

Montour County Debris Management Plan

Montour County
Emergency Management Agency

EXECUTIVE SUMMARY

One of the most obvious signs that the recovery phase is underway during a disaster is the removal and disposition of debris generated from the event. As a result of the sheer volume of debris that could potentially be generated, communities may be overwhelmed with the disposal of debris. This debris management plan (DMP) will assist the communities of Montour County in determining the appropriate options available in advance of an incident occurrence and provide control over debris management resources. Because of the potential for such incidents, the Montour County Emergency Management organization has developed this document to support the Montour County Emergency Operations Plan (EOP).

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 United States Code (U.S.C.) § 5121, et seq. (herein referred to as the Stafford Act), authorizes the Federal Emergency Management Agency (FEMA) Public Assistance Program to award Federal funding to State/Commonwealth and local governments, Federally recognized tribes, and eligible private non-profit organizations in order to assist them in their disaster response and recovery activities. Specifically, the Program provides assistance for debris removal, implementation of emergency protective measures, and permanent restoration of eligible facilities and infrastructure.

The purpose of this plan is to provide policies and guidance to the agencies tasked with the removal and disposition of debris caused by an event and/or a major disaster in Montour County. In addition, the specific tasks for which each agency and individual is responsible are defined in this plan and associated appendices.

This plan establishes the framework within which each municipality will respond and coordinate the removal and disposal of debris generated by manmade, technological and natural disasters. This plan will also address the potential role that State and Federal agencies, as well as other groups, will take in a debris management operation.

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LIST OF ACRONYMS

C&D	Construction and Demolition
DCNR	Department of Conservation and Natural Resources
DMP	Debris Management Plan
DMS	Debris Management Site
DPM	Debris Project Manager
EMA	Emergency Management Agency
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	U.S. Federal Emergency Management Agency
HASP	health and safety plan
HHW	household hazardous waste
HSEEP	Homeland Security Exercise and Evaluation Program
HVAC	heating, ventilation, and air conditioning
ICS	Incident Command System
NIMS	National Incident Management System
OSHA	Occupational Safety and Health Administration
PADEP	Pennsylvania Department of Environmental Protection
PADER	Pennsylvania Department of Environmental Resources
PEMA	Pennsylvania Emergency Management Agency
PennDOT	Pennsylvania Department of Transportation
PIO	Public Information Officer
RCRA	Resource Conservation and Recovery Act
RV	recreational vehicle
U.S.C	United States Code

Section 1 Introduction

1.1 Purpose

The purpose of the Montour County Debris Management Plan (DMP) is to provide policies and guidance to the agencies tasked with the removal and disposition of debris caused by an event and/or major disaster in Montour County. This plan unifies the efforts of public and private organizations to achieve a comprehensive and effective approach as follows:

- Provide organizational structure, guidance, and standardization guidelines for clearance, removal, and disposal of debris caused by a major event.
- Establish the most efficient and cost-effective methods to resolve disaster debris removal and disposal issues.
- Implement and coordinate private sector debris removal and disposal contracts to maximize cleanup efficiencies.
- Expedite debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety, and welfare of residents.
- Coordinate partnering relationships through communications and pre-planning with local, State, and Federal agencies that have debris management responsibilities.

1.2 Scope

The scope of the Montour County DMP comprises the following:

- Montour County is vulnerable to human-caused, technological, or natural hazards as discussed in Section 3 and shown in Table 3.1, including severe weather and hazardous materials incidents. Drought, flooding, and winter storms pose the highest threat to Montour County. Critical government and private facilities are potential targets for a terrorist attack. Montour County is able to manage many disaster situations with internal resources; however, there are potential debris-generating events that may overwhelm these resources and capabilities.
- This plan establishes the framework within which Montour County will respond and coordinate the removal and disposal of debris generated by potential human-caused, natural, and technological disasters. This plan will also address the potential role that the State and Federal agencies and other groups will take in a debris management operation.

- This plan defines the roles and responsibilities of local emergency managers with respect to debris planning prior to an event and actions following a major debris-generating event.

Section 2 Polices

This DMP shall adhere to policies set forth in the following plans for Montour County:

- Montour County Hazard Mitigation Plan, revised 2020.
- Montour County Emergency Operations Plan, 2020.

Section 3 Situations and Assumptions

The following situations and assumptions have been considered in developing the DMP for Montour County.

3.1 Situations

- The extent of damage and the peculiarities of the transportation network within the incident area will influence the strategy developed by the debris management team.
- Natural disasters precipitate a variety of debris that includes, but is not limited to, trees and other vegetative matter, building/construction material, appliances, personal property, and sediment.
- The quantity and type of debris generated from any particular disaster will be a result of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
- Mobile homes are of high concern because of their susceptibility to damage from high force winds associated with hurricanes, tornadoes, and flooding events.
- The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
- Unattended and long-standing debris may pose health and safety threats.
- Mutual aid resources are under the strategic control of the Incident Commander, but shall remain under the tactical control of their own supervisors whenever possible.
- Municipalities are responsible for response and recovery operations up to their capability. Municipalities that are in need of additional resources will work with the

County to access resources available through Pennsylvania Intrastate Mutual Aid (Act 93 of 208).

- Following disasters that result in significant debris, pre-existing disposal sites likely will not represent effective debris management solutions because of capacity limitations and continuous, regular solid waste management operations.

3.2 Assumptions

- The Municipal Officials has primary responsibility for coordinating mission assignments and managing the use of personnel at the local level; however, the forces of any particular department/agency/company will never be under the command of an individual not associated with that department.
- The primary agency at the county level, the Montour County Emergency Operations Center (EOC), will coordinate mission assignments and the use of personnel as determined by the local jurisdiction; however, the forces of any particular department/agency/company will never be under the command of an individual not associated with that department.
- Upon the declaration of an emergency by the Governor, the Pennsylvania Department of Environmental Protection (PADEP) may issue guidance regarding disaster-related debris.
- Immediately following an emergency, there may be heavy demand for debris removal services. Anticipated demand for debris removal services requires a coordinating agency to effectively allocate resources.
- Transportation routes may be damaged or destroyed, requiring close coordination between municipal police, state police, and the Pennsylvania Department of Transportation (PennDOT).
- A major disaster that requires the removal of debris from public or private lands and waters could occur at any time, possibly without warning.
- The amount of debris resulting from a major disaster may exceed local solid waste removal and disposal capabilities.
- Additional resources may be called upon to assist in the debris removal, reduction, and disposal processes.
- Several years' worth of landfill capacity may be consumed during the debris disposal process.

- Debris removal may have environmental consequences, including erosion or landslides, fallen trees or structures, and the release of asbestos or other contaminants.
- The Montour County Hazard Mitigation Plan (revised, 2020) has identified specific hazards to which Montour County is vulnerable. Table 3.1 summarizes the typical types of debris that may be generated from these events for planning purposes. Although the cascading effects of these hazards may have the capability to produce debris as a result, for planning purposes the following documentation summarizes the typical types of debris that may be generated from these events.

Table 3.1 Natural Hazards and Typical Debris Streams

		Typical Debris Streams								
		Vegetation	Construction & Demolition	Personal Property	Hazardous Waste	Household Hazardous Waste	White Goods	Soil/Mud/Sand	Vehicles	Putrescent
Types of Hazards / Disasters	Natural Hazards									
	Drought	x								
	Earthquake		x	x	x	x	x			
	Flooding, Flash Flood, Ice Jam	x	x	x	x	x	x	x	x	x
	Hurricane, Tropical Storm, Nor'easter	x	x	x	x	x	x	x	x	x
	Severe Weather (i.e., tornado, hailstorm)	x	x	x	x	x	x	x	x	x
	Severe Winter Weather	x		x						
	Invasive Species	x								
	Subsidence							x		
	Landslide	x		x	x	x		x	x	
	Pandemic/Public Health Emergency				x					x
	Lightning Strike			x						
	Wildfire	x						x		
	Human-Caused and Technological Hazards									
	Civil Disorder			x					x	
	Dam/Levee Failure	x	x	x	x	x	x	x	x	x
	Hazardous Materials				x	x				
	Nuclear Incident				x					
	Terrorism		x	x	x	x	x		x	
	Urban Fire		x	x	x	x	x			
	Transportation Accident				x				x	
	Utility Interruptions/Power Failure		x	x						

*Definitions of the categories are provided in Section 10 Definitions.

Section 4 Concept of Operations

When an event occurs that has generated debris, it will be the responsibility of the local municipality to conduct a debris removal. When their resources have been exhausted, municipalities will coordinate with surrounding municipalities or Montour County. In the event of a large debris-generating incident, Montour County Emergency Management will assist with the management of the debris removal process by activating this plan, and if deemed necessary, establish the EOC to assist in managing the debris removal process.

4.1 Debris Removal

Disasters can generate unprecedented amounts of debris in a few minutes or hours. The debris may be equally heavy in both rural and urban areas, depending on the magnitude of the incident. This section provides guidelines on debris removal issues including clearance of emergency roadways, removal from public rights-of-way and private property, and household hazardous waste (HHW) removal. Debris removal becomes a high priority following a disaster, because it is a visible sign of action and helps to restore a sense of normalcy for the population. Two phases have been developed for planning and operational purposes to facilitate in the management and removal of disaster-induced debris:

- **Phase 1 – Emergency Debris Removal** – Consists of the clearance of debris that hinders immediate life-saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.
- **Phase II – Recovery Debris Removal** – Consists of the removal and disposal of debris, which is deemed necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

4.1.1 Phase I – Emergency Debris Removal Functions

There is an immediate need to open emergency access routes into devastated areas following any type of major disaster. Local governments and PennDOT will work together to identify and clear roads that are essential to emergency operations. This information is essential for directing the efforts of local assets and for identifying areas where assistance may be needed. The opening of roads will be in the following order:

1. Interstate and US Highways [I-80 and US-11].
2. State Routes [44, 54, 254, 642].
3. Other State Routes and four-digit roadways.
4. Roadways leading to critical infrastructure.

Debris may include trees and broken limbs; yard trash such as outdoor furniture, grills, propane tanks, and trash cans; outdoor heating, ventilation, and air conditioning (HVAC) units, utility poles, power, telephone and cable lines, transformers and other electrical devices; building debris; and personal property such as clothing, appliances, boats, cars, recreational vehicles (RVs), trucks, and trailers.

Emergency debris removal involves the opening of roadways by moving debris to the shoulder of the road. **There is no attempt to sort/dispose of the debris, only to clear key access routes** to expedite the movement of emergency vehicles, resumption of critical services, and the assessment of damage to critical infrastructure.

The requirement for government and municipal services will be increased drastically after a disaster. After the access routes to hospitals, police, fire, and Emergency Medical Services (EMS) facilities have been opened, emergency debris removal activities shall be focused on access to other critical infrastructure such as municipal buildings, water and wastewater treatment plants, and electrical facilities.

Typically, as debris removal operations progress, the initial roadside piles of debris generated during Phase I removals become the temporary disposal location for additional yard waste and other disaster debris such as construction materials, personal property, trash, white goods, roofing materials; and even household, commercial, and agricultural chemicals.

All activities which occur and expenses which are incurred during Phase I of the debris removal process shall be documented using the appropriate public assistance documentation provided by FEMA. The cost for removal of debris collected from a public right-of-way or that poses an immediate threat to public health and safety is eligible for reimbursement under the Stafford Act.

4.1.2 Phase II – Removal Functions

During Phase I of the debris removal activities, the debris is pushed to the shoulder of the roadways for emergency access to the impacted areas. There is little, if any, concern for sorting debris at that time. Phase II Recovery Debris Removal functions may commence once essential roadways have been cleared for emergency services and critical infrastructure access, debris piles have been sorted and hazardous materials removed, and remaining non-hazardous debris have been removed from public rights-of-way. Debris removed under Phase II Recovery Removal is not reimbursable by FEMA under the Stafford Act.

Expedient removal of debris from the front of residents' homes should become a priority because it is a positive sign that restoration actions are underway and may help counteract the depression

and helplessness of the affected residents. The removal operations should extend to key utilities located along public rights-of-way.

4.1.2.1 Private Property Debris Removal

Disasters may create health and safety concerns with respect to severely damaged private property. It is the responsibility of the owner to demolish remaining dangerous structures to protect the health and safety of adjacent residents. A central location and/or disposal service will be identified by the municipalities and/or county to collect debris from private properties for removal. It is possible that unsafe structures, such as motor homes, mobile homes, trailers, sheds, etc., may remain because of a lack of insurance, owners who evacuate and do not return, absentee landlords, or other circumstances. Consequently, demolition of these structures may become the responsibility of local government.

This issue will require the complete cooperation of numerous local officials and may require resources from any or all of the following: real estate offices, local law and/or code enforcement agencies, qualified contractors to remove HHW, and photographers to document the site before demolition.

4.1.2.2 Household Hazardous Waste (HHW) Removal

HHW may be generated as a result of a human-caused, technological, or natural disasters. This type of debris may consist of, but is not limited to, common household chemicals, pesticides, solvents, propane tanks, oxygen cylinders, paints, gasoline, batteries, and industrial and agricultural chemicals. These items will likely be mixed into the debris stream and will require close attention throughout the debris removal and disposal processes.

Where possible, hazardous materials should be separated from other debris prior to disposal and removed by qualified contractors. A separate staging area(s) for HHW materials and contaminated debris should be established. Removal and disposal shall be completed using authorized contractors in accordance with State and Federal regulations.

4.2 Debris Estimation

The amount of debris that is generated by an event can be estimated by several methods as described in the FEMA Debris Estimating Field Guide in **Appendix A**. An initial damage assessment can help to identify impacted areas and estimate the amount and type of debris present.

4.3 Debris Management Sites

A Debris Management Site (DMS) is a location to temporarily store, reduce, segregate, and/or process debris before it is hauled to its final disposition. It is frequently used to increase the

operational flexibility when landfill space is limited or when the landfill is not close to the debris removal area.

4.3.1 Priorities for Debris Management Sites

After the amount of debris has been estimated, sites for the collection and processing of debris must be considered. Consideration should be given first to establishing a site in the damaged area to facilitate ease of utilization by the affected community. Sites must meet the following requirements:

- Be at least 100 feet from property lines.
- Be owned or controlled by municipal, county, or state government.
- Be large enough to accept and store large quantities of debris.
- Have easy access, including being near the area of debris generation, be easy to enter and exit, and be near transportation arteries.
- Be ready to use as management areas without extensive site modifications.

4.3.2 Existing Landfill

Montour County has no landfills within the county and there is no single Waste Authority for the County. Waste haulers are contracted privately and waste is normally sent to Lycoming County Landfill. In situations where Debris Management is necessary, temporary storage locations will be scalable to the size of the event, coordinated as outlined in Section 4.3.1 according to the Pennsylvania Emergency Management Agency (PEMA) and PADEP requirements, and disposition of all waste will be to landfills outside the County.

4.3.3 Site Preparation

Montour County shall select specific a DMS location(s) according to disaster-specific conditions and logistical advantage. Once an optimal DMS location has been selected, Montour County will perform the necessary steps for site preparation prior to opening the DMS. The steps necessary for site preparation are listed in the Site Manager Job Aid, provided in **Appendix B-1** of this plan.

4.4 Debris Removal and Collection

The fundamental component of a disaster debris management strategy is the removal and collection of debris. The public expects to have debris removed from neighborhoods immediately after a disaster event. The implementation of disaster debris collection immediately after the disaster event assures the public that recovery efforts are in progress and that the community will return to normal quickly.

4.4.1 Debris Collection Methods

For the purpose of this plan, debris collection will be accomplished by either curbside collection or by residents performing drop off at collection centers:

- **Curbside Debris Collection** – Curbside collection parallels an individual's normal trash collection. Debris is placed at the curb or public rights-of-way by residents and is collected by the appropriate party. There are two different methods for curbside collection: mixed debris collection and source-segregated debris collection.
- **Collection Centers** – Collection centers are utilized to enable residents to transport debris to a central location for disposal. Large roll-off dumpsters may be placed in public right-of-ways or on public property for the collection of debris. Separate bins should be designated for particular types of debris and recyclables. Individuals must be assigned to manage the development of the site and oversee the operations.

4.4.2 Monitoring Debris Removal

Monitoring debris removal is a critical component of the debris management cycle because it provides the required documentation for public assistance grant reimbursement, and if applicable, verification that the work being completed by a contractor is within the scope of work.

To properly document the actions being performed for debris removal and management, debris monitors shall be appointed by the Emergency Management Coordinator (EMC), Operations Section Chief, or Emergency Support Function (ESF) supervisor, depending on the level of activation. A Job Aid for the Debris Monitor is provided in **Appendix B-2**. The Debris Monitor's roles and responsibilities include the following:

- Measure and certify truck capacities (prior to being utilized for debris collection activities).
- Complete and physically control load tickets.
- Ensure that trucks are accurately credited for their load.
- Ensure that trucks are not artificially loaded to maximize reimbursement (e.g., debris is wetted down, debris is fluffed [not compacted]).
- Ensure that hazardous waste is not mixed in with loads.
- Ensure that all debris is removed from the trucks at the DMS.
- Validate hazardous trees, including hangers, leaners, and stumps.
- Report to the Project Manager any discrepancies or unsafe conditions, as noted in the Daily Issue Log (See **Appendix C**).

- Monitor site development and restoration of the DMS.

Monitoring the status of debris removal activities is the responsibility of the Debris Monitors and designated persons located in the field and at the DMS. Accurate and complete documentation of these activities is crucial in order to be eligible for reimbursement through the Public Assistance Grant Program. To facilitate the collection of this information, the following actions must occur.

4.4.3 Debris Monitor Reports (Field Monitors and DMS Monitors)

To accurately document debris removal and management activities, a debris monitor report shall be utilized by the debris monitor or the appropriate designee. This report shall track critical items for Public Assistance Grant Reimbursement, in addition to logistical requirements of the debris management operation and any unmet needs of the DMS. Samples of the required forms making up the debris monitor report are provided in **Appendix C** of this plan.

4.4.4 Truck Certification

Prior to the utilization of vehicles to remove the debris, each truck must be measured and documented appropriately. A truck certification form is provided in **Appendix C,** which allows the monitor to identify each truck and its hauling capacity in a standardized manner. It is important to know the hauling capacity of each truck because debris is often hauled and billed by volume.

4.4.5 Load Ticket System

The load ticket system tracks the debris from the original collection point to the DMS or landfill. By positioning debris monitors at each point of the operation (collection, DMS, and/or final disposition), the eligible work can be properly documented. Each monitor is responsible for populating specific areas of the load ticket, provided in **Appendix C**. Table 4.1 lists the load ticket information and the portions of the ticket to be completed by the respective monitor.

Table 4.1 Load Ticket Information

Load Ticket Information	Monitor Ticket Responsibilities	
	Collection Point (Field) Monitor	DMS Monitor
Ticket Number (If not pre-printed)	X	
Contract Number		
Prime Contractor's Name		
Date	X	
Truck Number	X	
Truck Driver's Name	X	
Vegetation	X	
Construction and Demolition	X	
White Goods	X	
Household Hazardous Waste	X	
Other (Required to be described)	X	
Load Location (GPS or address)	X	
Loading Date/Time (Departure from collection location)	X	
Loading Site Monitor Name and Signature	X	
Truck Capacity in Cubic Yards		X
Load Size (Percent of actual cubic yards)		X
Unloading Location		X
Unloading Date and Time (Arrival at DMS)		X
Unloading Site Monitor Name and Signature		X

4.5 Debris Reduction Methods

Various reduction methods are available; therefore, utilization of the proper method is critical to ensure that the operation is performed in the most efficient manner.

4.5.1 Volume Reduction by Burning

Volume reduction by burning is an efficient means to address debris. Montour County and local municipalities must be consulted prior to burning; approval is required by PADEP and the local government and fire companies. Townships and boroughs may have ordinances that govern burning activities.

Local citizens should be thoroughly briefed on the type of burning method being used, how the system works, environmental and health issues, and the risks associated with the chosen method.

4.5.1.1 Uncontrolled Open Burning

Uncontrolled open burning is the least desirable disposal method because it lacks environmental control and poses safety and health concerns and risk of accidental spread of fire at a time when resources are already tasked by the source event. Public notifications and guidance must be communicated to get ahead of the situation and prevent undesirable effects. However, in a situation where the debris must be reduced in an expedient manner due to public health and safety concerns, this method may be utilized only as a last resort.

4.5.1.2 Controlled Open Burning

Controlled open burning is a cost-effective method for reducing woody tree debris in rural areas, although it also presents risk as well as safety and health concerns if appropriate controls and procedures are not followed. This option should be terminated if mixed debris (pressure treated lumber, poles, aluminum, etc.) enters the waste flow process. Incineration of woody tree debris presents little environmental damage and resulting ash can be used as a soil additive by the local agricultural community. The Montour County Soil and Water Conservation office and PADEP should be consulted to determine whether and how the resulting ash can be recycled as a soil additive.

If volume reduction by open burning is the chosen method for the reduction of debris, the following controls are essential:

- A setback of at least 1,000 feet should be maintained between the burn area and the debris piles and any buildings.
- The fire should be extinguished approximately 2 hours before anticipated removal of the ash mound.
- The burn area should be situated in above ground or in a below ground pit that is less than 8 feet wide, and between 9 and 14 feet deep.
- The burn pits should be reinforced to support the weight of loaders.
- Hazardous or contaminated ignitable material should not be placed in the open burn area or in the burn pit.

4.5.2 Volume Reduction by Grinding and Chipping

Grinding and chipping woody debris is a viable reduction method that is environmentally friendly and the resulting product can be recycled. This method reduces large amounts of trees and branches that may be down and is an efficient method of reduction when the mulch can be left in the area where the woody debris is located.

4.5.3 Volume Reduction by Recycling

Volume reduction by recycling should be considered early in the debris removal and disposal process because it may present an opportunity to reduce the overall cost of the operation. The following materials are suitable for recycling:

4.5.3.1 Vehicles and Boats

Vehicles and boats may not typically be viewed as items that can be recycled; however, efforts should be made to identify appropriate resources to facilitate recycling of these items.

4.5.3.2 Construction and Demolition (C&D) Materials

A full list of acceptable and unacceptable items for recycling, including C&D materials, is provided in **Appendix D**.

4.5.3.3 Electronic Waste

Electronic waste includes televisions, desktop and laptop computers, stereo equipment, and telephones. Electronic materials should be recycled using an authorized electronic recycler.

4.5.3.4 Metals

Metals are a viable material to recycle. Examples include ferrous and non-ferrous material such as aluminum, steel, sheet metal, copper, and tin. Metals that have been processed for recycling can be sold to metal recycling firms. Propane tanks may be re-used upon approval from the disposal facility.

4.5.3.5 Putrescible Waste

Waste that can rot or decay quickly, including fruits, vegetables, meats, dairy products, and animal carcasses, is included in this category. Items in this category should be segregated accordingly and quickly managed to avoid other issues such as odor and threat to public health.

4.5.3.6 Road and Bridge Materials

Road and bridge materials are produced when roadways are washed out and bridges fail as a result of a disaster. Numerous options are available to recycle these materials.

4.5.3.7 Soil/Sediment

Soil/Sediment is transported to the staging and reduction areas where it is combined with other organic materials that will decompose over time. Monitoring and testing of the soil may be necessary to ensure that it is not contaminated with hazardous materials or other impurities. If not contaminated, it can be returned to the original location, used as fill in reconstruction projects, or used as cover material in landfills.

4.5.3.8 Treated Wood

Treated wood should be handled separately from vegetative and C&D materials because it has been chemically treated. Examples of these materials include pressure-treated lumber, utility poles, and railroad ties. Because of the hazardous substances used to treat these products, recycling should be utilized at all times as burning these products would cause adverse effects to the environment.

4.5.3.9 Vegetative Debris

Vegetative debris consists of uprooted trees, broken tree limbs, stumps, brush, and leaves. This debris can be ground and used as mulch for residential, commercial, or agricultural areas; for producing compost; as landfill cover; and as boiler fuel. If the quantity of mulch produced exceeds typical usage, additional venues for its disposition include large landscaping projects such as parks, the area along roadsides, or large farming operations.

4.5.3.10 White Goods

Household items such as refrigerators, freezers, heat pumps, air conditioners, washing machines, dryers, dishwashers, stoves, and water heaters are included in this category. Refrigerators, freezers, heat pumps, and air conditioners should be segregated from the remaining white goods because they contain refrigeration gasses that must be removed and disposed of separately.

4.6 Private Property Demolition and Debris Removal

Demolition and debris removal from private property is not common; however, procedures should be identified regarding the proper methods to follow in the event that damage sustained to private property creates a situation where public health, life safety, and economic recovery of the community-at-large is affected.

If private property owners are not available because they have evacuated, local government may need to enter the property to remove debris considered to be an immediate threat to the lives, health, and safety of its residents.

Individual municipalities will refer to the Montour County Debris Management Plan to identify procedures to be implemented in preparation for an event such as this.

4.7 Public Information System

The goal of the public information system is to ensure that the residents are given accurate and timely information for their use and individual planning purposes. If information is not distributed rapidly, rumors and misinformation spread and erode confidence in recovery operations. Sample press releases are provided in **Appendix E.**

Any information released to the public regarding debris management procedures should include the parameters, rules, and guidelines of debris operations so residents can begin their personal recovery activities. The Public Information Officer (PIO) and staff are responsible for developing and writing the information, and ensuring the information is presented in a clear, direct, and organized manner. The language used shall be simple and easy for all residents to understand.

4.7.1 Debris Collection Public Information

A public information statement delivered by the PIO should include the following information:

- How the debris will be collected (e.g., curbside or collection center).
- Schedules and routes for curbside collection.
- The final collection date for streets, sectors, or subdivisions.
- Specific types of debris for curbside collection.
- Location and operating hours of collection centers.
- Acceptable items for collection centers.
- Final dates for collection center drop off.

4.7.2 Debris Management Site Public Information

A public information statement delivered by the PIO should include the following information related to a DMS:

- Clear directions to the locations, which should be set apart and exhibit well-marked signage for vehicular traffic when operating as a drop-off location.
- Scheduled hours of operation, dates of operation, and materials accepted at the DMS (such as HHW, white goods, and construction debris).
- Fees and restrictions for residents using the DMS.
- Availability of and hours of any burning, chipping, or grinding operations.
- Information about potential environmental concerns related to operations at the DMS.
- Final closing date and the final date that the DMS will accept debris.
- Identification of any traffic changes that will impact the general public resulting from the location or operation of the DMS.

4.7.3 Dissemination of Information

Information should be disseminated to the public through multiple media sources so that information will reach residents regardless of class and accessibility. Examples of information outlets include the following:

- Reverse 911 phone calls/notifications and email (such as Switft911).
- Postings in public spaces such as libraries, civic buildings, schools, and transfer stations.
- Door to door flyer distribution or mailings via the U.S. Postal Service.
- Local radio and television stations.
- Social media platforms (such as Twitter, Facebook, etc.).
- Municipal websites.

4.8 Eligibility of Debris Removal

Debris removal work eligible for reimbursement under the Public Assistance Grant Program must meet the following criteria:

- The debris was generated by the disaster event.
- The debris is located within a designated disaster area on an applicant's improved property rights-of-way.
- The debris removal is the legal responsibility of the applicant.

4.8.1 Eligibility

Field eligibility determinations have been established for the categories of disaster generated debris listed below. In addition to the criteria listed in the previous sections, certain requirements of the following debris categories must be met for the debris removal to be eligible for reimbursement:

4.8.1.1 Vegetative Debris

Vegetative debris includes whole trees, tree stumps, tree branches, tree trunks, and other leafy materials. The collection of this type of debris is eligible for reimbursement if it is within a public right-of-way and collected by an eligible applicant. There are a substantial number of secondary eligibility requirements for hazardous trees, limbs, and stumps. Review the FEMA-325 Debris Management Guide for further information on these items, provided in **Appendix A**.

4.8.1.2 Construction and Demolition Debris

Damaged components of buildings, structures, and signs such as lumber and wood, gypsum wallboard, glass, metal roofing material, corrugated sheet metal, tile, carpeting and floor coverings, window coverings, pipe, concrete, asphalt, equipment furnishings, and fixtures comprise this category. The collection of this type of material is eligible for reimbursement if it is a result of a federally declared disaster. Documentation of the debris origin, any processing (reduction or recycling), and the final disposition is required for reimbursement consideration.

4.8.1.3 Hazardous Waste

Any material that is characterized as having qualities of ignitability, corrosivity, reactivity, or toxicity, and includes HHW and electronic waste which contains a hazardous material is included in this category. The collection of this type of material is eligible, provided it meets the general requirements for eligibility.

4.8.1.4 White Goods

Household items such as refrigerators, freezers, air conditioners, heat pumps, washing machines, dryers, dishwashers, stoves, and water heaters are included in this category. The collection and disposal of these items is eligible for reimbursement provided they are placed in the public right-of-way, collected by an eligible applicant, and any hazardous materials (such as Freon) have been removed from and properly disposed of by a certified individual. Documentation of this disposal may be required for eligibility consideration.

4.8.1.5 Soil, Mud, and Sand

Soil, mud, and sand are eligible for removal reimbursement, provided they are removed from a public right-of-way or from improved public property. Natural streams and unimproved public property are not considered eligible facilities for removal reimbursement.

4.8.1.6 Vehicles and Boats

Vehicles and boats are eligible for removal reimbursement provided the applicant demonstrates the following:

- The vehicle/boat presents a hazard or immediate threat that blocks ingress/egress in a public use area.
- The vehicle/boat is abandoned (e.g., the vehicle is not on the owner's property and ownership cannot be determined).
- The applicant followed local ordinances and State laws by securing ownership.
- The applicant verified chain-of-custody, transport, and disposal of the vehicle/boat.

4.9 Funding Eligibility and Associated Documentation

Reimbursement for debris management operations may be available through FEMA's Public Assistance Grant Program.

Determination of reimbursement eligibility is a responsibility of FEMA; therefore, caution should be used when performing certain actions because reimbursement may not be available.

Management of disaster-related debris located on public property and in public rights-of-way is eligible for reimbursement during the emergency response period following the initial disaster. This category includes items such as vegetative debris (i.e., trees, shrubs, stumps, branches, gravel, sand, and mud), building debris (such as wood, drywall, and shingles), vehicles, and white goods (refrigerators, water heaters, washers, and dryers).

Debris on private property generally is not eligible for funding under the Public Assistance Grant Program; however, disaster-damaged personal property may be moved to the curbside to be picked up by an eligible applicant.

4.9.1 Documentation and Methods of Procurement

To be eligible for reimbursement under the Public Assistance Grant Program, proper documentation of force account labor, force account equipment, and contracted services is critical.

4.9.1.1 Force Account Labor

For debris removal work, overtime labor costs (including benefits) for permanent employees, reassigned employees, and seasonal employees used during the season of anticipated employment are eligible for reimbursement. Both straight-time and overtime labor costs are eligible for reimbursement, as long as the costs are for non-budgeted employees who are assigned specifically to perform emergency work. Documentation of these actions shall be filed on the Force Account Labor Summary Record provided in **Appendix F-1** of this plan.

4.9.1.2 Force Account Equipment

For debris removal work, equipment utilized may be reimbursed at an hourly rate. This reimbursement is limited to the time the equipment is actually in use; therefore, standby and idle time are not eligible. The hourly rate typically includes the operation, depreciation, maintenance, and fuel for the particular piece of equipment, but does not include operator labor cost. This reimbursement rate shall be in accordance with *44 Code of Federal Regulations (CFR) § 206.228 Allowable Costs* or the most current FEMA Schedule of Equipment Rates, whichever is less. Documentation of the equipment shall be filed on the Force Account Equipment Summary Record provided in **Appendix F-2** of this plan.

4.9.1.3 Contracted Services

Reimbursement for contracted services related to debris clearance, removal, disposal, reduction, recycling, and/or monitoring may be available through the Public Assistance Grant Program provided that the scope of work reflects that removal of the debris is a necessity to avert an immediate threat to the safety, health, and well-being of the community. FEMA will generally reimburse for the following four types of contracts:

- **Lump Sum** contracts for work within a prescribed boundary with a clearly defined scope and a total price.
- **Unit Price** contracts for work done on an item-by-item basis with cost determined per unit.
- **Cost Plus Fixed Fee** contracts, either lump sum or unit price, with a fixed contractor fee added into the price.
- **Time and Materials** contracts where the contractor bills the applicant for labor, equipment, materials, and overhead. Typically, **FEMA will reimburse for only 70 hours** of a time and materials contract; therefore, this type of contract should be avoided if possible.

4.9.1.4 Small Purchase Procurement

This informal method for securing services or supplies applies to estimates of less than $100,000 obtained by soliciting price quotes from several different sources.

4.9.1.5 Sealed Bids

This formal method entails bids being publicly advertised and solicited, with the contract being awarded to the responsible bidder whose proposal is the lowest in price.

4.9.1.6 Competitive Proposals

This is a method similar to sealed bid procurement in which contracts are awarded on the basis of contractor qualifications instead of on price.

4.9.1.7 Noncompetitive Proposals

This is a method whereby a proposal is received from only one source. This method should be used only when the award of the contract is not feasible under small purchase procedures, sealed bids, or competitive proposals, and one of the following circumstances applies:

- The item is available from only a single source.
- There is an emergency requirement that does not permit delay.

- Solicitation from a number of sources has been attempted, and competition is determined to be inadequate. For additional information on contract requirements refer to the FEMA publication, "Public Assistance Debris Management Guide (FEMA 325)."
- For a complete listing of documentation associated with debris management operations, review FEMA-325 and the "Debris Estimating Field Guide (FEMA-329)" included in **Appendix A**.

Section 5 Roles and Responsibilities

The debris management team is made up of personnel who will have direct responsibility for managing debris operations within Montour County. Those responsible will assist in managing the debris event before, during, and following the situation. The positions listed in Section 5.1 may be added to the existing EOC team should the scope of the event necessitate the focus and expertise; however, most events will be managed under the existing EOC structure.

The organization chart provided in **Appendix G** will help develop efficient and effective coordination of a debris event in Montour County. Some positions may already be defined outside of a debris-generating event. In this case, the existing structure, including roles and responsibilities, should not change.

5.1 Montour County Office of Emergency Management

The role of the Montour County Office of Emergency Management is to ensure all debris estimations and approximate costs for removal are captured and included as part of the county's comprehensive damage report and to ensure the contents of this plan are executed and unmet needs/requests are fulfilled according to the objectives outlined in the Incident Action Plan.

5.1.1 Montour County Emergency Management Agency (EMA)

The role of the Montour County EMA regarding debris management is to maintain and execute an effective DMP. Responsibilities held by the county EMA include the following:

- Conduct annual trainings and exercises regarding debris management.
- Coordinate EOC activities.
- Maintain post-disaster communication between federal, state, and local agencies.
- Procure and maintain pre-event debris removal/collection, debris processing, and debris monitoring contracts.
- Operate DMS locations or procure and oversee contracts to do so.

- Provide oversight across County-operated DMSs.
- Maintain a roster of DMS locations.

5.1.2 Debris Project Manager (DPM)

The role of the DPM falls within the Operations Section of the larger Incident Command System (ICS). General responsibilities of the DPM include the following:

- Primary decision making regarding debris operations.
- Assigning tasks to debris team members.
- Managing overall communication and coordination for debris management.
- Approval of public information being released.

5.1.2.1 DPM Responsibilities and Coordination with ICS Sections

As part of the operations section, the DMP reports directly to the Operations Section Chief for the incident, and provides necessary information to the Planning and Finance Sections.

Operations Section Coordination Tasks

- Operate and manage the collection of debris, temporary DMSs, and disposal strategies.
- Request necessary resources.
- Develop staff schedules and strategies.
- Provide technical assistance on creation of a demolition strategy for structures, if necessary.
- Monitor and direct debris management teams.

Planning Section Coordination Tasks

- Forecast debris volume based on disaster type.
- Develop an estimated strategy for post-disaster debris quantities.
- Develop a debris collection strategy.
- Strategize and map debris haul routes.
- Assess available landfill space.
- Select and design temporary DMSs.
- Issue and obtain permits.

- Establish a process for building damage assessments and condemnations.
- Maintain situational awareness with debris management process.
- Maintain all documentation.

Finance Section Coordination Tasks

- Collect and maintain all documentation in regards to finance, personnel, and legal issues.
- Follow procurement requirements.
- Develop a budget.
- Track expenses, including direct costs and staff time.
- Maintain documentation.
- Ensure funds are available for personnel, equipment, supplies, and contract services.
- Manage the onboarding and release of debris management staff.

5.1.3 Public Information Office (PIO)

The role of the PIO regarding debris management is to distribute information and educate the public about debris management operations. This role may be filled by the county POI. Responsibilities held by the POI include the following:

- Distribute information regarding:
    - Debris pick up schedule.
    - Disposal methods and ongoing actions to comply with local, State, and Federal environmental regulations.
    - Disposal procedures for self-help and independent contractors.
    - Restrictions and penalties for creating illegal dumps.
    - Curbside debris segregation instructions.
    - Public drop-off locations for all debris types.
    - Processes for answering public questions concerning debris removal.
- Develop a press release schedule.
- Coordinate the location for press releases with the Operations Section.
- Liaison with other agency PIOs if necessary.

5.1.4 Safety Officer

The role of the Safety Officer is to ensure that safe practices are followed during all debris management operations. The role may be held by the individual acting as the Safety Officer within the incident command, or by an individual assigned by the DPM. Responsibilities of the Safety Officer include the following:

- Communicate timely information to the DPM regarding the safety status of debris clearing, removal, and disposal operations.
- Coordinate with the DPM regarding appropriate responder safety training.
- Report and address any accidents or injuries occurring within operations.
- Monitor contractor compliance with Occupational Safety and Health Administration (OSHA) rules and regulations.
- Develop a site-specific health and safety plan (HASP) for all debris management tasks and operations.

5.2 Extended Agency Specific Roles and Responsibilities

Successful operation of debris management requires coordination between organizations within the county and external agencies such as state and federal officials. Agencies and contractors who provide debris management and removal services are described in Section 5.2. Specific agencies, contractors, and agreements for providing the services to Montour County are provided in **Appendix H: Resources, Contracts, and Mutual Aid**.

5.2.1 Solid Waste Removal

There is no solid waste removal authority at the county or local levels. Waste removal is handled privately under normal circumstances within the County. During large-scale debris removal events, municipal/township and county involvement will be required to ensure a coordinated effort by the private haulers to follow the procedures described in this DMP (Section 4.3). Resources and capabilities of the private haulers include the following:

- Provide equipment to complete the two phases of debris management removal.
- Provide personnel to assist in managing DMSs throughout Montour County.
- Serve as a DMS for the townships and boroughs within the county.

5.2.2 Pennsylvania Department of Environmental Protection (PADEP)

The responsibilities of PADEP include the following:

- Regulate solid waste management activities in Pennsylvania.
- Responsible for permitting and regulating DMS locations.
- Provide personnel to fill the ICS Debris Management Branch.
- Provide assistance in dealing with household hazardous chemicals and white goods that contain hazardous materials at DMS locations.

5.2.3 Pennsylvania Department of Transportation (PennDOT)

The responsibilities of PennDOT include the following:

- Responsible for emergency roadway clearance on all state and federal roadways in Pennsylvania.
- Provide mutual aid assistance to the County and municipalities if requested.
- Provide personnel and equipment to assist in clearing major evacuation routes and routes to critical infrastructure, which are located along state highways and roadways.

5.2.4 Pennsylvania Emergency Management Agency (PEMA)

The responsibilities of PEMA include the following:

- Oversee the State's response and recovery to emergency events.
- Serve as the Grantee for FEMA Public Assistance Program Funding.
- Provide technical assistance to local agencies on debris management issues.

5.2.5 Department of Conservation and Natural Resources (DCNR)

The responsibilities of DCNR include the following:

- Provide assistance and funding to restore watersheds and protect life, property, and the environment.

5.2.6 Privately Contracted Debris Removal/Solid Waste Haulers

The responsibilities of privately contracted debris removal entities (i.e., B & R Container) include the following:

- Provide equipment to complete the two phases of debris management removal.
- Provide personnel to assist managing the DMSs throughout Montour County.
- Serve as a DMS for the Townships and Boroughs within Montour County.
- Provide roll-off services and 10-wheel dump truck services.

- Provide removal of green debris, i.e., large trees and logging services.

Section 6 Administration and Logistics

6.1 Administration

6.1.1 Municipal Reports and Records

Local governments will submit situation reports, requests for assistance, damage assessment reports, and other relevant documentation to the Montour County Office of Emergency Management in a timely manner. Municipalities will submit their reports via email to the appropriate Montour County representative.

6.1.2 County Reports

The Montour County Office of Emergency Management will forward reports and requests for assistance as soon as practical to PEMA. County lands not incorporated into a municipality requiring debris management at the county level will be included in reporting at this level.

6.1.3 Expenditures and Obligations

Municipal and County governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures to and obligations for debris management.

6.1.4 Other Organization Reports

The Montour County Office of Emergency Management will request reports documenting expenses for reimbursement purposes from other agencies, relief organizations, contractors, and other nongovernmental organizations when deemed appropriate. This could include, but not be limited to the following:

- Schools.
- Local Government Agencies.
- Utilities.
- Fire and Emergency Management.
- Medical Services.
- Zoos.
- Community Art Centers.

6.1.5 Reports to PEMA

The Montour County Office of Emergency Management will make reports to PEMA by the most practical means in accordance with PEMA requirements. Written logs shall be maintained by the County to assure an accurate, factual basis for status reports to PEMA as well as other action reports.

6.1.6 Format

All written records, reports, and other documents will utilize standard National Incident Management System (NIMS) forms, or a local form that matches the NIMS form in layout and content, when such a form exists.

6.2 Logistics

6.2.1 Coordination of Unmet Needs

When the municipality's resources are exhausted or prudent planning foresees that resources will become exhausted, as dictated by Pennsylvania Emergency Management Services Code, Title 35, the municipality will reach out to the County for resources. If the County cannot fulfill the requested assistance, the County shall request assistance from one of the following entities:

- Surrounding counties.
- North Central Task Force.
- The Commonwealth.
- Federal agencies.
- Private partners.

Section 7 Training and Exercises

7.1 Training

The procedures and processes identified in this plan shall be incorporated into existing training programs offered by the Montour County Office of Emergency Management.

7.2 Exercises

The Montour County Office of Emergency Management maintains a comprehensive exercise program that follows the concepts outlined in the Homeland Security Exercise and Evaluation Program (HSEEP). The Montour County DMP will be included in applicable county exercises.

Section 8 Plan Maintenance and Distribution

8.1 Plan Maintenance

The County EMC, or designee, will coordinate the development and maintenance of this plan. The components of this plan will be reviewed on an annual basis.

The primary and support agencies outlined in this plan should annually review the plan to ensure that procedures are up-to-date and implementing procedures remain valid. This plan shall be updated whenever necessary and all changes will be recorded on the record of change form in **Appendix I.**

8.2 Plan Distribution

Distribution of this plan shall be based upon regulatory or functional "need to know" and distributed as decided by the EMC.

Section 9 Authorities and References

9.1 Authorities

At the time this plan was developed, there was no statutory requirement or legal obligation for a county or municipality to maintain a DMP. However, it is estimated that upcoming revisions to local, state, and federal emergency operations plans will require provisions for debris management operations; therefore, the Authorities section of this plan is reserved for future use.

9.2 References

The following resources were utilized in developing this plan and associated appendices:

- Debris Estimating Field Guide, FEMA-329; Federal Emergency Management Agency, September 2010. https://www.fema.gov/pdf/government/grant/pa/fema_329_debris_estimating.pdf
- Debris Monitor Field Pocket Guide for FEMA's Public Assistance Program Region III, Federal Emergency Management Agency.
- Debris Operations – Hand-Loaded Trucks and Trailers; RP9523.12, Federal Emergency Management Agency, August 2010.
- Debris Removal from Private Property; DAP9523.13, Federal Emergency Management Agency, July 2007.
- Demolition of Private Structures; DAP9523.4, Federal Emergency Management Agency, July 2007.

- Hazardous Stump Extraction and Removal Eligibility; DAP9523.11, Federal Emergency Management Agency, May 2007.
- Labor Costs-Emergency Work; RP9525.7, Federal Emergency Management Agency, November 2015.
- National Response Framework, Federal Emergency Management Agency, June 2016.
- Pennsylvania Emergency Management Agency (PEMA) Fact Sheet 9580.201 Debris Removal.
- Pennsylvania Emergency Management Services Act 93 OF 2008, Intrastate Mutual Aid.
- Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707 as amended.
- Planning for Natural Disaster Debris, United States Environmental Protection Agency, March 2008.
- Public Assistance Debris Management Guide, FEMA-325; Federal Emergency Management Agency, July 2007. https://www.fema.gov/pdf/government/grant/pa/demagde.pdf
- Public Assistance Debris Operations Job Aid; FEMA-9580.1, Federal Emergency Management Agency.
- Public Law 103-337: The Robert T. Stafford Relief and Emergency Assistance Act.

Section 10 Definitions

Construction and Demolition Debris (C&D) – Consists of damaged components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, corrugated sheet metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures.

Debris – Items and materials broken, destroyed, or displaced by a human-caused, natural, or technological disaster. Examples of debris include, but are not limited to, trees, C&D material, and personal property.

Debris Management Site (DMS) – A location where debris is sorted, processed, reduced in volume, and/or disposed.

Debris Monitoring – Actions taken by applicants to document eligible quantities and reasonable expenses during debris activities to ensure that the work complies with the contract's scope-of-work and/or is eligible for Public Assistance Grant Reimbursement.

Hazardous Waste – Waste with properties that make it potentially harmful to human health and/or the environment.

Household Hazardous Waste (HHW) – Used or leftover contents of consumer products that contain chemicals defined in regulatory terms under the Resource Conservation and Recovery Act (RCRA) as appearing on one of the four hazardous waste lists or exhibiting one of the following characteristics: ignitability, corrosivity, reactivity, or toxicity. Examples of HHW include small quantities of normal household cleaning and maintenance products, latex and oil-based paint, cleaning solvents, gasoline, oils, swimming pool chemicals, pesticides, and propane gas cylinders.

Incident Commander – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Infectious Waste – Waste that poses an environmental danger because of its biological risk. Moreover, infectious waste has the potential to contaminate living creatures and rapidly spread diseases, viruses, bacteria, and similar entities.

Private Property – Tangible items owned by individuals or firms over which their owners have exclusive and absolute legal rights, such as land, buildings, money, copyrights, and patents. Private property can be transferred only with its owner's consent, and by due process, such as sale or gift; land or belongings owned by a person or group and kept for their exclusive use.

Soil, Mud, Sand – Deposits on improved public property and rights-of-way from floods, landslides, and storm surges.

Unified Command (UC) – An Incident Command System (ICS) application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Vehicles and Boats – Abandoned vehicles or boats blocking ingress/egress in public-use areas.

Vegetative Debris – Consists of whole trees, tree stumps, tree branches, tree trunks, and other leafy material.

White Goods – White goods are defined as discarded household appliances such as refrigerators, freezers, heat pumps, air conditions, ovens, washing machines, dryers, dishwashers, and water heaters.

APPENDIX A: DEBRIS ESTIMATING FIELD GUIDES

Debris Estimating Field Guides are available at the following links to the FEMA field guides:

- FEMA 325 Debris Management Guide
- FEMA 329 Debris Estimating Field Guide

APPENDIX B: JOB AIDS

Appendix B-1: Site Manager Job Aid

Appendix B-2: Debris Monitor Job Aid

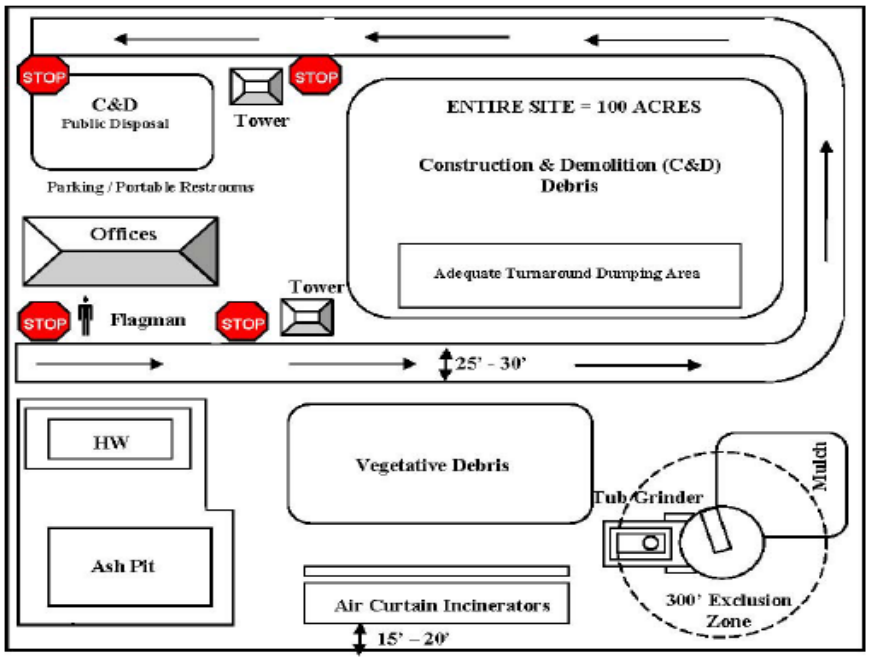
Appendix B-1: Site Manager Job Aid

Name of Incident: _____

Location: _____ Date & Time_____

Reports to:	Debris Management Branch Supervisor
NIMS Category:	Operations
Responsible for:	Supervising the day-to-day operations, maintaining daily logs, preparing site progress reports, and enforcing safety and permitting requirements during site operations. The Site Manager is also responsible for scheduling the environmental monitoring and updating the site layout, in addition to providing oversight for monitoring the activities of the debris removal contractors and on-site debris processing contractors.

PROCEDURES	**TIME/DATE**
INITIAL ACTIONS:	
1. Once the Debris Management Site venue has been identified, ensure that baseline data of the site is collected including the following: • Photographs / videography before beginning any activities. • Documentation of physical features including existing structures, fences, culverts, irrigation systems, and landscaping. • Sample soil and water collections should be obtained prior to establishing the site layout.	
2. Obtain any environmental and/or land use permits from the authority having jurisdiction.	

PROCEDURES	TIME/DATE
INITIAL ACTIONS:	
3. Determine a layout for the DMS ensuring that the following areas are planned for, clearly defined and delineated: • Reduction Area – A defined area where the actual chipping, grinding, recycling, or incineration occurs. • Tipping Area(s) (Unloading) – An area large enough to allow large trucks to maneuver. There may be several of these areas depending on how the debris is segregated. • Loading Area(s) – There should be an equal number of loading areas and tipping areas and should be comparable in size. • Drop-Off Center(s) – Used for the general public to deposit disaster-related debris such as C&D, vegetative, and recycling. • HHW Storage – Should be located close to the public drop-off center, yet restricted so that qualified personnel may process the waste appropriately. Impermeable linings and earthen berms should also be utilized to contain spills and runoff. • Monitoring Towers – Should be located at ingress and egress points. They should be constructed of sturdy materials and be designed to sustain active and static loads. • Equipment and Storage Areas. • Traffic routes are clearly marked and adequately posted. • Office Area. • Portable Restrooms. • Other resources deemed necessary by the ESF Coordinator.	
	

PROCEDURES	TIME/DATE
INITIAL ACTIONS:	
4. Assign individuals to perform the functions of Debris Monitoring and Safety Monitoring. • **Debris Monitors** should be placed at ingress and egress points and are responsible to quantify debris loads, issue load tickets, inspect and validate truck capacities, check loads for hazardous waste and perform quality control checks. • **Safety Personnel** are responsible for traffic control and ensuring that site operations are in compliance with Federal & State regulations.	

PROCEDURES	TIME/DATE
OPERATING THE DMS:	
1. Notify the Debris Management ESF Coordinator that the site has been established and operations can begin.	
2. Begin documentation of actions utilizing an Incident Action Log (ICS-214).	
3. Begin clear documentation of all related costs, actions, decisions, and communications.	
4. Collect information concerning DMS activities and provide this information to the Information and Planning ESF for inclusion into the Incident Action Plan.	
5. Serve as the primary source of information regarding DMS issues during the operation.	
6. Provide situation reports of DMS activities to Debris Management ESF Coordinator, as required.	
7. Throughout the incident, report any unmet needs to your superior.	

PROCEDURES	TIME/DATE
SITE CLOSEOUT:	
1. Remove and dispose of all debris to an approved landfill.	
2. Monitor all closeout and disposal activities to ensure that all actions are performed safely, efficiently and within the scope of work (if contracted).	
3. Develop a framework for restoring the site to its previous condition.	
4. Utilizing the baseline data collected, ensure that all restoration operations meet or exceed the initial baseline information.	

Appendix B-2: Debris Monitor Job Aid

Name of Incident: _____

Location: _____ Date & Time_____

Reports to:	DMS Site Manager
NIMS Category:	Operations
Responsible for:	Quantifying debris loads, issuing load tickets, inspecting and validating truck capacities, checking loads for hazardous waste and performing quality control checks.

PROCEDURES	TIME/DATE
INITIAL ACTIONS:	
1. Once the Debris Management Site (DMS) venue has been identified, ensure that baseline data of the site is collected including the following • Photographs / videography before beginning any activities. • Documentation of physical features including existing structures, fences, culverts, irrigation systems, and landscaping. • Sample soil and water collections should be obtained prior to establishing the site layout.	
2. Obtain the necessary paperwork / forms required for this position. These include: • Truck Certification Form(s). • Load Ticket(s). • Tower Monitor Log(s) (for monitors stationed at the DMS). • Field Monitor Log(s) (for monitors stationed in the field).	
3. Ensure you have adequate personal protection equipment (PPE), including hard hat, gloves, eye protection, foot protection, and any other equipment deemed necessary by the site manager.	
4. Familiarize yourself with the scope of work for the DMS, eligible and ineligible types of debris being collected, and other operational issues with the DMS.	
5. Identify the vehicles being used for transporting debris to the DMS and complete a Truck Certification Form for each vehicle.	
6. Review the "Special Monitoring Issues" section included in this Job Aid for additional information.	

PROCEDURES	TIME/DATE
DEBRIS MONITORS STATIONED AT THE DMS:	
1. Properly and accurately measure and certify truck capacities (recertify on a regular basis using the Truck Certification Form completed prior to the DMS being activated as a guide).	
2. Properly and accurately complete and physically control load tickets.	
3. Ensure that trucks are accurately credited for their load and not artificially loaded (e.g., debris is wet or fluffed – not compacted).	
4. Ensure that hazardous wastes are not mixed in loads.	
5. Ensure that all debris is removed from the trucks at the DMS.	
6. Record the types of equipment used, including the time and dates it was used.	
7. Debris Monitors stationed at the DMS should document all incoming vehicles using the appropriate load ticket and also on the Tower Monitor Log.	
8. Throughout the operation of the DMS, ensure that only debris specified in the scope of work or contract is collected, and continuously be aware of ineligible debris.	
9. Throughout the operation of the DMS, report issues to the site manager which require action (e.g., safety concerns, contractor non-compliance, equipment use, etc.)	

PROCEDURES	TIME/DATE
DEBRIS MONITORS STATIONED IN THE FIELD:	
1. Monitor and document utilizing the Load Ticket and Field Monitor Log, all debris being loaded and transported to the DMS.	
2. Ensure that hazardous wastes are not mixed in loads.	
3. Ensure that the eligible debris is being removed only from the designated right-of-way.	
4. Ensure the vehicles are being loaded to capacity, and that ineligible items are not being used to "fluff" the debris.	
5. Periodically compare the truck certification form with the actual equipment at the loading site (e.g., ensure that trucks with a smaller capacity have not been substituted for larger vehicles).	
6. Throughout the operation of the DMS, ensure that only debris specified in the scope of work or contract is collected, and continuously be aware of ineligible debris.	

Special Monitoring Issues

The items contained in this section have been identified in the Public Assistance Debris Management Guide as those which the applicant needs to closely monitor during the debris clearance, removal, and disposal activities.

I. EQUIPMENT

A. **Hand-loaded trucks and trailers** cannot achieve compaction levels comparable to mechanically-loaded vehicles. This effectively reduces the capacity of the hand-loaded truck or trailer in comparison to a truck or trailer that is loaded mechanically. Because of this, **FEMA only reimburses 50% of the debris monitor's observed capacity percentage for a hand-loaded truck or trailer.**

B. **Trucks with no tailgates or no solid tailgate** cannot be compacted to their full capacity; **therefore, FEMA considers only a maximum of 85% of the certified truck capacity for reimbursement purposes.**

II. MONITORING TIPS

A. **Trucks should be measured before operations and load capacities should be documented by truck number.** Periodically, trucks should be pulled out of operation and re-measured by the applicant.

B. **Monitors should not accept the contention that loads are higher in the middle and if leveled, would fill the truck.**

C. Trucks may arrive at the DMS loaded with treetops, creating extensive voids in the load. **Trucks need to be loaded to their full capacity with front end loaders or similar equipment.**

D. **Trucks cannot receive credit for more than the measured capacity of the truck or trailer bed even if the material is above the sideboards.**

E. Excessive water added to debris will increase the weight of the load. **Special attention should be given if there is excessive water dripping from the truck bed or by inspecting the truck bed immediately after unloading.**

F. Debris Monitors positioned in the field should be cognizant of ineligible debris and continuously watch for debris that is collected to ensure that it meets the requirements of acceptable debris.

APPENDIX C: SAMPLE MONITORING REPORT FORMS

Appendix C-1: Daily Issue Log

Appendix C-2: Sample Load Ticket System

Appendix C-3: Tower Monitor Log

Appendix C-4: Roving Monitor Report

Appendix C-5: Truck Certification Form

Appendix C-1: Daily Issue Log

Monitor:_____ **DAILY ISSUE LOG** **Date:_____**

Issue No.	Truck No.	Load Ticket	Pick-Up Location	Contractor/ Sub-Contractor	Applicant Monitor	Photo/ Disc	Issue/Resolution

Applicant:_____ **Page_____**

Appendix C-2: Sample Load Ticket System

Load Ticket	Ticket No. 0012345
Municipality (Applicant)	Prime Contractor
	Sub-Contractor

Truck Information

Truck No	Capacity
Truck Driver (print legibly)	

Loading Information

Loading	Time	Date	Inspector/Monitor

Location (Address or Cross Streets)

When Using GPS Coordinates use Decimal Degrees (N xx.xxxxx)

N	W

Unloading Information

Debris Classification	Estimated %, CYs, or Actual Weight
☐ Vegetation ☐ C&D ☐ White Goods ☐ HHW ☐ Other* See Below	

Unloading	Time	Date	Inspector/Monitor

DMS Name and Location

*Other Debris Explanation	Original: Applicant Copy 1: _____ Copy 2: _____ Copy 3: _____

Appendix C-3: Tower Monitor Log

TOWER MONITOR LOG

Date: _____

Monitor: _____ **Applicant Monitor:** _____

Time	Truck No.	Load Ticket	Capacity	Vol. or Weight	Pick-Up Location	Photo/ Disc	Comments

Applicant:_____ **Page** ____ **Tower Site:**_____

Appendix C-4: Roving Monitor Report

Monitor:_____ **ROVING MONITOR REPORT** **Date:**_____

Time	Truck No.	Load Ticket	Capacity	Vol. or Weight	Pick-Up Location	Photo/ Disc	Comments

Applicant: _____ **Page**_____

Appendix C-5: Truck Certification Form

TRUCK CERTIFICATION FORM

General Information

Applicant: _____ Monitor: _____

Contractor: _____ Date: _____

Measurement Location: _____ County: _____

Declaration Number: _____

Truck Information

Make	Year	Color	License

Truck Measurements

Performed By: _____ Date: _____

Volume Calculated By: _____ Date: _____

Both Checked by: _____ Date: _____

Driver Information

Name: _____

Address: _____

Phone Number: _____

Owner Information

Name: _____

Address: _____

Phone Number: _____

Truck Identification

Truck Capacity

Photo

(See reverse for calculation worksheet)

TRUCK CERTIFICATION FORM

DUMP TRUCK

Measurements

Truck Measurements — Length (L) = ____ Width (W) ft = ____ Height (H) ft = ____

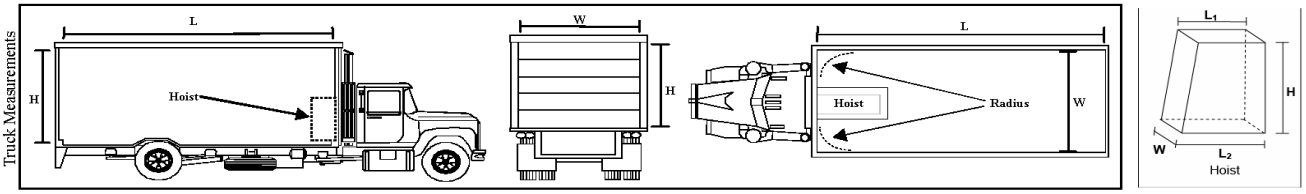
Hoist Measurement — $Length_1$ (L_1) ft = ____ $Length_2$ (L_2) ft = ____ $WidthH$ (W_H) ft = ____ $HeightH$ (H_H) ft = ____

Radius — Radius ft = ____ Height (H) = ____

Calculations

Bed Volume (Basic)	(LxWxH)/27 =	+	cyd
Hoist Volume	((L1+L2/2) x W_H x H_H)/27 =	-	cyd
Radius Volume	(3.14xR^2xH)/27 =	-	cyd
	Total =		cyd

Cubic Yards



EXTRA TRAILER

Measurements

Truck Measurements (Basic) — Length (L) = ____ Width (W) ft = ____ Height (H) ft = ____

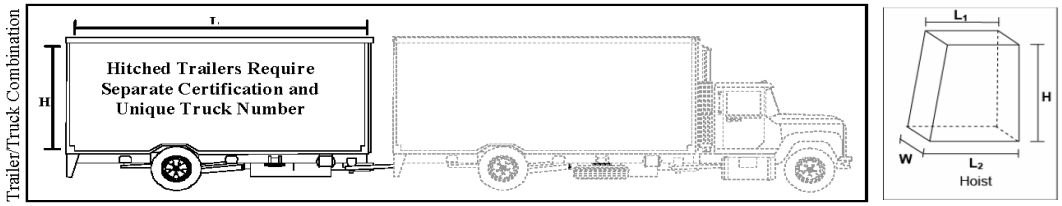
Hoist Measurement — $Length_1$ (L_1) ft = ____ $Length_2$ (L_2) ft = ____ $WidthH$ (W_H) ft = ____ $HeightH$ (H_H) ft = ____

Radius — Radius ft = ____ Height (H) = ____

Calculations

Bed Volume (Basic)	(LxWxH)/27 =	+	cyd
Hoist Volume	((L_1+L_2/2) x W_H x H_H) =	-	cyd
Radius Volume	(3.14xR^2xH)/27 =	-	cyd
	Total =		cyd

Cubic Yards



ROUND BOTTOM TRUCK

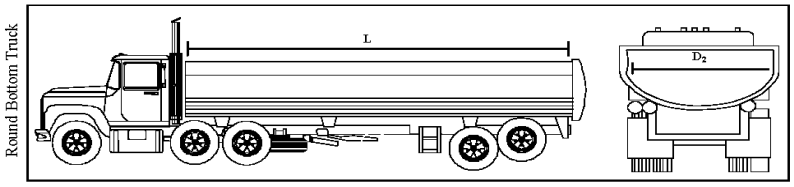
Measurements

Truck Measurements — Length (L) ft = ____ Diameter (D) ft = ____

Calculations

Approx. Volume (3.14 x $(D/2)^2$ x L) /27 = ____ cyd (round bottom portion only)

Cubic Yards



APPENDIX D: ACCEPTABLE AND UNACCEPTABLE WASTE

Appendix D: Example of Acceptable and Unacceptable Wastes List

Acceptable[1]	Unacceptable
Appliances	Any Container Containing 1 gallon or greater of free liquid
Asbestos	Any medical waste, human and animal
Asphalt	Chemotherapeutic Wastes
Asphalt Board	Explosives
Brick	Hazardous Waste
Ceramic Material	Infectious Waste
Cinder Blocks	Large Nickle-Cadmium (NI-CAD) batteries
Concrete	Lawn Clippings
Corrugated Containers	Lead/Acid Batteries (car, boat, tractor, etc.)
Crating Materials	Lead Based Paints
Electrical Fixtures and Wiring	Leaves
Forming and Framing Lumbar	Liquid Waste in any form or amount
Framing and Siding Materials	*Municipal Waste
Ferrous and Non-Ferrous Metals	Pathological Wastes
Glass	Pharmaceutical Wastes
Gypsum Board	Putrescible Wastes
Fiberglass Insulation	Radioactive Wastes
Laminates	Residual Wastes
Metals/Tin Siding	Sewage Sludge (expect for revegetation)
Pallets	Waste Anti-Freeze
Paper	Waste Motor Oil
Particle Board	
Piping/Radiators	
Plaster	
Plastics	
Plywood	
Porcelain	
Roofing Materials	
Sheetrock	
Slate	
Stone	
Tar/Tar Paper	
Terra-Cotta Tile/Pipe	
Tires	
Vulcanized Materials	
Wood Floors	

* As defined by the Pennsylvania Department of Environmental Resources (PaDER) Municipal Waste Regulations

[1] These "Acceptable" wastes assume no contamination and are not wastes classified as residual wastes. Acceptability also assumes PaDER approval of this list.

APPENDIX E: SAMPLE PRESS RELEASES

SAMPLE PRESS RELEASES

PRE-EVENT PRESS RELEASE

For Immediate Release

[INSERT MUNICIPALITY], MONTOUR COUNTY, PENNSYLVANIA

[INSERT MUNICIPALITY] will begin clearing debris from [INSERT EVENT] as soon as conditions are safe. The debris removal process will have three initial stages. Stage one will be an Emergency Road Clearance. Access roads to Hospitals, Police and Fire Stations, as well as critical Government Buildings will be cleared first, followed by all major arteries within the County. This process will be completed within approximately 70 daylight hours. The next phase of debris removal will be pick-up of vegetative debris placed in rights-of-way in front of residential homes. The third stage will be construction and demolition debris removal. Any shingles, siding, and treated wood will be removed during this phase. You can follow the debris removal efforts in your neighborhood and the rest of [INSERT COUNTY] by going to the [INSERT WEBPAGE] or by calling _____.

PRESS RELEASE ABOUT SEGREGATION OF WASTES

For Immediate Release

[INSERT MUNICIPALITY], MONTOUR COUNTY, PENNSYLVANIA

[INSERT MUNICIPALITY] will begin clearing debris from [INSERT EVENT] in the near future. [INSERT MUNICIPALITY] residents should make every effort to separate clean, woody debris from construction and demolition debris. Please put vegetative debris at your right-of-way at the edge of your property between the sidewalk and on the tree belt, and debris removal crews will pick it up as soon as possible. Please do not mix household garbage, tires, or roof singles with the vegetative debris. In order for the Construction and Demolition (C&D) debris to be picked up, it must be a direct result of [INSERT EVENT]. All reconstruction debris is the responsibility of the homeowner. Please do not mix hazardous material, such as paint cans, aerosol sprays, batteries, or appliances with the C&D Debris. Those items must be dropped off at the _____ Debris Handling Area located at _____ during normal business hours. You can follow the debris removal efforts in your neighborhood and the rest of [INSERT COUNTY] by going to the [INSERT WEBPAGE] or by calling _____.

PRESS RELEASE ON LOCAL GOVERNMENT RESPONSE

For Immediate Release

[INSERT MUNICIPALITY], MONTOUR COUNTY, PENNSYLVANIA

Preparations are being made for debris removal in the wake of [INSERT EVENT]. As [INSERT MUNICIPALITY] and the rest of [INSERT COUNTY] begins to rebuild and recover from this latest disaster, rest assured that the State and local Governments are working hard to restore your normal way of life. Debris removal efforts might have already begun in your neighborhood. If they have not, they will shortly. To help these efforts, you can place any organic vegetative debris, such as branches, limbs, or shrubbery, at the edge of your property in the public right-of-way between the sidewalk and on the tree belt, and debris removal crews will pick it up as soon as possible. Pay attention to your local newspaper, radio stations and the County Web Site for information regarding construction and demolition debris removal. The recovery process is a long one, but with your help and patience, we will get through it.

PRESS RELEASE(S) ABOUT ROW CLEANUP

For Immediate Release

[INSERT MUNICIPALITY], MONTOUR COUNTY, PENNSYLVANIA

[INSERT MUNICIPALITY] residents should have any debris from [INSERT EVENT] in front of their homes on the public right-of-way no later than [INSERT DATE AND TIME] in order to be eligible for pick-up. At this time, [INSERT MUNICIPALITY] will be picking up ONLY Vegetative Debris. Debris removal crews will be making only one pass on each street, so it is crucial that you have the debris you want removed out on the right-of-way by the aforementioned deadline. You can follow the debris removal efforts in your neighborhood and the rest of [INSERT COUNTY] by going to the [INSERT WEBPAGE] or by calling _____.

For Immediate Release

[INSERT MUNICIPALITY], MONTOUR COUNTY, PENNSYLVANIA

Final preparations are being made for the final pass of debris removal in the wake of [INSERT EVENT]. [INSERT MUNICIPALITY] residents should have any debris in front of their homes on the public right-of-way no later than [INSERT DATE AND TIME] in order to be eligible for pick-up. Debris removal crews will be making only one pass on each street, so it is crucial that you have debris you want removed out on the right-of-way by the aforementioned dead line. Please continue to separate vegetative debris (woody burnable debris such as limbs and shrubbery) and Construction & Demolition debris (siding, drywall, etc.). Any storm-damaged appliances such as refrigerators and air conditioning units may also be put on the right-of-way separate from other debris. You may continue to deposit hazardous household chemicals such as paint cans and batteries at the _____ during normal business hours. You can follow the debris removal efforts in your neighborhood and the rest of [INSERT MUNICIPALITY] by going to the County's web site at [insert link] or by calling [insert phone number].

PRESS RELEASE ABOUT PLANNED CLOSING OF DEBRIS MANAGEMENT SITES

For Immediate Release

[INSERT MUNICIPALITY], MONTOUR COUNTY, PENNSYLVANIA

Debris removal operations in [INSERT MUNICIPALITY] in the wake of [INSERT EVENT] will be ending as of [INSERT DATE]. Town officials request that you please remove any debris remaining in the right-of-way because there will be no more curbside pick-ups. If you have questions about how to dispose of any remaining debris, please call _____. Your patience and assistance during this difficult recovery process is much appreciated.

APPENDIX F: FEMA FORMS

Appendix F-1: Force Account Labor Summary

Appendix F-2: Force Account Equipment Summary

Appendix F-1: Force Account Labor Summary

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

FORCE ACCOUNT LABOR SUMMARY

PAGE _____ OF _____

O.M.B. Control Number: 1660-0017

Expires: December 31, 2019

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT	PA ID #	PROJECT #	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING
DESCRIPTION OF WORK PERFORMED			

NAME / JOB TITLE	DATES AND HOURS WORKED EACH WEEK								COSTS				
	DATE								TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME / JOB TITLE	REG.												
	O.T.												
NAME / JOB TITLE	REG.												
	O.T.												
NAME / JOB TITLE	REG.												
	O.T.												
NAME / JOB TITLE	REG.												
	O.T.												
NAME / JOB TITLE	REG.												
	O.T.												

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME	$
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME	$

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 009-0-123 PREVIOUS EDITION OBSOLETE

Appendix F-2: Force Account Equipment Summary

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

PAGE _____ OF _____

O.M.B. Control Number: 1660-0017
Expires: December 31, 2019

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT	PA ID #	PROJECT #	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING
DESCRIPTION OF WORK PERFORMED			

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY								COSTS		
INDICATE SIZE, CAPACITY, HOURSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
GRAND TOTAL													

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 009-0-127 PREVIOUS EDITION OBSOLETE

APPENDIX G: ORGANIZATION CHART

Appendix G: Organization Chart

[Insert separate file]

APPENDIX H: Resources, Contracts, and Mutual Aid

Appendix H: Resources, Contracts, and Mutual Aid

Names, Authorities, contact information, and any other pertinent information supporting Section 5.2 will be added here.

APPENDIX I: Record of Changes

Appendix I: Record of Changes

Record of Changes			
Date	**Change #**	**Description of Change**	**Name of Changer**