



ADOPT A STREET

A QUICK VOLUNTEER HANDBOOK

to provide guidance on:

1

HOW TO REQUEST SUPPLIES

2

HOW TO STAY SAFE WHILE VOLUNTEERING

- + How to Handle Unsafe & Dangerous Litter
- + Information about SPU's Sharps Collection Program

3

RESOURCES FOR PLANNING A COMMUNITY CLEANUP

- + Tips for Planning a Community Cleanup
- + Volunteer Sign-in Sheet
- + How to Report a Cleanup
- + Sharing your Adopt a Street Volunteer Experience

4

PROGRAM CONTACTS



**Seattle
Public
Utilities**

HOW TO REQUEST ADOPT A STREET SUPPLIES



Seattle
Public
Utilities



ADOPT A
STREET

→ SUPPLIES WE HAVE AVAILABLE

General Adopt a Street Supplies	
Litter grabbers	
Safety Vests	
Gloves:	small knit
	large knit
	XL knit
	Latex
Bags:	Yellow - 15 gallon
	Yellow - 33 gallon
	Yard Waste
Sharps Container	
Brooms/Dustpans (limited)	

Pre-Made Litter Kits

Contains: 1 Litter-Grabber, 1 Safety Vest, 1 pair of Knit Gloves, 3 yellow AAS Trash Bags



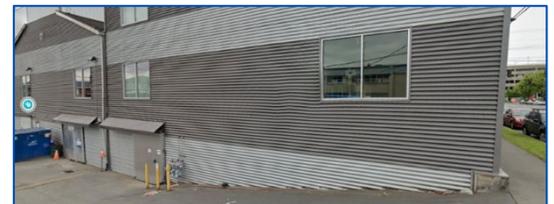
→ REQUESTING SUPPLIES

- 1) Fill out the Supply Request and Pickup Webform online at <https://maps.seattle.gov/adopt-a-street-supplies>. On this form, you will:
 - Let us know what & how many supplies you need.
 - Let us know if you plan to: 1) pick-up supplies from the SPU warehouse in SODO, 2) pick up from one of the six [City of Seattle Customer Service Centers](#), or 3) have them to be delivered.
- 2) Please wait for e-mail from Adopt a Street staff to confirm your pickup date.

→ PICKING UP SUPPLIES

If picking up at the SPU Warehouse:

- SPU Warehouse is located at 2717 6th Pl S Seattle, WA 98134 (in between S. Lander St and S. Forrest St in SODO; it is across the alley from Paint Logic, which is your best bet if you are plugging it into google maps.
- We hold regular warehouse hours weekly on the following days/times: **Mondays, 3:00 – 5:00 PM & Wednesdays, 1:30 – 3:30 PM**
- When you get there, text or call the number that is posted on A-Frame outside the warehouse door with your name and/or Volunteer Group name.



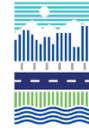
If picking up at one of the City of Seattle Customer Service Centers (CSCs):

- Once you receive confirmation from Adopt a Street staff, you can go by any of the Customer Service Centers to pickup your supplies anytime they are open. You can see locations and check hours [here](#).

HOW TO STAY SAFE WHILE VOLUNTEERING



Seattle
Public
Utilities



ADOPT A
STREET

GENERAL SAFETY GEAR

Provided by AAS:

- Safety Vest (to be worn at all times!)
- Gloves
- Litter Grabber

Strongly recommended:

- Long pants and long sleeve shirts
- Boots or sturdy shoes

GENERAL VOLUNTEER SAFETY GUIDELINES

Be Street Safe	Do not go into the roadway, median, or roundabout to remove litter. Stay off bridges and rocky, steep, unstable slopes, guardrails, or concrete walls. Avoid construction and utility work sites. Stay on public property at all times.
Use proper tools	Use litter grabber as much as possible rather than using your hands; dangerous litter may not be visible; watch for nails, syringes, broken glass, or other sharp objects
Pay Attention	Be prepared for any unexpected behavior from motorists; Do not wear headphones; Do not use alcohol or mind-altering substances prior to, or while participating in clean-up events; Only work during daylight hours; Watch children carefully
Take breaks!	Make sure you and your crew are drinking water and taking breaks frequently to avoid overexertion and heat related problems

EMERGENCY PROCEDURES

- Know the location of the nearest emergency facility and how to quickly summon the police or medics
- Report all accidents or injuries to the Event Leader immediately
- We recommend having at least one Cleanup Event member possesses a valid First Aid Card
- If you encounter a dangerous situation such as harassment from others, leave the area and dial 9-1-1 for assistance.

STAY SAFE!

- **If you're sick, please head home and feel better soon!** All participating volunteers should engage in a self-screening for COVID-19 symptoms (such as fever, cough, shortness of breath, chills, sore throat) before participating in a cleanup.
- **Wear gloves.** Each litter kit provided by AAS will contain a pair of knit and plastic gloves. Thoroughly wash your hands or use hand sanitizer before you put your gloves on. Avoid touching your face.

HOW TO HANDLE UNSAFE & DANGEROUS LITTER



Adopt a Street volunteers are NOT expected or encouraged to handle dangerous or unsafe litter items and should only collect these items if he/she/they feel completely comfortable and safe doing so. In those situations, we encourage volunteers to also take necessary safety precautions.

When cleaning up in public spaces, please remember to be respectful of persons experiencing homelessness and to leave camps and personal property items in place. Be mindful of personal safety and do not clean within 20 feet of tents and encampments.

Some examples of unsafe litter may include:

 litter that is not fully visible  Use a tool such as a trash-grabber or hand-rake to “identify” an item before retrieving it. If an item is unidentifiable and possibly caustic or volatile, call the Illegal Dumping Hotline (206) 684-7587.

 dead animals  If you find a dead animal, please report it to Animal Control at (206) 386-7387 or via [Find It, Fix It app](#) and they will retrieve the carcass.

condoms, human waste, broken glass, heavy objects  All other dangerous and unsafe litter should be reported to the Illegal Dumping hotline (206) 684-7587.

 hazardous products, propane tanks, gas canisters, car batteries, petroleum products, chemicals, paints and solvents, unidentified containers, pharmaceuticals  Under no circumstances should you pick up hazardous material. Your safety is paramount, if an item is suspicious, make note of it and contact the Illegal Dumping Hotline at (206) 684-7587— they will send an inspector to address the reported item.

 A designated person should be watchful of the site where unsafe litter was found for at least 2-4 weeks. If dangerous litter continues to be found, call the Seattle Police Department Non- Emergency at (206) 625-5011 to file a report.

Firearms and other weapons  If found contact the police immediately at 9-1-1 or (206) 625-5011

 needles, syringes, razorblades  ***See following page for more information about Sharps disposal**
If you do need to handle sharps, this is how to do so safely:

- 1) Do not break the needle point off from the syringe.
- 2) Use a grabber or tongs to pick up the needle by the plunger or the barrel.
- 3) Place the syringe with the needle pointing down into a sharps container.
- 4) Dispose of the sharps container at a Transfer station or sharps collection box.

SHARPS COLLECTION PROGRAM



Seattle
Public
Utilities

I found a needle, now what?

The City of Seattle has the following services for safe sharps needle disposal:

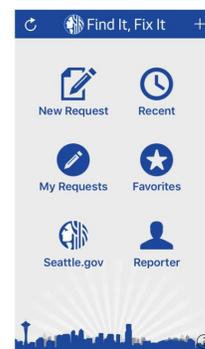
- Responds to sharps reports on public property within 24 hours of reporting
- Manages secure sharps disposal boxes in 23 locations throughout the City

To report sharps on public property:

Note: SPU will respond to needle complaints within 24 hours. SPU does not remove needles from private property or Parks. To contact Parks please call (206) 684-7250.



Use the “Find it Fix it” smart-phone app
www.seattle.gov/finditfixitapp



Fill out the webform at:
www.seattle.gov/utilities/illegaldumping



Call the Sharps and Illegal dumping hotline at:
(206) 684-7587

Sharps handling instructions (for sharps found on private property)

- If you find a needle or syringe, **do not pick it up with your bare hands**. Use gloves and tongs, trash grabber, a shovel, or a broom and dustpan.
- Do not break the needle point off from the needle/syringe. Pick up the needle by the plunger or the barrel and **place it in the container needle pointed to the bottom**.
- If you don't have a manufactured sharps container, use a plastic soda pop or juice bottle to place the needle/syringe in. Make sure the lid fits tightly and tape it shut. If you use a plastic pop or juice bottle, label it: “SHARPS, DO NOT RECYCLE.”
- Sharps are not allowed in the garbage because they can injure garbage collection workers, residents, and employees who handle the garbage.
- Sharps can also be disposed of at Seattle Public Utilities’ North and South Transfer Stations (one-gallon limit per trip) and at any of the 21 [Sharps Collection Boxes](#) placed throughout Seattle. For more info, visit [Sharps Collection Program - Utilities | seattle.gov](#).

North Transfer Station	1350 North 34 th Street, Seattle 98103	Hotline: (206) 684-8400
South Transfer Station	130 South Kenyon Street, Seattle 98108	

Needle Collection Training Resources

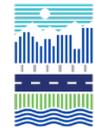
- Please see our [video on how to pick up sharps](#).
- If your group is interested in a needle collection training, please call (206) 684-5813.

You can request Sharps containers with your cleanup event supplies request via (206) 684-7647 or email at AdoptaStreet@seattle.gov.

TIPS FOR PLANNING A COMMUNITY CLEANUP



Seattle
Public
Utilities



ADOPT A
STREET

If you are hosting an adopt a street event where you are inviting other volunteers to join you, here are a few tips that we hope you find helpful as you plan your cleanup!

BEFORE THE EVENT

- Fill out the [online supply request](#) and arrange for pick-up of your supplies; consider requesting at least one sharps container in addition to other cleanup supplies you request.
- Pick-up the cleanup supplies or arrange to have them dropped off before your event.
- Communicate date/time/location of your cleanup event with volunteers.
- Print out a copy of the [Volunteer Sign-in and Safety Acknowledgement Waiver](#) form for volunteers to sign.
- If you intend to post pictures, it is a good idea to have photo release waivers on hand for people to sign also. [Here](#) is an example of the form that SPU uses.
- Identify the streets you would like to target and create routes for volunteers to walk along; consider creating a map of these routes to have available at the event.
- Establish a location where you would like to have volunteers leave bags (your starting point is usually a good choice).

DURING THE EVENT

- Review [safety protocols](#) with your group
- Ensure all participating volunteers in your cleanup event sign the [Volunteer Sign-in and Safety Acknowledgement Waiver](#)
- Distribute cleanup supplies to your group.
- Let volunteers know where to focus the litter pick-up.
- Ensure volunteers know where to place the bags when cleanup event is over.
- Take pictures of your crew in action!

AFTER THE EVENT

- Collect cleanup supplies from group members
- Ensure all bags are collected in one location (or in as few areas as possible)
- Report cleanup event information in one of the following ways:
 - Online via <https://maps.seattle.gov/adopt-a-street-cleanup>
 - Email adoptastreet@seattle.gov with the following info: cleanup date, # of volunteers, # of volunteer hours, # of bags collected, and location of bags that need to be collected (if any)
 - Leave a message on the Adopt a Street Hotline (206) 684-7647 with the following info: cleanup date, # of volunteers, # of volunteer hours, # of bags collected, and location of bags that need to be collected (if any)
- E-mail a picture of the Volunteer Sign-in/Safety Acknowledgement Waiver to adoptastreet@seattle.gov
- Follow up with volunteers to thank them and share the cleanup results (bags of litter collected, amount of graffiti painted out, etc.)

Adopt a Street Volunteer Sign-In and Safety Protocol Acknowledgement Form

Date of Project: _____ Location of Project: _____ Event Organizer: _____

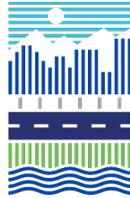
THE FOLLOWING RELEASE INFORMATION IS REQUIRED FOR VOLUNTEER INSURANCE AND RECOGNITION PURPOSES. PLEASE PRINT LEGIBLY.

I understand that the City of Seattle provides volunteer insurance for on-the-job injury occurring within the course and scope of the project. I understand that any actions I take that are not consistent with the Adopt a Street Safety Guidelines will be considered outside the course and scope of the volunteer work project.

By signing below, I verify that I have read and agree to comply with the SPU's Adopt a Street program safety guidelines.



**Seattle
Public
Utilities**



**ADOPT A
STREET**

<i>Assess your surroundings, only pick-up litter in safe locations (Initial below)</i>			
I will not go into roadways, bridges, steep slopes, unstable areas, construction sites to remove litter.	I will use proper tools to remove litter, rather than my hands. I will wear safety gear provided.	I will stay alert; will not wear headphones or be under the influence of any substance while participating in cleanup.	I will stay on public property at all times to remove litter. I will participate in cleanups during daylight hours only.

Name	Phone	E-mail	Signature

Please send completed forms to adoptastreet@seattle.gov

**This form contains confidential volunteer information*

HOW TO REPORT A CLEANUP



Seattle
Public
Utilities



ADOPT A
STREET

1 REPORT YOUR CLEANUP

Please report your cleanup, even if you do not need Adopt a Street to pick-up the trash you collect. **This helps us show our [collective impact](#) so we can continue doing what we do!*

After your event, please report your clean up in any of the following ways:

- 1) Online at maps.seattle.gov/adopt-a-street-cleanup
- 2) Call the Adopt a Street phone number at 206-684-7647
- 3) Email adoptastreet@seattle.gov

Please be prepared to include the following details:

Adopt a Street Nickname, Date of cleanup, # of hours spent on clean-up, # of volunteers who participated, # of bags collected, location of bags if you need them picked up, pictures if you have them.

2 PLACE BAGS FOR TRASH PICK UP

Leave a minimum of 2 large bags or 3 small bags on street corner (i.e. NE corner of 24th Ave S & S Dearborn St).

Please keep in mind:

- Place bags away from encampment sites; away from private property.
- Our crews will need to pull a truck up to grab the bags, so ensure the location is accessible.
- The program gets charged per pick-up location, so if you can combine bags in as few locations as possible, that would be most appreciated.
- If you pick up less than 2 bags, we have some other pick-up options on our [FAQ](#) page.

3 TAKE A PICTURE (IF YOU CAN)

This makes the bags easier to locate and speeds up the trash pickup process.

- It is helpful if you include the street sign in the background or other visual landmarks that will help crews locate the bags.
- Please don't include people in the pictures of the bags.
But we would love it if you could send us pictures of your volunteer crew separately!



OTHER REMINDERS

- Trash bags are picked up within **1-4 days** of the pick-up request. If the bags are not picked up within 5 days, please contact us ASAP.
- Only add Adopt a Street bags to your personal waste container if there is room in the bin. You will be charged an extra bags fee if the bag exceeds the weight/size limit per container.
- If you collect any sharps, **do not** put them inside your bags. Please place them in a sealed and labeled container and dispose of them at your nearest Transfer Station or one of SPU's 23 [Sharps Collection Boxes](#).



SHARING YOUR ADOPT A STREET VOLUNTEER EXPERIENCE

As an Adopt a Street volunteer, please feel free to share your experience on social media. You may help inspire others to join you in volunteering to keep Seattle streets and sidewalks litter-free (or at least encourage others to think twice before littering).

If sharing a photo/video of your volunteer work, here are some helpful tips:

- Consider sharing before & after photos/video
- Use #SeattleAdoptAStreet on your posts
- Tag SPU in your post so we can share it as well!



@SeattleSPU



@seattle_public_utilities



@seattle_public_utilities



@SeattlePublicUtilities

- If you'd like SPU to consider using your photo/video to promote this program in the future, sign the SPU Photo Release at: bit.ly/photoreleaseSPU

Thanks for volunteering with Adopt a Street!



Seattle
Public
Utilities



ADOPT A
STREET



**Seattle
Public
Utilities**



**ADOPT A
STREET**

PROGRAM CONTACTS

General Program Information

Website: www.seattle.gov/utilities/aas

E-mail: adoptastreet@seattle.gov

Phone: (206) 684-7647

Mailing Address:

SPU Adopt a Street Program 700 5th Ave, Suite 4900

PO Box 34018

Seattle, WA 98124-4018

SPU Warehouse Address: (for supply pick-up) 2717 6th Pl
Seattle, WA 98134

Weekly Warehouse Hours:

- Mondays, 3:00 - 5:00 PM
- Wednesdays, 1:30 - 3:30 PM

Program Staff

Program Manager

Jenny Frankl

jenny.frankl@seattle.gov

(206) 482-3147

Community Engagement Intern

Maddi Plowman

maddi.plowman@seattle.gov

(206) 423-6268

Clean City Manager

John Steies

John.Steies@seattle.gov

