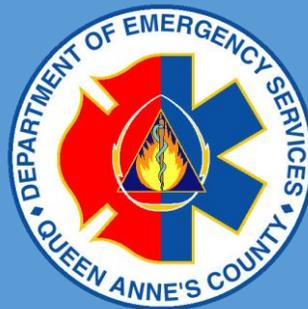


# Queen Anne's County, Maryland



## DEBRIS MANAGEMENT PLAN



Department of Emergency Services

Special Operations Division

100 Communications Drive

Centreville, MD 21617

410-758-4500

**BASE PLAN**

<b>I. Authority and Resources</b> .....	<b>1</b>
<b>II. Record of Approval and Changes</b> .....	<b>3</b>
<b>III. Overview</b> .....	<b>4</b>
A. Background .....	4
B. Purpose and Objectives .....	4
C. Concept of Operations.....	5
D. Situation and Assumptions .....	6
E. State and Federal Assistance.....	8
<b>IV. Debris Management Organization</b> .....	<b>9</b>
A. Designation of Primary/Lead Agency .....	9
B. Supporting and Coordinating Agencies .....	10
C. Debris Management Organizational Chart .....	11
D. Debris Management Center (DMC).....	12
E. Debris Management Team (DMT).....	13
<b>V. Debris Management Staff Responsibilities</b> .....	<b>15</b>
A. County Commissioners .....	15
B. County Administrator .....	15
C. County Attorney.....	16
D. Department of Emergency Services (DES) .....	16
E. Department of Public Works .....	19
F. Office of Finance .....	23
G. Department of Planning and Zoning.....	24
H. Damage Assessment Officer .....	24
I. Sheriff’s Department.....	24
J. Volunteer Fire Companies .....	25
K. Health Department .....	25
L. Department of Parks and Recreation .....	25
M. Department of Human Resources .....	26
N. Board of Education .....	26
O. Electric Power Companies .....	26
P. Verizon .....	26
<b>VI. Debris Management Response and Recovery Operations</b> .....	<b>27</b>
A. Preparedness Activities .....	27
B. Readiness Activities .....	28
C. Debris Management Response Operations.....	30
<b>VII. Debris Emergency Notification System</b> .....	<b>39</b>
<b>VIII. Weapons of Mass Destruction/Terrorist Event</b> .....	<b>40</b>
<b>IX. Federal Assistance</b> .....	<b>41</b>
A. Tactical Assistance.....	41
B. Public Assistance .....	42
<b>X. Administration and Logistics</b> .....	<b>42</b>
A. Records Management.....	42
B. Staffing Capabilities.....	42
C. Plan Review. ....	42
D. Safety Plan .....	43

**APPENDICES**

Appendix A. Acronyms ..... 45  
Appendix B. Definition of Terms ..... 46  
Appendix C. Debris Forecasting for Hurricanes & Tornadoes ..... 48  
Appendix D. Debris Control Zone Index Map ..... 53  
Appendix E. Critical Facilities ..... 54  
Appendix F. Debris Categories ..... 56  
Appendix G. Primary Road Clearance ..... 59  
Appendix H. Temporary Debris Staging/Reduction Sites ..... 60  
Appendix I. Private Property Debris Removal ..... 68  
Appendix J. Removal/Recovery of Private Vehicles/Vessels ..... 71  
Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)..... 73  
Appendix L. FEMA Debris Contracting Guidelines ..... 90  
Appendix M. Debris Contract Oversight, Procurement, and Selection Plan ..... 98  
Appendix N. Debris Removal Contractor Scope of Work ..... 100  
Appendix O. Debris Monitoring Contractor Scope of Work ..... 127

**ATTACHMENTS**

Attachment 1. Debris Management Center Organization ..... 133  
Attachment 2. Temporary Debris Staging/Reduction Site Checklist..... 134  
Attachment 3. Temporary Debris Staging/Reduction Site Investigation Form..... 135  
Attachment 4. Debris Load Site Monitoring Checklist ..... 136  
Attachment 5. Debris Disposal Site Monitoring Checklist..... 137  
Attachment 6. Stockpiled Debris Field Survey Form ..... 138  
Attachment 7. Debris Calculation Worksheet ..... 139  
Attachment 8. Debris Disposal Site Load Tracking Log ..... 140  
Attachment 9. Debris Load Ticket ..... 141  
Attachment 10. Sample Mutual Aid Agreement..... 142  
Attachment 11. Right of Entry / Hold Harmless Agreement..... 144  
Attachment 12. Guidelines for Homeowners ..... 145  
Attachment 13. Request for Disaster Declaration Letter ..... 146  
Attachment 14. Joint Prelim. Damage Assessment Letter ..... 147  
Attachment 15. Damage Assessment/Declaration Checklist..... 148  
Attachment 16. Debris Management Equipment Assets ..... 151  
Attachment 17. Pre-Approved Contractors..... 152  
Attachment 18. Procurement Under Grants–Mistake Guidance..... 154  
Attachment 19. FEMA Toolbox–Local Government Procurement..... 155

## I. Authority and Resources

This Debris Management Plan (hereafter referred to as “the Plan”) has been adopted by Queen Anne’s County and participating municipalities in accordance with the authority granted to counties and municipalities by the State of Maryland. This plan is developed, promulgated, and maintained under the following County, State and Federal statutes and regulations:

- Public Law 93-288 as amended by Public Law 100-107, the Stafford Disaster Relief and Emergency Assistance Act and in this plan as “the Stafford Act.”
- Public Law 81-920, Federal Civil Defense Act of 1950, as amended.
- CFR, Title 44, Part 200 et seq.
- The Resource Conservation and Recovery Act (RCRA), enacted in 1976
- Article 16A, Section 7 of the Annotated Code of Maryland, the Superfund Amendments and Reauthorization Act of 1986 (SARA), the Emergency Planning and Community Right-to-Know Act of 1986 (EPSCRA)
- Maryland Emergency Management Agency (MEMA), established in the Maryland Code. The Emergency Management Policy was updated in 1991 through EXECUTIVE ORDER 01.01.1991.02 State of Maryland Emergency Management Policy
- County Ordinance 04-09, Subtitle 302 of Title 21 of the Code of Public Local Laws of Queen Anne's County (1996 Ed.) to be entitled "Department of Emergency Services"

The Plan shall be monitored and updated on a routine basis to maintain compliance.

### Resources used to develop this plan:

- Hazard Magnitude Scales:
  - Enhanced Fujita Scale <http://www.spc.noaa.gov/efscale/>
  - Saffir-Simpson Hurricane Wind Scale <http://www.nhc.noaa.gov/sshws.shtml>
  - Richter Scale <http://earthquake.usgs.gov/learn/glossary/?term=Richter%20scale>
  - Modified Mercalli Intensity Scale [http://earthquake.usgs.gov/learn/topics/mag\\_vs\\_int.php](http://earthquake.usgs.gov/learn/topics/mag_vs_int.php)
  - Beaufort Wind Force Scale <http://www.spc.noaa.gov/faq/tornado/beaufort.html>
  - National Response Framework (NRF) Critical Infrastructure and Key Resources (CIKR) Support Annex <http://www.fema.gov/pdf/emergency/nrf/nrf-support-cikr.pdf>

- Federal Resources:
  - National Response Framework (NRF) Resource Center  
<https://www.fema.gov/national-response-framework>
  - National Incident Management System (NIMS) Resource Center  
<https://www.fema.gov/national-incident-management-system>
  - National Infrastructure Protection Plan (NIPP)  
<http://www.dhs.gov/files/training/infrastructure-protection-resilience.shtm>
  - FEMA Library (Publication 386-2)  
<http://www.fema.gov/library/viewRecord.do?id=1880>
  - FEMA Procurement Disaster Assistance – “Top 10 Procurement under Grant Mistakes) <https://www.fema.gov/media-library-data/1557347000457-1eb78c466ff98f5a58eb6ca7a67ff73b/PDATTop10PuGMistakesFlyer.pdf>
  - FEMA Checklist for Reviewing Procurements Under Grants by Non-Federal Entities (States, local and tribal governments, Institutions of Higher Education, Hospitals, and private non-profit organizations) – 2 CFR pt. 200 [https://www.fema.gov/media-library-data/1479225376216-2bdb7d3ba1a512495c38535f12bad2c5/ChecklistforProcurementsAssociatedwithDisastersAFTERDec262014-NewUniformRules\(11-14-16\).pdf](https://www.fema.gov/media-library-data/1479225376216-2bdb7d3ba1a512495c38535f12bad2c5/ChecklistforProcurementsAssociatedwithDisastersAFTERDec262014-NewUniformRules(11-14-16).pdf)
  - FEMA Contract Provisions Template <https://www.fema.gov/media-library-data/1557346958767-7fe2feb2ef09f7c3d0d2411a9a718f7/PDATContractProvisionsTemplate.pdf>
  - FEMA FEMA Procurement Tool-Box Series - Local and Indian Tribal Government Requirements of 44 C.F.R. § 13.36  
<https://www.fema.gov/media-library-data/1412181205354-9d21f3021c48bf7a9f3705779be27822/OCC%20Pocket%20Guide%20PDAT%20Local%20Government%20Requirements.pdf>
  - The Superfund Amendments and Reauthorization Act (SARA), Title III <https://www.fema.gov/grants-administration/superfund-amendments-and-reauthorization-act-sara-title-iii>
  - Hazus-MH <https://www.fema.gov/hazus/>
  - Geographic Information Systems (GIS) <http://gis.fema.gov/>
  - U.S. Army Corps of Engineers (debris calculations)  
<http://www.usace.army.mil/>
  - Hazus-MH <https://www.fema.gov/hazus/>
  - Geographic Information Systems (GIS) <http://gis.fema.gov/>
  - Damage Assessment Forms Packet (suggested by FEMA): Oklahoma Department of Emergency Management, Damage Assessment Forms  
<http://www.ok.gov/OEM/documents/DAMAGE%20ASSESSMENT%20FORMS%20PACKET.pdf>

## II. Record of Approval and Changes

QUEEN ANNE'S COUNTY  
RESOLUTION OF ADOPTION  
19-27

2019 QUEEN ANNE'S COUNTY DEBRIS MANAGEMENT PLAN

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS TO ADOPT THE QUEEN ANNE'S COUNTY, MARYLAND 2019 QUEEN ANNE'S COUNTY DEBRIS MANAGEMENT PLAN, BASED ON THE STANDARDS CONTAINED IN THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S (FEMA'S) PUBLIC ASSISTANCE DEBRIS MANAGEMENT PLAN WORKSHOP STUDENT HANDBOOK, SUPPLEMENT TO FEMA P604, PUBLISHED SEPTEMBER 2009.

WHEREAS, the Board of County Commissioners has reviewed the Queen Anne's County, Maryland Debris Management Plan and support the adoption of this plan;

WHEREAS, the Board of County Commissioners understand that the Queen Anne's County Debris Management Plan core components incorporate best practices in debris removal, are tailored to the unique needs of Queen Anne's County, and reflect the criteria the county must follow in order to fully leverage the assistance available from FEMA and other sources;

WHEREAS, the Board of County Commissioners are dedicated to supporting FEMA's guidance to produce a Debris Management Plan that establishes procedures and guidelines for managing disaster debris in a coordinated, environmentally-responsible, and cost-effective manner;

NOW, THEREFORE, BE IT RESOLVED, this 27<sup>th</sup> day of August 2019, by the Board of County Commissioners do hereby adopt the Debris Management Plan based on the standards of FEMA's Public Assistance Debris Management Plan Workshop Student Handbook, Supplement to FEMA P604.

THIS RESOLUTION, having been duly posted in accordance with the policy of the Board of County Commissioners for advertising for the adoption of resolutions, shall become effective upon the adoption of this Resolution.

READ, PASSED AND EFFECTIVE ON THIS 27<sup>th</sup> DAY OF AUGUST 2019.

ATTEST: APPROVED:

Margie A. Houck, Executive Assistant James J. Moran, President, County Commissioner

CHANGE NUMBER	DATE OF CHANGE	CONTENT CHANGED	CHANGE MADE BY (SIGNATURE)
Version 2			
Version 3			
Version 4			
Version 5			
Version 6			
Version 7			

### III. Overview

#### A. Background

Queen Anne's County and its municipalities are able to manage many disaster situations with internal resources. However, **there are potential debris-generating events which may overwhelm the capabilities and assets of the County.** The County coordinates with the Maryland Emergency Management Agency (MEMA) in response to effects from emergencies, disasters, severe weather conditions and other catastrophic events. The Department of Emergency Services (DES) is responsible for the planning and emergency preparedness as described in the county's Emergency Operations Plan (EOP). The Department of Public Works is responsible for updating the Plan, the solicitation and contracting of a Debris Management contractor to support response and mitigation efforts relating to debris removal activities by Department of Public Works.

The County's goal is to use national and local contractors to remove up to 1 to 1.5 million cubic yards of debris within 120 calendar days, and complete disposal and recycling operations within 180 calendar days. Due to low elevation and the potential for flooding, some areas might not be accessible for several days after a major natural disaster.

The Plan establishes:

1. Responsibilities for each government agency and sets forth the authority and organizational relationships essential for the protection of the public and the removal of debris.
2. Concepts and policies under which elements of the County government will operate after a debris generating emergency or disaster by providing for the integration of resources.
3. Activities likely to be required following an emergency, without regard to the cause or type of the disruption or emergency.

#### B. Purpose and Objectives

This Plan establishes the framework within which Queen Anne's County will respond and coordinate the removal and disposal of debris generated by potential manmade and natural disasters. This Plan will also address the potential role that State and Federal agencies and other groups will take in a debris operation. The Plan unifies the efforts of public and private organizations for a comprehensive and effective approach to:

1. Provide organizational structure, guidance, and standardized guidelines for the clearance, removal, and disposal of debris caused by a major debris generating event.

2. Determine the extent and impact of damage and debris for effective response and recovery.
3. Establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues.
4. Implement and coordinate private sector debris removal and disposal contracts to maximize cleanup efficiencies.
5. Expedite debris removal and disposal efforts which provide visible signs of recovery and to mitigate the threat to the health, safety, and welfare of County residents.
6. Coordinate partnering relationships through communications and planning with Federal, State, County, and Municipal agencies which have debris.

### C. Concept of Operations

Queen Anne's County is vulnerable to numerous natural and technological hazards, including severe weather and hazardous materials spills. Flooding, hurricane and coastal erosion, drought and extreme heat, high wind, sea level change, and severe winter weather pose the highest natural threats to the City/County (*Source: 2018 Queen Anne's County Hazard Mitigation Planning Committee*). Critical government and private facilities are potential targets for terrorist attack. The county can manage many disaster situations with internal resources. However, there are potential debris-generating events that may overwhelm the county's assets and capabilities.

This Plan defines the roles and responsibilities of local emergency managers with respect to debris planning prior to an event and actions following a major debris-generating event. Additionally, the plan provides guidelines on debris removal issues, including emergency roadway clearance, public rights of way removal, private property removal, navigation hazard removal, and household hazardous waste removal.

#### 1. General Approach

- a. Debris Management support involves removing debris from public property and right of ways, enabling vehicle access and re-instituting traffic patterns, and minimizing health risks.
- b. Removing and disposing of debris which hinders the orderly recovery of the community, and the County's critical commercial infrastructure (pharmacies, grocery stores, etc.).
- c. Debris management activities include: conducting damage assessments, clearing roadways and waterways, coordinating contractors, implementing mutual aid agreements, isolating power and other utility lines, establishing temporary storage sites, establishing and managing disposal sites, segregating debris, recycling and reduction activities, deploying volunteers,

- and monitoring operations and sites for compliance with state and federal regulations.
- d. Debris removal activities must be coordinated with all utility companies to re-establish electricity, communications, as well as water and sewer services.
  - e. Supplemental assistance may be available in certain circumstances to support the debris management efforts and to reimburse local jurisdictions for some expenses.

## 2. Municipalities

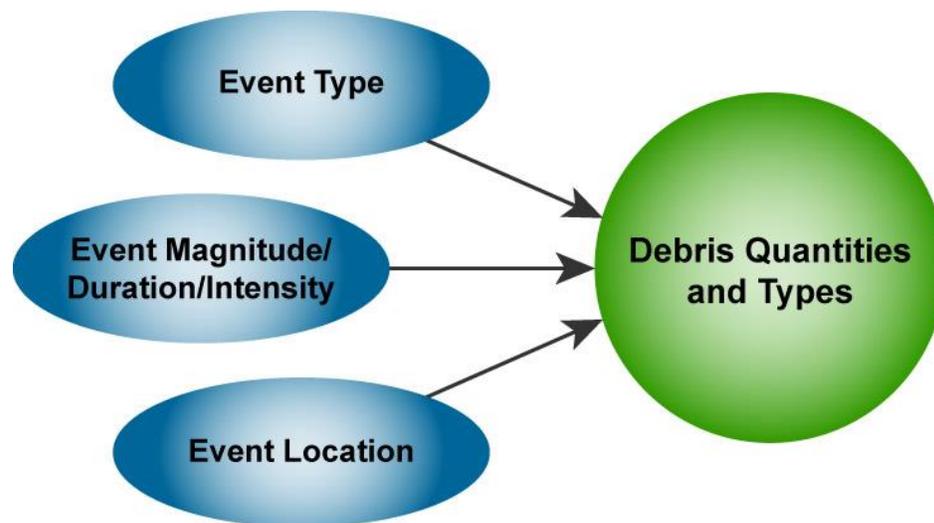
Each municipal jurisdiction will determine their specific disaster responsibilities according to their capabilities. Since municipalities within the County do not have extensive resources, all cleanup and restoration efforts must be coordinated with the county. All municipalities are encouraged to participate in mutual aid agreements for resource sharing.

- a. The county will provide supplemental assistance to local jurisdictions when the affected municipality requests assistance, has inadequate resources, and/or has exhausted its resources.
- b. Agencies will cooperate with local jurisdictions to ensure loads of debris hauled to debris management sites for disposal comply with transportation and environmental regulations.
- c. Representatives from municipalities will serve on the Debris Management Team (See Section IV.E).

## D. Situation and Assumptions

Situation: Natural and man-made disasters precipitate a variety of debris. These disasters can generate debris including, but not limited to trees and vegetative matter, building and construction material, personal property, appliances, mud and sediment. Disasters may result in heavy damage to buildings and basic infrastructure. The quality and type of debris generated from a particular disaster depends upon the location and kind of event, as well as its magnitude, intensity, and duration.

The amount and type of debris generated, its location, and size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized to address the debris problem, the associated costs incurred, and how quickly the problem can be addressed.

**Figure 1. Debris Management Planning Considerations**

This plan takes an all-hazards approach to identifying and responding to the following hazards which may pose a threat to Queen Anne's County:

1. Natural Hazards – Severe weather events, such as tropical storms, hurricanes, tornadoes, flooding, ice storms and other natural events, such as earthquakes.
2. Man-made Events – Explosions, transportation accidents, civil disorders, or extensive fires.
3. Terrorist incidents – Bombs, sabotage, armed insurrection, or Weapons of Mass Destruction.

Assumptions: The core components of a comprehensive debris management plan:

- Incorporate best practices in debris removal
- Are tailored to the unique needs of the jurisdiction
- Reflect the criteria the jurisdiction must follow in order to fully leverage the assistance available from FEMA and other sources

The fact this plan is based on events which exceeds Queen Anne's County's capacities in no way diminishes the value of the Plan for use when responding to other types and categories of events. This plan establishes a general framework which can, with minor modifications, be used in any debris generating event. It addresses clearing, removal, and disposal of debris generated by hazards based on the following assumptions:

1. A major natural or man-made disaster requiring the removal of debris from public or private lands and waters could occur at any time.
2. The amount of debris resulting from the disaster will exceed the County's in-house removal and disposal capabilities.

3. A planned damage assessment procedure is essential for effective response and recovery.
4. The County Commissioners must issue an Emergency Order as a prerequisite to a request for emergency or major disaster assistance.
5. The Governor will declare a State of Emergency authorizing state resources to assist in removal and disposal of debris.
6. The Department of Public Works will contract for additional resources to assist in debris removal, reduction and disposal processes and monitoring operations.
7. Federal assistance will be requested to supplement the County's capabilities.

#### **E. State and Federal Assistance**

The Plan is designed to coordinate with State of Maryland's Response Operations Plan (SROP March 2015), the National Response Framework (NRF May 2013) and the National Incident Management System (NIMS June 2016).

In emergencies, local response agencies will be capable of effective action to protect life and property. Disaster is defined by the Federal Emergency Management Agency (FEMA) as "an occurrence that has resulted in property damage, deaths, and/or injuries to a community." In the event of a disaster that exceeds local capabilities, additional resources and technical/financial assistance will be requested from mutual aid partners, regional partners and from the state and federal governments. [Source: Queen Anne's County (QAC) *Emergency Operations Plan (EOP)*, 2016 edition, Section II.B., Assumptions]

Local State of Emergency Declaration: is declared in Queen Anne's County for a prescribed operational period, usually not exceeding seven Days, however maybe extended in a written request. (Source: QAC *EOP*, 2016 edition, Section V.C.4)

State Declaration of Emergency: In generally the state of emergency declaration authorizes evacuations as necessary, authorizes state funding, and activates a state's emergency operations plan, a required step if the state later plans to ask to the Federal Emergency Management Agency for disaster relief funding. (Source: QAC *EOP*, 2016 edition, Section V.C.5)

Local Coordinating Officer: The Department of Emergency Services (DES) shall serve as the Local Coordinating Officer with appropriate County, State and Federal agencies, including MEMA, FEMA, and US Army Corps of Engineers.

## IV. Debris Management Organization

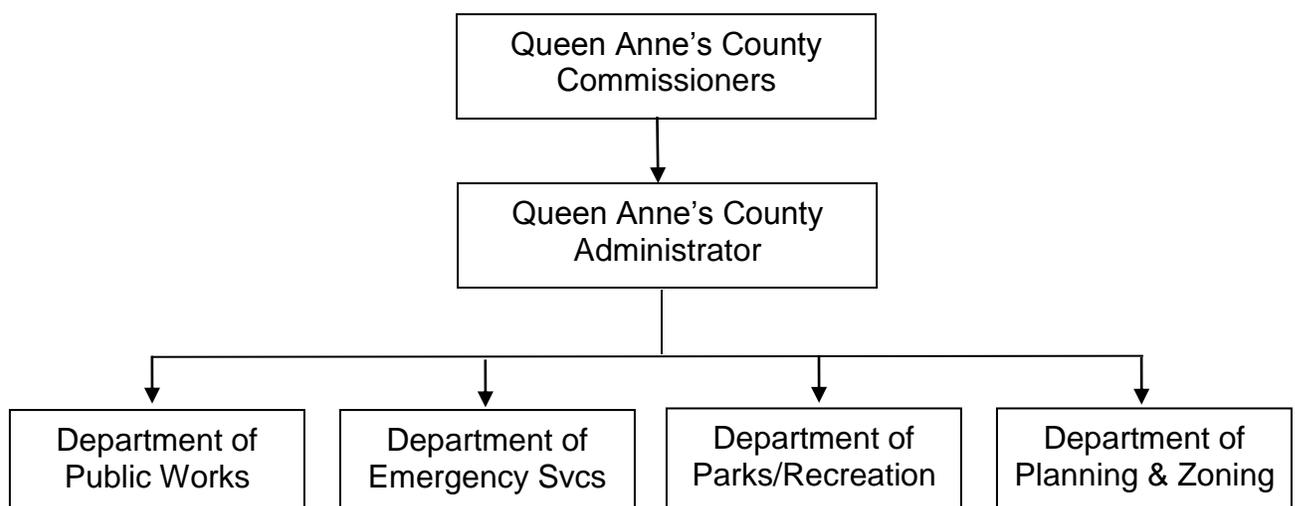
One of the primary functions of the Plan is to delineate clearly a basic organization, assign specific responsibilities to departments and agencies, and provide a list of debris-related responsibilities for directors and managers of the Department of Public Works. Included are debris-specific assignments for issues which normally arise during debris removal operations. During the conduct of debris removal operations, many issues will arise which are not specifically mentioned in this plan. However, responsibilities are sufficiently defined so unexpected issues can be assigned and resolved efficiently.

### A. Designation of Primary/Lead Agency

The Queen Anne's County Department of Public Works (DPW) shall serve as primary/lead agency during activations of the Plan. As indicated in the figure below, the County Commissioners and County Administrator shall provide oversight to DPW. The DES shall oversee parallel Emergency Operations Center (EOC) functions in consultation with and in support of the DPW's execution of the Plan.

The following figure illustrates the chain of command from the County Commissioners through to the primary agencies responsible for debris management (the roles of which will be detailed further in the Plan).

**Figure 2. Lead Agency Oversight**



## B. Supporting and Coordinating Agencies

Debris Management Team (DMT): The DPW shall oversee debris management and monitoring by way of a Debris Management Team (DMT), with operational support from the following:

- Primary Debris Management Contractor
- Secondary Debris Management Contractor
- Debris Monitoring Contractor

Procedures for contractor recruitment and selection can be found in the Appendices section of the Plan (Appendix M-O).

The DPW Director and the Debris Management Contractor(s), in conjunction with other County agencies, will appoint staff which will be responsible for administrative activities following the debris generating event. They will select key individuals who will perform key field operations. These personnel will be selected prior to any emergency.

DMT Extenders: Directors of departments within the County Government will select personnel to fill these positions, in conjunction with their area of expertise. These individuals perform their duties and cooperate with personnel from municipal, federal, and state governments, the Debris Management Contractor(s), Debris Monitoring Contractor, and appropriately qualified volunteers. Among the specific positions and sub-teams are:

1. Debris Manager
2. Debris Management Center (DMC) staff
3. County Damage Assessment Officer
4. County Reimbursement Coordinator
5. Solid Waste Coordinator
6. Public Information Officer (PIO)
7. Field Inspection Teams

Emergency Operations Center (EOC): In accordance with the county's Emergency Operations Plan (EOP), the DES shall direct operational support by way of the parallel EOC. The EOC will activate appropriate Emergency Support Functions (ESFs), staffed by various county agencies and community-based partners, when and where appropriate, and as shown below:

**Figure 3. EOC Emergency Support Function (ESF) Assignments**

<b>ESF #</b>	<b>Function</b>	<b>Primary Agency*</b>
1	Transportation	Dept Public Works (DPW)
2	Communications	Dept Emerg Svcs. (DES)
3	Public Works	DPW
4	Firefighting and EMS	DES & Fire/EMS Commission (FEC)
5	Information	DES
6	Mass Care/Sheltering	Dept Social Svcs (DSS)
7	Evacuation	DES
8	Public Health	Maryland Dept Health (MDH)
9	Mass Casualty	DES
10	Hazardous Materials	DES
11	Damage Assessment	DPW
12	Utilities & Energy	Private Utility Companies
13	Law Enforcement	Office of the Sheriff
14	Debris Management	DPW
15	Volunteer & Donations Mgmt.	DES
16	Animal Control	DES

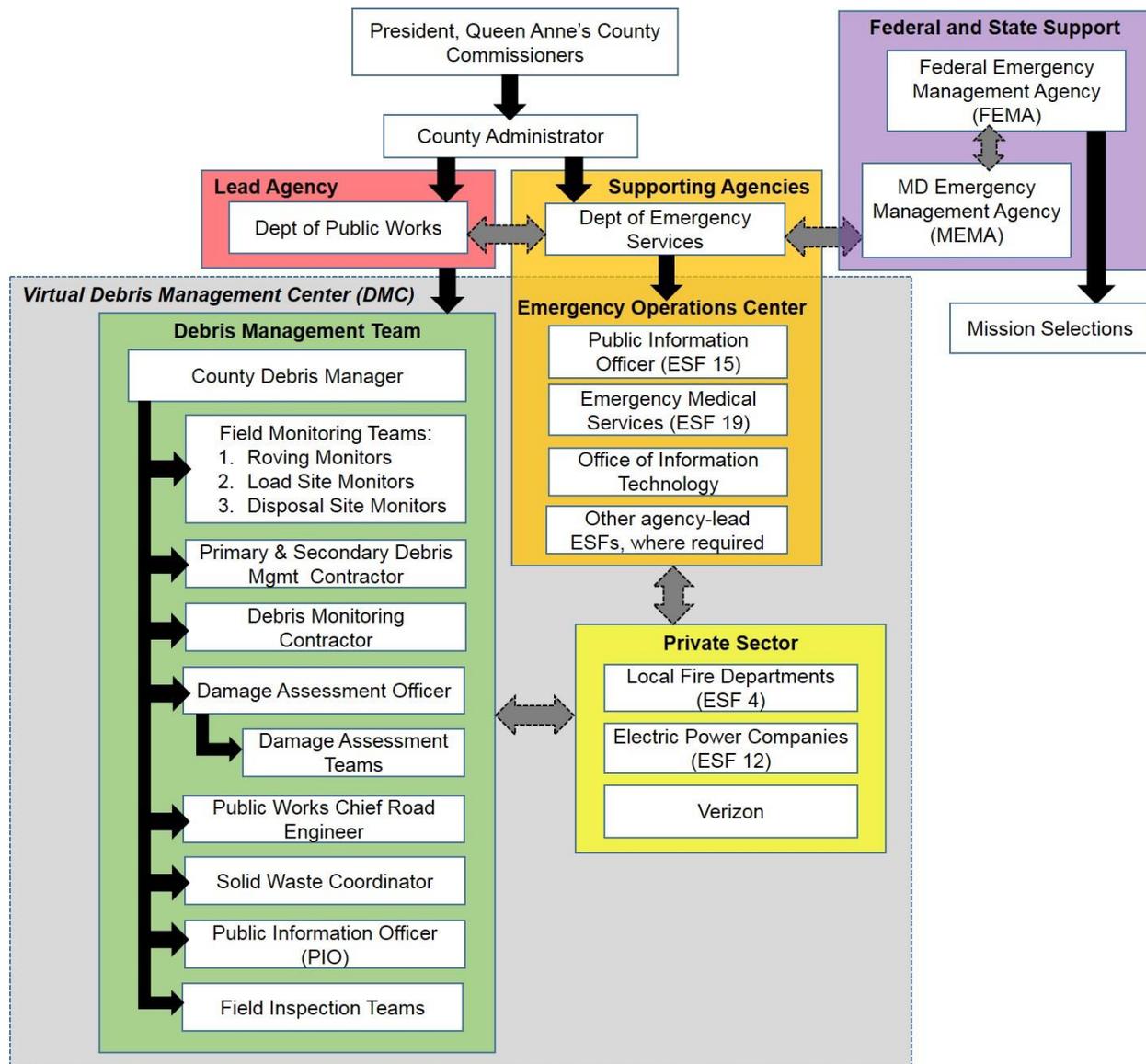
\* See EOP individual ESF documents for comprehensive list of secondary agencies

(Source: QAC EOP, 2016 edition, Figure 2)

### **C. Debris Management Organizational Chart**

The following figure illustrates the oversight, support and collaborative relationships between agencies/organizations under a debris management event. These relationships form the basis of what shall be a virtual Debris Management Center (DMC).

**Figure 4. Debris Management Organizational Chart**



**D. Debris Management Center (DMC)**

The Debris Management Center is a virtual function organized to provide a centralized function for coordination and control of all debris management operations. It is composed of coordinators from various County agencies and key staff. The DMC staff is required to coordinate actions necessary to remove and dispose of debris. Specific DMC staff actions will include the following:

1. Make recommendations for County work force, the County Debris Management Contractor(s), and volunteer work assignments based on priorities established after the damage assessment.

2. Report on debris removal and disposal progress, and preparing status briefings.
3. Provide input to the EOC and PIO on debris removal and disposal activities.
4. Coordinate County debris removal and disposal operations with solid waste managers and environmental regulators from the Maryland Department of Environment (MDE).
5. Secure emergency environmental waivers and legal clearances from MDE needed to dispose of debris from demolition activities.
6. Monitor and coordinate debris removal by private contractors and provide them with proper disposal instructions.
7. Coordinate with Federal agencies in the event of a debris-generating disaster exceeding the county's abilities; such agencies include FEMA, U.S. Army Corps of Engineers (USACE) and the local FBI office.

#### **E. Debris Management Team (DMT)**

The DMT is composed of the County Debris Manager (CDM), Field Monitoring Teams (FMTs), Primary and Secondary Debris Management Contractors, Debris Monitoring Contractor, Damage Assessment Officer (overseeing the damage assessment teams), Public Works Chief Road Engineer, Solid Waste Coordinator, Public Information Officer (PIO), Field Inspections Teams (FITs), and representatives from the municipalities. During the pre-emergency phase, the Debris Management Team alerts departments having debris removal responsibilities ensuring personnel, facilities, and equipment are ready and available for emergency use. The team ensures resources are available and in place, such as private contractors and equipment. The Debris Management Team ensures the following activities are completed:

##### **1. Planning Activities**

- a) Should a storm "advisory" be issued, initiate the pre-positioning of equipment and supplies.
- b) Verify stockpile levels, prepare supplies for distribution, and test equipment.
- c) Terms of Mutual Aid Agreements are verified with other jurisdictions.
- d) Agreements are pursued as appropriate between the County and State agencies.
- e) Identify critical transportation/evacuation routes in cooperation with contiguous jurisdictions.
- f) Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.
- g) Develop an estimating strategy for disaster debris quantities and forecast debris quantities based on specific disaster scenarios.
- h) Access available landfill space and determine if additional space

is needed.

- i) Select debris management sites and map debris hauling routes.
- j) Assess capital and other improvements needed, if any, of pre-identified debris management sites; develop funding applications for submission to appropriate agencies.
- k) Identify and coordinate environmental issues.
- l) Issue permits and obtain permits for external agencies

## 2. Operational Activities

- a) Vehicles and supplies are stocked, fuel trucks and underground tanks are filled, vehicles and equipment are fueled.
- b) Verify and contact local and regional resource list of contractors who can assist the County in all phases of debris management.
- c) Contact the Department of Finance to establish a series of budgetary storm account numbers to track expenditures prior to the storm event.
- d) Position equipment and resources for response and debris removal operations.
- e) Develop staff schedules and plans; monitor and direct force account and contract labor.
- f) Provide communication, facilities, services, equipment and materials for debris activities.
- g) Operate and manage the debris collection and debris management sites.
- h) Create demolition process for structures.
- i) Coordinate with other local and state governments for road clearance and operations.
- j) Have a representative assigned to the EOC.

## 3. Engineering Activities

- a) Identify which Debris Management Sites and Temporary Disposal sites will be activated.
- b) Identify the pre-designate debris storage sites for the type and quantity of debris.
- c) Design debris management sites.
- d) Determine reduction and recycling methods.
- e) Develop debris collection strategy.
- f) Develop a demolition procedure for public and private properties.

## V. Debris Management Staff Responsibilities

### A. County Commissioners

1. **The Commissioners of Queen Anne's County** are the chief executive and legislative officials for the County. The Commissioners are responsible for all policy-level decisions implemented through the County Administrator. They delegate the overall responsibility for planning and operations during and after emergencies and major disasters to the Department of Emergency Services. The County Commissioners direct the DES Director to implement the emergency and debris management plans. Therefore, the County Commissioners:
  - a) Issue the County declaration of a State of Emergency as needed; after the declaration, the local Debris Management Operational Plan is activated and implemented.
  - b) Forward a request for the Governor to issue a declaration of a State of Emergency.
  - c) Provide the appropriations, resolutions and ordinances for the administration of this Plan.
2. **The President of the County Commissioners** shall:
  - a) Provide the overall command and control of emergency response and recovery activities.
  - b) Direct the Director, Department of Emergency Services to coordinate activities.
  - c) Provide funding for the extraordinary costs sustained during response and recovery operations with other commissioners.
  - d) During a State of Emergency implement the Emergency Operations Plan coordinated by the Director DES.

### B. County Administrator

The County Administrator, as the chief operating officer of the County, oversees the day to day operations of the County government and administers the mission and plans aspired by the County Commissioners. Therefore, the County Administrator:

1. Exercises overall responsibility for decision-making during an emergency when the County Commissioners are not available.
2. Ensures the County Commissioners are informed and kept advised of the level of emergency and status of preparation and recovery processes.
3. Assists the Director, Department of Emergency Services and County Debris Manager with the coordination of State and Federal responses to emergency situations.

4. Contacts other jurisdictions for Mutual Aid coordination.
5. Ensures DES prepares After Action Reports and forwards to the County Commissioners.

**C. County Attorney**

The duties and responsibilities of the County Attorney in an emergency debris management situation are as follows:

1. Assist in the preparation of emergency legislation, executive declarations, and resolutions.
2. Provide legal assistance for applicants seeking federal assistance.
3. Provide legal opinions to the County DMC staff concerning routine and emergency actions recommended by the County Debris Manager and Director DES.
4. Review debris removal contracts.
5. Review land lease agreements.
6. Evaluate building condemnation processes.
7. Review legal processes for private property demolition.
8. Review legal procedures for private property debris removal.
9. Provide guidance on Right-of Entry and hold harmless agreements.

**D. Department of Emergency Services (DES)**

1. **The Department's** responsibilities include, but are not limited to, the following with respect to debris management activities:
  - a) Coordinate activities between MEMA and County agencies and administrators.
  - b) Administer the County Credentialing System to allow the emergency response personnel access to areas in which they are needed for response.
  - c) Receive, verify, evaluate and take appropriate action with regard to information concerning forecasts or occurrences which threaten to be or are emergencies.
  - d) Coordinate with the State Police (MSP) for aerial reconnaissance for damage assessment.
  - e) Provide training for personnel assigned to debris management activities.
  - f) Serve as Local Coordinating Officer with appropriate County, State and Federal agencies, including MEMA, FEMA, and US Army Corps of Engineers.
  - g) Ensure County Commissioners, County Administrator and PIO are informed and kept advised of the situation and warn the citizens of Queen Anne's County of any impending emergency or change in condition(s).

- h) Provide an EOC Liaison to the Debris Management Center (DMC) who will be responsible for coordinating with the Debris Manager on all debris activities and requests for assistance.
- i) Insure MEMA is informed and kept advised of emergency situations within the County.
- j) Ensure primary and back-up notification systems are maintained for rapid response to emergencies.
- k) Serve as the Applicant Agent at the county level for the purpose of obtaining and supervising federal assistance.
- l) Draft Resolutions and Ordinances for emergency declarations and public assistance.
- m) Ensure all agencies with responsibilities outlined in this plan are aware of and carry out their respective responsibilities.

## **2. Director, Department of Emergency Services**

The DES Director is responsible for the daily operational control and overall management of the EOC and its staff. The Director will receive information on the severity of the disaster from many sources and direct all requests for debris removal or disposal to the Debris Manager. In addition to presiding over the EOC, the DES Director shall:

- a) Direct emergency and major disaster assistance operations.
- b) Coordinate activities between MEMA and Queen Anne's County agencies and administrators.
- c) Ensure MEMA is informed and kept advised of emergency situations within the County.
- d) Coordinate with the DPW Director requests for debris clearing from public facilities and roadways.
- e) Provide a PIO to coordinate media reports on debris operations.
- f) Ensure the County Commissioners, County Administrator, and PIO are informed and kept advised of any emergency situation and warn Queen Anne's County citizens of any impending emergency or change in conditions.
- g) Serve as the Local Coordinating Officer with County, State and Federal agencies.
- h) Ensure the EOC is provided with all administrative staff and equipment support.
- i) Manage all necessary contracts associated with debris removal activities and debris sites.

## **3. Public Information Officer (PIO)**

***Cross Reference: EOP Appendix - Public Information, ESF #5  
See – Guidelines for Homeowners, Attachment 12***

Consistent with the County EOP, a Joint Information Center (JIC) will be activated and utilized for the public relations/communications.

The PIO shall develop a proactive information management plan to keep the public informed of the situation and changing conditions using all available media and technology. They shall:

- a) Ensure complete, accurate and authorized information is released through an organized means to avoid misinformation and dispel rumors.
- b) Provide the information necessary to assist the general public in protecting themselves and their property.
- c) Oversee a public inquiry line to ensure citizen's needs are recorded. The phone number set aside for this purpose is: 410-758-5060.
- d) Verify all information received before dissemination to the media or public.
- e) Work with news media personnel to ensure timely press releases.
- f) Coordinate with the State PIO and other agencies as appropriate.

Emphasis shall be placed on actions the public can perform to expedite the cleanup process. Flyers, newspapers, radio and TV Public Service Announcements will be used to obtain public cooperation for activities such as:

- a) Separating burnable and non-burnable debris
- b) Segregating household hazard waste
- c) Placing disaster debris at the curbside
- d) Keeping debris piles away from fire hydrants and valves
- e) Reporting locations of illegal dump sites or incidents of illegal dumping
- f) Segregating recyclable materials
- g) Disseminating pickup schedules through the news media and the public information hotline.

#### **4. Emergency Medical Services**

***Cross Reference: EOP Appendix - Emergency Medical Services, ESF #4***

Emergency Medical Services responsibilities include, but are not limited to, the following with respect to debris management issues:

- a) Respond to search and rescue, and other emergencies.
- b) Respond to and treat injuries caused by debris and during debris removal operations.

- c) Notify the PIO for dissemination of information to the public.

## 5. Office of Information Technology

- a) Assure availability and provide technical support on all essential computers and phone systems required during an emergency or major disaster.
- b) Web EOC interface, GPS mapping equipment, storm surge mapping and other modeling hardware and software for use by the DMC staff.
- c) Provide necessary backup equipment for essential staff positions.

## 6. Emergency Operations Center (EOC)

### ***Cross Reference: Queen Anne's County Emergency Operations Plan (EOP)***

The EOC will be activated by the DES Director. The EOC is not directly responsible for removal of debris, but for activities involving the County's resurgence from the debris-generating disaster. Responsibilities of the EOC in debris management activities include:

- a) Issuing the formal emergency proclamation by the County Commissioners.
- b) Coordinating disaster response activities with the DMC to ensure they are compatible with debris removal operations.
- c) Ensuring all communications with appropriate emergency response agencies are established and maintained.
- d) Ensuring operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- e) Determining the need for the use of mutual aid.
- f) Conducting periodic briefing for elected officials or their representatives.
- g) Determining if weather forecasts or conditions impact debris gathering operations.
- h) Coordinating law enforcement and traffic control operations essential to operations.
- i) Mobilizing and deploying HazMat personnel to operational areas when hazardous materials are found in debris.
- j) Coordinating security at debris management sites through the Office of the Sheriff.
- k) Maintain and initiate mass calling system.

## E. Department of Public Works

### ***Cross Reference: EOP Appendix - Public Works, ESF #3***

1. **The Department's** responsibilities include, but are not limited to, the following with respect to debris management activities:
  - a) Provide a Liaison Officer to the DMC to coordinate debris requests and other actions.
  - b) Provide preventative maintenance and repairs to County facilities and adjacent grounds.
  - c) Provide personnel and equipment to assist in the clearing of major evacuation routes and access to critical facilities, in coordinate with the state Department of Transportation.
  - d) Help provide damage assessment of public property.
  - e) Assign personnel to staff the Field Inspection Team.
  - f) Provide personnel and equipment to remove and dispose of debris.
  - g) Coordinate debris removal and disposal requirements at water and sewer facilities.
  - h) Insure all critical facilities are switched to backup generator power.
  - i) Implement capital mitigation projects.
  - j) Provide coordination with the PIO to centralize media reports on debris operations to help control rumor and speculation.
  - k) Provide personnel and equipment to operate and staff contractor oversight and inspections personnel, including communications, equipment, and transportation.
  - l) Maintain resource list of equipment and materials (e.g., dump trucks, cranes, fuel, manpower, & earth moving machinery).
  - m) Provide traffic and access control equipment.
  - n) Provide additional personnel and equipment to remove and dispose of debris through the Heavy Equipment Rental, Debris Recovery and Recycling Contractors.

## 2. Director, Department of Public Works

The Director of Public Works shall appoint and oversee the County Debris Manager to oversee the County's debris clearance and removal operations.

## 3. County Debris Manager

The County Debris Manager is the primary manager and point of contact for all debris activities and will fully implement the Debris Management Operational Plan upon notification by the Director of DES. The County Debris Manager shall ensure the County Commissioners, County Administrator, DES Director, and other key personnel are briefed on the status of debris clearing, removal and disposal operations.

The County Debris Manager along with EOC Staff shall coordinate activities with Federal and State agencies and is responsible for the following assignments with respect to debris management issues:

- a) Maintain listings of all available Department of Public Works (DPW) equipment identified for possible debris clearing and disposal missions.
- b) Organize and operate the DMC; direct emergency and major disaster assistance operations.
- c) Forward all approved requests for debris removal to the appropriate removal team.
- d) Coordinate all debris clearance and cleanup actions with the EOC and DMC.
- e) Make an appraisal of the extent of damage and resulting debris.
- f) Ensure resources are put into place to efficiently and effectively remove the debris.
- g) Identify staff members for debris management monitoring duties.
- h) Coordinate debris issues with government and private agencies involved in the operations.
- i) Assure the County is represented at meetings with other government and private agencies involved with debris cleanup operations.
- j) Coordinate with affected municipalities within the County on debris clearance, removal and disposal issues.
- k) Convene debris coordinating meetings at the DMC or other appropriate locations.
- l) Report on debris removal and disposal progress and prepare status briefings.
- m) Maintain a daily journal and file on all debris-related documents and issues.
- n) Ensure completion of reports for federal and state reimbursement and forwarded to DES.
- o) Supervise all employees associated with debris removal activities.
- p) Focus on keeping track of field site assignments and progress of the initial debris clearance from public roadways and critical facilities.
- q) Utilizing Field Inspection Teams (FITs), supervise monitoring of debris contractors, load inspections at debris sites and other off site areas and prepare load sheets at debris sites or other impacted areas.
- r) Coordinate with FITs all debris site and processing site assignments are in accordance with the approved direction of the County Debris Manager
- s) Appoint a field operations coordinator who will be responsible for the daily operational control of the debris sites.

- t) Ensure the debris management effort is provided with all available field support personnel and administrative staff.
- u) Provide updates to the PIO and EOC concerning the progress of debris removal and disposal activities and coordinate on the dissemination of public information through the PIO.
- v) Work with appropriate state and federal environmental regulatory agencies to ensure debris sites comply with established guidelines.
- w) Coordinate with the State on debris issues affecting adjacent counties.

#### **4. County Roads Division/State Highway Administration**

Staff from Public Works and State Highway Administration responsibilities include, the following with respect to all debris management activities:

- a) Provide initial personnel and equipment to remove and dispose of debris as required for public-maintained roadways.
- b) Provide a Debris Coordinator (County Highways Supervisor) to the DMC to coordinate all personnel and equipment debris assignments.
- c) Provide personnel and equipment to initiate the clearing of State-maintained emergency evacuation and County-maintained Priority I routes, and access to critical facilities throughout the County as directed by the County Debris or Deputy Debris Manager.
- d) Ensure representatives are provided with all needed logistics support assets.
- e) Maintain a list of available SHA equipment for possible debris removal operations.
- f) Repair and restore roads and bridges.
- g) Ensure the Debris Coordinator keeps County Debris Manager informed of utility restoration and debris clearing progresses and any problems encountered or anticipated.
- h) Provide wind velocity readings and bridge restoration status to the EOC / DMC.
- i) Provide maintenance and restoration of County roads and bridges.
- j) Provide advice concerning evacuation routes from potential or actual disaster areas.
- k) Assist police agencies with access control by providing barricades, lights, traffic cones, signs, and other materials as needed.

## 5. Solid Waste Coordinator

Public Works shall supply the Special Services Coordinator as the Solid Waste Coordinator. With respect to debris management issues, the Solid Waste Coordinator is responsible for the following assignments:

- a) Coordinate with franchise waste haulers to re-establish garbage collection in unincorporated areas of the County.
- b) Coordinate with the County Debris Manager in matters regarding storm debris collection, transportation and disposal.
- c) Ensure the cleanup and collection of debris at solid waste facilities with municipalities.
- d) Provide a status report on the availability of disposal capacity and the types and quantities of storm debris being delivered to the landfill facilities for processing or storage.
- e) Provide the County Debris Manager with regular status reports.

## F. Office of Finance

The Director of each department or designee serves as Reimbursement Coordinator for said Department. In conjunction with the Office of Finance, the Reimbursement Coordinator shall:

1. Establish emergency operational accounts for debris / emergency response operations.
2. Process capital and operational supply purchase orders and requisitions.
3. Provide for the collection and compilation of all labor, equipment hours, materials/supplies and expenditures related to disaster response and recovery.
4. Manage the receipt and submission of debris contractor payables through consultation with the debris contractors and the County Debris Manager.
5. Account for the receipt and disbursement of funds associated with DMC operations.
6. Assist with all FEMA reimbursements as well as any other financial matters.
7. Assure debris management contractors establish and maintain required insurance coverage.
8. Ensure all contractors meet the financial requirements of their contracts.
9. Work with DES Director to present contract record summaries for FEMA/MEMA review.

## G. Department of Planning and Zoning

***Cross Reference: EOP Appendix – Damage Assessment, ESF #11  
See – Debris Management Response and Recovery, Section VI.C.  
(Damage Assessment Teams).***

Personnel and building inspectors from the Planning and Zoning administration shall assist in the debris management effort by:

1. Assume the lead role in damage assessment.
2. Identify ownership of properties during debris cleanup activities.
3. Inspect the worthiness of public or private property buildings and structures.
4. Compile damage reports for the Debris Management Team.
5. Assist in the cost analysis of the rebuilding effort.
6. Offer expedited permitting when/where able and appropriate.

## H. Damage Assessment Officer

The Planning and Zoning Administration shall supply the Damage Assessment Officer, who shall be responsible for:

1. Compiling damage reports for facilities and equipment using FEMA project worksheets.
2. Coordinate submission of these forms with the DES Director, County Debris Manager, and the Reimbursement Coordinator.
3. Serve as the lead in overseeing the activities of Damage Assessment Teams.

## I. Sheriff's Department

***Cross Reference: EOP Appendix - Law Enforcement & Public Safety,  
ESF 13***

The Department's responsibilities include, but are not limited to, the following activities (*These responsibilities also apply to the Maryland State Police as well as municipal police departments*):

1. Ensure free flow of traffic on major evacuation routes and accesses to critical facilities.
2. Enforce laws and ordinances concerning illegal dumping activities.
3. Assist in monitoring debris management sites to ensure compliance with traffic regulations.
4. Coordinate traffic control at loading sites and entrances to/from debris management sites.
5. Provide field condition reports to the EOC and the Debris Management Center.
6. Provide security as needed.

**J. Volunteer Fire Companies*****Cross Reference: EOP Appendix – Firefighting and EMS, ESF 4***

With respect to debris management, Volunteer Fire Departments may assist in:

1. Respond to fire, search and rescue, and other emergencies.
2. Respond to, investigate, and handle hazardous material incidents.
3. Approve and monitor burning at debris management sites in accordance with appropriate local requirements to ensure safe burning.
4. Issue bans through the Office of the Fire Marshal on open burning based upon local conditions.
5. Notify the PIO for dissemination of information to the public.
6. Assist in Assessing in amount of debris immediately after the emergency/disaster.

**K. Health Department*****Cross Reference: EOP Appendix - Public Health, ESF 8***

The Department's responsibilities include the following debris management activities:

- A. Provide staff to serve at the EOC/for the DMC.
- B. The Medical Examiner shall supervise all temporary morgues; coordinate the collection and identification of deceased persons.
- C. Assist in monitoring debris management site operations and closeout activities.
- D. Assist as necessary on environmental and health issues.
- E. Regulate the burning at debris management sites.
- F. Ensure the County Debris Manager is aware of any problems encountered or expected.
- G. Coordinate rodent control at Debris Management Sites.

**L. Department of Parks and Recreation**

The Department's responsibilities include the following with respect to debris management:

1. Provide a Debris Management Liaison for the DMC to assist in debris assignments.
2. Ensure debris removal from parks and recreation facilities is approved by and coordinated through the County Debris Manager.
3. Coordinate with the County Debris Manager for the removal, storage, burning, and disposal of debris at debris collection sites.
4. Assist in debris management site investigations.

**M. Department of Human Resources**

The Human Resources Department will coordinate personnel matters with the Debris Management Team by:

1. Assisting with interviews and hiring of workers to perform debris cleanup and removal activities.
2. Completing workforce reports especially those involving the force labor workforce.
3. Acting as a resource to county departments as they forward payroll and benefit information on employees involved in debris management activities to the County Reimbursement Officer.

**N. Board of Education**

The Coordinator for the Board of Education shall be appointed by the Superintendent of Schools. The Coordinator shall:

1. Coordinate debris assignment on public school property with the County Debris Manager.
2. Maintain a list of all Board of Education equipment identified for possible debris removal and disposal operations.
3. Assist with transportation issues utilizing County school buses.
4. Inform the County Debris Manager of any problems or expected problems associated with the removal of debris on Board of Education property.

**O. Electric Power Companies*****Cross Reference: EOP Appendix - Utilities and Energy, ESF 12***

Electric power companies shall coordinate with the County Debris Manager with regards to debris removal along electrical easements and right-of-ways to ensure all lines are de-energized.

1. Provide a debris liaison to the EOC and the DMC.
2. Provide personnel and equipment to the Debris Management Team.
3. Coordinate debris removal and disposal requirements to address power restoration priorities.
4. Coordinate with the DMC in regard to debris removal along electrical easements and right-of-ways to ensure all lines are de-energized.

**P. Verizon**

The telephone company shall coordinate with the County Debris Manager for the removal of debris on Verizon property and in addition:

1. Provide a debris liaison to the EOC and the DMC.
2. Provide temporary telephone lines and services to support the Debris Management Center function(s).

## VI. Debris Management Response and Recovery Operations

### A. Preparedness Activities

#### 1. Debris Workshop

In partnership with the DES, the DPW Director will conduct an annual Debris Workshop with the Debris Management Contractors, County Debris Manager, municipal representatives, Monitoring Firm, and pre-identified staff to review the Debris Management Operational Plan to ensure debris management operations works smoothly. Items of discussion will include:

- a) Contractor responsibility
- b) Debris Management Sites operations
- c) Logistical support
- d) Procedures for call up of prime contractor and local contractor personnel and equipment
- e) Contractor vehicle identification and registration
- f) Debris hauling and Load Ticket administration
- g) Contractor payment request submission, review, and verification
- h) Personnel training and Exercises

#### 2. Identification of Debris Management Sites

***See – Scope of Work Debris Removal Contractor, Appendix N***

The County Debris Manager and the Debris Management Team in conjunction with the Debris Management Contractor shall identify Holding Areas, Temporary Debris Sites, Debris Reduction Sites, Debris Recycling Sites, or Sanitary Landfills in which debris will be hauled. The County Debris Manager shall obtain written agreements from the owner of any site on private property. Sites must be identified on County maps.

The County Debris Manager shall maintain detailed information pertaining to each of the sites. The information will include the exact location, size, available ingress and egress routes, as well as the results of environmental assessments. The data will include videotapes, photographs, physical and biological features, and soil and water samples. The County Debris Manager shall review the list of Debris Management Sites annually and update as necessary. The Debris Manager shall consider:

- a) Disasters resulting in significant amounts of debris, pre-existing disposal sites will not represent effective debris management sites, because of capacity limitations and continuous regular solid waste management.
- b) Reasonable efforts made to expedite approval of a site for debris storage or disposal, in accordance with federal and state laws and regulations.
- c) Factors to be considered when seeking to obtain land for storage/disposal of debris will include; access, environmental and historical impact, cost, proximity to anticipated debris, size, and neighboring community patterns.
- d) Parks will be used for debris storage as a last resort and only for segregated “green” debris.
- e) Debris Management Sites shall be reviewed by the State Historic Preservation Officer to assess the impact on cultural resources and historical significance of the surrounding area.
- f) The County Debris Manager shall ensure the continued availability of these sites.

## **B. Readiness Activities (Pre-Storm/-Emergency)**

### **1. Advance Notice of Mobilization**

The DES Director shall notify the DPW Director, the County Debris Contractor, the Monitoring Contractor and key staffs, in order to place them on alert status. The Contractors shall be prepared to move into the Queen Anne’s County area within reasonable timeframe after receipt of a Notice to Proceed.

The County Debris Contractor and Monitoring Contractor shall be notified in any event that could generate large volumes of debris. The Contractor shall establish presence and coordinate with the County should the situation dictate activation of the emergency contract.

### **2. Readiness Phase**

The County Debris Manager alerts departments having removal responsibilities, ensuring personnel, facilities, and equipment are ready and available. Local and regional contractors, who can assist the County in all phases of the debris management, are advised of the possibility of being called upon. Review debris site lists and verify their availability.

### **3. Alert Emergency Phase**

The Debris Management Team will respond to localized emergencies

and minor storm events when requested by the EOC by allocating normally available equipment and personnel from the Departments of Public Works and municipal agencies. When the National Weather Service issues a Warning for severe weather, such as a hurricane in which streets are expected to be blocked with fallen trees and canopy vegetation, essential personnel crews will be placed on alert and be prepared to respond immediately upon activation.

Upon confirmation of a storm “watch”, and the probable impact by a storm or onset of heavy rains, the DPW will monitor roadway conditions. To provide sufficient time for property owners to secure their properties, “Real Time” information is critical during this phase of operations.

*The Citizen Alert Notification System* will be utilized when it is necessary to provide the general public with advance notification and directives, as well as real-time updates, when appropriate. Use of reverse 911 and/or social media platforms are available options for mass notification. (Source: Queen Anne’s County Hazard Mitigation Plan; Section 13.8)

Consistent with the County EOP, a Joint Information Center (JIC) will be activated and utilized for the Alert Emergency Phase and other public relations/communications.

#### **4. Monitoring Weather**

The DES/EOC will monitor any weather events that may impact the area and organize accordingly.

#### **5. Escalation of Operations**

At storm “warning” levels and/or approximately 24 hours prior to the onset of sustained gale-force winds, emergency activities will escalate. Decisions regarding closures and evacuation (mandatory and/or non-mandatory) should be made at this time. Traffic control assistance, including placement of signs and barricades, may also be provided on major arteries leaving the County.

Initially, full resources will be focused on the saving of lives and the protection of property. Road Advisory Updates/Road Closure information will be gathered and posted as conditions allow. Personnel and resources will be relocated out of harm's way and staged in areas where they can be effectively mobilized. Subsequently, potential debris staging and reduction sites will be identified to be used in the response and recovery phases in the context of the impending threat.

#### **6. Temporary Suspension of Operations**

When storm severity threatens the lives of employees, DPW roadway and assistance operations will be suspended. DPW crews will be directed to de-mobilize and positioned at pre-determined locations (i.e., DPW complex, Convenience Centers, and Volunteer Fire and Rescue facilities).

### **C. Debris Management Response Operations**

The debris removal process must be initiated promptly and conducted in an orderly, effective manner to protect public health and safety following a catastrophic event. The effects of disasters may be limited to a single community, or they may be widespread affecting the entire County. Regardless of the scope of the disaster, the communities which are affected may require the assistance of agencies from the County, State or Federal government. The initial response of the County government is critical to ensure public safety and help in debris removal operations.

Upon activation, essential field personnel and office support will immediately report to their assigned assembly point with personal supplies and equipment to sustain 3 days of independent debris operations. The first 70 non-consecutive working hours is critical to the success of the initial recovery effort. Vital operations may be immobilized until transportation corridors are cleared allowing search and rescue teams into an area, opening vital access to emergency aid stations and shelters, and permitting damage assessment teams into damaged areas. Debris management operations are divided into three phases.

#### **1. Activities Immediately Following Event**

##### **a) Director of the Department of Emergency Services**

The Director of the Department of Emergency Services shall:

- 1) Notify MEMA and request a project be granted.
- 2) Activate the EOC, if not already in operation.
- 3) Provide a PIO to assist in disseminating information to the media and public.

##### **b) The Director of the Department of Public Works**

The Director of the Department of Public Works shall:

- 1) Notify the following individuals and /or agencies of the situation and initial assessment:
  - County Commissioners
  - County Administrator

- 2) Activate the Damage Assessment or windshield survey teams to assess damages and the extent and potential volume of the debris generated by the hazard.
- 3) Activate pre-positioned contracts to support Phase I and Phase II clearance operations.

**c) County Commissioners**

After the County Commissioners have been informed of the preliminary assessment of damage extent and debris volume, they shall issue a county-level state of emergency. In their statement, they shall request the Governor declare a state of emergency (See *Attachment 14, Request for Disaster Declaration Letter* for preferred format issued by the Maryland Emergency Management Agency/MEMA)

Concurrently, the County Commissioners shall draft/submit a *State of Maryland Request for Joint Preliminary Damage Assessment Letter/PDA* to MEMA (See Attachment 15).

The Governor shall authorize state assistance and direct state agencies to assist the County. In this declaration, the Governor shall request the President of the United States declare the County a disaster area. This declaration implements the National Response Plan. It also qualifies the County for Federal resources and public assistance in debris management and recovery operations.

**d) County Debris Manager**

After consultation with the DES Director and the EOC, the County Debris Manager shall:

- 1) Activate the Debris Management Center function.
- 2) Implement the Debris Management Plan.
- 3) Determine incident-specific debris management responsibilities.
- 4) Establish priorities based on evacuation needs and prediction models.
- 5) Coordinate activities with municipalities.
- 6) Implement the Public Information Plan.
- 7) Coordinate and track needed resources.
- 8) Initiate a formal documentation of costs.

**2. Phase I - Initial Response**

*See - Critical Facilities, Appendix E*

*See - Primary Road Clearance, Appendix G*

Phase I will be implemented after a debris-generating event to open emergency evacuation routes and roadways to critical facilities and affected neighborhoods. The major emphasis during this phase is to simply push debris from one lane of the traveled way to the right-of-way or curb. Little or no effort is made to remove debris from the right-of-way. The primary purpose of the response is to restore roadways to a "passable", one-way quality standard, followed by a condition that is "open" to two-way traffic, operated by prudent drivers. Routes are cleared in accordance with the established priorities in order to restore the road network to normal operations and to facilitate power restoration and emergency vehicle access.

- a) **The Department of Public Works and the State Highway Administration** will be responsible for Phase I activities along roadways. Debris clearance from roadways and public property will be accomplished using volunteer crews and equipment, State Highway Administration crews and equipment, mutual aid providers and private contractor resources to open emergency evacuation routes and roadways to critical facilities and affected neighborhoods. Available volunteers from Fire Departments, National Guard and volunteers may supplement these services. Public Works will track all personnel and equipment used to accomplish activities in this phase.
- b) During debris clearance and removal processes, **the DMC staff** will coordinate with electric company coordinators and other utilities companies (telephone & cable) as appropriate to ensure power lines do not pose a threat/hazard to emergency work crews.
- c) **The County Debris Manager** will establish initial priorities for critical infrastructure for debris clearance based upon the following:
  - 1) Priority 1. Primary highways providing evacuation routes or access to public safety, medical or other vital public service; major roadways affected by major flood drainage.
  - 2) Priority 2. Access to essential services, electric power substations, communications towers/lines, water treatment plants, sewer pumping stations facilities, and emergency shelters.
  - 3) Priority 3. Routes essential for supply distribution points, mutual aid assembly areas, grocery and drug stores, government facilities and fire hydrants.
  - 4) Priority 4. Collector streets and major highways, leading to residential streets and access ways; and waterways around bridges.
  - 5) Priority 5. Private property adversely affecting public welfares.

d) **The County Debris Manager** is responsible for implementing all Phase I activities along non-system roads and other public facilities. Requests for additional assistance will be submitted to the Debris Management Team located at the Debris Management Center. Debris shall be removed in accordance with the following priorities:

- 1) Removal of debris presenting a direct threat to life, safety and property.
- 2) Removal of debris which, if not removed, threaten substantial destruction of undamaged public or private property causing a more severe problem.
- 3) Removal of debris to permit access to and from major activity centers.
- 4) Removal of debris to eliminate hazards which could affect the economic recovery of communities or be beneficial to the community at large.
- 5) Among these activities are:
  - Clearing debris which hinders search and rescue operations.
  - Assisting Delmarva Power/Choptank Electric Cooperative with power restoration
  - Assisting Verizon with reconnection of telephone and communication service
  - Ensuring the MSP Medvac helicopter and hover taxi routes are clear for operations
  - Eliminating debris-related threats to public health and safety, including the repair, demolition, or barricading of heavily damaged and structurally unstable bridges, roadways and drainage systems
  - Assisting in debris clearing efforts to open public buildings, health clinics, and schools to be used as mass care facilities

### 3. Damage Assessment Teams

*See Attachment 7, Debris Calculation Worksheet*

There is no substitute for the visual observation of the extent of the damage and amount of debris for making informed decisions on debris management. The County Damage Assessment Officer is responsible for coordinating the impact assessment for public structures, equipment, and debris clearance following a disaster.

**Impact assessments are performed by Damage Assessment Teams** and used to prioritize impacted areas and needed resources. Building Inspection Officers, in cooperation with the County Damage Assessment Officer, are the lead people responsible for coordinating damage and debris assessments. Damage Assessment Teams will be composed of personnel from Planning and Zoning, Public Works, Fire Services, and Emergency Services, as well as

representatives from the state and federal government. There are four basic types of Damage Assessment Teams:

- a) **Public Sector Damage Assessment Teams** - These teams will be responsible for assessing the damage inflicted upon publicly-owned property and the volume of debris on public property.]
- b) **Private Section Damage Assessment Teams** - These teams will be responsible for collecting information on housing and business losses.
- c) **Municipal Damage Assessment Teams** - Teams established in incorporated municipalities providing damage assessment and debris services within their incorporated areas.
- d) **Human Needs Assessment Teams** - Persons assigned to collect field information on the needs of our community following the disaster which has severely impacted facilities and other community assets.

**Damage Assessment Teams from Department of Public Works** in cooperation with the State Highway Administration have the primary mission of identifying debris impacts on critical roads, and making estimates of debris quantities. Based on prioritization, The County Debris Manager will issue urgent assignments to clear debris from evacuation routes and identified primary and secondary roads to expedite the movement of emergency vehicles. Damage assessment for buildings and facilities owned by the Board of Education will be conducted by their damage teams. These teams will forward their surveys to the County Debris Manager.

#### **Damage Assessment (Windshield Survey)**

As soon as possible after an event, initial damage assessment personnel will conduct initial zone-by-zone windshield surveys to identify damages as well as the types and amounts of debris on roadways, private and public property. The results of the surveys will be provided to the County Debris Manager. Damage Assessment Teams shall:

- Make notations concerning visual damage to building and roadway structures.
- Use practical/effective methods, including aerial reconnaissance to assess damage.
- Report the locations of large amounts of debris.
- Identify power lines, and other potentially harmful wires and cables so emergency responders can recover or otherwise isolate such debris from contact.
- Provide estimates concerning the amount of debris produced by the event.
- Make notifications concerning roadways and bridges taken out by water.
- Prioritize facilities critical to government response and recovery.
- Make assumptions about supplemental debris, such as dead animals, sunken boats, sandbags, and construction materials which will also need to be removed.
- Document any other unusual condition(s).

**The Damage Assessment Officer in conjunction with personnel from Planning and Zoning** shall prepare Individual Damage Assessment and Local Impact Summaries. These reports will be forwarded to the DES Director and the County Debris Manager. The DES Director shall submit the reports to MEMA following finalization of the field damage assessments.

#### **4. Phase II – Debris Removal and Disposal**

*See – Debris Removal Contractor Scope of Work, Appendix N*

**a) Phase II will be implemented within two to five days following a major debris-generating event.** The operations in this phase focuses on the collection, reduction, recycling, and final disposal of debris, as well as the development and management of debris management sites. Depending on the quantity and the complexity of debris removal actions, debris removal activities could continue for several months until pre-disaster conditions are restored. The County will use a combination of contractor services and force account (County employees) for debris removal activities during this phase. Eligible debris removal operations during this phase must meet the following criteria:

- a) The debris was generated by the disaster or event.
- b) The debris is located with the designated disaster area on County or municipal property, or public right-of-way.
- c) Debris removal is the legal responsibility of the County or a municipality within the County.
- d) The County and municipalities use a combination of force account employees, contractor services or volunteers for debris removal activities.

#### **b) Types of Collection Methods**

The public expects to have debris removed from neighborhoods immediately after a disaster event. The implementation of disaster debris collection as soon as possible after the disaster event assures the public recovery efforts are in progress and the community will return to normal quickly. Due to the sheer volume of debris, hauling all material to the Mid-Shore II Regional landfill is not feasible. The debris type, amount, and urgency determines which collection method is used. The two methods of debris collection to be used in Queen Anne's County are curbside collection and collection centers.

#### **c) Curbside Collection**

Curbside collection parallels normal garbage and trash collection operations. Debris is placed at the curb or public rights-of-way by residents. Residents are directed to sort the debris by material type and place it at the curb in separate piles. Trucks designated for a particular debris type shall collect the assigned debris and deliver it to a Debris

Management Site where the debris will be sorted, reduced, recycled or disposed of in a safe and proper manner.

**d) Neighborhood Collection Centers**

*See Attachment 12, Guidelines for Homeowners*

The second type of collection method, to be used in rural areas, is to have the residents transport their debris to drop-off sites. Large roll-off bins will be placed on public property or public rights-of-ways for residents to bring their debris for collection. Separate bins will be designated for particular types of debris; residents are advised to separate debris to the maximum extent practical. Debris Management Employees will be assigned to these centers in order to:

- a) Have empty bins brought in when the current ones are full.
- b) Ensure debris materials are placed in the correct bins.
- c) Ensure the center does not become a dumping ground for non-disaster related debris.

**5. Debris Removal and Disposal Overview**

Upon receipt of a notice to proceed, contractors will mobilize necessary personnel and equipment to conduct the debris removal and disposal operations as detailed in the contract. Contractors provide equipment, operators and labor for debris removal operations, supervise and direct the work, using qualified labor and proper equipment for all tasks. **Contractor operations will be subject to review by the County Debris Manager.**

The general concept of debris removal operations includes multiple, scheduled passes by each critical site, location, or right-of-way. This manner of scheduling debris removal allows residents to return to their properties and bring debris to the edge of the right-of-way as property restoration proceeds. Schedules will be given to the PIO for publication and notification to the news media.

- a) Whenever possible debris will be sorted as it is removed to ensure efficient cost-effective disposal solutions. Removal from state property is the responsibility of the department or agency which owns or is charged with maintaining the property. Removal from private property and business locations is the responsibility of the property owner.
- b) The Debris Manager and staff will coordinate debris removal and disposal operations for all portions of the County. Municipalities will take storm debris to an approved Debris Management Site.
- c) Phase II operations involve the removal and disposal of curbside debris by County force account and/or Contractor crews. All County-hired debris removal and disposal Contractor operations will be overseen by the Field Inspection Team. Debris removers shall:
  - Remove vegetative debris from rights-of-way and/or public property; generally, work crews will not remove debris from private property.
  - Haul debris to designated Debris Management Sites.
  - Remove mixed debris (appliances, household items) and construction

- and demolition (C&D) debris from rights-of-way and/or public property.
- Transport separated debris to designated Debris Management sites.
- d) Debris removal will generally be limited to debris in, upon, or brought to public streets and roads, right-of-ways, county and municipal properties and facilities, designated critical private facilities and other public facility sites. Processing and disposal of debris will be at approved disposal sites.
  - e) Under this Plan, mixed debris will be collected and hauled from Debris Control Zones to Debris Management Sites or to a designated landfill location. Clean woody debris will be hauled to the nearest designated Debris Recycling Site for eventual burning or grinding.
  - f) The primary tracking mechanism for all debris loaded, hauled, and disposed of under this plan will be the Load Ticket. Load tickets will be initiated at pickup sites and closed-out upon drop-off of each load at a Temporary Debris Site or permanent landfill, and are to be used to document both force account and Contracted haulers. Load tickets will serve as supporting documentation for contractor payment as well as for requests for FEMA reimbursement.
  - g) Residents that have lost personal property may have access to Debris Management Sites in order to reclaim their personal property, however there is no guarantee that said property will be available.
  - h) Federal support will be requested if the incident is beyond the County's and contractor capability. The USACE will be tasked by FEMA through their mission assignment to provide necessary support to the County.

## 6. Field Monitoring Teams

*See Temporary Debris Staging/Reduction Sites, Appendix H*

*See Debris Disposal Guidelines, Appendix N*

*See Debris Monitor Scope of Work, Appendix Q*

*See Debris Load Site Monitoring Checklist, Attachment 4*

*See Debris Disposal Site Monitoring Checklist, Attachment 5*

*See Stockpiled Debris Field Survey Form, Attachment 6*

- a) **Field monitoring activities will be completed by the Field Monitoring Teams comprised of contractor and/or personnel appointed by the County Debris Manager.** There are three types of field monitors. They will be under the direction of the Deputy Debris Manager. They will coordinate and monitor debris removal and disposal operations. Teams will make recommendations to the County Debris Manager regarding the distribution of the County work force and contractor work assignments and priorities. They will report on the progress of operations and preparation of status briefings. The specific functions and responsibilities of the field monitoring teams are:
- b) **Roving Monitors** shall act as the "eyes and ears" for the Debris Manager ensuring contract requirements, including safety, are properly implemented and enforced. Staff to fulfill the Roving Monitor positions may be provided by third party contract personnel. Roving Monitors have the authority to monitor County Contractor operations and report problems

back to the Deputy Debris Manager. Roving Monitors may request contract compliance, but do not have the authority to otherwise direct contractor operations or to modify the contract scope of work.

Roving Monitors will monitor debris operations on a full-time basis and make unannounced visits to all loading and disposal sites within their assigned debris management zone. In addition, Roving Monitors shall:

- Assist in the measuring of all contractor trucks and trailers with the contractor's representative; take photographs of trucks and trailers.
- Obtain and become familiar with all debris removal and disposal contracts for which they provide oversight.
- Observe all phases of debris operation, including loading, disposal and landfill sites.
- Periodically monitor each Debris Management Site to ensure operations are being followed as specified in the applicable contract with respect to Local, State and Federal regulations.

Roving Monitors' reports will include written observations at loading sites, disposal sites, and the locations of any illegal dumping sites. If a monitor sees a problem they are to notify the Deputy Debris Manager immediately and take photographs of the site.

- c) Load Site Monitors** will be stationed with debris removal teams picking up debris from roadways or debris loading sites. The Load Site Monitors' primary function is to verify debris amounts and debris being picked up is eligible under the terms of the contract. Load Site Monitor positions will be staffed by debris monitoring contractor personnel and/or County personnel considering the magnitude of the debris-generating event. Load Site Monitors will be assigned to each Contractor's debris loading site. They will initiate and sign load tickets as verification of the amount and eligibility of debris. Monitors will estimate the quantity of debris (in cubic yards) in each truck/trailer on pre-numbered load tickets.

The final phase of the process includes assistance to private property owners, if authorized, and the phasing-down of operations. This is accomplished by terminating contractor support; pushing back or removing any debris piles hindering the normal flow of traffic; removing areas of isolated or segregated debris; final clearing of cul-de-sacs and turnarounds; evaluating the need for assistance to private property owners; and preparing the needed financial paperwork.

**d) Disposal Site Monitors**

Disposal Site Monitors will be located at each Debris Management, reduction and landfill sites throughout the removal process (See *Temporary Debris Staging and Reduction Sites, Appendix H*). The Disposal Site Monitors' primary function is to verify the load and ensure

accurate load quantities are being properly recorded on preprinted load tickets. The Disposal Site Monitor will estimate the quantity (in cubic yards) of debris in each truck/trailer entering the Debris Management Site and will record the estimated quantity on pre-numbered debris load tickets.

- The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on debris load tickets. This is to be done on all types of debris removal contract vehicles. Load tickets may also include computerized load tickets completed by contractor Disposal Site Monitors (*See Debris Load Ticket, Attachment 9*).
- The Disposal Site Monitor will be responsible for closing out and signing each load ticket. One part of the load ticket will be given to the truck driver and the other retained by the Disposal Site Monitor. The truck driver's portion of the load ticket will be turned in to their supervisor. The Disposal Site Monitor's copy will be turned in to the Debris Manager. Payment for hauling debris will only be approved upon presentation of the duplicate debris load ticket with the contractor's invoice. The County will process contractor invoices within ten working days of receipt.
- Monitors will ensure trucks are accurately credited for loads and not artificially loaded; measure and certify truck capacities; and ensure all debris is removed from trucks at Debris Management Sites.

## VII. Debris Emergency Notification System

This notification system has been established to ensure the rapid notification of appropriate agencies and staff to report for duty due to an event. This system must be kept up to date to ensure key staff can readily be reached. The notification system should be maintained so notifications can be made at any time.

### Level I

Involves an event likely to be within the capabilities of the Queen Anne's County government; State assistance is not needed. Only the notification of County agencies and MEMA is required. Typical daily activities continue while the event is monitored by the DWP Emergency Operations Representative.

### Level II

Involves any event which has the potential to develop into an emergency or disaster and will likely require the assistance of several County agencies. A limited staff will be in place at the Emergency Operations Center (EOC), staffed with DES personnel and those agencies essential to the response. Daily activities are altered to accommodate the situation. A condition watch is set in place for public works personnel. All applicable state agencies are notified.

**Level III**

Involves an event which has become, or will become, a genuine emergency or disaster. County capabilities are clearly exceeded and require a significant response by County and State agencies. Federal response and recovery assistance may also be needed. The EOC will be staffed on a 24-hour basis with County agencies involved in direction and control of resources as well as mass care. Support agencies are alerted and DES personnel are assigned to emergency/disaster functions. Public works personnel are mobilized. Upon request by the County, the Governor declares a State of Emergency. The County Emergency Operations Plan is implemented. Federal Emergency Management Agency (FEMA) may be requested to provide the Emergency Response Team A.

**VIII. Weapons of Mass Destruction/Terrorist Event**

*See - Radiological Emergencies, EOP Annex N*

***NOTE: This annex is under development/does NOT yet exist. In the interim, please reference the Queen Anne's County Radiological Ingestion Exposure Pathway Plan in the event of a nuclear release. Any clean up in the event of a nuclear accident would be the responsibility of Exelon and MDA.***

The handling and disposal of debris generated from a Weapon of Mass Destruction (WMD) or a terrorism event will exceed the capabilities of the County and require immediate Federal assistance. A WMD or terrorism event will, by its very nature, require all available assets. It will involve many more State and Federal departments and agencies, as well as adjacent mutual aid jurisdictions. The nature of the waste stream as well as determining whether or not the debris is contaminated will dictate the necessary cleanup and disposal actions.

**A. General Handling**

Debris handling considerations unique to this type of event include:

1. Much of the affected area will likely be a crime scene. Therefore, debris may be directed to a controlled management site by State and/or Federal law enforcement officials for analysis.
2. The debris may be contaminated by chemical, biological or radiological contaminants. If so, the debris will have to be stabilized, neutralized, containerized, etc. before disposal. In such an occurrence, the operations may be under the supervision and direction of a federal agency and one or more specialty Contractors retained by that agency.
3. The presence of contamination will influence the need for pre-treatment (decontamination), packaging and transportation.
4. Contamination type dictates required capabilities of personnel working with the debris.
5. Contaminants may preclude deployment of resources not properly trained or equipped.

## B. Point of Contact

**The single point of contact for all debris removal and disposal issues within the County will be the County Debris Manager, in consultation with the EOC.** Coordination will be exercised through the US Army Corps of Engineers #3 Branch located at the designated FEMA Disaster Field Office. In this type of event the County will become a supporting element to the Army Corps of Engineers, U.S. Environmental Protection Agency (USEPA), the Department of Energy (DOE), and the Federal Bureau of Investigation (FBI). County personnel will preserve the scene as best as possible until the arrival of federal authorities. The County will operate as defined in the US Army Corps of Engineers WMD Emergency Response Plan.

## IX. Federal Assistance

*See FEMA Public Assistance Program and Policy Guide (PAPPG), Appendix K*  
*See Request for Disaster Declaration Letter, Attachment 13*  
*See Joint Prelim. Damage Assessment Letter, Attachment 14*  
*See Damage Assessment/Declaration Checklist, Attachment 15*

The DES Director will request Federal assistance when the debris-generating event exceeds the County's in-house debris clearing, removal, processing and disposal capabilities. Requests will be submitted by the DES Director in the EOC. After conducting a preliminary assessment and determining the extent of debris and damage, the Director forwards his request to MEMA. MEMA will coordinate the request for a mission assignment with the FEMA.

### A. Tactical Assistance

Typically, when a mission is assigned by FEMA, the U.S. Army Corps of Engineers (USACE) will provide a liaison to the DMC when activated. This liaison will serve as an advisor to DMC staff providing advice as needed and ensuring that USACE is prepared to respond when directed.

USACE will alert a Debris Planning and Response Team (PRT) and the Advance Contracting Initiative (ACI) Contractor under contract for that area and have those resources ready to respond when a mission assignment is authorized. Once USACE receives a mission assignment from FEMA, the management groups for the Debris Management Contractor will be available to meet with the County Debris Manager and MEMA representatives to conduct contingency planning. USACE will coordinate with DMC staff on the use of any pre-identified Debris Management and disposal sites, and identify and/or acquire other sites as required to accomplish the mission assignment. USACE assistance may only be provided for a maximum of ten (10) days from the date of receipt of a Governor's written request for assistance. Additional assistance requires the granting of a Presidential Disaster Declaration.

## **B. Public Assistance**

Once the President declares the County a disaster area, MEMA will meet with County officials and conduct an Applicant Briefing. The County officials will be informed of the availability and eligibility requirements to obtain Public Assistance. The DES Director will then submit the "Request for Public Assistance" to FEMA. After FEMA receives the request, the following actions take place:

1. FEMA will appoint a Public Assistance Coordinator (PAC) and staff.
2. The PAC will hold a kick off meeting with County Debris Manager. They will discuss the County's needs, disaster related damage and debris, and a plan of action for repairs.
  - a) It will be determined if the County meets/exceeds its current damage threshold.
  - b) Emergency work, debris removal, will be decided.
  - c) Permanent work, fixing damages, will be decided.
  - d) FEMA will detail ways in which they will assist in financial and technical areas.
3. The County and FEMA will formulate a Project, complete the Project Worksheet and Special Consideration worksheet, and estimate costs.
4. As work progresses and the County completes FEMA Record Keeping forms.
5. Periodically forms and documentation will be submitted and FEMA will disburse funds.
6. After work has been completed and appeals have been decided, the Project will be terminated.

## **X. Administration and Logistics**

### **A. Records Management.**

All county departments and agencies will maintain records of personnel, equipment, load tickets, and material resources used to comply with this Plan. Such documentation will then be used to support reimbursement from any Federal assistance that may be requested or required.

### **B. Staffing Capabilities.**

All county departments and agencies supporting debris operations will ensure 24-hour staffing capability during implementation of this plan, if the emergency or disaster requires or as directed by the Debris Manager.

### **C. Plan Review.**

All county departments are responsible for the annual review of this Plan in conjunction with the recurring updates to the county EOP. It will be the responsibility of each tasked department and agency to update its respective

portion of the Plan and ensure any limitations and shortfalls are identified and documented, and work-around procedures developed, if necessary.

The review will consider such items as:

- Changes in Mission
- Changes in Concept of Operations
- Changes in Organization
- Changes in Responsibility
- Changes in desired contracts
- Changes in pre-positioned contracts
- Changes in priorities

This Plan also may be updated as necessary to ensure a coordinated response as other Debris Management Plans are developed. Local governments within the county may also develop Debris Management Plans that should be coordinated with the county's Plan and other plans. This coordination is especially important with respect to allocation of resources such as temporary staging areas and disposal facilities.

#### **D. Safety Plan**

*See – Queen Anne's County Safety Plan, Queen Anne's County Employee Safety Manual*

Both Queen Anne's County and the Debris Contractors are committed to providing employees with a safe work environment. Employees must report unsafe conditions and must not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries and unsafe conditions to their supervisors. Employee suggestions on improving health and safety conditions will be given thorough consideration. The County will give top priority to provide the financial resources for the correction of unsafe conditions.

The County has developed and instituted an ongoing comprehensive program to safeguard the health and safety of employees as well as to ensure the protection of the public and the environment. This program is designed to properly recognize, evaluate and control potential physical and environmental hazards to workers and provide adequate measures to protect them and the public. The plan provides procedures, required actions, and guidance for all levels of County employees. The plan is intended to assure all employees are

made safe, work safe and remain safe by strict adherence to the components of the plan.

All debris removal and reduction activities will be accomplished in compliance with the existing Queen Anne's County Safety Plan. To ensure their health and safety, all employees engaged in debris removal operations shall possess and properly use the following equipment:

1. Hardhat
2. Eye/Ear Protection
3. Surveyor safety vests
4. Metal supported work boots
5. Leather Gloves
6. Flashlight

## Appendix A. Acronyms

C&D	Construction and Demolition
CERT	Community Emergency Response Team
CWA	Clean Water Act
DES	Department of Emergency Services
DMC	Debris Management Center
DMT	Debris Management Team
DPW	Department of Public Works
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FEMA	Federal Emergency Management Agency
HHW	Household Hazardous Waste
MDE	Maryland Department of the Environment
MEMA	Maryland Emergency Management Agency
MSP	Maryland State Police
NRP	National Response Plan
PA	Public Assistance
PDA	Preliminary Damage Assessment
PW	Project Worksheet
PIO	Public Information Officer
TDS	Temporary Debris Site
TDSR	Temporary Debris Staging and Reduction
TRS	Temporary Reduction Site
SHA	State Highway Administration
USACE	United States Army Corps of Engineers
WMD	Weapons of Mass Destruction

## Appendix B. Definition of Terms

**Burning** – Reduction of woody debris by controlled burning. Woody debris can be reduced in volume by approximately 95% through burning. Air curtain burners are recommended because they can be operated in a manner to comply with clean-air standards.

**Chipping or Mulching** – Reducing wood related material by mechanical means into small pieces to be used as mulch or fuel. Woody debris can be reduced in volume by approximately 75%, based on data obtained during reduction operations. The terms “chipping” and “mulching” are often used interchangeably.

**Construction, Demolition and Land-Clearing Wastes** – Any type of solid waste resulting from land-clearing operations, the construction of new buildings or remodeling structures, or the demolition of any building or structure.

**Debris** - Scattered items and materials that were broken, destroyed, or displaced by a natural disaster. Examples: trees, construction and demolition material, personal property.

**Debris Clearance** – Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.

**Debris Removal** – Picking up debris and taking it to a temporary storage site or permanent landfill.

**Department of Public Works (DPW)** – Department typically responsible for clearing debris from the roads and rights-of-way.

**Federal Response Plan** – A plan that describes the mechanism and structure by which the Federal government mobilizes resources and conducts activities to address the consequences of any major disaster or emergency that overwhelms the capabilities of State and local governments.

**Final Debris Disposal** – Placing mixed debris and/or residue from volume reduction operations into an approved landfill.

**Garbage** – Waste that is normally picked up by a designated department (such as the Department of Solid Waste Management, or a Contractor). Examples: food, plastics, wrapping, papers.

**Hazardous Waste** – Any waste or combination of wastes of a solid, liquid, contained gaseous or semisolid form which because of its quantity, concentration, or physical, chemical, or infectious characteristics may:

- Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or
- Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Also includes material and products from institutional, commercial, recreational, industrial and agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) Toxic, 2) Flammable, 3) Corrosive; and/or 4) Reactive. Such wastes may include, but are not limited to, those that are persistent in nature, assimilated, or concentrated in tissue or which generate pressure through decomposition, heat, or other means. The term does not include solid or dissolved materials in domestic sewage or solid dissolved materials in irrigation return flows, or industrial discharges, which are point sources subject to state or federal permits.

**Household Hazardous Waste (HHW)** – Used or leftover contents of consumer products that contain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) Toxic, 2) Flammable, 3) Corrosive and/or 4) Reactive. Examples of household hazardous waste include small quantities of normal household cleaning and maintenance products, latex and oil based paint, cleaning solvents, gasoline, oils, swimming pool chemicals, pesticides, and propane gas cylinders.

**Hot Spots** – Illegal dumpsites that may pose health and safety threats.

**Illegal Dumping** – Dumping garbage and rubbish, etc., on open lots is prohibited. No garbage, refuse, abandoned junk, solid waste or other offensive material shall be dumped, thrown onto, or allowed to remain on any lot or space within the City.

## Appendix B. Definition of Terms (continued)

**Industrial Waste** – Any liquid, gaseous, solid, or other waste substance, or a combination thereof resulting from any process of industry, manufacturing, trade, or business or from the development of any natural resources.

**Monitoring** – Actions taken to ensure that a Contractor complies with the contract scope of work.

**Mutual Aid Agreement** – A written understanding between communities, states, or other government entities delineating the process of providing assistance during a disaster or emergency. (See FEMA Response and Recovery Directorate Policy Number 9523.6, “Mutual Aid Agreements for Public Assistance”, dated August 17, 1999.)

**Recycling** – The recovery and reuse of metals, soils, and construction materials that may have a residual monetary value: The County encourages the voluntary participation of all of its residents to reduce the waste stream through recycling. Residents are strongly encouraged to recycle all items that are recyclable and throw away for ultimate landfill disposal only those items, which cannot be recycled. Special containers are provided at numerous manned recycling and solid waste centers for the storage and collection of:

- Newspapers
- Cardboard
- Green glass
- Brown glass
- Clear glass
- Aluminum and bi-metal beverage cans
- PET plastic milk jugs
- HDPE plastic drink bottles
- Used motor oil
- Lead acid batteries
- Scrap metals and appliances including refrigerators, stoves, water heaters, etc.
- Composts including leaves, limbs, brush, and yard wastes

**Rights-of-Way** – The portions of land over which facilities, such as highways, railroads, or power lines are built. Includes land on both sides of the highway up to the private property line.

**Scale/Weigh Station** – A scale used to weigh trucks as they enter and leave a landfill. The difference in weight determines the tonnage dumped and a tipping fee may be charged accordingly. Also may be used to determine the quantity of debris picked-up and hauled.

**Solid Waste Coordinator** – Individual within DPW typically responsible for managing and overseeing the collection and disposal of garbage, trash, construction debris, and disaster related debris

**Sweeps** – The number of times a contractor passes through a community to collect all disaster-related debris from the rights-of-way. Usually limited to three passes through the community.

**Temporary Debris Storage and Reduction (TDSR) Site** – A location where debris is temporarily stored until it is sorted, processed, and reduced in volume and/or taken to a permanent landfill.

**Tipping Fee** – A fee based on weight or volume of debris dumped that is charged by landfills or other waste management facilities to cover their operating and maintenance costs. The fee also may include amounts to cover the cost of closing the current facility and/or opening a new facility.

**Trash** – Non-disaster related yard waste, white metals, or household furnishings placed on the curbside for pickup by local solid waste management personnel. Not synonymous with garbage.

**United States Army Corps of Engineers (USACE)** – The primary missions of the USACE are the design and management of construction projects for the Army and Air Force, and to oversee various flood control and navigation projects. The USACE may be tasked by FEMA to direct various aspects of debris operations when direct Federal assistance, issued through a mission assignment, is needed.

**Volume Reduction Operations** – Any of several processes used to reduce the volume of debris brought to a temporary debris storage and reduction site. It includes chipping and mulching of woody debris, shredding and baling of metals, air curtain burning, etc.

**White Metals** – Household appliances such as refrigerators, washers, dryers, and freezers.

## Appendix C. Debris Forecasting for Hurricanes & Tornadoes

Debris forecasting by storm intensity is not an exact science. The debris produced by a specific type of storm may be off by more or less than 30%. However, it is a good planning tool for debris and emergency management personnel to predict the amount of debris produced by a disaster. For personnel involved in debris removal preparation, it is essential they have an understanding of the damage and resulting debris involved in the emergency may produce.

### 1. Hurricanes

#### Saffir-Simpson Hurricane Scale

All Hurricanes are dangerous, but some are more so than others. The way wind, storm surge, and other factors combine determine the destructive power of hurricanes. The National Oceanic and Atmospheric Administration's hurricane forecasters use a disaster-potential scale which assigns hurricanes to five categories. This makes comparisons easier to predict the hazards of approaching hurricanes clearer to emergency managers. The scale can be used to give an estimate of the potential property damage and flooding expected with a hurricane.

Categ.	Winds	Effects
One	74-95 mph	<b>Damage Level - Minimal</b> No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery, and trees. Some damage to poorly constructed signs. Storm surge generally 4 – 5 feet above normal. Some flooding to low-lying areas.
Two	96-110 mph	<b>Damage Level – Moderate</b> Considerable damage to shrubbery, trees, and foliage. Some trees blown down. Major damage to exposed mobile homes. Some roofing material, window, and door damage to buildings. Extensive damage to poorly constructed signs. No major damage to buildings. Coastal and low-lying escape routes flooded. Storm surge 6 -8 feet above normal. Considerable damage to piers, moorings, and marinas. Damage to utilities. Evacuation of residents in low-lying areas required.
Three	111-130 mph	<b>Damage Level – Extensive</b> Foliage torn from trees; large trees blown down. Mobile homes are destroyed. Severe damage to roofs, doors, and windows. Structural damage to residences and utility buildings. Signs blown down. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain lower than 5 feet above sea level flooded inland 8 miles or more. Low-lying areas flooded by rain. Storm surge 9 – 12 feet above normal. Major damage to utilities. Evacuation required in many areas.
Four	131-155 mph	<b>Damage Level – Extreme</b> Shrubs, trees, and signs blown down. Extensive damage to a complete failure of roofs, windows, and doors. Complete destruction of mobile homes. Extensive structural damage to residences and utility buildings. Rising water levels from streams flooding lower levels of homes and buildings. Major problems with floating debris. Extensive damage to utilities. Major erosion of beach. Terrain lower than 10 feet above sea level may be flooded requiring massive evacuation of residential areas. Storm surge 13 – 18 feet above normal.
Five	greater	<b>Damage Level – Catastrophic</b>

than 155 mph	Massive number of trees and shrubs blown down. Extreme damage to roofs, doors, and windows. Complete roof failure on many residences and industrial buildings. Extensive shattering of glass in windows and doors. Some complete building failures with buildings blown over or away. Major damage to lower floors of all structures located less than 15 feet above sea level. Major damage to utilities, poles, and streets. Storm surge more than 18 feet above normal. Massive evacuation of residential areas will be required.
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**USACE Debris Estimating Model**

The US Army Corps of Engineers has developed an approved Hurricane Debris Estimating Model.

The following calculations use the approved USACE model formula:

**Q = H (C) (V) (B) (S)**

Population of Queen Anne’s County: 47,798 (2017-18; suburbanstats.org)  
 Number of Queen Anne’s County Households: 47,798 / 2.5 = 19,119

- Q - Quantity of debris in cubic Yards
- H - Estimated 2017-18 County households 19,000
- C - Storm category factor in cubic yards 8 (Category 2) / 26 (Category 3)
- V - Vegetation characteristic multiplier 1.5 (Heavy)
- B - Commercial/business/industrial multiplier 1.0 (Light)
- S - Storm precipitation characteristic multiplier 1.3 (Wet)

The following tables contain the variable information to be used when calculating the formula:

- H** The number of Households in Queen Anne’s County = 19,119
- C** Hurricane Category based on the Sarrir-Simpson Hurricane Scale

Hurricane Category	Value of “C” Factor
1	2 Cubic Yards
2	8 Cubic Yards
3	26 Cubic Yards
4	50 Cubic Yards
5	80 Cubic Yards

- V** Vegetative Cover multiplier. Increases the quantity of debris by adding vegetation, including shrubbery and trees on public right-of ways.

Vegetative Cover	Value of “V” Factor
Light	1.1

Medium	1.3
Heavy	1.5

**B** Commercial Density multiplier. Accounts for areas not solely single family dwellings. It includes retail stores, schools, shopping centers, and light industrial facilities. Built into this multiplier are insurance requirements which off-set owner salvage operations.

Commercial Density	Value of “B” Factor
Light	1.0
Medium	1.2
Heavy	1.3

**S** Precipitation Characteristic multiplier. Accounts for a wet or dry event. A wet storm event will generate more debris due to the uprooting of a larger number of trees.

Precipitation Characteristics	Value of “S” Factor
None to Light	1.0
Medium to Heavy	1.3

**Debris Storage Requirements**

Once the debris amount is estimated, debris personnel can estimated the size of the debris processing sites. Personnel should consider the following:

1. Debris pile shall be stacked to a height of no more than 10 feet
2. An additional area of 67% is needed to be devoted to roads and safety buffers

**Category 2 Hurricane**

Q - Quantity of debris in cubic Yards	298,256 cubic yards
H - Estimated 2017-18 County households	19,119
C - Storm category factor in cubic yards	8
V - Vegetation characteristic multiplier	1.5
B - Commercial/business/industrial multiplier	1.0
S - Storm precipitation characteristic multiplier	1.3

Clean Woody Debris = 70%

Mixed C&D (Construction & Demolition) Debris = 30%

Clean Woody Debris =	208,779 (70%)
Mixed C&D Debris =	89,477 (30%)

*Debris Storage Requirements:*

Storage Acres = Q / Volume per Acre (Road/Buffer Factor)

One Acre: 4,840.00 sq. yds  
 Stacked Height: 10 ft.  
 Foot Stack Height: 6.67 yds  
 Volume Per Acre: 16,117 cubic yards/acre  
 Road/Buffer factor: 1.66

Total Debris Estimate: 298,256 cubic yards  
 Volume Per Acre: 16,117 cubic yards/acre  
 Storage Requirement: 18.51 acres  
 Road/buffer Factor: 1.66  
 Estimated Storage Needed: 30.72 acres

**Category 3 Hurricane**

Q - Quantity of debris in cubic Yards 969,333 cubic yds.  
 H - Estimated 2008 County households 19,119  
 C - Storm category factor in cubic yards 26  
 V - Vegetation characteristic multiplier 1.5  
 B - Commercial/business/industrial multiplier 1.0  
 S - Storm precipitation characteristic multiplier 1.3

Clean Woody Debris = 678,533  
 Mixed C&D Debris = 290,800

*Debris Storage Requirements:*

One Acre: 4,840.00 sq. yds  
 Stacked Height: 10 ft  
 Foot Stack Height: 6.67 yds  
 Volume per acre: 16,117 cubic yards/acre  
 Road/buffer factor: 1.66

Total Debris Estimate: 969,333 cubic yards  
 Volume per acre: 16,117 cubic yards/acre  
 Storage Requirement: 60.14 acres  
 Road/buffer factor 1.66  
 Estimated Storage Needed: 99.8 acres

## 2. Tornadoes

### Fujita Tornado Damage Scale

Developed in 1971 by T. Theodore Fujita of the University of Chicago

The Fujita Tornado Damage Scale rates tornado intensity based on the damage the tornado inflicts on structures and vegetation. The scale category is determined by meteorologists after a ground or aerial damage survey; and depends on the circumstances, ground-swirl patterns, damage imagery, and eyewitness testimonies. Although each damage level is associated with wind speed, the wind speed itself is unverified. Wind speeds for the specific damage may be overestimated. The wind speed remains as educated guesses.

SCALE	WIND ESTIMATE *** (MPH)	TYPICAL DAMAGE
F0 Gale Tornado	< 73  28% of Tornados	Light Damage Some damage to chimneys; branches broken off trees; pushes over shallow-rooted trees; damages sign boards.
F1 Moderate Tornado	73-112  39% of Tornados	Moderate Damage The lower limit is the beginning of hurricane wind speeds; peels surface off roofs; mobile homes pushed off foundations or overturned; moving autos blown off roads, overturned; attached garages may be destroyed.
F2 Significant Tornado	113-157  24% of Tornados	Considerable Damage Roofs torn off frame houses; mobile homes demolished; boxcars overturned; large trees snapped or uprooted; light-object missiles generated; cars lifted off ground.
F3 Severe Tornado	158-206  6% of Tornados	Severe Damage Roofs and walls torn off well-constructed houses; most trees in forest uprooted; trains overturned; farmland flattened; heavy cars lifted off the ground and thrown.
F4 Devastating Tornado	207-260  2% of Tornados	Devastating Damage Well-constructed houses leveled; structures with weak foundations blown some distance away; cars thrown; large missiles generated.
F5 Incredible Tornado	261-318  1% of Tornados	Incredible Damage Houses lifted and swept away considerable distances to disintegrate; automobile-sized missiles fly through the air in excess of 100 meters (109 yards); trees debarked; steel reinforced concrete structures badly damaged; incredible phenomena will occur.



## Appendix E. Critical Facilities

The County Debris Manager will establish initial priorities for critical infrastructure for debris clearance based upon the following:

**Priority 1:** Primary highways providing evacuation routes or access to public safety, medical or other vital public service (to include emergency shelters); major roadways affected by major flood drainage.

**Priority 2:** Access to essential services, electric power substations, communications towers/lines, water treatment plants, sewer pumping stations facilities, and emergency shelters.

**Priority 3:** Routes essential for supply distribution points, mutual aid assembly areas, grocery and drug stores, government facilities and fire hydrants.

**Priority 4:** Collector streets and major highways, leading to residential streets and access ways; and waterways around bridges.

**Priority 5:** Private property adversely affecting public welfares.

The following list of critical facilities is from the *Sea Level Rise and Coastal Vulnerability Assessment and Implementation Plan-March 2018*

Resource	Units	Total Number Countywide	Number Impacted by Coastal Vulnerability Scenarios			Concern
			Scenario 1	Scenario 2	Scenario 3 <sup>2</sup>	
Emergency Service Facilities	Properties <sup>1</sup>	52	5	9	18	High
Emergency Service Facilities	Buildings	52	0	1	5	High
Evacuation Routes	Miles	258.3	1.4	4.2	8.1	High
Roadways	Miles	1,077.4	3.6	22.7	62.0	Moderate
Schools	Properties <sup>1</sup>	38	1	4	9	Low
Schools	Buildings	38	0	0	0	Low
Wastewater Treatment Plants	Properties <sup>1</sup>	5	3	4	4	High
Sewer Stations	Stations	31	2	13	16	High
Water Treatment Plants	Properties <sup>1</sup>	11	1	3	3	Moderate
Fire Hydrants	Each	393	8	30	68	Low
Dams	Each	19	0	0	2	Low
Catch Basins	Each	652	18	56	113	High
Culverts	Each	784	76	142	272	High
Concrete Drains	Each	17,710	430	1,337	2,902	High
Storm Drains	Segment	345	8	17	51	High
Drop Inlets	Each	524	30	96	143	High
Manholes	Each	1,112	12	71	173	High
Pipes	Segment	117	4	11	28	High
Stormwater Ponds	Each	415	27	60	90	Moderate

Sub Stations	Each	8	0	0	0	Low
Transformers	Each	8	0	0	0	Low
Lamp Posts	Each	1269	18	132	304	Moderate
Light Poles	Each	2625	76	214	423	Moderate
Traffic Signal Poles	Each	21	0	0	0	Low
Utility Poles	Each	18,303	277	807	1,589	Moderate
Utility Boxes	Each	378	2	22	63	Moderate
Telecommunication Towers	Each	47	2	3	4	High
Private Residential Property	Properties <sup>1</sup>	21,316	1,412	4,732	6,538	High
Private Residential Property	Buildings	19,553	64	990	2,785	High
Commercial Development	Properties <sup>1</sup>	2,429	709	854	1,064	High
Commercial Development	Buildings	1,642	36	96	192	High
NWI Wetlands	Acres	27,337	3,606	4,211	4,780	High
DNR Wetlands	Acres	55,446	6,794	8,351	9,601	High
Critical Area	Acres	4,034	507	822	1,256	High
Agricultural Land	Acres	181,040	2,998	4,739	7,258	High

<sup>1</sup> Property impacts may only represent a portion of the property

<sup>2</sup> Scenario 3 may only represent a temporary impact of certain resources without long-term impacts

## Appendix F. Debris Categories

To assist in the pickup of debris, residents will separate debris from hurricanes and other major events for which the affected area has been included in an emergency declaration into the following eight categories:

1. **Household trash and solid wastes** is the continued responsibility of municipal and permitted private solid waste collectors. Contractors may be tasked with removal and disposal of some household wastes if the County and private hauler collection resources become overwhelmed.
2. **Leaves and lawn litter** will be placed in containers, sufficient to prevent leakage and spillage and permit visual identification and inspection during collection, debris includes tree branches and leafy material.
3. **Vegetative, clean, woody debris** suitable for chipping, grinding or burning will be loosely stacked parallel within six feet of the curb or road shoulder. It will not be placed under low wires or other hazards. This type of debris includes logs, stumps, root balls, limbs, and damaged trees.
4. **White goods** are discarded household appliances and equipment. This type of debris includes such items as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, dryers, and water heaters. White goods must be separated from other types of waste. Residents may leave these items on the curb (separate pile) or taken to designated sites for proper disposal. Residents will be provided information on the locations and hours of drop off points for the disposing of white goods.

For the protection of the environment, white goods shall be handled in an appropriate and safe manner. Residents may take such items to designated sites for proper disposal. Residents will be provided information on the locations and hours of drop off points for the disposal of their white goods. During transportation and after being taken to the designated debris management site, the following steps are necessary:

- a) Chlorofluorocarbon (CFC) bearing appliances such as, air conditioners, dehumidifiers, refrigeration equipment, will be segregated from other debris for proper processing and kept in an area especially prepared for them.
- b) The arrival of white goods shall be reported to the Debris Management Site manager.
- c) The containment and capture of these materials are covered under federal (National Environmental Policy Act), state (Maryland Environmental Services Act), and local (Section 127-4, Solid Waste Management) laws.
- d) Removal and containment of CFC, oils, and other hazardous fluids shall follow policies established by the Maryland Department of Environmental Services.
- e) After removal of CFC, oils, and other fluids, the metal will be treated as

scrap metal.

- f) The County Debris Manager shall establish procedures as to how often the Department of Environmental Services and Contractor shall be notified to remove the material.
  - g) The County Debris Manager and Contractor will designate hazardous material drop-off locations for use by Queen Anne's County residents only.
- 5. Construction and demolition (C&D) debris** and waste materials generated during the post-disaster cleanup, repair or demolition of residential and non-residential buildings, and roads and bridges. C&D includes, but is not limited to, concrete, asphalt, wood, metal, gypsum, wallboard, metal, lumber, glass, plastic pipe, and roofing as well as carpet, and plumbing fixtures and pipe.
- a) Separate C&D debris from solid, vegetative and household hazardous waste. Separate metal and appliances from C&D debris.
  - b) Separate containerized liquids from C&D debris, place in sealed containers and dispose of at properly permitted facilities.
  - c) Separate recyclable from non-recyclable C&D to the maximum extent practicable.
- 6. Household Hazardous Waste (HHW)** must be separated from other types of waste. Residents are to take such debris to designated sites for proper disposal. Residents will be provided information on the locations and hours of drop off points for the disposal of their HHW materials. If HHW is found while segregating mixed or other types of debris, the following steps are necessary:
- a) The material is separated and reported to the site monitor.
  - b) Material identified as HHW will be segregated from remaining debris using a method which will allow the remaining hazardous debris to be processed.
  - c) HHW debris will be moved and placed in a designated HHW containment area.
  - d) No hazardous materials from businesses will be accepted.
  - e) Household Hazardous Waste includes, but is not limited to, the following:
    - 1) Household Cleaning Products
    - 2) Battery acid
    - 3) Workshop/Painting Supplies, including solvents
    - 4) Aerosol spray cans
    - 5) Indoor Pesticides
    - 6) Lawn and Garden Chemicals
    - 7) Automotive Chemicals, motor oil, antifreeze, brake fluid, transmission fluid
    - 8) Fluorescent light bulbs and ballasts
    - 9) Lead and mercury containing instruments and electronics, thermometers, switches, thermostats, barometers
    - 10) Propane tanks and other compressed gas cylinders
    - 11) Other household Flammable and/or Toxic Materials
- 7. Chlorofluorocarbon (CFC) bearing appliances** and other form of hazardous or toxic matter will be separated for proper processing (at R.B. Baker & Sons, Inc.,

501 4H Park Rd. Queenstown, MD 21658).

8. **Dead animal carcasses** may be transported to Mid-Shore II Regional Landfill. No Queen Anne's County Facility will accept dead animal carcasses. Note – dead animal carcasses cannot be brought to this facility if they died from chemical exposure and/or if they represent a biohazard. (For any questions related to this facility, call 410-634-9304)

## **Appendix G. Primary Road Clearance**

In accordance with the Emergency Operations Plan, the highest priority for debris removal will be to open emergency routes and exits/entrances to Queen Anne's County's critical facilities such as, but not limited to: fire stations, police stations, Emergency Operations Center, and hospitals/medical facilities.

The top priority routes will be cleared first, followed by secondary roads

## Appendix H. Temporary Debris Staging/Reduction Sites

**Temporary Debris Staging and Reduction Sites (TDSRs)** are typically temporary in nature and used for debris segregation, stockpiling or reduction. The following Temporary Debris Staging and Reduction Sites are available for debris:

**(Table Still Under Development)**

Zone	Locations	Undeveloped Acreage	Address	Latitude & Longitude	Capital Improvements
South	Davison Farm	200.0	200 Davidson Farm Lane Stevensville, MD 21666		Upgrade gravel/dirt road
	Batts Neck Park	30.0	415 Batts Neck Rd Stevensville, MD 21666		
	Kudner Farm	271.5	Bennett Point Rd Queenstown, MD 21658		
Mid	White Marsh	200.0	200 Bloomfield Farm Ln Centreville, MD 21617		
North	Friels	50.0	601 Charles Street Sudlersville, MD 21668		
	Crumpton Park	43.0	2210 Dudley Corners Rd Crumpton, MD 21651		
	Roundtop	250.0	101 Park Lane Chestertown, MD 21620		

See *Debris Removal Contractor Scope of Work, Appendix N*

**The County recognizes debris removal and disposal as a multi-staged operation with continuous volume reduction. The County will accomplish this mission by the use of TDSR sites.** Activities at these sites involve staging, reduction, and elimination of debris before it is either recycled or delivered to an approved landfill. The County is responsible for all permits and disposal fees associated with temporary sites or authorized disposal facilities. By employing a TDSR site, the debris can be collected from right-of-way and public properties in order to expedite permanent recovery operations. Locations for temporary debris storage and processing facilities should be identified during the planning process. The contractor may be responsible for helping securing adequate TDSR site(s). These site(s) should allow for the following:

- Flexibility of operations. The TDSR site may also include a collection center for the public's use.
- Facilitation of recycling and reduction of debris. Specific reduction, recycling or segregation needs should be designed into the site.
- Expedition of debris collection. Having a site for temporary storage and reduction allows time for local landfill site preparation before final disposal. The TDSR may also be established at a location central to the disaster event, reducing travel time from the disaster area to the disposal site.

## 1. Permits

Environmental permits and land-use variances may be required to establish a TDSR site. Several agencies may be involved in issuing permits and granting land use approvals. The planning process should identify the potential permits that will be required to establish a facility. A listing of the permits should be part of the Debris Management Plan and may include:

- a) Waste processing and recycling operations permit
- b) Temporary land-use permits
- c) Land use variances
- d) Traffic circulation plans
- e) Air quality permits
- f) Water quality permits
- g) Household hazardous waste permits
- h) Fire department permits
- i) National Environmental Policy Act (NEPA) compliance

## 2. Transfer Stations/Convenience Centers

Initially, debris will be placed at Transfer stations, determined before the disaster. The Transfer Stations should be readily accessible by recovery equipment and should not require extensive preparation for use. Directional and facility signage shall be provided to mark each site.

## 3. Temporary Processing Facilities

During an emergency, the Maryland Department of Environment will authorize Temporary sites for the accumulation, transfer and processing of wood waste and other storm debris where it is necessary to protect the public health and the environment. MDE has the statutory authority to issue Consent Orders to allow the County to create and operate temporary outdoor facilities in order to quickly manage large volumes of storm debris.

**4. Suitable Sites. The designation of TDSR sites and their activation will be under the control of the County Debris Manager.** The sites shall be coordinated with other recovery efforts through the DMC. Site selection criteria will include such factors as ownership of property, size of parcel, surrounding land uses, location of site in relation to debris, environmental conditions, historical significance, and transportation facilities which serve the site.

- a) **The County Debris Manager shall secure clearance agreements and private property arrangements on a case-by-case basis based on location and need.** The Debris Manager shall obtain Right-of-Entry Agreements for debris management sites on public property, or Non-exclusive land-lease Agreements for those on private property. When debris other than yard waste or land clearing debris are involved, constant monitoring of air quality and soil and water samples will take place once activities begin. Consistent signage will be used to designate each site.

- b) **County contractors will operate the TDSR sites made available by the county.** The contractor will be responsible for site setup, site operations, rodent control, site closeout and remediation costs. The contractor is responsible for the lawful disposal of debris reduction by-products generated at a Debris Management Site. A listing of all approved County Debris Management Sites will be provided.
- c) **At each debris management site, the debris contractor will be required to construct and maintain a monitoring station tower for use by the Disposal Site Monitors.** The Contractor will construct the monitoring station towers of pressure treated wood with a floor elevation affording Disposal Site Monitors a complete view of the load bed of each piece of equipment being utilized to haul debris. Contractor will also provide each site with chairs, tables, and portable sanitary facilities.
- 1) **Contractors shall be responsible for site preparation to accept the debris, to include clearing, erosion control, grading, construction and maintenance of haul roads and entrances.** Preparation activities are limited to those necessary to meet local, State, Federal and other requirements to establish a working site.
  - 2) **Debris can be brought by collection vehicles, dumped, sorted, and reloaded for disposition to various facilities. The County will utilize the following Debris Management Sites:**
    - **Debris Reduction Sites (DRS)** may be identified for the temporary storage and reduction of woody and vegetative debris. The County recognizes the economy of disaster debris disposal through the use of local sites designated for volume reduction of clean woody debris. The county will pre-designate TDSR SITE sites for the sole purpose of temporarily storing and reducing clean woody debris through either burning or grinding.
    - **Temporary Debris Sites (TDS)** will be established for mixed debris. Sites will be centrally located to handle construction and demolition (C&D) material. These TDS sites will be used to expedite the removal of mixed and C&D material from rights-of-way and Neighborhood Collection Centers. All material deposited at C&D Temporary Debris Sites will be sorted and eventually taken to a properly permitted landfill for final disposal.
    - **Debris Recycling Sites (DCS).** The County Debris Manager will identify TDSR SITE for the storage, separation, volume reduction and other processing or disposal of debris or other materials. Items will be sorted, broken down and recycled. White goods and electronic waste need to be stripped before recycling. Refrigerators, air conditioners, etc. need to be processed to remove fluids. Metal and other re-sellable materials will be forwarded to recyclers while other material will be taken to a landfill for final disposal.
  - 3) **Baseline Data Collection** is essential to documenting the condition of the land before it is used as a TDSR SITE. Private and public land used as a TDSR site needs to be returned to its original condition following the end of

debris operations. As soon as a potential site is selected, the County Debris Manager and staff shall develop baseline data criteria. The following actions are suggested to document the baseline data on all sites:

- **Videotape and/or photograph (ground or aerial) thoroughly each site before beginning any activities.** Periodically update video and photographic documentation to track site evolution.
- **Document Physical Features**, note existing structures, fences, culverts, irrigation systems, and landscaping which can help evaluate possible damage claims made later.
- **Investigate Historic Significance**, research the past use and ownership of the property to document issues regarding the historic structures eligible for the National Register of Historic Places. Obtain approval of the state Historic Assessment Officer.
- **Soil and Water**, soil and groundwater samples should be collected prior to using the site. Advance planning with community and State environmental agencies can establish requirements, chain of custody, acceptable sampling methods, certified laboratories, and testing parameters. The County Debris Manager will utilize pre-established contract with environmental firm.
- **Ensure** an agreement for restoration of the property is discussed and agreed upon.

5. **Site Activation.** The activation of TDSR sites allows for public, and residential use to commence immediately in conjunction with other clean-up efforts. It allows TDSR(s) to become established as primary collection points and it allows:
- a) Initial debris removal to be deposited along the roadside.
  - b) Areas particularly or more locally devastated to receive concentrated or priority attention with the proper level of force.
  - c) A quick means for extended hours of service availability to residents with minimal effort.
  - d) County crews the ability to assist with power restoration activities.
  - e) Adequate time to communicate the specific recovery plans to the community.
  - f) Time for the calming of weather and receding of floodwaters.
  - g) A small window of opportunity to perform windshield assessments for estimating damage.
6. **Environmental Monitoring Program.** As operations proceed additional data should be collected throughout the operations for closeout and quality assurance reasons. Data can be compared to the previously established information in order to determine any remediation that may be necessary.
- a) **Sketch Site Operation Layout.** TDSR site operations may grow, shrink, or shift on the site. It will be important to track reduction, hazardous waste collection, fuel, and equipment storage in order to sample soil and water for contaminants. Periodically map or sketch activity locations so areas of concern can be pinpointed later for additional sampling and testing.
  - b) **Document Quality Assurance Issues.** Document contractor operations which will have a bearing on site closeout, such as petroleum spills at fueling sites;

hydraulic fluid spills at equipment breakdowns; contractor installation of water wells for stock pile cooling or dust control; discovery of HHW; and commercial, agricultural or industrial hazardous and toxic waste storage and disposal.

- c) **Plan Environmental Remediation.** Final landscape restoration must be acceptable to the landowner and within reasonable expectations. Plan the landscape restoration early, incorporating a basic plan in the lease.

## 7. General Operational Considerations

- a) When planning site preparation, think of ways to make restoration easier, such as if the local soils are very thin, the topsoil can be scraped to bedrock and stockpiled in perimeter berms. The topography and soil/substrate conditions should be evaluated to determine best site layout. Upon site closeout, the uncontaminated soil can be spread to preserve the integrity of the tillable soils.
- b) The Debris Management Contractor shall provide labor, services, equipment, materials and supplies necessary to accept, process and reduce debris. Contractors shall provide utility clearances and sanitation facilities at all sites as needed.
- c) There should be no significant accumulation of debris at temporary storage sites. Instead, debris should be recycled or constantly flowing to grinders and burners.
- d) Remove or arrange for the removal and recycling or proper final disposal of all debris brought to the TDSR site. Options include, but are not limited to, sending the material to an authorized and properly permitted disposal facility, recycling facility, or resale entity.
- e) Contractors will be responsible for traffic control, dust control, fire protection, erosion control, and onsite roadway maintenance at on-street chipping and grinding sites and at TDSR sites.
- f) Contractors will provide utility clearances, lighting, potable water, sewage treatment, fuel, electricity, other utilities, or personnel, materials or equipment deemed necessary; protect existing structures at sites; and repair any damage caused by operations at no additional cost to the County.
- g) The contractor will restore the sites as close to the original condition as is practical so it does not impair future land uses. All sites are to be restored to the satisfaction of the County Debris Manager with the intent of maintaining the value of each site. Operations which modify the landscape, such as substrate compaction and over excavation of soils when loading debris for final disposal, will adversely affect landscape restoration.
- h) Lined temporary storage areas should be established for ash, household hazardous waste, fuels, and materials which may contaminate soils and groundwater. Plastic liners should be placed under stationary equipment such as generators and mobile lighting plants.
- i) If the site is also an equipment storage area, fueling and equipment repair should be monitored to prevent and mitigate spills of petroleum products and hydraulic fluids.
- j) Be aware of and lessen the effects of operations that might irritate occupants of neighboring areas. Establishment of a buffer zone can abate concerns over smoke, dust, noise and traffic. Consider on site traffic patterns and segregate materials based on planned volume reduction methods.
- k) Segregated debris deemed to have salvage value will be offered for bid, in

accordance with state laws and regulations. Every effort will be made to segregate unstable or hazardous debris, such as Freon, propane or other fluids and prepare it for reclamation.

- l) Burn residues should be removed to a properly approved solid waste management site.
- m) All other materials, unrecoverable metals, insulation, wallboard, plastics, roofing material, painted wood, and other material from demolished buildings which is not inert as well as other material mixed with such materials shall be removed to a properly permitted C&D recycling facility or waste landfill.

**8. Recycling Preferences.** To help alleviate the amount of debris deposited in landfills, the County will utilize recycling as much as practical. Many of the materials obtained during the collection process are prime candidates for recycling, such as wood, appliances, soil, and non-ferrous metals. Many items can be recycled or composted into useful commodities:

- a) Green waste, such as trees and shrubs, can be recycled into compost or mulch.
- b) Concrete and asphalt can be crushed and sold for use as sub-base in road building.
- c) Metal including white goods, can be recycled and sold to scrap metal dealers.
- d) Brick can be sold for reuse or ground for use in landscaping applications.
- e) Dirt can be used as landfill cover or soil amendments for farmers.
- f) Tires can be used as mulch on playground facilities.

The benefits of recycling disaster debris, include:

- Salvaging large amounts of debris for reuse.
- Cleaning up hazardous materials harmful to human health and the environment.
- Saving money by avoiding costly mistakes in disaster waste management.
- Speeding recovery time by planning recycling, reuse, and disposal options.

**9. Damaged Soil.** Depending on the nature of the catastrophe or disaster, sites may be required and/or authorized by the MDE for the collection and temporary storage of spilled petroleum and oil-contaminated soils caused by damage or dislocation by floodwaters of home heating oil and other tanks. The collection and/or remediation of oil-contaminated soils will normally be performed by MDE. MDE may authorize the County to accept these soils either on a temporary or longer term basis, under these conditions:

- a) The material must consist of natural soil (including gravel, rocks, clay silt, sand, natural organic soils containing grass roots, and other vegetative debris) that has been contaminated by home heating oil, kerosene, diesel fuel, or gasoline derived from a residence subject to the damage of a specific declared emergency event.
- b) The material must not be contaminated with other products or industrial chemicals.
- c) The material is not a hazardous waste or contains sufficient product which would fail a free-liquids test.
- d) The material is accompanied by a form provided by the MDE, Department of Oil

Control Program, indicating the source and nature of the material removed.

- e) The material is used as a daily cover in an area of the landfill which is lined and will be covered with additional waste or sold within 30 days.
- f) The material accepted is not stockpiled outside of the lined area of the landfill, and is used for cover within 30 days.
- g) The material is stored and used in an area where erosion or leaching of its contents will not adversely impact surface or groundwater supplies.

**10. Site Closure.** When site operations are complete, the property must be restored to its original condition before returning the site to the property owner. Restoration involves removing all traces of the operations and possible remediation of any contamination which may have taken place during the operations. The site must be brought back to its environmental state. Debris, processing equipment, storage tanks, protection berms, and other structures built on the site should be removed from the site.

Similar testing as completed in the baseline study will be conducted to confirm the site has been returned to its pre-activity state. Test samples should be taken at the same locations as those of the initial assessment and monitoring program. If warranted, additional test samples may need to be taken at locations on or adjacent to the site.

Based on the results of the testing, additional remediation may be required before the owner takes final acceptance of the site. The lease agreement should have provisions to release the County from future damages when the site is returned in its original condition or final acceptance is received from the owner.

**11. Field Inspection Team. The County Debris Manager will appoint Field Inspection Team (FIT) personnel responsible for monitoring contractor debris removal and disposal operations.** The FIT team will periodically inspect every TDSR site to ensure operations are being followed as specified in the contract with the Debris Management Contractor with respect to local, state and federal regulations and TDSR Site Checklist (*See Attachment 2*). The FIT team will submit a daily written report to the Debris Manager outlining their observations:

- a) The contractor is using the site in a proper manner with respect to layout and environmental considerations.
- b) The contractor has established lined temporary storage areas for ash, household hazardous wastes and other materials that can contaminate soils and groundwater.
- c) The contractor has established environmental controls in equipment staging areas, fueling and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids.
- d) Plastic liners are in place under stationary equipment such as generators and mobile lighting plants.
- e) The contractor established appropriate rodent control measures.
- f) Burn sites are constructed and operating according to environmental regulations.
- g) The contractor has established procedures to mitigate:

- *Smoke:* Incineration pits constructed properly and operated according to the contract.
- *Dust:* Water trucks keep the dust down.
- *Noise:* Berms or other noise abatement procedures have been employed.
- *Traffic:* TDSR has a suitable layout for ingress and egress routes to help traffic flow.

## Appendix I. Private Property Debris Removal

The County is usually not responsible for removal of debris from private property. Private property debris does not typically present an immediate health and safety threat to the general public. Debris removal from private property is generally the responsibility of private property owners and other sources of funding, such as insurance. When private property owners move disaster-generated debris to the public right-of-way or Neighborhood Collection Centers, costs are eligible under the Public Assistance Program.

When major events cause mass destruction and generate large quantities of debris over vast areas, debris on private property may pose health and safety threats to the public-at-large. The County or municipality may need to enter private property to remove debris considered to be an immediate threat to the lives, health, and safety of residents. The FEMA is authorized to approve Public Assistance debris removal when it is considered to be in the public interest.

- 1. Removal in the Public Interest.** FEMA will work with the County when affected by large-scale disasters which generate debris so widespread that debris removal from private property is in the public interest. The County when seeking reimbursement for such activities, will submit a written request to the FEMA representative seeking approval for reimbursement prior to the commencement of work. The County will provide confirmation of an immediate threat to the public exists and its legal responsibility to enter private property to eliminate the threat. Specifically, this request includes:
  - a) Documentation from the applicant's public health authority stating the debris in the designated area constitutes an immediate threat to life, public health, and safety.
  - b) Documentation stating the debris poses an immediate threat to improved property and that its removal is cost effective.
  - c) Demonstrate its authority and legal responsibility to enter private property to remove debris.
  - d) Determination that ordinary condemnation and/or nuisance abatement procedures are too time consuming to address an immediate public health and safety threat.
  - e) Confirm a legally authorized official has ordered the exercise of public authority to enter private property to perform private property debris removal.
  - f) Indemnification to the Federal government and its employees, agents, and contractors from any claims arising from the removal of debris from private property.
- 2. Additionally Required Documentation for Private Property Debris Removal.** When work is authorized and considered for Public Assistance, the County shall document the legal processes used to gain access to private property and document applicable scopes of work. The following documents are necessary:
  - a) Right-of-Entry, a right-of-entry signed by the property owner should include a hold harmless agreement and indemnification applicable to the project's scope-

of-work (*See Right of Entry/Hold Harmless Agreement, Attachment 11*).

- b) Photos are strongly encouraged to show the condition of the property prior to the beginning of the work. Generally, pictures are used to confirm the address and identified scope-of-work on the property.
- c) PPDR Assessment is a property-specific assessment establishing the scope of eligible work. This may be a map which serves as a guide indicating the location of the eligible items of work presenting an immediate threat relative to improved property or ingress and egress routes. This assessment may also be a work order or may be covered in the right-of-entry form, as long as the scope of work can be clearly identified.
- d) Documentation of Environmental and Historic Review, debris removal work from private property must satisfy compliance review requirements pertaining to Federal environmental and historic preservation requirements.

**3. Types of Eligible Work.** Debris removal work from private property includes removal of:

- a) Large piles of disaster-generated debris in the living, recreational, and working areas of properties in urban, suburban, and rural areas.
- b) Disaster-generated debris obstructing primary ingress/egress routes to improved property.
- c) Debris from removal of damaged interior and exterior materials from improved property.
- d) Disaster-damaged limbs and leaning trees in danger of falling on improved property, primary ingress or egress routes, or public rights-of-way.
- e) Hazardous tree removal is eligible only if the tree is greater than six inches in diameter (measured at diameter breast height) and:
  - Has more than 50% of the crown damaged or destroyed, or
  - Has split trunk or broken branches that expose heartwood, or
  - Tree is leaning at an angle greater than 30 degrees and shows evidence of ground disturbance.
  - Hazardous limb removal is eligible only if the limb is greater than two inches in diameter measured at the point of break.

**4. Demolition of Private Structures.** The County may need to enter private property to demolish private structures made unsafe by disasters to eliminate immediate threats to life, public health, and safety. The demolition of unsafe privately owned structures and subsequent removal of demolition debris may be eligible when the following conditions are met:

- a) The structures were damaged and made unsafe by the declared disaster, and are located in the area of the disaster declaration.
- b) The county certifies the structures are unsafe and pose an immediate threat to the public. An unsafe structure is a non-commercial or non-industrial structure which threatens the life, health or safety of the public because the structure is so damaged or structurally unsafe that partial or complete collapse is imminent.
- c) The County has demonstrated it has legal responsibility to perform the demolition.
- d) A legally authorized official has ordered the demolition of unsafe structures and

removal of demolition debris.

- e) The applicant has indemnified the Federal government and its employees, agents, and contractors from any claims arising from the demolition work.

**5. Required Documentation for Private Property Structure Demolition.** To receive reimbursement of demolition costs, the county shall provide documentation of the legal processes and scopes of work performed. Specifically, this includes:

- a) Rights-of-entries.
- b) Photos of the structures.
- c) Structural assessments or other certifications that structures are determined to be unsafe or pose an immediate threat to the public, based on local ordinances or building codes.
- d) Notices of demolition.
- e) Documentation of environmental and historic review.

All documentation shall be consistent with the requirements of applicable Federal, State, and local laws and regulations governing demolition of private structures.

**6. Commercial Property.** The removal of debris from commercial property and the demolition of commercial structures are generally not eligible for Public Assistance. It is assumed commercial enterprises retain insurance to cover the cost of debris removal and/or demolition. In some cases the removal of debris from private commercial property and/or the demolition of private commercial structures by the county may be eligible for FEMA reimbursement when such removal is:

- a) In the public interest, or
- b) Debris hinders the orderly recovery of the community, or
- c) The property is part of the County's critical commercial infrastructure (pharmacies, grocery stores, etc).

Industrial parks, private golf courses, commercial cemeteries, apartments, condominiums, and mobile homes in commercial trailer parks are generally considered commercial property.

## Appendix J. Removal/Recovery of Private Vehicles/Vessels

*See Debris Removal Contractor Scope of Work, Appendix N*

Hurricanes, tornados, flooding and other major events may cause motor vehicles and vessels to become damaged or moved from their customary locations. During debris removal operations it may become necessary for the County to remove these vehicles and vessels to open up roadways and/or reduce the threat to the public. For these emergency situations, the Debris Management Contractor shall prepare and equip sites for the processing and storage of vehicles and vessels.

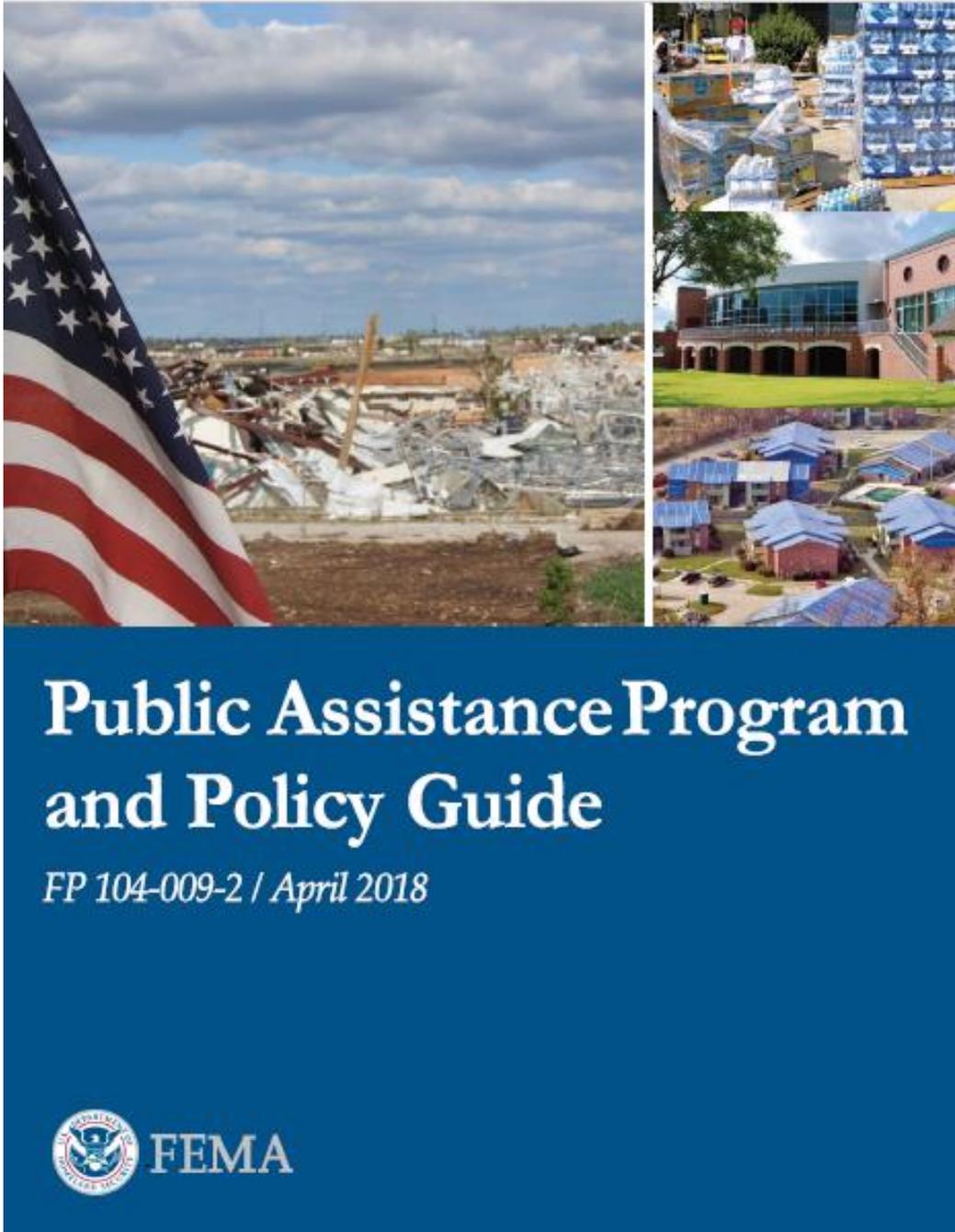
- 1. Motor Vehicles.** For the removal and recovery of vehicles the contractor shall develop a plan to include:
  - a) Storage sites centrally located to areas containing the greatest proportion of abandoned or damaged vehicles.
  - b) Contractor operates the site 24-hours a day and up to seven days a week with constant security.
  - c) Permit inspection by authorities as required, or for reclamation by the County or owner.
  - d) Licensed towers shall be issued work orders from a central dispatch and tow the vehicle within 24-hours of notification.
  - e) Mitigate all environmental issues.
  - f) As the vehicle is accepted at the impound facility, it will be checked in by vehicle year, make, model, license plate number, vehicle identification number, and the extent and type of damage.
  - g) Record the location of the vehicle by row number, column letter, and GPS location.
  - h) The lot ticket will become part of the pay document for the recovery, preparation and disposal of the vehicle.
  
- 2. Recreational Boats.** In removal and recovery of recreational boats the contractor shall develop a plan to include:
  - a) Vessels identified for recovery and towing from public lands and waters by the County or state will be recovered within 72-hours.
  - b) Recoverable trailers will be towed when roadworthy and loaded onto trailers if not.
  - c) Vehicles will be inspected.
  - d) Personnel will record vessel location, description, registration number, and the type and extent of damage.
  - e) Fluid leaks will be mitigated prior to towing.
  - f) Outboard motors will be tilted to the utmost position and batteries will be disconnected.
  - g) Vehicles will be transported to the site safely and securely by towing vehicles, trailers, and equipment.
  - h) As vessels are accepted and checked at the site, a record of the vessel recovery location, registration number, description, extent, type of damage, and location on the lot by row number, column letter. Computerized tracking of the vessel is

prepared at the facility.

- i) The receipt document then becomes part of the pay documentation.
- j) Vehicles will be discharged to appropriate entities for reclamation by the County, recycled, or disposed of as scrap.

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

*This Appendix includes excerpts from the April 2018 PAPPG.*



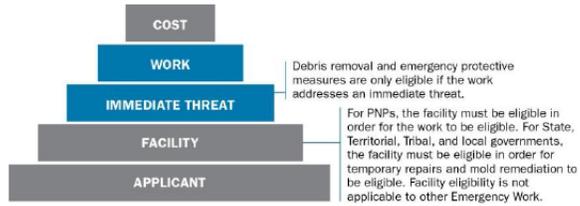
**Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)**

***From April 2018 PAPPG Section VI.A. (Pages 42-57)***

**VI. Emergency Work Eligibility**

FEMA is authorized to provide PA funding for Emergency Work,<sup>157</sup> including emergency protective measures and debris removal. Emergency Work is that which must be done immediately to:

- Save lives;
- Protect public health and safety;
- Protect improved property; or



**Figure 12. Emergency Work Eligibility**

<sup>157</sup> 44 CFR § 206.201(b).

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

### From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)

- Eliminate<sup>158</sup> or lessen an immediate threat of additional damage.<sup>159</sup>

“Immediate threat” is the threat of additional damage or destruction from an incident that can reasonably be expected to occur within 5 years of the declared incident.<sup>160</sup>

For flood incidents specifically, an immediate threat is a threat from a 5-year flood (a flood that has a 20 percent chance of occurring in any given year). For other incidents, an immediate threat means imminent danger from an incident that can reasonably be expected to occur within 5 years of the declared incident. The declared incident must have caused the immediate threat to exist. However, the threat itself can be from any type of incident; it is not limited to the type of incident that caused the initial damage or threat.

The deadline to complete Emergency Work is 6 months from the declaration date unless the Recipient or FEMA authorize an extension.<sup>161</sup> Although regulations allow 6 months to complete Emergency Work, eligible Emergency Work is that which is necessary to address an immediate threat (as shown in Figure 12). FEMA considers the urgency with which the Applicant proceeds with work when evaluating eligibility. The Applicant should not delay in following its normal policies and procedures when taking actions to address threats to life, public health and safety, and improved property.

For PNP Applicants, eligible Emergency Work is generally limited to that associated with an eligible PNP facility as follows:

- Debris removal from the facility property; and
- Emergency protective measures to prevent damage to the facility and its contents.

In limited circumstances, PNPs may be eligible for other types of Emergency Work when essential components of a facility are urgently needed to save lives or protect health and safety (see [Chapter 2:III B](#) for details).

For State, Territorial, Tribal, and local Applicants, evaluating facility eligibility is not necessary for most Emergency Work. For these Applicants, eligibility of Emergency Work is primarily based on evaluation of an immediate threat and legal authority to perform the work.

#### Environmental and Historic Preservation

The Applicant is responsible for obtaining all required environmental and historic preservation (EHP) permits from the appropriate agencies before proceeding with Emergency Work. The Applicant should make every effort to inform the Recipient and FEMA of necessary Emergency Work prior to performing the work, when appropriate, to afford FEMA the opportunity to perform EHP reviews prior to the start of work.

Emergency Work is excluded from National Environmental Policy Act (NEPA) review through a statutory exclusion (STATEX).<sup>162</sup> However, FEMA must ensure compliance with other Federal

<sup>158</sup> While the regulatory definition of the term “Emergency Work” includes the term “avert,” the regulatory language used for the specific eligibility criteria for debris removal and emergency protective measures includes the term “eliminate,” not “avert.”

<sup>159</sup> In addition to addressing immediate threats to life, health and safety, and improved property, debris removal may be authorized to ensure economic recovery of the affected community.

<sup>160</sup> 44 CFR § 206.221(c).

<sup>161</sup> 44 CFR §§ 206.204(c) and (d).

<sup>162</sup> Stafford Act § 316, 41 U.S.C. 5159.

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

### From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)

EHP laws, regulations, and EOs, including those related to floodplains, wetlands, federally listed threatened and endangered species and their critical habitats, and historic properties. Most EHP laws contain emergency provisions to expedite response activities that must be taken to prevent imminent loss of human life or damage to improved property.

When performing Emergency Work, the Applicant should avoid new ground disturbance when possible. If the Applicant cannot avoid new ground disturbance, it must consider impacts to natural and cultural resources and obtain all necessary permits.

#### A. Debris Removal (Category A)

Debris removal activities, such as clearance, removal, and disposal, are eligible as Category A if the removal is in the public interest based on whether the work:

- Eliminates immediate threats to lives, public health, and safety;
- Eliminates immediate threats of significant damage to improved public or private property;
- Ensures economic recovery of the affected community to the benefit of the community at large,<sup>163</sup> or
- Mitigates risk to life and property by removing Substantially Damaged<sup>164</sup> structures and associated structures and appurtenances as needed to convert property acquired using HMGP funds to uses compatible with open space, recreation, or wetlands management practices. Such removal must be completed within 2 years of the declaration date unless extended by the FEMA Assistant Administrator of the Recovery Directorate.<sup>165</sup>

Debris includes, but is not limited to, vegetative debris, construction and demolition debris, sand, mud, silt, gravel, rocks, boulders, and vehicle and vessel wreckage.

For a PNP, eligible debris removal is limited to that associated with an eligible facility, including debris on the property of the eligible facility.

Removal of debris from improved public property and public rights-of-way (ROWs), including Federal-aid roads,<sup>166</sup> is eligible. If State, Territorial, Tribal, or local governments authorize residents to place incident-related debris on public ROWs, FEMA provides PA funding to remove the debris from the ROWs for a limited period of time.

Removal of debris placed on the public ROWs from commercial properties is not eligible unless it is pre-approved by FEMA (see [Chapter 2.VI.A.6\(d\)](#)). Additionally, removal of materials related to the construction, repair, or renovation of either residential or commercial structures is not eligible.

<sup>163</sup> This condition is generally restricted to debris removal from large commercial areas when a significant percentage of the commercial sector of a community is impacted and coordinated debris removal is necessary to expedite restoration of the economic viability of the affected community.

<sup>164</sup> Substantial Damage is damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

<sup>165</sup> Stafford Act § 407, 42 U.S.C. § 5173, and 44 CFR § 206.224(a).

<sup>166</sup> The term "Federal-aid roads" means the highways on the Federal-aid highway system and all other public roads not classified as local roads or rural minor collectors. The Federal-aid highway system means the National Highway System and the Dwight D. Eisenhower National System of Interstate and Defense Highways (the Interstate System).

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

*From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)*

Debris removal from the following is not eligible:

- Federally maintained navigable channels and waterways
- Flood control works under the authority of the Natural Resources Conservation Service (NRCS)
- Agricultural land
- Natural, unimproved land, such as heavily wooded areas and unused areas

Removing debris to restore the pre-disaster capacity of engineered facilities may be eligible as Permanent Work if the Applicant can substantiate the pre-disaster capacity and maintenance of that facility as described in [Chapter 2: VII.H.2\(a\)](#).



#### Terminology

Flood control works are those structures such as levees, flood walls, flood control channels, and water control structures designed and constructed to have appreciable effects in preventing damage by irregular and unusual rises in water levels.

#### Environmental and Historic Preservation Compliance Considerations

Although debris removal is generally statutorily excluded from NEPA review, FEMA must ensure compliance with other Federal laws, regulations, and EOs prior to funding the work. Accordingly, FEMA must ensure that the Applicant's debris removal operations avoid impacts to floodplains, wetlands, federally listed threatened and endangered species and their critical habitats, and historic properties (including maritime or underwater archaeological resources if waterways are impacted). The Applicant must stage debris at a safe distance from property boundaries, surface water, wetlands, structures, wells, and septic tanks with leach fields.

The Applicant should contact applicable Federal, State, Territorial, and Tribal regulatory agencies to ensure compliance with requirements and permits for debris-related operations. Upon completion of debris removal and disposal, site remediation may be necessary at staging sites and other impacted areas.

#### 1. Alternative Procedures Pilot Program for Debris Removal

The Applicant may elect to participate in one or more of the following Alternative Procedures for debris removal:<sup>167</sup>

- Increased Federal cost share based on a sliding scale linked to the accelerated completion of debris removal
- Reimbursement of straight-time for force account labor
- Retention of income generated from recycling debris
- A one-time 2 percent increased cost-share incentive for a FEMA-accepted debris management plan<sup>168</sup> with pre-qualified debris removal contractors before the start of the incident period

The Applicant must notify FEMA of its intent to participate in the pilot program by signing and submitting the *Public Assistance Alternative Procedures Pilot Program for Debris Removal*

<sup>167</sup> The Debris Removal Alternative Procedures Pilot Program is currently authorized for declarations through June 27, 2017. On or before that date, FEMA will provide information as to whether the program is extended beyond that date at [www.fema.gov/alternative-procedures](http://www.fema.gov/alternative-procedures).

<sup>168</sup> FEMA reviews debris management plans as described in Appendix D: Debris Management Plan Job Aid.

**Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)**

***From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)***

*Acknowledgement*<sup>169</sup> before obligation of its first debris removal project or within 60 days of its Recovery Scoping Meeting, whichever is sooner. If the Applicant submits the acknowledgement and subsequently wishes to rescind its participation in one or more of the Alternative Procedures, it may do so provided it submits written notification prior to obligation of its first debris removal project. The process for participating in and preparing projects under the Alternative Procedures is further detailed at [www.fema.gov/alternative-procedures](http://www.fema.gov/alternative-procedures).

*(a) Accelerated Debris Removal – Increased Federal Cost Share*

With the Accelerated Debris Removal Procedure, FEMA increases its Federal cost share above the minimum 75 percent based on the timeframes shown in Table 4. Each percentage applies to the costs related to the work conducted during each timeframe. The timeframe is based on the start date of the incident period.

FEMA will not provide PA funding for costs associated with debris removal activities conducted after 180 days from the start of the incident period, unless FEMA grants an extension. Recipients may not grant time extensions under the Accelerated Debris Removal Procedure. FEMA is unlikely to authorize extensions for weather-related delays or the inability to obtain permits in a timely manner. Additional debris removal beyond the 180 days cannot be completed via DFA.

**Table 4. Accelerated Debris Removal Alternative Procedure**

Timeframe (days from start of incident period)	Federal Cost Share
1–30	85%
31–90	80%
91–180	75%
181+	0% (unless FEMA approves a time extension)

To participate in the Accelerated Debris Removal Procedure, the Applicant must apply the procedure to all of its debris removal projects. The projects must reflect actual costs for all debris removal activities conducted from the incident’s start date until the end of the applicable timeframe. FEMA will not process Accelerated Debris Removal projects based on estimates, even for Small Projects.

The Accelerated Debris Removal Procedure is only available for grant assistance. FEMA will not apply this procedure to debris removal conducted via DFA.

*(b) Reimbursement of Straight-Time for Force Account Labor*

Reimbursement of straight-time for the Applicant’s employees conducting debris removal activities is eligible.

*(c) One-Time 2 Percent Increased Federal Cost Share Incentive for a FEMA-Accepted Debris Management Plan*

FEMA encourages State, Territorial, Tribal, and local governments to establish written procedures and guidance for managing debris in an expeditious, efficient, and environmentally sound manner. FEMA refers to this as a Debris Management Plan (DMP). When the Applicant

<sup>169</sup> [www.fema.gov/media-library/assets/documents/89675](http://www.fema.gov/media-library/assets/documents/89675).

**Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)*****From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)***

has both a FEMA-accepted DMP and pre-qualified<sup>170</sup> debris removal contractors before the start of the incident period, the Applicant may request the DMP incentive under the Alternative Procedures. The incentive consists of an additional 2 percent Federal cost share for debris removal activities conducted within 90 days from the start of the incident period. The Applicant must implement the DMP for that incident. FEMA will only provide this incentive toward one incident for each Applicant during the Alternative Procedures Pilot Program for Debris Removal.

The content of a DMP will vary depending on State, Territorial, Tribal, and local vulnerabilities, ordinances, zoning, critical infrastructure locations, disposal locations, and other localized factors. The following 10 elements are the basic components of a comprehensive DMP:

- Debris management overview
- Incidents and assumptions
- Debris collection and removal plan
- Debris removal from private property
- Public information
- Health and safety requirements
- Environmental considerations and other regulatory requirements
- Temporary debris management sites and disposal locations
- Force account or contract resources and procurement
- Monitoring of debris operations

FEMA's [Debris Management Plan Job Aid \(Appendix D\)](#) discusses each of these components in detail.

#### Pre-qualified Contractor

The Applicant must have pre-qualified contractors in order to be eligible for the additional 2 percent Federal cost share. A pre-qualified contractor is one that the Applicant evaluated and determined to be qualified to perform the work based on capabilities, such as technical and management skills, prior experience, past performance, and availability. To pre-qualify a contractor, the Applicant:

- Should identify the qualifications during the development of its DMP, which should include specific contract requirements, and explain how it established the qualifications;
- Should ensure pre-qualification procedures do not restrict full and open competition and should document its justification for the use of pre-qualified contractors in procurements using Federal funds; and
- Must ensure that the list is current and includes enough qualified sources to ensure maximum full and open competition.

A pre-qualified contractor is not entitled to a "stand-by" contract. The Applicant must still conduct full and open competition that meets the requirements of [Chapter 2.V.G](#). The Applicant must allow additional contractors to qualify during the solicitation period.

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<sup>170</sup> 2 CFR § 200.319(d).

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

*From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)*

### Review and Acceptance

The Applicant should submit its DMP to the State or Territory for review and coordination. The State or Territory should review the DMP to ensure that it meets the overall intent of establishing processes and procedures to remove debris expeditiously, efficiently, and in an environmentally sound manner and subsequently forward it to FEMA. FEMA reviews the DMP to confirm that it sufficiently addresses each of the components. FEMA generally provides its determination of whether the DMP is acceptable within 30 days of receipt of the DMP.

FEMA's review and acceptance of the DMP does not constitute FEMA approval of any operational component of the plan and does not commit FEMA to funding any aspect of the plan. FEMA determines the eligibility of costs for debris removal and management based on established PA Program authorities, regulations, policies and guidance.

### *(d) Recycling Revenue*

#### Standard PA Program

If the Applicant receives revenue for recycling debris, FEMA reduces PA funding by the amount of revenue received. The Applicant may deduct costs for administering and marketing the sale of the salvageable materials from the fair market value.

If a contract allows the contractor to take possession of salvageable material and benefit from its sale to lower bid prices, there is no salvage value to be recovered at the end of the project. Therefore, the Applicant has no further obligation to FEMA.

#### Alternative Procedures Pilot Program

One of the alternative procedures authorizes the Applicant to retain revenue received through recycling if used prior to the period of performance deadline for any of the following purposes:

- To offset the non-Federal cost share of the Applicant's debris projects
- To develop disaster preparedness and assistance plans, programs, and capabilities
- To reduce the risk of future damage, hardship, or suffering from an incident
- To improve future debris removal operations or planning, including, but not limited to, the following:
  - Developing, updating, or revising DMPs
  - Enhancing Applicant-owned landfills and debris management sites
  - Installing mechanisms to control the flow of debris in future incidents (e.g., debris trash racks, K-Rail debris guards, silt fences)
  - Purchasing equipment to facilitate sorting, reducing, recycling, or removing debris (e.g., street sweepers, shredders, backhoes, balers, sorting conveyors)
  - Purchasing software and hardware products to facilitate quantifying debris
  - Purchasing onboard weight measurement systems for debris-collection trucks



#### Recycling Revenue

- Standard Program: Applicant cannot retain; FEMA reduces PA funding by the amount of revenue received.
- Alternative Procedures: Applicant may retain if used for an approved purpose.

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

### From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)

- Purchasing software systems for debris load management to assist in tracking trucks, drivers, and routes

FEMA does not provide PA funding for the cost of establishing or managing the recycling program or process, or additional sorting or processing of debris for recycling purposes.

The Applicant must provide written notification of the revenue received. It should submit this information within 30 days of completion of its debris removal operations. This should include the completion date of the debris removal operations, the quantity and types of debris recycled, and the cost for processing the debris for recycling. The Applicant must provide an accounting of how it used the revenue. It should submit this information within 90 days of the period of performance deadline.

If the Applicant does not use the revenue for an authorized purpose, FEMA reduces PA funding by the amount of the recycling revenue.

#### 2. Hazardous Limbs, Trees, and Stumps

Eligible vegetative debris may include tree limbs, branches, stumps, or trees that are still in place, but damaged to the extent they pose an immediate threat. These items are not eligible if the hazard existed prior to the incident, or if the item is in a natural area and does not extend over improved property or public-use areas, such as trails, sidewalks, or playgrounds.

Contractors typically charge debris removal based on a unit price for volume (cubic yards) or weight (tons). A hazardous tree or stump may be collected individually. When these items are collected individually, contractors often charge a price per tree or stump based on its size. FEMA encourages Applicants to procure branch or limb removal from trees on a one-time charge per tree basis as opposed to a unit price per limb or branch to facilitate more cost-effective operations. FEMA has specific eligibility criteria and documentation requirements for funding these items based on a price per each item instead of by volume or weight. If the Applicant does not provide sufficient documentation, it will jeopardize its PA funding.

Bracing a tree is eligible (as Category B) only when doing so is less costly than removal and disposal. If the Applicant chooses to brace a tree rather than remove it, the tree is not eligible for removal later if it dies.

Pruning, maintenance, trimming, and landscaping are not eligible.

##### *(a) Broken Limb or Branch Removal*

Removal of broken limbs or branches that are 2 inches or larger in diameter (measured at the point of break) that pose an immediate threat are eligible. An example is a broken limb or branch that is hanging over improved property or public-use areas, such as trails, sidewalks, or playgrounds if it could fall and cause injury or damage to improved property.

FEMA does not fund removal of broken limbs or branches located on private property unless:

- The limbs or branches extend over the public ROW;
- The limbs or branches pose an immediate threat; and
- The Applicant removes the hazard from the public ROW (without entering private property).

**Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)*****From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)***

Only the minimum cut necessary to remove the hazard is eligible. For example, cutting a branch at the trunk is not eligible if the threat can be eliminated by cutting it at the closest main branch junction.

*(b) Tree Removal*

FEMA considers incident-damaged trees to be hazardous and eligible if the tree has a diameter of 6 inches or greater measured 4.5 feet above ground level, and the tree:

- Has a split trunk;
- Has a broken canopy; or
- Is leaning at an angle greater than 30 degrees.

For trees that have 50 percent or more of the root-ball exposed, removal of the tree and root-ball and filling the root-ball hole are eligible. For contracted removal of a tree with a root-ball, FEMA will not reimburse two separate unit costs to remove the tree and its root-ball.

For trees that have less than 50 percent of the root-ball exposed, FEMA only provides PA funding to flush cut the item at ground level and dispose of the cut portion based on volume or weight. Grinding any residual stump after cutting the tree is not eligible.

*(c) Stump Removal*

For stumps that have 50 percent or more of the root-ball exposed, removal of the stump and filling the root-ball hole are eligible. If grinding a stump in-place is less costly than extraction, grinding the stump in-place is eligible.

Stump removal in areas with known or high potential for archaeological resources usually requires that FEMA further evaluate and consult with the State Historic Preservation Officer (SHPO) or Tribal Historic Preservation Officer (THPO). If the Applicant discovers any potential archeological resources during stump removal, the Applicant must immediately cease work and notify FEMA.

Contracted Stump Removal

FEMA only reimburses contracted costs charged on a per-stump basis if:

- The stump is 2 feet or larger in diameter measured 2 feet above the ground; and
- Extraction is required as part of the removal.

The Applicant needs to ensure the price for stump removal includes extraction, transport, disposal, and filling the root-ball hole.

For stumps that have less than 50 percent of the root-ball exposed, FEMA only provides PA funding to flush cut the item at ground level and dispose of the cut portion based on volume or weight. Grinding any residual stump is not eligible.

For stumps smaller than 2 feet in diameter, or for stumps of any size that do not require extraction, FEMA only provides PA funding based on volume or weight as removal of these stumps does not require special equipment. If the Applicant claims reimbursement of these stumps on a per stump basis, FEMA limits PA funding based on a unit price for volume or tons, calculated using the [Stump Conversion Table \(Appendix E\)](#).

**Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)*****From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)***

If the Applicant incurs additional costs in picking up stumps 2 feet or larger in diameter that the contractor did not extract, it should complete the [Hazardous Stump Worksheet \(Appendix F\)](#) and present documentation to substantiate the costs as reasonable based on the equipment required to perform the work.

*(d) Documentation Requirements*

The Applicant must provide all of the following documentation to support the eligibility of removing tree limbs, branches, stumps, or trees that are still in place:

- Specifics of the immediate threat with the U.S. National Grid (USNG) location and photograph or video documentation that establishes the item is on public property;
- Diameter of each item removed (measurement must be 2 feet up the trunk from the ground for stumps and 4.5 feet up for trees);
- Quantity of material to fill root-ball holes; and
- Equipment used to perform the work.

**3. Hazardous Materials**

Removal and disposal of pollutants and hazardous substances are eligible. Eligible activities include:

- Separation of hazardous materials from other debris
- Specialized procedures for handling and disposing of hazardous materials
- Control or stabilization of the hazardous material
- Pumping and treating water contaminated with the hazardous material
- Clean-up and disposal of the hazardous material

Testing for contaminants in water, air, or soil necessary to ensure elimination of the immediate threat is eligible, but testing for the purpose of long-term cleanup actions is not eligible.

The Applicant must comply with Federal, State, Territorial, Tribal, and local government environmental requirements for handling hazardous materials. Before handling or disposing of hazardous materials, the Applicant should contact the appropriate Federal, State, Territorial, or Tribal agency and obtain required permits. Additionally, appropriate certified hazardous waste specialists should handle, capture, recycle, reuse, or dispose of hazardous materials. When providing PA funding for work involving the handling of hazardous materials, FEMA must ensure compliance with the Resource Conservation and Recovery Act (RCRA).

Additionally, the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) authorizes the Federal Government to respond directly to releases or threatened releases of hazardous substances that may endanger public health or the environment. Under CERCLA and the Clean Water Act (CWA), the U.S. Environmental Protection Agency (EPA)<sup>171</sup> and the U.S. Coast Guard (USCG) have the authority to respond to actual or potential discharges of oil, hazardous substances, pollutants, and contaminants that may present an imminent and substantial danger to public health or welfare. EPA has responsibility for responses in the inland

<sup>171</sup> See Recovery Policy 9523.8, *Mission Assignments for ESF#10*, for discussion on U.S. Environmental Protection Agency (EPA) and U.S. Coast Guard (USCG) authority with respect to removal of hazardous waste: [www.fema.gov/media-library/assets/documents/136089](http://www.fema.gov/media-library/assets/documents/136089).

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

### From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)

zone<sup>172</sup> and the USCG has responsibility for responses in the coastal zone.<sup>173</sup> Response actions may include containment, stabilization, decontamination, collection (e.g., orphan tanks, drums), and disposal.

#### 4. Waterways

Debris removal from waterways that is necessary to eliminate the immediate threat to life, public health and safety, or improved property is eligible. Removal of debris in a waterway that does not meet this criterion is not eligible, even if the debris is deposited by the incident.

EPA and USCG have the specific authority to remove hazardous materials, as described in the previous section. EPA is responsible for removing such material from inland water zones and USCG is responsible for coastal water zones.

##### (a) Navigable Waterways

If the Applicant has legal responsibility for maintenance of a navigable waterway, removal and disposal of debris that obstructs the passage of vessels is eligible to a maximum depth of 2 feet below the low-tide draft of the largest vessel that utilized the waterway prior to the incident. Any debris below this zone is not eligible unless it is necessary in order to remove debris extending upward into an eligible zone.

If a tree is still rooted to an embankment and is floating or submerged, the cost to cut the tree at the water's edge is eligible.

Debris removal from federally maintained navigable waterways is ineligible. USCG and the U.S. Army Corps of Engineers (USACE) have specific authorities for removal of hazardous substances, vessels, and other obstructions from federally maintained navigable waterways.

##### (b) Non-navigable Waterways, Including Flood Control Works and Natural Waterways

Debris deposited by the incident may obstruct a natural waterway (that is, a waterway that is not improved or maintained) or a constructed channel, including flood control works. In these cases, removal of the debris from the channel is eligible if the debris poses an immediate threat, such as when the debris:

- Obstructs, or could obstruct, intake structures;
- Could cause damage to structures, such as bridges and culverts; or
- Is causing, or could cause, flooding to improved public or private property during the occurrence of a 5-year flood.

<sup>172</sup> The inland zone is the environment inland of the coastal zone, excluding the Great Lakes and specified ports and harbors on inland rivers. Precise boundaries are identified in Federal regional contingency plans.

<sup>173</sup> The coastal zone includes coastal waters (including the lands therein and thereunder) and the adjacent shorelands (including the waters therein and thereunder), strongly influenced by each other and in proximity to the shorelines of coastal States, including islands, transitional and intertidal areas, salt marshes, wetlands, and beaches.

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

*From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)*

Removal of the obstruction is eligible even in streams where debris removal would also be eligible under the NRCS Emergency Watershed Protection Program (EWP)<sup>174</sup> unless NRCS provides assistance for the debris removal. However, debris removal from flood control works that are under the specific authority of NRCS is not eligible for PA funding, even if NRCS does not have sufficient funding or does not provide assistance.

For flood control works that are eligible for the USACE Rehabilitation and Inspection Program (RIP),<sup>175</sup> debris removal is eligible for PA funding. USACE does not reimburse Applicants for debris removal, but conducts this activity directly when necessary.

*(c) Identifying Debris Impact Locations*

The Applicant is responsible for identifying debris deposited by the incident that poses an immediate threat. Random surveys to look for debris, including surveys performed using side scan sonar, are not eligible.

However, if the Applicant identifies an area of debris impacts and demonstrates the need for a survey to identify specific immediate threat, FEMA may provide PA funding for the survey in that location, including the use of side scan sonar.

*(d) Documentation*

For FEMA to determine that debris removal from waterways is eligible, the Applicant must provide documentation that:

- Establishes legal responsibility;
- Includes the basis of the immediate threat determination;
- Identifies locations, types, and quantities of debris; and
- Demonstrates the debris claimed was deposited by the incident and was not pre-existing.

**5. Privately Owned Vehicles and Vessels**

Removal of privately owned vehicles and vessels is eligible if all of the following conditions are met:

- The vehicle or vessel blocks access to a public-use area;
- The vehicle or vessel is abandoned and the Applicant is unable to identify the owner;
- The Applicant follows applicable State, Territorial, Tribal, and local government ordinances or laws for private vehicle or vessel removal; and
- The Applicant verifies the chain of custody of the vehicle or vessel.



**NRCS EWP and USACE RIP**

The NRCS EWP is an emergency recovery program designed to relieve imminent hazards to life and property caused by floods, fires, windstorms, and other natural occurrences. Activities include, but are not limited to, providing financial and technical assistance to:

- Remove debris from stream channels, road culverts, and bridges
- Reshape and protect eroded banks
- Correct damaged drainage facilities
- Establish cover on critically eroding lands
- Repair levees and structures
- Repair conservation practices

The USACE RIP provides rehabilitation assistance for flood risk reduction structures.

<sup>174</sup> See [www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/landscape/ewpp](http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/landscape/ewpp).

<sup>175</sup> See [www.usace.army.mil/Missions/CivilWorks/LeveeSafetyProgram/LeveeInspections.aspx](http://www.usace.army.mil/Missions/CivilWorks/LeveeSafetyProgram/LeveeInspections.aspx).

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

*From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)*

A limited timeframe for vehicle and vessel storage is eligible if it is necessary to remove the item prior to being able to identify the owner. If the owner is subsequently identified, the Applicant must return to FEMA the Federal share of any funds it recovers for storage costs.

#### 6. Debris Removal from Private Property (Requires Prior FEMA Approval)

In limited circumstances, based on the severity of the impact of an incident, FEMA may determine that debris removal from private property is eligible under the PA Program. In making its determination, FEMA evaluates whether the impacts of debris on private property affect the general public in that community and whether the Applicant has legal authority to perform the work.



If debris on private property is so widespread that it threatens public health and safety or the economic recovery of the community, FEMA may provide PA funding for debris removal from private property. This debris removal must be in the public interest, not merely benefiting an individual or a limited group of individuals within the community.<sup>176</sup>

In such cases, FEMA works with the State, Territorial, Tribal, and local governments to designate specific areas where debris removal from private property, including private waterways, is eligible.



#### Clarification of Demolition versus Debris

If more than one wall of a structure is standing, FEMA considers the removal of that structure to be demolition and not debris removal. Demolition is subject to additional documentation to determine eligibility and must comply with [Chapter 2:VI.B.16](#).

#### (a) *Written Request*

Prior to commencing work on private property, the Applicant must submit a written request and receive approval from FEMA. The written request must include:

- A public interest determination;
- Documentation supporting the Applicant's legal authority to remove the debris; and
- Indemnification.

The Applicant needs to identify the specific properties or areas of properties for which it is requesting approval.

#### Public Interest Determination

The Applicant must provide the basis for the determination that removing the debris from the private property requested is in the public interest. The determination must be made by the State, Territorial, Tribal, county, or municipal government's public health authority or other public entity that has legal authority to make a determination that disaster-generated debris on private property in the designated area constitutes an immediate threat to life, public health, or safety, or to the economic recovery of the community at large.

<sup>176</sup> Stafford Act § 407, 42 U.S.C. § 5173, and 44 CFR § 206.224(b).

**Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)*****From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)***

Additionally, the Applicant must submit its established, specific legal requirements for declaring the existence of a threat to public health and safety.

**Legal Authority and Responsibility**

The Applicant must provide documentation to confirm its legal authority and responsibility to enter private property and remove disaster-related debris. This includes:

- Citation of the law, ordinance, code, or emergency powers for which it is exercising its legal authority to remove debris from private property. The authority cited must be applicable to the condition representing the immediate threat and not merely the Applicant's uniform level of services. Typically, solid waste disposal ordinances are part of an Applicant's uniform level of services and not a justification for entering private property to remove disaster-related debris.
- Confirmation that a legally authorized official of the Applicant has ordered the exercise of public emergency powers or other appropriate authority to enter onto private property in the designated area to remove debris to address immediate threats to life, public health, and safety.

**Indemnification**

The Applicant must indemnify the Federal Government and its employees, agents, and contractors from any claims arising from the removal of debris from private property.

***(b) FEMA Approval***

FEMA will provide a written response to the request specifying any properties or area of properties for which debris removal is approved.

The Applicant must provide confirmation that it satisfied all legal processes and obtained permission requirements from the property owners (rights-of-entry) and agreements to indemnify and hold harmless the Federal Government before FEMA will provide PA funding for debris removal from private property.

***(c) Debris Removal from Gated Communities***

Debris removal from private residential property within a gated community is not eligible. However, if the debris is placed on a private road within the gated community, debris removal from the road may be eligible in accordance with the eligibility and request criteria listed in [Chapter 2.VI.A.6\(a\)](#).

***(d) Debris Removal from Commercial Property***

Removal of debris from commercial properties, such as industrial parks, golf courses, cemeteries, apartments, condominiums, and trailer parks, is generally ineligible because commercial enterprises are expected to retain insurance that covers debris removal. In very limited, extraordinary circumstances, FEMA may provide an exception. In such cases, the Applicant must meet the requirements of [Chapter 2.VI.A.6\(a\)](#) and [\(b\)](#).

***(e) Duplication of Benefits***

The Applicant should work with private property owners to pursue and recover insurance proceeds and credit FEMA the Federal share of any insurance proceeds received. In some

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

*From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)*

circumstances, FEMA may provide IA assistance to individuals for debris removal; consequently, FEMA PA staff will coordinate closely with IA staff to ensure FEMA does not fund the same work under both programs.

### 7. Disposal

FEMA provides PA funding for various costs related to disposing of debris. The Applicant should dispose of debris in an efficient and cost-effective manner.

Vegetative debris is bulky and can consume a significant volume of landfill space. To minimize the use of landfill space, FEMA encourages the Applicant to reduce the volume of vegetative debris before burying. Costs to reduce vegetative debris using methods such as mulching, grinding, or burning are eligible.

Certain types of construction and demolition debris are reusable or recyclable. The Applicant should conserve landfill space by separating materials for reuse or recycling.

#### (a) Temporary Staging Sites

Establishing and operating a temporary staging site necessary for the purpose of debris separation and reduction is eligible. The cost to lease property is eligible. Additionally, if the terms of the lease require that the Applicant restore the leased property back to its condition prior to the Applicant's use, the costs related to that restoration are also eligible as part of the Category A project.

#### (b) Hand-Loaded Trucks and Trailers

FEMA has determined that, for vegetative debris, hand-loaded trucks and trailers achieve approximately half the compaction level of mechanically loaded trucks and trailers. Therefore, FEMA only provides PA funding for 50 percent of the vegetative debris in hand-loaded trucks and trailers.

Similarly, trucks without solid tailgates cannot be compacted to full capacity. Therefore, FEMA will only fund a maximum of 85 percent of the debris in trucks without solid tailgates.

The Applicant must document the types and total quantity of debris that was hand-loaded and the types and total quantity of debris hauled in trucks without solid tailgates and provide this information to FEMA to ensure appropriate reductions are taken for this debris.

#### (c) Tipping Fees

Landfill tipping fees usually include fixed and variable costs, along with special taxes or fees assessed by the jurisdiction in which the landfill is located. Eligible tipping fee costs are limited to the variable and fixed costs that are directly related to landfill operations, such as recycling tax. The components of tipping fees that are not directly related to landfill operations, such as special taxes or fees related to other government services or



#### Eligible Tipping Fee Components

##### Eligible fixed costs include:

- Equipment
- Construction
- Permits
- Landfill closure
- Post-closure activities
- Amortized costs for facilities that support the landfill

##### Eligible variable costs include:

- Labor
- Supplies
- Maintenance
- Operation of utilities
- Operation of gas recovery systems

## Appendix K. FEMA Public Assistance Program and Policy Guide (PAPPG)

### From April 2018 PAPPG Section VI.A. (Pages 42-57; Continued)

public infrastructure, are not eligible as part of the tipping fee. When providing PA funding for tipping fees, FEMA removes any ineligible components.

The Applicant may use a significant portion of the available capacity of a landfill to dispose of incident-related debris. Although FEMA provides PA funding for tipping fees, it cannot provide PA funding for the value of the loss of landfill capacity due to incident-related debris.

#### 8. Monitoring Debris Removal Operations

For FEMA to determine the eligibility of debris removal operations, the Applicant must provide debris types, quantities, reduction methods, and pickup and disposal locations. FEMA requires the Applicant to monitor all contracted debris operations to document this information and ensure that its contractor removes eligible debris. If the Applicant does not monitor contracted debris removal operations, it will jeopardize its PA funding for that work.

The Applicant may use force account resources (including temporary hires), contractors, or a combination of these for monitoring. It is not necessary, or cost-effective, to have Professional Engineers or other certified professionals perform debris monitoring duties. FEMA considers costs unreasonable when associated with the use of staff that are more highly qualified than necessary for the associated work. If the Applicant uses staff with professional qualifications to conduct debris monitoring, it must document the reason it needed staff with those qualifications.

FEMA provides training to the Applicant's force account debris monitors upon request.

Eligible activities associated with debris monitoring include, but are not limited to:

- Field supervisory oversight
- Monitoring contracted debris removal at both the loading and disposal sites
- Compiling documentation, such as load tickets and monitor reports, to substantiate eligible debris
- Training debris monitors on debris removal operations, monitoring responsibilities and documentation processes, and FEMA debris eligibility criteria

#### B. Emergency Protective Measures (Category B)

Emergency protective measures conducted before, during, and after an incident are eligible if the measures:

- Eliminate or lessen immediate threats to lives, public health, or safety; OR
- Eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner.<sup>177</sup>

FEMA may require certification by Federal, State, Territorial, Tribal, or local government officials that a threat exists, including:

- Identification and evaluation of the threat
- Recommendations of the work necessary to cope with the threat<sup>178</sup>

<sup>177</sup> 44 CFR § 206.225(a)(3).

<sup>178</sup> 44 CFR § 206.225(a)(2).

## Appendix L. FEMA Debris Contracting Guidelines



# FEMA

# RECOVERY

## FACT SHEET

## 9580.212

### PUBLIC ASSISTANCE GRANT CONTRACTING FREQUENTLY ASKED QUESTIONS (FAQ)

#### Overview

The Federal Emergency Management Agency (FEMA) provides State, local and Tribal governments, as well as certain private non-profit organizations (collectively referred to as “applicants”), grant assistance for the cost of responding to and recovering from major disasters. This assistance includes reimbursement for the cost of eligible work completed through contracts procured by the applicant. In order to be reimbursed for these costs, contracts must be in compliance with the procurement requirements in 44 Code of Federal Regulations (CFR) part 13, 2 CFR parts 215, 220, 225, and 230, and applicable state and local procurement laws (collectively referred to as the “procurement rules”). Compliance with the procurement rules is a condition of receiving grant funding. *Non-compliance with Federal contracting requirements puts an applicant’s grant funding at risk.*

These FAQs identify and clarify the procurement rules, alert applicants to pitfalls, and highlight best practices.

#### Frequently Asked Questions

- 1. What are the procurement requirements that must be followed by grantees and subgrantees?**

Applicants must use their own procurement procedures which reflect applicable State and local laws and regulations. They must also, however, meet the minimum Federal procurement standards<sup>1</sup> where those standards are more onerous (including but not limited to those discussed in this Fact Sheet), or the contract will be deemed in violation of the procurement rules, and the request for reimbursement could be subject to the enforcement provisions discussed later in this Fact Sheet.
- 2. What are the procurement actions required for reimbursement by FEMA?**

Full and Open Competition. The procurement rules require full and open competition, with limited exceptions.

<sup>1</sup> See e.g. 44 CFR §§13.36(a) and (b).

Prepared By: Public Assistance DivisionPage 1 of 8

## Appendix L. FEMA Debris Contracting Guidelines (continued; 2 of 8 pages total)

## RECOVERY FACT SHEET RP9580.212

## CONTRACTING GUIDANCE

Cost or price analysis. The specific facts of the procurement will dictate the method and degree of analysis, but at a minimum, applicants must always make an independent estimate before receiving bids or proposals. A price analysis will be used to determine the reasonableness of the proposed contract price. Further, a cost or price analysis should be completed to evaluate the bids or proposals received.

Contractor ownership preferences.<sup>2</sup> Full and open competition also involves the adherence to procurement rules covering contractor ownership preferences. The applicant must take positive actions to involve and use “small and minority firms, women’s business enterprise and labor surplus area firms.”<sup>3</sup> The applicant’s process should give potential contractors in these categories a full and open opportunity to compete.<sup>4</sup> FEMA will reimburse the applicant if, after a full and open competition, the applicant selects a contractor who provides the lowest price but does not meet one of these categories. When the applicant hires a prime contractor, the applicant must also require the prime contractor to utilize the same approach towards these categories when hiring sub-contractors.

System for managing procurement. Applicants must employ a system that governs contracts and purchase orders. This system must include a means of enforcing agreements, written procedures governing procurement actions, and a written code of standards for contract and purchase order administration. This code of standards must provide ethical rules and the penalties for violating these rules.<sup>5</sup> The system must also include a process to handle protests involving contracts and purchase order awards.<sup>6</sup>

Required provisions in procurement actions. The applicant must include certain provisions in its procurement actions. These provisions vary depending on the type and dollar amount of the contract, and are provided in 44 CFR part 13 or 2 CFR part 215, 220, 225, or 230, as applicable. Note that the Uniform Administrative Requirements For Federal Grant Assistance require applicant contracts to contain a provision requiring compliance with the Davis-Bacon Act when required by grant program legislation. The Stafford Act requires preparedness grantees to comply with Davis-Bacon provisions.<sup>7</sup> The Stafford Act does not require compliance with Davis-Bacon for any other grants. Therefore, applicant contracts to execute eligible work under the Public Assistance program are not required to contain a Davis-Bacon provision.

<sup>2</sup> Applicants should not establish mandatory set-aside programs, which have been found to violate the 14<sup>th</sup> Amendment of the U.S. Constitution unless they are used as narrowly tailored remedies for identified discrimination. See *City of Richmond v. J.A. Croson Co.* 488 U.S. 469 (1989).

<sup>3</sup> Title VI of the Civil Right Act of 1964, 42 U.S.C. §2000d, et seq, and 44 CFR Part 7.

<sup>4</sup> This includes putting these contractors on solicitation lists; dividing the task into smaller pieces if economically feasible; working with the Small Business Administration (SBA) and the appropriate Department of Commerce/Minority Business Development Agency.

<sup>5</sup> The penalties must adhere to State and local laws and regulations. See e.g. 44 CFR §13.36(b)(3).

<sup>6</sup> FEMA will generally not get involved in these protests. See e.g. 44 CFR §13.36(b)(12) (limiting Federal agency protest reviews to violations “of Federal law or regulations and the standards of this section” and “of the grantee’s or subgrantee’s protest procedures for failure to review a complaint or protest.”).

<sup>7</sup> Stafford Act §611(j)(9), 42 U.S.C. §5196(j)(9).

## Appendix L. FEMA Debris Contracting Guidelines (continued; 3 of 8 pages total)

## RECOVERY FACT SHEET RP9580.212

## CONTRACTING GUIDANCE

Guarantees and bonds. For construction contracts and facility improvements above the simplified acquisition threshold<sup>8</sup>, the applicant must require a bid guarantee from each bidder equivalent to 5% of the bid price, a performance bond on the part of the contractor for 100% of the contract price, and a payment bond on the part of the contractor for 100% of the contract. In lieu of these requirements, if FEMA (with respect to a grant) or the state (with respect to a subgrant), has made a determination that FEMA or the state's interest is adequately protected through other means, they may accept the bonding policy and requirements of the applicant.

**3. What do applicants have to do to provide full and open competition?**

Full and open competition means a contract action in which responsible sources are permitted to compete. Fair and open competition occurs when a complete, adequate and realistic specification or purchase description is publicly solicited and multiple responsible bidders are allowed to compete effectively for the business.<sup>9</sup>

When procuring goods or services at or below the simplified acquisition amount, the applicant must consider an adequate number of qualified sources. FEMA considers three to be the minimum adequate number of qualified sources.

This Fact Sheet as well as 44 CFR 13.36, 2 CFR Parts 215, 220, 225, and 230, as appropriate, provide the necessary requirements and processes to follow in order to ensure that an applicant satisfies the full and open competition requirements.

**4. Is there a time when full and open competition is not required?**

A procurement action that does not meet the requirement for full and open competition, such as a sole source contracts, constitutes a violation of regulation and is unauthorized unless the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals AND one of the following circumstances applies:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. FEMA authorizes noncompetitive proposals; or
4. After solicitation of a number of sources, competition is determined inadequate.

If an applicant takes a noncompetitive procurement action, the applicant must complete a cost analysis and may be required to submit the proposed procurement to FEMA for pre-award review.<sup>10</sup>

<sup>8</sup> The simplified acquisition threshold is managed by the Federal Acquisition Council and is subject to change. As of October 1, 2010, the rate is \$150,000. 75 FR 53129.

<sup>9</sup> See FAR Subpart 6.1. See e.g. 44 CFR §§13.36(d)(2) and (d)(3).

<sup>10</sup> See e.g. 44 CFR §13.36(d)(4).

## Appendix L. FEMA Debris Contracting Guidelines (continued; 4 of 8 pages total)

## RECOVERY FACT SHEET RP9580.212

## CONTRACTING GUIDANCE

**5. Are there any other recommendations FEMA has for procurement actions?**

Use sealed bids. For construction contracts, FEMA prefers sealed bids. After a public invitation and solicitation to bid, the applicant should award a firm-fixed-price contract, in writing, to the lowest responsible offeror. Applicants may also use the sealed bid method for non-construction contracts if appropriate.

When the sealed bid method is not appropriate, the applicant may use competitive proposals to award a fixed-price contract or a cost-reimbursement contract. With competitive proposals, awards are made in accordance with evaluation and award criteria set forth in the solicitation. The solicitation must set out all evaluation factors and their relative importance; solicit proposals from an adequate number of qualified sources; and have a method to conduct technical evaluations and select awardees. The competitive proposals method allows applicants to make their decision on more factors than price alone. When an applicant procures professional architecture or engineering services, this method permits eliminating price as a selection factor entirely.<sup>11</sup>

Keep detailed records. Keep detailed records of any decision points in the procurement process, and document the rationale for the decision. A contemporary accounting of the decision will help the applicant in the event of an appeal or challenge at a later time.

Team up. To foster greater economy and efficiency, applicants are encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services.

Lease versus purchase. Applicants should compare the costs associated with leasing and those associated with purchasing over an applicable time frame to determine which option provides the greatest cost savings.

Use value engineering. Put value engineering clauses in sizeable construction contracts. Value engineering systematically reviews contract items and tasks to ensure that the "essential function is provided at the overall lower cost."<sup>12</sup>

**6. Are there any procurement actions that are discouraged by FEMA?**

Time and materials contracts. Applicants should avoid using time and materials contracts in their procurement actions. This contract type creates the risk that costs could go beyond what the parties

<sup>11</sup> See e.g. 44 CFR §13.36(d)(3)(v). Note that the compensation must be "fair and reasonable." *Id.* This exception strictly limits applicants to eliminate price as a factor for the professional architecture or engineering services themselves and not for other services performed by those firms. *Id.*

<sup>12</sup> See e.g. 44 CFR §13.36(b)(7).

## Appendix L. FEMA Debris Contracting Guidelines (continued; 5 of 8 pages total)

## RECOVERY FACT SHEET RP9580.212

## CONTRACTING GUIDANCE

anticipated, so applicants should only use it when no other contract type is suitable. In light of this risk, time and materials contracts must include a ceiling amount on the price of the contract.<sup>13</sup> Including a ceiling shifts the risk to the contractor for any overages. For Public Assistance, such contracts should be limited for work that is necessary immediately after a disaster and should not exceed 70 hours.<sup>14</sup>

“Piggyback” contracts. “Piggybacking” occurs when an applicant has disaster-related work performed by another jurisdiction’s contractor.<sup>15</sup> Because the competitive process for the existing contract could not have included the full scope of the new work, the new work has not been competitively bid. The resulting costs may therefore be higher than if the work had been bid out separately. FEMA therefore discourages such contracts and will use the reasonableness of eligible work as a basis to determine reimbursable costs.<sup>16</sup>

#### 7. Are there any procurement actions that are prohibited by FEMA?

Noncompetitive contracts. Given the Federal contracting requirements for full and open competition, applicants must avoid awarding noncompetitive contracts unless the exceptions in FAQ #4 above apply.

Cost plus percentage of cost contracts. Cost plus percentage of cost contracts are strictly prohibited. Such contracts have four elements:

1. Payment is based on a pre-determined percentage rate;
2. Percentage rate is applied to actual performance costs;
3. Contractor entitlement is uncertain at the time of contracting, and;
4. Contractor entitlement increases commensurately with increased performance costs.<sup>17</sup>

Debarred or suspended contractors. Applicants must not employ debarred or suspended contractors. In addition, applicants must report contractors who demonstrate a lack of integrity, ethical lapses, or perform inadequately. Applicants should check against the General Services Administration list of debarred and suspended contractors at: <https://www.epls.gov/>

Conflicts of interest. The procurement regulations forbid awarding contracts “if a conflict of interest, real or apparent, would be involved.”<sup>18</sup> Conflicts of interest arise when an applicant’s employee,

<sup>13</sup> See e.g. *Id.* at §13.36(d)(10)(ii).

<sup>14</sup> See FEMA 321, Public Assistance Policy Digest (January 2008), p. 23.

<sup>15</sup> See FEMA 325, Public Assistance Debris Management Guide (July 2007), p. 19.

<sup>16</sup> *Id.*

<sup>17</sup> U.S. GAO Opinion B-252378 (September 21, 1993). (In this case, the GAO determined that a 54 percent overhead rate applied to a cost reimbursement (no fee) contract constituted a prohibited cost plus percentage of cost method of contracting. No ceiling was applied to indirect cost reimbursements. GAO further opined that “...the use of a predetermined overhead rate to be applied to some element of direct cost which is undetermined at the time the rate is set, with no provision for retroactive adjustment to the actual cost, violates the express statutory prohibition against cost-plus-percentage-of-cost system of contracting....”)

<sup>18</sup> See e.g. 44 CFR § 13.36(b)(3).

## Appendix L. FEMA Debris Contracting Guidelines (continued; 6 of 8 pages total)

## RECOVERY FACT SHEET RP9580.212

## CONTRACTING GUIDANCE

officer, or agent (or their immediate families or partners) has a financial or other interest in who receives the contract award. FEMA will also find a conflict of interest when an organization that employs (or is about to employ) any of the above parties has a financial or other interest in the award.

Duplicative costs. The Stafford Act and its implementing regulations forbid FEMA from reimbursing duplicative costs.

Contingency clauses. When procuring property and services under a grant, an applicant must follow the same policies and procedures it uses for procurements from its non-Federal funds. Therefore, while it is acceptable if the contract scope of work indicates that activities will be carried out consistent with FEMA laws, regulations, and eligibility guidelines, *contracts may not be contingent upon the issuance of a Presidential declaration or FEMA's approval or obligation of funds.*

Excessive Costs. To be eligible for reimbursement, costs incurred must be *reasonable*, allocable, and allowable.<sup>19</sup> Further, applicants must perform a cost or price analysis in connection with every procurement action including contract modifications.

Grantee or subgrantee profit. It is acceptable for applicants to pay reasonable fees or profit to cost-type contractors. However, no applicant can ever be in a position to receive a profit or fee itself for work procured pursuant to a Federal grant. FEMA will not fund any fee or profit to the applicant.

**8. What happens when an applicant has hired a debris contractor without full and open competition because of the emergency circumstances from a declared disaster?**

There are circumstances where public health and safety demand that initial debris clearance and removal be commenced before a standard competitive process can be completed. Generally, however, such circumstances do not exist for more than 70 hours following a disaster event. If an applicant has hired a debris removal contractor without competition, the applicant should immediately solicit a new contract for the remaining work using a competitive process. The work already completed should provide helpful information on the scope of work necessary to complete debris collection and disposal, and a basis for estimating a reasonable cost for the remaining work to effectively solicit a reasonable lump sum or unit price (cubic yard or ton) contract.

In addition, for the work completed with a contract not competitively bid, the applicant should complete and document a cost analysis to demonstrate price reasonableness, and complete and document why the public exigency or emergency did not permit full and open competition.

<sup>19</sup> 2 CFR pt. 225, Appendix A, § C. Note: OMB Circular A-87 is codified as 2 CFR pt. 225.

## Appendix L. FEMA Debris Contracting Guidelines (continued; 7 of 8 pages total)

## RECOVERY FACT SHEET RP9580.212

## CONTRACTING GUIDANCE

**9. Is it appropriate for an applicant to use a pre-qualified list of debris contractors from another jurisdiction?**

Applicants are encouraged, but not required, to develop their own lists of pre-qualified contractors. This allows the applicant to have more control over the qualifications of its pool of potential bidders. In addition, State and local governments may use the GSA schedule of contractors to compete their work. These contractors are pre-qualified and their costs have been vetted as reasonable.<sup>20</sup>

For more information on Debris Removal Contract Provisions, see Recovery Fact Sheet 9580.201 *Debris Contracting Guidance*.

**10. Will FEMA review my solicitation and/or contract to guarantee it will be eligible for reimbursement?**

While FEMA may elect to review a contract or solicitation, this does not equate to FEMA's approval of the solicitation/contract.

**11. Will FEMA testify for me or help me enforce a contract?**

FEMA will not get involved in contract disputes between an applicant and its contractors. A protestor must exhaust all administrative remedies with the applicant before pursuing a protest with FEMA. Further, the testimony of FEMA employees, or the disclosure of information in private litigation, is generally prohibited.<sup>21</sup>

**12. What happens if an applicant doesn't follow the procurement rules?**

If an applicant fails to comply with any term of an award (including the contracting requirements discussed in this Fact Sheet), whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, FEMA may:

1. Temporarily withhold payment, or take more severe enforcement action;
2. Disallow all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the applicant's current award;
4. Withhold further awards; or
5. Take other remedies that may be legally available.

<sup>20</sup> For more information, see FEMA Fact Sheet 9580.103, GSA Disaster Recovery Purchasing Program.

<sup>21</sup> 44 CFR 5.87 and 6 CFR 5.44

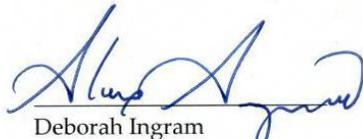
## Appendix L. FEMA Debris Contracting Guidelines (continued; 8 of 8 pages total)

## RECOVERY FACT SHEET RP9580.212

## CONTRACTING GUIDANCE

## Authority

- Sections 102, 403, 406, 407 and 502 of the Stafford Act.<sup>22</sup>
- Title 44 Code of Federal Regulations (CFR) Part 206 ("Federal Disaster Assistance"), Subparts G ("Public Assistance Project Administration") and H ("Public Assistance Eligibility")
- 44 CFR Part 13 ("Uniform Administrative Requirements for Grant and Cooperative Agreements to State and Local Governments")
- Office of Management and Budget (OMB) Circulars and Guidance, 2 CFR Parts 215 ("Uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations"), 220 ("Cost principles for educational institutions"), 225 ("Cost principles for state, local, and Indian tribal governments"), and 230 ("Cost principles for non-profit organizations").
- 5 CFR Part 2635 "Standards of Ethical Conduct for Employees of the Executive Branch" (providing the ethical framework for Federal employees).



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Recovery Directorate

10/28/12  
Date

<sup>22</sup> 42 U.S.C. §§5122, 5170, 5172, 5173, and 5192

## Appendix M. Debris Contract Oversight, Procurement, and Selection Plan

### 1. Debris Removal Contractor Selection

*See Debris Removal Contractor Scope of Work, Appendix N*

#### **Request for Proposal for Emergency Debris Management and Removal Services**

The County will select two Debris Management Contractors to coordinate debris removal and other related activities. One Contractor serve as the Primary Contractor and the other will be the Secondary Contractor. The Department of Public Works (DPW) Director shall direct a national contracting and procurement process for leading companies having the capabilities, resources, manpower, expertise, and equipment to respond to debris generating events. The process will include:

- a) Establishing contractor qualifications.
- b) Developing duties and responsibilities of contractor in a Scope of Work.
- c) Developing contract requirements.
- d) Establishing a competitive/sealed bidding process.
- e) Developing a Price Schedule for fees corresponding to the Scope of Work.
- f) Distributing a Request for Proposal and instructions for bidders to respond with Proposals.

The DPW Director shall establish a committee to review the applications and proposals. Members of the committee shall consist of the DES Director, County Debris Manager, DES Assistant Director for Emergency Management, County Engineer, County Procurement Officer, Emergency Planner, and any others the Director considers appropriate. County Procurement Policy 400-010 will be followed along with current FEMA standards.

This committee shall follow the County Procurement Policy 400-010 for vendor selection.

Contracts will be awarded on a contingency basis and activated only in the face of an emergency. Companies who are recipients of contingency contracts may be required to participate in disaster recovery training and/or exercises, 1 to 2 days each year. When a major disaster is imminent or occurs, the DPW Director will contact firm(s) holding contingency contracts to advise them of the intent to activate the contracts.

### 2. Debris Monitoring Contractor Selection

*See Debris Monitoring Contractor Scope of Work, Appendix O*

### **Request for Proposal for Emergency Debris Management and Removal Services**

To ensure the accurate amount of debris delivered and removed from debris management sites, the County will select a national Debris Monitoring Contractor. This contractor will provide monitors on a roving basis overseeing debris removal and at Debris Management Sites. The DPW Director shall supervise a national contracting and procurement process for national firms having the resources, manpower, and expertise to monitor the amount of debris removed and processed in the County. The process will include:

- a) Establishing contractor qualifications.
- b) Developing duties and responsibilities of contractor in a Scope of Work.
- c) Developing contract requirements.
- d) Developing a Price Schedule for fees corresponding to the Scope of Work.
- e) Developing a competitive bidding process and distributing Requests for Proposals and instructions for bidders to respond.

The committee selecting the debris management contractors shall review these applications and select the debris monitoring firm best meeting the needs of the County. The committee shall review the sealed bids, investigate the firms, compare qualifications and pricing and ultimately select the contractor best meeting the County's requirements. The contractor shall sign a Cost-plus-fixed-fee contract. The Committee shall consider the following:

- a) Contractors must meet state licensing standards to be eligible for project assignments.
- b) Contractors must maintain the minimum bonding requirements.
- c) Contractors pricing schedule.
- d) Contractor must maintain the minimum insurance requirements.
- e) The State will implement methods for overseeing contracted projects to ensure compliance with pertinent regulations and fee agreements.

Contracts will be awarded on a contingency basis and activated only in the face of an emergency. The monitoring firm may be required to participate in disaster recovery training and/or exercises, 1 to 2 days each year. When a major disaster occurs or is imminent, the DPW Director shall contact the firm holding the contingency contract to advise them of the activation of the contract.

## Appendix N. Debris Removal Contractor Scope of Work

### A. Clearing and /or removing debris from the public right-of-way, streets and roads to a temporary disposal area (TDSR SITE).

This action requires the mechanized loading of various types of debris and transporting loads to a predetermined storage and processing site (TDSR SITE). Debris is defined as scattered items and materials broken, destroyed, or misplaced by a natural disaster. Example: trees, construction and demolition material and personal property. Right-of-way is typically defined as the portion of land over which a facility, such as highways, railroads, or power lines are built. This includes land on both sides of the highway up to the private property line.

A-1 – Vegetative Debris - A cubic yardage rate associated with mechanical collection and transportation of vegetative debris to a predetermined disposal area. Vegetative debris consists of whole trees, tree stumps, tree branches, tree trunks, and other leafy material.

A-2 – C&D Debris - A cubic yardage rate associated with the mechanical collection and transportation of construction and demolition debris to a predetermined disposal area or landfill. C & D debris generated by a disaster includes damaged components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and flooring, window coverings, plastic pipe, fully cured asphalt, heating and ventilating, and air conditioning systems and their components, light fixtures, small appliances, equipment, furnishings and fixtures. In some cases this debris may be directed to a final disposal facility.

### B. Management and operation of debris management sites in order to accept, process and reduce disaster related debris.

A TDSR SITE is a location for the contractor to temporarily store, reduce, segregate, and/or process debris before it is hauled to its final disposition. They shall be used to reduce debris and increase the operation's flexibility.

By employing a TDSR SITE, the debris can be collected from right-of-way and public properties in order to expedite permanent recovery operations. Locations for temporary debris storage and processing facilities should be identified during the planning process. The contractor may be responsible for helping securing adequate TDSR SITE site(s). These site(s) should allow for the following:

- Flexibility of operations. The TDSR SITE may also include a collection center for the public's use.
- Facilitation of recycling and reduction of debris. Specific reduction, recycling or segregation needs should be designed into the site.
- Expedition of debris collection. Having a site for temporary storage and reduction allows time for local landfill site preparation before final disposal.

The TDSR SITE may also be established at a location central to the disaster event, reducing travel time from the disaster area to the disposal site.

### ***Identifying Debris Management Sites***

Site selection will be based on the following criteria:

- Ownership
- Size
- Location
- Environmental and historic concerns (baseline study findings)

### ***Ownership***

The contractor should possibly consider public lands first in order to avoid costly land leases. Applicant-owned sites that will not require extensive repair costs, such as parks, vacant lots, or sports fields, should be considered as well. When this is not possible, the contractor should develop criteria for identifying potential private property locations for the TDSR SITE. The successful contractor shall indemnify and hold the jurisdiction harmless against any damage or environmental claims.

### ***Land Lease Agreements***

The duration of the land lease agreement should be inclusive of all the time the applicant will be present at the site, beginning with the baseline environmental study and ending once the property owner takes back legal Ownership.

The agreement should include a requirement to conduct a baseline environmental assessment (phase 1) of the site before the site is occupied and an environmental assessment before returning the property back to the County. Both documents may become an annex to the land lease agreement. The land lease agreement should be for a specific time frame with the ability to extend the lease if debris removal and processing activities are not completed.

### ***Size***

The required size of the site will depend on the expected volume of debris to be collected and planned volume reduction methods. The TDSR SITE can vary in size from 10 to 200 acres. A large portion of the site will be used for roads, buffers, burn pits, HHW disposal areas, etc.

### ***Location***

The TDSR SITE should be in an area that does not impede the flow of traffic along major transportation corridors, disrupt local business operations or cause dangerous conditions in residential neighborhoods or schools. Whenever possible, avoid locating a TDSR SITE near residential areas, schools, churches, medical centers, and other sensitive areas.

The TDSR SITE will need good ingress/egress to accommodate heavy truck traffic. The TDSR SITE selection criteria should consider access to major routes to allow for trucks to transport material to final disposition locations.

The contractor will need to consider public acceptability when selecting a potential TDSR SITE. It will largely be dependent upon the activities planned for the site. Smoke from burning, around-the-clock light and noise from equipment operation, dust and traffic are generally tolerated early in a disaster recovery operation, but may have to be curtailed later. The contractor is strongly encouraged to notify citizens early about planned site activities and possible ramifications.

### ***Environmental Factors***

When selecting public or private sites, pre-existing conditions should be considered because the sites will have to be restored upon site closeout. Proper management of the site will allow the site to be closed with manageable efforts. For site closure reasons, the contractor will want to keep from aggravating an existing environmental issue during the debris management operations.

Therefore, a TDSR SITE should not be established in an environmentally sensitive area such as wetlands, historical sites, critical animal and plant habitats, archeological sites, or fresh water well fields. This applies specifically to any Superfund site or an area within a 100-year flood plain. The contractor should eliminate all sites which may have any of the listed environmental concerns. If an environmental concern is found during the baseline data collection process (described below), the potential site should be eliminated from consideration.

By conducting a baseline data collection study, the contractor is able to further establish the feasibility of potential sites, document the existing site and vet potential environmental issues. Data collection will need to be completed prior to establishing the site and continued throughout the operations. The final assessment should include the same documentation in order to avoid disagreements of the condition of the site prior to the operations and the condition in which the property is returned.

### ***Baseline Data Collection***

The following actions are suggested to document the baseline data on all selected sites:

- **Videotape and/or Photograph the Site.** Thoroughly videotape and/or photograph (ground or aerial) each site before beginning any activities. Periodically update video and photographic documentation to track site evolution.
- **Document Physical Features.** Note existing structures, fences, culverts, irrigation systems and landscaping that can help evaluate possible damage claims made later.
- **Historical or Archeological Investigation.** Research the property's past use and ownership to note any issues regarding historical or archeological

significance. The contractor may contact the state historical preservation agency for assistance and notification of intent prior to assuming ownership through a lease agreement.

- **Sample Soil and Water.** Advanced planning with community and state environmental agencies can establish requirements, chain of custody, acceptable collection methods, certified laboratories and testing parameters. If in-house assets are not available, the contractor may consider establishing a contract with an environmental consulting firm that can respond rapidly. Soil and groundwater samples should be collected prior to volume reduction activities. Planned HHW, ash and fuel storage areas should be sampled prior to site setup.

### ***Environmental Monitoring Program***

As the operations proceed additional data should be collected throughout the operations for closeout and quality assurance reasons. The data can be compared to the previously established information in order to determine any remediation that may be necessary.

- **Sketch Site Operation Layout.** TDSR SITE operations may grow, shrink, or shift on the site. It will be important to track reduction, hazardous waste collection, fuel, and equipment storage in order to sample soil and water for contaminants. Periodically map or sketch activity locations so areas of concern can be pinpointed later for additional sampling and testing.
- **Document Quality Assurance Issues.** Document contractor operations which will have a bearing on site closeout, such as petroleum spills at fueling sites; hydraulic fluid spills at equipment breakdowns; contractor installation of water wells for stock pile cooling or dust control; discovery of HHW; and commercial, agricultural or industrial hazardous and toxic waste storage and disposal.
- **Plan Environmental Remediation.** Final landscape restoration must be acceptable to landowners, but within reasonable expectations. Plan the landscape restoration early, preferably incorporating a basic plan in the lease.

### ***Permits***

Environmental permits and land-use variances may be required to establish a temporary TDSR SITE. Several agencies may be involved in issuing permits and granting land use approvals. The planning process should identify the potential permits that will be required to establish a facility. A listing of the permits should be part of the Debris Management Plan and may include:

- Waste processing and recycling operations permit
- Temporary land-use permits
- Land use variances
- Traffic circulation plans
- Air quality permits

- Water quality permits
- Coastal commission land-use permits
- Household hazardous waste permits
- Fire department permits
- National Environmental Policy Act (NEPA) compliance

### ***Site Preparation***

The topography and soil/substrate conditions should be evaluated to determine best site layout. When planning site preparation, the designer should consider ways to make site closure and restoration easier. When the local soils are very thin, the topsoil can be scraped to bedrock and stockpiled in perimeter berms. Upon site closeout, the uncontaminated soil can be re-spread to preserve the integrity of the tillable soils. Operations which modify the landscape, such as substrate compaction and soil over-excavation when loading debris for final disposal, will adversely affect landscape restoration.

### ***Site Layout***

There should be no significant accumulation of debris at temporary storage sites. Debris should be constantly flowing to incinerators and grinders, or recycled with the residue and mixed construction and demolition materials going to a landfill. Additional sites may be required if the actual debris quantities flowing in to the site are greater than the site storage and processing capacity. The efficiency and the overall success of the TDSR SITE operations will be partially determined by how the site will be designed.

### **Operational Boundaries**

Operational boundaries are the boundaries or areas that clearly define the difference in use areas at the TDSR SITE. In establishing the operation boundaries, the TDSR SITE design staff may consider using earthen berms, temporary barriers, or any other physical restriction. This will aid traffic circulation and help keep debris amassing at the TDSR SITE to a minimum.

Common operational activities are:

- Reduction
- Recycling
- Tipping areas (unloading)
- Loading areas for processed debris to go to its final disposition
- Drop-off centers for the general public (this may include vegetative, recycling, or construction and demolition debris)
- Household hazardous waste storage
- Monitoring tower locations
- Equipment, fuel, and water storage

Separation between all of the areas listed above will need to be clearly delineated and defined. As operations proceed the lines may be moved to accommodate either growing demand for space or reducing in preparation for closure. General public drop-off areas, also Neighborhood Collection Centers, for recycling, reduction, and C&D debris may be included within a TDSR SITE. These public use areas should be carefully designed for passenger vehicle traffic and public safety.

The reduction, recycling, tipping, and loading areas will need ample room for large equipment operations. The design should take into consideration the possibility of multiple pieces of equipment being in the same activity area at one time. Depending on the scale of operations, each debris stream may have its own tipping area and should be designed accordingly.

Household hazardous waste storage should be close to public drop-off center yet restricted so qualified personnel may process the waste appropriately. The contractor shall construct an impermeable lining and earthen berms in order to contain spills and prevent surface water runoff from leaving the area.

Monitoring towers should be located at ingress and egress points. Monitoring towers should be constructed of durable structural materials and should follow USACE construction criteria designed to withstand active and static loads.

Equipment and fuel should have a designated storage area and signs posted appropriately. Fuel storage areas need to be designed to contain spills. Water should be readily available and water storage areas should be strategically positioned throughout the site and identified appropriately.

### ***Recycling***

Hurricanes and earthquakes may present opportunities to contract large-scale recycling operations and mitigate disposal cost and in some instances create an economic return for the jurisdiction. The contractor shall attempt to exercise their initiative to segregate and recycle debris as it arrives at the TDSR SITE or landfill. The decision to recycle disaster debris should be made before collection begins. The jurisdiction may find that marketing and selling the reduced debris is more financially attractive than hauling the unreduced debris to a local landfill.

Processing disaster debris through grinding, shredding or any other means without an understanding of the end-uses and market specifications may result in the products becoming unusable for its intended purpose and the debris will need to be disposed of. For that reason, it is incumbent upon the contractor to thoroughly research the market opportunities and establish criteria to assist emergency personnel in making decisions to recycle certain types of debris.

### ***Common Recyclable Materials***

- **Metals.** Hurricanes and tornadoes can cause extensive damage to mobile homes, sun porches and green houses. Most of the nonferrous and ferrous metals are suitable for recycling. Metal maulers and shredders can be used to shred trailer frames, trailer parts, appliances and other metal items. Ferrous and non-ferrous metals are separated using an electromagnet and then sold to metal recycling firms.
- **Soil.** Landslide debris removal operations may include transporting large amounts of soil from the slide area to the TDSR SITE. At the TDSR SITE, it is combined with other organic materials to decompose over time. This procedure can produce significant amounts of soil which can be sold, recycled back into the agricultural community, or stored on-site to be used as cover for soil contaminated with chemicals. If the soil is not suitable for any agricultural or residential use, it may be deemed suitable for use as cover material at a landfill.
- **Concrete, Asphalt and Masonry Debris.** Concrete, asphalt and masonry products can be crushed and used as base material for certain road construction products or as a trench backfill. Debris targeted for base materials will need to meet certain size specifications as determined by the end user.

### ***Traffic Patterns***

The traffic circulation will need to be well defined throughout the entire site. Traffic signs and barricades aid in directing traffic, but the planning staff may consider flag personnel to help direct traffic. Optimally, designed traffic patterns should allow trucks to enter and exit through different access points, as long as each is monitored. Haulers are typically paid by the volume of a load. The load is evaluated when entering the site as a percentage of the full capacity of the truck. Stationing monitors at ingress and egress points will ensure every truck releases the entire load prior to leaving the site. This avoids debris left in a truck from a previous load from being counted again in a subsequent load.

The empty trucks entering the site to remove the processed (reduced) debris should enter and exit through an access point other than other traffic. This will reduce the site management and debris monitor confusion regarding debris being deposited or leaving the site.

### ***Site Manager***

The contractor is responsible for supervising the day-to-day operations, maintaining daily logs, preparing site progress reports and enforcing safety and permitting requirements during site operations. The contractor is also responsible for scheduling the environmental monitoring and updating the site layout plan.

### ***Debris Monitors***

Monitors should be placed at ingress and egress points in order to quantify debris loads, issue debris load tickets, inspect and validate truck capacities, check loads for hazardous wastes and perform quality control checks.

***Safety Personnel***

Safety personnel are responsible for traffic control and ensuring site operations are in compliance with the state and federal occupational safety regulations.

***Site Closure***

When the site operations are complete, the property must be restored to its original condition before returning the site to the property owner. Restoration of a site involves removing all traces of the operations and possible remediation of any contamination which may have taken place during the operations. The site must be brought back to its environmental state, in which it was leased, prior to it being returned to the County.

Debris, processing equipment, storage tanks, protection berms, and other structures built on the site should be removed from the site upon completion of all debris removal and processing operations.

The final environmental site assessment is an extension of the environmental monitoring program. Similar testing completed in the baseline study will be conducted, and an initial study made to confirm the site has been returned to its pre-activity state. Samples should be taken at the same locations as during the initial assessment and monitoring program. However, if warranted, additional test samples may need to be taken at other locations on or off the site. Based on the results of the testing, additional remediation may be required before the County will take final acceptance of the site. The lease agreement should have provisions to release the contractor from future damages if the site is returned in its original condition.

**B-1 Cubic yardage rate associated with managing, accepting, processing and reducing vegetative debris through grinding.**

Chipping and grinding operations of vegetative debris should target volume reduction 75 percent. Since 25 percent of the volume remains from chipping and grinding, the contractor should attempt to gain benefit of this reduction method by identifying alternate uses of the residual material. The ability to use recycled wood chips as mulch for agricultural purposes, as fuel for industrial heating, or in a cogeneration plant helps to offset the cost of the chipping and grinding operation.

If the grinding operation is strictly for volume reduction, size of the mulch is not important; however, mulch to be used for agricultural purposes must be of a certain size and virtually free of paper, plastic and dirt. Because of shallow topsoil conditions in some locations, mulch is a desirable product. Contractors should work closely with local environmental and agricultural groups to determine if there is a market for mulch.

Plastics should be eliminated completely. To help eliminate contaminants, root rake loaders should be used to feed or crowd materials to the chipper or grinder. Hand laborers should remove contaminants prior to feeding the grinders.

Bucket-loaders tend to scoop up earth, causing excessive grinder or chipper wear. Shaker screens should be used when processing stumps with root-balls or when large amounts of soil are present in the woody debris. The separated soil should be reused.

### ***Grinding Equipment***

Grinders are ideal for use at debris storage and reduction sites because of their high volume reduction capacity. Chips or mulch should be stored in piles no higher than 15 feet and not to hinder hauling operations. The contractor should locate the grinder after assessing noise and public safety considerations. The reduced debris production output should be sufficient as to not hinder haul in and haul out progress.

### **B-2 Cubic yardage price associated with managing, accepting, processing and reducing vegetative debris through burning.**

#### ***Incineration***

The contractor should target a 95 percent reduction rate through incineration. Local agricultural extension personnel should be consulted to determine if the resulting ash can be recycled as a soil additive. This option shall not be used if mixed debris enters the waste stream. The preferred method of burning shall be air curtain incineration; however controlled open air incineration may be acceptable under certain conditions and with the authority of the jurisdiction.

***Controlled Open-Air Incineration*** carefully reduces vegetative debris by burning debris within a contained fixed area. The reduction of clean woody debris presents little environmental damage and is cost effective.

***Air Curtain Pit Incineration*** offers an effective means to expedite the reduction process while substantially reducing the environmental concerns caused by open-air incineration. The air curtain incineration method uses a pit constructed by digging below grade or building above grade (if a high water table exists) and using a blower unit. The blower unit and pit should comprise an engineered system which must be precisely configured to function properly.

The burning chamber should be no more than 8-feet-wide and 9- to 14-feet-deep. The length of the pit should vary depending on site size, environmental permitting and labor/equipment limitations. Contractors shall demonstrate knowledgeable and experienced with air curtain pit incinerator design and operating procedures.

***Portable Air Curtain Incinerators*** use the same methods as air curtain pit incinerator systems, except portable incinerators use a pre-manufactured pit rather than an onsite constructed earth/limestone pit. Portable air curtain incinerators are the most efficient incineration systems available because the pre-manufactured pit is engineered to precise dimensions to complement the blower system. The pre-manufactured pit requires little or no maintenance as compared to earth or limestone constructed pits, which are susceptible to erosion. Portable air curtain units are ideal

for areas with high water tables and sandy soils and areas where smoke capacity must be kept to a minimum.

### ***Environmental and Safety Concerns***

With all of the incineration methods, environmental compliance and safety concerns need to be addressed. The contractor must check with appropriate agencies for state-specific requirements. The following are setback, permitting, and public information suggestions to be addressed by the contractor.

Setbacks and buffer zones need to be established within and around reduction sites not only for the public safety but also for the safety of the debris operations. A setback of at least 100 feet should be maintained between the debris piles and the incineration area. 1000 feet should be between the incineration area and the nearest building creating a generous buffer zone for emergency vehicles. Fires should be extinguished two hours before anticipated removal of the ash mound. Ash mounds should be removed before they reach two-feet below the lip of the incineration pit. To prevent explosions, hazardous or contaminated flammable material should not be placed in the pit. Fencing and signage are simple and effective means to keep the public away from the incineration area.

Smoke generated by any of the above incineration methods is interpreted by the general public as having an environmental impact. Therefore, contractors should address smoke as part of the air monitoring guidelines. The state environmental or forestry agency has guidelines which will need to be met in order to acquire and keep a burn permit. The contractor in conjunction with the PIO, should take the initiative in keeping the public informed. Local officials, environmental groups and residents should be thoroughly briefed on the incineration methods being used, how the systems work, environmental standards, health issues and the risks associated with the chosen method of incineration.

### **B-3 Cubic yardage rate associated with accepting, managing, processing and reduction of C&D debris thru burning and/or grinding.**

This requires the contractor to use best practice methods of efficient separation and TDSR SITE management to process C&D material. Incineration and/or burning requirements described shall be observed.

- C. Contractor will be responsible for the removal of all debris brought to a TDSR site.** The contractor must remove or arrange for the removal and final disposal of all debris, reduced or not, brought to the TDSR SITE. Contractor is responsible for all fees in association with the final disposal and provides all required documentation needed to receive reimbursement.
- D. Right -of-way (ROW) Stumps** - The cost associated with the removal and disposal of stumps from the ROW.

Stumps may be hazardous and eligible for reimbursement as a per-unit cost for stump removal if it meets the following criteria which as determined by the jurisdiction or its designated agent:

- It has 50 percent or more of the root-ball exposed (less than 50 percent should be flush cut);
- It is on improved public property or public right-of-way;
- It poses an immediate threat to life, public health and safety.

The reasonable cost for stump removal is based on the diameter of the stump measured two feet from the ground. Stumps measuring 24 inches in diameter or less do not require special equipment; reimbursement will be based on the reasonable unit cost per cubic yard, using the Stump Conversion Table found in FEMA RP 9523.11, Hazardous Stump Extraction and Removal Eligibility (*See Debris Calculation Worksheet, Attachment 7*). The unit price for stump removal includes the extraction, transport, disposal of the stump and filling the vacated cavity.

The contractor will be compensated at the rate per cubic yard for normal debris removal for all stumps, regardless of size, placed on the rights-of-way by others (contractors did not extract them from public property). In such instances, contractor did not incur additional costs to remove these stumps; the same equipment used to pick up vegetative debris can be used to pick up these stumps. If the contractor incurs additional costs for removal of a stump measuring more than 24 inches in diameter placed on the right-of-way, a Hazardous Stump Worksheet can be submitted for reimbursement.

#### **E. Right of way (ROW) cutting partially uprooted or split trees (leaners)**

An eligibility determination shall be made by the jurisdiction or its representative using the following criteria:

A tree is considered “hazardous” if its condition was caused by the disaster; if it is an immediate threat to lives, public health and safety, or improved property; and if it is six inches in diameter or greater, when measured two feet from the ground; and one or more of the following criteria are met:

- It has more than 50 percent of the crown damaged or destroyed.
- It has a split trunk or broken branches which expose the heartwood.
- It has fallen or been uprooted within a public use area.
- It is leaning at an angle greater than 30 degrees.

Trees determined to be hazardous and have less than 50 percent of the root-ball exposed should be cut flush at ground level. The cut portion of the tree will be included with regular vegetative debris. The eligible scope-of-work for a hazardous tree includes removing the leaning portion and cutting the stump to ground level.

**F. Right of way (ROW) removal of dangerous hanging limbs (hangers)**

Criteria for the removal of hangers will be determined by the jurisdiction, limbs must be:

- Greater than 2” in diameter
- Still hanging in a tree and threatening a public-use area (trails, sidewalks, streets)
- Located on improved public property

All hazardous limbs in a tree should be cut at the same time, not in passes for particular sizes. An eligible scope-of-work will be to cut the branch at the closest main branch junction. Removing the entire branch back to the trunk is not the preferred method.

**G. Debris Removal from Private Property**

When requested, Contractor will initiate and manage a Right of Entry (ROE) program to remove debris on private property and/or demolish private structures presenting a public safety hazard. ROE programs should be managed as follows:

**COMMENCEMENT OF R.O.E. PROGRAM**

- ROE operations will commence upon receipt of a specific task order and notice to proceed.
- ROE operations will proceed in an orderly and manageable fashion on public/private properties as designated by the County’s task order.

**REQUIRED R.O.E. DOCUMENTATION**

- Identify affected properties with Government Agency Personnel
- Provide a detailed listing of all affected properties, to include:
  - Description
  - Damages
  - Property owner with contact information
  - Identification of Task Order
  - Progress of Work
  - Sign-off and release
  - Any peculiarities pertaining to entry or safety
  - Certification that property is vacant and all valuables have been removed if demolition to occur.
  - Location of unseen obstructions

**CONTRACTOR RESPONSIBILITIES**

- Obtain signed right of entry agreement from County to include:
  - Right of Entry Agreement
  - Hold Harmless Agreement (to protect contractor, subcontractors, County/City, and FEMA from claims)
  - Non-duplication of Benefit form to ensure the County does not receive both federal assistance and insurance proceeds for the same work.

- Assess the property thoroughly with Government Agency and obtain detailed scope of demolition and/or work to be performed from the County for reach site.
- Obtain proper permits and/or Condemnation Certificates for work, if required.
- Prepare drawings and/or photographs of each site from multiple angles to document condition of property prior to entry.
- Enter photographs into computer under particular ROE file.
- Prepare and maintain computerized schedule and daily progress of work. Update daily for a continuous mechanism to track programs and completion of all ROEs.
- County shall clearly designate and physically make each property to be entered and/or demolished.
- Clearly locate, mark and/or protect all utilities. Terminate utilities at street if part of task order. Electricity and gas to be terminated by utility company, if appropriate.
- Contractor is responsible to ensure work is conducted only on those properties designated by the government.
- Contractor shall be responsible for the safety of all personnel and equipment.
- Contractor will be responsible for personnel and equipment logs, and their distribution to government, as appropriate.
- Contractor will be responsible to ensure work assignments received are completed to the requirements of the government task order.

## **EQUIPMENT**

Demolition operations equipment may include but is not limited to the following:

- Track type loaders
- Rubber tire front end loaders with grapple buckets
- Rubber tire front end loaders with 4 in 1 bucket
- Rubber tire backhoes with thumb
- Trackhoes and/or excavators
- Dozers
- Other specialized equipment as required.

## **MAINTANCE/FUEL VEHICLES AND PERSONNEL**

- Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations.
- Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

## **OPERATIONS**

- Demolition operations will be conducted only on properties as instructed by County task orders. (Care must be exercised to ensure only authorized and designated properties are entered and/or structures are demolished; only authorized portions of the debris and/or structures are removed.)

- All debris will be picked up and loaded into haul trucks in a safe and workman-like manner. Debris shall be trimmed to ensure a safe load. Safety shall not be compromised.
- All construction and demolition materials shall be sized using heavy equipment to ensure maximum loading and safe transport of materials within EPA and DOT standards.
- Obvious hazardous materials shall be dealt with in accordance with the County task order.
- Traffic control personnel, with appropriate traffic control and safety equipment, shall be stationed at each approach point of the work area to maintain control and prevent personal injury. Additional traffic control personnel will be stationed throughout the area to ensure safe operations.

#### **COMPLETION AND CLOSE OUT**

- Upon completion, the property shall be inspected by the County and Property Owner.
- A Completion Certificate should be obtained from the Government Inspectors, signed by them and the Property Owner.
- Such Completion Certificate should certify no damages to the property, to any items remaining on the property at the instruction of the Government, and the lack of damages to any adjacent property.
- Upon completion, pictures of the property will be taken to document the completion of the ROE.
- The Completion Certificate should be part of the final documentation for payment.

#### **H. Sand Collection and Screening Rate**

Debris-laden sand will be loaded from the public right of way and hauled to a designated location such as a temporary collection site to be dumped. After the debris-laden sand is discharged it shall be screened and stockpiled at a temporary site. After sand is cleaned it will be returned/ hauled to the beach to be stockpiled for reuse along the shoreline/ beach. Debris generated from sand screening will be hauled to a TDSR site or other designated location according to debris collection rates.

Debris-laden sand from private property will be a coordinated effort between the Contractor, the County, and the Property Owner. Contractor will bear the responsibility of the documentation and data collection necessary to ensure reimbursement from FEMA along with administering a successful Right of Entry Program. Collection of debris-laden sand from private property shall not disrupt or damage private property; the sand can only be removed back to the existing grade prior to the event.

- I. Contractor shall supply and place suitable fill dirt in ruts created by equipment and vehicles, holes created by the removal of hazardous stumps and other areas that pose an imminent and significant threat to public health and safety.

- J. Contractor shall remove the carcass of all dead animals and dispose of in accordance with all federal, state and local rules and regulations.
- K. Contractor shall load, haul and store all white goods in accordance with all federal, state and local rules and regulations.
- L. Contractor shall remove and recover Freon from white goods such as refrigerators, freezers or air conditioners in accordance with federal, state, local rules and regulations using appropriate UL certified recovery equipment and shall be properly recycled.
- M. Sunken Vessel Removal** - For the Water Based Salvage/Removal Operations of Vessels the contractor shall have extensive knowledge and experience in marine salvage and marine wreck removal. Contractor must show experience with numerous salvage/wreck removal contracts with their ability to quickly mobilize specialized salvage equipment into position and our innovative responses to highly challenging marine salvage/wreck removal jobs. As no two salvage operations are the same, the contractor shall determine the best approach method for recovery or removal of vessels in a marine environment.

#### **N. Vehicle and Land-Based Vessel Removal**

For the removal and recovery of vehicles the contractor shall include the following plan of action in the quoted price for these services:

Contractor will prepare and equip sites for use upon initiation of contract work. Each site will be equipped with perimeter lighting, six-foot fencing, gates, paving, portable office buildings, inspection towers and utilities. Each prepared aggregate site will have a level, clean, dry, and firm surface and be accessible by recovery and vehicles and equipment. Each site will also be evaluated and prepared with regard to issues of ingress and egress, highway access, neighborhood concerns and soil conditions. During mobilization, Contractor will supply and transport necessary supplies, equipment, materials, and personnel to the aggregation sites. Contractor will obtain clearance from overhead utilities and from property owner, as well as state and county entities for the aggregation locations.

#### **Operation of the Aggregation Sites**

Contractor must be prepared to operate sites to receive vehicles up to twenty-four hours a day and up to seven days a week as required by the County or State. Vehicles are to be stored to permit inspection by authorities as required, or for reclamation by the County. Contractor shall be prepared to provide 24-hour security.

Sites shall centrally located to areas containing the greatest proportion of damaged and abandoned vehicles, the total approximate potential acreage of sites will be sufficient to accommodate the projected number of vehicles to be stored over the life of the contract. A significant proportion of the sites should require little preparation to

be used for this purpose; they should be available for the time required for vehicle storage and remediation.

### **Towing**

Licensed towers shall be issued work orders from a central dispatch containing all pertinent data supplied by authorities within 48 hours of receiving. Recovery vehicle shall, within 24 hours, arrive at the site and immediately access the vehicle. Any environmental issues shall be mitigated, and any and all safety issues addressed. Should the operator find any major threats to health, safety or the environment, the vehicle shall not be moved, and the County or State shall immediately be notified. After all concerns are addressed, the vehicle shall be transported to the staging area using the safest and most direct route.

### **Receipt of Vehicles**

Sites will be equipped with a tower manned by an independent monitor and a representative of the Contractor in order to record receipt of each vehicle and maintain accurate records. As the vehicle is accepted, it will be checked into the site by the vehicle Year, Make, Model, License Plate State and Number, VIN, extent and type of damage, and its location on the lot by row number, column letter, and GPS location. Contractor shall also record any identifying information or number(s) contained in markings or stickers affixed to the vehicle. If vehicles have been tagged with a bar code, the tag will be scanned and printed. Computerized tracking of the vehicle is then prepared and the condition of the vehicle and the processes it goes through, making ready, crushing, shredding, etc., are then tracked. This ticket becomes part of the pay documents for the recovery, preparation, and disposal.

### **Recovery Recreational Boats**

Contractor and key subcontractors shall have recovery equipment and tow vehicles prepared to mobilize to recover vessels. Vessels identified and cleared for recovery and towing from public lands by state or local agency will be recovered within 72 hours. Vessels will be inspected. Personnel will record vessel location, description, registration number, and the type and extent of damage. Fluid leaks will be mitigated prior to towing. Outboard motors tilted to the utmost position and batteries disconnected. Vessels will be transported to the site safely and securely by our towing vehicles, trailers, and equipment.

Typically, vessels measuring up to 15 feet will be loaded onto boat trailers and rollback trailers by hand or by winch. Vessels measuring between 15 and 25 feet will be loaded onto boat trailers and rollback trailers by winch. Vessels measuring between 25 and 35 feet will be winched onto boat trailers and rollback trailers. Boats measuring over 35 feet and boats too heavy for winch loading will be loaded by crane. When using cranes to lift vessels, recovery teams will use lifting straps, lifting wire, shackles and lead lines. Sailboats will have masts removed or laid over before loading. Keel boats will be loaded by winching if appropriate or by crane if too heavy

or too large and shall be transported on their side as found. Recoverable trailers will be towed when roadworthy and loaded onto trailers or rollbacks if not roadworthy.

### **Receipt of Vessels**

As vessels are accepted and checked at the site, a record of the vessel recovery location, registration number, description, extent and type of damage, and location on the lot by row number, column letter. Computerized tracking of the vessel is prepared and the condition of the vessel and the processes it goes through are then tracked. The receipt document then becomes part of the pay documentation. If necessary or required, we will typically mark the topside, bow, stern and/or deck of the vessel with an identifying number for ease of future identification. Such numbers and tags then become unique and continuous identifiers to monitor the vessel through each step.

### **Storage of Trailers and Light, Medium, and Heavy Recreational Boats**

Within the sites, vessels will be transported using a Taylor 50,000-pound marina-type forklift, low bed trailers and/or small boat trailers. Boats will be segregated by type and size and trailers will be segregated from boats. Vessels will be stored in a manner to allow access for inspection by State or local authorities and/or to allow for retrieval and reclamation by the owner. When the holding period has expired, the vessel shall be removed for final dismantling, recycling, and/or disposal.

### **Demobilization**

Vehicles will be discharged to appropriate entities for disposal, recycling, or other appropriation as directed by the terms of the contract, after clearance through applicable protocols, and documentation. Once all vehicles are removed, Contractor will remove all equipment, supplies, and non-hazardous trash from the aggregation site. Trash and debris will be disposed of at a permitted landfill; the repair and remediation of any damage to the site caused by the storage and remediation operations and equipment will be made.

## **O. Supplemental Water and Food Sources Water Sources**

### **Water Sources**

During emergency or disaster situations water is an extremely valuable resource and must be properly managed to ensure it is distributed fairly. The Contractor shall provide drinking water, and water for sanitation purposes, and ice in accordance with all federal, state, and local laws concerning emergency water rationing and water shortages. The Contractor shall be able to provide water resources to ensure smooth operations for emergency management personnel and to emergency shelters and the general public. Contractor shall have an extensive history in providing emergency water supplies to locations throughout the United States and remote locations overseas.

Contractor is required to provide water in mass quantities to be used and distributed in accordance with priority placement by emergency command officials. Contractor shall provide water suitable for drinking, cooking, and cleaning/sanitation purposes. Contractor shall provide all forms of water to include, but not limited to: Distilled water, Pre-packaged purified bottled water, Ice, water for sanitation purposes, large water storage containers, water tanker trucks, and processed water. To ensure quick, efficient and proper water distribution Contractor shall developed an emergency water management program to assess the impact of the water shortage to local communities and priority need of certain groups and agencies. On the basis of this analysis, they work closely with emergency officials to determine the most critical need areas and proper water quantities.

### **Food Sources**

Contractor shall be prepared to provide workers with tens of thousands of hot, individually prepared meals in the most extreme and demanding environments. Contractor should be able to provide substantial assistance and/or consultants to assist and advice on temporary food services, supply and provisions.

Contractor shall be prepared to provide Heater Meals or equivalent to the government entity in extremely large quantities. This firm must have extensive experience with expedited shipments. Contractor must have the experience and capabilities to set up dining facilities, food distribution stations and/or to provide cold or hot pre-packaged meals, as required; immediately, and under virtually any disaster circumstance. Contractor may be asked to provide alternative food services to government entity.

## **P. DEMOLITION**

This scope of work applies to decommission, demolition, and debris removal from privately-owned structures.

Contractor provides equipment, operators, and laborers for work as specified in individual Task Order(s). The work shall consist of private property debris removal and hazardous substance decommissioning of structures in accordance with applicable federal, state, and local requirements. An owner or designated representative shall be present for demolition to begin. The Contractor shall check the structures immediately prior to demolition to ensure the properties are vacated.

Prior to demolition of each structure, the Contractor shall complete the pre-demolition checklist. A photograph and GPS coordinates of each structure to be demolished shall be included on the checklist. Owners approve the checklist prior to beginning demolition.

Demolition addresses removing structures and demolition generated debris and includes the decommissioning of structures for hazardous substance removal, demolition of single or multi-family homes, detached garages, framed out-buildings, storage/tool sheds, fences, and other onsite debris such as wood,

construction/demolition (C&D), soil & mud, and stumps. Woody debris will be kept segregated from C&D debris as much as possible. Woody debris includes vegetative debris and clean C&D wood, not wood with significant painted surfaces or pressure-treated wood. The contractor shall repair roadways, sidewalks, utilities, drainage structures and other features not designated for demolition or removal, which are damaged by Contractor operations. This includes re-sloping to original grade.

The County will provide the contractor with a list of structures to be demolished and approved disposal sites. The County provided list will identify whether houses are to be handled and disposed of as C&D or Regulated Asbestos Containing Material (RACM). No explosives will be permitted.

- Storm generated debris such as vegetative debris, scattered C&D, stumps, leaners and hangers, soils & mud, and stumps located on the property or adjacent to the structure to be demolished shall be removed and appropriately disposed of.
- The Contractor shall assess and remove all hazardous substances in the structure and haul to the appropriate disposal site.
- The Contractor shall demolish the structure and haul the resulting waste to the appropriate permitted landfill disposal site.

### **Plans**

Contractor shall provide the following plans to the County Debris Manager within 5 days after contact award:

#### **Safety**

The Contractor shall submit a Contractor Safety Plan. The plan shall address decommission tasks, hazards, and mitigation measures for approval prior to implementation of decommissioning. The Contractor's safety plan addresses procedures to be used when conditions, such as a high risk of collateral damage to adjacent facilities, excessive danger to work crews, structural instability, etc. precludes the use of normal demolition procedures or require additional measures to be taken.

The Contractor is responsible for ensuring traffic safety in all work areas. Flag persons, temporary signage, or other approved means shall be provided by the Contractor as needed. Prior to beginning the demolition of a structure, the Contractor shall cordon-off the work zone, and prevent access by unauthorized personnel.

Contractor shall comply with the safety requirements contained in Safety and Health Requirements Manual, OSHA, EPA, and other state and federal laws addressing a safe work environment, including monitoring and safety of employees who will be performing work under this Contract. A daily safety meeting shall be conducted each morning prior to each day's activities. The daily safety meeting addresses hazards expected with each day's activities and the mitigation measures for each hazard. The Contractor Safety Plan may be referenced for mitigation measures.

### **Decommissioning Plan**

The Contractor shall develop a Decommissioning Plan for decommissioning of structures to be demolished, in accordance with federal, state, and local regulations.

The Decommissioning Plan's components address, the following items: decommission inspections; inspector qualifications and training; inspection of structures for the presence of hazardous substances and materials; hazardous material removal; and transport and disposal of decommissioned waste.

### **Quality Control**

Contractor shall designate a Contractor Representative (CR) at each project to supervise work in progress. The CDM deals directly with the CR, for day-to-day administration of the contract provisions, within the limits of their authorities. The CR shall conduct overall management coordination and is the central point of contact with the CDM for performance of all work under the contract. The CR shall have full authority to contractually commit contractor activities for prompt action on matters pertaining to contract administration and be the on-site Contractor employee responsible for safety. The CR implements the Contractor Safety Plan, has the authority to determine for the Contractor when work is ready for government inspection and when necessary, make decisions for the Contractor on additional performance of work.

The Contractor shall submit a daily operation report and a separate operational report for each property. These reports must be signed daily by the Contractor's representative and the Contractor for payment to be made. Discrepancies between the daily operational report and corresponding load tickets shall be reconciled no later than the following day. In addition to information on the daily operational report, Contractor shall include a narrative on significant activities occurring each day including verbal instructions, clarifications, changes, safety mishaps, near misses, or successes. Contractor shall include in the daily operational report the structures demolished during the day, including building identification and address. Before and after photographs of structures demolished shall be included with the Pre-demolition & Post-demolition checklist.

### **Permits and Securing Sites**

The Contractor shall obtain all permits necessary to complete the work. The Contractor shall be responsible for determining what permits are necessary to perform under the contract. Copies of permits shall be submitted to the County prior to commencement of work under any Order. The Contractor shall be responsible for correcting notices of violations issued as a result of the Contractor's or any subcontractor's actions or operations during the performance of the contract. Corrections for any violation shall be at no additional cost to the Government.

The Contractor shall secure the demolition area to provide a safe work site. The Contractor shall be responsible for control of pedestrian and vehicular traffic in the work area.

Contractor shall plan the activities to minimize the impact on neighborhoods. The Contractor shall conduct work activities so as not to interfere with disaster response and recovery activities of federal, state, and local governments or agencies, or of any public utilities.

The government reserves the right to inspect the site, verify quantities and review operations at any time

### **Utilities**

The work includes providing equipment, materials, and labor for disconnecting all utilities, capping water lines, and plugging sewer taps or pipes to septic tanks or sewer systems in accordance with local requirements. Utility disconnection shall be coordinated by the Contractor with the appropriate local service providers. For locating and marking the locations or underground utilities, the Contractor shall coordinate with the appropriate local service providers. Contractor shall contact the utility companies prior to commencing work to coordinate termination of gas, water, electric, phone, cable TV, and any other utility services to the nearest acceptable point. In cases where there are no shut-off valves, and excavation is required within the utility rights-of-way, the excavation shall be limited to the existing Right of Way (ROW) to the greatest extent feasible, in order to limit unnecessary ground disturbance. Septic tanks encountered shall be left in place. The contractor shall take reasonable care and ensure damage does not occur to any septic tanks or undamaged water wells, grinder pumps and associated tanks/piping. The contractor will not be liable for any preexisting damage to utilities. The Contractor shall be responsible for the repair of utilities damaged as the result of his negligence.

### **Sound/Unsound Structures**

Structures determined to be structurally sound by the Contractor shall be decommissioned prior to removal. The decommissioning of a structure shall consist of a hazardous substance assessment and the removal of any items found.

Anticipated hazardous substance waste include, household hazardous waste, electronic waste, special and universal waste, and white goods. The assessment, documentation, and removal of waste during the demolition process is required. The contractor shall complete removal of hazardous substance waste within one work day after entry of the structure, unless the CDM provides written authorization for increased work duration.

Unsound structures shall not be entered for decommissioning assessments and removals prior to the structure removal. During the removal of unsound structures, hazardous waste and white goods shall be collected from the structure and handled using the following sequence:

- Wet the structure and partially remove, so the remaining structure and/or debris is stable enough to allow access by decommissioning crew.

- Survey the structure and segregate waste.
- Segregate and remove HHW and white goods.
- Complete structure removal of the building as a C&D or RACM waste.

During demolition, decommissioning of structurally unsound structures, and removal and hauling of associated debris, water shall be used to control dust. A water truck will be required at demolition sites. The amount of dust resulting from demolition shall be controlled to prevent dust spreading to areas near the site and to avoid creation of a nuisance to the surrounding area. The use of water shall not result in or create, hazardous or objectionable conditions such as ice, flooding and pollution.

While the contractor shall implement engineering controls (e.g. wetting) to maintain no visible emissions criteria during demolition, the contractor shall manage surface water runoff for compliance with applicable federal, local and state requirements. For the purpose of this contract, environmental protection is defined as the retention of the environment in its natural state to the greatest extent possible during execution of this contract.

### **Damage to Property and Equipment**

Contractors shall exercise due care to minimize any damage to trees, shrubs, landscaping and general property. Contractor shall repair any damage caused by the contractor's equipment in a timely manner. The Contractor shall take digital photographs of any damages caused by his operations and provide digital copies to the County. Damage to private property shall be repaired at the Contractor's expense. The debris work area shall be left clean and clear of debris as reasonably and practical under the conditions of this contract.

The Contractor shall use equipment and perform work in a manner to prevent damages to adjacent infrastructure facilities and adjacent rights-of-way, including landscaped areas. The contractor shall repair any damage caused by the Contractor's equipment in a timely manner at no expense to the government. The contractor shall take digital photographs of damages caused by his operations and provide digital copies to the County. Equipment shall be approved by the QAR prior to use. All loading equipment shall have street tracks and wheels to operate on the street/road using buckets and/or boom and grapple devices to remove the load debris. Any damage to private property, sidewalks, curbs, utilities, or streets shall be repaired at the expense of the Contractor.

Before beginning any demolition work, the Contractor shall visually survey the site to identify problem areas. The Contractor shall take necessary precautions to avoid damage to adjacent properties. The contractor shall protect all fire hydrants and all utilities during work operations. Damaged items shall be repaired or replaced as approved by the Contracting Officer, as a non-reimbursable expense. The Contractor shall coordinate the work of this section with all other work. The Contractor shall take necessary precautions to ensure street signs are not moved or damaged. Contractor may move signs temporarily for protection if they are in danger

of being damaged during demolition. The signs shall be returned to pre-existing location and condition following completion of demolition.

Personal property items, such as automobiles, boats, trailers, and recreational vehicles, shall be relocated offsite to the nearby ROW so they will not interfere or hinder the Contractor's demolition operations. The Contractor shall take reasonable care not to damage personal property items while moving them, and shall not be responsible for damages to personal property items being moved, unless such damages are determined to be the result to negligence through his actions. The Contractor is not responsible for storm related or other pre-existing damage to personal property

### **Concrete**

Concrete slabs, sidewalks, structural foundation piers attached to the ground, and standing trees shall not be demolished or damaged unless otherwise directed by the County Debris Manager (CDM). If a slab presents a threat to public health and safety and the CDM directs the Contractor to remove it, the slab shall be removed by lifting it off the lot rather than by removing it by excavation. Using low impact procedures slabs can be broken into easily removable pieces of concrete which facilitate its removal from the site. Voids found under the slabs shall be filled with sand to an elevation of 2-6 inches above the surrounding ground elevation.

### **Hazardous Waste**

Hazardous and Toxic Wastes (HTW) assessments of structures to be demolished will have been accomplished by others as part of the ROE process. If suspected HTW materials are found by the Contractor, (i.e. – 55-gallon drums containing unknown materials), they shall immediately notify the CDM, so a determination as to the disposition of the material can be made. Contractor personnel who will be handling HTW materials shall be appropriately trained.

Petroleum Products – Storage tanks containing gasoline, diesel, propane or other petrochemical products shall be pumped or drained prior to the tank being move, in coordination with appropriate Federal, State, and Local agencies. Portable storage containers (oil cans, gas cans, etc.) containing these products shall be segregated and disposed of in an appropriate manner. Contractor personnel who will be handling petroleum product materials shall be appropriately trained.

E-Waste products shall be segregated on site and disposed of in an appropriate manner. Examples of E-Waste include, computers, televisions, radios, VCR's, stereos, copiers, fax machines, and other electronic products.

Ozone Depleting Substances – In the process of demolition, when items containing ozone depleting substances are identified (white goods containing Freon), the Contractor shall handle them in a manner to minimize opportunities to allow the ozone depleting substances to escape.

Asbestos - The contractor will address potential asbestos containing materials using Best Management Practices to the maximum extent practical, for the purpose of: (1) conformance with NESHAP and (2) removal of appropriate ACM, and (3) classifying the waste stream resulting from demolition as C&D or RACM.

Household Hazardous Waste (HHW) is excluded from Hazardous Waste and therefore does not require the same collection or handling procedures as Hazardous Waste. Examples of HHW include: batteries, waste oil, waste fuels, paint, chemicals, antifreeze, pesticides, spray cans, unidentified liquids, and household cleaners.

### **Load Tickets**

Load tickets shall be filled out for tracking purposes of the removal of demolition debris and tipping fees, and shall include the volume in cubic yards for each load being hauled to the landfill/reduction site. They shall document cubic yard volume measurements for eligible debris, and shall be provided by the Contractor. The load tickets will be sequentially numbered and shall have five (5) parts.

Each load ticket shall contain the following information:

- Ticket Number
- Contract Number including Task order number
- Rights-Of-Entry (ROE) Number
- Date
- Contractor Name
- Sub-Contractor Name & crew ID
- Truck or Roll-off Number
- Point of debris Collection (Address)
- Truck Capacity
- Loading Departure Time/Inspector
- Disposal Site Arrival Time/Inspector
- Actual Debris Volume
- Truck Driver
- Structure condition & classification
- Debris classification (Demolition or General)
- Distance to Drop Off Point
- Disposal Site

Load tickets are given to the vehicle operator prior to leaving the loading area. Upon arrival at the disposal site, the vehicle operator shall give the entire five-part load ticket to the monitor. The Load Site Monitor shall verify the hauler and equipment and determine each truck's actual volume of debris being hauled, after deducting void spaces. The actual volume of debris will be recorded on the load tickets by the Load Site Monitor to the nearest cubic yard, and the vehicle operator will be provided with one of the copies. The Contractor will be given two (2) copies of the load ticket, and the original ticket kept by the Debris Management Center. The load tickets shall be submitted with the daily report.

## Equipment

In compliance with FEMA low-impact removal guidance, major demolition activities including placement of equipment and debris removal containers shall be confined to areas where soils have been disturbed by previous construction activities. This shall include the use of tracked and/or large-tired equipment to the maximum extent possible in order to minimize the depth of soil disturbance and compaction to a depth of 8 inches or less. Use of heavy equipment shall be prohibited when excessive sinking or rutting, greater than 8 inches, occurs following rainfall where the ground becomes saturated. Operations involving the use of heavy equipment can resume after conditions have improved such that excessive sinking or rutting is not longer a problem.

When the Contractor cannot follow the low impact demolition guidance for a structure to be demolished, he will not commence demolition, and shall immediately inform the County.

## Eligible Debris

Eligible debris and other waste shall be taken off site throughout the demolition process. The Contractor shall not allow debris to accumulate during demolition. White goods shall be removed from the structure and shall be segregated and disposed of in an appropriate manner.

Debris and rubbish including, trash, metal, plastic, and glass, shall be removed from within the structure and area. Debris shall be removed and transported in a manner preventing spillage on streets or adjacent areas. State and local regulations regarding hauling and disposal shall apply.

## Unusual Encounters

Unusual encounters consist of the following incidences (including those to contact):

- Human Remains- Contractor shall not remove or disturb any human remains encountered during any demolition activity and all work will be stopped.
- Animal Remains – All animal remains shall be secured onsite and work may continue
- Explosives/Ammunition - If the contractor encounters ammunition, weapons, or explosives on site or during demolition/cleanup activities, all work shall be stopped in the adjacent area. Work may continue in other area on site.
- Valuables - If the contractor encounters valuables, such items shall be secured onsite and work may continue. Valuables may include jewelry, cash, safes, and other items of monetary or sentimental value. Under no circumstance shall contractor employees keep any found items for souvenirs or other uses.

Whenever one of these unusual encounters occur, the contractor or their representative shall immediately notify:

- The Contracting Officer or designated representative
- Local law enforcement
- Local government officials

#### **Q. Post-Demolition Cleanup**

The Contractor shall remove signs of temporary construction facilities, work areas, structures, or temporary structures, stockpiles of excess waste materials, or any other vestiges of demolition. Areas restored to near pre-existing conditions, with the exception of structures demolished as part of this contract. Restoration to original contours will generally not be required, unless specifically directed by the County or the designated representative. However, all restored areas shall be smoothly and evenly dressed.

Upon termination or completion of the contract or a task order, the contractor shall vacate and remove, or cause to be vacated or removed, all property belonging to the contractor, any subcontractor, agent or employee. Any property not removed shall be deemed abandoned by the County and any cost incurred by the government in disposal of same shall be withheld from my final payment due.

#### **R. Broken Concrete**

At the direction of the County, Contractor shall load, haul, and dump broken concrete at an approved landfill.

#### **S. Waste products shall be disposed of in an appropriate manner.**

#### **T. Hazardous Waste, Household Hazardous Waste and Bio-Waste Collection and Disposal**

Residents shall be directed to sort the debris by material type and place it at the curb in separate piles. Trucks designated for a particular debris type shall collect the assigned debris and deliver it to a Temporary Debris Site or directly to an authorized disposal facility. Segregated debris collection offers the potential of high salvage value and efficient recycling/reduction processing. This method will be used primary when collecting hazardous and household hazardous waste and white goods. Ultimate disposal cost should be included in the per pound price. Final disposal sites require approval from the jurisdiction.

#### **U. River Shoreline Restoration**

Contractor shall perform river shoreline restoration to include any necessary excavation, compaction, fill, and backfill of embankment soils and materials to restore banks to preexisting conditions insofar as possible.

- Excavation – Contractor will perform any necessary excavations of shoreline to facilitate restoration including removal of storm-strewn minor obstructions and storm-related aggregations of soils, gravels, and other shoreline material

- to restore shoreline elevations. Prevent surface water from flowing into or accumulating in excavations. Stockpile excavated soils to use for fill or backfill.
- Compaction – Compaction shall be accomplished by moistening, rolling, or tamping to obtain stable shoreline density.
  - Backfill and Fill – Place soil material in layers to required elevations and shoreline slopes. Bank slopes to match existing insofar as possible.
    - In excavations, use satisfactory excavated or borrow material.
    - Under grassed areas, use satisfactory excavated or borrow material.
    - Under walks and pavements, use sub-base material and use shoulders to prevent lateral movement.
    - Under steps use sub base material.
    - Under building slabs, use drainage fill material.
    - Under piping or conduit, use sub-base material and shape to fit bottom 90 degrees of cylinder.

Remove vegetation, debris, and deleterious materials from ground surface prior to placement of fills. Plow, strip, or break-up sloped surfaces steeper than 1 vertical to 4 horizontal so that fill material will bond with existing surface.

Before compaction, moisten or aerate each layer as necessary to provide optimum moisture content. Place fill and backfill only on surfaces of appropriate moisture content. Place backfill and fill materials evenly adjacent to structures. Grade areas disturbed by operations. Remove excess, excavated, and waste materials, including trash and debris, and legally dispose of it at approved debris site.

## **V. Power and light sources**

Contractor must be prepared to provide light and power sources to the government entity within 24 hours of request. Contractor must be able to supply these items to multiple locations simultaneously without interruption.

## **W. Stadium-Style Light Tower**

Contractor shall provide necessary lighting towers as per pricing schedule.

## **X. National Incident Management System (NIMS) Training**

The Contractor in conjunction with the County Training and Exercise Officer shall provide NIMS training for all employees hired to complete this project. The training shall be provided by a FEMA certified instructor. Upon the completion of training, documentation shall be supplied to the County as proof of completion.

## **Y. Additional Services and Materials**

Contractor shall provide County with any additional services and materials on an as needed basis as directed by County.

## Appendix O. Debris Monitoring Contractor Scope of Work

### A. Intent Response and Manpower

The intent of this RFP is for the County to contract with a monitoring contractor to assist the County in the task of overseeing debris removal services. In the event of a major natural or man-made disaster, the County must ensure debris is removed as quickly as possible and the expenses qualify for federal and state reimbursement to the maximum extent possible. The cleanup, demolition and removal of debris will be limited to: (1) debris which is determined to be an immediate threat to life, public health, and safety; (2) debris which could cause significant damage to improved public or private property, and; (3) debris which must be removed to insure the economic recovery of the community to the benefit of the community-at-large.

1. The priority of the contract monitors is to ensure compliance assuring reimbursement under the Stafford Disaster Relief and Emergency Assistance Act. FEMA debris removal contract requirements are met by monitoring the debris removal from public access roads, rights-of-way and public property, Private property in some instances, monitoring debris management sites, as well as roving debris monitors, to assure the debris management plan and contracts are effectively and efficiently implemented.
2. The monitoring firm's response to the recovery process must be immediate, rapid, and efficient. Within 48 hours of notification, the firm shall provide adequate number of professionals and qualified personnel to monitor debris removal from streets and public property, Temporary Debris Staging and Reduction (TDSR) sites and roving monitors checking debris pickup throughout the County. The Contractor will be required to increase staff depending on the severity of the disaster. As part of this proposal, the contractor must indicate and explain how they plan to supply adequate personnel to meet the needs of the County.
3. The County Debris Manager will establish and staff a Debris Management Center (DMC), which will provide overall coordination with federal and state agencies. The firm will provide a representative to the DMC to assure coordination. The DMC will be the primary point of contact for the contractor and will resolve contract administration issues and disputes. The County Debris Manager will establish the service requirements and length of time those services are needed based on the needs of the County.
4. The firm must have acceptable cost controls and accountability procedures, with written reports and submittals in place, to assure the County has the means to be reimbursed for eligible disaster recovery costs. Contractor shall have a detailed web based load tracking and field project monitoring system suitable for the comprehensive audit of debris removal. A detailed project-monitoring proposal shall also be included in the contractor's response.

5. The Contractor shall provide all debris monitors with appropriate personal protective equipment including but not be limited to, eye protection, hearing protection, safety shoes, safety vests, hard hats, and wet/cold weather clothing, to comply with all federal, state, and local requirements. The Contractor shall provide monitors with the means to communicate (cell phone, satellite phone, radio, etc.) with their supervisor or the County Debris Manager as may be necessary. Contractor will provide temporary office space and temporary sanitary facilities as necessary.

## **B. General Services**

Monitoring shall be done in compliance with FEMA guidelines. Those monitoring efforts shall include, but not be limited to:

1. Continuously monitor and document the location, amount and type of debris collected in the County on load tickets or computerized load tickets, logs and other reports. Monitors shall submit the following reports to ensure the progress of debris removal operations:
  - Debris collected from curbside and/or collection centers
  - Debris accepted at the DMS and/or final disposition
  - Debris recycled/reduced at the DMS and taken to final disposition
  - Any operational or safety issues
2. Provide training of selected County staff in essential debris management, monitoring, and collection functions to ensure appropriate and responsive cooperation with field debris collection contractors, as well as federal, state, and local agencies.
3. Provide field inspectors at designated checkpoints to check and verify information on load tickets from debris removal sites and at Debris Management Sites (DMS).
4. Provide monitoring operations at DMS and other locations where debris is gathered by debris removal personnel. Debris sites may operate 12 – 14 hours per day, 7 days a week. The exact number and location of DMS will be determined by the County Debris Manager in conjunction with the Debris Management Contractor.
5. Coordinate with County personnel to respond to problems in the field. The monitoring contractor will scrutinize the Debris Management Contractor's response and handling of residential or commercial property damage claims occurring during the process of debris removal. The removal contractor shall establish a telephone claim reporting system with a toll free phone number and provide staff for the professional management of receiving phone complaints or damage claims. The monitoring firm will investigate and assist in documentation of claims, if requested.
6. Provide a qualified accessible supervisor. At least one designated supervisor in the area of operations shall have full authority to act on behalf of the Firm and its subcontractors. Communications given to the supervisor or liaison officer in writing by the County's authorized representative shall be binding as if given to the Contractor.

7. Provide assistance with scheduling, dispatching and logistical operations of field inspectors assigned to work areas of storm debris clean up. This work will include:
- Acquiring, hiring, training, deploying and supervising properly equipped inspectors.
  - Establishing the schedule and assignments for inspectors for each day.
  - Certify contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
  - Monitoring and recording the volumetric measurement (cubic yards) or gross empty weight of each truck put into service.
  - Providing the necessary truck or vehicle decals or placards for ease of identification and tracking.
  - Entering load tickets into a database application and digitization of source documentation.
  - Keeping records of contract hauler's trucks, to include cubic yardage, time in and time out, number of loads per day and other data as requested by designated staff.
  - Developing daily operational reports to keep the County informed of work progress.
  - Comprehensive review, reconciliation, and validation of debris removal contractors invoices prior to submission to the County for processing.
  - Project Worksheet and other report preparation required by FEMA for reimbursement and other agencies for disaster recovery efforts by County staff and the debris removal contractor.
  - Surveying affected areas for special situations or emergent needs, including but not limited to hazardous trees, C&D debris, or other potentially hazardous situations; the contractor must keep a list of these locations, track and make frequent reports to the County on any post event remedial action.

### **C. Truck Certification List**

The monitoring firm shall maintain a truck certification list. The contractor shall develop procedures to identify each truck used in the debris removal process as well as their hauling capacity in a standardized manner. It is important for monitors to know each trucks hauling capacity considering debris, specifically vegetative debris, is hauled and billed by volume. The standard list of requirements includes:

- Size of hauling bed in cubic yards
- License plate number
- Truck identification number assigned by the owner
- Short physical description of the truck

Contractor shall ensure monitors are trained to measure truck capacities for certification purposes. The contractor Shall institute a recertification program of inspecting hauling trucks on a random and periodic basis to ensure contract compliance and reimbursement considerations.

#### D. Load Ticket System

The “load ticket” is the primary debris-tracking document. The monitoring contractor shall provide a load ticket system to track debris from the collection point to the DMS or landfill. They shall position debris monitors at each point of the operations; collection, DMS, and final disposition. Load tickets verify the removal and hauling activities to document the eligible scope of work. Each monitor is responsible for populating specific areas of the load ticket. Each monitor keeps a copy of the load ticket, and the driver and contractor keeps two copies for billing purposes.

1. The load ticket become the basis of payment to the debris contractor and the combined sum of all tickets become the basis of reimbursement from FEMA. As such, the quality, consistency, accuracy of the individual ticket, the reporting of the data contained upon these tickets and collected by the monitors are the primary mission for the debris monitoring firm.
2. Traditionally, load tickets have been carbon paper tickets with at least four copies generated for one load of debris. More advanced tracking tools have been developed and used in the field; computer-based systems often include the same information as a traditional load ticket. It is recommended the monitoring firm possess such a computer-based system. The firm shall design a system and possess the equipment in which the monitor inputs information into a handheld digital device. The Load Site Monitor gives the truck driver the information in a digital format (card or small driver). The Disposal Site Monitor, stationed at the DMS or landfill, downloads the information, verifies the information by visual inspection of the truck load, and completes the transaction in a manor similar to the traditional method. The Disposal Site Monitor prints a ticket for the debris contractor’s billing purposes.

#### E. Administrative and Performance Requirements

The Debris Monitoring Contractor shall complete a daily report and other reports to include:

1. The load tickets are to be compiled daily into a daily report which accesses all information gathered on each load ticket, all incorrect or unclear items on any ticket render it invalid until corrected. All corrections must have an initial and date. The supervisor will collect all written reports and provide them to the DMC by 8 A.M. the following day.
2. Written daily reports denoting areas worked, quantities removed, quantity of equipment in service, quantity of monitors in service, weather report, problems and issues outstanding and corrected.
3. On a weekly basis, County with both Debris Removal contractor and Debris Monitoring contractor will identify Strategic Targets for the following week and evaluate compliance of last week’s targets.
4. Accounting protocols include a bi-monthly reconciliation of records with the Debris Management Contractor, Debris Monitoring Contractor, and the County. Reconciliation is performed so errors and omissions are handled expediently and the quality of accounting is established and reviewed.
5. Other performance items required from the debris monitoring contractor are:

- Constant and consistent documented inspections of the work being done under the contract for disaster generated debris removal.
- Communications to the County of any and all incorrect applications of guidance as specified by FEMA publication 325 or the Stafford Act.
- Documentation of the debris removal process which withstands local, State and Federal audits for reimbursable work done under the authorization of the Stafford Act.

## F. Type of Collection Activities

The debris type, amount, and urgency determines which collection method is used. The two methods of debris collection to be used in Caroline County are curbside collection and collection centers.

### 1. Curbside Collection

Curbside collection parallels normal garbage and trash collection operations. Debris is placed at the curb or public rights-of-way by residents. Trucks designated for a particular debris type shall collect the assigned debris and deliver it to a DMS where the debris will be reduced, recycled or disposed of in a safe and proper manner. Mixed debris will be hauled to a Temporary DMS for sorting. Monitors shall verify the load of each vehicle hauling debris to a DMS.

### 2. Neighborhood Collection Centers

The second type of collection method, to be used in rural areas, is to have the residents transport their debris to drop-off sites. Large roll-off bins will be placed on public property or public rights-of-ways for residents to bring their debris for collection. Separate bins will be designated for particular types of debris; residents are advised to separate debris to the maximum extent practical. Monitors shall verify the quantity of debris removed from these centers.

## G. Field Monitoring Teams

Field monitoring activities will be completed by the Field Monitoring Teams comprised of contractor and personnel appointed by the County Debris Manager. There are three types of field monitors. They will be under the direction of the Deputy Debris Manager who will oversee their activities. They will coordinate and monitor debris removal and disposal operations. Teams will make recommendations to the County Debris Manager regarding the distribution of the County work force and contractor work assignments and priorities. They will report on the progress of operations and preparation of status briefings.

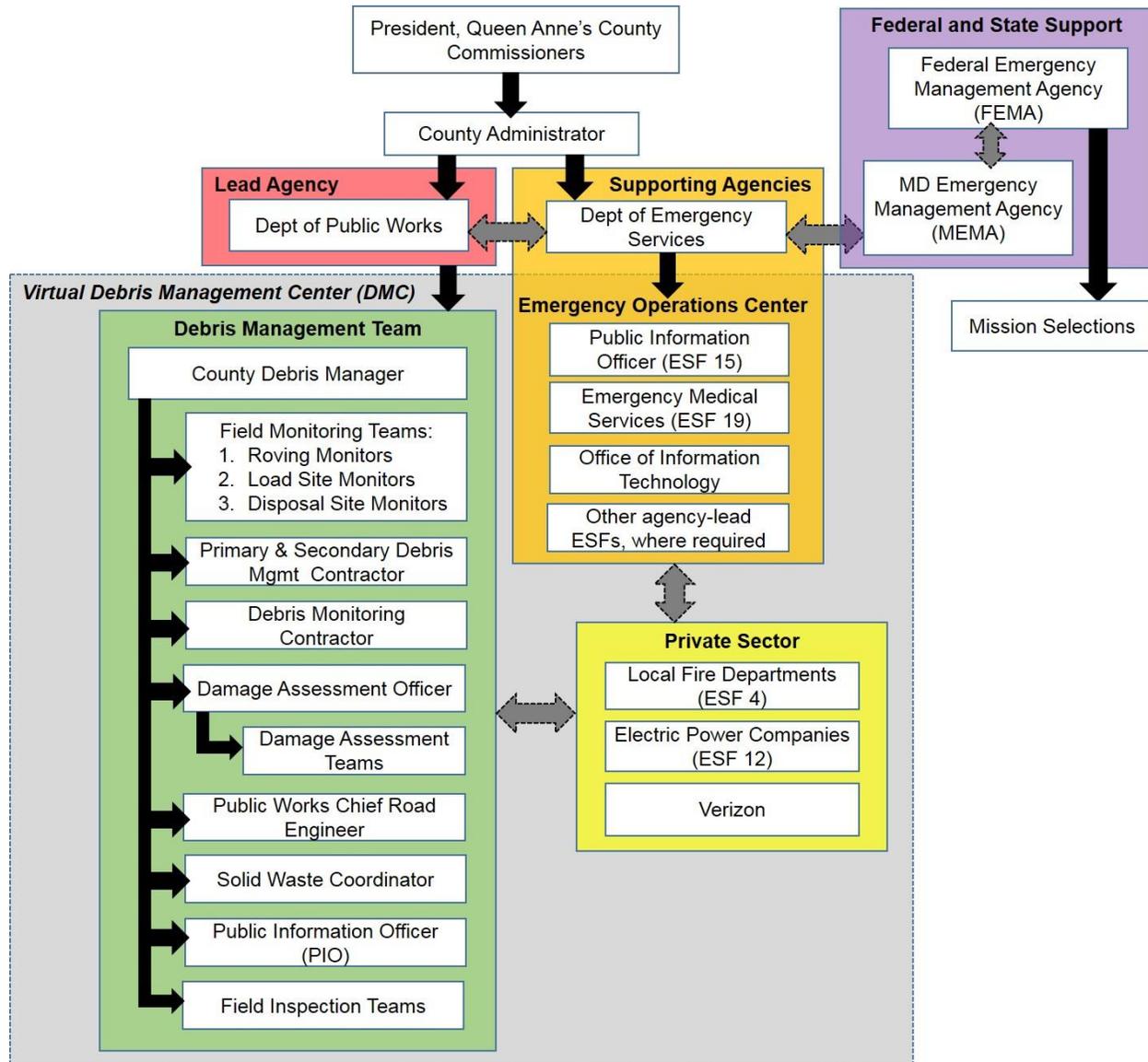
1. The debris monitor's roles and responsibilities in the field include:
  - Measure and certify truck capacities (recertify on a regular basis).
  - Complete and physically control load tickets (in monitoring towers and the field).

- Validate hazardous trees, including hangers, leaners, and stumps (use appropriate documentation forms).
- Ensure trucks are accurately credited for their load.
- Ensure trucks are not artificially loaded to maximize reimbursement.
- Ensure hazardous waste is not mixed in with loads.
- Ensure all debris is removed from trucks at the DMS.
- Report to supervisor if improper equipment is mobilized and used.
- Report to supervisor if Public safety and/or personnel safety standards are not followed.
- Report to supervisor if completion schedules are not on target.
- Ensure only the debris specified in the scope of work is collected and identify work as potentially eligible or ineligible.
- Ensure daily loads meet permit requirements.
- Ensure work stops immediately in an area where human remains or potential archeological deposits are discovered.
- Report to project manager if debris removal work does not comply with all local ordinances as well as State and Federal regulations.

2. Monitor requirements:

- All Monitors must speak English, be a minimum of eighteen (18) years of age and have a valid driver's license issued in the United States, be capable of working in an outside environment and climb a 10 foot high staircase ladder.
- All Monitors must have experience in at least one (1) of the following:
  - Construction Inspector                      Solid waste site operations
  - Land clearing operations                      Construction supervisor
  - Entry level surveyor Solid waste collections
  - Previous/Similar monitoring or inspection experience
- Supervisors and identified Monitors must attend a ½ day debris monitor training session. Training will be the responsibility of the Contractor and approved by the County.

# Attachment 1. Debris Management Center Organization



## Attachment 2. Temporary Debris Staging/Reduction Site Checklist

### Site Ownership:

- Use public lands to avoid costly leases and trespassing allegations; use private land only if public sites are unavailable

### Site Location:

- Consider impact of noise, dust and traffic
- Consider pre-existing site conditions
- Look for good ingress/egress at site(s)
- Consider impact on ground water

### Consider site size based on:

- Expected volume of debris to be collected
- Planned volume reduction methods

### Avoid environmentally sensitive areas, such as:

- Wetlands;
- Rare and critical animals or plant species
- Well fields and surface water supplies
- Historical/archaeological sites
- Sites near residential areas, schools, churches, hospitals and other sensitive areas
- Perform recordation of site chosen (pictures, videos)

### Site Operations:

- Use portable containers
- Separate types of waste as operations continue
- Monitor site at all times
- Perform on-going volume reduction (on site or removal for disposal/reduction)
- Provide nuisance management (dust, noise, etc.)
- Provide vector controls (rats, insects, etc.)
- Provide special handling for hazardous materials
- Provide security (limit access)
- Ensure appropriate equipment is available for site operations

### Site Closeout:

- Remove all remaining debris to authorized locations
- Restore site to pre-use condition
- Perform recordation of site (pictures, videos)

# Attachment 3. Temporary Debris Staging/Reduction Site Investigation Form

**TEMPORARY DEBRIS STAGING AND REDUCTION (TDSR) SITE INVESTIGATION FORM**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

SITE NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

SITE COORDINATES: \_\_\_\_\_

SITE DESCRIPTION: \_\_\_\_\_

SITE RECOMMENDED FOR USE: YES \_\_\_\_\_ NO \_\_\_\_\_

CHARACTERISTIC	YES	NO	CHARACTERISTIC	GOOD	FAIR	POOR
Public Property			Surface Drainage			
In 100 Year Floodplain			Noise Acceptability			
>200 Acres			Smoke Acceptability			
>100 Acres			Suitable Ingress/Egress			
>50 Acres			Suitable in Wet Weather			
<50 Acres			Site Lends Itself to Easy Preparation			
<b>EXPLAIN "YES" RESPONSES</b>						
Close to Schools, Hospitals, Residential, Churches						
Obvious Environmental Concerns						
Mostly Open/Clear						
Wetlands/Creeks/Ponds						
Developed						
Brownfield						
Paved Surfaces						
Already Fenced						
Adjacent to Airfield						
On-site Utilities						
Requires Access Roads/Internal Roads						
Capable of Handling Large No. of Vehicles						
Proximity to Major Roadway						

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

VEGETATIVE COVER: NONE \_\_\_\_\_ LIGHT \_\_\_\_\_ MEDIUM \_\_\_\_\_ DENSE \_\_\_\_\_

CLOSEST LANDFILL AND APPROX. DISTANCE: \_\_\_\_\_

PROPOSED SITE OWNER: \_\_\_\_\_

OWNER'S PHONE NUMBER AND ADDRESS: \_\_\_\_\_

PHOTOGRAPHS WERE TAKEN: YES \_\_\_\_\_ NO \_\_\_\_\_

PHOTOGRAPH NUMBERS: \_\_\_\_\_

SKETCH ON BACK



# Attachment 5. Debris Disposal Site Monitoring Checklist

**Debris Disposal Site Monitoring Checklist**  
**Disposal Site**

Date: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_  
Disposal Site Location: \_\_\_\_\_  
(Street address or nearest intersection)  
GPS Location: N \_\_\_\_\_; W \_\_\_\_\_  
Disposal Site Monitor's Name \_\_\_\_\_  
(Print Name)  
\_\_\_\_\_  
(Signature)

Roving Monitor's Name: \_\_\_\_\_  
(Print Name)  
\_\_\_\_\_  
(Signature)

1. Is the Disposal Monitor filling out the Load Ticket properly? YES  NO   
If NO, explain actions taken:  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the Disposal Monitor attaching a copy of the Weight Ticket to the Load Ticket?  
 YES  NO  
If NO, explain actions taken:  
\_\_\_\_\_  
\_\_\_\_\_

3. Are the Contractor's trucks loaded to volume/weight capacity?  YES  NO  
If NO, explain actions taken:  
\_\_\_\_\_  
\_\_\_\_\_

4. Identify Contractor's truck numbers observed while on site:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Were photographs taken at the loading site? YES  NO   
If YES, list photo log numbers:  
\_\_\_\_\_  
\_\_\_\_\_

General Notes and Comments: (Include observations of operations at the landfill)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Use reverse side if necessary)

### Attachment 6. Stockpiled Debris Field Survey Form

**Stockpiled Debris Field Survey Form**

Type of Material:  
 Clean Vegetative \_\_\_ Mixed \_\_\_ C&D \_\_\_ Mulch \_\_\_ Other \_\_\_\_\_

Stockpile Location: \_\_\_\_\_ Date: \_\_\_\_\_

Average Length of Stockpile: \_\_\_\_\_ Feet

Average Width of Stockpile: \_\_\_\_\_ Feet

Average Height of Stockpile: \_\_\_\_\_ Feet

Total Cubic Feet : \_\_\_\_\_ Cubic Feet

Total Cubic Yards:(Cubic Feet divided by 27) \_\_\_\_\_ Cubic Yards

Contractor's Representative: \_\_\_\_\_ Date \_\_\_\_\_

Government's Representative: \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

**See Sketch of Site on Reverse Side**

**Stockpiled Debris Field Survey Form**

Stockpile Location: \_\_\_\_\_

Width \_\_\_\_\_ Feet

Length \_\_\_\_\_ Feet

Height \_\_\_\_\_ Feet

Height \_\_\_\_\_ Feet

Height \_\_\_\_\_ Feet

Length \_\_\_\_\_ Feet

Width \_\_\_\_\_ Feet

$\frac{L \times W \times H}{27} = CY$

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Attachment 7. Debris Calculation Worksheet

### Debris Calculation Worksheet

Damage Class	Quantity	CY of Debris Each	Total Debris
Mobile Home (25-30 CY Each)			
Destroyed			
Major			
Minor			
Affected			
Sub-Total			
Single Family w/o Basement (25-30 CY Each)			
Destroyed			
Major			
Minor			
Affected			
Sub-Total			
Single Family w/Basement (45-50 CY Each)			
Destroyed			
Major			
Minor			
Affected			
Sub-Total			
Multiple Family w/o Basement (55-60 CY Each)			
Destroyed			
Major			
Minor			
Affected			
Sub-Total			
Other			
Double Storage Units			
Single Storage Units			
Inaccessible			
Sub-Total			
<b>Total</b>			



## Attachment 9. Debris Load Ticket

<b>CITY OF GREENBELT LOAD TICKET</b>		Ticket No. 000001
<b>Section 1</b>		
Prime Contractor:		Date:
Subcontractor (Hauler):		Departure Time:
Driver:		Truck Plate No.:
Measured Bed Capacity (cu. yds.):		
Debris Pickup Site Location: (must be a street address)		
Debris Type: <input type="checkbox"/> Vegetation <input type="checkbox"/> Construction & Demolition <input type="checkbox"/> Mixed <input type="checkbox"/> Other:		
Loading Site Monitor: Print Name:		
Signature:		
Remarks:		
<b>Section 2</b>		
Debris Disposal Site Location:		
Estimate Debris Quantity: cu. yds. _____		Arrival Time:
Disposal Site Monitor: Print _____		Name:
Signature:		
Remarks:		
Copies: White – Load Site Monitor                      Green – Disposal Site Monitor Canary, Pink, Gold – Onsite Contractor's Representative or Driver		

**Figure 2 - Sample Load Ticket**

For tracking of all debris moved in response to a given event, the following is the disposition of each ticket part:

- Part 1(White) Load Site Monitor (Turned in daily to the EOC)
- Part 2(Green) Disposal Site Monitor (Turned in daily to the EOC)
- Part 3(Canary) Driver or Contractor's on-site representative (Contractor Copy)
- Part 4(Pink) Driver or Contractor's on-site representative (Contractor Copy)
- Part 5(Gold) Driver or Contractor's on-site representative (Driver/Subcontractor Copy)

## Attachment 10. Sample Mutual Aid Agreement

### Sample Mutual Aid Agreement

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_ by the participating parties hereto: WHEREAS, each of the parties hereto desires to furnish mutual aid to each other in the event of a disaster, for which neither party might have sufficient equipment or personnel to cope, and, WHEREAS, such a mutual aid agreements are authorized by (Site Statutory Agency). NOW THEREFORE, the parties do mutually agree as follows:

#### ARTICLE I – TERM

This agreement shall commence at 12:01 a.m. on \_\_\_\_\_, and continue through \_\_\_\_\_, subject to the right of each party to terminate sooner as provided herein.

#### ARTICLE II - SERVICES

In the event of a disaster that requires aid of equipment and personnel beyond that which each party is able to provide for itself, all parties hereto agree that at the request of any party Hereto the others will loan such equipment and personnel as the respective officials of the lending jurisdiction, in their discretion, shall determine can be reasonably spared at the time without placing their own community in jeopardy.

Since time is of the essence during emergencies as herein referred to, the authority to dispatch equipment and personnel or call for in accordance with the terms and conditions of this agreement shall be delegated specifically to the chief official or acting chief official of the parties hereto.

The lending party shall be responsible for the delivery of said equipment and personnel to the location specified by requesting party.

Upon arrival at said location, the officer in charge of the said equipment and personnel shall report to the officer in charge at the location of the disaster, who shall assume full charge of all operations at a disaster or emergency location.

All equipment and personnel loaned hereunder shall be returned upon demand of the lending party or when released by the requesting party upon the cessation of the emergency.

#### ARTICLE III - PAYMENT

No charge shall be assessed for services rendered by any party hereto.

#### ARTICLE IV - WAIVER OF CLAIMS

Each party hereto hereby waives all claims against the other for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of either party, their agents, or employees hereunder.

**ARTICLE V- TERMINATION**

This Agreement may be terminated by either party upon at least thirty days prior written notice to the other.

**ARTICLE VI - INTEGRATION**

This Agreement contains the entire understanding between the parties, and there are no understandings or representations not set fourth or incorporated by reference herein. No subsequent modifications of this Agreement shall be of any force or effect unless in writing signed by the parties.

**ARTICLE VII - COMPLIANCE WITH LAWS**

In the performance of this Agreement, each party shall comply with all applicable Federal, State, and Local laws, rules, and regulations.

**ARTICLE VIII - SIGNATURES OF AGREEING OFFICIALS**

\_\_\_\_\_  
Official

\_\_\_\_\_  
Official

\_\_\_\_\_  
Official

\_\_\_\_\_  
Official

### Attachment 11. Right of Entry / Hold Harmless Agreement

I/We \_\_\_\_\_, the owner(s) of the property commonly identified as \_\_\_\_\_ do hereby grant and give freely and without coercion, the right of access and entry to Queen Anne’s County Department of Public Works, its agencies, contractors, and subcontractors, for the purpose of removing and clearing any or all storm-generated debris of whatever nature from the above described property.

It is fully understood that this permit is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless Queen Anne’s County, its agencies, contractors, and subcontractors, for damage of any type whatsoever either to the above described property or persons situated thereon and hereby release, discharge, and waive any action, either legal or equitable, that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located on the described property.

I/We (have, have not) (will, will not) receive(d) any compensation for debris removal from any other source, including the Small Business Association (SBA), Agricultural Stabilization and Conservation Service (ASCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the considerations and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

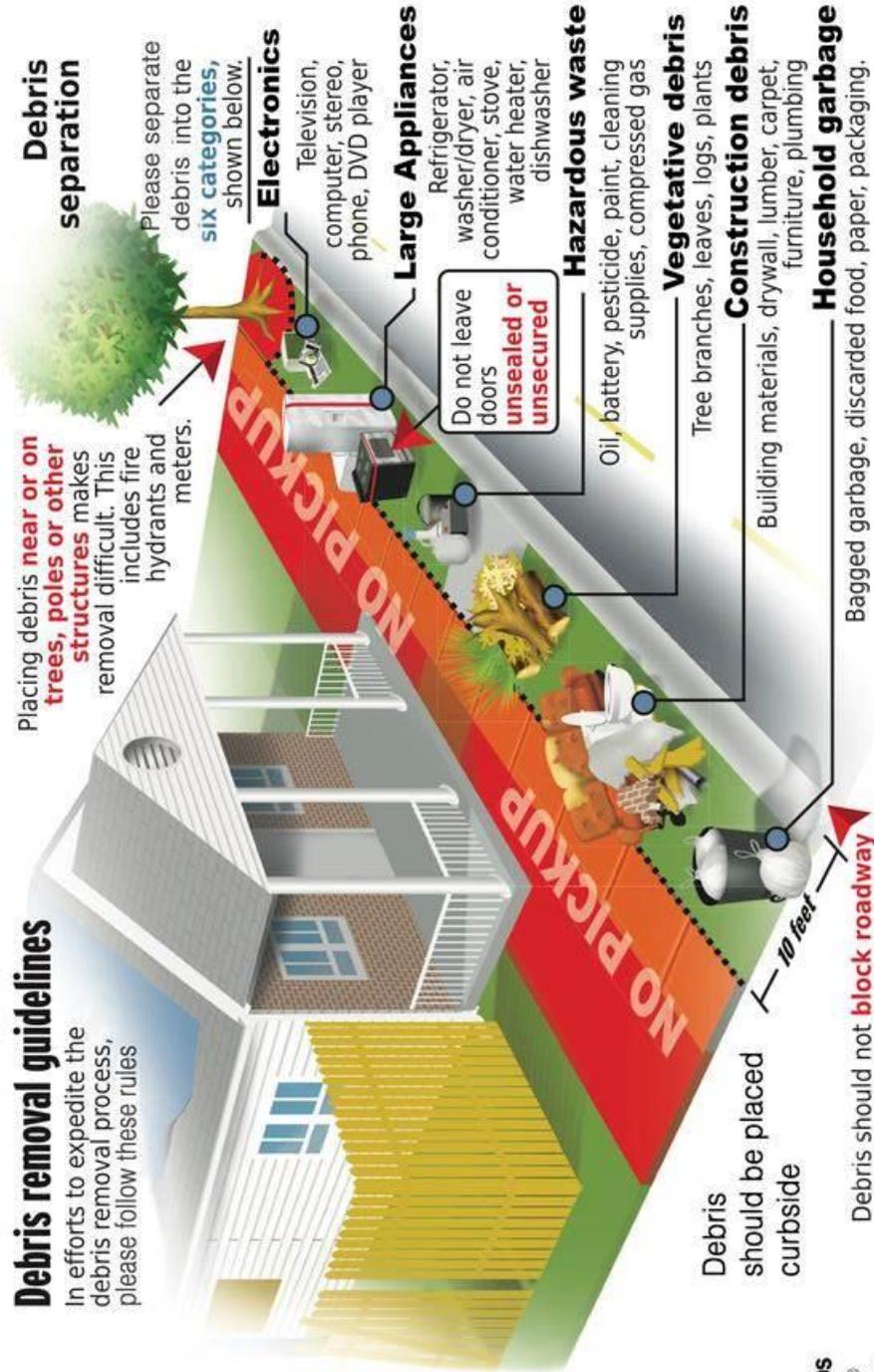
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Telephone Number and Address

# Attachment 12. Guidelines for Homeowners



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**FEMA**  
www.fema.gov



**US Army Corps of Engineers**  
www.usace.army.mil

## Attachment 13. Request for Disaster Declaration Letter

**STATE OF MARYLAND  
REQUEST FOR DISASTER DECLARATION  
[Insert COUNTY/JURISDICTION] REQUEST LETTER**

**[Insert Date of Request]**

The Honorable Larry J. Hogan, Governor  
The State of Maryland  
100 State Circle  
Annapolis, MD 21401

Through: Russell Strickland, Executive Director  
Maryland Emergency Management Agency  
5401 Rue Saint Lo Drive  
Reisterstown, MD 21136

Dear Mr. Governor:

In accordance with Title 14 Public Safety Article of the Annotated Code of Maryland and Executive Order 01.01.2013.06, I request that you take all necessary actions to secure federal disaster relief for [insert County/Jurisdiction] as a result of [insert name/type of incident], which occurred [enter first date of incident] through [enter last date of incident].

A local state of emergency was declared by me on [insert date] and I took necessary steps to activate my jurisdictional emergency plans.

A Joint Preliminary Damage Assessment (PDA) was requested on [insert date] and conducted on [insert date(s)]. Based on the PDA, I am requesting that a declaration be made on behalf of [insert County/Jurisdiction] for the following program(s):

- Public Assistance Program
- Individual Assistance Program
- Small Business Administration

Respectfully submitted,

**[Insert Name & Title]**

## Attachment 14. Joint Prelim. Damage Assessment Letter

**State of Maryland**  
**Request for Joint Preliminary Damage Assessment (PDA)**

**Date:** [Click here to enter a date.](#)

**To:** Russell Strickland, Executive Director  
Maryland Emergency Management Agency

**From:** [Click here to enter text.](#)

**Jurisdiction:** [Click here to enter text.](#)

**Type of Event:** [Click here to enter text.](#)

**Incident/Event Period:** [Click here to enter a date.](#)

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Based on the factors identified in the Maryland Emergency Management Agency' Declaration Factors guide, I am requesting a Joint Preliminary Damage Assessment (PDA) for the following program(s). Please check all that apply and provide the necessary documentation:

- Public Assistance (PA) Program**
  - Public Assistance Program – Local/Initial Damage Assessment Form
  - Impact Statement Form
  
- Individual Assistance (IA) Program**
  - PDA Narrative Report
  - Detailed Street Sheet
  - Summary Sheet
  - Impact Statement Form
  
- Small Business Administration (SBA) Declaration**
  - Data Collection Table
  - Impact Statement Form

**Attachments**

# Attachment 15. Damage Assessment/Declaration Checklist

## Maryland Emergency Management Agency Local Emergency Manager Damage Assessment & Declaration Checklist

### ROLES AND RESPONSIBILITIES

This checklist is intended to serve as a guide to assist with applicable tasks performed by the Local Emergency Manager and/or Local Damage Assessment Coordinator for coordination of initial/local damage assessments, joint preliminary damage assessments (joint PDAs), and requesting that a declaration for federal assistance be made on behalf of the county/jurisdiction.

#### Pre-Incident (Preparedness/Readiness)

##### Activity

- Identify risks, requirements, and current capabilities associated with responding to incidents.
- Designate a Local Damage Assessment Coordinator, if available, to be the main contact for coordination of damage assessments within the jurisdiction.
- Individual Assistance (IA) Program:**  
Identify and train personnel to assess damage to homes according to criteria defined by the Federal Emergency Management Agency (FEMA).
- Public Assistance (PA) Program:**  
Identify potential PA applicants and train them to collect necessary information and supporting documentation defined by FEMA.
- Small Business Administration (SBA) Program:**  
Identify and train personnel to assess damage to businesses and residences according to criteria defined by the SBA.
- Participate in and/or request program and damage assessment coordination training provided by the Maryland Emergency Management Agency (MEMA).
- Incorporate and employ planning, training and exercising to build capacity and refine damage assessment operations.

#### Incident/Event (Response)

- Provide ongoing situational awareness to the State Emergency Operations Center (SEOC) and/or Maryland Joint Operations Center (MIOC) through WebEOC.
- Collect damage information and document damages to infrastructure and impacts to the community.

#### Post-Incident (Damage Assessments & Declaration Request)

- Collect and document initial/local damage assessment information.  
*Refer to the Initial/Local Damage Assessment Forms & Guidance materials for each program.*
- Aggregate the initial/local damage assessment findings, by program, to determine if declaration factors for the county/jurisdiction can be supported.
- If declaration factors have been met for the county/jurisdiction, complete the Request for Joint Preliminary Damage Assessment (PDA) cover memorandum and attachments and submit to the MEMA Executive Director. The State (MEMA) will validate information and request a joint PDA, if applicable.
- Coordinate with the State (MEMA) on validation of initial/local damage assessment findings and information.
- Coordinate with the State (MEMA) to schedule joint PDA field assessments for applicable programs.
- Public Assistance (PA) Program:**  
Coordinate with potential PA applicants so they are prepared to schedule and attend, as appropriate, the PA Joint PDA assessments.

Provide an overview of the incident for the Joint PDA Team.
Provide a map(s) illustrating damage in the jurisdiction, if available.
Serve as an expert on local disaster history, unique cultural considerations, and other challenges that complicate recovery.
Guide Joint PDA team members to damaged sites. Confirm that all damaged areas are surveyed during the Joint PDA in coordination MEMA and FEMA.
If joint PDA results warrant a declaration request for the county/jurisdiction, submit the Request for Disaster Declaration letter to the Governor, through the MEMA Executive Director, for a declaration request on behalf of the county/jurisdiction. Dependent upon the program and declaration factors, MEMA will facilitate the recommendation to the Governor for the request for a disaster declaration on behalf of the State to include applicable counties/jurisdictions.
If the joint PDA results do not warrant a declaration for Federal assistance, MEMA will facilitate working with the State to determine if other funding sources may be available to assist with recovery based on the needs of the county/jurisdiction.
<b>Post-Declaration</b>
<b>Individual Assistance (IA) Program:</b> Coordinate with FEMA and MEMA (Individual Assistance Officer/designee) on the establishment of a Disaster Recovery Center(s), dependent upon scope and need.
<b>Individual Assistance (IA) Program:</b> Coordinate with MEMA (Individual Assistance Officer/designee) on providing outreach to disaster survivors on availability of program and resources and how to apply.
<b>Public Assistance (PA) Program:</b> Coordinate with MEMA (Public Assistance Officer/designee) on scheduling Applicant Briefings and providing outreach to eligible applicants regarding availability of funding through the program and application process.
<b>Small Business Administration (SBA) Program:</b> Coordinate with the SBA and MEMA (Individual Assistance Officer/designee) on establishment of Disaster Loan Outreach Centers (DLOC).
<b>Small Business Administration (SBA) Program:</b> Coordinate with MEMA (Individual Assistance Officer/designee) on disseminating press release from SBA to individuals and businesses on availability of program and application process.

03/27/2017

**Guidance/Reference Materials:**

- FEMA Damage Assessment Operations Manual  
<https://www.fema.gov/media-library/assets/documents/109040>
- MEMA Damage Assessment and Declaration Process & Federal Disaster Assistance Programs (handout)
- MEMA Federal Disaster Assistance Programs – Declaration Factors (handout)
- Public Assistance Program
  - FEMA Public Assistance Program and Policy Guide  
<https://www.fema.gov/public-assistance-policy-and-guidance>
  - FEMA’s Schedule of Equipment Rates

- <https://www.fema.gov/schedule-equipment-rates>
- Thresholds & Per Capita Indicators – by State & Jurisdiction (updated annually)
- MEMA Public Assistance Program – Eligibility Guidelines (handout)
- Individual Assistance Program
  - <https://www.fema.gov/individual-assistance-program-tools>
  - PDA Degrees of Damage (handout)
  - Individual Assistance – Sequence of Delivery (handout)
- Small Business Administration
  - <https://www.sba.gov/offices/headquarters/oda>

**Forms:**

- State of Maryland - Request for Joint Preliminary Damage Assessment (PDA) Memorandum
  - Public Assistance Program – Initial Damage Assessment Form
  - Individual Assistance Program – Initial Damage Assessment Form
  - Small Business Administration – Data Collection Table
  - Impact Statement Form
- State of Maryland – Request for Disaster Declaration-County/Jurisdiction Request Letter

## Attachment 16. Debris Management Equipment Assets

The following assets are available for use under activation of the Plan:

### Queen Anne's County Department of Public Works:

- 6 One Ton Crew Cab Trucks
- 4 Motor Graders
- 3 Gradalls
- 2 Large Excavators
- 3 Mini Excavators
- 22 Six Wheel Dump Trucks
- 8 Pickup Trucks with Fuel Tanks
- 2 Bucket Trucks
- 2 Wood Chippers
- 1 Loadall
- 3 Skid Steer Loaders
- 4 Roll-off Trucks
- 7 Loaders
- 2 Box Trucks
- 80 Open Top Containers

### Queen Anne's County Department of Parks and Recreation:

- 2 One Ton Crew Cab Trucks
- 4 One Ton Reg cab trucks
- 1 Stump Grinder
- 1 Large Excavators
- 1 Mini Excavators
- 2 Six Wheel Dump Trucks
- 2 Pickup Trucks with Fuel Tanks
- 1 Bucket Trucks
- 1 Wood Chippers
- 1 Dump Trailer
- 2 Skid Steer Loaders
- 4 Tractor with loaders
- 1 Backhoe
- 1 Box Trucks

*NOTE: Contractor use of any of this equipment must be coordinated with and approved by the appropriate department via the Debris Management Center/Emergency Operations Center.*

## Attachment 17. Pre-Approved Contractors

### A. State-Approved Debris Removal and Monitoring Contractors

The following contracts are for three (3) years with two (2) one (1) year renewal options beginning 10/1/2018 through 9/30/2021, and have been negotiated by the Baltimore Region Disaster Debris Planning Task Force:

1. **MONA CONTRACTING LLC (Tier One)**  
CONTACT: MICHAEL MONA  
NUMBER: 301-934-6333  
VENDOR EMAIL: [MONA.MONACONTRACTING@GMAIL.COM](mailto:MONA.MONACONTRACTING@GMAIL.COM)
2. **ASHBRITT INC. (Tiers 2-4)**  
VENDOR CONTACT: DOW KNIGHT  
VENDOR NUMBER: 954-725-6992  
VENDOR EMAIL: [RESPONSE@ASHBRITT.COM](mailto:RESPONSE@ASHBRITT.COM)
3. **CERES ENVIRONMENTAL SERVICES, INC. (Tiers 2-4)**  
VENDOR CONTACT: DAWN BROWN  
VENDOR NUMBER: 800-218-4424  
VENDOR EMAIL: [DAWN.BROWN@CERESENV.COM](mailto:DAWN.BROWN@CERESENV.COM)
4. **TFR ENTREPRISES INC. (Tiers 2-4)**  
VENDOR CONTACT: TIFFANY JEAN  
VENDOR NUMBER: 512-260-3322  
VENDOR EMAIL: [TIFFANY@TFRINC.COM](mailto:TIFFANY@TFRINC.COM)

### B. Locally-Approved Debris Removal and Monitoring Contractors

The following contracts have been used by Queen Anne's County Department of Public Works and/or Parks and Recreation in the past; these contractors will be invited to the annual debris workshop as well as to bid on the RFPs for both debris removal and monitoring:

1. **Bay Tree Service**; 410-827-3977; 22426 Shore Hwy; Denton, Maryland 21629
2. **Economy Tree Service, Inc.**; 410-827-5198; 100 Arrington Rd, Queenstown, MD 21658
3. **Pardoe's Lawn & Tree Services Inc**; 410-758-3170; Centreville, MD 21617
4. **David A. Bramble, Inc.**; 410-778-3023; 705 Morgnec Rd.; P.O. Box 419; Chestertown, MD 21620
5. **Dorsey Patchett Hauling and Landscape**; 410-415-1538; 200 Beavers Branch Lane; Centreville, MD 21617

6. **Bartlett Tree Service**; Jay Johns; 410-643-5700 or cell 443-496-1207; 204 Old Love Point Road, Stevensville, MD 21666
7. **Maryland Environmental Service**; Steven Tomczewski/Managing Director for Environmental Operations – 410-729-8200; Steve Laster/Tub Operator – 443-223-0048; 259 Najoles Road; Millersville, MD 21108 (brush tub grinding services)

### **C. Locally-Approved Damage Assessment and Rapid Permitting Contractors**

The following contractor has been used by Queen Anne’s County Department of Planning and Zoning and should be utilized under the direction of the Department of Planning and Zoning during a debris-generating event and activation of this plan:

R. Alan Copping, Chief Inspector  
Middle Department Inspection Agency, Inc.  
8673 Commerce Dr., Unit 2  
Easton, MD 21601  
(410) 822-8300  
[alancopping.mdia@gmail.com](mailto:alancopping.mdia@gmail.com)

# Attachment 18. Procurement Under Grants–Mistake Guidance

[www.fema.gov/procurement-disaster-assistance-team](http://www.fema.gov/procurement-disaster-assistance-team)

## Top 10 Procurement under Grants Mistakes

- 1** Restricting full & open competition
- 2** Not performing detailed price or cost analysis for procurements above \$250,000
- 3** Engaging in a sole-sourcing procurement without documenting emergency or exigent situation
- 4** Continuing work under a sole-source contract after the urgent need has ended
- 5** Not making and documenting efforts to take all "affirmative steps"
- 6** Awarding a "time-and-materials" contract without a ceiling price and documenting why no other contract type is suitable
- 7** Not including the required contract clauses
- 8** Awarding a "cost-plus-percentage-of-cost" or "percentage-of-construction-cost" contract
- 9** Awarding a contract to contractors that are suspended or debarred
- 10** Not documenting all steps of a procurement to answer questions that could arise months or years later

Avoiding these obstacles can speed up your road to recovery

Source: <https://www.fema.gov/media-library-data/1412181205354-9d21f3021c48bf7a9f3705779be27822/OCC%20Pocket%20Guide%20PDAT%20Local%20Government%20Requirements.pdf>

## Attachment 19. FEMA Toolbox–Local Government Procurement

**FEMA**FEMA Procurement Tool-Box Series  
Local and Indian Tribal Government Requirements of 44 C.F.R. § 13.36

This document is intended to help attorneys and procurement officials for local and tribal governments understand the requirements for procurements under Federal grants set forth at 44 C.F.R. § 13.36. For more information regarding procurement, please visit [www.FEMA.gov](http://www.FEMA.gov).

### A. PROCUREMENT STANDARDS

1. Maintain a contract administration system ensuring performance in accordance with contract terms.
2. Maintain written standards of conduct governing performance of agents engaged in award and administration of contracts. Must provide: (a) No agent may participate that has financial or other interest in award; (b) No agent may accept/solicit gratuities from contractors or potential contractors; and (c) Disciplinary action for violations.
3. Establish procedures to avoid purchase of unnecessary/duplicative items.
4. Analyze lease vs. purchase to decide most economical approach.
5. Award only to responsible contractors with ability to perform in consideration of: (a) Contractor integrity; (b) Compliance with public policy; (c) Past performance; and (d) Financial and technical resources.
6. Maintain records of procurement to include rationale for (a) Method of procurement; (b) Contract type; (c) Contractor selection, and (d) Contract price.
7. May use time and material contracts only (a) After determining no other contract is suitable, and (b) Contract includes ceiling price that contractor exceeds at its own risk.
8. Responsible for settlement of contractual and administrative issues, to include: (a) Source evaluation; (b) Protests; (c) Disputes, and (d) Claims.
9. Have protest procedures to resolve disputes relating to procurements and disclose information regarding protests.

### B. COMPETITION

1. Full and open competition is required. Noncompetitive practices include: (a) Unreasonable qualifying requirements, including unnecessary experience/bonding; (b) Noncompetitive pricing practices between firms; (c) Noncompetitive awards to consultants on retainer contracts; (d) Organizational conflicts of interest; (e) Specifying "brand name" product, and; (f) Any arbitrary action.
2. Prohibit in-State or local geographical preferences, except as required by Federal law.
3. Have written source selection procedures for procurement transactions that include: (a) Complete description of the requirement; and (b) All factors to be used in evaluating bids.
4. May use prequalified lists of firms, but ensure: (a) List is current; (b) Has enough qualified sources for competition; and (c) Bidders are allowed to qualify during solicitation period.

August 12, 2014

**FEMA**FEMA Procurement Tool-Box Series  
Local and Indian Tribal Government Requirements of 44 C.F.R. § 13.36

### C. METHODS OF PROCUREMENT

1. Small Purchase Procedures: May use small purchase procedures for procurements under simplified acquisition threshold (SAT) (quotes from at least 3 sources).

2. Procurement by Sealed Bids: May procure through use of sealed bids, but only where contract is to be firm-fixed price. Shall: (a) Publicly solicit; (b) Solicit from adequate number of sources; (c) Provide sufficient time for solicitation and receipt of bids; (d) Ensure invitation for bids (IFB) defines requirement; (e) Publicly open bids at time and place prescribed; (f) Award firm fixed-price contract to lowest responsive, responsible bidder; and (h) Reject bids if in best interest to do so.

3. Procurement by Competitive Proposals: (a) Requests for proposals (RFP) shall be publicized; (b) RFPs shall identify all evaluation factors and their relative importance; (c) Responses shall be honored to the maximum extent practical; (d) Proposals shall be solicited from adequate number of sources; (e) Technical evaluations shall be conducted; and (f) Award made to firm whose proposal is most advantageous with price and other factors considered. Exemption: May use procedures for qualifications-based procurement of Architectural and Engineering (A/E) services where competitors' qualifications are evaluated and most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.

4. Noncompetitive Procurements: Procurement through solicitation of a proposal from only one source or inadequate competition. May be used only when: (a) Full and open competition is infeasible, and either (i) *Item available only from single source; or* (ii) *Public exigency/emergency; or* (iii) *Awarding agency authorizes; or* (iv) *After solicitation of a number of sources, competition is determined inadequate; and* (b) cost analysis is performed to determine cost reasonableness.

### D. SOCIOECONOMIC CONTRACTING

1. Take affirmative steps to assure small, minority, women-owned and labor surplus area firms are used: (a) Placing such firms on solicitation lists; (b) Soliciting such firms if they are potential sources; (c) Dividing requirements when possible; (d) Establish delivery schedules encouraging participation of such firms; (e) Using services of SBA, and the Minority Business Development Agency of the Department of Commerce; and (f) Requiring prime contractors to take these steps.

### E. CONTRACT COST AND PRICE

1. Perform cost/price analysis for every procurement to include modifications: (a) Independent estimates before receiving bids/proposals; and (b) Cost analysis, if: (i) *Offerors are required to submit elements estimated cost; or* (ii) *Adequate price competition is lacking and sole source procurements unless price reasonableness can be established with commercial pricing data or based on prices set by law.*

2. Negotiate profit as separate element of price for each contract in which: (a) There is no price competition; and (b) Where cost analysis is performed.

3. To establish fair and reasonable profit consider: (a) Complexity of work; (b) Risk; (c) Contractor's investment; (d) Amount of subcontracting; (e) Quality of past performance; and (f) Industry profit rates in surrounding geographical area for similar work.

August 12, 2014

**FEMA**FEMA Procurement Tool-Box Series  
Local and Indian Tribal Government Requirements of 44 C.F.R. § 13.36

4. Ensure costs/prices based on estimates are consistent with federal cost principles.
5. Shall not use cost plus a percentage of cost contract.

**F. AWARDING AGENCY REVIEW**

1. Make available technical specifications on proposed procurements.
2. Make available pre-award review procurement documents, such as RFP/IFB, cost estimates, etc. when procurement: (a) Fails to comply with applicable federal procurement standards; or (b) Is expected to exceed SAT and (i) *Is to be awarded noncompetitively or only one bid is received;* (ii) *Specifies a "brand name" product;* or (iii) *Award is to be made to other than apparent low bidder under a sealed bid procurement;* or (c) A proposed contract modification changes scope of a contract or increases contract amount by more than SAT.

**G. BONDING REQUIREMENTS**

1. Unless awarding agency determines bonding requirements are adequate, minimum bonding for construction contracts or subcontracts exceeding SAT shall be: (a) Bid guarantee equivalent to 5% of the bid price; and (b) Performance/Payment bonds for 100% of contract price.

**H. CONTRACT PROVISIONS**

1. Contracts and subcontracts must contain provisions on: (a) Remedies; (b) Termination for cause and convenience; (c) Equal Employment Opportunity (\$10K+); (d) Compliance with Copeland ("Anti-Kickback" Act for all construction or repair), Davis-Bacon Act (Construction, \$2K+), (f) Compliance with §§ 103 & 107 of Contract Work Hours and Safety Standards Act (construction, \$2K+; employment of mechanics/laborers, \$2,500+), Clean Air & Clean Water Act (\$100K+), and Energy Policy and Conservation Act; (g) Reporting; (h) patent rights with respect to any discovery or invention or is developed; (i) Copyrights & rights in Data; and (j) Access and Retention of records. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses.

August 12, 2014

Source: <https://www.fema.gov/media-library-data/1412181205354-9d21f3021c48bf7a9f3705779be27822/OCC%20Pocket%20Guide%20PDAT%20Local%20Government%20Requirements.pdf>