

Trumbull County Debris Management Plan

I. PURPOSE

The purpose of this plan is to define roles, responsibilities, and procedures and provide guidance for development and implementation of all elements involved in managing rubble removal operations after an incident has occurred. Trumbull County debris management plan will adhere to any manmade or natural debris or waste generating emergency.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to, such things as trees, sand, gravel, building/construction materials, vehicles, personal property and other waste produced from disasters
2. The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

B. Assumptions

1. In a major or catastrophic disaster, Trumbull County Local Officials may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.
2. Private contractors play a significant role in the debris removal, collection, reduction, and disposal process.
3. The debris management program implemented by Trumbull County Waste Management will be based on the debris management approach of reduction, reuse, and reclamation. Resources recovery, incineration, and land filling, respectively.
4. 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.

III. CONCEPT OF OPERATIONS

A. General

1. The County Debris Management Plan provides the framework to unify the efforts of Utilities, Public Works, other County agencies and departments, local governments, non-governmental and voluntary organizations, and regional and federal partners involved in emergency debris cleanup operations. When properly implemented, the result will be a coordinated and comprehensive effort to reduce debris-related impacts of an emergency or disaster.
2. The Trumbull County EMA Director will be designated as the County Debris Administrator for the duration of the disaster response and recovery operation. The County Debris Administrator will appoint the Director of Solid Waste Operations to be the County Debris Manager responsible for managing all Debris Clearing Operations and Debris Removal and Disposal Operations from a centralized Debris Management Center located at the County Solid Waste Department.
3. The County Debris Manager (Appointed by the County EMA Director) is responsible for managing debris clearance from emergency evacuation routes, access routes to critical facilities, and all other streets throughout the unincorporated portions of the County and the permanent removal and disposal of all debris deposited along or immediately adjacent to public rights-of-way throughout portions of the County. The County Debris Manager will provide overall supervision of a joint debris staff made up of personnel from Utilities, Public Works, and Culture, Education and Leisure. The County Debris Manager will be the single point of contact responsible for routine disaster debris removal and disposal operations and interfacing with representatives from other local, County, state, and federal agencies on a daily basis. The County Debris Administrator will resolve any debris issues between the County and the state pertaining to FEMA policy and regulations.

- B. The Trumbull County EMA is responsible for the debris removal function. The EMA will work in conjunction with designated support agencies utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster. The EMA Director will be responsible for coordinating removal of debris from the public right-of-way. Only when pre approved and it is deemed in the public interest will the director give order to remove

debris from private property. Trumbull County EMA will further stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the disaster.

C. Private Contactors

1. The County may need to rely heavily on private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction, and disposal because of the limited quantity of resources and service commitments following the disaster. Using private contractors instead of government workers in debris removal activities has a number of benefits. A list of private rubbish haulers and contactors are listed in Annex R.
2. The use of private contactors shifts the burden of conducting the work from Trumbull County Waste to the private sector, freeing up government personnel to devote more time to their regularly assigned duties.
3. Private contracting also stimulates local, regional, and State economies impacted by the storm, as well as maximizes State and local governments' level of financial assistance from the Federal government.
4. The Trumbull County EMA will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster.

D. Phases of Emergency Management

1. Preparedness

Ongoing, advanced planning is an important part of a debris removal plan. Preparedness actions taken far in advance of an actual event allow implementation of the plan to occur more easily during an actual event.

- a. This plan should be reviewed annually by the EMA Director
- b. Ensure personnel understand roles and responsibilities for plan implementation. Review existing contracts, list of qualified contractors, sample contracts, right of entry/hold-harmless

agreements, and other contracts necessary to conduct debris management activities.

- c. Ensure pre-selected temporary debris storage and reduction sites are currently available for use. Identify alternative locations if necessary. Ensure authorized waste transfer or disposal facilities are currently operational. Identify alternative facilities if those used during normal operations have been impacted by the disaster.

4. Response

Response to a disaster is a very important step for setting the tone on how the recovery will go. This section covers the response phase of a debris-generating event. Actions necessary in the short-term response phase are necessary for an effective clean up.

- a. The Debris management staff will be a component of the EMA in the direction of the director, and will coordinate and manage debris removal operations.
- b. When a debris-generating event occurs there is an immediate need for prioritization of actions. Debris will include fallen trees, limbs, trash, furniture, food waste, scrap tires, utility poles and wires, vehicles, building materials, hazardous materials, infectious materials, animal carcasses, silt and mud, etc. Develop and implement a priority system for debris removal. 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. A list of private rubbish and garbage haulers are listed in Annex R. Trumbull County does not have existing contracts with companies available for assisting in the event of a debris-generating event. Standby contracts should be in place before a disaster occurs.
- d. Continue to use the PIO to inform people about the incident or disaster and to use the media as a resource to notify people of the pertinent danger.
- e. Procedures for holding meetings and providing briefings are available in the County EOC. The main purpose of the meetings is

to brief EOC staff on current and future debris management activities. Debris management staff should participate in all EOC meetings and provide briefings as necessary.

5. Recovery

This phase of the debris management cycle covers actions necessary to complete the debris removal, reduction, and disposal activities, based on damage assessment of the disaster.

- a. Recovery operations will begin after primary streets and evacuation routes are cleared by pushing debris from the traveled way to the curb or right-of way. Recovery operations involve the removal and disposal of curbside or right-of-way debris by County crews and Contractor crews.
- b. Continue to collect, store, reduce, and dispose of debris generated from the event in a Cost-effective and environmentally responsible manner.
- c. 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.
- d. Debris deposited on private property is the responsibility of the property owner. The County Debris Manager is responsible for the times of debris pick up and the scheduling and reporting it to the County. The key is to provide all information regarding pickup times and locations for private property owners so that debris removal activities proceed efficiently. The county should also provide instructions to the property owners for separation of debris and steps to follow if they are unable to put debris from their property on the curbside for pickup. The county, township, city and village may utilize volunteers or voluntary groups to assist property owners.
- e. The County Debris Manager and staff will coordinate debris removal and disposal operations for all portions of the County. The removal and disposal of curbside debris by County and private Contractor crews will provide an assistance to private property. County departments will provide oversight of their own removal operations.

E. Debris Disposal and Reduction

1. Once the debris is removed from the damage sites, it will be taken to the temporary land fills. The three methods of disposal are burning, recycling, and grinding/chipping.
 - a. The disposal method will be at the discretion of the EMA Director or County Debris Manager with recommendation by the contracted debris and rubbish hauler.

F. Site Close-Out Procedures

1. Each temporary debris staging and reduction site will eventually be emptied of all material and be restored to its previous condition and use.
2. Before activities begin ground and possibly aerial photos will be taken, important features such as structures, fences, culverts, and landscaping will be noted. Random soil samples will be taken as well as water samples from existing wells. The site will be checked for unstable organic compounds.
3. After activities begin, constant monitoring of air quality and soil and water samples will take place. Photo, maps, and sketches of the site will be updated and fuel spills will be noted.
4. At close-out final testing of soil, water, and air quality and compared to original conditions. All ash will be removed and any remediation actions will be taken.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Primary Agency Responsibilities

1. The Trumbull County EMA will serve as the primary support agency for coordination of debris management. The County EMA Director shall serve as the County Debris Administrator and may appoint a County Debris Manager to ensure an effect clean up. The County Debris Manager will collaborate with Trumbull County EMA to:
 - a. Based on the situation and identified needs, notify and assemble members in order to assess the situation so to recommend actions regarding debris management.
 - b. Serve as coordinator of the debris management system.

- c. Provide coordination through the JIC or PIO to notify the contributing public of specific goods and volunteer skills that are needed.
- d. Support the disposal and reduction of debris, waste, and rubbish and aid in the movement of the removal from the disaster site.

B. Support Agencies Responsibilities

1. Building Inspector

- a. The Trumbull County Building Inspector shall be responsible for the inspection of all buildings inside the counties jurisdiction.
 - i. State and Federal aid may be inquired through the Trumbull County EMA to accomplish inspection tasks.
 - ii. The building inspector should work with the Health Department in order to resolve building health problems and risks.

2. County and Local Engineers

- a. Local Engineer Departments are responsible for aiding in the coordination of the removal of debris from streets and public buildings. This will help with a quick and effective recovery.

3. Trumbull County Health Department

- a. Trumbull County Board of Health is responsible for procedures and agencies used to assist and resolve potential health issues related to the debris removal process.
 - i. Activities can include mosquito infestation and hazardous/infectious wastes.
- b. The EMA Director should guide the Health Department to inspect the county and its subsequent disposal of contaminated food supplies. All contaminate water supplies shall be managed by the County Sewage Engineer.
- c. Trumbull County health shall review hazardous locations and maintain the condition of the sites. Hazardous disposal sites shall be reviewed and taken into consideration of the Local Health Departments.

- d. Detailed damage assessment , identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications, and recommendation of contract award.
4. Private Rubbish Haulers
- a. May be contracted through the County EMA in the supervision of the EMA Director or appointed County Debris Manager
 - b. Private haulers should be contracted after all local government debris management resources have been dispersed.
5. Public Waste Disposal Agencies
- a. Public Waste Disposal Agencies are responsible for the hauling, removal, and disposal of debris from a disaster site.
 - b. Public property shall be attended first before private property can be concentrated on by public disposal agencies. The only provision to this is if there is a major county health problem that exists.
 - c. Coordination of the Public Waste Disposal Agencies shall be in the responsibly of the EMA Director or County Debris Manager
6. Road and Street Departments
- a. County, City, Village, and Township Road Departments shall aid with the clean-up of public streets, road-ways, and highways.
 - i. Clearing the road and streets is the first and primary objective of debris management. To have an effective recovery, roads must be cleared in order to send emergency personnel quickly to disaster sites.
 - ii. Road and Street Departments shall work with the contractor to remove debris off of and away from major streets, road-ways, and highways.
7. Sewage Departments
- a. The County Sewage Engineer shall be third in command in absence of the EMA Director or County Debris Manager. See Continuity of Government, Section VI.
 - b. The County Sewage Engineer is responsible for the removal of sewage from rivers, streams, lakes, sewers, and water sites that may have been caused by the disaster.

- c. If the debris is concentrated in the water source the County Sewage Engineer shall be responsible for the containing sanitization of the contamination.
 - i. Trumbull County HAZMAT will aid in the containing hazardous material spills and leaks.
 - ii. If possible Trumbull County Sewage Department should decontaminate any site with sewage that may pose a health concern.

8. Law Enforcement

- a. Law enforcement shall be comprised of Trumbull County Sheriff Department and local village, township, or city police departments.
- b. During an emergency local law enforcement agencies are responsible for the security of the clean-up sites, the disposal sites, and the security for the County Debris Manager if need be.
- c. Provide, if necessary, traffic control around disposal sites and clean-up areas.
- d. Aid with crowd control around heavy debris and waste management sites and provide limited access to controlled areas.
- e. Request aid and law enforcement resources from the state if needed.

V. DIRECTION AND CONTROL

- A. The Trumbull County EMA Director is ultimately responsible for coordinating and managing debris and waste activities and control. The EMA Director shall be responsible for directing and appointing a County Debris Manager (CDM) if the director is overwhelmed with responsibilities. The responsibilities of the CDM shall be to managing the debris contract from project inception to completion. Managing the debris contract includes such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities. The CDM is encouraged to enter into cooperative agreements with other State agencies and local governments to maximize public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All State agencies and

local governments that wish to participate in such agreements should be identified prior to the development and implementation of the agreement.

- B. Coordination of activities through the CDM shall be reported to the Trumbull County EMA Director and then through the EOC. Routine checks of collection of waste and debris resources should be completed to ensure accuracy and financial security.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession

If the County Debris Manager is not available, the following person, in order, will take on their position.

1. EMA Director
2. Trumbull County Health Department Director
3. County Sewage Engineer
4. Assigned LEPC Member

- B. Refer to **Tab 1** - Debris Management for Local Officials, for FEMA Eligibility and protection of Government Resources.

VII. ADMINISTRATION AND LOGISTICS

A. Communication

1. To ensure an efficient operation, all activities throughout this plan shall be coordinated through the Trumbull County EMA.
2. The EMA Director is responsible for coordinating the activities throughout this plan to the appropriate EOC members and IC if need be.

B. Resources

1. An updated list of contracted private and public rubbish haulers shall be maintained by the County Debris Manager and Trumbull County EMA Director.

2. Assistance will be requested by the EMA Director. See Annex N → Administration and Logistics → Resources → #1, for mutual aid.
3. Any person deviating from the provisions of this guideline may be required, at the discretion of the County EMA Director, to submit in writing, within five calendar days, an explanation for such deviation. The written explanation will be forwarded to the County Debris Manager for final resolution if required.

VIII. PLAN DEVELOPMENT AND MAINTANCE

- A. This plan was developed based on the concept that debris, waste, and sewage may become a situation inside itself that could turn into an emergency.
- B. The EMA Director in cooperation with Trumbull County Waste Services shall be responsible for updating this plan based on deficiencies identified through drills and exercises and changes in the government structure and emergency organizations.
- C. The Trumbull County EMA is responsible for coordinating, publishing, and distributing necessary changes and revisions to this plan.
- D. Testing shall be completed every four years with a high recommendation that it should be reviewed annually with the appropriate agencies.

IX. AUTHORITIES AND REFERENCES

1. Sample Emergency Debris management Plan – Ohio Emergency Agency
2. Debris Fact Sheet – Ohio EPA, 2006
3. FEMA Disaster Assistance Strategy – Debris Removal Operations, 2007
4. FEMA Public Assistance Policy – Demolition of Public and Private Facilities, No. 9523.4
5. Palm Beach Debris Management Plan, 2007

X. ADDUNDUMS

Tab 1 – Debris Fact Sheet for Local Officials

Tab 2 – Debris Classifications

Tab 3 – Debris Management Site Setup and Closeout Guidelines

Tab 4 – Right of Entry Agreement for Debris Removal

Tab 5 – Increased Federal Share Incentive Checklist

Tab 1 to Annex V (Debris and Waste Management)



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/dsiwm)

Division of Solid and Infectious Waste Management, Central Office
122 South Front Street, PO Box 1049
Columbus, OH 43216-1049
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) 889-7171 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 and a Governor’s Proclamation. The Disaster Recovery Branch administers reimbursement programs for costs associated with local response/recovery actions, including debris operations.

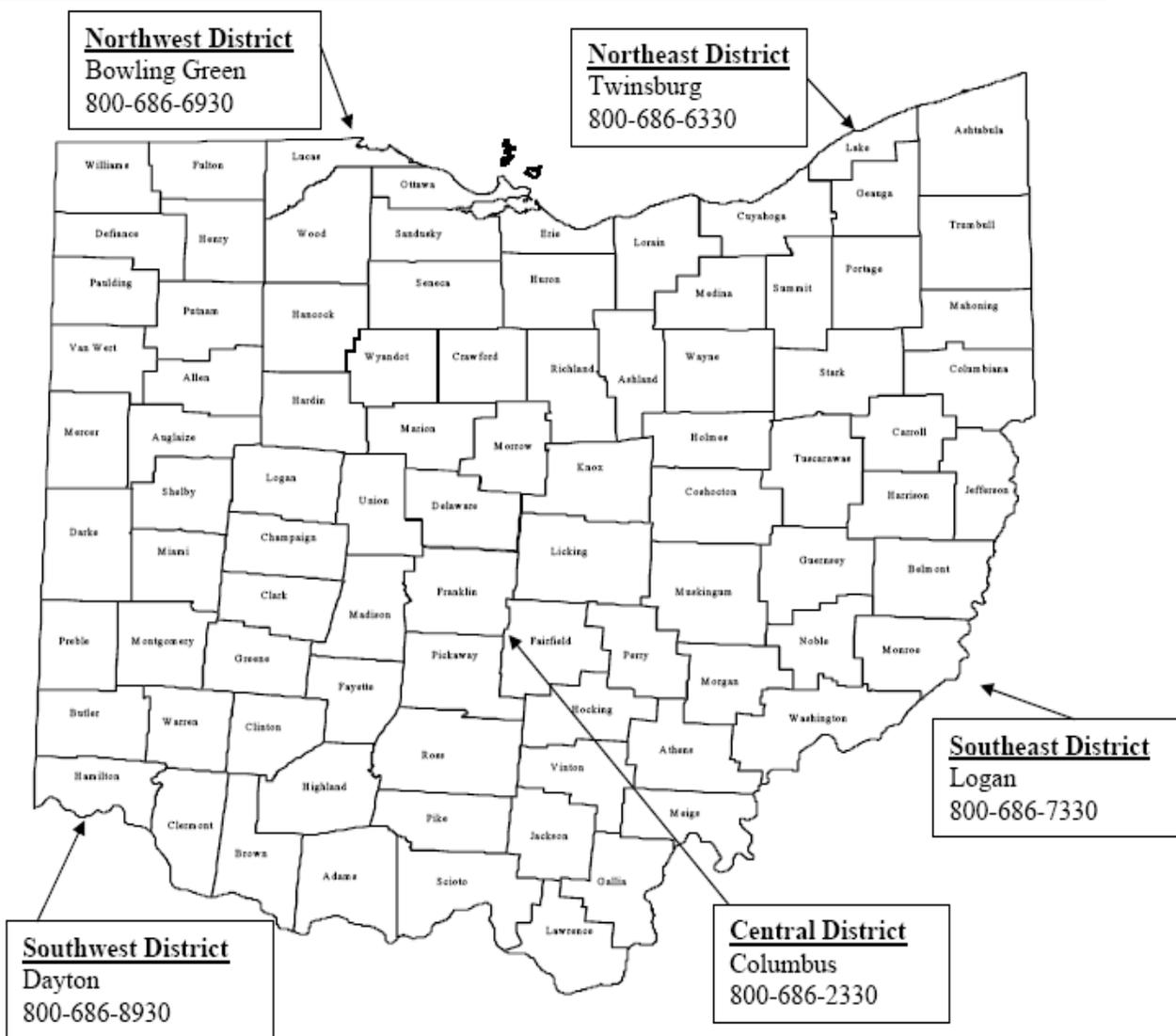
Included within this Debris Management Fact Sheet

Page 2	Contact List	Page 5	Ohio EPA Resources
Page 3	Management Options Chart	Page 6	Contracting
Page 4	Temporary Debris Sites	Page 8	FEMA Eligibility

DEBRIS MANAGEMENT CONTACTS

OHIO ENVIRONMENTAL PROTECTION AGENCY

Div. of Solid/Infectious Waste	(614) 644-2621	Hazardous Waste	(614) 644-2917
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)	(877) 644-6362
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	(614) 728-6200	Ohio Dept. Natural Resources (Recycling, Floodplain Mgmt.)	(614) 265-6565
U.S. Corp of Engineer (Regulatory-Great Lakes Division)	(513) 684-3002		

Ohio Environmental Protection Agency – Management Options for Disaster Related Wastes

Variations / Exemptions: All regulated disposal facilities in Ohio have operational requirements / restrictions regarding the types and volume of waste that can be

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, <u>strongly</u> 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.

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

1. 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.
2. Site Location
 - a. Consider impact of noise, dust, traffic
 - b. Consider pre-existing site conditions
 - c. Look for good ingress/egress at site
 - d. Consider potential impact on ground water
 - e. Consider site size based on:
 - i. Expected volume of debris to be collected
 - ii. Planned volume reduction and debris processing activities
 - f. Avoid environmentally sensitive areas, such as:
 - i. Wetlands
 - ii. Rare and critical animals or plant species
 - iii. Well fields and surface water supplies
 - iv. Historical / archaeological sites
 - v. Sites near residential areas, schools, churches, hospitals, and other sensitive areas
 - g. Record detailed conditions of chosen site (pictures, video, etc.)
3. Site Operations
 - a. Use portable containers
 - b. Separate types of waste as operations continue
 - c. Monitor site at all times
 - d. Perform on-going volume reduction (on site or removal for disposal / reduction)
 - e. Provide nuisance management (dust, noise, etc.)
 - f. Provide vector controls (rats, insects, etc.)
 - g. Provide special handling for hazardous materials
 - h. Provide security (limit access to site)
 - i. Ensure appropriate equipment is available for site operations
4. Site Closeout
 - a. Remove all remaining debris to authorized locations
 - b. Restore site to pre-use conditions
 - c. 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.

1. Ohio EPA Registered and/or Licensed Debris Disposal Facility and Company Listings - DSIWM
 - a. Composting Facilities
 - b. Construction and Demolition Debris Landfills
 - c. Infectious Waste Transporters
 - d. Municipal Solid Waste Landfills
 - e. Municipal Solid Waste Transfer Facilities
 - f. Scrap Tire Storage and Disposal Facilities
 - g. Scrap Tire Transporters
 - h. Solid Waste Management District Contacts
2. Emergency Response Contractors - DERR
3. Orphan Drum Program – DERR
4. Open Burning Regulations – DAPC
5. Ohio EPA District Office Map and Contact Numbers (included with this fact sheet)

Ohio EPA Division of Solid & Infectious Waste Management (DSIWM)

www.epa.state.oh.us/dsiwm

(614) 644-2621

Ohio EPA Division of Emergency & Remedial Response (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

Contracting Office Responsibilities

1. Determine the type of contracting needed to satisfy specific debris clearance, removal and disposal requirements of an unusual and compelling urgency.
2. 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).
3. Solicit bids, evaluate offers, award contracts, and issue notices to proceed with all contract assignments.
4. Supervise the full acquisition process for service and supply contracts and the oversight of contract actions to ensure conformance to regulatory requirements.
5. 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 death, supervision and certification of work done.

TYPES OF DEBRIS CONTRACTS

{In order to expect reimbursement under the FEMA Public Assistance Program for eligible debris work associated with a TIME and MATERIALS contract applicants Must: MAKE A DETERMINATION THAT NO OTHER CONTRACT IS SUITABLE and the CONTRACT INCLUDES A CEILING PRICE THAT THE CONTRACTOR EXCEEDS AT ITS OWN RISK , See 44 CFR, Part 13.36(b)(10)}

1. **Time and Materials Contracts** may be used for short periods of time immediately after the disaster to mobilize contractors for emergency removal efforts. They 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 state that (a) the price for equipment applies only when equipment is operating, (b) the hourly rate includes operator, fuel, maintenance, and repair, (c) the community reserves the right to terminate the contract at its convenience, and (d) the community does not guarantee a minimum number of hours.
2. **Unit Price Contracts** are 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.

3. **Lump Sum Contracts** establish the total contract price using a one-item bid from the contractor. They should only be used when the scope of work is clearly defined, with areas of work and quantities of material clearly identified. 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; 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.

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.

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 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 for costs associated with debris removal operations. Debris removal operations include collection; pick up, hauling, and disposal 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. FEMA may also provide (See Federal Assistance, below) Direct Assistance to perform debris removal operations, to include demolition.

General Work Eligibility: Determination of eligibility is a FEMA responsibility. Removal and disposal of debris that is a result of the disaster, and is on public property, is eligible for Federal assistance. Public property includes roads, streets, and publicly-owned facilities. Removal of debris from parks and recreation areas is eligible when it 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. The cost of debris removal by private individuals is not eligible under the Public Assistance Program; however, within a specific time period, a private property owner may move **disaster-related** debris to the curbside for pick up by an eligible PA applicant. That time period will be established by FEMA in coordination with the state and local government. (The cost of picking up **reconstruction** debris is not eligible for FEMA reimbursement.)

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. **PA applicants should exercise judicious care in contracting for debris operations, since by law, FEMA is authorized only to assist with reasonable costs.** Reasonable costs are those that are fair and equitable for the type of work performed in the affected area. If desired, FEMA staff will provide technical assistance on this subject prior to contract award.

Use of Contractors: If an applicant decides to award contracts for debris removal, FEMA advises the following:

- Do not allow contractors to make eligibility determinations; they have no authority to do so;
- Utilize pre-negotiated contracts, if available;
- Consider using qualified local contractors because of their familiarity with the area;
- Request copies of references, licenses and financial record from unknown contractors;
- Document procedures used to obtain contractors;
- Do not accept contractor-provided contracts without close review. FEMA can provide technical assistance on contracts and contract procedures, if requested to do so by local officials.

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 Contact personnel assigned to the disaster by FEMA. Only FEMA has the authority to make eligibility determinations.

FEMA ELIGIBILITY (Cont'd)

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

Documentation: To ensure that processing of federal funding is done as quickly as possible, applicants should keep 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.

Continued on next page

FEMA ELIGIBILITY (Cont'd)

FEDERAL ASSISTANCE

Technical

FEMA and the state may provide technical assistance with planning, carrying out and monitoring of debris removal operations. If disaster related debris removal and disposal operations are beyond the capability of the state and local governments to perform or contract for the work, the state may request direct federal assistance. In such instances, FEMA will give the U.S. Army Corps of Engineers a mission assignment to prepare, execute and monitor contracts for debris operations. Applicants in need of technical assistance should contact the State Public Assistance Office, Ohio EMA, by calling (614) 799-3665.

Direct

FEMA may provide Direct Federal Assistance (Mission Assignment) to remove debris and/or structures from public or private property. Such assistance must be requested of FEMA by the State of Ohio. If such a request involves private property, the actions listed below must be taken by the applicable local government. Such actions **MUST** be based on a local ordinance/resolution adopted **PRIOR** to the disaster event. Further, such an ordinance/resolution must be based on the applicable sections of the Ohio Revised Code / Ohio Building Code. See ORC Section 4101: 1-1-15, Section 115 Unsafe Buildings.

Private Property Debris Removal / Demolition

The following actions **must** be taken, in accordance with ORC 4101, Section 115, in order for FEMA to consider reimbursement of such locally incurred costs or to undertake debris removal and/or demolition of structures on Private Property:

- Provide a pre-existing ordinance that establishes the applicant's authority to abate unsafe conditions on private property in order to preserve the public health and safety of the community
- Provide rights of entry secured from the owners of each property that the applicant has identified under the applicable ordinance as unsafe, hazardous, or dangerous
- Provide an agreement executed by the property owner to hold the community and FEMA harmless for damage or injury to property as a result of demolition or debris removal work related to event related damage.
- Indicate whether the property is insured and if a claim has been filed. Insurance proceeds would be credited to the cost of demolition before FEMA assistance is awarded.
- Implement the ordinance, **including all the due process requirements**. The community applicant must repay FEMA any money recovered from the property owner to abate the nuisance.

The applicable FEMA Public Assistance Policy, Demolition of Private and Public Facilities {No. 9523.4 (see http://www.fema.gov/r-n-r/pa/9523_4.html)}, provides further information on this subject.

Debris Classification

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The County will adopt the categories established for recovery operations by the U.S. Army Corps of Engineer. Debris removed will consist of two broad categories (clean wood debris and construction and demolition debris).

Any material that is found to be classified as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and downed utility poles and appurtenances, transformers and other electrical material will be reported to the coordinating agency representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

Definition of classifications of debris are as follows:

Burnable Materials: Burnable materials will be of two types with separate burn locations:

Burnable Debris: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage or construction and demolition material debris.

Burnable Construction Debris: Burnable construction and demolition debris consists of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.

Non-burnable Debris: Non-burnable construction and demolition debris includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.

Stumps: Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.

Ineligible Debris: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Debris Management Site Setup and Closeout Guidelines

Debris Management Site Setup

The topography and soil/substrate conditions should be evaluated to determine best site layout. When planning site preparation, think of ways to make restoration easier. For example, if the local soils are very thin, the topsoil can be scraped to bedrock and stockpiled in waste site perimeters. Upon site closeout, the uncontaminated soil can be spread to preserve the integrity of the tillable soils.

The following site baseline data checklist should be used to evaluate a site before a contractor begins operations and used during and after to ensure that site conditions are properly documented.

Debris Management Site Baseline Data Checklist

Before Activities Begin

- Take ground or aerial photographs and/ or video.
- Note important features, such as structures, fences, culverts, and landscaping.
- Take random soil samples.
- Take random groundwater samples.
- Take water samples from existing wells.
- Check the site for volatile organic compounds.

After Activities Begin

- Establish groundwater-monitoring wells.
- Take groundwater samples.
- Take spot soil samples at household hazardous waste, ash, and fuel storage areas.

Progressive Updates

- Update videos/photographs.
- Update maps/sketches of site layout.
- Update quality assurance reports, fuel spill reports, etc.

Debris Management Site Operations

Lined temporary storage areas should be established for ash, household hazardous waste, fuels, and other materials that may contaminate soils and groundwater. Plastic liners should be placed under stationary equipment such as generators and mobile lighting plants. These actions should be included as a requirement in the contract scope of work. If the site is also an equipment storage area, fueling and equipment repair should be monitored to prevent and mitigate spills of petroleum products and hydraulic fluids.

Be aware of and lessen the effects of operations that might irritate occupants of neighboring areas. Establishment of a buffer zone can abate concerns over smoke, dust, noise, and traffic. Consider on-site traffic patterns and segregate materials based on planned volume reduction methods.

Operations that modify the landscape, such as substrate compaction and over excavation of soils when loading debris for final disposal, will adversely affect landscape restoration.

Debris removal/disposal should be viewed as a multi-staged operation with continuous volume reduction. There should be no significant accumulation of debris at temporary storage sites. Instead, debris should be constantly flowing to burners and grinders, or recycled with the residue and mixed construction and demolition materials going to a landfill.

Debris Management Site Closeout Inspection

Each Debris Management sites will eventually be emptied of all material and be restored to its previous condition and use. The Contractor is required to remove and dispose of all mixed debris, construction and demolition debris, and debris residue to approved landfills. Appropriate inspectors and the County Debris manager and Administrator will monitor all closeout activities to ensure that the Contractor complies with the Debris Removal and Disposal Contract. Additional measures may be necessary to meet local, State, and Federal environmental requirements because of the nature of the Debris Management sites operation.

Debris Management Site Closeout Planning

The Contractor must assure that all Debris Management sites are properly remediated. There will be significant costs associated with this operation as well as close scrutiny by the local press and environmental groups. Site remediation will go smoothly if baseline data collection and site operation procedures are followed.

Debris Management Site Closeout Steps

1. Contractor responsible for removing all debris from the site.
2. Contractor conducts an environmental assessment with SWA and landowner.
3. Contractor develops a restoration plan.
4. Restoration plan reviewed by County Debris Manager, landowner, and appropriate environmental agency.
5. Restoration plan approved by the appropriate environmental agency.
6. Contractor executes the plan.
7. Contractor obtains acceptance from County Debris Manager, appropriate environmental agency, and the landowner.

Debris Management Site Remediation (as appropriate)

During the debris removal process and after the material has been removed from each of the Debris Management sites, environmental monitoring will be needed to close each of the sites. This is to ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil, and groundwater.

- **Ash.** The monitoring of the ash should consist of chemical testing to determine the suitability of the material for either agricultural use or as a landfill cover material.
- **Soil.** Monitoring of the soils should be by portable inspection methods to determine if any of the soils are contaminated by volatile hydrocarbons. The Contractors may implement this if it is determined that hazardous material, such as oil or diesel fuel was spilled on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.
- **Ground Water.** The monitoring of the groundwater should be done to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.

Debris Management Site Closeout Coordination

The Contractor will coordinate the following closeout requirements through the DCAT staff:

- Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and legal counsel regarding requirements and support for implementation of a site remediation plan.
- Establish an independent testing and monitoring program. The Contractor is responsible for environmental restoration of both public and leased sites. The Contractor will also remove all debris from sites for final disposal at landfills prior to closure.
- Reference appropriate and applicable environmental regulations.

- Prioritize site closures.
- Schedule closeout activities.
- Determine separate protocols for ash, soil and water testing.
- Develop decision criteria for certifying satisfactory closure based on limited baseline information.
- Develop administrative procedures and contractual arrangements for closure phase.
- Inform local and State environmental agencies regarding acceptability of program and established requirements.
- Designate approving authority to review and evaluate Contractor closure activities and progress.
- Retain staff during closure phase to develop site-specific remediation for sites, as needed, based on information obtained from the closure checklist shown below.

Debris Management Site Closure Checklist

- Site number and location.
- Date closure complete.
- Household hazardous waste removed.
- Contractor equipment and temporary structures removed
- Contractor petroleum spills remediated.
- Ash piles removed.
- Comparison of baseline information to conditions after the contractor has vacated the temporary site.
- Appendices.
 - Closure documents.
 - Contracting status reports.
 - Contract.
 - Testing results.
 - Correspondence.
 - Narrative responses.

Site Closeout

Once a site is no longer needed, it should be closed in accordance with the following guidelines.

Closeout is not considered complete until the following occurs:

Material Removal

1. All processed and unprocessed vegetative material and inert debris shall be removed to a properly approved solid waste management site.
2. Tires must be disposed of at a scrap tire collection/processing facility; white goods and other metal scrap should be separated for recycling.
3. Burn residues shall be removed to a properly approved solid waste management site or land applied in accordance with these guidelines.
4. All other materials, unrecoverable metals, insulation, wall board, plastics, roofing material, painted wood, and other material from demolished buildings that is not inert debris (see #1 above) as well as inert debris that is mixed with such materials shall be removed to a properly permitted recycling facility, landfill, or municipal solid waste landfill.

Public Assistance Pilot Program Increased Federal Share Incentive Checklist

Applicant _____ **PA ID** _____ **DR-** _____

Point of Contact _____ **Phone Number** _____

Debris Management Plan

Yes **No**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the plan outline the roles and responsibilities of the various functions identified (Public Works, Finance, and Solid Waste Departments, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the plan address health and safety procedures in accordance with State/Local health and safety standards/requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the plan identify procedures for acquiring required regulatory permits? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the plan address the basis for planning which include assumptions for various events and forecasting/modeling for debris volumes? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the plan include priorities for the clearance, collection, and disposal for debris? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the plan address recycling? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a process for the collection and disposal of hazardous waste and/or white goods? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the plan address debris monitoring of the pickup sites, Debris Management Sites (DMS) or Temporary Debris Storage and Reduction Sites (TDSR) and final disposal? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the plan identify DMS' or TDSRs' and potential landfills for final disposal to include operation and site management procedures and staffing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the plan address the environmental requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the plan address contracting/procurement procedures? |

Yes

No

Does the plan address the authority and processes for private property debris removal?

Does the plan address the dissemination of information to the general public and media?

List of Pre-qualified contractors

Does the applicant have a list of pre-qualified contractors?

Does the applicant have documentation demonstrating how the list was obtained?

Approved _____
(Initials)

Disapproved _____
(Initials)

Signature _____ **Date** _____