

Storm Drain Marking Equipment Loan Form

(complete when materials are picked up and leave form with City of Lake Oswego)

Group Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

I verify that I have received the following equipment from the City of Lake Oswego:

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Markers | <input type="checkbox"/> Door Hangers |
| <input type="checkbox"/> Vests | <input type="checkbox"/> Safety Cones |
| <input type="checkbox"/> Glue Tubes | <input type="checkbox"/> Other: _____ |

I agree to return the above materials within one week of completion of my project.

Signature of Group Representative

Date

Storm Drain Marker Report Form

Please Return this Form and Materials to City of Lake Oswego

To successfully complete a storm drain marking project, volunteers must fill in this form and return it to Anne MacDonald, Lake Oswego's Water Quality Program Coordinator, at City Hall, 380 A Ave. Your report will help us track the Storm Drain Marking program and coordinate future activities.

How many volunteers participated in your marking project? _____

How many storm drains did your group mark? _____

How many door hangers did you distribute? _____

Please attach a map of marked area.

Thank You!

STORM DRAIN MARKER PROJECT GUIDE



Engineering Division
Healthy Watersheds Program



Storm Drain Marking: Protecting our Neighborhood Streams

Thank you for your interest in Lake Oswego's Storm Drain Marking program. The goal of the program is to help our community realize that anything that is poured down the storm drain or collected with rainfall ends up in our local rivers, streams and Oswego Lake. This storm drain marker, together with the informational door hanger, are visual reminders that only rain belongs down the storm drain.

Installing storm drain markers is an ideal project for community groups, churches, scouts or neighborhoods. Children as well as adults can install the markers. We recommend you have at least six people in your group.

There is no cost for this program - the City of Lake Oswego supplies all the materials. To check out materials, please call Anne MacDonald, Water Quality Program Coordinator, at 503-675-3999.

City of Lake Oswego Responsibilities

- Provide storm drain markers, glue, gloves, wire brush, door hangers and procedures
- Help project coordinator determine any permission/safety requirements
- Provide instructions (standards ensure quality marking and consistency) and map of storm drain markers in area

Volunteer Responsibilities

- Promote project
- Choose designated area and determine the number/location of storm drains to be marked
- Solicit at least six volunteers
- Gather materials (from the City and other sources)
- Understand and comply with standards (see volunteer waiver)
- Adhere to any other safety requirements
- Place storm drain markers
- Wipe up excess adhesive and other debris
- Hang door hangers on residents/businesses in the area
- Provide the City with a report that includes number of drains marked, a map of the area (circle drain markers on map provided by City) and approximate number of houses that received door hangers
- Return materials to the City of Lake Oswego promptly

Storm Drain Marking Standards

To ensure the quality and effectiveness of the City's Storm Drain Marking program, certain standards have been set:

- **Markers:** Use standard markers with message: "Rain Water Only, Drains to Willamette River" (options also include Oswego Lake, Tualatin River, and Tryon Creek) supplied by the City of Lake Oswego.
- **Glue:** Use adhesive supplied by the City. Read directions before applying. Wear gloves.
- **Placement:** Markers are to be placed vertically on the side of the curb above the drain. Marker should not extend above the curb for pedestrian safety. If no curb, place it to the right or left of the drain on the street or on the sidewalk above. The area should be clean and dry before placement.
- **Door Hangers:** Place one door hanger on the door knob of each home on the blocks near any storm drain you mark. This is one of the most critical and successful elements of this education project.
- **Weather:** Wait for dry weather conditions with a warm air temperature to ensure markers dry in place. There should be no rain for one day before and one day after placement. Temperatures should be above 45° F.
- **Waiver/Release:** All volunteers must sign the Waiver and Release of Liability prior to starting the marking project. Minors, under the age of 18 must also have the form signed by their parent or legal guardian. It is the responsibility of the volunteer project coordinator to collect waivers and return them to Anne MacDonald at City Hall prior to start of project.

Storm Drain Marking Instructions

Before you begin:

Make sure you have all the necessary materials:

- Curb Markers
- Glue
- Gloves
- Safety Vests
- Safety Cones
- Wire brush, dustpan, trash bag
- Door hangers (Place one door hanger on the door knob of each home on the blocks near any storm drain you mark.)
- Map of area
- Signed and submitted waiver forms from participants. (Return signed release forms from all volunteers prior to start of project.)

Consider placement

Markers are to be placed vertically on the face of the curb above the drain. Marker should not extend above the curb for pedestrian safety. If no curb, place it to the right or left of the drain on the street or on the sidewalk above. The area should be clean and dry before placement.

Use markers only on public streets, not private property.

Timing & Temperature

Dry weather is important. Allow at least one day of dry weather before and after application. Markers must be placed when the temperature is above 45° F. Check local weather forecasts starting one week before the planned project. Reschedule if necessary.

Installation

Now that you've prepared, you are ready to start sticking your markers:

1. Clean surface:

Make sure application surface is flat, dry and free of any loose debris. Gather all loose materials and place in trash bags.



2. Apply adhesive:

Coming in 1/8" from the outside edge of the marker, apply a bead of adhesive and then work in to the center. Avoid using too much adhesive—the marker may slide out of place.



3. Stick it:

Apply the marker to the application surface by pushing down HARD forcing a little adhesive out around the entire edge. Give it a little twist to the right or left to secure. A little adhesive should extend outside the marker border. It is important that the entire edge of the marker is sealed to the application surface. Wipe away any excess adhesive.



Thank you for participating! Remember, what goes into storm drains and ditches goes into the nearest river or stream. Contact Anne MacDonald, Lake Oswego's Water Quality Program Coordinator, at 503-675-3999 or your local stormwater utility for more information.