



## STORM DRAIN STENCILING PROGRAM

Dear Potential Storm Drain Stenciling Volunteer:

Thank you for your interest in joining the Town of Danvers Storm drain stenciling program! Your help will make a big difference in getting people aware of how their actions can influence the health of our local waterways.

Attached are the storm drain stenciling application, liability waiver, guidelines and instructions. Please read through these materials carefully to ensure this program runs smoothly and efficiently.

For additional information regarding storm drain stenciling please call 978-777-0001 ex 3096. Thank you again for taking a leadership role in safeguarding our waterways and wildlife.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Lane", is written over a circular stamp that partially overlaps the word "Sincerely,".

David B. Lane  
Director of Public Works

Enclosures:

1. Application for Storm Drain Stenciling
2. Volunteer's Waiver of Liability
3. Storm Drain Stenciling guidelines and Instructions

**TOWN OF DANVERS  
STORM DRAIN STENCLING PROGRAM**

**VOLUNTEER APPLICATION**

Submit your completed application to: Danvers DPW  
Attn: Program Engineer  
1 Sylvan Street  
Danvers, MA 01923

Please provide the following information:

Name of Volunteer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Danvers area of interest: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Check the box if you are interested in being a group leader (must be over 18):

<p>For Town Use Only</p> <p>Approved Project Area: _____</p> <p>Project Dates: _____ Hours: _____ to _____</p> <p>Approved by: _____ Date: _____</p>
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Note: A copy of this approved application must be in the possession of each stenciling team while participating in the stenciling project.

**TOWN OF DANVERS  
STORM DRAIN STENCLING PROGRAM**

**WAIVER OF LIABILITY**

I, the undersigned volunteer, or the parent or the legal guardian of the minor volunteer, understand, acknowledge and agree that in consideration of being allowed to participate in this program:

1. I waive any and all claims for injury or damage against the Town of Danvers, its officers, agents and employees which I or my child may incur while participating in this program.
2. I assume the risk for any and all injuries or damage which I or my child may incur while participating in this program.
3. I waive any and all claims for workers' compensation coverage and indemnification and defense for tort liability, against the Town of Danvers, its officers, agents and employees, which I or my child may have as a result of participating in this program.
4. I am fully responsible for any damage or injury which I or my child may cause to private property or other persons, intentionally or negligently, while participating in this program, and agree to indemnify the Town of Danvers, its officers, agents and employees for the any expenses or costs caused by my actions or the actions of my child.

Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Age (if under 18): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IF THE VOLUNTEER IS UNDER 18, THIS WAIVER MUST BE SIGNED BY A PARENT OR LEGAL GUARDIAN.

**TOWN OF DANVERS  
STORM DRAIN STENCILING PROGRAM  
GUIDELINES AND INSTRUCTIONS**

1. It is understood and agreed by the volunteer that all stenciling performed within the jurisdiction of the Town of Danvers will conform to these guidelines and instructions.
2. No Stenciling Activities should take place without prior approval by DPW staff, and all activities must have a trained group leader.
3. It is understood that the Town of Danvers Stenciling Program has no authority on private property. The volunteer should not conduct any stenciling in such areas.
4. The approved application may be cancelled at any time by the Town of Danvers.
5. Volunteers must conduct themselves in a safe, lawful, and courteous manner. The volunteers are responsible for proper behavior and adherence to the provisions of the stenciling guidelines and instructions.
6. Waivers of liability will be signed by each participant and collected by the DPW coordinator prior to any stenciling or work within the public right-of-way, then returned to the Town of Danvers promptly upon completion of the project.
7. The DPW coordinator shall provide a copy of these guidelines and instructions and review it with them before each stenciling project.
8. The DPW coordinator shall notify the street division at least two days prior to the start of activities.
9. A copy of the approved stenciling application shall be kept with each team of volunteers and shall be shown to any representative of the Town or any law enforcement officer upon request.
10. Stenciling teams must consist of two or more people with at least one adult over 18 years of age. No minor less than 10 years of age shall be allowed to participate unless supervised by his/her own parent or legal guardian.
11. For safety and quality control, stenciling is restricted to daylight hours when streets are dry, when visibility is not reduced by fog and when wind will not interfere with the application of paint.
12. Volunteers shall keep note of which storm drain inlets are stenciled by marking maps provided by the Town.
13. Work shall be discontinued if weather, incident or other adverse conditions cause a hazard.
14. Volunteers must wear safety vest at all times
15. Stenciling is prohibited on highways, arterial and other busy streets. Stenciling is only allowed in the areas approved by the Town of Danvers.
16. Never stencil alone, and be aware of traffic. One person other than the person stenciling must be watching for traffic at all times.
17. Stay off the street and out of traffic lanes, except to cross the street.
18. Never spray towards another person. Do not stencil if paint might get on a vehicle or other property.

### **Stencil Kit Contents**

1. One 5-gallon bucket to hold the equipment.
2. One stencil
3. One whisk broom
4. One traffic cone
5. One roll masking tape
6. One large plastic trash bag
7. Two cans of spray paint
8. Three sets of gloves, safety vests, dust masks and safety goggles
9. Paper towels for clean up

### **Stenciling Procedure.**

1. Obtain, sign and return individual liability waiver to the DPW coordinator and review stenciling guidelines, safety precautions and stenciling procedures with the DPW coordinator prior to any stenciling.
2. Wear old clothes and shoes that you don't mind getting paint on. Put on safety vest.
3. Locate drain inlets in the area shown on the map.
4. Place traffic cone in the street towards the direction of traffic, but not in the traffic lane.
5. Determine the best location for stenciling. The preferred position is on top of the curb above the drain inlet. Alternative locations are the top of the curb on either side of the drain inlet. The stencil should be placed so that the message can be read from the street.
6. Use the whisk broom to clean the area to be stenciled.
7. Place the stencil on the curb. Tape down the corners of the stencil with the provided masking tape.
8. Wearing the provided gloves, dust mask and safety goggles, shake the can of spray paint for one minute.
9. Hold the can about six inches above the stencil. Spray lightly in sweeping motions without stopping in one place. Two light coats are better than one thick coat, which will run. Do not spray beyond the edge of the stencil. Always wear the provided gloves, mask and goggles when painting the stencil.
10. Carefully lift off the stencil. Remove the masking tape and wipe the stencil with a paper towel if necessary. Place the soiled tape and towels in the trash bag.
11. If the stenciled message smudges or is unreadable, do not try to clean it off. Your technique will improve with the next drain inlet.
12. Please mark on the provided map the location of the inlet you have just stenciled. Tell the DPW coordinator if you are unable to stencil any of your assigned map area.
13. If you notice any signs of oil, paint, chemicals or any other harmful substance in a drain inlet, tell the DPW coordinator who can report the drain as having a potential illicit discharge.
14. Gather materials and move to the next locations. If provided to you by the DPW coordinator, place informational flyers on the doormats of homes as you move along the streets. Do not place flyers in the mailboxes as it is illegal to do so.
15. When work is completed, please lay stencils flat to dry and return all stenciling material to the DPW coordinator. Please properly dispose of soiled tape, towels or other waste.
16. Clear the spray nozzles according to the directions of the can.