

Activity 941 **Supervision, Inspection and/or Engineering of Roadway Maintenance** shall be expanded to cover the district operations of the Adopt-A-Highway Program functions and Safety meetings as outlined below:

The Asset Maintenance Contractor, known in this agreement as the Contractor, shall provide a point of contact responsible for the daily operations of the district Adopt-A-Highway (AAH) program functions as outlined in attachment "A" in the designated counties as provided for in this contract.

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**ATTACHMENT "A"**

**ADOPT-A-HIGHWAY  
"Helping Keep Florida Beautiful"**

**ASSET MAINTENANCE LITTER REMOVAL GUIDELINES**

1. Interested adopting organization groups should contact the Florida Department of Transportation or the Asset Maintenance Contractor for copies of the AAH contract Agreements. The AAH contract agreement is also available on the Department's Website at the following web link:

<https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1679>

2. Areas available for adoption on the state highway system under the AAH program (based on district approval) include the following:

State Highways  
Interchanges  
Interstate Highways  
Rest Areas  
Roadside Parks

Median areas are not to be included in this program due to safety factors.

3. The DOT District Secretary will screen and select the sections on the of state highway system to be adopted. Groups adopting a section on the state highway system may cleanup only on the areas outside of the paved right-of-way and shoulders – 12 feet from the outside edge of the right-hand driving lane or ramp – in the grassy areas. No parking will be allowed on the interstate shoulders. Groups should park at the interchange, walk up the ramp, and clean up from the Interchange to another where applicable.
4. One (1) original agreement signed by the group coordinator, should be returned to

the local Contractor's office, and then forwarded to the District Adopt-A-Highway Contact Person within ten (10) days from the group's signature date for final approval by the District Secretary.

5. One (1) fully executed contract agreement along with a cover letter will be forwarded by the District AAH contact to the following:
  - (1) Adopting organization group – original signatures
  - (2) AM Contractor – electronic copy
  - (3) District Maintenance Contact – electronic copy
  - (4) Local Operation Center Contact – electronic copy
  - (5) AM Project Manager – electronic copy
  - (6) State AAH Coordinator – electronic copy
  
6. Within ten (10) days from the execution date of the AAH agreement, the Contractor will complete and fax the form for Manufacturing Operations Requisition Order for Signs (FDOT form 175-020-06) to the FDOT signs shop and provide a copy to the local district AM Project Manager for the sign order of the group's adopt-a-highway permanent signs at no cost to the group. Costs will be borne by the district maintenance office.
  
7. The AM Contractor will be able to receive an annual one-time briefing from the local Safety Specialist on how to conduct a safety meeting along with relevant topics and their updates as outline in the Adopt-A-Highway Litter Removal Agreement (FDOT form 010-000-007). The AM Contractor will be responsible for conducting, within thirty (30) days from the execution date of the AAH agreement, the initial safety meeting with the Adopt-A-Highway group and maintaining a group safety meeting file with the groups participant sign-in sheets. This meeting shall be conducted prior to the installation of the signs for the group. The AM Contractor will be responsible for making initial contact with the Adopt-A-Highway Group to arrange a time and place to hold the meeting. The AM Contractor should be flexible in setting times and locations. Pocket reminders (Attachment "B") and a safety video of most of these safety topics are available through the District Public Information Office and provided at the request of the AM Contractors. The AM Contractor should handout several copies of these safety pocket reminders at the group safety meeting.
  
8. Once contacted by the group for a pick-up cycle, the AM Contractor will coordinate litter cleanup efforts with the group and be responsible for providing safety vests, traffic control signs and large plastic bags along with trash pickup sticks supplied by the district maintenance office. The group will sign for the safety equipment and will be responsible for the equipment's safe return to the AM Contractor's Office. The group may redeem the recyclables collected and keep the proceeds. The trash bags should be left under the Adopt-A-Highway sign for collection by the AM Contractor's office, which will schedule trash bags collection from the highways within ten (10) days after the AAH

groups' completion of the cleanup activity.

9. Litter cleanup report forms (Attachment "C"), will be provided to the Adopt-A-Highway Group by the AM Contractor's office when the safety equipment is provided. This form must be completed by the group after each litter cleanup event and returned to the AM Contractor's office along with the safety equipment. The AM Contractor's office will complete the appropriate documentation on the litter cleanup report forms after each litter collection and maintain files of all Adopt-A-Highway activities in their respective areas. A computerized spreadsheet preferably Microsoft Excel, shall be maintained by the AM Contractor. The spreadsheet should contain the information as a minimum, as shown on Attachment "C". The Contractor will provide an annual report of all Adopt-A-Highway activities for the District AAH contact by December 15<sup>th</sup> each year. (See Attachment "D" for annual report format example). The District AAH contact will compile the Annual District AAH Report by January 30<sup>th</sup> each year and provide copies to the District Secretary and Statewide Adopt-A-Highway Coordinator.
10. The AM Contractor, at the request of the district AAH contact, shall notify groups of upcoming special cleanup campaigns and solicit participation (minimum of 1 event per year) based on direction from the district AAH contact. (See Attachment "E" for sample reporting needs for campaigns.)
11. The AM Contractor shall track responses to differing campaigns and compile reports as requested for reporting purposes during these specific campaigns. This reporting information will be incorporated into the year-end required report.
12. The AM Contractor will initiate renewals requests for all groups willing to continue their AAH program participation. The AM Contractor will forward the renewal requests to the department for review. The department will execute all renewals. The District Office will coordinate and issue all recognition certificates.
13. The Department will notify the AM Contractor if a group is no longer authorized to participate in the Adopt-A-Highway Program. Upon receiving notification of rejection, the AM Contractor shall remove the group's name from the Adopt-A-Highway signs (lower panel only) and replace it with a sign manufactured according to Attachment "F" standards within thirty (30) days of notification. All sign installation cost, installation materials and labor, shall be the AM Contractor's responsibility.
14. The AM Contractor shall be responsible for monitoring the annual cycle of each Adopt-A-Highway group in the contracted area. Should a group fail to pick-up litter per the required number of cycles spelled out in the agreement between the Department and Adopt-A-Highway group, the Contractor shall give notice to the offending group of impending removal of the group's name from the Adopt-A-Highway Program. Failure of the offending group to show a positive response to the Contractor's notification shall authorize the Contractor to remove the offending groups name and

replace it with Attachment "F". The Contractor shall not remove the group's name without the prior approval of the District AAH contact.

15. Upon receipt of the notice to proceed for this contract, the AM Contractor shall promptly notify all current Adopt-A-Highway groups within the contract area that the contact person for scheduling litter pick-up cycles has changed. This notification as a minimum shall state that they are under contract to manage the work effort in their geographic area. AM Contractor's contact person's name, work address, phone number, fax number, business address and e-mail address.
16. The AM Contractor shall be responsible for changing the group name signs in the event of a name change. This change is only allowed at the end of the two-year agreement period or the beginning of a new group contract or renewal. All cost for changing these signs shall be the AM Contractor's responsibility.
17. Public information request about a specific group or the local AAH program shall be referred to the District AAH contact for handling.

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**ATTACHMENT "B"**

**FLORIDA DEPARTMENT OF TRANSPORTATION  
SAFETY TIPS  
FOR ADOPT-A-HIGHWAY VOLUNTEERS**

Remember: You are working in a dangerous environment  
A public highway

To protect yourself and others

- Park all vehicle clear of roadway, as far away from the pavement as possible.
- Stop work in foul weather.
- Wear light colored clothing and safety vests.
- Wear heavy gloves.
- Wear leather shoes or boots.
- Wear a hat and long sleeves.
- Avoid overexertion.
- Provide an adequate supply of drinking water.
- Do not remove hazardous substances.
- Be alert for snakes.
- Avoid contact with noxious weeds and areas where herbicides were applied, (i.e. poison ivy, poison oak.)
- Do not pick up items on bridges, in tunnels or on overpasses.
- Stay well clear of any construction.

- Do not enter the roadway or shoulder.
- No horse-playing.
- No intoxicating liquid, beverage, or illegal substances allowed on right-of-way.
- Wear adequate pair of sunglasses, a cap/hat and sun block.
- Carpool to the adopted highway section.
- Keep vehicles on the same side of the highway as the participants.
- Work on one side of the highway at a time.
- Face on-coming traffic whenever possible.

**In case of emergency...**

Prior to clean-up operations, the group leader should coordinate their efforts with the nearest AM Contractor, who will provide the required equipment and other special instructions as needed.

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**ATTACHMENT "C"**

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)  
ADOPT-A-HIGHWAY  
LITTER REMOVAL REPORT FORM  
DATE: \_\_\_\_\_

**GROUP INFORMATION**

Name of organization / Group \_\_\_\_\_

Name of Group Adopt-A-Highway Coordinator \_\_\_\_\_

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

E-mail \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**DEPARTMENT / ASSET MAINTENANCE (AM) INFORMATION**

FDOT District / AM Contractor \_\_\_\_\_

Local Maintenance Contact / AM Contact \_\_\_\_\_

E-mail: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number

Fax Number

**GROUP'S LITTER PICK-UP INFORMATION**

Date of Clean-up \_\_\_\_\_

State Road # \_\_\_\_\_

Number of Lane Miles Adopted: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_

Amount of Litter Collected: \_\_\_\_\_

Number of Bags (30 Pounds BAGS) \_\_\_\_\_

Once a pick up is completed, please fax or e-mail pick-up information to the following FDOT Contact / AM contact person:

Name of Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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**ATTACHMENT "D"**

District Annual Report Format

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**ATTACHMENT "E"**

District Special Events Reporting Format

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**ATTACHMENT "F"**

Replace the Adopt-A-Highway groups name panel with the 1-800-BAN-LITT(er) recognition panel for vacant AAH sites. Do not take the mother board panel down (Large Panel). The vacant AAH site recognition panel should read:

CALL 1-800-BAN-LITT(er)  
FOR MORE INFORMATION