

Storm Drain Stenciling Project Handbook



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For more information about the
Medina County Storm Drain
Stenciling Project, call (330) 722-2628, ext.3.

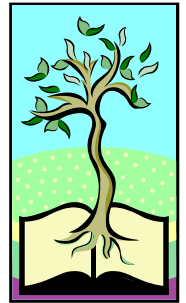
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ABOUT THIS MANUAL

INTRODUCTION

Thank you for your interest in protecting our waterways. This manual provides guidelines to Community Leaders, Local Project Coordinators, and Team Leaders who are implementing a Storm Drain Stenciling Project in their community.



Storm Drain Stenciling is a project that has been identified as a corrective action in river restoration. Storm water carries pollutants from streets, parking lots, storm drains and storage areas, and dumps it, untreated, into our local streams, rivers and lakes.

Storm Drain Stenciling is a course of action that alerts citizens of the connection between their yards and nearby waterways. The project suggests ways citizens can improve their environmental habits to minimize this pollution problem. Citizens are warned of the dangers of misusing storm drains as garbage disposals by the following message, which is displayed next to the storm drains in their streets:



Who should help stencil storm drains? This is a great activity for any volunteer organization, including: schools, scouts, churches, block clubs, and service organizations (e.g. Kiwanis).

The Medina County Soil and Water Conservation District (SWCD) is promoting the storm drain stenciling program throughout the county. For information about the program contact our office at (330) 722-2628, ext. 3.

BECOME A STREAM STEWARD AND HELP PROTECT YOUR LOCAL WATER RESOURCES

1. Take a leadership role and spearhead drain stenciling projects throughout your community.
2. Reduce your use of water and household hazardous wastes at home. Never use a storm drain as a garbage can.
3. Urge local municipalities to increase street sweeping and cleaning of catch basins.
4. Individuals and community groups can help educate and lobby local public officials about water quality issues. Groups can also:
 - Survey local water protection laws looking for wetlands protection, stream bank protection, and construction site run-off ordinances.
 - Get laws enacted to fine violators of the city's no dumping ordinances.
 - Lobby for a local hazardous waste collection day.
5. **DO NOT LITTER!**
6. Adopt a stretch of stream in your neighborhood. Pledge to keep it clean on a regular basis. Call:
Medina County Soil and Water Conservation District
(330) 722-2628, ext 3.
7. Help restore a Stream Bank with the appropriate natural vegetation. To find out how, contact the Medina County SWCD (see above).
8. Urge schools to include information about water quality issues in their curriculum. Call the Medina County SWCD to find out more about "Riverguide", a fun, thematic curriculum for teachers.

APPENDIX

WHY STENCIL STORM DRAINS?

Why stencil storm drains? **Because toxic materials are damaging our water quality!** Each year people pour hazardous chemicals, pesticides, paints, detergents, paint chemicals, antifreeze and used motor oil down storm drains. Wastes such as street litter, cigarette butts, animal feces, leaves, and grass clippings are often dumped on the ground or into storm drains. When it rains, these wastes are taken directly to the nearest stream, river or lake.

Storm water runoff is said to account for up to 80% of the pollution in some of our waterways. Part of this problem is directly linked to the misconception citizens have about the water that enters storm drains. Many believe that storm water is treated for pollutants the way household sewage is treated. However, when it rains, the storm water carries all sorts of wastes directly into the local streams, rivers and lakes. The use of storm sewers as garbage disposals ruins the aesthetic enjoyment of our waterways and degrades wildlife habitats. Small amounts of toxic chemicals - antifreeze, motor oil, pesticides, household cleaners - may weaken aquatic life, especially fish, and make them more susceptible to diseases. It has been estimated that one pint of oil can cause a slick about the size of two football fields on calm water! The surface of the water is a vital biological habitat, and serves as a nursery for developing eggs and larvae of fish and other aquatic organisms.

By participating in a Storm Drain Stenciling Project you are helping to send a message about a relatively unknown pollution problem and, at the same time, suggesting appropriate actions that can be taken to combat the problem.

ORGANIZING YOUR TEAM



PRESS RELEASE (example)

RE: Montville Township Storm Drain Stenciling

Date: 7/7/01

Contact: Project Coordinator, Medina County SWCD (330) 722-2628 x3

MONTVILLE TWP. Watch out for groups of kids and adults roaming the streets, placing drain markers on storm drains. Volunteers will place the message "Dump No Waste--Drains to Stream" on the drains. This is part of an educational campaign to remind all of us that storm water pollution begins at your home, with the drain on your street.

Everyone values clean water. A recent survey found that most of us still believe industry is the biggest source of pollution. In reality, according to the EPA, more pollution comes from the combined effects of common daily actions such as lawn care and vehicle maintenance. In many of our communities, rainwater washes down streets and parking lots, driveways and sidewalks, roofs and yards, carrying water and everything it picks up into a storm drain.

Before our communities were built here, natural creeks and streams carried rainwater downstream. Now storm drains and series of pipes collect that rainwater and deposit it directly into the nearby lake, stream, groundwater, wetland or river. This storm water is not cleaned before it empties into our waterways. As a result, lawn care chemicals and grass clippings, litter and pet waste, automotive products like used oil and antifreeze, plus other wastes are dumped untreated into our waterways. Pollution and harmful bacteria go straight into our local fish habitat, swimming areas or drinking water.

Small changes in habits can make a big difference. It's simple! In order to help reduce pollution, dump nothing down the storm drain you wouldn't swim in or drink.

1. Recycle your used oil and fix oil leaks
2. Use less fertilizer on lawns (many people over fertilize)
3. Avoid pesticides and herbicides
4. Compost yard trimmings
5. Don't litter
6. Wash your car on your lawn

For more information call the Medina County SWCD at (330) 722-2628 ext. 3

**STORM DRAIN STENCILING
PROJECT AGREEMENT FORM**

I am authorized to act on behalf of _____
(sponsoring organization)

(hereinafter referred to as "Sponsor"), I have carefully read and understand the guidelines for the Storm Drain Stenciling Project (hereinafter referred to as "Project"). In consideration of the Sponsor's participation in the Project, I hereby acknowledge and assume the following responsibilities:

- 1) Participants in the Project are solely under the supervision of the Sponsor.
- 2) Waivers of Liability will be signed for each participant prior to commencement of the Project.
- 3) Sponsor will train each participant in pedestrian and other relevant safety rules. All participants will be evaluated by Sponsor to determine if they are responsible individuals who will abide by the rules of the road and use due care and caution while participating in the Project.
- 4) The Medina County Soil and Water Conservation District will provide the curb markers, door hangers and instructions which the Sponsor insures will be used only as intended.

Signature	Date
Printed Name	Organization
Title or capacity of person signing agreement	

COMMUNITY WIDE ORGANIZING

Storm drain stenciling projects can be done on a community level or by smaller groups. The following information can be applied to most group projects.

1. The community identifies a desire to conduct the project. A captain may be chosen--someone who can help identify other groups and volunteers to be involved in the project, and to help oversee the entire effort.
2. The mayor, local council member, or service director should be notified of the project in order to obtain approval. The Medina County SWCD can provide suggestions and information that will help you win approval. (See "Getting Started" on page 6)
3. A community organizational meeting is scheduled. All potential team leaders and volunteers are invited.
4. At the meeting, the program goals are discussed, a date is chosen, a demonstration is held, and assignments are given.
5. Each volunteer team leader must register and sign a "Project Agreement Form". They are provided with waiver forms for their team members. Waiver forms must be completed by each volunteer and returned to the team leader by the project date.



IDENTIFYING INVOLVEMENT FOR YOUR PROJECT

Project volunteers may be found through the following. Prepare a list and invite all potential leaders to the organizational meeting.

Civic clubs	Scouts	School Groups
Agencies	Organizations	
Church Groups	Businesses	

IDENTIFYING POTENTIAL COLLABORATORS FOR EACH CATEGORY

1. **Leadership in official positions; and local leaders not holding office**
2. **Service providers related to water quality**
(e.g. water department, public service department)
3. **Potential resource providers -- public/private**
(places you can go to raise money or get volunteers)
4. **Existing networks to assist in water quality issues**
(e.g. school ecology clubs or other related organizations)



**COOPERATIVE AGENCIES STORM DRAIN STENCILING PROGRAM
AGREEMENT TO PARTICIPATE AND RELEASE & WAIVER FORMS**

In consideration of permission to participate in the cooperating agencies Storm Drain Stenciling Program sponsored by the Medina County Soil and Water Conservation District and any and all others who sponsor and or participate in this Storm Drain Stenciling Program and recognizing that this program will involve activities which because of their close proximity to the street are inherently dangerous, I, intending to be legally bound, hereby, for myself, my heirs, executors and administrators, voluntarily assume all risks of accident or injury and release and forever discharge the Storm Drain Stenciling Program sponsors and their respective employees, officers and agents from any and all liability for personal injury or property damage of any kind sustained in association with participation in the program, whether such personal injury or property damage is caused by the negligence of the Storm Drain Stenciling Program sponsors or their respective employees, officers, agents or otherwise.

I covenant and agree to indemnify and hold harmless the Storm Drain Stenciling Program sponsors, their respective employees, officers and agents, from all liability, loss and expense, including but not limited to damages, legal expenses and cost of defense, in any matter arising from my participating in the Storm Drain Stenciling Program.

I further agree to abide by all applicable rules and regulations promulgated by the Storm Drain Stenciling Program sponsors and agree to follow the instructions of all supervisors and/or instructors who are connected with this activity.

I have read and fully understand the foregoing and intend to be bound by it. With my signature, I join the Storm Drain Stenciling Program.

Participant Signature	Date
Participant Name Printed	
Address (Number, Street, City & Zip Code)	
(____) _____ - _____	
Telephone Number	
Signature of Parent or Guardian (if under 18 years of age)	Date
Parent or Guardian Name Printed	
Address (Number, Street, City & Zip Code)	
(____) _____ - _____	
Telephone Number	

(One copy per team of five)

GROUP STREET TRACKING RECORD

Name of Organization: _____

Group Leader/Monitor: _____

Date of Stenciling: _____

City: _____

Location: _____

On _____ between _____ & _____	Number Stenciled: _____
On _____ between _____ & _____	Number Stenciled: _____
On _____ between _____ & _____	Number Stenciled: _____
On _____ between _____ & _____	Number Stenciled: _____
On _____ between _____ & _____	Number Stenciled: _____
On _____ between _____ & _____	Number Stenciled: _____

Please return with Project Agreement form (unless already collected) and evaluation form to: Medina County SWCD, 6090 Wedgewood Road, Medina, Ohio 44256 or to your local Project Coordinator.

GETTING STARTED

1. Before embarking, please contact the Medina County SWCD at (330) 722-2628, ext. 3.
2. You may wish to develop a brief proposal and submit it to your local municipality for approval. The report should briefly discuss the project, proposed dates that the stenciling may take place, and ask for the following:
 - Permission to do the project;
 - The area to be covered. (A list of streets is helpful). To have a bigger impact ask the service director for streets where dumping now occurs;
 - Notification of the police department in the event residents complain about the project;
 - Permission to meet at a community location, such as a service garage, school or other facility. This location would serve as the meeting place and drop-off location;
3. Develop your teams. Each team consists of five individuals:
 - 1 person applying markers
 - 1 person cleaning area surrounding storm drain
 - 1 person watching traffic (safety vest required) and keeping count of drains stenciled.
 - 2 people delivering door hangers to the homes or businesses on the street where drains are being marked.

Please note: At least one adult needs to be in each group with minors. The adult can help record the number of drains stenciled, monitor the traffic, monitor those distributing door hangers, and apply adhesive glue to markers.

4. Team Leaders should be trained about the project and safety procedures before the stenciling date by the Medina County SWCD or trained volunteer. The Team Leaders can then train their teams.

5. Local Coordinator/Team Leaders can pick up needed supplies at the training sessions or on date of stenciling. The materials needed for each group of five include:

- door hangers (varies depending on # of houses)
- waivers (signed prior to project initiation)
- street assignment sheet
- tracking sheets (to count the number of drains stenciled)
- stenciling kit (supplied by Medina SWCD)

Additional supplies needed to be obtained by each group:

- pen or pencils
- 3 heavy-duty trash bags
- broom
- first aid kit
- transportation to the stenciling site
- money for a phone call

6. Any team not completing a "Project Agreement Form" will not be considered an official part of the Storm Drain Stenciling Project. Team Leaders need to sign a "Project Agreement Form" at their training session. Waiver forms for minors need to be distributed prior to date of project. All waiver forms (for adults and minors) must be completed by the day of the project and delivered at registration.*

*See pages 22 & 23 of this handbook for Project Agreement Forms and waiver forms.

For Project Coordinator/Team Leader

TEAM STREET ASSIGNMENTS

Local Team Leader: _____ Date: _____ Phone: (____) ____-_____

Please list volunteers by group with their given street assignments. This record needs to be filed by the Local Team Leader/Coordinator. Thank You.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Streets Assigned:

- A.
- B.
- C.

Streets Assigned:

- A.
- B.
- C.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Streets Assigned:

- A.
- B.
- C.

Streets Assigned:

- A.
- B.
- C.

Make as many copies of this sheet as needed.

One of these sheets needs to be completed for each date a project is performed in your community. It provides an important record for organizations. Ask your members to help by asking their friends. Word of mouth really works the best!

STENCIL KIT INVENTORY

The following items will be distributed. Each Volunteer Team Leader must sign a "Project Agreement" form before receiving the materials.*

To be supplied by Project Coordinator/Community Leader for each team of five:

- **Door hangers** (varies on # of houses)
- **Waiver forms**
- **Street assignment forms**
- **Tracking forms**
- **Project procedures**
- **Stencil kit** (contains: curb markers, adhesive tubes, latex gloves, heavy duty gloves, orange vests, whiskbroom and dustpan, wire brush, hand cleaner, cone)

To be supplied by Volunteer Group:

Each team of five (plus one adult if group are minors) needs the following:

- **Volunteers**
- **Trash bags** (for litter pickup)
- **Broom** (for street sweeping)
- **Pencils or pens**
- **First Aid Kit**
- **Transportation**
- **Coins or a cellular phone for an emergency call**

* This applies to each individual organization taking part in a locally coordinated project or a team working by itself.

HOW YOU CAN ENCOURAGE VOLUNTEERS TO JOIN YOUR PROJECT

7. The Local Coordinator or team leaders may want to issue a press release* to local media prior to stenciling date. A rain date may be announced.
8. Team leaders may wish to remind volunteers of project date and exact meeting time and location prior to the event. Some groups may find that phone trees are helpful way to accomplish this task. Team leader should also remind volunteers to wear old clothes.



Marketing the Storm Drain Stenciling Project in your community will help explain the project goals and encourage volunteers to join the effort. The Medina County SWCD Office can help provide training, serve as an advisor and help coordinate information and referrals.

Any organization deciding to undertake this project should plan far enough in advance to receive training, obtain the necessary permits from local municipalities, announce the project, secure volunteers and needed supplies. Advanced planning provides an opportunity for volunteers to get better acquainted with the program goals and helps provide a more enjoyable experience.

Use the following resources to get information about your project into the community:

Press Releases

Local papers are a very efficient way to promote an upcoming project. In large metropolitan areas your project may be linked to a current environmental issue. Many smaller newspapers will provide coverage or take an article submitted by your organization. Television and radio stations are other outlets for your information.

Target Mailings

Create a flier to distribute to local groups or citizens inviting them to get involved in the project. Your Local Project Coordinator may be able to provide a list of contacts in your community.

Organizational Distribution

Drop off fliers to your local library, civic organizations, recreation centers or community centers, businesses, schools, scout troops, and parent-teacher organizations.

* See page 24 of this handbook for an example Press Release.

PROJECT COORDINATOR/TEAM LEADER CHECKLIST

Before the Project Date:

Have you made arrangements with the local service director or mayor, or any other authorities to obtain the proper permission to conduct this project?

- () Leader has been trained for project.
- () Leader signed a "Project Agreement Form".
- () Leader picked up necessary supplies.
- () Waivers were distributed to all group leaders and volunteers.
- () Team leader has a map with streets to be stenciled highlighted.

On Project Date:

- () Volunteers sign in. Waivers are collected.
- () Volunteers divided into groups of five with one adult for each group of minors.
- () Street assignments are given and recorded. If possible, have street assignments made beforehand. Each volunteer needs to be listed on a street assignment form.
- () Volunteers are given project safety and instruction procedures.
- () Each group is given their supplies and told when and where to meet upon completion.
- () Unused markers, adhesive, stencil kits, door hangers, and tracking information are returned to Team Leader/Coordinator. Team Leader returns to Project Coordinator.

Notes:

HOW TO DISTRIBUTE DOOR HANGERS

1. Each team monitor will be given a stack of door hangers to distribute on the streets where stenciling is occurring.
2. Door hangers are given to two team members who walk door to door.
3. **Do not place door hangers in the mailbox.** Behind the box is O.K.
4. Hangers should be placed on the front or side doorknob away from the wind and weather. Other locations to hang may include another part of the front door or from the mailbox, inside a door gate, between doors, or under a mat.
5. Persons distributing the door hangers should use the sidewalks at all times and stay in sight of the team supervisors.
6. Beware of dogs and stay away from suspicious locations.
7. Always stay in site of the adult supervisor.



Newsletters

Send notices, well in advance, of your project to other organizations that have newsletters. This will create an awareness of the project and may help attract more volunteers. Church bulletins often print short notices of volunteer projects. Notice of your project date can also be posted on community bulletin boards and the Internet.

Events

Other events in your community offer an opportunity to distribute fliers about your project. You may consider setting up a booth with stencil kit and registration sheet to garner additional volunteers.



PROJECT PROCEDURES

HOW TO STENCIL A STORM DRAIN

1. Make sure the area near the drain is **dry** and free of pebbles. A whiskbroom or small wire brush may be used. Pick up any debris or litter in the area of the drain and place in trash bag.
2. Apply adhesive to the back of the marker (it is **not** necessary to use a large amount). Start 1/8 inch in from the outside edge **applying an even bead around the entire edge** and work toward center.
3. Arrange stencil on the **flattest area possible**, in front of the drain, facing the sidewalk so that a pedestrian is able to read the message. Place stencil to pavement and push down **HARD** with a twisting motion forcing adhesive out from the edge. **This step is important to insure marker is sealed to the application surface.**
4. While stenciling is in progress, other members of the team should distribute door hangers to the homes on the street. Stay off resident's grass. Door hangers may be placed behind the mailbox, between the screen door and the inside door, securely on the door, or under a mat. It is **Illegal to place literature in a mailbox.**
5. Remember to keep a count of the number of drains and names of streets that are stenciled on tracking sheet.
6. Designate a location for return of supplies after completion. This is usually the same place where the team meets.
7. Collect tracking sheets. Announce to the entire team the total number of drains stenciled for the day.
8. Send tracking information, including streets and number of drains stenciled to the Medina County SWCD, 6090 Wedgewood Road, Medina, Ohio 44256.
9. Adhesive tubes, unused markers, and other stenciling kit contents must also be returned to the Local Coordinator (who will return them to the Medina County SWCD).

NOTE. Use common sense. Volunteers may wish to work both sides of a street in one direction or go up one side and down another before moving to the next street.

- Traffic monitors and the person stenciling may **wear an orange safety vest**. Monitors will flank those stenciling on either side and watch for traffic from both directions.
- Use the same caution that you would use while walking to or from school.
- **Stay away from parked vehicles.** Team members are personally responsible for property damages.

SAFETY is a Top priority!



STENCILING PROJECT GUIDELINES

Local Coordinator: The contact person in your community who is helping to coordinate the local project, providing training and distributing supplies.

Team Leader: A community leader who coordinates a team of five or more volunteers.

Adult Supervisor/Monitor: The adult supervisor of a group of 4-5 individuals who will distribute waiver forms to group members, help track data, and provide information back to the Team Leader.

1. Project is not recommended for children under age ten.
2. **One adult is mandatory for each group of 4-5 minors.** Adult Supervisors stay at the roadside to monitor traffic and stenciling, and volunteers distributing the door hangers. Supervisors may help track number of drains stenciled on each street.
3. Collect waiver forms (see page 22). Waiver forms for minors should be sent home prior to the project date, signed by a parent or guardian and returned to the team leader prior to or on the day of the project. Adult volunteers may complete waiver forms on the day of the project. Keep waiver forms on file. After collecting waivers, teams sign in and are given street assignments.
4. Volunteers break into groups of five. The adult supervisor may be included in this number. Team tasks include:
 - **Safety Patrol** (1 volunteer) --- wear orange vest, move cone to various locations, and keep track of # of drains stenciled
 - **Cleaning Crew** (1 volunteer) --- sweeps and pick up larger items around storm drain, carry garbage bag, dustpan, and broom
 - **Curb Marking** (1 volunteer) --- use wire brush to ensure a clean, smooth, dry surface and apply marker (adult will apply adhesive)
 - **Door Hanger Delivery** (2 volunteers) --- deliver door hangers to homes and businesses on street and speak with interested landowners*Rotating tasks provides each member with an opportunity to stencil.*
5. Each group is assigned 2-3 blocks. The Local Coordinator or Team Leader should have streets assigned before teams go out. A street assignment form is provided. The team leader explains street locations and may provide a map to each team.

GUIDELINES (cont.)

6. Safety rules, guidelines and training are explained.
7. Local Coordinator or Team Leader demonstrates how to stencil. At this time, rain date may need to be chosen if the ground is too wet.
8. Each group monitor is given a tracking sheet, which must be returned to the team leader at project completion. Tracking sheets are to record the number of drains stenciled.
9. **NOTE:** Volunteers need to know that damage resulting from this project will be their responsibility, so caution is urged.
10. Inform volunteers that the mayor, service director and police have been informed of the project in the event that a resident has questions.
11. Volunteers will only stencil the storm drains on residential streets. No stenciling on private property. One stencil per drain, please.
12. Each group should have the following: curb markers, adhesive tubes, safety vests, door hangers, street maps, pen or pencil, tracking sheet, broom and dust pan, wire brush, plastic gloves, and trash bags.



DRAIN STENCILING PROJECT SAFETY RULES

- **All volunteers must receive training.**
- Volunteers should **wear light colored, old clothing.**
- Team members will be briefed about all safety procedures and stenciling guidelines before beginning the project.
- **Be prepared for an emergency.** Group leaders should have a first aid kit on hand. Each team of five persons should have transportation immediately available. It is also a good idea for a group leader to have coins or a cellular phone for an emergency phone call.
- **Do not** schedule a stenciling project at peak traffic times.
- **Stencil during daylight hours only**, not at dawn, dusk.
- The ideal temperature for curb marking is between 70°F and 75°F.
- Do not wear headsets or carry radios to the stenciling sites.
- **An adult supervisor is needed for every team** of five juveniles. The supervisor may wish to use a whistle to alert workers of approaching cars.
- When stenciling storm drains along the side of the road, be conscious of vehicular traffic.
- **Use care when picking up litter.** Gloves are a good idea. Never pick-up a syringe or suspicious looking objects. Report to police department.
- If provided, place traffic cones in the street, approximately 10 feet from each side of the storm drain.