

ADOPT A STREET

A QUICK VOLUNTEER HANDBOOK

to provide guidance on:

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How to Stay Safe While Volunteering

+ How to Handle Unsafe & Dangerous Litter

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HOW TO REQUEST ADOPT-A-STREET SUPPLIES



→ Supplies we have available

General AAS Supplies	
Litter grabbers	
Safety Vests	
Gloves:	small knit
	large knit
	Latex
Bags:	Yellow garbage
	yard waste
COVID-19 Safe:	hand sanitizer
	paper masks

Graffiti Supplies	
Paint (comes in 5-gallon buckets)	gray
	brown
Paint Rollers	large
	small
Other Supplies	
Sharps Container <i>(limit 1 per group)</i>	
Storm Drain Stencil kit <i>Includes: bucket, stencil, spray paint, latex gloves (limit 1 per group)</i>	



1 Litter-Grabber, 1 Safety Vest, 1 pair of Canvas Gloves, 2 yellow AAS Trash Bags, 1 personal Hand Sanitizer

→ Requesting Supplies

- 1) Please submit the Supply Request and Pickup Webform online at bit.ly/aas-supplies. On this form, you will:
 - Review Safety Guidelines
 - Select a date that you would like to pick up litter cleanup supplies
 - Request the number of Litter-Kits your group will need (a maximum of 15 litter kits can be requested at this time)
- 2) Wait for e-mail from AAS Volunteer Coordinator to confirm your pickup date.

→ Picking Up Supplies

Location: SPU Warehouse 2717 6th Pl S Seattle, WA 98134 (in between S. Lander St and S. Forrest St in the SODO neighborhood)



- 1) Please arrive on the day you selected on the [WebForm](#), *only after* receiving email confirmation from the Volunteer Coordinator that we can fulfill your request
- 2) Once you arrive, text the AAS Team when you arrive at **206-402-8801** (or the number that is posted on warehouse door) with your name and/or Volunteer Group name.
- 3) Load your Litter Kit(s) into your car for a curbside pickup!

HOW TO STAY SAFE WHILE VOLUNTEERING



General Safety Gear

Provided by AAS:

- Safety Vest (to be worn at all times!)
- Gloves
- Litter Grabber
- Sanitizer/Masks (upon request)

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



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I found a Needle, Now What?

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

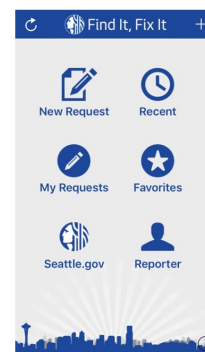
- Responds to sharps reports on public property within 24 hours of reporting
- Manages secure sharps disposal boxes in 23 locations throughout the City

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/util/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 26 [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

HOW TO REPORT A CLEAN UP



1 Report Your Clean-up.

ALWAYS report your cleanup, even if you do not need a trash pickup service.

Within 24 hours after your event, please report your clean up in any of the following ways:

- 1) Online at bit.ly/aascleanup
- 2) Call the Adopt-A-Street phone number at **206-684-7647**
- 3) Email adoptastreet@seattle.gov



Make sure to include the following details:

- Volunteer group name and phone number
- Date of cleanup
- # of hours spent on clean-up
- # of volunteers who participated
- # of bags collected
- The location and picture of bags (*only if you need them picked up*)
- Any photos you have of the event!

2 Place Bags for Trash Pick Up.

Leave a minimum of 2 bags on public street intersection (i.e. NE corner of 24th Ave S & S Dearborn St).

- Away from encampment sites
- Away from personal or public trash bins
- Away from private property

3 Take a Picture.

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

Make sure that no volunteers are present in the picture.

But we would love if you could send us pictures of your volunteer crew separately!



Other Reminders

- Trash bags are picked up within **1-4 days** of the sent request. If the bags are not picked up within 5 days, please contact us as soon as possible.
- We offer free bag pick up when there are **two or more bags** in a location.
- 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 collected any sharps, please place them in a sealed and labeled sharps container and dispose of them at your nearest Transfer Station.



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/spuphotorelease

Thanks for volunteering with Adopt-A-Street!



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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:

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Seattle, WA 98134

Program Staff

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