

# Adopt-A-Stream Guidelines

*General Program Conditions*



1. The City of Gallatin encourages local businesses, civic organizations, watershed groups, church groups, academic institutions, scout groups, etc. to adopt local streams, rivers, and lakes for the purpose of managing litter along stream banks, shorelines, and in waterways.
2. Typically, a team of two people can cover one mile of a lightly littered stream channel in about one or two hours. The City of Gallatin suggests groups adopt no less than one mile of a stream or river. *Remember the number of volunteers needed for the cleanup will depend on the length of stream or river adopted.*
3. Adopting organizations will be honored with an Adopt-A-Stream sign, which will include the organization's name. The sign will be posted after the first cleanup.
4. Each group must include a participating adult of 18 years or older. Individuals under 18 years can participate in a stream cleanup if supervised by an adult. The City of Gallatin requires at least one adult per 6 youth.
5. Adopting groups agree to collect litter on both sides of the stream at least twice a year. It is recommend one cleanup in the late spring/early summer and one in the fall. Traditionally, the amount of litter is greatest during these times because of spring runoff and the beginning and the end of the water recreation season. **Please return "Stream Cleanup Event Notification Form" prior to cleanup event.**
6. Participants must adopt a stream for a period of three consecutive years. After three years, the adopting organization may renew their designation and agreement, modify their designation (*choose a different stream*), or terminate the agreement.
7. The Designated Representative for the adopting group must conduct a safety meeting prior to every clean up to review the supplied safety information. The Designated Representative may conduct the safety meeting immediately before a cleanup; however, this meeting must be held in a safe, appropriate area.
8. The adopting organization's Designated Representative must visit a city representative at least one week before a scheduled cleanup. At that time, city staff will provide the Designated Representative with safety information, gloves and trash bags for every member of the adopting group's cleanup crew.
9. The Designated Representative is responsible for notifying city staff if any of the adopting group's participants has a condition that might require special safety precaution or provisions covered under the Americans with Disabilities Act.
10. Adopting groups' members shall not trespass on private property. Permission from the property owner must be secured before entering private property.
11. The adopting group is responsible for notification to the appropriate Program Coordinator for location for all collected litter.
12. At least two weeks before the project date, the Designated Representative for the adopting group must send copies of the sign-in sheets all completed and signed safety liability release forms and the stream cleanup event notification form to the Adopt-A-Stream Program Coordinator.
13. The City of Gallatin reserves the right to deny an adoption request or cancel the adoption agreement of any group.

# Adopt-A-Stream Safety Guidelines



1. Before an adopting group applies to adopt a stream, or before any program activities are initiated, the group's Designated Representative shall survey the stream on the days and during the hours the group intends to perform cleanups to determine if stream conditions are safe and appropriate for the ages and abilities of the group's members. If, at any time, the adopting group feels the adopted section of stream has become unsafe for litter pickups, the group's Designated Representative should call the Engineering Division and he or she will work with the group to identify a safer stream section or a different stream.
2. The Designated Representative of the adopting group must conduct a safety meeting prior to every cleanup to review the supplied safety information. The Designated Representative may conduct a safety meeting immediately before a cleanup; however, this meeting must be held in a safe, appropriate area.
3. Individuals under 18 may participate in a stream cleanup only if supervised by an adult. Adopting groups must provide at least one adult supervisor for every six (6) children under 18 years old.
4. Adopting groups should avoid working on steep slopes or in confined stream/river stretches with limited ingress/egress.
5. Adopting groups shall not work around/on class one rapids or greater.
6. Cleanup participants are encouraged to wear a bright orange safety vest or bright clothing (*or, if appropriate a life-jacket*) at all times. Participants shall also wear gloves.
7. Always work in groups of two or greater. **Do not work alone!**
8. Cleanup participants shall not drink water from any stream. Refreshments should be provided by the Contact Person and/or project organizer or participants may bring their own.
9. Cleanups shall be scheduled during daylight hours and during fair weather. Remember to schedule a "rain-date" ahead of time.
10. Cleanup participants are encouraged to take breaks, drink fluids, and avoid overexertion.
11. Do not pick up materials that appear hazardous or unsafe.
12. Be alert for snakes, stinging insects, and poisonous plants.
13. Applicants to whom an Adopt-A-Stream Program Designation and Agreement are issued shall at all times Indemnify and save harmless City of Gallatin. **All volunteers shall sign a liability release form prior to participating in any cleanup activities.** Liability forms must include the following language: *Adopt-A-Stream Program volunteers shall at all times indemnify and save harmless the City of Gallatin, agents and officers, from responsibilities, damage, or liability arising from the exercise of the privileges granted under designated programs.*
14. Adopting groups shall provide volunteers with emergency phone numbers, as well as a means to contact the appropriate authority in case of an emergency (*a mobile phone or the location of the nearest pay phone*), and first aid kits.

# Adopt-A-Stream



## Application for Program Designation and Agreement

As stewards of the City of Gallatin's water resources, we the members of \_\_\_\_\_ request permission to adopt a \_\_\_\_\_ mile segment of \_\_\_\_\_.

Name of Adopting Organization: \_\_\_\_\_

Number of stream cleanups per year (two required): \_\_\_\_\_

Designated Representative (**Primary**): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number (*daytime*): \_\_\_\_\_

Designated Representative (**Secondary**): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number (*daytime*): \_\_\_\_\_

*The work will be performed under and in accordance with the General Program Conditions and Safety Guidelines both attached to this application and incorporated herein by reference.*

*Applications to whom an Adopt-A-Stream Program Designation and Agreement are issued shall at all times indemnify and save harmless the City of Gallatin, and all employees, agents and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted under designated programs. The Program Designation and Agreement may be terminated by the City of Gallatin at any time. The City of Gallatin reserves the right to revise or discontinue the Adopt-A-Stream Program at any time.*

*As a designated representative of \_\_\_\_\_*

*I have read, understand and shall comply with the Adopt-A-Stream general program conditions and safety guidelines regarding participation in the program.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:**  
**City of Gallatin**  
**Engineering Division**  
**132 West Main Street**  
**Gallatin, TN 37066**



## **Adopt-A-Stream**

### *Stream Cleanup Checklist*

- Submit Application for Local Program Designation to appropriate Adopt-A-Stream Program Coordinator
- Form an organizing committee
- Conduct visual survey of cleanup area
- Select the project date and the time of the event
- Locate and reserve a central meeting place
- Arrange for the disposal of collected litter through the appropriate Adopt-A-Stream Program Coordinator
- Obtain permission from landowners with property in the proposed cleanup area
- Recruit stream cleanup volunteers from your organization or community
- Publicize the stream cleanup project
- Gather cleanup equipment and materials
- Conduct safety meeting
- Send copies of sign-in sheets (*please attach all signed liability forms*) and the Stream Cleanup Event Notification Form
- Conduct stream cleanup and litter collection
- Begin planning next cleanup



## Stream Cleanup Event Notification Form

Organization: \_\_\_\_\_

Designated representative: \_\_\_\_\_

Representative phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of cleanup: \_\_\_\_\_

Stream cleanup site: \_\_\_\_\_

Central meeting location: \_\_\_\_\_

Approximate number of volunteers: \_\_\_\_\_

Please determine the number of supplies you need: \_\_\_\_\_ Bags \_\_\_\_\_ Gloves

Determine litter collection area (bags must be placed together at least 8 feet from edge of road):

\_\_\_\_\_

**At least two weeks prior to stream cleanup event, please return form to:**

**City of Gallatin**

**Engineering Division**

**132 West Main Street**

**Gallatin, TN 37066**

**[zach.wilkinson@gallatin-tn.gov](mailto:zach.wilkinson@gallatin-tn.gov)**







## Adopt-A-Stream Stream Cleanup Data Form

Date: \_\_\_\_\_

Stream Adopted: \_\_\_\_\_

Adopting organization: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Map location from county road map (if available): \_\_\_\_\_

Location of stream section cleaned *(if possible please provide names of road crossings and or attach a map)*:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of miles cleaned: \_\_\_\_\_

Number of participants, Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Number of trash bags collected: \_\_\_\_\_

Type of trash collected: \_\_\_\_\_  
\_\_\_\_\_

Most unusual item found: \_\_\_\_\_

Cleanup time (in hours): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Please return to:  
City of Gallatin  
Engineering Division  
132 West Main Street  
Gallatin, TN 37066  
[zach.wilkinson@gallatin-tn.gov](mailto:zach.wilkinson@gallatin-tn.gov)



## Adopt-A-Stream Visual Assessment Reporting Form

Date: \_\_\_\_\_ Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Stream location/ Name: \_\_\_\_\_

**Stream Assessment:** (Please list the following characteristics)

Water Color: (please describe) \_\_\_\_\_

Odor: yes\_\_ no\_\_ (if yes, please describe) \_\_\_\_\_

Oily sheen: yes\_\_ no\_\_ Foamy: yes\_\_ no\_\_ Algae: yes\_\_ no\_\_

**Stream Appearance:**

Did anything look unnatural or out of the ordinary during your visual inspection of the stream? (If yes, please explain)

\_\_\_\_\_  
\_\_\_\_\_

**Land Use and Ownership:** (check all that apply)

Farming/Agriculture  Residential  Private owner

Industrial  Commercial  School

Forest  Open space  Park

Government owned  Other \_\_\_\_\_

**Blockages:** (Were there any debris or debris piles that could cause the stream to flood? For example: blocked culverts, pipes, or bridges). If yes, please indicate the location as well as the types of debris causing the blockage.

**Pipe/tile discharge:** (Were there any pipes/tiles discharging liquid during a dry period (without rain for several days)). If yes, please indicate the location as well as the characteristics of the liquid discharge.

Please complete and return to:

City of Gallatin

Engineering Division

132 West Main Street

Gallatin, TN 37066

[zach.wilkinson@gallatin-tn.gov](mailto:zach.wilkinson@gallatin-tn.gov)