

One Time Pickup Program

THANK YOU! For wanting to help keep South Carolina beautiful.

We want you to have a rewarding and fun experience. If your group is interesting in participating in a one-time pickup event, please follow these guidelines.

Choosing a Group Leader

The success of your group's One Time Pickup efforts depends on good organization and coordination. Each group must choose a group leader who will work closely with the SCDOT Resident Maintenance Engineer and the Adopt-A-Highway County Coordinator.

Working With South Carolina Department of Transportation

SCDOT will provide the trash bags, safety vests and a "work ahead" sign. As a group leader, you will coordinate a pick up time for your supplies with your County Coordinator. If you are picking up supplies from your SCDOT Offices, you will need to do this during normal business hours. Don't wait until Saturday morning when the facilities will be closed.

After the cleanup, you will need to return any un-used bags and vests, and the "work ahead" sign to your County Coordinator or SCDOT office.

Getting Started

You will select a roadway that is a section of primary or secondary highway not included in the Adopt-A-Highway program. Groups are asked to select a 1st, 2nd and 3rd choice. SCDOT's resident maintenance engineer can help you determine if the section you've chosen qualifies for the program.

Schedule a date for the One Day Pickup allowing a two to three month window so that there will be time to:

- 1) Organize the program, have the road approved, and to publicize the activity for maximum coverage in the media;
- 2) Submit an agreement form with the original signatures of participants to SCDOT officials – your Adopt-A-Highway county coordinator can assist you with completing the necessary paperwork;
- 3) Be sure to report your cleanup results to your County Coordinator by mailing or emailing the report card.

Group Leader Responsibilities

Your most important responsibility as group leader is to insure safety for your organization's cleanup activities.

Group Leader responsibility includes the following:

- 1) You must attend the safety meeting scheduled by the SCDOT resident maintenance engineer or the county coordinator.

- 2) You are required to pick up your supplies and show driver's license to sign for them. You will receive: safety vests, trash bags, safety guidelines and caution signs from SCDOT or County Coordinator.
- 3) You must go over safety regulations and hazardous materials with your group members before the cleanup and during the cleanup you should always make sure everyone is following the safety rules.
- 4) Make sure everyone knows you'll be working only as a group and only during the scheduled cleanup.
- 5) Arrange ahead of time for carpooling to limit the number of vehicles parked along the highway.
- 6) Make sure your group knows that in case of bad weather the cleanup will be postponed. Litter should never be collected in the dark or in bad weather. Have an alternate rain date scheduled.
- 7) Remind your group of the appropriate clothing. Long pants and long-sleeved shirts help avoid scratches and irritation from poisonous plants. Light or brightly colored clothing will make them easily visible to passing traffic. Always wear sturdy, closed-toe shoes during cleanup activities.
- 8) Check with members of your group to be aware of any allergies that might be important (such as beestings, etc).
- 9) Work out a plan for what you will do in the event of an emergency. Determine the quickest route to the hospital.
- 10) Be sure to have a mobile phone and a first aid kit on hand for emergencies.
- 11) Place "Work Ahead" signs at both ends of selected roadway before you begin collecting litter and remove them promptly once the cleanup is complete.
- 12) If the weather is warm, be sure you bring plenty of drinking water and schedule frequent breaks.
- 13) Leave collected litter bags on the side of the road along your section away from the pavement but in view of the road. SCDOT personnel will pick up the collected litter during the following week.
- 14) Return any un-used bags and vests, and the "work ahead" sign to your County Coordinator or SCDOT office.
- 15) Mail or email your report card to your County Coordinator.