

DEBRIS REMOVAL PROCESS

GEMA/HS QUICK GUIDE

When disaster strikes, the Georgia Emergency Management and Homeland Security Agency is there for you. Working with local, state and federal partners, GEMA/HS coordinates efforts throughout the response and recovery process.



1. Debris Removal

- a. Debris Removal may be eligible for Public Assistance (PA) Program assistance in federally declared disaster areas. FEMA may reimburse reasonable costs associated with debris removal, such as overtime labor, disposal fees, monitoring costs, equipment costs, material costs, or contract cost.

2. Eligibility

- a. Eligible Applicants are State, local government and Certain Private Non-Profits.
- b. The work must be a direct result of a Federally Declared Disaster; Occur within the designated disaster area and be the responsibility of the applicant at the time of the disaster.
- c. Debris located on public property rights of way is eligible.
- d. Generally, debris removal from private property is not eligible under the Public Assistance Program.

3. Debris Management

- a. A comprehensive debris management plan is a critical element in efficient recovery efforts.
- b. Debris management activities should include the following:
 - Identify the responsible debris operations managers within your organization.
 - Identify debris removal monitoring resources and staffing.
 - Identify potential types and quantities of debris (In Cubic Yards).
 - Identify waste disposal methods (I.e., incineration, chipping, recycling. Etc.).
 - Obtain appropriate Federal, State and local permits.
 - Implement a regular public information campaign that instructs the general public on guidelines for dealing with debris
 - Ensure that cost are thoroughly documented and records are retained appropriately.

4. Debris-Related Contracts

Applicants may use their own forces or contract for disposal work. When utilizing contractors, applicants should follow all federal, state and local contracting procedures to ensure maximum reimbursement for eligible work.

The following important points should be considered during the acquisition and oversight of debris removal and contracts:

- All contracts should have a well-defined scope of work, specified costs, basis of payment and performance schedule.
- Contracts must be competitively bid.
- Long-term contracts should be written on a unit price basis.
- Complete and accurate records of contractor activities should be kept by the applicant and are essential for receipt of federal funds.

- Contractor activities must be monitored by trained and knowledgeable applicant representatives.
- Time and materials (T&M) contracts are typically only allowed for the first 70 hours of response. After that point, the contracts must be competitively re-bid on a unit price basis.
- Unit price contracts are based on weight or volume of debris hauled and should be used when the scope of work is not well defined.
- Lump sum contracts are allowed but should only be used when the scope of work is clearly defined.
- Cost plus percentage of cost contracts are not allowed
- FEMA does not certify or approve contracts or contractors.

5. Debris Removal Monitoring

Monitoring of debris removal and disposal contractor activities is a critical component of successful debris operations and in the justification and documentation of any application for FEMA Public Assistance funding.

6. Permitting and Documentation Requirements

- Debris must be documented by volume (preferred unit of measure cubic yards).
- Source documentation for cost include; timesheets, work logs, equipment use logs, receipts, and load tickets, monitoring logs, contracts, mutual aid agreements, GPS, photos, etc
- Final disposal location of debris (e.g. permitted landfill, recycling, etc.).
- If using a temporary staging area:
 - Contact EPD regional office for assistance in determining site suitability, if not using pre-determined debris staging locations.
- If burning:
 - Only vegetative debris may be burned. See GA EPD Air Quality Control rule 391-3-1 for further guidance. Open burning of construction materials is not permitted.
 - Burn permit must be obtained from GA Forestry Commission. For information on obtaining a burn permit, go to <http://www.gatrees.org>. Or call 1(877)OK2BURN.
 - Storm debris stockpiled at a central location away from its origination, for the purpose of burning, will need a variance to rule 391-3-1-.02(5)(a) granted by EPD prior to burning such piles.

7. Handling Debris

- Chipping or grinding is the preferred method for disposing of storm generated vegetative debris.
- Segregate waste types (e.g. vegetative, construction and demolition (C&D), white goods, household hazardous waste, electronic waste, animal carcasses, sand and mud, etc.), if possible.
- Disposal of animal carcasses must be compliant with GA Department of Agriculture and GA Environmental Protection Division rules for handling, solid waste, and air quality.
- Demolition of structures may require an emergency project notification. Contact the Lead Based Paint and Asbestos Program DNR.
- If collecting or handling asbestos materials, hazardous waste, or prohibited waste items contact your EPD District Office.

8. Point of Contact

To coordinate your debris removal operations or for more information, please call the GEMA/HS Public Assistance Division at 404-635-7519, or email at publicassistance@gema.ga.gov,

MORE INFORMATION ONLINE

The Public Assistance Debris Management Guide (FEMA 325) may be found by clicking on the PDF link at: <http://www.fema.gov/government/grant/pa/policy.shtm>.

Additional FEMA policies on debris are available at: <http://www.fema.gov/government/grant/pa/9500toc.shtm>.

The Public Assistance Debris Removal – Applicant Contracting Checklist (FEMA Public Assistance Fact Sheet 9580.201) is available at: http://www.fema.gov/pdf/government/grant/pa/9580_201.pdf

More information on obtaining an Emergency Exemption from the Open Burn Ban may be found at: <http://www.georgiaair.org/airpermit/html/planningsupport/openburning/index.htm>

More information on GA Environmental Protection Division solid waste handling information is available at: http://www.gaepd.org/Documents/index_land.html

More information on GA Environmental Protection Division hazardous waste handling information is available at: http://www.gaepd.org/Documents/index_haz.html