

**BOROUGH OF WOODBURY HEIGHTS
CLEAN COMMUNITIES
ADOPT-A-DRAIN PROGRAM
“VOLUNTEER’S WANTED”**

How to adopt a storm drain

Volunteer fifteen minutes, twice a month, for cleaner waterways and healthier communities. Storm drains flow directly to local lakes, rivers, and wetlands, acting as a conduit for trash and organic pollutants. Adopt a Drain asks residents to adopt a storm drain in their neighborhood and keep it clear of leaves, trash, and other debris to reduce water pollution.

Sign up:
Sign up to Adopt a Drain in your neighborhood.

Keep your drain clear:
Sweep leaves, trash and other debris off the drain surface year-round resulting in Cleaner Water, Litter Abatement and Reduced Flooding.

Track your impact:
Keep an estimated total of the debris you collect and enter it into your Field Data Sheet so we can gauge the cumulative results of our work.

Lead by example:
Let friends and neighbors know about your commitment and, if they ask, tell them rain and melting snow wash anything that’s on streets and other paved surfaces down storm drains and into lakes, rivers, and wetlands.

THE BOROUGH OF WOODBURY HEIGHTS Adopt-A-Drain Program

THANK YOU for your interest in Adopting a drain! This program is built on the people power of The Borough of Woodbury Heights residents. In exchange for your volunteer pledge to Adopt-A-Drain, we will provide you with a kit of the necessary materials to properly and safely clean the drain. The contents of the kit are:

- SAFETY GLOVES
- A SAFETY VEST
- 13-GALLON TRASH BAGS
- A TRASH GRABBER
- A DUST PAN & BRUSH
- A FACE MASK
- A T-SHIRT
- A DRAWSTRING BAG TO HOLD ALL YOUR SUPPLIES



Adopt-A-Drain Forms

This packet includes the following:

- Adopt-A-Drain Sign-Up Form (Page 1)
- Adopt-A-Drain Waiver / Release (Page 2)
- Acknowledgement Sheet (Page 3)
- Safety Rules and Guidelines for Volunteers (Page 4)
- Field Data Sheet (Page 5)

In order to enroll and complete the Borough of Woodbury Heights “Adopt-A-Drain” registration process, you must sign and return Pages 1, 2, and 3 to Jolyn Gregoria, Clean Communities Coordinator, by email – jgregoria@bwhnj.com; drop off to Borough Hall; or regular mail to:

The Borough of Woodbury Heights
Attn: Jolyn Gregoria
500 Elm Ave.
Woodbury Heights, NJ 08097

These signed and initialed documents must be received by Jolyn Gregoria before you can conduct your first cleanup.

Once The Borough of Woodbury Heights receives your forms, someone will contact you confirming your acceptance as a Volunteer to the Adopt-A-Drain Program. In addition, the Safety Rules and Guidelines document on Page 4 should be read before conducting your cleanup. Please make copies of the Field Data Sheet if you intend to complete them on paper (emailing or mailing them to Jolyn Gregoria after every cleanup). The Field Data Sheet is also available in paperless form via an online form at www.bwhnj.com. Any questions, comments, or concerns may be directed to the Borough of Woodbury Heights Clean Communities Coordinator, Jolyn Gregoria, at 856-848-2832 ext. 38.

THE BOROUGH OF WOODBURY HEIGHTS VOLUNTEER ADOPT-A-DRAIN SIGN-UP FORM

The Borough of Woodbury Heights and the "Volunteer" adopter recognize the need to reduce flooding and create a litter-free community with healthy streams, rivers and lakes. The Borough of Woodbury Heights Adopt-A-Drain program has been established for residents, community and civic organizations to contribute toward this effort.

By signing below, you are volunteering for The Borough of Woodbury Heights Adopt-A-Drain program with a full understanding of the work which is to be performed and have agreed to follow the safety rules and guidelines for volunteers found on Page 4 of this packet. If you enter into a volunteer contract to help clear your storm drain, you are voluntarily signing up for the "Borough of Woodbury Heights Adopt-A-Drain Program" with a full understanding of the work which is to be performed and have agreed to follow the safety rules and guidelines for volunteers found on Page 4 of this packet. The Borough of Woodbury Heights Adopt-A-Drain volunteers shall not hold The Borough of Woodbury Heights responsible for any injuries they may cause or suffer as a result of their participation in the program. The Borough of Woodbury Heights recognizes the following:

Volunteer Name (mandatory) and name of Adopted Storm Drain (optional)	
Address of Adopted Storm Drain	
Volunteer Contract Start Date (One week from signature date)	
Volunteer Contract End Date (one year from start date)	

The above-named "Volunteer" adopter agrees to inspect and clear their approved "storm drain" a minimum of **twice per month** on the first and third Wednesdays of the month (or whatever is most convenient, regularly) **and** prior to forecasted heavy rains to ensure the drain is free of debris. This agreement shall be valid for the dates listed above. The Borough reserves the right to cancel this program immediately upon written notice to "Volunteer" adopter. Likewise, the "Volunteer" adopter may terminate their participation in the program upon thirty (30) days advance written notice to the Borough of Woodbury Heights.

The following section needs to be completed by the "Volunteer" adopter.

SIGNATURE: _____

PRIMARY CONTACT PERSON

Print Name: _____

Date: _____

Street Address

City State Zip Code

Phone: _____

home phone

mobile phone

Email: _____

T-shirt size: _____

Preferred bi-monthly clean up schedule:

First and third Wednesday of the month

Other: _____

**THE BOROUGH OF WOODBURY HEIGHTS ADOPT-A-DRAIN WAIVER/RELEASE
RELEASE OF LIABILITY, PHOTO WAIVER & PERMISSION TO PARTICIPATE**

In consideration of the acceptance of my application for participation in the Borough of Woodbury Heights Adopt-A-Drain Volunteer Program, I hereby waive, release and discharge any and all claims for damages of death, personal injury or property damage which I may have, or which hereafter accrue to me against the Borough of Woodbury Heights as a result of my participation in the adopt-a drain program, including, but not limited to the potential for permanent disability and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and

This Waiver and Release is intended to discharge the Borough of Woodbury Heights, its agents and employees, and any other involved organization or public entities from and against any and all liability arising out of or connected in any way with my participation in the event, even though that liability may arise out of the negligence or carelessness on the part of persons, volunteers, or entities mentioned above.

I further understand that accidents and injuries can arise out of the program, and knowing the risks, nevertheless, I hereby agree to assume those risks and I do hereby release and hold harmless all of the persons or entities mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns.

The Borough of Woodbury Heights Adopt-A-Drain team reserve the right to photograph activities and program volunteers for potential future use by the Borough. All sound, still and moving images, photos and videos remain the property of the Borough of Woodbury Heights and may be used thereafter for art projects, good behavior recognition, and occasional publicity and promotional purposes that support the mission of the Borough of Woodbury Heights Adopt-A-Drain program. My signature as a volunteer in the program releases the Borough of Woodbury Heights and any and all Borough of Woodbury Heights Adopt-A-Drain personnel from any and all liability and/or obligation to me and/or my child(ren) for the use of such document.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, AND I FULLY UNDERSTAND ITS TERMS CONDITIONS AND I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND I DO HEREBY SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

UNDERSTANDING OF RISK

I understand the seriousness of the risk involved in participating in this program, my personal responsibilities for adhering to rules and regulations, and I hereby accept them as a volunteer participant.

Volunteer Signature

Date

Printed Name

VOLUNTEER ACKNOWLEDGEMENT SHEET

By initializing below, I certify that I am 18 years old or older.

Initials

Receipt of Kit Contents: The following items will be included in your Borough of Woodbury Heights Adopt-A-Drain starter kit. Supplies will be available for pickup from the Borough of Woodbury Heights office at 500 Elm Ave., Woodbury Heights, NJ 08097 once the volunteer contract has been submitted to Jolyn Gregoria and approved by the Borough of Woodbury Heights.

- 13-gallon trash bags
- (1) Trash Grabber
- (1) Dustpan and (1) hand brush
- (1) Pair of safety Gloves
- (1) Safety Vest
- (1) BOWH Adopt-A-Drain branded t-shirt
 - *Specify size in the sign-up form*
- (1) Safety mask
- (1) BOWH Adopt-A-Drain branded drawstring bag to hold all kit contents

By initialing below, I certify that I understand that the kit contents described above are intended to assist me to safely and effectively clean my adopted storm drain.

Initials

By initializing below, I certify that I have read and understand the safety rules and procedures found on Page 4.

Initials

By initialing below, I certify that I have (will) watched the volunteer training video found on the Borough website: www.bwhnj.com – under “Useful Information” scroll to “Clean Communities”/Safety Video

Initials

By initialing below, I certify that I pledge to complete a field data sheet (found on Page 5) twice a month and before major rain events after I have cleared my storm drain.

Initials

In order to complete the Adopt-A-Drain volunteer registration process, you must sign and return Pages 1, 2, 3 to: Jolyn Gregoria, Borough of Woodbury Heights, 500 Elm Ave., Woodbury Heights, NJ 08097.

The signed and initialed documents must be received and approved by Jolyn Gregoria before you can conduct your first cleanup.

Once the Borough of Woodbury Heights receives your forms, someone will contact you confirming your application and acceptance into the program. In addition, the Safety Rules and Guidelines document on Page 4 should be read before conducting your cleanup. All documents related to the Borough of Woodbury Heights Adopt-A-Drain Program can be found on our website at: www.bwhnj.com. Any questions, comments, or concerns regarding the Adopt-A-Drain Program may be directed to Jolyn Gregoria at 856-848-2832 ext. 38

SAFETY RULES AND GUIDELINES FOR VOLUNTEERS

All Volunteers Must:

- Be approved by the Borough of Woodbury Heights before commencing any work
- Wear the yellow safety vest provided.
- Make sure all minors, 14 years or older, must be accompanied by someone 21 years or older
- Complete Adopt-A-Drain projects only during daylight hours
- Obey all safety rules and guidelines
- Review the Safety Rules and Guidelines for Volunteers and the Safety Procedures regularly

For Your Safety:

- Wear protective clothing (ex: pants and long-sleeved shirt)
- Wear puncture resistant gloves (included in the Borough of Woodbury Heights Adopt-A-Drain kit)
- Wear clothing that will not impair vision or movement during cleanup activities
- Wear closed toe shoes
- During warm weather months, drink plenty of fluids, take breaks, and avoid overexertion
- During cold weather months, dress warmly with layered clothing
- Do not remove hazardous substances or dead animals* (*notify Jolyn Gregoria at jgregoria@bwhnj.com or 856-848-2832 ext. 38 if any hazardous substances or dead animals are found)
- Be aware of loose material, tripping hazards, uneven ground, and other obstructions
- Allow ample space for each person to work safely
- Be aware of hidden obstructions that may have sharp edges and broken glass, especially in grassy areas
- Use proper lifting and bending techniques

Volunteers Shall Not:

- Use or possess illegal drugs or alcohol during a cleanup
- Pick up what appears to be hazardous material (notify jgregoria@bwhnj.com or 856-848-2832 ext. 38 if you encounter hazardous objects)
- Push, shove, or roughhouse near traffic

In Case of Emergency:

- Have an adequate first-aid kit immediately available
- Call 911 and/or have transportation to a hospital immediately available

Field Data Sheet

Your Name: _____

Drain Location: _____

Date of Inspection/clean-out: _____

Bi-monthly clean-out OR Special cleanout before rain

Storm Drain Condition:

- Good (sturdy and well maintained)
- Fair (some erosion around drain, infrastructure shows some signs of wear)
- Poor (highly eroded around drain, metal broken or cracked, infrastructure is damaged)

Storm Drain Blockage (debris/yard waste)

- Minimal (0-19% covered with debris or yard waste)
- Partial (20-39% covered with debris or yard waste)
- Significant (40-79% covered with debris or yard waste)
- Blocked (80-100% covered with debris or yard waste)

Items removed from on or around the storm drain grate (do not attempt to remove items from inside the storm drain)

- | | |
|--|--|
| <input type="checkbox"/> Grass clippings, leaves or other yard waste | <input type="checkbox"/> Plastic bags |
| <input type="checkbox"/> Sediment or dirt | <input type="checkbox"/> Cigarette butts |
| <input type="checkbox"/> Plastic bottles | <input type="checkbox"/> Sharps |
| <input type="checkbox"/> Aluminum cans | <input type="checkbox"/> Broken glass |
| <input type="checkbox"/> Glass bottles | <input type="checkbox"/> Other: _____ |

Evidence of dumping (any fluids such as paint, oil, fuel or unusual odors in or around the drain)

- Yes
If "Yes", what was seen/smelled? _____
- No

What is the best estimation for the volume of waste you picked up (using the distributed 13-gallon trash bags for reference)?

- | | | |
|--|--|--|
| <input type="checkbox"/> less than half of one bag | <input type="checkbox"/> three quarters of one bag | <input type="checkbox"/> one and a half trash bags |
| <input type="checkbox"/> half of one trash bag | <input type="checkbox"/> one full trash bag | <input type="checkbox"/> 2 full trash bags or more |

Please return this completed form to Jo Gregoria at the Borough of Woodbury Heights, 500 Elm Ave., Woodbury Heights, NJ 08097 or scan and email to jgregoria@bwhnj.com. Please include any before and/or after photos of the clean-up as well. A totally paperless version of this form can be found at www.bwhnj.com under Clean Communities / Adopt-A-Drain at the bottom of the page.