

Adopt-a-Forest Guide

Be constructive, not destructive!

Help us help you.

*Trashing illegal dumpers on public land
is our business; please make it yours.*

*Dispose of trash legally
or pay for it later.*



Report dumping in progress: **1-800-292-7800**

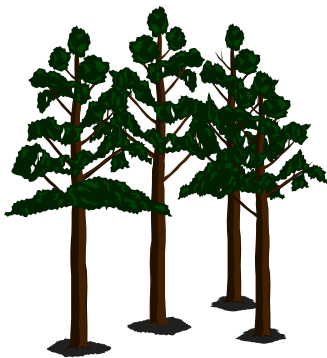
www.cleanforests.org



Michigan Coalition for Clean Forests

Ridding Michigan Forests of Illegally Dumped Trash

Healthy trees and wildlife depend on an unpolluted environment. Cleaning up public land is essential to help restore both the beauty and recreational value of our forests. A successful cleanup needs enthusiasm as well as careful organization. This manual provides a series of steps to follow when organizing a public land cleanup in Michigan.



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Program Background

The Adopt-a-Forest program began as a pilot project in Roscommon County in 1989 and became statewide in 1991. The program's goal is prevention of illegal dumping through:

- education,
- law enforcement, and
- improved legal recycling and disposal options

A system is set up which encourages volunteers--the program's backbone--to clean up existing trash and to function as an "army" of educators.

A partnership exists, commonly referred to as the "Trash Team," which includes governmental agencies, non-profit organizations, corporations and individuals. This partnership is the **MICHIGAN COALITION FOR CLEAN FORESTS**.

For further information visit www.cleanforests.org



How to Adopt-a-Forest

Our mutual goals are to enhance enjoyment of public forest land by eliminating illegal dumping and to increase awareness of recycling opportunities for waste materials found.

ADOPTERS - CAN BE ANY INDIVIDUAL, ORGANIZATION, CORPORATION, OR GROUP WHO WISHES TO HELP ELIMINATE UNSIGHTLY ILLEGAL WASTE DISPOSED ON FOREST LANDS.

There are three ways in which you or your group can become an adopter:

1. Be responsible for the physical cleanup and maintenance of a specific “adopted” portion of public forest land or move to new areas each time;
2. Donate equipment or commercial services for cleaning up public forest land;
3. Contribute monetarily to a special account supporting the program.

PHYSICAL CLEANUP AND MAINTENANCE - In many places on public forest land, adopting a section of forest will simply involve picking up litter along the roads found in and around your adopted area. These relatively small amounts of trash may be disposed of directly by the adopter as they would their own household trash. In some instances, and with larger amounts of trash, disposal arrangements can be made with local transfer sites or landfills. The initial cleanup may involve removal of small litter items plus large items such as discarded stoves, mattresses, carpeting, etc. After the initial major cleanup, subsequent efforts will involve a maintenance level of activity. We encourage you to monitor your area at least twice a year, preferably in early spring and early fall. On-site recycling of certain materials is encouraged. Again, the USFS, DNR, or DEQ can give you information on how this might be accomplished. Visit www.michigan.gov/deqrecycling for further information.

EQUIPMENT DONATION - Because the trash on public land is often considerable and large, certain equipment (like front-end loaders) is invaluable to groups who clean up portions of the forest. The DNR or USFS can help you coordinate your equipment with a cleanup activity.

MONETARY CONTRIBUTIONS - A special fund has been set up with the Michigan Forest Resource Alliance [a 501(c)(3) organization] for tax-deductible contributions. Funds will be used to pay for removal and disposal of trash from public forest land. Donations can go into the account for general or specific use or be earmarked for a specific geographic area.

For any of the above type of adoptions, you or your group will be recognized with a certificate upon request. If you adopt over 640 acres of land, you may request a sign recognizing you or your group as adopting a portion of the forest.

For more information or to adopt, contact:

Ada Takacs, Volunteer Programs Coordinator
MI Department of Natural Resources
8717 North Roscommon Road
Roscommon, Michigan 48653
Telephone: 989.275.5151, ext. 2049
Fax: 989.275.5167
E-mail: takacs@michigan.gov

Organizing a Successful Cleanup

A cleanup can be as small as one person removing a gum wrapper from public land adjacent to his backyard. Other projects might involve as few as a dozen scouts collecting litter along two-track roads, or several hundred citizens removing everything from old couches to abandoned cars. The number of volunteers needed for a project depends on the size of the cleanup you would like to tackle.

If you need more people than your organization can provide, try others.

Schools--If you are in a college town, contact local fraternities and sororities. Many high schools have community service requirements that give students extra credit for participation. Students from athletic teams and the National Honor Society are good prospects.

Civic Organizations--Contact groups such as the Rotary, Senior Citizens, the Lion's Club, 4-H Clubs, Scouts, Conservation Clubs, and so on.

Advertise--Advertising in the local papers is very effective. It is possible that your local newspaper even offers free ad space for community service projects. Try to plan far enough in advance to give prospective volunteers a chance to sign up. Often times local radio stations will make public service announcements regarding your cleanup. Most importantly, provide clear information about dates, location, and what volunteers should bring with them and what they will be expected to do when they get there.

Other suggestions--Offering prizes, T-shirts, caps, or certificates is a great way to recognize volunteers and those who donate to the cause. Hopefully, local donors will be willing to supply the group with snacks or other items. If so, make sure to emphasize that point when attempting to recruit people. Also make sure to give any contributors recognition in local newspapers.

Major cleanups may need portable toilets delivered. A local rental business might be willing to donate, or at least give a reduced rate, for some positive publicity. Refer to your local telephone book under *Toilets-Portable*.

Know the regulations and special conditions for the area you'll visit. Schedule your trip to avoid periods of high use (such as hunting seasons). Volunteers must obey all State and Federal Land Rules and Regulations.

What to consider when selecting a site...

How big of a project do we want it to be? If your group is a Cub Scout group, a site with mostly small litter might be appropriate. On the other hand, if your group is a four-wheel drive club, you might consider pulling junk cars out of the woods.

How much time will the cleanup take? The site should be large enough for the entire group to participate but not so large that they cannot clean it up that day. Some groups enjoy camping on public lands after the cleanup; make sure you obtain any necessary permits from the USFS or DNR.

Do we know what type of trash and amounts to expect? Different types of trash need different disposal methods (for example, a lot of fast-food wrappings compared to a refrigerator). Inventory your site before the cleanup so your group knows what to expect.

Do we have the proper equipment to clean it up? Make sure that at least 2 or 3 pickup trucks are available within your group and that they don't mind hauling trash in them. If you show up to a site expecting to use hand shovels when a back hoe would have been more appropriate, there will be a problem. Try to inventory your site prior to the cleanup day so you come prepared. Know ahead of time if four-wheel drive is needed.

Where can the trash be disposed of? Small amounts can be disposed of with the volunteer's household refuse. Larger items will take more planning (refer to the section on *Trash Disposal*). Contact the landfill or transfer station where you plan to take the trash and ask for free disposal or at least a price break for this one-time cleanup. If you are unable to get tipping fees deferred, don't panic. A couple of local (preferably large) merchants will probably be willing to underwrite disposal costs for favorable publicity. Ask your most persuasive group leader to help. If you still need help, contact an Adopt-a-Forest program manager or Ada Takacs, volunteer programs coordinator, at 989.275.5151, ext. 2049.

Who needs to know about the cleanup? Contact all groups assisting in the actual cleanup. If desired, contact all local media and politicians to let them know what, where, when, etc. Invite them to attend. Remind group leaders a few days in advance. Meet cleanup groups, politicians, and media on site. Make sure that anybody who wants recognition has the opportunity to talk to the media or have their picture taken. Have a few catch phrases to give to the media yourself, such as an estimated amount of trash illegally dumped in the area and information regarding the scope of the problem.



Sample Flyer

The Wherever Area Schools Annual Cleanup

[event logo or photo here]

- **Date:** May 23, 2008
- **Time:** 9:00 a.m. until 4:00 p.m.
- **Location:** Any County, Whatever Township, Yourtown
- **Contact:** John or Jane Doe, 616-555-5555
- **Wear:** High-top work boots with non-skid soles, hat, long pants, and long sleeve shirt.
- **Bring:** Pickup trucks and trailers (if available), Heavy-duty work gloves, trash bags, trash poker, insect repellent, sunscreen, water bottle, first aid kit, hand cleanser, and completed form (below).

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Please complete the following and give to cleanup organizer before working:

Name: _____ **If under 18, parental consent:** _____

Address: _____

Emergency Contact: _____ **Phone:** _____

Allergies: _____

Health Conditions or Physical Limitations: _____

Prescription Medications: _____

What to Bring and Wear

Wear:

- High top work boots with non-skid soles
- Long pants
- Bright orange vest (near roads and during hunting seasons)
- Hat (for sun protection)
- Long-sleeved shirt
- Safety glasses/hard hat

Bring:

- Heavy-duty work gloves
- Trash poker
- Shovel
- Bucket
- Sunscreen
- Hand cleanser (baby wipes work well)
- First aid kit
- Tarp and bungee cords to secure load
- Extra trash bags
- Rake
- Wheelbarrow
- Insect repellent
- Water bottle/refreshments
- Progress report (so people can sign in)
- Emergency telephone numbers
- Compass and/or GPS and area maps

Field Tips

These suggestions are from groups who have worked on many cleanups over the years. They may seem like common sense, but being prepared ahead of time can save you a lot of time and problems in the field...

- ◆ Some forest trails are narrow and rutted. Always be aware of what you're getting into and make sure you can back out if needed. Does your vehicle have enough clearance above and below as well as on both sides?
- ◆ When you get to a site, turn your vehicle and trailer around to point in the direction that you'll be leaving before loading. If needed, unhook your trailer and re-attach after the truck is turned around.
- ◆ A little bit of litter can turn into a major trash pile quick. When cleaning up a site, walk around and look for additional debris in the area. Wind and animals often scatter trash.
- ◆ Many dumpers throw stuff off the back of their vehicle while their friend drives down the road. Watch for additional trash on the way in to known sites.
- ◆ Natural materials such as large piles of leaves and twigs can be scattered to blend in with surroundings. Make sure to remove any trash bags that held compost materials.
- ◆ If inert materials such as concrete pieces cannot be removed, scatter them in surrounding area so they do not attract new trash.
- ◆ When working in rivers and lakes, **DO NOT REMOVE WOODY DEBRIS**. Lack of natural materials can cause fish habitat problems. Before removing natural materials like log jams and fallen trees, please contact the local DNR Fish Biologist.
- ◆ If trash appears to be on private land, do not remove it. One man's trash is another man's treasure.
- ◆ Remove all flagging from trailheads and site when completed.
- ◆ If a dumpster is available for disposal and you are using heavy-duty bags, feel free to dump the loose trash into the dumpster and re-use the bags.
- ◆ If trash site was from dumpsite database, report site as being cleaned so it can be removed from the list.

Safety

Safety is very important when working on a cleanup. Always be prepared for emergencies and make sure everyone involved has reviewed safety procedures prior to volunteering. It is best to always work in groups. Remember: *BETTER SAFE THAN SORRY*.

Personal Protective Equipment

When protective equipment is worn, chances of getting through work without an injury are much greater. Improve your success as an Adopt-a-Forest volunteer with the proper protection. See section on *What to Bring and Wear*.

Horseplay

Horseplay on the job is very dangerous and the person endangered isn't just the one that is horsing around. Other people are involved. Reactions of human beings are not entirely predictable. Their reactions to a joke might range from a laugh to a punch in the nose, depending on what mood they're in. Help protect your security and theirs through "horsesense," not horseplay.

Slips and Falls

Beware of tripping hazards. Trash, sticks, piles of leaves and tools left lying on the ground may cause you to fall.

Lifting

Lifting incorrectly can result in a variety of injuries. Back strain is very common. Proper lifting method:

- Stand close to the load with feet apart to lift.
- Bend knees, keeping back as straight as possible.
- Get a firm grip on the load and make sure your vision is not blocked.
- Test lift load to be sure you are capable of picking it up without straining. If not, ask for help.
- Lift using leg muscles, not back muscles.

Driving

Ensure your vehicle and trailer meets all Secretary of State requirements. Trailers in Michigan now require permanent license plates. Make sure all blinkers and brakes are working before traveling.

Drive safely and secure your load. There is no hurry when working on cleanups. Heavy loads may cause your vehicle to handle differently than normal. These loads will also increase braking distances. Loosely loaded objects may shift in turns. Unsecured debris may blow out of the vehicle while driving, so use a tarp. Use flagging if items extend over the truck or trailer bed.

Fire Hazard

Be aware of current fire danger conditions. Always be careful when smoking. Fully extinguish and properly dispose of your cigarettes. Do not dispose of newly extinguished cigarettes in bags or dumpsters full of trash. Also remember that sparks from mufflers and excessive heat from your vehicle's undercarriage could ignite a fire in dry conditions.

Heat Stroke and Heat Exhaustion

Carry a water supply with you at all times to replenish fluids; especially during hot and humid days.

Heat stroke and heat exhaustion occur from being exposed to high temperatures and from exposure to the sun, especially on calm, humid days. Heat stroke is dangerous--get emergency help FAST!

Heat stroke symptoms include:

- Very high temperature with hot, dry skin
- Rapid breathing and pulse; the victim may appear confused
- Nausea, diarrhea, vomiting, seizures, and even coma are possible

First-aid for heat stroke:

Immediate professional help is important, but until help arrives:

- Move the victim to a cooler area
- Remove excess clothing
- Sprinkle water on the person or fan the body for cooling
- If victim is awake, give them small sips of water

Heat exhaustion symptoms include:

- Body temperature is near normal
- Heavy sweating is noticeable
- Other symptoms may include dizziness, weakness, stomach cramps, nausea, vomiting, rapid heart rate, and blacking out.

First-aid for heat exhaustion:

- Relocate to a cooler area
 - Victim should lie down and, if conscious, sip water
- Never give the victim alcoholic beverages, tea, or coffee. If there is any doubt of a rapid recovery, see a doctor at once.

Stinging Insects

Seek emergency medical help immediately if the victim has a history of serious reactions to stings or if a serious reaction develops.

Be aware of surroundings and listen for buzzing. Stay alert, especially when disposing of old stuffed furniture which may be the residence of bees; or cinder blocks and appliances which are preferred nesting areas for wasps. Watch for yellow jacket nests (usually in the ground) and be sure not to bump into a gray paper nest of the tree dwelling bald-faced hornet.

Wear insect repellent for mosquitoes and black flies. If you are allergic to insect stings, be sure to have appropriate first aid material with you. Make sure your coworkers know what to do for you in case of an emergency.

Avoid wearing strong perfumes, particularly floral-scented ones. Wear light-colored clothing as opposed to dark or brightly colored clothes which seem to attract bees and wasps.

If chased by a swarm, escape to a body of water and remain submerged until they leave. If no water is available, place your hands and forearms across your head to protect your eyes, throat and neck. Move away quickly and quietly, as agitated movement and noise can irritate the insects and evoke further attacks.

Do not leave opened cans of sweet drinks standing around. Always check before drinking from an open container, even if it only contains water.

Snakes

There are 18 species of snakes found in Michigan. The only venomous snake is the Eastern Massasauga rattlesnake.

Status: Special Concern, it is protected by the State of Michigan and is a candidate for federal listing.

Range: Entire Lower Peninsula.

Habitat: During spring, Massasaugas use open shallow wetlands or shrub swamps. During summer, Massasaugas move to drier upland areas. Look for them “sunning” in open fields, grassy meadows, or farmed sites.

Behavior: Massasaugas are sluggish, slow moving snakes. They are generally considered unaggressive; it is unusual for the species to strike unless it is directly disturbed. Although the venom is highly toxic, fatalities are very uncommon because the species’ short fangs can inject only a small volume. Small children and people in poor health are thought to be at greatest risk.

Description: Massasaugas have thick bodies with colors that range from gray to brown. Its back has large, dark brown blotches with smaller, lighter brown patches on its sides. Young Massasaugas are similarly marked with brighter coloration. This snake has a wide triangular head and eyes with slit-shaped pupils. Adults can be 18” to 30” in length. Young Massasaugas have small yellow buttons or “rattles” at the tip of their tail. Adult “rattles” are grayish yellow, like pieces of corn kernels, on top of dark rings. Snakes may bite to protect themselves.

Look-Alike Snakes: The Eastern milk snake and Eastern hog-nosed snake are harmless. A hog-nose snake will flare its head, coil, and may strike.

Rattlesnake Etiquette:

1. Keep your distance
2. If you hear a rattle or buzzing sound. STOP! Look, but don’t move—the snake may be close to you. Slowly move away after the snake has been located. Do not pick it up or kill it.
3. Report all sightings and location of Massasauga rattlesnakes to a DNR wildlife office. Include a photograph if possible.

If a snake bite occurs:

1. Stay calm.
2. Move away from the snake.
3. Try to remember what the snake looked like.
4. Notify someone of your bite; sit down and limit your movements.
5. Go the nearest emergency room/hospital for treatment.
6. If a pet is bitten, immediately notify your veterinarian.

Poison Plants

Poison Ivy, Poison Sumac, and Nettles are very prevalent on public lands. See below for identification:

Treatment:

Wash exposure site thoroughly as soon as possible. Clean hands and wash well under finger nails. Apply cool compresses to affected parts. Wash clothing worn when exposed to the plant. Calamine lotion or cortisone cream may be used to relieve mild itching. Contact your physician if the reaction is severe or widespread.

Poison Sumac



Poison Ivy



Nettles



Natural Elements

Be aware of your surroundings at all times. Watch for tree “leaners” or loose limbs that could fall from above. Do not put yourself in an unsafe position.

Wildlife

Hopefully you will be able to see a variety of wildlife while you are working on your cleanup. While these animals appear to be cute and cuddly, their actions are unpredictable. Do not attempt to approach or otherwise disturb any wildlife. They are thankful that you are cleaning up their habitat.

Hazardous Materials

Be particularly careful while around hazardous materials such as paint, oil, antifreeze, grease cutters, drums of liquid, etc. Do not let any of this material touch your skin. Do not inhale any fumes that may be present. Remain upwind. Refer to *Hazardous Waste* on Page 14 for additional information.

Use caution when handling items such as broken glass and sharp objects.

Do not attempt to pick up hypodermic needles or medical waste--contact the local health department and tell them the location.

Do not attempt to remove explosive materials such as unexploded ammunition or dynamite--contact the local authorities for removal.

Methamphetamine labs have been found on public land. Watch for materials listed below. If found, leave in place and report to the Michigan State Police Methamphetamine Investigation Team at 989-732-7588.

This is no picnic in the park



It's a METH LAB!



WHAT IS IT?

Methamphetamine, an illegal drug, also called "meth", "crank", "ice", "chalk", "glass" or "yaba" is:

- highly toxic
- extremely dangerous

WHAT ARE ITS EFFECTS

The white crystalline powder:

- affects the central nervous system
- alters the brain chemistry
- causes severe damage to internal organs



WHERE ARE METH LABS FOUND?

Hidden labs are usually set up in:

- secluded areas
- abandoned structures
- automobile trunks
- occupied or abandoned homes
- public lands



METH LABS CAN CAUSE:

- soil and water contamination
- explosions
- fire
- threats to fish and stream wildlife
- costly Hazardous Materials clean up in accordance with Environmental Protection Agency regulations

INGREDIENTS

- drain cleaner ■ pseudoephedrine
- ether ■ battery acid ■ acetone
- brake cleaner ■ gasoline additive
- lithium strips ■ anhydrous ammonia

WHAT TO LOOK FOR

Meth labs often produce strong odors that smell like ether, ammonia, acetone, or cat urine and large amounts of trash including:

- antifreeze containers ■ chemical-stained coffee filters ■ empty boxes of allergy tablets ■ drain cleaner product cans and containers ■ battery casings ■ lantern fuel cans ■ standard grill propane tanks (often have corrosion of blue coloring around the valve and handles)

IF YOU FIND A METH LAB

- Use extreme caution and do not disturb site.
- Do not approach or confront any individuals in the area.
- Contact your nearest State Police or local law enforcement with information about the location of the lab site.

FOR MORE INFORMATION

- www.whitehousedrugpolicy.gov
- www.lifeormeth.org
- Contact your local law enforcement or Drug Enforcement Office.

Do not confront people you see dumping! Your personal safety is very important to us. If you happen to see a person dumping, **DO NOT APPROACH THEM.** If you are able to get a description of the vehicle (type, color, make, approx. year) and/or a license plate number, turn it over to the local authorities (Sheriff, Conservation Officer, or Forest Service Law Enforcement personnel).

Financial Support

The Michigan Coalition for Clean Forests (MCCF) is operated primarily on volunteerism and private and corporate donations.

Contact the landfill or transfer station where you plan to take the material. Refer to section on *Trash Disposal*. Make sure they will be open when you plan to be there. Ask for free disposal or at least a price break for this one-time cleanup. If the disposal site is privately owned, they may want publicity which you will be able to provide.

If you are unable to get disposal fees deferred, don't panic. A couple of local (preferably large) merchants will probably be willing to underwrite disposal for favorable publicity. Ask your most persuasive group leader to help contact possible supporters.

If the items are too large to combine with your household trash and you are unable to get the disposal costs deferred, contact the Adopt-a-Forest project manager for your area (see *Contacts to Make*). A special tax-deductible fund has been set up for individuals and corporations to donate money for this purpose. In addition, the DNR has allocated a limited amount of funds specifically for state land cleanups. All expenditures must be PREAPPROVED and will not be paid unless they are accompanied by an original voucher signed by an Adopt-a-Forest project manager prior to the cleanup.

This fund will only pay for landfill tipping fees and dumpster costs. Since funds are limited considering the scope of the problem, every effort should be made to get the lowest price possible for projects. This fund will only make payments directly to businesses that present an invoice with a voucher attached, not to individuals as reimbursement. The fund cannot pay for items such as work gloves, shovels, travel expenses, or snacks.

Spending priorities are made depending on issues such as impact of cleanup compared to cost, length of time requesting group has been active in the program, and the location of the cleanup.

Many trash sites have metals that can be turned over to a reclaimer such as appliances and car parts. Many reclaimers will give your group a finders fee based on weight and type of metal. If large amounts of metals are present at the cleanup site, scrap metal companies may be willing to place a metals only dumpster free at the site. Worst case scenario, you should be able to recycle metals for free so they are not taking up valuable dumpster space. See *Scrap Metals* in your phone book for local contacts. Bottle and can deposits are another way to reimburse a small amount of your costs.

Scrap tire grants are sometimes received by the program. Collection points will be set up around the state based on need. If these collection points are in your area, you will receive notification if you are on our mailing list.

The Adopt-a-Forest program is a success in large part due to a majority of cleanup costs being absorbed by volunteer organizations and local businesses. We would like to give these groups and companies as much publicity as possible. Therefore, we ask that you list their names and donations (e.g., money, machinery, time) on your progress report. Many groups and businesses have received awards to acknowledge their contributions.

Trash Disposal

Solid Waste: Licensed landfills and transfer stations exist throughout the state and can often times be found in the telephone directory listed under *Waste Disposal* or *Landfills*. A complete state-wide list can be obtained by contacting the Department of Environmental Quality (DEQ), Waste and Hazardous Materials Division, Solid Waste Program Section at 517-335-3293. Visit www.michigan.gov/deqwaste for further information.

Tires are no longer permitted in landfills. There are many uses for scrap tires such as crumbed rubber used on playground floors or burned as alternate fuel. Look under “*Tire Disposal*,” “*Tire Haulers*,” and “*Tire Processors*” in the local phone book for contacts to make. If there are no scrap tire end-users in your community, contact a local tire retailer who may be able to dispose of them properly with their commercial piles. Some communities also have mosquito control programs that can assist with tire disposal. If so, they will often be listed in the phone book under “*County*” and “*Mosquito Control*.”

Hazardous Waste: See *Hazardous Materials* in the *Safety* section for proper handling instructions. Otherwise, household hazardous waste in small quantities (such as paint cans, hairspray, cleaning fluids, dry-cell batteries, etc.) can be legally disposed of with other trash you collect as long as any fluids are solidified (for example, add kitty litter or sawdust to left-over paint in the bottom of cans).

Large amounts of potentially hazardous waste (such as 55-gallon drums) should be left on-site and reported to the DEQ.

Some communities have Household Hazardous Waste Collection Days. A list of known collection sites can be obtained by contacting the DEQ Waste and Hazardous Materials Division at 517-373-0530. Your county office may also have information specific to your area.

The Department of Agriculture has a Clean Sweep program which collects agricultural pesticides. For further information, contact them at 517-373-9744.

Recycling/Composting: Many communities have municipal recycling and composting centers. A list of registered sites can be obtained by contacting the DEQ, Waste and Hazardous Materials Division at 517-335-3293.

Privately owned recycling facilities are generally listed in the telephone directory under “*Recycling Centers*,” “*Scrap Metals*,” or “*Waste Disposal*.” Any appliances containing freon, such as refrigerators or freezers, must have the freon removed prior to disposal. Businesses that reclaim freon are generally listed in the telephone directory under “*Refrigerator Service/Repair*.” Scrap metals such as appliances and car parts are worth money to recycling facilities. There should not be a cost associated with disposal of scrap metals (often times you will receive money for turning metals in).

Lead acid batteries (such as those used in cars, boats or RVs) can be traded in exchange for the required core charge when purchasing a new battery. If a new battery is not needed, major battery retailers like Kmart or Wal-Mart will often accept them for recycling—call ahead.

Any of the above lists can be obtained by sending a request to the DEQ, Waste and Hazardous Materials Division, at P.O. Box 30241, Lansing, MI 48909.

For additional information on proper waste disposal practices and locations, visit the Department of Environmental Quality’s home page at <http://www.michigan.gov/deg>

Contacts to Make

There is no need to contact a project manager before your cleanup unless you need assistance. If you have questions or comments regarding the Adopt-a-Forest program, contact the representative for your area:

E-mail: cleanforests@cleanforests.org

Call: Ada Takacs, Volunteer Programs Coordinator, **989.275.5151, Ext. 2049**

Or:

Department of Natural Resources Operations Service Centers

| | |
|------------|--------------|
| Baraga | 906-353-6651 |
| Bay City | 989-684-9141 |
| Cadillac | 231-775-9727 |
| Gaylord | 989-732-3541 |
| Southfield | 248-359-9040 |
| Marquette | 906-228-6561 |
| Newberry | 906-293-5131 |
| Plainwell | 269-685-6851 |
| Roscommon | 989-275-5151 |

United States Forest Service Supervisors Offices

| | |
|--------------------------------|--------------|
| Hiawatha National Forest | 906-786-4062 |
| Huron-Manistee National Forest | 231-775-2421 |
| Ottawa National Forest | 906-932-1330 |

Other Contacts: You may want to invite local media or politicians to your cleanup. If you feel you do not have enough volunteers, consider displaying a flyer (see *Sample Flyer*) in your local grocery store or ask the local radio station to announce it.

If proof of dumping is obtained (such as an address or name from the trash), take a photo if possible and make sure to make a note of it on your progress report. Send the proof of dumping with your progress report. If the dumping looks recent and proof is obvious, leave the pile in place and contact the DNR RAP Hotline at 1-800-292-7800.

If you witness a person dumping **do not confront them**. If you can get a general description of the vehicle, how many people were in it, and/or a license plate number, turn it over to your local authorities or call the above telephone number for your area.

Federal Land and Cultural Resources: If cultural resources are found during federal land cleanups, contact your local United States Forest Service office. Cultural resources include items 50 years or older (e.g., bottles, Indian burial grounds, arrowheads, and so on).

Follow-up Suggestions

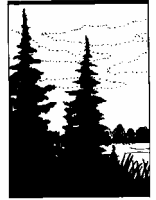
- ◇ Fill out a progress report (see sample on next page) so your efforts are added to the statewide statistics.
- ◇ Write thank you notes to volunteers, business supporters, media, and anyone else who was involved in the cleanup.
- ◇ Take pictures of the site before and after to document your hard work.
- ◇ Publicize the cleanup in order to create awareness and increase pride in your community.
- ◇ Make notes on anything you would do differently next time.



ADOPT-A-FOREST PROGRESS REPORT

"Ridding Michigan Forests of Illegally Dumped Trash"

*Provided Courtesy of Michigan Department of Natural Resources
Forest, Mineral & Fire Management*



**MICHIGAN
COALITION
FOR • CLEAN
FORESTS**

Ridding Michigan Forests
Of Illegally Dumped Trash



| Office Use Only |
|--------------------|
| _____ Area copied |
| _____ Data entered |
| _____ On AAF List |
| _____ Reply sent |
| _____ |

What is a cubic yard?*
 3 ft x 3 ft x 3 ft - 1 cu yd
 One pickup load = 3 cu yds
 One refrigerator = 1 cu yd
 Four tires - 1 cu yd
 Six large trash bags - 1 cu yd
 *Based on industry standards

| | | | |
|---|---|--|--|
| Association/Individual's Name: | | Date of Cleanup: | |
| Address: | | Adopted Area: | |
| City, State and Zip Code: | | County: | |
| Telephone Number: () | | Check one: <input type="checkbox"/> National Forest <input type="checkbox"/> State Forest <input type="checkbox"/> Private | |
| Number of Volunteers: | | Total Volunteer Hours: | |
| Cubic Yard(s) of Trash Removed: | | Number of Tires Removed: | |
| Amount of Trash That Was Recycled: | | Number of Large Appliances Removed: | |
| Special Equipment Used: | | Equipment Donated By: | |
| Have you cleaned this site in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No | Were any legal contacts made because proof of illegal dumping was obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No | Dumpsite Database Site? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Were any names, address, or other identification found? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please specify: | | | |
| IMPORTANT!! Please let us know if any of the following were present: | | | |
| <u>Checked for:</u> | | <u>Found evidence of:</u> | |
| <input type="checkbox"/> Emerald Ash Borer | | <input type="checkbox"/> Emerald Ash Borer | |
| <input type="checkbox"/> Eastern Massasauga Rattlesnake | | <input type="checkbox"/> Eastern Massasauga Rattlesnake | |
| <input type="checkbox"/> e-Waste (computers, cell phones, etc.) | | <input type="checkbox"/> e-Waste (computers, cell phones, etc.) | |
| Location (include photos if possible): | | | |
| Any artifacts or unusual findings that should be mentioned in the media: | | | |
| Name of Local Newspaper: | | Where did you hear about the Adopt-a-Forest Program? | |
| Additional Comments: | | | |

Submit this form electronically at: www.cleanforests.org or

RETURN COMPLETED REPORT TO:

**ATTN: ADOPT-A-FOREST PROGRAM
 ROSCOMMON OPERATIONS SERVICE CENTER
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES
 8717 N ROSCOMMON RD
 ROSCOMMON MI 48653**

If you have any questions regarding completion of this report, please contact the U.S. Forest Service at 1-800-821-6263, or the Michigan Department of Natural Resources at 989-275-5151. TTY/TTD: 711 (Michigan Relay Center)

Frequently Asked Questions

Do I have to “adopt” a portion of land, or can I work in a different area each time?

You are not required to adopt a specific portion of land. We maintain lists and maps of known trash sites if you haven't already identified a site and would like to move around each time.

How much time must I commit if I decide to adopt a portion of public land?

We ask that you monitor your area at least two times a year (usually in the spring and fall). Areas usually consist of one major cleanup in the beginning and monitoring with minor litter control from then on.

Can my group just gather the trash and leave it one place for removal by your program?

The Adopt-a-Forest program does not have a fleet of trucks or paid staff available to remove piles. If the trash site is large enough, dumpsters may be ordered and dropped off on-site and picked up soon after cleanup. Do not leave unattended dumpsters for extended periods, or they will attract more trash. If the piles are not large enough to warrant a dumpster, you may be able to partner with local groups who have access to pickup trucks and/or trailers and are willing to transport the trash to a local landfill or transfer station. The Adopt-a-Forest program maintains a database of volunteers. If you need assistance in finding partners, feel free to contact us.

Can we use ORVs in non-ORV areas to assist with cleanups?

Volunteers must follow all laws, regulations and special conditions for the area they are working in. If exemptions are made and ORV use is evident in an area, enforcement of unauthorized use becomes very difficult. In addition, most illegally disposed trash is dumped using vehicles licensed for road use; therefore, cleanup of trash using only road-licensed vehicles should suffice.

Can I get reimbursed for my time, gas, gloves, etc.?

The limited funding available can only be used for trash disposal fees. Tax laws do allow for gas and out-of-pocket expense deductions for volunteer projects such as these. Check with your tax-preparer for additional information.

What if I find evidence of dumping (like an address) in the trash?

If possible, take a photo of the pile before you start cleanup. Proof of dumping will likely be in the form of an address on a magazine or discarded mail. Send the proof of dumping and photo with your progress report after project completion. If the item is too large to mail, make a note in the comments area of your progress report and save the item for later follow-up. The local authorities will be contacted with evidence of dumping. Keep in mind that license plate registration information is purged by the Secretary of State after 30 months of non-renewal. For abandoned vehicles, title identification numbers (VINs) are maintained for only 10 years. If dumping appears to be recent and proof of offender is very obvious, you may wish to leave the pile in place and call the DNR RAP Hotline at **1-800-292-7800**.

What if I witness dumping in progress?

Do NOT approach them! Your safety is first priority. If possible, get a vehicle and driver description and license plate number along with a description of the trash. Contact your local law enforcement or call the DNR RAP Hotline at: **1-800-292-7800** or your local law enforcement agency.

Are there funds available to advertise cleanups?

No. However, we maintain a volunteer website that we would be happy to advertise your cleanup on. In addition, if you create a flyer announcing the event, we are able to send the information to known volunteers in your specific area.

What if I don't want to donate my time, but would like to help in some other way?

There are other ways to assist:

Make a tax-deductible donation (see below).

Donate tools, food, or large equipment to volunteer groups working in your area.

Encourage local officials to make legal disposal readily available in your community.

Visit www.cleanforests.org for further information or contact Ada Takacs at 989-275-5151, Ext 2049.

Make a Donation

The Michigan Forest Resource Alliance (MFRA) is a 501(c)3 non-profit organization. They accept donations to the Adopt-a-Forest program and distribute funds based on program needs determined by the Trash Team.

You can make a donation for general purposes (will be used for education, special projects, disposal, etc.) or you can specify a specific use or geographic area. All personnel and operational costs are covered by partnering agencies and organizations.

Please send check payable to: MFRA, Adopt-a-Forest
8717 North Roscommon Road
Roscommon, Michigan 48653

You will receive a thank you letter with tax-deductible information regarding your donation.

Acknowledgments

This Adopt-a-Forest Guide was compiled by Ada M. Takacs, Michigan Department of Natural Resources, Forest, Mineral & Fire Management Division, 8717 North Roscommon Road, Roscommon, MI 48653. Telephone number: 989.275.5151, Extension 2049
e-mail: takacs@michigan.gov Contents were gleaned from various sources.

United States Forest Service, Department of Natural Resources, and Department of Environmental Quality employees as well as Trash Team members contributed information, expertise, and/or editing in the creation of this manual.

The Trash Team consists of members from various agencies, non-profit organizations, corporations, groups and individuals. If you are interested in joining the Trash Team and making a difference on public land, please contact us.

**Michigan Coalition for Clean Forests
October 2006**

This manual is printed on recycled paper.