

City of Raton, New Mexico

Community Cleanup Program

Community Cleanup Program

Mission Statement:

- **The goal of the Community Cleanup Program is to promote a sense of pride and ownership in the citizens of Raton. The program encourages organizations to participate in cleanups and rewards their efforts with a donation to their organization.**

Guidelines, Conditions & Safety Procedures

Guidelines:

In order to qualify your organization for the *Community Cleanup Program*, your organization will need to complete a *Community Cleanup Application*.

- Organizations wishing to participate in the *Community Cleanup Program* must be civic groups, registered 501.c.3 organizations or local chapters of national organizations (Lions, FFA, PTA, etc.).
- An Application, an Indemnification and Hold Harmless Agreement and a Waiver and Release Form as well as parental permission forms must be received and filed with the City of Raton Accounts Payable Clerk seven (7) days prior to a cleanup.

Conditions:

The City will designate certain cleanup areas eligible for the *Community Cleanup Program*. Groups will be assigned an area on a first come, first serve basis. Groups will be required to fill out a *Community Cleanup Application*, an Indemnification and Hold Harmless Agreement, Waiver and Release Forms (for **ALL** participants) and a Volunteer Sign-Up Sheet. All paperwork, with the exception of the sign-up sheet which will be submitted after the cleanup, must be complete and on file at the Office of the City Clerk prior to ANY cleanup.

- City of Raton will review all eligible cleanup areas and determine areas that will be offered as *Community Cleanup* designated areas.
- Groups will be assigned a cleanup area and will be required to have one (1) cleanup totaling seventy-five (75) man-hours.
- After completing the required seventy-five (75) man-hours of cleanup, the group will receive a \$500.00 donation to their organization from the City of Raton.
- Groups may complete only one (1) cleanup per fiscal year.
- The City of Raton Public Works Superintendent shall monitor the program in designated areas.
- The City of Raton reserves the right to rescind the application based on lack of participation at any time during the contract.
- Should there be more than one request for a section of roadway, the applications will be decided on a first come, first serve basis and other interested parties will be placed on a waiting list. Applications are given rank by the date the application is received.

Guidelines, Conditions & Safety Procedures (continued)

- All group members must be at least 11 years old and must be supervised by an adult 18 years of age or older.
- Special consideration for members under 11 years of age:
 - One adult for one person under 11 years of age
 - Established groups only, with trained supervisors (Scouts, Schools, etc.)
 - Roadways must have a speed limit of 35 mph or less.
- The City of Raton will supply participants with safety information, safety vests, gloves and “Cleanup in Progress” signs. Arrangement for supplies (garbage bags, etc.) should be made with the Public Works Superintendent five (5) days before the cleanup.
- At each designated cleanup, signs designating a “Cleanup in Progress” shall be located at each end of the cleanup area.
- Each group is responsible for completing a Volunteer Sign-Up Sheet as soon as the pickup has been completed. Volunteer Sign-Up Sheets shall be submitted to the City of Raton Accounts Payable Clerk at the Office of the City Clerk.
- The City of Raton reserves the right to revise these conditions as needed and to deny applications from unqualified groups or delinquent organizations.
- Program will coincide with the fiscal year and run from July-June. **An organization may participate in only one (1) *Community Cleanup* per fiscal year.**
- **Organizations will be required to submit no less than three (3) digital photographs documenting their clean up efforts. Suggested photos include an organization group photo documenting the amount of trash collected.** Photographs may be emailed to gtrujillo@cityofraton.com or delivered to Geneva Trujillo at the Raton City Clerks Office.

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Safety Procedures

- **Conduct a safety meeting for all participants prior to each cleanup and go over safety rules and guidelines for volunteers.**
- All participants must wear approved safety vest and gloves.
- Carpool to the site to reduce the number of vehicles along side the roadway.
- Park all vehicles clear of the roadway and on the same side of the road where the participants will be working.
- Pickup litter ONLY during daylight hours.
- Cleanup during inclement weather is discouraged due to reduced visibility.
- Participants must not pick up trash on the road surface and shall stay off the road at least 5'-0" from the pavement edge.
- Obey all safety rules and guidelines.
- Wear light colored clothing that covers arms and legs.
- Wear leather shoes or boots, gloves, hats and safety glasses.
- **Do NOT wear clothing that will divert the attention of motorists during cleanup activities.**
- Wear clothing that will not impair vision or movement during cleanup activities.
- Work in small groups.
- Face oncoming traffic when picking up litter and look up often to ensure that no vehicle is encroaching in your work area.
- Stay clear of construction zones.
- During warm weather months drink plenty of fluids, take breaks and avoid overexertion.
- During cold weather months dress warmly with layered clothing.
- Be alert for snakes, stinging insects and possible poisonous plants.
- Do NOT remove hazardous substances, suspicious containers or dead animals (notify the Public Works Superintendent and tell him/her the location of the item).
- Avoid contact with noxious weeds and areas where herbicides have been applied.
- When crossing roadways do so as a group.
- Use proper lifting and bending techniques.
- Do not squeeze or compress bags in an attempt to create more room for trash (injuries can result from broken or jagged objects).
- Do NOT pick up trash on bridges, overpasses or in tunnels.
- Volunteers must NOT use or possess illegal drugs or alcohol during cleanup.

In case of an emergency:

- **Call 911**
- Have an adequate first aid kit immediately available
- Select an emergency room/hospital and know the route from the work area to the designated treatment facility.
- Supervisors should carry cell phones during entire cleanup.