

CHAPTER D1

Litter, Debris, and Graffiti

TABLE OF CONTENTS

D1.01	Introduction
	D1.01.01 Chapter Contents and Resources
	D1.01.02 Definitions
	D1.01.03 References and Hyperlinks
	D1.01.04 Chapter Contact
D1.02	Policy
	D1.02.01 Litter Abatement Plan
D1.03	Summaries of Selected Laws That Pertain to Litter, Graffiti, Debris, Disabled and Abandoned Vehicles
D1.04	Litter
	D1.04.01 Litter Abatement Program - Roles and Responsibilities
D1.05	Debris and Sediment
D1.06	Signs and Posters
D1.07	Graffiti
D1.08	Illegal Dumping
D1.09	Spills of Hazardous Materials on Highways
D1.10	Disposal of Animal Carcasses
D1.11	California Conservation Corps (CCC)
D1.12	Court Referral Participants Program (CRPP)
D1.13	Special Programs People (SPP)
	D1.13.01 Procedures and Guidance to Manage SPP Crews
	D1.13.02 Roles and Responsibilities for the SPP Program

D1.14 Adopt-A-Highway Program

D1.14.01 Introduction

D1.14.02 Adopt-A-Highway Program - Litter Procedures

D1.14.03 Adopt-A-Highway Program - Graffiti Operations

D1.14.04 Adopt-A-Highway Program - Tree and Shrub Operations

D1.14.05 Adopt-A-Highway Program - Roles and Responsibilities

D1.01 Introduction

This chapter contains information about the litter abatement program comprising of litter, debris, and graffiti, illegal dumping, carcass disposal, and their effects on the efforts of the California Department of Transportation (Caltrans) to help maintain water quality, adequate drainage, and traffic safety for both motorized and non-motorized travelers and workers.

Routine litter removal is performed by Caltrans maintenance forces, crews contracted through other local agencies, state departments, community-based rehabilitation programs, and volunteer groups. The Department of Transportation (Caltrans) removes graffiti to maintain an attractive highway for travelers and local communities.

Litter abatement field activities are included with the “D” family activities. Refer to Maintenance Manual Volume 2 for planning, scheduling, administrative, and charging practice instructions for these activities.

Litter removal due to illegal encampment activity is not covered under this chapter. Refer to Maintenance Manual Volume 1, Chapter 1.

Refer to Maintenance Manual Volume 1, Chapter 2 *Resource Management*, Section 2.07, for procedures regarding resource management and contract management for litter activities.

D1.01.01 Chapter Contents and Resources

This chapter provides an overview of policies, expectations, and strategies regarding litter, debris, and graffiti. For additional information, refer to the following reference resources:

Caltrans Litter Abatement Plan:

http://adopt-a-highway.dot.ca.gov/LitterAbatementPlan_04-19-11.pdf

Office of Specialized Field Services (OSFS) - Adopt-A-Highway (AAH) Program:

<https://maintenance.onramp.dot.ca.gov/adopt-highway/adopt-highway>

Office of Specialized Field Services - Litter Abatement Program:

<https://maintenance.onramp.dot.ca.gov/roadsidemgmt/litter-abatement-program>

Office of Specialized Field Services - Graffiti Prevention and Removal Program:

<https://maintenance.onramp.dot.ca.gov/roadsidemgmt/graffiti-prevention-and-removal-program>

Office of Specialized Field Services – Level of Service:

<https://maintenance.onramp.dot.ca.gov/roadsidemgmt/level-service>

Integrated Maintenance Management System (IMMS):

<https://imms.onramp.dot.ca.gov/>

California Health and Safety Code (HSC):

<https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=HSC&tocTitle=+Health+and+Safety+Code+-+HSC>

California Public Contract Code (PCC):

<https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=PCC&tocTitle=+Public+Contract+Code+-+PCC>

California Streets and Highways Code (SHC):

<https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=SHC&tocTitle=+Streets+and+Highways+Code+-+SHC>

California Vehicle Code (VEH):

<https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=VEH&tocTitle=+Vehicle+Code+-+VEH>

Caltrans Electronic Form System:

<http://cefs2.dot.ca.gov/jsp/forms.jsp>

Code of Safe Operating Practices:

https://maintenance.onramp.dot.ca.gov/downloads/maintenance/files/maint_safety equip_train/mset/CSOP%208-27-2024.pdf

Deputy Directives (DD)-39-R1, Graffiti Prevention and Removal:

<https://admin.onramp.dot.ca.gov/deputy-directives>

Encroachment Permit Manual, Division of Traffic Operations:

<https://dot.ca.gov/programs/traffic-operations/ep/ep-manual>

Maintenance Homelessness and Encampments Webpage:

<https://maintenance.onramp.dot.ca.gov/homeless-encamp/homelessness-and-encampments>

Maintenance Manuals Volumes 1 and 2:

<https://maintenance.onramp.dot.ca.gov/homeless-encamp/homelessness-and-encampments>

Maintenance Policy Directives:

<https://maintenance.onramp.dot.ca.gov/maintadmin/maintenance-policy-directives>

Office of Specialized Field Services – Carcass Removal Program:

<https://maintenance.onramp.dot.ca.gov/roadsidemgmt/carcass-removal-program>

Office of Specialized Field Services - Adopt A Highway Program:

https://maintenance.onramp.dot.ca.gov/downloads/maintenance/files/adopt-a-highway/AAH%20Coordinators%20Internal%20List%209_2022%20ADA.pdf

Office of Specialized Field Services - Adopt-A-Highway Program Policies and Procedures for Supervisors:

<https://maintenance.onramp.dot.ca.gov/adopt-highway/adopt-highway-policy-and-procedures-supervisors>

D1.01.02 Definitions

AAH	Adopt A Highway
AML	Approved Materials List
BMP	Best Management Practice
CRP	Community Rehabilitation Programs
CRPP	Court Referral Participants Program
CCC	California Conservation Corps
CHP	California Highway Patrol
CMAS	Caltrans Maintenance Area Superintendent
CSR	Customer Service Requests
CVEF	Commercial Vehicle Enforcement Facility (weigh station)
FGC	Fish and Game Code
INMATE	Inmate work forces
IMMS	Integrated Maintenance Management System
HSC	Health and Safety Code
HQ	Headquarters
LOS	Level of Service
MAGIC	Multi Agency Graffiti Intervention Committees
MMV2	Maintenance Manual Volume 2
MPD	Maintenance Policy Directive
MSET	Maintenance Safety Equipment and Training
NPE	New Product Evaluation
NPDES	National Pollutant Discharge Elimination System
PCC	Public Contract Code
PPE	Personal Protective Equipment
R/W	Right-of-way
SOW	Scope of Work
SHC	Streets and Highways Code
SPP	Special Programs People
SRRA	Safety Roadside Rest Areas
STGA	Significant Trash Generating Areas
SWMP	Storm Water Management Plan
VP	Vista Point
WKFURL	Work furlough
WKRELS	Work release

D1.01.03 References and Hyperlinks

Some of the references found in this chapter have hyperlinks that connect to Caltrans intranet pages which are not displayable to the general public. Until such time that the specific reference becomes available on the internet, the user will have to contact their district maintenance engineer or the appropriate Headquarters division to inquire about the availability of the reference.

D1.01.04 Chapter Contact

This chapter of the Maintenance Manual is maintained by the Division of Maintenance, Office of Specialized Field Services.

D1.02 Policy

Streets and Highways Code section 91.6 reads in part “The Department shall, within its Maintenance programs relating to litter cleanup and abatement, assign a high priority to litter deposited along State highway segments adjoining storm drains, streams, river ways, beaches, the ocean, and other environmentally sensitive areas.”

Roadway, roadside, and median litter cleanup operations should be scheduled to meet current applicable laws and regulations, provide safe facilities, and maintain a neat and clean appearance. Litter abatement efforts should be prioritized based on safety, litter occurrence or presence, areas of high litter accumulation, high public visibility, environmental concerns, the availability of resources, and Customer Service Requests (CSR).

Districts shall establish litter removal and routine sweeping frequencies based on these priorities and available resources. These frequencies shall be recorded on district route maps or in other formats (post mile listings, etc.). Recorded frequencies, when available, shall be used as guides for litter removal, whether by Caltrans, contract crews, or by Adopt-A-Highway volunteers.

Caltrans should remove graffiti as soon as reasonably possible and as often as necessary to discourage the offenders. Refer to the most recent version of Caltrans Deputy Directive DD-39 (hyperlink provided in Section D1.01.01 of this chapter) for the complete graffiti removal and prevention policy. California Streets and Highways Code (SHC) Section 96 states that Caltrans shall remove graffiti from signs as soon as reasonably possible from any directional or traffic control sign installed or maintained by Caltrans within the right-of-way of a State highway.

The Caltrans Carcass Disposal Program addresses dead animals on State highways and partners with local animal control agencies to handle injured, dying, or dead animals. Caltrans shall remove or relocate animal carcasses from the State highways in accordance with Streets and Highways Code section 91.8 and with Fish and Game Code section 2000.6 (during the time it remains in effect).

D1.02.01 Litter Abatement Plan

On May 1st, 2007, Caltrans released its first comprehensive Litter Abatement Plan to address increasing concerns regarding litter and illegal dumping in California and their effects on the environment and quality of life for persons in California.

The Litter Abatement Plan identifies numerous strategies to address the litter problem and balances physical intervention and preventive measures. Caltrans maintenance forces carry out the Litter Abatement Plan by focusing on litter control and pickup activities.

For more information and to review the current Litter Abatement Plan, see the link provided in

Section D1.01.01 of this chapter.

D1.03 Summaries of Selected Laws That Pertain to Litter, Graffiti, Debris, Disabled and Abandoned Vehicles

(A) Throwing Lighted Substances

Vehicle Code section 23111 provides that no one may throw or discharge onto the highway or adjacent area any lighted or unlighted cigarette, cigar, match, or flaming or glowing substance.

(B) Disposing of Litter or Garbage on Highway

Vehicle Code section 23112 provides that no one may throw or deposit on the highway any garbage or substance likely to injure or damage traffic using the highway, or any noisome, nauseous, or offensive matter of any kind. It also prohibits the placement of any rocks, refuse, or dirt within the highway right-of-way.

(C) Spilling Loads on Highways

Vehicle Code section 23114 provides that vehicles must be constructed, covered, or loaded to prevent any contents (other than clear water or feathers from live birds) from escaping from the vehicle. This section also prescribes covering loads of vehicles carrying aggregate (including rock fragments), pebbles, sand, dirt, gravel, cobbles, crushed base, asphalt, and similar materials.

(D) Removal of Material from Highways

Vehicle Code section 23113 requires any person who deposits any materials described in sections 23112 (ex. litter, rubbish, etc.) or 23114, subdivision (d) (ex. aggregate, pebbles, etc.), to immediately remove the material or cause it to be removed. If the person fails to remove the material, the agency responsible for the maintenance of the highway may remove the material and collect the cost of removal and damages from the responsible party. The California Highway Patrol (CHP) may direct a responsible party to remove aggregate material described in section 23114, subdivision (d), when that material has escaped from a vehicle.

(E) Hauling of Garbage

Vehicle Code section 23115 requires that any vehicle loaded with garbage or any other noisome, nauseous, or offensive material or anything being transported to a dump may not be driven on the highway unless the load is totally covered to prevent it from spilling on the road. A vehicle in the process of acquiring its load is an exception unless such cover is required by a different law.

(F) Littering Penalties

Vehicle Code section 42001.7 prescribes fines and mandatory public service for those convicted of violating sections 23111, 23112, or 23113, subdivision (a).

(G) Disabled and Abandoned Vehicles

(1) Authority of the California Highway Patrol (CHP) to Remove Vehicles:

Vehicle Code sections 22650 through 22856 describe the authority of the CHP or other peace officers to remove unattended or abandoned vehicles, and provide the related circumstances, requirements, procedures, and limitations under which such removals may occur.

Generally speaking, a vehicle may be removed to a garage only on the authorization of the owner or the owner's agent, or on authorization of a law enforcement officer in whose area of jurisdiction the vehicle is located.

Caltrans personnel should contact their supervisors before participating in a vehicle removal.

(2) Authority of Local Government (Cities and Counties) to Remove Vehicles

Vehicle Code section 22654, subdivision (c), further provides that a local authority charged with the maintenance of a highway may move a vehicle that is disabled or abandoned, or which constitutes an obstruction to traffic. Such vehicles may be moved from their location to the nearest available location on the same highway as may be necessary to keep the highway open or safe for public travel.

(3) Authority of Caltrans to Remove Vehicles

It is unlawful for Caltrans personnel to remove or authorize the removal of any unattended vehicle from the State highway, except as provided in the Vehicle Code. Vehicle Code section 22654, subdivision (c), provides Caltrans employees "may move [from a State highway] any vehicle which is disabled or abandoned or which constitutes an obstruction to traffic from the place where it is located on a highway to the nearest available position on the same highway as may be necessary to keep the highway open or safe for public travel," and that Caltrans personnel "may remove any disabled vehicle which constitutes an obstruction to traffic on a freeway from the place where it is located to the nearest available location where parking is permitted; and, if the vehicle is unoccupied, [Caltrans] shall comply with the notice requirements of subdivision (d)."

In turn, Vehicle Code section 22654, subdivision (d), provides that:

"in cases necessitating the prompt performance of any work on or service to the highway, highway facility, or public works facility, [Caltrans personnel] may move to the nearest available location where parking is permitted, any unattended vehicle which obstructs or interferes with the performance of the work or service or may remove and store the vehicle if moving it off the roadway to a location where parking is permitted would be impracticable. If the vehicle is moved to another location where it is not readily visible from its former parked location or it is stored, the person causing the movement or storage of the vehicle shall immediately, by the most expeditious means, notify the owner of the vehicle of its location. If for any reason the vehicle owner cannot be so notified, the person causing the vehicle to be moved or stored shall immediately, by the most

expeditious means, notify the police department of the city in which the vehicle was parked, or, if the vehicle had been parked in an unincorporated area of a county, notify the sheriff's department and nearest office of the California Highway Patrol in that county. No vehicle may be removed and stored pursuant to this subdivision unless signs indicating that no person shall stop, park, or leave standing any vehicle within the areas marked by the signs because the work or service would be done, were placed at least 24 hours prior to the movement or removal and storage.”

(H) Graffiti

Streets and Highways Code section 96 requires Caltrans to remove graffiti from signs, or to replace the signs, whichever is more practical and economical, as soon as reasonably possible after learning of the graffiti.

Public Contracts Code sections 12205 sets percentages for procurement of recycled paints and quality standards.

D1.04 Litter

Litter and debris can pose a distraction to the traveling public and have the potential to expose Caltrans, SPP, AAH personnel to live traffic during the removal of litter. Litter mitigation is also an environmental concern that requires Caltrans to address state and regional storm water requirements. The accumulation of litter adversely affects the appearance of the highway. Careful management of litter removal efforts is essential in adhering to environmental mandates and maintaining public acceptance of the Maintenance program.

It is important to give special attention to litter removal on scenic highways, coastal and parkland routes, routes to airports, commuter routes, heavily traveled inter-city routes, at VPs, and at other areas frequented by tourists and recreational motorists.

Litter removal in CVEFs and SRRAs are mostly performed under service contract by CRP persons.

The following information applies to all litter and debris removal:

(A) Manual Removal of Litter

In areas with heavy or high-speed vehicular traffic where litter is removed manually, only highly visible litter and those items that will not biodegrade should be removed. All means necessary should be used for worker protection during removal operations, including, but not limited to, using barrier vehicles, lane closures, or CHP traffic breaks. This will reduce worker exposure time.

(B) Mechanical Removal of Litter

Mechanical equipment may be used to remove litter and debris from State highway right-of-way to assist in worker safety by reducing worker exposure time. Some examples of equipment include, but are not limited to, litter rakes, bobcats, loaders, litter vacuums, and other accessories

as needed.

(C) “No Dumping” Signs

Caltrans Maintenance Supervisors should observe overall conditions and assess the need for litter removal and installation of “No Dumping” signs. “No Dumping” signs should be installed, when approved by the Division of Traffic Operations, in areas where dumping becomes a problem on the State highway, at Park and Ride lots, SRRAs, and VPs.

(D) Litter Bags

Caltrans utilizes a variety of litter bags in different colors. The different bag colors identify the crew or program that collected the litter. The number of litter bags used, also referred to as production, is recorded under the litter control activities. It is recommended that large items or debris that do not fit into provided litter bags, such as tire treads, should be collected and placed in piles or moved to a location away from traffic for collection by Caltrans maintenance personnel. Production for large items or debris should be credited to whoever moved and placed it in the pile (such as Caltrans, SPP, or AAH) or road patrol debris removal activities. Production for large items and debris shall be recorded in Integrated Maintenance Management System (IMMS). For cubic yard calculations and other charging guidance refer to Maintenance Manual Volume 2, Chapter D, for additional charging instructions and guidance.

Litter bags should be carried in maintenance vehicles for use as needed. Districts should evaluate inventory regularly to ensure materials are available for Caltrans maintenance personnel, SPP contractors, and AAH volunteers. The proper use of bags is critical for tracking and reporting production (see Section F of this chapter). See visual bag chart below.



The Bag
Color
Counts!!

- **White** is for Adopt-A-Highway
- **Yellow** is for Special Programs People (SPP) Crews
- **Orange** is for Caltrans Maintenance
- **Blue** is for Clean CA

The Clean California Program and blue bags shown in the diagram above are temporary.

(E) Exposure of Litter Due to Incidents or Maintenance Operations

Litter should be picked up promptly when it is exposed by roadside fires or maintenance activities, such as mowing or pruning of shrubs. Mowing operations performed just before a litter pickup may complicate litter removal by shredding litter into small pieces. Caltrans

Maintenance Supervisors should consider scheduling visible litter removal prior to conducting mowing operations in order to reduce the spread of litter and reduce worker exposure for retrieving it. It may not be feasible to perform litter removal for non-visible litter (i.e., small pieces of trash embedded in dried mud or hidden in vegetation).

(F) Documentation of Litter Bag Retrieval

Caltrans districts should strive to accurately document litter collection quantities. Reliable and accurate reporting is essential to demonstrate the impact of Caltrans maintenance forces and other litter abatement programs on litter and debris collection. It allows Caltrans to make informed decisions, allocate resources effectively, and drive positive change. By implementing best practices consistently throughout each district, Caltrans can strengthen the quality of reporting, ensure the accuracy of the data, and maintain good stewardship of the State highway right-of-way. Litter collection quantities are tracked and collected through various methodologies and then entered in the IMMS. IMMS is the official record for litter production from Maintenance activities. To aid in this practice, the Caltrans Maintenance Supervisor, or their designee, shall document litter bag retrieval on the Maintenance Litter Bag Retrieval Log, or a similar document or tool that has the same purpose. The Maintenance Litter Bag Retrieval Log can be found at the Litter Abatement Program webpage referenced in Section D.01.01 of this chapter. The use of this log or similar tool will assist supervisors to ensure that the number of bags retrieved in the field is accurately entered into IMMS. The Maintenance Litter Bag Retrieval Log or similar form of documentation must be retained at the district and made available for the duration of (90) days.

(G) Litter Receptacles

Litter receptacles shall not be placed on freeways and/or expressways.

Litter receptacles may be placed at designated locations including, but not limited to, VPs or Park and Ride lots, only if specifically approved by the Caltrans Maintenance Region Manager where adequate space is available, and provision has been made for safe entry and exit for public access and maintenance activities. Litter receptacles shall be covered and watertight. Litter receptacles are not normally provided as part of these facilities and should only be provided where a litter removal service is available, either through field maintenance crews or a contracted service. The District Landscape Architect should be contacted for specific location and receptacle type.

Litter receptacles are not intended for commercial or household garbage and debris, and the receptacles should be removed if it becomes a problem.

Litter receptacles should be emptied at least once a week or more often if necessary. Additional temporary litter receptacles may be provided over three-day weekends when heavy use is expected. The site surrounding receptacle locations shall be kept clean and free of litter and weeds to eliminate fire hazards during the dry season.

Maintenance agreements with local public agencies may be executed to install and maintain litter receptacles. These agreements should be made in consultation with the Statewide Maintenance Agreement Coordinator and District Maintenance Agreement Coordinator.

(H) **Special Events**

For special events such as Caltrans's Annual Litter Day or Earth Day, Caltrans personnel across the state may participate in litter removal activities.

Division of Maintenance's Coastal Cleanup is an annual event where the Division of Maintenance partners with the California Coastal Commission for one day during the month of September to perform litter removal and cleanup near waterways and along California's coastline to reduce litter and marine debris.

Production for litter collection and hours for these special events should be documented in IMMS using the reporting codes or project codes specifically created for these events.

(I) **Occurrence of Hazardous Materials or Substances Found During Litter and Debris Collection**

Be aware of substances that bear either hazardous placards, or no placards, that lay along highway shoulders or in the landscaped areas; these may be extremely hazardous substances. Other potential hazards include, but are not limited to, pools of liquids, piles of colored powders, broken bags, residues from illegal labs, and biological wastes. DO NOT attempt to remove such materials. Warn other workers of the possible hazard and notify your supervisor immediately.

The Code of Safe Operating Practices, designated chapters of the Safety Manual, and AAH "Bag it, Move It, Leave It" procedures shall be followed if Caltrans personnel, SPP, or AAH encounter any hazardous item, including, but not limited to, hazardous materials, hypodermic needles, illegal substances, and weapons or firearms.

If anyone working on Caltrans' R/W encounters any of these items, they are not to touch or move these items. Crew members are to notify their Caltrans Maintenance Supervisor and/or chain of command immediately.

D1.04.01 Litter Abatement Program - Roles and Responsibilities

(A) **HQ Litter Abatement, Carcass Removal, and Graffiti Program Manager**

The Headquarters Litter Abatement, Carcass Removal, and Graffiti Program Manager's roles and responsibilities include, but are not limited to, the following:

Act as a single point of contact for all inquiries related to litter abatement, carcass removal, and graffiti removal programs. Respond to external and legislative inquiries on these topics. Coordinate with Caltrans's internal programs, divisions, and management. Provide operational support and guidance statewide for all litter abatement, carcass removal, and graffiti removal activities.

Primary contact and coordinator for the Caltrans Litter Abatement Plan.

Respond to inquiries from State Government Officers, Caltrans Executive Staff, District personnel, other agencies, and the public regarding litter abatement. Support the districts in coordinating and monitoring litter abatement maintenance activities as required for compliance

with the Caltrans NPDES permit, CalRecycle, and other reporting requirements. Work with the district staff in coordinating and responding to Caltrans service requests about litter abatement activities.

Review and maintain policies, procedures, and guidance materials related to litter abatement, graffiti, and carcass removal.

Prepare written correspondence, reports, legislative reviews, action requests, compile statistical data, and prepare other written materials as needed in support of Caltrans's efforts and goals.

Review IMMS D-Family activity reports to ensure correct charging practices.

Act as lead for Caltrans's litter abatement activities and planned events including, but not limited to, Caltrans Annual Litter Day and Coastal Cleanup Day.

Provide guidance and best practices on documenting, tracking, reporting, and monitoring production and support.

Support management of SPP litter abatement contracts:

- (1) Act as liaison with the SPP field crews and vendors as needed.
- (2) Monitor SPP Incident Reports including, but not limited to, close-calls, injuries, and accidents on the State Highway System.
- (3) Assist in providing safety training and share relevant safety topics with SPP crews.
- (4) Ensure an inclement weather/event plan is in place for SPP crews.

Facilitate statewide Litter Abatement meetings as needed to support ongoing communication and collaborating with Caltrans personnel.

Coordinate with Caltrans's AAH Program.

Research and pilot new products and innovative equipment to support innovation and efficiencies.

May serve as a member for research studies or committees.

Act as Caltrans's representative and liaison at inter-agency meetings, committees, and public hearings or meetings, which have the potential to impact the Litter Abatement Plan and/or Caltrans's activities.

(B) Caltrans Maintenance Region Manager

The Caltrans Maintenance Region Manager, or designee, ensures that Caltrans Maintenance Area Superintendents, Caltrans Maintenance Supervisors, and other region staff who perform litter abatement activities and/or work directly with volunteers, contractors, and/or SPP participants understand the program's Litter Abatement Plan, program policy, objectives,

procedures, and follow roles and responsibilities as outlined in this section.

Ensure special reporting requirements are being followed for designated “D” family activities outlined in Maintenance Manual Volume 2, Chapter D, including litter abatement throughout the district.

Provide timely, professional, and courteous responses to inquiries regarding the program.

Communicate statewide policy and procedure to align with Division of Maintenance strategic goals.

(C) Caltrans Maintenance Area Superintendent

Ensure Caltrans Maintenance Supervisors understand the program’s policy, objectives, and procedures, and follow roles and responsibilities as outlined in this section.

Verify Caltrans Maintenance Supervisors assign appropriate work activities and accurately report production, such as bag counts and hours worked performing litter abatement activities, into the IMMS database. Ensure proper use by Caltrans staff of contractor codes, reporting codes and project codes designated for “D” family activities. Ensure Caltrans staff utilize the Maintenance Litter Bag Retrieval Log, or a similar form or tool, for capturing bag counts accurately in the field and ensure the information is transferred accurately into IMMS.

Provide guidance to Caltrans Maintenance Supervisors on workplans and work priorities. Ensure field maintenance activities do not overlap with AAH volunteers, contracted SPP crews, or other services during the same time frame.

Ensure Caltrans Maintenance Supervisors are completing roadway site reviews in their area of responsibility in a timely manner.

Ensure Caltrans Maintenance Supervisors monitor performance of maintenance staff, and of AAH and SPP programs.

Ensure Field Safety Reviews are being conducted as outlined in the Safety Manual Chapter 9 guidelines.

Ensure employee interaction with SPP partners, contractors, and the public are professional, positive, prompt, and courteous.

(D) Caltrans Maintenance Supervisor

Ensure maintenance staff understand the program’s policy, objectives, and procedures and follow roles and responsibilities.

Conduct reviews of their areas of the State Highway System to identify locations with high traffic volumes, narrow roadsides, and other factors that may indicate the need for additional protection for workers on foot. **Such areas are deemed to require protective measures above the minimums mandated in Chapter 8 of the Maintenance Manual Volume 1.** When planning work activities, consideration should be given to, but not limited to, the location,

terrain, slope, accessibility of work location, and coordination of maintenance, contractor, and AAH activities, to avoid overlap of services during the same timeframe. Caltrans Maintenance Supervisors are the primary contacts between Caltrans and SPP contractors, Caltrans Maintenance Area Superintendents (or their designees), and Caltrans District maintenance crews.

Verify that the bag retrieval counts from Caltrans maintenance personnel, documented on the Maintenance Litter Bag Retrieval Log or similar form or tool, are accurate and transferred appropriately into IMMS.

D1.05 Debris and Sediment

(A) Sweeping of Sediment

For sweeping operations, please see Maintenance Manual Volume 1, Chapter F.

Debris and sediment that accumulates on paved surfaces should be swept regularly to provide a safe and clean facility.

Refer to Maintenance Manual Volume 2 for all guidance regarding charging for sweeping activities NPDES permit (Storm water) compliance. SRRAs, VPs, and Park and Ride lots should be charged according to “G” Family Activity instruction.

Depending on traffic, weather, and available resources, sweeping frequency should usually be based upon collecting a minimum of ½ cubic yard and a maximum of one (1) cubic yard of material per mile swept. The portion of the roadway used by nonmotorized travelers, e.g., bicycle lanes and separate paths, may require more frequent sweeping. For additional information regarding sweeping of bicycle lanes, refer to Maintenance Manual Volume 1, Chapter P. Sweeping schedules should be consistent with the Caltrans Statewide Storm Water Management Plan (SWMP) and BMPs.

Sweepings should be disposed of in accordance with federal, State, and local disposal requirements for solid waste.

(B) Removal of Debris from the Roadway

Debris on the roadway should be removed immediately when it constitutes a traffic hazard. Such debris may include tire casings, large boxes, bags of garbage, dead animals, automobile wreckage, spilled loads, and other items. Litter should be collected on a routine basis, the frequency of which should be based on safety, accessibility, location, need, and availability of resources.

Large accumulations of debris, paper, and cartons that obstruct sight distances should be removed from freeway fences or State highway right-of-way. Cattle guards should be inspected periodically, and debris should be removed when necessary.

(1) Emergency Permits

When a wrecked or disabled commercial vehicle is carrying livestock, flammable, explosive, or perishable cargoes, it is permissible to issue emergency permits to

move on weekends or holidays, or after the usual hauling hours. Loaded butane tankers and other highly flammable or explosive cargoes are in the same category.

(2) Caltrans Notification to Responsible Parties

When it is necessary to clear a highway following a wreck, any debris that constitutes a hazard to traffic should be immediately removed from the traveled way by State forces. Caltrans or CHP should immediately ascertain whether the party responsible for the accident wishes to remove any remaining debris from the highway, or whether State forces are to remove it at their expense. If possible, commercial tow operators shall remove all vehicle parts and debris that constitute a safety hazard.

(3) Removal of Vehicles in Cases of Death or Serious Injury

In accidents where death or serious injury results to any person, the damaged vehicles should be left untouched and traffic protected by flag persons or barriers, lights, or other means until the CHP or other authorized law enforcement has had an opportunity to examine the wreck.

In all cases of serious accidents, the Maintenance forces shall cooperate with the CHP or other authorized law enforcement and the District Attorney's office. State Maintenance forces are not required to await the arrival of insurance company representatives on the scene of an accident before removing wrecked or damaged vehicles.

Caltrans employees shall only assist at the scene of an accident or other disability when commercial tow operators or CHP Officers are not available.

(4) Gratuities

Caltrans employees shall not accept gratuities for providing assistance to motorists.

D1.06 Signs and Posters

Signs or posters placed within the State highway right-of-way, such as those advertising garage sales, fruit stands, political candidates, new homes, etc., should be promptly removed if they do not have an encroachment permit. For information pertaining to the removal and storage of signs, refer to Maintenance Manual Volume 1, Chapter 9. Contact the Outdoor Advertising unit of the Division of Traffic Operations for further information regarding sign removal procedures. For additional information regarding posters, banners, flags, decorations, etc., refer to Section 501.7 of the Encroachment Permit Manual, using the link in Section D1.01.01.

D1.07 Graffiti

Caltrans should remove graffiti quickly, and as often as necessary to keep signs visible. Refer to the most recent version of Caltrans Deputy Directive DD-39 for the complete graffiti removal and prevention policy.

Routine graffiti removal is performed by Caltrans forces, SPPs, and AAH participants. Graffiti is also removed through contracts with the California Conservation Corps (CCC), local agencies, and private contractors.

Graffiti should be removed immediately from a traffic control device if the graffiti obscures or interferes with the operation, visibility, retroreflectivity, or legibility of the device. Graffiti of an obscene nature should also be removed immediately. Other graffiti should be removed within ten (10) working days upon notification. Graffiti painters, or “taggers”, are discouraged by frequent removal of their marks, so it is important to remove graffiti as soon as possible in all cases.

(A) Recycled Paint

Caltrans should order and use recycled paints for sound walls, retaining walls, bridge girders, and abutments. Make reasonable efforts to match colors. The statewide Department of General Services contract is available for procurement of recycled paints.

(B) Protective Devices

Some physical devices which are available to limit access by taggers to Caltrans property are rat guards, sign hoods, razor wire, and glare screen patches. In areas where significant numbers of ground mounted highway signs are being defaced, districts should consider ordering replacement signs with an approved protective coating applied by the manufacturer or apply their own approved protective sheeting to existing signs.

(C) New Product Evaluation (NPE) Procedures and Approved List

There are many products available to aid in the control of graffiti, both for prevention and removal. New products are constantly being developed. Caltrans maintains a list of products that have been tested for safety and effectiveness. Only products that are on this approved list are to be used on State highway features. Manufacturers should be directed to submit new products to the New Products Coordinator within the Engineering Service Center. Refer to the most recent version of Caltrans Deputy Directive DD-45 for new product evaluation procedures.

(D) Multi-Agency Graffiti Intervention Committees (MAGIC)

Multi-Agency Graffiti Intervention Committees (MAGIC) are regional anti-graffiti organizations. They are effective in coordination of regional resources and efforts from local agencies. Districts with significant graffiti problems should be actively involved in MAGIC organizations.

D1.08 Illegal Dumping

Illegal dumping is the act of disposing or discarding of solid waste on State highway right-of-way without proper authorization or legitimate purpose. Illegally dumped debris should be removed immediately from travel way and right-of-way if it is a safety concern.

Cleaning/removal of illegally dumped items is not routine maintenance, Routine litter and debris removal should be addressed through other appropriate activities.

Illegal dumping is typically distinguished from littering by the type and amount of material and/or the way it is discarded. Illegal dump sites generally include a large volume of materials or debris that are dumped and typically are not bagged by Caltrans maintenance forces, SPP, or AAH. Illegal dumping often involves building materials from construction sites, such as concrete, lumber, siding, brick, drywall, and roofing shingles. Other frequently dumped materials may include household appliances (ex. dishwashers, water heaters), household waste, furniture, yard scraps, and automobile parts (ex. tires).

Illegal dumping debris removal is performed by Caltrans maintenance forces, but also may be removed through contracts with local agencies and private contractors.

Caltrans tracks efforts involved in removing and disposing of illegally dumped materials through specific IMMS activities. Any solutions to deter illegal dumping are encouraged but should be tracked and addressed in other appropriate IMMS activities.

All costs attributed to Illegal Dumping Debris Removal should be captured in work orders. If the dumping party or offender is known, every effort should be made to seek reimbursement for maintenance efforts to collect and dispose of illegal dumped materials. See Maintenance Manual Volume 2, Chapter D, Activity D45050 for additional charging guidance and information.

Some preventative measures and physical devices which may be available to deter illegal dumping or limit access to Caltrans property are:

- (1) Natural barriers, slopes, rocks, and trees.
- (2) Placed barriers; fence, guardrail, K-rail, natural planting, concrete berms, etc.
- (3) “Dumping Prohibited” and “No Littering” signs.
- (4) Security and surveillance measures.

Consult with the Caltrans District Region Manager before implementing preventive measures to deter illegal dumping.

D1.09 Spills of Hazardous Materials on Highways

Refer to Maintenance Manual Volume 1, Chapter “D5” Spills of Substances on Highway Rights of Way, for information on the handling of hazardous spills.

D1.10 Disposal of Animal Carcasses

In handling disposal of animal carcasses on the State Highway System, Caltrans personnel shall comply with California Streets and Highways Code section 91.8 and with Fish and Game Code section 2000.6 (during the time it remains in effect).

Caltrans shall remove or relocate an animal carcass from a State highway (roadway) for safety purposes immediately. Pursuant to Streets and Highways Code section 91.8, for safety purposes Caltrans may remove or relocate an animal carcass “notwithstanding any other provision of law, including, but not limited to, prohibitions on the possession and transportation of endangered

or protected species, or the property rights associated with livestock and other commercially valuable animals[.]”

Pursuant to Streets and Highways Code section 91.8, Caltrans shall dispose of animal carcasses in an environmentally appropriate manner, considering both of the following:

- (A) “The animal’s probable legal status, whether as domestic or commercial property, wild, feral, protected, or endangered, as follows:
 - (1) When practicable, an owner of a domestic animal shall be notified of the location or disposition of the animal carcass. Unless returned to the owner, license tags, nameplates, or other identification shall be retained by [Caltrans] for 30 days.
 - (2) A branded livestock carcass shall be removed from the roadway but not otherwise transported until the owner is contacted. If the owner cannot be identified, [Caltrans] shall notify the regional brand inspector.
 - (3) In the case of wild, feral, protected, or endangered animals, disposal shall be accomplished in accordance with applicable provisions of the Fish and Game Code.
- (B) If disposal technologies including, but not limited to, natural decomposition, burial, incineration, donation, rendering, or composting are not available or practicable, [Caltrans] may use any nontraditional or novel technology that may be appropriate under the circumstances.”

Pursuant to Streets and Highways Code section 91.8, “Animal carcasses shall not be relocated to or disposed of within 150 feet of waterways or drainage ways that lead directly to waterways or buried within five [5] feet of groundwater.”

Pursuant to Streets and Highways Code section 91.8, Caltrans “shall maintain a record of designated disposal sites used for consolidation of animal carcasses.”

Each Caltrans Maintenance Area Superintendent shall establish a procedure for the removal and disposal of dead animals from the State highway right-of-way. The Caltrans Maintenance Area Superintendent is responsible for the completion, annual update, and posting of the District Carcass Disposal Procedure Template for their areas of responsibility. The template can be accessed with the Carcass Disposal Link referenced in Section D1.01.01 of this chapter.

In some areas, there are local animal control agencies that handle injured, dying, or dead animals. If such a service is available, the district may make arrangements to utilize those services through an agreement or service contract. When such services are not available, the Caltrans Maintenance Area Superintendent should select the most reasonable form of disposal, including authorized dumps or burial, considering local rules and regulations.

D1.11 California Conservation Corps (CCC)

Caltrans has entered into an Interagency Agreement with the CCC, a California State agency, to

accomplish useful and needed public works projects in both urban and rural areas. Districts can enter into a separate agreement with the CCC for additional work using district funds.

D1.12 Court Referral Participants Program (CRPP)

A Court Referral Participants Program (CRPP) is for private individuals, who are participating in a court referral program to work or pay off a court-ordered sentence or community service. The District Division of Maintenance enters into an agreement with a county court system so that court referral participants can assist with field maintenance activities. This is a separate program from a “back to work” or job re-entry program.

Through agreements between Caltrans and a local public agency, or a private third-party provider who administers the program on behalf of the local public agency, Caltrans provides the opportunity for CRPP to engage in Litter Abatement activities. This opportunity helps the individual as well as Caltrans. There is also no exchange of funds in these agreements. These agreements must select between the two options available to handle workers’ compensation issues: (1) Caltrans takes on the responsibility of workers’ compensation, or (2) the local public agency or private third party takes on the workers’ compensation responsibility. One of these options must be selected in the agreements. To execute and implement these agreements quickly it is recommended that the standard template be used. If any other format is used, a review by the Legal Division is required for approval. Templates and additional information can be found at the Litter Abatement Program webpage referenced in Section D1.01.01 of this chapter.

When a district receives CRPP request, the district must review the request and provide HQ a copy for review and approval.

D1.13 Special Programs People (SPP)

Special Programs People (SPP) assist with field maintenance activities through inter-agency or cooperative agreements with other State or county agencies. SPP are not Caltrans employees, and Caltrans does not enter into contracts directly with the SPP organizations.

In support of Caltrans’s Litter Abatement Plan, contracted resources should be devoted to litter eradication throughout the state. Caltrans Maintenance Supervisors that oversee and assign SPP work activities shall follow charging practices outlined in Maintenance Manual Volume 2, Chapter D.

The primary task for SPP crews is litter removal unless stated otherwise in the contract scope of work. When no litter is present, other activities as described in the contract may be performed or SPP crews may be redirected as needed within the district to continue litter abatement activities. Activities other than litter and debris collection should be kept to a minimum and not exceed 25% of the total work hours.

SPP provide services that supplement those provided by Caltrans maintenance forces. Caltrans Maintenance Supervisors should contact their local Caltrans Maintenance Area Superintendent when there is no litter present in their area of responsibility.

SPP most frequently include the following types of persons or groups:

(A) Inmate work forces (INMATE)

These are individuals who are currently serving time in the State prison system. They are transported and supervised by a Correctional Officer. They work primarily on weekdays.

(B) Work release (WKRELS)

These are individuals who are serving time in local jails. They volunteer for public service work and are screened and instructed by the Sheriff's Department before being accepted for public service work. Caltrans typically transports these people from the jail to the work site, but the Sheriff's Department sometimes does the transportation. They work primarily on weekdays.

(C) Work furlough (WKFURL)

These are individuals who have been sentenced to serve time in jail but have been released from jail on their own recognizance. They live at home and check in with the Sheriff's Department by telephone or through attendance reports kept by Caltrans. They work on weekdays and on weekends. They are responsible for arriving at the work site on their own and being ready for work.

(D) Certified Community Rehabilitation Programs (CRP)

A CRP is a program for people with disabilities to promote, support, and implement rehabilitation activities and facilitate access to more specialized rehabilitation services. Similar to the cooperative agreements with local public agencies, the Division of Maintenance can enter an agreement with a CRP to provide a transitional employment crew that may assist with field maintenance activities. It is important for Caltrans Maintenance personnel to verify that the organization is indeed certified, by checking for receipt of all CRP certification forms from the CRP program.

(E) Workfare

These are people who are receiving public assistance and are required to perform public service work to retain their benefits. They report to work on their own. They work primarily on weekdays.

(F) Parolees

Through an interagency agreement with the California Department of Corrections and Rehabilitation (CDCR), parolees are offered the opportunity to reenter the work force by assisting with field maintenance activities.

(G) Probationers, Veterans Group, At-Risk Youth, and Other Transitional Workforce Groups

The above groups are typically underserved or underrepresented groups. The Division of Maintenance (HQ or a District) enters into a cooperative agreement with the local agency that

administers a “back to work” or “work reentry program”, so that these participants can assist with field maintenance activities.

(H) **General Relief**

These are people on county general relief. They are assigned to public service work in exchange for support. They are to report either to their work site, or to a predetermined assembly point for transport by Caltrans. These people generally work during the weekday.

SPP crews that are hired through contracts or interagency agreements should follow the provisions of those agreements.

D1.13.01 Procedures and Guidance to Manage SPP Crews

(A) **Site Reviews**

Each Caltrans district will conduct a review of its State highways to identify locations with high traffic volumes, narrow roadsides, and other factors that may indicate the need for additional protections for workers on foot. **Such areas are deemed to require protective measures above the minimums mandated in Chapter 8 of the Maintenance Manual Volume 1.**

(B) **Contract Scope of Work (SOW)**

Prior to utilizing the SPP crews it is crucial to ensure a complete understanding of the scope of work and contractual terms. To minimize the risk of non-compliance with labor laws and safety regulations, necessary training for SPP crews, if required under the contract, must be offered by Caltrans, and documented before commencing any work. The provided training and work must adhere to the acceptable standards specified in the contract. Ensure the contract is reviewed by the Caltrans personnel involved in the SPP work and that the duties, location, crew size, and hours align with the approved criteria.

(C) **Work Planning**

Monthly work plans for each HQ funded SPP crew are required and shall be submitted to the HQ Litter Abatement Program. Districts are encouraged to implement this process for District managed or funded SPP crews. District work plans for each HQ funded SPP crew shall be completed and submitted prior to SPP crews being assigned to work on State highway roadsides. SPP work plans should be prioritized based on safety, litter occurrence or presence, areas of high litter accumulation, high public visibility, environmental concerns, the availability of resources, and Customer Service Requests (CSR). SPP work plans are subject to change taking into consideration safety, resource availability, and location concerns. A work plan template can be found at the Litter Abatement Program webpage referenced in Section D1.01.01 of this chapter.

Caltrans should give pre-job instruction and safety information specific to each assigned work location as needed to the SPP crew supervisor. Under the direction of a Caltrans Maintenance Area Superintendent, SPP work is assigned and scheduled by a Caltrans Maintenance Supervisor. Consideration should be given for:

(1) Coordination of Maintenance Activities

Work plans should consider scheduled work for other maintenance operations and other programs or contracts in order to take full advantage of scheduled lane closures for other maintenance activities.

SPP crews should not be assigned to pick up litter in the same timeframe as when an adopter through the AAH program is scheduled to pick up litter. This timeframe is dependent on the reoccurrence of litter at the site. Similarly, SPP crews should not be assigned to pick up litter in areas that have delegated maintenance agreements to collect litter.

(2) Weather Conditions, Air Quality, and Work Impacting Events

If a known or unknown inclement weather and/or work impacting event occurs (ex. rain, snow, earthquake, fire, holiday, etc.) then the following protocols should be considered for implementation:

For known/planned events, the Caltrans Maintenance Supervisor should determine if the event will impact the SPP crew's ability to do contract work. If the SPP contract work cannot be done, then the Caltrans Maintenance Supervisor will notify the SPP contractor/subcontractor and the Caltrans contract manager for the SPP contract of a work schedule change. The Caltrans Maintenance Supervisor should attempt provide the notification of schedule change to the SPP Contractor and Caltrans contract manager for the SPP contract as far in advance as possible.

For unknown events, if the work location does not permit litter collection, then the Caltrans Maintenance Supervisor will relocate the SPP crew within contract-allowable work location limits if work is available otherwise, or the SPP crew may be directed to not report for work as permitted by contract requirements.

If the event is two working days or less (short-term event), the Caltrans Maintenance Supervisor will redirect the SPP crew to a different location, assign other allowable contract work, and/or direct the SPP crew not to report for work as permitted by contract requirements.

If the event is three working days or more (long-term event), SPP crews should be redirected by the Caltrans Maintenance Supervisor, in consultation with the Caltrans contract manager for the SPP contract, to an area within the contract-allowable work limits and for the contract specified type of work. If relocation and/or other contract-allowable work is not possible, then the SPP crew may be directed to not report for work as permitted by contract requirements.

The Caltrans contract manager for the SPP contract should be notified by the Caltrans Maintenance Supervisor of any change of work schedule, including contract specified work hours, any direction for not reporting for work, and/or any work location reporting change as soon as possible but no later than 48 hours after a change has occurred.

SPP work activities may be redirected or suspended at the discretion of the Caltrans Maintenance Area Superintendent or Caltrans Maintenance Supervisors due to safety concerns for incidents or events. Some examples include, but are not limited to:

- (1) Roadway Conditions
- (2) Inclement weather, rain, snow, wind, high heat, and freezing temperatures
- (3) Air Quality
- (4) Incident, Events, Emergencies
 - i. Vehicle Accidents
 - ii. Wildfires
 - iii. Civil Unrest

At available locations, when conditions do not allow for planned work on mainline, it is recommended that Caltrans Maintenance Supervisors plan work or assign tasks to the SPP crews off the mainline, away from traffic, under bridges, at park and ride lots, or in large open landscape areas.

If work becomes unavailable, the Caltrans contract manager for the SPP contract and the SPP local agency must reach an agreement to modify the schedule, subject to the contract provisions, which may encompass weekends and alternative work hours. Any modifications to the schedule must be mutually agreed upon prior to being implemented. In cases where shifts cannot be worked due to inclement weather or other permissible reasons, makeup shifts may be considered, subject to availability within the same month, but their provision is not guaranteed. A makeup shift is only permissible if it complies with the terms outlined in the contract. The actual costs, working days, and number of SPP work crews shall adhere to the terms outlined in the contract. Changes in SPP crew work schedules shall be reported to the Caltrans contract manager for the SPP contract.

Changes to SPP crew assigned locations should be coordinated between the Caltrans contract manager and the SPP local agency and should conform to the contract provisions. The Caltrans contract manager for the SPP contract should be informed immediately when SPP crew assignments are requested. Any unresolved disputes between the districts and the SPP local agency should be elevated to the Caltrans contract manager for the SPP contract for resolution.

(D) Onboarding of SPP Crews

When a Caltrans Maintenance Supervisor is notified, they have been assigned an SPP crew, an onboarding meeting shall be scheduled between the SPP supervisor, their liaison, and the Caltrans Maintenance Supervisor to introduce and facilitate collaboration between the two parties. An onboarding checklist must be completed by the Caltrans Maintenance Supervisor and submitted to the HQ Litter Abatement Program. The onboarding checklist can be found at the Litter Abatement Program webpage referenced in Section D1.01.01 of this chapter.

The Caltrans Maintenance Supervisor and SPP supervisor shall complete a ride along to review work areas and potential hazards.

(E) Safety Orientation

SPP responsibilities for supervision, safety orientation, and other details, are discussed in the interagency agreement or cooperative agreement. Prior to start of work, the SPP shall give a safety orientation to all SPP personnel that includes review of the applicable Codes of Safe Operating Practices, contained in the Maintenance Manual Volume 1, Chapter 8 *Protection of Workers*, and Best Management Practices (BMPs). The Caltrans contract manager, or designee, will provide additional oversight, technical safety advice, additional meeting topics, or provide “special focus” daily safety briefings as needed. Caltrans Maintenance Safety Equipment and Training (MSET) created and recorded this safety orientation training. This Safety Training for Special Programs Personnel YouTube video can be found at the Office of Specialized Field Services - Litter Abatement Program webpage as referenced in D1.01.01. SPP supervisors are responsible to hold daily tailgate meetings or pre-job meetings with crew members. Caltrans Maintenance Supervisors may request to see meeting materials to verify content at any given time. Caltrans Maintenance Supervisors are encouraged to share safety information and/or materials with SPP crews to ensure relevant topics are discussed.

(F) Tools, Materials, Personal Protective Equipment (PPE), and Traffic Control Measures

Caltrans Maintenance Supervisors will provide and furnish SPP crews with the following:

- (1) Yellow litter bags
- (2) Litter Pickers
- (3) Hand tools, shovels, hoes, rakes
- (4) Sharps containers
- (5) Tyvek coveralls if needed.
- (6) Necessary safety cones, warning signs, and/or flags.

Caltrans Maintenance Supervisors will determine the need for traffic control. If necessary, Caltrans will:

- (1) Provide training to SPP Local Agency/Contractor so they may perform sign and flag setup.
- (2) Set up the signs and flags for the SPP Local Agency/Contractor.
- (3) Setup lane closure for SPP Local Agency/Contractor.
- (4) Request MAZEPP services, if needed.

- (5) Provide an additional barrier vehicle, if needed.

Materials and necessary tools will be provided by Caltrans for the collection of litter or assigned task as described in the contract. Products are available from the Caltrans HQ warehouse and local District Stores.

SPP should be directed to obtain litter bags and other needed tools or materials at a designated location. Typically, the designated location is the local Caltrans Maintenance station. Districts are encouraged to make special arrangements to provide appropriate quantities of bags to SPP crews.

Litter bags and equipment shall be replenished as needed throughout the contract period.

SPP contractors provide SPP crews with required Personal Protective Equipment (PPE) as described in the contract's Scope of Work (SOW). Contractors may provide SPP crew leaders with white hard hats rather than orange to assist others in quick identification of person in charge. For additional SPP PPE information and requirements, please review Chapter 8 of the Safety Manual or the SPP contract SOW.

(G) Placement and Retrieval of Filled Litter Bags

SPP crews are instructed to leave filled litter bags in a safe area at the outside edge of the shoulder for pickup by Caltrans maintenance forces. SPP crews should also be instructed to cluster bags together whenever possible. If possible, SPP crews should cluster bags near safety roadside pull outs.

The frequency of bag retrieval should be determined by the Caltrans Maintenance Supervisor, taking into consideration safety, resource availability, and location concerns.

(H) Monitoring SPP Performance

Caltrans Maintenance Supervisors or designees shall monitor the performance of the SPP crews by confirming bag counts, crew size, work hours, and other operational considerations. Spot inspections should be conducted routinely and where necessary to verify attendance, safety of personnel, and quality of work completed at the location. Caltrans Maintenance Supervisors should communicate promptly with the Caltrans contract manager if there is a deficiency. Contractor time sheets with litter bag counts should be verified by cross checking against the Maintenance Litter Bag Retrieval Log or whichever similar form or tool is used.

(I) Communication

Caltrans Maintenance Supervisors, Caltrans lead workers, and/or assigned Caltrans staff members maintain open lines of communication with the SPP crew supervisors to mitigate issues, assign tasks, request information, and promote safety.

Minor injury and incidents to SPP crews should be followed up immediately with proper documentation and communication. Caltrans Maintenance Supervisors should complete Caltrans form PMS-0066 *Minor Incident / Minor Injury* form then transfer to PMS-0067 for SPP staff.

These forms are routed internally to HQ Office of Employee Health and Safety for tracking.

Per SPP contracts, SPP injury illness incidents and reports shall be provided to the Caltrans contract manager and Caltrans Maintenance Supervisor within 24 hours. All other incidents are recommended to be reported to Caltrans contract manager and the California Maintenance Supervisor within 72 hours. Caltrans Maintenance Supervisors should complete Caltrans *Close Call Incident Reports*, form 56-A219, as needed for SPP incidents.

(J) Tracking of SPP Expenditures

The Caltrans Contract Manager for the SPP contract should review and monitor contract expenditures and verify with the Caltrans Maintenance Area Superintendent.

(K) Work Orders

Caltrans Maintenance Supervisors and lead workers who are assigned SPP crews shall complete routine work orders in IMMS for each individual SPP crew. Caltrans Maintenance Supervisors and lead workers are required to utilize a unique IMMS contractor code/ID (aka SPP Crew ID) for each HQ-funded SPP crew in IMMS to track and document activities performed with production. Districts are encouraged to follow this process of creating and providing contractor code/IDs for District managed and funded SPP crews.

Caltrans Maintenance Supervisors or lead workers shall report production and quantities of SPP litter bags collected into IMMS using IMMS Activities outlined in the Maintenance Manual Volume 2, Chapter D. SPP contractors are to provide daily or weekly time/production reports to the assigned Caltrans Maintenance Supervisor. To assist in report accuracy, these reports should be reviewed and verified by the Caltrans Maintenance Supervisor, comparing them to the Maintenance Litter Bag Retrieval form or whichever similar document or tool is used.

Caltrans Maintenance Supervisors and lead workers should verify that IMMS work orders match each SPP crew's weekly time/production sheet. The sheet should contain dates, responsibility number, crew member names, hours worked, task assigned, reporting location, and daily production such as bag counts. Caltrans Maintenance Supervisors shall verify and sign weekly the SPP crew's Weekly Time/Production Sheets.

Caltrans personnel, equipment, and other resources, such as MAZEEP, shall be added to SPP crew work orders when necessary to document support resources needed for SPP contractors to complete their assigned task. Examples include, but are not limited to, bag retrieval, traffic control, barrier/shadow vehicles, and MAZEEP services.

Caltrans work orders may contain landfill receipts, to show the expenses for litter bag/debris disposal, utilizing the IMMS "extra item" function. For more information see Maintenance Manual Volume 2.

IMMS activities are also available for recording time spent by SPP crews performing other activities as outlined in individual contract scope of work. However, litter abatement would be the primary work activity for the SPP crews. Refer to Maintenance Manual Volume 2, Chapter D, for complete charging practice instructions.

D1.13.02 Roles and Responsibilities for the SPP Program

The roles and responsibilities for the SPP program are in addition to the roles and responsibilities outlined in Section D1.04.01.

(A) Caltrans Maintenance Region Manager:

Assist Caltrans Maintenance Area Superintendent in SPP crew assignment, work prioritization, and work reporting locations.

(B) Caltrans Maintenance Area Superintendent:

Assist Caltrans Maintenance Supervisor in SPP crew assignment, work prioritization, and work reporting locations.

Ensure that all SPP weekly timesheets are verified and signed by the Caltrans Maintenance Supervisor in a timely manner.

Ensure SPP Supervisor Onboarding checklists, including ride alongs, are completed by Caltrans Maintenance Supervisors for each SPP crew reporting.

Monitor Caltrans Maintenance Supervisor charging practices in IMMS to confirm proper charging practices are followed.

Ensure Caltrans Maintenance Supervisors are monitoring SPP crew level of performance.

Ensure Caltrans Maintenance Supervisors are assigning proper work tasks as outlined in the contract SOW.

Ensure tasks assigned to SPP crews align with HQ Litter Abatement Program and Caltrans's Litter Abatement Plan objectives.

Conduct Site Safety Reviews of SPP crew work locations as needed to assist Caltrans Maintenance Supervisors in crew oversight and hazard mitigation.

Conduct site operational reviews of SPP crew operations, documenting observations on the Maintenance Operational Review Form DLRST0001, and submitting to district management and HQ contract manager to assist Caltrans Maintenance Supervisors in crew oversight and hazard mitigation.

Ensure any changes to the SPP crew reporting location or to the SPP crew supervisor's contact information are shared with the Caltrans contract manager in a timely manner.

(C) Caltrans Maintenance Supervisor:

Provide information specific to each SPP assigned location to SPP contractor's crew leader.

Prioritize locations for litter abatement activities based on the considerations outlined in this chapter, including, but not limited to, section D1.02, or at direction of the Caltrans Maintenance

Region Manager or Caltrans Maintenance Area Superintendent.

Issue and replenish the SPP contractor's supply of materials as defined in the SPP contract SOW, throughout the contract period.

Provide procedures for Caltrans maintenance personnel and SPP crews to provide documentation of daily production of work.

Coordinate median and roadway litter removal as closely as practical with SPP crew's schedule.

Ensure contractually required SPP crew resource usage and reporting requirements are followed. Ensure SPP Crew IDs are utilized when reporting production.

Approve SPP contractor time sheets after verification of bag retrieval counts, in a timely manner.

D1.14 Adopt-A-Highway Program

D1.14.01 Introduction

The Caltrans Adopt-A-Highway Program (AAH) provides an avenue for individuals, organizations, or businesses to help maintain sections of roadside within California's State Highway System.

The Adopt-A-Highway Program, which began in 1989, has been one of the most successful government-public partnerships of our time.

Authorization for this program is found in Streets and Highways Code section 91.5 and the most recent version of Deputy Directive DD-36. The Adopt-A-Highway Program guidelines implement legislation (Streets and Highways Code section 222) for the acceptance of funds, materials, equipment, or services for roadside maintenance or enhancement being provided from outside Caltrans. California Code of Regulations (CCR) Title 21, Division 2, Chapter 23, also addresses the Adopt-A-Highway Program.

Participation can include one or more of the following activities:

- (1) Removing litter (work frequency varies with location).
- (2) Planting and establishing trees or wildflowers.
- (3) Removing graffiti.
- (4) Controlling vegetation.

The "permittee" is the individual/business/group receiving permission from Caltrans to conduct the AAH activity. The "participants" are the individual volunteers or permittee's own work forces, and the "contractor" is the individual or entity hired by the permittee to perform the work on the permittee's behalf.

When an AAH Program Application has been approved, the group that applied and has been approved is called an AAH Group. When an AAH Group is issued an encroachment permit they

become an AAH Adopter. When an AAH Group or AAH Adopter employs an approved AAH Contractor (to work on their behalf), the AAH Group or AAH Adopter is then referred to as the Sponsor.

In addition, legislation allows Caltrans to recognize participants via AAH courtesy signs. There is no fee charged to the AAH Adopter for the manufacture or installation of a courtesy sign assembly package, consisting of a standard recognition panel (black lettering on a reflective white background). Alternatively, AAH Adopters may arrange for their own custom recognition panel, in which case the AAH Adopter bears the cost of the fabrication of the custom recognition panel; additionally, a custom recognition panel must meet with Caltrans's requirements and limitations for such panels.

The AAH Program is solely administered by Caltrans. Adoptions usually span a two-mile stretch of State highway roadside, and AAH permits typically are issued for five-year periods. At the expiration of an AAH permit, an adopter or group in good standing may apply to renew their permit. There is no limit on the number of times an adopter or group in good standing can renew their permit. The adopted segment may include one or both sides of the highway. Participation is free for all volunteers.

Detailed instructions for administering the AAH Program are described in the "Adopt-A-Highway Policies and Procedures for AAH Coordinators" and "Adopt-A-Highway Policies and Procedures for Supervisors" issued by the Division of Maintenance. The Caltrans publication "Adopt-A-Highway Information and Application" summarizes the procedures and requirements of the program for the general public.

D1.14.02 Adopt-A-Highway Program – Litter Procedures

AAH participants are a proven resource for litter reduction.

AAH participants are not allowed to work in median areas or near sound walls. Caltrans maintenance forces should continue to routinely remove litter and debris from the median, roadway, shoulders, and other areas of adopted segments that are inaccessible to AAH participants.

Litter removal may need to be augmented by Caltrans Maintenance Forces or other litter abatement programs outlined in this chapter, if the AAH adopter's established pick-up frequency is not adequate to keep an area clean.

(A) Designating New Litter Removal Adoption Sites

Caltrans District Maintenance Forces review and designate State highway sections for potential inclusion in the AAH Program by conducting site reviews. Depending on site conditions, segments may be classified as adoptable or not adoptable.

Areas that would require lane or shoulder closures for litter removal are unsuitable for adoption.

The exact length of highway adoption and number of cleanups per year may vary according to the location; however, a minimum of six (6) cleanups each year is required, except in locations where extreme weather conditions (hot or cold) would prevent pickup for three or more

consecutive months. In those locations, the minimum frequency is four times per year.

(B) Site Review Frequency

As coordinated through the District AAH Coordinator, Caltrans District Maintenance Forces must perform site reviews to evaluate whether an existing adoptable AAH location should remain adoptable in the AAH Program. Such site reviews must be performed at the following times: (1) when designating new adoption sites, (2) at least once every five (5) years, or less if needed, (3) upon permit renewal, and (4) after a Caltrans construction project. One of these forms HQMTCE03, HQMTCE08, HQMTCE09, HQMTCE10, HQMTCE11 should be used to document the site review.

(C) Cleanup Frequency

Caltrans District Maintenance Forces should set an AAH Program cleanup frequency that is adequate to keep the roadside clean yet not so high as to discourage participation in the program. Cleanup frequencies should be reviewed and, if needed, revised after each five (5) year permit period, or more often if needed. Highway segments that require more than twelve pickups per year generally are not suitable for cleanup by AAH volunteers but may be adopted by groups who are willing to hire a contractor to perform the work on their behalf.

(D) Safety Orientation

Caltrans District Maintenance Forces shall provide a safety orientation to AAH volunteer group leaders and contractor crew leaders for each adopted/sponsored site prior to beginning adoption activities. The AAH Safety Orientation Checklist form for AAH contractors used is MTCE-10. The AAH Safety Orientation Checklist form for AAH volunteers used is MTCE-02. Typically, if conditions do not change at the site, one safety orientation is provided for each location, valid for the duration of the permit. If conditions change within the site, for example, after construction has been completed, there may be need for an additional Safety Orientation.

The orientation must take place within 30 days of the adopter's encroachment permit start date, regardless of whether or not the adopter's recognition panel has been installed. Items to be covered during the orientation are detailed on the *Adopt-A-Highway Safety Orientation Checklist*. The checklist is available from District AAH Coordinators. For additional information related to AAH, including a list of AAH Coordinators, refer to the AAH Program webpage referenced in Section D1.01.01 of this chapter.

(E) Litter Bags and Safety Equipment

Caltrans Maintenance Supervisors should provide AAH participants and AAH contractors with white litter bags with the AAH logo for collecting litter. The AAH litter bag is available from the warehouse. See Section D1.04 (D) Litter Bags for visual bag color chart.

AAH participants should be directed to obtain litter bags at the local Caltrans Maintenance station. Caltrans District Maintenance Forces are encouraged to make special arrangements to provide appropriate quantities of bags to remotely located volunteer participants. AAH contractors may be provided with a 60-day supply of litter bags.

AAH volunteers shall also be issued safety gear (hard-hats, vests, gloves, protective eyewear, and litter pickers) by Caltrans. Caltrans does not issue safety gear to AAH contractors or the personnel of AAH contractors. The AAH contractors purchase their own safety gear from a vendor of their choice.

Litter bags and safety equipment shall be replenished as needed throughout the AAH permit period.

(F) Stacking of Filled Litter Bags

AAH participants should be instructed to leave filled litter bags in a safe area at the outside edge of the shoulder for pickup by Caltrans District Maintenance Forces. Adopters should also be instructed to cluster bags together whenever possible. If possible, adopters should cluster bags near safety roadside motor vehicle pull outs.

(G) AAH Bag Retrieval

Caltrans District Maintenance Forces should pick up filled bags promptly. Frequency of bag retrieval should be determined by the Caltrans Maintenance Supervisor, taking into consideration safety, resource availability, and location concerns.

(H) Coordination of Maintenance Activities

AAH Groups are instructed to give the Caltrans Maintenance Supervisor a minimum of five (5) days' notice prior to each work event. Caltrans District Maintenance Forces should coordinate its own median and roadway litter removal as closely as practical with the AAH Group's removal schedule.

Mowing operations performed before litter pickup could cause problems for AAH participants by shredding litter into small pieces. Therefore, as a courtesy to adopters, Caltrans Maintenance Supervisors should consider notifying AAH Groups working in their area of scheduled mowing dates.

Caltrans District AAH Coordinators should coordinate with Caltrans District Maintenance Agreement Coordinators to ensure that adopted AAH sections are not included in maintenance agreements so that there are no overlapping services.

Caltrans Maintenance Supervisors should ensure that adopters and contractors are not performing litter collection during the same timeframe. This timeframe depends on the reoccurrence of litter at that site. This will ensure that the adopters can fulfill their volunteer responsibility, as specified in the permit, while avoiding overlapping services.

(I) Litter Collection Reporting Form

The Litter Collection Reporting Form has been created to help Caltrans Maintenance Supervisors track litter collection data. The Litter Collection Reporting Form lists all adoptions in each Caltrans Maintenance Supervisor's area and shows the status of the adopter's encroachment permit (i.e., active, suspended, expired, etc.). It also shows the adopter's required litter removal pickup frequency and bag retrieval count.

At the beginning of each month, the Caltrans AAH coordinator e-mails a Litter Collection Reporting Form to each Caltrans Maintenance Supervisor who has AAH sites. The Caltrans Maintenance Supervisor uses the form during the month to record work events and cubic yards of litter collected. The Caltrans Maintenance Supervisor returns the form to the Caltrans AAH coordinator at the end of the month.

(J) Monitoring Adopter’s Performance

Caltrans Maintenance Supervisors should monitor the adopter’s level of performance and communicate promptly with the Caltrans District AAH Coordinators if there is a deficiency. Caltrans District AAH Coordinators should promptly follow up with adopters and contractors. Violations of the AAH Group’s permit provisions should be reported to the Caltrans District AAH Coordinator so that a formal warning letter may be sent to the group. The AAH Group’s permit will be revoked upon the third violation. Action must be taken to immediately revoke a permit if a permittee demonstrates a deliberate disregard for safety. Form HQ-MTCE-13 can be used to capture this information. For codes and procedures see AAH IMMS Reporting at the AAH Program webpage referenced in Section D1.01.01 of this chapter.

Refer to Maintenance Manual Volume 2, Chapter D, for IMMS activities that Caltrans District Maintenance should use to report the quantities of AAH litter bags collected.

IMMS activities are also available for recording time spent performing AAH safety orientations, sign installation and removal, and general AAH-related tasks in the Maintenance Manual Volume 2 or the Adopt-A-Highway Policies and Procedures for Supervisors.”

Additional information can be found in the “Adopt-A-Highway Policies and Procedures for Supervisors” page referenced in Section D1.01.01 of this chapter.

D1.14.03 Adopt-A-Highway – Graffiti Operations

AAH volunteers can be an effective resource for painting over graffiti. Participants may agree to adopt a wall or other structure(s), subject to Caltrans’s approval, for five (5) years, or less if needed. The State highway-facing side, the community-facing side, or both sides of a wall may be included in the adoption. More than one structure can be included in the adoption.

Districts should not perform routine graffiti removal on structures that are the adopter’s responsibility unless the graffiti is offensive, or unless the graffiti obscures or interferes with the operation, visibility, retroreflectivity, or legibility of a sign or traffic control device, and thus needs immediate attention.

(A) Designating New Graffiti Removal Adoption Sites

Caltrans district maintenance personnel review and designate new structures for graffiti removal adoption. Depending on site conditions, structures may be classified as adoptable or not adoptable.

Areas that would require lane or shoulder closures for safe graffiti removal are unsuitable for adoption. Signs may not be adopted. In addition, districts should not allow adoption of

structures in areas where there is a graffiti abatement policy in effect of less than 72 hours.

(B) Site Reviews

Upon request by the Caltrans District AAH Coordinator, site reviews must be performed when designating new adoption sites, every five (5) years, or less if needed, upon permit renewal, and after construction. Form HQMTCE08 can be used to capture this information.

(C) Frequency

Districts should determine the turnaround time for graffiti removal. Turnaround time should be reviewed and, if needed, revised after each five (5) year permit period, or more often if needed.

(D) Safety Orientation

Districts shall provide a safety orientation to AAH volunteer group leaders and contractor crew leaders for each adopted/sponsored site prior to their beginning cleanup activities. The safety orientation form for volunteer groups is MTCE02 and for contractor's crews use form MTCE10.

The orientation must take place within 30 days of the adopter's encroachment permit start date, regardless of whether the adopter's recognition panel has been installed. Items to be covered during the orientation are detailed on the AAH Safety Orientation Checklist. The checklist is available from Caltrans District AAH Coordinators as well as the AAH Program webpage located in Section D1.01.01 of this chapter.

(E) Materials and Safety Equipment

Districts may provide paint to AAH graffiti removal participants or allow participants to purchase their own. Caltrans personnel must tell the adopter which type and color of paint to use. A list of State-approved paint is available from the Caltrans Division of Maintenance.

Volunteer graffiti removal groups shall also be issued safety gear (hard-hats, vests, gloves, and protective eye wear). AAH contractors should not be issued safety gear. Graffiti removal groups whose adoptions include litter removal around the adopted structures shall also be issued litter bags and litter pickers. Materials and safety equipment shall be replenished as needed throughout the permit period.

(F) Monitoring Groups

Districts should monitor the adopter's level of performance using form HQMTCE13 and communicate promptly with the adopter if there is a deficiency. Violations of the group's permit provisions should be reported to the Caltrans District AAH Coordinator so that a formal warning letter may be sent to the group. The group's permit will be revoked upon the third violation. Action must be taken to immediately revoke a permit if a permittee demonstrates a deliberate disregard for safety.

(G) Tracking of Adopt-A-Highway Expenditures

Appropriate IMMS Activity codes should be used for recording time spent performing AAH safety orientations, sign installation and removal, and other AAH- related tasks. Refer to Maintenance Manual Volume 2, Chapter D, for complete charging practice instructions.

D1.14.04 Adopt-A-Highway Program – Tree and Shrub Operations

The AAH adopter must prepare a Tree and Shrub/Wildflower/Vegetation Control Plan (Vegetation Control Plan) that includes, but is not limited to, site plan, work plan, and a work schedule, and submit the Vegetation Control Plan to the district AAH Coordinator with the permit application. This Vegetation Control Plan should be reviewed and approved by the District Landscape Specialist and should follow all the requirements in the California Code of Regulations Title 21, Division 2, Chapter 23, section 2623. Adoption Types Items 4 and 5.

Year-round weed control is required. Weed control frequency is determined by Caltrans during a site review.

NOTE: During extreme water conservation periods, there may be a moratorium on new plantings.

D1.14.05 Adopt-A-Highway Program – Roles and Responsibilities

(A) The roles and responsibilities for the AAH program are in addition to roles and responsibilities outlined in Section D1.04.01.

(B) District Adopt-A-Highway Coordinator

The AAH Program responds to many contacts, including the public, legislators, local officials, the media, and Caltrans management. It is essential that districts provide timely, professional, and courteous responses to inquiries regarding the program.

Each district must assign a full-time District AAH Coordinator. A full list of the District AAH Coordinators is provided on the AAH Website reference found in Section D1.01.01 of this chapter.

The District AAH Coordinator depends on the cooperative assistance of the entire Maintenance function and on other essential units within the district. Many of the District Coordinator's logistical responsibilities may be effectively delegated.

The District AAH Coordinator's responsibilities include the following:

- (1) Conduct ongoing community outreach to promote and explain the AAH Program:
 - i. Coordinate with Public Affairs to promote the program and respond to inquiries from public officials and the media.
 - ii. Maintain and make available for public view a list of:
 - Available adoption sites.
 - Program participants.
 - Waiting lists for sections that are currently adopted.

- (2) Process AAH applications:
 - i. Assist potential participants in understanding the program, defining projects, and securing technical advice from the District Landscape Architect, Landscape Specialist, or other Caltrans professionals.
 - ii. Ensure applicants meet the criteria set forth in the AAH Program policy for participation (i.e., participants may not advocate violence or discrimination according to the law, etc.).
 - iii. Submit permit applications and required support documentation to the District Permit Engineer for processing.
 - iv. Ensures the AAH encroachment permit has been issued.
 - v. Review and approve recognition panel content.
 - vi. Place work orders for courtesy signs and recognition panels.
 - vii. Ensure courtesy signs and recognition panels have been installed in a timely manner.
 - viii. Issues permit renewal notices.
- (3) Maintain district program data:
 - i. Keep a database of program participants and adoption sites.
 - ii. Forward a monthly summary of program participation and bag counts to the statewide AAH Coordinator.
- (4) Communicate periodically with active participants:
 - i. Distribute safety bulletins, statewide cleanup event invitations, and special service awards to volunteers.
 - ii. Issue formal warning letters when the adopter's level of performance is deficient.
 - iii. Request the District Encroachment Permits Engineer revoke encroachment permits for repeated violations.
 - iv. Notify permittees to suspend activities within areas undergoing construction.
- (5) Maintain a close working relationship with Headquarters and District personnel, and others who are essential to the successful administration of the program:
 - i. Attend monthly statewide AAH Coordinator's meetings.
 - ii. Participate in task forces or other special committees.

- iii. Consult with appropriate Maintenance personnel to review and designate new highway sections for adoption.
 - iv. Consult with Caltrans Maintenance Supervisors for periodic site reviews.
 - v. Consult with Caltrans Maintenance Supervisors regarding performance of adopters.
 - vi. Provide Caltrans Maintenance Supervisors with current lists of adopters in their area of responsibility.
- (6) Prepare Litter Collection Forms for Caltrans Maintenance Supervisors. Ensure the information in the District AAH database is correct so the correct information is shown in the Litter Collection Forms. Obtain Litter Collection Forms from the Caltrans Maintenance Supervisors and enter the litter production data into the District AAH database.
- i. District AAH coordinators send the Reporting Forms to the Caltrans District Maintenance Supervisors. When received, each Caltrans District Maintenance Supervisor prints a hard copy of the report for use during the month.
 - ii. The AAH coordinator will enter this information into their database. The database will then multiply the number of work events per group by the number of shoulder miles in each group's site and calculate the exact number of shoulder miles cleaned in each cost center. Once work events have been entered for all cost centers, the AAH coordinator sends a "Work Events Summary" to each Caltrans Maintenance Supervisor. Among other things, the **"Work Events Summary" will show the total shoulder miles cleaned per month for each cost center.**

(C) Caltrans Maintenance Region Manager

- (1) Ensure Caltrans Area Superintendents, Caltrans Maintenance Supervisors, and other region staff who work directly with AAH participants understand the program's objectives and procedures and follow roles and responsibilities as outlined in this section.
- (2) Ensure special reporting requirements are being followed for recording AAH bag counts into IMMS.

(D) Caltrans Maintenance Area Superintendent

- (1) Verify that Caltrans Maintenance Supervisors accurately report bag counts and hours worked performing AAH activities into the IMMS database, complete site reviews in a timely manner, and report on performance of the adopters.

- (2) Ensure friendly and convenient procedures for participants to receive a safety orientation, receive safety gear and supplies, and to provide advance notice of work dates.
- (3) Ensure AAH courtesy signs are provided, installed, and maintained in a timely manner. The signs alert motorists and CHP that volunteers may be present on the roadside.
- (4) Ensure Caltrans Maintenance Supervisors understand the program's objectives and procedures and follow roles and responsibilities as outlined in this section.

(E) Caltrans Maintenance Supervisors

Caltrans District Maintenance Forces are the primary contact between Caltrans and AAH participants during the five (5)-year permit period. Caltrans Maintenance Supervisors (or their designees):

- (1) Perform site reviews upon request by the Caltrans District AAH Coordinator when designating new adoption sites, upon permit renewal, and after construction.
- (2) Follow the Safety Orientation Form provided by Caltrans District AAH Coordinator (MTCE02 or MTCE10).
- (3) Provide a safety orientation to volunteer group leaders and contractor crew leaders for each adopted/sponsored site prior to beginning adoption activities.
- (4) Ensure a drive-by or a walk-through of the site is conducted as outlined in the Orientation checklist.
- (5) Issue and replenish participant's safety gear and supplies throughout the five-year permit period.
- (6) Recover participant's safety equipment (including litter pickers, when applicable) and unused materials if the participant does not renew their encroachment permit.
- (7) Provide friendly and convenient procedures for participants to provide advance notice of work.
- (8) Ensure courtesy signs, including recognition panels, should be provided, installed, and maintained for each adopted site. The signs recognize the participant and let the public know that the section is being maintained by other than State forces. Courtesy signs also alert the motorist and the California Highway Patrol that volunteers may be present on the roadside.
- (9) Ensure Caltrans pesticide spray activities do not impact participants' ability to work.
- (10) Coordinate median and roadway litter removal activities in and around adopted sites so they do not overlap with the adopter's litter pickup.

- (11) Coordinate the frequency of litter bag retrieval taking into consideration safety, resource availability, and location concerns.
- (12) Ensure adopters leave filled litter bags clustered in a safe area, at the outside edge of the shoulder for pickup by Caltrans District Maintenance Forces. Adopters should also be instructed to cluster bags together whenever possible.
- (13) Coordinate with Caltrans District Maintenance Forces and completes Litter Collection Reporting Forms. When filled AAH litter bags are collected by the Caltrans District Maintenance Forces, the person collecting the bags handwrites the following information onto the form:
 - i. The month and year
 - ii. The date the filled litter bags were collected (collection event).
 - iii. The total cubic yards collected from the supervisor's area on that date. Seven bags equal one cubic yard. A bag to cubic yards conversion chart is located on page 15.
 - iv. Indicate which adopter had bags at their site by circling the appropriate collection event number (1, 2, 3, or 4) next to the adopter's name. If an adopter does not work during the month, then no work event numbers are circled. A blank direction on the reporting form means that direction is not adopted. If bags are collected from both directions for one adopter, please enter information for both directions.
 - v. Bags per group. The person completing the Reporting Form may find that writing down the number of bags collected at each site helps them estimate the total cubic yards collected that day. There is space to enter the bags per group just below the collection event date number. Miscellaneous debris found at a site should be estimated as bags and included in the bag count for the site.
 - vi. After a work order has been opened in IMMS, the Caltrans Maintenance Supervisor writes in the corresponding work order number.

The Caltrans Maintenance Supervisor sends the "Reporting Form" back to the Caltrans District AAH Coordinator no later than the last workday of the month (preferably immediately following the last collection event of the month). The Reporting Form can be scanned and sent by e-mail.

- (14) Record litter production (bag counts and hours worked) for AAH activities into the IMMS database. Ensure that the litter production numbers entered into IMMS match those in the Litter Collection Forms.
 - i. Once the "Work Events Summary" is received, each Caltrans Maintenance Supervisor will record their shoulder miles cleaned on the spot inspection

tab of their IMMS work order. This can be done by highlighting and then modifying the litter shoulder mile value.

- ii. After entering the total shoulder miles value, the date completed can be entered on the “Work Order” tab, and the work order can be completed and closed. **NOTE: It is important to initiate and complete the work order within the same month in order for the IMMS reports to be accurate. If you are finishing a work order at the beginning of the following month, please be sure to change the completion date to the last workday in the month the work order was opened.
- (15) Monitor performance of participants. Document performance deficiencies and inform the Caltrans District AAH Coordinator when the performance of a group should be improved, or the group’s permit should be revoked.
 - (16) Ensure that participant’s activities are suspended within areas that are undergoing construction until the State has accepted responsibility for the construction area from the contractor.
 - (17) Store AAH sign components during construction periods.

Notify the Caltrans District AAH Coordinator when the construction is complete.