



**City of Poquoson
Permit Application**

Those person(s) associated with the group named below intend to enhance the environment and improve the appearance of our community through organized litter pickups, and request permission to "Adopt-A-Spot".

Name of Group/Individual: _____

Type of Group (Please circle closest match): Family/Friends -- Individual -- Business

School Group -- Community Group -- Faith-based Organization -- Private Club --

Government/military -- Miscellaneous/other

Primary Contact:		Secondary Contact:	
E-mail Address:		E-mail Address:	
Phone (home)	(work):	Phone (home)	(work):
Mailing Address:		Mailing Address:	
City:	State:	Zip:	City:
			State:
			Zip:

The work will be performed under and in accordance with the City of Poquoson's Adopt-A-Spot Conditions and Safety Guidelines, both included in the program package and incorporated herein as reference.

Applicants to whom permits are issued shall at all times indemnify and save harmless the City of Poquoson, Poquoson City Council, and all City employees, agents and officers, from responsibility, damage or liability arising from the exercise of the privileges granted in such permits.

This permit may be terminated by the City of Poquoson at any time the applicants do not comply with the permit or at any time the applicants' work is deemed unsafe or causes a conflict with traffic. The City of Poquoson reserves the right to revise or discontinue the Adopt-A-Spot program at any time.

Safety Information

Number of persons between the ages of 10 and 18 participating _____. The number under age 10 _____.

Describe any special safety precautions that might be required due to a participant's conditions (e.g., uses a wheelchair) _____.

Route Information (if you are adopting more than one roadway section or area, please provide additional information on the back).

Desired roadway section or location: _____
Street Name or Location

Beginning at _____ and ending at _____

We request the following title to appear on the Adopt-A-Spot sign (18 characters/spaces max)

Applicant's Signature _____ Date _____

Additional Route Information (if you are adopting more than one roadway section or area, please provide additional information on the back).

Desired roadway section or location: _____
Street Name or Location

Beginning at _____ and ending at _____

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Please return this form to:

**City Manager's Office
City of Poquoson
500 City Hall Ave.
Poquoson, Va. 23662**

Adopt • A • Spot

Safety Guidelines

The best time to pick up

- Do not pick up during peak travel times or when traffic is heavy.
- Work only in daylight and fair weather.
- Never participate in a litter pickup while under the influence of alcohol and/or drugs.

What to wear

- Always wear an orange safety vest so drivers can see you easily. Put on the vest before you leave the car, so you are visible the moment you are on the side of the road.
- In addition to the orange vest, wear brightly colored clothing that protects your arms and legs, as well as hard-soled shoes and work or gardening gloves.

During pickups

- Always walk facing traffic, and stay with the team.
- Take breaks, drink fluids, and don't overexert yourself.
- Do not pick up litter in the road or close to the edge of the road.
- Do not pick up litter in construction or maintenance sites.

Bag it, Move it or Leave It?

Adopt-A-Spot instructions for handling roadside litter

If you've ever wondered what to do with something you've found on the roadside, consult the list below to find out whether it is a item you should bag, an item you should move or stack alongside your stacked bags or an item you should leave where you found it. Make a note of any item you are leaving and mark it with a trash bag if you think the City crew will have trouble finding it.

Bag it

These items may be placed in bags:



- Small items made of paper, cardboard, plastic, styrofoam, wood, rubber, glass or metal provided 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 of 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.

If in doubt, leave it alone!

Leave it

These items should be left where found without taking further action:



- Sharp, large or heavy items that could cause physical injury if moved.
- Any item in an unsafe location (steep ditch, on unstable ground, etc).

Report these items to the City Manager's office that day, or on the next working day during normal business hours.

Items you are not permitted to bag or move that will not easily be visible to the crew collecting your filled bags. If possible place a filled bag near to the item to mark its location.

Please refer to the chart titled "Items of Concern" and follow the instructions for proper disposal or notification to the City of hazardous materials.

Items of Concern

Item	Leave It	Leave It & Call City Mgr's. Office During Business Hours	Leave It & Call City Mgr's. Office That Day	Leave It & Call 911 Immediately
Miscellaneous Items				
Broken Glass			✓	
Any item you cannot identify & suspect as being hazardous			✓	
Hazardous Substances				
Spills of liquid & powdery substances			✓	
Fuels		✓ (If securely contained)	✓ (If opened & leaking)	
Motor Oils, transmission fluid, petroleum products		✓ (If securely contained)	✓ (If opened & leaking)	
Antifreeze		✓ (If securely contained)	✓ (If opened & leaking)	
Batteries			✓ (If opened & leaking)	
Flares		✓		
Paint		✓ (If securely contained)	✓ (If opened & leaking)	
Aerosol can (not empty)		✓		
Human urine, feces, blood waste (gauze, etc.)		✓ (If securely contained)	✓ (If opened & leaking)	
Syringes, labeled medicines (aspirin, prescription drugs, etc.)		✓		
Animal carcasses		✓		
Extremely Hazardous Items				
Bloody items/possible crime scene evidence				✓
Explosives, possible bombs (capped pipes, wrapped packages, etc.)				✓
Weapons & ammunition				✓
Items with hazardous materials labels				✓
Unlabeled medicines or medicine bottles, drug paraphernalia				✓
Animals that may have been poached				✓
Propane gas tanks				✓
Full cat litter bags				✓
Containers of acid			✓	
Items put together with duct tape			✓	
Containers with tubing attached				✓
Closed tool boxes or coolers				✓