



Event Packet

Table of Contents

| | |
|---------------------------------------|---|
| Litter Collection Event Steps | 1 |
| Activity Permit Request | 2 |
| Release and Waiver of Liability | 3 |
| Supply Bin Information | 4 |
| Safety Tips | 5 |
| Event Sign-in Sheet | 6 |
| Litter Collection Report | 7 |

Program Coordinator

Community Relations Coordinator
3738 SW 15th St. Building 2
Oklahoma City, OK 73108
Office: (405) 297-1797
StormWaterOutreach@okc.gov

Litter Collection Event

- 1) Complete and submit Activity Permit Request at least one week prior to event.
- 2) Pick up supplies at Household Hazardous Waste (HHW), 1621 S. Portland.
- 3) All new participants sign the "release and waiver of liability" form.
- 4) Complete Litter Collection Report form following litter collection event and send to the project coordinator.
- 5) Return supplies to HHW within two business days.



Activity Permit Request

Permit request must be submitted a minimum of 7 days prior to event

To schedule an Adopt-A-City-Street litter collection event, please complete the information below and email form to StormWaterOutreach@okc.gov.

Organization_____

Applicant's Name_____

Application Date_____

Date of Event_____

Time of Event _____

Location _____

Expected number of participants _____

Date of pick up for supplies at HHW_____

(prior to event)

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Household Hazardous Waste Collection

Center (HHW)

1621 S. Portland
Oklahoma City, OK 73108



RELEASE AND WAIVER OF LIABILITY

CITY OF OKLAHOMA CITY - PUBLIC WORKS DEPARTMENT ADOPT-A-CITY-STREET PROGRAM

I DO HEREBY RELEASE the City of Oklahoma City and its officers, agents and employees from all claims and causes of action for any damages and/or injuries which may result from my participation in the City of Oklahoma City Adopt A City Street Program.

I AGREE TO HOLD HARMLESS the City of Oklahoma City and its officers, agents and employees from liability for any damages or injuries resulting from any acts or failure to act on my part during my participation in the City of Oklahoma City Adopt A City Street Program.

I UNDERSTAND in regards to my volunteer activities under the Adopt A City Street Program, am not employed or an agent of the City of Oklahoma City and I am not covered by any insurance or workmen's compensation coverage by virtue of the Adopt A City Street Agreement or by my participation in the Adopt A City Street Program.

I FULLY UNDERSTAND that there is a risk whenever I am in the street right-of-way or near traffic and streets. I FURTHER FULLY UNDERSTAND the risks of picking up litter along City streets; the proximity to vehicular traffic; hidden and latent objects, insects and holes.

I AGREE to stay off of City streets while collecting trash; to be alert to traffic on, entering and exiting City streets; to avoid grass cutting and construction activities on or nearby City streets; and to follow the instructions, terms, conditions and recommendations on the safety tips handout.

BY SIGNING THIS RELEASE AND WAIVER I AM INDICATING THAT I HAVE READ AND UNDERSTAND THIS RELEASE AND WAIVER AND AGREE TO ABIDE BY ITS PROVISIONS.

Signature: _____ Date: _____
Print Name: _____ Date of Birth: _____
Address: _____

Parent or Legal Guardian (If participant is under eighteen years of age)

Signature: _____ Date: _____
Print Name: _____ Relationship: _____
Address: _____



Supply Tote Information

Location:

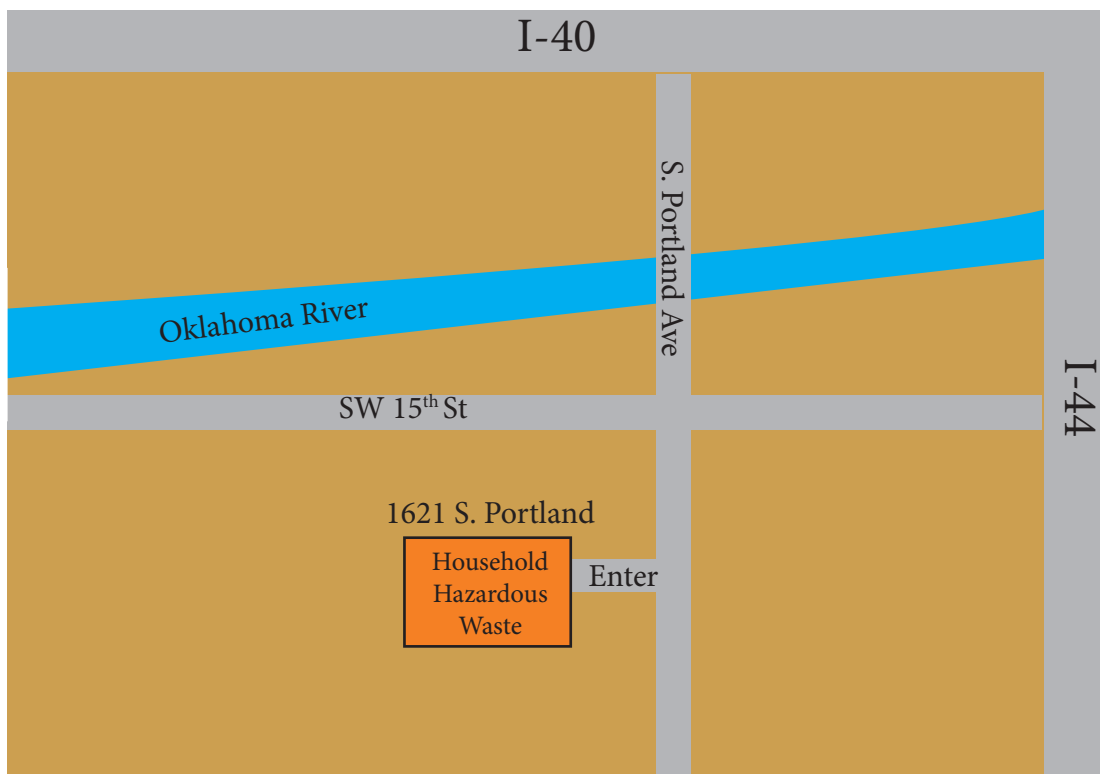
Household Hazardous Waste Collection Center
1621 S. Portland Avenue

Hours of operation:

Sunday & Monday: **CLOSED**
Tuesday - Friday: 9:30 AM - 6:00 PM
Saturday: 8:30 AM - 11:30 AM

Important:

Please submit the Activity Permit Request to the Program Coordinator **AT LEAST** (1) week prior to the desired date of your cleanup event, and return your supply tote to the HHW Collection Center within two (2) business days following the event.





Please review with all volunteers prior to EACH cleanup event.

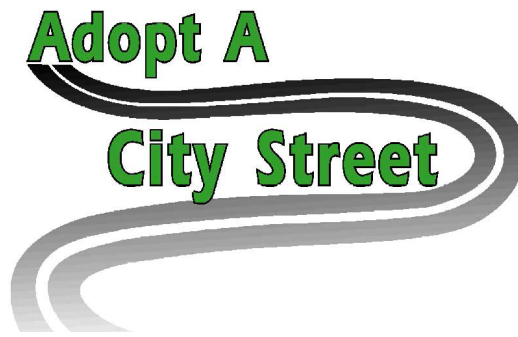
1. Have good common sense, mental alertness and physical condition, including sight and hearing.
2. Have a sense of responsibility for safety of the public and obey all Oklahoma City municipal codes for pedestrians.
3. Park all vehicles clear of street traffic and work on one side of the street at the same time.
4. Work only in daylight hours and discontinue work in inclement weather, including fog, rain, lightning and when streets are wet or icy.
5. Adult supervision shall be provided for participants under the age of 18. Have a ratio of one adult for every four children. Children under the age of 11 should not be present at the pickup site.
6. Avoid over-exertion and areas where there is poison ivy, poison oak and other noxious weeds.
7. Wear light colored clothing, long sleeve shirts, pants, safety vest, a hat, heavy duty work gloves, and closed-toe, leather shoes or boots with ankle support.
8. Drink water and use plenty of sunscreen and bug repellent.
9. Do not attempt to remove known or suspected toxic, hazardous or dangerous substances. Immediately notify the Group Leader who will then take care of the substance or contact the Oklahoma City Police Department (911).
10. Do not try to compact trash bags to gain room for more trash. Injuries from broken or jagged objects often result from this practice. Fill the bag with what goes in easily, and get another bag.
11. Do not pick up items on bridges, ramps, railroad tracks or overpasses, heavy objects, or dead animals (call 297-3100 for removal and 297-2255 after hours).
12. Knives, machetes, axes, etc. should not be carried while picking up litter.
13. Be alert for places where snakes may be located, such as tall grass, inside boxes/sacks or near water and avoid these areas or hit the box/sack with a stick or pole prior to removing the trash item.
14. Be alert for stinging insects, spiders and fire ants. Have a first aid kit available.
15. Remove all temporary signs along easements, medians or poles on your adopted street or call the Action Center and they will have them removed.



Adopt A City Street Event Sign-in Sheet

Name of Organization: _____ Date: _____

| Volunteer's Name | Release and Waiver of Liability Signed | | Safety Tips Reviewed | |
|------------------|--|-----------------------------|------------------------------|-----------------------------|
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Litter Collection Report Form

Email completed form to StormWaterOutreach@okc.gov

GROUP NAME _____

DATE OF LITTER COLLECTION EVENT _____

NUMBER OF VOLUNTEERS _____

NUMBER OF FILLED BAGS _____

WERE THERE ENOUGH SUPPLIES? Yes _____ No _____

LOCATION OF FILLED BAGS _____

OTHER ITEMS FOUND _____

OTHER COMMENTS _____



City of Oklahoma City Public Works Department

Storm Water Quality Management Division

Community Relations Coordinator

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