

**LITTER LEAGUE EQUIPMENT REQUEST FORM**  
**Please allow 7 days notice**

Today's Date: \_\_\_\_\_ Date of Litter Pick-Up: \_\_\_\_\_

Location(s) of Litter Pick-up: \_\_\_\_\_

Neighborhood/Association/Organization Name: \_\_\_\_\_

**Equipment to be Borrowed:**

Number of Kits: \_\_\_\_\_ (each kit contains 8 vests, 8 trash grabbers,  
yellow trash bags, and clear bags for recyclables)

Date Equipment will be picked-up from the Highway Department: \_\_\_\_\_

Date Equipment will be returned to the Highway Department: \_\_\_\_\_

Signature of Group/Association/Organization Representative:

\_\_\_\_\_

(SIGNATURE)

\_\_\_\_\_

(PRINT NAME)

Contact phone number for group representative: \_\_\_\_\_

**We appreciate your participation in the Litter League. Please be sure to fill  
litter bags full and on the line below, designate one or two litter bag pickup  
locations for our crews. Thank you.**

Litter Bag Pickup Locations: \_\_\_\_\_

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

All of the above equipment was returned to me at the Highway Department Facility

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

Signature of Highway Personnel

\_\_\_\_\_

(SIGNATURE)

\_\_\_\_\_

(PRINT NAME)

**LITTER LEAGUE REGISTRATION FORM**  
**To be completed by each participant**

Group/Association/Organization Name: \_\_\_\_\_

Name of Participant: \_\_\_\_\_  
(PLEASE PRINT)

Street Address: \_\_\_\_\_  
(PLEASE PRINT)

Telephone # \_\_\_\_\_

Person to notify in case of emergency \_\_\_\_\_  
(PLEASE PRINT)

Telephone # \_\_\_\_\_

**PLEASE READ CAREFULLY**

Participants in the Litter League program are advised that working adjacent to a Town road can be a **DANGEROUS ACTIVITY** with risks of serious injury. Each participant is further advised that the risk of harm is present even if all safety precautions are followed.

Exercise due care in picking up litter. Participants must receive safety training prior to participating in any cleanup activities. Participants shall wear a vest furnished by the Highway Department and appropriate protective clothing during cleanup activities.

**PARTICIPANTS ARE ADVISED THAT THE SAFETY PRECAUTIONS DESCRIBED ABOVE DO NOT GUARANTEE THEIR SAFETY WHILE A PARTICIPANT IN THIS PROGRAM.**

By signature below, I acknowledge that I have read this form completely and I understand the responsibilities, the hazards and the privileges of participation in the Litter League program. My participation in this program is voluntary and I agree to accept the risk connected with this activity, and further agree on behalf of myself, my heirs and assigns to hold harmless the Town of Westford and its employees from liability for damages, including injury or death resulting from participation in this program.

\_\_\_\_\_  
Signature of Participant Date

\_\_\_\_\_  
Signature of Parent or Guardian if Participant is under the age of 18 Date

**LITTER LEAGUE  
PARTICIPANT ROSTER and STATISTICAL RECORD FORM**

(Optional)

Group Name: \_\_\_\_\_

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

**Participant List:**

1. - \_\_\_\_\_
2. - \_\_\_\_\_
3. - \_\_\_\_\_
4. - \_\_\_\_\_
5. - \_\_\_\_\_
6. - \_\_\_\_\_
7. - \_\_\_\_\_
8. - \_\_\_\_\_
9. - \_\_\_\_\_
10. - \_\_\_\_\_
11. - \_\_\_\_\_
12. - \_\_\_\_\_
13. - \_\_\_\_\_
14. - \_\_\_\_\_
15. - \_\_\_\_\_
16. - \_\_\_\_\_
17. - \_\_\_\_\_
18. - \_\_\_\_\_

Total Hours Worked: \_\_\_\_\_ Total Bags Collected: \_\_\_\_\_

Number of Tagged Items (Provide a brief description): \_\_\_\_\_

\_\_\_\_\_  
(Use other side if necessary)

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**Please return list after each pick up:**

**Litter League Coordinator**

## LITTER LEAGUE – PRE-PICKUP CHECKLIST

**The following is a list of essential things you need to review and address.**

**SAFETY:** Your safety is a primary concern. Have everyone review the pre-pickup checklist.

- \_\_\_\_\_ First Aid Kit
- \_\_\_\_\_ Long pants
- \_\_\_\_\_ Shirts with sleeves
- \_\_\_\_\_ Boots or sturdy shoes
- \_\_\_\_\_ Protective gloves
- \_\_\_\_\_ Eye protection (recommended)
- \_\_\_\_\_ High visibility vest (provided by Highway Department)
- \_\_\_\_\_ Marking tape (provided by Highway Department)
- \_\_\_\_\_ Yellow litter bags (provided by Highway Department)
- \_\_\_\_\_ Clear recyclables bags (provided by Highway Department)
- \_\_\_\_\_ High visibility signs (provided by Highway Department)
- \_\_\_\_\_ Sign placement diagram (See page 4)

### SAFETY GUIDELINES

- \_\_\_\_\_ Stay off bridges and rocky, steep or unstable slopes
- \_\_\_\_\_ Watch for nails, syringes, broken glass or other sharp objects
- \_\_\_\_\_ Avoid noxious or thorny plants
- \_\_\_\_\_ Watch for stinging insects
- \_\_\_\_\_ Walk single file along the roadway
- \_\_\_\_\_ Work toward oncoming traffic
- \_\_\_\_\_ Work only during daylight hours and in good weather
- \_\_\_\_\_ Work one side of the road at a time
- \_\_\_\_\_ Designate one crew member as a look-out
- \_\_\_\_\_ Do not walk into the roadway to remove litter
- \_\_\_\_\_ Do not wear headphones
- \_\_\_\_\_ No horseplay or pranks

## LITTER LEAGUE – PRE-PICKUP CHECKLIST

### Safety Guidelines (continued)

**Participants must be 12 years or older, with 1 adult for each group of 8 under 18 years.**

\_\_\_\_\_ 12 years or older

\_\_\_\_\_ Adult Supervision

**Car Pooling and Parking:** Limit the number of vehicles within your work zone to 2. Vehicle drivers should be familiar with the nearest route to the closest medical facility in case of an injury.

\_\_\_\_\_ 1 or 2 cars only

\_\_\_\_\_ Parked off shoulder, near work site

\_\_\_\_\_ Hazard lights flashing

### ITEMS YOU MAY PICK UP AND PLACE IN YELLOW LITTER BAGS:

\_\_\_\_\_ Miscellaneous paper (newspaper, wrappers, paper cups)

\_\_\_\_\_ Miscellaneous plastic (bottles, cups, straws, plates, 6-pack rings, food containers)

\_\_\_\_\_ Metal (cans, empty buckets, non-dangerous containers)

\_\_\_\_\_ Clothing or shoes

**IF YOU SO CHOOSE, SEPARATE RECYCLABLE CANS, GLASS BOTTLES AND PLASTIC BOTTLES IN CLEAR BAGS.**

**Please stack the filled bags neatly on the roadside so as not to impede pedestrian traffic or block the view of traffic signs or intersections.**

## LITTER LEAGUE – PRE-PICKUP CHECKLIST

### Safety Guidelines (continued)

#### ITEMS YOU MAY PICK UP AND STACK NEAR THE FILLED BAGS:

- \_\_\_\_\_ Tires and pieces of tires
- \_\_\_\_\_ Various light objects too large to place in bags

#### ITEMS YOU SHOULD NOT PICK UP:

Mark the following items with the pink ribbon to be picked up by Highway Personnel

- \_\_\_\_\_ Hazardous Materials (propane tanks, gas canisters or unidentified containers)
- \_\_\_\_\_ Dead animals
- \_\_\_\_\_ Heavy objects (large vehicle parts, engines, appliances)
- \_\_\_\_\_ Drug paraphernalia (hypodermic syringes, needles,  
baggies containing unknown substances)
- \_\_\_\_\_ Anything you think may be dangerous

#### RECYCLING:

Volunteer groups may choose to recycle glass, cans and plastic bottles. Proceeds may be kept by the volunteer group or left with other litter for Town of Westford Highway Department disposal.

WESTFORD POLICE: 978 692-2161 WESTFORD FIRE DEPARTMENT: 978 693-5542

CALL THE WESTFORD POLICE DEPARTMENT TO CONTACT  
THE WESTFORD HIGHWAY DEPARTMENT SUPERVISOR.

# LITTER LEAGUE – TRAFFIC CONTROL PLAN

## How to set up a Work Area

### SAFETY ZONE

