

Adopt-A-Highway Cleanup Procedures

1. Contact your local NCDOT county maintenance office to get your supplies prior to your cleanup: safety vests, trash bags, gloves and “Litter Pickup in Progress” caution signs.
2. Leave orange bags on the road for NCDOT to remove. If your group has agreed to recycle, take all blue bags containing metal, glass or plastic to any recycling center and keep any money earned.
3. Complete your cleanup report and ask NCDOT to pick up your orange trash bags after your cleanup.

Adopt-A-Highway Cleanup Reporting Instructions

Report your cleanup by:

- Visiting www.ncdot.gov/~adopt-a-highway and click on **Report Online - AAH Group Cleanup Report**
- The AAH Hotline automated phone system is no longer available.

Gather the following information in order to report your cleanup results on line:

- Your two-digit county number and your four-digit contract number.
- The number of people picking up.
- The number of hours each person worked (round up hours if needed).
- The number of bags of miscellaneous, metal, glass, and plastic litter your group collected or recycled.

After entering the required “*” information, press yes or no whether the bags need to be picked up.

The screenshot shows the NCDOT website's "Adopt-A-Highway Pickup Report" form. The header includes the NCDOT logo and navigation links. The form is titled "Adopt-A-Highway Pickup Report" and contains the following sections:

- Contract Information:** Contract Number (text input, required), County (dropdown menu, required), Your Name (text input, required), Email Address (text input, required), Telephone No. (text input, required).
- Pickup Information:** Date of Pickup (text input, required), Number of Participants (text input, required), Hours per Person (text input, required), Total Hours (displayed as 0 hours).
- Bag Information:** Number of Glass Bags (text input, required), Number of Plastic Bags (text input, required), Number of Metal Bags (text input, required), Number of Other Bags (text input, required), Number of Mixed Bags (text input, required), Total Number of Bags (displayed as 0 bags).
- Notification:** Have you already notified DOT to pick up your trash bags? (radio buttons for Yes and No, No is selected), If not, do the bags need to be picked up? (radio buttons for Yes and No, Yes is selected).
- Location and Comments:** Exact Location of Bags that Need to be Picked Up by NCDOT (text area), Additional Comments (text area).

Upon completion of this report click on save; this page can be printed for your records.

For additional information, call your local AAH coordinator or 1-800-331-5864.