## Work Instruction: EMS 4.4.6-AS

### Adopt-A-Stream Project

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Provide instructions for organization/participation in DPPEA’s annual stream cleanup activity. To understand how to meet the DPPEA commitment to its assigned section of the Big Branch Creek, as part of the City of Raleigh Adopt-A-Stream program.</th>
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<tbody>
<tr>
<td>Responsible Staff</td>
<td>All DPPEA employees taking part in stream cleanup</td>
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### Procedure

**Planning The Project**

A stream cleanup team leader should be selected either as a volunteer or by appointment from the DPPEA Division Director. The team leader should handle the following tasks:

- **Contacting Staff**
  
  Contact all DPPEA employees via e-mail by April 1, notifying them of the intent to implement annual stream cleanup. In the e-mail, give a proposed day/date and time for the stream cleanup. The proposed date(s) should be within a reasonable time frame, usually within 3-4 weeks after first notification. Request response and/or alternate dates for cleanup in the event that the proposed date does not work for most employees.

- **Selecting A Time**
  
  When responses are received, select a firm day/date and time for the clean up effort. Notify the City of Raleigh of DPPEA’s intent to implement the cleanup project. Contact the Raleigh Water Resources Technician at (919) 890-3030.

- **Gearing Up**
  
  Request litter pickup bags, field data sheets, gloves and notification cards from city. The 5” X 11” notification cards are printed with the Adopt-A-Stream logo and they give information about the project, contact information and notification of the day/date and time of the cleanup project (see attached notification card). Field data sheets, printed on copy paper, outline stream characteristics, possible illicit or improper discharges, and location of trash bags deposited as a result of the cleanup. (See attached field data sheet) Team leader should get bags, gloves, field data sheets and notification cards from the City of Raleigh.

- **Notifying Neighborhoods**
  
  One week prior to the event, visit neighborhoods along the cleanup route and leave stream cleanup notification cards.
Selecting Teams
The cleanup route is divided into the following sections:
- Compton Road to St. Albans Road
- St. Albans to 440 Beltline
- Beltline to Oakland
- Oakland to Six Forks Road
- Six Forks Road to Crabtree Creek

Appoint team members to each leg of the route. Appoint at least two members to each leg of the upper sections (Compton to Oakland) of the cleanup route and three or four members to the three downstream sections of the route (Beltline to Crabtree Creek).

Assembling And Equipping Teams
Supply each team with trash bags, gloves and field data sheets, which are supplied by the City of Raleigh, Central Engineering-Stormwater Section. Disperse teams.

Cleanup Activities
Team members should collect litter in and around streambeds and banks. Litter should be placed in trash bags which when full should be deposited at the curb of the nearest street along the route. Location of each bag should be noted on field data sheets. Participants should make notations on the field data sheet of any improper and/or illegal discharges seen. Stream characteristics such as color of water, odor, algae content and so on, as well as their locations, should be noted on the field data sheets.

Completion of Clean-up
Team members should return all field data sheets to team leader. Team leader should mail or fax all field data sheets to:

Central Engineering-Stormwater Section
City of Raleigh
222 W. Hargett Street
Raleigh, NC 27602 Telephone 890-3030 Fax 890-3832
1. DPPEA management will make periodic inquiries and/or surveys to ensure DPPEA staff are making the best possible effort to annually conduct the stream walk, and the best effort possible to maintain DPPEA’s obligation to the City of Raleigh Adopt-A-Stream Program.