



# District 3A Adopt-A-Highway Program Procedures

A) Reporting - (Report **after** the highway pick is completed -- **not prior** to the anticipated date. **Groups need to report even when they are disposing of the bags on their own.**)

AAH Reporting Information



In the box below is the information you will need to provide when reporting your completed highway pick. By having this information readily available, we will be better able to assist you.

➤ Contact the MnDOT District 3 Baxter office at 1-800-657-3971 or 218/828-5700 (Monday-Friday, 8 a.m. – 4:30 p.m.) to report the completed pick date.

(Reporting can also be done by calling my direct line at 218/828-5715 (24/7), which has voice mail, or by emailing me @ [mary.nieken@state.mn.us](mailto:mary.nieken@state.mn.us). When reporting by voice mail or email, please include in your message the information listed in the box below.)

➤ When the phone is answered, please indicate you are calling to report your group’s Adopt-A-Highway pick and provide the following information:

- Your Name and Day Time Phone Number (in case follow-up is needed)
- Group Name: COALITION FOR PEACE (tentative)
- Section Location: MINNESOTA STATE HIGHWAY 371 MILE MARKERS 2.5-4
- Permit: 3A0187
- Date(s) Picked

Indicate any special attention item(s) [such as large or sharp items, hazardous materials, dead animals, etc.] that need to be picked up and each item’s location. (When picking, please note if there are any landmarks or signs that can be used to help identify the location. Anything hazardous should be called in immediately to the MnDOT office or, after business hours, the Minnesota Duty Officer @ 1-800-422-0798.)

- Locations of Bags. If the group disposed of the bags, how many bags were collected.



**Reporting is the last step in performing your highway pick!** Your timely reporting allows us to notify a truck station to pick up the bags from the highway and recognize your group’s efforts. It is important the pick date is recorded in the Baxter office. **Without this information, it may appear a group is no longer able to fulfill their agreement and the section could be released to another group. This is critical for groups that dispose of their bags since the truck station will not be able to verify that debris was removed and the section was picked.**

## B) Supply Requests

➤ For additional trash bags, contact a District 3A Truck Station to make arrangements to pick up the supplies. Groups do not have to pick up their supplies from their assigned truck station but may obtain bags from any District 3A Truck Station. For additional vests, contact the Baxter office.



**Brainerd / Baxter Truck Station:** It is not necessary to call ahead to order bags. Because it is located in the District Headquarters building, this is the only truck station that has personnel at the site from 8 a.m. until 4:30 p.m., Monday thru Friday, except holidays. (The outside doors lock automatically at 4:30 p.m. so it is best to arrive no later than 4:20 p.m.)

**Other District 3A Truck Stations:** It is strongly recommended that a group call ahead before arriving at the truck station to avoid making a wasted trip. In the summer, the majority of the truck station personnel work ten-hour days Monday thru Thursday and are not usually at the truck station's location except early in the morning and late in the afternoon.

### C) Safety

- All participants must wear an ANSI Class 2 safety vest. Participants are to review the DVD and safety information before each highway pick-up.
- Participants must be a minimum of 12 years old, unless specifically permitted, and have adequate adult supervision (1 adult to 3 minors).



- **DO NOT** place items in the bag such as hypodermic needles, dead animals, sharp or heavy objects. Instead, position a filled bag near the item without concealing the item and note any landmarks or signs that can be used to identify the location. **DO NOT handle any hazardous items. Instead IMMEDIATELY call MnDOT, or after business hours, contact the Minnesota Duty Officer at 1-800-422-0798.**



- Once a bag is filled, please secure the bag contents by tie. (Please do not tie bags to sign posts since it is order to remove the bags from the post. When the bags of the open bags littering the ditches once again.)



tying the bag ends or by using a twist usually necessary to cut the ties in are transported, the debris may fly out

- **Never pick in a highway median area or in a Construction / Work Zone area.** Work may be restricted on or near holidays or other times when heavy traffic occurs.



### D) Contact / Address Change Information

- Contact the District 3A Adopt-A- or day time phone number **to insure the notices from MnDOT.**



Highway Coordinator to change contact name, address **group is notified of any safety bulletins and renewal**

*Thank you for contributing your time and efforts to  
Minnesota's Adopt-A-Highway Program!*

Mary Nieken, MnDOT District 3A  
Adopt-A-Highway Coordinator  
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Baxter, MN 56425  
Direct Line: 218/828-5715  
1-800-657-3971 or 218/828-5700  
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Web: [www.dot.state.mn.us](http://www.dot.state.mn.us)



To request this document in an alternative format, contact the Affirmative Action Office at 651-366-4718 or 1-800-657-3774 (Greater MN); 711 or 1-800-627-3529 (MN Relay). You may also send an e-mail to [ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us). Please request at least one week in advance.