

Instructions for Storm Drain Stenciling Activity

The picture at the right shows one of the possible stencils that can be used for the storm drain stenciling activity. These stencils can be borrowed from the Macatawa Area Coordinating Council (MACC) to use for this activity. The MACC also has put together kits to be used for educational storm drain stenciling activities.



Included in each kit:

- Orange safety vests for everyone to wear so cars can easily see them (5)
- Cones to set out on the road around where you are working (2)
- Spray paint (2-3)
- Broom and dustpan
- Paper towels
- Masking tape
- Clip board and pens/pencils
- Rubber gloves (10-12 pairs)
- Garbage bag
- Door hangers and educational handouts (in envelope)

Additional supplies:

- Stencils
- Stencil carriers
- A cardboard box (to place around stencil when spray painting to keep excess paint off volunteers and surroundings)

To use the storm drain stenciling kits for your own neighborhood activity, contact Kelly Goward at (616) 395-2688 or kgoward@the-macc.org. **The MACC will help you obtain permission from the unit of government in which you would like to work prior to stenciling storm drains in your area.**

Responsibilities/roles during the activity:

Sweeper(s)

- In charge of using broom and dustpan to clear off area around the storm drain and surface that will be stenciled

Painter's Assistant(s)

- Helps the painter to secure the stencil with masking tape
- Places and holds the box around the stencil

Painter

- Spray paints the stencil with a light first coat and a second coat if needed

Informer(s)

- Passes out information to people walking by
- Puts information on doorknob(s) of the house that you stenciled the storm drain in front of

Safety officer(s)

- Set up traffic cones, maintain visibility and help watch traffic to maintain safety

Responsibilities of team leader during activity:

- Safety first! Make sure everyone is wearing safety gear and setting up traffic cones
- Record each location that you stencil. The MACC needs to know where and how many stencils you completed.



Procedure for Stenciling Storm Drains

1. Safety first. Ensure that all volunteers are wearing orange vests. One adult should serve as the team leader/safety officer. Make sure that the orange traffic cones are placed in a highly visible position (especially when stenciling near/on streets).
2. Use the whisk broom to remove any dirt or scum by scrubbing briskly.
3. With the whisk broom, sweep the surface free of dirt. Place the stencil directly below the drain.
4. Use the large piece of folded cardboard to avoid paint overspray (especially near cars).
5. Secure the stencil in place with the provided masking tape.
6. Shake the spray can vigorously; hold the spray can inverted about five inches from the stencil. In a series of wide sweeping motions, spray one line at a time until letters are uniformly covered. Do not spray too much paint or ink will run under the stencil making the words unreadable.
7. Let the stencil sit for a few minutes before removing it.
8. Carefully remove the tape/stencil, wipe it clean with paper towels and place the stencil in the provided cardboard.
9. If the stenciled message turns out unreadable, do not try to clean it off again. The mess will only get bigger.

Additional Safety Procedures and Tips for Volunteers

- Verbally review these safety procedures with all of the volunteers.
- Stenciling is a group activity. The group should have a minimum of two adults and up to 5 people.
- All participants must wear safety vests.
- Two plastic bags are in the stenciling kits. The bags should be used to carry used paper towels, used tape, gloves and any garbage/debris picked up along the way.
- At all times, an adult must be watching for oncoming traffic.
- All storm drains that are marked should be recorded on your map and returned to the team leader when stenciling is completed.
- Any storm drain with oil, paint or any other hazardous substance should be noted and reported to the team leader.
- Do not paint a storm drain if a vehicle or other private property is so close to it that stenciling would risk getting paint on the property.
- Allow volunteers to alternate responsibilities: prepping, painting, distributing educational materials and recording on the Data Tracking Sheet, etc.

