

DISASTER DEBRIS MANAGEMENT PLAN

For Morton County



Dated: September 2024

EXECUTIVE SUMMARY

One of the most obvious signs that the recovery phase is underway during a communitywide disaster is the removal and disposal of debris generated from the event. Due to the sheer volume of debris that potentially could be generated, communities will most likely be overwhelmed with the disposal of said debris. Therefore, communities may need to develop additional staging and storage areas to collect, separate and process the debris before it is sent to its final disposition. This debris management plan will assist the community in determining the appropriate options available in advance of an incident occurring and provide control over debris management resources and efficiency in the operation. Because of this, the Morton County Office of Emergency Management has developed this plan. The purpose of this plan is to provide policies and guidance to the agencies tasked with the removal and disposal of debris caused by an event and/or a major disaster in Morton County. In addition, the specific tasks each agency and individuals are responsible for are defined in the plan. This plan establishes the framework within which the city/county will respond and coordinate the removal and disposal of debris generated by manmade, technological and natural disasters. This plan will also address the potential role that the State and Federal agencies and other private stakeholders will take in a debris management operation.

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1. INTRODUCTION

A. Purpose: Morton County recognizes that natural and manmade disasters have the potential to create debris that can disrupt the quality of life for its citizens, and complicate disaster response and recovery following such disasters. Morton County also recognizes that planning for such disasters can lessen the impact on the community, economy and the environment. Therefore, Morton County has developed this plan for the purpose of providing policies and guidance to the agencies tasked with the removal and disposal of debris caused by an event and/or a major disaster in Morton County. This plan unifies the efforts of public and private organizations for a comprehensive and effective approach to:

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

B. Scope: This Disaster Debris Management Plan covers the response and recovery to all debris causing incidents as identified in Table 1, page 6 within the jurisdictional boundaries of Morton County. This plan covers Morton County, Cities of Mandan, Almont, New Salem, Hebron, Glen Ullin, Flasher, St Anthony and Breien.

C. Alignment with Other Plans:

Morton County Emergency Plans

This plan is designed to stand alone, but it aligns with the Morton County Local Emergency Operations Plan (LEOP) for overall organizational structure.

North Dakota State Emergency Operations Plan

The ND State Emergency Operations Plan provides the concept for State agency response to disaster events by listing the responsibilities for each agency and outlining how each State agency will interact with each other, as well as regional and local public-sector agencies.

FEMA Region VIII and National Response Framework

The National Response Framework (NRF) provides the concepts of operations for Federal response to Presidential Declared Disasters by listing the responsibilities for each Federal agency and outlining how they will interact with other public-sector agencies at all levels,

the private sector and nongovernmental organizations (NGOs). This plan aligns with the Emergency Support Function (ESF) # 3; Public Works and Engineering and ESF # 14; Long Term Community Recovery and Mitigation.

2. Situation and Assumptions

A. Situation: The plan situation is made from known facts or observations from previous events. The following situation factors were considered when developing this plan:

- Natural and man-made disasters such as flooding, wind storms, tornadoes, ice storms and industrial accidents precipitate a variety of debris that includes, but not limited to trees and other vegetative matter, building/construction material, appliances, personal property, hazardous waste, mud and sediment.
- The quantity and type of debris generated from any particular disaster will vary due to the location and type of event experienced, as well as its magnitude, duration and intensity.
- Mobile homes are of high concern as they are especially susceptible to damage from high winds and tornadoes.
- The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
- Unattended and long-standing decaying debris may pose safety and health threats.
- Mutual aid resources are under the strategic/operational control of the assigned Incident Commander (IC), but these resources shall remain under the tactical control of their own jurisdictional supervisors/team leaders whenever possible.
- Cities are responsible for response and recovery operations up to their capability. Mutual Aid agreements exist among jurisdictions and should be exhausted before assistance from the county or state is sought.
- Following disasters that result in significant amounts of debris, pre-existing disposal sites likely will not represent effective debris management solutions because of capacity limitations and continuous, regular solid waste management operations.

B. Assumptions: Assumptions are unknown facts but expected events that will occur. The following assumptions were used during the development of this plan:

- A major natural disaster may require the removal of debris from both public and private lands and waters.

- The large amounts of debris generated from a major natural disaster may exceed the local solid waste landfills, as well as the cities removal and disposal capabilities.
- Additional resources will be called upon to assist in the debris removal, reduction and disposal process.
- Upon the emergency declaration by either the city/county/state, the State Department of Environmental Quality may assist by issuing guidance regarding proper reduction, removal and disposal.
- Morton County and/or the cities may have to contract for additional resources to assist in debris removal, reduction and disposal.
- Morton County Emergency Management conducted a hazard vulnerability analysis and has identified twelve (12) specific hazards to which Morton County is vulnerable. The cascading effects of these hazards have the capability to produce debris as a direct result of the disaster. The table below summarizes the typical types of debris that may be generated by a specific event.

Table 1 – Debris Generating Events

	Typical Debris Streams								
	Vegetative	Construction & Demolition	Personal Property	Hazardous Waste	Household Hazard Waste	White Goods	Soil/Mud/Sand	Vehicles	Decomposing/Decaying
Civil Disorder/Rioting			X					X	
Dam Failure	X	X	X	X	X	X	X	X	X
Flooding	X	X	X	X	X	X	X	X	X
Hazardous Materials				X	X				
Severe Weather	X	X	X	X	X	X	X	X	X
Severe Winter Weather	X								
Landslides	X		X	X	X		X	X	
Terrorism		X	X	X	X	X		X	
Tornado	X	X	X	X	X	X	X	X	X
Transportation Accident				X				X	
Urban Fire		X	X	X	X	X			
Wildfire	X						X		

3. Concept of Operations: Debris management operations are categorized into three response levels. The current response level of Morton County or any of the Cities will be determined by the type and magnitude of the disaster and established by the Incident Commander or designated Debris Manager.

A. Debris Management Response Levels

Level One: Routine Operations

A level one incident corresponds to day-to-day emergencies requiring minimal coordination, response or assistance. These include incidents such as minor flooding or minor storm damage. The situation can be efficiently and effectively supported with existing/local resources and there is no foreseen need to proclaim a local emergency declaration.

Level Two: Medium Impact Disaster

Level two incidents are situations requiring more than routine coordination and assistance, and generally involve multiple jurisdictions or requests for additional resources. These include incidents such as moderate flooding in multiple locations, moderate snow storms with ice and high winds and severe summer storm damage. The situation may require mutual aid, County and State level resources and/or contract resources. This level may be necessary to proclaim a local emergency declaration.

Level Three: High Impact Disaster

Level three incidents require a high degree of coordination and generally involve county, state and federal assistance. These incidents include major/severe flooding, tornado damage, ice storm damage. A local emergency declaration by local officials will be proclaimed.

Level Four: Catastrophic Disaster

Level four incidents are those that result in the partial or complete destruction of highly populated developments or urban areas that will require state and federal assistance. These include incidents such as catastrophic flooding or tornados. These would always require local emergency declaration and in most cases state and federal disaster declarations.

B. Debris Management Operational Phases

Response to debris management events is characterized by the three phases described below and may overlap based on the incident.

Increased Readiness

Morton County and all Cities will move to the increased readiness phase when a natural or human-caused incident capable of creating disaster debris threatens the region. During this time, staff will complete the following tasks:

- Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal operations.
- Alert local departments that have debris removal responsibilities to ensure that personnel, facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stay in areas where they can be effectively mobilized.

- Review potential local, and regional, debris management sites that may be used in the response and recovery phases in the context of the impending threat. Review resource lists of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

Response

Debris management response operations are designed to address immediate or short-term effects of a debris causing incident. During the response phase, staff will initiate the following tasks:

- Activate debris management plan and coordinate with damage assessment team.
- Begin documenting costs.
- Begin debris clearance from transportation routes, based on debris removal priorities. See Section 6, page 12.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocations and use of available resources.
- Identify and activate temporary debris storage and reduction sites (local and regional).
- Address any legal, environmental, and health issues relating to the debris removal process.
- Continue to keep the public informed through the local or County Public Information Officer (PIO).

Recovery

Debris management response and recovery operations are designed to return the community to normalcy following a debris causing incident. During the recovery phase, the Cities and County will initiate the following tasks:

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of debris removal mission, close out debris sorting and reduction sites by developing and implementing the necessary site restoration actions.
- Perform necessary recordkeeping of operations and submit claim for federal assistance.

4. Response Operations and Functions

Incident Command System (ICS)

Morton County and all of the Cities will use the ICS system to structure a debris management response, as outlined in the Morton County Local Emergency Operations Plan. Based on the size and scope of the incident, debris management staff may act in multiple roles. In an incident that predominantly entails debris operations, for instance, the Debris Manager may act as Incident Command or Operations Section Chief. During larger and or complex incidents, the Debris Manager may be assigned to the Operations Section as a branch director or group supervisor.

Roles and Responsibilities:

This section identifies roles and responsibilities for internal and external agencies during a debris causing incident.

Debris Management Team

Immediately following a disaster event, Morton County and the Cities will establish a disaster debris management team, which convenes as a group within the operations section to facilitate successful coordination following a disaster event. Each member of the team is responsible for implementing debris operations in accordance with the planned goals and objectives, and in compliance with Federal, State, and local laws. The debris management team will be led by the debris management group leader, who will identify staff for the group. The following staff could participate as part of the debris management team:

Morton County and Cities' Departments

Supporting disaster debris management operations will involve multiple departments and divisions within the Cities and the County. This section outlines the roles and responsibilities for each involved agency.

Public Works: Public Works staff will direct debris operations during response and recovery within their local jurisdictions.

Emergency Management: Emergency Management will coordinate activities and resource needs through the EOC. This department is also the applicant agent for FEMA reimbursements for the County, and can assist the cities if needed.

Law Enforcement: To ensure safety of all citizens during a large catastrophic incident.

Fire Department: To ensure safety of downed electrical power lines and extinguish all fires.

County Roads and City Engineering: Responsible to clear all roads and clear debris within their jurisdiction.

Finance/Auditor: To ensure all agencies and departments are keeping strict accounting measures for all costs.

Public Health: To ensure that citizens are aware of potential health problems and how to deal with those health issues through public education.

Contractors and Vendors

Contractors and vendors are often used to augment local resources in support of debris management operations.

Solid Waste Collection Companies: Solid waste collection companies are private entities that provide daily municipal solid waste service through the transportation and/or disposal of solid waste. During debris causing incidents, these companies can be tasked with maintaining existing municipal solid waste service, as well as potentially providing additional resources to assist with debris clearance, processing, and disposal activities.

Debris Management Contractors: Debris management contractors provide additional resources to assist with debris clearance, removal, separation, and disposal during debris causing incidents. These contractors can be put under contract prior to an incident to ensure efficient response during or after an actual incident. Federal agencies such as USACE and EPA, may also have contract resources available to assist with debris management operations.

Debris Management Monitoring Contractors: Debris monitoring contractors provide oversight and documentation of debris management operations. This may include supervising other debris management contractors documenting debris clearance and disposing operations for potential reimbursement, and operations of temporary debris sorting and reduction sites.

The ND Department of Environmental Quality provides a list of pre-qualified contractors that can be used for transporting various types of debris. The following website contains specific information on these Active Waste Transportation companies:

<https://deq.nd.gov/FOIA/SolidWaste/ActiveWasteHaulers.aspx>

FEMA's Debris Estimating Field Guide

Several basic techniques have been established by FEMA and U. S. Army Corps of Engineers to forecast destroyed building debris quantities. These techniques can be used to forecast debris quantities prior to an event or estimate quantities after a disaster. These calculations will also assist in Preliminary Damage Assessments (PDAs) which directly relate to disaster declaration assistance/funding.

Residential buildings

A formula for estimating the debris quantities from a demolished **single-family home** and associated debris is:

$$L' \times W' \times S \times 0.20 \times VCM = \text{___ cubic yards (cy) of debris}$$

Where:

L = length of building in feet

W = width of building in feet

S = height of building expressed in stories

VCM = Vegetative Cover Multiplier

The Vegetative Cover Multiplier (VCM) is a measure of the amount of tree/brush debris within a subdivision or neighborhood. The descriptions and multipliers are described as:

- Light (1.1 multiplier) includes new home developments where more ground is visible than trees. These areas will have sparse canopy cover.
- Medium (1.3 multiplier) generally has a uniform pattern of open space and tree canopy cover. This is the most common description for vegetative cover.
- Heavy (1.5 multiplier) is found in mature neighborhoods and woodlots where the ground or houses cannot be seen due to the tree canopy cover. The table below can be used to forecast debris quantities for totally destroyed single-family, single-story homes in the applicable vegetative cover category.

Table for Single-Family, Single-Story Homes

Typical House (Square Feet)	Vegetative Cover Multiplier (VCM)			
	None	Light (1.1)	Medium (1.3)	Heavy (1.5)
1000 SF	200 CY	220 CY	260 CY	300 CY
1200 SF	240 CY	264 CY	312 CY	360 CY
1400 SF	280 CY	308 CY	364 CY	420 CY
1600 SF	320 CY	352 CY	416 CY	480 CY
1800 SF	360 CY	396 CY	468 CY	540 CY
2000 SF	400 CY	440 CY	520 CY	600 CY
2200 SF	440 CY	484 CY	572 CY	660 CY
2400 SF	480 CY	528 CY	624 CY	720 CY
2600 SF	520 CY	572 CY	676 CY	780 CY

The amount of personal property within an average flooded **single-family home** has been found to be:

- 25-30 cy for homes without a basement
- 45-50 cy for homes with a basement

Mobile homes have less wasted space due to their construction and use. The walls are narrower, and the units contain more storage space. Therefore, the typical mobile home generates more debris by volume than a single-family home. Historically, the volume of debris from mobile homes has been found to be:

- 290 cy of debris for a single-wide mobile home
- 415 cy of debris for a double-wide mobile home

Outbuildings

All other building volumes may be calculated by using the following formula:

$$\frac{L' \times W' \times H' \times 0.33}{27} = \text{cubic yards of debris}$$

H = height of building expressed in feet

0.33 is a constant to account for the “air space” in the building

27 is the conversion factor from cubic feet to cubic yards

Volume – Weight Conversion Factors

These factors to convert woody debris from cubic yards to tons are considered reasonable and were developed by USACE.

Softwoods - 6 cubic yards = 1 ton

Hardwoods - 4 cubic yards = 1 ton

Mixed debris - 4 cubic yards = 1 ton

C&D - 2 cubic yards = 1 ton

5. Debris Clearance and Removal Guidelines

Morton County and the Cities have developed the following guidance for prioritizing debris removal:

1. Life Safety – Emergency Response/Main Transportation Routes
2. Situation Stabilization
3. Property Protection
4. Economic Stability and Environmental Protection

These guidelines will dictate planning, response, and recovery during debris causing events.

6. Debris Removal Priorities

Morton County and the Cities have developed the priorities for debris clearance.

Circumstances, such as crime scene preservation and accident investigation, may require a delay of debris clearing during operations until approval can be obtained from local or federal law enforcement officials.

A. Clear Emergency Access Routes – Lifelines. Lifelines are those routes in a traffic network that provide access for emergency responders, alternate and evacuation routes, and damage assessment routes. Lifelines should include areas identified for potential staging, temporary shelters, and other resources available in the community that support emergency response. Morton County and the Cities will work closely with neighboring jurisdictions to identify priorities for clearing transportation access routes.

B. Clear Access to Critical Facilities and Infrastructure. Facilities and infrastructure, determined so vital that their incapacitation or destruction would have a debilitating effect on security, economic security, public health or safety. These typically include hospitals, fire stations, police stations, and emergency operations centers, as well as cellular and land-line telephone services, drinking water and power utilities, and sanitation facilities.

C. Clear Major Highway or Arterial Routes. Major highways and arterial routes are portions of The public transportation network that are needed to aid in response and recovery operations, but may not have been cleared as an emergency access route.

D. Clear Areas Necessary for Movement of Goods and Services/Economic Restoration. These areas include those portions of the public transportation network necessary for effectively transporting goods and services throughout the Region that are not included in one of the previous categories. This may include access to warehouses, airports, train tracks, and major business districts.

E. Clear Minor Arterial Routes. These routes include those portions of the public transportation network that receives moderate traffic flows but are not included in one of the pervious categories.

F. Clear Local Routes. These areas include those portions of the public transportation network in residential neighborhoods that are not included in one of the previous categories.

7. Debris Clearance Operations: Debris-clearing and removal operations predominately focus on public roads and other critical infrastructure. They should be prioritized base on the methodology listed in Section 6. of this plan.

Debris Clearance

Initial debris clearance will focus on removing debris from public property based on the priorities listed in Section 6 of this plan. Additional debris clearance from private or commercial property may be necessary if the debris presents a **health or safety risk** to the community.

- **Debris composition:** Co-mingling of debris creates problems with reduction and recycling techniques, which may impact future reimbursement. Whenever possible, immediate action should be taken to prevent or reduce co-mingling of debris during debris collection operations.
- **Location of debris:** There will often be different reimbursement and operational guidelines for debris clearance on public property, private residential, and private commercial property. While debris clearance on private property is not usually a reimbursable expense, some jurisdictions have cleared debris from private property in the past when it presented a **health or safety risk** to the community.

8. Collection Methods

Based on the types and distribution of debris, several collection methods are available during a debris causing incident:

Curbside: Residents may be asked to place their debris at the edge of the right of way for pickup. If curbside pickup is used, residents should be instructed to separate their debris into multiple categories including municipal solid waste, vegetative waste, construction and demolition debris, household hazardous waste, and putrescibles (something likely to decay).

Debris Management Sites (DMSs) or Drop Box: Residents may be asked to bring disaster debris to collection sites to temporarily store, segregate, and process debris before it is hauled to its final disposal site. If possible, the sites should remain at the same location for each debris-causing incident and should be included in the incident communication strategy. Facilities that can be used for drop-offs include debris drop boxes, DMSs, landfills and transfer stations.

9. Problem Waste Processing and Disposal

Problem waste, such as pathogenic waste, white goods, household hazardous waste, or biological or nuclear waste, requires additional handling before it can be processed or disposed of and will vary depending on the type and scope of the debris-causing incident. During debris processing, problem waste should be removed and stored in a secure location until it can be disposed of properly. Because of their prevalence during debris-causing incidents, several types of waste warrant further discussion:

- **Household Hazardous Waste (HHW):** HHW has been prevalent during past disaster debris causing incidents. Strategies need to be developed to collect and store HHW during disaster debris operations.

- **White Goods:** White goods (including refrigerators) are commonly discarded after debris causing incidents because they no longer function or as a result of extended power outages that cause their contents to decompose. Refrigerators are often processed in groups to remove the refrigerant along with any food waste, before being recycled.
- **Electronic Waste (E-Waste):** E-Waste may contain a variety of potentially toxic chemicals, including heavy metals and polychlorinated biphenyls (PCBs). EPA has specifically classified cathode ray tube (CRT) monitors as hazardous waste, and other electronic components may also qualify. Whenever possible, E-Waste should be separated from other waste and recycled by an E-Waste processor.
- **Treated Wood:** Treated wood includes different types of building material, including telephone poles, railroad ties, fence posts, and wood used to construct decks. Care needs to be taken to ensure treated wood is not chipped, shredded, mulched, composted, incinerated, or disposed of in unlined landfills during processing and disposal.
- **Gypsum Drywall:** When gypsum deteriorates in landfills it can create hydrogen sulfide gas, which poses an explosion and inhalation hazard. Large amounts of drywall are often created during storms and floods. Landfill managers must be aware of this and implement the proper precautions. If possible, gypsum drywall should be recycled rather than disposed of in a landfill.
- **Asbestos:** Regulations for asbestos handling are well established by several different local, state, and federal agencies, including North Dakota Department of Environmental Quality and OSHA. After a major debris-causing incident, asbestos inspections may not be possible prior to demolition, resulting in an increased risk to public health. Jurisdictions should work with the North Dakota Department of Environmental Quality and EPA to ensure waste that possibly contains asbestos is properly handled and disposed of.
- **Human Waste:** Following a disaster that disables water, sewer, or septic systems, citizens may have human waste stored in containers that requires disposal. This is considered bio hazardous waste that cannot be included in the debris stream. Close cooperation is necessary between local public health officials and utility personnel to properly collect and dispose of this waste.

10. Debris Reduction Methods

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

Volume Reduction by Burning

- **Uncontrolled Open Burning** is the least desirable method because it lacks environmental control. However, in a situation where the debris must be reduced in an expedient manner due to public health and safety concerns, this method may be utilized.

- **Controlled Open Burning** is a cost-effective method for reducing clean woody tree debris in rural areas. This option should be terminated if mixed debris (pressure-treated lumber, poles, aluminum, etc.) enters the waste flow process. Incineration of clean, woody tree debris presents little environmental damage and the resulting ash can be used as a soil additive by the local agricultural community.

Volume Reduction by Grinding and Chipping

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

Volume Reduction by Recycling

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

- **Automobiles and Boats** may not typically be viewed as items which can be recycled; however, efforts should be made to identify appropriate resources to facilitate recycling of these.
- **Construction & Demolition (C&D) Materials** suitable for recycling include the following:
 - a. Concrete
 - b. Lumber and other wood products
 - c. Asphalt shingles
 - d. Drywall/Sheetrock
- **Electronic waste** includes televisions, desktops and laptop computers, stereo equipment and telephones. Electronic materials should be recycled using an authorized electronic recycler.
- **Metals** are a viable material to recycle. Examples include ferrous and non-ferrous metals such as aluminum, steel, sheet metal, copper tin, etc. Metals that have been processed for recycling can be sold to metal recycling firms.
- **Decomposing/Decaying Waste** includes any type of waste that can rot or decay quickly such as fruits, vegetables, meats, dairy products, other products from grocery stores and animal carcasses. Items in this category should be segregated accordingly and quickly managed to avoid other issues.
- **Road & Bridge Materials** are produced when roadways are washed-out and bridges fail as a result of a disaster. Numerous options are available to recycle these materials.
- **Soil/Sediment** is transported to the staging and reduction areas where it is combined with other organic materials that will decompose over time. Monitoring and testing of the soil may be necessary to ensure that it is not contaminated with hazardous materials or other impurities. If not contaminated, it can be returned to the original location, used as fill in reconstruction projects, or used as cover material in landfills.

- **Treated Wood** should be handled separately from vegetative and C&D materials as it contains chemically-treated materials. Examples of these materials include pressure-treated lumber, utility poles, and railroad ties. Because of the hazardous substances used to treat these products, recycling should be utilized at all times as burning these products would cause adverse effects to the environment.
- **Vegetative Debris** consists of uprooted trees, broken tree limbs, stumps, brush and leaves. This debris can be ground and used as mulch for residential, commercial, or agricultural areas, for producing compost, as landfill cover, and for boiler fuel. If the quantity of mulch produced exceeds typical usage, additional venues for the disposition include large landscaping projects such as parks, along roadsides, or large farming operations.
- **White goods** are household items such as refrigerators, washing machines, dryers, dishwashers, stoves, and hot water heaters. Refrigerators and freezers should be segregated from the remaining white goods as they contain Freon, which must be disposed of separately.

11. Public Assistance (PA) Funds Eligibility of Debris Removal

Eligible debris removal work under the FEMA Public Assistance Program must meet the following criteria:

- The debris was generated by the disaster event;
- The debris is located within a designated disaster area on an eligible applicants improved property or rights-of-way; and
- The debris removal is the legal responsibility of the applicant.

12. Eligibility for Funding and Associated Documentation

- Reimbursement for debris management operations may be available through the Federal Emergency Management Agency's Public Assistance Grant Program.
- Determination of reimbursement eligibility is a responsibility of FEMA; therefore, caution should be used when performing certain actions, as reimbursement may not be available.
- Generally, disaster-related debris located on public property and in public rights-of-way is eligible for reimbursement. This includes such items as vegetative debris including trees, shrubs, stumps, branches, etc., gravel, sand, mud, building debris such as wood, drywall, shingles, etc., vehicles, and white goods which includes refrigerators, water heaters, washers and dryers.
- Debris on private property is generally not eligible for funding under the Public Assistance Grant Program, however disaster-damaged personal property may be moved to the curbside to be picked up by an eligible applicant or brought to designated Debris Management Sites.

13. Documentation and Methods of Procurement

In order to be eligible for reimbursement under the Public Assistance Grant Program, proper documentation of force account labor, force account equipment and contracted services are critical.

- **Force Account Labor** - For debris removal work, overtime labor costs (including benefits) are eligible for permanent employees, reassigned employees, and seasonal employees used during the season of anticipated employment. Both straight-time and overtime labor costs are eligible for non-budgeted employees assigned specifically to perform emergency work. Documentation of these actions must be recorded timecard/payroll records directly related to the disaster period.
- **Force Account Equipment** – For debris removal work, equipment utilized may be reimbursed at an hourly rate. This reimbursement is limited to the time the equipment is actually in use, therefore standby and idle time are not eligible. The hourly rate typically includes the operation, depreciation, maintenance, and fuel for the particular piece of equipment, but does not include operator labor cost. This reimbursement rate is based either on the local rates or the FEMA Schedule of Equipment Rates, whichever is less. Documentation of the equipment utilized shall be filed on records/spreadsheets by type of equipment, dates used, and operating hours per piece of equipment.

Appendixes C and D, pages 29 and 30 has sample labor and equipment cost recording forms.

14. Emergency Contracting and Procurement

Types of Contracts

There are several types of contracts that can be used for debris operations. The most common types of contracts are unit price, lump sum, and time-and-materials. Due to the use and structure of each specific type of contract, there are specific provisions and documentation considerations that should be included to keep costs reasonable and to protect the applicant’s interests.

Unit Price Contract: The schedule of payment of unit price contracts is based on a set cost for a specific task.

For example:

Remove, haul, and dispose of vegetative debris = \$X / cubic yard
or
remove and dispose of refrigerant = \$Y / appliance.

Unit price contracts are used when the individual work tasks are known but the total amount of work cannot be quantified. The quantities of work to be completed are estimated by the applicant and included in the applicant’s bid solicitation package. The contractor uses the estimated quantities to establish a total contract price. Units of work can be measured in terms of weight, volume, or any other quantifiable measure.

The estimated quantity of work described in the bid solicitation can be adjusted to reflect a more accurate quantity when debris operations are under way and the true extent of the disaster is realized. To keep the price of the contract reasonable, the applicant can eliminate as many variables as possible by incorporating detailed specifications in the contract and monitoring the contract operations.

Appendix E, page 31 has a sample contract work summary record.

Contract Provisions

Developing specifications for unit price contracts requires a full understanding of all the particular tasks that are required to complete the work to the applicant's satisfaction. Applicants should clearly define the individual tasks and activities that are required to accomplish the scope of work when soliciting bids. These may include the collection, transportation, and incineration of vegetative debris, extraction of refrigerants, grinding of debris, or special handling of hazardous wastes.

The estimated quantities of each type of debris that will be collected and clear descriptions of how each is to be handled or processed should be included in the specifications. The solicitation should incorporate special sections for hazardous and special wastes, if applicable. If the applicant intends to market processed debris for certain end uses, the bid specifications should describe the end user's product specifications in detail.

The applicant's bid solicitation and the final contract documents should include details on how the applicant will monitor the contractor's work and how the applicant's monitoring information will be used to verify the contractor's costs and payment.

Lump Sum Contract: Lump sum contracts are used when the scope of work can be easily identified and quantified. These bid requests include a set of specifications that have a well-defined scope of work for a finite amount of time. For example:

Haul 250 tons of mulched debris from 1000 N Debris Road to applicant landfill at
3450 S Main Street = \$XX,YYY.

Two common forms of a lump sum contract define how the debris is to be collected, by geographical area, or by "passes."

- The **area method** defines the geographical boundary in which the debris is to be collected. By providing geographical boundaries, the quantity of debris may be forecasted or estimated based on topography and land use.

- The **pass method** describes the number of times debris will be collected from the curbside within a specified geographical boundary. Limiting the number of passes for an area keeps the scope of work known.

The advantage of a lump sum contract is that the total price for the specified work is known at the time the bids are opened.

Contract Provisions

Although contractors usually present one total price in their bids, applicants should request a breakdown of costs for each item of work activity in the bid specifications so that if additional work is necessary during the term of the contract; the applicant can easily determine the cost for that work based on the unit cost. By requesting unit costs, the applicant can determine whether the contractor included costs for contingencies in the fixed price and if all costs are reasonable.

Time-and-Materials Contract: Time-and-materials contracts are used when the scope of work necessary to achieve an outcome is unknown. A typical use of time-and-materials contracts for debris is during the response phase of the debris removal operations when an applicant needs additional labor and equipment resources to clear emergency routes. A time-and-materials contract establishes hourly rates for labor and equipment that will be used to perform specific tasks. For example: backhoe, with loader, 1 cy bucket, with operator = \$50 / hour.

The contractor is paid based on the actual time spent to perform the specified tasks and for the usage of equipment. The contractor is also paid for the actual cost of materials that are used during operations.

Contract Provisions

Solicitation for a time-and-materials contract should include descriptions of the types of work items that would be required inclusive of debris removal, debris processing, and recycling. Normally, a time-and-materials contract identifies the classification of each worker and a skill level. The equipment rate schedule lists the type of equipment and the hourly rate. The hourly rates for equipment should include the operator, fuel, and maintenance costs. A provision should state that the applicant only pays for the time the equipment is in operation. Mobilization and standby costs should not be invoiced at the hourly equipment rate; Public Assistance grants do not fund standby or idle-time costs.

Applicants should establish the maximum number of hours the contractor can work or set a ceiling for the contract to control costs when using a time-and-materials contract. FEMA generally, limits the Public Assistance grant reimbursement cost of a time-and-materials contract to 70 hours of actual work. FEMA may provide a Public Assistance grant for a time-and-materials contract that has been extended for a short period of time, but only under extremely extenuating circumstances.

Time-and-materials contracts are the least preferred among contracts, and they are typically used only for initial emergency work or when there are complex life-saving activities that are dependent on the removal of debris. Again, FEMA generally limits reimbursement of time-and-materials contracts to the first 70 hours of actual work. The use of a time-and-materials contract for longer than 70 hours may impact the amount of reimbursement the applicant receives.

15. Debris Management Operations Monitoring

Debris Monitoring Operations documents the debris clearance and removal operations, including the location and amounts of debris collected. Monitoring is needed to ensure that any debris removal contractor(s) are performing the scope of work required by the contract.

Debris monitoring can be accomplished by appointed city/county staff or by a debris monitoring contractor hired by Morton County or any of the Cities.

The key elements to observe and record when monitoring and documenting debris operations include:

- Type of debris collected
- Amounts of debris collected
- Original collection location
- Equipment usage

- Staff labor hours
- Amount processed and final disposition for each type of debris (reuse, recycle, special waste, etc.)

Debris Management Contractor Monitoring

All jurisdictions that contract for debris operations should establish a contract monitoring plan. The purpose of this plan is to accurately track costs and protect the jurisdiction's financial interest. Monitoring debris removal operations achieves two objectives:

- Verification that the work completed by the contractor is within the contract scope of work.
- Documentation justification, as required, for Public Assistance grant reimbursement. Contractor monitoring can be accomplished by appointed city/county staff, or by a separate contract company.

Consideration for Unit Price Contracts

A unit price contract requires that all trucks be accurately weighed, or measured, and numbered, and that all truckloads be documented. Full-time trained contract monitors are usually necessary for this type of contract to keep an accurate account of the actual quantities of debris transported (in either cubic yards or tons). Monitors must be available at debris pickup locations to ensure the debris being picked up is eligible. In addition, this type of contract requires the contractor to provide or construct an observation stand at all reduction and disposal sites so the contract monitor can certify the load. If scales are used, monitors must also ensure that proper weights are registered before and after trucks have been emptied. The following conditions for unit price payments also apply:

- If unit price payments are based on weight, a truck scale must be available at the disposal site for weighing trucks. The weight of an empty truck must also be confirmed.
- If unit price payments are based on volume, monitors must verify truck capacities and inspect trucks for proper loading and compaction.

Load Tickets

The term "load ticket" refers to the primary debris-tracking document. 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/or final disposition), the eligible scope of work can be properly documented. This process enables the jurisdiction to document and track debris from the initial collection location, to the DMS, and to final disposal locations. If a jurisdiction uses a contract hauler, this ticket often verifies hauling activities and can be used for billing purposes. Load tickets should be multi-copy and sequentially numbered. All copies of load tickets presented for payment must match in order for payments to be made.

Appendix G, page 33 has a Sample Load Ticket Form

Truck Certification and Periodic Recertification

Prior to beginning contract work, each truck must be certified. Certification includes a record of the following:

- Volume of the truck bed in cubic yards or empty truck weight
- Truck license number
- Any identification number assigned by the owner
- A short description of the truck

Debris monitors may need to be trained in order to measure truck capacities for certification purposes. Recertification of the hauling trucks on a random and periodic basis should be implemented for contract compliance and reimbursement consideration. A listing of certified trucks should be maintained by debris monitors to ensure that truck identifications have not been altered. A sample truck certification form is included in **Appendix H, page 34**.

Load Ticket Information	Monitor Ticket Responsibilities	
	Collection Point Monitor	DMS or Landfill Monitor
Preprinted ticket number	NOT APPLICABLE	
Contract number	Contracts may be identified by a number or name	
Prime contractor's name		
Date	X	
Truck number	X	
Truck driver's name	X	
Vegetation	X	
Construction & Demolition	X	
White Goods	X	
Household Hazardous Waste	X	
Other (required to be described applicable)	X	
Load Location	GPS or address preferred	
Loading date/time (departure from collection location)	X	
Loading Site Monitor name/signature	X	
Truck capacity in cubic yards or tons		X
Load Size, either cubic yards (percent of actual) or tons		X
Unloading location		X
Unloading date/time (arrival at disposal site)		X
Unloading site monitor name/signature		X

Private Property Demolition and Debris Removal

Private Property debris removal refers to the demolition and removal of disaster debris on private commercial or residential property. **Generally, removal of debris from private property is not recommended.** The following section provides information on the process to demolish and remove disaster debris on private property with or without owner consent and outlines the procedures that Morton County and the Cities will need to follow in order to potentially receive expense reimbursement through the FEMA Public Assistance Program.

Debris Removal and Demolition Permitting and Procedures

Following a debris causing incident, Morton County and the Cities may need to enter private property to demolish private structures made unsafe by disasters in order to eliminate immediate threats to life, public health, and safety. The demolition of privately owned structures deemed unsafe, and subsequent removal of demolition debris, may be required when the following conditions are met:

- **The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, not merely defining the applicant’s uniform level of service.**
- It is the intention of Morton County and the Cities to collect debris located and/or placed in curbside rights-of-way and personnel/staff, jurisdiction contractors or other representatives will not enter onto private property to collect such debris. In the event that damage is not abated and/or debris is not removed and such conditions are deemed to constitute a dangerous or nuisance condition, necessary authority will be provided by the jurisdiction governing body.
- If deemed appropriate due to the scope of the disaster and/or debris generated by such a disaster, Morton County and the Cities may take additional formal executive action to authorize collection of debris on private property, provided such authorization ensures that the applicable property owner(s) execute a waiver or release of liability developed by Morton County and the Cities in coordination with FEMA or other applicable State and Federal agencies. Prior to any removal of debris from the private property, the following documentation will be sent to FEMA’s Field Coordination Officer (FCO):
 - Documentation confirming the existence of an immediate threat on public property (44CFR 206.224 (a));
 - Immediate threat to life, public health, and/or safety
 - Immediate threat to improved property determination
 - Removal will expedite economic recovery of Morton County and the Cities
 - ✓ Documentation of legal authority to enter that property (44CFR 206.223 (a) (3));
 - ✓ Documentation that a legally authorized official has ordered the exercise of public authority to enter private property to perform debris removal (44 CFR 206.223 (a) (3); and
 - ✓ Indemnification for the Federal government and its employees, agents, and contractors from any claims arising from the removal of debris (44CFR 206.9).

The property owner will approve or deny in writing from the jurisdiction’s request. If approval is granted, debris removal can begin with the pre-determined scope of work; however, the following documents will be created during debris management operation:

- **Right-of-Entry** – This document must be signed by the property owner and will include a hold harmless agreement and indemnification applicable to the project’s scope of work.
- **Physical Documentation** – Photos will be taken to show the condition of the property prior to the beginning of the work. Pictures will document the address and scope-of-work on the private property.
- **Private Property Debris Removal (PPDR) Assessment** – A property specific assessment will be created to establish the scope of eligible work. The PPDR can be a map or other documentation system that serves as a guide indicating the location of the eligible items of work that present an immediate threat relative to the improved property or rights-of-way.
- **Documentation of Environmental and Historic Review** – Documents environmental and historical preservation compliance as established in 44CFR Parts 9 and 10 as well as any relevant Morton County or any of the City’s ordinances.

Additional documentation may be required by the Federal Coordinating Officer (FCO) on a case-by-case basis to demonstrate the proposed work is in compliance with all Federal, State, and local laws and regulations.

16. Condemnation Criteria and Procedures

Morton County and all of the Cities within Morton County follow similar condemnation criteria or procedures in regards to the building codes, or the most current adopted codes that are enforced.

Legal Documentation

In Morton County and the Cities within the County, legal documentation must come from the Western Plains District Health Unit and the jurisdiction's building inspector(s) notifying the home/land owner of the complaint and/or safety concern with the property, and that they have 30 days to rectify the identified problems. The property owner has 10 days to submit an appeal request to the jurisdiction in which the property is located.

If the property owner does not comply with the notice, they are subject to, but not limited to, criminal charges. The jurisdiction undertaking the necessary remedial work and/or demolition is tasked with applying for and obtaining an administrative search warrant issued by a court within the jurisdiction, soliciting bids for required remedial work and/or demolition, and certifying and assessing costs as a special assessment against the property.

Demolition Permitting

Morton County and the Cities within the County must comply with the North Dakota Department of Environmental Quality on requirements for homes and/or businesses.

Inspections

Building inspections are conducted through the county or city's building inspector(s) using the most current adopted codes that are currently enforced.

Demolition Documentation

The following documents should be collected and/or completed prior to demolition in order to comply with the jurisdiction's regulations:

- **Verification of ownership** ensures that the proper site and owner is identified and that the owner is aware of the nature of the scheduled building assessment.
- **Right-of-entry form** is signed by the property owner, which allows the building official to enter the property to complete the assessment. It often contains a hold harmless agreement that documents the property owner's promise that he or she will not bring legal action against the applicant if there is damage or harm done to the property. A sample Right-of-Entry form is included in **Appendix A, page 26** of this plan.
- **Building official assessment** is the documentation of the damage to the structure and the description of the threat to public health and safety. This assessment often contains the building official's determination as to whether the structure should be condemned, repaired or demolished. This may be in the form of an official structural assessment.
- **Verification of insurance information** allows the applicant to pursue financial compensation if the property owner's homeowner insurance policy covers demolition and debris removal.

- **Archeological review** outlines the archeological low-impact stipulations for demolition and debris removal activities; it also highlights the implications for the applicant if they fail to comply with the guidelines.
- **Environmental review** ensures that adverse impacts to protected environmental resources are minimized or avoided when removing debris from the proposed site. These reviews should be acceptable to the appropriate resource agency. Wetland and other water resources, hazardous materials, and habitats of endangered species are among the resources of most frequent concern.
- **North Dakota Historical Preservation Office Review** confirms that the North Dakota State Historic Preservation Officer has been notified and correspondence has been received to absolve the area of any historic significance.
- **Photos** show the disaster-damaged condition of the property prior to the beginning of the demolition work. This is generally one or more labeled photographs that confirm the address and identified scope of work on the property. If it is determined that a structure needs to be demolished, additional documentation may be required for the applicant's legal protection as well as the public's health and safety during the demolition and debris removal operations.
- **Letter or notice of condemnation** is a document signed by the building official that outlines the specific threat to public safety and health.
- **Notice of demolition** is issued to inform the property owner when the demolition will begin and shall be posted in advance to provide a reasonable period of time for personal property to be removed. The applicant should attempt to notify the property owner, if not already contacted, through direct mail and local media.
- **Notice of intent to demolish** is normally provided for the public health and safety of neighboring residents. This notice is conspicuously posted on the structure to be demolished.

17. Public Information Strategy

The goal of the Public Information Strategy is to ensure that the residents are given accurate and timely information for their own use and individual planning purposes. If information is not distributed rapidly, rumors and misinformation spread and erode confidence in recovery operations.

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

Collection Guidance

- How will the debris be collected?
 - **If utilizing curbside collection;**
 - What are the schedules and the routes for collection?
 - What is the final collection date for streets, sectors, or subdivisions?

- What type of debris will be collected?

If utilizing collection centers;

- Where are the collection centers located?
- What are the daily collection center hours?
- Is debris to be segregated at the collection centers?
- What types of debris will be accepted at the centers?
- How long will the collections centers accept disaster-related debris?
-

If using Debris Management Sites (DMSs)

- Where can a resident find a site map of the DMS for public debris drop off of HHW, C&D, etc.? Are these segregated and well-marked for vehicular traffic?
- Will residents be charged a fee to use the DMS?
- Will residents be restricted as to how much disaster-related debris can be dropped off at the DMS?
- Will the DMS have burning, chipping, or grinding operations? If so, during what hours will these activities take place? Address any environmental concerns the public may have as well.
- How long will residents be able to bring their disaster-related debris to the DMS?
- How long will the DMS be open to process (reduce/recycle) debris?
- Are there traffic changes that will impact the general public due to the location or operation of the DMS?

Appendix A: Sample Right-of-Entry Contract

ROE No. _____

GPS Location:

Longitude _____

Latitude _____

SAMPLE RIGHT-OF-ENTRY ON PRIVATE PROPERTY FOR DEBRIS REMOVAL

Property Address/Description _____

Name (Owner or Tenant) _____

City _____

Right of Entry

I certify that I am the owner, or an owner's authorized agent, of the property described above. I grant, freely and without coercion, the right of access and entry to said property to the United States Government, including but not limited to the US Army Corps of Engineers and the Federal Emergency Management Agency (FEMA), the State of North Dakota, Morton County, and each of their agencies, agents, contractors, and subcontractors, for the purpose of removing and/or clearing any or all storm generated debris from the above-described property.

Hold Harmless

I understand that this permit is not an obligation upon the government to perform debris removal. I agree to indemnify and hold harmless the United States Government, the US Army Corps of Engineers, FEMA, the State of North Dakota, Morton County, and any of their agencies, agents, contractors, and subcontractors, for damages of any type whatsoever, either to the above-described property or to persons situated thereon. I release, discharge, and waive any action, either legal or equitable, that might arise by reason of any action of the above entities. I will mark any sewer lines, septic tanks, water lines, and utilities located on the described property.

Duplication of Benefits

Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris. I understand that Federal law (42 United States Code 5155 et seq.) requires me to reimburse the Federal government, through Morton County, the cost of removing the storm-generated debris to the extent covered in my insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to Morton County. If I have received payment, or when I receive payment, for debris removal from my insurance company, or any other source, I agree to notify and send payment and proof/statement of loss to Morton County for final recovery by FEMA. I understand that all disaster related funding, including that for debris removal from private property, is subject to audit. (I/We) acknowledge(s) that information submitted will be shared with other government agencies, federal and nonfederal, and contractors, their subcontractors and employees for purposes of disaster relief management and for the objectives of this right of entry.

By signing this document, (I/we) certify that (I/we) (am/are) the owner of this property and or that (I/we) (am/are) authorized to sign this right of entry.

For the consideration and purposes set forth herein, I hereby acknowledge by my dated signature below.

Signed this ____ day of _____, 20____.

(All owners must sign)

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Mailing Address (if different from municipal address listed above):

Current Telephone Number(s): _____

Name of Insurance Company: _____

Policy Number: _____

Please do not remove the following items:

Appendix B: – Local Area Solid Waste Landfill Sites

Location	Waste Type	Address	Facility Latitude	Facility Longitude
Almont	Inert		46.724060	-101.495190
Bismarck	Inert	211 N 52 nd St	46.832248	-100.709116
Center, ND	Inert		47.082642	-101.298351
Dakota Bluffs, LLC	Inert	14108 34 th ST NW, Bismarck	46.959712	-100.842306
Elgin, ND	Inert		46.415412	-101.831041
Flasher	Inert		46.457736	-101.215917
Glen Ullin	Inert		46.807901	-101.837718
Hebron	Inert	½ mile NE of Hebron	46.912710	-102.034167
Mandan Refinery	Industrial Waste	500 Old Red Trail NE	46.843372	-100.879033
Mandan	Inert	4103 Cty Rd 82		
New Salem	Inert	½ mile east of New Salem	46.846639	-101.397772
Trans Trash	Recyclables	1800 4 th Ave SE Mandan		

Local Area Composting Facilities

Location	Address	Facility Latitude	Facility Longitude
Bismarck Landfill	2111 N 52 nd St	46.832248	-100.709116
Dakota Bluffs, LLC	14108 34 th ST NW, Bismarck	46.959712	-100.842306
Mandan Landfill	4103 Cty Rd 82		
New Salem Landfill	½ mile east of New Salem	46.846639	-101.397772

Appendix C: – Sample Force Account Labor Form

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD		PAGE ____ OF ____	O.M.B. No. 1660-0017 Expires October 31, 2008						
APPLICANT	PAID NO.	PROJECT NO.	DISASTER						
LOCATION/SITE	CATEGORY	PERIOD COVERING							
DESCRIPTION OF WORK PERFORMED									
NAME	DATES AND HOURS WORKED EACH WEEK			COSTS					
JOB TITLE	DATE			TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS	
NAME	REG.								
JOB TITLE	O. T.								
NAME	REG.								
JOB TITLE	O. T.								
NAME	REG.								
JOB TITLE	O. T.								
NAME	REG.								
JOB TITLE	O. T.								
NAME	REG.								
JOB TITLE	O. T.								
NAME	REG.								
JOB TITLE	O. T.								
NAME	REG.								
JOB TITLE	O. T.								
							TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME	↑	\$
							TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME	↑	\$
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.									
CERTIFIED							TITLE	DATE	

Appendix E: – Sample Contract Work Summary Record

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY CONTRACT WORK SUMMARY RECORD		O.M.B. No. 1560-0017 Expires October 31, 2008		
APPLICANT	PA ID NO.	PROJECT NO.	DISASTER	PAGE ____ OF ____
LOCATION/SITE		CATEGORY		
PERIOD COVERING				
DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS - SCOPE
GRAND TOTAL			↑	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED		TITLE		DATE

Appendix G: – Sample Load Ticket Form

Load Ticket		Ticket No. 0012345	
Municipality (Applicant)		Prime Contractor	
		Sub-Contractor	
Truck Information			
Truck No		Capacity	
Truck Driver (print legibly)			
Loading Information			
Loading	Time	Date	Inspector/Monitor
Location (Address or Cross Streets)			
When Using GPS Coordinates use Decimal Degrees (N xx.xxxxx)			
N		W	
Unloading Information			
Debris Classification		Estimated %, CYs, or Actual Weight	
<input type="checkbox"/> Vegetation <input type="checkbox"/> C&D <input type="checkbox"/> White Goods <input type="checkbox"/> HHW <input type="checkbox"/> Other* See Below			
Unloading	Time	Date	Inspector/Monitor
DMS Name and Location			
*Other Debris Explanation		Original: Applicant Copy 1: _____ Copy 2: _____ Copy 3: _____	

Appendix H – Sample Truck Certification Form

General Information			
Applicant: _____	Monitor: _____		
Contractor: _____	Date: _____		
Measurement Location: _____	County: _____		
Declaration Number: _____			
Truck Information			
Make	Year	Color	License
<p>Truck Measurements</p> <p>Performed By: _____ Date: _____</p> <p>Volume Calculated By: _____ Date: _____</p> <p>Both Checked by: _____ Date: _____</p>			
Driver Information			
Name: _____			
Address: _____			
Phone Number: _____			
Owner Information			
Name: _____			
Address: _____			
Phone Number: _____			
<div style="border: 2px solid black; width: 100%; height: 60px; margin: 0 auto;"></div> <p>Truck Identification</p>	<div style="border: 2px solid black; width: 100%; height: 60px; margin: 0 auto;"></div> <p>Truck Capacity</p>		
<div style="border: 2px solid black; width: 90%; height: 150px; margin: 0 auto;"></div> <p>Photo</p>			
(See reverse for calculation worksheet)			