

Aqueduct Adoption Checklists

For every Adopter Leader at the start of the Season

1. Maps: Review or download Map of Aqueduct Trails and/or download GPX track of your segment if you use a GPS device.
2. Paperwork/Forms: Download, review and sign appropriate forms
 - Aqueduct Adoption Checklist
 - Aqueduct Trail Segment Adopters Guide 2024
 - BLM MTG Scope of Work 2024
 - Aqueduct Adoption Segments-Maintenance Details
 - Risk Assessment Worksheets
 - RMW-Trail Work.pdf
 - RMW-Hand Tool Use.pdf
 - Risk Management Worksheet Review Tracking Log
 - BLM Volunteer Sign-up Form

For every volunteer, before first day of trail work

1. Read all paperwork:
 - Aqueduct Trail Segment Adopters Guide 2024
 - BLM MTG Scope of Work 2024
 - Risk Assessment Worksheets
2. Arrange for some training in trail maintenance:
 - Review our [training page](#) for a very brief overview (best if you have some trail work experience). You can borrow some training materials if you'd like, just email us to request them.
 - Arrange to take a [training through VOC](#) (best if you don't have any experience or it's been a very long time since you last did trail work)

3. Line out tools. Do you need to borrow tools or training materials? We have some that you can check out for the summer. Arrange pickup by emailing the [MTG Aqueduct Adoption Coordinator](#).
4. Email [MTG Aqueduct Adoption Coordinator](#) to confirm you've done all these steps.

At the start of each day of trail work and throughout the work day

1. Check the weather conditions and trail tread conditions if possible. (Just like those using the trails; If you Leave Tracks, Turn Back)
2. Review and sign paperwork.
 - Review Risk Assessment Worksheet (Discuss safety hazards every work day – Hazards can change with the season)
 - Sign Risk Management Worksheet Review Tracking Log (Once per year)
 - Sign the BLM Volunteer Sign-Up Form (Every work day)
3. Perform maintenance of tread and existing drainage structures, and trim back brush and limbs along trail. Pull weeds and sunflowers that encroach on trails.
4. Make note of maintenance needs beyond your capability as you work along trails.
5. Try to brush out tracks that leave the designated trails.
6. Take Pictures.
7. BE SAFE!
8. HAVE FUN!

After each day of trail work

1. Take a photo of Group Volunteer Sign-up form and email it to the Aqueduct Adoption Coordinator.
2. Print the Aqueduct_Adopter_Report_Form, fill it out, take a photo of it & email it to the Aqueduct Adoption Coordinator. Be sure to include:
 1. Total hours volunteered (including travel time)
 2. Names and number of people volunteering
 3. Brief description of work completed

4. Photos that we can post online
5. Any interesting or fun stories that we can share online
6. Document work needed that is beyond your skills and knowledge or would take more time than you have available.

At the end of your trail work season

1. Email the [MTG Aqueduct Adoption Coordinator](#) a photo of the signed RMW Review Tracking Log with a signature from everyone who has volunteered with you this season.
2. [Send us your feedback!](#) We'd love to hear from you with ideas about how to make our adoption program even better next year.

Thank you for your help! MTG, the Bureau of Land Management, and your fellow recreationists thank you!