

# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

November 2016



# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

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This plan is approved by the following

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Chairperson,  
Fremont Board of County Commissioners:

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# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

## OVERVIEW

In the event that Fremont County or its municipalities are impacted by a disaster or large scale emergency, such as a tornado or earthquake, this plan will provide guidance for the removal and disposal of large amounts of disaster related debris that may overwhelm existing landfills. An event of this size will overwhelm municipal capabilities.

Use of “Fremont County” or “the County” in this plan is all inclusive of the municipalities within the county. All municipalities have been provided opportunity to provide input to this plan.

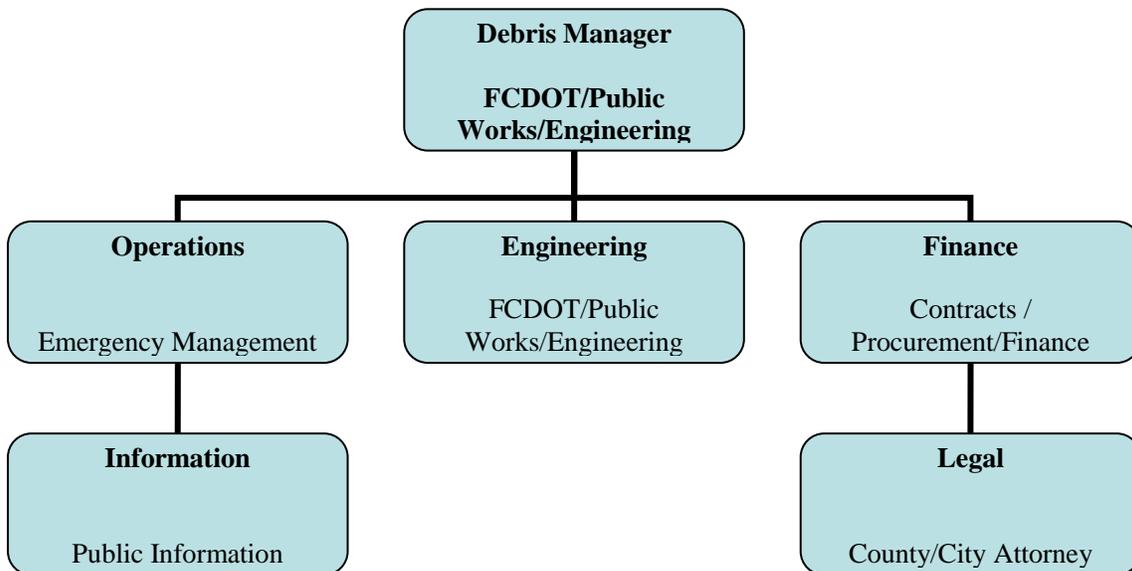
## SECTION 1

### Staff Roles and Responsibilities

Fremont County and its municipalities are responsible for developing a debris management plan, selecting a debris manager, and a debris management staff. The Debris Manager will be the County Department of Transportation Director or their designee (or Public Works/Engineering for municipalities). The Debris Management Staff shall be comprised of the following department representatives: County Office of Emergency Management, County Department of Transportation or Public Works/Engineering, Finance and County/City Administration. These personnel may report to the Emergency Operations Center, if requested, to run debris management activities as part of the EOC Staff.

If the disaster falls within a municipality(s) within Fremont County, appropriate staff may be assigned from that municipality(s).

The following organizational chart sets out the offices and personnel involved in this plan.



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The Debris Management Staff will be comprised of personnel representative of various departments and will be responsible for the development and implementation of the County Debris Management Plan with individual responsibilities to include but not limited to the following:

## **1. Finance**

Function: The Finance Section responsibilities will include, but are not limited to: Housekeeping, supplies, equipment, funding, and accounting. In that the administrative section will serve as reimbursement coordinator and will provide for the collection and compilation of all labor, equipment hours, materials and supplies and related expenditures concerning disaster debris recovery. The Finance Section will also be responsible for contracting and procurement, including competitive procurement for contracts, and his/her responsibilities will include, but not limited to: Bidding requirements, forms, advertisements for bids, instructions to bidders, and contract development. All procurement policies will follow the County procurement Guidelines or FEMA procurement policies whichever are stricter. See attached FEMA Debris Contracting Guidance in Appendix R.

## **2. Legal**

Function: The County/City Attorney will provide legal guidance and those responsibilities will include, but not limited to: Contract review to ensure compliance with County and/or FEMA contracting guidelines, right of entry permits, community liability, condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites, insurance.

## **3. Operations**

Function: The operations section responsibilities will include, but not limited to: supervision and monitoring of government and contract resources and overall project management.

## **4. Engineering**

Function: The engineering section responsibilities will include, but not limited to: Detailed damage assessment, identification of project tasks, and assignments of tasks.

## **5. Public Information Officer**

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Function: The Public Information Officer's responsibilities will include, but are not limited to: Coordinate press releases, contacts with local organizations, individuals, and media; and public notices. The PIO will develop a proactive information management plan. Emphasis will be placed on actions the public can perform to expedite the clean-up process. Once activated, the County Emergency Operations Center (EOC) maintains several means of communications systems and redundant /backup systems: DTR, VHF, UHF radio systems, cellular telephone communication systems, and landline telephone communications systems that can help get this information out.

## SECTION 2

### **Health and Safety**

The County complies with all Department of Health and Environmental Control requirements to maintain and ensure the highest quality of health and safety standards for its residents. Personnel will be required to undergo basic safety training, to include, but not limited to, first aid, job site safety, and use of safety equipment. Volunteer personnel may be included in these trainings. In addition, personnel utilizing equipment will be certified on that equipment before the operation of that equipment is begun. Information will be disseminated to the public regarding basic health and safety issues as necessary. This may include boil-water notices, disposal of dead animals, reducing home hazards, etc. The staff will coordinate all training requirements with appropriate State and Federal agencies responsible for disaster response and recovery operations.

## SECTION 3

### **Permitting**

In the event of a major disaster such as a tornado some governmental permit requirements may be suspended, temporarily. Should this not be the case, permits such as for temporary debris sites, land disturbance for site prep, highway entrance permits, and others may be needed. State and Federal agencies will be consulted to determine any permits that may be required, processes for obtaining permits, and inspections timetables.

The Debris Manager, will be responsible for applying for and obtaining permits for all potential debris sites, land disturbance permits if required, and roadway entrance permits from the appropriate agency(s). If possible, permits will be obtained prior to the event and permits will be renewed as needed for each site. Regardless whether permits themselves are required, Fremont County will comply with all Federal, State and local regulations for debris sites, site prep, and disposal

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of debris. Best management practices will be put in place at the activation of any site and maintained throughout the use of each site.

## SECTION 4

### **Planning Assumptions and Event Modeling**

The Fremont County Debris Management Plan provides a unified and coordinated approach by the County's Department of Transportation, Municipality Public Works/Engineering, County/City Administration and Emergency Management to facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

The purpose of the Plan's design is to:

1. Provide organizational structure, guidance, and standardized procedures for the removal and disposal of debris.
2. Establish the most efficient and cost effective methods to resolve disaster debris and removal.
3. Expedite debris response efforts.
4. Mitigate the threat to the health, safety and welfare of county residents.
5. Coordinate partnering relationships thru pre-planning and communications.
6. Implement and coordinate private sector debris removal and disposal contacts to maximize cleanup efficiency.

### **Forecasting**

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, etc. Such natural disasters will require the removal of debris from both public and private lands and water.

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.

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The debris management program implemented by Fremont County will be based on the waste management approach of reduction, reuse, and reclamation, resource recovery, incineration, and land-filling, respectively.

In a major or catastrophic disaster, Fremont County may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term. These events may exceed the County's capabilities for removal and disposal. The County may contract for additional resources to assist in some or all of these processes. Private contractors may play a significant role in the debris removal, collection, reduction, and disposal process. It is assumed that the Fremont County Board of Commissioners will declare a local state of emergency exists and request state and/or federal assistance. The Governor of Colorado may then declare a state of emergency that authorizes state resources. If the disaster exceeds both local and State resources, the Governor may request a Presidential Disaster Declaration allowing the President of the United States to authorize federal resources to assist the local government.

The FEMA Public Assistance Program is available during a Presidentially Declared Disaster. Eligible work accomplished with an applicants own labor, equipment and materials may be funded under this program. It is therefore important to document all hours worked and equipment used to complete the eligible work. Details on this program are available under the FEMA publication: *Public Assistance – Debris Management Guide*. This is available at the Fremont County Office of Emergency Management office.

### **Organization and Operations Concepts**

The Fremont County Department of Transportation is responsible for the debris removal function on County right-of-ways. Municipal Public Works/Engineering Departments are responsible for right of ways in their jurisdiction. The Department of Transportation/Public Works/Engineering 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 Department of Transportation/Public Works/Engineering will be responsible for removing debris from the public right-of-way. Only when pre-approved and it is deemed in the public interest will they remove debris from private property. The Department of Transportation/Public Works/Engineering will further stage equipment in strategic locations, 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. Because of the limited quantity of resources and service commitments following the disaster, the County/City may rely heavily on private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction, and disposal.

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Using private contractors instead of government workers in debris removal activities has a number of benefits. It shifts the burden of conducting the work from Fremont County and its municipalities to the private sector, freeing up government personnel to devote more time to their regularly assigned duties. Private contracting also stimulates local, regional, and State economies impacted by the event, as well as maximizes State and local governments' level of financial assistance from the Federal government. Private contracting allows the Administration to more closely tailor its contract services to its specific needs. The entire process (i.e., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process can be contracted out. This process will be utilized following FEMA Procurement guidelines (44 CFR, 1336, (Appendices P and R)) and Fremont County Procurement policies.

A list of approved contractors may be developed, who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. See appendix Q for a list current as of this plans development.

## **Event Modeling**

### **Forecasted debris**

#### **1. Forecasted Debris Types**

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. Debris removed will consist of two broad categories (clean wood debris and construction and demolition (C & D) debris. Most common tornado generated debris will consist of 30% clean woody material and 70% C&D. Of the 70% mixed C&D it is estimated 42% will be burnable but require sorting, 5% will be soil, 15% will be metals, and 38% landfill.

#### **2. Major Forecasted Locations**

- A) City of Canon City
- B) City of Florence
- C) Towns of Brookside, Coal Creek, Williamsburg and Rockvale
- D) Unincorporated Fremont County
- E) US Forest Service/BLM Area

Debris forecasted locations make the assumption that the population density in Fremont County is no greater in any given rural unincorporated area than in any other.

#### **3. Forecasted Estimated Debris Quantities:**

Appendix C has a full description of estimated Debris Quantities.

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## SECTION 5

### Debris Plan Initialization

The initialization of the Debris Management Plan will facilitate three parts; Removal, Collection, and Reclamation. The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major disaster or catastrophic event. The collection phase, also called the recovery phase, will activate the debris management plan teams, coordinate and track resources (public and private), establish priorities regarding current resources, identify and establish temporary debris storage and disposal sites, and begin the documentation process. The reclamation stage will commence when all debris sites are no longer needed and will also include review and assessment of all activities undertaken.

## SECTION 6

### Phase I-Removal

To achieve this objective, the first priority will be the removal of debris from key roads in order to provide access for emergency vehicles and resources into the impacted area. Removal of debris from roadways such as that from State and municipal roadways as well as that of private subdivisions will be the responsibility of that entity; however the County and municipalities reserve the right in coordination with that entity to remove such roadways debris to allow for emergency vehicle access and for the protection of public health and safety.

### Priorities

1. The **first priority** will be removal of debris from key Fremont County roads in order to provide access for emergency vehicles and resources into the impacted area; secondarily for economical, industrial, business and residential usage. Key roads in Fremont County are prioritized and identified for debris removal/collection as follows;
  - a) EMS, Fire and Law Enforcement response routes.
  - b) Major ingress and egress routes in affected areas.
  - c) Minor ingress and egress routes in affected areas.
  - d) Local tributary roads.
  - e) Other routes as needed or by approval from BOCC or Mayor(s).

Emergency roadway debris removal will identify critical routes that are essential to emergency operations. Roadway debris removal involves the opening of arterial roads and collector streets by moving debris to the shoulders of the road. There is no attempt during this phase to physically remove or dispose of the

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debris, only to clear key access routes to expedite the following: movement of emergency vehicles; law enforcement; resumption of critical services; assessment of damage to key public facilities and utilities such as schools, hospitals, government buildings, and utilities.

*Note: 9-1-1 emergency calls will take priority of road clearing debris removal crews and resources at all times to ensure access for emergency vehicles and resources into the impacted area to protect public health and safety following a major disaster or catastrophic event.*

2. The need and demand for critical services will be increased significantly following a disaster. Therefore, the **second priority** that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments.

Major critical facilities in Fremont County have been identified as (not in order):

- St. Thomas More Hospital.
- Essential government facilities/ 9-1-1 Center.
- Schools and churches used as emergency shelters.
- Nursing homes and personal care facilities.
- Primary access routes.

3. The **third priority** for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.

The type of debris that may be encountered may include, but not limited to, trees blown-down and broken limbs; yard trash such as outdoor furniture, trash cans, utility poles, power-telephone-cable TV lines, transformers and other electrical devices; building debris such as roofs, sheds, and signs; and personal property such as clothing, appliances, boats, cars, trucks and trailers. It will also be important to define the priority to open access to other critical community facilities, such as municipal buildings, water treatment plants, wastewater treatment plants, power generation units, and the airport.

It will be essential to coordinating work with local utility crews to ensure safety issues are addressed with regards to energized power lines and gas lines. The local Colorado Department of Transportation (CDOT) office will also be contacted to discuss the priority for clearance on State and Federal roads.

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Debris that is moved or relocated while performing clearing operations should be placed as close as possible to the edge of the roadway.

## SECTION 7

### **Phase II- Collection/Recovery**

During the recovery phase the County will begin to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.

Immediate debris clearing actions should be supervised by County/City personnel using all available resources. Requests for additional assistance and resources should be made to the State EOC through the Fremont County EOC and/or Emergency Management. Requests for Federal assistance will be requested through the State Coordinating Officer (SCO) to the FEMA Federal Coordinating Officer (FCO) when available. Special crews equipped with chain saws may be required to cut up downed trees. This activity is hazardous, and common sense safety considerations are necessary to reduce the chance of injury and possible loss of life. When live electric lines are involved, work crews will coordinate with local utility companies to have power lines de-energized for safety reasons. Front-end loaders and dozers will be equipped with protective cabs where possible. Driveway cutouts, fire hydrants, valves, and storm-water inlets will be left unobstructed. All personnel will wear personal protective gear, such as hard hats, gloves, goggles, and safety shoes. The US Forest Service and other State and Federal land management agencies are equipped for responses to wildland fires, and other natural disasters and may be available for assistance.

Assistance from these agencies should be requested through the Fremont County OEM at the Fremont County EOC and the request will be made to the State Coordinating Officer (SCO) to the FEMA Federal Coordinating Officer (FCO) according to standard procedures.

### **Debris Removal from Private Property.**

Debris removal from private property is generally not eligible for Public Assistance grant funding because it is the responsibility of the property owner. If property owners move disaster related debris to a public right-of-way, the local government may be reimbursed for curbside pickup and disposal for a limited period of time. If the debris on private business and residential property is so widespread that public health, safety, or the economic recovery of the community is threatened, FEMA may fund debris removal from private property, but it must be approved in advance by FEMA. Disaster Assistance Policy DAP 9523.13 has more detailed information on the eligibility of debris removal from private property.

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## COLLECTION METHODS

### 1. Curbside Pick-Up (See Appendix J)

Debris may continue to accumulate as residents bring debris from their properties to public rights-of-way. Typically, this occurs in three stages:

Stage 1: Woody debris and yard waste moved to right-of-way.

Stage 2: Household waste, such as damaged personal goods, moved to right-of-way.

Stage 3: Construction and demolition (C & D) materials removed by the homeowner prior to the receipt of insurance and individual assistance payments.

Residents should *not* mix garbage with debris. Debris deposited at the curbside must be disaster-related to be eligible for pickup and disposal by the applicant. Residents should resume normal garbage pick-up schedules as soon as possible.

Construction and demolition materials from minor or major repairs or reconstruction by contractors should *not* be deposited at the curbside. Contractors should remove and deposit the debris at approved landfills.

Insurance proceeds usually cover the cost for demolition debris removal from private property, therefore, **only disaster-related debris removal costs not covered by insurance are eligible for reimbursement.** It will important to watch for non-disaster related materials (bagged grass clippings, household garbage, automobile parts etc.). Such items brought to the curb will not be picked up during recovery operations.

It will be the responsibility of the Public Information Officer (PIO) to formulate informational announcements, via local media and printed material, to address the disposal of non-disaster related or re-construction debris. The PIO will also be responsible for disseminating all information regarding the proper curbside separation of disaster related debris. Residents will be given a realistic timeframe in which to make arrangements for disposal of these items. Any time extension authority given to the State applies only to disaster-related debris. That authority does not apply to curbside pick-up of non-disaster debris, or to reconstruction debris.

### 2. Public Rights-of Way Debris Removal and Disposal

The initial roadside piles of debris become the dumping location for additional yard waste and other storm-generated debris, such as construction material, personal property, trash, white metals such as refrigerators, washers, dryers and hot water heaters, roofing and even household, commercial, and agricultural

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chemicals. This phase will consist of removing and subsequent disposal of the debris accumulated during previous phase and continued debris operations.

The Debris Manager may develop an independent team using local and State personnel to monitor the removal activities. The Debris Manager may conduct daily update briefings to ensure that all major debris removal and disposal actions are reviewed and approved by the local debris manager. The Debris Manager will coordinate with local and state DOT and law enforcement authorities to ensure that traffic control measures expedite debris removal activities.

### **3. Private Property Debris Removal and Disposal**

Fremont County Department of Transportation (FCDOT) or the appropriate municipal Public Works/Engineering will be responsible for removing debris from the public right-of-way.

Only when pre-approved and it is deemed in the interest of public safety will they remove debris from private property. Debris will be removed only to the extent necessary to overcome the threat to public safety.

Debris located on private property is the responsibility of the owner. Long term recovery operations will provide information to private and business owners as to any assistance available under the FEMA Individual Assistance (IA) Program which is generally available after resolution of private insurance coverage in the event of a Presidential Declared Disaster which includes FEMA Public Assistance (PA).

The following guidelines will be disseminated to the public:

- a. If Temporary Debris Management Sites (TDMS) are established, the Debris Manager and/or the Public Information Officer will publish these locations along with times of operation, types of debris accepted. Private property owners will be advised to transport to the nearest TDMS collection site.
- b. Dumping debris on public rights of way or property owned by others is illegal and will be aggressively enforced by the appropriate Code Enforcement Office or Law Enforcement agency.
- c. FEMA Public Assistance (PA) funds (if available) may be used for demolition and removal of resulting debris under the authority of Section 403, Essential Assistance, of the Stafford Act. This section allows for the demolition of unsafe structures that pose an immediate threat to life, property, or public health and safety. The primary responsibility for demolition of unsafe structures lies with the property owner. Dangerous structures will be the responsibility of the owner to demolish to protect the health and safety of adjacent residents. If unsafe structures remain because of the lack of insurance, absentee landlords, or under-staffed and under-

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equipped local governments, demolition of these structures may become the responsibility of the County. The Debris Manager, assisted by the Code Enforcement Division, shall take any appropriate action regarding Dangerous Structure notification and/or demolition.

## **DEBRIS CLASSIFICATION**

Fremont County will be prepared to work with numerous types of debris such as Construction and Demolition Debris, Trees, Stumps, Limbs, Leaves and Metal. Fremont County may out-source hazardous materials clean-up to an appropriate, certified, disposal company and may bring in a grinding operation if deemed necessary due to large quantities of stumps, leaves and limbs. Fremont County may also use its resources to recycle materials that are recyclable.

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations be standardized. Debris removed will consist of two broad categories clean wood debris *and* construction and demolition debris. Most common tornado-generated debris will consist of 30% clean woody material and 70% C&D. Of the 70% mixed C&D it is estimated 42% will be burnable but require sorting, 5% will be soil, 15% will be metals, and 38% landfill.

Debris will be further classified by the following definitions:

### **Burnable Materials:**

Burnable materials will be of two types with separate burn locations at each site if required.

### **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.

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## **Stumps:**

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

## **Ineligible Debris:**

Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers. Any material that is found to be classified as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. Standing broken utility poles, damaged and downed utility poles and appurtenances, transformers and other electrical material will be reported to the coordinating agency representative and or the utility company representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances, and advise the appropriate authorities and or utility company representative of any situation that poses a health or safety risk to workers on site or to the general population.

## **1. Collecting Hazardous/Toxic Waste**

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.

The Debris Manager will coordinate any household hazardous waste (HHW) with the Department of Public Health and Fremont County Emergency Management. HHW may be generated as a result of a major natural disaster. HHW may consist of common household chemicals, propane tanks, oxygen bottles, batteries, and industrial and agricultural chemicals. These items may be mixed into the debris stream and will require close attention throughout the debris removal and disposal process. HHW response teams will be assigned to respond ahead of any removal efforts.

Appropriate coordination with regulatory agencies concerning possible regulatory waivers and other emergency response requirements will be required.

Properly trained personnel or emergency response HHW contractors will accomplish removal of hazardous waste. Coordination with State regulatory agencies will ensure cleanup actions meet local, State, and Federal regulations. A

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complete HHW inventory, identification and segregation will be done before building demolition begins.

Specialized contractors will remove known HHW debris.

## **2. Collecting Hazardous Waste**

The debris manager will coordinate any hazardous waste disposal or handling with the Debris Manager and the Colorado Department of Public Health and Environment as appropriate for the situation.

Items classified as Hazardous Waste **WILL NOT** be accepted at debris sites or picked up. Individuals with material of this nature will be referred to the Colorado Department of Public Health and Environment or to a qualified Hazardous Waste contractor.

## **DEBRIS REMOVAL LOCATIONS**

Temporary Debris Management Sites will be identified and evaluated by County Site Selection Teams comprised of administrative, public works and emergency management staff that are familiar with the area.

Initially debris will be removed directly to an approved landfill. However should there be a backlog or more debris than the current landfill can handle; debris will be placed in a Temporary Debris Management Site (TDMS) determined before the onset of the disaster (see Appendix D). Temporary Debris Management Sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the Debris Manager and will be coordinated with other recovery efforts through the emergency operations center.

Site selection criteria may be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site. A site selection priority list is attached as Annex E to this plan.

### **1. Site Establishment, Planning, and Design**

The Debris Manager, will be responsible for the establishment and operations planning, permitting and associated requirements such as site layouts and site preparation to include volume reduction methods for the various debris storage and reduction sites. These sites will be identified and evaluated by site selection teams comprised of public works and emergency management staff who are familiar with the area.

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Sites will be designed based on preliminary data obtained with special considerations being given to environmental impact reduction. Operational boundaries will be established for each site. Areas for equipment storage and fuel storage will be segregated outside the areas of operation. Buffering between operational uses will be established. Depending upon the scale of operations, each debris stream will be given its own tipping area. Public drop off areas will be designed for passenger vehicle traffic and each site design will consider public safety as a primary component.

Site security will be taken into consideration in the planning and design of each individual site with provisions for obtaining barricades if needed. Provisions for ample water supply will be necessary for all sites that require or will implement burn pits. Access for fire fighting equipment should be accounted for.

Traffic patterns throughout the entire site will be well defined and will be clearly marked before site operations begins and may these may be supplemented with flag personnel to help direct traffic provided by the Fremont County Sheriff's Office or other county agencies. **If possible**, traffic shall enter and exit through different points with a segregation of debris haulers and public vehicular traffic.

## **2. TDMS Locations:**

Once the debris is removed from the damaged area, it will be taken directly to an approved landfill; however if necessary, it may be taken to temporary debris storage and reduction sites. (See **Appendix D**: Table of Pre-identified Temporary Debris Management Sites (TDMS)).

Removal and disposal actions will be handled at the lowest level possible based on the magnitude of the event. It follows the normal chain of responsibility, i.e., local level, county level, state level, and when resources are exceeded at each level of responsibility, federal assistance may be requested according to established procedures. Because of the limited debris removal and reduction resources, a TDMS may be established and placed into operation.

## **3. Site Preparations**

The topography and soil conditions should be evaluated to determine best site layout.

Ways to make remediation and restoration easier when planning site preparation will be considered. Because sites may combine multiple types of debris, special consideration should be taken to select sites that are not in environmentally sensitive areas, areas of steep terrain, or adjacent to live water. Access to each site should also be considered.

Studies will be conducted on each site prior to any activation to establish a baseline against which reclamation requirements will be established. This may

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include pictures, maps, sketches, topography maps, soil and/or water sampling, and other documentation as required per site. Important features such as structures, fences, culverts, and landscaping will be noted. Water samples from any existing wells on site or adjacent to the staging area will also be taken. The site(s) will be checked for volatile organic compounds.

Site preparations, such as land clearing, driveways, fencing to establish operational barriers, and temporary monitoring facilities will begin only after the required permits are obtained or permission has been given by the permitting authority.

Burn pits, as required, will be constructed to EPD standards using linings of limestone or other approved material and reinforced. Pits will be located at least 1000 feet from any stockpile areas and warning signs will be erected once the pit(s) have been dug.

Other signage, such as directional signs, informational signs, etc., will be put in place prior to site operation.

After activities begin, constant monitoring of air quality and soil and water samples will take place. Photos, maps, and sketches of the site will be updated and fuel spills will be noted.

#### **4. Site Operations**

Each site will have a site manager, a minimum of 1 monitor and a security officer. Dependent on site size, additional personnel may be added. For sites that have been outsourced, the site manager, safety officer and a roving site monitor will be provided by Fremont County, as available. 24 hour security will be provided by Fremont County Sheriff's Office or other approved agency such as the Colorado Mounted Rangers, as available.

Operations within the site will be segregated with buffer areas established between operations. Each operation within a site will be clearly marked with signage. Traffic patterns shall be established and clearly marked to ensure the safety of workers.

If the site is also an equipment staging area, fueling and equipment repair will be monitored to prevent and mitigate spills such as petroleum products and hydraulic fluids.

Awareness of and mitigation of issues that might irritate the neighbors will be closely monitored by the Debris Manager. These may include:

- a. Smoke
- b. Dust
- c. Noise
- d. Traffic

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## VOLUME REDUCTION METHODS

Once the debris is removed from the damaged areas, it will be taken to an approved Landfill or at Temporary Debris Management Site (TDMS) for preparation for disposal. Methods of disposal may include, but are not limited to burning, grinding/chipping, recycling and landfill disposal.

### **1. Grinding and chipping**

Will be utilized as a viable reduction method of woody materials. This method can reduce the volume of debris on a ratio of 4 to 1. For grinding and chipping to be feasible, 25% or more of the volume processed must have some benefit or use, such as mulch for public and private use. Fremont County will utilize equipment on hand or may bring in a grinding or chipping operation if the volume exceeds available equipment capacities.

### **2. Recycling**

Metals, woody material, and soils are of major importance. Recycling reduces mixed debris volume before it is hauled to a landfill. Recycling is attractive because there may be an economic value to the recovered material if it can be sorted and sold. A portable Materials Recovery Facility could be set up at the site. The major drawback is the potential environmental impact of the recycling operation. In areas where there is a large usage of chemical agricultural fertilizer, the recovered soil may be too contaminated for use on residential or existing agricultural land.

The designated sites in Fremont County will need to be able to work with numerous types of debris such as Construction and Demolition Debris, Trees, Stumps, Limbs, Leaves and Metal.

Tornadoes and other debris producing events may present opportunities to contract out large-scale recycling operations and achieve an economic return from some of the contractors who segregate and recycle debris as it arrives at the staging and reduction sites.

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

#### **a. Metals:**

Tornadoes and high wind events may cause extensive damage to mobile homes, sun porches, and green houses. Most of the metals are non-ferrous and suitable for recycling. Trailer frames and other ferrous metals are also suitable for recycling. Metals can be separated using an electromagnet.

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Metals that have been processed to recycling can be sold to metal recycling firms.

## **b. White Goods:**

Special care will be taken to segregate white goods, such as refrigerators and freezers, from the debris stream. Refrigerant and other fluids are regulated and must be reclaimed by certified technicians and disposed of in a property permitted facility.

## **c. Soils:**

Cleanup operations using large pieces of equipment pick up large amounts of soil. The soil is transported to the staging and reduction sites where it is combined with other organic materials that will decompose over time.

Large amounts of soil can be recovered if the material is put through some type of screen or shaker system. This procedure can produce significant amounts of soil that can either be sold or recycled back into the agricultural community.

This soil could also be used at local landfills for cover. It is more expensive to transport and pay tipping fees at local landfills than to sort out the heavy dirt before moving the material. Monitoring and testing of the soil may be necessary to ensure that it is not contaminated with chemicals.

## **d. Wood:**

Woody debris can be either ground or chipped into mulch.

## **e. Construction Materials:**

Concrete block and other building materials can be ground and used for other purposes. Construction materials and wood can also be shred to reduce volume. This construction material could also be used at local landfills for cover.

## **f. Residue Material:**

Residue material that cannot be recycled, such as cloth, rugs, and trash, can be sent to a landfill for final disposal.

## **3. Burnable materials**

These shall be dealt with in one of three primary burning methods which are open burning, air curtain pit burning, and incineration. Controlled open burning is a cost-effective method for reducing clean woody debris in rural areas. Burning reduces the volume by 95%, leaving only ash residue to be disposed of. Air curtain pit burning substantially reduces environmental concerns. The blower unit must have adequate air velocity to provide a “curtain effect” to hold smoke in and to feed air to the fire below. Portable incinerators use the same methods as air

## FREMONT COUNTY DEBRIS MANAGEMENT PLAN

curtain pit systems. The only difference is that portable incinerators utilize a pre-manufactured pit in lieu of an onsite constructed earth/limestone pit.

Environmental controls are essential for all incineration methods, and the following will be considered.

- a. A setback of at least 1,000 feet will be maintained between the debris piles and the incineration area. At least 1,000 feet will be kept between the incineration area and the nearest building. Fencing and warning signs will be used to keep the public away from the incineration area.
- b. The fire will be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound will be removed when it reaches 2 feet below the lip of the incineration pit.
- c. The incineration pits will be constructed with limestone and reinforced with earth anchors of wire mesh to support the weight of the loaders. There will be a 1-foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from any aquifer.
- d. The ends of the pits will be sealed with dirt or ash to a height of 4 feet.
- e. A 12-inch dirt seal will be placed on the lip of the incineration pit area to seal the blower nozzle. The nozzle will be 3-6 inches from the end of the pit.
- f. There will be a 1-foot high, unburnable warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the incineration pit.
- g. Hazardous or contaminated ignitable material will not be placed in the pit. This is to prevent contained explosions.
- h. The airflow should hit the wall of the pit about 2 feet below the top edge of the pit, and the debris should not break the path of the airflow except during dumping.
- i. The pit will be no longer than the length of the blower system, and the pit should be loaded uniformly along the length.

#### **4. Ineligible Debris:**

Will not be picked up for disposal, grinding/chipping, recycling, or burning unless it is determined that these pose an immediate threat to public safety and are pre-approved for removal. These items have been identified, but are not limited to, hazardous or toxic waste, (chemicals, petroleum products, asbestos), electrical equipment (transformers, power lines, power poles, etc.) and household garbage.

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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.

- a. Household Hazardous Waste/Hazardous Waste/Toxic Waste -Any material found to be classified as a household hazardous (HHW), Hazardous Waste (HW) or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. Canon Fire Department is the county's designated response agency when hazardous materials are present.

The debris manager will coordinate disposal of any hazardous waste or toxic waste with the Colorado Department of Public Health and Environment, as appropriate for the situation. Items classified as hazardous waste **WILL NOT** be accepted from the public.

Individuals with material of this nature will be referred to the Colorado Department of Public Health and Environment. Fremont County will develop a list of qualified Hazardous Waste contractors that can assist individuals with these issues.

The debris manager will coordinate any household hazardous waste (HHW) with the Waste Manager of the designated site and Fremont County Health Department.

Household Hazardous Waste (HHW) may be generated as a result of a major natural disaster. HHW may consist of common household chemicals, propane tanks, oxygen bottles, batteries, and industrial and agricultural chemicals. These items will be mixed into the debris stream and will require close attention throughout the debris removal and disposal process.

Hazardous or Toxic Waste response teams may be developed and be assigned and respond ahead of any removal efforts. Coordination will be made with regulatory agencies concerning possible regulatory waivers and other emergency response requirements.

Arrangements should be made for salvageable hazardous materials to be collected and segregated based on their intended use. Properly trained personnel or emergency response contractors will accomplish removal of hazardous or toxic waste. Coordination with regulatory agencies will ensure cleanup actions meet local, state, and federal regulations.

In the case of unsafe or condemned buildings, Household Hazardous Waste (HHW) identification and segregation will be completed before

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building demolition begins. Specialized contractors will remove HHW debris before other debris is removed.

- b. Electrical Equipment- 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.
- c. Household waste will likely be mixed into the debris stream and every effort should be made by recovery crews to segregate it from the recyclable or burnable materials. Once segregated from the debris stream it will be removed to an approved landfill by waste haulers contracted by the county. Household waste brought by the public **WILL NOT** be accepted at TDM sites.

## **ENVIRONMENTAL MONITORING**

The Debris Manager will be responsible for ensuring the appropriate Environmental Monitoring Program and that all site closure procedures are established and implemented to include necessary planning, permitting and associated requirements in coordination with appropriate local, state, and federal agencies.

During the recovery process, as well as after the material has been removed from each of the debris sites, environmental monitoring will be needed. This is to ensure that no long-term environmental contamination occurs or is left on the site. The monitoring will be done on three different media: ash, soil, and groundwater. The monitoring of the ash will consist of chemical testing to determine the suitability of the material for land filling. Monitoring of the soils will be by portable methods to determine if any of the soils are contaminated by volatile hydrocarbons.

The monitoring of the groundwater will be done on selected sites to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas. Periodic water samples from any existing wells on site or adjacent to the staging area will be done. Air quality will also be monitored for those sites where burning occurs. (**A typical Site Inspection Log is found in Appendix N.**)

Stockpiled debris will be a mix of woody vegetation, construction material, house hold items, and yard waste therefore activities at the debris disposal sites will include any one or a combination of the following activities: stockpiling, sorting, recycling, incineration, grinding, and chipping.

Hazardous, toxic and medical wastes will be segregated and removed prior to stockpiling.

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Incineration will be done in air curtain pits, following guidelines found in Section 7- (Burnable Materials) and generally only woody debris will be incinerated; however, the efficiency of the incineration and the quality of incineration material is highly variable. Special care will be taken to reduce any irritants and effects on the surrounding community, especially residential and agricultural applications that may be in close proximity to these burn sites.

Contamination may occur from petroleum spills at staging and reduction sites or runoff from the debris piles, incineration sites, and ash piles. Daily inspections will be done on all sites where staging occurs. Photos, maps, and sketches of the site will be updated immediately should fuel spills occur and the appropriate state agency will be notified if any environmental damage is detected.

Outsourced monitoring operations will follow all FEMA policies (FEMA 9580.203, etc.) for disaster monitoring to ensure adequate and accurate documentation. Such documentation shall include, but is not limited to, truck certification forms, load tickets, monitors' daily reports, and individual job cards.

## **SECTION 8**

### **Phase III- Reclamation**

The basic close-out steps are to remove all debris from the site; 1) conduct an environmental audit or assessment; 2) develop a remediation or restoration plan approved by the appropriate environmental agency; 3) execute the plan; 4) get acceptance from the landowner; and terminate lease payments, if applicable.

#### **Audit and Assessment:**

At close out final testing of soil, water, and air quality will be taken and compared to original conditions. All ash will be removed and remediation actions will be taken as needed. If warranted, additional testing may be done at other locations adjacent to the site. Final site evaluation is an extension of the environmental monitoring program.

#### **Remediation and Restoration:**

Each Temporary Debris Management Site that is utilized will eventually be restored to the owner in as original a condition as possible within reasonable expectations.

#### **Plan Execution:**

All debris, processing equipment, storage tanks, if any, and structures will be removed. Top soil, if removed and stockpiled, will be reapplied. Quality assurance inspectors will monitor all closeout and disposal activities to ensure that contractors, if used, complied with contract specifications. Additional measures may be necessary to meet local, state and federal environmental requirements because of the nature of the staging and reduction operation.

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## **Termination of Leases:**

If sites are leased, a final damage waiver release will be obtained when the site is returned to its owner.

## **SECTION 9**

### **Contracting Services**

Contracting for labor and equipment may be necessary if the magnitude of the emergency debris clearance, removal and disposal operation is beyond the capabilities of the local resources, state resources, mutual aid agreements and volunteer labor and equipment. The Debris Manager will be familiar with contracting procedures for he/she will be required to define specific debris removal tasks and recommend specific contract types based on the magnitude of the debris clearance, removal and disposal operation and the site clearance and restoration requirements. The Debris Manager, assisted by the purchasing agent, has the responsibility on behalf of the Fremont County Board of Commissioners or mayor of the municipality for developing, processing and administering debris clearance, and removal and disposal contracts.

**General contract provisions, qualification requirements and solicitation of contracts** include but are not limited to the following:

1. Determine the type and method of contracting needed to satisfy specific debris clearance, removal and disposal requirements of an unusual and compelling urgency.
2. Solicit bids, evaluate offers, award contracts and issue notices to proceed with all contract assignments in accordance with Fremont County/Municipal Procurement Policies and FEMA 44 CFR Procurement Policies and Guidance (Appendices P and R), whichever is stricter.
3. Supervise the full acquisition process for service and supply contracts and the oversight of contract actions to ensure conformance with regulatory requirements.
4. Coordinate with the Public Works/Engineering Director and the Debris Manager.

### **A. Debris operations to be outsourced**

Fremont County's Debris Manager will be responsible for managing the debris contracts from project inception to completion. Managing the debris contract includes such things as monitoring performance, contract modifications, inspections, acceptance, payment, and closing out of activities.

Should Fremont County or its municipalities decide to award contracts for debris removal, the County/Municipality:

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1. Will not allow contractors to make eligibility determinations; as they have no authority to do so.
2. Will utilize pre-negotiated contracts if available. Will utilize formal competitive bid procedures when time permits. If time does not permit for normal competitive procedures, competitive bids still may be obtained using a reduced time frame for submittal for bids.
3. Will document procedures used to obtain contractors.
4. Will not accept contractor-provided contracts without close review. If necessary will request FEMA provide technical assistance on contracts and contract procedures.
5. Will provide necessary staff to monitor operations at temporary and final pickup, storage, reduction and disposal sites. Appendix N shows the necessary logs and forms to be used by monitoring and contractual personnel.

### **TYPES OF DEBRIS CONTRACTS:**

Generally there are three types of contracts that may be used for debris operations.

#### ***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, and should be terminated when this time limit is reached. Such contracts will be limited to 70 hours of actual work in order to meet FEMA regulations concerning reimbursement. The contract will state that (a) the price for equipment applies only when the equipment is operating, (b) the hourly rate includes the operator, fuel, maintenance, and repair, (c) the County reserves the right to terminate the contract at its convenience, and (d) the County does not guarantee a minimum number of hours.

#### ***2. Unit Price Contracts***

These are based on weights (tons) or volume (cubic yards) of debris hauled, and may be used when scope-of-work is not well defined. Unit price contracts require close monitoring of pick-up, hauling, and dumping to ensure that quantities are accurate.

#### ***3. Lump Sum Contracts***

These establish the total contract price using a onetime bid from the contractor. This will only be used when the scope of work is clearly defined, with areas of work and quantities of material clearly defined. Lump-sum contracts may be defined in one of two ways: (1) area method where the scope of work is based on a one time clearance of a specified area; and (2) pass method where the scope of work is based on a certain number of passes through a specified area.

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## SECTION 10

### **Private Property Demolition and Debris Removal**

Fremont County Department of Transportation and/or Public Works/Engineering will be responsible for removing debris from the public right-of-way. **Only** when pre-approved and it is deemed in the public interest will they remove debris from private property. Because of the limited quantity of resources and service commitments following a disaster, the county/municipality will be relying heavily on private contractors to remove, collect, and manage debris from private property. Every effort will be made to recycle, reuse, and then dispose of debris. Eligible contractors will be hired in accordance with existing Federal and Fremont County/ Municipal Procurement Policies.

Debris located on private property is the responsibility of the owner. Long term recovery operations will provide information to private and business owners as to any assistance they may qualify for under the FEMA Individual Assistance Program which will be made available after resolving any of their insurance providers' coverage in the event of a Presidential Declared Disaster which includes Public Assistance.

### **Private Property Debris Removal**

1. If Temporary Debris Management Sites are established the Debris Manager and/or the Public Information Officer will publish these locations along with times of operation and types of debris accepted. Private property owners will be advised to transport incident debris to the nearest TDMS collection site.
2. Dumping debris on public right of way or on property owned by others is illegal and will be aggressively enforced by the Fremont County Sheriff / Fremont County Enforcement Office or appropriate municipal agencies.
3. FEMA Public Assistance (PA) funds may be used for demolition and removal of resulting debris under the authority of Section 403, Essential Assistance, of the Stafford Act. This section allows for the demolition of unsafe structures that pose an immediate threat to life, property, or public health and safety. The primary responsibility for demolition of unsafe structures lies with the owner whether it is private or government owned property. Dangerous structures will be the responsibility of the owner to demolish to protect the health and safety of adjacent residents. However, if unsafe structures remain because of the lack of insurance, absentee landlords, or under-staffed and under-equipped local governments, demolition of these structures may become the responsibility of the County. The debris manager, assisted by the Code Enforcement Division, will be responsible for taking appropriate action regarding Dangerous Structure notification and/or demolition.

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## SECTION 11

### **Public Information Officer**

The Public Information Officer will develop a proactive public information management plan in order to facilitate cleanup and removal. This plan will contain definitions of the types of debris, public and private debris sites, and recycling. Emphasis will be placed on actions the public can perform to expedite the cleanup process by separating burnable and non-burnable debris; segregating household and hazardous waste; placing debris at the curbside; keeping debris piles away from fire hydrants and valves; reporting locations of illegal dump sites or incidents of illegal dumping; and segregating recyclable materials.

### **1. Pre-scripted information**

The Public Information Officer (PIO) will keep the public informed of debris pick-up schedules, disposal methods and ongoing actions to comply with state and federal regulations, disposal procedures for self-help and independent contractors, and restrictions and penalties for creating illegal dumps. The Public Information Officer (PIO) will respond to questions pertaining to debris removal from the press and local residents. The following questions are likely to be asked:

- What is the pick-up system?
- When will the contractor be in my area?
- Who are the contractors and how can I contact them?
- Should I separate the different debris materials and how?
- How do I handle Household Hazardous Waste?
- What if I am elderly or disabled?

### **2. Distribution plan:**

The Public Information Officer (PIO) will notify local media with continuing updates or changes in schedules, locations, or other disposal procedures that may arise. These media will consist of local radio, and newspaper as well as regional televisions.

In addition, a handout will be available to the public giving post-disaster information such as whom to contact, and other general debris management details. **(Copies are found in Appendix O)**

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## **Appendices**

**Appendix A: Key Points of Contacts**

**Appendix B: Fremont County Debris Management Task Force (DMTF)**

**Appendix C: Debris Estimation Charts**

**Appendix D: Pre-identified TDM Sites in Fremont County**

**Appendix E: TDM Site Preparation Check List**

**Appendix F: Existing Landfills (Servicing Fremont County)**

**Appendix G: Emergency Disposal of Debris Resulting from Natural Disasters**

**Appendix H: Environmental Permitting**

**Appendix I: Guidelines for Open Burning of Natural Disaster Debris**

**Appendix J: Eligibility of Curbside Pick-Up (Job Aid)**

**Appendix K: Removal of Eligible Debris from Private Property (Job Aid)**

**Appendix L: Right of Entry Permit – Private Property**

**Appendix M: Hazardous Waste Vendor Point of Contact**

**Appendix N: Daily Haul Record/Load Ticket**

**Appendix O: Pre-Scripted Media Releases**

**Appendix P: Federal Procurement Standards**

**Appendix R: FEMA Fact Sheet RP9580.201 – Debris Contracting Guidance**

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## Appendix A

### Key Points of Contact

(This does not include emergency response numbers)

NAME	DEPARTMENT	WORK PHONE	CELL PHONE
<b>Steve Morrisey</b>	<b>Emergency Management</b>	<b>719 276-7422</b>	<b>719 240-1608</b>
<b>Tony Adamic</b>	<b>Fremont DOT</b>	<b>719 275-2047</b>	<b>719 371-2336</b>
<b>Sunny Bryant</b>	<b>Fremont County Manager</b>	<b>719 276-7351</b>	<b>719 671-5763</b>
<b>Sid Darden</b>	<b>Environmental Health</b>	<b>719 276-7361</b>	<b>719 371-1288</b>
<b>Mike Patterson*</b>	<b>Florence City Manager</b>	<b>719 784-4848</b>	<b>N/A</b>
<b>Tony O'Rourke*</b>	<b>Canon City Administrator</b>	<b>719 269-9011</b>	<b>N/A</b>

\*Represents a large municipality representative that may not be present if the event occurs outside their respective municipal boundaries.

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**Appendix B**

**Fremont County Debris Management Task Force**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>WORK PHONE</b>	<b>CELL PHONE</b>
<b>Steve Morrisey</b>	<b>Emergency Management</b>	<b>719 276-7422</b>	<b>719 240-1608</b>
<b>Tony Adamic</b>	<b>Fremont DOT</b>	<b>719 275-2047</b>	<b>719 371-2336</b>
<b>Sunny Bryant</b>	<b>Fremont County Manager</b>	<b>719 276-7351</b>	<b>719 671-5763</b>
<b>Brenda Jackson</b>	<b>Fremont County Attorney</b>	<b>719 276-7498</b>	<b>N/A</b>

## Appendix C

### Debris Estimation Chart

“U.S. Army Corps of Engineers Hurricane Debris Estimating Model”  
Used also for Tornados based on Fujita Scale

#### Background

The U.S. Army Corps of Engineers (USACE) Emergency Management staff has developed a modeling methodology designed to forecast potential amounts of hurricane-generated debris. This model is also used for Tornados as rated on the Fujita Scale or with corresponding wind speeds of high wind events.

Based on actual data from Hurricanes Frederic, Hugo and Andrew.

The estimated quantities produced by the model have a predicted accuracy of +/- 30%.

The primary factor used by the model is the number of households in a developed urban/suburban area.

Other factors utilized are:

Cubic yards of debris generated per household per storm category

Vegetative cover.

Commercial density.

Precipitation.

Household debris includes damage to the house, contents and surrounding shrubs/trees.

Vegetative cover includes all trees and shrubbery located along public rights-of-way, parks and residential areas.

Commercial density includes debris generated by damage to businesses and industrial facilities.

Private contractors will remove the majority of commercial related debris; however disposal/reduction space is still required.

Very wet storms will cause ground saturation, increasing tree fall.

# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

## Initial Planning Data

- For planning purposes, the worst - case scenario should be used for the subject area.
- The most accurate process is to determine the defined areas by using Doppler Radar (National Weather Service Broadcasts) and Geographical Information Systems (GIS).
- Doppler radar will define the hurricanes intensity and the exact track of the eye of the storm, or the tornado track, in relation to the affected area.
- For hurricanes, track the storm and plot the eye path and 5-mile wide bands out from the eye to define area and estimate wind speeds.
- The wind speed of the eye wall normally determines the reported storm category with the outward or 5-mile bands being a lesser category. Tornado wind speed may not immediately be determined. Initial debris reports may be relied upon to give estimates of wind speed.
- Divide outlined areas by storm category or if multiple tornados have occurred.
- Enter coordinates into a GIS database, when possible, to determine areas and demographic information, such as Population; Schools; Businesses; Farms and residential areas.

## STEP 1 – ESTIMATING DEBRIS QUANTITIES

The formula used in this model will generate debris quantity as an absolute value based on a known/estimated population or a debris quantity per square mile based upon population density per square mile:

The Model Formula:  $Q = H (C)(V)(B)(S)$  Where:

- Q is the quantity of debris in cubic yards.
- H is the number of households.
- C is the storm category factor in cubic yards
- V is the vegetation characteristic multiplier
- B is the commercial/business/industrial use multiplier.
- S is the storm precipitation characteristic multiplier.

H is the number of households in a given location. Determine population (P) in the affected area.

Known/estimated population (P) for a jurisdiction may be used to determine a value for H or  $H = P/3$ .

- For example, 2000 census data for unincorporated Fremont County, GA, is 27000.
- $P = 27000$
- The assumption of 3 persons per household (H) is used for this model.
- $H=27000/3$
- $H= 9000$

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**C** is the storm category factor as shown below. It expresses debris quantity in cubic yards (cy) per household by hurricane category and includes the house and its contents, and land foliage.

TORNADO CATEGORY	VALUE FOR “C” FACTOR
F1 Tornado	2 Cubic Yards (CY)
F2 Tornado	8 Cubic Yards (CY)
F3 Tornado	26 Cubic Yards (CY)
F4 Tornado	50 Cubic Yards (CY)
F5 Tornado	80-100 Cubic Yards (CY)

**V** is the vegetation multiplier as shown below. It acts to increase the quantity of debris by adding vegetation, including shrubbery and trees, on public rights-of-way.

VEGETATIVE COVER	VALUE FOR “V” MULTIPLIER
LIGHT	1.0
MEDIUM	1.2
HEAVY	1.3

**B** is the multiplier that takes into account areas that are not solely single-family residential, but includes small retail stores, schools, apartments, shopping centers, and light industrial/manufacturing facilities. Built into this multiplier is the offsetting commercial insurance requirement for owner/operator salvage operations.

COMMERCIAL DENSITY	VALUE FOR “B” MULTIPLIER
LIGHT	1.0
MEDIUM	1.2
HEAVY	1.3

**S** is the precipitation multiplier that takes into account either a “wet” or “dry” storm event. A “wet” storm for category 3 or greater storms will generate more vegetative debris due to the uprooting of complete trees.

## FREMONT COUNTY DEBRIS MANAGEMENT PLAN

PRECIPITATION CHARACTERISTIC	VALUE FOR “S” MULTIPLIER
LIGHT	1.0
MEDIUM	1.2
HEAVY	1.3

*The following is an example using the above formula:*

### EXAMPLE

A category F2 tornado passes through unincorporated Fremont County, GA. The area is primarily farms, single family dwellings with, some schools. Vegetation characteristic is medium due to the open farm land intermingled with residential landscaping throughout the area. The storm is wet, with rain before and continuing for a few days after the hurricane, or occurring before the tornado, but ending after the tornado passes.

**FORMULA:  $Q = H(C)(V)(B)(S)$**

**$H = P/3 = 27000/3 = 9,000$**  (3 person per household)

**$C = 50$**  (Factor for a Category 4 storm)

**$V = 1.2$**  (Multiplier for medium vegetation)

**$B = 1.0$**  (Multiplier for light commercial due to schools and limited commercial)

**$S = 1.0$**  (Multiplier for light/wet storm event)

Then  **$Q = 9,000 \times 50 \times 1.2 \times 1.0 \times 1.0 = 540,000$**  cubic yards of debris.

### STEP 2 – DEBRIS STORAGE SITE REQUIREMENTS

Estimate debris pile stack height of 10-feet.

60% usage of land area to provide for roads, safety buffers, burn pits and Household Hazardous Waste (HHW).

*1 acre (ac) = 4,840 square yards (sy)*

*10 foot stack height = 3.33 yards (y)*

*total volume per acre = 4,840 sy/ac x 3.33 y = 16,117 cy/ac*

*From the example above, the acreage required for debris reduction site is:*

# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

*540,000cu debris ÷ 16,117 cy/ac = 33.5 acres (required for debris storage only, no buffers, etc.)*

*To provide for roads and buffers, the acreage must be increased by a factor of 1.66.  
33.5 ac x 1.66 = 55.61 acres.*

If you assume a 100 acre storage site can be cycled every 45 to 60 days or one time during the recovery period, one site would be required.

The number of sites varies with:

- Size
- Distance from Source
- Speed of reduction (mixed debris is slower than clean woody debris).
- Removal Urgency

## STEP 3 – CATEGORIES OF DEBRIS

Debris removed will consist of two broad categories:

- Clean wood Debris.
- Construction and demolition (C & D) debris.

The clean debris will come early in the removal process as residents and local governments clear yards and rights of way.

The debris removal mission can be facilitated if debris is segregated as much as possible at the origin along the right-of-way, according to type.

The public should be informed regarding debris segregation as soon as possible after the storm.

Time periods should be set for removal: the first 7-10 days clean woody debris only, then followed by other debris, with the metals segregated from non-metals.

Most common hurricane and tornado -generated debris will consist of the following:

1. 30% Clean woody debris
2. 70% Mixed C & D
  - Of the 70% mixed C & D
    - 42% Burnable but requires sorting
    - 5% Soil
    - 15% Metals
    - 38% Land filled

Based upon the above, 540,000 cy of debris would break down as follows:

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162,000 cy Clean woody debris  
56,700 cy is metals, and 143,640 cy is Land filled.

The rate of burning is basically equal to the rate of chipping/grinding, about 200 cy/hr. However, chipping requires on-site storage and disposal of the chips/mulch.

**Note: Appendix C information was taken from FEMA Publication 325, April 1999.**

## **Public Assistance Debris Operations Job Aid (FEMA 9580.1) Section E: Estimating Debris Quantities**

### *Estimating Debris Quantities*

**General:** Initial quantity estimates are difficult to make, due to a number of factors: the type, magnitude, and geographical location of the disaster; geographical extent of the debris; the types and mix of debris, and the sometimes difficulties in gaining access to the affected area. It is important, however, to make as accurate an estimate as possible, and refine that estimate as work continues.

Become familiar with the general results of various types of disasters. Hurricanes, and tornadoes can produce large quantities of yard waste and construction materials scattered over a large area. Floods create large amounts of debris that may be buried in silt. Ice storms and snowstorms create large amounts of woody debris from broken limbs and branches. Many of the large broken limbs remain attached to the tree trunk and must be removed by professional tree trimmers.

Ensure that necessary equipment is available, including:

- Digital (preferred) or Polaroid camera. (Disposable Cameras)
- 100 foot tape or roll-off wheel
- Calculator, notepad, sketchpad
- Maps of area
- Aerial photographs (preferably before and after the disaster)
- Dedicated vehicle and mobile communications

Debris estimating can be expedited by dividing the community into sectors based on any of the following:

- Types of debris; woody, mixed or construction material
- Location of debris; residential, commercial or industrial
- Land use; rural or urban

**Reminders:** The following reminders may be of assistance when performing debris estimates:

- Look beyond the curb into side and backyards and at the condition of the homes. Most of the debris in these areas will eventually move to the curb.
- Wet storms will produce more personal property (household furnishings, clothing, rugs, etc.) debris if roofs are blown away.
- Look for hanging debris such as broken limbs after an ice storm.

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- Flood-deposited sediment may be compacted in place. Volume may increase as debris is picked up and moved.
- Using aerial photographs in combination with ground measurements will help determine if there are any voids in the middle of large debris piles.
- Treat debris piles as a cube, not a cone, when performing estimates.

**Estimating Aids – Building:** The following information will assist you in determining the amount of debris from destroyed buildings and mobile homes:

- One Story House Formula:  
 $L' \times W' \times 8' = \text{_____ cubic yards} \times 0.33 = \text{_____ cubic yards of debris. } 27'$   
per cy (The 0.33 factor accounts for the “air space” in the house)
- The table below can be used to estimate debris quantities for a totally destroyed typical home. A vegetative debris multiplier is also included.
- Amount of personal property (as debris) from average flooded residence without a basement: 25-30 cy.
- Amount of personal property (as debris) from average flooded residence with a basement: 45-50 cy.

TYPICAL HOUSE	VEGETATIVE COVER MULTIPLIER (YARD WASTE)			
	NONE	LIGHT (1.1)	MEDIUM (1.3)	HEAVY (1.5)
<b>1000 SF</b>	98 CY	<b>107 CY</b>	127 CY	<b>147 CY</b>
<b>1200 SF</b>	118 CY	<b>129 CY</b>	153 CY	<b>177 CY</b>
<b>1400 SF</b>	137 CY	<b>150 CY</b>	178 CY	<b>205 CY</b>
<b>1600 SF</b>	155 CY	<b>170 CY</b>	201 CY	<b>232 CY</b>
<b>1800 SF</b>	175 CY	<b>192 CY</b>	228 CY	<b>263 CY</b>
<b>2000 SF</b>	195 CY	<b>215 CY</b>	254 CY	<b>293 CY</b>
<b>2200 SF</b>	215 CY	<b>237 CY</b>	280 CY	<b>323 CY</b>
<b>2400 SF</b>	235 CY	<b>259 CY</b>	306 CY	<b>353 CY</b>
<b>2600 SF</b>	255 CY	<b>280 CY</b>	332 CY	<b>383 CY</b>

- Single wide mobile home = 290 cy of debris
- Double wide mobile home = 415 cy of debris

Rule of Thumb:

- 15 trees 8 inches in diameter = 40 cy (average)
- Root system (8'-10' diameter) = Requires one flat bed trailer to move.

## FREMONT COUNTY DEBRIS MANAGEMENT PLAN

- To convert cubic yards of Construction and Demolition (C & D) debris to tons, divide by 2.
- To convert tons of C & D debris to cubic yards, multiply by 2.
- To convert cubic yards of woody debris to tons, divide by 4\*.
- To convert tons of woody debris to cubic yards, multiply by 4\*.

*\*These factors to convert woody debris from cubic yards to tons, and vice versa, is considered a good average for mixed debris, developed by the USACE.*

**Debris Composition for Hurricanes and like Tornados:** As a general statement, hurricanes and tornados are the biggest debris generators of all disasters. For planning purposes, it is sometimes useful to have an estimate of the composition of the debris expected from a hurricane or a tornado with winds of equal strength. There is no exact composition data; the mix from Hurricane Andrew in Florida was generally 30% clean, woody debris and 70% construction and demolition debris. After Hurricane Fran in North Carolina, the mix was reversed – clean woody debris was 70%. Look closely at the areas impacted by the hurricane before projecting the mix. One type of debris that has a fairly consistent composition is mixed construction and demolition debris. A good average for that mix is:

- 42% burnable, but requires sorting (Check before burning, there may be prohibitions against burning construction debris).
- 5% soil.
- 15% metals.
- 38% Land-filled.

### **Reduction Rates:**

- Burning: 95% reduction.
- Chipping and grinding: Reduces the debris volume on a 4-to-1 basis or 75% reduction (average). This percentage may vary with the types of wood being chipped. It is best to carefully measure several piles of typical woody debris before they are chipped, then immediately thereafter, measure the amount of mulch generated. Tub-grinders have production rates ranging from 160 to 340 cubic yards per hour for brush and yard waste. Check production rates for specific equipment being used. Do not use Grinder Production Logs: they tend to over quantify production because they may apply engine hours, use an “ideal” rate of production; lack personnel to monitor equipment usage; have changes in conditions of debris, etc. Verify by monitoring operations.

## **Appendix D**

### **Pre-identified TDM Sites in Fremont County**

The following is a list of temporary holding sites:

- 1 4506 County Road 123 (Penrose)
- 2 169 County Road 340A (Howard/Coaldale)

## Appendix E

### TDM Site Preparation Checklist

#### SITE EVALUATION

##### 1. Site Ownership:

- a) Use County/municipal lands to avoid costly leases and trespassing allegations.  
Use private land only if County/municipal sites are unavailable.

##### 2. Site Location:

- a) Consider impact of noise, dust and traffic;
- b) Consider pre-existing site conditions;
- c) Look for good ingress/egress at site(s);
- d) Consider impact on ground water;
- e) Consider site size based on:
  - 1. Expected volume of debris to be collected;
  - 2. Planned volume reduction methods;
- f) Avoid environmentally sensitive areas, such as:
  - (1) Wetlands;
  - (2) Rare and critical animals or plant species habitats;
  - (3) Well fields and surface water supplies;
  - (4) Historical/archaeological sites;
  - (5) Sites near residential areas, schools, churches, hospitals and other sensitive areas;
- g) Perform recordation of site chosen (pictures, videos).

##### 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);
- 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 condition;
- c) Perform recordation of site (pictures, videos);

**Appendix F**  
**Existing Municipal Solid Waste Landfills**  
(Servicing Fremont County)

NAME	LOCATION	OWNED BY	OPERATOR
Twin Landfill	CR 67	Twin Enviro Services	Gary Fusilier
Lone Wolf Disposal	CR 45	Dan Ogden	Dan Ogden

## Appendix G

### “Emergency Disposal of Debris Resulting From Natural Disaster”

Plots of land may be used for the emergency disposal of debris created during natural disasters that, due to the amount of waste generated, would overwhelm the existing capacity of permitted landfills. The following guidelines shall apply:

- Application for use of a site for emergency disposal of debris must be submitted by a unit of local or state government.
- Sites to be used only for the staging of waste do not need the approval prior to their use.
- Sites to be used only for the open burning of waste need the approval prior to their use, and must ensure the guidelines and/or permits for open burning of natural disaster debris are followed. Prior to closing the burn site, the operator of the site must conduct a hazardous waste determination on the ash resulting from open burning and submit that to the appropriate local and state agencies which will make a determination if the ash can remain at the site or must be removed from the site. If ash is left at the site, it shall be covered with a minimum of six (6) inches of soil and a vegetative cover must be established. If ash is removed from the site, it must be taken to a permitted landfill.
- If regulated solid waste or ash from open burning are disposed of at the site, a deed notation must be recorded in the County records for the site within 90 days after the site discontinues receiving waste, stating that solid waste has been dispensed of on the site. The site must be surveyed by a registered land surveyor and the results of the survey recorded in the deed.
- Sites to be used for disposal of regulated solid waste are to be approved prior to their use. The actual location of the site must be submitted to, along with any information that may be known about the site, such as proximity to residences, proximity to drinking water wells and wetlands, surface water bodies and streams.
- No hazardous waste or putrescent waste may be disposed of in these sites.
- Waste shall not be placed in groundwater if the site is excavated. Waste shall not be placed in wetlands.
- The disposal site must be closed in accordance with local and state regulations for closure of a permitted construction/demotion landfill. Unless the site was used only for disposal of ash resulting from open burning. For sites where regulated solid waste was disposed, the owner of the property will be required to conduct post-closure care of the site for a period of time, to be determined by based on the types of waste disposed of and the location of the site, up to 30 years after the site is closed.
- The use of a site in an emergency situation does not imply that the site will be approved as a permitted landfill.

## **Appendix H**

### **Environmental Permitting**

Fremont County/Municipal Planning and Zoning will determine the geographic eligibility of Debris Management sites.

Burning of Disaster Related Debris shall be allowed only as permitted under Local, State and Federal guidelines and regulations.

Fremont County Environmental Health will help determine health issues and requirements related to the Debris Management operations.

## Appendix I

### *“Guidelines for Open Burning of Natural Disaster Debris”*

These guidelines apply to the open burning of debris resulting from catastrophic natural events under approval from Local, State and Federal Agencies.

- Only vegetation and wood may be burned. All other materials should be disposed of by burial in a permitted landfill or a site approved by Fremont County for disposal.
- Open burning, including approval of sites, must be coordinated and supervised by county officials (public health officers, county engineer, solid waste coordinators, emergency management officials). A municipality may conduct and supervise its own open burning, following these guidelines, after approval by a county official.
- If a burn site is located in a district in which a Fire Ban from the local fire district is in force, the site must follow the district’s requirements.
- Open burning sites should be as distant as possible from occupied dwellings and businesses. Recommended minimum distance is 1000 feet.
- Material to be burned should be as dry as possible. Larger piles consume the debris faster during combustion.
- Open burning should be conducted during clear weather, preferably days with sunshine and light to no winds.
- Burning may commence or fuel added to a fire between 8:00 a.m. and 3:00 p.m..
- The use of portable air curtain incinerators is encouraged and should be considered if one or more of the following situations exist:
  - Extended 24-Hour burning is necessary
  - Accelerated burning is desired
  - Smoke is or may become a problem
- Prior to closing the burn site, the operator of the site must conduct a hazardous waste determination on the ash resulting from open burning and submit that to the will make a determination if the ash can remain at the site or must be removed from the site. If ash is left at the site, it shall be covered with a minimum of six inches of soil and a vegetative cover must be established. If ash is removed from the site, it must be taken to a permitted landfill approved by local and state regulations .
- If ash from open burning or regulated solid waste are disposed of at the site, a deed notation must be recorded in the County records for the site within 90 days after the site discontinues receiving waste, stating that solid waste has been disposed of on the site. The site must be surveyed by a registered land surveyor and the results of the survey recorded in the deed.
- Open burning shall not occur at a permitted landfill unless approved by the Fremont County Board of County Commissioners.

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- Fremont County Debris Manager has the authority to halt or modify any open burning of disaster debris.

## Appendix J

### Eligibility of Curbside Pick - Up

#### Public Assistance Debris Operations Job Aid (FEMA 9580.1)

##### Eligibility of Curbside Pick-Up

Debris may continue to accumulate as residents bring debris from their properties to public rights-of-way. Typically, this occurs in three stages:

**Stage 1:** Woody Debris and yard waste moved to right-of-way.

**Stage 2:** Disaster Debris, such as damaged personal goods, moved to right-of-way.

**Stage 3:** Construction and demolition materials removed by the homeowner prior to the receipt of insurance and individual assistance payments.

***Residents should not mix garbage with debris.*** Debris deposited at the curbside must be disaster-related to be eligible for pickup and disposal by the applicant. Applicants should resume normal garbage pick-up schedules as soon as possible.

Construction and demolition materials from minor or major repairs or reconstruction by contractors should *not* be deposited at the curbside. Contractors should remove and deposit the debris at approved landfills.

Insurance proceeds usually cover the cost for demolition debris removal from private property. Remember, only disaster-related debris removal costs not covered by insurance are eligible for reimbursement. Watch for non-disaster related materials (bagged grass clippings, household garbage, automobile parts etc.).

When it becomes apparent that the debris being brought to the curb is not disaster-related, or is reconstruction debris, the Public Assistance Officer (PAO-FEMA) should negotiate with the State counterpart to set a realistic deadline and make sure the applicants have advance notice. *Note: Elected Officials in conjunction with the Debris Manager should evaluate this cut-off point first, and issue a notice to the public announcing the cut off date.*

For example, it is unrealistic to impose a deadline that takes effect 48 hours later. For large events, it is unrealistic to set deadlines immediately following the disaster. However, discussions with the State on the need to establish deadlines should begin early.

Remember, the time extension authority given to the State applies only to disaster-related debris. That authority does not apply to curbside pick-up of non-disaster debris, or to reconstruction debris.

## Appendix K

### Removal of Eligible Debris from Private Property Public Assistance Debris Operations Job Aid (FEMA 9580.1)

#### Removal of Eligible Debris from Private Property

A discussion of eligibility for removal of debris from private property is contained in the Debris Management Guide, FEMA Publication 325; however, issues regarding such removal are common. In particular, problems may arise regarding the definitions of “public health and safety” and “economic recovery” related to debris on private property. Removal of debris from private property is primarily the responsibility of the individual property owner, aided by insurance settlements or volunteer organizations.

- Ensure that the term “economic recovery of the affected areas” is not being misapplied. Use of this criterion is normally restricted to the removal of disaster related debris from large commercial areas to expedite restoration of the economic viability of the affected community.
- Ensure that all applicants (*Note: Applicants as applied here would be the Fremont County Board of Commissioners for Public Assistance through FEMA*) are aware that only FEMA makes eligibility determinations regarding removal of debris from private property.
- Ensure that all applicants are aware of the limitation of debris removal from private property early in the disaster.
- If FEMA determines that debris is so widespread that removal from private property is appropriate, ensure that the eligible applicant understands the requirement to collect any insurance proceeds that covers the debris removal. These proceeds must be reported to FEMA, and that amount de-obligated from the appropriate Public Worksheet (PW of the PA application).
- Ensure that the determination that “a public health and safety issue exists” is *not* based on building codes. Generally, the determination would be based on ordinances related to condemnation. Additionally, most such ordinances require that the applicant place a lien on the property for recoupment of demolition and debris removal costs. If so, that amount should be treated similar to insurance proceeds, and de-obligated.
- Ensure that there is a clear understanding that a public health and safety hazard must exist for the removal of the debris to be eligible. Again, the final determination for the eligibility of debris removal from private property is a FEMA responsibility.
- Demolition of a structure is not always the most cost-effective health and safety alternative. For “attractive nuisances,” where structural integrity has not been compromised, cleaning and securing the facility may be the best alternative.
- Concrete slabs or foundation-on-grade do not present a health or safety hazard to the general public except in very unusual circumstance, such as erosion under a concrete slab on a hillside.

## FREMONT COUNTY DEBRIS MANAGEMENT PLAN

- Broken slabs, or slabs incapable of supporting a new structure, do not constitute a public health or safety hazard. They are more appropriately part of the reconstruction of the facility, and concrete slabs that are removed for reconstruction purposes are not eligible for removal as disaster-related debris, even when brought to the curbside.
- The cost of removing substantially damaged structures, as well as associated slabs, driveways, fencing, garages, sheds, and similar appurtenances, are eligible when the property is part of a Section 404 Hazard Mitigation buyout and relocation project. Review the *Policy on Demolition of Private and Public Facilities*, November 9, 1999.

FREMONT COUNTY DEBRIS MANAGEMENT PLAN

**Appendix L**

Fremont County  
RIGHT OF ENTRY AGREEMENT \*\*  
Private Property

I/We \_\_\_\_\_, the owner(s) of  
the property commonly identified as:

(street) \_\_\_\_\_,

(city/town) \_\_\_\_\_ (zip code) \_\_\_\_\_,

In Fremont County, in the State of Colorado do hereby grant and give freely and without coercion, the right of access and entry to said property to the Fremont County Board of Commissioners, its agencies, contractors, and subcontractors thereof, for the purpose of removing and clearing any or all disaster-generated debris of whatever nature from the above described property.

It is fully understood that this permit is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless Fremont County, the State of Colorado, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waive any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and or other utility lines located on the described property.

I/We (have \_\_\_\_\_, have not \_\_\_\_\_) (will \_\_\_\_\_, will not \_\_\_\_\_) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Service (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the consideration and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Owner: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Address: (Street) \_\_\_\_\_

(City, State, Zip Code) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Witness: \_\_\_\_\_

County Representative: (Signature) \_\_\_\_\_

(Phone Number) \_\_\_\_\_

Department or Contractor Name: \_\_\_\_\_

## **Appendix M**

### **Hazardous Waste Vendor Point of Contact**

**All hazardous waste will be removed by an approved contractor, dependent on the extent and type of material involved.**

**Some Hazardous Materials Companies are;**

- |           |   |                                      |
|-----------|---|--------------------------------------|
| <b>1.</b> | <b>Global Environmental Services</b>          | <b>800 530 8411<br/>719 598 1222</b> |
| <b>2.</b> | <b>Belfor</b>                                 | <b>800 530-8411</b>                  |
| <b>3.</b> | <b>Spaccamonti Excavating</b>                 | <b>719 544-8943</b>                  |
| <b>4.</b> | <b>Clean Harbors Environmental Services</b>   | <b>303 371-1100</b>                  |
| <b>5.</b> | <b>Colorado Hazard Control</b>                | <b>719 547-2785</b>                  |
| <b>6.</b> | <b>Environmental and Disaster Restoration</b> | <b>888 506-3165</b>                  |
| <b>7.</b> | <b>Region8enviro</b>                          | <b>877 331-2149</b>                  |
| <b>8.</b> | <b>Haz-Mat Response</b>                       | <b>800 229-5292</b>                  |

FREMONT COUNTY DEBRIS MANAGEMENT PLAN

# Appendix N

## Record Keeping

Haul Tickets/ Load Tickets/ Site Inspection Logs

### Daily Haul Record

Daily Report					
Fremont County DOT Unit _____				Date of Report:	
Truck No:	Location of Work:	Local Collection Site Trips	Landfill Trips	Weight Total Tons	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
		Daily Totals			

# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

## Load Ticket Sample

Load Ticket		
<b>TICKET NUMBER:</b>		
<b>CONTRACT NUMBER</b>		
<b>CONTRACTOR</b>		
<b>DATE:</b>		
<b>DEBRIS QUANTITY</b>		
<b>Truck No:</b>	<b>Capacity (CY):</b>	
<b>Load Size (CY):</b>	<b>Tons:</b>	
<b>Truck Driver:</b>		
<b>DEBRIS CLASSIFICATION</b>		
	<b>Burnable</b>	
	<b>Non-Burnable</b>	
	<b>Mixed</b>	
	<b>Other</b>	
<b>LOCATION</b>		
<b>Section/Area:</b>	<b>Dumpsite</b>	
	<b>Time</b>	<b>Inspector</b>
<b>Loading</b>		
<b>Dumping</b>		
<b>Eligibility (Y/N):</b>	Original: [County ] [City] [State] Yellow: Contractor Pink: Driver Gold: FEMA	

# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

## FREMONT COUNTY DEBRIS MANAGEMENT PLAN TEMPORARY DEBRIS SITES INSPECTION LOG

Date of Activation \_\_\_\_\_

Inspector \_\_\_\_\_

SITE USEAGE (check all that apply)	STOCKPILE	CHIPPING/GRINDING	BURNING	EQUIPMENT STAGING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection dates	Noted:	Noted:	Noted:	Noted:

## Appendix O

Pre-scripted information for public dissemination

### MEDIA RELEASE

Date:

Point of Contact: Fremont County Public Information Officer

Fremont County Department of Transportation and the Fremont County Emergency Management have implanted debris pick-up schedules for the areas affected by the recent \_\_\_\_\_. County employees and independent contractors will be removing debris from the right of ways for the next few weeks. Only storm related debris will be collected. No household garbage will be removed. Please contact your regular hauler for the resumption of services in your area. Illegal dumping should be reported to the Code Enforcement Office at (719) 276-7369. Codes will be strictly enforced and fines and/or other penalties will be applied.

For more information, contact the Emergency Management Office at 719 276-7422

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### MEDIA RELEASE

Date:

Point of Contact: Fremont County Public Information Officer

The Fremont County Board of Commissioners have developed and are implementing the Emergency Debris Management Plan for all areas that have suffered from the recent event. The public can help expedite the cleanup process by separating burnable and non-burnable debris, segregating household hazardous waste, and placing separated debris and recyclable materials at the curbside or road right-of-way. Please keep all debris away from fire hydrants and valves. Please report illegal dumping and illegal dump sites.

For more information concerning storm debris cleanup efforts, contact the Fremont County Emergency Management Office at 719 276-7422.

# Appendix P

Excerpts from the Federal Register concerning Procurement Standards

Federal Register / Vol. 78, No. 248 / Thursday, December 26, 2013 / Rules and Regulations 78631

(c) The non-Federal entity is subject to applicable regulations governing patents and inventions, including governmentwide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

(d) The Federal government has the right to:

(1) Obtain, reproduce, publish, or otherwise use the data produced under a Federal award; and

(2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

(e) Freedom of Information Act (FOIA).

(1) In addition, in response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under a Federal award that were used by the Federal government in developing an agency action that has the force and effect of law, the Federal awarding agency must request, and the non-Federal entity must provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the Federal awarding agency obtains the research data solely in response to a FOIA request, the Federal awarding agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the Federal agency and the non-Federal entity. This fee is in addition to any fees the Federal awarding agency may assess under the FOIA (5 U.S.C. 552(a)(4)(A)).

(2) Published research findings means when:

(i) Research findings are published in a peer-reviewed scientific or technical journal; or

(ii) A Federal agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law. "Used by the Federal government in developing an agency action that has the force and effect of law" is defined as when an agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law.

(3) Research data means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or

communications with colleagues. This "recorded" material excludes physical objects (e.g., laboratory samples). Research data also do not include:

(i) Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and

(ii) Personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.

#### § 200.316 Property trust relationship.

Real property, equipment, and intangible property, that are acquired or improved with a Federal award must be held in trust by the non-Federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved. The Federal awarding agency may require the non-Federal entity to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with a Federal award and that use and disposition conditions apply to the property.

#### Procurement Standards

#### § 200.317 Procurements by states.

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with § 200.322 Procurement of recovered materials and ensure that every purchase order or other contract includes any clauses required by section § 200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§ 200.318 General procurement standards through 200.326 Contract provisions.

#### § 200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and

governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

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(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and material type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes,

and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

#### § 200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical

requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

#### § 200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

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(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be publicly opened at the time and place prescribed in the invitation for bids;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for

proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E)

professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

#### **§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.**

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks

or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

#### **§ 200.322 Procurement of recovered materials.**

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

#### **§ 200.323 Contract cost and price.**

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed,

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the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this Part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

#### **§ 200.324 Federal awarding agency or pass-through entity review.**

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this Part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this Part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### **§ 200.325 Bonding requirements.**

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### **§ 200.326 Contract provisions.**

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

#### **Performance and Financial Monitoring and Reporting**

##### **§ 200.327 Financial reporting.**

Unless otherwise approved by OMB, the Federal awarding agency may solicit only the standard, OMB-approved governmentwide data elements for collection of financial information (at time of publication the Federal Financial Report or such future collections as may be approved by OMB and listed on the OMB Web site). This information must be collected with the frequency required by the terms and conditions of the Federal award, but no less frequently than annually nor more frequently than quarterly except in unusual circumstances, for example where more frequent reporting is necessary for the effective monitoring of the Federal award or could significantly affect program outcomes, and preferably in coordination with performance reporting.

##### **200.328 Monitoring and reporting program performance.**

(a) Monitoring by the non-Federal entity. The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non-Federal entity must cover each program, function or activity. See also § 200.331 Requirements for pass-through entities.

(b) Non-construction performance reports. The Federal awarding agency must use standard, OMB-approved data elements for collection of performance information (including performance progress reports, Research Performance Progress Report, or such future collections as may be approved by OMB and listed on the OMB Web site).

(1) The non-Federal entity must submit performance reports at the interval required by the Federal awarding agency or pass-through entity

**Appendix Q**  
Debris Removal Contractors

Canyon Concepts Services,	719 332-5203
Tetra Tech (Post Disaster Programs)	321-441-8523
Tezak Heavy Equipment	719 269-1173
Avalanche Construction	719 275-5304
Langston Concrete	719 784-3878
A & S Construction	719 275-4555

## Appendix R



FEMA

RECOVERY

# FACT SHEET RP9580.201

## Debris Contracting Guidance

### Overview

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

### Contract Procurement

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

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### DEBRIS CONTRACTING GUIDANCE

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

- Use competitive bidding procedures to meet procurement requirements for Federal grants, as established in 44 CFR § 13.36, *Procurement*.
- Only use abbreviated emergency procurement procedures that include an expedited competitive bid process if time does not allow for more stringent procedures and if they are allowed under State or local laws, codes, or ordinances.
- Provide a clear and definitive scope of work in the request for proposals/bids.
- Require bidders to provide copies of references, licenses, financial records, and proof of insurance and bonding.
- Ensure that debris removal or monitoring contract costs are reasonable and necessary as defined and required by OMB Circular A-87 and 44 CFR Part 13. *Competitively bid contracts that comply with Federal, State, and local procurement regulations and procedures will establish reasonable costs for the work.*
- Complete and document a cost analysis to demonstrate price reasonableness on any contract or contract modification where adequate price competition is lacking, as detailed in 44 CFR § 13.36(f). See Attachment 1, *Debris Removal Contract Cost Analysis*, for guidance on completing a cost analysis.

### Cost Analysis

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

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

### Pre-Disaster and Standby Contracts

Applicants are encouraged to pre-qualify debris removal contractors prior to an event and solicit bid prices from this list of contractors once an event has occurred to ensure competitive bidding and obtain reasonable market prices at the time of work performed. The solicitation for pre-qualifying contractors

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should adequately define in the proposed scope of work all potential debris types, anticipated haul distances, and size of events for which a contract may be activated.

## Debris Removal Contract Provisions

All debris removal contracts must contain the following provisions:

- All payment provisions must be based on unit prices (volume or weight).
- Payments based on time and material costs are limited to work performed during the first 70 hours of actual work following a disaster event.

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

- Payment will be made only for debris that FEMA determines eligible. (This is an optional provision to protect the applicant.)
- Contractors must submit invoices regularly and for no more than 30-day periods.
- A "Termination for Convenience" clause allowing contract termination at any time for any reason.
- A time limit on the period of performance for the work to be done.
- A subcontract plan including a clear description of the percentage of the work the contractor may subcontract out and a list of subcontractors the contractor plans to use.
- A requirement that the contractor use mechanical equipment to load and reasonably compact debris into the trucks and trailers.
- A requirement that the contractor provide a safe working environment.
- A requirement that all contract amendments and modifications will be in writing.

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### DEBRIS CONTRACTING GUIDANCE

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

### Debris Monitoring Contracts

Applicants must monitor all debris removal operations. Applicants must document all eligible debris removal expenses as a condition of receiving Public Assistance funding. Applicants may use contractors to monitor their debris removal operations. In addition to the guidance provided above, applicants should consider the following when procuring debris monitoring contracts:

- Debris monitoring contracts must be competitively procured as required by 44 CFR § 13.36, **Procurement**.
- Debris monitors should not be employed by or affiliated with the debris removal contractor.
- Debris monitoring contracts are typically time and materials contracts and must contain a not-to-exceed clause, pursuant to 44 CFR § 13.36, **Procurement**.
- The contract should include a requirement that the contractor provide a safe working environment, including properly constructed monitoring towers.
- Use of a load ticket system to record with specificity (e.g., street address, GPS coordinates) where debris is collected and the amount picked up, hauled, reduced, and disposed of.
- Debris monitors should be trained and possess skills adequate to fulfill the duties of the job. Labor rates should be commensurate with the skill level required by the job function. **Professional engineers and qualifications are not required to perform monitoring duties.**
- The contractor should demonstrate that its staff is familiar with FEMA debris removal eligibility criteria.

### Avoidance Checklist

- DO NOT:** Award a debris removal or debris monitoring contract on a sole-source basis.
- DO NOT:** Sign a contract (including one provided by a contractor) until your legal representative has thoroughly reviewed it.
- DO NOT:** Allow any contractor to make eligibility determinations; only FEMA has authority to make final eligibility determinations.

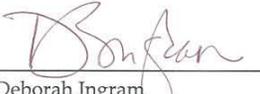
# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

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### DEBRIS CONTRACTING GUIDANCE

- DO NOT:** Accept any contractor's claim that it is "FEMA certified." FEMA does not certify, credential, or recommend debris contractors.
- DO NOT:** Award a contract to develop and manage debris management sites, unless the debris sites are part of your approved debris management plan or you contact the State or FEMA for technical assistance concerning the need for such an operation. Temporary Debris Storage and Reduction sites are not always necessary.
- DO NOT:** Allow separate line item payment for stumps 24 inches and smaller in diameter; you should treat these stumps as normal debris.
- DO NOT:** "Piggyback" or utilize a contract awarded by another entity. "Piggybacking" may be legal under applicable state law; however, the use of such a contract may jeopardize FEMA funding because these contracts do not meet requirements for competition established in 44 CFR § 13.36. If an applicant requests reimbursement for costs it incurred from a piggyback contract, FEMA will determine the reasonable cost for the performance of eligible work.
- DO NOT:** Award pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster. Such contracts should have variable mobilization costs depending upon the size of the debris work that may be encountered.
- DO NOT:** Allow for markups due to errors in volume calculations.
- DO NOT:** Allow for miscellaneous items, or for contract contingencies of any kind, including "unknowns."

See Attachment 2, *Debris Operations Contract Bid Sheet*, for additional guidance on debris contracts.

  
\_\_\_\_\_  
Deborah Ingram  
Acting Assistant Administrator  
Recovery Directorate

9/27/10  
Date

Attachments (2)



FEMA

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FACT SHEET

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## ATTACHMENT 1: Debris Removal Contract Cost Analysis

This guidance is intended to assist Public Assistance applicants in complying with the requirements of 44 CFR Part 13.36, **Procurement**, for debris operation contracts or contract modifications where adequate price competition is lacking.

### When to Conduct a Cost Analysis

Applicants should complete a cost analysis when one of the following conditions applies:

- The applicant has not received two or more priced bids from responsible bidders after soliciting a number of sources;
- Services can only be provided by a single source;
- The awarding agency authorizes noncompetitive proposals;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
- The procurement is a contract modification or change order.

### General Contract Review

In order to conduct a cost analysis, applicants should request cost documentation from their debris contractors. This documentation should contain a detailed breakdown of costs for each item of work activity and information on how the contractor arrived at its costs, including, but not limited to:

- Number of labor hours,
- Labor rates,
- Materials (types, quantities, and costs),
- Equipment hours,
- Equipment rates, or
- Unit costs

Applicants are encouraged to verify the mathematical accuracy of the cost documentation by recalculating the contractor's cost figures. Applicants should also review the proposed contract's scope

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### ATTACHMENT 1: Debris Removal Contract Cost Analysis

of work for cost reasonableness to ensure that the proposed scope does not fall under an existing contract.

Applicants should ensure that the contract does not use prohibitive contracting methods per 44 CFR § 13.36(f)(4), including:

1. Cost plus a percentage of cost – this is a contract that provides a specified percentage profit over and above the actual costs of construction; and
2. Percentage of construction cost.

### Labor Rate Analysis

Applicants may determine the reasonableness of labor rates by:

1. Comparing the proposed labor category rates with the labor rates in another contract that was competitively bid;
2. Matching rates for each labor category to an acceptable source (e.g. RS Means);
3. Verifying that the classification of each worker and skill level proposed in the contract are reasonable and necessary for the scope of work. For example, a contractor should not propose using an experienced supervisor rate or worker with professional qualifications for work that can be done by a low skilled laborer (e.g., using a professional engineer for debris monitoring). In this case, the supervisor labor classification is unreasonable and should be adjusted to the appropriate labor classification that is more commensurate with the type of work being performed; and
4. Verifying that the proposed number of labor hours are reasonable for the scope of work.

### Equipment Rate Analysis

Applicants may determine the reasonableness of equipment rates by:

1. Comparing the proposed equipment rates with the equipment rates in another contract that was competitively bid (if a change order, compared rates to the original contract);
2. Comparing the proposed equipment rates to FEMA's Schedule of Equipment Rates, available at [www.fema.gov](http://www.fema.gov);
3. Matching equipment rates for each piece of equipment to an acceptable source (e.g., EquipmentWatch);
4. Verifying that the type of equipment proposed is reasonable and necessary for the scope of work;
5. Verifying that the number of units (normally hours) of equipment usage necessary to complete the work is reasonable considering the specific scope of work; and
6. Verifying that there are no contract provisions for the following items with regard to the

# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

## RECOVERY FACT SHEET RP9580.201

### ATTACHMENT 1: Debris Removal Contract Cost Analysis

proposed equipment costs:

- Mobilization costs
- Standby costs

## Unit Rate Analysis

Applicants may determine the reasonableness of unit rates by:

1. Verifying that the unit of measurement (i.e. cubic yard, weight, each, etc.) is appropriate for the scope of work (if the contractor quoted a unit rate price); and
2. Comparing the proposed unit rates with similar rates in another contract that was competitively bid (if a change order, comparing rates to the original contract).

## Materials and Supplies Analysis

Applicants should review the materials and supplies included in the contract proposal and ensure that all costs are reasonable.

## (Scope of Work) Volume Estimates

In some circumstances, a contractor will include debris volume estimates in support of its proposed costs. Contractors develop these estimates using aerial and ground assessments, forecasting and estimating models (e.g., USACE hurricane debris models and photographs), side scan sonar and other methodologies.

Applicants should request hard copies of volume estimates and all supporting documentation in order to determine if the methodology that the contractor used to estimate debris was an acceptable and reasonable methodology. Applicants should also verify that the volume estimates are reasonable and accurate.

## Price Analysis for Competitively Bid Contracts

Applicants are required by 44 CFR Part 13.36(f)(1) to perform a price analysis in all other instances (i.e., for competitively bid contracts when price competition is adequate), to determine the reasonableness of the proposed contract price. Price analyses may incorporate an evaluation of: historic documentation for similar work; average costs for similar work in the area; published unit costs from the national cost estimating databases; and FEMA cost codes, equipment rates, and engineering and design service curves. Upon request, FEMA will assist applicants in the review of these contracts and provide guidance as necessary.



FEMA

RECOVERY

FACT SHEET

R9580.201

**ATTACHMENT 2:**  
**Debris Operations Contract Bid Sheet**

**Overview**

Public Assistance applicants may use the following debris operations bid sheet as a template when issuing requests for proposals and soliciting contract bids for debris removal work. Use of a standard bid sheet will help Public Assistance applicants to compare and analyze bids, resulting in a more effective procurement process. The bid sheet serves only as a guide for soliciting requests for debris removal services; use of the bid sheet is not a requirement for Public Assistance funding. Please refer to the *Debris Operations Contracting and Cost Analysis* (Attachment 1) for guidance on complying with procurement requirements established in 44 CFR Part 13, **Procurement**.

**Debris Operations Bid Sheet**

The debris operations bid sheet is presented on the next three pages. The remainder of this section is intentionally left blank.

# FREMONT COUNTY DEBRIS MANAGEMENT PLAN



**FEMA**

**RECOVERY**

**FACT SHEET**

**R9580.201**

## ATTACHMENT 2: Debris Operations Contract Bid Sheet

SAMPLE Debris Bid Sheet					
SAMPLE Category	SAMPLE Field Name and Description	SAMPLE Unit	Cost per Unit	Estimated Total Units	Total
Vegetative Collect and Haul	0-15 Miles Veg from Right of Way (ROW) to Debris Management Site (DMS) <i>Vegetative collect and removal for a haul distance up to 15 miles</i>	CY	999999	999999	99,999,999.00
	16-30 Miles Veg from ROW to DMS <i>Vegetative collect and removal for a haul distance up between 16 and 30 miles</i>	CY	999999	999999	99,999,999.00
	31-60 Miles Veg from ROW to DMS <i>Vegetative collect and removal for a haul distance between 31 and 60 miles</i>	CY	999999	999999	99,999,999.00
	60+ Miles Veg from ROW to DMS <i>Vegetative collect and removal for a haul distance greater than 60 miles</i>	CY	999999	999999	99,999,999.00
	Single Price Veg from ROW to DMS <i>A single price vegetative collect and removal for any haul distance</i>	CY	999999	999999	99,999,999.00
Management and Reduction	Grinding <i>Grinding/chipping vegetative debris</i>	CY	999999	999999	99,999,999.00
	Air Curtain Burning <i>Air Curtain Burning vegetative debris</i>	CY	999999	999999	99,999,999.00
	Open Burning <i>Open Burning vegetative debris</i>	CY	999999	999999	99,999,999.00
	Compacting <i>Compacting vegetative debris</i>	CY	999999	999999	99,999,999.00
	Debris Management Site Management <i>Preparation, management, and segregating at debris management site</i>	CY	999999	999999	99,999,999.00
C & D Collect and Haul	0-15 Miles C&D from ROW to DMS <i>C&amp;D collect and removal for a haul distance up to 15 miles</i>	CY	999999	999999	99,999,999.00
	16-30 Miles C&D from ROW to DMS <i>C&amp;D collect and removal for a haul distance between 16 and 30 miles</i>	CY	999999	999999	99,999,999.00
	31-60 Miles C&D from ROW to DMS <i>C&amp;D collect and removal for a haul distance between 31 and 60 miles</i>	CY	999999	999999	99,999,999.00
	60+ Miles C&D from ROW to DMS <i>C&amp;D collect and removal for a haul distance greater than 60 miles</i>	CY	999999	999999	99,999,999.00
	Single Price C&D from ROW to DMS <i>A single price C&amp;D collect and removal for any haul distance</i>	CY	999999	999999	99,999,999.00

THIS SAMPLE BID SHEET IS INTENDED FOR INFORMATIONAL PURPOSES ONLY. IT SHOULD NOT BE SUBMITTED TO FEMA.

# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

## RECOVERY FACT SHEET DAP9580.201

### ATTACHMENT 2: DEBRIS OPERATIONS CONTRACT BID SHEET

Final Disposal	0-15 Miles from DMS to Final Disposal <i>Transport processed debris from DMS to final disposal 0-15 Miles</i>	CY	999999	999999	99,999,999.00
	16-30 Miles from DMS to Final Disposal <i>Transport processed debris from DMS to final disposal 16-30 Miles</i>	CY	999999	999999	99,999,999.00
	31-60 Miles from DMS to Final Disposal <i>Transport processed debris from DMS to final disposal 31-60 Miles</i>	CY	999999	999999	99,999,999.00
	60+ Miles from DMS to Final Disposal <i>Transport processed debris from DMS to final disposal 60+ Miles</i>	CY	999999	999999	99,999,999.00
	Single Price from DMS to Final Disposal <i>A single price transport of processed debris from DMS to final disposal</i>	CY	999999	999999	99,999,999.00
	Tipping Fees (Vegetative) <i>Fee includes negotiated contract price or pass through amount for vegetative</i>	CY	999999	999999	99,999,999.00
	Tipping Fees (Mix) <i>Fee includes negotiated contract price or pass through amount for Mix</i>	CY	999999	999999	99,999,999.00
	Tipping Fees (C&D) <i>Fee includes negotiated contract price or pass through amount for C&amp;D</i>	CY	999999	999999	99,999,999.00
	Tree Operations	Hazardous Trees 6"-12" <i>Hazardous tree removal for a 6-12 inch trunk diameter</i>	Tree	999999	999999
Hazardous Trees 13"-24" <i>Hazardous tree removal for a 13-24 inch trunk diameter</i>		Tree	999999	999999	99,999,999.00
Hazardous Trees 25"-36" <i>Hazardous tree removal for a 25-36 inch trunk diameter</i>		Tree	999999	999999	99,999,999.00
Hazardous Trees 37"-48" <i>Hazardous tree removal for a 37-48 inch trunk diameter</i>		Tree	999999	999999	99,999,999.00
Hazardous Trees 49"+ <i>Hazardous tree removal for a 49+ inch trunk diameter</i>		Tree	999999	999999	99,999,999.00
Trees with Hazardous Limbs >2" <i>Hazardous hanging limb removal</i>		Tree	999999	999999	99,999,999.00
Hazardous Sumps >24"-36" <i>Hazardous stump removal for a 24-36 inch stump diameter</i>		Stump	999999	999999	99,999,999.00
Hazardous Sumps >37"-48" <i>Hazardous stump removal 37-48 inch stump diameter</i>		Stump	999999	999999	99,999,999.00
Hazardous Sumps >49"+ <i>Hazardous stump removal 49+ inch stump diameter</i>		Stump	999999	999999	99,999,999.00
Stump Fill Dirt <i>Fill dirt for stump holes after removal</i>		CY	999999	999999	99,999,999.00

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# FREMONT COUNTY DEBRIS MANAGEMENT PLAN

## RECOVERY FACT SHEET DAP9580.201

### ATTACHMENT 2: DEBRIS OPERATIONS CONTRACT BID SHEET

Specialty Removal	Waterway Debris Removal <i>Debris Removal from canals, rivers, creeks, streams, and ditches</i>	CY	999999	999999	99,999,999.00
	Sand Collection and Screening <i>Pick up, screen, and return debris laden sand/mud/dirt/rock</i>	CY	999999	999999	99,999,999.00
	Vehicle Removal <i>Removal of eligible vehicle</i>	Unit	999999	999999	99,999,999.00
	Vessel Removal (Land) <i>Removal of eligible vessel</i>	LF	999999	999999	99,999,999.00
	Vessel Removal (Marine) <i>Removal of eligible vessel from waterway</i>	LF	999999	999999	99,999,999.00
	Carcass Removal <i>Removal of debris that will decompose (animals and organic fleshy matter)</i>	Pound	999999	999999	99,999,999.00
	ROW White Goods Removal <i>Pick up and haul of white goods to disposal site</i>	Unit	999999	999999	99,999,999.00
	Freon Management <i>Freon management and recycling</i>	Unit	999999	999999	99,999,999.00
	Demolition of Private Structure	CY	999999	999999	99,999,999.00
	Electronic Waste <i>Removal of electronic debris that contain hazardous materials, such as cathode ray tubes. Includes computers monitors and televisions.</i>	Unit	999999	999999	99,999,999.00
	Silt Removal		999999	999999	99,999,999.00
	Putrescent Removal <i>Removal of debris that will decompose or rot (animals and organic fleshy matter)</i>		999999	999999	99,999,999.00
	Biowaste <i>Removal of waste capable of causing infection to humans (animal waste, human blood, pathological waste)</i>	Pound	999999	999999	99,999,999.00
	Household Hazardous Waste (HHW) <i>HHW removal and disposal</i>	Pound	999999	999999	99,999,999.00
Restoration	Beach/Lake Restoration <i>Berm/Beach Construction</i>	CY	999999	999999	99,999,999.00
	Canal Shoreline Restoration	LF	999999	999999	99,999,999.00
Monitoring	Debris Management Site Debris Monitors	Hour	999999	999999	99,999,999.00
	Debris Collection Site Debris Monitors (Field Monitors)	Hour	999999	999999	99,999,999.00
	Sr. Technician/Field Supervisor	Hour	999999	999999	99,999,999.00
	Clerical Staff	Hour	999999	999999	99,999,999.00
	Clerical Supervisor	Hour	999999	999999	99,999,999.00
<b>Total</b>					<b>9,999,999.00</b>

THIS SAMPLE BID SHEET IS INTENDED FOR INFORMATIONAL PURPOSES ONLY. IT SHOULD NOT BE SUBMITTED TO FEMA.

# FREMONT COUNTY DEBRIS MANAGEMENT PLAN