

# How to Guide

## Pet Waste Station Community Program

*Based on Arundel on the Bay Program, Annapolis, Maryland*  
*Written April, 2010*

This is a description of the elements needed for setting up a neighborhood or community based Pet Waste Station Program. The elements of the community pet waste program are:

1. Lead Coordinator
2. Pet waste station equipment
3. Permits
4. Station Maintenance
5. Outreach

### 1. Lead Coordinator

Identify a lead person in the community who will coordinate all things related to pet waste stations. This person ideally should live in the community and their duties will include coordination to:

- Order of station parts and store stock of refill bags (both dog poop bags and trash can liners).
- Obtain a county permit for sign installations.
- Insure assembly and installation of stations.
- Insure maintenance of stations (minimal); insures contractor is removing full bags.
- Be in contact with the other neighborhood committees who deal with common area services and maintenance to coordinate activities related to these areas.
- Provide outreach about the dog waste stations.

### 2. Pet Waste Station Equipment

#### Pet Station Equipment and Bag Order

Note: other sources and types of equipment are available; this company was chosen as the best price competitive against three other bids in spring 2009; equipment was chosen based on price and potential for durability in salt air environment

- The source is: <http://www.belson.com/pwds.htm>
- One station is about \$350.00 for parts:
  - Pet litter bag dispenser (comes with 400 bags); DP-1002-2; **\$90.00**; Quantity = 1  
Recommend ordering extra bags and storing with neighbor lead coordinator

- 10 gallon round waste receptacle (aluminum green); DP-1206; **\$180.00**; Quantity = 1
- Heavy waste bag receptacle liner bags; DP-1404; **\$19.00**; Quantity = 1  
Recommend ordering extra waste bag receptacle liners and storing with neighbor lead coordinator
- 2" X 2" square mounting post - 4' to 8' telescopic post galvanized; DP-1301-P; **\$61.00**; Quantity = 1



### Assembly and Installation

- Assembly is based on the equipment described above. It is simple to assemble, requires two people and about 40 minutes per station. A screw driver, wrench and socket are required. Consider asking a neighborhood Boy Scout, who will earn community service credit for assisting, for help.
- Installation, after site selection and permitting, can be completed by a neighbor or contractor.
  - Prior to installation day, mark selected sites with surveyor's paint.
  - Total Lawn Service, Brad Robinson/Owner, 410 353 9566 installs stations (of the type described above-does not include price of equipment) for \$75.00/station (includes concrete).

### Site Selection for Stations

- Work with the community home owner's association.
- Consider locations that are on community property. Avoid private property.
- Areas in the Anne Arundel County right-of-way may be considered, however this is NOT optimal.
- Locations need to be on the route that people are known to use when walking dogs. Talk with the dog owners and observe the area for a few weeks prior to final site selection.
- Locations need to be accessible, visible (without impairing view lanes), yet far enough off of the road to be safely away from snow plows and areas needed for access by public utility service vehicles.

### Signs

- Watershed Steward Academy (WSA) sign with all of the partnering logos and simple pollution prevention message and Anne Arundel County law citation requiring removal of pet waste.
- WSA signs are free of charge, while funding lasts. Please contact Suzanne Etgen [setgen@aacps.org](mailto:setgen@aacps.org) or Lara Mulvaney [lmulvaney@aacps.org](mailto:lmulvaney@aacps.org) for signs.



### 3. Permits

- A permit is required. Permits are **MUCH MORE DIFFICULT** if the selected sited is in the Anne Arundel County right-of-way. Community property is your best option with regard to a smoother permitting process.
- You must file a "Building Permit Application" which can be obtained at: <http://www.aacounty.org/IP/Resources/BuildPermAppl2009.pdf>
- Anne Arundel County Department of Inspections and Permits contact information is: 410 222 7730 and <http://www.aacounty.org/IP/PAC/ApplInstruct.cfm>
- All stations/signs must have permits; multiple stations in a neighborhood can be approved under one permit and one permit application.
  - Permit application includes: application form and site plan locations for each station.

### 4. Maintenance

- The primary maintenance tasks are emptying the trash can liner full of used dog poop bags and replacing a new trash can liner, and replacing the dog poop bag with refills as necessary.
- We encourage that trash filled with dog waste go to the land fill where it becomes both controlled and a point source (by being part of the land fill).
- Oyster Harbor and Arundel on the Bay hire the landscape/lawn service provider, that currently at mows and maintains the community's common areas, to complete the additional maintenance tasks described above.
  - Total Lawn Service, Brad Robinson/Owner, 410 353 9566 will service each station like every two weeks for \$10 per station with an additional \$20 fee for disposal of dog waste. All bag refills (dog poop bags and trash can liners) are provided to the contractor by the community through the lead coordinator to contractor.

## 5. Outreach

- Messages:
  - Picking up your pet's waste helps keep our water clean.
  - Pet waste contains bacteria which damages the Chesapeake Bay's waters.
  - Rainwater will carry these pollutants to the Bay.
  - Removal of pet waste is required by Anne Arundel County Law, Article 12 Section 4-909; fines are up to \$500.00.
  - Neighbors will like NOT having to avoid doggie poop while out walking.
  - Location of pet waste stations.
  - Periodic reminders to community that the stations are there and recommending continual use.
- Create a Google Map showing the locations of the pet waste stations in your community.



### Pet Waste Stations

Green pins = Arundel on the Bay

Blue pins = Oyster Harbor

Yellow pin = recycling station

Or follow this link:

<http://maps.google.com/maps/ms?hl=en&ie=UTF8&msa=0&msid=104213800331080775136.00046e4be3a43edcffa5d&z=15>

- Video links:
  - <http://www.youtube.com/watch?v=6JqKz8pfz0Y> (.31 seconds)
- Message opportunities:
  - Community newsletter.
  - Community web site.
  - Community email list serve messages.
  - Announcements at community parties, gatherings, home owner general meetings.

- If you have a dog, on walks, talk up the pet stations with neighbors while walking your dog.
- Letter to local paper editor letting them know that pet waste stations are now in your neighborhood and well accepted!

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Another Daisy and Rosebud Production  
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Woof!

