



***Nova Scotia Adopt-A-Highway Program Association***  
*Suite D · 28 Esplanade Street Truro · Nova Scotia · B2N 2K3*  
*902- 843-3553 · [www.nsadoptahighway.ca](http://www.nsadoptahighway.ca)*

## **HOW TO COMPLETE A CLEAN-UP**

1. Choose a few possible dates for a clean-up in case one or more are unavailable.
2. Contact the Department of Transportation and Infrastructure Renewal (TIR) and confirm your clean-up date. You may contact TIR by calling 1-888-432-3233; you will then be redirected to the appropriate office based on the location of your desired clean-up.

You will also want to arrange a date to pick up your supplies: garbage bags, safety vests, and flagging tape. Additionally, you will need to agree on a mutually acceptable date and time for you or the TIR to remove the collected garbage.

3. Fill out a Litter Clean-up Permit, this form can be found under the *Forms* section of our website at [www.nsadoptahighway.ca](http://www.nsadoptahighway.ca). Ensure that you have the permit on site that date of the clean-up.
4. On the day of the clean-up please ensure that the “Conditions and Suggestions” part of the permit is reviewed with all volunteers.

Additionally, if you are cleaning an Interchange, please ensure that the permit is signed by all volunteers.

6. Complete the clean-up, be safe, and have fun.
7. Fill in all collection details on the bottom of the permit.
8. Return all unused materials and safety vests to your the TIR and ensure that a TIR employee signs off on the permit confirming that the materials were returned. Also, make sure to inform the TIR of any large items or animal carcasses that your group flagged for removal.
9. Send the completed permit to our office by mail, email, or in person. Optionally, you may send us the information through our website by visiting our *Cleanup Report Submission* page.

10. Enjoy the satisfaction of a job well done!

