

Storm Drain Labeling

1. **Safety:** Wear safety vests. Assign 1 or 2 traffic lookouts to hold a flag signaling drivers to avoid the area. *One person must always be on traffic watch, holding the flag.*



2. **Clean the drain.**

- a. Bag leaves and trash. Clean the trash and enough of the leaf litter that the drain flows. Do not try to perfectly clean the drain.
- b. Wear gloves, use litter collection tools, and **do not reach your hand anywhere you cannot see.**
- c. Take trash bags away with you. **DO NOT** leave bags by the storm drain or surrounding curb area.

3. **Determine where the label should be placed.** Place the label in the middle-center if the storm drain has a mostly smooth cement or metal top. If the storm drain has a grate, manhole cover, or other obstruction in the middle, place the label on the left corner. Use the hand broom to ensure that the spot for the label is free of dirt, sand, and other debris.

NOTE: if there is a damaged decal (broken, faded, and/or illegible) on the drain, please remove the old decal and replace it. If there is an old decal but it is still in good shape, please do not replace it.

4. **Prepare the label.** Remove the paper from ONE side of the sticky tar circle. Place the sticky tar circle in the appropriate location on the drain. Remove the sticky paper from the other side of the tar circle. Place the label with the fish on the tar circle. Line it up so the fish is parallel with the street and the text is facing the street.
5. **Do the storm drain stomp.** Use your heel and toe to push the label firmly onto the tar circle.
6. **Distribute door hangers.** Place a door hanger on the doors of the houses you pass. **Please mark down how many door hangers you put out** (you will need this for your completion form.)



7. **Mark the storm drain on your map with an X.** This will indicate that you have successfully cleaned and labeled the storm drain. If you find a drain not listed on your map, draw an "O" in its place.

Preparing for Storm Drain Labeling

Safety first. Make sure to dress properly - everyone should wear a safety vest, gloves, and sturdy walking shoes. Volunteers should wear sunscreen and bring a water bottle. We also recommend carrying a first aid kit with each group. Make sure that an adult is present with any minor or youth.

Coordinate with your group. If working with other volunteers, it is best to have 3-6 people in each group. Assign the following tasks to members of the group:

- map reader/marker
- traffic patrol/flag holder
- drain cleaning and labeling
- trash collector
- door hanger distributor

Prepare your supplies. In addition to your personal items (such as water bottles, etc) your group should carry the following supplies:

- Storm drain decals
- Tar circles
- Door hangers
- Trash bag
- Litter collection tool
- Hand broom and dustpan
- Clipboard with instructions and map
- Pen
- Safety vests
- Safety flag
- Putty knife

Clean up litter. As you are walking between storm drains, use your trash/recycling bags and litter collection tools to remove litter from the street – this litter will likely end up in the storm drain if it is not cleaned up!

Know your rights. If anyone asks what you're doing you may say that you have permission from the City of Omaha to do this project. The right of way and the storm drain is city property.

Dispose of waste. You can dispose of the litter you collected using your in-home garbage collection, in a container at a nearby park, or by asking a local business if you can use their dumpster. Recyclable litter can be placed in your in-home recycling, or at a city drop-off site. These locations can be found at <https://wasteline.org/recycling-information/recycling-drop-off-locations/>.

Report back to Keep Omaha Beautiful. Upon completion of your cleanup all necessary forms and maps should be returned to: Keep Omaha Beautiful, Inc., 1819 Farnam Street, Suite 306, Omaha, NE 68183. Forms can be emailed to [HelloKOB@cityofomaha.org](mailto>HelloKOB@cityofomaha.org). Thanks for volunteering!