and other former events in order to promote the activities of the Litter Committee. Ms. McMullen recommended to not just use Facebook as it is not used by many people. Mr. Corbalis suggested a treasure hunt or contest might be a volunteer motivator. Ms. McMullen suggested a geocache. Mr. Feaga suggested that one bottle could be pre-painted to identify it as a piece of prize litter during a pickup event. A weigh-off of trash was suggested as another contest idea. Ms. McMullen noted how prizes and competition have been a big motivator for fundraising or service projects in her previous experiences.

**Habitual Litterers and Local Problem Spots**

Mr. Corbalis noted there are certain people that habitually throw litter in certain areas of the county. In the case of Mr. Corbalis’ current issue, someone has been throwing banana peels in his yard. Mr. Corbalis suggested that the county have one or two professionally made signs to loan out to landowners when litter problems arise on private property. Mr. Feaga noted that the idea could work, but that the signs would need to be placed on private property as opposed to in the VDOT right-of-way.

Ms. Harrison wondered if VDOT already had any signs that could work for Mr. Corbalis’ purposes.

**Trash Receptacles at Boat Ramps**

Mr. Feaga summarized a conversation that he had with Jackson Dierberg, a DWR officer that works in Frederick, Clarke, and Warren Counties. Officer Dierberg felt that in his experience a dumpster or trash receptacle at DWR boat ramps would only encourage dumping, but that he would not prevent a receptacle from being placed at the boat ramp if somebody or some organization offered to maintain the receptacle. Ms. McMullen thought that she knows some people that might volunteer to pick up trash once or twice a month if a receptacle were placed at a boat ramp. Mr. Feaga recommended it may be best to put a lid onto the trash barrel that limits the size of the trash that can be put into the trash barrel, thus discouraging the use of the barrel for large items. Ms. Harrison asked how often Officer Dierberg could be contacted. Mr. Feaga said that while Officer Dierberg is limited by the 3 county extent in which he works, the officer still encouraged people to contact him if needed. Finally, Officer Dierberg said that litter pick up events seem to have the most success for keeping boat ramp areas clear of excess litter.

**Signage**

Mr. Feaga wondered if the bridge abutment at Castleman’s Ferry boat ramp could be painted with an anti-litter mural. The bridge is owned by VDOT. Officer Dierberg said that he would facilitate the project if VDOT were to permit the project. Ms. Harrison said that she knows some artists who could be interested in the project. Mr. Feaga suggested enlisting the talents of high school students or other young people. Mr. Feaga offered to explore the process for getting permission to paint a mural, and would start by contacting folks in Luray, Virginia as they have painted several murals, including one on VDOT property.

**Adjournment**

There being no further business, the Committee agreed to adjourn the meeting at 6:48PM. The next Clarke County Litter Committee meeting is scheduled for November 15, 2022 at 5:30 PM.

The Committee voted 3-0-0 to adjourn the October 18, 2022 meeting at 6:56PM.

<b>Motion to adjourn the October 18, 2022 Litter Committee meeting at 6:56PM:</b>	
Ashley Harrison (Chair)	<b>AYE (SECONDED)</b>
Mary Martin	<b>AYE</b>
Tom Bauhan	<b>AYE (MOVED)</b>

\_\_\_\_\_  
Jeffrey Feaga (Clerk)



# Clarke County Litter Committee

**DRAFT – Meeting Minutes (no quorum)**

**Tuesday, November 15, 2022 – 5:30PM**

**Berryville/Clarke County Government Center – A/B Meeting Room**

ATTENDANCE	
Ashley Harrison (Chair)	X
Tom Bauhan	X
Mary Martin	✓
John Keim	✓
Meg Roque	X

**STAFF PRESENT:** Jeffrey Feaga (Preservation Planner / GIS Coordinator), Kristina Maddox (Office Manager / Zoning Officer)

**OTHERS PRESENT:** Matthew Bass (Board of Supervisor Liaison); Christi McMullen

**Call to Order:** There was no quorum for today’s meeting.

**Litter Observed Near Berryville Drinking Water Intakes:**

Mr. Feaga summarized a conversation he had with Christy Dunkle, Berryville Planner, about the drinking water intakes for the town of Berryville. A citizen had expressed concerns about activities near the intakes that could potentially threaten water quality. These concerns were documented in Meeting Minutes for October 18, 2022. Ms. Dunkle stated that they are aware of the concerns, and that for the most part the concerns were unwarranted. She stated that the drinking water intake area will likely have video surveillance installed when upgrades are made to the facility in approximately 5 years. She acknowledged that there was litter in the area of the intakes, and that the litter committee had permission to pick up the area as long as the town was notified prior to the pick-up event.

**Litter Pick Up Event at Berry’s Ferry and Future Events:**

Ms. Maddox described the November 12<sup>th</sup> litter pick up at the Berry’s Ferry Boat Ramp (Route 50 Bridge) as a success. A new volunteer showed up. In the future, we need to notify potential volunteers earlier about our events. Ms. McMullen noted events posted on the Clarke County site should be reposted to the Clarke County community happenings site, which has over 10,000 followers using it.

Mr. Keim suggested that a winter litter pick up on Salem Church Road and Opequon Road would be a good idea, since litter is visible with the short grass and lack of leaves in the trees. Mr. Bass reminded any litter crews planning to work on Salem Church Road to notify VDOT before the event.

**Glass Grinding** - Christi McMullen has not heard any response from Knauf Insulation about the results of the cullet analysis that was made on the samples she sent to the company several weeks ago. This company is a potentially good consumer for her product. In the meantime, Ms. McMullen continues to offload her crushed cullet to various locals that use it for various purposes. She is willing to give the sand away for free. At the end of October, Ms. McMullen calculated that they had crushed 11 tons of glass this year. Ms. McMullen is seeking the services of a lawyer or an accountant to set up a non-profit for her glass crushing operation. Ms. McMullen contacted Clarke County Parks and Recreation about using the sand for their ball fields, but that they were concerned and needed more testing on the product. It is unclear about what type of testing would satisfy Parks and Recreation requirements for a safe product.

**EPS campaign**

Mr. Feaga did some research on EPS campaigns in Virginia and Maryland. He discussed the existing EPS ban in Maryland, and noted Montgomery County has much printed and video information about their EPS campaign. Montgomery County also compiled a list of current prices of non-EPS products and how they could be used to substitute for specific EPS-containing products. Mr. Feaga included a list of people in the meeting packet that may be a good resource for contacting about Clarke's EPS campaign.

**Signage**

Mr. Bass stated signage is one of the best things the Litter Committee could invest in to reduce littering. Mr. Keim has observed some existing signs near the Berry's Ferry boat ramp, but opined that the signs were small and not prominent. Signs appealing to people's conscience as opposed to punitive signs are preferred. Good signage should remind the reader that they are dealing with somebody real. Mr. Keim and Mr. Bass thought it might be a good idea to have a contest to come up with an anti-litter slogan to put on signs. Mr. Feaga suggested we should limit the slogan to a certain number of characters. He noted the work on language for small signs could begin right away, but that it may be a bad idea to plan on mural ideas before we have any VDOT input on the process. Mr. Feaga has not yet been successful at contacting VDOT about getting permission to paint an anti-litter mural at Castleman's Ferry boat landing.

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Jeffrey Feaga (Clerk)



Zimbra

jfeaga@clarkecounty.gov

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**FY2023 Non-Competitive Litter Prevention and Recycling Grant**

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**From :** ceds@deq.virginia.gov

Thu, Dec 29, 2022 03:25 PM

**Subject :** FY2023 Non-Competitive Litter Prevention and  
Recycling Grant**To :** cboies@clarkecounty.gov, jfeaga@clarkecounty.gov**Cc :** jfeaga@clarkecounty.gov

## *Commonwealth of Virginia*

### *VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY*

1111 E. Main Street, Suite 1400, Richmond, Virginia 23219

P.O. Box 1105, Richmond, Virginia 23218

(800) 592-5482 FAX (804) 698-4178

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Travis A. Voyles  
Acting Secretary of Natural  
and Historic Resources

Michael S. Rolband, PE,  
PWD, PWS Emeritus, PE,  
PWD, PWS Emeritus  
Director  
(804) 698-4020

December 29, 2022

Chris Boies  
County Administrator  
Clarke County  
101 Chalmers Ct., Suite B  
Berryville, VA 22611

Dear Chris Boies:

I am pleased to inform you that a total grant award of **\$10,999.50** has been approved for the **Clarke County** Litter Prevention and Recycling Program activities and the Extended Polystyrene (EPS) campaign for the period of July 1, 2022 to June 30, 2023.

The total grant award amount above includes the following:

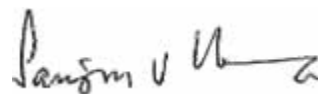
Non-Competitive Grant Award: \$9,570.00

EPS Campaign Amount: \$1,429.50

Processing of the grant awards is underway, and a payment for this amount should be received within the next two weeks if funds can be transferred electronically (EDI) or in thirty days if processing by check is required.

If you have any questions or need additional information, please contact Prina Chudasama at [prina.chudasama@deq.virginia.gov](mailto:prina.chudasama@deq.virginia.gov) or at (804) 659-1530.

Sincerely,

A handwritten signature in black ink, appearing to read "Sanjay Thirunagari".

Sanjay Thirunagari  
Programs Manager  
Division of Land Protection & Revitalization

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Contacts for more information on EPS campaign

DEQ

Prina Chudasama  
Environmental Specialist II  
Department of Environmental Quality  
1111 East Main Street, Suite 1400  
Richmond, VA 23219  
(804) 659-1530 - Please note the new phone number  
prina.chudasama@deq.virginia.gov

KATIE REGISTER

Clean Virginia Waterways of Longwood University  
registerkm@longwood.edu  
434-395-2602

Matt Strosnider

Howard County Maryland  
mstrosnider@howardcountymd.gov

Eileen Kao, Chief, Waste Reduction and Recycling Section,  
Department of Environmental Protection,  
Division of Solid Waste Services, 101 Monroe Street, 6 nd Floor, Rockville,  
Maryland, 20850;  
240-777-6406; TTY Number: 240-777-6442;  
Email: eileen.kao@montgomerycountymd.gov.

- 1)[https://mde.maryland.gov/programs/Land/RecyclingandOperationsprogram/Pages/Expand  
e  
d-Polystyrene-Food-Service-Products-Ban.aspx](https://mde.maryland.gov/programs/Land/RecyclingandOperationsprogram/Pages/Expand%20Polystyrene-Food-Service-Products-Ban.aspx)
- 2)<https://www.montgomerycountymd.gov/SWS/switchfromsix/index.html>
- 3)<https://www.youtube.com/watch?v=ExWG30kcLoA&t=159s>
- 4)[https://virginiaplasticpollutionpreventionnetwork.wildapricot.org/Sys/PublicProfi  
l  
e/56167987](https://virginiaplasticpollutionpreventionnetwork.wildapricot.org/Sys/PublicProfile/56167987)

## **2023 Thinking Ahead: Litter Committee Event Ideas, Etc.**

### **JANUARY**

- Planning for 2023 (meeting dates, event dates, pick up events, list of goals, website discussion)
- Clarke Monthly Write Up

### **FEBRUARY**

- Adopt-a-Road Pick Up Event
- Equipment Needs and Sign Design

### **MARCH**

- Planning for Earth Day Pick Up Event
- Clarke Monthly Write Up
- Equipment and Sign Purchasing
- Gregg Debris Pick up

### **APRIL**

- 4/22/23 – Earth Day Pick Up With Shenandoah River Keepers (All boat ramps)
- EPS campaign delivery

### **MAY**

- Host a tent and gain volunteers at the Farmer's market?
- Chet Hobert and Adopt-A-Road Pick Up Event
- Clarke Monthly Write Up

### **JUNE**

- Rt 7/340 Roadside Pick Up Event
- All Litter Grant expenditures must be made by end of month

### **JULY**

- Chet Hobert Pick Up Event
- Clarke Monthly Write Up

### **AUGUST**

- Clarke County Fair (Do we want to do another tent and pick up?)
- Adopt-A-Road Pick Up Event

### **SEPTEMBER**

- River Cleanup (Rt 7 Boat Landing)
- Clarke Monthly Write Up
- Fiber Festival and Watermelon Pickers' Fest at the Fairgrounds (Pick Up Event at end of the month?)

### **OCTOBER**

- Do we want to participate in the Halloween parade?
- River Cleanup (Locke's Landing and Route 50 bridge)

### **NOVEMBER**

- Do we want to do a festive parking meter? (Applications are due mid-November)
- Adopt-A-Road Pick Up Event
- Clarke Monthly Write Up

### **DECEMBER**

- Parade (applications are due first week in December)

EAGLE ROCK LN

TM# 26-A-123

Debris Area Approximately  
200 feet long

LOST BOYS LN



*Photo 1. Empty oil tanks with residue.*



*Photo 2. Partly full oil drums.*



*Photo 3. General debris.*



*Photo 4. General debris.*



*Photo 5. General debris.*



*Photo 6. General debris.*





*Photo 7. General debris.*



*Photo 8. General debris.*



*Photo 9. General debris – possible iron for recycling.*



*Photo 10. General debris – possible iron for recycling.*



# Virginia Department of Transportation

## Adopt-A-Highway Permit Application

Those person(s) associated with the group named below intend to enhance the environment and improve the appearance of local roadsides through organized litter pickups, and request permission to “Adopt-A-Highway.”

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

Type of Group (please circle the closest match):      Family/friends -- Individual -- Business -- School group --  
 Community Group -- Faith-based Organization -- Private Club -- Government/military -- Miscellaneous/other

Primary Contact:		Secondary Contact:	
Email Address:		Email Address:	
Phone (home):	(work):	Phone (home):	(work):
Mailing Address:		Mailing Address:	
City:	State:	ZIP:	
City:	State:	ZIP:	

The work will be performed under and in accordance with the Virginia Department of Transportation’s Adopt-A-Highway *Conditions* and *Safety Guidelines*, both attached to this permit and incorporated herein by reference. The permit authorizing this work is issued under the VDOT *Land Use Permit Manual* 24 VAC 30-151-10 et seq.

Applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board, members of the Board, the Commonwealth, and all Commonwealth employees, agents and officers, from responsibility, damage or liability arising from the exercise of the privileges granted in such permits.

The Virginia Department of Transportation may terminate this permit at any time the applicants do not comply with the permit or at any time, the applicants’ work is deemed unsafe or causes a conflict with traffic. The Department reserves the right to revise or discontinue the Adopt-A-Highway program at any time.

**Adopt-A-Highway Application (page 2)**

**Safety Information**

Number of persons between the ages of 10 and 18 participating \_\_\_\_\_. No one under age 10 can participate in the program. If there are persons ages 10-17, how many adults will be participating \_\_\_\_\_. Describe any special safety precautions that might be required due to a participant’s condition (e.g., uses a wheelchair)

\_\_\_\_\_.

**Route Information** (if you are adopting more than one route, please provide additional information on the back)

Permission is requested to “adopt” a section of Route \_\_\_\_\_ or \_\_\_\_\_ Park & Ride parking lot in \_\_\_\_\_ County. The section begins at \_\_\_\_\_ and ends at \_\_\_\_\_ for a total of \_\_\_\_\_ miles.

**We request the following title to appear on the Adopt-A-Highway sign (limit to 48 characters including spaces)** \_\_\_\_\_.

I have read and I understand the Adopt-A-Highway Conditions and the Adopt-A-Highway Safety Guidelines regarding participation in the program:

Applicant’s signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this completed form to:**

Coordinator: \_\_\_\_\_

Residency: \_\_\_\_\_

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

City/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Adopt-A-Highway Application (page 3)**

**Additional Routes**

Permission is requested to “adopt” a section of Route \_\_\_\_\_  
or \_\_\_\_\_ Park & Ride parking lot in \_\_\_\_\_ County. The section  
begins at \_\_\_\_\_ and ends at  
\_\_\_\_\_ for a total of \_\_\_\_\_.  
miles.

Permission is requested to “adopt” a section of Route \_\_\_\_\_ in \_\_\_\_\_ County.  
The section begins at  
\_\_\_\_\_ and ends at  
\_\_\_\_\_ for a total of \_\_\_\_\_.  
miles.

*Notes*

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**PERMISSION** is hereby given insofar as the Commonwealth Transportation Board has the right, power, and authority under Sections 33.1-12(3), 1-197, and 33.1-198 of the Code of Virginia (1950) as amended, to grant by permit and/or by the rights granted herein to perform the work as described.

**Residency Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

8/2020 Rev

# Adopt-a-Highway

## Terms and Conditions

### General Conditions

1. The Virginia Department of Transportation (VDOT) is offering for "adoption" certain two-mile sections of state-maintained highways. Before offering these roadways, VDOT determines that they are safe and appropriate for adoption.
2. Under special circumstances, sections of road less than two miles long and dead-end roads may be adopted. Contact the local VDOT Adopt-a-Highway coordinator (</programs/prog-aah-coords.asp>) for details.
3. The local Adopt-a-Highway coordinator is the VDOT contact for adopting groups and individuals. Interested persons and groups should contact the coordinator at the local VDOT residency office listed in the telephone book or online at VDOT Adopt-a-Highway Adoption Coordinators (</programs/prog-aah-coords.asp>). Information is also available by e-mailing [AdoptaHighway@VDOT.Virginia.gov](mailto:AdoptaHighway@VDOT.Virginia.gov) (<mailto:AdoptaHighway@VDOT.Virginia.gov>)
4. Local businesses, informal groups and formal organizations, such as civic, social or school groups, may adopt highways. VDOT will print the names of the organization or the adopting group in block letters on the blue and white Adopt-a-Highway signs. No slogans or logos are allowed.
5. Individuals 18 years old or older may adopt highways (please see the "Safety Conditions" below for rules regarding participants under 18 years old).
6. Adopting groups agree to pick up litter on both sides of the roadway at least two times a year.
7. Participants adopt for a period of three years, after which they may renew their contract, modify their contract (example: choose a different section of highway), or end their contract.
8. The adopting organization's Contact Person is responsible for ensuring that ANYONE who participates in a pickup under the adopting organization's permit has first received VDOT-supplied safety information, safety vests and trash bags.
9. The organization's Contact Person must visit a VDOT residency or area maintenance headquarters at least a week before a scheduled pickup. At that time, VDOT will supply the Contact Person with safety information, safety vests, and plastic trash bags for every member of the adopting group's cleanup crew.
10. On a group's original application and throughout a group's involvement with the Adopt-a-Highway program, the Contact Person in the group must inform VDOT of the ages of ANYONE under 18 years old who will participate in any of the group's pickups. This requirement includes children of the group's members, or any other children who are allowed by the adopting group to participate in a pickup. Children under age 10 may not participate.
11. The Contact Person also is responsible for notifying VDOT - on the original application and throughout the group's involvement in the adoption - if any of the group's participants has a condition that might necessitate special safety precautions (example: if a pickup participant uses a wheelchair).
12. VDOT will provide the group with large orange "Cleanup Crew Working" signs to place under the Adopt-a-Highway sign during each pick up.
13. VDOT will pay for producing, installing and maintaining the blue Adopt-a-Highway signs.
14. If the adopting group does not plan to dispose of the filled trash bags, the Contact Person must notify the local VDOT office of the date and location of the intended pickup so that VDOT can schedule a work crew to dispose of the trash bags during the following week.
15. VDOT encourages participants to separate and recycle materials.
16. After each pickup, the Contact Person must complete a Pickup Report Card (pre-addressed cards that are furnished by VDOT at the time of adoption) and send it to the local VDOT residency via U.S. mail or online at VDOT Adopt-a-Highway Pickup Report (</programs/prog-aah-report.asp>). Pickups can also be reported by calling **1-800-FOR-ROAD (1-800-367-7623)** or by e-mailing [AdoptaHighway@VDOT.Virginia.gov](mailto:AdoptaHighway@VDOT.Virginia.gov) (<mailto:AdoptaHighway@VDOT.Virginia.gov>). When making a Pickup Report, the Contact Person should report the permit number of the adoption, the number of people who participated in the pickup, the number of bags of litter collected, and the number of manhours spent (manhours equals the number of hours taken to complete the pickup multiplied by the number of participants). If a Contact Person is out of Pickup Report Cards, he or she should call the local Adopt-a-Highway coordinator to report the pickup and to order more cards. It is vital that the Contact Person report the pickup so the adopting organization can get proper credit for keeping Virginia beautiful.
17. VDOT encourages Adopt-a-Highway participants to schedule their pickups to coincide with the spring "Earth Day" and the fall "Day to Serve."
18. The Adopt-a-Highway coordinator will monitor the program in his or her area. VDOT reserves the right to deny an adoption request or cancel the adoption permit of any group, individual or business, based on any of these criteria:



[Main \(/programs/prog-aah-default.asp\)](/programs/prog-aah-default.asp) | 
 [FAQs \(/programs/prog-aah-faqs.asp\)](/programs/prog-aah-faqs.asp) | 
 [Adopt \(/programs/prog-aah-about-adoption.asp\)](/programs/prog-aah-about-adoption.asp) | 
 [News \(/programs/prog-aah-pickupexpmain.asp\)](/programs/prog-aah-pickupexpmain.asp) | 
 [Report \(/programs/prog-aah-report.asp\)](/programs/prog-aah-report.asp) | 
 [Safety \(/programs/prog-aah-safety.asp\)](/programs/prog-aah-safety.asp) | 
 [Terms and conditions \(/programs/prog-aah-terms.asp\)](/programs/prog-aah-terms.asp) | 
 [Adoption coordinators \(/programs/prog-aah-coords.asp\)](/programs/prog-aah-coords.asp)

- A. Concern for the safety of the participants, passing motorists or VDOT employees,
- B. Expenses to VDOT above the normal Adopt-a-Highway program expenses, or
- C. Effectiveness of the participants' litter-control efforts.

19. VDOT reserves the right to limit the number of adoptions for a single group and to limit shared adoptions to areas of identified need. For shared adoptions, each group must file a separate permit and participate in four pickups annually.

## Safety Conditions

1. Before a group applies to adopt a particular highway, the group's Contact Person should examine the road on the days and during the hours that the group intends to perform pickups to determine if roadside conditions during those times are appropriate for the ages and abilities of the group's members.

Once the group has adopted a particular roadway, if at any time it feels its adopted section of highway has become unsafe for litter pickups, the group's Contact Person must contact the local VDOT Adopt-a-Highway coordinator. Local VDOT residency offices are listed online at VDOT Adopt-a-Highway [Adoption Coordinators \(/programs/prog-aah-coords.asp\)](#). VDOT will assign the group a section of roadway with which it is more comfortable.

2. Participants must hold at least one safety meeting per year to review VDOT-supplied safety information. No one may participate in a pickup unless he or she has attended this meeting within the last 12 months. The participating group may hold the safety meeting immediately before a pickup; however, this meeting must be held in a safe, appropriate area, such as a parking lot.

3. The participants are responsible for putting up or opening the "Cleanup Crew Working" signs before each pickup, and for removing or closing the sign after they have finished that day's pickup. These signs alert passing motorists that Adopt-a-Highway volunteers are on the side of the road ahead. If the signs are left open when no pickups are being conducted, motorists will begin to ignore the signs, creating a serious safety risk for Adopt-a-Highway volunteers when they are on the roadside.

4. Adopt-a-Highway groups must provide at least one adult supervisor for every six children under 18 years old. For example: a group of between one and six children would need one supervisor, and a group of between seven and 12 children would need two adult supervisors.

# Bag It, Move It or Leave It?

## *Adopt-a-Highway instructions for handling roadside litter*



**ADOPT  
A  
HIGHWAY**



**Volunteers Cleaning Virginia  
1-800-PRIDE-VA**

If you've ever wondered what to do with something you've found on the roadside, consult the list below to find out whether it is an item you should bag, an item you should move and stack alongside your stacked bags or an item you should leave where you found it. Make a note of any item you are leaving and mark it with a trash bag if you think a VDOT crew would have trouble finding it.

### Bag It



These items may 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 they don't have sharp edges.

### Move It

These items should be placed alongside your stacked bags at the edge of the shoulder:



- 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.
- 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.

***If in doubt, leave it alone!***

### Leave It



These items should be left where found without taking further action:

- **Sharp, large, or heavy items** that could cause physical injury if moved.
- Any item in an **unsafe location** (within six feet of a traffic lane, on unstable ground, etc.).

**Report these items to your local VDOT office that day, or on the next working day, during normal business hours.**

- Items you are not permitted to bag or move that will **not be easily visible** to the VDOT crew collecting your filled bags. If possible place a filled bag near to the item to mark its location.
- Securely close items containing hazardous substances.\*

**Report these items to your local VDOT office that same day. If you are unable to speak directly with a VDOT employee, call 911 to report the item:**

- Any item that you **cannot identify and suspect may be hazardous.**
- Unclosed or leaking items containing **hazardous substances.\***

**Call 911 if you find the following kinds of items. If you do not have access to a cell phone then someone other than your group leader must leave the site to make a call. Then, unless advised to leave the area, the leader must stay at the site until a law enforcement officer or VDOT representative arrives.**

- Items with a **hazardous material label.\***
- Items that could pose an **immediate danger.\***
- Items that could be **crime-scene evidence.\***
- Items emitting a **strong odor.**

\* **Keep a safe distance away from the item and do not disturb it in any way!**



# Items of Concern

Item	Leave It	Leave It and Call VDOT During Business Hours	Leave It and Call VDOT That Day	Leave It and Call 911 Immediately
<b>Miscellaneous Items</b>				
Broken glass	✓			
Any item you cannot identify and suspect of being hazardous			✓	
<b>Hazardous Substances</b>				
Spills of liquid and powdery substances			✓	
Fuels		✓ (If securely contained)	✓ (If opened and leaking)	
Motor oils, transmission fluid, petroleum products		✓ (If securely contained)	✓ (If opened and leaking)	
Antifreeze		✓ (If securely contained)	✓ (If opened and leaking)	
Batteries		✓ (If securely contained)	✓ (If opened and leaking)	
Flares		✓		
Paint		✓ (If securely contained)	✓ (If opened and leaking)	
Aerosol can (not empty)		✓		
Human urine, feces, blood waste (gauze, etc.)		✓ (If securely contained)	✓ (If opened and leaking)	
Syringes, labeled medicines (aspirin, prescription drugs, etc.)		✓		
Animal carcasses		✓		
<b>Extremely Hazardous Items / Possible Crime Scene Evidence</b>				
Bloody items that may be crime scene evidence				✓
Explosives, possible bombs (capped pipes, wrapped packages, etc.)				✓
Weapons (guns, knives, etc.) unspent ammunition				✓
Items with hazardous material labels				✓
Unlabeled medicines or medicine bottles, marijuana, drug paraphernalia				✓
Animals that may have been poached				✓
Propane gas tanks				✓
Full cat litter bags				✓
Containers of acid			✓	
Items put together with duct tape			✓	
Containers with tubing attached				✓
Closed tool boxes or coolers				✓