**PUTNAM COUNTY, FLORIDA**

**ADOPT-A-BOAT RAMP**

**LITTER REMOVAL PROCEDURES**

1.   Interested sponsoring organizations/groups should contact **Keep Putnam Beautiful, Inc.**, 205 N. 2nd Street, Palatka, Florida  32177, for copies of the guidelines and contract agreement.  The phone number is (386) 325-9598.

2.   Three notarized original copies of the contract agreement, signed by the group coordinator, should be returned to the **Keep Putnam Beautiful, Inc.** office for approval.

3.   One fully executed contract agreement will be forwarded to the following:

      (1)  Sponsoring organization/groups

      (2)  Litter Prevention Grant File

      (3)  **Keep Putnam Beautiful, Inc.**

      A copy of the executed contract agreement will be forwarded to the County Grants Administration Office when necessary.

4.   Upon receipt of the fully (signed and notarized by all parties) executed agreement, the **Keep Putnam Beautiful, Inc.** Office will order the Adopt-A-Boat Ramp permanent sign for the group.  At the discretion of the office, signs may be ordered upon receipt of the contract signed by the group.

5.   Safety workshops for the group will be arranged with **Keep Putnam Beautiful, Inc.**  The program’s safety procedures will be provided to each group.

6.    **Keep Putnam Beautiful, Inc.** will coordinate litter cleanup efforts with the group and be responsible for providing safety vests, traffic control signs, and some large plastic bags.  The group will sign for the safety equipment and will be responsible for the equipment’s return to the office at the end of the cleanup.  The group will, when possible, differentiate between garbage and recyclables.  The group may redeem the recyclables collected and keep the proceeds.  The trash bags should be left under the Adopt-A-Boat Ramp signs for collection by sanitation crews.  The Sanitation Director will schedule trash bag collection from the roads.

7.   Litter cleanup report forms are requested by the office, fillable forms are available at keepputnambeautiful.org.  The office will maintain files of all Adopt-A-Boat Ramp activities and prepare annual reports on the program as required.

8.   The Adopt-A-Boat Ramp Litter Removal Agreement must be signed by an adult authorized to represent the sponsor group.  That person will be held responsible for seeing that the contract is carried out.

**SAFETY RECOMMENDATIONS**

ADOPT-A-BOAT RAMP

LITTER REMOVAL PROGRAM

The following Putnam County Safety Recommendations are provided for groups participating in the Adopt-A-ByWay litter control program.

1.   No horseplay of any type will be tolerated.

2.   No intoxicating liquid beverage or illegal drugs will be allowed.

3.   Persons participating should wear gloves, a good quality shoe (no open toe shoes or shower clogs), and light or bright colored protective clothing.  No clothing will be allowed that hinders the sight of the participant.

4.   An adequate supply of drinking water should be readily available.

5.   A good pair of sunglasses, cap, and sun block should be considered.

6.   Avoid suspected toxic/hazardous substances; poison ivy, poison oak, noxious weeds; areas where herbicides were applied recently; places where snakes, fire ants, or other insects may be located.

 **IN CASE OF EMERGENCY**

1.      Every crew should possess an adequate first aid kit.

2.   Know the route from the work site to the nearest emergency center or hospital in case of serious injury.

3.   Have transportation immediately available.

Prior to any clean up operations, the group leader should coordinate their efforts with the **Keep Putnam Beautiful, Inc.** Office, which will arrange for required equipment and other special instructions as needed.

**ADOPT-A-BOAT RAMP**

**LITTER REMOVAL AGREEMENT**

            THIS AGREEMENT, made and entered into this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_by and between the **Keep Putnam Beautiful, Inc.**, under contract to Putnam County Board of County Commissioners, hereinafter called the County and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter called the GROUP.

**WITNESSETH**

            WHEREAS; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Boat Ramp) is part of the County Recreation System of Putnam County, Florida.

            WHEREAS; the County has responsibility for maintenance of the County Recreation system.

            WHEREAS; the County is authorized to contract with the private sector for performance of its duties.

            WHEREAS; the Group is desirous of adopting a Boat Ramp to remove litter at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

NOW THEREFORE; the parties agree as follows:

THE GROUP SHALL:

A.   Adopt a Boat Ramp for litter removal at least four times a year.

B.   Perform litter removal in strict accordance with Putnam County Safety Procedures.

C.   Shall conduct and attend safety meetings and pre-task briefing prior to litter removal, in accordance with the County’s Accident Prevention Procedures.

D.   Remove litter during daylight hours only.

E.   Remove litter during good weather conditions only.

F.   Contact the County Road Department Office to check that the proposed litter removal schedule will not conflict with County mowing or maintenance schedules.

G.   Ensure that all participants wear safety vests at all times during the litter removal activity.  Keep Putnam Beautiful should be contacted to obtain safety vests, traffic control signs, and large plastic bags prior to litter removal activity and return same when contract ends.

H.   Not pick up litter at construction or maintenance sites, in tunnels, or bridges, or overpasses, or on medians.

I.    Only allow such persons and such youths to participate as determined by the Group to be responsible and mature enough to safely participate in the litter removal activities.  The Group shall provide at least one adult supervisor for every 5 youths under age 15 who are participating in the litter removal activity.

J.   Not bring persons to observe the activity if the person is under the age of 16 and is not an official participant.

K.  Not wear clothing which would hinder the sight of participants.

THE COUNTY SHALL:

A.  Order and install permanent Adopt-A-Boat Ramp signs at adopted boat ramp.

B.  Provide safety vest, traffic control signs and some large plastic bags for use by the Group.

C.  Remove large plastic bags from adopted boat ramp.

D.  Remove certain litter under unusual circumstances.

II.

            The Group covenants and agrees that it will indemnify and hold harmless the Department of Transportation, the Clean Florida Commission and its member agencies, Putnam County Board of County Commissioners, **Keep Putnam Beautiful, Inc.**, Keep America Beautiful, Inc., and any maintaining agencies and all their officers, agents and employees from any claim, loss, damage, cost charge or expense arising out of any act, action, neglect or omission by the Group during the performance of the agreement, whether direct or indirect, and whether to any person or property to which Department said parties may be subject, except that neither Group nor any of its members shall be liable under this provision for damage arising out of injury or damage to persons or property directly caused or resulting from sole negligence of the Department of Transportation, Putnam County, the Clean Florida Commission, **Keep Putnam Beautiful, Inc**., Keep America Beautiful, Inc., and any of their member agencies, and all their officers, employees, or agents.

III.

            The agreement shall remain in effect for a minimum of two years.  The County or Group may terminate this agreement for any reason upon 30 days notice.

IV.

            This agreement is nontransferable and non-assignable in whole or in part without written consent of the County.

V.

            This agreement is for litter removal activities only.  Any beautification activities must be pursued by another method.

            The County Administrator or his/her agent shall decide all questions, difficulties, and disputes of any nature whatsoever that may arise under or by reason of this agreement, the prosecution of fulfillment of the services hereunder and the character, quality, amount, and value thereof and his decisions upon all claims, questions, and disputes shall be final and conclusive upon the parties hereto.

            IN WITNESS WHEREOF; the parties hereto have caused these present to be executed, the day and year first written above.

            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/BUSINESS/FAMILY:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEETING TIME/PLACE OF GROUP/BUSINESS:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

                           Representative

MAILING ADDRESS OF REPRESENTATIVE:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PHONE NUMBER OF REPRESENTATIVE:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

TITLE: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ATTEST**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** DATE**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

                                    Notary

MY COMMISSION EXPIRES:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PUTNAM COUNTY BOARD OF COUNTY COMMISSIONERS

BY**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** DATE:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

                                Board Chairman

ATTEST:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** DATE:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

TITLE:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** DATE:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

APPROVED AS TO FORM, EXECUTION AND LEGALITY:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

“A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION

MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES

BY CALLING TOLL-FREE WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.”

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

ADOPT-A-HIGHWAY

LITTER REMOVAL REPORT FORM

**GROUP INFORMATION**

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

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

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

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

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 supply a report at [www.keepputnambeautiful.org](http://www.keepputnambeautiful.org) or fax, mail or e-mail this form to the following Keep Putnam Beautiful contact person:

Name of Contact: Christen Mitchell

E-mail: keepputnambeautiful@gmail.com

Mailing Address: KPB, Inc.

 205 N. 2nd St.

 Palatka, FL 32177

Phone/Fax Number: 386-325-9598

**FLORIDA DEPARTMENT OF TRANSPORATION**

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 vehicles clear of roadway, as far away from the pavement as

possible.

√ Stop work in foul weather.

√ Wear light colored clothing and safety vest.

√ 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…**

√ Every crew should have a first aid kit.

√ Have transportation available.

√ Know the route from the work site to the nearest medical facility.

Prior to clean-up operations, the group leader should coordinate their efforts with

Keep Putnam Beautiful, who will provide the required equipment and other special instructions as needed.