

**MARYLAND STATE HIGHWAY ADMINISTRATION
ADOPT-A-HIGHWAY PROGRAM**

PARTICIPATION REQUIREMENTS

1. A one to three mile section of primary or secondary highway will be eligible for adoption. Litter pickup will be done on both sides of the roadway four times a year, more often if necessary.
2. Groups must hold meetings at least twice a year to review safety and other guidelines. Group Team leader will conduct the necessary safety meetings with each Group Participant at their convenience. No Participant may be involved in a litter pickup unless he/she has attended at least one such meeting a year and has submitted the Participant's Agreement to the SHA. The Group leader is responsible to ensure that litter pickup is performed only by those Group members who have submitted the Participant's Agreement to the SHA.
3. Your SHA contact person or his/her representative will arrange for pickup of the filled trash bags. The group leader will contact the SHA contact person for same day or next day pickup.
4. Groups are encouraged to separate and recycle appropriate materials for their benefit.
5. SHA Resident Engineers will monitor the program in their areas. The Resident Engineers, or someone assigned by them, will be the contact persons for the adopting groups.
6. Adopting Groups are encouraged to schedule their four pickups in April, June, August, and October to benefit regular cleanup duties of SHA.
7. REMEMBER: YOU ARE WORKING IN A DANGEROUS ENVIRONMENT
- A PUBLIC HIGHWAY
8. TO PROTECT YOURSELF AND OTHERS:
 - * Park all vehicles clear of the roadway.
 - * Keep number of vehicles to a minimum.
 - * Wear a safety vest at all times.
 - * Face oncoming traffic.
 - * Provide supervision for youth groups.
 - * Designate a supervisor for adult groups for safety.
 - * Maintain a working group of no more than 12 individuals.
 - * Work during hours and days that are not peak travel times.
 - * Stop work in inclement weather.
 - * Avoid overexertion.
 - * Do not remove hazardous substances.
 - * Do not pick up items on bridges, in tunnels or on overpasses.
 - * Stay well clear of any construction.
 - * Do not enter the travel portion of the roadway.
 - * Under no circumstances pick up trash off the highway medians.
9. IN CASE OF EMERGENCY:

- * Every crew should have a first aid kit on hand.
- * Have transportation available.

10. CLOTHING SUGGESTIONS:

- * Wear light-colored clothing and long sleeves.
- * Wear heavy gloves.
- * Wear sturdy soled footwear.