

An EPA Storm Water Phase II endorsed activity



Cuyahoga  
Soil and Water  
**Conservation**  
District

# Storm Drain Stenciling Project Handbook



**A How-To manual for pollution prevention education  
Nothing but rain down the storm drain!**

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**For more information about pollution prevention and water quality programs, contact:**

**Cuyahoga Soil and Water Conservation District**

**216-524-6580**

**[www.cuyahogawcd.org](http://www.cuyahogawcd.org)**

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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 to restore the river. It is being promoted by Cuyahoga Soil and Water Conservation District as an excellent public involvement and public education project that many cities have identified in their Storm Water Management Plans. A course of action is now being established to eliminate some of the worst problems affecting water quality. One notable problem affecting water quality is storm water runoff.

Storm water carries pollutants from streets, parking lots, storm drains and storage areas and dumps it, untreated, into our local streams, rivers and directly to Lake Erie. 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 eliminate part of this pollution problem. Citizens are warned of the dangers of misusing storm drains as garbage disposals by the following message which is painted next to the storm drains in their streets:

Dump No Waste, Drains to Creek

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

Cuyahoga SWDC is promoting the storm drain stenciling program throughout Cuyahoga County. For information about the program call (216) 524-6580, ext. 12

## 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, drains into nearby larger waterways such as the Cuyahoga River eventually draining into Lake Erie. 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 Lake Erie. 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 the surface of 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.

## ADDITIONAL RESOURCES

- **To report illegal dumping or suspected chemicals in local streams**, contact the Ohio EPA at 1-800-686-6330.
- **A Guide to Safe Management of Household Hazardous Waste** is available from Ohio EPA, Public Interest Center, P.O. Box 1049, Columbus, Ohio 43266-0149. Phone: 614-644-2160.
- **To report problems with home sewage systems** (septic systems), contact your local Board of Health. Akron: 932-4891. Cleveland: 443-7520.
- The Cuyahoga Board of Health has an informational brochure **Homeowners Guide to Household Sewage Treatment Systems**. Phone: 216-201-2020. Ask about the new video for homeowners -- it's free!
- For a list of **municipal managed oil recycling centers**, contact the National Oil Recyclers Association at 791-7316.

- To obtain a copy of **The Waste Line: Issues and Concerns About Household Hazardous Waste**, contact the Cuyahoga County Planning Commission at 216-443-3700.
- The Water Environment Federation, Public Affairs Department, 601 Wythe Street, Alexandria, Virginia 22314-1994, has a brochure entitled, **Household Hazardous Waste: What you Should and Shouldn't Do**. Phone: (703) 684-2400.
- Contact the **Center for Marine Conservation** for information about their pollution prevention programs. Phone: (804) 851-6734.
- **Environmental Hazards Management Institute**, a non-profit environmental consulting corporation, specializes in environmental and regulatory education and compliance assistance. The group produces Water Sense Wheel and Recycling Wheel. Contact P.O. Box 932, Durham, New Hampshire 03824. Phone: 603-868-1496.

## **PESTICIDES**

- Contact the Environmental Health Watch to obtain a list of alternatives to household hazardous products at 961-2871.
- Report illegal or questionable dumping to local authorities or to the Ohio EPA at 800-686-6330.

Contact the Cuyahoga RAP for a copy of the "Taking Action to Support Our Streams" brochure. This brochure provides a detailed list of problems and organizations you can contact to help eliminate the pollution problem.

# ORGANIZING YOUR TEAM

## **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. Cuyahoga Soil and Water Conservation District can provide suggestions and information that will help you win approval. (See "Getting Started" on the following page)
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)

### **BECOME A STREAM STEWARD**

#### **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.

4. Urge local municipalities to increase street sweeping and cleaning of catch basins.

3. Individuals and community groups can help educate and lobby local public officials about water quality issues. Groups can also:

a. Survey local water protection laws looking for wetlands protection, stream bank protection, and construction site run-off ordinances.

b. Get laws enacted to fine violators of the city's no dumping ordinances.

c. 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: **Cuyahoga Soil and Water Conservation District**  
**(216) 524-6580, ext. 12**

7. Help restore a Stream Bank with the appropriate natural vegetation. To find out how, contact the Cuyahoga Soil and Water Conservation District (SWCD).

8. Urge schools to include information about water quality issues in the Great Lakes and Cuyahoga River and Rocky River Watersheds in their curriculum. Call your local Soil and Water Conservation District to find out more about

"Riverguide", a fun, thematic curriculum for teachers.

## Information About Other Concerns

- Where should you take used motor oil? Contact the National Oil Recycler's Association at 791-7316 or call the Cuyahoga County Solid Waste District at 443-3700.
- For recycling information contact the Akron Recycling Hotline at 375-2129 or Cuyahoga County Recycling Program at 443-3700.
- For questions regarding septic system concerns, contact your local Board of Health.

## GETTING STARTED

1. Before embarking, please contact Cuyahoga SWCD at (216) 524-6580, ext. 12.
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:

- a. Permission to do the project;
- b. 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;
- c. Notification of the police department in the event residents complain about the project;
- d. 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;
- e. What color paint should be used, and if the city can donate the paint.  
Note: Most communities prefer white paint.
- f. Traffic cones to alert drivers in project areas (if desired).

3. Develop your teams. Each team consists of five individuals:

- 2 painting the fish - (safety vest optional)
- 1 watching traffic (safety vest optional) and keeping count of drains stenciled.
- 2 delivering fish shaped 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, and monitor those distributing door hangers.

## Storm Drain Stenciling Organizational Chart

**SWCD Coordinator**

**Local Coordinator**

**Team Leader Team Leader Team Leader**

**Group 1 Group 2 Group 1 Group 2 Group 1 Group 2**

4. Team Leaders should be trained about the project and safety procedures before the stenciling date by the Local Coordinator or trained volunteer. The Team Leaders can then train their teams. In some cases, Volunteers may provide training on the project date, call (216) 524-6580 x12.

5. 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:

- fish shaped door hangers (approximately 150 per team)

- 2-3 safety vests (optional)

- waivers (signed prior to project initiation)

- project procedures (for small team leaders)

- street assignment sheet

- tracking sheets (to count the number of drains stenciled)

Additional supplies needed to be obtained by each group:

- striping paint (2 cans per team of five)\*

- pen or pencils

- whisk broom (optional)

- 3 trash bags

- cardboard box or wagon to carry wet stencils and supplies (optional)

- first aid kit

- transportation to the stenciling site

- money for a phone call or cell phone

\*Paint may be donated depending on availability. Otherwise, contact a local paint store for commercial striping spray paint. Each can paints about 20-25 stencils.

Sherwin Williams carries a striping paint at their commercial retail stores.

**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.\*

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 in case of over spray.

# APPENDIX

## STREAM

## STEWARDS

### HOW YOU CAN ENCOURAGE VOLUNTEERS TO JOIN YOUR PROJECT

Marketing the Storm Drain Stenciling Project in your community will help explain the project goals and encourage volunteers to join the effort. The Cuyahoga Soil and Water Conservation District 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, and announce the project, secure volunteers and needed supplies.

Advance 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 such as Akron and Cleveland, 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. Cuyahoga SWCD can help you tailor a press release for your community.

- **Target Mailings**

Create a flier to distribute to local groups or citizens inviting them to get involved in the project. Cuyahoga SWCD or 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. Ask your members to help by asking their friends. Word of mouth really works the best!

- **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.

# 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 Cuyahoga River Community Planning Organization will provide the stencils, door hangers and instructions which the Sponsor insures will be used only as intended.

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Signature Date

---

Printed Name Organization

---

—  
Title or capacity of person signing agreement

## **VOLUNTEER TRAINING**

When a person contacts Cuyahoga Soil and Water Conservation District's Public Involvement Coordinator, the Coordinator will ask how they heard of the project. A log will be kept of all interested sponsors or volunteers. Project information and volunteer referrals will be sent to the Local Project Coordinator or Team Leader. The Cuyahoga SWCD Public Involvement Coordinator will schedule periodic training for volunteer community leaders. Notices of training sessions will be distributed via the "On the Land" newsletter, Cuyahoga SWCD's Speaker's Bureau and special mailings. Each team leader should plan on sending out fliers to his/her constituency. Team Leaders must attend a one hour training session. After training team leaders will receive the project handbook, stencils and door hangers. Stencils and unused door hangers need to be returned to your Local Project Coordinator or the Cuyahoga SWCD Coordinator after project completion. The Local Project Coordinator or Team Leader is responsible for training teams on the date of the community project if the entire team has not attended a local training session. Training of volunteers is relatively easy and takes approximately 30 minutes. The Coordinator provides an overview of the program, discusses the project timetable, guidelines and safety procedures. Supplies are distributed to the teams at this time. A demonstration of proper stenciling techniques is also provided. The Team Leader collects signed waivers. Cuyahoga Soil and Water Conservation District and/or local municipalities are not responsible for any injuries or any liability. It is the responsibility of the Team Leader to designate street assignments to each team. It is extremely important to catalog where each volunteer will be stenciling in case of an emergency. Team assignments should be kept on file in case of an emergency.

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

In consideration of permission to participate in the cooperating agencies Storm Drain Stenciling Program sponsored by the Cuyahoga 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 understood 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

## SAMPLE LETTER TO A VOLUNTEER TEAM LEADER

January 5, 2000

Team Leader

123 Cuyahoga Street

Cleanwaters, Ohio 44000

Dear Leader:

Thank you for your interest in the Cuyahoga Clean Waterways-Storm Drain Stenciling Project. Your participation will help alert others about the dangers of dumping wastes into storm drains. You will also be helping to promote clean and litterless waterways.

Team Leaders must attend one of the project training sessions (see dates below). The training session will provide safety tips, project training and information about record keeping. A Project Agreement Form must be signed at this time for your team to be recognized as participating in the project. Training sessions take approximately one hour. After training, your group will receive the supplies listed on the enclosed sheet. It is your responsibility to obtain the remainder of the supplies.

It will be your responsibility to train your team members, collect permission slips and record data. Data and remaining supplies need to be returned to me.

All your team members must have a mandatory training and safety session before embarking on a community stenciling project. This can be accomplished on the date of the project. The training should take about one-half hour. Participants receive their supplies after the training session. At this time they also will receive street assignments and tracking forms to record the number of drains stenciled.

Accurate record keeping is crucial.

Community training sessions for the Storm Drain Stenciling Project are scheduled on the following dates. Choose a time and location convenient for you.

Training date

Training time

Training location

Please call to confirm which training session you plan to attend. Thank you. We look forward to seeing you soon.

Sincerely,

Your Local Project Coordinator

(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: Cuyahoga SWCD, 6100 West Canal Road, Valley View, Ohio 44125 or to your local Project Coordinator.



Each team will receive a stack of fish-shaped door hangers. Door hangers are distributed on the streets where the stenciling is taking place. The text follows:

**FISH DOOR HANGER (SIDE ONE):**

## **CUYAHOGA CLEAN WATERWAYS**

### **Storm Drain Stenciling Project**

Volunteers are painting fish on your street to remind people that unwanted household products, yard wastes and litter should not be dumped down curbside drains because they often end up directly in our local rivers, streams and lakes, especially after a rainfall. This non-point source type of pollution may contain chemicals which are harmful to fish, aquatic life and humans. It is estimated that 80% of the pollution in our waterways may be traced to non-point sources such as storm water run off.

### **The Storm Sewer System**

Storm sewer systems are designed to reduce flooding caused by rain storms. Unlike the sanitary sewer system which accepts sewage and transports it to the treatment plant, storm sewers generally are not routed to the treatment plant. This means that whatever debris, litter or chemicals wash down the storm drains often end up in our local waterways.

### **Help protect our water resources!**

To get involved or for further information about the Storm Drain Stenciling Project, please call (216) 241-241, ext. 610.

### **Be A Water Watcher**

Help keep our water safe for drinking and enjoyment. Do not use storm drains as trash cans for wastes or other unwanted household products. To find out more about other pollution prevention activities or programs call 216-241-2414, ext. 610.

**\* Municipalities may modify this information to satisfy stormwater regulations and to include a phone number, etc.**

**FISH DOOR HANGER (SIDE TWO):**

### **Report Pollution**

If you see someone dumping something down a storm drain, report the incident to your local authorities such as the city service department, fire department or the Ohio EPA Hotline at (800)686-6330.

Clean water is important to all of us!

### **What You Can Do To Help**

- Never dump used motor oil, gasoline or antifreeze into the storm drain. Call your county recycling office for the nearest disposal facility.
- Don't dump grass clippings or other yard wastes into the storm sewer. Compost or mulch yard wastes.
- Properly dispose of paints, strippers, and other household hazardous products. Donate unused products to local community organizations.

• Reduce fertilizer and pesticide use and adhere to manufacturer's recommended dosages.

• Bury pet wastes or dispose in trash.

• Place cigarette butts and other trash in proper containers.

Storm drains **should not** be used as trash cans!

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. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 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 of which storm drains were labeled.



# PROJECT PROCEDURES

## HOW TO DISTRIBUTE DOOR HANGERS

1. Each team monitor will be given a stack of fish cards to leaflet on the streets where stenciling is occurring.
2. Cards are given to two team members who walk door to door.
3. **Do not place cards in the mailbox.** Behind the box is O.K.
4. Hang cards on the front or side door knob away from the wind and weather. Other locations to hang the card may be 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 sight of the adult supervisor.

## HOW TO CLEAN YOUR STENCILS

Stencils may be obtained from the Cuyahoga SWCD Coordinator or your Local Project Coordinator. Please call 216-524-6580, ext. 12 for information.

The Local Project Coordinator or your Team Leader distributes 2 stencils to each team of five people after team training. After the project is completed, the stencils should be cleaned as carefully as possible. Clean stencils should be returned to the Local Coordinator for storage.

Stencils may be used as long as the stenciled message is readable. Apply appropriate amount of paint-stencils become unreadable if too much paint is applied or if the paint is not removed with a dry sponge. **Do not throw the stencils away. Never Fold Stencils.**

**Cleaning Tip:** Allow paint to dry **completely**. Carefully roll the stencil in two directions to loosen the paint. It should flake off. Use a newspaper to catch the paint

chips, roll up the paper and dispose of it in the trash. Return stencils to your local Project Coordinator.

For Team Leaders

### **HOW TO STENCIL A STORM DRAIN**

1. Make sure the area near the drain is dry and free of pebbles. A whisk broom 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. 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.

**One team member should secure the stencil to the pavement.**

3. Shake paint for one full minute. Hold spray can vertically 7" from the road surface.

4. Spray using a smooth back and forth motion. Apply a moderate amount of paint quickly and uniformly. Try to spray over the letters only. Do not use too much or the stencil will be unreadable. Let the stencil sit on the ground for ten seconds, then lift up quickly, but carefully. Only one stencil per storm drain!

5. Use a sponge to wipe off excess paint. Carefully place stencil on cardboard or in the bag to carry to the next drain.

6. Do not allow paint to build up on the stencil. Stencils need to be reused.

7. If message is unreadable move to next drain, apply less paint. Remove excess paint if the stencil is too wet. If the problem persists, place stencil in cardboard or trash bag and use a new stencil.

**8. PLEASE DO NOT FOLD STENCILS OR THROW AWAY.**

9. 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.**

10. Remember to keep a count of drains that are stenciled and the streets that we're stenciled and mail your totals to the RAP Project Coordinator.

**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 on to the next street.

### **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 (enclosed). 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:
  - 2 volunteers to stencil (safety vests optional)
  - 1 traffic monitor (may be in addition to adult monitor)
  - 2 volunteers delivering door hangers
  - 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.
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 or wind conditions are unacceptable (to be determined if the paint runs or by the amount of over spray).
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 and amount of paint used. (see #16)
9. NOTE: Volunteers need to know that damage resulting from this project will be their responsibility, so caution is urged. **Do not spray** if vehicles are too close to drains or within 10 feet of the wind path; move to a more acceptable site. Always keep cap on paint when moving between sites.

### **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 ready access to a first aid kit. Each team of five persons should have transportation immediately available. It is also a good idea for a group leader to have coins for an emergency phone call.
- **Do not** schedule a stenciling project at peak traffic times.

- **Stencil during daylight hours only**, not at dawn, dusk.
- Temperature must be above 55 degrees Fahrenheit and reasonably dry.
- 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 pickup 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.
- 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.
- **NEVER spray paint in the air or on another volunteer. SAFETY is a Top priority.**

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 (parking lots). One stencil per drain, please.

12. Paint cans should be capped to prevent accidental discharge when not in use or when moving to the next drain.

13. Each group should have the following: stencils, safety vests, paint, door hangers, street maps, tracking sheet, litter bag and cardboard box for transporting the stencil, and other supplies.

14. Designate a location for return of supplies after completion. This is usually the same place where the team meets.

15. Collect tracking sheets. Announce to the entire team the total number of drains stenciled for the day.

16. Send tracking information, including streets and number of drains stenciled and amount of paint used to the Cuyahoga SWCD Coordinator: Project Coordinator, Cuyahoga SWCD, 6100 West Canal Road, Valley View, Ohio 44125.

17. Stencils and safety vest must also be returned to the Local Coordinator.