

DebrisTech Monitoring Class



WELCOME

Introduction

- Brooks Wallace Principal
- Herman Dungan IV Project Manager
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Reference

- FEMA B-587 June 2008
 - Debris Monitor Field Guide
- FEMA 327/ October 2010
 - Public Assistance Debris Monitoring Guide

Agenda

- Safety
- Command Structure
- Monitor Roles
- Types of Debris
 - Vegetation (VEG)
 - Trees/Stumps
 - Construction and Demolition (C&D)
 - Hazardous Waste(HW) Hazardous household waste(HHW)
 - Electronic Waste (EW)
 - White Goods (WG)
 - Soil, Mud, Sand (SMS)
 - Vehicles and Vessels (VV)
 - Putrescent Debris (PD)

Agenda

- Eligible/ Ineligible Debris
- DebrisTech Ipad
- Monitors Responsibility
- Dump Monitors
- Estimation of Loads
- Questions
- Employee Paperwork
- Contact information

Safety

- YOU should be responsible for your Personal safety at all times
- Possible Health/ Safety Risks
 - Heavy Machinery, Loud equipment, Traffic
 - Limited Communication
 - Large Debris Piles
 - Natural and Wildlife Hazards
- Field Safety Personnel Protection Equipment (PPE)
 - Eye and Ear Protection
 - Appropriate Clothing/ Footwear and Gloves
 - Hardhat
 - CELL PHONE

Command Structure

- It is Vital to the efficiency of the overall debris operations that you contact the appropriate personnel with field issues and that you **FOLLOW THE COMMANDS STRUCTURE**
 - Site Monitor/ Dump Monitor
 - Field Coordinator (10 to 1)
 - Operations Manager
 - Project Manager
- Ensure you have Name and Phone Numbers

Monitor Responsibility NOT Limited to

- Report Issues to their direct supervisor
- Properly and accurately complete load tickets
- Ensure that trucks are accurately credited for load
- Ensure trucks are NOT Artificially loaded (wet, fluffed)
- Hazardous wastes are not mixed in loads
- Make sure Truck is emptied at Dump Site
- Report if improper equipment is mobilized and used
- General Public safety standards are not followed
- Ensure that only debris specified in the contract is collected
- **Call Supervisor if you have any questions**

Types of Debris Vegetation

- Vegetative Debris Consists of Damaged Trees, Branches, Limbs and Other Woody Debris.



Vegetation Trees

A tree is considered hazardous if it has a height of **6-inches or greater** and meets one of the following criteria:

- Trees with **50% or more** of the "crown" broken out shall be removed by cutting the trees at ground level. "Crown" includes all green branches and the tip.
- Has a **split trunk** or broken branches that expose heartwood.
- Has fallen or been **uprooted** within a public-use area.

And/or

- It is leaning at an angle greater than **30 degrees**.

Vegetation Stumps

A tree stump is eligible if it meets **ALL** the following criteria:

- Root ball must be 50% exposed or greater.
- Poses an immediate threat to life, public health and safety.
- It is on improved public property or the public right-of-way maintained by the applicant.
- It is greater than 24-inches in diameter, as measured 24-inches above the ground.
- **On ALL stumps you MUST have FEMA'S approval prior to removal. Include; GPS location, photo, diameter of stump, specifics of the threat, and quantity of material needed to fill the resultant hole.**

Trees Stumps



Construction and Demolition C&D

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 covering, window covering, pipe, concrete, fully cured asphalt, furnishing and fixtures.



Hazardous Waste HW

Hazardous waste is regulated under the Resource Conservation and Recover Act (RCRA) and contains properties that make it potentially harmful to human health or the environment. In regulatory terms, a RCRA hazardous waste is waste that appears on one for the four HW list or exhibits at least one of the following for Characteristics.

- Ignitability
- Corrosivity
- Reactivity
- Toxicity



Household Hazardous Waste HHW

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 chemical that catch fire, react, or explode under certain circumstances, or that are corrosive or toxic.



Electronic Waste EW

Electronic waste (e waste) refers to electronics that contain hazardous materials, such as cathode ray tubes. Examples of e-waste include computer monitors and televisions. Typically these products contain minerals and chemicals that require specific disposal methods.



White Goods WG

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.



Soil, Mud, Sand

Floods, landslides, wind, and storm surges often deposit soil, mud, and sand on improved public property and public right-of-way. Facilities commonly affected by this type of debris include



streets, sidewalks, storm and sanitary sewers, water treatment facilities, drainage canals and basins, parks, and public swimming pools.

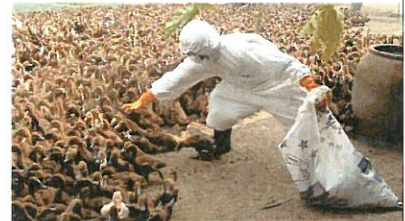
Vehicles and Vessels VV

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.



Putrescent Debris PD

Putrescent debris is any debris that will decompose or rot, such as animals carcasses and other fleshy organic matter. Putrescent debris handling must comply with applicable Federal, State and local requirements.



Eligibility of debris Eligible

The work is eligible for Public Assistance reimbursement if it is necessary to eliminate and immediate threat.

- To lives or public health and safety
- Of significant damage to improved public or private property

If property owners move disaster related debris to a public right-of-way, the debris removal may be eligible for a defined period of time. Eligible debris removal must be

- Disaster-generated
- Located on public right-of-way
- The responsibility of local public entities, State agencies and some facilities owned by private nonprofits

Eligibility of debris Ineligible

Ineligible debris removal consists of debris removed from

- Commercials property, unless approved by FEMA
- Churches
- Forest and heavily wooded areas (un-maintained and not used by the public)
- Unimproved property including vacant lots
- Agricultural land
- C&D generated from restoration work rather than disaster-generated
- Concrete slabs as a result of demolition
- Private property after approved time frame
- ONLY FEMA HAS AUTHORITY TO MAKE ELIGIBILITY DECISIONS NOT CONTRACTORS**

Monitors Responsibly Field

PICKING UP THE PIECES
Following these specific guidelines when hauling hurricane-related debris and household garbage to the curb will make for a smoother removal process.

Good to know, but not your responsibility to make sure debris is separated.

Eligibility of debris Eligible/Ineligible

Debris is located on Right-of-way


Debris is located on Right-of-way, but its from Privately owned business's. Other examples are Gated Communities, Private Parks, Apartment Complex.

DebrisTech Ipad

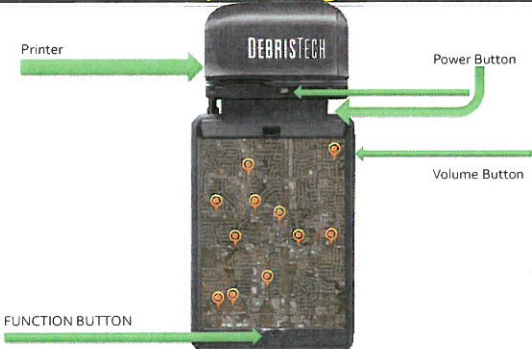
The DebrisTech Ipad is used for all reporting and documentation of debris. Functions you will be asked to do.

- Take Picture
- Record truck and load information
- Print on load ticket
- Maintain accountability

Make sure you update files throughout the day and supervisors sync devices at the end of the day.



DebrisTech Ipad Usage



Monitors Responsibility Field

As a Monitor your Responsibility is to ensure the debris that is being collected is Eligible and disposed of properly by the Contractors. Some, Not All, are listed below.







- **MAKE SURE DEBRIS IS ELIGIBLE**
- Report issues to your direct supervisor
- Properly and accurately complete and control load tickets
- Ensure that trucks are not artificially loaded(debris is wetted/Fluffed)
- Report if contractor personnel safety standards are not followed
- Ensure types of loads are not mixed (C&D with Vegetation)

Monitors Responsibility Tower/ Dump/ Site


Tower Monitors role encompasses the following scope of duties.

- Ensuring the hazardous wastes are not mixed with debris
- Accurately measuring and documenting load for each truck
- Ensuring that truck loads are accurately credited
- Estimating the percentage of full capacity for each truck
- Properly and accurately completing load tickets

Monitors Responsibility Tower/ Dump/ Site

| DEBRIS MONITOR GUIDELINES FOR ESTIMATING QUANTITIES | |
|--|---|
|  10 Percent Debris Load in Truck <small>If truck bed measured 20 cubic yards (CY), the 10 percent load would be 2.0 CY.</small> |  25 Percent Debris Load in Truck <small>If truck bed measured 20 CY, the 25 percent load would be 5.0 CY.</small> |
|  50 Percent Debris Load in Truck <small>If truck bed measured 20 CY, the 50 percent load would be 10 CY.</small> |  75 Percent Debris Load in Truck <small>If truck bed measured 20 CY, the 75 percent load would be 15 CY.</small> |
|  90 Percent Debris Load in Truck to 7.5 Tarpload <small>If the truck bed measured 20 CY, the 90 percent load would equal 18.0 CY or 18.0 Tarpload. If the truck bed measured 10 CY, the 90 percent load would equal 9.0 CY.</small> |  95 Percent Debris Load in Truck to 10 Tarpload <small>If the truck bed measured 20 CY, the 95 percent load would equal 19.0 CY or 19.0 Tarpload. If the truck bed measured 10 CY, the 95 percent load would equal 9.5 CY.</small> |

Dump Monitors will have the Responsibility of determine How full each truck is. This has The positional to cause the most Conflict with Contractors since This determines how much \$\$\$ Is paid.



Questions ????????????????

If you don't ask, You won't know.

Employee Paperwork

Make sure you have submitted everything for Processing

- Driver Licenses
- Social Security card
- Application for Employment
- W-4 Tax Form
- Employment Eligibility Verification
- Direct deposit form

Employee Information

Ensure DebrisTech has

- Full Name
- Cell Phone number
- Email Address

Once all that information has been collected, you are free to go. Make sure you know when and where to be to start work

Vegetative Debris and Monitoring for Public Assistance



FEMA

Vegetative Debris and Eligibility

- Eligible vegetative debris consists of damaged trees, branches, limbs and other woody debris that exists in the **right-of-way** or applicant owned property and creates an immediate threat to lives, public health and safety; and present a health and safety threat to the general public.



Debris Eligibility

- Must be a direct result of a Presidential declared disaster.
- Must occur within the designated disaster area and Public right of way.
- Must be the responsibility of the applicant at the time of the disaster.



Debris/Emergency Protective Measures



Debris Removal from Private Property

Debris removal from private property is generally not eligible because it is the responsibility of the individual property owner.

If property owners move the disaster-related debris to a public right-of-way, the local government may be reimbursed for curb side pickup and disposal for a limited period of time.

If the debris on private business and residential property is so widespread that public health, safety, or the economic recovery of the community is threatened, FEMA may fund debris removal from private property, but it must be approved in advance by FEMA.



Debris Removal from Private Property **NOT** typically allowed



Debris Monitoring “Rule of Thumb”



- Eligible Public Assistance Applicants **must monitor debris removal** operations and document eligible quantities and reasonable expenses. Failure to do so properly may jeopardize Public Assistance grant funding.
- Public Assistance Applicants can use force account employees or contractors to monitor debris removal operations, or both. **CANNOT** use a contractor to monitor debris that works for the same Contractor conducting debris removal.



Hazardous Trees

A tree is considered hazardous if it has a height of **6-inches or greater** and meets one of the following criteria:

- Trees with **50% or more** of the “crown” broken out shall be removed by cutting the trees at ground level. “Crown” includes all green branches and the tip.
- Has a **split trunk** or broken branches that expose heartwood.
- Has fallen or been **uprooted** within a public-use area.

And/or

- It is leaning at an angle greater than **30 degrees**.







Dangerous Tree Hangers

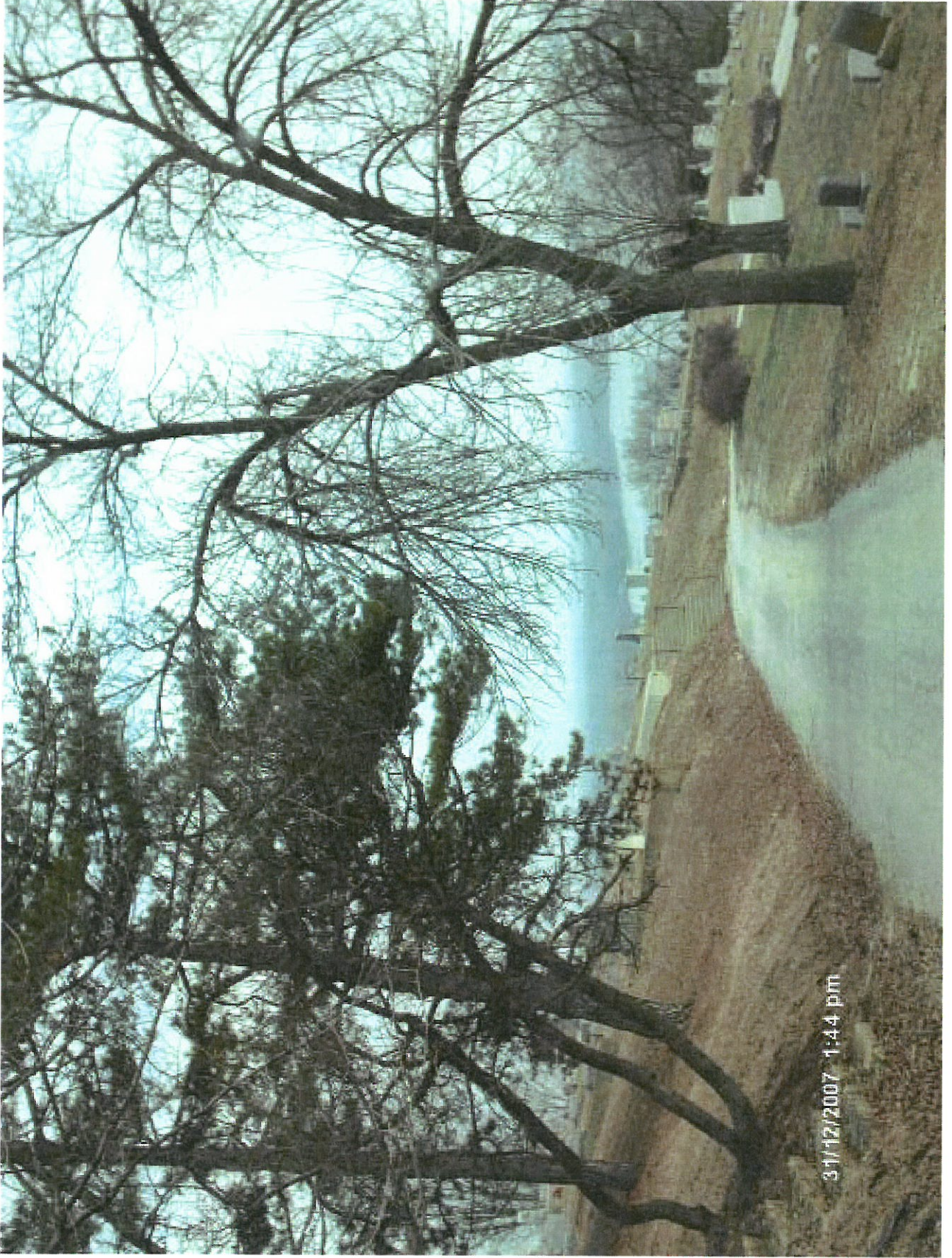
- Dangerous tree hangers two inches or greater in diameter are eligible. The **exact** location of the tree must be documented.
- Example: GPS and Street Address
- Only the minimum work necessary to remove the hazard (hanger) is eligible. Pruning, maintenance trimming and landscaping are not eligible.



Dangerous Tree Hangers

- Lists with GPS locations to provide to FEMA Project Specialists.
- Include Photos, descriptions of damages.
- Contracts -Unit Cost per Tree; with hangers







Stumps

- A tree stump is eligible if it meets **ALL** the following criteria:
- Root ball must be 50% exposed or greater.
- Poses an immediate threat to life, public health and safety.
- It is on improved public property or the public right-of-way maintained by the applicant.
- It is greater than 24-inches in diameter, as measured 24-inches above the ground.
- On ALL stumps you **MUST** have FEMA'S approval prior to removal. Include; GPS location, photo, diameter of stump, specifics of the threat, and quantity of material needed to fill the resultant hole.





Dead Trees

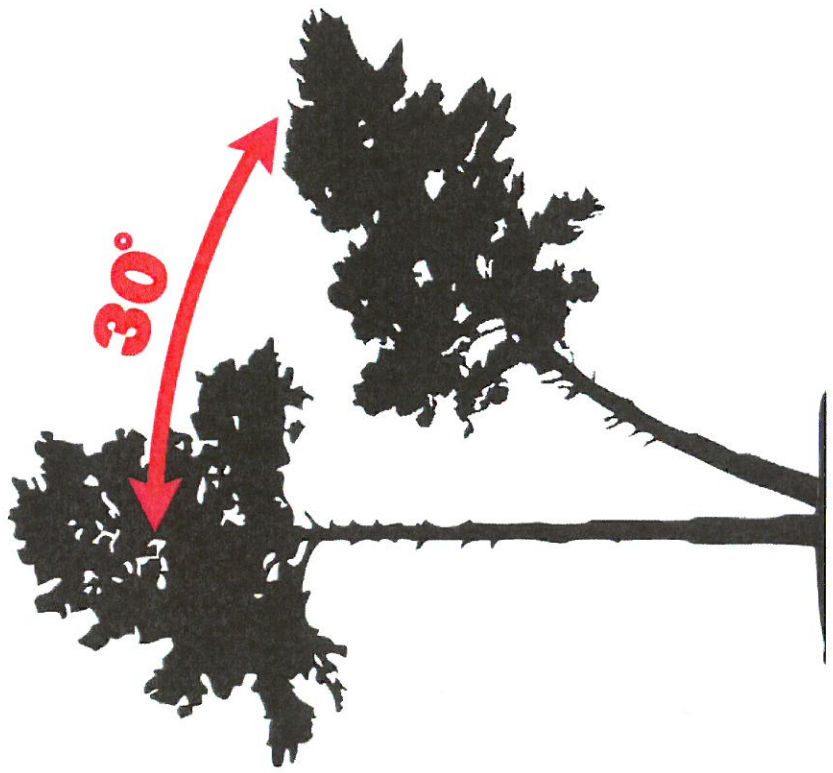
- Standing, dead trees are not eligible for removal unless they have a dangerous hanging limb or have a 30-degree or greater lean.



Trees on Private Property

- Trees on private property which have a 30-degree or greater lean toward the maintained road, and are of sufficient size to threaten the roadway, or will fall across a fence/utility line shall be removed by cutting the tree at the edge of the right-of-way.







Wooded Lots or Forested Areas

- Are **NOT Eligible** for FEMA reimbursement.



Debris in Waterways

- Woody debris in rivers Large woody debris (LWD) is beneficial in natural stream systems as it contributes greatly to the roughness of the stream channel, **reducing the overall velocities** and the stream power acting on the bed and banks of the stream.
- LWD provides critical ecological benefits. If at all possible, municipalities should consult with the Rivers Management Section of the ANR before undertaking removal operations of LWD.
- http://www.anr.state.vt.us/dec/waterq/rivers/docs/rv_contact.pdf

Types of Contracts



Time and Materials

- Typically only reimburse applicants for Time and Material contract for debris clearance work performed during **first 70 hours**. In some cases, time and materials contracts may be more cost effective and appropriate for the amount and type of eligible work to be performed.

**Unit Price -preferred

- Woody Debris Cubic Yards or Tons

Lump Sum

- Contract still requires monitoring



Debris Monitoring Requirements based on Types of Contracts

| Type of Contract | Project Worksheet Scope of Work | Subgrantee Monitoring Required | Comments |
|--------------------|--|--|--|
| Lump Sum | Defined debris quantities and reasonable costs. Estimate is basis for contract costs. | Crew Efficiency Load site Debris Management Sites Disposal sites Fraud | Quantities are still required to determine reasonable costs. |
| Unit Price - CY | Based on eligible debris listed on load tickets | Crew Efficiency Load site Debris Management Sites Disposal sites Fraud | |
| Unit Price - Ton | Based on actual weight measurements of eligible debris listed on load tickets. | Crew Efficiency Load site Debris Management Sites Disposal sites Fraud | |
| Time and Materials | Based on labor, equipment and materials records. Reasonable costs evaluated by determining costs per unit. | Crew Efficiency Load site Debris Management Sites Disposal sites Fraud | Typically used for road clearance. If used for debris removal, quantities are still required to determine reasonable costs. Eligible costs are restricted to up to 70 hours. |



FEMA



Contract Procurement



- Applicants must document procedures for obtaining/awarding contracts. Contracts for debris removal and monitoring must adhere to the procurement requirements, as set forth in **44 CFR Part 13.36** Procurement.
- Applicants must use competitive bidding procedures.
 - **No sole source contracts!!**
 - Emergency procurement procedures can be used if allowed under state or local laws, codes or ordinances. (70 hours only)
 - Contracts must be reasonable and necessary. (**OMB Circular A-87 and CFR Part 13**)
- Competitively bid contracts that comply with Federal, State and local procurement will establish reasonable costs for the work.
- FEMA will determine reasonable costs for contracts that are not competitively procured.



Contract Procurement

- Applicants' request for proposals/bids should provide a clear and definitive scope of work and monitoring requirements.
- Applicant should obtain from bidders their proof of insurance and bonding and copies of licenses, references and financial records. Check SAM.GOV for debarred contractors.
- Debris Contract Guidance –checklist for assisting applicant's through procurement process **9580.201**



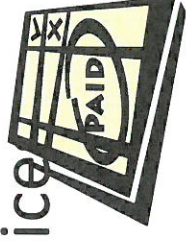
Contract Provisions

- Contracts should include a requirement to use load tickets that specify:
 - Amount and location collected
 - Location hauled (GPS)
 - Amount reduced to chips
 - Location disposed (GPS)
- Contracts must require all amendments/modifications be made in writing.



Accounting

- Require Contractor to provide monthly invoice
 - ✓ Invoices
 - ✓ Trip Tickets
 - ✓ Daily Logs and Summary Sheets
- Resolve issues or discrepancies associated with the contract.



Monitoring Debris Operations

- The Applicant must monitor debris operations to make sure that the debris is from the declared event.
- FEMA will train the Applicant's monitors upon request for Large Scale disasters.
- Monitors will be located at pick-up and disposal sites.
- Reductions will be made for trucks that are not at full capacity at the tower.
- Only ELIGIBLE DEBRIS will be allowed at the disposal sites.
- Debris load tickets are supplied by the **Applicant** and should contain the following: ticket number, date, contractor's name, truck number, quantity, percentage of load, debris classification, exact location or GPS reading where the debris was loaded, the Applicant's monitor's signature, time it was loaded and time it arrived at the dump site and the tower monitor's signature.



Contract Provisions

Load Ticket Monitor Log



| | | | |
|--|-------------------------------------|---------------------------|--|
| Load Ticket | | Ticket No. 0012345 | |
| Municipality (Applicant) | | Prime Contractor | |
| | | Sub-Contractor | |
| Truck Information | | | |
| Truck No. | Capacity | | |
| Truck driver (prim legibly) | | | |
| Loading Information | | | |
| Loading | Time | Inspector/Monitor | |
| | Date | | |
| Location (Address or Cross Streets) | | | |
| When Using GPS Coordinate use Decimal Degree (N 000000) | | | |
| N | | W | |
| Unloading Information | | | |
| Debris Classification | Estimated %, C.Ys. 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: _____ |

Contract Provisions

Termination, Eligibility, Insurance

- Contract must include a **“Termination for Convenience”** clause allowing applicant to terminate the contract at any time for any reason.
- Provisions that specify that the applicant will pay contractor only for FEMA eligible debris work.
- Contractors must provide a safe working environment, insurance, bonds etc.



Debris Management Sites (DMS)

- All environmental regulations must be adhered to when considering DMS.
- Applicants are responsible for obtaining all required permits.
- Baseline environmental assessments of sites may be required.
- Sites should have efficient and safe ingress and egress points.
- Health and safety should remain a priority at the DMS.

Debris Management Site



Debris Monitoring

Tower Site – Large Scale Debris Operation

_____ Daily Debris Tower Monitor Log
 FEMA -DR-

Applicant: _____ County/Municipality: _____

Date: _____ AM / PM (Circle One)
 Applicant Debris Monitor: _____
 FEMA Tech. Asst. Monitor: _____
 Contractor Monitor: _____ (Include Company Name)
 Tower/Pickup Site Locations: _____

| Time | Ticket Number | Truck Number | Full Truck Rated Capacity [CY] | Applicant QA Eligible Capacity [%/Cy/Wt.] | FEMA Eligible Capacity [%/Cy/Wt.] | Vegetative Debris | C & D Debris | White Goods / Other Metals | Issues or Comments / Pictures Disc |
|------|---------------|--------------|--------------------------------|---|-----------------------------------|-------------------|--------------|----------------------------|------------------------------------|
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
| 7. | | | | | | | | | |
| 8. | | | | | | | | | |
| 9. | | | | | | | | | |



Safety

- Traffic Control
 - Flagmen
 - Traffic cones
 - Barricades
- Power Lines
 - Establish safe work zones around power lines
- Personal Safety Equipment
 - Hard hats
 - Steel toe boots
 - Safety Glasses



Safety

- Emergency phone numbers
 - Verify phone numbers work
- Be alert for potential safety problems including;
 - Children playing in the loading area
 - Propane tanks or fuel tanks in debris piles
 - Reckless equipment operators
- Stop work if a safety hazard jeopardizes life or property

Debris Monitoring Applicant Responsibility



- Applicant must monitor debris removal operations and document eligible quantities and reasonable expenses to ensure that the work is eligible for Public Assistance grant funding as per 44 CFR Part 13.36.
- Debris monitoring is necessary, whether debris removal operations are conducted by force account or by contractor. Monitoring requires observation and documentation from the point of debris collection to final disposal. (“Cradle to Grave”)
- Provide oversight and quality assurance of both the debris removal contract and the monitoring contract.
- Ensure performance measures are met and eligible work is documented.



Debris Monitoring

Applicant Responsibility

- **Monitoring** only eligible debris picked up by the contractor.
- **Monitoring** all debris disposed in a legal and proper manner.
- **Securing** all load tickets, truck measurement logs, and all documentation related to the debris operation for validation, close out, or an Inspector General Audit.

Debris Monitoring

Contractor Responsibility

- MUST Conduct debris removal operations per the terms of the contract.
- Monitor its own day-to-day operations to ensure its contractual obligations are being met.
- Trucks should be weighed and capacities certified.

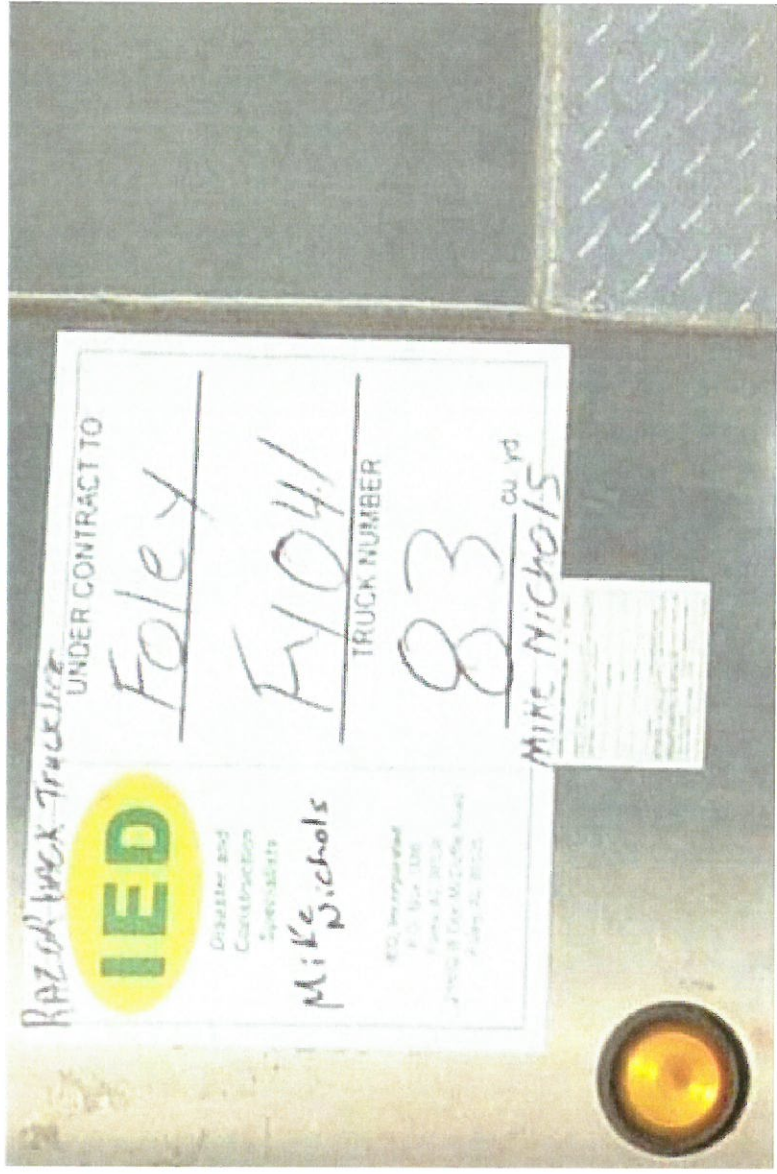


Truck Measurements and Placards

- Truck Volume Measurement:
Measure and note the information in the truck certification form. Photos work well to establish the condition of the truck / trailer at the time of certification.
- Trucks and Trailers must have tailgates.
- Installation of Placards on each truck:
Placards are installed on each side, written very clearly so monitors, field crews, and inspectors can read from distances.



Truck Placard



Truck Scale Implementation

- Each truck or trailer shall be weighed at a certified scale to determine the tare weight.
- The applicant may, at any time, request that the trucks be re-weighed.
- If only landfill scales are being used, the trucks are typically weighed going in and leaving the landfill.



Debris Monitoring

Monitor Responsibility

- Works for the Applicant to monitor debris contractor's day-to-day operations to ensure the applicants expectations and contractual requirements are being met.
- Understand eligibility requirements and ensure work performed under the contract meets these requirements.
- Monitor at the: Collection, storage and disposal sites. Logs and summaries shall be kept at each location.
- Hand loaded trucks or trailers are **reduced by 50%** before they are quantified. Make sure Debris not wetted down.



Debris Monitoring

Monitor Responsibility cont'd.

- Report issues to their direct supervisor which require action (such as safety concerns, contractor noncompliance and equipment use).
- Monitor operations in accordance with the contract requirements.
- Provide all monitoring documents as required in the monitoring contract.
- Debris Monitors should control issuance and completion of load tickets.



Debris Monitoring

Monitor Responsibility cont'd.

- Accurately measure and certify truck capacities (recertify on a regular basis).
- Properly and accurately complete and physically control load tickets (in tower and field).
- Ensure that trucks are accurately credited for their load.
- Ensure that hazardous wastes are not mixed in loads.
- Ensure that all debris is removed from trucks at Debris Management Sites (DMS).
- Report if improper equipment is mobilized and used.



Debris Disposal- Grinding

- *Chipping/Grinding*
 - *Typically Tub Grinders*
 - *4:1 reduction (75% reduction)*
- *Burning*
 - *Air curtain pit incineration*
 - *20:1 reduction (95% reduction)*
 - *Open burning*
 - *Uncontrolled*
 - *Controlled*

Tub Grinder



Debris Disposal- Burning

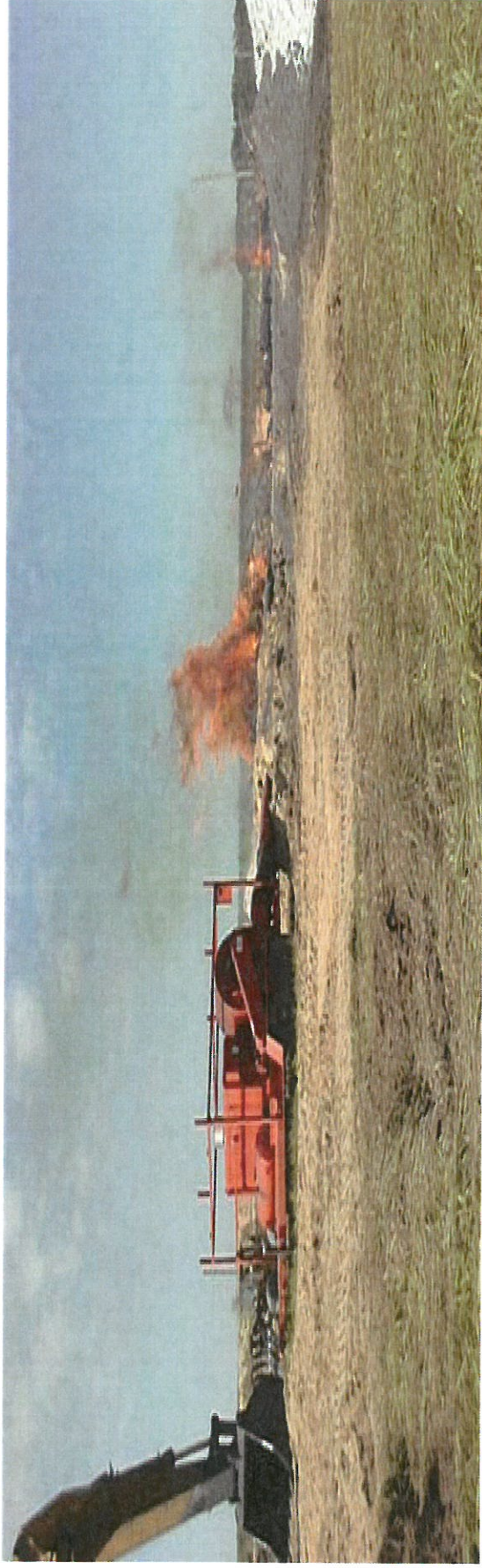
- *Landfill*
Must have the proper Permits
- *Beneficial Use Disposal*
Permits
- *Due Diligence*

Know where your debris is and ensure your contractors are operating in your area of legal responsibility!

Ultimately, you are responsible for your debris.

Debris Burning

- Wood waste will be banned from landfill disposal on July 1, 2016; however, until then, disposal (or open burning) of this material remains strongly discouraged, as beneficial uses for wood are generally available and economically viable.
- Reduction of burnable debris may be by either air curtain pit burning or portable air curtain incinerators. Exact requirements are found at Vermont's Debris Annex Plan:
- http://vem.vermont.gov/sites/vem/files/Support%20Annex%206_Debris%20Management_2014_1205.pdf



Debris Monitoring

State Responsibility

- Ensure that the applicant is sufficiently monitoring the debris removal operation (FEMA\Grantee effort).
- Conduct random monitoring at load sites and disposal sites to ensure compliance with grant requirements (FEMA\Grantee effort).
- Notify subgrantee of compliance issues and outline corrective actions (FEMA\Grantee effort).



Request for Proposal for Debris Monitor

- The request for proposal (RFP) for debris monitoring contracts should outline the qualifications of debris monitors. The qualifications should be appropriate for the individual responsibilities and duties listed above, and debris monitors should **have experience working on construction sites** and be familiar with **safety regulations**.
- It is not necessary to have professional engineers and other certified professionals perform these duties. Should have the ability to estimate debris quantities, differentiate between debris types, properly fill out load tickets, and follow all site safety procedures.
- The RFP should also outline possible locations to be monitored, and reporting requirements to document eligible debris quantities.



Monitoring Contracts



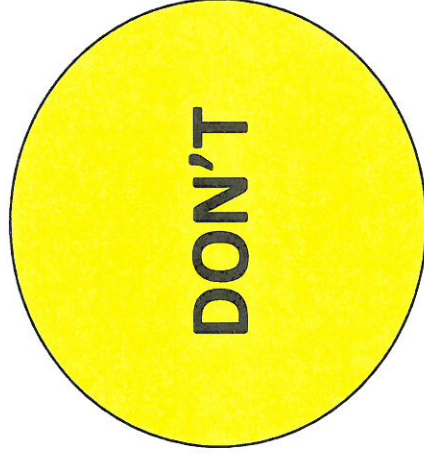
- Monitoring contracts are typically time and materials and must contain a ***not-to-exceed*** clause per the requirements of Part 13 of 44 CFR.
- In addition to the costs for the monitors, the subgrantee can claim as part of its monitoring project worksheet reasonable costs for the debris monitoring contractor to provide training, oversight, and data compilation as required by the terms of the contract.
- Architectural and engineering service overhead should not be claimed. Additional information on costs that are eligible can be found in the *Public Assistance Debris Management Guide FEMA 325*.

Reporting

- A sample of the reporting requirements outlined in the contract will be required to substantiate the eligible costs. This sample must be adequate to demonstrate that sufficient measures were taken to ensure eligibility and accurate quantities are being reported as part of the grant.
- Applicants should require debris monitors to submit daily reports on load quantities, debris management site operations, and operational and safety issues in the field.
- Applicant debris monitoring responsibilities may include tracking performance measures. Specific debris contract performance measures may include:
 - Percentage completion tracking
 - Adherence to contract time schedule
 - Adherence to contract cost schedules



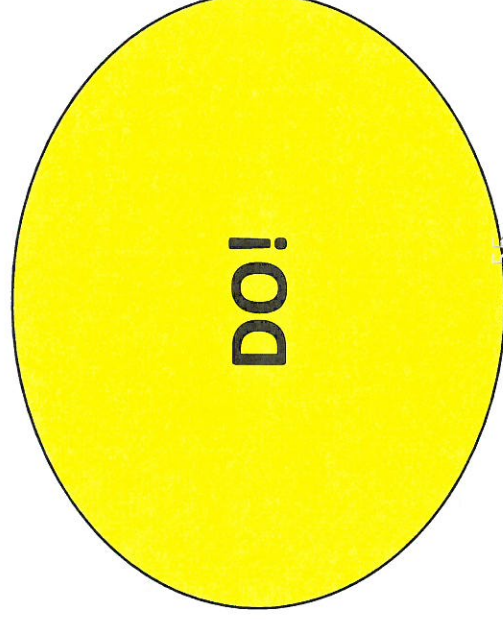
Do's and Don'ts



- Extend time and material costs beyond the incident period; unregulated operations may not be reimbursed.
- Allow contracted operators or monitors to manage your disaster. You must be in charge of operations in your community because a large portion of the costs will be borne by your community.
- Extend debris work beyond the established time. Extension requests are not always granted. A *second* extension request is nearly never granted.

Do's and Don'ts

- Bid debris removal in accordance with Federal, State and local procurement laws. Failure to do so may risk FEMA funding.
- Use force account labor and equipment where possible, it will save money, guarantee quality, and keep what you spend in your local economy.



Debris Policies and Guidance



FEMA

- [http://vem.vermont.gov/sites/vem/files/Support%20Annex%206 Debris%20Management 2014 1205.pdf](http://vem.vermont.gov/sites/vem/files/Support%20Annex%206%20Debris%20Management%2014%201205.pdf) for Vermont Debris Annex
- Debris Monitoring Fact Sheet 9580.203
- Debris Operations Hand Loaded Trucks and trailers 9523.12
- Hazardous Stump Removal, 9523.11
- Debris Removal from Private Property 9523.13
- Debris Contract Guidance –checklist for assisting applicant’s through procurement process 9580.201
- Documenting and Calculating Hazardous Trees Limbs and Stumps 9580.204
- Emergency Contracting vs. Emergency Work 9580.4





FEMA

Debris Policies

- Debris Management Guide FEMA 325 July 2007- detailed information on eligibility
- <http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>
- Eligible debris must be the direct result of the declared disaster
- FEMA 9500 Policy Series 9523.12 Debris Operations-Hand loaded trucks and trailers & 9523.13 Debris Removal from Private Property
- <http://www.fema.gov/9500-series-policy-publications>
- FEMA will evaluate a State's request for private property debris removal in advance of any debris operations. See Disaster Assistance Policy (DAP) 9523.13
- FEMA 9580.203 Debris Monitoring
- <http://www.fema.gov/public-assistance-9500-series-policy-publications/debris-monitoring>



Questions?



FEMA