

FAIRFIELD COUNTY

Debris Management SOP



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Document Authorized Usage-

This Standard Operation Procedure has been developed by the Fairfield County Emergency Management Agency and designed for use by the following authorized users-

- Fairfield County EMA Director and designees
- County Elected Officials
- Fairfield County Dispatchers
- Fairfield County Commissioners and designated staff
- Law Enforcement and Fire Chiefs
- Jurisdictional Leadership

I. General

There is an ever-present potential for natural, technological and even terroristic disasters in the County, all resulting in emergencies that could seriously affect all of or portions of Fairfield County.

When natural disasters occur, significant problems debris is caused by high winds, tornados, snow and ice storms. Debris can block roads affecting the response time of all emergency responders, cause power outages interrupting telephone and cable services as well as disrupt public and private activities and work. The financial impact on businesses could be staggering.

Cleanup and removal of the storm's aftermath is time consuming and expensive. Organizational recovery planning by all County agencies, emergency responders and Jurisdictional leaders is important if a timely and organized response is to occur.

Throughout response and recovery efforts, Fairfield County's Mission "*Work to ensure high quality services, with outstanding customer service at an exceptions value to our taxpayers*" will be maintained by incorporating the Continuity of Operations Plan. This will assist the County leaders to "*enhance the quality of life through customer service, improve business operations, protect citizens and prepare for the future by creating value and improving technology.*"

II. Purpose

The Fairfield County Emergency Management Agency (FCEMA) is responsible to develop emergency plans for all hazards. The plans focus on the four Emergency Management phases of operation: Mitigation, Preparedness, Response and Recovery, and defines the roles, responsibilities and procedures of all elements involved in managing debris removal operations.

During an event, FCEMA will assist by identifying organizational responsibilities, coordinating activities, ensuring first responders receive support and acquiring necessary resources to ensure a quick respond and recovery.

FCEMA is responsible to develop and maintain the County Emergency Operations Plan (EOP). The EOP addresses the responsibilities of County and non-county agencies and organizations. Consisting of 15 annexes, the plan addresses the many areas necessary for preparation and response to emergencies.

Annex K (Disaster Recovery) of the EOP addresses disaster recovery to include debris management. The purpose of the Annex is to identify responsibilities and provide guidance and coordination for the Jurisdiction's in their recovery efforts to clean-up, remove, and dispose of debris following a major emergency or disaster.

FCEMA is also responsible to establish and maintain the County Emergency Operations Center (EOC). The EOC provides a common location for representatives of County and other agencies, emergency responders, state agency representatives and other support agencies to meet and coordinate response efforts in support of impacted residents and on scene activities by the emergency responders.

In 2008 a committee of agencies and organizations formed to assist FCEMA with the development of a County Debris Management Plan. The members of the committee reviewed current state and federal guidance and worked to develop a debris management plan. The resulting document consisted of information and guidance for the entire County.

In August 2012, following a high wind disaster event, the 2008 Debris Management Plan was reviewed and re-formatted as a Standard Operations Procedure (SOP). The SOP is based on guidance provided by the State of Ohio Emergency Management Agency (OH EMA) and the Federal Emergency Management Agency (FEMA). The SOP outlines procedures for the Jurisdictions to prepare for a successful response to a debris generating event.

This SOP will serve as the master plan for the County and provide guidance for local organizations. It will contain information regarding responsibilities while handling debris, recovery reimbursement documentation, contracting rules and guidance, use of temporary debris storage sites, informational fact sheets and samples of agreements and contracts.

Local SOPs need not list forms, sample agreements, contracts, etc. that are listed in the County plan. Local SOPs should address how they will handle the debris clean-up and disposal in their area and what person, or company is identified in their mutual aid

Local Jurisdictions are responsible to develop their own specific SOP. The local SOP will include designation of a local Debris Manager, identification of Jurisdictional personnel and duties to be assigned, determination of temporary debris storage sites and other items as the Jurisdictions need.

III. Situation & Assumptions

A. Situation

Debris generating events such as tornados, thunderstorms, high winds and ice/snowstorms could happen at any time and create huge amounts of debris. Many times, this will cause

blockage of roadways hindering emergency response services, create power outages and damages homes, farms and businesses.

All Jurisdictions must develop a realistic plan or SOP to deal with debris removal. A local area Debris Manager must be appointed and work with the Jurisdiction to develop and coordinate plans for local response.

Temporary debris storage and reduction sites (TDSR) should be identified. These sites should be located within the local Jurisdictions area of operations, therefore reducing transportation time and costs.

Jurisdictions must prepare to conduct emergency debris removal independently during the initial phases of an emergency or disaster. Other assistance such as contracted transports or mutual aid should also be pre-planned.

Debris removal priorities must start with clearing debris from roads needed by emergency services (fire, law and emergency medical services (EMS)) especially routes to and around critical facilities such as hospitals and other medical facilities, primary roadways and public property.

Debris removal and collection at residences and businesses is important and will cause unrest if not quickly addressed. Public announcements should direct the residents to move the debris to the curb or roadside for collection. Curb side sorting should be promoted. A pick-up schedule should be announced as soon as possible. If volunteers are available, they could be asked to assist older and/or disabled citizens.

Jurisdictions should furnish copies of their public announcements and pickup schedules to the County's Joint Information Center (JIC) so the JIC staff can include the announcements to media outlets for publication. The email address is ema-lepc@co.fairfield.oh.us or on the web www.fairfielddema.com.

Public Information Officers (PIO) will utilize social media to communicate with residents.

When debris teams deploy, special emphasis for affected historical and environmental locations, both structural and natural, will be taken into consideration. EOC will consult the Prosecuting attorney's office as well as the Fairfield County Historical Parks department personnel when determining the appropriate debris removal approach to these sites. Each Jurisdiction will be required to furnish the EOC a listing of all affected historical manmade and natural sites so their location can be recognizable when needed. This will assist the EOC in acknowledging and informing the Debris Manager of special considerations during debris removal.

B. Assumptions

There will be large demands placed on the Jurisdictions for debris management following a disaster or event. If the event is a large-scale disaster, employees and equipment available may not be enough to handle timely removal of the debris. Pre-arranged transportation contracts will prove to be useful.

Public announcements and instructions will help develop a coordinated community effort for the organization and collection of the debris. Disposal of the debris will be arranged by the local Debris Manager. The announcements must be made quickly following the disaster in order to provide the residents information on how debris collection will be conducted.

By combining local activities and resources (personnel, equipment, supplies) the Jurisdictions can combine efforts to establish procedures for the safe, successful collection and removal of the debris.

Pre-disaster discussions and planning will provide Jurisdictional leaders a working knowledge of how best to organize their recovery assets, which includes available personnel. Emphasis on safety while performing debris removal operations should be a priority.

Obtaining Mutual Aid Agreements from surrounding Jurisdictions should be considered to ensure adequate resources are available when needed. Consider most storms may involve a large amount of territory therefore increasing the amount of labor needed.

IV. Organization and Planning

A. Organization

In Fairfield County a Debris Management Team can consist of the following agencies:

Fairfield County Commissioners, Fairfield County EMA, Fairfield County Engineer, Fairfield County Health District, Fairfield County Parks, Fairfield County Soil and Water Conservation District, Natural Resources Conservation Service, Fairfield County Community Action Recycling Center, Fairfield County Regional Planning/Flood Plain Management and the Coshocton, Fairfield, Licking and the Perry Solid Waste District. Fairfield County Cities, Villages and Townships and County and local Debris Managers

Planning and training meetings should be conducted to ensure all personnel have an opportunity to discuss possible changes, review response plans, and train new personnel.

B. Planning

This County SOP addresses legal and environmental issues, provides samples of forms, contracts, and resource information.

Local Jurisdictions (Cities, Villages and Townships) will develop a Debris Management SOP indicating the local Debris Manager and other key personnel, the locations of temporary debris storage sites and debris staging areas. Each Jurisdiction should put vital information in their SOP as it pertains to their area.

Local or Jurisdictional SOPs can be brief. Using the information provided in the County SOP (forms, worksheets, checklist, sample contracts) the Jurisdictions will only need to provide their specific operational guidance information, specific contacts and all other information germane to their Jurisdiction.

The County EMA office will receive an updated Debris Management SOP from each Jurisdiction. These SOPs will be reviewed by the County EMA office and placed as annexes to the Fairfield County Debris Management SOP.

The EMA staff will update SOPs as needed and provide all Debris Managers and Jurisdictional offices electronic copies. This system will assist Jurisdictions and ensure continuity of planning and operations through-out the County.

C. Development Debris Management SOPs

Local debris SOP's will include:

- A list of elected officials or residents in the Jurisdiction to organize and assist with conducting the response and recovery efforts
- Reference the contact list of all contractors qualified to respond to an event. The local SOP should reference how the list of contractors was developed, who developed it and under what circumstances the Jurisdiction will activate the list.
- Identification of responsibilities (by name or position) at County and Jurisdictional levels
- Development of action checklists that outline actions and responsibilities for the various entities:
 - County Agencies
 - Jurisdictional CEOs and Employees
 - County and Local Debris Managers
- Review of Jurisdictional plans or SOPs in order to coincide with the County SOP:
 - County EMA will continue to provide the Jurisdictions with Debris Management material to include a rewrite of the Jurisdictions SOP master as needed
 - Members of the EMA staff will meet with Jurisdictional personnel to review and finalize their SOPs as needed

D. Jurisdictional Debris Management

Jurisdictions in the County will organize their own local debris management area. A local debris management area could consist of a single city, a village and adjacent township or in many cases several villages and townships could form one local area. This will be the location of where debris will be taken, such as a landfill.

The local area teams will consist of elected officials, employees of the Jurisdiction(s) and other personnel as needed to assist in planning and preparing for a local response to a debris event.

V. Responsibilities

A. County Emergency Management Director

The Director or his designee will be responsible for all planning and logistical functions to include:

- Revision of the County Debris Management program with emphasis on rapid coordinated response within the County
- Appointment of a County Debris Manager who will be responsible for the implementation of the County Debris Management SOP and coordination with Jurisdictional authorities and the locally designated debris managers
- Assisting and mentoring Jurisdictions with developing their Debris Management Plans
- Providing logistical support to include the following:
 - Ensuring the information on storm related debris is collected and forwarded to OH EMA in accordance with published guidance, in order to obtain state and federal assistance
 - Activation of the County Emergency Operations Center in order to handle Jurisdictional reports, requests for resources, and other assistance
 - Activate the County Debris Manager in order to advise and assist Jurisdictional Debris Managers
 - Assisting affected Jurisdictions by coordinating available County and local resources and obtaining additional resources as needed
 - Provide copies of necessary forms, contracts, agreements and checklists in the County SOP for the Jurisdictions reference and use

B. County Debris Manager

The County Debris Manager will be appointed by the County EMA Director. The Debris Manager will have responsibility for assisting the County EMA with planning, operations and coordination of the debris management activities to include:

- Participation in County-wide debris management planning.
- Assisting Jurisdictions with the preparation of local SOPs.
- Meeting with Jurisdictional employees and Debris Managers. Assist as follows:
 - Establish and maintain contact with the designated local area Debris Managers
 - Development and maintain the dateline of the County Debris Management contact lists and contact numbers of all Jurisdictions
 - Assist the jurisdictions with obtaining, maintaining and updating a list of contractors able to support debris management activities to the area during a response and recovery period. This list should be maintained at local level and shared with County

Debris Management. Update the list throughout the year to ensure all contact information is correct

- Inspect the proposed temporary debris sites for each Jurisdiction
- Review with the local Debris Manager the resources available within the area, lists of Jurisdictional employees available to assist and other contacts within the County
- Ensure employees of the Jurisdictions are aware of the importance of *early public announcements* to explain how debris is to be handled, locations of debris drop-off sites and schedules for private debris pickup
- Ensure the Local Area Debris Managers provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended. The Contractor will provide such safety equipment, training and supervision as may be required by the Jurisdiction and/or local Government. The Contractor will ensure that its subcontracts contain a similar safety provision

C. Local Area Debris Managers

Each Jurisdiction will appoint a Debris Manager to organize, coordinate and manage their response to a debris generating event. Duties of the Debris Manager include:

- Coordination with the County Debris Manager and EOC as necessary.
- Coordination with the Jurisdictions leaders to ensure the elected officials, employees and residents understand how the response to a debris generating event will be handled.
- Being aware of personnel and resources available within the local area and how requests for outside assistance should be handled.
- Understanding the importance of timely reporting of the Jurisdictions estimated debris damages to the County EMA office.
- Considers ways to Reduce, Reuse and Recycle debris.
- Work with surrounding Jurisdictions to establish a staging area for debris removal.
- Acquire and maintain a list of contractors, what type of service they can perform and their cost. Update the list regularly for accuracy. This list should be considered confidential and retained by Jurisdictional officials and the appointed Local Debris Manager
- Work with Mutual Aid Contractors to establish what type of debris they will remove, how far they will move it and how much their overall cost is per hour.

The Local Area Debris Manager will ensure the Contractors provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended. The Contractor will provide such safety equipment, training and supervision as may be required by the Jurisdiction and/or Government. The Contractor will ensure that its subcontracts contain a similar safety provision.

D. Other Agencies and Organizations

Other offices and agencies have responsibility for debris management, and each has important functions to provide for the County and Jurisdictions. The following is an outline of their responsibilities:

- **Fairfield County Commissioners**
 - Consider the need for a County Disaster Declaration as addressed in the EOP
 - Authorize necessary expenditures for debris operations
 - Coordinate with PIO to release information to the public
- **Fairfield County Sheriff**
 - Provides law enforcement assets for closing roads and rerouting traffic in areas blocked or damaged by debris
 - Provides personnel to conduct litter control on County roads and temporary collection sites
 - Coordinates necessary security arrangements for the designated temporary debris sites
- **Fairfield County Health District**
 - Assists in identification of possible health issues with debris being removed
 - Inspect and coordinate appropriate actions by restaurants and grocery stores in addressing contaminated or spoiled food and possible bug infestation
 - Monitors temporary debris storage and reduction sites, as needed
 - Provides information to the public regarding health risks such as hazardous or infectious waste, unsafe well water and safety procedures to prevent illness or contamination.
- **Fairfield County Engineer**
 - Conduct debris removal activities on County roads and rights-of-ways
 - Provide debris collection and removal as personnel and equipment are available
- **Fairfield County Prosecutor**
 - Review insurance information and other assets to ensure benefits and resources are fully utilized
 - Review contracts to ensure compliance with FEMA requirements
 - Review rights-of-way and hold harmless agreements
 - Assist with compliance of historical preservation issues
- **Fairfield County Recycling and Litter Prevention**
 - Coordinate with the County EMA Director and Debris Manager

- Coordinate with the Coshocton, Fairfield, Licking and Perry Solid Waste District
- Assist debris management activities with affected Jurisdictions
- **Pine Grove Landfill, Inc., 5131 Drinkle Road SE, Amanda, Ohio 43201**
 - Relates available options for activities that may be supported by the landfill
 - Provide monitoring for debris shipped to the landfill
 - Coordinate necessary permits and requests with Ohio EPA
 - Is a finale disposal facility
- **Fairfield County Historical Parks Department**
 - Coordinates with the Fairfield County Prosecutors and the Ohio EPA representative when determination of debris removal on a historical site or involving a historical landmark.
- **Officials of Affected Jurisdictions**
 - Consider a local Jurisdiction disaster declaration as addressed in the EOP
 - Develop a local Debris Management SOP for the Jurisdiction or participate in a joint plan for multiple Jurisdictions in the area
 - Clear roadways and assess debris to be collected, as possible
 - Coordinate local debris operations through the County strategy
 - Distribute debris separation instructions and collection schedules to residents
 - Maintain proper documentation of local expenses for purposes of reimbursement and historical records. Each Jurisdiction must maintain separate records as they applied for disaster assistance by Jurisdiction.
 - Secondary responsibilities apply to the following agencies or individuals. They will possibly have limited involvement in the planning process but fill a vital role in the overall picture of debris management operations.
 - Obtain regulatory permits or authorizations that may be needed for debris operations.
- **Joint Information Center (JIC) Public Information Officer**
 - Public announcements and guidance regarding debris management, public health and other issues.
 - Coordinate with Jurisdictions in order to obtain public announcement to support their debris collection efforts. Notify the public on safety issues, how to safely sort debris on their property, special collection points, special collection times, etc.
 - Communicate with OH EMA Public Information personnel to provide information of Fairfield County's response efforts.

- Communicate to the public emphasizing the requirement of safe handling of all debris and proper disposal on private property.

➤ **Private Citizens**

- Attempt to sort debris at the curb. Follow guidance provided for separation, drop-off, and/or collection of all types of debris.
- Assist neighbors and disabled persons, the Jurisdiction's efforts to collect and remove debris.
- Report downed power and other service lines to utility companies, fire department and police.

➤ **Fairfield County Recyclers**

- Coordination with all Jurisdictions for all debris recycling needs.

➤ **Safety Officer**

- The Local Area Debris Manager will be responsible for appointing a local Safety Officer to oversee local debris management.
- The local Safety Officer shall be experienced and knowledgeable in industrial safety
- The local Safety Officer will be responsible for ensuring that the debris management staff are utilizing appropriate Personal Protective Equipment (PPE) including, but not limited to:
 - Gloves
 - Appropriate footwear
 - Eye protection
 - Coveralls (or another chemical protective clothing)
 - Safety helmets
 - Respirators
 - High visibility clothing or vests
 - Hearing protection

E. Facilitating Agencies

- Ohio Department of Transportation (ODOT)
- Ohio Department of Natural Resources (ODNR)
- Ohio Environmental Protection Agency (OEPA)

F. State Supporting Agencies

- Ohio Department of Agriculture (ODA)

- Ohio Department of Health (ODH)
- Ohio Emergency Management Agency (OHEMA)
- Adjutant General's Office, Ohio National Guard (OHNG)
- Ohio Department of Transportation
- Ohio Environmental Protection Agency
- Ohio Department of Natural Resources
- Ohio Department of Corrections
- Ohio State Highway Patrol

G. Direct Federal Assistance

Direct federal assistance may be available during certain incidents; however, this applies only to emergency work (debris removal and emergency protective measures) and must meet general FEMA eligibility criteria. Debris activities that are eligible for Direct Federal Assistance include:

- Debris removal from critical roadways and facilities
- Debris removal from curbsides or from eligible facilities and hauling to either temporary or permanent sites
- Identification, design, operation and closeout of debris management site
- Monitoring debris contractor's activities
- Demolition or removal of disaster damage structures and facilities in accordance with FEMA regulations and policies

VI. Important Factors of Debris Management

A. Cost Recovery

Documentation of all debris management costs is *essential* to eliminate abuse and recover the costs of the response efforts. This documentation must begin with the first expenses and continue until the effort is completed.

Each Jurisdiction (city, village and township) that is involved in a local area must maintain its own cost accounting for that Jurisdiction's expenses (labor, equipment and supplies) for debris clearance operations.

B. Communications

To have a successful response, communication is extremely important. Following a severe storm, it is to be expected that many power and telephone lines will be down and communications between parties will not be possible or will be limited.

Emergency calls to fire departments, medical units and police may not be possible. Communication with family members will also be affected. Some cell phones may work when others do not.

Attempts to provide the public information on the situation, notify them of shelters opened, locations to obtain food and water and other matters will be provided the media for broadcast and this information will be updated as needed.

C. Environmental Compliance

Ohio Environmental Protection Agency (OEPA) and local health department officials will be invited to participate with the workgroups planning efforts and/or can be consulted regarding applicable regulatory requirements. (See Appendix #1- Debris Fact Sheet, ODPS)

Compliance with environmental protection laws and regulations following an event is very important. On severe events and/or disasters OEPA representatives will travel through-out the affected areas to oversee and approve how the debris removal is being handled. The OEPA representative will coordinate all findings and conflicts with the County EMA Director, the County Debris Manager and the local Debris Managers.

County and Local Debris Managers must be aware of the legal requirements and check to ensure compliance within their areas.

VII. Concept of Operations

A. Disaster Response

In the case of a debris-generating storm, the County EMA Director typically activates all or portions of the County Emergency Operations Center (EOC) to assist with the initial communications rush and to obtain information from the affected Jurisdictions.

In order to obtain disaster assistance, the elected officials of each affected Jurisdiction must execute an emergency declaration. A copy of the declaration must be sent to the County EMA office who will forward it to OH EMA.

Members of the Joint Information Center would be activated to assist EMA in providing guidance to the Jurisdictions and the public. The County Debris Manager will also be ordered to the EOC to commence coordination with the affected Jurisdictions and the local Debris Managers.

Local Jurisdictions will evaluate the amount of damage and debris within their Jurisdictions and provide the County EMA an initial report of the degree of damages and debris. Reference the County Emergency Operations Plan, Annex K (Disaster Recovery) for reporting and assistance guidance.

B. Phased Approach

The following need to be considered during the response and recovery phases of debris management:

The County and Jurisdictional Debris Management Teams will address debris removal issues and response using a phased approach as noted below:

- Phase One – Assessment – The initial assessment is performed at the local level. This is the first opportunity to assess impacted areas and infrastructure, determine the type of debris and the potential amount of debris.

Determine if emergency debris clearance is necessary to open road access for emergency response vehicles, clear entries for hospitals and medical facilities and other critical facilities and roadways. Normally to be accomplished by facility or local resources due to the immediate nature of the situation.

Ensure communication is established between Jurisdictional leaders and County Emergency Management.

- Phase Two – Detailed Assessment – A more detailed look at the debris to include identifying the location impacted and description of the damage. Debris issues affecting health and safety will be photo'd and documented. These may include debris removal to assist disabled or confined persons; removal of dangerous limbs and trees; identification of contaminated debris (chemical, sewage, and flood debris, dead animals or spoiled food).

Jurisdictions will determine the need for a declaration by their leaders and communicate this information to the County EMA office.

- Phase Three – Ongoing Situational Awareness – Activation of Mutual Aid Agreements for debris removal should be annotated. Notification and continual updates to the public will include safety announcements, informative announcements of debris removal policies and debris pick-up schedules.

Impacted Jurisdictions should maintain communications with County Emergency Management. Resources needed for debris removal and estimates regarding the possible cost of the recovery will be discussed. Documentation will be requested by the County EMA so cost recovery amounts can be submitted to State EMA.

- Phase Four – Completion of all remaining debris activities necessary to restore the affected Jurisdictions to pre-disaster condition.

C. Evaluation of Need

When a debris generating event occurs the County EMA officials will contact the Jurisdictions to ascertain the amount of damages and verify what local response activities are planned or underway. EMA will assist by acquiring resources needed to assist with their recovery.

Elected officials of the affected Jurisdiction will be asked to provide County EMA a copy of their emergency declaration and an initial summary of the damages.

An assessment of the debris situation County-wide will be determined by EMA to include the cost estimates as reported by the Jurisdictions (trees down or damaged, power and other service lines down, etc.) and other reported problems. This assessment will be provided to the

County Elected Officials, OH EMA and the media. (See Debris Calculation Worksheet – Appendix #3).

Debris cleanup activities will be prioritized based on the four phases of debris activities listed above.

D. Force Account Labor and Equipment for Debris Management Operations

Force Account Labor is defined as work done by the applicant's employees rather than contractors. The capabilities of local Force Account Labor should be assessed prior to hiring contractors. Force Account Labor can perform any debris management operation which is within their capabilities. This includes, but is not limited to:

- Debris clearance from roadways, Right-of-Ways and public land
- Transportation of debris to and from temporary debris sites
- Management and oversight of temporary debris sites

E. Mutual Aid

Mutual aid assistance from unaffected Jurisdictions and from other counties will be requested whenever necessary. Assistance may also be available from surrounding County health departments and from the solid waste districts.

Written agreements should be signed to clarify the terms of the assistance. (See Appendix # 7, Sample Mutual Aid Agreements). If agreements do not state a reimbursement policy for mutual aid, that labor may not be eligible for reimbursement.

F. Debris Recovery and Handling Strategy

Types of Debris:

- Fairfield County contains a variety of Jurisdictions, each containing their own specific structure. It is likely that each of the Jurisdictions will experience similar debris management needs.
- Woody or vegetation debris would be the most common type of debris present in Fairfield County Jurisdictions. This type of debris could cause damage to existing structures and well as creating road closures.
- In the event of a larger disaster such as a tornado or earthquake, destruction to private homes and business will occur. The type of debris created would be household and business materials such as:
 - Construction and Demolition Debris - Building materials, roofing materials, siding

- General Solid Waste – Municipal Solid Waste facility
- White Goods Debris - Major appliances; washers, dryers, refrigerators and Household Goods such as furniture and personal belongings
- Hazardous Chemicals – HazMat releases could occur due to a natural hazard. Chemicals released from tanker spills or from damaged factories are a possibility. The Debris Managers will investigate areas of concern to assess possible damages.

G. Demolition and Recycling of Debris

Recycling debris can save money and reduce the amount of waste in landfills. Wood, aluminum and other metals, asphalt, concrete, and corrugated cardboard can all be recycled. Once the Area Debris Managers notices large quantities of recyclable debris in their Jurisdiction, the County Debris Manager should be notified. Information on all recycling drop locations in Fairfield County will be maintained by the County Debris Manager and the EOC.

➤ Reduction of debris

TYPE OF DEBRIS	REDUCTION METHOD
<i>Construction and Demolition Debris</i>	
Woody and Tree Materials	C & D recycling methods
Utility Poles and Wires	C & D recycling methods
Building Materials	C & D recycling methods
Household Goods (furniture, personal belongings)	C & D recycling methods
<i>Food Waste Debris</i>	Compost Centers
<i>Silt and Mud Debris</i>	Compost Centers
<i>White Goods (stoves, refrigerators, etc.)</i>	Recycle Centers
<i>Vehicles and Tires</i>	Recycle Centers

Hazardous Materials, Infectious Waste, Animal Carcasses and other Hazardous Substances may not be able to be reduced. All safety precautions must be followed when dealing with this type of debris.

➤ **Demolition of Structures**

(See Appendix #9, Demolition Checklist)

Demolition may be the only remaining option in some cases when severe damage has occurred. This action should be recommended only after all other options have been explored:

- Costs for removal of debris from demolition are the responsibility of the property owner.
- Local building and zoning officers should inspect any buildings sustaining major damages.
- The County Health Department may conduct their inspection in certain cases and has the authority to condemn buildings.
- Permits for demolition are issued by the Fairfield County Building Authority.
- When demolition is recommended, contracts and legal guidance will be necessary.

H. Human Remains Handling

The remains of many residents are unaccounted for and many are still trapped in the rubble. Recovery of human remains in a dignified and respectful manner must be integrated with the debris stream processing. Remains should be recovered at the rubble site to the maximum extent practical. However, human remains may be encountered either at the disaster debris collection point or at a debris processing/staging site where transported debris is separated and processed. It should be noted that animal remains pose similar health hazards. The same safety and health requirements should be applied as appropriate when handling animal remains.

➤ **Human Remains Safety and Health Precautions**

Workers who handle human remains should use the following precautions:

- Wear protective clothing appropriate for preventing blood from penetrating onto underlying skin/clothing.
- Protect the face from splashes of body fluids and fecal material. Use a plastic face shield or a combination of eye protection (indirectly vented safety goggles are a good choice if available; safety glasses will only provide limited protection) and a surgical mask. In extreme situations, a cloth tied over the nose and mouth can be used to block splashes.
- Protect the hands from direct contact with body fluids with special attention to cuts, puncture wounds, or other injuries that break the skin. Skin tears can be caused by sharp environmental debris or bone fragments. Fluid-proof gloves (e.g., latex, nitrile, rubber) should be used and covered with heavy-duty work gloves if there is a potential for cuts and abrasions (e.g., moving debris). Footwear should protect against sharp debris.

- Do not wear Personal Protective Equipment (PPE) or clothing that has been damaged or has been penetrated by body fluids. Decontaminate equipment before reuse; do not reuse gloves or another disposable PPE.
- Follow universal precautions, including washing any areas of the body or clothing that becomes contaminated with blood or bodily fluids. Maintain hand hygiene to prevent transmission of diarrheal and other diseases from fecal materials on hands. Wash hands with soap and water immediately after removing their gloves. In the absence of soap and water, use an alcohol-based hand cleaner after glove removal. However, wash hands with soap and water as soon as feasible.
- Give prompt care--including immediate cleansing with soap and clean water, and a tetanus booster if indicated--to any wounds sustained during work with human remains. Responders should report any injuries and exposures to body fluid to a supervisor.

In addition to guarding physical safety, participate in available programs to provide psychological and emotional support for workers handling human remains. Agencies coordinating the management of human remains are encouraged to develop programs:

- Providing psychological and emotional support and care for workers during and after recovery activities.
- Hepatitis B vaccinations to help prevent infection and will be 70 percent to 80 percent effective within one week of exposure. Those with a prior bacilli Calmette-Guérin (BCG) vaccination may have some protection against tuberculosis, and tuberculin testing may be an appropriate follow-up measure.
- If available, use body bags to contain remains as they will further reduce the risk of infection and are useful for the transport of cadavers that have been badly damaged. However, body bags reduce the rate of cooling of the cadaver, thus increasing the rate of decomposition, especially in hot climates. If available, refrigeration can reduce the rate of decay and facilitate identification.

References and Additional Information

For additional information regarding health risks related to human remains see:

Pan American Health Organization web site at:

U.S. Army Center for Health Promotion and Preventative Medicine Fact Sheet 37-032-0905, *Handling of Human Remains from Natural Disasters*:

<http://chppmwww.apgea.army.mil/documents/fact/37-032-0905.pdf>

I. Debris Estimations

There are many variables when estimating the amount and type of debris left behind from an event. The type of disaster, duration, location and intensity all play a part in the determination

of what type of debris and how much. The Debris Managers will estimate the approximate amount and types of debris and determine if that specific Jurisdiction has the capability to handle the recovery. The use of Jurisdictional debris removal capabilities first is expected. The EOC will recommend all Jurisdictions contact a capable recycling company to reduce the amount of fill in their selected site. Once Jurisdictions are unable to handle the amount of debris, then contractors will be contacted. Contractors will continue with the estimate of debris type and quantities per Jurisdictions.

➤ Estimating Techniques.

- Measurements - Measurements can be done in many ways. In most cases, measurements are made by volume (CY=cubic yards). However, if material is being taken to a landfill, there may be access to a scale for weight measurements. For demolition, contractors may use a lump sum price.
- Cubic Yard: Cubic Yard (CY) measurements are used to determine the unit price of debris (woody, mixed or construction & demolition) transported to a Debris Management Site or permanent landfill.
- Ton Measurements: All trucks must have a certified tare weight (empty) established if payments are going to be made based on certified scale net weight receipts. Field Debris Managers will be required to spot check trucks after dumping to see if they are still at their tare weight.
- Damage estimates can be made from available aerial photographs as well. This opportunity would allow a Debris Manager to determine the scope of destruction.

J. Guidance for Debris Removal and Homeowner's Insurance Coverage Considerations

The following references contain valuable information regarding the removal of eligible debris from public property; from private property including eligibility of curbside pick-up, and homeowner's insurance coverage for debris removal; and a private property utilities checklist.

Debris Managers, other officials and operators should be familiar with the information provided in the referenced Appendixes.

K. Right-of-Way Agreement

- (See Appendix #11- Debris Removal from Private Property)
- Debris deposited on public lands including the right-of-way will be the responsibility of local government.
- In some cases, where a health and/or safety threat exists, private property owners may move event-related debris to the public right-of-way for removal by government forces.
- Government forces or volunteers may assist private property owners if necessary, to remove event-related debris that poses a health and/or safety threat.

L. Private Property Debris Removal

- (See Appendix #10- Private Property Utilities Checklist)
 - Debris deposited on private property is the responsibility of the property owner.
 - The Jurisdictions will publish debris pickup schedules and provide them to the citizens.
 - Private property owners will be directed to move event-related debris to the curbside or property line for pickup and informed that non-event debris will not be accepted.
 - Instructions for separation of debris and steps to follow if assistance is required in getting debris to the curbside will be published with the removal schedules.
 - Volunteers or voluntary groups may be utilized to assist disabled property owners.

M. Private Property Utilities Checklist

(See Appendix #9- Demolition Checklist)

- The checklist identifies key tasks that local officials should address before the structure is approved for demolition.

VIII. Temporary Debris Storage and Reduction Sites (TDSRS)

Certain disasters reach such magnitude that normal debris operations must be accomplished by developing Temporary Debris Storage sites. Advisement is given that in this operation debris is likely handled at least twice therefore increasing time and costs to reach recovery. Careful considerations should be given when locating areas to be used as temporary debris storage.

Fairfield County has a County Debris Management SOP accompanied by local area Debris Management SOPs. The intent is to have at least one debris storage and reduction site pre-identified in each geographical area addressed by these plans. (See Appendix #16- Fairfield County TDSR Sites).

Temporary debris storage and reduction sites may be on public or private land. Sites selected should be located as close as possible to the geographical area addressed by the plan. The County and the local Debris Managers will work together to coordinate the size and locations of the temporary sites, develop a site layout diagrams, determine site ingress/egress, and determine site use and limitations.

State and Federal guidelines for debris sites will be followed. OEPA representative will be requested to review the sites and usage plans and provide comments as needed.

All sites will enter into the County GIS mapping systems and information on all sites within the County will be provided all Jurisdictions and concerned agencies and organizations.

Some specific considerations when using these types of sites include:

- Location: Care should be taken in selection of TDSR sites. Land use, proximity to housing, location of the nearest water table and/or public water supply, and other factors that may impact the full use of the site should be considered. (See Appendix #13- Temporary Debris Sites and Appendix #14- TDSR Checklist, Issues, and Layout)
- Operations: Monitoring receipt of debris and verifying types of debris are critical functions for successful operation of a TDSR site. See Appendix #14 – TDSR Checklist, Issues and Layout for a diagram of a sample TDSR site layout and Appendix #16 – Fairfield County TDSR sites.
- Closeout: In order to close out a TDSR site, care should be taken to restore the site to its original condition in an environmentally friendly and timely manner. Included in the attachments to this document is a checklist for site closeout.

A. Debris Site Security

Debris Site security is required to ensure the site is not used for illegal dumping.

Security of the active temporary debris sites within the County and local Jurisdictions will be coordinated by the County Sheriff's Office and with local law enforcement departments.

Debris Site Managers will be responsible for overseeing the security of the Jurisdictions site(s). All problems will be brought to the attention of the County EMA office (or County EOC).

B. Public Notification and Information

It is extremely important for the public to be notified of the procedures to be followed in handling the debris on their property and businesses as soon as the information is available. This information should include:

- Notice of how removal of debris from private property will be conducted and what is type of debris eligible to be picked up.
- Dates and time and locations schedules for debris pickup within the Jurisdiction.
- Informational bulletins regarding the individual owners' responsibilities, insurance coverage considerations, volunteers. etc.

C. Contract Monitoring

If contracts are used for debris removal, monitoring of contractors is a very important issue. To ensure contract specifications are being met one or more persons must monitor the operation.

Contract monitoring verifies that the following actions are taking place:

- Debris being picked up is a direct result of the disaster
- Trucks hauling debris are fully loaded.
- Debris pick-up areas are being managed properly
- Debris pick-up personnel are adhering to all safety protection rules and standards.
- Trucks are sticking to debris routes

- Inspection of temporary storage sites to ensure operations are being carried out according to contract
- Verification of security and control for temporary debris storage and reduction sites.

NOTE: The Fairfield County Prosecutor's office will provide legal counsel and review of all proposed agreements.

D. Contracts and Contracting

The following types of contracts may be used in conducting debris management operations.

- Time and Material: Under a time and material contract, the contractor is paid on the basis of time spent and resources utilized in accomplishing debris management tasks. The Federal Emergency Management Agency policy requires that the use of time and material contracts be limited to the first 72 work hours following a disaster event. (See Appendix #3- Debris Calculation Worksheet).
- Lump Sum: A lump sum contract establishes a total price using a one item bid from a contractor. It should be used only when a scope of work is clearly defined, with areas of work and quantities of material clearly identified. (See Appendix #5, Sample Lump Sum Contract)

Lump Sum contracts can be defined in one of two ways:

- Area Method, where the scope of work is based on a one-time clearance of a specified area, or
- Pass Method, where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right of way.
- Unit Price: A unit price contract is based on weight (tons) or volume (cubic yards) of debris hauled and should be used when the scope of work is not well defined. This method requires *close monitoring* of collection, transportation, and disposal to ensure that quantities are accurate. A unit price contract may be complicated by the need to segregate debris for disposal. (See Appendix #6, Sample Unit Price Contract)

E. Qualified Contractors

Each Jurisdiction is responsible to conduct a cost analysis between two or more contracting companies (if more than one is available). Cost analysis should include hourly labor cost, hourly cost of all equipment, volume estimates and special material analysis.

All Pre-Qualified Debris Contractors along with their analysis cost will be on file in the Fairfield County Resources Manual which is updated yearly. The list of pre-qualified contractors is developed and reviewed by the County building authority's established process. Local EMA is available to assist all Jurisdictions in the review of disaster related debris removal contracts or appendix to a contract.

F. Right-of-Entry Agreements

Disaster response activities may require entering private property to remove debris that is a threat to the health and safety of occupants.

Entry onto private property will be made only when necessary. Agreements will be necessary to protect private and public interests.

G. Avoidance Checklist

Jurisdictional officials must be aware of the pitfalls of 'contracting' and ensure that all personnel involved in oversight of the debris management efforts are aware of the following:

- **DO NOT:** Award a debris removal contract on a sole-source basis.
- **DO NOT:** Sign a contract (including one provided by a contractor) until it has been thoroughly reviewed by your legal representative.
- **DO NOT:** Allow any contractor to make eligibility determinations, since only FEMA has that authority.
- **DO NOT:** Accept any contractor's claim that it is "FEMA certified." FEMA does not certify, credential, or recommend debris contractors.
- **DO NOT:** Award a contract to develop and manage debris processing sites unless it is necessary. Contact the County EMA for assistance concerning the need for such operations. Temporary debris storage and reduction sites are not always necessary.
- **DO NOT:** Allow separate line item payment for stumps 24 inches and smaller in diameter; these should be treated as normal debris.
- **DO NOT:** "Piggyback" or utilize a contract awarded by another entity. Piggybacking may be legal under applicable state law; however, the use of such a contract may jeopardize FEMA funding.
- **DO NOT:** Award pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster. Such contracts should have variable mobilization costs depending upon the size of the debris work that may be encountered.

H. Documentation

It is important to record all debris activities performed to include all costs to the Jurisdiction. Accurate record keeping and documentation of all debris removal activities, specifically cost of debris removal, is extremely important when requesting reimbursement of all costs.

Each Jurisdiction must maintain complete and accurate records of the Jurisdiction's costs for debris removal in order to justify costs for reimbursement under the state and federal disaster assistance rules.

At a minimum, documentation needs to address the following:

- Labor, equipment, rental fees and material costs
- Mutual-aid agreement expenses
- Use of volunteered resources, including labor
- Administrative expenses
- Disposal costs
- Types of debris collected, amounts of each type, and location of origin

Documentation must also meet State and/or FEMA standards for reimbursement of expenses to be approved. (See Appendix #8, Debris Ticket Format for Landfill Disposal).

IX. Direction and Control

A. Activation of the Debris Management SOPs

County and Local SOPs will be activated as soon as it is apparent that there is a significant amount of debris that requires immediate action.

County Commissioners will be notified of the situation by the EMA Director. All or some of the EOC and JIC staff may depend on the situation.

The County Debris Manager will work with the EOC and JIC staffs to coordinate activities with local Jurisdictions, local Debris Managers and OEPA representatives.

B. Establishment of Debris Removal Priorities

When a debris-generating event occurs, there is an immediate need for prioritization of actions.

- The first priority shall include roadways that allow ingress and egress to the critical public facilities such as fire stations, police stations, hospitals, and other critical facilities.
- Other essential, but perhaps not critical facilities include schools, municipal buildings, water treatment plants, wastewater treatment plants, power generation units, airports, temporary shelters for disaster victims, etc.
- The County will need to prioritize debris removal from roadways that allow ingress or egress to these facilities.

C. Environmental Compliance

Compliance with environmental protection laws and regulations is still required following disasters.

Federal and State Environmental Protection Agencies and local Health Departments should be consulted for applicable regulatory requirements.

Hazardous waste will be a significant issue in the debris management strategy.

The County, township, city or village will work closely with Federal and State environmental protection agencies to ensure proper removal and disposal of hazardous waste.

Procedures for establishing a separate staging area for hazardous waste, to include lining with an impermeable material so chemicals do not leak into the groundwater and soil will need to be developed.

X. Administration & Logistics

A. Tracking of Resources

Tracking of resources is essential in order to obtain the most possible utilization from those available in the County. County EMA maintains a County Resource Database for tracking resources, expenses, and actions taken during disasters.

The level of detail in the tracking system will be dependent upon the size magnitude of the disaster. County EMA (and the EOC) will assist the local Jurisdictions as needed.

State EMA is available to assist with resources through WebEOC. This database can locate all needed resources.

B. Meetings and Briefings

Briefings will be conducted by the EMA Director or his designee. The briefings will inform all members of the EOC, County Commissioners, Jurisdictions Leaders and members of the media on current and future debris management activities.

Meetings will be conducted with members of the Debris Management Staff to assist in their response and recovery efforts. The meetings will be designed to explain necessary documentation of debris removal, activating Mutual Aid Agreements and any further assistance the Jurisdictions require.

C. Documentation Process

Debris management personnel will maintain records regarding planning and decisions made on debris management activities. This includes minute of meetings, debris site selections, debris removal policies and priorities, demolition of public/private structures and others.

D. Technical Assistance

State Technical Assistance is available to local officials for a variety of tasks related to debris planning. The Ohio Environmental Protection Agency, and Ohio Emergency Management Agency, can provide technical assistance in the following areas:

- County and Local Debris Management Plans
- Debris Management Site plans
- Contract/TDSR checklist.
- Documentation aids (ex. Trip tickets)

E. Federal Technical Assistance

Federal technical assistance may be available and applies when a state or County lacks technical knowledge or expertise to accomplish an eligible task. The Federal Emergency Management Agency will then request technical assistance from the appropriate federal agency in the National Response Plan.

F. Volunteer Organizations

Volunteer organizations may provide assistance for debris removal from private property. There is a wide range of volunteer organizations at the local, state, and federal levels.

The following is an incomplete list of organizations:

- American Red Cross
- Salvation Army
- Fairfield County Neighborhood Watch
- Citizen Corps
 - Community Emergency Response Teams
 - Medical Reserve Corps
- Catholic Social Services
- Voluntary Organizations Active in Disaster (VOAD) and (OHVOAD)
- Mennonite Services
- Civic Clubs
- Student Organizations
- Church Organizations

XI. SOP Development & Maintenance

The Fairfield County EMA Director is responsible for the final publishing and maintenance of the County debris management SOP. EMA will also work with the Jurisdictions and will publish for them a local area SOP based on their input.

Updating the SOPs will be based on comments and input from County and local personnel. Changes to the SOP may also be considered based on deficiencies identified through actual events, drills and exercises, and changes in Jurisdictional local area structure.

XII. Authorities/References/Abbreviations

A. Authorities

- 44 CFR (Code of Federal Regulations) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

- 44 CFR Part 206, Disaster Assistance (subparts G-L pertain to the Public Assistance Program)

B. References

- Debris Management Guide, FEMA 325, July 2007
- Public Assistance Policy Digest, FEMA 321, January 2008
- Public Assistance Guide, FEMA 322, October 2010
- Public Assistance Debris Monitoring Guide, FEMA 327, October 2010
- Debris Estimating Field Guide, FEMA 329, September 2010

C. Abbreviations

- EMS – Emergency Medical Services
- EOC – Emergency Operation Center
- EOP – Emergency Operation Plan
- EPA – Environmental Protection Agency
- FCEMA – Fairfield County Emergency Management Agency
- OH EMA – Ohio Emergency Management Agency
- OEPA – Ohio Environmental Protection Agency
- PIO – Public Information Officer
- SOP – Standard Operating Procedure
- TDSR – Temporary Debris Storage Site

XIII. Appendixes

The following information is listed under Appendix:

Appendixes:

- #1 – Debris Fact Sheet for Local Officials
- #2 – Contracting and FEMA Eligibility
- #3 - Debris Calculation Worksheet
- #4 – Time and Material Contract
- #5 – Lump sum Contract for Debris Removal
- #6 – Unit Price Contract for Debris Removal
- #7 - Sample Mutual Aid Agreement
- #8 – Debris Ticket Format for landfill disposal
- #9 - Demolition Checklist
- #10 – Private Property Utilities Checklist
- #11- Debris Removal from Private Property
- #12 – Right of Entry Agreement
- #13 - Temporary Debris Sites - Things to Consider
- #14 - TDSR Checklists, Issues and Layout
- #15 – Sample TDSR Layout
- #16 - Fairfield County TDSR Sites
- #17 – Pine Grove Landfill

Appendix #1
Debris Fact Sheet for Local Officials

DEBRIS FACT SHEET FOR LOCAL OFFICIALS

DEBRIS FACT SHEET FOR LOCAL OFFICIALS



The information contained within this document is intended to assist local officials responsible for all or a portion of the issues relating to managing all types of waste (“debris”) resulting from a disaster or significant emergency. Removal, reduction, recycling, temporary sites, contracting and disposal data as well as points of contact are included in the following pages.

The Ohio Environmental Protection Agency (EPA) and Ohio Emergency Management Agency (EMA) are two state agencies that have primary responsibilities to respond to disasters. Disasters can generate a significant amount of debris and can disrupt local government operations in general. Their roles and day-to-day points of contact are detailed below.

Local Governments

Local health departments may be able to provide technical assistance regarding debris management and public health issues. Local health departments may also have primary responsibility during a disaster in the regulatory oversight for proper management of debris. Of particular concern for public health and safety is the management and proper disposal of debris created by a disaster or by demolition, yard waste, household hazardous waste, food stuffs, and spoiled food.

Ohio Environmental Protection Agency (www.epa.state.oh.us/dmwm)

Division of Materials and Waste Management, Central Office
50 West Town Street, Suite 700, Columbus, OH 43215
Phone (614) 644-2621 Fax (614) 728-5315

Primary responsibility during a disaster is regulatory oversight for proper management of debris. This is accomplished by providing rule interpretations (regulatory requirements), technical assistance/coordination regarding temporary staging, collection, removal and disposal of debris, and resource lists.

Ohio Emergency Management Agency (www.ema.ohio.gov)

Disaster Recovery Branch
2855 West Dublin Granville Road, Columbus, OH 43235
Phone (614) 799-3665 Fax (614) 791-0018

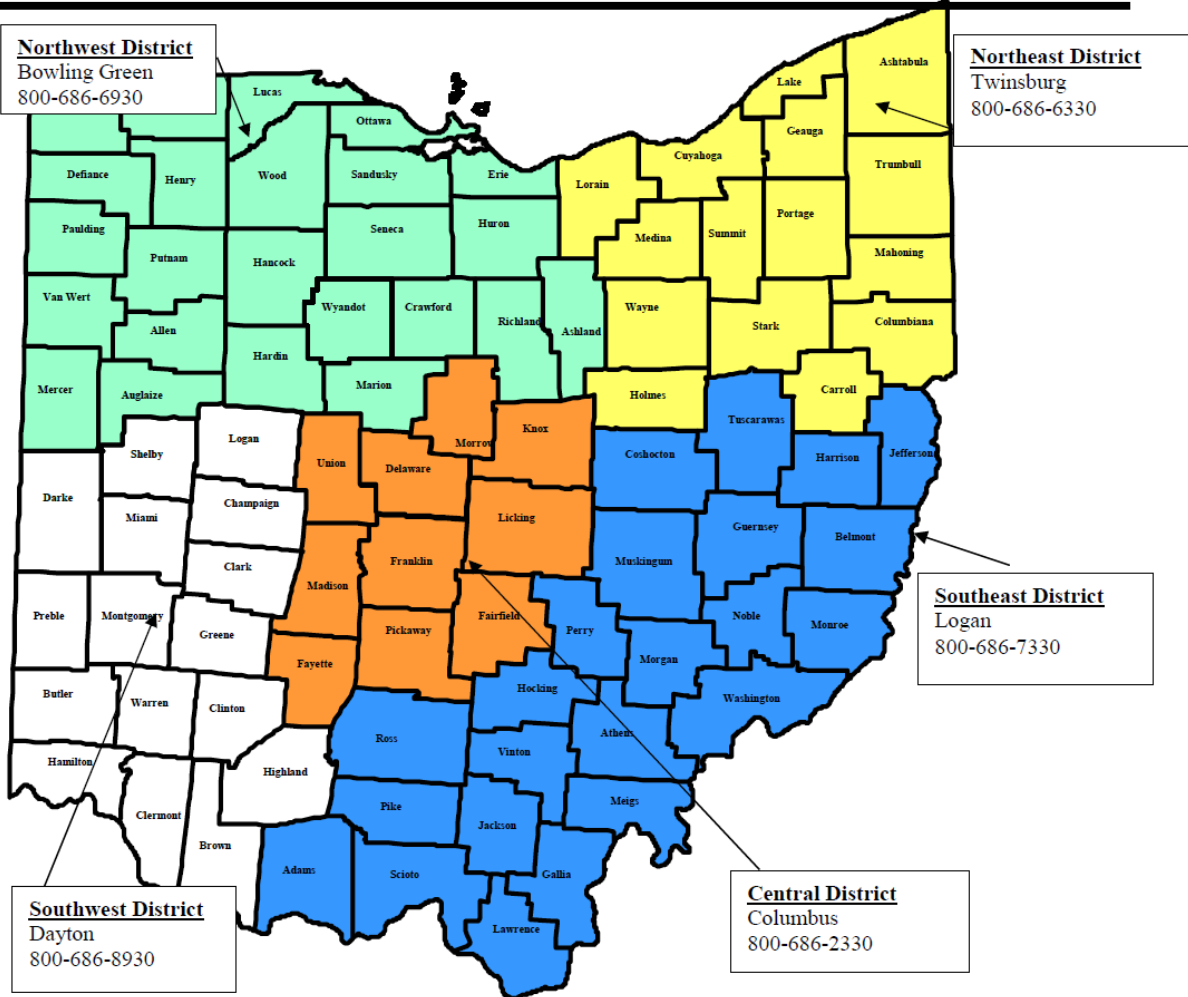
Primary responsibility is coordination of state assistance, through County Emergency Management Agency offices, to support the efforts of local officials following disasters. The Disaster Recovery Branch administers reimbursement programs for costs associated with local response/recovery actions, including debris operations.

Page 2	Contact List	Page 5	Ohio EPA Resources
Page 3	Management Options Chart	Page 6	Contracting and FEMA Eligibility
Page 4	Temporary Debris Sites		

DEBRIS MANAGEMENT CONTACTS

OHIO ENVIRONMENTAL PROTECTION AGENCY

Div. Materials & Waste Management (includes solid, infectious, & hazardous) (614) 644-2621
 Public Drinking Water (614) 644-2752 Burn Permits (614) 644-2270
 Waste Water Treatment (614) 644-2001 Chemical Spills (800) 282-9378



ADDITIONAL CONTACTS

Local Solid Waste Mgmt District (Recycling)	See Local Listing	Ohio EMA (Response and Recovery)	(614) 889-7150
Local Department of Health (Private Drinking Water)	See Local Listing	Ohio Historic Preservation Off (Environmental/Historic)	(614) 298-2000
Ohio Department of Health (Dead Animals)	(614) 466-1390	Attorney General (Consumer Protection)	(800) 282-0515
Ohio Department of Agriculture (Regulatory-Great Lakes Division)	(614) 728-6200	Ohio Dept. Natural Resources (Recycling, Floodplain Mgmt.)	(614) 265-6565
U.S. Corp of Engineer	(513) 684-3002		

Ohio Environmental Protection Agency – Management Options for Disaster Related Wastes

Type of Waste	Description of Waste	Management Options
General Solid Waste (aka Municipal Solid Waste)	Food, packaging, clothing, appliances, furniture, machinery, electronic equipment, garbage, plastic, paper, bottles, cans, loose carpeting, paper products, scrap tires, street dirt, dead animals, vehicles Sand Bag Note: Sand from sand bags used to control flooding may be emptied from the bags and reused. The empty bags, if not reused, are considered solid waste. Sand contaminated with other materials (hazardous, etc.) should be handled appropriately.	<ul style="list-style-type: none"> Recycling: segregate / recycle as much as possible (preferred) MSW Landfill Disposal MSW Transfer Facility Disposal Scrap Tires: licensed tire recovery / recycling facility Appliances: remove refrigerants prior to disposal Vehicles: auto salvage yards Dead Animals: landfill, compost, burn / bury / render (per Ohio Dept. of Ag. Guidelines)
Agricultural Waste & Vegetative Waste (aka Solid Waste)	Vegetative or woody waste, tree limbs, brush, shrubs (does not include buildings, other structures, dead animals, or vehicles)	<ul style="list-style-type: none"> Recycling: drying, chipping, grinding for use in landscaping, mulching, and as a fuel supplement (preferred) MSW Landfills Disposal MSW Transfer Facility Disposal Appropriate Composting Facilities Controlled Burning – for use in declared disaster areas only; air curtain destructor use and Ohio EPA approval required
Construction & Demolition Debris (CDD)	Brick, stone, mortar, asphalt, lumber, wallboard, glass, roofing, metal, piping, fixtures, electrical wiring, heating equipment, insulation, carpeting attached to structures, railroad ties, utility poles, mobile homes	<ul style="list-style-type: none"> Recycling: segregate and reuse as much materials as possible CDD Landfill Disposal MSW Landfill Disposal MSW Transfer Facility Disposal Mobile Homes: take to salvage company or CDD landfill
Clean Hard Fill (a subset of CDD)	CDD which consists only of reinforced or non-reinforced concrete, asphalt concrete, brick, block, tile, and stone which can be reused as construction or fill material	<ul style="list-style-type: none"> Segregate and reuse materials as appropriate. Notify local health district of intent to use clean hard fill in filling operations
Infectious Waste	Needles and medical related glass ("sharps"), syringes, blood containing or saturated items including tubing, clothing, bandages, etc.	<ul style="list-style-type: none"> Contact local health district or Ohio EPA District Office for guidance
Hazardous Wastes & Household Hazardous Wastes	Flammable materials (fuels, gasoline, kerosene, propane tanks, oxygen bottles, etc.), explosives, batteries, common household chemicals, industrial and agricultural chemicals, cleaners, solvents, fertilizers, etc.	<ul style="list-style-type: none"> Segregate materials as practical and dispose of at an approved hazardous waste facility. Contact appropriate Ohio EPA District Office for guidance. Household hazardous waste disposal is permitted at MSW facilities. However, strongly consider segregation from waste stream, where practical, and dispose of with other hazardous materials.
Radiological Wastes	Nuclear medicine materials and associated patient wastes, certain monitoring equipment	<ul style="list-style-type: none"> Contact Ohio Department of Health for regulatory requirements and management options. Not regulated by Ohio EPA.

Variances / Exemptions: All regulated disposal facilities in Ohio have operational requirements / restrictions regarding the types and volume of waste that can be accepted for disposal. During emergency events, a facility may seek authorization from the Director of Ohio EPA to temporarily accept different waste streams or an increased volume of waste. Before taking disaster-related debris to a disposal facility, please make sure that the facility is willing and properly authorized to accept the material.

Stream Cleanup Activities: Prior to removing debris from streams and waterways, please make sure you have the appropriate authorizations, if necessary (permits from COE and/or Ohio EPA, property owner permission, etc.). Once debris is removed from the streams / waterways segregate the debris as much as possible and manage according to the above outlined options.

Temporary Debris Sites

Things to Consider

- Site Ownership – Use public lands whenever possible to avoid potentially costly and complicated leasing arrangements, and to lessen potential trespassing allegations. Use privately owned land only if no public sites are available. If using private lands, be sure to obtain proper, detailed usage agreements with all parties having an ownership interest.
- Site Location
 - Consider impact of noise, dust, traffic
 - Consider pre-existing site conditions
 - Look for good ingress/egress at site
 - Consider paved versus unpaved areas
 - Consider potential impact on ground water
 - Determine whether any existing drains need to be sealed
 - Consider site size based on:
 - Expected volume of debris to be collected
 - Planned volume reduction and debris processing activities
 - 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
 - Record detailed conditions of chosen site (pictures, video, etc.)
- Site Operations
 - Use portable containers
 - Ensure portable containers are emptied/replaced when necessary
 - 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 regulated hazardous materials
 - If household hazardous waste is segregated, ensure disposal options exist
 - Provide security (limit access to site)
 - Ensure appropriate equipment is available for site operations
- Site Closeout
 - Remove all remaining debris to authorized locations
 - Restore site to pre-use conditions
 - Record detailed conditions of site after closeout is complete (pictures, video, etc.)

Ohio Environmental Protection Agency Resources

The following documents are available for download from the Ohio EPA Website or by contacting the appropriate Ohio EPA division.

- Ohio EPA Registered and/or Licensed Debris Disposal Facility and Company Listings - DMWM
 - Composting Facilities
 - Construction and Demolition Debris Landfills
 - Infectious Waste Transporters
 - Municipal Solid Waste Landfills
 - Municipal Solid Waste Transfer Facilities
 - Scrap Tire Storage and Disposal Facilities
 - Scrap Tire Transporters
 - Solid Waste Management District Contacts
- Emergency Response Contractors - DERR
- Orphan Drum Program – DERR
- Open Burning Regulations – DAPC
- Ohio EPA District Office Map and Contact Numbers (included with this fact sheet)

Ohio EPA Division of Materials & Waste Management (DMWM)

www.epa.state.oh.us/dmwm

(614) 644-2621

Ohio EPA Division of Environmental Response and Revitalization (DERR)

www.epa.state.oh.us/derr

(614) 644-2924

Ohio EPA Division of Air Pollution Control

www.epa.state.oh.us/dapc

(614) 644-2270

CONTRACTING AND FEMA ELIGIBILITY

GENERAL WORK ELIGIBILITY

Under a presidential disaster declaration for the state of Ohio, the Federal Emergency Management Agency (FEMA) may provide assistance to state and local governments and certain private non-profit organizations for costs associated with debris removal operations. Debris removal operations include collection, pick up, hauling, and storage at a temporary site, segregation, reduction, and final disposal. This document provides information on the eligibility of debris removal operations for Public Assistance (PA) funding.

Determination of eligibility is a FEMA responsibility. Removal and disposal of debris that is a result of the disaster, is within a declared county and is on public property, is eligible for federal assistance. Public property includes roads and publicly-owned facilities. Removal of debris from parks and recreational areas is eligible when it affects improved facilities (e.g. trails), affects public health and safety or limits the use of those facilities.

Debris Removal from Private Property: Costs incurred by local governments to remove debris from private property may be reimbursed by FEMA if it is pre-approved by the Federal Disaster Recovery Manager, is a public health and safety hazard and if the work is performed by an eligible PA applicant, such as a municipal or county government. Private property debris removal also requires documentation of signed Right of Entry and Hold Harmless agreements with the property owner. The cost of debris removal by private individuals is not eligible under the PA Program however, during a specific time period a private property owner may move disaster-related debris to the curbside for pick up by an eligible PA applicant. Applicants should set the specific period of time to ensure curbside debris does not include non-event related or reconstruction debris (ineligible).

Eligible Costs: If an applicant uses force account (their own) personnel and equipment, the cost of the equipment and overtime costs for personnel are eligible for federal funding. If an applicant chooses to award a contract(s) for debris operations, the costs of the contracts are also eligible for federal funding, as long as the contract is reasonable and is properly procured.

Documentation: To ensure that processing of federal funding is done as quickly as possible, applicants should maintain the following information: debris quantities (estimated and actual), debris cost estimates, procurement information (bid requests, bid tabulations, etc.), contracts, invoices, and monitoring information (load tickets, scale records, etc). If an applicant performs debris removal, the payroll and equipment hours must be kept. All records should be maintained in the manner prescribed by the local government with consideration of state and federal record retention guidelines.

CONTRACTING FOR DEBRIS REMOVAL

Procurement

- Determine the type of contracting needed to satisfy specific debris clearance, removal and disposal requirements of an unusual and compelling urgency;

- Document the entire procurement process. If you solicit quotes, document whom you spoke with, when and what was quoted.
- Ensure adherence to federal, state and local procurement guidance. Note that the minimum amount for which competitive proposals are required is lower for local government than for FEMA;
- Determine if any purchasing and contracting requirements are waived as a result of the disaster and subsequent declarations of emergency (see Ohio Revised Code 125.023 and/or 2 CFR 200.320(f));
- To ensure federal reimbursement, applicants should follow FEMA requirements for procurement, 2 CFR Part 200.317-200.326. FEMA requires that the procurement process allow for competition and reasonable cost. To show competition, applicants should at a minimum solicit three quotes (projects under \$150,000) or formally bid (advertise) the work. Reasonable costs are those that are fair and equitable for the type of work performed in the affected area. To show reasonable cost, the applicants should perform a cost analysis in order to document a base amount to which they compared the awarded bid;
- Solicit bids, evaluate offers, award contracts, and issue notices to proceed with all contract assignments. (See pg 8 of this document for debarred/suspended contractor information);
- Supervise the full acquisition process for service and supply contracts and the oversight of contract actions to ensure conformance to regulatory requirements;
- Coordinate with the local Department of Public Works and Department of Solid Waste Management staffs and consult with legal counsel. The contracting office must take care to avoid the solicitation of assistance from the general public and giving the impression that compensation will be provided for such assistance. In general, this would be considered as volunteer actions. In addition, there are a number of other issues involved with such a solicitation, including licensing, bonding, insurance, the potential for the communities to incur liability in the event of injury or fatality, supervision and certification of work done;
- Please see the Ohio Revised Code, Sections 125.023, 307.86.92, 153.54, 153.57, 2921.01, and 2921.42 and supplementary rules and local ordinances for additional information pertaining to competitive bidding.
- FEMA recommends use of pre-drafted contracts so long as they follow procurements requirements as outlined in 2 CFR Part 200.317-200.326. FEMA also recommends pre-qualifying contractors to expedite the bid process.

Unit Price Contracts

- Based on weights (tons) or volume (cubic yards) of debris hauled, and should be used when the scope of work is not well defined;
- They require close monitoring of pick up, hauling and dumping to ensure that quantities are accurate;
- Unit price contracts may be complicated by the need to segregate debris for disposal.

Lump Sum Contracts

- Establishes the total contract price using a one-item bid from the contractor;
- Should only be used when the scope of work is clearly defined, with areas of work and quantities of material clearly identified;
- These contracts can be defined in one of two ways: Area Method where the scope of work is based on a one-time clearance of a specified area and Pass Method where the scope of work is

based on a certain number of passes through a specified area, such as a given distance along a right-of-way.

Time and Materials Contracts (T/M)

- This is an administratively labor intensive type of contract and should only be used if the applicant has the administrative resources to successfully accomplish and document the monitoring aspect;
- May be used for short periods of time immediately after the disaster to mobilize contractors for emergency removal efforts (generally FEMA accepts these contracts for the first 70 hours). Applicants should move towards either Unit Price or Lump Sum contract as soon as possible after the beginning of debris removal operations;
- If T/M contracts are determined by the applicant to be the most cost-effective and well-suited to the type of work, they may be continued beyond the initial 70 hour period if the following applies:
 - A determination was made and documented that no other contract was suitable and a ceiling price (do not exceed) was included;
 - The applicant can document monitoring of contractor activities. This includes but is not limited to monitoring load tickets or completion of daily reporting forms and requesting backup to contractor invoices (e.g., time cards, etc.).
- T/M contracts must have a dollar ceiling or a not-to-exceed limit for hours (or both), and should state that any cost over the established amount is solely the responsibility of the contractor;
- The contract should: (a) detail labor costs to include job classification, skill level and hourly rate, (b) state that the price for labor and equipment applies only when in operation, (c) state that the cost for equipment includes fuel and maintenance, (d) state that the community reserves the right to terminate the contract at its convenience, and (e) state that the community does not guarantee a minimum number of hours.

Contract Monitoring

An employee or contractor should monitor the contractor's activities to ensure satisfactory performance. Monitoring includes: verification that all debris picked up is a direct result of the disaster; measurement and inspection of trucks to ensure they are fully loaded; on-site inspection of pick up areas, debris traffic routes, temporary storage sites, and disposal areas; verification that the contractor is working in its assigned contract areas; verification that all debris reduction and disposal sites have access control and security.

Contracting Do-Nots: FEMA does not recommend, pre-approve, or certify any debris contractor. FEMA does not certify or credential personnel other than official employees and Technical Assistance Contract personnel assigned to the disaster by FEMA. Additionally, only FEMA has the authority to make eligibility determinations, not contractors. Finally, do not accept contractor-provided contracts without close review. FEMA /Ohio EMA can provide technical assistance on contracts and contract procedures, if requested to do so by local officials.

Ineligible Contracts: FEMA will not provide funding for cost-plus-percentage of cost contracts (including markups), contracts contingent upon receipt of state or federal disaster assistance funding, or contracts awarded to debarred or suspended contractors.

See https://www.sam.gov/portal/SAM/?portal:componentId=6fd72bdf-176f-4f82-99b2-bfd794cb124f&interactionstate=JBPNs_rO0ABXc0ABBfanNmQnJpZGdlVmlld0lkAAAAAQATL2pzZi9mdW5jdGlvbmFsLmpzcAAHX19FT0ZfXw**&portal:type=action#1 (federal-list) and <http://www.sos.state.oh.us/SOS/recordsindexes.aspx> (state-list) for debarred contractor information.

ENVIRONMENTAL CONSIDERATIONS

Federal, state and local regulations, laws and ordinances need to be addressed and followed for all environmental and historic preservation issues. Examples of how these considerations could affect reimbursement for debris removal operations:

- Executive Order 11988, Floodplain Management: Temporary storage sites should not be in the floodplain;
- Executive Order 12898, Environmental Justice: Do not purposefully choose routes to disposal sites that avoid more affluent neighborhoods over minority or low-income neighborhoods;
- Clean Water Act: Temporary storage sites not located within ¼ mile from ground or surface water supply.
- Ohio EPA: There was no burning of debris unless expressly authorized by the Director of Ohio EPA.

DEBRIS REMOVAL FROM WATERWAYS

If an applicant has debris (obstructions to include sunken vessels) generated by an event within waterways, FEMA has very specific eligibility criteria. Please see FEMA policy

http://www.fema.gov/media-library-data/20130726-1859-25045-8039/tp9523.5_debris_removal_from_waterways_final_103012_.pdf for additional information or contact Ohio EMA directly.

Appendix #2

Contracting and FEMA Eligibility

FEMA Fact Sheet RP9580.201 Debris Contracting Guidance

Debris removal and monitoring contracts must meet rules for Federal grants, as provided for in Title 44 Code of Federal Regulations (CFR) §13.36, Procurement in order to be eligible for reimbursement under the Public Assistance Program. This fact sheet assists Public Assistance applicants with meeting procurement requirements established in 44 CFR Part 13, as well as other Public Assistance Program eligibility requirements, when procuring debris removal and monitoring contracts. Public Assistance applicants should comply with their own procurement procedures in accordance with applicable State and local laws and regulations, provided that they conform to applicable Federal laws and standards identified in Part 13.

Contract Procurement

To be eligible for Federal funding, applicants must comply with federal procurement standards as outlined in 44 CFR, §13.36, Procurement. Essential elements of the procurement process for debris removal and monitoring contracts include: competition; a clear and definitive scope of work; qualified bidders (documented by licenses, financial records, proof of insurance, and bonding, as applicable); a cost analysis to demonstrate cost reasonableness; compliance with all relevant local, State, and Federal requirements, laws and policies; and, clear documentation of the process/rationale followed in making procurement decisions. Federal regulations require applicants for Public Assistance grants to take the necessary steps to ensure there are opportunities to award contracts to minority, women-owned, and Labor Surplus Area businesses and firms whenever possible. This includes contracts with local organizations, firms, and individuals that support response and recovery activities in a declared major disaster or emergency area. Applicants' legal representatives should review their procurement process and any contract to be awarded to ensure they are following all Federal, State, and local requirements. Procurement policies must include procedures to handle protests and disputes related to contracts awarded. FEMA will, when requested by applicants, assist in the review of debris removal contracts. However, such a review does not constitute approval.

In order to ensure that debris removal and monitoring contracting costs are eligible, applicants should:

Use competitive bidding procedures to meet procurement requirements for Federal grants, as established in 44 CFR § 13.36, Procurement.

Only use abbreviated emergency procurement procedures that include an expedited

competitive bid process if time does not allow for more stringent procedures and if they are allowed under State or local laws, codes, or ordinances.

Provide a clear and definitive scope of work in the request for proposals/bids.
Require bidders to provide copies of references, licenses, financial records, and proof of insurance and bonding.

Ensure that debris removal or monitoring contract costs are reasonable and necessary as defined and required by OMB Circular A-87 and 44 CFR Part 13. Competitively bid contracts that comply with Federal, State, and local procurement regulations and procedures will establish reasonable costs for the work.

Complete and document a cost analysis to demonstrate price reasonableness on any contract or contract modification where adequate price competition is lacking, as detailed in 44 CFR § 13.36(f). See Attachment 1, Debris Removal Contract Cost Analysis, for guidance on completing a cost analysis.

Cost Analysis

Pursuant to 44 CFR § 13.36, Procurement, Public Assistance applicants must complete a cost analysis for any contract or contract modification where price competition is lacking. Failure to complete a cost analysis may jeopardize FEMA Public Assistance grant funding. Applicants are encouraged to complete a cost analysis using the attached Debris Removal Contract Cost Analysis. Applicants are also encouraged to file documentation supporting the cost analysis with all associated contract documents.

Upon request, FEMA will provide guidance as necessary in the cost analysis process. Such a review does not constitute approval when determining the eligibility of costs for reimbursement under FEMA's Public Assistance Program.

Eligible Costs: Reference 44 CFR 13.36, Procurement. If an applicant uses force account (their own) personnel and equipment, the cost of the equipment and overtime costs for personnel are eligible for federal funding. If an applicant chooses to award a contract(s) for debris operations, the costs of the contracts are also eligible for federal funding, if the contract is reasonable.

Pre-Disaster and Standby Contracts

Applicants are encouraged to pre-qualify debris removal contractors prior to an event and solicit bid prices from this list of contractors once an event has occurred to ensure competitive bidding and obtain reasonable market prices at the time of work performed. The solicitation for pre-qualifying contractors should adequately define in the proposed scope of work all potential debris types, anticipated haul distances, and size of events for which a contract may be activated.

Debris Removal Contract Provisions

All debris removal contracts must contain the following provisions:

All payment provisions must be based on unit prices (volume or weight).

Payments based on time and material costs are limited to work performed during the first 70 hours of actual work following a disaster event.

Note: FEMA will typically only reimburse applicants for a time and materials contract for eligible debris clearance during the first 70 hours following a declared disaster. After 70 hours of work, the applicant should have sufficient information on the scope of work necessary to complete debris collection and disposal, and a basis for estimating a reasonable cost for the contract work to effectively solicit a lump sum or unit price contract. For some types of debris work time and materials contracts may be the most cost-effective and best suited to the type of work. Applicants should work closely with the State and FEMA when awarding such contracts to ensure eligibility requirements are met.

Payment will be made only for debris that FEMA determines eligible. (This is an optional provision to protect the applicant.)

Contractors must submit invoices regularly and for no more than 30 day periods.

A "Termination for Convenience" clause allowing contract termination at any time for any reason.

A time limit on the period of performance for the work to be done.

A subcontract plan including a clear description of the percentage of the work the contractor may subcontract out and a list of subcontractors the contractor plans to use.

A requirement that the contractor use mechanical equipment to load and reasonably compact debris into the trucks and trailers.

A requirement that the contractor provide a safe working environment.

A requirement that all contract amendments and modifications will be in writing.

A requirement that contractors must obtain adequate payment and performance bonds and insurance coverage.

Debris Monitoring Contracts

Applicants must monitor all debris removal operations. Applicants must document all eligible debris removal expenses as a condition of receiving Public Assistance funding. Applicants may use contractors to monitor their debris removal operations. In addition to the guidance

provided above, applicants should consider the following when procuring debris monitoring contracts:

Debris monitoring contracts must be competitively procured as required by 44 CFR § 13.36, Procurement.

Debris monitors should not be employed by or affiliated with the debris removal contractor.

Debris monitoring contracts are typically time and materials contracts and must contain a not-to-exceed clause, pursuant to 44 CFR § 13.36, Procurement.

The contract should include a requirement that the contractor provide a safe working environment, including properly constructed monitoring towers.

Use of a load ticket system to record with specificity (e.g., street address, GPS coordinates) where debris is collected and the amount picked up, hauled, reduced, and disposed of. Debris monitors should be trained and possess skills adequate to fulfill the duties of the job. Labor rates should be commensurate with the skill level required by the job function. Professional engineers and qualifications are not required to perform monitoring duties. The contractor should demonstrate that its staff is familiar with FEMA debris removal eligibility criteria.

Avoidance Checklist

DO NOT: Award a debris removal or debris monitoring contract on a sole source basis.

DO NOT: Sign a contract (including one provided by a contractor) until your legal representative has thoroughly reviewed it.

DO NOT: Allow any contractor to make eligibility determinations; only FEMA has authority to make final eligibility determinations.

DO NOT: Accept any contractor's claim that it is "FEMA certified." FEMA does not certify, credential, or recommend debris contractors.

DO NOT: Award a contract to develop and manage debris management sites, unless the debris sites are part of your approved debris management plan or you contact the State or FEMA for technical assistance concerning the need for such an operation. Temporary Debris Storage and Reduction sites are not always necessary.

DO NOT: Allow separate line item payment for stumps 24 inches and smaller in diameter; you should treat these stumps as normal debris.

DO NOT: "Piggyback" or utilize a contract awarded by another entity. "Piggybacking" may be legal under applicable state law; however, the use of such a contract may jeopardize FEMA funding because these contracts do not meet requirements for competition established in 44

CFR § 13.36. If an applicant requests reimbursement for costs it incurred from a piggyback contract, FEMA will determine the reasonable cost for the performance of eligible work.

DO NOT: Award pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster. Such contracts should have variable mobilization costs depending upon the size of the debris work that may be encountered.

DO NOT: Allow for markups due to errors in volume calculations.

DO NOT: Allow for miscellaneous items, or for contract contingencies of any kind, including “unknowns.”

Ineligible Contracts: FEMA will not provide funding for cost-plus-percentage of cost contracts (including markups), contracts contingent upon receipt of state or federal disaster assistance funding, or contracts awarded to debarred or suspended contractors.

Debris Removal from Private Property: Costs incurred by local governments to remove debris from private property may be reimbursed by FEMA if it is pre-approved by the Federal Disaster Recovery Manager, is a public health and safety hazard, and if the work is performed by an eligible PA applicant, such as a municipal or County government. The cost of debris removal by private individuals is not eligible under the Public Assistance Program; however, during a specific time period, a private property owner may move disaster-related debris to the curbside for pick up by an eligible PA applicant. Applicants should set the specific period of time to ensure curbside debris does not include non-event related or reconstruction debris (ineligible).

Documentation: To ensure that processing of federal funding is done as quickly as possible, applicants should maintain the following information: debris estimates, procurement information (bid requests, bid tabulations, etc.), contracts, invoices, and monitoring information (load tickets, scale records, etc.). If an applicant performs debris removal, the payroll and equipment hours must be kept. All records should be maintained in the manner prescribed by the local government with consideration of state and federal record retention guidelines.

Unit Price Contracts

- Based on weights (tons) or volume (cubic yards) of debris hauled, and should be used when the scope of work is not well defined;
- They require close monitoring of pick up, hauling and dumping to ensure that quantities are accurate;
- Unit price contracts may be complicated by the need to segregate debris for disposal.

Lump Sum Contracts

- Establishes the total contract price using a one-item bid from the contractor;
- Should only be used when the scope of work is clearly defined, with areas of work and quantities of material clearly identified;
- These contracts can be defined in one of two ways: Area Method where the scope of work is based on a one-time clearance of a specified area and Pass Method where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right-of-way.

Time and Materials Contracts (T/M)

- This is an administratively labor-intensive type of contract and should only be used if the applicant has the administrative resources to successfully accomplish and document the monitoring aspect;
- May be used for short periods of time immediately after the disaster to mobilize contractors for emergency removal efforts (generally FEMA accepts these contracts for the first 70 hours). Applicants should move towards either Unit Price or Lump Sum contract as soon as possible after the beginning of debris removal operations;
- If T/M contracts are determined by the applicant to be the most cost-effective and well-suited to the type of work, they may be continued beyond the initial 70-hour period if the following applies:
 - A determination was made and documented that no other contract was suitable, and a ceiling price was included;
 - The applicant can document monitoring of contractor activities. This includes but is not limited to monitoring load tickets or completion of daily reporting forms and requesting backup to contractor invoices (i.e. timecards, etc.).
- T/M contracts must have a dollar ceiling or a not-to-exceed limit for hours (or both), and should be terminated immediately when this limit is reached;
- The contract should (a) detail labor costs to include job classification, skill level and hourly rate, (b) the price for labor and equipment applies only when in operation, (c) cost for equipment includes fuel and maintenance, (d) the community reserves the right to terminate the contract at its convenience, and (e) the community does not guarantee a minimum number of hours..

See www.epls.gov (federal-list) and <http://www.sos.state.oh.us/SOS/recordsindexes.aspx> (state-list) for debarred contractor information. A second site for suspended contractors is <http://www.auditor.state.oh.us/resources/findings/default.htm>.

ENVIRONMENTAL CONSIDERATIONS

Federal, State and local regulations, laws and ordinances need to be addressed and followed for all environmental and historic preservation issues. Examples of how these considerations could affect reimbursement for debris removal operations:

- Executive Order 11988, Floodplain Management: Temporary storage sites should not be in the floodplain;

- Executive Order 12898, Environmental Justice: Do not purposefully choose routes to disposal sites that avoid more affluent neighborhoods over minority or low-income neighborhoods;
- Clean Water Act: Temporary storage sites not located within ¼ mile from ground or surface water supply.
- Ohio EPA: There was no burning of debris unless expressly authorized by the Director of Ohio EPA.

OTHER FEDERAL AGENCIES

Debris removal on federal highways is not eligible under the FEMA Public Assistance Program except in very limited circumstances.

DEBRIS REMOVAL FROM WATERWAYS

If an applicant has debris (obstructions to include sunken vessels) generated by an event within waterways, FEMA has very specific eligibility criteria. Please see FEMA policy http://www.fema.gov/government/grant/pa/9523_5.shtm for additional information or contact Ohio EMA directly.

Appendix #3
Debris Calculation Worksheet
 (Private Property)

Jurisdiction _____

Date _____

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			

Appendix #4

Time and Materials Contract

ARTICLE 1:

Agreement between Parties

This contract is entered into on this _____ day of _____, 20____, by and between the city/County of _____, hereinafter called the ENTITY and _____ hereinafter called the CONTRACTOR.

ARTICLE 2:

Scope of Work

This contract is issued pursuant to the Solicitation and Procurement on _____, 20____ for the removal of debris caused by the sudden natural or man-made disaster of _____ to _____, 20____. It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area.

ARTICLE 3:

Schedule of Work

Time is of the essence for this debris removal contract.

Notice to proceed with Work: The work under this contract will commence on _____, 20____. The equipment shall be used for (recommended not to exceed 70) hours, unless the ENTITY initiates additions or deletions by written change order. Based upon unit prices of equipment and labor, no minimum or maximum number of hours is guaranteed.

ARTICLE 4:

Contract Price

The hourly rates for performing the work stipulated in the contract, documents, which have been transposed from the low bidder’s bid schedule, are as follows:

Equipment/Machine/Operator	Mobilization/Demobilization Cost	Hourly Rate
-----------------------------------	---	--------------------

Manufacturer, Model, and Total unit rate shall be given which includes maintenance, fuel, overhead, profit, and other associated cost with the equipment.

Estimated Cost per unit of material. Only actual invoice amounts will be paid.

Labor man-hours shall include protective clothing, fringe benefits, hand tools, supervision, transportation, and any other costs.

ARTICLE 5:

Payment

The ENTITY shall pay the Contractor for mobilization and demobilization if the Notice to Proceed is issued and will pay for only the Time that the equipment and manpower is actually

being used in accomplishing the work. The Contractor shall be paid within _____ days of the receipt of a pay estimate and verification of work by the inspector.

ARTICLE 6:
Claims

Not Applicable

ARTICLE 7:
Contractor's Obligations

The Contractor shall supervise accomplishment of the work effort directed by labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, personnel, liability insurance, taxes, and fees necessary to perform under the terms of the contract.

Caution and care must be exercised by the Contractor not to cause any additional damage to sidewalks, roads, buildings, and other permanent fixtures.

ARTICLE 8:
Insurance and Bonds

The Entity's representative(s) shall furnish all information necessary for commencement of the Work and direct the Work effort. Costs of construction permits, disposal sites and authority approvals will be borne by the Entity. A representative will be designated by the Entity for inspection the work and answering any on-site questions. This representative shall furnish the Contract daily inspection reports including work accomplished and certification of hours worked.

The Entity shall designate the public and private property areas where the work is to be performed. Copies of complete "Right of Entry" forms, where they are required by State or local law for private property shall be furnished to the contractor by the Entity. The Entity shall hold-harmless and indemnify the Contractor and his employees against any liability for any and all claims, suits, judgments, and awards alleged to have been caused by services rendered under this contract for disaster relief work unless such claims are the result of negligence on the part of the Contractor.

The Entity will terminate the contract for failure to perform or default by the Contractor.

ARTICLE 9:
Insurance and Bonds

The Contractor shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personnel Injury, etc, as deemed necessary by the Entity).

Surety: The Contractor shall deliver so the Entity fully executed Performance and Payment Bonds in the amount of 100% of the contract amount, if required by the specifications, general or special conditions of the contract. The Entity will reimburse the Contractor for the costs of the bonds, the costs of which will be included in the base bid.

ARTICLE 10:

Contractor Qualifications

The Contractor must be duly licensed in the State per statutory requirements.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

Entity (County, City, Village, Township)

By _____ Seal
Principal of the firm

by _____ Seal
Contractor

Address _____

City & State _____

**Appendix #5
Lump Sum Contract for Debris Removal**

ARTICLE 1:

Agreement between Parties

This contract is made and entered into on this __day of _____, 20____, by and between the city/County of _____, hereinafter called the ENTITY and _____, herein after called the CONTRACTOR.

ARTICLE 2:

Scope of Work

This contract is issued pursuant to the Solicitation and Procurement on _____, 20__, for the removal of debris caused by the sudden natural or manmade disaster of _____ to _____. It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area.

ARTICLE 3:

Schedule of Work

Time is of the essence for this debris removal contract. Notice to proceed with the Work: The Work under this contract will commence on _____, 20____. Maximum allowable time for completion will be ____ calendar days, unless the Entity initiates additions or deletions by written change order. If the Contractor does not complete Work within the allotted time, liquidated damages will be assessed in the amount of _____ per day.

ARTICLE 4:

Contract Price

The lump sum price for performing the work stipulated in the contract document is.
\$_____.

ARTICLE 5:

Payment

The Contractor shall submit certified pay requests for completed work. The Entity shall have 10 Calendar Days to approve or disapprove the pay request. The Entity shall pay the Contractor for his/her performance under the contract within _ days of approval of the pay estimate. On contracts over 30 days in duration, the Entity shall pay the Contractor a pro-rata percentage of the contract amount on a monthly basis, based on the amount of work completed and approved in that month. The Entity will remunerate the Contractor within 30 days of the approved application for payment, after which interest will be added at a rate of _____ on each payment. Retainer shall be released upon substantial completion of the work.

Funding for this contract is authorized pursuant to Public Law of the State of Ohio,

And _____.
(Local Statute or Ordinance)

ARTICLE 6:

Change Orders

If the scope of work is changed by the Entity, the change in price and contract time will be promptly negotiated by the parties, prior to commencement of work.

ARTICLE 7:

Contractor's Obligations

The Contractor shall supervise and direct the Work, using skillful labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, equipment, personnel, taxes, and fees necessary to perform under the terms of the contract.

Any unusual, concealed, or changed conditions are to be immediately reported to the Entity. The Contractor shall be responsible for the protection of existing utilities, sidewalks, roads, building, and other permanent fixtures. Any unnecessary damage will be repaired at the Contractor's expense.

ARTICLE 8:

Entity's Obligations

The Entity's representative(s) shall furnish all information, documents, and utility locations, necessary for commencement of Work. Costs of construction permits, and authority approvals will be borne by the Entity. A representative will be designated by the Entity for inspecting the work and answering on-site questions.

The Entity shall designate the public and private property areas where the disaster mitigation work is to be performed. Copies of complete "Right of Entry" forms, where they are required by the State and local law for private property, shall be furnished to the Contractor by the Entity. The Entity shall hold harmless and indemnify the Contractor judgments and awards alleged to have been caused by services rendered under this contract for disaster relief work unless such claims are caused by the gross negligence of the Contractor, his subcontractors or his employees.

ARTICLE 9:

Claims

If the Contractor wishes to make a claim for additional compensation, for work or materials is not clearly covered in the contract, or not ordered by the Entity as a modification to the contract, he/she shall notify the Entity in writing. The Contractor and the Entity will negotiate the amount of adjustment promptly; however, if no agreement is reached, a binding settlement will be determined by a third party acceptable to both Entity and Contractor under the sections of applicable State law.

ARTICLE 10:

Insurance and Bonds

The contractor shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personal injury, etc. as deemed necessary by the Entity).

Surety: The Contractor shall deliver to the Entity fully executed Performance and Payment Bonds in the amount 100% of the contract amount, if required by the specifications, or general or special conditions

of the contract. The Entity will reimburse the Contractor for the costs of the bonds, the cost of which will be included in the base bid.

ARTICLE 11:

Contractor Qualifications

The Contractor must be duly licensed in the State per statutory requirements.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

By _____ Seal

Contractor

Address _____

City & State _____

Entity (County, City, Village, Township)

By _____ Seal

Principal of the Firm

Appendix #6 Unit Price Contract for Debris Removal

ARTICLE 1:

Agreement between Parties

This contract is made and entered into on this the _____, 20____, by and between the County of _____, hereinafter called the ENTITY and _____, hereinafter called the CONTRACTOR.

ARTICLE 2:

Scope of Work

This contract is issued pursuant to the Solicitation and Procurement on _____, 20____, for the removal of debris caused by the sudden natural or man-made-disaster of _____ to _____, 20____. It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area.

ARTICLE 3:

Schedule of Work

Time is of the essence for this debris removal contract.

Notice to proceed with the Work: The work under this contract will commence on ___/___/ 20___. Maximum allowable time for the completion will be _____ Calendar days unless the Entity initiates additions or deletions by written charge order.

Subsequent changes in cost and completion time will be equitably negotiated by both pursuant to applicable State law. Liquidated damages shall be assessed at \$_____/calendar day for any days over the approved contract amount.

ARTICLE 4:

Contract Price

The unit prices for performing the work stipulated in the contract documents, which have been transposed from the low bidder's bid schedule are as follows:

Quantity	Unit of Measure	Description	Unit Cost	Total
		Subtotal	_____	
		Cost of Bond	_____	
		Grand Total	_____	

*Debris shall be classified as one of the following units: cubic yards, each, square foot, linear foot, gallon, or an approved unit measure applicable to the specific material to be removed.

ARTICLE 5:

Payment

The Contractor shall submit certified pay request for completed work. The Entity shall have 10 calendar days to approve or disapprove the pay request. The Entity shall pay the Contractor for his performance under the contract within 20 days of approval of the pay estimate. On contracts over 30 days in duration,

The Entity shall pay the Contractor a pro-rata percentage of the contract amount on a monthly basis based on the amount of work completed and approved in the month. The Entity will remunerate the Contractor within 30 days of the approved application for payment. After which interest will be added at a rate of _____ per annum. Payments shall be subject to a retainage of _____ on each payment. Retainage shall be released upon substantial completion of the work.

Funding for this contract is authorized pursuant to Public Law of the State of Ohio, _____, and _____, local statute or ordinance.

ARTICLE 6:

Claims

If the Contractor wishes to make a claim for additional compensation, for work or materials not clearly covered in the contract, or not ordered by the Entity as a modification to the contract. He/she shall notify the Entity in writing. The Contractor and the Entity will negotiate the amount of adjustment promptly; however, if no agreement is reached a binding settlement will be determined by a third party acceptable so both Entity and Contractor under the auspices of applicable State law.

ARTICLE 7:

Contractors Obligations

The Contractor shall supervise and direct the Work, using skillful labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, equipment, personnel, taxes, and fees necessary to perform under the terms of the contract.

Any unusual, concealed, or changed conditions are to be immediately reported to the Entity. The Contractor shall be responsible for the protection of existing utilities, sidewalks, roads, buildings, and other permanent fixtures. Any unnecessary damage will be repaired at the Contractor's expense.

ARTICLE 8:

Entity's Obligations

The Entity's representative(s) shall furnish all information, documents, and utility locations for necessary for commencement of Work. Costs of construction permits, and authority approvals will be borne by the Entity. A representative will be designated by the Entity for inspecting the work and answering and on-site questions.

The Entity shall designate the public and private property areas where the disaster mitigation work is to be performed. Copies of "Right of Entry" forms, as required by State laws for private property, shall be furnished to the Contractor by the Entity. The Entity shall hold harmless and indemnify the Contractor judgments and awards alleged to have been caused by services rendered under this contract for disaster

relief work unless such claims are caused by the gross negligence of the Contractor, his/her subcontractors, or his/her employees.

The Entity will terminate this contract for failure to perform as specified, or for default by the Contractor.

ARTICLE 9:

Insurance and Bonds

The contractor shall furnish proof of Worker’s Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personal Injury, etc...as deemed necessary by the Entity).

Surety: The contractor shall deliver to the Entity fully executed Performance and Payment Bonds in the amount of 100% of the contract amount, if required by the specifications, or general or special conditions of the contract. The Entity will reimburse the Contractor for the costs of the bonds, the cost of which will be included in the base bid.

ARTICLE 10:

Contractor Qualifications

The contractor must be fully licensed in the State of Ohio.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

by _____ Seal
Contractor

Address _____

City, State _____

Entity (City, County, Township, Village, etc.)

by _____ Seal
Principal of the firm

Appendix #7
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 some 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

Appendix #8 Debris Ticket Format for Landfill Disposal

LOAD TICKET

Ticket Number	
Invoice Date	

PO Number <i>(EMA Will Assign)</i>	
---------------------------------------	--

SOLD TO: Fairfield County EMA	SHIP TO:
240 Baldwin Road	
Lancaster, Ohio 43130	

DRIVER		TRUCK NUMBER	TRUCK CAPACITY (Cubic Yards) _____	ZONE/SECTOR
Loading Time	Dump Time	Load Description	Unit: (Cubic Yards)	Zone/Sector/Area
	Signatures:	Loading Site Monitor: _____		
		Dump Site Monitor: _____		

NOTE: Driver retains the Original and Pink copy. Yellow Copy must be torn out & submitted to the Landfill for processing.
Ticket Information: Record size of load in Cubic Yards.

Appendix #9 Demolition Checklist

Local Responsibilities Checklist

The following checklist identifies key tasks that local officials should address before a structure is approved for demolition. To expedite the overall effort, many of the tasks can be conducted concurrently.

_____ Provide copies of all ordinances that authorize the local officials to condemn privately owned structures. The authority to condemn privately owned structures would probably have to be accomplished by an ordinance other than one designed or enacted for the demolition of publicly owned structures.

_____ The local officials should coordinate all lands, easements, and rights of way necessary for accomplishing the approved work.

_____ Implement laws that reduce the time it takes to go from condemnation to demolition.

_____ Provide copies of all applicable permits required for demolition of subject structure(s).

_____ Provide copies of pertinent temporary well capping standards.

_____ Coordinate all pertinent site inspections with local, State, and Federal inspection team(s).

_____ Identify household hazardous waste materials prior to demolition.

_____ Notify the owner/and or renter of any and all site inspections.

_____ Verify that all personal property has been removed from public and/or structure(s).

_____ immediately prior to demolition, verify that the building is unoccupied.

_____ Ensure that the property is properly posted.

_____ Provide a clear, concise and accurate property description and demolition verification.

_____ Include a Public Health official on the demolition inspection team.

_____ The inspection not only should evaluate the structural integrity of the building, but also must demonstrate "imminent and impending peril" to public health and safety.

_____ Segregate all household hazardous waste materials to a permitted facility prior to building demolition.

_____ Provide photographs of the property and verify the address. Provide additional photographs of the property take immediately prior to and following demolition.

Appendix #10

Private Property Utilities Checklist

The following checklist identifies key tasks that local officials should address before the structure is approved for demolition. To expedite the overall effort, many of the tasks can be conducted concurrently.

_____ Locate, mark, turn off, and disconnect all water and sewer lines.

_____ Locate, mark, turn off, and disconnect electrical, telephone, and cable television services.

_____ Provide executed right of entry agreements that have been signed by the owner and by renter, if rented. Right of entry should indicate any known owner intent to rebuild to ensure foundation and utilities are not damaged.

_____ Use radio, public meetings, and newspaper ads to give notice to property owners and their renters to remove personal property in advance of demolition.

_____ Document the name of the owner on the title, the complete address, and legal description of the property, and the source of this information. Document name of renter, if available.

_____ Ensure property will be vacated by demolition date.

_____ Provide written notice to property owners that clearly and completely describe the structures designated for demolition. Additionally, provide a list that also identifies related structures, trees, shrubs, fences, and other items to remain on the respective property.

_____ Notify mortgagor of record.

_____ Provide the property owner the opportunity to participate in decision on whether the property can be repaired.

_____ Determine the existence and amount of insurance on the property prior to demolition.

_____ Specify procedures to determine when cleanup of the property is completed.

Appendix #11

Debris Removal from Private Property

There are many considerations in debris removal to ensure that the debris removal activities of the Jurisdiction comply with FEMA eligibility policies and debris removal guidance.

Removal of eligible debris for private property:

Reference see FEMA Publication 325 entitled '*Debris Removal Guide*'.

Issues regarding removal of debris from private property are common. Problems may arise regarding the definitions of 'public health and safety'.

Removal of debris from private property is primarily the responsibility of the *individual property owner*, aided by insurance settlements or volunteer organizations.

Jurisdictions (applicants) must be aware of FEMA's guidance and eligibility rules. The following items need to be understood and considered by the authorities when setting local clean-up policies:

- Applicants must be aware of the limitations of debris removal from private property early in the disaster.
- Be aware that only FEMA makes eligibility determinations regarding removal of debris from private property. FEMA's representative on the ground will make this determination after consideration of all issues.
- If FEMA determines that debris is so widespread that removal from private property is appropriate the applicant must ensure that specific requirements (right-of-entry, insurance, release from liability, etc.) are complied with before removal of the debris.
- Ensure that the term 'economic recovery of the affected areas' is not being misapplied. Use of this criterion is normally restricted to removal of disaster-related debris from large commercial areas to expedite restoration of the economic viability of the affected community.
- Ensure that the determination that a 'public health and safety issue exists' is NOT based on building codes. Generally, the determination would be based on ordinances related to condemnation.
- Ensure that there is a clear understanding that a public health and safety hazard must exist for the removal of the debris to be eligible. Again, FEMA will make the final determination for removal from private property.
- Concrete slabs or foundations-on-grade do not present a health or safety hazard to the general public except in very unusual circumstances, such as erosion under a concrete slab on a hillside.
- Broken slabs or slabs incapable of supporting a new structure, do not constitute a public health or safety hazard. Costs of removing substantially damaged structures, as well as associated slabs, driveways, fencing, garages, and similar appurtenances, are eligible

when the property is part of a Section 404 Hazard Mitigation buyout and relocation project.

Eligibility of Curbside Pick-up:

Debris may continue to accumulate as residents bring debris from their properties to public rights-of-way. Normally this will occur in three stages:

1. Woody debris and yard waste moved to the right-of way.
2. Household waste, such as damaged personal goods, moved to the right-of way.
3. Construction and demolition materials removed by the homeowner prior to receipt of insurance and individual assistance payments.

The following curbside policies and issues must be considered:

- Residents must not mix garbage with debris. Debris deposited at the curbside must be disaster-related to be eligible for pickup and disposal by the Jurisdiction. The Jurisdiction should resume normal garbage pick-up schedules as soon as possible.
- Construction and demolition materials from minor and major repairs of reconstruction by contractors should not be deposited at the curbside. Contractors should remove and deposit the debris at approved landfills.
- Insurance proceeds usually cover the cost for demolition debris removal from private property. Remember, only disaster-related debris removal costs *not covered* by insurance are eligible for reimbursement.
- Deadlines for curbside pickup must be coordinated with appropriate State and FEMA officials and announced to the public as soon as practical following the event. Normally a 72-hour period following the end of the disaster event would be allowable. Any time extension given to State applies only to disaster-related debris.

Homeowners' Insurance Coverage for Debris Removal:

Essentially all general homeowner's insurance policies contain a provision for the pick-up of debris resulting from damages to a facility covered by the policy. That usually includes structures, fences, playground equipment, etc., but maybe not the removal of vegetative debris. The insurance policy must be checked to determine whether or not it covers vegetative debris. If removal of vegetative debris is not covered by insurance that does not mean that it is eligible for federal funding.

Appendix #12
Right of Entry Agreement

I/We _____, the owner(s) of the property
commonly identified as _____,
(Street Name) (City)
_____, _____ State of Ohio,
(Township) (County)

do hereby grant and give freely and without coercion, the right of access and entry to said property in the County/City of _____, its agencies, contractors, and subcontractors thereof, 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 the City/County of _____, State of Ohio, 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.

I/We (have___, have not___) (will___, will not___) receive any compensation for debris removal from any other sources including Small Business Administration, National Resource Conservation Service, 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

Owner Address

Appendix #13

Temporary Debris Sites - (Things to Consider)

- Site Ownership – Use public lands whenever possible to avoid potentially costly and complicated leasing arrangements, and to lessen potential trespassing allegations. Use privately owned land only if no public sites are available. If using private lands, be sure to obtain proper, detailed usage agreements with all parties having an ownership interest.
- Site Location
 - Consider impact of noise, dust, traffic
 - Consider pre-existing site conditions
 - Look for good ingress/egress at site
 - Consider paved versus unpaved areas
 - Consider potential impact on ground water
 - Determine whether any existing drains need to be sealed
 - Consider site size based on:
 - Expected volume of debris to be collected
 - Planned volume reduction and debris processing activities
 - 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
 - Record detailed conditions of chosen site (pictures, video, etc.)
- Site Operations
 - Use portable containers
 - Ensure portable containers are emptied/replaced when necessary
 - 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 regulated hazardous materials
 - If household hazardous waste is segregated, ensure disposal options exist
 - Provide security (limit access to site)
 - Ensure appropriate equipment is available for site operations
- Site Closeout

- Remove all remaining debris to authorized locations
- Restore site to pre-use conditions
- Record detailed conditions of site after closeout is complete (pictures, video, etc.)

Appendix #14**TDSR Checklist, Issues, and Layout**

Temporary Debris Storage and Reduction (TDSR) Site Closeout Checklist

The following is a recommended TDSR site closeout checklist.

_____ Site Number and Location

_____ Date closure complete

_____ Household Hazardous Waste removed

_____ Contractor equipment removed

_____ Contractor petroleum and other toxic spills cleaned up

_____ Ash piles removed

_____ Compare baseline information of the temporary site conditions after the contractor vacates the site.

TDSR Closeout Issues

Environmental Restoration Stockpiled debris will be a mix of woody vegetation, construction material, household items, and yard waste. Household hazardous waste and medical wastes should be segregated and removed prior to being stockpiled. Activities done at the temporary debris storage and reduction site will include stockpiling, sorting, recycling, incineration, grinding, and chipping. Incineration operations will occur in air curtain pits and only woody debris will be incinerated. Due to operations occurring contamination from petroleum spills or runoff from incineration and debris piles may occur. Therefore, close monitoring of the environmental conditions is a coordinated effort.

Site Remediation During the debris removal process and after the material is removed from the debris site; environmental monitoring will need to be conducted. This is to ensure no long-term environmental effects occur. Environmental monitoring is needed for the following areas:

Ash- Monitoring consists of chemical testing to determine suitability of material for landfill placement.

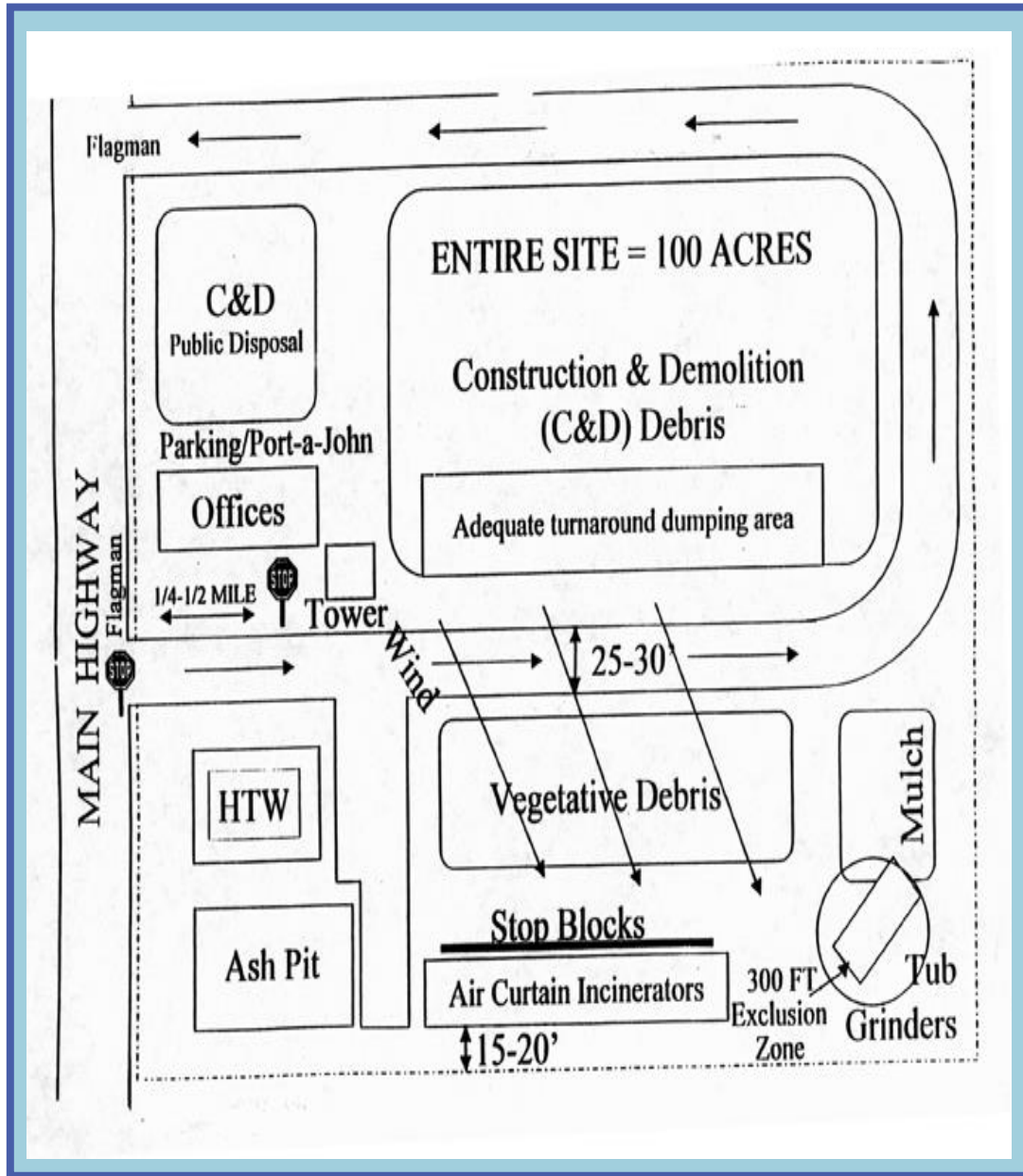
Soils- Monitoring consists of using portable meters to determine if soils are contaminated by volatile hydrocarbons. Contractors do monitor if there has been a determination that chemicals such as oil or diesel has spilled on site.

Groundwater- Monitoring is done on selected sites to determine effects of rainfall leaching (leaking) through ash areas or stockpile areas.

Develop a checklist for site close out procedures. A sample checklist is included in this document.

Appendix #15 Sample TDSR Layout

The following is a sample layout for a Temporary Debris Storage & Reduction Site.



Appendix #16
Fairfield County TDSR Sites

SITE #	NAME OF SITE	LOCATION	JURISDICTION	APPROX SIZE
1	Pine Grove Landfill	5131 Drinkle Road	Madison Township	10 Acres
2	Smeck Historical Farm (County Historical Park)	7395 Basil Southern Road	Liberty Township	Ten Acres
3	Village of Bremen	213 Marietta Street Bremen, Ohio	Rush creek Township	Two Acres
4	Village of Carroll Property	4663 Carroll Cemetery Rd	Carroll, Ohio	Four Acres
5	City of Lancaster	805 Lawrence Street Lancaster, Ohio	City of Lancaster	Eight Acres
6	Bloom Twp. Property	Roller Field Cedar Hill Road	Bloom Township	4 Acres
7	MICRO Construction	8675 Lanc-Newark Rd (State Route 37)	Walnut Township	Ten Acres
8	Violet Twp. Property Site #1	490 Center Street Pickerington, Ohio	Violet Township	Five Acres
9	Violet Twp. Property Site #2	525 South Hill Road Pickerington	Violet Township	Four Acres
10	Richland Twp. Property	8885 Pleasantville Road (County Road 17)	Richland Township	Four Acres
11	Old Dump Site	Crawfish Road	Berne Township	Five Acres
12	M&D Demolition	1471 Sugar Grove Road	Lancaster, Ohio	5 Acres

Appendix #17

Location of final (permanent) Landfill

