

ADOPT - A - MILE



**We have a responsibility to keep
the earth clean...
Let's start with Brentwood.**

-Jamie Booker, Program Coordinator

PROGRAM PACKET

Welcome to the City of Brentwood's Adopt-A-Mile program!

I imagine you already realize the importance of having an Adopt-A-Mile program with our city. Your desire to contribute to help with the cleanliness and to maintain the high standards of beautification for our city is what brought you here.

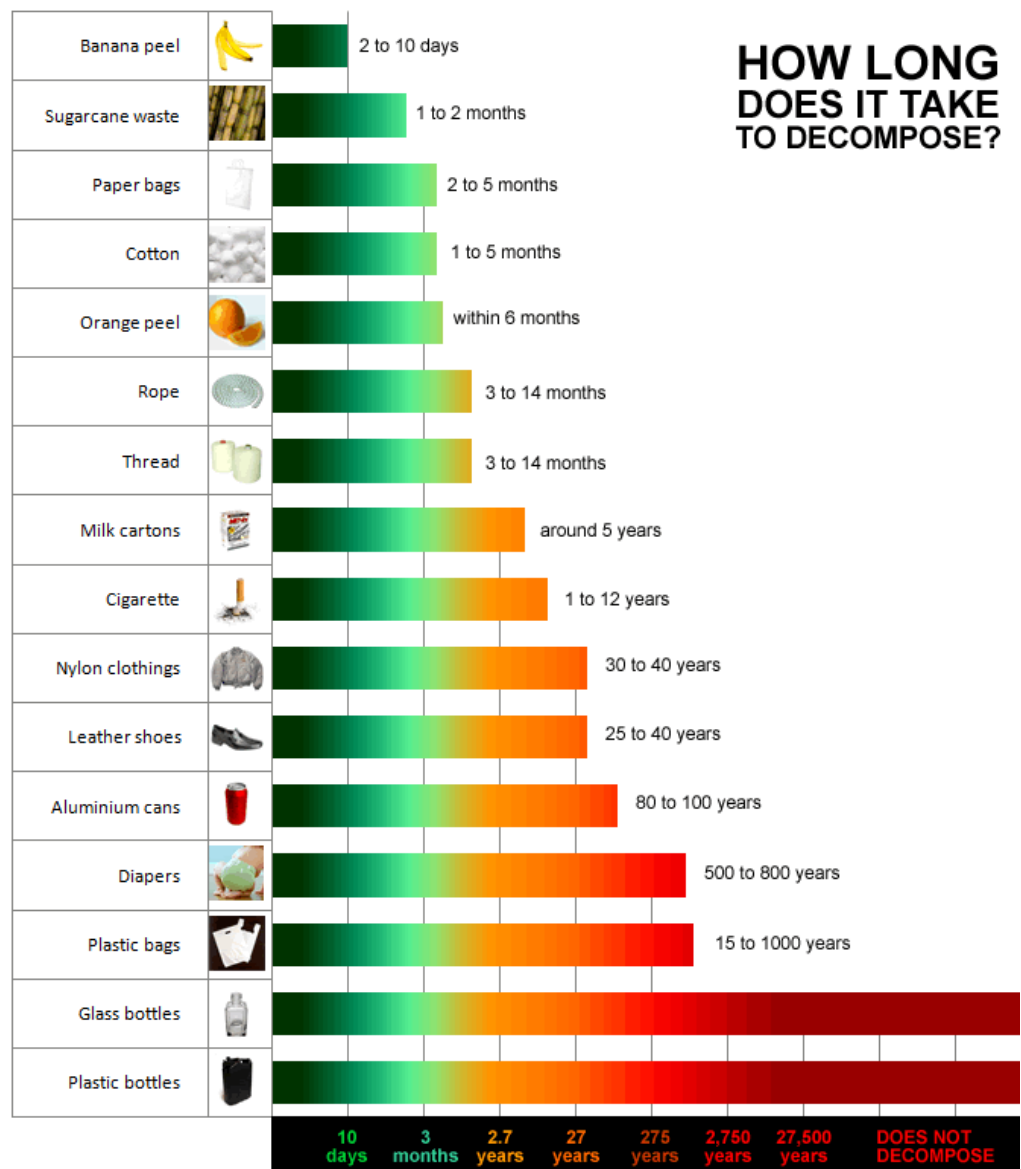
The environment, planet earth and our City are important to us, and that is where you and your group come in.

Why should we take part in the program?

1. Demonstrates community pride
2. Makes a positive statement for a clean and attractive city and community
3. Helps to keep our roadways and waterways free of litter and debris
4. Reduces stormwater runoff and prevents water pollution while promoting watershed awareness *(we are part of the Harpeth Watershed)*

DID YOU KNOW?

**HOW LONG
DOES IT TAKE
TO DECOMPOSE?**



Program Rules

- Minimum of Quarterly Pick up - You may pick one of these groups:
 - January, May, September
 - February, June, October
 - March, July, November
 - April, August, December
- 2 - year minimum commitment is required. You may of course renew your contract as many times as you like upon completion of each commitment. Due to costs of having a sign made and installed, this is non-negotiable.
- 1 clean up must be completed in accordance to the City's adopt-a-mile agreement before a sign will be ordered and placed at your designated road or section of road bearing your groups name.
- Participants will be at least 10 years of age. Participants between 10 and 17 years of age will be adequately supervised by an adult. There should be at least one (1) adult supervisor for every four (4) youths, age 10-12 yrs. and one (1) adult supervisor for every eight (8) 13-17 yrs.
- All supplies are to be picked up at the Service Center to ensure proper gear is being used during your clean up.

You will receive the following supplies per TDOT rules and regulations:

- Trash bags
- Cones (optional)
- Class II vests for # of people in your group (mandatory wear)
- Disposable gloves (one set for each person listed in your group)
- Litter Pick Up collapsible signs
- Pickers
- A crew plan & supply request sheet is to be filled out online and submitted no less than 3 business days prior to your cleanup date for it to count towards your annual commitment.
- Supply return is to be done within 2 business days of your cleanup date.
- A collection/activity report must be submitted upon completion of your scheduled clean up for it to count towards your agreed upon obligation.
- A list of adoptable streets will be provided. You may pick an available street, or you will be assigned one according to the City's greatest need. You are welcome to clean any streets NOT on the approved list, but it will not count towards your obligation of an approved street.
- There is a mandatory TDOT approved safety video to be viewed prior to your first approved clean update. This video is on our website.
- A program packet will be distributed upon receipt of your application.
- **If you have new volunteers participating in subsequent pickup events, the City of Brentwood requires that they read the safety guide, watch the TDOT safety video and submit all release forms prior to any pickups.**
- If there is any change in status with information about your organization, the groups coordinator is required to give the updated information the city's coordinator, Jamie Booker, to ensure all information is current, true and correct.

SAFETY REMINDERS

We value your safety first and foremost, so please take the time to read over and apply the reminders that we have outlined below. Precautions are to be followed at ALL times while you are on the streets.

- Hold a safety meeting before each pickup.
- Carpool to help minimize the number of vehicles at the site or meet up at a close by location that is safely out of the way of traffic.
- Put your safety vest on prior to getting on the road
- Wear closed toe shoes, light colored clothing and gloves.
- Place the Litter Pickup signs at the beginning and end of your route.
- Face oncoming traffic while working.
- Work in pairs. Keep your working group to no more than 6 – 10 people.
- Avoid picking up during peak travel times.
- Stop working if inclement weather approaches.
- Avoid overexertion.
- Do not remove hazardous substances or materials.
- Watch for snakes and sharp objects.
- Stay clear of construction areas.
- Do not go to the median to pick up items. Stay off the pavement.
- Participants 10-17 years of age must be adequately supervised by one or more adults. Ratio: At least one (1) adult supervisor for every four (4) youths.
- Stay hydrated. Drink plenty of water.
- Wear sunscreen.
- Do not overstuff or compact the bags. When a bag feels heavy (usually around 10 lbs.), secure it and start another bag. Place all bags together on the roadside and notate it on your collection/activity report.
- No horse play or waiving of arms that might distract drivers.
- Stay alert.
- Do not wear headphones, ear pods, ear buds or any other device that would limit your auditory sense during cleanup.

BAG IT, MOVE IT, OR LEAVE IT?



BAG IT- THESE ITEMS ARE SAFE TO PLACE IN THE 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 the bag.
- Large items that would prevent a bag from being properly tied closed.
- Heavy items that could tear a bag, provided 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.

LEAVE IT- IF IN DOUBT, LEAVE IT ALONE!

- Items should be left where found without taking further action if they are: sharp, large, or heavy items that could cause physical injury if moved.
- Any item in an unsafe location (within six (6) feet of a traffic lane, or unstable ground, etc.)
- Any item that you cannot identify, and suspect may be hazardous.
- Unclosed or leaking items containing hazardous substances. Items may have labels such as Explosive, Toxic, Harmful, Corrosive, or Poisonous Gas written on them.

PLEASE USE YOUR BEST JUDGEMENT AND BE CAREFUL!

METH LAB AWARENESS INFORMATION

The roadside dumping of illegal meth lab waste is becoming a serious problem in Tennessee, even in Brentwood. It may look like carelessly dumped trash but is extremely hazardous to your health and has a serious impact on our environment.

Don't let meth waste threaten you or your group's safety! If you see any of the following items along the roadside, do not approach or attempt to remove these items. Instead contact the Brentwood Police department at (615) 371-0160 and report your findings.

THESE ITEMS COULD BE PORTABLE METH LABS THAT HAVE BEEN HIDDEN OR STORED BY THE ROADSIDE. MANY PORTABLE METH LABS HAVE BEEN KNOWN TO BE BOOBY TRAPPED.

- Empty or used alcohol products such as isopropyl rubbing alcohol, denatured alcohol, etc.
- Numerous empty pill bottles and packaging, especially empty blister packs of nasal decongestant or cold remedies.
- Containers of separated liquids of ANY color.
- Bottles that look they contain urine or windshield wiper fluid.
- Unused matches without striker plates, or washed striker plates.
- Corroded propane tanks or tanks with blue discoloration. Watch out! This means the tank is explosive!
- Boxes of battery fluid or bottles of muriatic acid.
- Kitty litter bags, especially if they look like they've been opened or taped closed.
- Trash bags that are taped shut or with tubes coming out of them.
- Containers with any type of tubing attached.
- Anything put together or bundled up with duct tape.
- Suspicious looking toolboxes, coolers, or other convenient storage containers.



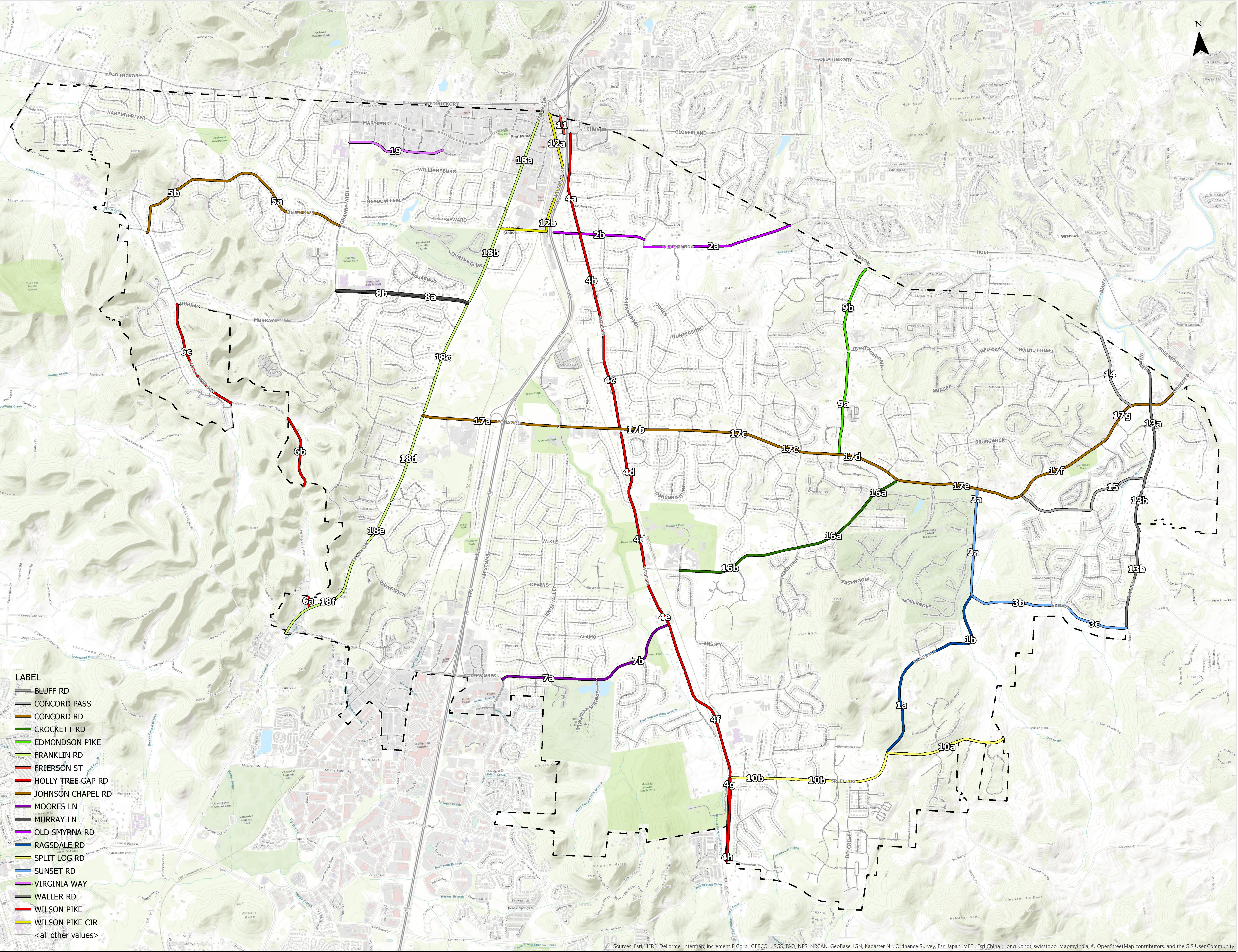
City of Brentwood

Adopt-A-Mile

Adoptable Roads

Rank according to need	Adoptable Street	Section		Length	Status	
					Available	Adopted
1a	Ragsdale Rd	Split Log Rd	to Glen Ellen Way	0.956		
1b		Glen Ellen Way	to Sunset Rd	0.916		
2a	Old Smyrna Rd	City Limits	to Jones Pkwy	1.302		
2b		Jones Pkwy	to End of Old Smyrna Rd	0.791		
3a	Sunset Rd	Concord Rd	to Ragsdale Rd	0.925		
3b		Ragsdale Rd	to Marcaste Dr	0.843		
3c		Marcaste Dr	to Waller Rd	0.58		
4a	Wilson Pk	Maryland Way	to Ols Smyrna Rd	0.887		
4b		Old Smyrna Rd	to Oden Ct	0.884		
4c		Oden Ct	to Concord Rd	0.908		
4d		Concord Rd	to Crockett Rd	1.248		
4e		Crockett Rd	to 1631 Wilson Pk	0.9877		
4f		1631 Wilson Pk	to Split Log Rd	0.024		
4g	W side of Wilson Pk	Split Log Rd	to City Limits	0.706		
4h	E Side of Wilson Pk	Split Log Rd	to City Limits	0.706		
5a	Johnson Chapel Rd	Granny White Pk	to past River Oaks Rd	0.675		
5b		Johnson Chapel Rd W	to Grand Oaks Dr	0.717		
6a	Holly Tree Gap Rd	Franklin Rd	to 1376 Holly Tree Gap Rd (City Limits)	0.097		
6b		Top of Hill (Where caution light is)	to City Limits	0.638		
6c		N. Berrys Chapel Rd	to Murray Ln	1.04		
7a	Moores Ln	Carothers Pkwy	to Crockett Springs Trl	0.828		
7b		Crockett Springs Trl	to Wilson Pk	0.856		
8a	N side of Murray Ln	Franklin Rd	to Granny White Pk	1.152		
8b	S side of Murray Ln	Franklin Rd	to Granny White Pk	1.152		
9a	Edmondson Pk	Concord Rd	to Liberty Church Rd	0.867		
9b		Liberty Church Rd	to City Limits	0.772		
10a	Split Log Rd	City Limits	to Ragsdale Rd	1.05		
10b		Ragsdale Rd	to Wilson Pk	1.51		
11	Frerson St	City Limits	to Church St. E	0.145		
12a	Wilson Pk Circle	City Limits (Including Towne Center Way)	to Peach Ct	0.61		
12b		Peach Ct	to Franklin Rd	0.869		
13a	Waller Rd	Sunset Rd	to Maupin Rd	1.25		
13b		Maupin Rd	to City Limits	1.15		
14	Bluff Rd	City Limits	to Concord Rd	0.688		
15	Concord Pass	Waller Rd	to Concord Rd	1.28		
16a	Crockett Rd	Sunset Rd	to Green Hill Blvd	1.083		
16b		Green Hill Blvd	to Volunteer Pkwy	1.062		
17a	Concord Rd	Franklin Rd	to Knox Valley Dr	1.208		
17b		Knox Valley Dr	to Lansdowne Approach	1.146		
17c		Lansdowne Approach	to Green Hill Blvd	0.988		
17d		Green Hill Blvd	to Crockett Rd	0.889		
17e		Crockett Rd	to Concord Pass	1.121		
17f		Concord Pass	to Willomet Ln	0.747		
17g		Willomet Ln	to Sunshine Ct	0.873		
18a	Franklin Rd	City Limits	to Meadow Lake Rd	0.908		
18b		Meadow Lake Rd	to Murray Ln	0.893		
18c		Murray Ln	to Concord Rd	1.052		
18d		Concord Rd	to Wikie Rd	0.828		
18e		Wikie Rd	to Willowick Dr	0.538		
18f		Willowick Dr	to Moores Ln	0.965		
19	Virginia Way	Granny White Pk	to Ward Cir	0.851		

LABEL	FRIERSON ST	SPLIT LOG RD
BLUFF RD	HOLLY TREE GAP RD	SUNSET RD
CONCORD PASS	JOHNSON CHAPEL RD	VIRGINIA WAY
CONCORD RD	MOORES LN	WALLER RD
CROCKETT RD	MURRAY LN	WILSON PIKE
EDMONDSON PIKE	OLD SMYRNA RD	WILSON PIKE CIR
FRANKLIN RD	RAGSDALE RD	<all other values>



Sources: Eri, HERE DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Eri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Bag It, Move It or Leave 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 products as one that is not hazardous. If you suspect that an item contains urine, do not move it.

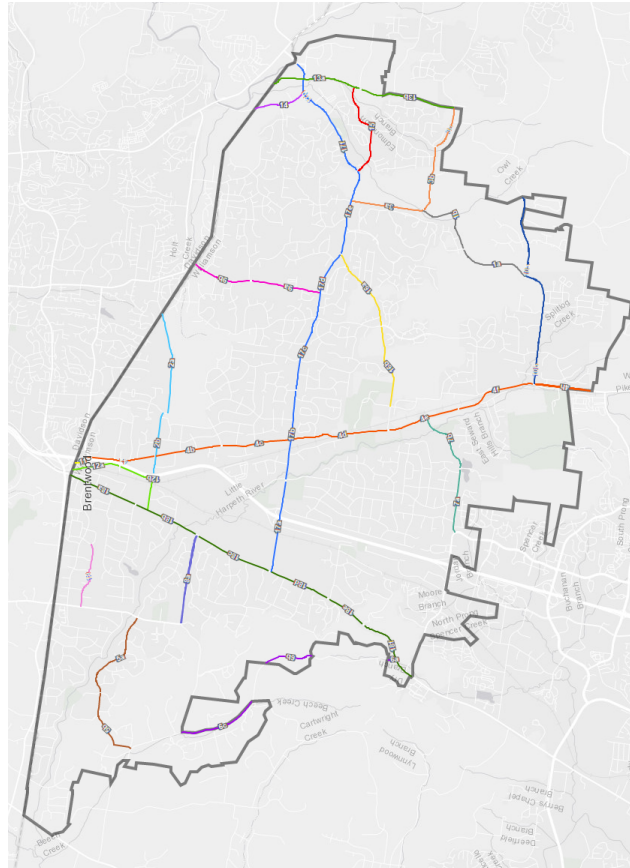
LEAVE IT- If in doubt, leave it alone!

- Items should be left where found without taking further action if they are: sharp, large or heavy items that would cause physical injury if moved.
- Any item in an unsafe location (within six feet of a traffic lane, or unstable ground, etc.)
- Any item that you cannot identify and suspect may be hazardous.
- Unclosed or leaking items containing hazardous substances. Items may have labels such as Explosive, Toxic, Harmful, Corrosive or Poisonous Gas written on them.

Please use your best judgement and be careful.

Adoptable Streets

A complete list of adoptable streets is available online upon request.



CITY OF BRENTWOOD Adopt-A-Mile Program

Contact: Jamielee Booker, Program Coordinator

Phone: (615) 507-2763

Email: jamielee.booker@brentwoodTn.gov

CITY OF BRENTWOOD Adopt-A-Mile Program

Going the extra "mile" to help
keep Brentwood Beautiful.

ROADSIDE SAFETY REMINDERS



WWW.BRENTWOODTN.GOV

SAFETY

DO'S, SHOULD, DON'TS

DO'S

- All participants are to watch the TDOT highway safety video available via our website at www.brentwoodtn.gov
- Each group leader must sign a waiver of liability for the organization and list each participant by name.
- Minimum age of participant must be 10 years of age.
- Adult supervision is required for the following ages:
 - One adult to every four 10-12-year-old; One adult to every eight 13-17-year-old
- Safety vests must be worn by every participant on the road
- Pick up is to be done during daylight hours only
- Be observant and use caution when crossing the road.
- Work in a minimum of 2 per group

SHOULD

- Wear light colored clothing, hat, long sleeves and protective shoes (preferably closed toe) and gloves
- Face traffic when picking up
- Wear sunscreen (when applicable)
- Stay hydrated
- Be alert for snakes, stinging insects, ticks and poison ivy
- Carpool to your pickup location and park safely off site of your route on a side street or parking lot
- Have a first aid kit readily available
- At least one participant should be CPR qualified in case there is an emergency

DON'TS

- Do not work on bridges, overpasses, under overpasses or tunnels
- Do not work in bad weather
- Participants must not engage in horseplay or other activity (such as waving of arms) that could distract a driver and put themselves or other participants safety in jeopardy
- Do not wear earbuds or headphones while picking up. Keep all electronic devices in your pocket.
- Stay clear of construction areas.
- Do not overstuff bags or compact them. When a bag feels heavy (about 10 lbs.), tie it and leave it on the roadside for pick from Public Works. If possible, place all bags together.

Do NOT Touch!

If you find any thing that looks suspicious...
be safe, don't touch, make the call.

Call Brentwood Police Department at
(615) 371.0160



WHAT DO I DO WHEN I SEE/FIND
A HAZARDOUS ITEM?

DO NOT TOUCH THE HAZARD!

- Stay far enough away to avoid exposure/contact
- Call BPD **(615) 371-0160** right away
- Wait for BPD to remove the hazard

[www.BRENTWOODTN.GOV](http://www.brentwoodtn.gov)



COMMON ROADSIDE CAUTIONS



Common things you will come across during your cleanup.

- Broken Glass
- Dead Animals "Road Kill"
- Heavy or large objects such as tires, furniture or car parts
- Plastic bottles, wrappers, cigarettes or dip pouches, cola or beer cans

**BAG ANY ITEMS THAT ARE NOT
HAZARDOUS OR BULKY**



BRENTWOOD
PUBLIC WORKS DEPARTMENT

VOLUNTEER RELEASE OF LIABILITY STATEMENT

INFORMATION ONLY

I do hereby release, hold harmless, and discharge the City of Brentwood, County of Williamson, State of Tennessee, its officers, agents and employees from any/all liability for injury to my person, damage to my property, or death, whether or not such liability is based on allegations of negligence while participating in City of Brentwood's Adopt-A-Mile program on or near any road within the city limits of Brentwood. I acknowledge the fact that working on or along roads can be a hazardous activity, and that I accept the risks associated with this work.

I certify that I have reviewed and fully understand the Adopt-A-Mile safety guide and have watched in completion the TDOT Volunteer Safety Video as a prerequisite to participating in the Adopt-A-Mile program.

Organization Name: _____

Volunteer Name (printed)	Volunteer Signature	Dated
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PARENTAL/LEGAL GUARDIAN CONSENT ON 2ND PAGE
(If you need more lines for Volunteers, please print another of this page and continue)
Please turn this completed form to City's program coordinator at the time of your supply pick up.

This portion is required if the volunteer is between the ages of 10 and 17. Volunteers must be at least 10 years of age to participate in the program.

[illegible]

INFORMATION ONLY



SAFETY TRAINING COMPLETION AGREEMENT

INFORMATION ONLY

The group leader has completed the TDOT Volunteer Safety Video and agrees to train all participants within the group prior to the cleanup event.

Organization Name: _____

Group Leaders Name: _____

Date of Safety Training: _____

Group Leader Signature

Adopt-a-Mile Program Coordinator Signature

Please turn this completed form to City's program coordinator at the time of your supply pick up.



BRENTWOOD
PUBLIC WORKS DEPARTMENT

SUPPLY REQUEST FORM

INFORMATION ONLY

ORGANIZATION DETAILS

Organization / Group Name: _____

Contact Person: _____

Contact Persons Email: _____

Contact Persons Mobile Phone Number: _____

You will be texted when your supplies are ready for pickup from the Service Center located at 1750 General George Patton Dr, Brentwood, TN 37027

EVENT DETAILS

Date of your event: _____

Location / Street that you will be picking up (Main Street Name and from Where to Where): _____

SUPPLIES

Proper Adopt-a-Mile supplies are a must when picking up along the sides of busy streets.

The City of Brentwood will supply you and your group with the necessary safety equipment to pick up debris. You will be asked how many vests and pickers you need for your event. You are responsible for returning all equipment that is checked out.

Date you would like to pick your supplies up: _____

Adult Vests (Mandatory item): _____

Child Vests (Mandatory if youth on site): _____

Trash Pickers (Maximum of 12 available): _____

Disposable gloves (# of sets): _____

Along with the selection you made for your vests, pickers and gloves, you will be issued the following supplies/equipment:

- Roll of trash bags or multiple small rolls to make the equivalent of a large roll
- Duffle bag for the vests, gloves and trash bags to be carried in
- Carry bag with stand for the trash pickers to be carried in (if selected)

All these items (minus the used bags and gloves) are to be returned within 3 days of the completion of your event.

Would you like the City to remove the bags of debris that you collect? _____

Please list the approximate location that you will leave the bags for collection:



BRENTWOOD
PUBLIC WORKS DEPARTMENT

POST CLEANUP REPORT

*Thank
You*

for participating in the Keep Brentwood Beautiful Adopt-a-Mile program. Every piece of trash and debris that your group collected keeps our city looking beautiful, helps clean the air and allows the animals native to area to continue to thrive and be safe.

ORGANIZATION DETAILS

Organization / Group Name: _____

Contact Person: _____

Contact Persons Email: _____

CLEANUP DETAILS

Date of Cleanup: _____

Assigned Location: _____

Number of bag's you collected: _____

Number of volunteers: _____

Number of Hours you worked: _____

Does the City of Brentwood need to pick up your bags after collection? _____

Location where bags were left for pick up: _____



Photos of your cleanup

(jpeg, png, tiff)

INFORMATION ONLY

Comments about your clean up experience:



ADOPT-A-MILE AGREEMENT

INFORMATION ONLY

THIS AGREEMENT made and entered into on _____,
between the City of Brentwood, hereinafter called the "City" and _____
_____ hereinafter called the "Group".

WHEREAS, _____ (road name), _____ (segment), is a part of the
City roadway system in the City of Brentwood, Tennessee; and

WHEREAS, the Public Works Department of City of Brentwood, has established the
"Adopt-A-Mile Program" encouraging local organizations, private business and volunteer
groups to help keep Brentwood beautiful through litter removal.

WHEREAS, the Group wishes to commit to maintaining (Adopt) a segment of
roadway to remove litter on: _____ (road name), _____ (segment).

NOW THEREFORE, the parties agree as follows:

I.

A. THE GROUP SHALL:

- a. Commit to removing litter at least three (3) times a year in the right-of-way of
the roadway and section of adopted road by the Group.
- b. Perform litter removal in accordance to the guidelines of the City's Adopt-A-
Mile program.
- c. Conduct safety meetings prior to litter removal.

- d. All participants are required to watch the TDOT highway safety video available on the City's web page (link will be provided).
- e. Group leader must sign a waiver of liability for the organization and each participant is required to sign this waiver and have it turned in to the program coordinator upon picking up equipment for the litter event.
- f. Remove litter during daylight hours only.
- g. Remove litter during good weather conditions only.
- h. Request all necessary equipment through the appropriate channels a minimum of 3 days prior to a scheduled event.
 - i. Safety Vests
 - 1. Adult
 - 2. Child
 - ii. Trash Bags
 - iii. Disposable Gloves
 - iv. Pickers
- i. Litter is NOT to be picked up at areas of construction, in tunnels, on bridges or overpasses.
- j. Safety vests are always to be worn by all participants during the litter removal event.
- k. Participants must be a minimum of 10 years of age. Adult supervision is mandatory for all participants under the age of 18.
 - i. One adult to every four 10-12-year-old

- ii. One adult to every eight 13-17-year old
- I. An after-litter event report must be submitted within 3 days of pick up for it to count towards your annual commitment.

B. THE CITY SHALL:

- a. Provide safety vests, trash bags, disposable gloves and pickers for use by the Group.
- b. Remove filled trash bags from the adopted roadway section and dispose of them at an approved facility, unless otherwise noted by the Group leader.
- c. Install the Groups name under an approved Adopt-A-Mile sign on the adopted roadway section after the completion of your first litter event.

II.

No member, officer, director or volunteer of the Group shall be an employee or independent contractor of the City for any reason whatsoever in carrying out its commitment under this agreement.

III.

The Group agrees to release, hold harmless and discharge the City of Brentwood, County of Williamson, State of Tennessee, its officers, agents and employees from any/all liability for injury to my person, damage to my property, or death, whether-or not such liability is based on allegations of negligence while participating in City of Brentwood's Adopt-A-Mile program on or near any road within the city limits of Brentwood. I acknowledge the fact that working on or along roads can be a hazardous activity, and that I accept the risks associated with this work.

IV.

The Agreement shall remain in effect for a two-year period. The City may terminate this Agreement if the City feels the Group is not fulfilling its commitment in a reasonable fashion with five (5) days written notice.

V.

This Agreement is non-transferrable and non-assignable in whole or in part.

VI.

This Agreement is for litter removal activities only. Any hazardous event is to be reported to either the Brentwood Police Department or the program coordinator. Graffiti is to be reported to the program coordinator.

VII.

The City shall provide a list of roads and sections on that road to be adopted.

I CERTIFY that I am familiar with the information contained in this Agreement and that I possess the authority to execute this Agreement on behalf of the Group.

Name of Group	_____
Printed Name of Groups Representative	_____
Signature of Groups Representative	_____
Adopt-A-Mile Program Coordinator Signature	_____
Date Agreement went into effect	_____
Expiration of Commitment	_____

INFORMATION ONLY