

STENCILING KNOW HOW



1. Clean the area: All workers should wear gloves. Make sure the area near the drain is dry and free of pebbles. Use a broom to clear the stencil site. Carefully pick up and place litter in trash bags. Never pick up a syringe and report any suspicious items to your Team Leader and/or Event Coordinator.

2. Place the stencil on a flat surface: Arrange stencil on the flattest area possible. Choose the side or the front of the drain. Stencil patterns should be oriented so pedestrians can read the message.

3. Shake the paint: Spray cans should be shaken for at least 1 minute prior to spraying. Shake often between drains and follow all directions on the spray can. Do not aim spray at people or objects.

4. Spray a light coat: Hold the can about 8" above the stencil. Apply quickly and uniformly with a light back and forth motion. Before lifting the stencil, a second, light coat may be applied to fill in thin spots. Excessive spraying will make the words unreadable.

5. Wait before removing the stencil: Allow paint to dry for 1 minute before moving the stencil. Lift quickly, but carefully to avoid dragging the stencil through the wet paint. Excess paint should be removed from both sides of the stencil. Use cardboard or plastic to carry the wet stencil to the next site.

6. Update tracking form(s): Note on tracking form if the message is unreadable or if any sites were skipped. Record what trash was collected, if requested. Note the condition of the drain such as: broken concrete, debris in drain, strong smell, etc.

SAFETY KNOW HOW



All volunteers must be trained: A training must be held for all volunteers in each area prior to beginning the work. Safety information is a requirement.

Be visible: Wear light colored, old clothing. All volunteers must wear an orange safety vest.

Be prepared for emergencies: A first aid kit should be on hand in each area. Each team should have a mobile phone.

Avoid heavy traffic areas: Do not work in the roadway when traffic is heavy.

Use public restrooms: Never ask a stranger to use the restroom in their home.

Protect yourself from weather: Stay hydrated on warm days by taking water with you. Wear sunscreen.

TEAM LEADER KNOW HOW

Age requirement: Storm drain stenciling is not recommended for ages 12 and under. Teams must have a minimum of 2 adults for every 4 minors.

Liability waiver forms: Waivers are required from each volunteer. Minor waivers should be signed by a parent or guardian and given to the Event Coordinator on or before the day of stenciling.

Team size: Six to ten volunteers work as a team; 2-4 doing stenciling, 2-4 distributing fliers, 1 traffic monitor and 1 Team Leader. Volunteers may rotate tasks.

Team Leaders: Team Leaders keep track of all their team's paperwork, record data and keep the team within their mapped area. Team leaders should check the materials in the team's kit before and after the event.

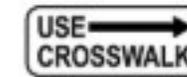
Weather: Stenciling is weather dependent. Rain, wind and leaf litter may prohibit stenciling.

PROTECTION KNOW HOW

Complete and save waivers: Every volunteer MUST sign a "liability waiver" form. All minors must have a parents/guardians signature on the liability form.

Protect private property: Team members are liable for damages to persons or property. Never spray paint at a person, vehicle or other property.

Stay clear of parked cars: Don't spray within 20 feet of any vehicle.

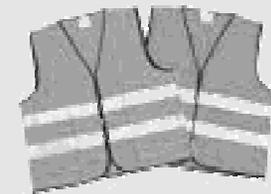


Observe traffic safety rules: Wear orange safety vests at all times. Do not stencil in heavy traffic. Cross streets carefully.

Protect your shoes: Wear old shoes, use shoe covers, or cover your shoes with plastic bags or old socks.

Training: The Event Coordinator explains safety and stenciling guidelines, demonstrates stenciling, distributes kits and area maps to teams, has a first aid kit available on site. The Event Coordinator and Team Leader will exchange cell phone numbers in case of questions, problems, or an emergency. The Event Coordinator will also notify authorities that the teams will be in the area working and will monitor the weather.

Kit contents: A stenciling kit may contain: safety vests, area map, flyers/door hangers, stencils, spray paint, spray handles/wands, rags, gloves, broom & pan, trash bags, pencil, clipboard, safety goggles and first aid kit.



FLYER DELIVERY KNOW HOW



1. One flyer per residence: Place one flyer on the front door of each residence. If the building is a duplex or multi-family residence, leave one flyer at each front door.

2. Mailboxes are off-limits: Only official US Mail is allowed in mail boxes. Place flyers on or near the front doors.

3. Stay on the sidewalk: When moving from house to house, use the sidewalks. Do not walk on grass, lawn or landscaping.

4. Stay in sight: Remain in sight of the Team Leader at all times. Wait for the spray crews to catch up if necessary.

5. Never enter a stranger's home: Find public facilities if you need a phone, restroom or drink. Politely refuse any invitation to go inside.

6. Answer questions: Residents may ask what you are doing. Show them a flyer and explain that the stencils are reminders to protect streams.

CAUTION

- ⌘ Avoid houses with loose dogs
- ⌘ Don't approach any animal
- ⌘ Don't enter a stranger's home
- ⌘ Cross streets carefully
- ⌘ Use pedestrian safety rules

ADDITIONAL RESOURCES

Report dumping: To report illegal dumping or suspected chemicals in local streams, contact the Ohio EPA at: 419- 352-8461 or 1-800-686-6930

Safe Disposal Sites: Recycle or dispose of household hazardous waste locally, contact:
Lucas County Solid Waste Management
419-213-2230
Wood County Solid Waste Management
419-354-9297
Ottawa County Solid Waste Management
419-354-7222

Soil and Water Conservation Districts:
Lucas County 419-893-1966
Wood County 419-354-5517
Ottawa County 419-898-1595

Educational information:
Lucas County Solid Waste Management at
<http://oh-lucascounty.civicplus.com/>
Wood County Solid Waste Management District at
<http://www.wcswmd.org/>
Ottawa County Solid Waste Management District at
<http://www.recycleoss.org/>

Septic system maintenance & problems: Proper construction and maintenance guide for home septic systems from OSU Cooperative Extension Service at
<http://ohioline.osu.edu/b854/>
To report problems with home sewage systems (septic tanks), contact your county health department.

For more water quality information and educational tools see the Give Water a Hand resources at:
<http://www.PartnersforCleanStreams.org>

TMACOG:
419-241-9155 or <http://www.tmacog.org>



P. O. Box 203
Perrysburg, Ohio 43552
419-874-0727 office
419-205-5588 mobile
419-874-0727 fax



STORM DRAIN STENCILING

Storm water flows directly into local streams. Each time it rains, however, more than rain water goes into storm drains. By accident or through carelessness, this source of pollution is the largest threat to our waterways today.

These and other pollutants don't belong in storm drains:

- ☞ Cigarette butts
- ☞ Litter
- ☞ Pet Waste
- ☞ Motor oil
- ☞ Anti-freeze
- ☞ Fertilizers

Stenciling the phrase "Drains Are For Rain, Flows to Waterway" alerts the public that storm drains do not lead to a water treatment facility. They drain directly to streams, rivers and eventually into Lake Erie.



Flyers distributed during stenciling educate the local community about safe waste disposal that will protect their fresh water supply.

Taking the time to stencil this important message is a valuable service to the community. Thank you for helping to protect our drinking water and healthy habitat for native wildlife.