



**Your Safety • Your Mobility  
Your Economic Opportunity**

**IDAHO TRANSPORTATION DEPARTMENT**

P.O. Box 7129 • Boise, ID 83707-1129

(208) 334-8000 • [itd.idaho.gov](http://itd.idaho.gov)

Dear Volunteer,

Thank you for your interest in Idaho's Adopt A Highway Program. Through Adopt A Highway, volunteers have the opportunity to support the Idaho Transportation Department's (ITD) anti-litter commitment by adopting sections of state highway right of way and keeping them litter free.

Information about the program is available by referring to the FAQ link from the menu on the Adopt A Highway home page and the Adopt A Highway Information/Application Packet (pdf) link on the Adopt A Highway homepage located at:

<http://itd.idaho.gov/road-mtce/?target=volunteer-activities>

The Adopt A Highway Information/Application Packet contains:

- ❖ ITD 2869 Adopt A Highway Program Application
- ❖ ITD 2868 Adopt A Highway Program Agreement Terms and Conditions
- ❖ ITD 2871 Volunteer Release of Liability, for participants under age 18
- ❖ ITD 2870 Volunteer Release of Liability, for participants 18 and over
- ❖ ITD 2880 Adopt A Highway Volunteer Group Information
- ❖ A question/answer reference guide

District Adopt A Highway Contact Information. Contact information is included for each of ITD's six districts; please refer to the district information in the area where the section you are interested in adopting is located.

Three safety guides: Bag It, Move It or Leave It, Guidelines for Litter Pickup and Traffic Control and Safety Tips. These three guides are utilized by the volunteer group contact to conduct a group safety meeting before any litter pickups are completed, as new members participate in the program and then on an annual basis for all group members.

If after reviewing this material, your group decides to apply for an available section, please complete the application and agreement forms and mail them to the District Adopt A Highway Coordinator where the section you are interested in adopting is located:

**District 1:**

Robin Karsann  
600 W Prairie Dr  
Coeur d'Alene, ID 83815-8764  
Phone: 208.772.8011

**Counties:** Benewah, Bonner, Boundary, Kootenai and Shoshone

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**District 2:**

Shane Niemela  
PO Box 837  
Lewiston, ID 83501-0837  
Phone: 208-799-4239

**Counties:** Clearwater, Idaho, Latah, Lewis and Nez Perce

**District 3:**

Janet Gregory  
PO Box 8028  
Boise, ID 83707-2028  
Phone: 208-334-8350

**Counties:** Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley and Washington

**District 4:** Wendy Robinson

126 S. Date St  
Shoshone, ID 83352  
Phone: 208-886-7831

**Counties:** Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka and Twin Falls

**District 5:**

Sharon Short  
PO Box 4700  
Pocatello, ID 83205-4700  
Phone: 208-239-3300

**Counties:** Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida and Power

**District 6:**

April Burwell  
PO Box 97  
Rigby, ID 83442-0097  
Phone: 208-745-5612

**Counties:** Bonneville, Butte, Clark, Fremont, Custer, Jefferson, Lemhi, Madison and Teton

The District Adopt A Highway Coordinator will notify the volunteer group contact in writing with the application approval status and the location of the newly adopted section. Release of Liability forms must be completed and returned to the District Adopt A Highway Coordinator prior to any volunteer participation in the Adopt A Highway Program.

Thank you.

# Volunteer Services Program Application

## Idaho Transportation Department



Volunteer service is creditable work experience. Through the Volunteer Services Program volunteer groups and individuals donate their time and talent by engaging in Idaho Transportation Department approved activities. Volunteers do not receive wages, benefits or any form of compensation. Volunteers are not considered state employees for any purpose other than for tort claims or injury compensation and only when a signed Volunteer Services Release of Liability has been received by the Idaho Transportation Department. The Idaho Transportation periodically uses photographs or video and audio footage of volunteers engaged in department activities for publicity or educational purposes. By signing this application and the accompanying Release of Liability form, the applicant acknowledges understanding of such uses and grants permission to ITD to use photographs or video and audio footage for publicity or educational purposes.

**Contact Information** – Schools or school affiliated organizations must provide a school faculty member as the contact person or alternative representative. If applying as an individual, please disregard the need for alternate contact information. Applications received from organizations, schools, or school affiliated organizations without this contact information will not be approved and will be returned to the applicant.

<b>Contact Name</b> – Print	Daytime Phone Number	Extension	Cell Phone Number
E-Mail Address	Mailing Address		
City	State	Zip Code	

**Alternate Representative Information** – Required for all organizations.

<b>Alternate Name</b> – Print	Daytime Phone Number	Extension	Cell Phone Number
E-Mail Address	Mailing Address		
City	State	Zip Code	

**Total number of participants in group** \_\_\_\_\_ **Number under 18** \_\_\_\_\_

Type of Service (check all that apply)

- One Time Litter Pickup  
Highway Number \_\_\_\_\_ Beginning Milepost \_\_\_\_\_ Ending Milepost \_\_\_\_\_
- Adopt a Highway Litter Pickup (2 year contract)  
Highway Number \_\_\_\_\_ Beginning Milepost \_\_\_\_\_ Ending Milepost \_\_\_\_\_
- Include Operation Wildflower
- Graffiti Removal
- Landscape Planting/Maintenance
- State Highway Right of Way Beautification
- Clerical
- Yard/Building Maintenance

Proposed Beginning Service Date: \_\_\_\_\_ Proposed Ending Service Date: \_\_\_\_\_  
Proposed Service Location: \_\_\_\_\_

**Volunteer Group Type:**

- A – Students K-12 (Must have faculty/advisor member listed as either the Group Contact or the Alternate Contact)
- B – Students College/Fraternity/Sorority (Must have faculty/advisor member listed as either the Group Contact or the Alternate Contact)
- C – Family/Individual
- D – Employees; Private or Commercial Business
- E – Employees; Public Agency
- F – Civic/Fraternal Organization
- G – Law Enforcement – Supervised Adult Offenders
- H - Supervised Juvenile Offenders
- I – Miscellaneous (Specify) \_\_\_\_\_

Applicant Signature	Date
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**Adopt a Highway Recognition Sign Information**

- Complete the boxes as you request your signs to read, indicate spacing between word and names by leaving a box blank. Use spaces to show how you'd like words centered. You may not use slogans, logos, or include website information unless your business name is a website and can be verified as such on the Secretary of States Website
- Signs shall be limited to one or two lines wherever possible. Use of a third line will require ITD approval. ITD must comply with federal highway sign codes including but not limited to font, lettering size, color and graphics.

Example: Weird Al Fan Club

	W	E	I	R	D			A	L		
	F	A	N			C	L	U	B		


**~ ITD Use Only ~**

Group Number	Approved Section	Beginning Milepost	Ending Milepost
Segment Number		County	Foreman Area Number
Notes:  _____  _____			

**Mail completed form to the District Volunteer Services Coordinator for your area as shown in the information packet.**

The Idaho Transportation Department, hereinafter called ITD, and \_\_\_\_\_

\_\_\_\_\_ hereinafter called Volunteers (whether a volunteer group or volunteer individual), recognize the need and desirability of using volunteers for ITD approved activities and enter into this Agreement, hereinafter called the Agreement.

By signing below, Volunteers acknowledge the potential of hazardous work and both jointly and severally, agree to the following terms and conditions:

### **General Information**

- Volunteers act as independent contractors when participating in the Volunteer Services Program.
- The Volunteer Group Contact serves as the spokesperson for the Volunteer Group and serves as the contact with ITD. Any changes in contact information shall be provided to the District Volunteer Services Coordinator. The Volunteer Group Alternate Contact serves as the spokesperson when the Volunteer Group Contact is unavailable.
- Volunteers Groups will provide the name, daytime phone number (can be a cell) email address and mailing address of the group contact and alternate group contact. Schools and School affiliated organizations (excluding fraternities and sororities) must provide a school faculty member as either the main or alternate contact. Applications received without this information will not be approved.
- Volunteers agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the District Engineer or the Idaho Transportation Department.
- Each volunteer shall be required to sign the Volunteer Services Release of Liability form before participating in the Volunteer Services Program. Release of Liability forms are provided with the application packet.
- Each volunteer younger than 18 years of age must have a separate Release of Liability form signed by a parent or guardian before participating in any Volunteer Services Program activity. Release of Liability forms are provided with the application packet.
- No person or group will be denied the opportunity to participate in this program because of race, religion, color, age, gender, national origin, age, veteran status, marital status, political or religious affiliation or disability as provided in Administrative Policy A-18-10 and Board Policy B-18-10, Harassment in the Workplace.
- Groups or individuals that promote racial intolerance or harassment are not eligible to participate in ITD Volunteer Program opportunities.
- Volunteers are prohibited from either possessing or consuming alcoholic beverages or illegal drugs while participating in the Volunteer Services Program.
- When volunteers are younger than 18 years of age, the Volunteer Group must furnish supervision with a minimum of one adult for every 10 participants younger than 18 years of age.
- Supervisors of volunteers required to operate ITD vehicles as part of their volunteer duties must complete form ITD 1211, Supervisor's Request for ITD Driving Authorization. Volunteers are subject to the same rules and regulations as ITD employees when operating ITD vehicles. The Safety and Risk Management Office shall process applications and issue Driver Authorization Permits.

## Roadside Service

- Before participating in programs involving roadside work or rest areas activities every volunteer is required to review three safety handouts: *Guidelines for Litter Pickup/Traffic Control Plan for Volunteer Group Litter Pickup*; *Safety Tips*; and *Bag It, Move It, or Leave It?*; which are provided in the Volunteer Services Application Packet.
- All Volunteers should be aware of the possible presence of dust, exhaust fumes, plant pollens, pesticides, hazardous materials, etc. on roadsides, Volunteers shall not pick up syringes, needles, dead animals or materials that appear to be toxic, hazardous, or contaminated with blood or urine. The group shall use marking flags if provided to identify the location of these types of items or contact the District Volunteer Services Coordinator with directions for pick up by ITD.
- Volunteers are responsible for maintaining a first-aid kit and adequate drinking water while participating in any roadside activity.
- Traffic control signs shall be used for roadside activities. Signs shall be obtained from ITD and properly set up prior to any roadside activity. Refer to the Guidelines for Litter Traffic Control information.
- Volunteers working on the roadside or at rest areas shall wear ITD-supplied reflective safety vests during roadside activities. Volunteers picking up litter shall be responsible for placing litter in trash bags furnished by ITD. The bags must be tied and placed on the roadway shoulder for pickup by ITD.
- Supplies and materials shall be reserved in advanced by coordinating litter pick up or rest area activity dates with the District Volunteer Service Coordinator and obtained from ITD during regular business hours. Items shall be returned to ITD within one week following the roadside activity. Unused supplies shall be returned to ITD.
- Specific to Adopt a Highway:
  - The Volunteer Group shall place litter in trash bags furnished by ITD. Trash bags shall not be overfilled and should be tied. Trash bags shall be placed on the roadway shoulder and behind a guardrail if present. Trash bags shall not be placed on or under bridges. Where possible the trash bags shall be grouped in areas with good sight distance and roadway shoulder width sufficient for pickup by ITD.
  - Volunteer Groups commit to pick up litter a minimum of twice per year.
  - Adopt a Highway Roadway sections are normally two miles in length.
  - Each Volunteer Group in good standing shall have the option to renew their Adopt a Highway Agreement for 2 year increments subject to the approval of the District Engineer or the Volunteer Services Coordinator and contingent upon the Adopt a Highway Program by ITD.
  - ITD will erect an Adopt a Highway recognition sign as near as possible to each end of the adopted section or contiguous sections. The signs will display the Volunteer Groups name or acronym as approved by ITD. Signs shall not contain any group contact information, directions, slogans, logos or phone numbers. Internet addresses shall not be displayed on the signs unless they are the official name of the business as registered with the office of the Secretary of State.
- Specific to Rest Area Activities
  - Groups must have a 501(c)-3 or 501(c)-4 status.
  - Groups may provide free non-carbonated beverages and refreshments.
  - Groups may not distribute, display or post any literature.
  - Groups may set out a voluntary donation jar.

## Responsibilities of ITD

- ITD will provide reflective safety vests, trash bags, traffic control signs and safety literature for Volunteers participating in roadside activities.
- ITD will remove filled trash bags from the roadsides following the litter pickup.
- ITD will provide wildflower seed for pre-approved participation in Operation Wildflower.
- ITD will supply materials required for graffiti removal.

## Additional Terms and Conditions:

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The Volunteer Group acknowledges and agrees that if any actions by the Volunteer Group relative to the performance of this Agreement are determined to be contrary to any legislative restrictions or any restrictions on the use of appropriated funds for political activities or ITD policy, rules or procedures, ITD shall have the right to take any and all necessary remedial actions, including, but not limited to, the removal of any Adopt-A-Highway signs displaying the Volunteer Group's name or acronym.

If, in the sole judgment of ITD, it is found the adopting Volunteer Group is not meeting the terms and conditions of this Agreement, upon 30 days' notice, ITD may terminate the Agreement and remove any Adopt-A-Highway signs. This Agreement may be modified in scope or altered in any other manner at the sole discretion of ITD. ITD reserves the right to modify or cancel the Volunteer Services Program at any time and for any reason at the sole discretion of ITD.

ITD and the Volunteer Group both recognize and agree that in no event shall ITD have the right to control the Volunteer Group in performing the actual details of picking up litter from the section of roadway adopted by the Volunteer Group and, in picking up litter, the Volunteer Group shall act as an independent contractor.

Volunteer Groups participating in the Adopt a Highway Program accept the responsibility of picking up litter on the roadway section known as \_\_\_\_\_  
from milepost \_\_\_\_\_ to milepost \_\_\_\_\_ beginning \_\_\_\_\_ 20\_\_\_\_\_ and ending  
\_\_\_\_\_ 20\_\_\_\_\_.

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Location of Non Adopt a Highway Volunteer Service

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Type of Service

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Date(s) of Service

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Authorized Volunteer Signature

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District Engineer or Designee

## Termination of Volunteer Services Agreement

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Termination Date

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Signature of ITD Volunteer Services Coordinator

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## Volunteer Services Release Of Liability Use with Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs (For Participants under Age 18)

All participants under the age of eighteen (18) must have this Release form signed by their parent or legal guardian.

**Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs.**

Volunteer Organization	Date
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I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries that may result from my participation in the Adopt-A-Highway Program and/or other volunteer activities occurring on or near state highway rights-of-way, on state property, or in state buildings. By signing this Release of Liability and the accompanying Volunteer Service Program Application form, the applicant acknowledges understanding of such uses and grants permission to ITD to use photographs or video and audio footage for publicity or educational purposes.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities occurring on or near the state highway rights-of-way, on state property, or in state buildings.

As a prerequisite to participation in the Adopt-a-Highway or Volunteer Services Programs, I have reviewed ITD's roadside safety training materials: *Guidelines for Litter Pickup/Traffic Control Plan for Volunteer Group Litter Pickup*; *Safety Tips*; and *Bag It, Move It, or Leave It?* (Does not apply to the Rest Area Activities Program.)

Minor's Name (please print)	Minor's Signature
Minor's Address	

I certify that I am the above minor's legal parent or guardian and hereby grant permission for him/her to participate in the Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs. I further agree to abide by the stipulations set forth in the above paragraphs. If the minor listed above drives a personal vehicle to and from Volunteer Service Activities, I certify that the vehicle is properly insured as required by Idaho State law.

Parent's or Guardian's Name (please print)	Parent's or Guardian's Signature
Parent's or Guardian's Address (if different from minor)	

## Adopt-A-Highway Program

### A-A-H Contact Information

### Telephone Numbers

District 1 Coordinator	Coeur d'Alene	772-8011
District 2 Coordinator	Lewiston	799-4239
District 3 Coordinator	Boise	334-8350
District 4 Coordinator	Shoshone	886-7831
District 5 Coordinator	Pocatello	239-3303
District 6 Coordinator	Rigby	745-5612

**\*Applications – are available at each district office\***

Please contact your Local Maintenance Shed for:

- ❖ Pick up Supplies (Trash Bags & Signs (Litter Pick up in Progress))
- ❖ Removal of Filled Trash Bags
- ❖ Dead Animals
- ❖ Hazardous Waste

Please contact your District Coordinator for:

- ❖ Cancellations/Renewals
- ❖ Change of adopted section
- ❖ Clean-up Report Cards
- ❖ Complaints
- ❖ General Information
- ❖ Rules & Regulations
- ❖ Signs (Group Recognition)
- ❖ Signs (Stolen/Damaged)

News Releases ..... Mail to Local Newspaper





# Bag It, Move It, or Leave It?

Adopt-A-Highway Instructions for Handling Roadside Litter

## BAG IT

1. These items may be placed in a bag.
    - A. Small items made of paper, cardboard, plastic, styrofoam, wood, rubber, glass, or metal provided that the item does not have sharp edges.
    - B. Small, empty containers provided that the item does not have sharp edges.
- Adopt-A-Highway volunteers are encouraged to recycle.

## MOVE IT

1. These items should be placed alongside your tied bags.
    - A. Items with dull, pointed edges that might tear a bag.
    - B. Large items that would prevent a bag from being properly tied closed.
    - C. Heavy items that could tear a bag, provided that the item can be moved without causing physical injury.
    - D. Containers that are not empty *if* the contents won't spill when moved *and* you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.
- If in doubt, leave the item alone.

## LEAVE IT

1. These items should be left where found without taking further action.
  - A. Sharp, large, or heavy items that could cause physical injury if moved.
  - B. Any item in an unsafe location (near traffic lanes, on unstable ground, etc.)
2. Report these items to your local ITD representative listed on the blue phone sheet provided in the Adopt-A-Highway packet. If you are unable to speak directly to an ITD employee, please leave a voice message.
  - A. Items you are not permitted to bag or move that will not be easily visible to the ITD crew collecting your tied bags.
  - B. Securely closed items containing hazardous substances. \*
3. Keep a safe distance away from the following items and do not disturb them in any way. Report these items to your local ITD representative listed on the blue phone sheet provided in the Adopt-A-Highway packet.
  - A. Any item that you cannot identify and suspect may be hazardous.
  - B. Unclosed or leaking items containing hazardous substances. \*
  - C. Items with hazardous material labels.\*
  - D. Items that could pose an immediate danger. \*

\*See back for examples

If you find any of the following items, please call your local district maintenance shed. Shed locations and telephone numbers are listed on the blue reference sheet titled "District Adopt-A-Highway Coordinators & Maintenance Sheds". The sheet is included in the Adopt-A-Highway information/application packet and was provided to your group contact.

## Item

### Miscellaneous Items

Any item that you cannot identify and suspect may be hazardous.

### Hazardous Substances

Spills of liquid or powdery substances

Fuels

Motor oils, petroleum products

Antifreeze

Batteries

Paints

Human urine, feces, bloody waste

Syringes

### Extremely Hazardous Items

Explosives

Weapons, unspent ammunition

Items with hazardous material labels (see examples below)

Unlabeled medicines

Possible drug paraphernalia

Methamphetamine drug lab waste can be found in many shapes and forms. Propane cylinders from grills are used to transport anhydrous ammonia. This ammonia can burn your skin and cause severe respiratory damage. Other lab waste could include medicine boxes, pill residue (putty looking substance pink to red in color), respirator masks, rubber gloves, rubber hosing and clamps, pyrex glass, corning containers and other containers with rubber hoses attached.

### EXAMPLES OF HAZARDOUS MATERIALS LABELS





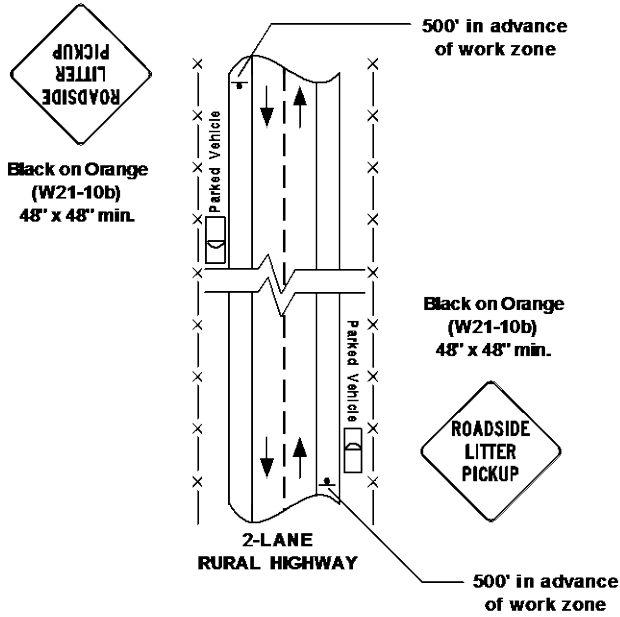
## Safety Tips

[itd.idaho.gov](http://itd.idaho.gov)

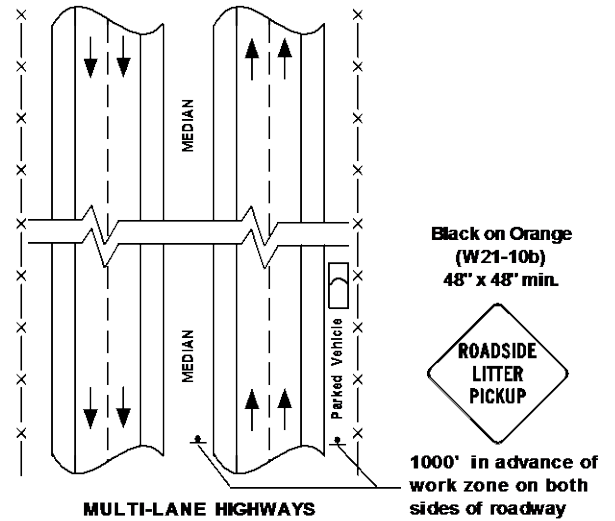
- Have your litter pickup during daylight on fair weather days.
- Before litter pickup, review two inserts contained in your Adopt-A-Highway Information/Application Packet: Guidelines for Litter Pickup/Traffic Control Plan for Volunteer Group Litter Pickup **and** Bag It, Move It, Leave It?
- Have a first-aid kit available. Put extra gloves and sunscreen in the first-aid kit.
- Wear gloves, long pants, sturdy shoes and an ITD issued reflective safety vest.
- Headsets can interfere with your ability to hear oncoming traffic or other potential hazards and should not be worn.
- Items that might cause injury, such as axes, knives, machetes, etc., should not be carried during litter pickup.
- Don't pick up litter on the roadway, bridges, in tunnels or on overpasses. These areas are especially dangerous for pedestrians.
- Stay clear of mowing operations and maintenance or construction activities.
- Be alert for snakes, stinging insects & poison ivy. Be cautious around tall grass and old logs.
- Don't try to make room in your litterbag by jumping or pushing down on it. You could cut yourself or the bag may rip and you might end up picking the litter up all over again.
- Avoid overexertion by resting when you need to and drinking plenty of water, especially on warm days.
- Never possess or consume alcoholic beverages or illegal drugs while on the adopted section.

# TRAFFIC CONTROL PLAN FOR VOLUNTEER GROUP LITTER PICKUP

**FIGURE 1**

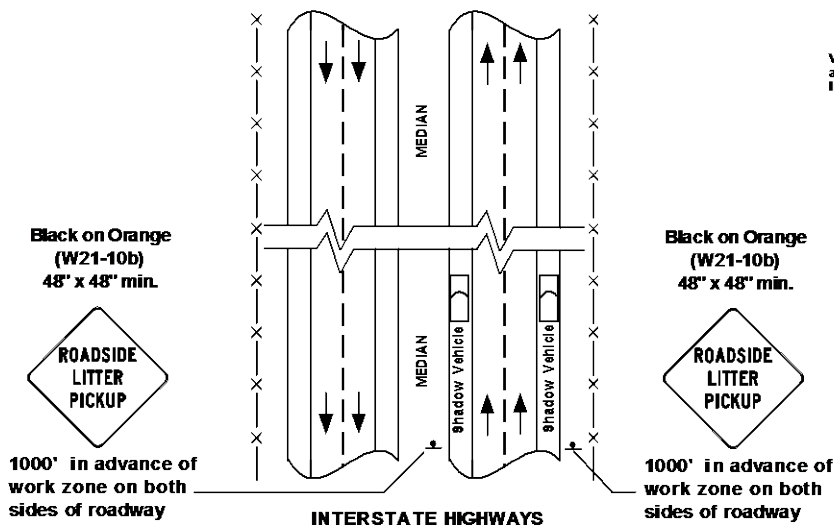


**FIGURE 2**



Vehicles should be parked off the roadway shoulder as near as possible to the right-of-way fence or boundary line.

**FIGURE 3**



Shadow vehicle should be used on outside shoulder or inside shoulder, but never both shoulders at once.

\*\* OPTIONAL \*\* Signing can be added to the back of shadow vehicles for additional advance warning.

# GUIDELINES FOR LITTER PICKUP

**NOTE:** The design, installation and use of all traffic control devices, must comply with the Manual on Uniform Traffic Control Devices (MUTCD), as adopted by the State. All sign sheeting must meet ASTM 4956 D TYPE III or greater retroreflectivity standards. Sign stands and sign installations must comply with NCRHP-350 crash standards.

## Litter Pickup –

**Two Lane Two Way Roadways** -- Participants are restricted to one side of the roadway between the right-hand edge of the pavement and the right-of way fence or boundary at any one time. Litter on the pavement is **NOT** picked up by participants. Crossing back and forth over the roadway is prohibited on two-lane rural highways.

**Multiple Lane Divided/Interstate** -- Participants working within a median area shall be restricted to the minimum number of crossings required to gain ingress and egress from the median area. It is recommended that the transport vehicle be used to transfer the participants from working on the outside shoulder area to the median area. The transport vehicle can be used as a shadow vehicle (see definition below) to protect workers and minimize the potential for accidents.

**Parking** -- Volunteer groups should park their vehicles off the roadway shoulder and as near to the right-of-way fence as possible. It is recommended that a minimum number of vehicles be used to transport participants to the litter pickup area.

**Safety Vests** -- Participants must wear the ITD supplied safety vests during litter pickup.

**Shadow Vehicle** – A vehicle used to give advance notice of work taking place through the means of either additional signing mounted on the rear of the vehicle, flashing emergency lights or a flashing rotating beacon. Shadow vehicles, when used, should be parked in advance of the work taking place or be used to follow a moving operation at a distance to give additional protection to the workers. When one large vehicle (van or bus) is used to transport the volunteers it may be parked on the shoulder closest to the litter pickup where it can act as a shadow vehicle for additional protection of the participants. This would allow parking on the inside shoulder for Median pickup or the outside shoulder for litter pickup between the shoulder and the right-of-way fence. If used as a shadow vehicle it will be required to have safety flashers or a rotating flashing beacon in operation during the litter pickup and be parked as close as possible to the outside edge of the roadway shoulder. Supplemental signing mounted on the back of the shadow vehicle may also be used to give additional advance notice to the traveling public.

**Signing** -- Traffic control signs should be mounted on temporary stands and placed adjacent to the edge of the shoulder.

**Two Lane Two Way Roadways (Figure 1)**-- Traffic control signs should be placed on both sides of the roadway where litter pickup is taking place. Signing should be at least 500 feet in advance of each end of the litter pickup section for each direction of travel. The lower edge of the sign must be mounted a minimum of one foot (1') above the roadway surface.

**Multiple Lane Divided/Interstate (Figures 2 and 3)** -- Signing should be placed on both sides of the travel lanes a minimum of 1000 feet in advance of the litter pickup area. Signs must be mounted with the lower edge of the sign a minimum of six feet (6') above the roadway shoulder. If a shadow vehicle is used for litter pickup on Interstate roadways, consideration should be given to mounting supplemental signing on the back of the shadow vehicle that restates the “Roadside Litter Pickup” message.