

# Adopt a Street Cleanup Report User Guide



Reporting your Adopt a Street cleanup is one of the main ways that we are able to measure the impact of the Adopt a Street program in our city. Your cleanup reports show us what areas in Seattle are actually getting cleaned up, which helps us better understand the needs in different parts of Seattle and helps Adopt a Street and other City programs to apply resources more equitably.

In an effort to better connect various volunteer cleanup efforts and resources, as well as track the collective impact of our volunteers, we have updated the Adopt a Street Cleanup Report Form.

**[Click here to access the Adopt a Street Cleanup Report](#)**

We especially welcome the following *new* features:

- Volunteers have the option to **select their cleanup area via a map**
- Volunteers can **pinpoint on the map** exactly where their bags need to be picked up
- Volunteers can **attach up to 2 photos** with their report

This User Guide will walk you through these newer features of the Adopt a Street Cleanup Report Form.

Creating an Adopt a  
Street name

How to select  
cleanup streets

How to use the map

How to pinpoint the  
location for bag  
pick-up

How to attach  
pictures

Please feel free to hop around to different sections by clicking on the green boxes above. You may also find this short [video](#) helpful in navigating these new features.

If you have additional questions about the Adopt a Street Cleanup Report Form or other aspects of the program, please contact us at:

## General Program Information

**Website:** [www.seattle.gov/utilities/aas](http://www.seattle.gov/utilities/aas)

**Email:** [adoptastreet@seattle.gov](mailto:adoptastreet@seattle.gov)

**Phone:** (206) 684-7647

## Program Staff

Jenny Frankl, *Program Manager*

[Jenny.Frankl@seattle.gov](mailto:Jenny.Frankl@seattle.gov)

(206) 482-3147

Lidya Besrat, *Volunteer Coordinator*

[Lidya.Besrat@seattle.gov](mailto:Lidya.Besrat@seattle.gov)

(206) 402-8801

## Adopt a Street Name

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### Adopt a Street Map Name\*

Please select from the dropdown menu the individual/organization name that is associated with your Adopt a Street volunteer profile.

This is the public name that is connected to your adopted streets on the [Adopt a Street map](#). We use this name to connect your cleanup activities to your Adopt a Street profile.

### What happens if I mistype my 'Adopt a Street Name'?

Your Adopt a Street Name will be listed on a drop-down menu. If it is mistyped, you will not be able to find it on the drop-down menu. Just delete, type again, and you will see the dropdown list populated again.

### What happens if I cannot remember my 'Adopt a Street Name'?

Adopt a Street staff can help you! Please email us at [adoptastreet@seattle.gov](mailto:adoptastreet@seattle.gov) or call us at (206) 684-7647

## Selecting Your Streets

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You have two different options for selecting your cleanup streets:

- **Interactive Map** (Our Preferred Option): This option requires you to draw in your streets directly on a map using your computer mouse or touchscreen. The form will not let you 'submit' the report unless this field is complete. Please see below for more details below on how to use the map.
- **Text Box**: When testing the new form, some testers found the map was more difficult to use on a mobile phone. To address these concerns, we added an option for users to input information using text boxes. We encourage you to try out the map first; but if you find it too frustrating, please use the text box option!

### Select Cleanup Streets Using\*

☐ Map (Preferred Option)

☐ Text Box

# Using the Map

## On a Desktop Computer

**Cleanup Location\***

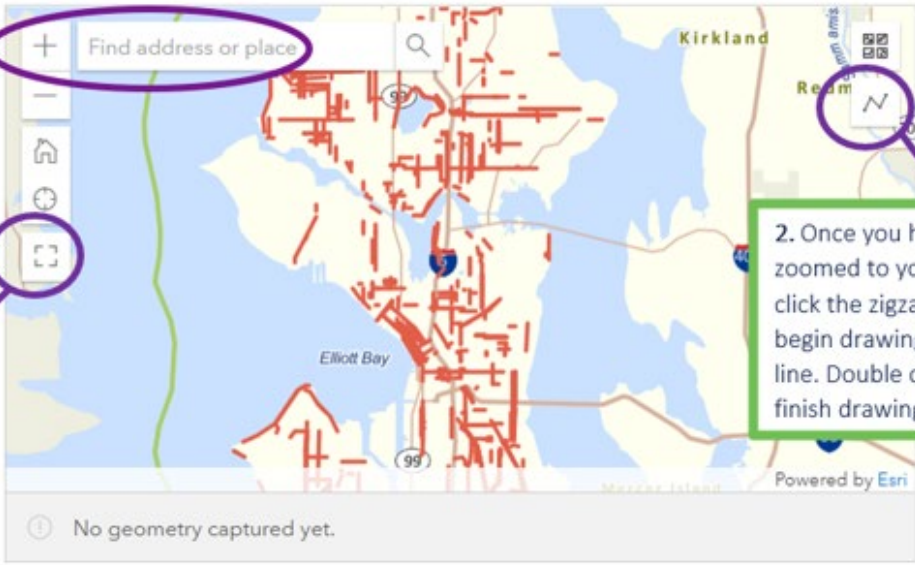
Instructions:

1. Zoom to the location you cleaned up by:
  - a. Using + or -
  - b. Holding down ctrl while scrolling
  - c. Typing nearby address or cross-streets in search field
2. Click once on zigzag icon, at the top right.
3. Mark your cleanup streets (s) by drawing a line: Click only once on your starting point, move your cursor along the street to the end point, double-click on the end point (if successful, the line will change color).
4. To make changes to the line you just drew, click only once on one of the correction icons to move or edit the line. If needed, click the garbage can icon to erase and re-try as much as needed until satisfied. Only the final correction is saved.

**1. Put in cross streets of where you cleaned up and map will zoom to that location.**

**2. Once you have zoomed to your area, click the zigzag to begin drawing your line. Double click to finish drawing line.**

**Click this button if you want to see a full screen map.**

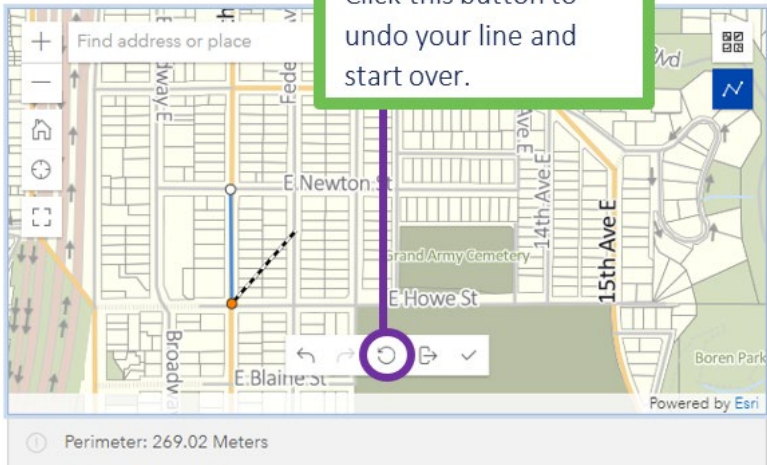


The screenshot shows a map of Seattle with a search bar at the top. A purple circle highlights the search bar with the text "Find address or place". Another purple circle highlights a zigzag icon in the top right corner. A third purple circle highlights a button in the bottom left corner. The map shows Elliott Bay, Kirkland, and Mercer Island. The status bar at the bottom says "No geometry captured yet." and "Powered by Esri".

### What happens if I draw the incorrect line?

You can click on the circle icon, and it will undo your line. If you click on the left arrow, it will undo just your last click.

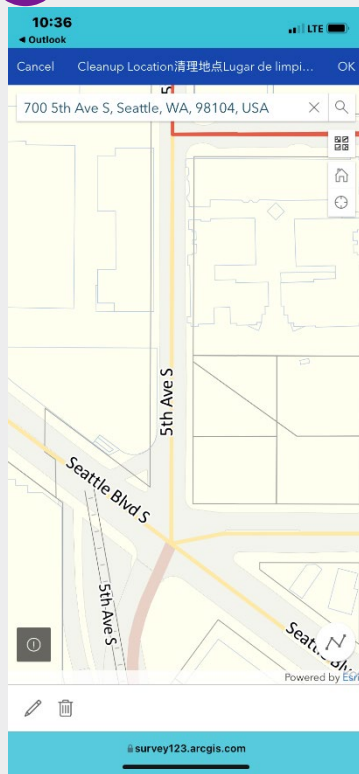
**Click this button to undo your line and start over.**



The screenshot shows a map of Seattle with a search bar at the top. A purple circle highlights a button in the bottom right corner. The map shows a street grid with a line drawn along E. Newton St. The status bar at the bottom says "Perimeter: 269.02 Meters" and "Powered by Esri".

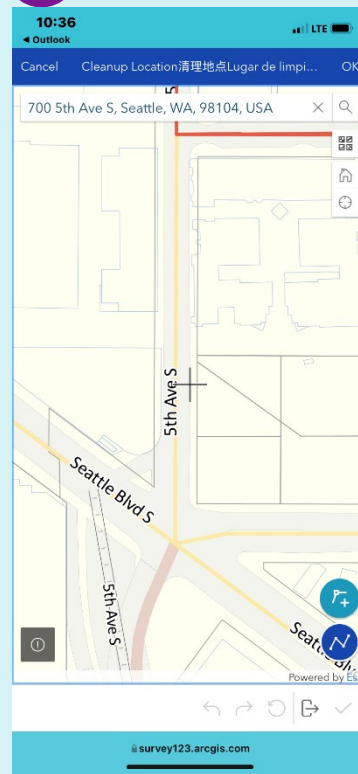
## On a Mobile Device

1



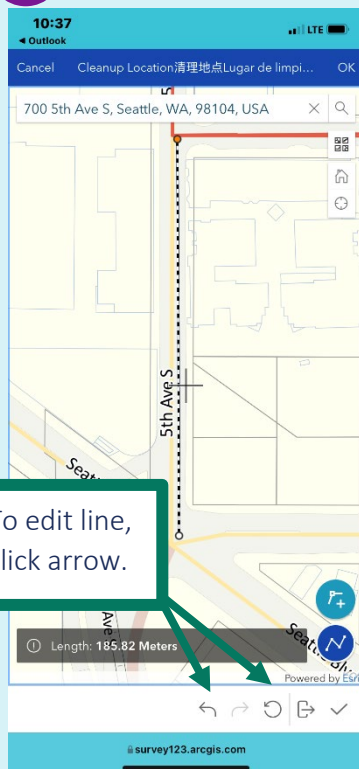
Zoom to the location either by typing in a nearby address or cross-street OR pinching with fingers on screen.

2



Click on the zigzag button on the lower right side of screen.

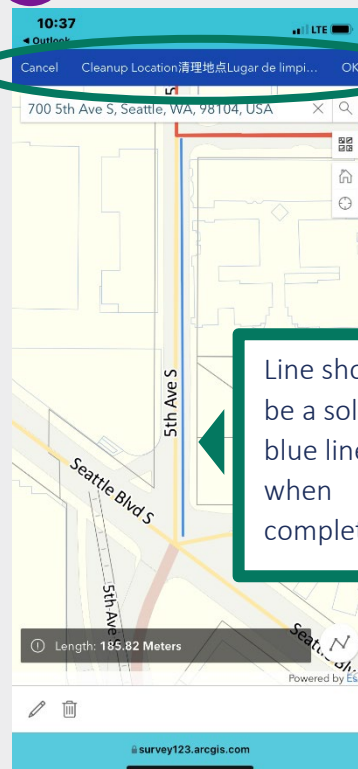
3



To edit line, click arrow.

Begin drawing line by tapping screen once where your selected street begins. Tap at other intersections of your selected route. To complete selection, tap the checkmark.

4



Click OK to return to form to complete submission.

Line should be a solid blue line when complete.

## How to Pinpoint Location of Bag Pick Up Request

The following features help us to provide greater accuracy when sharing the location of bag pick-up request with our crews. Once you click 'Yes' on needing to have your bags picked up, the screen will take you to a map where you can pinpoint the exact location of the bags.

### Do you need bags to be picked up?\*

Note: We dispatch our crews to pick up only where there are 2 or more full yellow Adopt a Street bags of trash collected. If you have less than 2 full bags, other options are listed on our [FAQ page](#).



Yes



No

### Pinpointing Bag Location

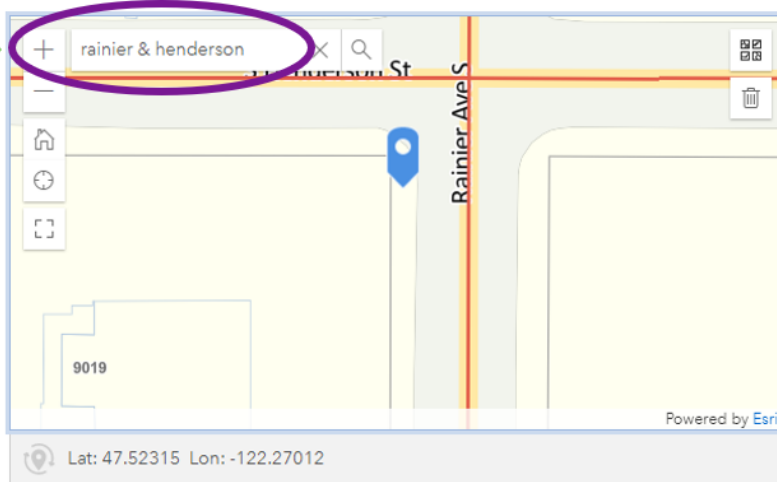
#### Pick Up Location (Single Point)

Instructions:

1. Select pick-up spot by:
  - a. Using + or -
  - b. Using two fingers to zoom (mobile)
  - c. Holding down ctrl while scrolling (desktop)
  - d. Typing nearby address or cross-streets in search field
2. Click only once on the exact spot where bags were placed. (A blue pick-up tab and the "Pick up Location Address" will appear for the pick-up spot you selected).
3. To move the blue pick-up tab, click only once on another spot. The last spot of the tab will be saved.

Type in the cross streets of where you cleaned, and map will zoom to that location.

Click just once on the exact corner where bags are located, and blue marker will appear.



#### What if I need to move the blue marker?

To move the blue marker, click only once on another spot. The last spot of the tab will be saved.

#### What if I have multiple locations for bag pick up?

You have a few different options:

- 1) You can let us know about the additional pick up location in the 'additional notes' section of the Cleanup Report
- 2) You can email us at [adoptastreet@seattle.gov](mailto:adoptastreet@seattle.gov) to let us know of the multiple locations for pick-ups. Please include location details in your email (i.e., SW corner of S Main St & 5th Ave S)
- 3) You can fill out the report multiple times (one for each pick up location)

### What if the streets I cleaned do not connect to each other? Do I have to put in multiple reports?

You have a few different options:

- 1) You can email us at [adoptastreet@seattle.gov](mailto:adoptastreet@seattle.gov) to let us know of the multiple locations for your cleanup.
- 2) You can let us know about the additional clean-up locations in the 'additional notes' section of the Cleanup Report
- 3) You can fill out the report multiple times (one for each pick up location)

## How to Add an Image

This is another feature that will help to provide greater accuracy when sharing the location of bag pick up request with our crews. It is especially helpful when pictures have distinct landmarks in the background, such as a street sign or nearby business. These are all visual indicators that will make it easier for crews to find your bags.

If the cleanup you are reporting is part of a community cleanup, you can also take a picture of the volunteer waiver and attach here.

### Upload Image

If possible, please include nearby landmarks, street-signs, or other visuals that would help us better locate the bags.

1

Select image file (maximum number of files allowed: 2)

Select image file (maximum number of files allowed: 2)



Click this button if you have the image saved on your phone or computer.

Click this button if you want to take the picture as you are submitting the report.