



# ***DEBRIS MANAGEMENT PLAN***

*Walton County*

Effective Date: June 2023

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## **I. PURPOSE**

The purpose of the Debris Management Plan is to establish a framework to facilitate the proper management of debris generated by natural disasters within Walton County Georgia. The goal is to facilitate a reasonable, efficient, and prompt recovery from such disasters, which protects human health and safety, and the quality of valuable natural resources and the environment. The Debris Management Plan adheres to the mission of the Georgia Department of Environmental Protection to protect and enhance Georgia's environment.

## **II. SITUATION AND ASSUMPTIONS**

- A. Debris.** Natural and man-made disasters create a variety of debris that includes, but not limited to such things as trees, sand, gravel, building/construction materials, vehicles, personal property, etc. The type and quantity 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 type and quantity of debris generated, its location, and 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. Safe, proper and timely management of debris is an essential component of an emergency response or disaster incident. It is important that disaster debris be properly managed so as to protect human health, comply with regulations, conserve disposal capacity, reduce injuries, and minimize/prevent environmental and/or historical preservation impacts.
- B. Private Contractors and Waste Management.** In a major or catastrophic disaster, Walton County may have difficulty locating staff, equipment, and funds to devote to debris removal, both short term and long term. Private contractors may play a significant role in the debris removal, collection, reduction, and disposal process. The debris management program implemented by the Applicant will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling.

**Duplication of Benefits.** The Applicant may not receive funding from two sources for the same item of work. This is called Duplication of Benefits. If assistance can be obtained for a project from another Federal Agency, such as Natural Resources Conservation Service (NRCS), then the Federal Emergency Management Agency (FEMA) cannot provide funds for that project. Grants and cash donations received from non-Federal sources designated for the same purpose as public assistance funds are generally considered duplication of benefits. However these funds may be applied towards the non-Federal cost share. Grants and cash donations that are received for unspecified purposes and ineligible work do not constitute a duplication of benefits. Duplication of Benefits most commonly occurs with **insurance settlements**. If a damaged facility is insured, FEMA is required to reduce the amount of the grant by any **insurance proceeds** that the Applicant anticipates or receives for the insured facility, even if the Applicant has not completed negotiations with the insurer. The retention of duplicated funds is illegal and must be returned to FEMA. The Debris Management Team will closely track all debris management operations and all other eligible work. The team will take all precautions to ensure there is no duplication of benefits received for any debris removal activity.

### **III. ORGANIZATION**

**A. DPW.** The Walton County Department of Public Works (DPW) is responsible for the debris removal function in their respective jurisdictions. DPW will work in conjunction with designated support agencies, State Environmental Protection Division (EPD), State Historical Preservation Office (SHPO), utility companies, waste management firms, trucking companies and other transportation agencies to facilitate the debris clearance, collection, reduction and disposal needs following a disaster. DPW will be responsible for removing debris from the public right-of-way. DPW may remove debris from private property only when it is pre-approved by the Applicant and deemed in the public interest. See *ANNEX A* for a Right to Entry Agreement that affected residents and businesses should complete.

**B. Staff Roles and Responsibilities.** The Applicant will ensure all state and local regulations, laws, and ordinances are addressed and followed for all environmental and historic preservation issues. The Applicant may select a “Debris Manager” to supervise a “Debris Management Team”. The team may be comprised of but not limited to personnel who perform the following:

1. **Administration:** Housekeeping, supplies, equipment, funding, accounting, documentation, etc.
2. **Contracting and Procurement:** Bidding requirements, forms, advertisements for bids, instructions to bidders, contract development, etc.
3. **Legal:** Contract review, right of entry permits, community liability, condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites, insurance, etc. Also ensure all state and local regulations, laws, and ordinances are addressed and followed including all environmental and historic preservation issues.
4. **Operations:** Identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications, and recommendation of contract award. Supervision of government and contract resources and overall project management, etc.
5. **Oversight and Support:** Detailed damage assessment, documentation collection and consolidation, liaison with State and Federal agencies, volunteer support and management, support to all other functions
6. **Public Information:** Coordinate press releases, contacts with local organizations, individuals, and media; and public notices for debris removal and disposal contracts.
7. **Other Assigned Tasks.** The team may coordinate with State and Federal agencies responsible for disaster response and recovery operations. The team may be assigned but not limited to:
  1. Developing public information and education programs.
  2. Training personnel in debris management techniques.
  3. Maintaining pre-disaster maps, blueprints, photos and other documents.
  4. Making a list of critical facilities (streets, roads, and bridges).

5. Identifying governmental and non-governmental groups that could assist.
6. Providing emergency communications to debris monitoring and management teams.
7. Ensuring health and safety issues are addressed throughout the operation.

**C. Volunteers and Donated Resources.** Donated resources which include volunteer labor, donated equipment and donated materials, are eligible to offset the Applicant's portion of the cost share for emergency work (Category A and B). Donated resources must apply to actual eligible emergency work, such as debris removal or the filling and placing of sandbags. The donated services must be documented and must include a record of hours worked, the work site, and description of work. Volunteer labor will be valued at the same hourly labor rate as someone in the Applicant's organization performing similar work. The value for donated equipment should be determined by using the applicable FEMA equipment rate and multiplying it by the number of hours the piece of equipment was used to perform eligible emergency work. Donated materials are valued at the current commercial rate.

#### **IV. CONCEPT OF OPERATIONS**

**Overview:** The Concept of Operations describes how debris management activities will be conducted in response to debris generating events as a Phased Approach. The Phased Approach is a four-step cycle that includes Normal Operations, Increased Readiness, Response, and Recovery. Normal Operations and Increased Readiness tasks may be performed before a debris-generating event occurs. The primary focus of Response Operations is on clearing debris from the roadway for emergency resources. The Recovery part of the Debris Management Cycle includes debris removal, recycling, and disposal. The Applicant will identify and resolve special considerations issues early as possible in the process and provide all necessary information relating to the debris operations to the appropriate agency including the EPD and SHPO.

**A. Normal Operations:** (*Encompasses key activities to enhance the plan; keep the plan and its supporting information up-to-date; and build and maintain staff readiness to implement the plan*). The details of these activities are as follows:

1. Develop local and regional list of contractors who can assist in all phases of debris management.
2. Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies.
3. Develop mutual aid agreements with other State agencies and local governments, as appropriate, following Applicant procurement guidelines.
4. Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.
5. Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions.

6. Develop site selection criteria checklists to assist in identifying potential debris storage sites. (See *ANNEX F*)
7. Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.
8. Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims. (See *ANNEX A*)
9. Establish debris assessment process to define scope of problem.
10. Develop and coordinate pre-scripted announcements regarding debris removal process, collection times, temporary storage sites, use of private contractors, environmental and health issues, etc.

**B. Increased Readiness** (*Natural or man-made disaster is threatening local area*)

1. Upon notice of any possible threat, the Applicant and all concerned parties shall meet as soon as possible to review the debris removal process.
2. Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal process.
3. Alert local departments that have debris removal responsibilities ensuring that personnel, facilities, and equipment are ready and available for emergency use.
4. Relocate personnel and resources to pre-determined locations out of harm's way if necessary and stage in areas where they can be effectively mobilized.
5. Review potential local, regional, and debris staging and reduction sites that may be used in the response and recovery phases in the context of the impending threat.
6. Review listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

**C. Response Operations:** Response Operations or Debris Clearance involves activities necessary to eliminate life and safety threats. Normally, the Applicant will use their own labor force and equipment to remove debris during this phase. When the existing labor force is not sufficient, or when specialized services are required, the Applicant may supplement their work efforts by activating mutual aid agreements or by awarding short-term debris removal contracts for specific work.

**Overview:** During Response Operations, the first 24 to 72 hours after the disaster, debris activities should emphasize clearing key roads for emergency access by pushing debris to the edge of the right-of-way, rather than restoring roads to pre-event conditions. There is no attempt during this phase to physically remove or dispose of the debris, only to clear key access routes to expedite the movement of emergency vehicles, law enforcement, and/or resumption of critical services, assessment of damage to key public facilities, and locations such as schools, hospitals, government buildings, and utilities. Response activities should also include identifying and removing any obvious debris situations that may pose an immediate threat to public health and safety. (Examples may include dangerously positioned, damaged

trees; debris piles that obstruct traffic visibility; fire prone debris piles; etc.) Response is a crucial time for organizing the majority of the tasks outlined in the plan.

Actions required during the Response Phase are usually completed within a matter of hours or days following a disaster event. The transition period from initial clearance activities to debris removal depends on the magnitude of the disaster.

### **1. Response Actions**

- a. Activate the Debris Management Plan and coordinate with needs assessment team.
- b. Initiate Damage Assessment
- c. Begin documenting debris management and removal costs.
- d. Coordinate and track resources (public and private). (See *ANNEX J*.)
- e. Establish priorities regarding allocation and use of available resources.
- f. Identify, establish and prepare debris temporary storage and disposal sites (local, regional).
- g. Address any legal, environmental and/or health issue relating to debris removal process.
- h. Conduct briefings/meetings with key personnel.
- i. Issue press releases and continually keep the media and the public informed.

**2. General Work Eligibility.** Removal and disposal of debris that is a result of a disaster, and is on public property, is eligible for Federal assistance. Public property includes roads, streets, and publicly-owned facilities. Removal of debris from parks and recreation areas is eligible when it affects public health and safety, or limits the use of those facilities. Disaster-related debris may be removed from private property if it is pre-approved by FEMA, is a public health and safety hazard, and if the work is performed by the Applicant. Also, debris removal work from private property will comply with all applicable federal, state and local requirements including all environmental and historical preservation requirements. Cost of debris removal by private individuals is not eligible under the Public Assistance Program; however, within a specific time period, a private property owner may move disaster-related debris to the curbside for pick-up by the Applicant. That time period will be established by FEMA in coordination with the State. (The cost of picking up reconstruction debris and normal garbage pick-up is not eligible for FEMA reimbursement.)

- 3. Debris Removal Priorities.** The debris removal process should be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. To achieve this objective, debris removal priorities are as follows:
- (1) Clear debris from key roads.
  - (2) Provide access to critical facilities.
  - (3) Eliminate debris threats to public health and safety.

**a. First Priority - Key Roads**

The first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area. Key roads in Walton County are identified as follows:

- Major Highways
- County and City Roads and Streets
- Rural Secondary Roads

**b. Second Priority – Critical Facilities**

The need and demand for critical services will significantly increase following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities. Critical facilities in Walton County have been identified as:

1. EOC/E911 Facility
2. DPW Facilities
3. Emergency Services Facilities
4. Water and Sewer Distribution Facilities
5. Electrical Distribution Facilities
6. Shelters
7. Schools

**c. Third Priority - Debris Threats to Public Health and Safety**

The third priority for debris removal teams to address will be 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.

**D. Recovery Operations:** This phase of the Debris Management Cycle covers actions necessary to complete the debris removal, reduction, and disposal activities.

**1. Recovery Actions:**

- a. Identify and prioritize remaining debris removal sites
- b. Establish controls to prevent or minimize illegal dumping and theft of services
- c. Continue to collect, store, reduce, and dispose of debris generated from the event in a cost- effective and environmentally responsible manner.
- d. Closely monitor debris removal and recovery operations.
- e. Continue to document all debris management and removal costs.



- f. Upon completion of the debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.
  - g. Perform necessary audits of the operation and submit a claim for Federal assistance.
- 2. Public Property/Right-of-Way Debris Removal:** Debris on public lands, including the right-of-way, will be the responsibility of local government.
- 3. Private Property Debris Removal:** Debris on private property is the responsibility of the property owner. Information regarding pickup times and locations for private property owners shall be distributed so that debris removal activities proceed efficiently. If property owners move disaster-related debris to a public right-of-way, the Applicant may be reimbursed for debris pickup, haul and disposal from the right-of-way for a limited period of time. If the Applicant does not have the legal responsibility to maintain a right-of-way, then debris removal from that right-of-way is not eligible for reimbursement.
- a. If the Applicant intends to seek reimbursement to remove debris from private property, Applicant will submit a written request for reimbursement to and receive approval from, the Federal Coordinating Officer (FCO) prior to commencement of work. **(See ANNEX A)** The written request will include the following information:
    - 1) Public Interest Determination
    - 2) Documentation of Legal Responsibility
    - 3) Authorization for Removal of Debris from Private Property
    - 4) Indemnification of the Federal Government
  - b. FEMA is prohibited from approving funds for work that is covered by any other source of funding. Therefore, the Applicant must take reasonable steps to prevent such an occurrence, and verify that insurance coverage or any other source of funding does not exist for the debris removal work accomplished on each piece of private property. When debris removal from private property is covered by an insurance policy, the insurance proceeds must be used as the first source of funding. Public Assistance grant funding may be used to pay for the remainder of the costs of debris removal from private property. Debris removal work from private property will comply with all federal, state and local requirements and all applicable environmental and historical preservation requirements.
- 4. Types of Debris Collection Methods:** The fundamental component of debris management is collection of debris. The public expects to have debris removed immediately after a disaster event. The debris type, amount and urgency determines which collection method is used. The two main methods of debris collection are curbside collection and collection centers. The Debris Management Team may tailor the collection operation using curbside collection, collection centers or a combination of both depending on specific jurisdictions, quantities and types of debris.
- a. **Curbside Collection:** Debris is placed at the curb or public rights-of-way by the

residents for the Applicant's collection. The only difference between the subcategories below is the separation of the types of debris at the point of collection.

- 1) **Mixed Debris Collection.** Collecting mixed debris by the applicant allows the residents to place all debris types in one specified area, usually along the public right-of-way in front of their residence.
- 2) **Source –Segregated Debris Collection.** Residents are directed to sort the debris by material type and place it at the curb in separate piles. Trucks designated for a particular debris type collect the assigned debris and deliver it to a temporary staging area, or debris management site, reduction, recycling, or disposal facility. This method is important when collecting hazardous and environmentally sensitive debris, such as household hazardous waste and white goods. (See *ANNEX D* for guidelines to segregate debris.)

**b. Collection Centers:** The second type of collection method is to have residents transport their debris to a common location. Large roll-off bins may be placed on public rights-of-way or public property for residents to bring their debris for collection. This is well suited for rural, sparsely populated areas or logistically difficult conditions where curbside collection is not practical. Separate bins can be designated for particular types of debris. The Debris Management Team should assign employees to oversee operations of the collection center. Employees need to be stationed at the centers during the collection period to ensure debris materials are placed in the correct bins and to ensure a collection center does not become a dumping ground for non-disaster related debris.

## **V. DEBRIS CLASSIFICATION AND SEGREGATION**

**Overview:** FEMA defines disaster-generated debris as, "Any material, including trees, branches, personal property and building material on public or private property that is directly deposited by the disaster." FEMA often uses the terms "vegetative" for natural debris and "construction and demolition" for man-made debris.

- A. Debris Classification and Segregation:** The debris classification determines how removal will be handled. To facilitate the debris management process, the Applicant may segregate debris by type. It is recommended that the categories of debris established for recovery operations be standardized. If segregated, debris removed will consist of two broad categories:
- (1) Clean wood and vegetative debris
  - (2) Construction and demolition (C&D) debris. (See *ANNEX D* for guidelines to segregate debris.)
- B. Estimating Debris Quantities:** Calculations developed by the US Army Corps of Engineers listed in the FEMA 325, Public Assistance Debris Management Guide may be used for debris estimation. Applicant may seek assistance from State Agencies or FEMA with debris estimation. Aerial view of debris may be used as a method to calculate debris quantities.

**NOTE:** To get a general idea of the debris quantity, some calculations say debris could 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.

### C. Debris Classifications

1. **Burnable Materials:** Burnable materials will be of two types with separate burn locations. Burnable materials should be coordinated with the State EPA and FEMA. The SHPO should also be contacted for an archeological and environmental review.
  - a) ***Burnable Debris:*** Burnable debris consists predominately of trees and vegetation. It includes, but is not limited to damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; and bushes. Burnable debris **does not include** garbage or construction and demolition material debris.
  - b) ***Burnable Construction Debris:*** Burnable construction and demolition debris consists of non-creosote structural timber, wood products, and other materials designated by State EPA regulations.
2. **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 State EPA. Garbage will be considered non-burnable debris.
3. **Wet Debris:** Debris in and around streams, culverts, bridges and other drainage structures. FEMA will not fund the removal of debris from waterways. All wet debris projects should be communicated to the Natural Resources and Conservation Services (NRCS). Wet debris will not be touched and no work will be performed until NRCS has inspected the debris field.
4. **Ineligible Debris:** Ineligible debris to remain in place includes, but is not limited to, chemicals petroleum products, paint products, asbestos, and power transformers.
5. **Hazardous/Toxic Waste (HTW):** Any material found to be classified as HTW shall be reported immediately to the EMA. At the Applicant and EMA Director's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and/or downed utility poles and accessories, transformers and other electrical material will be reported to DPW.
6. **Overhead/ Underground Utilities:** Emergency workers shall exercise caution with existing overhead and underground utilities and above ground paraphernalia, and advise DPW of any situation that poses a health or safety risk to on-site workers or the general population.

7. **Vegetative Debris** - Vegetative debris may consist of whole trees, tree stumps, tree branches, tree trunks, and other leafy material. Depending on the size of the debris, collection of vegetative debris may require the use of flatbed trucks, dump trucks, and grapple loaders.
8. **Stumps:** Stumps as outlined under current FEMA requirements will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to DPW for disposition determination. Stump grinding may be required for disposal.
9. **Construction and Demolition Debris** - Construction and demolition (C&D) debris can be defined as damaged components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures. The C&D debris must be disaster-generated (eligible C&D debris cannot be the result of rebuilding efforts) and present an immediate threat to be considered for FEMA eligibility. Eligible demolition activities must satisfy environmental and historic preservation compliance review requirements as established by 44 CFR Parts 9 and 10, the National Historic preservation Act, the Endangered Species Act, and all other applicable legal requirements.
10. **Hazardous Waste** – The Applicant will comply with federal, state, and local environmental requirements for handling hazardous waste. Hazardous waste is regulated under the **Resource Conservation and Recovery Act (RCRA)** and contains properties that make it potentially harmful to human health or the environment. In regulatory terms, a RCRA hazardous waste is a waste that appears on one of the four hazardous waste lists (refer to **Title 40 of the CFR Part 261**) or exhibits at least one of the following four characteristics: ignitability, corrosivity, reactivity, toxicity.
  - a. Safety precautions will vary depending upon the circumstances and type of hazardous materials encountered, but they may include personal protective equipment, decontamination stations, closed and secured containers, and covered trucks or specialized containers.
  - b. Hazardous material processing will be carefully and regularly monitored to verify that proper precautions are taken and that the chain-of-custody is maintained.
  - c. Verify that hazardous materials are delivered to an appropriate site since hazardous wastes typically require special handling, transportation, and final disposition that are significantly more costly than typical waste disposal.
11. **Household Hazardous Waste** - Household Hazardous Waste (HHW) refers to hazardous products and materials that are used and disposed of by residential consumers, rather than commercial or industrial consumers. HHW includes some paints, stains, varnishes, solvents, pesticides, and other products or materials containing volatile chemicals that catch fire, react, or explode under certain circumstances, or that are corrosive or toxic. State EPD should be contacted for the collection, handling, transport, and disposal of HHW.

- 12. White Goods** - White goods are defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils that must be removed and processed following environmental protocols and procedures before the white goods can be further processed for disposal and recycling.

  - a. Document that white goods are collected separately, cleaned and processed to remove putrescent debris inside and to remove all oils, solvents, and refrigerants.
  - b. If white goods are to be collected without being cleaned, verify and document that the debris disposal site includes ample space for processing collected white goods.
  - c. This type of debris may be recyclable or have salvage value. Document separation and salvage activities that are implemented.
  
- 13. Soil and Mud** - Floods, landslides, winds, and storms often deposit soil and mud on improved public property and public rights-of-way. Facilities commonly affected by this type of debris include streets, sidewalks, storm and sanitary sewers, drainage canals and basins.

  - a. Document that only the disaster-generated silt and soils are removed. This requires an understanding of pre-disaster conditions as well as the documented maintenance of the affected area.
  - b. Contaminated soils may require special handling depending on the contaminant. Document any contaminated soil issues to ensure proper handling, processing, and disposition.
  - c. Verify that any contaminated disaster-generated soils are addressed by the EPD and managed appropriately in designated areas.
  
- 14. Vehicles and Vessels** - Vehicles and vessels may be damaged, destroyed, displaced, or lost as a result of a disaster. These vehicles and vessels may eventually be abandoned because of the damage incurred or because the original owners have relocated. Vehicles and vessels may be classified as debris if they block public access and critical facilities.

  - a. Verify that each vehicle or vessel identification number is documented.
  - b. Verify that collected vehicles and vessels are transported to a collection area where they are secured and protected.
  
- 15. Putrescent Debris** - Putrescent debris is any debris that will decompose or rot, such as animal carcasses and other fleshy organic matter. Putrescent debris handling must comply with applicable federal, state, and local requirements.

  - a. Document that putrescent debris is collected in accordance with contract specifications or other specific requirements.

- b. Document the volume of putrescent debris. The volume of putrescent materials cannot be determined based solely on the volume of the originally inventoried materials because the spoiled materials may have lost a significant portion of their volume. The actual volume removed needs to be documented.

## **VI. DEBRIS DISPOSAL AND REDUCTION**

Once debris is removed from the damage sites, it may be taken to temporary and/or permanent landfills. The four methods of debris disposal are burning, recycling, grinding/chipping and permanent landfill.

The Walton County Public Works Director shall ensure all debris is removed in accordance with state and local regulations, laws, and ordinances and all environmental and historic preservation compliance issues are followed. To every extent possible, all methods of debris removal and reduction should use a per-ton weight method.

### **A. Burning**

The three primary burning methods that may be utilized are open burning, air curtain pit burning, and incineration. All burning methods shall meet environmental and historic preservation compliance requirements.

1. ***Controlled open burning:*** 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.
2. ***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.
3. ***Portable incinerators:*** Use the same methods as air curtain pit systems. The only difference is that portable incinerators utilize a pre-manufactured pit in lieu of an onsite constructed earth/limestone pit.

### **B. Recycling**

Metals, wood, and soils are prime candidates for recycling. Most of the non-ferrous metals are suitable for recycling. The Applicant may recycle where feasible.

### **C. Grinding and Chipping**

Grinding and chipping may be utilized as a viable reduction method. Grinding and chipping reduces the volume by cubic yard on a 4 to 1 ratio. When grinding and chipping is determined to be beneficial by the Applicant, material may be disposed of on-site and force account procedures shall be used for reimbursement. Grinding and chipping may also be used as a debris reduction method in order to reduce transportation and handling costs.

#### **D. Permanent Landfill**

There is a licensed, environmental compliant permanent landfill located in Walton County. A list of these landfills can be found on Walton County's Website at <https://www.waltoncountygga.gov/303/Landfills>. Debris taken to the landfill shall meet landfill disposal requirements.

### **VII. CONTRACTED SERVICES AND COOPERATIVE AGREEMENTS**

**A. Private Contracting.** Because of the limited quantity of resources and service commitments following a disaster, the Applicant may be relying heavily on private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction, and disposal. 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 the Applicant 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 storm, as well as maximizes State and local governments' level of financial assistance from the Federal government. Private contracting allows the Applicant to more closely tailor contract services to meet specific needs. The entire process (i.e., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process may be contracted out.

**B. Pre-Approved Contractors.** The Applicant through their procurement processes may also develop and maintain a list of pre-approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. Walton County Public Works may advertise a Request for Qualification for contractors to establish their company as a credible candidate for contract award. Walton County Public Works will provide Walton County EMA a list of pre-approved contractors.

**C. Debris Contract and Cooperative Agreements Management.** The Applicant, EM Director and DPW Director are responsible for managing the debris contract and the contractor from project inception to completion. Managing the debris contract and contractor includes such things as monitoring performance, contract modifications where needed, inspections, acceptance, payment, and close out of activities. The Applicant may enter into cooperative agreements with other State agencies and local governments to maximize public assets. The development of such agreements must comply with the guidelines established in the Applicant's procurement policy.

**D. Sample Contracts.** Sample contracts with a menu of services and generic scopes of work may be developed by the Applicant, Emergency Management (EM) Director, DPW Director, the jurisdiction's Attorney's Office and others as needed prior to the disaster to allow the Applicant to more closely tailor its contracts to its needs, as well as expedite their implementation in a prompt and effective manner. The three types of contracts that may be used are:

**1. Unit Price Contract. A unit price contract is the preferred method for debris removal.**

It is the most accurate account of actual quantities removed. The unit priced contract is based on weight (tons) of debris hauled, and should be used when the scope-of-work is not well defined. It requires close monitoring of pick-up, hauling, and dumping at both the loading sites and the disposal site to ensure that quantities are accurate. All contractor trucks will be measured and the tare weight obtained prior to initial loading. Applicant will identify either portable or fixed certified scales to be used to monitor debris tonnage. Debris will be removed per current FEMA requirements such as, but not limited to, load tickets identifying truck number, contract number, contractor's name, date, time departed site, and estimated volume may be documented as well. (See *ANNEX G* for Sample Debris Monitoring Forms.)

**2. Lump Sum Contract.** Price of the work is fixed unless there is a change in the scope of work to be performed. This contract should be used only when the scope of work is clearly defined, with areas of work and quantities of material clearly identified. It can be defined in one of two ways: (a) area method, where the scope of work is based on a one-time clearance of a specified area. (b) pass method, where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right-of-way.

- 3. Time and Materials Contract.** Will be limited to the **first 70 hours** of operation to mobilize contractors for emergency removal efforts and only after all State and local equipment has been committed. It should have a dollar ceiling or a not-to-exceed limit for hours (or both), and should be terminated immediately when this limit is reached. The contract should state that: (a) the price for equipment applies only when equipment is operating. (b) the hourly rate includes operator, fuel, maintenance, and repair. (c) Applicant reserves the right to terminate the contract at its convenience. (d) Applicant does not guarantee a minimum number of hours. Intense monitoring of these contracts is extremely important. Work inspection reports should be completed each day that clearly state the amount of work accomplished that day in quantitative terms, the type and number of trucks used and the number of hours worked. FEMA will not fund standby or idle time costs.

**NOTE:** All contractors shall be required to meet any and all current FEMA debris removal requirements. A sample unit price contract is attached to this plan *ANNEX D*.

**E. Steps of the Contract Bid Process are as follows:**

1. Request for Qualifications (RFQ) (*ANNEX B*) will be posted in the newspaper and on the county website to solicit debris removal contractors every two years.
2. Debris Contract Bid Specifications (*ANNEX C*) will be placed on the county website for potential debris removal contractors to review.
3. When a disaster occurs, the Applicant will contact all pre-approved debris removal contractors and provide the estimated amount of debris in tons to be disposed of and the debris coverage area. The Applicant will also provide the distance the debris will need to be transported for disposal. The pre-approved contractors will then be asked to submit an overnight bid for debris removal and disposal at a per ton cost.



4. Once overnight bids are received, the Applicant will assess the bid and the qualifications, experience, capabilities and ability to deploy of the pre-approved contractors. Taking all factors into consideration, a contractor will be selected for the project. The Applicant reserves the right to reject any and all bids and to accept any bid, whether or not the lowest price, that the Applicant, in its sole discretion, deems to be in the best interest of sound fiscal management for its jurisdiction. When a non-competitive contract is selected, the Applicant will assess such costs on a reasonable and customary basis in determining the best value.
5. Once a pre-approved contractor has been selected to remove and dispose of the Applicant's debris, a contract will be submitted for signature.

**F. Contract Pitfalls.** The Applicant will ensure that all personnel involved in oversight of the debris management efforts are aware that the following **should not** occur:

1. Award a debris removal contract on a sole-source basis without coordinating with FEMA and Walton County EMA.
2. Sign a contract (including one provided by a contractor) until it has been thoroughly reviewed by the legal office.
3. Allow any contractor to make eligibility determinations. Only FEMA has that authority.
4. Accept any contractor's claim that it is "FEMA certified." FEMA does not certify, credential, or recommend debris contractors.
5. Award a contract to develop and manage debris processing sites unless you know it is necessary. Temporary debris storage and reduction sites are not always necessary. Allow separate line item payment for stumps 24 inches and smaller in diameter; these should be treated as normal debris.
6. "Piggyback" or utilize a contract awarded by another entity. The use of such a contract may jeopardize FEMA funding without prior approval.
7. Award pre-disaster or 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.

### **G. Mutual Aid Agreements**

1. The Applicant may establish Mutual Aid Agreements/Memorandum of Understandings (*ANNEX I*) with any, but not limited to, the following entities to provide assistance with debris removal in the event of a disaster resulting in copious amounts of debris:
  - a. City of Loganville
  - b. City of Monroe
  - c. City of Social Circle

- d. Georgia Department of Transportation
  - e. Surrounding Counties
  - f. Private Sector
2. These agreements include but are not limited to utilization of personnel, equipment, temporary and permanent landfill sites, emergency services, and law enforcement. See *ANNEX H* for a sample of the Statewide Intergovernmental Emergency Mutual Aid Agreement and *ANNEX I* for a sample Mutual Aid Agreement.
  3. The Applicant has also identified certain Volunteer Organizations Active in Disasters (VOAD), State and Federal agencies that are ready to assist as well. These agencies include civic clubs, church organizations, Salvation Army, Georgia Department of Transportation, the National Guard, and the U.S. Department of Labor. National VOAD organizations will be coordinated by the State in conjunction with the Applicant.

## **VIII. DEBRIS MANAGEMENT SITE**

- A. **Debris Management Sites (DMS):** Established when debris cannot be taken directly from the collection point to the final disposition location. It is frequently used to increase the operational flexibility when landfill space is limited or when the landfill is not in close proximity to the debris removal area. The Debris Management Team will determine if a DMS is necessary and at what point in the debris management cycle that it will be established and opened. Prior to using the site, the Debris Management Team will ensure data is collected for baseline a baseline study so that all environmental, archeological and historical concerns are addressed. It is essential to document the condition of the land before it is used as a DMS (original condition vs ending condition). Past use and ownership should be researched to document any issues regarding the existence of historic structures or archeological sites. The SHPO should be involved with this research. The baseline study will be used for an environmental evaluation to confirm the site has returned to a pre-activity state (test samples should be taken at the same locations as those of the initial assessment and environmental monitoring program).
- B. **Overview:** Initially, debris may be placed in these temporary holding areas, until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after local traffic has been restored. Temporary debris collection 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 implementation of the mission and mitigate against any potential liability issues. Activation of sites will be under the control of the DPW Director, and will be coordinated with other recovery efforts through the emergency operations center. Prior to the site being opened, coordination with the state will occur.
- C. **Permits.** Environmental permits may be required to establish a DMS. Several agencies may be involved in issuing permits and granting land-use approvals. Permits that may be required include:

1. Waste processing and recycling operations permit
2. Temporary land-use permits
3. Land-use variances
4. Traffic circulation strategies
5. Air quality permits
6. Water quality permits
7. Fire department permits

- D. Opening.** Before activities begin photos and/or videos should be taken to establish the condition of the site before use as a DMS, important features such as structures, fences, culverts, and landscaping will be noted that can help evaluate possible damage claims made later. Periodically update video and photographic documentation to track site evolution. Random soil samples may be taken as well as water samples from existing wells. The site may be checked for volatile organic compounds.
- E. Monitoring.** After activities begin, constant monitoring of air quality should take place and soil and water samples may take place. Photos, maps, and sketches of the site should be updated. Document operations that will have a bearing on site closeout, such as petroleum spills at fueling sites, hydraulic fluid spills at equipment breakdowns, installation of water wells for stock pile cooling or dust control, and commercial, agricultural, or industrial hazardous and toxic waste storage and disposal.
- F. Close-out.** Each temporary debris staging and reduction site will eventually be emptied of all material and be restored to its previous condition and use. At close-out, final testing of soil, water, and air quality should be taken and compared to original conditions. All ash should be removed and any remediation actions taken.

## **IX. MONITORING DEBRIS REMOVAL**

- A. Monitoring Agency.** Debris removal operations may be monitored by use of Applicant forces, contractors or a combination of both. Preferred debris monitors are the Applicant's own employees. Their employees are the most familiar with the jurisdiction and know the priorities of the debris management plan. Force account labor tends to have a vested interest in keeping debris monitoring costs to a minimum. Also, force account employee overtime costs are reimbursed based on FEMA Public Assistance Program's labor cost policies for emergency work. In some cases regular force account hours may be reimbursed with FEMA approval. In some cases though, the monitoring task may need to be outsourced to a contractor. As with any contractual arrangement, the Applicant must ensure that the contractor is meeting the performance requirements of the contract. If a contractor is hired to perform a monitoring task, the Applicant is required to ensure that the hired contractor performs satisfactorily. If the Applicant outsources a monitoring task,

the contract must be awarded to a contractor who has no vested interest in the debris removal contract or contractor. There must be no conflict of interest between the monitoring contractor and the debris removal contractor.

**B. Debris Monitoring Operations Overview.** Monitoring debris removal operations achieves two objectives: 1) Verifying that the work completed by the contractor is within the contract scope of work. 2) Providing the required documentation for Public Assistance grant reimbursement. Monitoring operations are meant to ensure that the debris removal contractor is performing the scope of work required by the contract and to document the debris removal operations. The primary role for debris monitors is to document the location and amount of debris collected. The key elements of information that are needed to verify the contractor's scope of work and determine eligibility are the:

1. Type of debris collected
2. Amount of debris collected
3. Original collection location

**C. The Debris Monitor's Roles and Responsibilities in the Field include:**

1. Measure and certify truck capacities (recertify on a regular basis), when applicable.
2. Complete and physically control load tickets (in monitoring towers and the field).
3. Document hazardous trees, including hangers, leaners, and stumps.
4. Ensure that trucks are accurately credited for their load.
5. Ensure that trucks are not artificially loaded to maximize reimbursement (e.g., debris is wetted; debris is fluffed - not compacted).
6. Ensure that hazardous waste is not mixed in with loads.
7. Ensure that all debris is removed from trucks at the DMS/Disposal Site.
8. Report to debris project manager if improper equipment is mobilized and used.
9. Report to debris project manager if contractor personnel safety standards are not followed.
10. Report to debris project manager if general public safety standards are not followed.
11. Report to debris project manager if completion schedules are not on target.
12. Ensure that only debris specified in the scope of work is collected and identify work as potentially eligible or ineligible.
13. Monitor site development and restoration of the DMS.
14. Ensure daily loads meet permit requirements.
15. Ensure that work stops immediately in an area where human remains or potential archeological deposits are discovered.

16. Report to debris project manager if debris removal work does not comply with all local ordinances as well as state and federal regulations.

**D. Debris Monitor Tools, Products and Positions.**

1. **Forms, Reports and Logs.** Applicant will ensure all monitoring Forms, Reports and Logs are complete and submitted on a daily basis to the debris project manager for final reconciliation.
2. **Camera and GPS.** Debris monitors will utilize cameras with GPS capability and/or separate GPS units to document pictures and location of debris all along the debris management cycle.
3. **Disposal Site Observation Tower.** Debris monitors will need a way to look down into the bed of trucks and containers that are being brought to the DMS or Disposal Site. This could also be done with a monitor trained in the use of a bucket truck.
4. **Truck Certification List.** A truck certification list allows the monitor to identify the truck itself and its hauling capacity in a standardized manner. The standard list of requirements includes:
  - a. Size of hauling bed in cubic yards
  - b. License plate number
  - c. Truck identification number assigned by the owner
  - d. Short physical description of the truck
5. **Load Ticket System.** The term *load ticket* refers to the primary debris-tracking document (See *ANNEX D*). A load ticket system tracks the debris from the original collection point to the DMS or landfill. By positioning debris monitors at each point of the operations (collection, DMS, and final disposition), the eligible scope of work can be properly documented. This will help the Applicant document and track the debris from the initial collection location to the DMS and final disposal location. If a contract hauler is used, this ticket often verifies hauling activities and is used for billing purposes. Paper tickets (with at least four copies generated for one load of debris) or a computer generated ticket system may be used. The computer-based system should include the same information as a traditional paper load ticket.
6. **Load Site Monitors.** Debris Monitors who are located at the debris site collection points. They are responsible for observing and documenting debris removal activities at loading sites. Load site monitors should document such activity using a Daily Debris Loading Site Monitor Log and record any issues that arise using a Daily Issue Log.
7. **Disposal Tower/Site Monitors.** Debris Monitors who are located at the entrance to the DMS or Disposal Site.
8. **Roving Monitors.** Debris Monitors that randomly monitor operations at the collection point, the DMS/Disposal Site and the routes in between these locations. They will make unannounced visits to all loading and disposal sites within their

assigned areas.

9. **Training.** All Debris Monitors should be trained in their positions prior to being assigned.

**E. Specific Monitoring Operations.** The following describes methods and systems to monitor and document work completed by Applicant forces or contractors

**1. Load Site Monitors.** Perform the following:

- a. Coordinate with the contractor to verify the location of the loading sites each day.
- b. Assist in the measurement of each truck at the beginning of debris removal operations.
- c. Document the truck dimensions, note the truck number and take a picture of each truck.
- d. Document the type of debris loaded (e.g., vegetative, construction and demolition, etc.) Ensure pictures are taken and GPS coordinates are obtained of debris associated with each load ticket.
- e. Complete the loading portion of the debris load ticket and sign it.
- f. Retain a copy of the debris load ticket and provide two copies to the driver or contractor for billing purposes.
- g. Submit copies of load tickets to the debris monitor at the end of each day.
- h. Ensure only debris that is specified by the applicant is collected for loading and hauling.
- i. Ensure that hazardous wastes are not mixed in with debris loads
- j. Ensure that debris loads are contained properly before leaving the loading area
- k. Photograph and provide a written document of any damages made to utility components, driveways, road surfaces, private property, vehicles, etc.

**2. Disposal Tower/Site Monitors.** Perform the following:

- a. View and take pictures of the contents of each truck/container entering the DMS/Disposal Site
- b. Obtain copies of the debris load ticket that has been signed by the Load Site Monitor from the truck driver.
- c. Sign the completed ticket and retain a copy. Give the remaining copies to the truck driver.
- d. Obtain copies of the weight ticket of each truck leaving the DMS/Disposal Site
- e. Ensure truck/container is completely empty prior to leaving the DMS/Disposal Site. Take pictures of each empty truck/container prior to it leaving the DMS/Disposal Site as verification.

- f. Spot check truck measurements by periodically measuring the dimensions of the trucks after they have unloaded the debris they were hauling.
- g. Submit copies of the completed, signed load tickets to the Debris Project Manager at the end of each day.
- h. The Debris Project Manager will identify personnel to enter information from the load tickets each day into a load ticket database if the contractor is not performing this task.
- i. Complete a Tower Monitor Log, to record truck information, load weights, and types of debris brought into the DMS or landfill. This log should also be used to record any issues noted for the day and provide comments concerning the day's operation

**3. Roving Monitors.** Perform the following:

- a. Assist in the measuring of all contractor trucks and trailers with the contractor's representative and take photographs of all trucks and trailers.
- b. Obtain and become familiar with all debris removal and disposal contracts for which they are providing oversight.
- c. Drive around their assigned debris management areas to observe contractor operations.
- d. Complete a Debris Disposal Site Monitoring Checklist for every site visited. Ensure that operations are being followed as specified in the applicable debris removal and disposal contract.
- e. Prepare a daily Roving Monitor Report of contractor activities observed, including photographs of activities and sites visited.
- f. Roving monitors will submit their written daily reports at the end of each day to the Debris Project Manager. The report will outline their observations with respect to the following:
  - 1) Is the contractor using the DMS site properly with respect to layout and environmental considerations?
  - 2) Has the contractor established lined temporary storage areas for ash, household hazardous wastes, and other materials that can contaminate soil and groundwater?
  - 3) Has the contractor established environmental controls in equipment staging areas, fueling, and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids?
    - 4) Has the contractor established appropriate rodent control measures?
    - 5) Are burn sites constructed and operating in accordance with the plans and requirements as stated in the contract?
    - 6) Has the contractor establish procedures to mitigate:
      - a) **Smoke** – Are the incineration pits constructed properly and being operated according to the contract statement of work?

- b) **Dust** – Are water trucks employed to keep down the dust?
- c) **Noise** – Have noise abatement procedures been employed?
- d) **Traffic** – Does the DMS have a suitable layout for ingress and egress to help traffic flow?

## **X. DEBRIS PLAN ANNEXES**

ANNEX A: Right of Entry Agreement

ANNEX B: Request for Statement of Qualifications (RFQ)

ANNEX C: Walton County Procurement Methods

ANNEX D: Sample Unit Price Contract

ANNEX E: Sample Debris Removal Guidelines

ANNEX F: Temporary Debris Site Checklist

ANNEX G: Sample Debris Monitoring Forms

ANNEX H: Intergovernmental Emergency Mutual Aid Agreement

ANNEX I: Sample Mutual Aid Agreement

ANNEX J: Resource Tracking Sheet



**ANNEX A:**

**Property Right of Entry Agreement**

I/We \_\_\_\_\_, the owner(s) of the property commonly identified as \_\_\_\_\_, (Address) \_\_\_\_\_, State of Georgia, do hereby grant and give freely and without coercion, the (temporary right of access and entry to said property in Walton County Georgia, to \_\_\_\_\_ of \_\_\_\_\_(Address) for the purpose of fire safety, clearing defensible space, and vegetation and debris reduction. This is not a request for a permanent easement and/or right of way, and this permission will automatically terminate upon completion of the work described above by \_\_\_\_\_(Date)

The undersigned hereby release, discharge, and waive any action, either legal or equitable that might arise out of any activities on the above described property in association with vegetation and debris reduction.

Dated \_\_\_\_\_

Property Owner(s) where debris reduction will occur:

\_\_\_\_\_ (Owner's name)  
\_\_\_\_\_ (Owner's signature)  
\_\_\_\_\_ (Owner's name)  
\_\_\_\_\_ (Owner's signature)

Neighboring Property Owner who will facilitate debris reduction:

\_\_\_\_\_ (Neighbor's name)  
\_\_\_\_\_ (Neighbor's signature)  
\_\_\_\_\_ (Neighbor's name)  
\_\_\_\_\_ (Neighbor's signature)

**Property Right of Entry Agreement**

## ANNEX B:

The below notice will be used by Walton County Applicant Agents to procure for Firms and/or Businesses that may be available to remove debris from within the borders should they experience a catastrophic event.

### PUBLIC NOTICE REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

The Applicant Agent requests Statements of Qualifications from debris removal contractors so that they may qualify to be placed on a list of *Pre-Qualified Debris Removal Contractors* in the Walton County community. Debris removal contractors are required to be placed on this list to be eligible to bid on debris removal contracts for Walton County jurisdictions in the event of a manmade or natural disaster.

Contractors wishing to be considered for inclusion on the list of *Pre-Qualified Debris Removal Contractors* should send seven (7) copies of a Statement of Qualifications, not exceeding ten (10) pages, to: Carl Morrow Walton County EMA Director, 303 South Hammond Drive Monroe GA 30655. Or emailed to: [carl.morrow@co.walton.ga.us](mailto:carl.morrow@co.walton.ga.us) Statements of Qualifications must be received in the office by (Time) on (Day) (Month) (Year) to be considered for review.

Contractors submitting Statements of Qualifications **MUST** include:

- Statement acknowledging that their qualifications are based on providing services under the FEMA preapproved Debris Management Plan Bid Specifications. As well as follow Walton County general procurement procedures (Annex C).
- Description of the contractor's capabilities and experience in the field of debris removal,
- Resume of the individual assigned to oversee this specific project,
- Statement specifying whether or not the firm/business will be directly performing the work,
- A listing of similar debris removal jobs performed by the contractor along with reference information,
- Statement of ability to provide responsive service to the county and/or cities,
- Statement of ability to provide electronic documentation (Excel Spreadsheet) that includes pictures of specific debris being picked up, GPS location for each load of debris, and electronically tracked load tickets. Also the ability to electronically document daily progress including road/structure imagery, addresses and GPS coordinates using an open source mapping program such as Google Earth.

Contractors responding to the request will be ranked according to the information submitted. During the selection process, more than one Contractor may be selected for inclusion on the list of *Pre-Qualified Debris Removal Contractors*.

Upon an event requiring debris removal, each pre-qualified contractor will be asked to submit a debris clean up bid on a per-ton basis. Such debris will be picked up in the disaster area and delivered to a designated site (this site will be identified when the bid is requested). All debris will be weighed and placed as per bid specifications. Such bid will be submitted in a sealed envelope and marked "Bid". Such bid will be submitted over night to the EMA Director.

Walton County reserves the right to reject any and all responses, to waive any technicalities and to negotiate with respondent who most nearly meets the project requirements. The County is not responsible or liable for any costs incurred by consultants replying to this request.

## **ANNEX C:**

### **PROCUREMENT METHODS**

#### **SECTION 1: GENERAL PROCUREMENT PROCEDURES**

##### **A. PURCHASES GREATER THAN \$50,000**

###### **I. COMPETITIVE SEALED BIDDING**

Except as otherwise provided herein, for purchases where either (i) the costs of materials, supplies, equipment, services or project is expected to be greater than \$50,000 or (ii) revenue is expected to be greater than \$50,000, competitive sealed bidding is the preferred method of procurement and should be used whenever possible, as it allows qualified, responsive bidders to compete on the basis of price. Generally, the following conditions are required for competitive sealed bidding:

1. Clear and adequate specifications are available; and
2. Two or more responsible bidders are willing to participate in the process.

###### **A. DISSEMINATION OF INVITATION TO BID**

Public notice of an Invitation to Bid shall be advertised as required by Georgia law to the extent applicable. The public notice shall contain a general description of the purchase, shall state the location where documents may be obtained and the date, time and place of bid opening. Notice of any required bonding and insurance shall be included in the public notice. A copy of such notice shall be advertised online and by the front door of the Walton County courthouse. Any other methods of advertisement identified as likely to result in additional competition may be used in addition to the required advertisement, at the discretion of the Purchasing Manager.

###### **B. RECEIPT OF BID**

No written bid shall be eligible for consideration by the County unless it is placed in a sealed envelope or package and actually received by the Purchasing Department by the date and time specified in the Invitation to Bid. All bids shall be stamped or annotated with the date and time of receipt and secured until the designated opening time. A bid delivered late shall not be considered by the County.

###### **C. BID OPENING**

Bids shall be opened publicly in the presence of one or more witnesses on the date and at the time and place designated in the Invitation to Bid. The name of each bidder, the purchase price contained in each bid and such other information as the Purchasing Manager deems appropriate shall be announced as the bids are opened. A record of bid information shall be recorded and available for public inspection.

#### D. MODIFICATION OF BID

Any clerical mistake that is patently obvious on the face of a bid, subject to the limitations described below may be corrected if the Purchasing Manager determines the correction to be in the County's best interest. Omissions affecting or relating to price information or any required bonding shall be deemed material and may not be corrected after bid opening.

#### E. WITHDRAWAL OF BID

Bids may be withdrawn at any time prior to the bid opening. After bids have been publicly opened, a bid may be withdrawn only in accordance with the following procedures:

- The bidder shall give notice in writing of his or her intent to withdraw his or her bid due to an error within two business days after the conclusion of the bid opening procedure.
- A bid may be withdrawn from consideration if the price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of the original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.
- The bidder's original work papers shall be the sole acceptable evidence of error and mistake if a request is made to withdraw the bid.
- If a bid is withdrawn under the authority of this provision, the lowest remaining responsive bid shall be deemed to be the low bid.

#### F. BID CANCELLATION

An Invitation to Bid may be canceled prior to opening date. Thereafter, any or all bids may be rejected in whole or in part when it is in the best interest of the County.

#### G. BID EVALUATION

Bids shall be evaluated based on the requirements set forth in the Invitation to Bid. No criteria may be used in bid evaluation that is not specifically set forth in the Invitation to Bid.

#### H. BID AWARD

Subject to approval by the Walton County Board of Commissioners, bid(s) shall be awarded to the responsible bidder(s) who have submitted the lowest cost responsive bid(s), highest revenue responsive bid(s), or whose bid(s) represent the best value to the County.

The Purchasing Manager may reject bids or may defer bid awards to allow time for additional evaluation or review, consistent with the best interest of the County.

The following types of bids shall be disqualified for consideration for a bid award: (i) a bid which is incomplete in any material aspect, element or fact; (ii) a bid submitted without required bonds; (iii) a bid submitted by an individual, firm or business on the Ineligible Source List; and (iv) a bid submitted by a person in violation of the ethical requirements of this Ordinance.

In the event two (2) responsive bids are tied for the lowest price and the other terms and conditions of the two are substantially the same, the bid shall be awarded to the local firm if only one of the bidders has its principal place of business in Walton County. If both or neither of the tied bidders are local firms, then the bid award shall be made to the winner of a coin toss by Purchasing Department staff in a public session where bidders will be invited to attend and one or more witnesses may be present.

Prices received through the bid process shall be in effect for sixty (60) days after the bid opening. If a second purchase is needed within six (6) months of the bid opening, it is not necessary to re-bid for the second purchase provided the bid price does not change.

## II. COMPETITIVE SEALED PROPOSAL METHOD

When use of competitive sealed bidding is either impractical or not advantageous to the County for a purchase where either (i) the costs of materials, supplies, equipment, services or project is expected to be greater than \$50,000 or (ii) revenue is expected to be greater than \$50,000, a contract may be entered into by use of the competitive sealed proposal method. The following factors may be considered in determining whether to use the competitive sealed proposal method:

1. Whether quality, availability or capability is overriding in relation to price in procurement of technical supplies or technical or professional services;
2. Whether the initial installation needs to be evaluated together with subsequent maintenance and service capabilities and what priorities should be given these requirements in the County's best interest;
3. Whether fixed price or cost type contract is more advantageous; and
4. Whether the market place will respond better to a solicitation permitting not only a range of alternate proposals, but evaluation and discussion of them before making the award.

### A. DISSEMINATION OF REQUEST FOR PROPOSAL

Public notice of a Request for Proposal shall be advertised as required by Georgia law to the extent applicable. The public notice shall contain a general description of the purchase, shall state the location where documents may be obtained and the date, time and place of proposal opening. Notice of any required bonding and insurance shall be included in the public notice. A copy of such notice shall be advertised online and by the front door of the Walton County courthouse. Any other methods of advertisement

identified as likely to result in additional competition may be used in addition to the required advertisement, at the discretion of the Purchasing Manager.

**B. RECEIPT OF PROPOSAL**

No written proposal shall be eligible for consideration by the County unless it is placed in a sealed envelope or package and actually received by the Purchasing Department by the date and time specified in the Request for Proposal. All proposals shall be stamped or annotated with the date and time of receipt and secured until the designated opening time. A proposal delivered late shall not be considered by the County.

**C. PROPOSAL OPENING**

Proposals shall be opened publicly in the presence of one or more witnesses on the date and at the time and place designated in the Request for Proposal. Only the name of the person submitting the proposal shall be announced.

**D. PROPOSAL CANCELLATION**

A Request for Proposal may be canceled prior to opening date. Thereafter, any or all proposals may be rejected in whole or in part when it is in the best interest of the County.

**E. PROPRIETARY INFORMATION**

Information submitted with a proposal that is specifically marked “proprietary” shall not be disclosed outside of the Purchasing Department without prior notification to the person submitting the proposal. Walton County is required to comply with the Georgia Open Records Act, O.C.G.A. § 50-18-70 and therefore may not be able to protect information submitted with a proposal. Entire proposals may not be deemed “proprietary”.

**F. PROPOSAL EVALUATION**

Each proposal shall be evaluated to determine whether it is responsive to the specifications and other terms and conditions contained in the Request for Proposal. The evaluating team may communicate with anyone who submitted a proposal in order to clarify a proposal. No information concerning a proposal shall be communicated in any way to anyone other than the person who submitted the proposal. Additional information may be requested from anyone who submitted a proposal.

**G. PROPOSAL AWARD**

Subject to approval by the Walton County Board of Commissioners, award shall be made to the responsive and responsible person whose proposal is determined to be the most advantageous to the County based upon the evaluation factors set forth in the Request for Proposal.

The Purchasing Manager may reject proposals or may defer proposal awards to allow time for additional evaluation or review, consistent with the best interest of the County.

The following types of proposals shall be disqualified for consideration of award: (i) a proposal which is incomplete in any material aspect, element or fact; (ii) a proposal submitted without required bonds; (iii) a proposal submitted by an individual, firm or business on the Ineligible Source List; and (iv) a proposal submitted by a person in violation of ethical requirements of this Ordinance.

## **ANNEX D:**

### **SCOPE OF WORK EXAMPLE UNIT PRICE CONTRACT FOR DEBRIS REMOVAL**

#### **SCOPE OF WORK FOR UNIT PRICE CONTRACT FOR DEBRIS REMOVAL RELATED TO [NAME/NATURE OF DISASTER] AT, IN, OR NEAR [LOCATION OF RECOVERY EFFORTS]**

##### **1.1 GENERAL**

1.2 The purpose of this contract is to provide debris clearing and removal response assistance to [LOCATION; i.e. “North Carolina counties” or “Mobile and Baldwin Counties in Alabama”] which have been declared disaster areas by the President because of the effects of [NAME OF DISASTER].

##### **2.1 SERVICES**

2.2 The Contractor shall provide for debris removal from the area(s) outlined on the attached maps, and described as: [DESCRIPTION OF WORK AREA].

2.3 The debris shall be taken to the dumpsite(s) indicated on the attached maps, located at [LOCATION (S) OF DUMPSITE(S)].

2.4 The total amount of debris to be removed under this contract is estimated to be [QUANTITY].

2.5 The work shall consist of clearing and removing any and all “eligible” debris (see section 4.0 for a definition of eligible debris) primarily from the public right-of-way (ROW) of streets and roads, as directed by the Contracting Officer’s Representative (COR). Work will include 1) examining debris to determine whether or not debris is eligible, burnable or non burnable, 2) loading the debris, 3) hauling the debris to an approved dumpsite or landfill, and 4) dumping the debris at the dumpsite or landfill. Ineligible debris will not be loaded, hauled, or dumped under this contract. Burnable debris will be loaded separately from non-burnable debris. Mixed loading of burnable and non-burnable will be kept to a minimum. The COR will determine the appropriate dumpsite for mixed loads.

2.6 Debris removal shall include all eligible debris found on the ROW within the area designated by the COR. The COR may specify any eligible debris within the ROW which should not be removed, or which should be removed at a later time. The Contractor shall make as many passes through the designated area as required by the COR. The Contractor shall not move from one designated work area to another designated work area without prior approval from the COR. Any eligible debris, such as fallen trees, which extends onto the ROW from private property shall be cut at the point where it enters the ROW, and that part of the debris which lies within the ROW shall be removed. The Contractor shall not enter onto private property during the performance of this contract.



2.7 The Contractor shall conduct the work so as not to interfere with the disaster response and recovery activities of Federal, State, tribal and local governments or agencies, or of any public utilities.

2.8 The government reserves the right to inspect the site, verify quantities, and review operations at any time.

2.9 All work shall be accomplished in a safe manner in accordance with EM 385-1-1.

### 3.1 LOAD TICKETS

3.2 "Load tickets" will be used for recording volumes of debris removal. (See Enclosure)

3.3 Each ticket will contain the following information:

- a. Ticket Number
- b. Contract Number
- c. Date
- d. Contractor Name
- e. Site Departure Time
- f. Dump Arrival Time
- g. Debris Classification  
Debris Quantity

3.4 [SELECT ONLY ONE OF THE FOLLOWING PARAGRAPHS, AND DELETE THE OTHERS]

Load tickets will be issued by a COR prior to departure from the loading site. The COR will keep one copy of the ticket, and give three copies to the vehicle operator. Upon arrival at the dumpsite, the vehicle operator will give the three copies to the COR at the dumpsite, the COR will validate, retain one copy and give two copies to driver for the Contractor's records, (one copy for the sub-contractor and one copy for the prime contractor).

Load tickets will be issued by a COR prior to departure from the loading site. The COR will keep one copy of the ticket, and give two copies to the vehicle operator for the Contractor's records.

Load tickets will be issued by a COR to a vehicle operator upon arrival at the dumpsite. The COR will keep one copy of the ticket, and give two copies to the vehicle operator for the Contractor's records.

### 4.1 DEBRIS CLASSIFICATION

4.2 **Eligible Debris.** Debris that is within the scope of this contract falls under three possible classifications: Burnable, Non-Burnable, and Recyclable. Debris that is classified as Household Hazardous Waste (HHW) is not to be transported by this contract.

4.3 **Burnable Debris.** Burnable debris includes all biodegradable matter except that included in the following definitions of other categories of debris. It includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; untreated structural timber; untreated wood products; and brush

- 4.4 **Non-Burnable Debris.** Non-burnable debris includes, but is not limited to, treated timber; plastic; glass; rubber products; metal products; sheet rock; cloth items; non-wood building materials; metal products (i.e. Mobile Trailer parts, Household appliances (White Metal), and similar items), or uncontaminated soil; roofing materials; and carpeting.
- 4.5 **Household Hazardous Waste (HHW).** Household hazardous wastes, such as petroleum products, paint products, etc., and known or suspected hazardous materials, such as asbestos, lead-based paint, or electrical transformers shall be removed by others. Coordination for hazardous debris removal is the responsibility of the Government.
- 4.6 **Stumps.** Tree stumps located within the ROW with are one-half or more of the root ball exposed will be removed. Tree stumps with base cut diameter measurements less than or equal to 24 inches (measured 24 inches up from where the tree originally exited the ground) will be considered to be burnable debris and removed of with the same methods used for other burnable debris. Tree stumps larger than 24 inches in diameter will be removed of as burnable and paid for in accordance to the MEASURMENT and PAYMENT paragraphs in this contract.

## 5.1 DUMPSITES

- 5.2 The Contractor shall use only debris dumpsites designated in Section 2.2, unless otherwise approved by the COR. The Contractor shall haul non-burnable debris to the site designated for non-burnable debris and burnable debris to the burn sire designated.
- 5.3 The dumpsite operator shall direct all dumping operations. The Contractor shall cooperate with the dumpsite operator to facilitate effective dumping operations.
- 5.4 The Government makes no representations regarding the turn-around time at the dumpsites.

## 6.1 PERFORMANCE SCHEDULE

- 6.2 The Contractor shall commence performance on [DATE].
- 6.3 The Contractor shall, with the CORs direction, provide a work with plan showing where operations will begin and which streets/roads will be cleared on a 2, 7, 14 day projection. The plan will be updated every 2 days.
- 6.4 Maximum allowable time for completion will be [ENTER] calendar days, unless the Government initiates additions or deletions to the contract by written change orders. Subsequent changes in completion time will be equitably negotiated by both parties pursuant to applicable State and Federal law. Liquidated damages shall be assessed at \$[AMOUNT] per calendar day for any time over the maximum allowable time established by the contract.

## 7.1 EQUIPMENT

- 7.2 All trucks and other equipment must be in compliance with all applicable Federal, State, tribal and local rules and regulations. Any truck used to haul debris must be capable of rapidly dumping its load without the assistance of other equipment; be equipped with a tailgate that will effectively contain the debris during transport and permit the truck to be filled to capacity; and measured and marked for its load capacity. Sideboards or other extensions to the bed are allowable provided they meet all applicable rules and regulations, cover the front and both sides, and are constructed in a manner to withstand severe operating conditions. The sideboards are to be constructed of 2" by

6” boards or greater and not to extend more than two feet above the metal bedsides. The Contracting Officer’s representative must approve all requests for extensions. Equipment will be inspected prior to its use by the Contractor using applicable U.S. Army Corps of Engineers forms. The forms will be provided to the Government after completion.

7.3 Trucks and other heavy equipment designated for use under this contract shall be equipped with two signs; one attached to each side. The U.S. Army Corps of Engineers will furnish these signs to the Contractor. The signs remain the property of the United States Government, and will be returned to the U.S. Corps of Engineers at the conclusion of the contract.

7.4 Prior to commencing debris removal operations, the Contractor shall present to the Government’s representative all trucks or trailers that will be used for hauling debris, for the purpose of determining hauling capacity. The hauling capacity will be based on the interior dimensions of the truck’s metal dump bed. Hauling capacity, in cubic yards, will be recorded and marked on each truck or trailer with permanent markings. Each truck or trailer will also be numbered for identification with a permanent marking.

7.5 Trucks or equipment which are designated for use under this contract shall not be used for any other work during the working hours of this contract. The Contractor shall not solicit work from private citizens or others to be performed in the designated work area during the period of this contract. Under no circumstances will the Contractor mix debris hauled for others with debris hauled under this contract.

7.6 Equipment used under this contract shall be rubber tired and sized properly to fit loading conditions. Excessive size equipment (6 CY and up) and non-rubber tired equipment must be approved by the COR.

## **8.0 REPORTING**

8.1 The Contractor shall submit a report to the COR during each day of the term of the contract. Each report shall contain, at a minimum, the following information:

- a.** Contractor’s Name
- b.** Contract Number
- c.** Crew
- d.** Location of Work
- e.** Day of Report
- f.** Daily and Cumulative Totals of Debris moved, by category

8.2 Discrepancies between the daily report and the corresponding load tickets will be reconciled no later than the following day.

## **9.0 OTHER CONSIDERATIONS**

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

9.2 The Contractor must be duly licensed in accordance with the state's statutory requirements to perform the work. The Contractor shall obtain all permits necessary to complete the work. The Contractor shall be responsible for determining what permits are necessary to perform under the contract. Copies of all permits shall be submitted to the COR.

9.3 The Contractor shall be responsible for taking corrective action in response to any notices of violations issued as a result of the Contractors or any subcontractors actions or operations during the performance of this contract. Corrections for any such violations shall be at no additional cost to the Government.

9.4 The Contractor shall be responsible for control of pedestrian and vehicular traffic in the work area. The Contractor shall provide all flag persons, signs, equipment, and other devices necessary to meet Federal, State, tribal and local requirements. The traffic control personnel and equipment shall be in addition to the personnel and equipment required in other parts of this contract. At a minimum, one flag person should be posted at each approach to the work area. Work shall be accomplished in a safe manner in accordance with EM 385-1-1.

## 10.0 MEASUREMENT

10.1 Measurement for burnable debris removed will be by the cubic yard as predetermined through truck bed measurement. Trucks with less than full capacities will be adjusted down by visual inspection by the COR. Measurement will be documented by load tickets.

10.2 Measurement for non-burnable debris removed will be by the cubic yard as predetermined through truck bed measurement. Trucks with less than full capacities will be adjusted down by visual inspection by the COR. Load tickets will document measurement

10.3 Measurement for payment of stumps removed with 25 to 36 inch diameters base cuts (measured 24 inches up from where the tree originally exited the ground) shall be per stump.

10.4 Measurement for payment of stumps removed with 37 to 48 inch diameter basecuts (measured 24 inches up from where the tree originally exited the ground) shall be per stump.

10.5 Measurement for payment of stumps removed with 49 inch and larger diameter basecuts (measured 24 inches up from where the tree originally exited the ground) shall be per stump.

10.6 Measurement for mobilization and demobilization will be by the job.

## 11.0 PAYMENT

11.1 Payment for the removal of burnable debris (including stumps 24 inches and smaller) to include all cost associated with loading, hauling and dumping will be paid for under the contract bid item for **Burnable Debris**.

11.2 Payment for the removal of non-burnable debris to include all cost associated with loading, hauling and dumping will be paid for under the contract bid item for **Non-burnable Debris**.

11.3 Payment for the removal of stumps, 25 inches and larger, to include all cost associated with loading, hauling and dumping will be paid for under the contract bid item for the appropriate size category for **Stumps**.

11.4 Payment for mobilization and demobilization will be paid for under the contract bid item for Mobilization and Demobilization.

11.5 Payment for work completed may be invoiced on a bi-weekly basis. Invoices will be based on verified quantities from the daily operational reports and valid load tickets.

11.6 The Contractor will be entitled to invoice for 60% of the mobilization and demobilization line item after all equipment is delivered to the designated work site. The remaining 40% will be due after all equipment is removed from the work site, all vehicle signs have been returned to the government, and receipt of a proper invoice.

11.7 All payments made under this contract will be in accordance with PAYMENTS clauses located in other sections of this contract

## **12.0 OTHER CONTRACTS**

12.1 Other contracts may have been issued.

12.2 The Government reserves right to issue other contracts or direct other contractors to work within the area included in this contract.

## **13.0 ENCLOSURES/ATTACHMENTS**

13.1 Bidding Schedule

13.2 Daily Report

13.3 Load Ticket

**BIDDING SCHEDULE**

<b>ITEM</b>	<b>QTY</b>	<b>DESCRIPTION</b>	<b>UNITS</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
<b>001.</b>	1	Mobilization and Demobilization	Lump Sum		
<b>002.</b>	xxx	Removal of Burnable Debris	Cubic Yard		
<b>003.</b>	xxx	Removal of Non-Burnable Debris	Cubic Yard		
<b>004.</b>	xxx	Removal of Stumps - 26 to 36 inch	Each		
<b>005.</b>	xxx	Removal of Stumps - 37 to 48 inch	Each		
<b>006.</b>	xxx	Removal of Stumps - 49 inch and larger	Each		

<b>DAILY REPORT</b>						
CONTRACTOR: CONTRACT NO. :					DATE OF REPORT:	
Truck No.	Capacity	Burn site trips	C.Y. Totals	Landfill trips	C.Y. Totals	
1						
2						
3						
4						
5						
6						
7						
8						
	Daily Totals					

<b>DAILY REPORT</b>				
CONTRACTOR:				DATE OF REPORT:
Processing Site	Stumps 26-36 in.	Stumps 36-48 in.	Stumps > 49"	
1				
2				
3				
4				
5				
6				
7				
8				
9				
	DAILY TOTALS			

**Sample Debris Load Ticket**

<b>LOAD TICKET</b>		
<b>TICKET NUMBER:</b>		<b>00001</b>
<b>CONTRACT NUMBER:</b>		
<b>PRIME CONTRACTOR'S NAME:</b>		
<b>DATE:</b>		
<b>DEBRIS QUANTITY</b>		
<b>Truck No:</b>	<b>Capacity (CY):</b>	
<b>Load Size : Cubic Yards _____</b>		
<b>or        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>Zone/Section</b>	<b>Dumpsite</b>	
	<b>Time</b>	<b>Contract Monitor</b>
<b>Loading</b>		
<b>Dumping</b>		



## **ANNEX E:**

### **FEMA Public Assistance (PA) Guidance**

#### **Debris Removal & Monitoring Under a Stafford Act Presidential Disaster Declaration**

##### **Debris Removal**

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

- Eliminates immediate threats to lives, public health, and safety;
- Eliminates immediate threats of significant damage to improved public or private property; or
- Ensures economic recovery of the affected community to the benefit of the community at large.

Debris includes, but is not limited to, vegetative debris, construction and demolition (C&D) debris, sand, mud, silt, gravel, rocks, boulders, white goods, and vehicle and vessel wreckage.

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

Also eligible is the removal of leaning trees, hanging limbs, and stumps that are on public property and ROWs that present a threat to public health and safety.

Removal of debris placed on the public ROWs from commercial properties is not eligible. Additionally, removal of materials related to the construction, repair, or renovation of either residential or commercial structures is not eligible.

Debris removal from the following is not eligible:

- Federally maintained navigable channels and waterways
- Flood control works under the authority of the Natural Resources Conservation Service (NRCS)
- Agricultural land
- Natural, unimproved land, such as heavily wooded areas and unused areas
- Private roads with restricted access (e.g., roads behind locks, gates, or guards) and private property (unless approved case-by-case based on the Federal Coordinating Officer's concurrence on the demonstration of an immediate threat as determined by a public health official, and the applicant's documented legal authority to alleviate such a threat)

##### **Debris Monitoring**

Monitoring of the debris removal operations is also required and eligible. For FEMA to determine the eligibility of debris removal operations, the Applicant must provide debris types, quantities, reduction methods, and pickup and disposal locations. FEMA requires the Applicant to monitor all contracted debris operations to document this information and ensure that its contractor removes eligible debris. The Applicant may use force account resources (including temporary hires), contractors, or a combination of these for monitoring. If the Applicant does not monitor contracted debris removal operations, it will jeopardize its PA funding for that work. If the Applicant does not use a contractor to remove the debris, and instead chooses to remove the debris using their own employees' labor and equipment, the Applicant is not required to hire a separate party to monitor the Applicant's debris removal operations. However, the Applicant still must essentially serve as their own monitor and document the same type of information that they would to monitor a debris removal contractor. This will allow

FEMA to make a determination of reasonableness of cost for the debris operations performed with Applicant-owned resources, and to determine that the locations from which the Applicant removed debris was an eligible location (i.e., not on private property or roads, natural areas, commercial properties, etc.).

### **Temporary Debris Management Sites (TDMS)**

If an applicant uses a TDMS to stage, sort, and reduce debris, the TDMS must be approved for use by the NC Department of Environmental Quality, Solid Waste Section. Failure to obtain such approval will jeopardize reimbursement of costs associated with operations at the TDMS.

### **Contract Procurement**

Applicants must document compliance with Local, State, and Federal procurement standards (2 CFR Part 200.317-326) as a condition of receiving PA funding for contract costs for eligible work. The applicant's procurement process must provide full and open competition, and conduct all necessary affirmative steps to ensure the use of minority businesses, women's business enterprises, and labor surplus area firms when possible.

Unless your own procurement policy is more restrictive than the federal guidance, the federal guidance is most restrictive.

### **Debris Challenges**

#### **•Contract Procurement**

Failure to properly procure (according to Federal regulations) debris contracts is probably the single biggest factor that can jeopardize reimbursement for debris operations.

#### **•Contract Types**

The initial debris clearance (i.e., Phase I response "cut & toss" operations) to clear debris from the roadway and push to the ROW can be done on a time-and-materials basis for a "reasonable" period of time. Once the roads are open and passable, debris operations shift to Phase II recovery for loading, hauling, reduction, and disposal. These debris removal operations should not be performed by a time-and-materials contract, but instead should be based on unit prices (e.g., per cubic yard, per ton, per leaning tree, per hanging limb, per stump extracted, per unit of white goods, etc.)

#### **• Lack of Proper Monitoring**

Failure to properly monitor debris contractors, or failure to self-monitor and document locations and quantities of debris removed by an Applicant's own forces, will jeopardize an applicant's reimbursement. FEMA has also identified circumstances in which there has been no oversight by the applicant over their debris monitoring firm, resulting in denial or de-obligation of funding.

For example, when FEMA monitored applicants' contracted monitors, funding was reduced when FEMA found incidences where the monitoring firm consistently overstated the percent full for debris truck load calls from the monitoring tower at debris management sites, giving credit for 100% full loads that were clearly less than 100% full.

#### **•Debris Removal from Ineligible Locations / Road Systems**

Generally, the eligible applicant to be reimbursed for removing debris (Phase II recovery) from a public ROW is determined by ownership of that road system.

**•Local Roads:** These are roads that are owned and maintained by a municipality. The local government is the eligible applicant to remove debris from their own system roads.

- State/Federal Roads: Generally, these are the responsibility of GDOT. However, a local government (municipality within their city limits or county in unincorporated areas) can enter into a Memorandum of Agreement (MOA) with GDOT to release authority to the local government to remove vegetative disaster debris, and FEMA accepts this legal transfer of authority and recognizes the municipal or county government as the eligible applicant for removal of vegetative disaster debris from state/federal roads within their jurisdiction. Local governments should be sure to have this MOA with GDOT in place if they intend to remove vegetative disaster debris from a state or federal road maintained by GDOT. If you already have an MOA with GDOT and wish to activate it, please contact GDOT.

- Private/Orphan Roads: These types of “non-system” roads (i.e., not part of a local or state government’s road system) are generally not eligible for reimbursement as these roads systems and ROWs are not the legal responsibility of an eligible PA applicant (unless approved by the Federal Coordinating Officer on a case-by-case basis).

Note I: For Phase I response “cut & toss” operations necessary to make roads open/passable to traffic and emergency response operations, a local government can perform those emergency clearance operations on any road (public or private) within their jurisdiction. However, once those roads are open/passable, the eligibility of Phase II recovery operations for removal, reduction, disposal, etc. reverts back to the eligible Applicant (if any exists) that has legal responsibility for that road system, subject to potential exceptions as described above (i.e., MOA with GDOT, FCO approval of private roads eligibility, etc.).

Note II: If you, as an applicant under the FEMA Public Assistance program, do not have a contract in place for your debris removal operations, debris monitoring operations, pumping operations, or any other “time is of the essence” contract you require, be strongly advised that misleading or misguided discussions from contractors to applicants suggesting “ways” to avoid proper federal procurement rules are rampant. Reductions to PW’s and de-obligations (after payments are made) are greatly increasing in federal disasters due to various contractors’ misleading information to applicants on federal procurement guidance.

Being falsely led to sidestep the federal regulations can result in some portion, or all, of a project worksheet(s) being reduced or de-obligated.

If you do not feel comfortable about an offer of service being made to you directly, or are offered a unique way to “get on board” another entity’s contract, or if you are being told that a “cooperative agreement” is allowed but it really sounds like piggybacking (piggybacking is never allowed under federal guidance), walk away and put the service out to bid.

**ANNEX F:**

**Temporary Debris Management Site Checklist**

**Facility Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Facility ID:** \_\_\_\_\_

**Inspected By:** \_\_\_\_\_

Inspection Checklist	Yes	No	N/A
Does the actual location of the site match the information provided in the request?			
Is site access currently controlled? If so, describe: Checkpoint established to control entrance and estimate volume			
Does the site meet the following setbacks:			
<b>Potable Well:</b>			
500 feet (if storing C&D)			
100 feet (if storing only Yard Trash)			
<b>Natural or Artificial Water Bodies:</b>			
200 feet (if storing C&D)			
50 feet (if storing only Yard Trash)			
Is the proposed site located in a water body or wetland?			
Is the proposed site located on the right-of-way of any public road or alley?			
Is there any preexisting waste or other material on site? If so, describe:			
<b>Site Ownership/Control:</b>			
Is the Site Owned by the local government entity			
Is the site under private ownership? If so, describe: FDOT leased the site from owner			
Is there an agreement authorizing the use of the private site? If so, describe: Previously executed the parties			

**Site Notes**

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**ANNEX G:**

**EXAMPLE DAILY OPERATIONAL REPORT**

**CONTRACT NO.** \_\_\_\_\_

<b>DAILY REPORT</b>						
CONTRACTOR: CONTRACT NO:				DATE OF REPORT:		
Truck No.	Location of Work	Landfill Trips	Tonnage Totals	Local Collection Site Trips	Tonnage Totals	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
			DAILY TOTALS			

LOAD TICKET SAMPLE

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

Note: This is a four- part Form: Original goes to the Applicant Agent; Yellow to the Contractor; Pink to the Driver; Gold to

---

**Company Name**

---

**Truck Number**

---

**Tare**

---

**Weighed by and Date**

**ANNEX H:**

**MUTUAL AID AGREEMENT EXAMPLE**

**INTERGOVERNMENTAL EMERGENCY MUTUAL AID AGREEMENT**

**STATE OF \_\_\_\_\_ CITY / COUNTY \_\_\_\_\_**

WHEREAS, (State Name) law authorizes local governments to contract with each other to provide services, and  
WHEREAS, (State Name) law and state policy also provides for certain reimbursements or financial aid to local government for certain natural disasters or emergency conditions declared by the Governor, and  
WHEREAS, the (City or County Name) finds it to be in its best interest to have such mutual aid agreements with other local governmental bodies in the state and region,

NOW, THEREFORE, in consideration of the above recitals and the covenants contained herein, the parties hereto agree as follows:

1. The (City or County Name) hereby agrees to provide through its Director of Public Works such mutual aid as may be requested by a governmental unit, which has emergency conditions of a natural disaster as defined by (State Name) law. The aid rendered shall be to the extent of available personnel and equipment not required for minimum needs of the (City or County Name). The judgment of the Director of Public Works or his designee shall be final as to the personnel and equipment so available.
2. Personnel dispatched to aid another jurisdiction shall remain employees of the (City or County Name), but shall work under the supervision of the Director of Public Works of the requesting jurisdiction. The (City or County Name) retains the right to withdraw any and all aid rendered upon direction of the Director of Public Works.
3. The Director of Public Works will provide a list of hourly rates and equipment costs, and hours worked for all such aid rendered to the requesting jurisdiction for all actual costs, and the requesting jurisdiction agrees to compensate such claim for costs incurred as expeditiously as possible.
4. The (City or County Name) will maintain workers compensation coverage for its employees and liability coverage for its vehicles and equipment. Any uninsured or extraordinary expenses may be a part of claimed costs for reimbursement. The requesting jurisdiction agrees to maintain adequate liability insurance under state law and to hold harmless and indemnify the (City or County Name) for any and all claims occurring while its personnel and equipment are working under the direction of the Director of Public Works of the requesting jurisdiction. These indemnities shall include attorney's fees and costs that may arise from providing aid pursuant to this agreement.
5. The purpose of these recitals is to insure that the (City or County Name) is reimbursed all costs and assumes no additional liabilities as a result of this agreement. Neither party to this agreement shall be liable, for its failure or refusal to render aid pursuant to this agreement. The Director of Public Works shall in his sole discretion determine the manner which such emergency aid may be used. (or his/her designee in charge of operations)

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties subscribed below and is binding upon the \_\_\_\_\_ and the requesting jurisdiction.

Date signed \_\_\_\_\_ CITY / COUNTY OF \_\_\_\_\_ by: \_\_\_\_\_

Date signed \_\_\_\_\_ REQUESTING JURISDICTION \_\_\_\_\_ by: \_\_\_\_\_



## **ANNEX I:**

### **Mutual Aid Agreement Template**

#### **MUTUAL AID AND ASSISTANCE AGREEMENT FOR DISASTERS AND OTHER RELATED EMERGENCIES**

WHEREAS, the safety of the citizens of (Applicant Agent) is of the utmost importance to all levels of local government;

WHEREAS, the Jurisdiction of \_\_\_\_\_ (the “Jurisdiction”) and \_\_\_\_\_ (“XXXX”) seek to enter a Mutual Aid and Assistance Agreement in order to provide for the sharing of resources, personnel, and equipment in the event of a local disaster or other emergency;

WHEREAS, (Applicant Agent) and the Federal Emergency Management Agency (FEMA) have recognized the importance of the concept of written mutual aid agreements between all levels of government to facilitate reimbursement; and

WHEREAS, pursuant to Georgia Revised Statute, municipalities and local governments are allowed to enter into mutual aid and assistance agreements, which may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel, and services during a natural or human-made disaster and/or other emergency; now

THEREFORE, the parties agree as follows:

#### **SECTION I**

##### **DEFINITIONS**

- A. “Agreement” shall mean this document, the “Mutual Aid Agreement for Disasters and Other Emergencies.”
- B. “Aid and Assistance” shall include, but not be limited to, personnel, equipment, facilities, services, supplies, and other resources.
- C. “Authorized Representative” shall mean an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide assistance under the terms of this Agreement.
- D. “Disaster or other emergency” shall mean the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property damage resulting from an intentional, accidental, natural disaster or any other incident which directly affects public safety and poses an unreasonable risk to citizen safety, health and/or their property.
- E. “Provider” means a party to this Agreement that has received a request to furnish aid and assistance to the party in need (“Recipient”).
- F. “Recipient” means a party to this Agreement receiving aid and assistance from another party.

#### **SECTION II**

##### **OBLIGATIONS OF THE PARTIES**

- A. Provision of Aid and Assistance – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a local disaster or emergency. It is mutually understood that each party’s foremost responsibility is to its own citizens. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a

request from another party. Accordingly, when aid and assistance have been requested, a party may deem itself unavailable to respond and shall so inform the party setting forth the request.

- B. Procedures for Requesting Assistance – Requests for assistance shall be made by the Authorized Representative of a party to the Authorized Representative of the other party. Such request must indicate that it is made pursuant to this Agreement. Such request may be made by telephone, to be followed as soon as practicable by a written confirmation of that request.
- C. Designation of Authorized Representative – Each party to this Agreement shall designate an Authorized Representative. Such designation shall be communicated, in writing, to the Chief Executive Officer of the other party upon the execution of this Agreement. Such designation may be amended at any time by the Chief Executive Officer of a party upon timely notice.
- D. Traveling Employees – Unless otherwise specified by Recipient or agreed by the parties in writing, it is mutually understood that Recipient will provide for the needs of the Provider’s traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider’s personnel, including, without limitation, transportation expenses for travel to and from the disaster area, food, and, if necessary, lodging. If Recipient cannot provide such food and/or lodging at or near the disaster area, the Recipient shall so advise the Provider, and shall specify in its request for assistance that only personnel who can provide for their own needs are requested.
- E. Supervision and Control – The Provider shall designate supervisory personnel amongst its employees sent to render aid and assistance to the Recipient. Recipient shall provide necessary credentials to the Provider’s personnel authorizing them to operate on behalf of the Recipient. Recipient shall assign work tasks to Provider’s supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordination between Provider’s supervisory personnel and Recipient. Based upon such assignments set forth by Recipient, Provider’s supervisory personnel shall have the authority to:
  - 1. Assign work and establish work schedules for Provider’s personnel;
  - 2. Maintain daily personnel time records, material records, a log of equipment hours and Resource Tracking Sheets;
  - 3. Report work progress to Recipient at regular intervals as specified by Recipient.
- F. Period of Service; Renewability; Recall – Unless agreed otherwise, the duration of the Provider’s assistance shall be for an initial period of 24 hours, starting from the time of arrival. Thereafter, assistance may be extended in increments agreed upon by the Authorized Representatives of Provider and Recipient. Provider’s personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least 8 hours advance notification to Recipient of Provider’s intent to terminate such assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

### **SECTION III**

#### **REIMBURSEMENT**

- A. Except as otherwise provided below, it is understood that Recipient shall reimburse Provider for the following documented costs and expenses incurred by Provider as a result of extending aid and assistance to Recipient.
  - 1. Personnel – During the period of assistance, Provider shall continue to pay its employees their normal and customary wages, including overtime when necessary, according to any then prevailing ordinances, rules, regulations, and/or agreements.
  - 2. Equipment – Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to established FEMA equipment rates.
  - 3. Material and Supplies – Provider shall be reimbursed for all materials and supplies furnished by it, used, or damaged during the period of assistance. The Recipient shall not be responsible for reimbursing Provider for the costs of any damage caused by gross negligence, willful and wanton misconduct,

intentional misuse, or recklessness of Provider's personnel. Provider's personnel shall use reasonable care at all times in the use and control of all materials and supplies used by them during the period of assistance. The measure for reimbursement for materials and supplies shall be determined in accordance with FEMA and State of Georgia reimbursement policies. In the alternative, the parties may agree in writing that Recipient will replace the materials and supplies used or damaged, with materials and supplies of like kind and quality.

- B. Record Keeping – Recipient shall provide information, directions, and assistance for record keeping to Provider's personnel; Provider shall maintain records and invoices for reimbursement.
- C. Billing and Payment – Provider shall send an invoice for reimbursable costs and expenses, together with appropriate documentation as required by Recipient, as soon as practicable after said costs and expenses are incurred, but not later than forty-five (45) days following the period of assistance. Recipient shall pay the bill, or advise of any disputed items, not later than forty-five (45) days following the billing date.
- D. Inspection of Records – Provider agrees that it shall make its records regarding costs and expenses for assistance provided under this Agreement available for audit and inspection upon request by the Recipient, G of Georgia, and the federal government, and shall maintain such records for such time period as is defined in Georgia law for Records Retention.

## **SECTION IV**

### **PROVIDER'S EMPLOYEES**

- A. Rights and Privileges - Whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall remain the responsibility of the Provider and retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographic limits of the Provider.
- B. Workers' Compensation - Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees due to personal injury or death occurring during the periods of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees.

## **SECTION V**

### **NONDISCRIMINATION**

In accordance with Article 15 of the Executive Law ("Human Rights Law") and all other applicable local, State, and Federal constitutional, statutory, and administrative nondiscrimination provisions, the parties to this Agreement shall not discriminate against any employee or the region for employment on account of race, creed, color, sex, national origin, disability, Vietnam Era Veteran status, or marital status.

## **SECTION VI**

### **HOLD HARMLESS**

To the extent permitted by law, each party (as Indemnitor) agrees to protect, defend, indemnify, and hold the other party (as Indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor's negligence, acts, errors and/or

omissions. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

## **SECTION VII**

### **AMENDMENTS**

This Agreement may be modified at any time upon the mutual written consent of the parties. Additional municipalities may become parties to this Agreement upon the acceptance and execution of this Agreement.

## **SECTION VIII**

### **DURATION OF AGREEMENT**

- A. Term – This Agreement shall be for a term of five (5) years from the date of execution by both parties, unless the Agreement is renewed or terminated as set forth in this section.
- B. Renewal – This Agreement may be extended for an additional five (5) year term by written agreement of the parties hereto.
- C. Termination – Any party may terminate this Agreement upon thirty (30) days written notice. A termination shall not affect the obligation of any party to reimburse the other for the costs and expenses of rendering aid and assistance incurred prior to the effective date of termination.

## **SECTION IX**

### **HEADINGS**

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

## **SECTION X**

### **SEVERABILITY**

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. In the event that parties to this Agreement have entered into other aid and assistance agreements, those parties agree that, to the extent a request for aid and assistance is made pursuant to this Agreement, those other aid and assistance agreements are superseded by this Agreement.



## ICS 204

### Assignment List

**Purpose.** The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

**Preparation.** The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

**Distribution.** The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Branch</b> <b>Division</b> <b>Group</b> <b>Staging Area</b>	This block is for use in a large IAP for reference only.  Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	<b>Operations Personnel</b> <ul style="list-style-type: none"> <li>• Name, Contact Number(s) <ul style="list-style-type: none"> <li>– Operations Section Chief</li> <li>– Branch Director</li> <li>– Division/Group Supervisor</li> </ul> </li> </ul>	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	<b>Resources Assigned</b>	Enter the following information about the resources assigned to the Division or Group for this period:
	<ul style="list-style-type: none"> <li>• Resource Identifier</li> </ul>	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	<ul style="list-style-type: none"> <li>• Leader</li> </ul>	Enter resource leader's name.
	<ul style="list-style-type: none"> <li>• # of Persons</li> </ul>	Enter total number of persons for the resource assigned, including the leader.
	<ul style="list-style-type: none"> <li>• Contact (e.g., phone, pager, radio frequency, etc.)</li> </ul>	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
	<ul style="list-style-type: none"> <li>• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information</li> </ul>	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.
Block Number	Block Title	Instructions

6	<b>Work Assignments</b>	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	<b>Special Instructions</b>	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	<b>Communications</b> (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> <li>• Name/Function</li> <li>• Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</li> </ul>	Enter specific communications information (including emergency numbers) for this Branch/Division/Group.  If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).  Phone and pager numbers should include the area code and any satellite phone specifics.  In light of potential IAP distribution, use sensitivity when including cell phone number.  Add a secondary contact (phone number or radio) if needed.
9	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

**XI. PLAN IMPLEMENTATION**

This plan goes into effect once all parties listed below have approved the plan. By signing in the appropriate section, representatives of those parties signify approval of this plan in its entirety. Walton County Emergency Management will ensure the plan is reviewed on an annual basis. The review will take place one year from the most current signature date. Once all signatures have been accomplished, this document and all its Annexes (A through M) becomes the official Debris Management Plan for Walton County Georgia.

\_\_\_\_\_  
Walton County BOC

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Date