

# Roadside Beautification Manual



# ROADSIDE BEAUTIFICATION MANUAL

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## INTRODUCTION

“Pennsylvania, or Penn’s Woods is home to vast forests, flowering meadows, and emerald valleys. Our thousands of miles of state highways reveal these natural treasures to our travelers.”<sup>1</sup> As beautiful as our scenery is, the highways running through them require maintenance, and one of these areas of maintenance is litter removal. [The Department of Transportation](#) recognized this and in 1990 initiated the [Adopt-A-Highway Beautification Program](#), bringing volunteer organizations, businesses and individual groups into partnership with PennDOT to enhance the beauty of Pennsylvania’s roadways, saving the Commonwealth millions each year, while providing a safer and more pleasant driving experience for the motoring public.

Since 1990 the Commonwealth has expanded its Beautification efforts. Roadside Beautification involves four programs operating within PennDOT’s secondary roadways, municipal boundaries, and limited access highways:

1. [Adopt-A-Highway](#)
2. [Adopt and Beautify](#)
3. [Litter Brigades](#)
4. [Sponsor-A-Highway](#)

The unanticipated savings (conservatively estimated in excess of \$5.5 million in 2017 alone) generated by these programs allows the Commonwealth to redirect money toward maintaining safe roadways, providing a better first impression of Pennsylvania to tourists and prospective business investors, while demonstrating citizen pride in the appearance of our Commonwealth. This manual applies to the Beautification programs administered by PennDOT with respect to roadway(s) under their jurisdiction.

All forms, publications, check lists and matrices referenced in this chapter may be found by selecting the accompanying hyperlink.

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## LITTER ENFORCEMENT CORRIDORS

Act 2018-62 grants the Department authority to designate state routes and local municipalities the authority to designate local routes as litter enforcement corridors. The Act also deems the scenic highways designated by 74 Pa.C.S. Chapter 83 as litter enforcement corridors.

The Litter Enforcement Corridor Sign (W35-3) shall be installed at the beginning of each litter enforcement corridor in each direction, indicating the length of the corridor in miles. The entity petitioning for the Litter Enforcement Corridor designation (Department/Municipality) shall be responsible for the signage. Signs on scenic highways shall be the responsibility of the Department.

Districts may designate state routes within their boundary as litter enforcement corridors. Designated routes shall address the following:

- 1) Proposed litter enforcement corridor must cover the entire length of the state route within the District and be a minimum contiguous length of 1 mile.
- 2) Documentation of the existence of a littering problem on the route. This can include complaints, photographs and other documentation at the discretion of the District.
- 3) Written documentation from law enforcement that supports designating the route as a litter enforcement corridor and that litter enforcement will be provided. The District shall be responsible for law enforcement coordination.
- 4) There is ample space to install the W35-3 signs near the beginning of the proposed litter enforcement corridor in each direction. The W35-3 signs cannot obstruct or reduce the effectiveness of other traffic control devices.

Local municipalities may also petition the Department to designate state routes within their municipal boundary as litter enforcement corridors. The requests shall be submitted to the local PennDOT Engineering District office. The Department will only consider requests that address the following:

- 1) Proposed litter enforcement corridor must cover the entire length of the state route within the municipal boundary and be a minimum contiguous length of 1 mile.

1. Pub 461-June 2003 Edition, p.i.

- 2) Documentation of the existence of a littering problem on the route.
- 3) Written documentation from law enforcement that supports designating the route as a litter enforcement corridor and that litter enforcement will be provided. The Municipality petitioning for the Litter Enforcement Corridor designation shall be responsible for law enforcement coordination.
- 4) There is ample space to install the W35-3 signs near the beginning of the proposed litter enforcement corridor in each direction. The W35-3 signs cannot obstruct or reduce the effectiveness of other traffic control devices.
- 5) The municipality has passed a resolution stating their acceptance of the route as a litter enforcement corridor. Resolutions shall address the following:
  - Installation location of the traffic control devices including state route number, segment and offset.
  - Size of the W35-3 signs to be installed.
  - Length of the litter enforcement corridors to be indicated in miles on the signs.
  - That the municipality assumes full responsibility including all costs for procuring, installing, enforcing and maintaining the traffic control devices and all liability for damages occurring to any persons or property arising from any act of omission associated with the litter enforcement corridor.
  - That traffic control for the installation of signs will be performed in accordance with the current Publication 213.

The District Executive has the final authority to approve the request by the local municipality to designate a state route within their municipal boundary as a litter enforcement corridor and shall authorize the municipality to install the W35-3 signs in accordance with Department regulations and these guidelines.

Litter Enforcement Corridor designations shall be reviewed annually to evaluate the effectiveness of the enforcement. At this time, Litter Enforcement Corridor designation can be removed at the discretion of the District/Municipality. If the designation is removed, the associated W35-3 signs shall be removed by the responsible entity within 30 days.





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## ROLES AND RESPONSIBILITIES

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### ADOPT-A-HIGHWAY

[District Coordinators](#) shall work with their respective County Coordinators in administering the Adopt-A-Highway (AAH) program in each County. Responsibilities include but are not limited to the following:

1. Orientation of each County Coordinator in all areas of the program.
2. Technical guidance in annual operations of the program, to include:
  - A. Ensuring each county coordinator is knowledgeable in all areas of the AAH program;
  - B. Proficiency using the internet portal system in its entirety (applications, supply requests, collections);
  - C. Ensure coordinators are following up on applications, supply requests and confirming collections;
  - D. Annual Inventory and Ordering of Supplies (gloves, vests, bags);
  - E. Knowledge of AAH policy (appropriate sign wordage, year recognition, safety, etc.);
  - F. Awareness of peripheral programs AAH supports: The Great American Cleanup of PA (GACofPA), Keep Pennsylvania Beautiful (KPB), Pick-It-Up PA, Earth Day;
  - G. Introduction of county coordinators to the [AAH Internet Portal System](#) (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY); and
  - H. Knowledge of and ability to generate reports related to AAH program.
3. Attendance and participation in the annual AAH Coordinators' Conference.

[AAH County Coordinators](#) shall be proficient in all areas of the AAH program. Responsibilities include but are not limited to the following:

1. Technical assistance to volunteer groups in annual operations of the program:
  - A. Familiarization with [Terms and Conditions](#) of the AAH program;
  - B. Proficient in all aspects of AAH Internet Portal System, from Applying on line to supply requests to entering pick-up information;
  - C. Recognition Signing (Group signs and Year recognition);
  - D. Seizing publicity opportunities by working with [District Community Relations Coordinator \(CRC\)/Press Officer](#) (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY); and
  - E. Knowledge of and ability to generate reports related to AAH program.
2. Proficiency using [AAH Internet Portal system](#) (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY).
3. On-going Maintenance of all agreements (current, expiring, expired).
4. Annual Inventory and Ordering of Supplies (gloves, vests, bags).
5. Completion of annual [Volunteer Statistic Reporting Forms](#) (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY).
6. Awareness of The Great American Cleanup of PA (GACofPA) and AAH coordinator



responsibilities in support of the program.

### ADOPT AND BEAUTIFY

[District Roadside Specialists](#) (DRS) shall approve, direct and implement all aspects of the [Adopt and Beautify](#) (A&B) program. Once completed, the application, supporting documents, forms, and designs shall be entered into the appropriate database. Responsibilities include but are not limited to the following:

1. Familiarization of Volunteer groups in the operations of the program.
2. Technical assistance to volunteer groups in annual operations of the program:
  - A. Site selection;
  - B. Recommended plantings;
  - C. Familiarization with requirements of A&B, highlighting safety; and
  - D. Signage
3. Maintenance of all agreements in appropriate database.
4. Annual follow-up on current group status (active / inactive).

### LITTER BRIGADES

The Litter Brigades program is comprised of two elements:

1. Adult Litter Brigades are administered by Local Magistrates, typically as part of community service sentencing for DUI offenses. Offenders carry out their sentences picking up litter.
2. Junior Litter Brigades provides an opportunity for juvenile offenders to give back to their communities. Juvenile offenders earn \$14.00 per lane mile for litter pickup. As of 2016 this program is inoperative.

County AAH Coordinators shall complete all elements of the Litter Brigades program as outlined in this section of the manual. Whenever possible, the application, supply request, and pick-up event statistics shall be entered into the [AAH Internet portal system](#) (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY). Responsibilities include but are not limited to the following:

1. Orientation of County Probation Offices in the operations of the program.
2. Dispensing of supplies to facilitate pick-up events.
3. The collection and recording in the AAH Internet Portal tracking system of pick-up statistics.
4. Verification of offenders' sentence through completion of [Community Service Tracking Form](#) (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY).

### SPONSOR-A-HIGHWAY

The Central Office Administrator (Roadside Beautification Coordinator) shall work with the representative of Adopt-A-Highway Maintenance Corporation Inc. (AAHMC, Inc.) in administering the [Sponsor-A-Highway](#) (SAH) program. Responsibilities include but are not limited to the following:

1. Verifying requested sponsor sites are available.
2. Verifying submitted artwork meets PennDOT standards.
3. Verifying staked areas are appropriately and correctly staked.
4. Approving submitted contracts meeting PennDOT requirements.

5. **Maintaining a current SAH Tracking sheet.**
6. **Sending a monthly SAH Accountability survey to counties affected.**
7. **Maintaining a database of surveys and related issues.**
8. **Maintaining communications with AAHMC, Inc. and resolving any issues (i.e. failure to clean, failure to notify PennDOT personnel of schedule change).**

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## **ADOPT-A-HIGHWAY**

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### **HISTORY**

It all started in the Lone Star State of Texas. The seeds of the program were planted in 1963 when James R. “Bobby” Evans, then a young engineer in the San Angelo District, was assigned to show an educational film to civic organizations and schools in the area. The film, titled “Money to Burn,” illustrated the harms of littering along the highway. While it struck a chord with Evans, the message didn’t seem to have an effect on the traveling public – just yet.

In 1984 Evans, who was now the Tyler District Engineer, was able to figure out a way to make this concern connect with communities. He was driving through Tyler one day when he observed debris blowing out of the bed of the pickup truck he was following. Alarmed by the incident and concerned that the cost of picking up litter was increasing at an annual rate of 15 to 20 percent, Evans challenged a local group to “adopt” a section of highway. Although the challenge went unanswered, the idea was born.

After discussing his thoughts and ideas with Billy Black, Public Information Officer for TXDOT’s Tyler District, Evans asked Billy to take the lead as the Department’s spokesperson. Black was responsible not only for creating a quarterly cleanup cycle for adopting organizations, but also for implementing the initial concept, which included furnishing volunteer safety training, reflective vests and equipment – and for erecting the well-known Adopt-A-Highway roadside signs that recognize adopters. The Tyler Civitan Club soon became the first group to volunteer, adopting a two-mile stretch of US Highway 69. The rest, as they say, is history. Within months, more than 50 groups in the region – garden clubs and scouting groups among them – had joined the program, which would blanket Texas and quickly spread nationwide. Signs recognizing the Tyler Civitans’ section of roadway (“First Adopt-A-Highway in the Nation”) were erected on March 9, 1985 – a day that has subsequently been named International Adopt-A-Highway Day.

Demonstrating the value of a successful public-private partnership, today Adopt-A-Highway is a grassroots movement involving nearly 90,000 groups in 49 states, Puerto Rico, Canada, New Zealand, Australia and Japan.

### **FACTS AND FIGURES**

Currently the program has over 5,000 Adopt-A-Highway groups comprised of more than 88,000 individuals adopting more than 10,000 miles of roadside across the Commonwealth. Two-mile portions of adopted state highway areas range from city streets to rural roadways, maintained twice a year by civic-minded citizens giving their time and effort to help keep Pennsylvania beautiful.

Participating groups range from ambulance service corps, American Legions, business associations, chambers of commerce, church groups, civic organizations, colleges/universities/high schools and elementary schools, scout groups, environmental groups, exchange clubs, family/friends/Individuals, police and fire companies, to fraternities and sororities, garden clubs, government agencies, grange members, historical societies, Jaycees, Kiwanis, Knights of Columbus, labor unions, life support, Lions Clubs, Masonic Orders, medical associates, memorials, Moose Clubs, motorcycle clubs, outdoor sportsmen clubs, prison-community services, rotaries, Sertoma clubs, VFWs and youth groups.

### **DEFINITIONS**

The following words and phrases when used in this chapter shall have, unless the context clearly indicates otherwise, the meanings given to them in this section.

1. **Adoption** – An agreement by an individual or group to pick up litter, trash and other debris from a specified section of highway right-of-way.
2. **Adopt-A-Highway Program** – A public participation program of PennDOT designed to assist in the control and reduction of litter on State-maintained highways.
3. **Adopted Section** – The portion (generally two miles in length) of State-maintained highway right-of-way approved for adoption by volunteers.
4. **Authorized Representatives** – In the case of an adoption by a group, the group member acting on behalf of the organization for the purpose of adopting a section of highway.
5. **County or District Program Coordinator** – PennDOT's representatives in the field for this beautification program, also referred to as the County or District Adopt-A-Highway Coordinator.
6. **PennDOT** – The Pennsylvania Department of Transportation.
7. **Program** – The Adopt-A-Highway Program.
8. **Program Participants** – Individuals and/or groups that have adopted sections of highways. Civic and non-profit organizations, and commercial and private enterprises may be selected as groups for the purpose of adopting a section of highway.
9. **Program Directing Office** – PennDOT's Bureau of Maintenance and Operations (BOMO) headquartered in Harrisburg.
10. **Roadside Beautification Coordinator (RBC)** – Roadside Beautification Program Coordinator located in Central Office, Harrisburg, as part of the staff of BOMO. The RBC administers the Roadside Beautification programs throughout the Commonwealth.
11. **Program Participation Package** – Packet of information (Adopt-A-Highway application) the group must complete. It must be reviewed and signed by the appropriate District and County personnel prior to beginning involvement in the program.

## INQUIRIES

**County Coordinators shall field all inquiries into the Adopt-A-Highway program.**

All interested applicants, whether part of a group or individually, may apply for admission, request supplies, report cleanup events, and correspond with their county coordinators on line.

Beginning with Group Information (name, number of members), Sign Design, and Primary Contact Information the group's application is built, concluding with the option of choosing their roadway using an interactive map. Adoptable roadways (State Routes and interchanges) are viewable, with a county legend highlighting adopted and adoptable roads. Groups can request assistance from county coordinators in roadway selection. Using the on line feature presents the coordinator with a complete application, allowing the group to begin their participation that much sooner.

For those preferring not to apply on line County Coordinators will be the first contact with the program the applicant will have. Be positive about their interest in the program. Present the program in a knowledgeable manner and be sure to give the caller contact information. End the inquiry by referring the caller to the [PennDOT Beautification website](#), where they can learn more about the program, obtain contact information and complete an application.

## ANNUAL PARTICIPATION REQUIREMENTS

Groups agree to pick up a minimum of twice per year, once during the [Great American Cleanup of PA](#), and once in the fall. It is essential that County Coordinators monitor groups' activity and ensure they are meeting their contractual obligations. This is easily accomplished as participation is monitored through the [AAH Internet Portal](#) (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY). Should a group not meet its contractual obligations, contact can be made using the available letters within the portal.

For those groups providing an e-mail address, sending e-mail notifications is as easy as selecting the 'send' button. For those without email the letter must be printed and mailed. Questions may be addressed by contacting your District Coordinator or Central Office.

AAH groups are motivated to make a difference in their communities, and they now have the opportunity to show off their good works! Encourage your groups to take pictures of their events and submit them to Central Office for publication on the AAH webpage. They can then see their efforts on line!

## APPLICATION

The AAH program is open to a wide variety of volunteer groups, from churches, schools, and civic groups to clubs and individuals. When considering an application all parties shall agree that the adoption of a section of highway is a privilege that may be granted by PennDOT to individuals or groups who would assist the Adopt-A-Highway (AAH) Program in achieving its purpose and goals.

The following individuals and/or groups shall not be considered for entry into the AAH program:

1. Individuals or groups promoting racial, ethnic, religious, lifestyle or gender discrimination;
2. Individuals or groups associated with illegal activities, gangs, organized crime or encouraging illicit behavior;
3. Individuals or groups who tend to incite anarchy;
4. Individuals or groups promoting alcohol, illegal drugs, or controlled substances;
5. Individuals or groups contrary to PennDOT's mission to promote traffic safety;
6. Candidates for political office; and
7. Elected officials.

PennDOT shall refuse to grant a request to adopt a section of highway if, in its opinion, granting the request would jeopardize the program, be counter productive to its purpose or create a hazard to the safety of the traveling public.

PennDOT shall have the right to terminate this undertaking at any time by providing written notice to the Applicant if the Applicant does not comply with any of these terms and conditions:

1. Any time the applicant's work is unsatisfactory, unsafe, or causes a conflict with traffic;
- 2) Any time the Program is suspended or discontinued; or
- 3) Any time such termination is deemed to be in the best interest of PennDOT.

**Further, during their two (2) year commitment, AAH volunteer groups may be subject to termination and removal from the program should they provide information on their private websites that is demonstrably false or portrays the AAH program, or the Department, in a negative manner.**

**The program administrator is the first to receive, review and approve an application. If the application is complete (to include e-mail address and phone number) and the requested recognition signing is appropriate the application is approved and forwarded to the County Coordinator for processing.**

## RECOGNITION SIGNING

When ordering signs for an AAH group, contact the District Traffic Engineer, the District Purchasing Agent, and the Sign Crew Foreman. There are two width sizes of AAH Group Name signs: a 36-inch wide sign which is to be used on two and three lane conventional highways and other roadways where sign size is limited, or a 48-inch wide sign which is to be used on Interstates, expressways, ramps and other four-lane divided



highways. The 48-inch wide sign can be used on any roadway only after obtaining the approval of the District Traffic Unit. For maximum visibility it is recommended that the 48-inch sign be used. More information is available in [Publication 236, Handbook of Approved Signs](#).

The maximum number of lines on any size nameplate is two. Spacing and nameplate information is as follows:

1. Thirty-six (36) inch signs have a maximum number of 16 characters or spaces per line using a normal stroke and 22 on a reduced stroke. Forty-eight (48) inch signs have a maximum number of 20 characters or spaces on a normal stroke and 26 on a reduced stroke.
2. Thirty-six (36) inch wide sign gets a 36-inch nameplate. Forty-eight (48) inch wide sign gets a 48-inch nameplate. (No mix and match signs and nameplates will be done).
3. Any abbreviation used must be agreed upon by the AAH County Coordinator and the Applicant and submitted on the Application Form.

Because of space limitations, the applicant and the sign fabricator must come to an agreement that is practical and convenient. The sign fabricator will make the sign as it is submitted in the application.

1. Enter the name of your group, as you want it to appear on the sign panel. (Abbreviations may be used).
2. Enter only the name of an organization, a business (see requirements in sign design) or a person.
3. Logos, slogans, dates, telephone numbers, Internet addresses, etc. are not permitted on signs.
4. Use only one character per space.
5. Skip one space between each word.
6. Sign fabricator will center the lettering on the sign panel.

The Purchasing Agent will inform you once your signs have arrived. **The AAH coordinator should contact the group and inform them that their sign has arrived and will be installed in the near future.**

## ADOPT-A-HIGHWAY SIGN DESIGN

When reviewing a group's requested sign design, all parties shall agree that recognition signing is a privilege that may be granted by PennDOT to individuals or groups who would assist the Adopt-A-Highway Program in achieving its purpose and goals.

Only signs meeting PennDOT's criteria shall be permitted within the program.

The following advertisements shall not be permitted when considering group names:

Advertising of:

1. Logos.
2. Telephone numbers.
3. Promoting discrimination.
4. Slogans or acronyms not readily identified.
5. Internet addresses.
6. Profanity.
7. Events or dates of events (festivals, social causes, etc.).
8. Promoting illegal behavior.

9. Promoting businesses or corporations. These signs may be acceptable if preceded by "Friends of," or "Employees of," and will be determined on a case-by-case basis.
10. Promoting racial, ethnic, religious, lifestyle discrimination or gender epithet.
11. Profane, lewd, obscene or vulgar language.
12. Sexual innuendo or connotations.
13. Related to alcohol or illegal drugs or substances.
14. Language referencing illegal activities, controlled substances or gang terminology.
15. Language likely to inflict injury or incite lawless action.
16. Political activity or opinions.
17. Social causes.
18. Contrary to PennDOT's mission to promote traffic safety.

**PennDOT shall refuse to grant a request if, in its opinion, granting the request would jeopardize the program, be counter productive to its purpose or create a hazard to the safety of the traveling public.**

All signs are the property of PennDOT and shall promote civic minded groups or organizations for recognition of litter pickup.

PennDOT shall have the right to terminate this undertaking at any time by providing written notice to the APPLICANT if the APPLICANT does not comply with any of these terms and conditions; at any time the applicant's work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time the Program is suspended or discontinued; or at any time such termination is deemed to be in the best interest of PennDOT.

**If the applicant's requested sign is denied, the group may not use or reference PennDOT approval of their group or sign on their private website.**

## YEAR RECOGNITION SIGNING

Volunteer groups actively participating for ten (10), fifteen (15), twenty (20) or more years are eligible for Year Recognition signing. These are volunteer groups who have remained active throughout the years, as verified by activity reflected in the AAH Internet Portal System, meeting their commitment without interruption. Contact your sign foreman, purchasing agent and sign shop personnel for assistance.

### 10 Years Service Recognition

For eligible groups PennDOT will create a new sign recognizing ten (10) years participation. The ten (10) years participation will be printed on the new sign. This sign is created in the Sign Shop in Harrisburg, PA.

### Greater than 10 Years Recognition

After ten (10) years a "patch" will be affixed to the sign. The patch is a peel-and-stick sticker denoting the appropriate years of service and is applied directly to the sign. Contact your Purchasing Agent to order these patches.

## TRAFFIC SAFETY REVIEW

Upon receipt of the approved application, the AAH County Coordinator shall complete a traffic safety review to ensure adoption of the requested roadway will not place the volunteer group in a dangerous situation (e.g. high-crash areas, dangerous interchanges, etc.). Only State Routes (S.R.'s) and interchanges (exit/entrance ramps, cloverleafs) are adoptable. No limited-access roadways (interstates) or Township Roads (T.R.'s) are eligible for adoption.



Potential hazards for participants are not only related to vehicle crash rate, but also the availability of a flat walkable area, general speed and volume of vehicles, horizontal and vertical alignment, heavy truck presence, effects of guiderail/tree/slope obstructions, selection and adequacy of the traffic control plan (TCP), etc.

The AAH Coordinator shall forward the Safety Review to the Traffic Safety Unit for approval. The safety review is intended to ensure the group is not exposed to dangerous sites (e.g. high-crash areas, dangerous intersections, etc.). Upon approval of the requested roadway the coordinator forwards the complete application to their county manager or their designated approver(s). If approved, a Welcome Letter is auto-generated by the portal system welcoming the group to the program. If denied the application is returned to the coordinator for modification. Denial of an application does not mean the group is rejected or must start over, it simply means that one or more items need to be changed before the group's application can be approved.

## LITTER PICK UP AND REPORTING



### LITTER CREW AHEAD SIGNS

Coordinators shall, upon request, issue "Litter Crew Ahead" signs to participating groups for use during their pre-scheduled events.

Pick-up events take place on a variety of roadways, from interchanges to four digit S.R.'s, and safety is paramount in all events! In addition to safety briefings and requirements, Litter Crew Ahead signs are an invaluable tool in alerting motorists to the presence of volunteer groups cleaning their adopted roadway. Once the event has concluded the groups are to return the signs. Contact your District Purchasing Agent to order these signs.

## SAFETY

County Coordinators shall emphasize Safety to all approved applicant groups, and provide access to the Safety Training Videos, available on the PennDOT website.

Additionally, County Coordinators shall remind groups of [Safety Training Videos](#) when groups pick up their cleaning supplies (gloves, vests, bags) prior to a cleaning event.

For the additional safety of our groups the Pennsylvania State Police (PSP) will be notified of all scheduled events. This notification is system generated; no coordinator action is required.

Safety of all personnel is a primary concern within PennDOT. This concern carries over to volunteer groups participating in the Roadside Beautification Programs. Adherence to AAH safety requirements and best safety practices enforces safety protocol and builds a culture of safety.

## SUPPLY REQUESTS AND EVENT REPORTING

The County Coordinator shall ensure all Supply Requests are managed and all Collections are confirmed. Use of the [AAH Internet Portal System](#) (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY) for supply requests and reporting of pick-up events will automatically adjust county inventories and provide statistics quantifying the value of the AAH program. These statistics are used in press office releases and to determine annual supply purchases. The portal system is designed to remind coordinators and groups to follow through and report their events. Failure to manage supply requests and confirm collections results in inaccurate, incomplete statistics, "orphaned" supply requests and understates the economic value of the AAH program to the Commonwealth.

## SUPPLY REQUESTS

Supplies may be requested on line. The following Group information will be required:

1. Agreement number;
2. Full name of Primary Group contact;
3. Primary contact's phone number;
4. Number of medium gloves needed; and
5. Number of large gloves needed.

Supply Request Information needed must consist of:

1. Supplies Pickup Date;
2. Collection Date;
3. Groups are able to check boxes for the supplies they need (bags, gloves, vests); and
4. A dialogue box is available for comments.

## FRONT LOADING

Occasionally groups will request supplies for multiple events, referred to as "front-loading." This is permissible provided multiple supply requests are made. These supply requests will ensure supplies distributed are properly accounted for.

For example, if a group "front-loads" they (or the County Coordinator) must create at least two (2) supply requests (contractually required per the AAH agreement). They can pick their dates. If they do not request supplies on line, or don't have e-mail the County Coordinator picks the dates and creates the requests, using their (coordinator's) e-mail address. Using the County Coordinator's e-mail address ensures that the confirmation numbers are generated and will be available for future reference.

When the group conducts a pickup event, the "front-loaded" supply requests' corresponding confirmation numbers are then used to submit pickup event data. This can be entered by the group (if using the external system) or the coordinator (if assisting groups not technology proficient).

Should the confirmation numbers be misplaced, the system can resend a group's confirmation number via e-mail.

In summary, "front-loading" is permissible only when the steps above are followed. Questions concerning this process may be addressed by contacting your District Coordinator or Central Office.

## MANAGING SUPPLY REQUESTS

Once the supply request is made it is necessary for the coordinator to 'MANAGE' the supply request, to include 'DISTRIBUTING' the supplies.

At each stage of the supply request, system generated notifications are automatically sent to the group alerting them that their supply request has been received, packed, and is available for pickup. Once the supplies have been 'DISTRIBUTED' a confirmation number is sent to the group. Distributing the supplies requires the County Coordinator to access the portal and select the 'Distribute Supplies' tile. Failure to perform this step results in the group not receiving a confirmation number. This number is extremely important! Without the confirmation number the group will not be able to use the external website to report their event! Be sure to 'DISTRIBUTE' the supplies.

## EVENT REPORTING



Groups may also report their event results on line, using the external portal site. Group Information required must consist of:

1. Agreement number;
2. Confirmation number;
3. Full name;
4. Phone number; and
5. Email address.

Collection Information must consist of:

1. Collection Date;
2. Self Disposed;
3. Location of bags (if not self-disposed);
4. Number of Participants;
5. Number of bags;
6. Dangerous or Large Objects;
7. Object Description; and
8. Additional Comments.

#### **EVENTS WITH NO SUPPLY REQUEST OR CONFIRMATION NUMBER**

Should a group conduct a pickup event with no associated supply request (group uses its own supplies, conducts unscheduled event, etc.) and no confirmation number, the County Coordinator must record the event. Under COLLECTIONS, select the 'New Collection with Confirm Override.' This requires only three (3) entries:

1. Agreement number;
2. Number of participants; and
3. Number of bags filled.

Other information (e.g. collection date, self-disposed, Additional Comments) may be entered, but is not required to complete the entry. Use of this option provides the method to capture the unscheduled event's statistical data, important for reasons discussed previously.

#### **CONFIRMATION**

Once the event information has been reported, the County Coordinator must 'CONFIRM' the event .

**CONFIRMING** the event adds the event data to the portal database.

Proper use of the on line feature for supply requests and event reporting greatly reduces the time and workload for the County Coordinator and the volunteer group, provided the process is followed.

**Thank your groups for their commitment, and encourage them to take pictures of their events and submit them to Central Office for publication on the AAH webpage. They can then see their efforts on line!**

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## ORDERING ANNUAL SUPPLIES

All Coordinators shall use the "[On-hand Inventory vs Needs Spreadsheet](#)" (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY) when determining yearly ordering of supplies. Once completed it shall be submitted to the [District Coordinator](#), who shall compile their District's totals, and submit totals to Central Office.

1. Planning for annual Adopt-A-Highway operations begins in November when Coordinators take a physical inventory of supplies and estimate their needs for the upcoming year using the On-hand Inventory vs Needs Spreadsheet. Refer to the spreadsheet for ordering information. Once completed Coordinators forward their inventory and estimated needs totals to their District Coordinator, who will forward District totals to Central Office. No further action is required of Coordinators.
2. Once the on-hand inventory vs needs spreadsheet is received in Central Office, it is compared to a five (5) year historical average. This average summarizes usage by County and District and allows maximization of funding to meet the AAH program needs.
3. If projected needs are in line with historical use, the County's order is processed. If not in line, or funding limitations necessitate, the projected needs are adjusted accordingly.
4. Once all Districts' orders have been processed, Central Office forwards the order to Purchasing.

Once supplies are received, County Coordinators must enter a Goods Receipt (GR) against the Purchase Order in SAP. Some county AAH coordinators may not be roll mapped and trained to enter good receipts. In this case the County Coordinator should seek assistance from their county purchaser. Only after a GR is entered can the vendor be paid, making this step essential in the process. For assistance contact your District/County purchasing agent.

**Note that only supplies purchased from Central Office and accompanied by a purchase order and/or invoice need a GR entry. Supplies received from KPB or DEP need no entry.**

A final note: County Coordinators are always able to purchase additional supplies, but County purchases must be made using County funds.

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## RECEIVING SUPPLIES INTO THE PORTAL FOR YOUR COUNTY

Once annual supplies have been purchased and a Goods Receipt (GR) has been entered against the Purchase Order (PO) one step remains: to 'Receive' these supplies into your county inventory.

1. The AAH portal recognizes supplies (gloves, vests, bags) by the item, accordingly that is how supplies must be entered into the system.
2. Receiving supplies into the portal system for your county automatically adjusts your inventory, without the need for an inventory audit and approval. This is necessary only for supplies purchased by Central Office and received at the counties with an accompanying purchase order and/or invoice.
3. Supplies received without a purchase order (from KPB and DEP), cannot be 'received;' they must be entered as an inventory audit, as part of an end-of-season inventory.
4. Questions should be directed to your District Coordinator or Central Office.

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## END OF SEASON INVENTORY ADJUSTMENT

The question is often asked, "What do I do with the DEP and KPB supplies?"

1. As donated supplies are received they are to be stored apart from AAH supplies and distributed to non-AAH groups.
2. At the end of each season County Coordinators conduct a full inventory of their gloves, bags and vests. This inventory will include all supplies on hand, both purchased and donated. This is done within the portal system.

3. Once submitted, county inventories are finalized in Central Office.

This end-of-season inventory provides the counties and Central Office an updated status of each county's supplies, provides the statistics for the annual ordering, and allows maximization of the AAH program's yearly budget. As always should you have questions about this process, or any part of the AAH program, contact your District Coordinator or Central Office.

In summary, since 2016 the direction of the AAH program has been to incorporate and utilize technology, moving away from paper to an all electronic format. **It is strongly recommended that County Coordinators require their groups to provide e-mail addresses. However, groups not wishing to make this transition, specifically long-participating groups, may continue to participate by phone or e-mail at their County Coordinator's discretion, as ultimately it is a County decision on how to best manage their AAH program.**



## THE GREAT AMERICAN CLEANUP OF PA

County Coordinator's shall have knowledge of the GACofPA and their responsibilities during this event (March 1 - May 31).

### VOLUNTEER STATISTIC REPORT FORM

The sum of AAH and non-AAH event statistics shall be compiled annually (June) upon the completion of the [Great American Cleanup of PA](#), recorded on [Volunteer Statistic Reporting Forms \(VSRF\)](#) (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY) and forwarded to the

[District Coordinator](#) for compilation and submission to Central Office.

The Great American Cleanup of PA, (GACofPA) sponsored by [Keep Pennsylvania Beautiful \(KPB\)](#), is an annual event that begins on March 1 and ends May 31 and is open to everyone interested in cleaning up their neighborhoods. Although AAH continues year round, the conclusion of the GACofPA marks the unofficial end of the "season," after which statistics are compiled and reported, using the Volunteer Statistic Reporting Form. This form is used to provide AAH and KPB groups' statistics to KPB. Submission dates may vary but generally the form is due in Central Office by June 15th annually. Contact your District Coordinator or Central Office if you have questions.

By registering their events with [Keep Pennsylvania Beautiful](#) individuals and groups can obtain free cleanup supplies such as bags, gloves and vests from PennDOT and Keep Pennsylvania Beautiful. During a three (3) week period known as Pick-it-Up PA Days, registered events have access to reduced or free disposal.

**PennDOT does not support KPB events with trash removal. During this time KPB registered events have access to free or reduced-fee landfills. Consult the KPB and PennDOT websites for additional information.**

Final thoughts concerning GACofPA and associated events:

1. PennDOT provides logistical support to these activities by distributing donated (KPB & DEP) supplies to volunteer groups. AAH County Coordinators must remember to maintain sufficient inventory to support their AAH groups' activities.
2. Occasionally you will receive requests for large amounts of supplies from non-AAH groups. These requests must be considered carefully. If they have registered with KPB, present you with an event identification number, and you can accommodate the large request and still maintain sufficient inventory to support your AAH groups then support the non-AAH request. If you cannot, then do not give them supplies.
3. GACofPA/KPB events issue an event identification number. If a group (or individual) requests supplies and does not present to you an event identification number, do not give them supplies. Refer them to KPB to register their event. Once registered PennDOT can assist them.

Issuing supplies to non-registered groups participating in KPB events has resulted in unexpected financial liability and unfavorable publicity for the Department.

Remember, while we support these activities all participants must comply with PennDOT and KPB policy.

Questions should be directed to District Coordinators or Central Office.

## KEEP PENNSYLVANIA BEAUTIFUL (KPB) PHOTO PAGE

**County Coordinators may encourage volunteer groups to take photos of their pick-up events, informing them of KPB's photo page, where their group's photo(s) can be uploaded and viewed.**

One of the highlights of the KPB website is their Photo Page. For those who register their event on the Keep Pennsylvania Beautiful website it's as simple as submitting a photo as an attachment to an email to the KPB Program Coordinator at [KeepPABeautiful](mailto:KeepPABeautiful@penn.gov). Contact KPB for more information.

## ADOPT AND BEAUTIFY

### HISTORY

Following the success of the Adopt-A-Highway program, the Adopt and Beautify program originated after numerous inquiries from citizens requesting this type of program within the Commonwealth, and was not the result of any legislative mandate.

### PROGRAM OVERVIEW - WHAT IS THE ADOPT AND BEAUTIFY PROGRAM?

1. A community involvement program that brings citizen volunteers into a partnership with the Pennsylvania Department of Transportation (PennDOT) to enhance the beauty of the roadside environment.
2. An educational program that promotes roadside beauty via visibility of adoption signs giving credit to adopting groups.
3. A beautification program that presents a better first impression of Pennsylvania to tourists and prospective business investors.
4. An opportunity for local citizens to take responsibility for beautifying the highway.
5. A program demonstrating citizen pride in the appearance of their community to passing motorists.
6. An opportunity for community organizations to partner with PennDOT to develop roadside pollinator habitat for the conservation of the Monarch butterfly and other pollinator species.



### FACTS AND FIGURES

To beautify means to plant native, non-invasive, salt tolerant, flowering plants and trees, offering varied growth habitats which when followed up with maintenance by volunteer groups will ensure that the plantings provide enjoyment to the motoring public for many years.

There is a suggested list of planting materials ([Publication 461](#)) that are native to Pennsylvania, non-invasive, will survive the varied climates of the Commonwealth, are generally tolerant of salt, and will thrive in Pennsylvania. Additional criteria for plants listed are: color, texture, ultimate size, soil and moisture requirements, required sun, and color in various seasons.

Beautification of Pennsylvania's rights of ways (ROW's) serves several purposes for motorists, those living alongside the roadways, and PennDOT. Four primary reasons for beautifying the roadway are:

1. Aesthetics;



2. Safety;
3. Roadway enhancement, and
4. Environmental management.

An example of roadway beautification is the planting of Milkweed to promote migration of the Monarch Butterfly. Public interest in this matter has been communicated to PennDOT, and the Department's intent is to implement this concept without increasing costs or diverting resources from its primary responsibilities. When planting milkweed it must be a native species. Planting non-native species will interfere with monarch migration patterns. Additionally, the safety of the traveling public must be placed ahead of other considerations. With safety PennDOT's number one concern, only one species—*Asclepias tuberosa* (Butterfly Milkweed)—would be suitable for planting within PennDOT's limited access rights-of-way. Butterfly Milkweed is a native species with orange flowers that grows well in full sunlight and only reaches a height of 1 to 2 feet. At this height, it is not likely to cause problems with sight distance. In this scenario, the District Roadside Specialist and Maintenance Services Engineer would evaluate the proposals to verify that it would not pose a safety concern. A public or private entity would then obtain a permit through the Adopt and Beautify Program. Under this arrangement the group could formally adopt a designated area of roadside for plantings. Bear in mind that in either case the area would require one full-width mowing of the right-of-way per year to prevent the growth of saplings and larger weeds. This mowing could be performed in the fall, after the monarchs have moved farther south. Under the Adopt and Beautify Program, planting costs and maintenance of the plantings would be the responsibility of the interested group.

## DEFINITIONS

1. [Adopt And Beautify \(A&B\) Program](#) - A public participation program of the Pennsylvania Department of Transportation (PennDOT) designed to assist in improving the environmental health and appearance of state maintained highways.
2. **Adopted Section** - The portion of state maintained highway approved for beautification by volunteers.
3. **Authorized Representative** - In a group situation, the group member acting on behalf of the entire organization for the purpose of adopting a site to beautify.
4. **Beautification Area/Site** - A selected site within the highway right-of-way that is used to plant vegetation by recognized groups or individuals in order to beautify the highway.
5. **Beautification Sponsor Group (BSG)** - Citizen volunteers who enter into a partnership with the Pennsylvania Department of Transportation (PennDOT) to promote and provide more attractive roadsides.
6. **Beautification Sponsor Individual** - Citizen volunteers acting without a formal structure in partnership with the Pennsylvania Department of Transportation (PennDOT) to promote and provide more attractive roadsides.
7. [District Roadside Specialist \(DRS\)](#) - An individual in each PennDOT Engineering District who is responsible for roadside maintenance, planting and vegetation management functions. Serves as a liaison with sponsor groups to implement the beautification program.
8. **Program** - The Adopt and Beautify Program
9. **Program Coordinator** - PennDOT's representative in the field for this beautification program, usually the [District Roadside Specialist](#). Also referred to as the Adopt and Beautify Coordinator.
10. **Program Participants** - Individuals and/or groups that have adopted sections of right-of-way to beautify. Civic and non-profit organizations, as well as commercial and private enterprises may be selected as groups for the purpose of adopting and beautifying.
11. **Program Directing Office** - The PennDOT Bureau of Maintenance and Operations (BOMO).

12. **Statewide Roadside Beautification Coordinator (SRBC)** - Roadside Beautification Program Coordinator located in Central Office as part of the staff of the PennDOT Bureau of Maintenance and Operations (BOMO).
13. **Program Participation Package** - Packet of information given to the group to fill out. It must be signed by the appropriate District/County and Central Office personnel prior to beginning their involvement in the program.
14. [Publication 461](#) - Roadside Planting Guidebook. The current publication containing information that will help the BSG learn roadside planting criteria and the maintenance efforts required to keep the adopted area alive and attractive.
15. [Publication 461A](#) - Roadside Planting Application Guidebook. The current publication providing information to help BSG's learn about roadside planting criteria and the maintenance efforts required to keep a beautification area looking attractive. Pub 461A contains the Roadside Beautification application to request a specific roadside location

## PROGRAM POLICY

The A&B program reinforces PennDOT's roadway beautification by involving citizens across the Commonwealth in efforts along Pennsylvania's 40,000 miles of state maintained highways. The program allows groups or individuals to become special "caretakers" of portions of state highways.

1. Adopting groups must sign a program participation packet with PennDOT and agree to adopt and maintain a portion of state highway. PennDOT must agree that the highway planting area is suitable for beautification.
2. Groups must agree to site maintenance under a two-year agreement which will renew automatically unless either party chooses to terminate it.
3. Safety is a top priority. Group leaders must use safety materials provided by PennDOT, and must conduct safety meetings with group members before each pick-up.
4. All plant and maintenance crews should wear orange safety vests and must post "Litter/Work Crew Ahead" signs during scheduled beautification activities, which also include litter pickup.
5. PennDOT will create and post signs naming the beautification group or individual at the adopted beautification site.
6. Participants must be at least 8 years old. Adults must accompany participants under 18.
7. Any civic-minded group or individual may participate, with the exception of those representing an elected official or candidate for public office. No business logo or commercial advertising is to be used or displayed by the beautification group.

## INQUIRIES

[District Roadside Specialists](#) (DRS) shall field all inquiries into the Adopt and Beautify program and follow through with the applicant group from inquiry to approval.

You are the first contact with the program the applicant will have. Be positive about their interest in the program. Present the program in a knowledgeable manner. In some cases the caller will have already contacted Central Office and spoken to the Statewide Roadside Beautification Coordinator (SRBC). They will have received a brief overview of the program. Answer their questions as if you were their first contact. Once all questions have been answered be sure to give the caller your contact information. End the inquiry by referring the caller to the PennDOT [website](#), where they can obtain an [A&B application](#) and contact numbers.

## APPLICATION

The A&B program is open to a wide variety of volunteer groups, from churches, schools, and civic groups to clubs and individuals. When considering an application all parties shall agree that the adoption of a section of

roadway is a privilege that may be granted by PennDOT to individuals or groups who would assist the Adopt and Beautify Program in achieving its purpose and goals.

The following individuals and/or groups shall not be considered for entry into the A&B program:

1. Individuals or groups promoting racial, ethnic, religious, lifestyle or gender discrimination;
2. Individuals or groups associated with illegal activities, gangs, organized crime or encourage illicit behavior;
3. Individuals or groups who tend to incite anarchy;
4. Individuals or groups promoting alcohol, illegal drugs, or controlled substances;
5. Individuals or groups contrary to PennDOT's mission to promote traffic safety;
6. Candidates for political office; and
7. Elected officials.

PennDOT shall refuse to grant a request to adopt a section of highway if, in its opinion, granting the request would jeopardize the program, be counter productive to its purpose or create a hazard to the safety of the traveling public.

PennDOT shall have the right to terminate this undertaking at any time by providing written notice to the APPLICANT if the APPLICANT does not comply with any of these terms and conditions; at any time the applicant's work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time the Program is suspended or discontinued; or at any time such termination is deemed to be in the best interest of PennDOT.

Further, during their two (2) year commitment, A&B volunteer groups may be subject to termination and removal from the program should they provide information on their private websites that is demonstrably false or portrays the A&B program in a negative manner.

**Once the A&B application is approved, the DRS shall save the agreement at the following location:  
P: PennDOT Shared/Adopt&Beautify/Adopt&Beautify Records.**

## TERMS AND CONDITIONS

1. Subject to the acceptance of the terms and conditions contained herein, PennDOT grants permission to adopt a portion of state roadway for a minimum period of two years beginning on the approval date indicated and subject to PennDOT'S termination rights.
2. PennDOT will provide access to on line Safety Training Videos for use by the APPLICANT.
3. You will be required to maintain your roadside plantings, **including trash pick-up**, similar to the AAH program. Maintenance should not be conducted on busy holidays or holiday travel weekends or preceding days such as the Wednesday before Thanksgiving, Thanksgiving Day, the Monday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Fourth of July or a Fourth of July Weekend (Friday-Monday), Easter weekend (Friday-Monday), Memorial Day or a Memorial Day weekend (Friday-Monday). All activities must be conducted between one hour after sunrise and one hour before sunset, similar to Adopt-A-Highway.
4. No participant may be involved in Roadway Beautification programs unless they have viewed safety training videos. It is also recommended that an on-site safety briefing be conducted prior to each scheduled site maintenance.
5. The adopting group must comply with the Safety Conditions and Requirements contained in the referenced safety videos.
6. **The Beautification Group must implement the planting and seeding plans as approved by the DRS.** Plant substitutions require prior approval. The Beautification Group will be responsible for removing all undesirable debris or litter found, or generated during planting or maintenance activities at the

beautification site.

7. PennDOT, at its cost, will provide, install and maintain permanent signs noting the Program and the group's name at the beginning of the Site, one sign in each direction. Further, PennDOT will, at its cost, provide a "Litter/Work Crew Ahead" sign for placement by the adopting group during maintenance activities. Proper use and storage of the temporary "Litter/Work Crew Ahead" signs will be the responsibility of the adopting group. PennDOT will replace the A&B signs as necessary due to normal wear and tear. There shall be no business logo or commercial advertising used or displayed by the adopting group.
8. PennDOT can terminate the adopting group's participation in this program at any time for non-compliance with any of these terms and conditions; at any time the adopting group's work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time the Program is suspended or discontinued; or at any time such termination is deemed to be in the best interest of PennDOT.
9. **Any notice to or communication with PennDOT by the adopting group should be with the appropriate local DRS.**

10. The adopting group certifies that it does not represent an elected official or candidate for public office.

Once approved the County Coordinator should contact the group to indicate their acceptance into the program.

## RECOGNITION SIGNING

When ordering signs for an A&B group, contact the District Traffic Engineer, the District Purchasing Agent, and the Sign Crew Foreman. The Recognition Signing process for A&B is identical to the process used in AAH. Refer to the AAH Recognition Signing section above.

## ADOPT AND BEAUTIFY SIGN DESIGN

When reviewing a group's requested sign design all parties shall agree that recognition signing is a privilege that may be granted by PennDOT to individuals or groups who would assist the Adopt and Beautify Program in achieving its purpose and goals. The Sign Design process for A & B is identical to the AAH process. Refer to the previous explanation of sign design presented in Adopt-A-Highway.

## TRAFFIC SAFETY REVIEW

Upon receipt of the approved application the District Roadside Specialist shall complete the [Traffic Safety Review Sheet](#) (TSRS) (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY) indicating the applicant's request of road to be adopted. Only State Routes (S.R.'s), gateways, and interchanges (exit/entrance ramps) are adoptable. No limited-access roadways or Township Roads (T.R.'s) are eligible for adoption.

The Roadside Specialist shall review for completeness and then forward the TSRS to the Traffic Safety Unit for approval. Upon approval the Roadside Specialist shall notify the applicant that they may begin maintenance of their adopted roadway.



## SAFETY

[District Roadside Specialists](#) (DRS) shall emphasize Safety to all approved applicant groups, and provide access to the Safety Training Videos, which are available on the PennDOT [website](#). Additionally, DRS's shall make all groups aware of PennDOT safety requirements and recommendations.

Safety is the primary concern within PennDOT. This concern carries over to volunteer groups participating in all the Beautification Programs. Reference to safety requirements and best practices enforces safety protocol and promotes a culture of safety.



## LITTER BRIGADES

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### PROGRAM OVERVIEW

The Litter Brigades concept came about in the early 2000's, when the Governor decided to use inmate labor to help keep the roadways litter free. This benefited the Commonwealth by allowing PennDOT and affected municipalities to use funds allocated for litter pickup in other critical needs areas. The program consists of Adult and Juvenile Litter brigades.

### ADULT LITTER BRIGADES

A number of counties across the state voluntarily participate in the Adult Litter Brigade program, involving offenders who receive community service sentencing as part of their adjudication. The key phrase here is "voluntarily participation" since this is a local decision, not a directive. Many District Justices use highway cleanup as a public service portion of probation given to those offenders convicted of Driving "Under the Influence."

Coordinators dispense and record supplies going out, and resulting bags of trash collected. The Coordinator must insist on accountability from the individuals given supplies. Additionally there is a [Community Service Tracking Form](#), (INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY) which the Coordinator completes to verify the offender's completion of community service. This form is provided to the sentencing Magistrate to verify the prescribed sentence has been served.

Contact your [Adopt-A-Highway District Coordinator](#) for information regarding Litter Brigade participation by County.

### JUVENILE LITTER BRIGADES

The Juvenile Litter Brigade program provides the opportunity for Juvenile offenders to give back to their communities through litter pick-up, while earning \$14.00 per lane mile in the process for their correctional institution. As of 2016 the Juvenile Litter Brigade is inactive.

If you have questions about these programs contact your [District Coordinator](#) or Central Office.

### INQUIRIES

The demand for "free" inmate labor has grown to the point where PennDOT's work has become a secondary activity in the prison system. Prison participation has dropped from a high of over 150,000 hours spent in litter removal in Fiscal Year 2006-2007 to just 54,137 in Fiscal Year 2010-2011. Since 2011 the Department of Corrections has chosen to partner with other organizations in utilizing their labor force, benefiting the Commonwealth in savings other than litter pickup. If you have questions about these programs contact your District Coordinator or Central Office.

## SPONSOR-A-HIGHWAY

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### HISTORY

The Sponsor-A-Highway program (SAH), created by the [Adopt-A-Highway Maintenance Corporation, Inc.](#) was begun in 1990 in California, and is currently active in twenty (20) states. The SAH program first appeared in Pennsylvania in 2000. The program affords the business community the opportunity to support their communities' anti-litter efforts. AAHMC erects two (2) signs and conducts litter pick-ups on behalf of the corporation.

From PennDOT's perspective the distinguishing feature of the Sponsor-A-Highway program is that it requires no outlay, financial or otherwise, on the part of PennDOT. This program makes a significant contribution to the Commonwealth, both in beautifying our roadways and in allowing PennDOT to reallocate scarce resources to areas which would not benefit but for the existence of Sponsor-A-Highway.

**PROGRAM OVERVIEW - WHAT IS THE SPONSOR-A-HIGHWAY PROGRAM?**

1. A program that brings the business community into contractual partnership with the Adopt-A-Highway Maintenance Corporation Inc. (AAHMC, Inc.) to enhance the beauty of the roadside environment.
2. A program promoting roadside beauty via visibility of sponsor signs
3. A coordinated program that presents a better first impression of Pennsylvania to tourists and prospective business investors.
4. An opportunity for local businesses to take responsibility for beautifying the highway.
5. A program demonstrating corporate pride in the appearance of a community to passing motorists

**TERMS AND CONDITIONS**

AAHMC, Inc. is contractually required:

1. To perform six (6) cleaning activities per year on the adopted segment(s) between March 1st and November 30th of each year.
2. To exceed "...PennDOT maintenance requirements, subject to weather or other extenuating circumstances beyond their control."
3. Planned cleans are submitted on monthly [PennDOT Work Schedules](#) (**INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY**); these are to be submitted seven days (7) before the work is to occur. The Counties where the work is planned are to be notified seventy-two (72) hours (3 days) in advance of the start of operations.
4. After the work is performed, monthly [PennDOT Work Performed schedules](#) (**INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY**) are submitted to the Roadside Beautification Coordinator and to all affected [County Maintenance Managers](#) (**INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY**).

**INQUIRIES**

After a corporation or interested party contacts AAHMC Inc. expressing interest in sponsoring a segment of highway, the point-of-contact for AAHMC Inc. (Director of Operations & Public Affairs) will contact PennDOT (Roadside Beautification Coordinator) using a spreadsheet entitled "PennDOT SAH Tracking sheet." This sheet provides the basic information about the sponsor's request.

**APPLICATION**

The SAH program is open to a wide variety of businesses. All parties shall agree that the sponsorship of a section of highway is a privilege that may be granted by PennDOT to individuals or groups who would assist the Sponsor-A-Highway (SAH) Program in achieving its purpose and goals.

The following individuals and/or groups shall not be considered for entry into the SAH program:

1. Individuals or groups with a history of violent, criminal or illegal behavior;
2. Candidates for political office; and
3. Elected officials.

PennDOT shall refuse to grant a request to sponsor a section of highway if, in its opinion, granting the request would jeopardize the program, be counter productive to its purpose or create a hazard to the safety of the traveling public.

PennDOT shall have the right to terminate this undertaking at any time by providing written notice to the APPLICANT if the APPLICANT does not comply with any of these terms and conditions; at any time the

applicant's work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time the Program is suspended or discontinued; or at any time such termination is deemed to be in the best interest of PennDOT.

### **SPONSOR-A-HIGHWAY SIGN DESIGN**

When reviewing a group's requested sign design all parties shall agree that recognition signing is a privilege that may be granted by PennDOT to individuals or groups who would assist the Sponsor-A-Highway Program in achieving its purpose and goals.

Only signing meeting PennDOT criteria shall be permitted within the program.

PennDOT shall refuse to grant a request if, in its opinion, granting the request would jeopardize the program, be counter productive to its purpose or create a hazard to the safety of the traveling public.

**All signs are the property of PennDOT and shall promote civic minded businesses.**

PennDOT shall have the right to terminate this undertaking at any time by providing written notice to the APPLICANT if the APPLICANT does not comply with any of these terms and conditions; at any time the applicant's work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time the Program is suspended or discontinued; or at any time such termination is deemed to be in the best interest of PennDOT.

### **ADOPTION**

Starting at the left margin the Tracking Sheet lists the District, County, State Route (S.R.), mile marker from, mile marker to; the PennDOT segment(s), Direction of travel, Agreement#, and Sponsor name. Next, the 'Area from, Area To' round out the State Route (S.R.) information. The information in these fields is provided as a description of the roadway the corporate sponsor is requesting to adopt. This area must be confirmed by the Administrator as being available for adoption. This is accomplished using the AAH portal system. Log onto the portal and generate a report for the road being requested. If the requested area is available, the process may continue. If it is not available another segment of roadway must be requested and the process restarted.

Reasons for rejecting the requested area include:

1. Requested area is already adopted;
2. Area is congested with too many signs, making the addition of another a visual safety hazard;
3. Requested site may be on a bridge; and
4. Requested area may be under construction.

The next three columns on the spreadsheet are completed by AAHMC, Inc., and will have dates in the appropriate fields indicating when they were completed. These areas must be completed prior to PennDOT approval. Vacant fields indicate a step that has not been completed, and will result in a delay, or worse cancellation, of the entire process.

### **ARTWORK**

Each sponsor will submit their requested artwork for approval. Approval will depend on whether the artwork meets MUTCD (Manual of Uniform Traffic Control Devices) standards. MUTCD was established to standardize signing across the United States. Submissions are forwarded to the Traffic Unit, Engineering Permits section, and the Bureau of Maintenance and Operations. If the proposed recognition sign meets all requirements the process can proceed to the next step; if the submitted artwork does not comply AAHMC Inc. must resubmit their client's artwork and seek approval before proceeding to the next step.

### **CONTRACT**

Each sponsor's contract is sent to PennDOT for review and approval. The contract must be reviewed to ensure that all requirements of the agreement between PennDOT and AAHMC Inc. are met; especially important items include the length of the agreement (2 years) and the required six (6) cleans per year. If these two requirements are not met the contract must be denied.

## STAKING

The next field, “Staked and Sent to PennDOT” provides the date that AAHMC Inc. field personnel marked the proposed location of the corporate sponsor’s sign. This step occurs after PennDOT has approved the requested location as being available. This marks the final step taken on the part of the sponsor and AAHMC Inc. in the application process. From this point forward the Administrator has all the information required to approve or reject the Sponsor-A-Highway application.

## ADMINISTRATOR'S RESPONSIBILITIES

**As the Administrator of the SAH program, ensure that all District and County inquiries are routed through Central Office. While County input is essential, the program communicates to the vendor with one voice, and that voice is from Central Office.**

The next four (4) columns are the responsibility of field personnel or the Administrator, and when completed will provide the basis for the approval or rejection of the requested roadway.

## SITE APPROVAL

The first, titled ‘District Area Approved’ is the result of the first eleven (11) columns of information the spreadsheet provides. If the site is APPROVED the field under ‘District Area Approved’ can be populated with the date of approval. If REJECTED, the word ‘REJECTED’ should be entered in the field and supporting information entered in the ‘NOTES’ column.

## ARTWORK

The second column, ‘Central Office Art Approved’ is to be used once the artwork is reviewed for compliance with MUTCD requirements and approved or rejected. Again, MUTCD, a federal publication, stands for Manual of Uniform Traffic Control Devices ([MUTCD](#)), and was established to standardize signing across the United States with priority given to regulatory signs down to informational signing. If the proposed recognition sign’s artwork meets MUTCD requirements this field can be populated with the date of approval. Rejection should also be noted and supporting information entered in the ‘NOTES’ column.

## STAKING

Verifying the correct placement of the sponsor's sign requires the assistance of District field personnel. District personnel will inspect the site for underground cables, utilities, sign clutter, distractions, high crash corridors, and safety corridors. Should the site meet these concerns approval is granted and the process may proceed. If approval is denied, an alternate location must be found. Refer to the [County Maintenance Manager \(INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY\)](#) listing for assistance. Once you have established field contacts consult your I.T. staff to establish a distribution list. This list will enable you to contact all field personnel at once should the need arise, and will be useful in subsequent communications.

## CONTRACT

The final column needing PennDOT approval is titled ‘Central Office Contract Approved.’ This step may be completed at any time during the approval process. The contractual agreement is a standard form agreement.

Key items to look for when reviewing the Contract:

1. Sponsor; Make sure the sponsor name on the contract agrees with the sponsor being approved;
2. Sign Location: All location information is identical between the Contract and the PennDOT SAH Tracking Sheet;
3. Term; Make sure the term of the agreement is for two (2) years;
4. Maintenance Schedule: AHMC Inc. must perform six (6) cleans per year between March and November of each year, and **they must exceed PennDOT maintenance requirements**, subject to weather or other extenuating factors beyond AHMC Inc.’s control.



## WORK SCHEDULES

**The Administrator (Roadside Beautification Coordinator) shall ensure that the "Work to be Performed" schedule sent by AAHMC Inc. is received by all County Managers / Highway Maintenance Managers in those Counties scheduled to be cleaned.**

AAHMC, Inc. is contractually obligated to perform six (6) cleans per year, starting in March and usually ending by October. In advance of these cleans a "[Work to be Performed](#)" (**INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY**) schedule will be sent by AAHMC, Inc. to all Counties scheduled for cleaning. The schedule lists Counties, State Routes information, Sponsor, Area From-Area To, and any special considerations which will be recorded in the 'Notes' column. This schedule is to be sent two (2) weeks ahead of the scheduled first clean. To ensure proper follow-up all PennDOT personnel must be notified in advance. Ensure the point-of-contact for SAH has an updated Distribution List of Highway Maintenance Managers and is providing the work schedule to them as well as Central Office.

## ACCOUNTABILITY SURVEY

**The Administrator (Roadside Beautification Coordinator) shall immediately send the "[Accountability Survey](#)" (**INTERNAL LINKS - PENNDOT AUTHORIZED PERSONNEL ONLY**) upon receipt of a "Work to be Performed" schedule to Counties scheduled to be cleaned.**

**Once notified of AAHMC Inc.'s work to be performed, it is the Administrator's responsibility to send an "Accountability Survey" notification letter to all Counties scheduled for cleaning. As the administrator, your responsibilities include:**

- 1. Ensuring all County personnel (County Maintenance Managers, Highway Maintenance Managers) have received the work schedule.**
- 2. The Accountability Survey is sent to Counties scheduled for cleaning.**

The Sponsor-A-Highway program is a beneficial program to the Commonwealth, but only if follow-up is on-going. The Accountability Survey provides the only method of documenting AAHMC's performance. When you request feedback from County personnel regarding cleaning issues, insist on **before and after pictures** of the sponsored roadway in question. This will provide the necessary leverage in resolving any issues with AAHMC, Inc.

## BENEFITS TO THE COMMONWEALTH

The beautification programs benefit the Commonwealth in several ways:

1. Minimal expenditures are required.
2. The savings generated by these programs allows PennDOT to redirect resources to other areas in need of immediate attention.
3. An annual metric is maintained highlighting the financial benefits of Adopt-A-Highway (AAH) and Sponsor-A-Highway (SAH). The most recent metric for FY2016-17 shows these two programs (AAH and SAH) to have saved \$5.2 million and in excess of \$355,000 respectively. These metrics do not take in to account savings from Adopt and Beautify or Litter Brigades, both of which contribute additional savings to the Commonwealth.

Finally, the savings calculated using these metrics are conservatively estimated (one pick-up is used to calculate savings; the AAH agreement requires two), so actual savings are considerably higher.

## SUMMARY

PennDOT is responsible to the citizens of the Commonwealth, volunteer groups and the many businesses that call Pennsylvania home to properly administer many programs, among them the Roadway Beautification Programs discussed in this manual.

While they provide the opportunity for citizen involvement, the Roadside Beautification programs produce

many beneficial outcomes, from a cleaner environment, better first impression to visitors and potential businesses, to substantial savings and better allocation of taxpayer dollars. However, these benefits are only achieved when the programs are properly administered, ensuring the citizens of the Commonwealth fully benefit from these programs.

With such responsibility, as the Administrator you must be aware of program operations and have a system of accountability in place. This starts with program policy, which must continually evolve to meet the needs of the programs, and ends with knowledgeable District and County personnel to successfully manage the day-to-day operations of their programs.