



DISASTER DEBRIS MONITORING



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DISASTER DEBRIS MONITORING SERVICES FOR THE CITY OF GAINESVILLE, FLORIDA

ROSTAN TRAINING PROGRAM



SUBMITTED BY

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ROSTAN TRAINING PROGRAM

Enclosed is a Rostan training manual intended to introduce new hires to the debris removal monitoring process. Rostan maintains additional training manuals/presentations specific to different aspects of the debris removal monitoring process.



DEBRIS CONTRACTOR MONITOR TRAINING



What is Debris Monitoring?

The Federal Emergency Management Agency (FEMA) has set forth guidelines requiring any municipality recovering from a disaster to oversee the clean up process in a specific way. FEMA requires a staff of trained personnel, who will be actively present on each work site, monitoring and verifying that all work has been completed as intended, documenting all work activity, and preventing potential fraudulent behavior and contractor abuse or negligence.

As monitors, we are representatives of the municipality. In order to secure financial reimbursement from the federal government to the community for costs related to the clean up effort, it is critical that we adhere to FEMA guidelines.



What to Expect

Each morning you will all be assigned a crew to monitor. Most of you will be following trucks through neighborhoods, observing, documenting, and initiating load tickets for each truck once it has been loaded.

You will be expected to remain with your crew throughout the day. Contractors should not begin working until a monitor is present in the work area. Consequently, it is important that we remain prompt and punctual. We do not want the contractors waiting on us, if at all possible.



Priorities

- ✓ Operational Safety
- ✓ Integrity
- ✓ Promptness
- ✓ Professionalism
- ✓ Assist the client in maximizing their federal grant funding



Philosophy

We are here to help, not hinder

- We are NOT law enforcement
- We are NOT safety enforcement

Your bottom-line responsibilities

- Be Safety Conscious
- Monitor
- Document
- Report



Philosophy

We should communicate openly

- Supervisors
- Fellow monitors
- Debris contractors

Non-confrontational

- Do not argue with drivers or other debris contractor personnel
- Notify your supervisor **IMMEDIATELY** if issues arise, and inform applicable parties that your supervisor will address the issue when he/she arrives
- **WALK AWAY!**



Individual Safety

Mandatory personal protective equipment

- Safety vest
- Hard hat
- Safety shoes (steel or fiberglass toe)
- Long pants
- Outerwear applicable to the weather conditions; e.g., raingear
- Safety glasses
- Hearing protection available
- Dust masks available



Monitor Roles

Loading Site Monitor

Observes loading zones where debris pickup originates and is loaded into each truck prior to departing for the debris management site (DMS).

Debris Management Site (DMS) Monitor

Monitors the debris management site, validating and quantifying all incoming truckloads of debris.

Tree Crew Monitor

Some crews are paid to remove hazardous branches and cut down hazardous leaning trees. Certain monitors may be trained to validate and track FEMA approved tree work.



Loading Site Monitors

Safety Considerations

- Maintain awareness of your surroundings at all times - on and off the job site
- Practice safe defensive driving to and from work locations
- Do not allow yourself to rush while driving for any reason. Safety takes priority over all operational considerations.
- Parking and exiting your vehicle
- Children playing in the area
- Traffic
- Safe operation of equipment
- Downed power lines
- Locating utility meters, transformers, fire hydrants, mailboxes, etc. to avoid injury and/or damage
- Proper containment of debris
- Report issues to supervisor
- **Be alert!!!** - particularly while operating HaulPass® handheld equipment. Do not allow yourself to be distracted from what's around you, and maintain a safe distance from the work area at all times



Loading Site Monitors

Responsibilities

- Maintaining awareness of your surroundings at all times. Your Personal Safety is your #1 responsibility.
- Ensuring that only debris specified by the client is removed
- Documentation of debris eligibility
- Documentation of damages – report to supervisor
- Verifying that the placard number on each HaulPass® card matches the placard number on the side of the corresponding truck.
- Initiating load tickets on the HaulPass® cards after the truck is loaded and ready to depart for the dump site.
 - This will mark your current location using GPS, and save the date, time, and all other relevant information
- Note all relevant work activity in your handwritten daily logs, including truck loading times, arrival or departure of crew, site visits from government personnel, etc. Take abundant notes, time and safety permitting
- In addition to a written record, if FEMA or other government personnel visit your site, call your supervisor IMMEDIATELY so that we may document and respond as necessary



Typical R.O.W. Curbside Loading Site



Examples of Eligible R.O.W. Debris



Typical R.O.W. Curbside Loading Site



Examples of
Eligible
R.O.W.
Debris



Typical R.O.W. Curbside Loading Site



Examples of
Eligible
R.O.W.
Debris



Work Area Safety



- ALWAYS Remain at safe distance (more than 60 feet) from all work operations
- We do not actively participate in any way with cleanup operations. Remain well outside the perimeter of the work area whenever possible, and do not put yourself in a potentially dangerous area for any reason
- When first arriving on the site, visually survey the area to make yourself familiar with all large equipment and vehicles in the work area
- Next take visual inventory of all passive hazards such as leaning trees, broken/hanging branches that could fall, sewers and holes in the ground, etc.
- Remain standing still while operating any phone, radio, or the HaulPass equipment. Always maintain active awareness of your surroundings and where you are walking. Do not allow yourself to be distracted
- Remain aware of and avoid wasps, bees, spiders and other biting/stinging insects/arachnids
- **If you ever find yourself in a position that you feel is unsafe remove yourself from that situation and immediately notify your supervisor**



Traffic Awareness



- Traffic is the primary hazard in most right-of-way roadside cleanup work
- Stand well out of the way of traffic
- Remain in an area where visibility is maximized and where cars would not travel if they needed to swerve
- Face traffic when possible
- Park vehicle off the right of way if possible
- If your vehicle is parked in the right-of-way, consider parking where your vehicle can be used as a shield from oncoming traffic
- **If you ever find yourself in a position that you feel is unsafe, remove yourself from that situation and immediately notify your supervisor**



Driving Safety

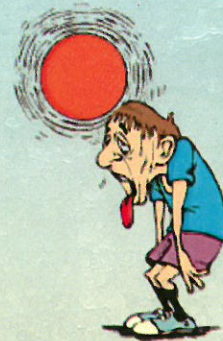


- Always wear seat belt when operating any vehicle
- Obey all speed limits and traffic laws
- **DO NOT** talk on a cell phone or radio while driving. Wait until you are safely parked and then return the call.
- Never park too close to work areas, and **ALWAYS** look around you before exiting your vehicle.
- **If you ever find yourself in a position that you feel is unsafe remove yourself from that situation and immediately notify your supervisor**



Heat Stress

- Stay hydrated by drinking plenty of water and intermittently drinking Gatorade or similar sports drink.
- Avoid caffeine and sugary drinks
- Take rest breaks as needed.
- Recognize signs and symptoms of a heat related emergency:
 - Muscle cramping
 - Sweating
 - Nausea
 - Weakness
 - Dizziness
- Wear sun block to avoid sun burn and skin overheating
- Wear a hat with a brim protecting face, ears, and back of neck
- Cover exposed skin to the extent practical



General Debris Eligibility Criteria

Immediate threat to public health & safety

Direct result of declared event

Within maintained public property; i.e., it is in/on a public right-of-way

Applicant's legal jurisdiction and responsibility at time of disaster



Basic Debris Types

Vegetative debris consists of whole trees, tree stumps, tree branches, tree trunks, and other leafy material.

Construction and Demolition debris (C&D) consists of boards, bricks, building materials, and generally all man-made materials that are not vegetative.

Mixed debris generally refers to a combination of vegetative and C&D debris.



DMS Tower Monitors

Tower Monitors are responsible for completing the second half of the debris monitoring process. After the debris is loaded, it is hauled to either a debris management site (DMS) or final disposal location.

When it arrives, the truck will pull alongside a tower which will allow a monitor to peer into the truck from above. This allows the monitor to estimate the amount of debris in the truck container, based on the percentage of the container that is filled.



DMS Tower Monitors

The tower monitor will complete the process on their hand-held PDA, and their printer will issue a HaulPass® receipt for the driver and any other relevant parties.

Once the HaulPass® card and receipt are returned to the driver, the driver will dump his/her load of debris, and return to the loading site for the next load.

| HAULPASS | | City of Tampa |
|------------------------|------------------------------|------------------|
| www.haulpassadms.net | | Hurricane George |
| Card # | Card # | Quantity |
| E301AD0 | ECA3F1B | 23.4cy |
| Contractor Information | | |
| Certification # | ECA3F1B | |
| Prime Contractor | Andrew Grubbs Debris Removal | |
| Sub-Contractor | G. E. B. A. | |
| Load Information | | |
| QA Monitor | 032637 | |
| Ticket Type | ROW | |
| Debris Type | Vegetative | |
| Latitude | 027 57.6751' N | |
| Longitude | 082 26.6741' W | |
| GMT Load Time | 04/30/2009 13:59:23 | |
| Local Load Time (-5) | 04/30/2009 08:59:23 AM | |
| Unload Information | | |
| Site Name | Site 1 | |
| Tower Name | Tower 1 | |
| Tower Monitor ID | C18875 | |
| GMT Tower Time | 04/30/2009 17:59:53 | |
| Local Tower Time (-5) | 04/30/2009 12:59:53 PM | |
| Call Type | Percent Full | |
| Percent Full | 75.0 | |
| Calculated Quantity | 23.4 | |

Version: 2.4.3.34
APPLICANT COPY



DMS Tower



ROSTAN
Solutions LLC

DMS Scissor Lift



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Solutions LLC

DMS Scissor Lift



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DMS Safety Considerations

- Tower stability/climbing into and out of tower
- Limbs protruding from trucks/trailers
- Hazardous waste
- Traffic control
- Safe operation of equipment
- Debris Reduction
 - Air Curtain Incinerators
 - Open Burning
 - Tub and Drum Grinders
- Smoke/Dust/Ice/Mud
- Lightning/Foul Weather

ROSTAN
Solutions LLC

DMS Safety Considerations

- Tower stability/climbing into and out of tower
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Truck Certification

Trucks hauling debris must first undergo a certification process.

- All documentation for the truck and driver are verified and recorded
- The truck's container is measured for volumetric capacity (how much material can fit in the back)
- A photo of the truck is taken
- All data is captured on a laptop computer, then a HaulPass® card is issued displaying the truck photo and the assigned placard number
- An adhesive placard is placed on the side of the truck container displaying both the placard number and the capacity in cubic yards



HaulPass® Card

Every debris hauling truck must be certified as described in the previous slide. In doing so, it must be given a unique number to identify it.

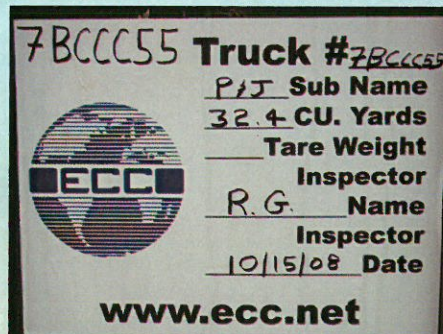
This identifying number is the **placard number**. It will be written on a large adhesive placard which will be stuck to the side of the truck container. This is the primary method for identifying a truck during an operation.

The 7 digit placard number is displayed at the top of the card. Always check to verify that it matches the placard on the side of the truck. It is the driver's responsibility to make sure that they have the correct HaulPass® card with the corresponding vehicle when loading and unloading. **However**, it is **YOUR** responsibility to verify that you are holding the correct card prior to initiating a ticket using that card. Always double check; despite instructions, drivers sometimes unintentionally swap their HaulPass® cards.



HaulPass® Card

Always check to verify that the placard number on the card matches the placard on the side of the truck. Many trucks look alike



- If the driver hands you a truck card that does not match, simply notify them and return the card; never make any tickets unless the driver can provide the correct card.
- **Mistakes happen-** PLEASE do not be afraid to report any potential errors or mistakes. We can correct any errors as needed, but only if we are informed.
- If you realize that you have a mistake after the fact, no problem. Simply call your supervisor to let them know immediately so that we can respond accordingly. Do not delay, we would like to fix any errors or potential issues as soon as they arise.





AUTOMATED DEBRIS MANAGEMENT SYSTEM



Hardware

- Symbol MC70 with integrated GPS
- TSL Smart Card Reader
- Zebra RW420 Bluetooth Mobile Printer



Symbol+PLUS



Symbol Motorola MC70 PDA

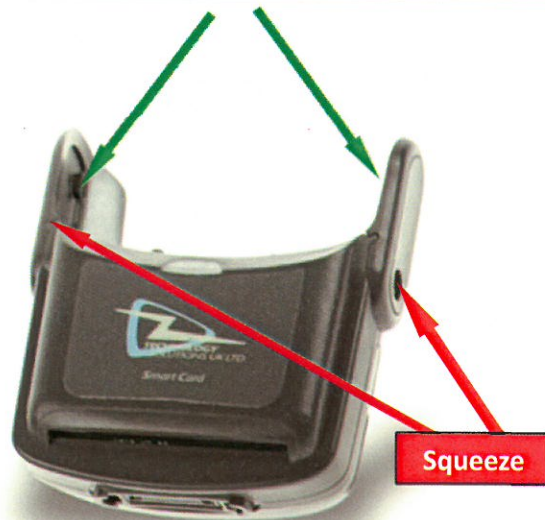
- HaulPass® utilizes a PDA, also known as a hand-held computer. This machine is the core of a HaulPass® kit.



TSL Smart Card Reader

HaulPass® utilizes a smartcard reader that attaches to the bottom of the PDA.

To remove or reattach it, simply squeeze the holes on the edges (**RED arrows**) to expand and release the hooks at the edges (**GREEN arrows**).



Symbol+PLUS
VALIDATED



Zebra RW420 Printer

- Communicates with the PDA via Bluetooth (wireless).
- Thermal Printer – No Ink or Toner is required. The image is actually burned onto the paper.

Right-of-way monitors will **NOT** need to use this piece of equipment.

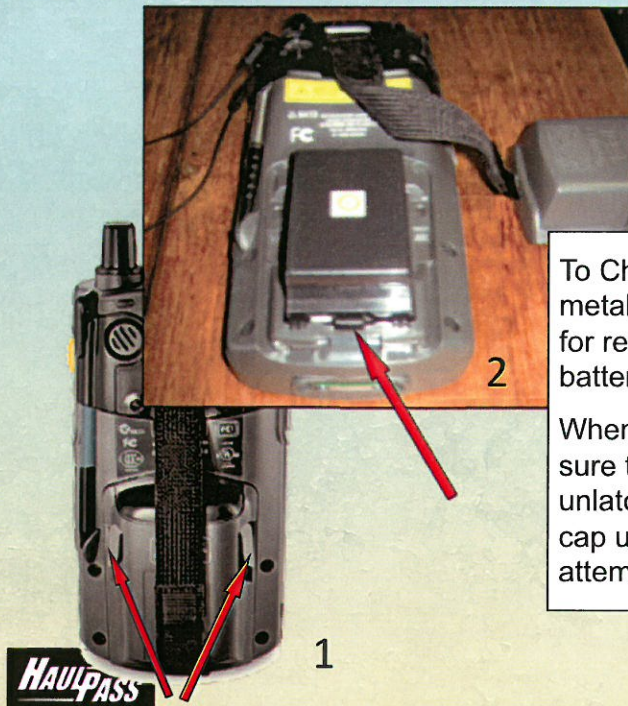


PDA Vehicle Charger

- In each kit there will be vehicle charging device for the PDA.
- Equipment will be charged by technicians overnight
- In the unlikely event that a PDA needs to be charged during the day, simply attach the cable to the bottom of the TSL smart card reader and plug the other end into a vehicle lighter



PDA Battery Replacement



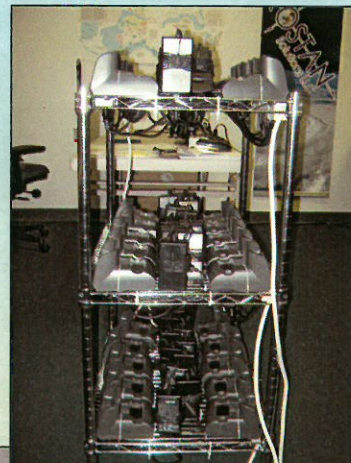
To Change the PDA battery, swing the metal clips outward unlatching the cap for removal. Once removed, unclip the battery near the base of the device.

When reattaching the battery cap, be sure that the metal clips are in the unlatched position, and then close the cap until it is flush with the edges before attempting to close the clips.



Distribution of Field Equipment

- HaulPass® kits are distributed and collected daily
- Sign in/out forms will be used by field technicians and supervisors in charge of distributing and collecting the HaulPass® kits
- Equipment will be charged and any consumables, such as printer paper, will be replenished by technicians overnight



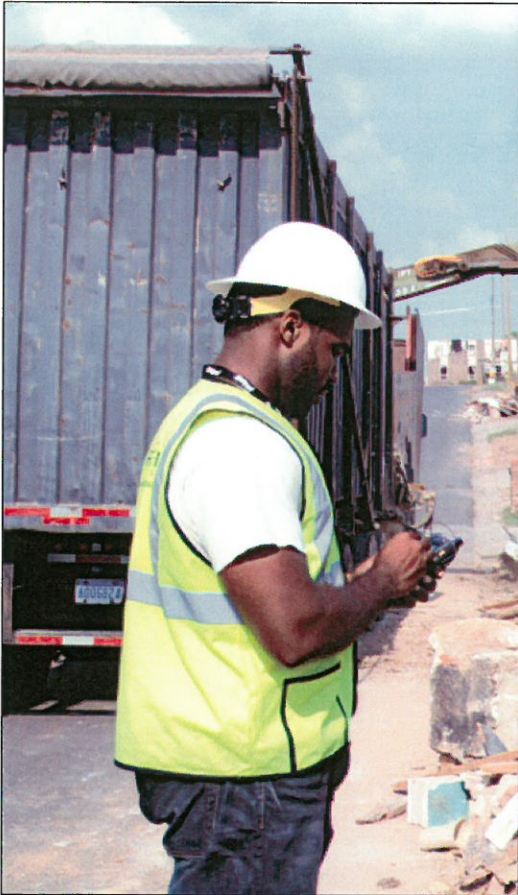
Replacement of Field Equipment

- Spare kits available at dump sites
- Spare kits available through roaming technicians
- Spare kits available through field supervisors



Questions About Equipment?



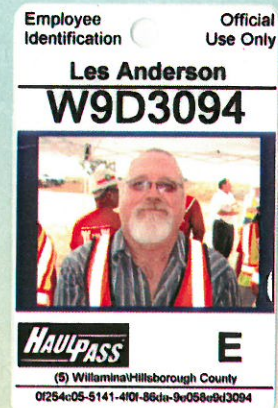
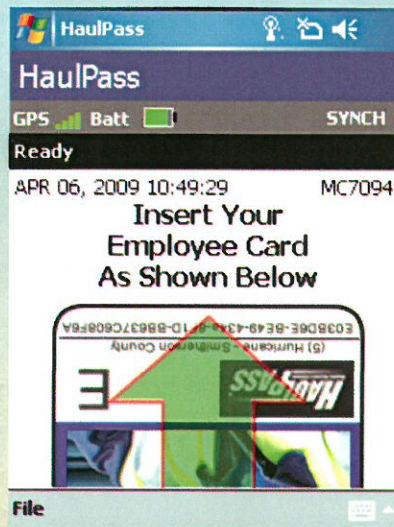


RIGHT-OF-WAY APPLICATION



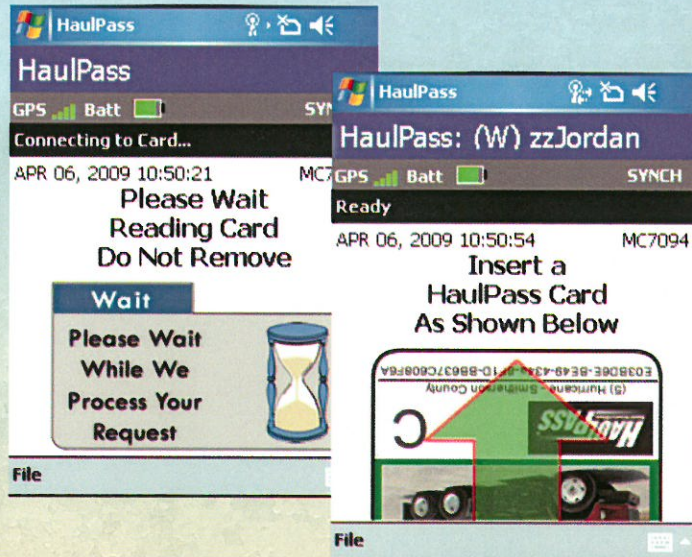
Employee Login

Insert employee card with the picture facing up and leave the card in the reader.



Employee Login

Do **not** remove the card until the screen changes to the "Insert a HaulPass Card..." screen on the right. Please be patient during this process.



HaulPass R.O.W. Application

- Driver will present a HaulPass® Card. Insert the card into the reader slot. **DO NOT REMOVE CARD!**
- Ticket data is automatically initiated
- No data entry required



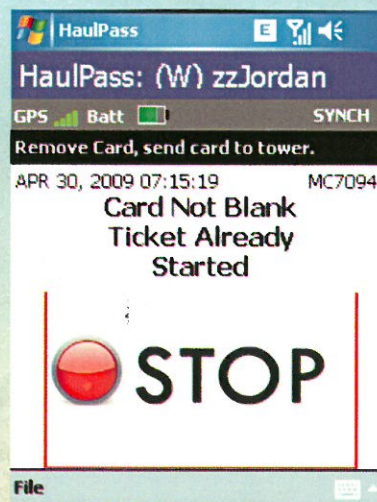
HaulPass R.O.W. Application

- Ticket data is automatically initiated.
- No data entry required
- When "Success Ticket Started" appears, remove the card and return it to the driver
- Screen will reset for the next HaulPass® Card



HaulPass R.O.W. Application

- If a Ticket is already on the HaulPass® Card, the card will be refused by the system
- If this happens, return the card to the driver and inquire whether he dumped his last load. If so, contact a field supervisor



Safety Review

- ALWAYS Remain at safe distance (more than 60 feet) from all work operations
- We DO NOT actively participate in any way with cleanup operations. Remain well outside the perimeter of the work area whenever possible, and do not put yourself in a potentially dangerous area for any reason
- When first arriving on the site, visually survey the area to make yourself familiar with all large equipment and vehicles in the work area
- Be acutely aware of all vehicular traffic in the area
- Take visual inventory of all passive hazards such as leaning trees, broken/hanging branches that could fall, sewers and holes in the ground, etc.
- Remain aware of and avoid wasps, bees, spiders and other biting/stinging insects/arachnids
- **If you ever find yourself in a position that you feel is unsafe remove yourself from that situation and immediately notify your supervisor**



QUESTIONS

