City of Culver City, California

Mass Debris Management Plan

February 2021

PROMULGATION

City of Culver City Disaster Debris Management Plan

PROMULGATION

The City of Culver City Mass Debris Management Plan (MDMP) provides a comprehensive framework for management of debris following a disaster. It addresses the roles and responsibilities of City departments, other government organizations, private firms and nongovernmental organizations that might have a role in debris operations.

The City of Culver City MDMP ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the role of the City in managing debris following a disaster, and with the authority vested in me as the City Manager, I hereby promulgate the City of Culver City MDMP.

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(John Nachbar)

City Manager, City of Culver City, California

RECORD OF CHANGES

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The following table shows the revisions made to the MDMP. This plan should be reviewed and updated annually.

Revision Date	Summary of Major Changes	Revised Sections	Revised By (Name and Organization)

RECORD OF DISTRIBUTION

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The following table records when and to whom copies of the MDMP have been distributed.

Date of Distribution	Plan Version (Date of Plan)	Method of Distribution (Email, Post on Server, Provide Hard Copy, etc.)	Distributed To (Name and Department/Organization)

CITY OF CULVER CITY MASS DEBRIS MANAGEMENT PLAN

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ABBREVIATIONS AND DEFINITIONS

Acronym	Definition
ACM	Asbestos-Containing Material
CalEPA	California Environmental Protection Agency
CalOES	California Office of Emergency Services
C&D	Construction and Demolition
CCR	California Code of Regulations
CDAA	California Disaster Assistance Act
CEO	Chief Executive Officer
CEOC/OAEOC	County Emergency Operations Center/Operational Area Emergency Operations Center
CERCLA	Comprehensive Environmental, Response, Compensation and Liability
CFR	Code of Federal Regulation
CIH	Certified Industrial Hygienist
City	City of Culver City
CPG	Comprehensive Planning Guide
CY	Cubic Yards
DDPT	Disaster Debris Planning Team
DMA	Disaster Management Area
DMAC	Disaster Management Area Coordinator
DMS	Debris Management Site
EMAC	Emergency Management Assistance Compact
EMMIE	Emergency Management Mission Integrated Environment
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPO	Culver City's Environmental Programs and Operations
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation

FEMA	Federal Emergency Management Agency
FHSZ	Fire Hazard Severity Zone
FMAG	Fire Management Assistance Grant
GHS	Global Harmonization System
GIS	Geographic Information System
GPS	Global Positioning System
GSW	Golden State Water
HAZMAT	Hazardous Materials
HAZUS	FEMA's GIS System
HHW	Household Hazardous Materials
ICS	Incident Command System
IS	Independent Study
JFO	Joint Field Office
LEA	Local Enforcement Agency
MAP	Moving Ahead for Progress
MDMP	Mass Debris Management Plan
NIMS	National Incident Management System
NIOSH	National Institute of Occupational Safety
NRCS	Natural Resources Conservation Service
OA	Operational Area
PA	Public Assistance
PAC	Public Assistance Coordinator
PDA	Preliminary Damage Assessment
PDAT	Procurement Disaster Assistance Team
PDMG	FEMA Program Delivery Manager
PIO	Public Information Officer
PNP	Private Nonprofit
PPE	Personal Protective Equipment
PW	Project Worksheet

RCRA	Resource Conservation and Recovery Act
ROW	Right-of-Way
S.A.F.E.	Solvents, Automotive, Flammables, and Electronics
SCE	Southern California Edison
SCEC	Southern California Earthquake Center
SEMS	Standardized Emergency Management System
SRIA	Sandy Recovery Improvement Act
TDMS	Temporary Debris Management Site
USACE	U.S. Army Corps of Engineers
USC	United States Code
USCG	United States Coast Guard
WBW	West Basin Water
WMD	Weapons of Mass Destruction

1.0 INTRODUCTION

1.1 Overview

For the protection of the public health, safety, and welfare of residents and visitors, the City of Culver City (City) recognizes the responsibility to be prepared for a debris-generating incident.

Disasters can produce substantial volumes of debris, creating hazardous conditions that endanger the public and disrupt the essential daily lifestyle and economy of the community.

Disasters will result in large expenditures of labor, equipment, materials, and supplies at substantial cost. It is imperative that the City is prepared to provide an early, safe, and quick response to restoring environmentally safe and economically viable conditions to the disaster-affected areas. It is to this end that the City developed this Mass Debris Management Plan (MDMP).

The MDMP addresses how response to a debris-generating incident will be coordinated with local, County, State, and Federal partners. The MDMP does not address routine debris incidents that the City can manage instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate significant volumes of debris requiring an unusual or extraordinary response.

1.1.1 Purpose

The purpose of this plan is to provide a framework for how disaster debris operations will be managed by the City. The intent of this plan is to:

- Establish coordinated debris management operations, including debris removal, reduction, recycling, haul-out, final disposal, and documentation.
- Provide a debris management organization for the City.
- Identify the roles and responsibilities of departments and agencies with a role in response.
- Describe the resource management strategy for debris operations.

1.1.2 Debris Planning Process

The City initiated the disaster debris planning project by forming the Disaster Debris Planning Team (DDPT). The MDMP was developed using the planning process outlined in the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101 Version 2.

The DDPT included City departmental representatives from the following City offices and departments:

- Administrative Services
- City Attorney’s Office
- City Manager’s Office
- Community Development
- Emergency Management
- Finance
- Human Resources
- Information Technology
- Parks, Recreation, and Community Services
- Police

- Public Works
- Transportation

In addition, project team members from Tetra Tech, the consulting firm contracted to work with the DDPT, assisted in the development of the MDMP.

The DDPT conducted the following planning meetings to engage stakeholders and gain feedback for the development of the plan:

Project Kickoff Meeting

The purpose of the project kickoff meeting was for DDPT members to gain an understanding regarding disaster debris management processes, identify key objectives in planning, discuss the process and timeline for developing the plan, identify roles and responsibilities among departments for disaster debris management, and discuss resources that are available in response to a debris-generating incident.

Working Group Meetings

The purpose of the working group meetings was to meet with the DDPT and staff members from departments with a role in debris operations to collect additional information needed for plan development. During these meetings, planners discussed responsibilities, resources, authorities for plan development, as well as environmental and regulatory issues related to disaster debris management operations.

Plan Draft Working Group Meeting

The purpose of conducting the Plan Draft Working Group Meeting was to review the draft plan with the DDPT. Input from the DDPT was used to revise and finalize the MDMP.

MDMP Orientation Workshop

The purpose of the MDMP Orientation Workshop was to review key elements of the plan and ensure that key personnel had a fundamental understanding of the components of the plan.

1.1.3 Plan Scope

The scope of this plan pertains to disaster debris operations for an incident that causes widespread damage in the City.

This plan complies with the principles and requirements found in State and Federal laws, regulations, and guidelines. This plan also complies with the National Incident Management System (NIMS), National Response Framework, National Disaster Recovery Framework, and the Standardized Emergency Management System (SEMS).

1.1.3.1 Population, Demographics and Physical Characteristics[1]

Population and Demographics

The U.S. Census Bureau 2018 population estimate for the City is approximately 39,214 people living in 16,502 households. 36.6% of the population of the City speak a language other English at home. This

[1] U.S. Census Bureau QuickFacts, Culver City, California

means that public information regarding set-out procedures and the safe handling of debris will need to be accessible in multiple languages.

During disasters, populations with functional and access needs and socioeconomic barriers often have less access to resources and support. According to the U.S. Census Bureau, approximately 15.8% of the population of the City, or about 6,195 people, are at or over the age of 65, and 7.4% of the population is living below the poverty level.

Debris managers must be cognizant of how disaster debris can further impact individuals with disabilities and access and functional needs. **Section 2.2.8** of this plan provides a more detailed description of best practices during debris operations to support this population.

Physical Characteristics

The City is in southwest Los Angeles County. The City is approximately 1.5 miles from the Pacific Ocean. Much of the terrain in the City is mostly level or slight rolling hills that vary in elevation from 40 feet above the mean sea level on the west to approximately 100 feet in the central portion of the City, to 400 feet above sea level in the Baldwin Hills area located in the northwest portion of the City. The Ballona Creek flows through the City from east to west. The City is bordered to the north by the Los Angeles communities of Mar Vista and Palms. It is bordered to the north, west, and south by the City of Los Angeles. To the east, it is bordered by an unincorporated area of Los Angeles County.

Debris Management Constraints

There are several challenges the City could encounter during debris management. This plan aims to provide best management practices to address these challenges.

- Lack of local jurisdictional resources
- Multiple municipalities in the region using limited resources
  - Debris hauler services
  - Disposal facilities
  - Staging areas
- State regulatory requirements
  - Environmental regulations
  - Organic waste disposal reduction targets
  - Zero waste initiatives
- Citizenry expectations
- Populations with disabilities and functional and access needs

1.2 Events and Assumptions

1.2.1 Debris Scenarios

The intent of this plan is to provide guidance for a large-scale disaster that generates significant volumes of debris that will overwhelm local agencies and require contractor coordination and support. The City is vulnerable to many disasters that have the potential to generate large volumes of debris, including natural and human-caused disasters.

The City of Culver City and Culver City Unified School District Multi-Jurisdictional Hazard Mitigation Plan[2] provides a comprehensive disaster profile that provides detailed information on the disasters that have the potential to impact the City. For the purposes of this plan, the debris planning team chose three disaster scenarios to conduct an analysis based on likelihood to occur and potential to generate significant disaster debris. The information in this section is intended for the purposes of planning only and will likely be different from an actual event.

1.2.1.1 Earthquake

Earthquakes are considered a major threat to the City due to the proximity of several fault zones, notably including the San Andreas Fault, the Newport-Inglewood Fault, the Norwalk Fault, the San Jacinto Fault, and the Whittier-Elsinore Fault. A Southern California Earthquake Center (SCEC) report (SCEC, 1995) indicated that the probability of an earthquake of magnitude 7 or larger in Southern California before the year 2024 is 80% to 90%. A significant earthquake along one of the major faults could cause substantial casualties; extensive damage to buildings, roads, and bridges; fires; and other threats to life and property. The effects could be aggravated by aftershocks and by secondary effects such as fire, landslides, and dam failure. A major earthquake could be catastrophic in its effect on the population and could exceed the response capability of the local communities and even the State.

Earthquake losses typically include structural damage to private and public structures, such as homes, businesses, roads, and bridges. Structural damage can cause thousands of dollars in losses for residents, business owners, and public entities. The table below provides historical earthquake data for Los Angeles County.

Table 1.1 – Historical Earthquake Disasters[3]

Date	Location	Time	Richter	Damage
1/1/1979	Malibu	3:15 p.m.	5.2	No deaths; minor damage
10/1/1987	Whittier Narrows	7:42 a.m.	5.9	Eight deaths; $358 million
12/3/1988	Pasadena	11:38 p.m.	5.0	No deaths; no appreciable damage
1/19/1989	Malibu	10:38 p.m.	5.0	No deaths; slight damage
6/12/1989	Montebello	9:57 a.m.	4.6	No deaths; no appreciable damage
6/28/1991	Sierra Madre	7:44 a.m.	5.8	Two deaths; $40 million
1/17/1994	Northridge	4:31 a.m.	6.7	61 deaths; est. $20 billion
9/9/2001	SE of West Hollywood	4:59 p.m.	4.2	No deaths; moderate damage
7/29/2008	Chino Hills	11:42 a.m.	5.4	No deaths, moderate damage

[2] City of Culver City and Culver City Unified School District Multi-Jurisdictional Hazard Mitigation Plan, April 2017

[3] U.S. Geological Survey, Earthquakes Website Page, https://earthquake.usgs.gov/earthquakes/search/

5/18/2009	Lennox	8:39 p.m.	4.7	No deaths, light damage
2/29/2014	Brea	9:09 p.m.	5.1	No deaths, light damage
7/5/2014	Running Springs	9:59 a.m.	4.6	No deaths, light damage
7/4/2019	Ridgecrest	10:33 a.m.	6.4	1 death (in Nevada) $5.3 billion damage mainly in Ridgecrest and Trona, CA

Additionally, earthquakes can create secondary impacts including mudslides, fires, and hazardous materials incidents.

1.2.1.2 Severe Weather Incidents

The City is also vulnerable to severe weather including wind and heavy rain that can cause flooding, coastal erosion, and mudslides. **Table 1.2** lists the severe weather disasters that have occurred in Los Angeles County from 1993 to the present.

Table 1.2 – Historical Severe Weather Disasters

Date	Declaration	Disaster Description
10/28/1993	1005	Fires, Mud & Landslides, Soil Erosion, Flooding
01/05/1995	1044	Severe Winter Storms, Flooding, Landslides, Mud Flows
03/12/1995	1046	Severe Winter Storms, Flooding, Landslides, Mud Flows
02/09/1998	1203	Severe Winter Storms and Flooding
02/04/2005	1577	Severe Storms, Flooding, Debris Flows, and Mudslides
04/14/2005	1585	Severe Storms, Flooding, Debris Flows, and Mudslides
03/08/2010	1884	Severe Storms, Flooding, Debris Flows, and Mudslides
1/18/2017	4305	Severe Winter Storms, Flooding, and Mudslides
12/4/2017	4353	Wildfires, Flooding, Mudflows, and Debris Flows

The City's Multi-Jurisdictional hazard mitigation plan provides a comprehensive analysis of the risk and vulnerabilities of the various types of severe weather and flooding that can impact the City.

1.2.1.3 Debris Estimates

Estimating the quantities of debris that may be generated by various natural or man-made disasters is a complex analysis. There are endless variables (type of incident, severity, etc.) that can dramatically impact the quantities of debris that may be generated by a disaster, and virtually no model can accurately estimate debris volumes. Estimating the debris generation potential for the City should be used as a resource when planning for a debris-generating incident. For this plan, debris estimates were conducted using two methods: a historical analysis based on real incidents and a theoretical analysis based on a mathematical formula.

Earthquake Scenario Assumptions and Debris Estimate

HAZUS is FEMA's geographic information system (GIS)-based, multi-hazard risk assessment program for analyzing potential losses from disasters caused by earthquakes, floods, and hurricanes. For the earthquake scenario, HAZUS was used to run a scenario involving the Newport-Inglewood Fault that runs through Culver City southeast through Inglewood to Newport Beach. The scenario assumes a magnitude 7.2 earthquake. Included in the debris estimate is landslide susceptibility data from the California Geological Survey. **Table 1.3** shows the estimated quantities of debris that might be anticipated in the City from an earthquake given those assumptions.

Table 1.3 – Earthquake Debris Estimate

Brick, Wood and Other (CY)	Concrete and Steel (CY)	Total Earthquake Debris Estimate (CY)
156,478	498,420	654,898

Severe Weather Event Scenario Assumptions and Debris Estimate

The City is susceptible to severe weather, including flooding and strong winds. For this reason, the U.S. Army Corps of Engineers hurricane debris estimation model was used to determine the type and volume of debris for the disaster management area. Though it is unlikely the City will experience a hurricane, a Category 1 hurricane was used because it most closely resembled the type of conditions related to wind speed and flooding the City could experience in a serve weather incident.

Forecasted amount of debris in the City caused by a severe storm is based on the following formula:

$$Q=H(C)(V)(B)(S)$$

Where:

Q = Cubic yards (CY) of debris

H = Number of households in the community

C = Storm category factor

V = Vegetative characteristic multiplier

B = Commercial multiplier

S = Precipitation characteristic multiplier

The descriptions and multipliers are described below:

Storm Category

C is the storm category, a number as indicated below in **Table 1.4**, that expresses range of wind speeds. C corresponds to expected debris quantity in CY per household, assumed to include materials of the house and its contents and land foliage.

Table 1.4 – Storm Category Factor

Storm Category (Winds mph)	Value of "C" Factor (CY)
1: 74-95	2
2: 96-110	8
3: 111-129	26
4: 130-156	50
5: 157 or higher	80

Notes:
CY Cubic yards of debris per household
mph Miles per hour

Vegetative Cover

V is the vegetation multiplier as indicated below in **Table 1.5**. It acts to increase the quantity of debris by adding vegetation, including shrubbery and trees, on public rights-of-way (ROW). Categories of vegetation are described as follows:

- **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.

Table 1.5 – Vegetation Multiplier Factor

Vegetation Density	Value of "V" Factor
Light	1.1
Medium	1.3
Heavy	1.5

Commercial Multiplier

B is the multiplier that considers areas that are not solely single-family residential, but also small retail stores, schools, apartments, shopping centers, and light industrial-manufacturing facilities. Built into this multiplier is the offsetting commercial insurance requirement for owner/operator salvage operations. **Table 1.6** below lists commercial multipliers.

Table 1.6 – Commercial Multiplier

Commercial Density	Value of Commercial Multiplier (B)
Light	1
Medium	1.2
Heavy	1.3

Precipitation Multiplier

S is the precipitation multiplier that considers either a "wet" or "dry" storm event (**Table 1.7**).

Table 1.7 – Precipitation Multiplier

Precipitation Characteristic	Value of Precipitation Multiplier (S)
None to Light	1
Medium to Heavy	1.2

Severe Weather Debris Estimate

A combination of relevant historical data and debris forecast calculations were used to develop the debris forecast for a severe storm (**Table 1.8** below).

Table 1.8 – Severe Weather Debris Estimate

Households	Storm Category Factor	Vegetation Multiplier Factor	Commercial Multiplier	Precipitation Multiplier	Debris Estimate (CY)
16,502	2	1.1	1.2	1.2	52,278

Wildland and Urban Fire Debris Estimate

Wildland fires are those fires of any size that burn in woodland, brushland, and grassland areas. Wildfire presents a risk to the City due to its dry summers and a close urban/open space interface. Cal Fire's incident information webpage lists several wildfires that have affected Los Angeles County in the recent past.

Table 1.9 – Wildfire Incidents in Los Angeles County[4]

Name of Incident	Date	Location	Acres Burned
Powerhouse Fire	5-30-2013	Los Angeles County Mountains Excluding the Santa Monica Range	30,274 acres
Colby Wildfire	1-16-2014	Los Angeles County San Gabriel Valley	1,952 acres and 5 homes
San Gabriel Complex	6-20-2016	Los Angeles County Mountains Excluding the Santa Monica Range	5,399 acres
Sand Fire	8-1-2016	Los Angeles County Mountains Excluding the Santa Monica Range	41,000 acres
La Tuna Fire	9-1-2017	Los Angeles County San Fernando Valley	7,194 acres, and 5 homes
Stone Fire	6-4-2018	Los Angeles County Mountains Excluding the Santa Monica Range	1,352 acres
Woolsey Fire	11-08-2018	Los Angeles County Coasts Including Downtown Los Angeles and Ventura County	96,949 acres and 1,500+ structures
Saddleridge Fire	10-10-2019	Santa Clarita Valley	8,700 acres, over 100 residences damaged or destroyed
Tick Fire	10-24-2019	Santa Clarita Valley	4,600 acres, 23 homes destroyed, 40 damaged
Getty Fire	10-28-2019	Santa Monica Mountains Recreation Area	700+ acres and 25 residences

The Fire and Resource Assessment Program from Cal Fire has mapped Fire Hazard Severity Zones (FHSZ) in the State using computer models. The zones indicate areas of moderate, high, or very high fire risk. The map below in **Figure 1-1** shows the FHSZs in Culver City.

[4] National Center for Environmental Information, Storm Events Database, https://www.ncdc.noaa.gov/stormevents

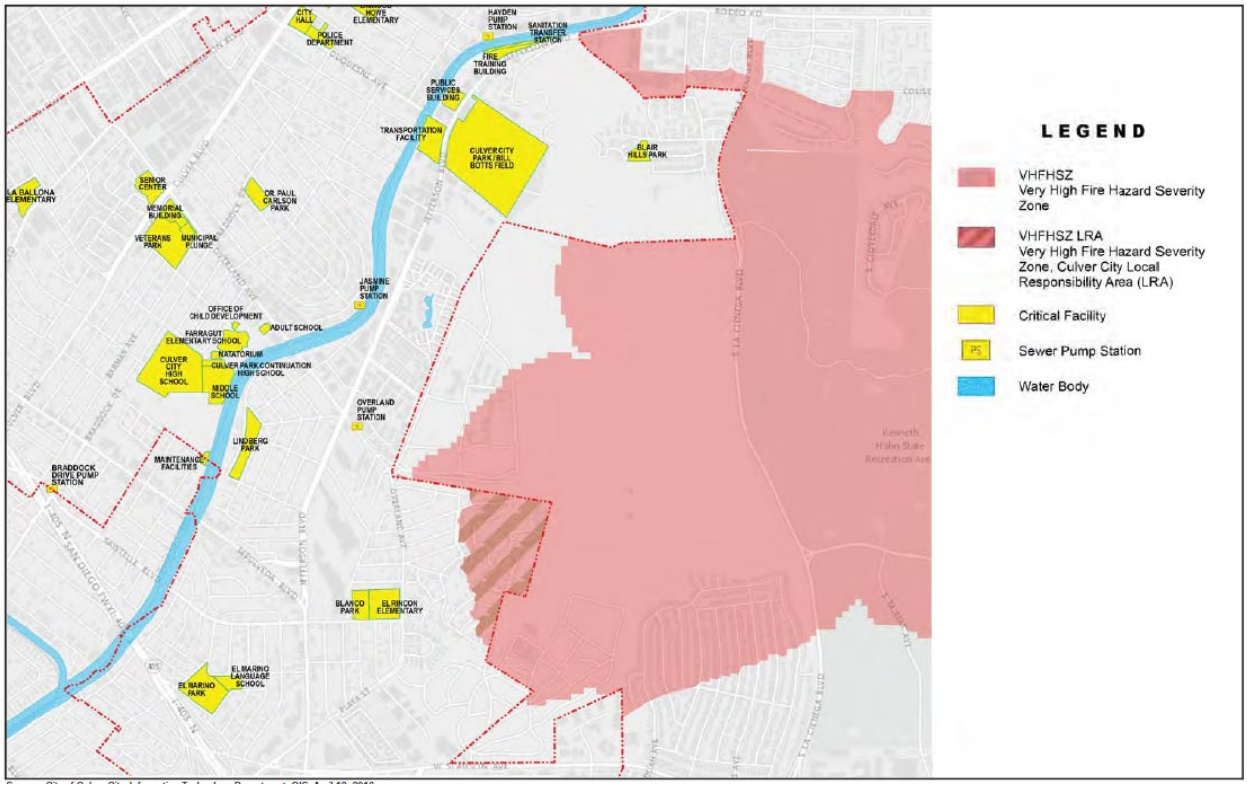

Figure 1[OBJ]-1: Wildfire Risk Map for Culver City

Using the above data as well as data from past California wildfire incidents, staff from Tetra Tech have assembled a formula to help estimate debris quantities that considers the number of parcels damaged by fire, average tree density in the area, the average size of the trees, as well as the types of housing structures, whether they be urban, suburban, or rural, that might be in the path of the fire. **Table 1-10** below shows the potential volume of debris from a fire in the very high fire hazard severity zone in Culver City.

Table 1.10 – Wildfire Debris Estimates from Culver City VHFHSZ

Total Estimated Road Miles in Fire Area	1.50
Total Estimated Parcels in Fire Area	91.00
Average Tree Size	Small
Average Tree Density	Low Density
Average Housing Structure	Suburban
Estimated Eligible Trees to Be Mitigated	**720**
Estimated Cubic Yards of Debris	**7,920**

Uses for Debris Estimates

Forecasting the type and quantity of debris is essential to the debris removal planning process. To properly plan for a disaster debris clean-up, it is important to develop a good estimate of how much debris may be generated by a disaster. By forecasting the type and quantity of debris, the planning staff can better define the scope of work of the debris management operations. This can help determine:

- The amount of temporary debris storage capacity that may be needed (number and size of temporary debris management sites); and
- Staffing and equipment needs in the public works department or the structure of a stand-by debris removal contract; and
- The potential cost of debris removal.

Forecasting can also assist with identification of areas with high potential concentrations debris and incorporation of this analysis into debris clearance and removal strategies.

Although there are many valid reasons for completing debris forecasting, it is also important to remember that every disaster and impact area is unique; accordingly, debris removal operations will vary based on the conditions of each disaster. While the different potential scenarios addressed provide a range of potential debris quantities, the U.S. Army Corps of Engineers (USACE) recommends that for planning purposes, the worst-case scenario should be used for the subject area.

1.2.2 Debris Planning Assumptions

For the purposes of this plan, the following assumptions are considered facts in order to execute this plan:

- Debris will be managed at the most local level.
- The City has or will develop existing procedures to use local resources to the maximum extent possible to manage debris.
- The City has a diverse population that will have unique needs during debris operations.
- In a catastrophic disaster, communication networks might be inoperable, transportation infrastructure might be severely debilitated, and resources will be limited.
- The City may use private sector resources to support debris operations following a catastrophic disaster.
- The City may request additional resources as necessary through established channels (SEMS).
- Catastrophic disasters will require prolonged, sustained debris operations and support activities.
- The California Disaster Assistance Act (CDAA) governs the eligibility rules for disaster debris removal within the state. Jurisdictions must first seek funding through the CDAA prior to requesting funding from FEMA.

1.3 Plan Goal and Objectives

The goal of this plan is to provide a concept of operations to conduct debris operations in the City with the following priorities:

- Saving lives
- Preserving the health and safety of responders and the public
- Protecting property and the environment

The plan's objectives describe the end result for successful debris operations within the City. These are the broad concepts that must be achieved to meet the purpose of this plan. The objectives for the City are as follows:

- Conduct pre-disaster preparedness.

- Facilitate debris removal operations to ensure public health and safety.
- Consider those with disabilities and access and functional needs throughout debris operations.
- Maximize diversion to the greatest extent possible to preserve remaining landfill capacity.
- Establish mechanisms to coordinate with stakeholders to manage debris operations.
- Coordinate public information regarding debris with other affected jurisdictions and the State.
- Utilize internal and private sector networks to manage debris operations.
- Request additional resources, if necessary, through established channels.
- Comply with applicable local, State, and Federal requirements throughout debris operations.
- Forecast debris and resource requirements.

The specific activities required to achieve these objectives are included in Section 2: Mass Debris Management Strategy.

1.4 Authorities and References

1.4.1 Authorities

Local

- Culver City Municipal Code
  - Title 3: Administration
    - Chapter 3.9 Disasters and Emergencies
  - Title 5: Public Works
    - Chapter 5.01 Solid Waste Management
  - Title 9: General Regulations
    - Chapter 9.03 Health, Sanitation, and Hazardous Materials
    - Chapter 9.04 Nuisances
    - Chapter 9.05 Abandoned Vehicles
    - Chapter 9.08 Streets, Sidewalks, and Parkways (Trees)
  - Title 15: Land Usage
    - Chapter 15.02 Buildings, Structures, and Equipment

County

- The County of Los Angeles has the authority to develop emergency response plans including the Operational Area (OA) MDMP under Emergency Ordinance 2.68.220. Under the State Emergency

Management System (SEMS) an OA encompasses the county and all political subdivisions located within the county including special districts.[5]

- The Sheriff, as Director of Emergency Operations, will coordinate the County Emergency Operations Center (CEOC)/Operational Area Emergency Operations Center (OAEOC) including emergency debris response operations in conformance with Emergency Ordinance 2.68
- The Chief Executive Officer (CEO) will coordinate recovery operations including debris operations in conformance with Emergency Ordinance 2.68
- During an emergency or major disaster, various County Departments will perform their respective responsibilities as described in the Los Angeles Area Emergency Response Plan. The County Department of Public Works' responsibility is to fill the position of Construction and Engineering Branch Coordinator. This position is responsible for managing the Construction and Engineering Branch, which provides staff support and analysis for construction, engineering, jurisdictional safety assessment, and debris removal issues.
- Public Works Mutual Aid Agreement, adopted December 19, 1989 by the County of Los Angeles Board of Supervisors

State

- Short Lived Climate Pollutants: Title 14 Natural Resources, Division 7 Department of Resources Recycling and Recovery, Chapter 12
- Debris Removal: Title 19 Public Safety, Division 2. Office of Emergency Services Chapter 6. Disaster Assistance Act, §2925. Debris Removal
- Joint Exercise of Powers Act: Government Code §6500
- Demolition Regulations: Title 19. Public Safety Division 2. Office of Emergency Services Chapter 6. Disaster Assistance Act, §2930. Emergency Protective Measures - Demolition
- Emergency Protection Measures: Title 19. Public Safety, Division 2. Office of Emergency Services Chapter 6. Disaster Assistance Act, §2930. Emergency Protective Measures
- California Disaster Assistance Act (CDAA)
    - Section 2920 – Emergency Work
    - Section 2930 – Emergency Protective Measures
    - Section 2925 – Debris Removal
- California Health & Safety Code §41800
- California Public Resources Code §40000, et seq.
- California Integrated Waste Management Act of 1989
- California Hazardous Waste Control Act, California Health and Safety Code §25100, et seq.

[5] California Office of Emergency Services (CalOES) Standardized Emergency Management System (SEMS) Guidelines, Part I. System Description, Section A, General System Description

- California Toxic Substances Account Act, California Health and Safety Code §25300, et seq.
- Porter-Cologne Water Quality Control Act, California Water Code §13000, et seq.
- Safe Drinking Water and Toxic Enforcement Act, California Health and Safety Code §25249.5, et seq.
- California Health and Safety Code §§25115-25117, 25249.8, 25281, and 25316
- California Water Code §13050

Federal

- Sandy Recovery Improvement Act (SRIA) included as Division B of the Disaster Relief Appropriations Act, PL 113-2, signed into law January 29, 2013
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288
- U.S. Code, Title 23 Highways, Part 125 Emergency Relief Section 1107 Public Law 112-141 Moving Ahead for Progress in the 21st Century Act (MAP-21), July 2012
- Title 2 Code of Federal Regulations, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)
- U.S. Code, Title 42, Chapter 103, Comprehensive Environmental Response, Compensation, and Liability (CERCLA) and Title III of Superfund Amendments and Reauthorization Act of 1986 (SARA)
- Resource Conservation and Recovery Act, 42 U.S.C. §69012, et seq.
- Clean Air Act, 42 U.S.C. §7901, et seq.
- Federal Clean Water Act, 33 U.S.C. §1251, et seq.
- Toxic Substances Control Act, 15 U.S.C. §1601, et seq.
- Occupational Safety and Health Act, 29 U.S.C. §651, et seq.
- Hazardous Materials Transportation Act, 49 U.S.C. §1802, et seq.

1.4.2 References

Local

- City of Culver City Emergency Operations Plan
- City of Culver City and Culver City Unified School District Multi-Jurisdictional Hazard Mitigation Plan
- Culver City Comprehensive Disaster Cost Recovery Strategic Plan
- Culver City Urban Forest Master Plan
- Culver City Written Hazard Communication and Global Harmonization System (GHS) Program
- Culver City Quality Assurance Program

County

- Los Angeles County Operational Area Emergency Response Plan, 2012

- Los Angeles County All-Hazard Mitigation Plan, 2014

State

- California Office of Emergency Services (CalOES) Debris Management Plan
- California Environmental Protection Agency (CalEPA) Guidance for Conducting Emergency Debris, Waste, and Hazardous Material Removal Actions Pursuant to a State and Local Emergency Proclamation, October 2011

Federal

- FEMA Comprehensive Planning Guide 102 Version 2
- FEMA Publication FP 104-009-2 – Public Assistance Program and Policy Guide, 2020
- Environmental Protection Agency (EPA) Planning for Natural Disaster Debris, 2019
- FEMA 329 Debris Estimating Field Guide, September 2010
- FEMA Public Assistance Alternative Procedures Pilot Program Guide for Debris Removal, Version 6.1, June 28, 2018
- FEMA Public Assistance Alternative Procedures EMMIE Cost Codes for Debris Removal
- National Response Framework, Department of Homeland Security, Third Edition, June 2016
- Pre-Disaster Recovery Planning Guide for Local Governments, FEMA, February 2017
- National Disaster Recovery Framework, Second Edition, Department of Homeland Security, June 2016

2.0 MASS DEBRIS MANAGEMENT STRATEGY

2.1 Overview

The National Response Framework establishes a set of core capabilities that must be achieved during disasters to save lives, protect property and the environment, and preserve the social, economic, cultural, and political structure. Debris management operations supports several core capabilities, including Critical Transportation, Environmental Response/Health and Safety, Infrastructure Systems, and Public and Private Services and Resources. Depending on the size, scope, and magnitude of the disaster, public entities will be required to conduct debris operations. In cases where the magnitude of the disaster stretches local resources beyond their capability to respond, the City may have to reach out to contract support or to the County, otherwise known as the Operational Area (OA), for additional support. In some cases, the OA may request additional support from the State.

2.1.1 Concept of Operations

The concept of operations describes the processes how to achieve the objectives of the plan. This section is organized chronologically to demonstrate the activities that will take place during each phase of debris operations. The chart in Figure 2-1 shows the phases of disaster debris management operations. Each phase is detailed in this section. Checklists for disaster debris management operational phases can be found in **Attachment A**.

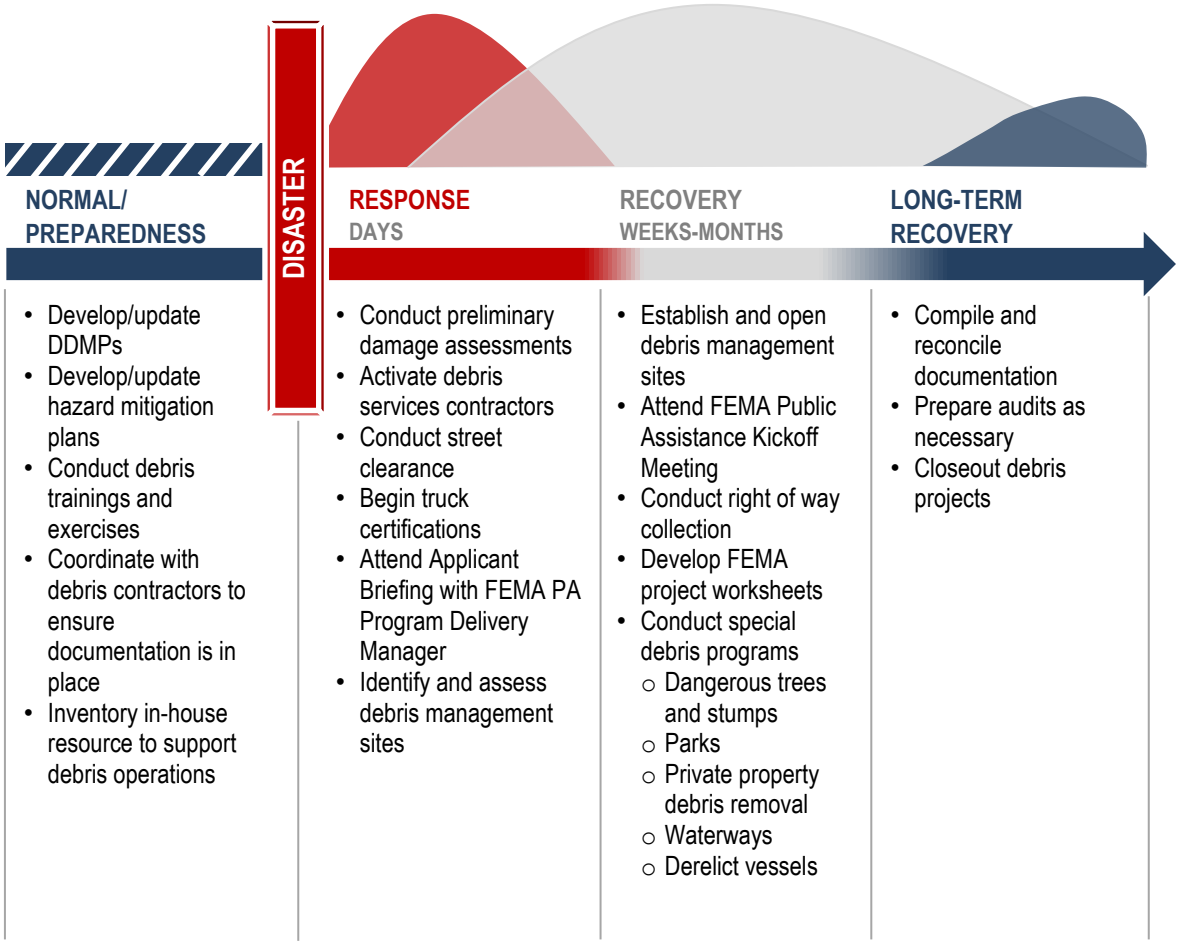

Figure 2-1: The Phases of Disaster Debris Management Operations

2.1.1.1 Preparedness

The preparedness phase refers to the period when the City is not in any serious threat of a disaster. Disasters can occur at any time, leaving the City constantly susceptible to debris-generating events. Therefore, the preparedness phase is ongoing and ends when a debris-generating incident occurs. This phase includes activities that take place prior to a disaster and consists of the following major tasks:

- Conduct pre-disaster debris planning.
- Build community capacity and resilience for debris management.
- Establish partnerships.

Conduct Pre-Disaster Debris Planning

Pre-disaster debris planning enables the City to effectively direct activities and expedite coordinated debris response operations. Pre-disaster plans provide a common platform to guide debris management decisions and activities. When completed in conjunction with community involvement, pre-disaster planning helps to identify debris management priorities, incorporate hazard mitigation strategies in the wake of a disaster, and articulate post-disaster options. By integrating and coordinating planning initiatives, the City further increases local resilience.

In addition to updating the debris management plan, the City will also assess its resources to manage debris operations following a disaster. This includes:

- Internal force account labor and equipment
- Contracted resources and contract documents
- Mutual aid agreements and procedures to implement mutual aid
- Potential debris management site locations
- Debris end-use (recycling) and final disposal options
- Technology resources to manage debris documentation
- Processes to support individuals with disabilities and access and functional needs

Build Community Capacity and Resilience

Successful debris preparedness includes practices that minimize the City's risk to hazards and strengthens its ability to withstand and recover from future disasters. These practices constitute the City's resiliency. Debris preparedness includes a rigorous assessment and understanding of risks and vulnerabilities that might endanger the City or pose additional debris challenges. The process promotes implementation of a risk management framework to enhance the resilience and protection of critical infrastructure against the effects of future disasters. Resilience incorporates hazard mitigation and land-use planning strategies; continuity planning, critical infrastructure, environmental, and cultural resource protection; and sustainability practices to reconstruct the built environment and revitalize the economic, social, and natural environments.

Establish Partnerships

Debris management requires collaboration across City departments, levels of government, and private vendors. Building partnerships and collaboration during normal operations promotes more successful debris operations during an actual disaster.

The City has developed a comprehensive hazard risk and vulnerability assessment in the City of Culver City and Culver City Unified School District Multi-Jurisdictional Hazard Mitigation Plan. In addition to the hazard mitigation plan, the debris planning team has identified the following debris management constraints:

- Traffic congestion
- Lack of open space in some areas for temporary debris management sites
- Lack of transportation options to haul debris
- Multiple jurisdictions competing for similar resources
    - Contract debris haulers
    - Disposal facilities
    - Staging areas
- State and Federal regulatory requirements
    - Environmental regulations
    - Waste diversion goals
- Citizenry expectations
- Populations with disabilities and access and functional needs

2.1.1.2 Pre-Event Preparation

In some incidents, local authorities will have advance warning of an impending disaster. Unfortunately, the City is vulnerable to hazards that do not provide much lead time to conduct pre-event preparations. If some advance warning of a potential debris-generating event has been identified, the City will begin pre-event preparations to the greatest extent possible. If there is no advance warning, these tasks will need to be conducted after the incident has impacted the City. Pre-event preparations include:

- Coordinate with the incident commander for objectives regarding debris operations.
- Alert staff and partner agencies to be aware of the incident and potential impacts.
- Review the MDMP with key personnel.
    - Confirm roles and responsibilities.
    - Establish objectives.
    - Identify immediate needs for assets to clear priority roads.
- Evaluate debris management site locations and prepare for use (emergency permit variances).
- Download pertinent documents to a portable drive including:
    - MDMP
    - Contact lists
    - Road lists
    - Debris services contracts

- Coordinate with key personnel and debris service providers.
    - Discuss availability and quantity of assets required for debris operations. A list of City-owned equipment can be found in **Attachment B**. A contact list for contractors, recycling, and disposal resources needed for debris operations can be found in **Attachment C**.
    - Estimate time of mobilization.
    - Exchange mobile contact information.
    - Identify staging area for truck certification.
    - Discuss the Health and Safety Strategy and ensure that service providers have a health and safety plan in place.
- Coordinate with the City Public Information Officer (PIO) and the joint information center (if established) to prepare public information messages regarding debris operations. Sample public information messages can be found in **Attachment D**. Provide specific instructions on the following:
    - Health and safety precautions when handling debris
    - Volunteer organizations available to assist with debris operations
    - Set-out procedures
- Determine the most appropriate mechanism to distribute public information messages, including the media, web site, social media sites, etc., in accessible formats considering the following:
    - Individuals with vision, hearing, and dual sensory disabilities
    - Individuals with intellectual and developmental disabilities
    - Individuals who live in institutionalized settings
    - Elderly and children
    - Culturally diverse populations
    - Individuals with limited English proficiency or non-English speakers
    - Individuals with socioeconomic barriers

2.1.1.3 Response

The response phase refers to the period when a threat has been identified and has the potential to impact the City. The response phase includes activities to protect life, property, and the environment. For debris operations, this phase includes the following major tasks:

- Conduct pre-event preparation.
- Establish a debris operations organizational structure.
- Conduct emergency roadway clearance.
- Conduct debris damage assessment.
- Identify and prepare temporary debris management sites.
- Certify debris removal trucks.

Debris Operations Organizational Structure

The City will incorporate a debris operations organizational structure that includes a debris task force in the City's Department Operations Center. The Public Works liaison in the City's emergency operations center (EOC) will coordinate with the DOC to prioritize and coordinate debris operations with City departments. The City will coordinate with the OA and other jurisdictions to effectively and efficiently manage debris operations.

The debris operations organizational structure will have the capability to expand and contract as needed by the situation. Maintaining a cohesive and flexible organizational structure with a clear leader will support a coordinated and comprehensive response strategy. More information about the City's organization structure can be found in **Section 3.1** of this plan.

Emergency Roadway Clearance

Emergency roadway clearance is the process to clear priority City roadways of scattered debris, leaning trees, and other obstructions to allow emergency access and transportation. Road clearance priorities are pre-established to allow access to critical public facilities such as fire stations, police stations, hospitals, shelters, and emergency supply centers. A list of the priority roads for the City can be found in **Attachment E.**

Debris Damage Assessment

Damage assessments are necessary to determine the extent and the location of the debris. An initial windshield survey of affected areas will be conducted to identify critically damaged areas and to assist in prioritizing emergency roadway clearance. If possible, aerial or drone surveys will be conducted to obtain an overview of damaged areas. Damage assessments should be coordinated with utility crews to maintain safety. The City may also use debris service contractors to conduct damage assessments using handheld electronic devices to document damage. The damage assessment information will be assembled and provided to the OA. The OA will compile the damage assessment data from each jurisdiction into one document to submit to the State. A thorough and accurate damage assessment process must be implemented to maximize the potential for State and Federal disaster assistance.

The FEMA Debris Estimating Field Guide FEMA 329 provides specific guidance on how to conduct damage assessments and estimate debris volumes. This field guide can be found in **Attachment F** of this plan. Additional guidance can be found in the FEMA Public Assistance Program and Policy Guide at the following link: http://www.fema.gov/media-library/assets/documents/111781.

Temporary Debris Management Site Identification and Preparation

The purpose of the temporary debris management site is to temporarily store debris and conduct some method of reduction before the debris is transported to a final disposal or end-use facility. These areas serve as a localized interim use holding area for disaster-generated debris. Using a temporary debris management site allows a faster removal process from the public right-of-way.

Debris brought to a temporary debris management site is sorted to remove recyclable materials and materials not suitable for reuse. The materials not suitable for reuse are taken to a landfill. Ideally, all concrete rubble would be processed at the temporary debris management site into reusable aggregate or it can be hauled directly to a facility that will accept and recycle the concrete. Green waste can be reduced for reuse purposes. These options may be considered if space, site characteristics, and available resources allow.

The size of the site is dependent on the quantity of debris that needs to be stored and processed. The site should be large enough to safely accommodate processing of various debris materials, storing heavy equipment, and maneuvering trucks and large processing equipment.

The temporary debris management site should be established in an area that does not impede the flow of traffic along major transportation corridors, disrupt local business operations, or cause dangerous conditions in residential neighborhoods or schools. Whenever possible, the City will avoid locating a temporary debris management site near residential areas, schools, churches, hospitals, and other such sensitive areas.

Community acceptability is an important consideration when selecting a potential temporary debris management site. The community's acceptance of the temporary debris management site location usually depends on the reduction methods that will be conducted at the site. Continuous light and noise from equipment operation, dust, and traffic are generally tolerated early in a disaster recovery operation but may have to be curtailed later in the recovery phase.

The following factors should be taken into consideration when identifying a debris management site:

- Current availability
- Duration of availability
- Site ingress/egress
- Geographic location within the City
- A minimum of five (5) acres of usable land
- Well-drained site with soils suitable for supporting heavy vehicles and equipment
- Easy access to transportation routes
- Strategic placement to minimize debris transportation requirements and travel time to and from loading points; the temporary debris management site should be located as close as possible to the concentrations of disaster debris
- Access to electrical and water utilities for site operations
- Minimum potential for disruption of critical services

Attachment G of this plan provides guidance regarding the identification of debris management sites. **Attachment C** contains a list of solid waste facilities permitted by CalRecycle (Permitted, Registered, or Notification permit status) that public entities may use as temporary debris management sites. The list includes solid waste transfer facilities, closed landfills, and planned facilities.

Environmental permits, solid waste facility permit variances, and land-use variances may be required to establish a temporary debris management site. Several agencies may be involved in issuing permits and granting land-use approvals.

Permits may include:

- Solid Waste Facility variance/waste processing and recycling operations permit
- Temporary land-use permits
- Land-use variances

- Traffic circulation strategies
- Air quality permits
- Water quality permits
- Coastal commission land-use permits
- Household hazardous waste permits
- Fire department permits

Table 2.1 lists permitting resources for the City.

Table 2.1 – Temporary Debris Management Site Permitting Agencies

Permit Type	Agency
Waste processing and recycling operations permit	Los Angeles County, Department of Public Health, Environmental Division, Solid Waste Program
Temporary land-use permits	Los Angeles County, Department of Public Health, Environmental Division, Solid Waste Program
Land-use variances	City of Culver City Community Development, Planning Division
Traffic circulation strategies	City of Culver City Police Department
Air quality permits	South Coast Air Quality Management District
Household hazardous waste permits	Los Angeles County, Department of Public Health, Environmental Division, Solid Waste Program
Fire department permits	Culver City Fire Department

After a review of the availability and suitability of the temporary debris management site, site preparation can begin. As part of the preparation, baseline data should be gathered from the site to document the condition of the land before debris is deposited. The following action items are recommended to compile baseline information:

- Photograph the site – Digital photos will be taken to capture the condition of the site before debris reduction activities begin. Photos should be updated periodically throughout the project to document the progression of the site.
- Record physical features – Records will be kept detailing the physical layout and features of the site. Items such as existing structures, fences, landscaping, etc., should be documented in detail.
- Historical evaluation – The past use of the site area should be researched and documented. Issues relating to historical or archeological significance of the site should be cleared with the State historical preservation agency.

- Sample soil and water – If possible and deemed necessary, soil and groundwater samples should be taken before debris reduction activities commence. Samples will help document the site is returned to its original state. Typically, soil and groundwater samples should be analyzed for total Resource Conservation and Recovery Act (RCRA) metals, volatile organic compounds, and semi-volatile organic compounds using approved U.S. Environmental Protection Agency (EPA) methods found in the EPA Standard Operating Procedures for Field and Laboratory Environmental Analyses at https://www.epa.gov/quality/field-sampling-procedures-region-9.
- Site approval – Temporary debris management sites may require approval from the Los Angeles Public Health Department, Environmental Division, Solid Waste Program, and CalRecycle.
- Site Restoration – Temporary debris management sites will be returned to their pre-disaster condition upon closeout of the site.

Once debris is collected from the public ROW, it is transported to a temporary debris management site where it is segregated and reduced. Reduction methods include:

- **Chipping and Grinding –** Using this method, vegetative debris is chipped or ground and typically results in a reduction ratio of up to 4:1. Factors such as debris composition, weather, site conditions, and other factors may impact the reduction ratio. The leftover mulch is either hauled to a final disposal facility or recycled.
- **Incineration** – Although incineration is rarely authorized, there are circumstances where a public entity can request to reduce debris through burning. The burning of vegetative debris typically results in a reduction ratio of up to 20:1. Factors such as debris composition, weather, site conditions, and other factors may impact the reduction ratio. The leftover ash may be hauled to a final disposal facility or be incorporated in a land application.
- **Crushing** – The crushing of vegetative debris is the least effective reduction method and results in a reduction ratio of up to 2:1. Crushing is an appropriate reduction method for Construction and Demolition (C&D) debris that cannot be recycled. However, if crushing is used to reduce C&D debris, the residual debris must show a reduction in volume.

Truck Certification

Truck certification is a critical component of debris management operations. Truck certification is the process to document the capacity of debris removal trucks. All debris removal trucks hauling debris on a volumetric basis must have their capacity and dimensions measured, sketched, photographed, and documented on a truck certification form. Each debris removal truck must be assigned a unique number for debris tracking and invoice reconciliation purposes. Truck certification is typically conducted by the debris monitoring firm. Truck certifications should contain:

- Unique truck number
- Driver name
- Driver phone number
- License number, state issued, and expiration date
- Tag number, state issued, and expiration date
- Vehicle measurements

- Sketch of the vehicle

Documents that can be used in certifying trucks and instructions can be found in **Attachment H**.

2.1.1.4 Recovery

For debris operations, the recovery phase begins with debris removal from the public ROW and ends when debris operations are complete, and all documentation is closed out.

During this phase, the Debris Manager will determine the City's capacity to conduct debris removal operations internally using force account equipment and labor, using mutual aid/assistance, or using contracted services. The Debris Manager will also assess the City's capacity to conduct special debris programs as necessary. Special debris programs are described in **Section 2.3.**

Short-Term Recovery

Once the emergency roadway clearance has been completed, the City will begin debris removal operations. This includes the following tasks.

- Open temporary debris management sites.
- Prioritize roads/areas.
- Issue press release regarding segregation of debris.
- Begin right-of-way debris removal.
- Begin environmental monitoring program of temporary debris management sites.
- Identify and utilize landfills and end-use sites for the disposal of reduced debris.
- Coordinate with external agencies.
- Initiate discussions with FEMA.
- Obtain State and FEMA guidance for procurement and special debris programs.

It is important for the City to maintain coordination with the OA and CalOES throughout debris operations. During short-term recovery, the OA and CalOES will provide guidance to the City on any disaster-specific guidance from State and Federal agencies. The City should utilize the OA as the liaison between the local level and the State level for direction on policies and regulations.

Intermediate Recovery

Intermediate recovery includes activities that take place after immediate debris needs have been addressed. Intermediate recovery typically occurs two weeks to several months post-disaster. These activities include:

- Maintain and evaluate right-of-way clean-up.
- Begin right-of-way stump removal as necessary.
- Open additional temporary debris management sites as necessary.
- Utilize landfills and end-use sites for the disposal of reduced debris.
- Continue daily meetings with State and/or FEMA.
- Begin special debris programs (see **Section 2.3**).

- Communicate right-of-way debris removal program closeout to residents.

Long-Term Recovery

Long-term recovery includes activities to close out debris programs and reconcile documentation. Long-term recovery can take several years depending on the severity of the disaster and the audit processes from regulatory agencies. Long-term recovery activities include:

- Complete all debris recovery activities.
- Identify ineligible debris on right-of-way.
- Complete the disposal of reduced debris at landfills and end-use sites.
- Close out and remediate temporary debris management sites.
- Conduct project closeout meetings with the State and/or FEMA and external agencies.

2.2 Collection and Removal Strategy

The collection and removal strategy provide details on how the City will conduct debris operations to collect and remove debris. This section provides details on the following components of a debris collection and removal strategy:

- Emergency roadway clearance
- Right-of-way collection
- Use and procurement of contracted services
- Monitoring of debris operations
- Use of force account resources
- Environmental considerations and other regulatory requirements
- Individuals with disabilities and access and functional needs
- Public information
- Temporary debris management sites and disposal options
- Special debris programs

During a disaster where the City might not have all the capabilities required to manage debris removal operations using City resources, the OA can provide support through the following mechanisms:

- Requests submitted to the CEOC/OAEOC (which may be assigned to DPW)
- Public Works Mutual Aid (Assistance) Agreement
- Request additional resources from the State through the pre-determined SEMS process

The OA will also provide technical assistance to the City regarding regulatory requirements for debris removal, procurement requirements for contracted services and logistical requirements for conducting debris operations.

The City has the responsibility to conduct debris operations with the following priorities:

- Saving lives
- Preserving the health and safety of responders and the public
- Protecting property and the environment

2.2.1 Emergency Roadway Clearance

The City will coordinate resources to conduct emergency roadway clearance through internal resources, mutual aid, or contracted services. If necessary, the City may request additional resources for emergency roadway clearance from the OA.

Emergency roadway clearance should be coordinated with utility crews to maintain safety while conducting debris operations near damaged infrastructure.

The City has identified major transportation routes and has pre-identified a network of routes for transporting emergency services and supplies to where they are needed in response to major disasters. The City has also identified the critical facilities that are essential to government response activities including fire stations, hospitals, and 9-1-1 communication centers. Following a disaster, routes to these critical facilities will need to be cleared to allow emergency response vehicles to pass. These routes and critical facilities will be considered priority during the emergency roadway clearance. A list of these routes and facilities can be found in **Attachment E.**

The purpose of emergency roadway clearance is to expedite the clearing of debris from critical pathways to ensure public health and safety. During emergency roadway clearance operations, it is critical that all types of equipment and the amount of time the equipment is used are documented with detail and accuracy. Forms that can be used to document labor hours, activities, and equipment use can be found in **Attachment H**.

2.2.2 Right-of-Way Collection

Right-of-way collection entails the collection of residents' disaster-related debris that they have piled up along the curbside. It is critical that residents segregate their debris in categories such as vegetative, construction and demolition, household hazardous waste, electronic waste, and white goods. This will help prevent the contamination of debris loads and expedite the clean-up process.

The City will use the Residential Refuse Collection Zones to orchestrate an organized and efficient right-of-way debris collection program. A copy of the Residential Refuse Collection Zones Map can be found in **Attachment I.** In addition, many debris monitoring firms use electronic systems to track debris removal progress that can provide real-time data so key leadership can monitor progress.

Vegetative Debris

Vegetative debris consists of whole trees, tree stumps, tree trunks, tree branches, and other leafy material. Depending on the size of the debris, the collection of vegetative debris may require the use of flatbed trucks, dump trucks, and grapple loaders.

Vegetative debris is bulky and consumes a significant volume of landfill space if buried. To minimize the use of landfill space, it is prudent to reduce the volume of vegetative debris before burying, providing a market for the mulch, or using as a landfill daily cover. Vegetative debris may be reduced by as much as 75 percent of its volume by mulching or grinding and as much as 90 percent of its volume through burning.

A hazardous tree or stump may be collected individually, while downed or fallen debris is collected from ROW or at a designated collection center. FEMA only pays for stumps torn up by wind and does not fund removal of cut or burned stumps. Tree and stump collection prices are typically based on the size of the tree or stump and charged by unit. Other fallen or downed material is usually billed by weight (tons) or volume (CYs). Guidance for stump removal can be found in **Attachment J.**

Household Hazardous Waste Debris Removal

Household hazardous waste includes gasoline cans, aerosol spray cans, paint, lawn chemicals, batteries, fire extinguishers, fluorescent lamps, household electronics, etc.

Household hazardous waste should be collected separately and disposed of or recycled at a properly permitted facility. Collection of household hazardous waste can be conducted internally or contracted using a unit rate basis. The following action items are recommended when conducting household hazardous waste removal:

- Communicate to residents the procedures for household hazardous waste collection and/or disposal following an event. It is important that residents separate debris so that household hazardous waste does not enter the debris stream at temporary debris management sites.
- Decide whether to contract with an established household hazardous waste collection firm to augment or replace household hazardous waste drop-off sites so that household hazardous waste is properly disposed. Measures should be taken to identify, segregate, and dispose of intermingled household hazardous waste at temporary debris management sites.
- Interface with CalEPA and the OA. Describe the household hazardous waste collection program and permitted facilities to be used for disposal or recycling. All residents of Los Angeles County may utilize the City of Los Angeles Solvents, Automative, Flammables and Electronics (S.A.F.E.) permanent collection centers (various), the Antelope Valley Environmental Collection Center (in Palmdale) or EDCO Recycling and Transfer Center (in Signal Hill) to properly dispose of household hazardous waste and electronic waste free of charge. Information regarding the City of Los Angeles household hazardous waste collection centers can be found at the following link: http://www.lacsd.org/solidwaste/swfacilities/recyclecontact/hhw_e_waste/.
- In the event that S.A.F.E centers are not available; the City may provide additional options for residents for the disposal of household hazardous waste.

Electronic Waste

Electronic waste, or e-waste, refers to electronics that contain hazardous materials such as lead, zinc, nickel, and flame retardants. Examples include computer monitors and televisions. Electronic waste is considered household hazardous waste and would follow the CalEPA guidelines for disposal listed in **Section 2.2.6.** Collection of e-waste can be conducted internally or using contracted services on a unit rate basis. The following action items are recommended to conduct e-waste removal:

- Communicate the procedures for e-waste removal to residents following an event. It is important that residents separate e-waste from other debris so that e-waste is not mixed with other debris during collection.
- Interface with CalEPA and the OA. Describe the e-waste collection program and facilities to be used for disposal.

White Goods Debris Removal

White goods include refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, etc.

White goods debris that contains ozone-depleting refrigerants, mercury, or compressor oils need to have such materials removed by a certified technician before recycling. All State and Federal laws should be followed regarding the final disposal of removed refrigerants, mercury, or compressor oils. Collection of white goods can be conducted internally or using contracted services on a unit rate basis. The following action items are recommended to conduct white goods removal:

- Communicate the procedures for white goods removal to residents following an event. It is important that residents separate white goods from other debris so that white goods are not mixed with other debris during collection.
- Interface with CalEPA and the OA. Describe the white goods collection program and permitted facilities to be used for disposal of recovered refrigerants, mercury, or compressor oils.

Construction and Demolition Debris

C&D debris can be defined as damaged components of buildings and structures such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures.

Certain types of C&D debris are reusable or recyclable. To conserve landfill space, it is prudent to separate materials for reuse or recycling.

Some C&D debris may be hazardous, such as asbestos roofing and floor tile, and lead pipes. **Section 2.2.6** of this plan provides information from CalEPA on how to manage hazardous debris, including asbestos-containing materials. Documentation of the debris origin, any processing (reduction or recycling), and the final disposition is required for FEMA PA grant consideration.

Typically, removal of construction by-products generated by repairs or rebuilding is covered by insurance policies or is included in the overall cost for reconstruction projects; therefore, is not considered disaster-related debris.

2.2.3 Use and Procurement of Contracted Services

If contracted services are to be used for debris management, including removal and monitoring, these contracts must meet State and/or Federal procurement requirements to be eligible for potential State and/or Federal disaster assistance. A checklist and guidance for using contracted services can be found in **Attachment K** of this plan. A sample debris hauler scope of work and request for proposals can be found in **Attachment L**. For additional information, see FEMA Publication FP 104-009-2 – Public Assistance Program and Policy Guide, Version 4, June 1, 2020.

In recent years, millions of dollars in disaster assistance have been de-obligated to grant applicants following audits because their procurement procedures did not meet Federal contracting requirements. De-obligation of disaster assistance funding has caused economic hardships for many jurisdictions. To remedy this situation, FEMA has established a Procurement Disaster Assistance Team (PDAT) to assist applicants before they award contracts. PDAT is currently composed of nine attorneys tasked with deploying to active disasters and with proactively developing and providing training and guidance materials. This is an effort to reduce procurement violations and help ensure applicants spend Federal

funds efficiently, effectively, and in compliance with applicable Federal procurement standards. The City will coordinate with the PDAT in awarding contracts. CalOES will serve as a liaison with the FEMA Disaster Procurement Assistance Team to ensure the City receives the most accurate information from State and/or Federal representatives. The City can contact local FEMA staff or the FEMA IX Region Office at (510) 627-7785 to arrange training from the PDAT.

2.2.4 Monitoring of Debris Operations

Monitoring debris removal operations entails observing and documenting debris removal work performed from the point of debris collection to final disposal. It involves constant observation of crews to ensure that workers are performing eligible work in accordance with State and/or Federal guidelines and all applicable local, State, and Federal regulations. Failure to properly monitor debris removal operations may jeopardize Federal disaster assistance.

Accurate documentation of debris removal and disposal operations and eligible associated costs is the outcome of a good debris monitoring program. This documentation serves as the basis for FEMA Public Assistance Project Worksheets (PW)—the documents that authorize grant reimbursements from FEMA. Debris monitoring documentation is critical to verify that debris operations are eligible for reimbursement, costs are reasonable, contract and procurement processes are appropriate, quantification of the debris is accurate, and the tracking of the debris to its final disposition is recorded and in compliance with all regulatory requirements. Documents for use in debris monitoring operations can be found in **Attachment H**.

2.2.4.1 Collection Monitoring

The collection monitors will perform on-site, street-level debris monitoring at all loading sites to verify debris eligibility based on contract requirements and initiate debris removal documentation using load tickets. Collection monitors' primary job is to maintain documentation of work performed at the point of debris collection.

2.2.4.2 Disposal Monitoring

The primary function of disposal monitoring is to document the disposal of disaster debris at approved temporary debris management site (TDMS) and final disposal or end-use locations. Monitors perform quality assurance/quality control checks on all load documentation and haul-out documentation to ensure that information captured by loading site monitors is complete. This process includes the following tasks:

- Inspection of truck placards for authenticity and signs of tampering.
- Verification that placard information is documented properly.
- Verification that all required fields on the load ticket have been completed.

The disposal monitor will document the amount of debris collected by making a load call on vehicle fullness (typically on a percentage basis). The percentage documented for each debris removal vehicle is later applied to the calculated capacity of the vehicle to determine the amount of debris collected. The disposal monitor's responsibilities include the following:

- Completing and physically controlling load tickets.
- Ensuring debris removal trucks are accurately credited for their loads.
- Ensuring trucks are not artificially loaded.
- Ensuring hazardous waste is not mixed in with loads.

- Ensuring all debris is removed from the debris removal trucks before exiting the TDMS or final disposal site.
- Ensuring only debris specified within the scope of work is collected.

In addition to the responsibilities listed above, disposal monitors are also tasked with the following:

- Ensuring all debris is disposed at a properly permitted landfill.
- Matching landfill receipts and/or scale house records to haul-out documentation.

2.2.5 Use of Force Account Resources

Force Account Resources are the City-owned resources, including equipment and labor, which the City can use to respond to a debris-generating event. For relatively minor incidents, the City can rely on its own resources to respond. For larger-scale incidents and disasters, the demand for resources may quickly overwhelm the resources that the City might have available. In that case, the City may look to mutual aid resources through the OA or may rely upon contracted services to provide the needed staffing, equipment, and expertise to help manage the debris. In the event of a large-scale disaster, the City must assess the force account labor and determine the resources that might be needed to respond.

The matrix below provides the resource requirements for earthquake and severe storm debris events based on the debris estimation models in Section 1.4 of this plan.

Assumptions for resource requirements for earthquake and severe weather event:

- Average debris collection truck capacity: 32 CY
- Average number of trips per day for each collection truck: 5
- Average truck to loading equipment ratio: 2:1
- Volume of debris that can be staged per acre based on a 15-foot stack height: 24,200 CY/acre
- Estimated collection period: 30 days
- The number of trucks will fluctuate throughout the operation. This table lists the daily average over the entire operation.

Table 2.2 – Debris Resource Requirements

Type of Incident	Total Debris (CY)	Operational Days	DMS Acres Needed	Trucks Needed	Personnel (Debris Monitors)
Earthquake	654,898	150	40	21	11
Strong Thunderstorm - Windstorm	52,278	30	5	8	4
Wildfire	7,920	15	5	3	2

The City will use internal resources to the greatest extent possible during debris operations. In response to a disaster, the City will identify the personnel, equipment, and systems that can be used to conduct debris operations.

Force account resources must be accurately documented during the response and recovery operations. Often, the use of force account labor and equipment can apply to the public entity's share for disaster-

related costs. Labor and equipment expenses may be eligible for State and/or Federal reimbursement if documented properly. Forms to aid the City in documenting staff hours, staff activities, and equipment use can be found in **Attachment H.**

The pre-existing condition of equipment used for debris operations should be documented prior to its use. In addition, all resources, including staff, should be categorized using the NIMS Typing Criteria. The NIMS Resource Typing Library identifies the following positions and job descriptions for debris operations:

Debris Operations Officer NIMS ID 7-509-1347

- Activates the debris management plan
- Oversees the following matters related to debris removal:
    - Quantities and types of equipment necessary
    - Temporary debris collection sites
    - Methods for tracking debris types and quantities
    - Methods for tracking force account and related costs
    - Final debris disposal
    - Relevant public information
    - Reimbursement

Debris Planning Officer NIMS ID 7-509-1348

- The Debris Planning Officer establishes the debris management plan, which includes:
    - Quantities and types of equipment necessary
    - Temporary debris collection sites
    - Methods for tracking debris types and quantities
    - Methods for tracking force account and related costs
    - Final debris disposal
    - Relevant public information
    - Reimbursement
    - Debris forecasting

Debris Supervisor NIMS ID 7-509-1098

- Coordinates the routing of equipment, personnel and other resources involved in debris removal
- Collects and maintains appropriate field documentation
- Ensures that equipment operators/haulers complete debris clearance, removal and disposal in accordance with applicable regulations and requirements
- Schedules and deploys debris monitors

- Reports debris field/monitoring progress and issues to the Debris Operations Officer

Debris Technical Specialist NIMS ID 7-509-1460

- Evaluates types and quantities of disaster-generated debris
- Provides an estimate of debris types and quantities
- Supports the Authority Having Jurisdiction's (AHJ) debris removal operation in the field

In the event the City does not have force account labor and equipment available to use for debris operations, the City will seek external support from mutual aid, contracted resources, or by requesting assistance from the OA.

2.2.6 Environmental Considerations and Other Regulatory Requirements

The City will coordinate with the Los Angeles County Public Health Department, Environmental Health Division, Solid Waste Program as the LEA, in the identification and selection of TDMS and in the transport and disposal of debris. In addition, CalEPA provides guidance for local and State agencies to conduct disaster debris, waste, and HAZMAT removal activities. The following section includes best management practices from CalEPA to be considered to address the removal of HAZMATs, HHW (HHW), debris, asbestos-containing materials (ACM), and air monitoring and sampling from the disaster or incident site.

2.2.7 Health and Safety

- Given that ash may contain elevated levels of heavy metals and/or asbestos, an exclusion zone will be established around each site containing ash during debris removal operations. All personnel entering this area will be required to wear level C protective attire.
- It is recommended that all on-site clean-up personnel entering the exclusion zone must be 40-hour HAZWOPER trained under 29 CFR Section 1910.120, and California Code of Regulations (CCR) Title 8, Section 5192, and will be required to wear Level C personal protective equipment (PPE).
- A full-time health and safety officer will be assigned to the project. It is recommended that the health and safety officer be a certified industrial hygienist (CIH).
- Depending on the task and activity, all clean-up contractors working on-site must have the following certifications and licenses:
    - State Contractor's License – Must include an asbestos certification component (if conducting ACM removal), and general engineering, demolition, and hazardous substance certifications depending on the task performed
    - Department of Occupational Safety & Health Asbestos Registration Number (If conducting ACM removal)
    - Hazardous Waste Transporter Registration Number – Issued by California Department of Toxic Substances Control RCRA EPA ID Number – Issued by U.S. Environmental Protection Agency, Region 9
    - U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration – Hazardous Material Certificate of Registration
    - California Highway Patrol – Hazardous Materials Transportation License

- U.S. Department of Transportation, Federal Motor Carrier Safety Administration – U.S. Department of Transportation Identification Number
- California Department of Motor Vehicles – Motor carrier permit

See the Health and Safety Plan in **Attachment M** of this plan for additional health and safety guidelines for debris management operations.

2.2.8 Individuals with Disabilities and Access and Functional Needs

2.2.8.1 Description[6]

The term "individuals with disabilities and access and functional needs" is defined as populations whose members may have additional needs before, during, and after an incident in functional areas including but not limited to:

- Maintaining independence
- Communication
- Transportation
- Supervision
- Medical care

Populations in need of additional response assistance may include:

- Individuals with mobility and transportation impairments
- Individuals with vision, hearing, and dual sensory disabilities
- Individuals with intellectual and developmental disabilities
- Individuals who live in institutionalized settings
- Elderly and children
- Culturally diverse populations
- Individuals with limited English proficiency or non-English speakers
- Individuals with socioeconomic barriers

2.2.8.2 Debris Planning Considerations

Information before, during, and after an emergency allows individuals with disabilities and access and functional needs better respond to disasters. Ensuring that preparedness and emergency information is accessible and available in multiple formats and provides content that addresses access and functional needs is critical.

[6] Los Angeles County Operational Area Emergency Response Plan Access and Functional Needs Annex

2.2.8.3 Emergency Roadway Clearance

Emergency roadway clearance creates challenges for individuals with limited mobility. During the emergency roadway clearance, debris is pushed out of the road onto the right-of-way. This allows emergency response vehicles to pass, but it obstructs sidewalks. The City can coordinate with volunteer organizations to identify vulnerable populations and prioritize those areas for right-of-way debris removal. This will expedite removal from sidewalks and other critical pathways for individuals with mobility challenges.

2.2.8.4 Right-of-Way Collection

Right-of-way collection can create challenges for individuals with disabilities and access and functional needs. Bringing debris to the right-of-way will be difficult for individuals with mobility challenges. The City can coordinate with volunteer organizations active in disasters to identify potential vulnerable populations and coordinate services to assist with debris removal services.

2.2.8.5 Debris Reduction by Incineration

In rare cases, debris may be reduced at debris management sites by open burning or using an air curtain incinerator. In these cases, debris managers need to be cognizant of nearby residents and mitigate situations for individuals with health and respiratory challenges that might be exacerbated by this reduction process.

2.3 Special Debris Programs[7]

2.3.1 Private Property Debris Removal

When large-scale disaster events cause mass destruction and generate large quantities of debris over vast areas, debris on private property may sometimes pose health and safety threats to the public-at-large. If private property owners are not available because they have evacuated or for any other reason, the City may need to enter private property to remove debris considered to be an immediate threat to the lives, health, and safety of its residents. In such situations, CalOES and FEMA are authorized to approve the provision of PA for the removal of debris from private property when it is considered to be in the public interest. A sample right of entry form can be found in **Attachment N**. The sample right of entry is used to gain the permission of the property owner prior to entering the property. It also serves to hold the City, County, State, and Federal agencies harmless from damage that occurs on the property. In the event a resident refuses entry to City, County, State, and Federal agencies, they can document this on a refusal of entry form. A sample refusal of entry form can be found in **Attachment O.**

The City must get prior approval from the State and/or FEMA to determine eligibility for reimbursement. The following procedures are required for potential State and/or Federal assistance and are best practices for conducting debris removal from private property regardless of potential reimbursement.

The City must obtain documentation from the public health authority stating that disaster-generated debris on private property in the designated area constitutes an immediate threat to life, public health, and safety.

[7] FEMA 325 Debris Management Guide, July 2007

The City may obtain documentation stating that the debris poses an immediate threat to improved property and that its removal is cost-effective. The cost to remove the debris should be less than the cost of the potential damage to the improved property.

The City must demonstrate its authority and legal responsibility to enter private property to remove debris. 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, and not merely define the public entity's uniform level of services. Chapter 9.04 of the Municipal Code addresses the Nuisance Abatement processes. City codes are listed in the Authorities Section 1.1.4.1 of this plan. Typically, solid waste disposal ordinances are considered part of an applicant's uniform level of services.

Typically, debris removal from private property is not eligible for FEMA Public Assistance. The City must get prior approval from FEMA to be eligible for reimbursement. The following procedures are required for potential Federal assistance and are best practices for conducting debris removal from private property regardless of potential reimbursement from FEMA.

- The City must obtain documentation from the public health authority stating that disaster-generated debris on private property in the designated area constitutes an immediate threat to life, public health, and safety.
- The City must demonstrate and document that the debris poses an immediate threat to improved property and that its removal is cost-effective. The cost to remove the debris should be less than the cost of the potential damage to the improved property.
- The City must demonstrate its authority and legal responsibility to enter private property to remove debris. 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, and not merely define the City's uniform level of services. Typically, solid waste disposal ordinances are considered part of an applicant's uniform level of services.

2.3.2 Hazardous Leaners, Hangers, and Stumps

Determining removal of hazardous trees and stumps is challenging. A tree is considered hazardous if its condition was caused by the disaster; it is an immediate threat to lives, public health and safety, or improved property; it has a diameter breast height of six inches or greater; and one or more of the following criteria are met:

- Has a split trunk;
- Has a broken canopy; or
- Is leaning at an angle greater than 30 degrees.

Trees determined to be hazardous and that have less than 50 percent of the root-ball exposed should be cut flush at the ground level. Grinding of the resulting stump after the tree has been cut flush at the ground level is not eligible work. The cut portion of the tree is included with regular vegetative debris. The City should make an effort to cut the tree trunk as close to the ground as possible.

The eligible scope of work for a hazardous tree may include removing the leaning portion and cutting the stump at ground level. An example of an ineligible costing method for such work would be removing the tree and stump for two separate unit costs.

The PA Program may reimburse straightening and bracing if they are less costly than removal and disposal. Straightening and bracing are emergency protective measures if they eliminate an immediate threat to lives, public health and safety, or improved property. If the City chooses to straighten and brace a tree in lieu of removal, the tree would not be eligible for removal if it dies.

2.3.2.1 Hazardous Limb Removal

Removing hanging limbs may be eligible for PA grant assistance. Limbs/branches must be:

- Extending over the public right-of-way.
- Posing an immediate threat.
- Greater than two inches in diameter at the point of breakage.
- Able for the Applicant to remove the hazard from the public right-of-way without entering private property.

Only the minimum amount of work necessary to remove the hazard is eligible. Pruning, maintenance trimming, and landscaping are not eligible. Work should be executed in an efficient manner. For example, all hazardous limbs in a tree should be cut at the same time, not in passes for particular sizes. Work to remove hanging limbs from a tree that has been determined to be a hazard and is scheduled for removal prior to the disaster event is not eligible. If this work is contracted out, it is typically done on a per tree basis.

An eligible scope of work may be to cut the branch at the closest main branch junction. Removing the entire branch back to the trunk may not be eligible.

If the canopy of a tree located on private property extends over a public right-of-way such as a sidewalk, removal of hazardous limbs on the tree that extend over the public right-of-way and meet the above criteria may be eligible. Limbs on the tree that do not extend over the public right-of-way are not eligible.

- Documentation required for PA grant consideration.
- Describe the immediate threat, e.g., photos of hanging limbs or leaning trees.
- Clearly define the scope of work to remove the immediate threat.
- Specify the improved public property location by recording the nearest building address and/or GPS location.
- Denote date, labor (force account or contract), and equipment used to perform the work.

2.3.2.2 Hazardous Tree Stumps

A stump may be determined to be hazardous and eligible for PA grant funding as a per-unit cost for stump removal if it meets all of the following criteria:

- It has 50 percent or more of the root-ball exposed (less than 50 percent of the root-ball exposed should be flush cut).
- It is greater than 2 feet in diameter, as measured 2 feet above the ground.

- It is on improved public property or a public right-of-way.
- It poses an immediate threat to life and public health and safety.

If an uprooted stump must be removed prior to State and/or Federal approval, the City must submit the following information for PA grant consideration:

- Photographs and GPS coordinates that establish the location on public property.
- Specifics of the threat.
- Diameter of the stump 24 inches from the ground.
- Quantity of material needed to fill the resultant hole.

The State and/or FEMA may reimburse the reasonable cost to remove, transport, dispose, and fill the hole from a stump of more than 2 feet in diameter if:

- The City and State agree the tree or stump is hazardous according to the above definition.
- Generally, if the removal was approved in advance.
- A Hazardous Stump Worksheet is completed and submitted for FEMA approval.

A copy of the Hazardous Stump Worksheet may be found in **Attachment J** of this plan.

In some instances, grinding of an uprooted stump and filling the resulting cavity may cost less than a complete extraction. In these cases, the City should present the cost comparison documentation to the State and/or FEMA for consideration; however, the stump must have already been determined eligible for removal according to the above criteria.

Stumps measuring 2 feet in diameter or less do not require special equipment for removal; therefore, reimbursement will be based on the reasonable unit cost per CY, using the Stump Conversion Table found in **Attachment J**. The unit price for stump removal includes the extraction, transport, and disposal of the stump as well as filling the cavity that remains.

FEMA will reimburse the City at the unit cost rate (usually CYs) for normal debris removal for all stumps, regardless of size, placed on the public right-of-way by others, i.e., contractors did not extract them from public property or property of eligible private nonprofit organizations. In such instances, the City will not incur additional costs to remove these stumps; the same equipment used to pick up vegetative debris can be used to pick up these stumps.

See FEMA FP 104-009-2 for more information on hazardous stumps.

2.3.3 Human Remains

The California Office of Emergency Services Disaster Debris Management Plan provides a detailed approach to management of human remains. The following section mirrors the guidance provided in the State's plan and provides the responsibility of the OA and local public entities regarding recovery and disposition of human remains.

During catastrophic disasters, many individuals are unaccounted for and might be trapped in rubble. Human remains should be recovered at the incident site to the maximum extent possible. However, remains are sometimes discovered during debris management operations at collection, reduction, and final disposal.

If human remains are discovered during debris operations, the field supervisor should contact officials by calling 9-1-1 to report the situation. Law enforcement will contact the Los Angeles County Medical Examiner/Coroner's Office to conduct a joint investigation. Human remains do present health hazards if directly contacted. The body should not be handled or moved when discovered and the view of the body should be obstructed from the public and employees, if possible, until emergency services arrive.

The OA maintains a Mass Fatality Plan that provides the concept of operations and roles and responsibilities for managing human remains following a disaster.

2.3.4 Crime Scene Debris

The California Office of Emergency Services Disaster Debris Management Plan provides a detailed approach to debris removal from a crime scene. The following section mirrors the guidance provided in the State's plan and highlights the responsibility of the City and other local entities regarding recovery and disposition of crime scene debris.

2.3.4.1 Public and Responder Safety

Public safety and responder safety should be prioritized before securing or collecting evidence. If debris poses an immediate threat to public or responder safety, the threat should be mitigated and then measures implemented to manage evidence.

2.3.4.2 Weapons of Mass Destruction/Acts of Terrorism

Following a weapons of mass destruction (WMD) or terrorism incident, the lead law enforcement agency will likely assume the role of incident command. Typically, debris operations will run concurrently with rescue and recovery operations. Investigation of the debris and evidence collection will need to happen as quickly as possible. This type of incident will have many complex and competing priorities beyond debris operations. The incident commander is responsible for managing these priorities and determining the response and recovery objectives. Debris management will follow as directed by the incident commander.

Debris operations for a WMD/terrorism incident will be much different from disaster debris management for a natural disaster. Law enforcement agencies will have a much larger role in debris operations from a WMD/terrorism incident. Debris is considered evidence until the lead law enforcement agency has declared it clear of evidentiary possibilities. As such, debris must be securely handled, monitored, transported, and processed.

Securing Debris as Evidence

Typically, local law enforcement agencies will be responsible for establishing and securing a perimeter, controlling access to the site, escorting transported debris, and assisting in the collection, preservation, and documentation of evidence. The Federal Bureau of Investigation may engage the services of internal response assets to assist in evidence collection and management, including laboratory analysis of evidence collected from the debris.

Managing the Integrity of the Crime Scene

Initial site security is initiated by the local responder. A perimeter is established in the course of protecting the public and providing adequate space for response workers, equipment, and vehicles. This original perimeter will be maintained or possibly expanded by local law enforcement with regard to protecting the

outer limits of the crime scene. Planning must begin early to strengthen this perimeter with physically durable materials such as chain link or other fencing.

Perimeter Establishment and Enforcement

For a crime scene of the magnitude of a terrorist attack, an inner and outer perimeter must be established and secured by local law enforcement agencies. Some initial sites may have adequate space to allow for evidence (debris) processing sites within the inner perimeter. In most cases, this is not possible, and arrangements must be made to transport evidence (debris) to an off-site location for processing. In that event, both inner and outer perimeters must also be established for any remote work sites associated with evidence processing and recovery.

Inner Perimeter Security Requirements:

- Identify a Site Safety Officer on-scene.
- Develop a site-specific safety plan.
- Maintain that all responders, including debris management personnel are wearing appropriate PPE at all times.
- Establish a control point for logging name, date, time of entry, and vehicle.
- Establish an accountability system for inner perimeter responder safety.

Site Access and Credentialing:

- Establish appropriate resources to provide for on-scene credentialing of all personnel.
- Establish a credentialing point outside of the outer perimeter.
- Maintain that debris personnel have appropriate badging and credentials prior to arrival at the incident site.
- Establish secure points of ingress and egress for debris haulers and other vehicles.

Evidence Collection and Preservation

- Establish a process for chain of command for debris collection, including:
  - Removal from site
  - Transport
  - Arrival at site for processing
  - Transport to disposal site
  - Arrival at disposal site
- Document debris chain of command, including:
  - Name of equipment
  - Name of equipment operator
  - Date, time, and work zone
- Debris that is transported should be accompanied by or monitored by a law enforcement officer until it has arrived at a remote secure site.

- Establish a receiving point to secure large quantities and varying sizes of debris such as an off-site warehouse or storage container that can be secured by law enforcement continuously.

A checklist for debris operations following a WMD/terrorism incident is located in **Attachment P** of this MDMP.

2.3.5 Waterway Debris

The EPA and the United States Coast Guard (USCG) have the specific authority to remove hazardous materials. The EPA is responsible for removing such material from inland water zones, and the USCG is responsible for coastal water zones. The USACE also has responsibility for navigable channels and waterways.

- USACE – Primary responsibility for debris removal from federally maintained navigable channels and waterways
- EPA – Responsible for the emergency removal of oil, pollutants, hazardous materials, and their containers from inland zones
- USCG – Responsible for the removal of oil discharges and hazardous substance releases that occur in the coastal zone

2.3.5.1 Waterway Debris Removal Assistance Programs[8]

Debris removal from waterways that is necessary to eliminate immediate threat to life, public health and safety, or improved property is eligible for reimbursement through the FEMA Public Assistance Grant Program. Removal of debris in a waterway that does not meet this criterion is not eligible, even if the debris is deposited by the incident.

Debris removal from the following is not eligible:

- Federally maintained navigable channels and waterways
- Flood control works under the authority of the Natural Resources Conservation Service (NRCS)

Non-navigable Waterways Including Flood Control Works and Natural Waterways

Debris deposited by the incident may obstruct a natural waterway (that is, a waterway that is not improved or maintained) or a constructed channel, including flood control works. In these cases, removal of the debris from the channel is eligible if the debris poses an immediate threat, such as when the debris:

- Obstructs, or could obstruct, intake structures.
- Could cause damage to structures, such as bridges and culverts.
- Is causing, or could cause, flooding to improved public or private property during the occurrence of a 5-year flood.

[8] FEMA Public Assistance Program and Policy Guide (PAPPG) FP 104-009-02 June 2020
http://www.fema.gov/media-library/assets/documents/111781

Removal of the obstruction is eligible even in streams where debris removal would also be eligible under the NRCS Emergency Watershed Protection Program unless NRCS provides assistance for the debris removal. However, debris removal from flood control works that are under the specific authority of NRCS is not eligible for FEMA Public Assistance funding, even if NRCS does not have sufficient funding or does not provide assistance. Additional information on the NRCS Emergency Watershed Protection Program can be found at:

http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/landscape/ewpp/.

For flood control works that are eligible for the USACE Rehabilitation and Inspection Program, debris removal is eligible for FEMA Public Assistance funding. USACE does not reimburse public entities for debris removal but conducts this activity directly when necessary.

Identifying Debris Impact Locations

The City is responsible for identifying debris deposited by the incident that poses an immediate threat. Random surveys to look for debris, including surveys performed using side scan sonar, are not eligible. However, if the City identifies an area of debris impacts and demonstrates the need for a survey to identify specific immediate threat, FEMA may provide Public Assistance funding for the survey in that location, including the use of side scan sonar.

Documentation

For FEMA to determine that debris removal from waterways is eligible, the public entity must provide documentation that:

- Establishes legal responsibility.
- Includes the basis of the immediate threat determination.
- Identifies locations, types, and quantities of debris.
- Demonstrates the debris claimed was deposited by the incident and was not pre-existing.

Environmental and Historic Preservation Compliance Considerations

Although debris removal is generally statutorily excluded from National Environmental Policy Act review, FEMA must verify compliance with other Federal laws and regulations prior to funding the work. Accordingly, FEMA must confirm that the City's debris removal operations avoid impacts to floodplains, wetlands, federally listed threatened and endangered species and their critical habitats, and historic properties (including maritime or underwater archeological resources if waterways are impacted).

2.3.6 Wildland Fire and Severe Drought[9]

The City is susceptible to the impacts of severe drought and wildland fires. Prolonged periods of drought can affect water availability and quality and increase potential for natural fuels. These affects combined

[9] Information retrieved from CalRecycle Debris Removal Operations Plans (DROP) for the Valley Fire, the Butte Fire, the Trinity County Fires, and the Rocky & Jerusalem Fireshttp://www.calrecycle.ca.gov/Disaster/Fires2015/

with high winds increase the risk of wildland fire. While fires leave less debris than other types of disasters, they still generate waste including:

- Destroyed homes
- Burned cars and other metal objects
- Ash and charred wood waste
- Hazardous trees

There are strategies that the City can implement to mitigate the impact of drought and wildland fires including:

- Implement xeriscape and public education programs to conserve water.
- Conduct wildfire training for response and recovery staff.
- Develop a wildland urban interface plan.
- Educate homeowners on the importance of water conservation and the effects of wildfires.
- Create defensible space around structures through the removal of flammable vegetation.
- Use non-combustible building envelope assemblies, ignition resistant materials, and proper retrofit techniques of new and existing structures.
- Reduce hazardous fuels by vegetation management, vegetation thinning, or reduction of flammable materials to protect life and property beyond defensible space parameters but proximate to at-risk structures.

An incident-specific health and safety plan should be developed, and daily health and safety briefings should be conducted when conducting debris operations following a fire.

FEMA provides assistance programs for fire disasters. FEMA Regional Administrators have the authority to issue Fire Management Assistance Grant (FMAG) declarations for wildfires that threaten such destruction that would constitute a major disaster. The FMAG Program is separate and distinct from the FEMA Public Assistance Grant Program. FMAG declaration criteria, eligibility, and other program information are available in Title 44 of the CFR Part 204, Fire Management Assistance Grant Program, and in FEMA's Fire Management Assistance Grant Program Guide (FEMA P-954).

If significant damage occurs as a result of one or more FMAG fire incidents, the Governor may subsequently request a major disaster declaration for the fire incident(s). FEMA will evaluate such requests based on damage and costs not covered under the FMAG Program, such as public infrastructure damage. If the President declares a major disaster and authorizes the FEMA Public Assistance Grant Program, FEMA generally funds all of the costs related to those fire incidents under the FEMA Public Assistance Grant Program for efficiency in administration of assistance and to avoid a duplication of benefits between programs.

2.3.6.1 Debris from Residential Structures

Ash and debris from residential structures burned by fires can contain concentrated amounts of heavy metals, such as antimony, arsenic, cadmium, copper, lead, and zinc.

Residual materials such as stucco, roofing, floor tile, linoleum, fireplaces, furnaces, vinyl tiles and mastic, sheetrock and joint compound, asbestos cement pipe, exterior home siding, thermal system insulation, and other building materials commonly used in homes built before 1984 may also contain other chemicals of concern such as asbestos.

The type and number of hazards will depend on each site's specific conditions, such as how much of the structure is remaining, the age of the structure, and the building materials used. If only ash and debris are present, a home site can be expected to contain elevated levels of heavy metals and possibly asbestos.

2.3.6.2 Air Monitoring and Dust Control

Given that ash may contain elevated levels of heavy metals and/or asbestos, it may be necessary to set up an exclusion zone around each site during removal. If necessary, all personnel entering and leaving this area will be required to wear level "C" protective attire or level "D" with N95 masks and coverall depending on the work zone and hazard level. All workers should be aware that asbestos is a human carcinogen with no known risk-free levels of exposure.

Monitoring of the air in the community and work sites for asbestos, heavy metals, and dust should be completed by a Certified Industrial Hygienist (CIH) for the duration of the project until such time the industrial hygienist determines that air monitoring may cease.

The methods for air monitoring are as follows:

- Fugitive Dust – EPA approved equivalent methods for particulate matter 2.5 microns or greater in diameter (PM-2.5) and/or particulate matter 10 microns or greater in diameter (PM-10) monitoring.
- Heavy Metals – National Institute of Occupational Safety (NIOSH) Method 7300, Metal Scan.
- Asbestos – NIOSH Method 7402, High Volume.

During debris removal, crews should provide water or dust palliative, or both, to prevent dust nuisance at each site.

2.3.6.3 Fire-Damaged Trees

It can be necessary for a certified arborist to perform an assessment of all trees in the fire-impacted area and identify those trees that pose a hazard and must be removed. The objectives of the tree assessment and inventory should include:

- Identification of all trees damaged by the incident.
- Assessment of the damage and survivability of each tree.
- Assessment of each tree against established indicators of hazardous tree criterion.
- Determination of which trees should be removed during recovery efforts.

Due to the subjective nature of tree survivability assessments and working with different State and Federal partners, it is important to coordinate closely with FEMA, Federal Highway Administration, CalOES, and California Department of Transportation during this process in order to properly identify and document fire-damaged trees.

2.3.6.4 Erosion Control

One of the most prevalent water pollution threats from burn sites is the discharge of ash and other burn-related debris into storm drains or natural receiving waters. Sites where debris and ash have been removed are often graded and have soils prepared similar to those of construction projects. Debris removal and site clearing activities increase the exposure of soils to wind, rain, and concentrated flows that cause erosion and adversely impact storm water quality with high levels of total suspended solids and many other pollutants, which subsequently impact surface waters.

The main objective of erosion control is to stabilize disturbed soil and reduce sediment transport caused by erosion from entering a storm drain system or receiving water body during debris removal after a disaster. Best management practices for storm water controls may include the use of fiber rolls, silt fences, erosion control blankets, hydro-seeding, soil binders, and other devices to reduce sediments. Effort should be made to preserve existing vegetation, if practicable. Once the removal has been completed, operation and maintenance of storm water control measures must be maintained.

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3.0 ORGANIZATION AND ROLES AND RESPONSIBILITIES

3.1 Organizational Structure for Debris Operations

To mount an effective response to a debris-generating incident, roles and responsibilities must be clearly delineated between City departments, contractors, State and Federal agencies, and nongovernmental organizations with a role in response. In addition, the responding agencies must respond in a coordinated manner to ensure disaster debris operations are conducted as efficiently and as safely as possible.

Achieving an organized and efficient approach is facilitated through utilization of the Incident Command System (ICS). ICS was developed in the 1970s in California to help organize response to devastating wildfires in the state. ICS provides a standardized approach to incident management and helps to organize response agencies under a top-down modular organization that is flexible based on the scope of the incident. In addition, under ICS there is a well-defined process for setting response objectives and communicating those objectives throughout the response organization. The City will coordinate response using ICS to affect an organized and timely response to debris operations. An organization structure for local management of a debris-generating incident is depicted in **Figure 3-1**. The purpose of the organizational chart is to further clarify roles and facilitate local communication following a disaster. Descriptions of the positions identified in the organization chart are described in **Section 3.2**.

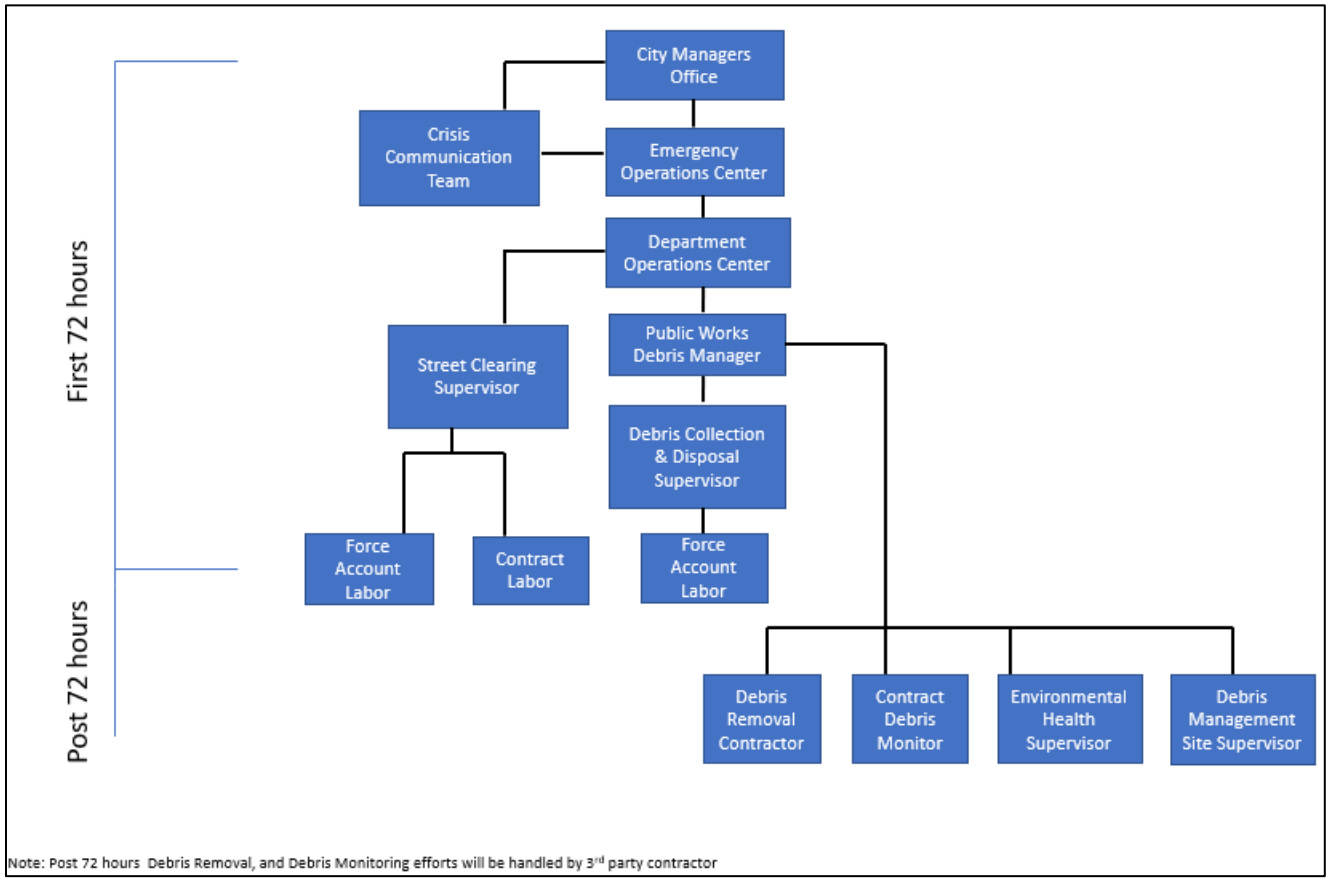


Figure 3-1: Debris Management Operations Organization Chart

3.2 Key Positions in Debris Management

Positions that could be needed for debris management operations are described below. The level of staffing for response to a debris-generating incident will depend on the magnitude of the incident and the type and

quantities of debris that have been generated. Job action sheets for debris management operations are provided in **Attachment Q.**

3.2.1 Debris Manager

- Report to the Public Works Branch Director in the EOC.
- Coordinate with the EOC to activate contractors for debris clearing and debris monitoring services.
- Establish priorities for debris management operations.
- Collaborate with Federal, State, and other agency representatives in coordination with the Liaison Officer.
- Provide updates to emergency management and jurisdiction leadership regarding debris management operations.
- Review and approve public information messages regarding debris operations.
- Ensure enforcement of local plant pest quarantines with debris contractors.
- Coordinate with the EOC Finance Chief in the tracking of debris management costs.
- Coordinate the demobilization of debris management operations.

3.2.2 Street Clearing Supervisor

- Report to the Debris Manager.
- Stage and readies resources immediately prior to an expected incident to ensure these will be fueled and ready to activate in the event they would be needed to clear debris off streets.
- Oversee street clearing immediately following a debris-generating incident.
- Coordinate local and contract resources to clear streets of debris in accordance with established objectives and priorities.
- Track progress of street clearing operations.
- Provide regular updates to the Debris Manager regarding the status of operations.
- Coordinate with the Safety Officer in the EOC to ensure street clearing operations are conducted in a safe manner.
- Ensure all hours, expenses, and equipment use are accurately documented.

3.2.3 Debris Collection and Disposal Division Supervisor

- Report to the Debris Manager.
- Coordinate with local and contract resources to stage and ready resources immediately prior to an expected incident to ensure these will be fueled and ready to activate in the event they are needed to collect debris.
- Coordinate with the Debris Monitoring Contractor to conduct truck certifications.
- Coordinate local and contract resources to conduct debris collection operations in accordance with established objectives and priorities.
- Coordinate with the Debris Monitoring Contractor to conduct collection, DMS, and disposal site monitoring.

- Coordinate with the Environmental Supervisor to conduct soil sampling at DMS locations prior to and after closure of DMS locations.
- Coordinate with local labor and contractors to ensure debris is recycled or disposed of in accordance with regulatory guidelines.
- Coordinate local and contract resources to conduct special debris operations, including removals of dangerous trees, privately owned vehicles and vessels, waterway debris, parks debris, and private property debris in accordance with FEMA authorization and guidelines.
- Track progress of debris collection, recycling, and disposal in coordination with the Debris Monitoring contractor.
- Ensure enforcement of local plant pest quarantines with debris contractors.
- Provide regular updates to the Debris Manager regarding the status of operations.
- Coordinate with the Safety Officer in the EOC to ensure debris collection and disposal operations are conducted in a safe manner.
- Ensure all hours, expenses, and equipment use are accurately documented.

3.2.4 Environmental Division Supervisor

- Report to the Debris Manager.
- Liaise with regional, State, and Federal environmental agencies and contractors to monitor environmental impacts of debris management operations, including ground/surface water, air, soil, and asbestos monitoring.
- Coordinate with the Debris Collection and Disposal Supervisor, or designee, to conduct soil sampling at DMS locations prior to and after the closure of DMS locations.
- Lead permitting of DMS locations.
- Track progress of environmental monitoring and testing operations and document results.
- Provide regular updates to the Debris Manager regarding the status of environmental monitoring operations.
- Coordinate with the Safety Officer in the EOC to ensure environmental monitoring operations are conducted in a safe manner.
- Ensure all hours, expenses, and equipment use are accurately documented.

3.2.5 Debris Management Site Supervisor

- Report to the Debris Manager.
- Oversee the opening and operation of debris management sites.
- Assist in acquiring needed permits for temporary debris management operations.
- Coordinate with the Safety Officer in the EOC to ensure debris management site operations are conducted in a safe manner.
- Oversee haul-out of debris and closure of debris management sites to their condition prior to being used as debris management sites.
- Ensure all hours, expenses, and equipment use are accurately documented.

3.2.6 Street Clearing Task Forces

- Report to the Street Clearing Supervisor.
- Clear streets of debris in accordance with established objectives and priorities.
- Report any hazardous conditions such as downed power lines, hazardous materials (HAZMAT) spills, and natural gas leaks to the proper authorities as well as the Street Clearing Division Supervisor.
- Track progress of the Task Force in street clearing operations.
- Provide updates as required to the Street Clearing Supervisor regarding status and progress of the Task Force.
- Obey Health and Safety Policies and follow health and safety guidance in conducting street clearing operations.
- Ensure all hours, expenses, and equipment use is accurately documented.

3.2.7 Debris Removal Task Forces

- Report to the Debris Collection and Disposal Supervisor.
- Collect debris and delivers it to the appropriate location for reduction, recycling, or disposal.
- Report any hazardous conditions such as downed power lines, HAZMAT spills, and natural gas leaks to the proper authorities as well as the Debris Collection and Disposal Supervisor.
- Track progress of the Task Force in debris removal, reduction, recycling, and disposal operations.
- Provide updates as required to the Debris Collection and Disposal Supervisor regarding status and progress of the Task Force.
- Obey Health and Safety Policies and follow health and safety guidance in conducting debris removal, reduction, and disposal operations.
- Ensure all hours, expenses, and equipment use is accurately documented.

City of Culver City Offices and Departments

In addition to the key positions outlined in the section above, many stakeholders will be involved in disaster debris operations. Roles and responsibilities must be clearly delineated between City departments and other agencies with a role in response. These roles and responsibilities are described below.

3.2.8 Public Works

3.2.8.1 Environmental Programs and Operations (EPO) Division

- Serve as lead agency for debris management functions.
- Assign an individual to serve as the Debris Manager for the City.
- Activate and implement the City's MDMP.
- Maintain contracts with vendors to aid in debris collections and debris monitoring operations.
- Activate contracts to aid in debris clearance, collections, and monitoring operations.
- Manage the City's solid waste, recycling, and organics programs.
- Manage street sweeping operations.

- Provide situational updates on debris operations to the EOC.
- Transfer, transport, and dispose of trash and recyclable materials generated within the service area.
- Coordinate with contract debris haulers in the collection and transport of solid waste recyclables and debris following a debris-generating disaster
- Ensure staff track personnel hours, equipment use, and supplies used for debris clearing and removal operations.

3.2.8.2 Engineering Division

- Conduct pre-incident and post-incident assessments of public works and infrastructure.
- Plan for City mobility and traffic considerations during debris management operations.
- Support restoration of navigation, flood control, and other water infrastructure systems, including drinking water and wastewater utilities.
- Provide assessment and emergency response support for buildings, bridges, and other infrastructure.
- Provide temporary emergency power to critical facilities (e.g., city facilities, shelters, fire stations, police stations).
- Construct temporary critical public facilities to temporarily replace those destroyed or damaged following a disaster (e.g., schools, local government offices, fire stations, police stations, and medical facilities).
- Assist in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety.
- Provide structural specialist expertise to support inspection of mass care facilities and urban search and rescue operations.
- Manage, monitor, and/or provide technical advice in the clearance, removal, and disposal of debris from public property and the reestablishment of ground and water routes into impacted areas. The term "debris" includes general construction debris that may contain inherent building material contaminants, such as asbestos or paint.
- Provide technical assistance to include engineering expertise, construction management, contracting, real estate services, and inspection of private/commercial structures.
- Provide engineering and construction expertise, responders, supplies, and equipment to address flooding, to include providing advance measures in anticipation of imminent severe flooding.

3.2.8.3 Maintenance and Operations Division

- Clear debris from roadways to facilitate response operations (i.e., police, fire, emergency medical, and utilities vehicles).
- Assist with rescue, evacuation, and sheltering and provide temporary traffic control, perimeter security, and transportation of supplies and equipment.
- Manage the tree trimming contract for the City. The contract includes a tree arborist to determine safety of trees and conduct tree trimming and/or removal of trees.

3.2.8.4 Mobility and Traffic Engineering

- Coordinate with emergency response agencies to facilitate traffic capacity and manage traffic demand through such actions as signal coordination, timing, route closures conflict point elimination, contraflow, evacuation phasing, and forced movements.
- Implement and maintain traffic controls and safety measures to improve roadway conditions and maximize intersection operation.

3.2.9 Administrative Services

3.2.9.1 Human Resources

- Maintain database of skills of City staff that can be used to reassign staff as needed as disaster service workers.

3.2.9.2 Risk Management

- Maintain the loss prevention and control program for the City.
- Manage worker compensation claims.
- Coordinate with insurance adjusters regarding damage to City facilities.

3.2.10 City Attorney

- Draft emergency declaration for the City.
- Review contracts for compliance with applicable County, State, and Federal regulations.
- Support code enforcement actions as needed.
- Develop right of entry form in the event private property debris removal activities are undertaken.
- Manage liability claims against the City.

3.2.11 City Manager

- Serve as the Director of Emergency Services in disaster response and recovery.
- Sign contracts on behalf of the City.
- Update City Council on the status of response and recovery operations.
- Coordinate with the City Attorney's Office, Public Works, Fire Chief, and the EPO to develop public information messages related to debris operations.
- Provide press releases and social media posts related to debris removal operations, set-out procedures.

3.2.12 Community Development

- Conduct permitting operations for repair and redevelopment.
- Assess damage and complete damage reports for structures. Red tag unsafe structures.
- Manage code enforcement operations. Enforce standards for maintenance, nuisance codes, and habitability standards.
- Coordinate with the City Attorney's Office in taking nuisance abatement actions.

- Manage affordable housing programs for the City, including rent control, rent assistance, planning, and entitlement programs.

3.2.13 Emergency Management

- Equip the EOC use for emergency response and recovery activities.
- Coordinate with the Fire and Police Departments to conduct windshield surveys for assessment of damage to City facilities and debris quantities.
- Compile damage assessment data.
- Activate the EOC. Alert staff regarding activation. The EOC can also be activated by the City Manager, Public Works Director, Police Chief, or Fire Chief.
- Support response and recovery operations conducted by the City in accordance with SEMS, the Emergency Operations Plan, and approved mutual aid plans.
- Submit requests for resources to the OA as necessary.

3.2.14 Finance

- Establish activity code for tracking disaster response and recovery hours and expenses.
- Coordinate with Public Works and other City departments to obtain force account labor, equipment, and overtime documentation related to debris removal operations for potential State and/or Federal reimbursement.
- Review purchase orders and documents, general ledger entries, cash receipts, and payroll documents related to debris removal operations.
- Manage and review contractor invoices for payment.

3.2.15 Fire Department

- Conduct windshield surveys on the status of City facilities and debris quantities.
- Report downed power lines. Stay on-scene until Southern California Edison Company arrives to make repairs.
- Respond to fires.
- Conduct search and rescue missions.
- Respond to and contain HAZMAT spills. Coordinate with LA County HAZMAT Team for response and clean-up.

3.2.16 Information Technology

- Provide support for EOC operations.
- Maintain the City website.
- Conduct GIS functions during a recovery operation.
    - Provide maps showing the status of debris operations.
    - Provide maps showing areas of debris concentration.
    - Provide maps of jurisdictional boundaries for City staff and contractors.

- Create applications as needed for debris and recovery operations.

3.2.17 Parks, Recreation, and Community Services

- Assist in clearing debris from roads.
- Conduct damage assessments and debris estimates in parks.
- Oversee the removal of debris from parks.

3.2.18 Police Department

- Provide security for debris management sites and other debris removal operations when necessary.
- Coordinate investigations resulting from a crime scene or potential terrorism incident.
- Manage animal control issues.
- Initiate investigation in coordination with the Los Angeles County Medical Examiner – Coroner's Office in the event human remains are discovered during debris operations.
- Enforce curfews enacted by the City.
- Assist in the implementation and enforcement of road closures.

3.2.19 Transportation

- Provide transportation services throughout the Culver City Bus and Dial A Ride service area.
- Report issues regarding roads and potential road blockages.
- Conduct maintenance services on City vehicles and equipment.
- Use buses as needed to transport people, block unsafe roads, etc.
- Coordinate logistical needs during an EOC activation.
    - Assign resources to be used for debris management.
    - Maintain log for vehicle usage.

3.3 Los Angeles County Departments

3.3.1 Environmental Health – Solid Waste Management Program

- Determine debris that poses an imminent threat to public health and safety.
- Provide documentation regarding health and safety issues to support debris operations.
- Inspect and approve DMS locations.
- Provide direction to the City as the Local Enforcement Agency (LEA) in the transport and disposal of debris.
- Provide environmental services support to debris operations.

3.3.2 Office of Emergency Services

- Implement OA Emergency Response Plan.
- Establish and maintain the OAEOC to serve the OA.

- Coordinate the utilization of County, other local government, State, and Federal resources within the OA.
- Support operations conducted by local governments within the County in accordance with SEMS and approved mutual aid and operations plans.

3.4 Regional Agencies

3.4.1 South Coast Air Quality Management District

- Issue permits for equipment which emits or controls air pollution if the equipment will comply with all emission limitations in district rules.
- Enforce permit requirements and district rules.

3.5 State Agencies

State agencies provide regulatory guidance and technical assistance for debris operations. The following section provides an overview of the roles and responsibilities of State agencies involved in debris operations.

3.5.1 California Coastal Commission

- Provide regulatory guidance and oversight on debris removal from waterways in coastal zones.

3.5.2 California Environmental Protection Agency (CalEPA)

- Provide guidance on environmental regulations regarding debris operations.
- Provide technical assistance for debris removal of HAZMAT (Department of Toxic Substances Control).

3.5.3 California Department of Fish and Wildlife

- Provide disaster-specific guidance on regulations for debris operations regarding endangered or protected species and habitats.
- Provide guidance on regulations for debris operations within streams and lakes.
- Provide support to public entities for debris removal in natural habitats.

3.5.4 California Department of Public Health

- Provide disaster-specific guidance on environmental regulations for debris operations.
- Provide support to public entities for potential debris management site review and approval.

3.5.5 California Highway Patrol

- Provide support to address derelict vehicles and other transportation-related debris.
- Provide traffic control and security for debris clearance from State-maintained roadways.

3.5.6 California Office of Emergency Services (CalOES)

- Implement the California Emergency Services Act.
- Perform executive functions assigned by the Governor to support and enhance all phases of emergency management.
- Coordinate debris clearance and removal operations by other State agencies.
- Approve all mission task orders and manage the requests until the needs have been met.
- Request the deployment of the National Guard to support response activities, including damage assessment and debris clearance operations.
- Coordinate with local and State entities in the compilation and dissemination of public information messages.
- Request debris removal resources from other states through the Emergency Management Assistance Compact (EMAC).
- Coordinate requests for assistance and participate with the Federal government in operating a Joint Field Office (JFO) when Federal assistance is needed.
- Task other State agencies as needed to aid local jurisdictions in debris management operations.
- Oversee the delivery of State and/or Federal grant programs.

3.5.7 California Department of Resources Recycling and Recovery (CalRecycle)

- Provide support and guidance for debris removal operations, including potential provision of resources.
- Provide approvals for DMSs and emergency waivers of standards such as permitted capacity, throughput, and acreage for permitted solid waste facilities.

3.5.8 California Department of Transportation (CalTrans)

- Provide guidance on debris operations from the right-of-way.
- Conduct debris removal from State-maintained roadways.
- Provide guidance for State and Federal disaster assistance programs.
- Provide support for debris removal from County maintained roadways to the extent possible when requested.

3.5.9 California Regional Water Quality Control Board

- Provide regulatory guidance and oversight on debris removal within State waters and at landfills.

3.6 Federal Agencies

Federal agencies support debris operations by providing disaster assistance funding, regulatory oversight, and technical assistance. The following section provides an overview of the roles and responsibilities of Federal agencies involved in debris operations.

3.6.1 Federal Emergency Management Agency

- Provide technical assistance for debris operations.
  - Environmental and historical preservation review process.
  - Public Assistance grant program reimbursement process.
  - Procurement assistance.
- Assign Federal mission assignments as requested.
  - Emergency Support Function #3, Public Works and Engineering.
  - Emergency Support Function #10, Oil and Hazardous Material Response.
- Administer the FEMA Public Assistance Program for Category A Debris Removal.
  - Ensure safety, eligibility, and compliance are maintained.

3.6.2 U.S. Army Corps of Engineers

- Primary Federal entity for Emergency Support Function (ESF) #3 - Public Works and Engineering.
- Provide debris operations for mission assignments.
- Remove sunken vessels from navigable waterways under emergency conditions.
- Provide strong technical assistance and training support to State and local agencies.
- Enable State and local operations to the greatest extent possible.

3.6.3 Natural Resources Conservation Service

- Provide technical assistance for debris removal from natural streams and creeks.
- Provide funding for debris operations through the Emergency Watershed and Protection program.

3.6.4 Federal Highway Administration

- Support repair and reconstruction of Federal aid highways and roads on Federal lands.
- Provide funding for debris operations through the Federal Highway Administration-Emergency-Relief Program (FHWA-ER).

3.6.5 U.S. Fish and Wildlife Service

- Administer programs for the planning, development, maintenance, and coordination of State wildlife resource conservation and rehabilitation.
- Provide guidance regarding threatened or endangered species that may be affected by debris operations.

3.6.6 U.S. Department of Homeland Security

- Provide technical assistance for debris operations following terrorism incidents.

3.6.7 Office of Inspector General

- Conduct audits to ensure disaster relief funds are spent appropriately.

3.7 Private Sector Business Enterprise, Commercial Sector

Private businesses will have a very large role in managing mass debris operations in the event the City does not have enough internal resources to conduct debris operations during a widespread event without the use of contracted service providers. The following provides the roles and responsibilities of private sector businesses and the commercial sector for debris operations.

3.7.1 Debris Hauling Firm

In the event the scope of debris collection operations is beyond the capabilities of local force account resources, State, and mutual aid resources, it may be necessary to contract for labor and equipment. The City has established contracts with debris hauling firms to assist with debris collection and disposal. The list of these firms is in **Attachment C.** A contracting checklist and guidance to ensure contractor procurement is conducted in accordance with State and Federal guidelines has been compiled and can be found in **Attachment K** of this plan. Responsibilities of a debris hauling firm will include the following:

- Clear and remove debris from jurisdiction roadways and waterways to make them passable immediately following a declared disaster.
- Conduct debris removal from the right-of-way.
- Decommission, demolish, and dispose of eligible non-regulated asbestos-containing material (non-RACM) structures on private property.
- Manage and operate DMS locations.
- Conduct debris reduction.
- Haul-out reduced materials to a final disposal site.
- Remove hazardous leaning trees and hanging limbs.
- Remove hazardous stumps.
- Remove white goods debris from the right-of-way.
- Coordinate the removal of household hazardous waste from the right-of-way.
- Remove animal carcasses from areas designated by the City.
- Communicate status of operations and supply chains as well as challenges and timelines to local officials.
- Know, understand, and comply with Federal regulations for disaster assistance programs.

3.7.2 Monitoring Firm

Relatively small amounts of debris could be monitored by force account labor; however, in an incident resulting in widespread and considerable debris amounts as deemed by local authorities, the decision could be made to employ the services of a debris monitoring firm. Debris monitoring responsibilities are described below.

- Perform truck certifications.

- Perform on-site, street-level debris collection monitoring at all collection sites to verify debris eligibility based on contract requirements, and initiate debris removal documentation using load tickets.
- Conduct disposal monitoring to document the disposal of disaster debris at approved DMS's and at final disposal or end-use locations.
- Audit debris hauler invoices and certify they are ready for payment by the City.

3.7.3 Franchise Trash and Recycling Haulers

- Transfer, transport, and dispose of franchised trash and recyclable materials generated within the contracted service area.
- Coordinate with contract debris haulers in the collection and transport of solid waste recyclables and debris following a debris-generating disaster.

3.7.4 Southern California Edison (SCE)

- Restore electric power following a disaster.
- Clear debris from power transmission systems and property.

3.7.5 Southern California Gas

- Respond to natural gas leaks.
- Restore natural gas utilities following a disaster.

3.7.6 Golden State Water

- Repair and restore water service following a disaster.

3.8 Nonprofit Sector

The City will partner with nonprofit and volunteer organizations to provide assistance to individuals with disabilities and/or access and functional needs. The City will ask that nonprofit sector entities collaborate with the City to ensure their efforts are conducted in coordination with City objectives. In addition, the City will coordinate with nonprofit sector entities to ensure response efforts are conducted in a safe manner to minimize the risk of injuries in keeping with the Health and Safety Strategy (see **Attachment M**). These entities will not be asked to conduct tasks that are beyond their members' training or capabilities. The roles and responsibilities for nonprofit organizations in debris operations are listed below.

- Coordinate with the City post-disaster to assist individuals with disabilities and access and functional needs with bringing debris to the public right-of-way.
- Coordinate with the City to provide public information regarding debris operations to populations with communication barriers.
- Provide debris services to vulnerable and underserved groups, individuals, and communities, as necessary.

3.9 Residents

To coordinate effective debris operations, residents play an important role in maximizing the potential for recycling and reuse of disaster-generated debris. The following provides the roles and responsibilities for residents in debris operations.

- Follow instructions from local officials on set-out procedures for disaster-related debris.
- Segregate disaster debris from regular household waste.
- Safely bring debris to the public right-of-way.
- Bring household hazardous waste (HHW) to citizen drop-off locations.
- Use caution when operating equipment and dangerous machinery.
- Help others who may need assistance with debris removal.

4.0 FINANCE, ADMINISTRATION, AND LOGISTICS

4.1 Finance

All departments and agencies will maintain records of personnel, equipment, and material resources used to comply with this plan. Such documentation will then be used to support reimbursement from any State or Federal assistance that may be requested or required. **Attachment H** of this plan contains the forms needed to track use of equipment and employee time during debris operations. The City will also follow processes during recovery as outlined in the Culver City Comprehensive Disaster Cost Recovery Strategic Plan.

4.1.1 Funding Sources for Disaster Debris Operations

The Federal government provides several assistance programs through various agencies to support debris operations. However, these programs have extensive documentation requirements that must be adhered to. Additionally, the policy guidance for these assistance programs changes and adapts with lessons learned from each disaster across the United States. It will be important for the City to maintain awareness of current Federal assistance program guidance and regulations related to disaster debris Federal funding programs.

4.1.1.1 California Disaster Assistance Act

The State can provide assistance through the CDAA. The CDAA was created to help the State manage regularity and administrative issues related to disasters and governs the eligibility rules for disaster debris removal within the State. The CDAA provides regulatory guidance for three components of disaster finance and administration: emergency work, emergency protective measures, and debris removal.

California Disaster Assistance Act Eligibility Rules

- CDAA, Section 2920 – Emergency Work. Emergency work to saves lives, protect public health and safety and to protect property in an area proclaimed to be in a state of emergency.
- CDAA, Section 2930 – Emergency Protective Measures. Actions taken to remove and/or reduce immediate threats to public property, or to private property when in the public interest.
- CDAA, Section 2925 – Debris Removal. General eligibility:
    - Debris removal from publicly and privately owned lands and waters, undertaken in response to a state of emergency proclamation by the Governor is eligible for State financial assistance.
    - For purposes of this program, the removal of debris from private property shall be reimbursed only when there is an immediate threat to public health and safety. In a case where reimbursement for debris removal from private property is authorized by the director, the following requirements shall apply, unless waived in part or full by the director.
        - The property owner must remove all disaster-related debris from the property to the curb or public right-of-way, giving the local agency the right of entry and absolving the local agency and the State of any liability relative to removal. A sample right of entry document can be found in **Attachment N** of this plan. A sample refusal of entry is in **Attachment O** in this plan for property owners who do not wish for a local agency to enter their property to remove debris.

- The local agency must obtain a signed statement from the property owner to the effect that the property owner does not have insurance covering the removal of the disaster-related debris.
- The local agency must have signed a statement from the property owner.

- Criteria: Debris removal shall be considered necessary when removal will:
  - Eliminate immediate threats to life, public health, and safety.
  - Eliminate immediate threats of significant damage to improved public or private property.
  - Be necessary for the permanent repair, restoration, or reconstruction of damaged public facilities.
- Examples of Eligible Work
  - Removing debris such as pieces of destroyed buildings, structures, signs, or broken utility poles.
  - Removing loose or broken sidewalks and driveways.
  - Removing fallen trees.

4.1.1.2 FEMA Public Assistance Program

The mission of the FEMA PA Program is to provide assistance to State and local governments and certain private nonprofit (PNP) organizations to quickly respond to and recover from disasters or emergencies declared by the President. FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures and repair, replacement, or restoration of disaster-damaged facilities through the PA Program. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.

The FEMA PA Program is a cost-sharing program. Cost share refers to the portion of disaster-related costs the Federal government is responsible for funding. Per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), the Federal cost share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The remaining 25% is the responsibility of the State and local governments. The State serves as the grant administrator or the grantee. The grantee determines how the non-Federal share is funded.

Recent Changes to the PA Program

The Stafford Act constitutes the statutory authority for most Federal disaster response activities, especially as they pertain to FEMA and FEMA programs.

The Stafford Act was amended by the SRIA of 2013. The President signed the SRIA into law to improve and streamline disaster assistance, including alternative procedures for the FEMA PA Program.

The purpose of the SRIA is to:

- Reduce the cost of Federal government assistance.
- Increase the administrative flexibility of the FEMA PA Program.
- Expedite the process of providing and using the assistance.
- Create incentives for applicants to complete projects in a timely and cost-effective manner.

The law authorizes several significant changes to the way FEMA may deliver disaster assistance under a variety of programs. This includes the following procedures:

- PA alternative procedures
    - Permanent work alternative procedures
    - Debris removal work alternative procedures
- Hazard mitigation
- Dispute resolution
- Federal assistance to individuals and households
- Unified Federal review
- Small project threshold review
- Essential assistance
- Individual assistance factors
- Recommendations for reducing costs of future disasters

It is the responsibility of the applicant to understand the eligibility requirements and provisions of the Stafford Act and the SRIA. FEMA will make every effort to provide reliable information through field personnel following a disaster. However, it is ultimately the responsibility of the applicant to understand what is allowed under the law.

It is critical that local officials and local managers implementing Federal programs fully understand applicable local, State, and Federal laws related to disaster assistance.

The consequence of non-compliance with these provisions is fraud and can result in the following:

- Temporarily withhold payment or take more severe enforcement action.
- Disallow all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend or terminate the applicant's current award.
- Withhold future awards.
- Take other remedies that may be legally available.

Debris managers will need to understand how these policies impact debris operations. The following is an overview of the FEMA PA Grant Program process with a flow chart at the end of the section.

FEMA PA Grant Program Process Overview[10]

Preliminary Damage Assessment

The preliminary damage assessment (PDA) is a joint assessment used to determine the magnitude and impact of an event's damage. A team of representatives from FEMA, the State, and the local jurisdiction

[10] FEMA Public Assistance Program and Policy Guide, FP 104-009-2, January 2016

will visit local sites and view the damage first-hand to assess the scope of damage and estimate repair costs. The State uses the results of the PDA to determine if the situation is beyond the combined capabilities of the State and local resources and to verify the need for supplemental Federal assistance. The PDA also identifies any unmet needs that may require immediate attention.

Governor's Request

The Stafford Act requires that: "All requests for a declaration by the President that a major disaster exists shall be made by the Governor of the affected State."

The Governor's request is made through the regional FEMA office. State and federal officials conduct a PDA to estimate the extent of the disaster and its impact on individuals and public facilities. This information is included in the Governor's request to show that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the State and the local governments and that Federal assistance is necessary. Normally, the PDA is completed prior to the submission of the Governor's request. However, when an obviously severe or catastrophic event occurs, the Governor's request may be submitted prior to the PDA. Nonetheless, the Governor must still make the request.

As part of the request, the Governor must take appropriate action under State law and direct execution of the State's emergency plan. The Governor will provide the following information:

- Information on the nature and amount of State and local resources that have been or will be committed to alleviating the results of the disaster
- An estimate of the amount and severity of damage and the impact on the private and public sector
- An estimate of the type and amount of assistance needed under the Stafford Act

In addition, the Governor will need to certify that, for the current disaster, State and local government obligations and expenditures (of which State commitments must be a significant proportion) will comply with all applicable cost-sharing requirements.

Disaster Declaration and Initiation of Federal Programs

Based on the Governor's request, the President may declare that a major disaster or emergency exists, thus activating an array of Federal programs to assist in the response and recovery effort. Not all programs, however, are activated for every disaster. The determination of which programs are activated is based on the needs found during damage assessment and any subsequent information that may be discovered.

Some declarations will provide only FEMA Individual Assistance or only PA Hazard mitigation opportunities are assessed in most situations.

Applicants' Briefing

The Applicants' Briefing is a meeting conducted by the State to inform prospective applicants of available assistance and eligibility requirements for obtaining Federal assistance under the declared event. The meeting is held as soon as practicable following the President's declaration.

During the briefing, the State will present the incident period and a description of the declared event. Applicant, work, and cost eligibility will be reviewed, and the project formulation process will be introduced. The State will also discuss funding options, record keeping and documentation requirements, and special consideration issues.

Typically, applicants will prepare and submit their Requests for PA form during the briefing.

Request for PA

The Request for PA is FEMA's official application form that public and PNP organizations use to apply for disaster assistance. It is a simple, short form with self-contained instructions. "The Request" (FEMA Form 90-49) asks for general information which identifies the applicant, starts the grant process and opens the Case Management File, which contains general claim information as well as records of meetings, conversations, phone messages, and any special issues or concerns that may affect funding.

The request must be submitted to the regional administrator within 30 days after designation of the area where the damage occurred. The form may be delivered in person at the Applicants' Briefing, sent by mail, or faxed.

Kickoff Meeting

The first meeting between the applicant, the State Public Assistance Coordinator (PAC) and State Applicant Liaison is called the kickoff meeting. A kickoff meeting is held with each applicant to assess the applicant's individual needs, discuss disaster-related damage, and set forth a plan of action for repair of the applicant's facilities. The liaison will provide the State-specific details on documentation and reporting requirements. Both the PAC and Liaison help in identifying special considerations. A representative from the Finance Department who is assigned to the EOC in the finance section will attend the kickoff meeting. Representatives from EPO and contractors may also attend the meeting.

Project Formulation and Cost Estimating

Project formulation is the process of documenting the damage to a facility, identifying the eligible scope of work and estimating the costs associated with that scope of work for each of the applicant's projects.

Project formulation allows applicants to administratively consolidate multiple work items into single projects in order to expedite approval and funding, and to facilitate project management. A project is a logical method of performing work required as a result of the declared event. More than one damage site may be included in a project.

Project information is collected in a form called a Project Worksheet (PW,) which is used to document the disaster damage and develop the scope of work for repair.

Project Review and Validation

The purpose of validation is to confirm the eligibility, compliance, accuracy, and reasonableness of small projects formulated by an applicant, and to ensure that the applicant receives the maximum amount of assistance available under the law.

The validation process reviews approximately 20% of the small projects formulated by the applicant. This 20% sampling applies to all small projects, including emergency work, permanent work, and small projects with special considerations. All aspects of the projects are reviewed including the sites, estimating methods, and documentation related to the project.

The process of approval, as outlined above, begins with the PAC's review of PWs for completeness. Once the PWs are reviewed and processed through validation and special considerations review as appropriate, the PWs are ready for approval and funding.

The PAC has the authority to approve projects up to $100,000. Therefore, any project below this threshold will be approved by the PAC and forwarded for funding. Projects over this threshold will be forwarded by the PAC to the FEMA Program Delivery Manager (PDMG) with a recommendation for approval. Once the PDMG has approved the PW, it will then be forwarded for funding.

Obligation of Federal Funds and Disbursement to Subgrantees

FEMA and the grantee share responsibility for making PA Program funds available to the subgrantees. FEMA is responsible for approving projects and making the Federal share of the approved amount available to the grantee through a process called obligation.

Through obligation, FEMA notifies the grantee that the Federal funds are available but reside in a Federal account until the grantee is ready to award grants to the appropriate subgrantees. The grantee is responsible for providing the grantee portion of the non-Federal share of the grant amount and for notifying the subgrantee that funds are available.

Payment for small projects is based on the the estimate prepared at the time of project approval. The grantee is required to make payment of the Federal share to the subgrantee as soon as practicable after FEMA has obligated the funds.

Large projects are funded on documented actual costs. Because of the nature of most large projects, work typically is not complete at the time of project approval; therefore, FEMA will obligate grants based on an estimated cost. Such monies may not be immediately drawn down by the grantee. Instead, progress payments are made to the applicant as actual costs are documented.

Upon completion of a large project, an applicant must submit documentation to account for all incurred costs to the grantee. The grantee is responsible for ensuring that all incurred costs are associated with the approved scope of work and for certifying that work has been completed in accordance with FEMA standards and policies. The grantee then submits documentation of project costs to FEMA for review. FEMA may conduct a final inspection as part of this review. Once the review is complete, FEMA determines whether funds should be obligated or de-obligated for the project.

Appeals and Closeout

The appeals process is the opportunity for applicants to request reconsideration of decisions regarding the provision of assistance. There are two levels of appeal. The first level appeal is to the FEMA Regional Director. The second level appeal is to the Assistant Director at FEMA Headquarters. The applicant must file an appeal with the grantee within 60 days of receipt of a notice of the action that is being appealed. The applicant must provide documentation to support the appeal. This documentation should explain why the applicant believes the original determination is wrong and the amount of adjustment is being requested.

The purpose of closeout is to certify that all recovery work has been completed, appeals have been resolved, and all eligible costs have been reimbursed. Closeout is an important last step in the PA Program process. This step can take months or years to complete. It is important to keep well-organized records and documentation throughout the closeout process.

The following flow diagram provides a graphical representation of the FEMA PA Grant Program.

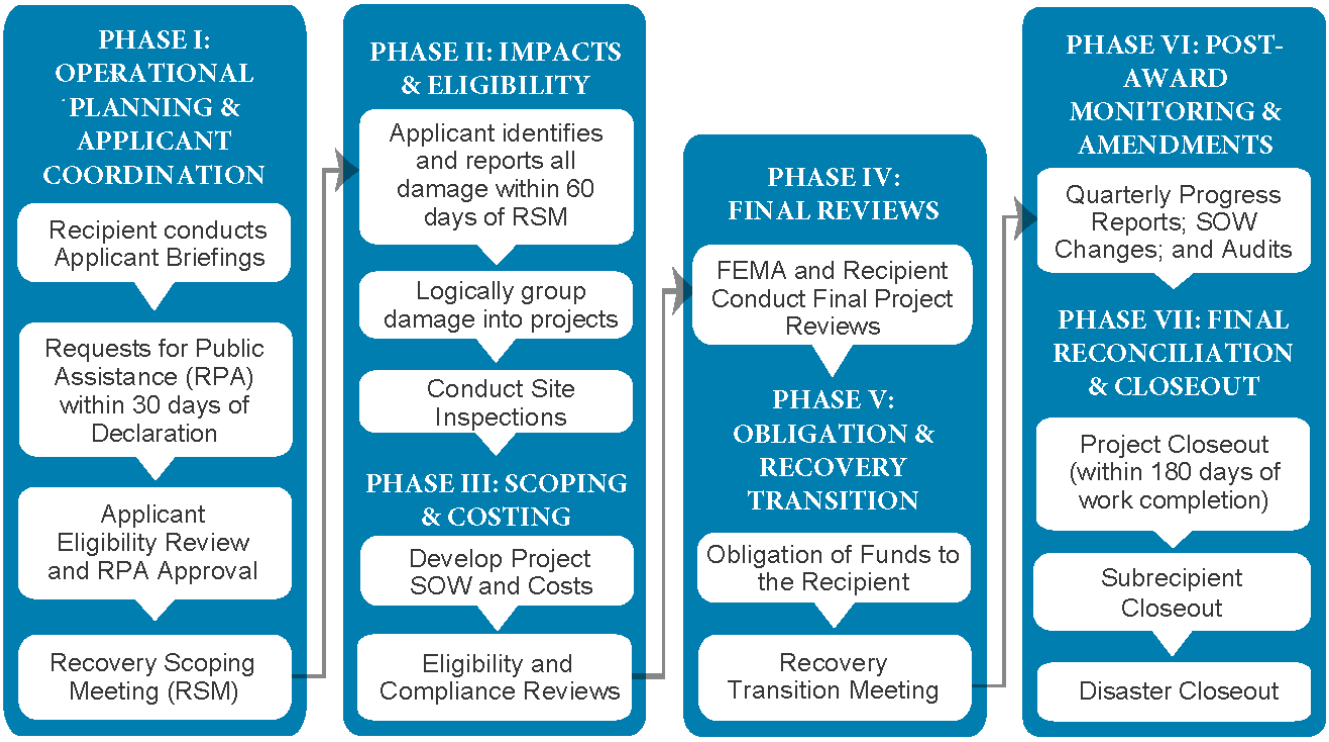


Figure 4-1: PA Grant Program Delivery Process

4.1.1.3 Other Funding Options

Public entities may be eligible for other Federal assistance programs for disaster debris management including:

- Federal Highway Administration-Emergency Relief Program
- Natural Resources Conservation Commission Emergency Watershed Protection Program
- U.S. Department of Agriculture Farm Services Agency Emergency Programs

Each disaster assistance program has different documentation requirements.

4.2 Documentation

Accurate and complete cost tracking is critical to obtain assistance for disaster-related costs. Emergency protective measures can be eligible for reimbursement. If the incident allows for warning, public entities should begin tracking costs once the threat has been identified. If there is no warning, public entities should begin tracking costs as soon as possible. Accounting best practices for tracking costs include the following:

- Identify a person who will be responsible for compiling disaster-related costs for the jurisdiction.
- Establish a cost code for disaster-related costs.
- Establish a file structure for each site where recovery work has been or will be performed.
- Maintain accurate disbursement and accounting records to document the work performed and the cost incurred.

- Obtain and review applicable local, State, and Federal policies and regulations.
- Document administrative costs.
- Begin compiling recovery project documentation, including:
    - Executed contracts, bids, periods of performance, and locations worked
    - Property insurance
    - Donated resources (labor, equipment, and materials)
    - Mutual aid
    - Force account labor
    - Force account equipment
    - Equipment rental agreements
    - Fuel logs
    - Materials including meals and gas purchases
    - Description of damage
    - Scope of work to be completed
    - Photos of damage
    - Copies of estimates
    - Maintenance records
    - Site inspection records
    - Special considerations

Coordinate with State and Federal agencies to obtain disaster-specific cost tracking spreadsheets and templates.

5.0 OPERATIONAL COMMUNICATION AND COORDINATION

5.1 Situational Awareness

The Debris Manager will provide updates at agreed upon intervals to the EOC on the status of debris operations. In addition, the City Manager may interface directly with departments to collect information regarding their role in debris operations. In turn, the City Manager will provide updates on the status of operations to City Council members.

In addition to internal status reports, it is also important for the OA to have an understanding of debris operations throughout Los Angeles County. The City will provide situational updates to the CEOC/OAEOC on debris operations. The City will document and provide the following information to the CEOC/OAEOC:

- Status of current conditions
- Damage assessments for debris
- Imminent threats to public health and safety
- Resource requests to provide the following:
    - Emergency road clearance
    - Assistance to individuals with disabilities and access and functional needs
    - Right-of-way collection
    - Special debris programs
    - Reduction, transport, and disposal of debris
    - Public information
- TDMS status and critical needs
- Environmental and historical preservation concerns
- Reduction and disposal strategy
- Health and safety strategy

5.2 Communication

5.2.1 Internal Communications

During activation of the EOC, communication channels to City staff and contractors will follow the structure as indicated in the ICS as outlined in Figure 3-1 in Section 3.1 of this plan. The City Manager, as the Director of Emergency Services, or designee, will provide direction regarding the frequency and mode of communications during the response and recovery from the incident.

5.2.2 Communications to Elected Leaders

The City Manager, or designee, will provide updates to the City Council regarding debris operations. Topics of communications may include:

- Status of operations
- Priorities and objectives

- Issues
- Costs and reimbursements

5.2.3 Public Information

Communications to the public will be coordinated through the City's Crisis Communication Team. The Crisis Communication Team will consist of the City Manager, City Attorney, Fire Chief or Fire PIO, Police Chief or Police PIO, and a representative from EPO. Timely and accurate information to the public will be coordinated with other affected jurisdictions and the OA. Topics of communications may include:

- Status of debris operations.
- What actions the City is taking to address debris issues.
- Instructions to the general public regarding setting out and separating debris.
- Who the public can call for information or to get assistance with moving debris to the right-of-way.

5.2.4 Communication with the Operational Area

The City will communicate the status of debris operations to the CEOC/OAEOC. Resource requests will also be submitted to the CEOC/OAEOC. The OA will communicate the status of debris operations within the OA to the CEOC Operations Section Chief. The OA and the DMACs serve as liaisons to provide information and support to the public entities within the OA.

The OA will communicate with State and Federal agency representatives to report status and obtain accurate information and guidance regarding debris operations. The OA will communicate this information to the cities.

5.2.5 Communication with the State and Federal Agencies

City Finance staff assigned to the EOC and the contractor will communicate and coordinate directly with State and Federal representatives as needed regarding Federal disaster assistance during recovery.

5.3 Coordination of Resources

Resources needed for debris operations will be coordinated through the EOC. The EOC will coordinate City resources through the Logistics function of the EOC's ICS. The City will conduct debris operations to the greatest extent possible using internal resources, mutual aid, or contracted services.

In the event the City needs additional resources beyond that which can be provided through internal resources, mutual aid or contracted services to conduct debris operations, assistance can be requested from the OA through the following mechanisms:

- Submit request to the CEOC/OAEOC.
- Activate Public Works Mutual Aid (Assistance) Agreement.
- Request additional resources from the State through the pre-determined SEMS process.

6.0 PLAN MAINTENANCE STRATEGY

6.1 Plan Maintenance

For this plan to maintain viability, the document will be updated annually, and personnel should be trained on the content prior to a disaster. This section provides guidance on maintaining this plan to ensure it is current and relevant. FEMA updates debris operations program guidance throughout the year based on lessons learned from recent disasters. It is important for this plan to include the most current program guidance.

6.1.1 Plan Review

The City will facilitate an annual review of the MDMP with the DDPT. The MDMP will be updated based on organizational changes, new policies and guidance, and lessons learned from actual debris events. Changes made to the plan will be noted on a plan changes log as needed.

6.1.2 CalOES and/or FEMA Debris Plan Approval

The City will submit the MDMP to the State for review and comment following the finalization of the initial version of the plan and following any major plan revisions. The State will submit the plan to FEMA for review and acceptance. It is not necessary to submit the plan to the State for approval each year.

6.1.3 Training for Personnel

Personnel must be trained on debris policies and procedures to maintain a viable plan. The following list provides recommendations for debris operations training.

General

- Personnel should be trained in their specific job duties related to debris operations.
- Personnel with response responsibilities must maintain competence in SEMS as prescribed in Government Code §8607(c).
- Personnel operating equipment must be trained to operate any equipment they are responsible for competently and safely.
- Personnel performing debris monitoring tasks will be trained by the City or a qualified designee.
- Personnel with responsibility for preparing documentation for reimbursement will receive training on State and/or Federal programs.
- All personnel involved in response to a debris-generating incident will participate in a briefing on safety policies and procedures. See **Attachment M** for the Health and Safety Strategy.

Debris Managers

- Individuals identified as debris managers should be trained in the regulatory requirements for debris operations, including:
    - Health and safety
    - Environmental and historical preservation
    - Procurement
    - Federal disaster grant programs
    - Considerations for individuals with disabilities and access and functional needs

  - Damage assessment for debris

- Training options include the following:
  - FEMA E0202: Debris Management Planning for State, Tribal, and Local Officials. This is a 24-hour (4-days) class designed to provide an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on State, local, and tribal responsibilities.
  - FEMA IS – 0632.a. Introduction to Debris Operations. This is a 2-hour online course designed to familiarize participants with general debris removal operations and identify critical debris operations issues.
  - FEMA IS – 1009 Conditions of the Public Assistance Grant. This is a 7-hour course that is designed to identify strategies to better enable Applicants to execute the Public Assistance Grant, describe the Federal requirements for receipt of Federal funds, and inform Applicants of actions that may jeopardize Public Assistance grant funding and potential remedies for non-compliance.
  - See the FEMA training website for additional information at https://training.fema.gov/.

Finance and Administration

- Finance and administration staff responsible for documenting and tracking costs and activities should be trained in regulatory requirements for debris operations including:
  - Procurement
  - Federal disaster grant programs
  - Documentation
- Training options include the following:
  - FEMA IS – 1000 Public Assistance Program and Eligibility. This is an 8-hour online course designed to provide an overview of Public Assistance project eligibility and requirements.
  - FEMA IS – 0632.a. Introduction to Debris Operations. This is a 2-hour online course designed to familiarize participants with general debris removal operations and identify critical debris operations issues.
  - FEMA IS – 1009 Conditions of the Public Assistance Grant. This is a 7-hour course that is designed to identify strategies to better enable Applicants to execute the Public Assistance Grant, describe the Federal requirements for receipt of Federal funds, and inform Applicants of actions that may jeopardize Public Assistance grant funding and potential remedies for non-compliance.
  - See the FEMA training website for additional information at https://training.fema.gov/.

6.1.4 Exercises

Exercises are essential to maintaining readiness and in determining the effectiveness of plans, personnel, and resources in responding to a debris-generating event. Workshops and exercises will be conducted periodically to test the ability of the City to conduct debris operations.

Following exercises, an after-action report will be developed to document strengths and areas needing improvement. An improvement plan will be developed to list corrective actions, identify individuals or agencies responsible for completing the corrective actions as well as indicating a timeline for completion.

Attachment A
DEBRIS MANAGEMENT CHECKLISTS

Normal Operations Checklist			
Task Description	**Date Assigned**	**Assigned To**	**Date Completed**
Update contact and equipment lists.			
Evaluate debris management sites.			
Review road lists and road maps.			
Determine recycling and disposal options.			
Establish and maintain pre-positioned contracts.		Chanel Kincaid	2019/2020
Establish and/or review mutual aid agreements and procedures to implement mutual aid.			
Review resources and processes for support of individuals with disabilities and access and functional needs.			
Review State and FEMA guidance.			

Pre-Incident Checklist			
Task Description	**Date Assigned**	**Assigned To**	**Date Completed**
Download most recent road list and relevant documents to a portable storage device.			
Evaluate debris management site locations and prepare for use.			
Alert key personnel and place monitoring firm and debris removal contractors on stand-by.			
Review MDMP with key personnel.			
Issue pre-event public information messages.			

Response Checklist			
Task Description	**Date Assigned**	**Assigned To**	**Date Completed**
Conduct damage assessment.			
Establish a Debris Management Operations Center (DMOC).			
Activate monitoring firm and debris removal contractors.			
Begin emergency roadway debris clearance.			
Begin truck certification.			
Prepare DMS based on concentration of debris.			
Conduct meetings/briefings with key personnel.			
Review debris volume and collection cost assessment.			
Request contact information and meeting with FEMA Public Assistance Program Delivery Manager (PA PDMG).			
Issue public information messages.			

Recovery Checklist: 2 Days – 2 Weeks			
Task Description	**Date Assigned**	**Assigned To**	**Date Completed**
Open debris management sites.			
Prioritize roads/areas.			
Issue press release regarding segregation of debris.			
Begin right-of-way debris removal.			
Perform parks damage assessment.			
Begin program of environmental monitoring of debris management sites.			
Identify and utilize landfills and end-use sites for the disposal of reduced debris.			
Coordinate with external agencies.			
Initiate discussions with the State and FEMA.			
Obtain State and FEMA guidance for gated community and private property debris removal.			

Recovery Checklist: 2 Weeks – 1 Month			
Task Description	**Date Assigned**	**Assigned To**	**Date Completed**
Maintain and evaluate right-of-way cleanup.			
Begin right-of-way stump removal as necessary.			
Open additional debris management sites as necessary.			
Continue daily meetings with the State and/or FEMA.			
Begin debris removal from private property and gated communities.			
Communicate the status of debris collections and provide instructions to residents.			

Recovery Checklist: 1 Month – 3 Months			
Task Description	**Date Assigned**	**Assigned To**	**Date Completed**
Maintain and evaluate right-of-way debris collection.			
Begin right-of-way dangerous trees and limbs program.			
Utilize landfills and end use sites for the disposal of reduced debris.			
Begin stump removal as necessary.			
Progress to weekly meetings with FEMA.			
Communicate right-of-way debris removal program closeout to residents.			

Recovery Checklist: 3 Months – Project Completion			
Task Description	**Date Assigned**	**Assigned To**	**Date Completed**
Complete all debris recovery activities.			
Identify ineligible debris on right-of-way.			
Complete the disposal of reduced debris.			
Close out and remediate debris management sites.			
Conduct project close-out meetings with the State, FEMA and external agencies.			

Attachment B
City of Culver City Equipment List

Date of Last Update: December 2020

	Dump Trucks							
	Asset Type	Equip #	Equipment Description	Equipment Status	Model Year	Manufacturer	Model ID	Owner
1	VEHICLE	2082	DUMP BODY TRUCK	IN SERVICE	2003	KIA	DUMP BED	PRCS - PARKS
2	VEHICLE	2232	DUMP BODY TRUCK	IN SERVICE	2002	FORD	F350	PRCS - PARKS
3	VEHICLE	2233	DUMP BODY TRUCK	IN SERVICE	2002	FORD	F650	PW - STREETS
4	VEHICLE	2234	DUMP BODY TRUCK	IN SERVICE	2002	FORD	F650	PW - STREETS
5	VEHICLE	2236	DUMP BODY TRUCK	IN SERVICE	2002	FORD	F650	PW - STREETS
6	VEHICLE	2238	DUMP BODY TRUCK	IN SERVICE	2005	FORD	F650	PW - STREETS
7	VEHICLE	2239	DUMP BODY TRUCK	IN SERVICE	2008	AUTOCAR	WX42	PW - STREETS
8	VEHICLE	2240	DUMP BODY TRUCK	IN SERVICE	2012	FORD	F350	PW - STREETS

	Lifts/Lift Trucks							
	Asset Type	Equip #	Equipment Description	Equipment Status	Model Year	Manufacturer	Model ID	Owner
1	VEHICLE	3619	AERIAL LIFT	IN SERVICE	2017	FORD	F550	PW - ELECTRICAL
2	VEHICLE	3616	AERIAL LIFT	IN SERVICE	2006	GMC	WORKHORSE	PW - ELECTRICAL
3	VEHICLE	3617	ARIEL LIFT TRUCK	IN SERVICE	2000	FORD	F450	PW - ELECTRICAL
4	EQUIPMENT	5005	MANLIFT	LOCK OUT TAG OUT	1993	DENKA	N3-9	PW - BUILDING
5	EQUIPMENT	5018	MAN-LIFT	IN SERVICE	2009	GENIE	Z-34-22	FLEET SERVICES

	Back Hoes/Loaders/Tractors							
	Asset Type	Equip #	Equipment Description	Equipment Status	Model Year	Manufacturer	Model ID	Owner
1	VEHICLE	4510	BACK HOE	IN SERVICE	2001	CASE	580SM	PW - STREETS
2	VEHICLE	4520	BACKHOE/LOADER	IN SERVICE	2010	KUBOTA	L45	PRCS - PARKS
3	VEHICLE	4509	LOADER TRACTOR	IN SERVICE	2000	CATERPILLAR	924G	PW - STREETS
4	VEHICLE	2230	OVER THE CAB LOADER TRUCK	IN SERVICE	2001	STERLING	ACTERRA	PW - STREETS
5	VEHICLE	4521	SMALL SKID STREET LOADER	IN SERVICE	2015	BOBCAT	S650	PW - STREETS
6	VEHICLE	4516	TRANSFER STATION LOADER	IN SERVICE	2006	CATERPILLAR	962H	PW - EPO
7	VEHICLE	4517	TRANSFER STATION LOADER	IN SERVICE	2017	CATERPILLAR	962M	PW - EPO
8	EQUIPMENT	5631	UTILITY TRACTOR	IN SERVICE	2002	KUBOTA	BX2200D	PRCS - PARKS

	Tree Trimmers/Grinders/Chippers							
	Asset Type	Equip #	Equipment Description	Equipment Status	Model Year	Manufacturer	Model ID	Owner
1	EQUIPMENT	5013	STUMP CUTTER	IN SERVICE	2006	VERMEER	SC-252	PW - TREES
2	EQUIPMENT	5014	STUMP CUTTER	IN SERVICE	2006	VERMEER	RT-200	PW - TREES
3	EQUIPMENT	5003	STUMP GRINDER	IN SERVICE (PARTS PENDING)	1991	DOSKO	691SP	PW - TREES
4	EQUIPMENT	8534	TREE CHIPPER	IN SERVICE	2000	ALTEC	JEY616	PW - TREES
5	EQUIPMENT	9102	TREE TRIMMER	IN SERVICE	1991	LIMB LOPPER	HG3505A 5HP	PW - TREES
6	VEHICLE	3623	TREE TRIMMING TRUCK	IN SERVICE	2002	FORD	F750	PW - TREES

	Trailers							
	Asset Type	Equip #	Equipment Description	Equipment Status	Model Year	Manufacturer	Model ID	Owner
1	TRAILER	8045	TRAILER	IN SERVICE (PARTS PENDING)	2020	SKY	VAN	CCFD - SUPRESSION
2	TRAILER	8026	TRAILER	IN SERVICE	1998	RUSTO	TRAILER	CCPD
3	TRAILER	8041	TRAILER	IN SERVICE	2013	MIGHTY MOVER	UTILITY	CCPD
4	TRAILER	8023	TRAILER	IN SERVICE	1996	BIG TEX	UTILITY	PRCS - PARKS
5	TRAILER	8031	TRAILER	IN SERVICE	2001	DIRECT EDGE	7614	PRCS - PARKS
6	TRAILER	8035	TRAILER	IN SERVICE	2008	BIG TEX	355A-10	PRCS - PARKS
7	TRAILER	8037	TRAILER	IN SERVICE	2012	BIG TEX	355A-12	PRCS - PARKS
8	TRAILER	8038	TRAILER	IN SERVICE	2012	BIG TEX	355A-12	PRCS - PARKS
9	TRAILER	8032	TRAILER	IN SERVICE	2001	DIRECT EDGE	7614	PRCS - PARKS
10	TRAILER	8024	TRAILER	IN SERVICE	1998	BIG TEX	50DS-10	PW - STREETS
11	TRAILER	8025	TRAILER	IN SERVICE	1998	BIG TEX	50D5-10	PW - STREETS
12	TRAILER	8042	TRAILER	IN SERVICE	2015	ZIEMAN	1195E	PW - STREETS
13	TRAILER	8033	TRAILER	IN SERVICE	2002	LAYTON	UTILITY	PW - STREETS
14	TRAILER	8022	TRAILER	IN SERVICE	1996	BIG TEX	UTILITY	PW - TREES
15	TRAILER	8015	TRAILER W/ TILT	IN SERVICE	1980	TRAILVATOR	F3-H-608	PRCS - PARKS
16	TRAILER	8030	TRAILER W/ TILT	IN SERVICE	2001	ZIEMAN	1150-E	PW - STREETS

Portable Generators							
Asset Type	Equip #	Equipment Description	Equipment Status	Model Year	Manufacturer	Model ID	Owner
GENERATOR	9106	PORTABLE GENERATOR	IN SERVICE	1999	DAYTON	3W736	PRCS - PARKS
GENERATOR	9113	PORTABLE GENERATOR	IN SERVICE	2019	HONDA	EG5000CL	PRCS - PARKS
GENERATOR	9104	PORTABLE GENERATOR	IN SHOP	1998	GENERAC	GR50-98A03607S	PW - SEWER

Traffic Message Boards							
Asset Type	Equip #	Equipment Description	Equipment Status	Model Year	Manufacturer	Model ID	Owner
EQUIPMENT	8539	TRAFFIC MESSAGE BOARD	IN SERVICE	2013	WANCO	WVT3	PW - ENGINEERING
EQUIPMENT	8538	TRAFFIC MESSAGE BOARD	IN SERVICE	2011	WANCO	WVTM	PW - SEWER

Lighting Towers							
Asset Type	Equip #	Equipment Description	Equipment Status	Model Year	Manufacturer	Model ID	Owner
EQUIPMENT	8540	SOLAR LIGHTING TOWER	IN SERVICE	2015	WANCO	WSLT-M	CCFD - EMERGENCY PREPAREDNESS
EQUIPMENT	8541	SOLAR LIGHTING TOWER	IN SERVICE	2015	WANCO	WSLT-M	CCFD - EMERGENCY PREPAREDNESS

Other Equipment							
Asset Type	Equip #	Equipment Description	Equipment Status	Model Year	Manufacturer	Model ID	Owner
EQUIPMENT	5720	CONCRETE SAW CUTTER	IN SERVICE	2003	MECO	M37-103	PW - STREETS
VEHICLE	3618	CRANE >14000 LBS	IN SERVICE	2013	FREIGHTLINER	BT2047	PW - ELECTRICAL
VEHICLE	3306	WATER TRUCK	IN SERVICE	2000	INTERNATIONAL	4700	PW - STREETS

Attachment C
Contractor, Recycling and Disposal Resource List

Table 1
Contractors

Organization or Department	Function	Contact Person	Phone	Email	Website
Ceres Environmental	Debris removal contractor	Dawn Brown	(800) 218-4424	dawn.brown@ceresenv.com	https://www.ceresenvironmental.com/
DRC Pacific, Inc.	Debris removal contractor	Mark Stafford	(888) 721-4372 (504) 415-7945	Mstafford@drcusa.com	https://www.drcusa.com/
Tetra Tech	Debris monitor	Betty Kamara	(407)803-2551	Betty.kamara@tetratech.com	https://www.tetratech.com/en/emergency-management-and-disaster-recovery
West Coast Arborists, Inc.	Tree maintenance, emergency clearance of trees and limbs	Patrick Mahoney, President	800.521.3714	corporate@wcainc.com	https://westcoastarborists.com/

Table 2
Final Disposal Locations

Site Name	Market	Contract or Agreement?	Operator	Location	Phone
Chiquita Canyon Landfill	Municipal solid waste, residential and commercial waste, including yard waste, Green Waste (for composting or for recycling), clean fill soil, and construction/demolition debris.		Waste Connection	29201 Henry Mayo Dr, Castaic, CA 91384	(661) 257-3655
Simi Valley Landfill	Municipal solid waste, C&D, appliances, concrete, asphalt, green and wood waste, tires.		Waste Management	6330 Highway 78 Brawley, CA 92227	(562) 908-4876 Email: info@lacsd.org
Sunshine Canyon Landfill	Municipal solid waste		Republic Services	14747 San Fernando Road Sylmar, CA 91342	(818) 362-2124 sunshinecanyon@republicservices.com
Southeast Energy Reclamation facility (SERF)	Residential or commercial solid waste		Los Angeles County and the City of Long Beach	118 Pier S. Ave Long Beach, CA 90802	(562) 570-2000
CR&R Materials Recovery Facility	General waste, C&D, green waste, bulky items, furniture, and E-waste.		CR&R, Inc.	11232 Knott Ave Stanton, CA 90680	(714) 890-6300

Table 3
Recycling Resources

Site Name	Material Streams Collected	Address	Phone
American Organics	Wood chips, mulch	20055 Shay Road, Victorville, CA 92394	(760) 246-7946
Yes, We Can E-Waste	Electronic Waste	1429 West El Segundo Boulevard, Gardena, CA 90249	(323) 359-7513
Homeboy Electronics Recycling	Electronic Waste	1370 East 18th Street, Los Angeles, CA 90021	(323) 222-3322
EcoSpot Recycling, Inc.	Electronic Waste	13800 Van Ness Ave, Gardena, CA 90249	(310) 971-9465
C&M Metal Recyclers	Metals	1709 E. 24th St., Los Angeles, CA 90058	(323) 234-4662
Atlas Iron & Metal Co.	Metals	10019 S Alameda Street, Los Angeles, CA 90002	(323) 566-5184 or (800) 540-5184
Security Paving Company, Inc.	Concrete, asphalt, gravel, rocks, soil	2135 E 25th St, Los Angeles, CA 90058	(818) 362-9200
Hanson Aggregates	Concrete, asphalt, gravel, rocks, soil	2850 California Ave, Signal Hill, CA 90755	(626) 856-6700, Option 1

Attachment D
SAMPLE PUBLIC INFORMATION MESSAGES

For Immediate Release (Approximately 48-72 Hours Prior to Incident)

Culver City, California – Due to the **INSERT INCIDENT**, there exists the immediate potential for dangerous conditions in the City of Culver City. The City is prepared and has a plan in place to immediately respond following INSERT INCIDENT. Once dangerous conditions subside, and roads have been cleared of obstructions, residents should bring any debris to the public right-of-way for removal.

- The public right-of-way is the area of residential property that extends from the street to the sidewalk, ditch, utility pole or easement.
- Residents should separate clean, vegetative debris (woody debris such as limbs and shrubbery) from construction and demolition debris.
- Do not mix hazardous material, such as paint cans, aerosol sprays, batteries, or appliances with construction and demolition debris.
- Household garbage, tires or roof shingles cannot be combined with any **INSERT INCIDENT** related debris.
- Do not place debris near water meter vault, fire hydrant or any other above-ground utility. Only debris placed on the public right-of-way will be eligible for collection until further notice.

If all debris is not picked up during the initial pass, residents should continue to push remaining debris to the public right-of-way for collection on subsequent passes. Residential debris drop-off locations may be available within the City. Check the City's website at **INSERT WEB SITE**, **INSERT SOCIAL MEDIA SITE(S)** for the location of these sites and the hours of operation or call **INSERT NUMBER**. The City's website will also provide City office closure times/date (including garbage collection and City facilities). All reconstruction debris (debris resulting from rebuilding) are the responsibility of the homeowner.

City of Culver City residents are encouraged to stay indoors until the danger has passed. Please tune into local news channels for updated weather and emergency information.

####

For Immediate Release (Approximately 0-72 Hours Following Incident)

Culver City, California – The City of Culver City is beginning its recovery process in the wake of **INSERT INCIDENT**. City residents are asked to place any **INSERT INCIDENT** related debris in the public right-of-way.

- The public right-of-way is the area of residential property that extends from the street to the sidewalk, ditch, utility pole or easement.
- Keep vegetative debris (woody debris such as limbs and shrubbery) separated from construction and demolition debris, as they will be collected separately.
- Bagged debris should not be placed on the public right-of-way, only loose debris will be collected.

- Any household hazardous waste, roof shingles or tires resulting from **INSERT INCIDENT**, may be eligible for removal and should be separated at the curb.
- Do not place near water meter vault, fire hydrant or any other above-ground utility. Only debris placed on the public right-of-way will be eligible for collection until further notice.

If all debris is not picked up during the initial pass of refuse vehicles, please continue to push remaining debris to the right-of-way for collection on subsequent passes of refuse vehicles. Household garbage collection will resume to its normal schedule on **INSERT DATE AND TIME**. Please check the City's Web site **INSERT WEB SITE and** social media **INSERT SOCIAL MEDIA SITE(S)** for additional information and updates on the debris removal process.

For more information, please call the City's debris hotline at **INSERT NUMBER**.

####

For Immediate Release (72 Hours Prior to Final Pass of Debris Removal)

Culver City, California. – Final preparations are being made for the third and potentially final pass of refuse vehicles for debris removal in the wake of **INSERT INCIDENT.**

City residents should have all **INSERT INCIDENT** related debris in front of their homes on the public right-of-way (the area of residential property that extends from the street to the sidewalk, ditch, utility pole or easement) no later than **INSERT DATE** to be eligible for pick-up.

- The City will not be able to guarantee that debris placed on the public right-of-way after the specified deadline will be removed.
- Residents should continue to separate vegetative debris (woody debris such as limbs and shrubbery) and construction and demolition debris.
- Do not place debris near water meter vault, fire hydrant or any other above-ground utility.
- Hazardous household chemicals such as paint cans and batteries may be deposited at Solvents/Automotive/Flammables/Electronics (S.A.F.E.) Collection Centers located throughout Los Angeles County**.**

You can follow the debris removal efforts in your neighborhood and the rest of the City by going to the City's Web site at **INSERT WEB SITE** and social media **INSERT SOCIAL MEDIA SITE(S)**, or by calling **INSERT NUMBER**.

####

Separando Sus Escombros

Los escombros deberían ser puestos al final de la acera, sin bloquear la carretera o alcantarilla.

ZONA QUE NO SERA RECOGIDA
Cualquier escombro colocado desde la acera hacia su propiedad no serán recogida.

SEPARACIÓN DE ESCOMBROS
Separe los escombros en las 6 categorías mencionadas abajo.

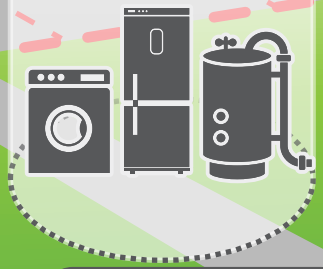
NO APILE O RECUESTE
Colocación de escombros cerca de o en árboles, postes, u otras estructuras dificulta el removerlos. Esto incluye hidrantes y metros.

¿INSEGURO DE DONDE PONER LOS ESCOMBROS?
Si no tienes una acera, zanja o línea de servicio público frente a su casa, coloque los escombros en el borde de su propiedad antes de la acera.

Basura Doméstica Normal
Basura doméstica y bolsas de basura de cualquier tipo no serán recogidas como parte de este programa. Debe seguir su programa normal de retiro de basura.

ESCOMBROS VEGETATIVOS
- Hojas (no las ponga en bolsas)
- Troncos
- Plantas
- Ramas de arboles

ESCOMBROS DE CONSTRUCCIÓN Y DEMOLICIÓN
- Materiales de construcción
- Alfombra
- Panelas de Yeso
- Muebles
- Madera
- Colchones
- Artículos de plomería



ENSERES Y ELECTRODOMÉSTICOS
- Aire acondicionados
- Lavadoras de platos
- Congeladores
- Refrigeradores
- Fogón/Estufa
- Lavadora, secadora
- Calentador de agua

ELECTRÓNICA
- Computadoras
- Radios
- Equipos de sonido
- Televisores
- Otros artículos con cordones eléctricos

DESPERDICIOS PELIGROSOS DEL HOGAR
- Materiales de limpieza
- Baterías
- Químicas del patio
- Aceites
- Pinturas de aceite
- Pesticidas

Para más información comuníquese con su gobierno local.

Separating Your Debris

Debris should be placed curbside, without blocking the roadway or storm drains.

DEBRIS SEPARATION

Separate debris into the six categories shown below.

DO NOT STACK OR LEAN

Placing debris near or on trees, poles, or other structures makes removal difficult. This includes fire hydrants and meters.

UNSURE WHERE TO PLACE DEBRIS?

If you don't have a sidewalk, ditch, or utility line in front of your house, place debris at the edge of your property before the curb.

NO PICKUP ZONE

Any debris placed from the sidewalk toward your property will not be picked up.

Normal Household Trash

Normal household trash and bagged debris of any kind will not be picked up with disaster debris. You should continue to follow your normal garbage removal schedule.

VEGETATIVE DEBRIS

- Leaves (do not put in bags)
- Logs
- Plants
- Tree branches

CONSTRUCTION & DEMOLITION DEBRIS

- Building materials
- Carpet
- Drywall
- Furniture
- Lumber
- Mattresses
- Plumbing

APPLIANCES & WHITE GOODS

- Air conditioners
- Dishwashers
- Freezers
- Refrigerators
- Stoves
- Washers, dryers
- Water heaters

ELECTRONICS

- Computers
- Radios
- Stereos
- Televisions
- Other devices with a cord

HOUSEHOLD HAZARDOUS WASTE

- Cleaning supplies
- Batteries
- Lawn chemicals
- Oils
- Oil-based paints and stains
- Pesticides

For more information contact your local government.

Attachment E
PRIORITY ROADS LIST

City of Culver City Priority Roads

Table E-1 below shows the list of priority roads in the City of Culver City for road clearance purposes.

Table E-1: Culver City Priority Road List

Road Clearance Priority	Reason for Priority
Bristol Parkway	• Primary thoroughfare, • Fire Station 3 (6030 Bristol Pkwy)
Culver Blvd	• Primary thoroughfare • City Hall (9770 Culver Blvd) • Fire Station 1 (9600 Culver Blvd)
Delmas Terrace	• Southern California Hospital at Culver City (3828 Delmas Terrace)
Duquesne Ave	• Primary thoroughfare • Police Department (4040 Duquesne Ave) • Transportation Department (4343 Duquesne Ave)
Jefferson Blvd	• Primary thoroughfare • Public Works Department (9505 Jefferson Blvd) • Transportation Department (9815 Jefferson Blvd)
National Blvd	• Primary thoroughfare
Overland Ave	• Primary thoroughfare
Sawtelle Blvd	• Primary thoroughfare
Sepulveda Blvd	• Primary thoroughfare
Washington Blvd	• Primary thoroughfare • Fire Station 2 (11252 Washington Blvd)
Washington Place	• Primary thoroughfare
West Centinela Ave	• Primary thoroughfare
West Jefferson Blvd	• Primary thoroughfare
West Slauson Ave.	• Primary thoroughfare
West Washington Blvd.	• Primary thoroughfare

Attachment F
FEMA 329 DEBRIS ESTIMATING GUIDE

Debris Estimating Field Guide

FEMA 329 / September 2010

FEMA

CONTENTS

INTRODUCTION

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Stafford Act), Public Law 93-288, as amended, 42 U.S.C. §5121, et seq., authorizes the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program to award Federal funding to State and local governments, Federally recognized Tribes, and certain eligible private non-profit organizations in order to assist them in their disaster response and recovery activities. Under the Stafford Act, FEMA provides PA program grant funding for debris clearance, removal, and monitoring efforts to eligible applicants following a Presidential emergency or disaster declaration.

Timely, accurate, and consistent estimates of debris quantities and types are an important aspect of FEMA debris operations. FEMA uses debris estimates obtained during Preliminary Damage Assessment (PDA) activities to provide part of the basis for its recommendation as to whether a disaster declaration should be approved. FEMA also uses PDA debris estimates to identify potential needs for Mission Assignments for Technical and Direct Federal Assistance to PA applicants.

The FEMA PA Debris Task Force Leader (DTFL) relies on PDA debris estimates to make informed decisions concerning staffing levels, required technical expertise, organizational

structure, and geographic distribution of the FEMA PA Debris Task Force. The DTFL also uses debris estimates to update senior FEMA management, the State, applicants, and the general public regarding the status of debris operations. Finally, the FEMA PA Debris Task Force relies heavily on accurate debris estimates to define eligible scopes of work during project formulation and Project Worksheet development for an applicant's debris-related activities.

Section 407(e) of the Stafford Act establishes deadlines for FEMA to provide funding for debris removal activities. The complete text of Section 407(e) is as follows:

> **(e) Expedited Payments –**
>
> (1) Grant Assistance – In making a grant under subsection (a)(2), the President shall provide not less than 50 percent of the President's initial estimate of the Federal share of assistance as an initial payment in accordance with paragraph (2).
>
> (2) Date of Payment – Not later than 60 days after the date of the estimate described in paragraph (1) and not later than 90 days after the date on which the State or local government or owner or operator of a private nonprofit facility applies for assistance under this section, an initial payment described in paragraph (1) shall be paid.

FEMA Debris Technical Specialists must work closely with the State, Tribal governments, and applicants to achieve reasonable, consensus-based debris estimates.

This document is intended for use as a supplement to the Public Assistance Debris Management Guide (FEMA 325) to ensure that FEMA Debris Technical Specialists apply a consistent methodology to obtain accurate debris estimates in accordance with PA program eligibility criteria.

DEBRIS ESTIMATING CONSIDERATIONS

The DTFL should clearly define the accuracy and precision requirements for disaster debris estimates in the FEMA Debris Operations Strategy to achieve the desired results. A key consideration in defining estimate requirements is how the estimate will be used, e.g., if a debris estimate is only used for a PDA, the level of accuracy and precision required is less than that required to develop a Project Worksheet.

The formulas, assumptions, and conversions used by the FEMA Debris Task Force must be applicable to the circumstances of the disaster and be consistently applied.

FEMA Debris Technical Specialists should confirm with the DTFL which formulas, assumptions, and conversions should be used and remember to check all work for accurate math and units of measure. FEMA Debris Technical Specialists should document the basis of the debris estimate, including the methodology and equipment used, formulas, assumptions, and conversions to support decision making.

The equipment and resources required will depend on the type of estimating method used. Examples of possible equipment include cameras, measuring tapes, and GPS units. Examples of possible resources include the personnel required to develop the estimates, Geographic Information System (GIS) data, aerial photos, and debris modeling information.

DEBRIS ESTIMATING METHODS

There are several methods available to develop debris estimates. The DTFL should select the method based on the accuracy, precision, and schedule requirements of the operation, and by the availability of resources such as personnel and equipment.

- Ground measurements of debris can be taken to develop estimates, using visual observation and detailed data collection with equipment such as measuring tapes and GPS units
- Aerial and satellite photographs of areas taken before and after the disaster event may be used to estimate debris quantities and types, based on the structures, features, and debris observed in the photos
- Computer models, including those developed by the U.S. Army Corps of Engineers (USACE) and FEMA

The FEMA Debris Task Force may use a combination of estimating methods, if necessary, to meet the requirements of the operation.

GROUND MEASUREMENTS

The basic steps and considerations when completing debris estimates using ground measurements include:

1. Define the area covered by the debris estimate:
    a. Divide the area, as needed, to differentiate differences in debris types and amounts, which may be influenced by items such as differences in land use (e.g., rural versus urban) within the area
    b. Division of the area into sections should take into account how the applicant may have divided the area into sections, either for the purpose of developing debris estimates or for planning the execution of debris removal activities
2. Determine whether comprehensive debris measurements (e.g., street-by-street) or measurement of a representative sample is appropriate for the estimate requirements
3. Identify and obtain the personnel and equipment necessary to complete the estimate:
    a. The number of personnel used depends on the area to be covered, ease of access to the area, schedule to complete the estimate, and availability of personnel resources
    b. The equipment used for ground measurements commonly includes a digital camera, measuring tape or roll-off wheel, calculator, sketch pad and note

paper, maps, GPS unit, laser rangefinder, and equipment needed for logistics and safety (e.g., vehicle, cell phone, first aid kit)

4. Engage the State and applicant in the ground measurement process:

   a. The applicant is generally a source of information used for the estimate, such as locations of public property and rights-of-way, and planned debris removal activities

   b. Proactively engaging the State and applicant will also facilitate achieving earlier, consensus-based debris estimates.

Additional considerations regarding debris estimates based on ground measurements include:

- Ensure the measurements include all eligible debris
  - Eligible debris may include disaster-generated debris located in the yards or inside of residences that has not yet been placed on the right-of-way
  - Limbs hanging in trees that will likely be placed on rights-of-way should be included
  - Flood disasters may produce personal property debris (e.g., household furnishings, clothing) that may still be in residences at the time of the debris estimate

- The estimate should not include any ineligible debris (e.g., old tires, residential construction materials, and white goods awaiting disposal prior to the disaster event), but ineligible debris (estimated quantity and location) should be noted so that it can be properly addressed during project formulation

- Recognize that debris may undergo changes in volume during the handling process
  - Flood-deposited sediment may be naturally compacted in place, and the volume may increase when it is removed
  - Leafy vegetative debris located on public property and rights-of-way may experience a significant reduction in volume when it is mechanically loaded into trucks
- One acre of debris 10 feet high converts to 16,133 CY

$$\frac{43{,}560 \text{ SF} \times 10 \text{ FT}}{27} = 16{,}133 \text{ CY}$$

FEMA Debris Technical Specialists should approximate the volume of debris piles using cubes when conducting ground measurements, as opposed to using formulas to approximate the volumes of debris piles as cones or pyramids.

BUILDINGS AND RESIDENCES

General Building Formula

To estimate the amount of debris generated by a building, multiply the building length, width, and height in feet by a constant of 0.33 to account for the air space in the building, and divide the resulting number by 27 to convert from cubic feet to cubic yards:

$$\frac{\text{Length} \times \text{Width} \times \text{Height} \times 0.33}{27} = \text{CY}$$

Single Family Residence Formula

FEMA conducted an empirical study following Hurricane Floyd in North Carolina in 1999, and developed a formula for estimating debris associated with demolished single family residences:

$$\text{Length} \times \text{Width} \times \text{S} \times 0.20 \times \text{VCM} = \text{CY}$$

Length and Width must be in feet
S = number of stories in the building
0.20 = a constant based on the study data
VCM = a vegetative cover multiplier

The building square footage used in the formula is the total living space at and above ground level and includes attached garages.

If buildings or residences are completely destroyed, square footage can still be calculated by measuring the length and width of the foundation and inquiring about the number of stories that were present before the disaster.

Note: The two formulas above provide different results if applied to the same building because the general building formula was developed using a basic volume calculation and assumed air space, while the demolished single family home formula was developed using field data. The DTFL should select the formula for calculating debris volumes for buildings and residences based on which formula provides the most accurate debris estimate given the circumstances and data available from the particular disaster.

FEMA developed Vegetative Cover Multipliers (VCM) for use in combination with the formula for a demolished single family residence, to estimate the quantity of vegetative debris that should be added to the quantity of debris estimated for demolished homes within a subdivision or neighborhood:

Light (1.1 multiplier) includes new home developments where more ground is visible than trees and canopy cover is sparse

Medium (1.3. multiplier) generally has a uniform pattern of open space and tree canopy cover, and 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 on the opposite page is based on the application of the vegetative cover multipliers to the debris estimating formula for a demolished single-family, single-story home.

Table for Single Family, Single Story Homes

Typical House (Square Feet)	Vegetative Cover Multiplier			
	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

For multiple-story residences, the debris generated by the demolished residence should be calculated using the total number of stories (as the formula dictates), however, the amount of vegetative debris calculated should be determined by applying the VCM to the amount of debris generated by just the first story square footage of the residence, i.e., the amount of debris calculated if S = 1.

The following numbers should be used to estimate the quantity of debris generated by a typical mobile home:

Typical single-wide mobile home:
290 CY

Typical double-wide mobile home:
415 CY

Because mobile homes have less air space due to their construction and layout, the numbers provided above are larger than those calculated using the general building formula.

Personal Property Placed on Public Rights-of-Way

FEMA and USACE have conducted empirical studies on the average amount of personal property brought to public rights-of-way from residences following flooding disasters:

Personal property for a slab on grade home:
25–30 CY

Personal property for a home with a basement:
45–50 CY

CONVERSION FACTORS

USACE has developed several conversion factors for converting between tons and cubic yards of debris that FEMA has determined are reasonable:

Construction and demolition debris:
1 ton = 2 CY

Mixed debris:
1 ton = 4 CY

Vegetative debris:
Hardwoods: 1 ton = 4 CY
Softwoods: 1 ton = 6 CY

Actual conversion values for a particular disaster may be very different; therefore, field tests coordinated with the State and applicant may be necessary to confirm an appropriate conversion factor.

AERIAL ESTIMATES

Applications where debris estimates based on aerial or satellite photography may be appropriate include:

- Rough estimates that must be developed quickly, such as for a PDA
- Validation or extrapolation of debris estimating information obtained through ground measurements or computer models

- Debris estimates for areas that are difficult to access
- Cases where it is difficult to gain a good perspective on debris quantities from the ground, e.g., estimating the size of very large debris piles at debris management sites

Basic steps involved in using aerial or satellite photographs to develop debris estimates include:

- Obtain aerial photos of all or a representative sample of the area
  - Recent aerial photos from both before and after the disaster may be useful
  - Sources of aerial photos could include the FEMA Planning Section, other Federal agencies (e.g., USACE), the State, applicants, and the press

To analyze an individual photo:

- Select an object of reference with known dimensions (e.g., vehicles, garage doors) to establish a dimensional scale
- Apply the dimensional scale to determine the size of objects in the photo, and apply the appropriate debris estimating formulas to estimate debris quantities

COMPUTER MODELS

There are a variety of computer models that have been developed for estimating debris. FEMA developed the HAZUS-MH software which includes models for estimating potential damages and losses (including debris generated) from floods, earthquakes, and hurricanes. Additional information can be found at (http://www.fema.gov/plan/prevent/hazus/#1). Additionally, USACE has developed and continues to refine a debris estimating model that focuses primarily, although not exclusively, on hurricanes. Additional information, including model output data, can be found at http://www.englink.usace.army.mil/.

Debris estimates generated by models are based on items such as:

- Historic information on debris quantities generated by similar disaster events
- GIS data on topography, land use, and level of development
- Information on the disaster, such as the extent of flooding or Hurricane Category

- Formulas that mathematically combine the information to generate an estimate

FEMA continues to develop and refine its debris estimating tools and processes to enhance the timeliness, accuracy, consistency, and efficiency of debris estimates. FEMA Debris Technical Specialists should refer to the Debris Task Force Leader for guidance on the status and use of new tools such as handheld data collection tablets in the field.

SAFETY

YOU are responsible for your personal safety at all times.

Health/Safety Risks:

- Isolated and/or not readily accessible areas
- Heavy machinery, loud equipment, traffic
- Limited communication
- Extreme weather
- Large debris piles
- Waterborne, vector-borne, and blood-borne disease
- Rabid animals, infectious reptiles and plants
- Downed power lines and cables
- Gas leaks
- Natural and wildlife hazards
- Hazardous material

Any hazards posing an immediate threat to public health and safety should be reported to the appropriate authority immediately.

If you are faced with an emergency in the field:

- **Remove yourself from the situation**
- **Call 911 if appropriate**
- **Contact your direct supervisor immediately**

Field Safety Gear/Supplies:

- Appropriate clothing, footwear, and gloves
- Eye and ear protection
- Hardhat
- Respiratory protection
- Personal meds & Rx drugs
- Bottled water
- Maps and/or GPS device
- Cell phone
- Sunscreen, lip balm, insect repellant
- First aid kit

Proper FEMA identification should be visible at all times while on site.

NOTES:

NOTES:

NOTES:

NOTES:

Disaster recovery assistance is available without regard to race, color, national origin, sex, age, religion, disability, or economic status. Anyone who believes he/she has been discriminated against should contact the FEMA Helpline at 1-800-525-0321.

Report fraud, waste, and abuse to the Office of Inspector General on the Hotline at 1-800-323-8603.

FEMA

FEMA 329

Attachment G
DEBRIS MANAGEMENT SITE INFORMATION

Debris Management Site Checklist

1. Gather baseline data from the site to document the state of the land before debris is deposited. The attached Investigation of Property Suitability form can be used to assess potential sites. The following action items are recommended to compile baseline information:
    a. Photograph the site – Digital photos should be taken to capture the state of the site before debris reduction activities begin. Photos should be updated periodically throughout the project to document the progression of the site.
    b. Record physical features – Records should be kept detailing the physical layout and features of the site. Items such as existing structures, fences, landscaping, etc., should be documented in detail.
    c. Historical evaluation – The past use of the site area should be researched and documented. Issues relating to historical or archeological significance of the site should be cleared with the state historical preservation agency.
    d. Sample soil and water – If possible and deemed necessary, soil, and groundwater samples will be taken before debris reduction activities commence. Samples will help ensure the site is returned to its original state. Typically, soil and groundwater samples should be analyzed for total Resource Conservation and Recovery Act (RCRA) metals, volatile organic compounds, and semi-volatile organic compounds using approved U.S. Environmental Protection Agency (EPA) methods.
2. Acquire the necessary approvals for the site DMSs will require approval from the Los Angeles County Environmental Health Division, Solid Waste Program serving as the Local Enforcement Agency (LEA) for the County. Use the attached DMS Information Form to record site information. Coordinate with local and state authorities for any additional approvals.
3. Set up the DMS.
    a. Determine the layout for the site. See attached example.
    b. Determine traffic patterns for trucks to safely enter and exit the site.
    c. Set up monitor tower(s).
4. Begin DMS operations.
    a. Establish debris staging and reduction operations.
    b. Conduct disposal monitoring.
5. Begin environmental monitoring program of DMS.
6. Open additional DMSs as necessary.
7. Complete the disposal of reduced debris.
8. Close out and remediate DMSs.

Investigation of Property Suitability

DEBRIS MANAGEMENT SITE (DMS)

DATE OF SITE INVESTIGATION:

OWNERSHIP OF PROPERTY (CHECK ONE): Municipal Property ☐ County Property ☐ Private Property ☐

Other Ownership (describe) ☐ _____

PROPERTY NAME:

PROPERTY OWNER'S NAME:

PROPERTY OWNER'S ADDRESS:

PROPERTY OWNER'S PHONE NUMBER:

PROPERTY OWNER'S EMAIL ADDRESS:

ESTIMATED PROPERTY SIZE:

SITE GPS COORDINATES:

PHYSICAL ADDRESS:

CHARACTERIZATION OF NEIGHBORING PROPERTIES	
EVALUATION FACTOR	**COMMENTS**
Property Current Land Use	
Any proposed future land uses	
Environmental issues	
Proximity to Schools, Churches, Community Centers	
Property topography	
Open water sources	
Ground water wells	
Access to electricity/sewer/water	
Soil integrity	
Surface water drainage	
Prevailing wind direction	
Ingress/Egress	
Lighted area	
Site security	
Buffer Distance for Noise Control	
Property Developed	
Property Adjacent to Airport/Airfield	
Site able to handle large volume of trucks	

SITE PREPARATION: High _____ Medium _____ _____ Low _____

SUITABILITY TO WET WEATHER: High _____ Medium _____ _____ Low _____

ABILITY TO SERVE A SPATIAL AREA: High _____ Medium _____ _____ Low _____

SITE ACCEPTABILITY FOR WHAT TYPE OF REDUCTION METHOD (CHECK APPLICABLE METHOD(S)):

Open Burning _____

Air Curtain Incineration _____

Grinding _____

**Note – likely use as a citizen drop-off site, no reduction on-site*

WILL THIS SITE BE RECOMMENDED FOR USE (YES/NO) AND EXPLAIN:

_____ C&D

_____ Vegetative

_____ Both C&D and Vegetative

_____ White Goods

_____ Other (Describe_____)

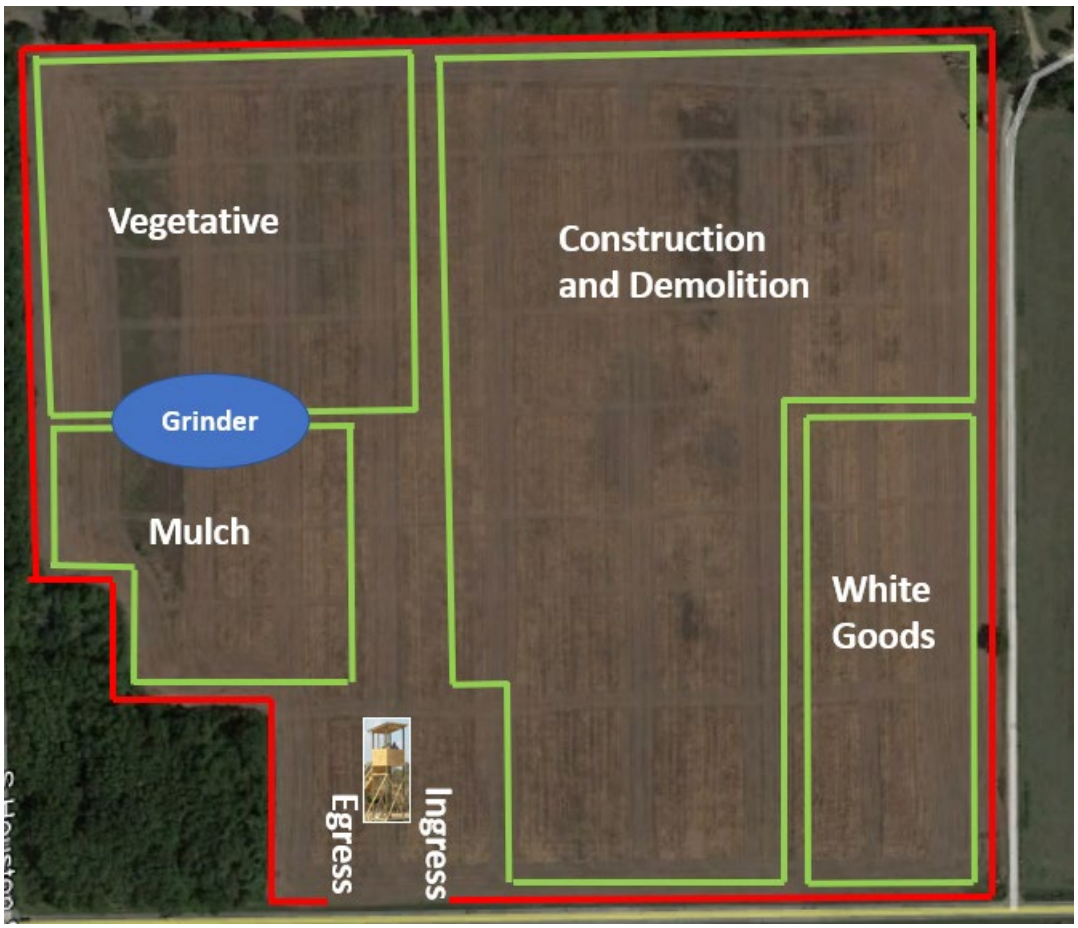
LIST NUMBERS OF EACH PHOTOGRAPH TAKEN OF THE PROPERTY:

LIST THE CLOSEST LANDFILL AND APPROXIMATE DISTANCE FROM SITE:

NOTES:

Attach photos of the site.

Sample Layout of a DMS



Attachment H
FIELD DOCUMENTS

Force Account Labor Summary Record[1]
Force Account Equipment Summary Record[2]
Load Ticket
Sample Completed Load Ticket
Debris Haul Out Ticket
Sample Completed Haul Out Ticket
Unit Rate Ticket
Sample Completed Unit Rate Ticket
Disposal Monitoring Log
Truck Certification Form and Instructions

[1] Force Account Labor Summary Record – FF90-123 can be found at https://www.fema.gov/media-library/assets/documents/10588
[2] Force Account Equipment Summary Record can be found at https://www.fema.gov/media-library/assets/documents/10608

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

FORCE ACCOUNT LABOR SUMMARY RECORD

PAGE ____ OF ____

O.M.B. No. 1660-0017
Expires December 31, 2011

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER

LOCATION/SITE	CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

NAME / JOB TITLE		DATES AND HOURS WORKED EACH WEEK							COSTS				
	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.												

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME	$
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME	$

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-123, FEB 09

Appendix K

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

PAGE ____ OF ____

O.M.B. No. 1660-0017
Expires October 31, 2008

APLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY								COSTS		
INDICATE SIZE, CAPACITY, HOURSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
GRAND TOTAL													

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 90-127, FEB 06

Print Form

FEMA Equipment codes can be found at https://www.fema.gov/assistance/public/schedule-equipment-rates.

		LOAD TICKET #
Applicant:	**Disaster #**	
Program:	**Contractor:**	
Truck # :	**Truck Capacity:**	
Driver's Name:		**ROE/WO#:**
House # :	**Street / Load Origin:**	**Zone #:**

Debris Classification:

☐ Vegetative/Woody	☐ Mixed
☐ Construction & Demolition	☐ White Goods
☐ Household Hazardous Waste	☐ Animal Carcasses
☐ Hazardous Materials / Toxic	☐ Other:_____

Loading Time:	**Loading Date:**	
Monitor Name (print):		**I.D. #**
DMS / Disposal Site Location:		**Scale Ticket #**
Load Call (%):	**Weight (tons):**	
Disposal Time:	**Disposal Date:**	
Monitor Name (print):		**I.D. #**
Contractor Name (print):		**I.D. #**
Notes:		

White - Applicant Green and Yellow - Contractor Pink - Driver Gold - Site Copy

Sample Completed Load Ticket

SAIC

LOAD TICKET

0324576

Applicant: CITY OF HOUSTON TX	**Disaster #** DR 1791
Program: ROW	**Contractor:** DRC 193
Truck #: 49875	**Truck Capacity:** 46 CY

House #:	**Street Name:**	**Zone #:**
8413	CANYON ST	7E

Debris Classification:

- [X] Vegetative/Woody
- [ ] Mixed
- [ ] Construction & Demolition
- [ ] White Goods
- [ ] Household Hazardous Waste
- [ ] Animal Carcasses
- [ ] Hazardous Materials / Toxic
- [ ] Other: _____

Driver's Name: COREY LUDINGTON	**Loading Odometer:** 578134
Loading Time: 9:25 a.m.	**Loading Date:** 2-26-09
Monitor Signature: Gary Willingham	**I.D. #** 19943
TDSRS / Disposal Site Location: BELLFORT	
Load Call (%): 95%	**Disposal Odometer:** 578139
Disposal Time: 10:00 A.M.	**Disposal Date:** 2-26-09
Monitor Signature: WILLIAM P. MORGAN	**I.D. #** 14016
Contractor Signature: DRC-193	**I.D. #** 49875
Notes:	

White - Applicant Yellow and Blue - Contractor Pink and Green - Driver Gold - Site Copy

Appendix K

Haulout Ticket

	HAULOUT TICKET #
Applicant:	**Disaster #**
Program:	**Contractor:**
Truck # :	**Truck Capacity:**
Driver's Name:	
TDSR Site:	
Haulout Debris Classification: ☐ Vegetative Mulch ☐ White Goods ☐ Ash ☐ Hazardous Materials / Toxic ☐ C & D Mulch ☐ Household Hazardous Waste ☐ C & D Compacted ☐ Other:_____	
Loading Time:	**Loading Date:**
Monitor Signature:	**I.D. #**
==========	
Disposal Site Location:	**Scale Ticket #**
Load Call (%):	**Weight (tons / lbs.)**
Disposal Time:	**Disposal Date:**
Monitor Name (print):	**I.D. #**
Contractor Name (print):	**I.D. #**
Notes:	
White - Applicant *Green and Yellow - Contractor* *Pink - Driver* *Gold - Site Copy*	

Sample Completed Haul Out Ticket

SAIC

HAULOUT TICKET
5023101

Applicant: City of Houston Tx	**Disaster #** DR 1791
Program: ROW	**Contractor:** DRC 026
Truck # : 51689	**Truck Capacity:** 89 cy

TDSR Site: 8101 E Little York Rd WP Tx

Haulout Debris Classification:

☒ Vegetative Mulch	☐ White Goods
☐ Ash	☐ Hazardous Materials / Toxic
☐ C & D Mulch	☐ Household Hazardous Waste
☐ C & D Compacted	☐ Other:_____

Driver's Name: Manuel Castillo	**Loading Odometer:** Broken
Loading Time: 3:39 pm	**Loading Date:** 04-24-09
Monitor Signature: Lottie Kesee	**I.D. #** 19592
Disposal Site Location: Arco Recycling	**Disposal Odometer:** Broken
Load Call (%): 70%	**Weight (tons / lbs.)**
Disposal Time: 3:45 pm	**Disposal Date:** 04-24-09
Monitor Signature: Lottie Kesee	**I.D. #** 19592
Contractor Signature: DRC 026	**I.D. #** 51689

Notes:

Khaki - Applicant Yellow and Blue - Contractor Pink and Green - Driver Gold - Site Copy

Appendix K

Unit Rate Ticket

		UNIT RATE TICKET #
Applicant:	**Disaster #**	
Program: ☐ Parks ☐ Right-of-Entry ☐ Time & Materials ☐ ROW Lean/Hanger ☐ Stumps ☐ _____		
Contractor:	**Crew # :**	
Survey Item # :	**GPS:** **N:** **W:**	
House # :	**Street Name:**	**Zone #:**
Parcel # :	**ROE # :**	
Contract Rate Code: 1 2 3 4 5 6 7 8 9 Other: _____		
Contract Rate Sub-Code A B C D E F G H I Other: _____		
Unit Count:	**Measurement:**	
Start Time: A P	**End Time:** A P	**Date:**
Monitor Name (print):		**I.D. #**
Contractor Name (print):		**I.D. #**
Notes:		
White - Applicant *Green and Yellow - Contractor* *Pink - Crew Chief* *Gold - Site Copy*		

Sample Completed Unit Rate Ticket

BECK DISASTER RECOVERY, INC.

UNIT RATE TICKET # 7010169

Applicant: GReene CO

Disaster # DR 1676

Program:

☐ Parks ☐ Right-of-Entry ☐ Time & Materials

☒ ROW Lean/Hanger ☐ Stumps ☐ _____

Contractor: DRC

Crew # : G 1753

Survey Item # :

GPS: N: 37° 09.123 W: 93° 30.092

House # : 1222

Street Name: N FR 69

Zone #: 26

Parcel # :

ROE # :

Contract Rate Code:

1 2 3 (4) 5 6 7 8 9 Other: _____

Contract Rate Sub-Code

(A) B C D E F G H I Other: _____

Unit Count: 3

Measurement: 3"

Start Time: 12:24 (A)

End Time: 12:30 (A)

Date: 2-14-07

Monitor Signature: Janice Perry I.D. # 07699

Contractor Signature: I.D. #

Notes: 100-0537.jpg 100-0548.jpg

White - Applicant Yellow and Blue - Contractor Pink and Green - Driver Gold - Site Copy

DISPOSAL MONITOR LOG

Legend
✓ = All Good
Initials = Fixed
X = Problem

Project ________ Site ________ Date ________ QC Monitor ________ #

ARRIVAL	TICKET #	COLLECTION #	MONITOR Last Name	TRUCK #	CAP	%	Project (App./Dis./Prog.)	Truck Number	House Number	Street / Origin	Correct Zone	Debris Class	Correct Dates & Times	Disposal Site	Load Call / Weight	CONFORM CODE	ERROR NOTE
A																	
P																	
A																	
P																	
A																	
P																	
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A																	
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Page ____ of ____

Disposal Monitor ________ #

Check-out Supervisor Signature ________ #

Truck Information

Make	Year	Color	License

Truck Measurements

Performed By: _____ Date: _____

Volume Calculated By: _____ Date: _____

Both Checked By: _____ Date: _____

Driver Information

Name: _____

Address: _____

Phone Number: _____

Owner Information

Name: _____

Address: _____

Phone Number: _____

Truck Identification: _____

Truck Capacity: _____

Photo

Truck Certification Form Calculation Instructions

Instructions to take the necessary dimensions of corner wedge (refer to Figure B-6):

"a": Along the side of the bed, measure the distance from the point where the rounded part of the bed starts, to the front corner of the bed.

"b": Equal to "a."

"c" and "d": Along the side of the bed, mark the point where the rounded part of the bed starts, and along the front of the bed, also mark the point where the rounded part of the bed ends. Run a string between the two points and measure the distance between them; half of that distance is "c" and half of the distance is "d" ("c" and "d" are equal).

"e": Measure the distance from the mid-point of the string that was stretched from the side to the front of the bed in the previous step to the rounded part of the bed.

Extra trailer: The volume calculations for the extra trailer would be simply length x width x height if the extra trailer has a rectangular bed. However, if the extra trailer also has round corners at the front, the volume calculation would be the same as explained above.

Instructions to take the necessary dimensions of round bottom truck (refer to Figure B-6):

"a": The width of the bed.

"b": The depth of the vertical portion (the side) of the bed.

"c" and "d": Both are equal to half the width of the bed.

"e": Run a string between the lower ends of the vertical portions of the bed (the sides), and measure the distance from the mid-point of the string to the bottom of the bed.

NOTE: All dimensions used in the above formulas must be in feet, with inches converted to fractions of feet, using the following conversions (for example, 8 feet, 5 inches should be written as 8.42 feet):

1 inch = .08 foot	7 inches = .58 foot
2 inches = .17 foot	8 inches = .67 foot
3 inches = .25 foot	9 inches = .75 foot
4 inches = .33 foot	10 inches = .83 foot
5 inches = .42 foot	11 inches = .92 foot
6 inches = .50 foot	

DUMP TRUCK

Measurements

Truck Measurements — Length (L) = ____ Width (W) ft = ____ Height (H) ft = ____

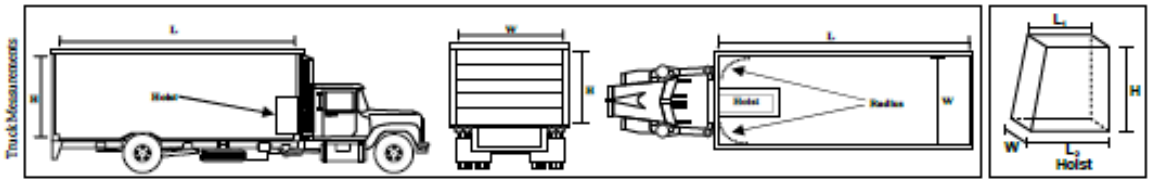
Hoist Measurement — Length$_1$ (L_1) ft = ____ Length$_2$ (L_2) ft = ____ WidthH (W_H) ft = ____ Height$_H$ (H_H) ft = ____

Radius — Radius ft = ____ Height (H) = ____

Calculations

Bed Volume (Basic)	(LxWxH)/27 =	+	cyd
Hoist Volume	((L1+L2/2) x W_H x H_H)/27 =	-	cyd
Radius Volume	(3.14xR^2xH)/27 =	-	cyd
	Total =		cyd

Cubic Yards



EXTRA TRAILER

Measurements

Truck Measurements (Basic) — Length (L) = ____ Width (W) ft = ____ Height (H) ft = ____

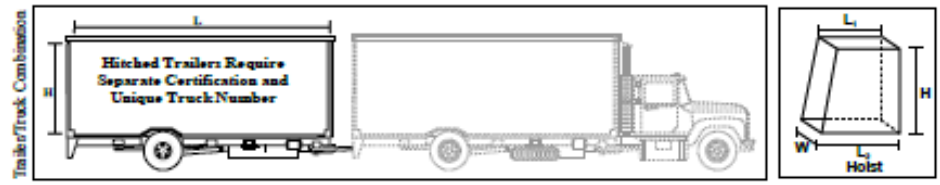
Hoist Measurement — Length$_1$ (L_1) ft = ____ Length$_2$ (L_2) ft = ____ WidthH (W_H) ft = ____ Height$_H$ (H_H) ft = ____

Radius — Radius ft = ____ Height (H) = ____

Calculations

Bed Volume (Basic)	(LxWxH)/27 =	+	cyd
Hoist Volume	((L_1+L_2/2) x W_H x H_H) =	-	cyd
Radius Volume	(3.14xR^2xH)/27 =	-	cyd
	Total =		cyd

Cubic Yards



ROUND BOTTOM TRUCK

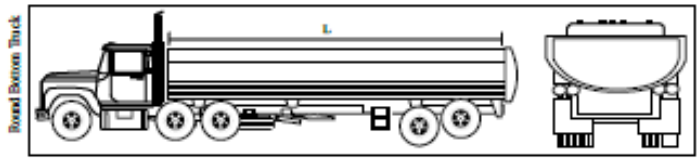
Measurements

Truck Measurements — Length (L) ft = ____ Diameter (D) ft = ____

Calculations

Approx. Volume (3.14 x (D/2)^2 x L) /27 = ____ cyd (round bottom portion only)

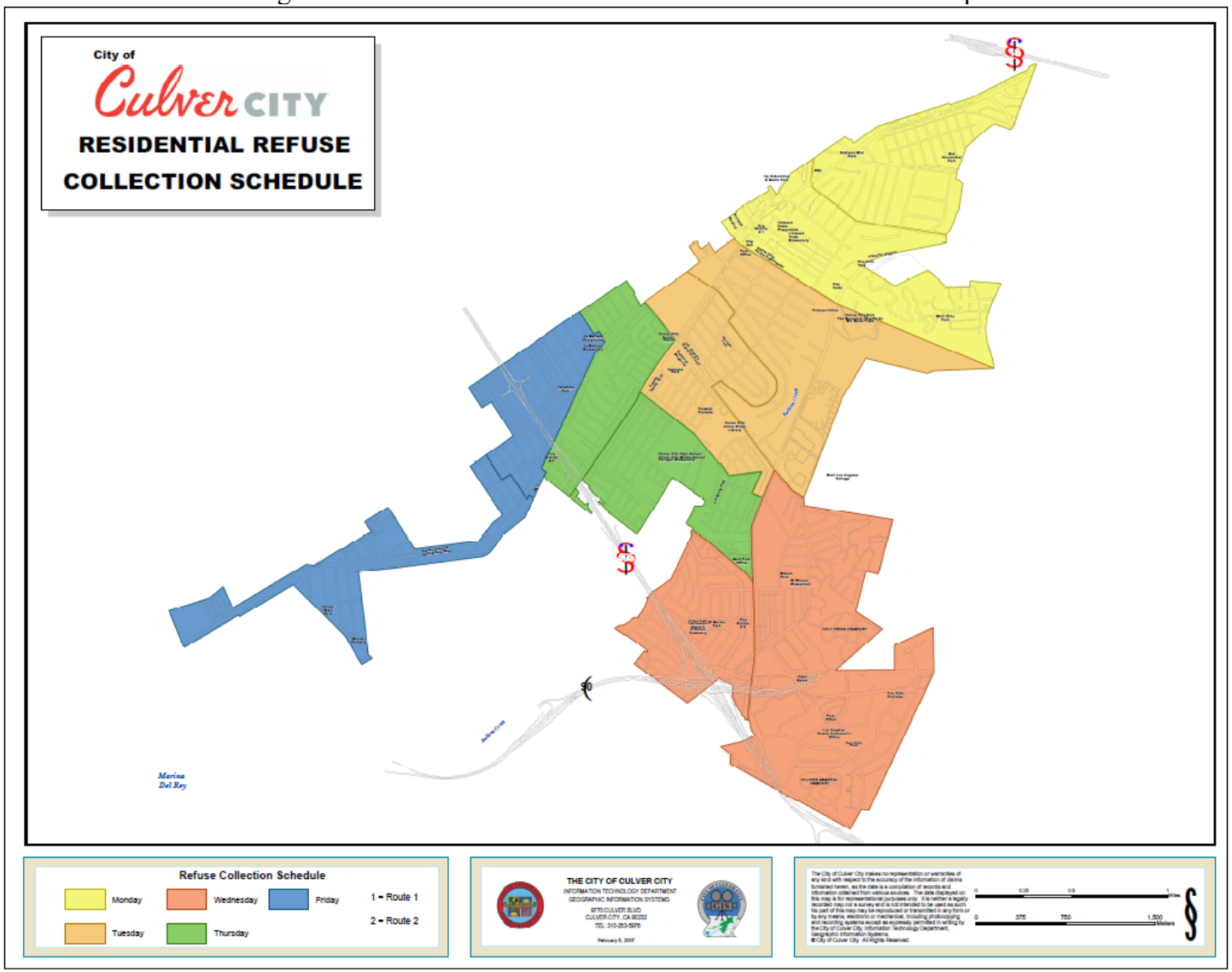
Cubic Yards



Attachment I
Debris Zone Map

The City of Culver City will use the current Resident Refuse Collection Schedule Map to divide the City into debris zones. See the map in Figure I-1 below.

Figure I-1 Resident Refuse Collection Schedule/Debris Zone Map



Attachment J
HAZARDOUS STUMP EXTRACTION AND REMOVAL ELIGIBILITY

FEMA Public Assistance Program and Policy Guide FP 104-009-2
Chapter 7. Section I.B.3 Stump Removal

(c) Stump Removal
For stumps that have 50 percent or more of the root-ball exposed, removal of the stump and filling the root-ball hole are eligible. If grinding a stump in-place is less costly than extraction, grinding the stump in-place is eligible.

Stump removal in areas with known or high potential for archeological resources usually requires that FEMA further evaluate and consult with the State Historic Preservation Officer (SHPO) or Tribal Historic Preservation Officer (THPO). If the Applicant discovers any potential archeological resources during stump removal, the Applicant must immediately cease work and notify FEMA.

Contracted Stump Removal
FEMA only reimburses contracted costs charged on a per-stump basis if:

- The stump is 2 feet or larger in diameter measured 2 feet above the ground; and
- Extraction is required as part of the removal.

The Applicant needs to ensure the price for stump removal includes extraction, transport, disposal, and filling the root-ball hole.

For stumps that have less than 50 percent of the root-ball exposed, FEMA only provides PA funding to flush cut the item at ground level and dispose of the cut portion based on volume or weight. Grinding any residual stump is not eligible.

For stumps smaller than 2 feet in diameter, or for stumps of any size that do not require extraction, FEMA only provides PA funding based on volume or weight as removal of these stumps does not require special equipment. If the Applicant claims reimbursement of these stumps on a per stump basis, FEMA limits PA funding based on a unit price for volume or tons, calculated using the Stump Conversion Table (Located on the following pages of this Attachment).

If the Applicant incurs additional costs in picking up stumps 2 feet or larger in diameter that the contractor did not extract, it should complete the Hazardous Stump Worksheet (Located on the following pages of this Attachment) and present documentation to substantiate the costs as reasonable based on the equipment required to perform the work.

(d) Documentation Requirements
The Applicant must retain, and provide when requested, all of the following documentation to support the eligibility of contracted work to remove tree limbs, branches, stumps, or trees that are still in place:

- Specifics of the immediate threat with the location (geographic coordinates in latitude, longitude) and photograph or video documentation that establishes the item is on public property;

- Quantity removed (Note: If a contractor charged an individual price for each limb, tree, or stump removed, FEMA requires the diameter of each item removed. For stumps, the measurement must be 2 feet up the trunk from the ground. For trees, it must be 4.5 feet up from the ground);
- Quantity, location, and source of material to fill root-ball holes; and
- Equipment used to perform the work.

STUMP CONVERSION TABLE

Diameter to Volume Capacity

FEMA quantifies the amount of cubic yards of debris for each size of stump based on the following formula:

$$\frac{[(\text{Stump Diameter}^2 \times 0.7854) \times \text{Stump Length}] + [(\text{Root-Ball Diameter}^2 \times 0.7854) \times \text{Root-Ball Height}]}{46{,}656}$$

- 0.7854 is one-fourth Pi and is a constant.
- 46,656 is used to convert cubic inches to cubic yards and is a constant.

The formula used to calculate the cubic yardage used the following factors, based upon findings in the field:

- Stump diameter measured 2 feet up from the ground
- Stump diameter to root-ball diameter ratio of 1:3.6
- Root-ball height of 31 inches

See the conversion chart on the following page.

Stump Diameter(Inches)	Debris Volume (Cubic Yards)	Stump Diameter(Inches)	Debris Volume (Cubic Yards)
6	0.3	46	15.2
7	0.4	47	15.8
8	0.5	48	16.5
9	0.6	49	17.2
10	0.7	50	17.9
11	0.9	51	18.6
12	1	52	19.4
13	1.2	53	20.1
14	1.4	54	20.9
15	1.6	55	21.7
16	1.8	56	22.5
17	2.1	57	23.3
18	2.3	58	24.1
19	2.6	59	24.9
20	2.9	60	25.8
21	3.2	61	26.7
22	3.5	62	27.6
23	3.8	63	28.4
24	4.1	64	29.4
25	4.5	65	30.3
26	4.8	66	31.2
27	5.2	67	32.2
28	5.6	68	33.1
29	6	69	34.1
30	6.5	70	35.1
31	6.9	71	36.1
32	7.3	72	37.2
33	7.8	73	38.2
34	8.3	74	39.2
35	8.8	75	40.3
36	9.3	76	41.4
37	9.8	77	42.5
38	10.3	78	43.6
39	10.9	79	44.7
40	11.5	80	45.9
41	12	81	47
42	12.6	82	48.2
43	13.3	83	49.4
44	13.9	84	50.6
45	14.5		

Figure J-1: Hazardous Stump Worksheet

Applicant: _____ Date: _____

Applicant Representative: _____ Signature: _____

FEMA Representative (if available) _____ Signature: _____

	Physical Location (i.e., Street address, road, cross streets, etc.)	Description of Facility (ROW, Park, City Hall, etc.)	Hazard Yes/No	Global Positioning System (GPS) Location	Tree Size (Diameter)	Eligible Yes/No	Fill for Debris Stumps In CY	Comments (See attached sketch, photo, etc.)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Attachment K
DEBRIS CONTRACTOR CHECKLIST AND GUIDELINES

The Disaster Debris Contract Checklist was designed to guide the City of Culver City, California in contracting disaster debris services. The checklist provides a step-by-step process to procuring disaster debris services that complies with current federal standards and best practices. The checklist includes the steps to solicit bids, review proposals, and select an appropriate contractor. The checklist was developed using guidance set forth by the Federal Emergency Management Agency (FEMA) and the provisions of Title 2 Code of Federal Regulations (CFR) Part 200 General Procurement Standards.

Tabs A and B, attached to this document, provide additional details on procurement policies:

- Tab A: 2 CFR Parts 200.317 – 200.326
- Tab B: Checklist for Reviewing Procurements Under Grants by Non-Federal Entities (States, local and tribal governments, Institutions of Higher Education, Hospitals, and Private Non-Profit Organizations)

Table 1: Disaster Debris Contract Checklist

Task	Responsibility	Completion Date
Pre-Disaster Tasks		
Solicit a request for proposals for disaster debris services (see Debris Hauler Sample Request for Proposals (Attachment L) for specific contract provisions).		
The solicitation for prequalified contractors should include: ■ Adequately defined scope of work ■ All potential debris types ■ Anticipated haul distances ■ Potential size of debris events ■ Hourly labor, equipment and material price schedule ■ Performance bond requirements		
Qualify bidders by requesting documentation of the following: ■ Licenses ■ Financial stability ■ Proof of insurance ■ Bonding capability ■ Description of related experience and capabilities including total verified cubic yards removed and processed ■ References including jurisdiction name, point of contact, email address and phone number ■ Description of health and safety plan including operation plan at debris management site(s).		
Contractors that have been declared debarred by the Office of Federal Contract Compliance Programs (OFCCP) **should not be considered.** A complete list of federally disbarred contractors can be found in the System for Award Management (SAM) dataset at www.sam.gov. Check the status of prequalified contractors in the SAM database **at the time of the disaster**.		

Task	Responsibility	Completion Date
■ Go to the SAM Database at https://www.sam.gov/portal/public/SAM/. ■ Under the Search Records tab, enter a DUNS number, CAGE code or Business Name to search for the contractor you are interested in pre-qualifying. ■ Note any exclusions listed for the contractor that may prohibit federal assistance for debris services. ■ Print the screen with the results and file in records.		
Ensure compliance with the jurisdiction's procurement procedures.		
Ensure compliance with applicable state and local procurement laws and regulations.		
Ensure compliance with federal procurement laws and standards identified in 2 CFR 200 (see Tab A).		
Ensure competition (see the provisions in Section 200.319 Competition in Tab A for specific requirements regarding competition).		
Provide a clear and definitive scope of work.		
Develop a cost analysis to demonstrate cost reasonableness **for any contract or contract modification where price competition is lacking**.		
Ensure opportunities for minority and women-owned businesses and firms whenever possible. Require prime contractors to utilize minority and women-owned businesses as scope allows per the provisions laid out in 2 CFR 200.		
Document the process and rationale the jurisdiction followed in making procurement decisions.		
The jurisdiction's legal counsel should conduct a review of the procurement process and any potential contracts to be awarded to ensure compliance with all federal, state, and local requirements.		
Establish procedures to address protests and disputes related to contract awards.		
Compile all documentation related to the procurement and file in a secure location that can be accessed for future review.		

PROCUREMENT STANDARDS

§200.317 Procurements by states.

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions.

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Attachment L
SAMPLE DEBRIS HAULER REQUEST FOR PROPOSALS

RFP NUMBER: XXXXXX

Proposal Deadline:

Date

Time

Request for Proposals
for
Disaster Debris Clearance and Removal Services

Introduction

FEMA encourages municipalities to identify disaster debris clearance and removal service providers prior to an emergency. With this is mind, the City of Culver City, California ("City") wishes to contract with one or more firms to provide services related to collection, reduction, recycling, hazardous waste management, demolition, processing, hauling, and final disposition of disaster-related debris.

SECTION 1: PROPOSAL OUTLINE AND CONTENT

To simplify the review process and to obtain the maximum degree of comparability, the proposal must follow the outline set forth below and, at a minimum, contain the information requested. Proposers are encouraged to include additional relevant information. At Proposers discretion, brochures may accompany required proposal materials; however, brochures will not be considered as substitution for other written requirements.

1.1 Proposal Format

The proposal must be typewritten and the original clearly marked and signed in blue ink. Legibility, clarity, and completeness are important and essential. Proposals must include labels that identify the sections of the proposal.

1.2 Letter of Transmittal

The letter of transmittal should be limited to two (2) pages and should include:

1.2.1 A brief statement of the Proposer's understanding of the work to be done.

1.2.2 The names, titles, addresses, and telephone numbers of the individuals who are authorized to make representations on behalf of the Proposer.

1.2.3 A statement that (1) the person signing the transmittal letter is authorized to legally bind the Proposer, (2) the proposal shall remain firm for a period of 180 days from the date of receipt of best and final offers, and (3) the proposal will comply with the requirements of this Request for Proposal ("RFP").

1.2.4 A statement indicating which vendor, if multiple vendors are proposing jointly, intends to act as prime point of contact for proposal evaluation questions and the delivery and maintenance of the vendor's proposed offerings.

1.3 Title Page

The title page should include the RFP subject and RFP number, the name and address of the Proposer, and the date of the proposal submission.

1.4 Table of Contents

The contents should be identified by section, description, and page number.

1.5 Certificate of Registration

The Proposer must furnish a "Certificate of Registration" that identifies the Proposer is authorized to conduct business in the State of California prior to the awarding of the contract.

1.6 Capabilities and Related Experience

Please provide a description of your organization's related experience and capabilities including a list of all projects completed within the last 2 years to include client references for each. Each Proposer must also provide a list of **all** debris removal, reduction, and disposal operations in excess of 200,000 cubic yards within the last 10 years where Proposer was the prime contractor and provide references for the communities where these

operations took place. Each reference must include jurisdiction name, contact name, e-mail address, phone number, and description of project. Proposers that do not meet these minimum qualifications will not be considered.

1.7 Qualifications of Key Personnel

Proposers must provide a listing of key personnel who would be assigned to the project, including their training (including FEMA courses/training completed), certifications, and years of experience. Proposers should also indicate which personnel will be primary contacts, which will be dedicated staff, and what role each staff member will play in execution of the contracted services.

1.8 Description of Work

Detailed requirements for describing the work to be performed, scope of services, and proposed costs are provided throughout this RFP.

1.9 Technical Proposal

Proposers should, at a minimum, provide the following information in the order listed below:

1.9.1 Proposer background, with specific detail regarding work on similar projects performed in excess of 200,000 cubic yards

1.9.2 Proposer technical experience regarding large-scale debris removal operations associated with flooding, severe storms, tornadoes, wild fires, earthquakes, or other natural or manmade disasters

1.9.3 Organizational chart including proposed points of contact and a full-time project manager required to report to the City

1.9.4 Training (including FEMA courses/training) and professional experience (include all professional certifications) of proposed staff

1.9.5 A list of existing contracts, particularly those within the State of California

1.9.6 References from existing contracts and/or past clients (must include references from the successful completion of debris removal projects in excess of 200,000 cubic yards) within the past 10 years

1.9.7 A list of Sub-Contractors, including primary operating location(s)

1.9.8 A one to two-page company profile with a brief description of the firm, capabilities, experience, contact information, website, and additional resources

1.9.9 Detailed listing of Proposer's equipment and resources highlighting equipment directly owned by the proposer

1.9.10 A mobilization and operations plan

1.9.11 Construction drawings for Occupational Health and Safety Administration (OSHA)-compliant temporary inspection towers

1.9.12 Anti-collusion statement

1.9.13 Proposer's equipment and resource list – Proposers shall submit a list of on-site and off-site equipment that will be available at the collection site or facility. The list should include all fire prevention, safety, personal protective equipment ("PPE"), and other equipment that the Proposer determines suitable or necessary for the project.

1.9.14 Spill and Fire Prevention Plan – Proposers shall submit spill prevention and fire prevention plans tailored to on-site activities at the debris management site ("DMS") or facility.

1.9.15 Contingency Plan – Proposers shall submit a format for a contingency plan and provide a description of notification procedures to the participants of on-site emergencies and evacuation of the participants in case of an emergency on site.

1.9.16 Employee Training Plan– Proposers shall submit a comprehensive training plan and detailed training outline for each position involved in debris removal and DMS(s) operations. Proposers should include copies of any training manuals.

1.9.17 Health and Safety Plan - Proposers shall submit information regarding their standard health and safety plan.

1.9.18 Description of Proposer's Safety Record – Proposers shall submit a listing of all warning notifications, violations, and/or citations received from pertinent federal and/or state agencies in the past three (3) years by the Proposer.

1.9.19 Third-Party Certification – Proposer shall submit a listing of all third-party certifications such as ISO 9000 Series, ISO 14000 Series, etc.

1.10 Safety

Proposer shall be solely responsible for maintaining safety at all work sites. Proposer shall take all reasonable steps to ensure safety for both workers and visitors to the site(s) to include traffic control. Proposer will also be solely responsible to ensure that all OSHA requirements are met and a safety officer assigned to the project for the duration of this contract.

1.11 Indemnification

In order to protect City from liabilities associated with on-site activities, transportation, and inherent Comprehensive Environmental Response Compensation and Liability Act ("CERCLA") liabilities involving disposal, the Proposer should supply its own labor and transportation, and dispose of waste at only EPA-permitted disposal facilities. The Proposer must agree to assume generator status and be responsible for preparing and signing all manifests related to the City's household hazardous collection and/or disposal facility.

Proposer agrees to and shall defend, indemnify, and hold City, their employees, officers, and legal representatives (collectively, "City") harmless for all claims, causes of action, liabilities, fines, and expenses (including, without limitation, attorney's fees, court costs, and all other defense costs and interest), for injury, death, damage, or loss to persons or property sustained in connection with or incidental to performance under this Agreement, including, without limitation, those caused by:

1. Proposer's and/or its agents', employees', officers', directors', or Proposers Sub-Contractors' actual or alleged negligence or intentional acts or omissions;

2. City's and Proposer's actual or alleged concurrent negligence, whether Proposer is immune from liability or not; and
3. City's and Proposer's actual or alleged strict products liability or strict statutory liability, whether Proposer is immune from liability or not.

Proposer shall defend, indemnify, and hold City harmless during the term of this Agreement and for four (4) years after this Agreement terminates. Proposer shall not indemnify City for City's sole negligence.

1.12 Release

Proposer, its predecessors, successors, and assigns hereby release, relinquish, and discharge City, its agents, employees, officers, and legal representatives from any liability arising out of City's sole and/or concurrent negligence and/or City's strict products liability or strict statutory liability for any injury, including death or damage to persons or property, where such damage is sustained in connection with or arising out of performance under this contract.

1.13 Insurance Requirements

Proposer shall obtain and maintain insurance coverage in effect during the term of this Agreement as set forth below and shall furnish certificates of insurance showing City as an Additional Insured, in duplicate form, prior to the beginning of the Agreement. Each policy, except those for Worker's Compensation and Employer's Liability, must (1) name City as Additional Insured parties on the original policy and all renewals or replacements, and (2) contain an endorsement that the policy is primary to any other insurance available to the Additional Insured with respect to claims arising under the Agreement. Proposer's failure to maintain the required insurance coverage at any time during the contract period may be grounds for City to suspend the contract and to withhold payment until insurance coverage is satisfactory. The issuer of any policy shall have a certificate of authority to transact insurance business in the State of California or have a Best's rating of at least A and a Best's Financial Size Category of Class VII or better, according to the most current edition of the Best's Key Rating Guide, Property-Casualty United States.

Standard insurance policies and minimum amounts required are as follows:

1. Commercial General Liability insurance for bodily and personal injury (including death) and property damage
    a. Each occurrence not less than $1,000,000
    b. General aggregate not less than $2,000,000
    c. The coverage shall include (but not be limited to) personal injury liability, premises/operations, and products/completed operations
2. Worker's Compensation and Employer's Liability Insurance
    a. Employers' Liability insurance of $1,000,000 per occurrence
    b. Worker's Compensation as required by statute
3. Automobile Liability (for vehicles Proposer uses in performing under the Agreement, including Employer's Owned, Non-Ownership, and Hired Auto Coverage) with broad

pollution liability endorsement and MCS-90 endorsement

a. Combined Single Limit of $1,000,000 per occurrence

4. Environmental Impairment Liability and/or Pollution Liability
   a. $3,000,000 per occurrence or claim and $3,000,000 aggregate
5. Excess Liability
   a. $3,000,000 per occurrence and $3,000,000 aggregate
6. Other Insurance
   a. If requested by City, Proposer shall furnish adequate evidence of Social Security and Unemployment Compensation Insurance, to the extent applicable to Proposer's operations under the Agreement.

Defense costs are excluded from the face amount of the policy. Aggregate limits are per 12-month policy period unless otherwise indicated.

All of the insurance required to be carried by the Proposer hereunder shall be by policies that require on their face, or by endorsement, that the insurance carrier waive any rights of subrogation to recover against City and shall give thirty (30) days written notice to City before they may be cancelled or materially changed. Within such thirty (30)-day period, Proposer covenants that it will provide other suitable policies in lieu of those about to be cancelled or materially modified, or non-renewed, so as to maintain in effect the coverage required under the provisions hereof. Failure or refusal of the Proposer to obtain and keep in force the above-required insurance coverage shall authorize City, at its option, to terminate the Agreement at once. Proposer shall give written notice to City within five (5) days of the date on which total claims by any party against Proposer reduce the aggregated amount of coverage below the amounts required by the Agreement.

Proposer shall pay all insurance premiums, and City shall not be obligated to pay any premiums. Proposer shall be responsible for and bear any claims or losses to the extent of any deductible amounts and waives any claim it may have for the same against City.

If any part of the work is sublet, similar insurance shall be provided by or in behalf of the Sub-Contractor to cover their operations, and evidence such as insurance, satisfactory to City shall be furnished by the Proposer. In the event a Sub-Contractor is unable to furnish insurance in the limits required under the Agreement, the Proposer shall endorse the Sub-Contractor as an Additional Insured on his policies excluding Worker's Compensation and Employer's Liability.

Only unaltered original insurance certificates endorsed by the underwriter are acceptable. Photocopies are unacceptable.

1.14 Financial Assurance

Proposer must submit the most current, unqualified, audited financial statement or SEC Form 10K for the proposing organization. Proposals submitted without the most current certified financial statement or U.S. Securities and Exchange Commission ("SEC") Form 10K shall be considered non-compliant with the RFP.

1.15 Performance Bonds

To ensure faithful performance, the Contractor shall provide to the City and maintain a Performance Bond due upon issuance of a Notice To Proceed (NTP).

(a) In the event the Contractor is notified by the City to commence disaster services in the form of a Notice to Proceed, the Contractor shall provide a Performance and Payment Bond to the City within seven days.
(b) The Performance and Payment Bond shall be in an amount at least equal to the estimated price of the work as determined by the City and in such form and with such securities are acceptable to the City. The City may require the Contractor to furnish other bonds, in such form and with such sureties as it may require. If the estimated price of work is increased by a change order, the Contractor shall be responsible to ensure that the Performance and Payment Bond has been amended accordingly and of copy of the amendment shall be provided to the City's Debris Manager. The maximum amount of any Bond shall not exceed 10 million dollars. Upon the successful completion of work, the Performance and Payment Bonds shall be released by the City.
(c) If the Surety on any bond furnished by the Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in the State of California or it ceases to meet the requirements imposed by the City, the Contractor shall within five (5) calendar days substitute another Bond and Surety, both of which shall be acceptable to the City.
(d) If the Contractor cannot obtain another bond and surety within (5) calendar days, the City shall accept, and the Contractor shall provide an irrevocable letter of credit drawn on a Culver City, California bank until the bond and surety can be obtained.

1.16 Liquidated Damages

Should the Contractor fail to complete requirements set forth in this scope of work, the City shall suffer damage. The amount of damage suffered by the City is difficult, if not impossible to determine at this time, therefore the Contractor shall pay the City, as liquidated damages, the following:

(a) The Contractor shall pay the City, as liquidated damages, $5,000.00 per calendar day of delay to mobilize in the City with the resources requested by the City, within seventy-two (72) hours of being issued a NTP.
(b) The Contractor shall pay the City, as liquidated damages, $1,000.00 per load of disaster debris collected in the City that is not disposed of at a City approved DMS or City Designated Final Disposal Site. Application of liquidated damaged does not release the Contractor of all liability associated with hauling and depositing material to an unauthorized location.
(c) The Contractor shall pay the City, as liquidated damages, $500.00 per incident where the Contractor fails to repair damages that are caused by the Contractor. Application of liquidated damages does not release the Contractor from the responsibility of resolving, repairing or paying for damages.
(d) If Contractor personnel, including their subcontractors, are documented collecting debris from areas that are not listed in a PO (i.e., private property, vacant lots, land clearing debris), then liquidated damages shall be assessed at $1000.00 per incident. An incident shall entail each individual property as identified by a property identification number.

(e) All work, including site restoration of debris management sites, prior to close-out shall be completed within 30 calendar days after receiving notice from the City that the last load of debris has been delivered, unless the City initiates additions or deletions to the agreement in writing. Subsequent changes in completion times shall be equitably negotiated by both parties pursuant to applicable state and federal laws. Liquidated damages shall be assessed at $2,000.00 per calendar day for any time over the maximum allowable time established.

(f) .

The amounts specified above are mutually agreed upon as reasonable and proper amount of damage the City should suffer by failure of the Contractor to complete requirements set forth in the scope of work.

1.17 Contract term

The initial contract term will be for five (5) years with an optional three (3) year and two (2) year extension allowing for a ten (10) year total contract term. Prices will be reviewed at each optional renewal and increased if necessary based on review of the consumer price index ("CPI").

1.18 Invoice Schedule

The Contractor will invoice the City for work completed no more frequently than every two weeks.

1.19 Retainage

The City will hold a 10% retainage on all Contractor invoices until satisfactory completion of the project and resolution of all damages.

SECTION 2: TERMS AND DEFINITIONS

Definitions of key terms used in this RFP are provided below.

2.1 Approved Final Disposal Site

2.1.1 A final disposal site approved in writing by the City.

2.2 Authorized Representative

2.2.1 City employees and/or contracted individuals designated by the City or City debris manager.

2.3 Cleanup Crew

2.3.1 A group of individuals or an individual employed by Contractor to collect disaster debris.

2.4 Construction and Demolition ("C&D") Debris

2.4.1 Federal Emergency Management Agency ("FEMA") Publication 104-009-2, Public Assistance Program and Policy Guide, defines eligible C&D debris as damaged components of buildings and structures, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and other floor coverings, window coverings, pipe, concrete, asphalt, equipment, furnishings, and fixtures. (Note: This definition of C&D

debris is for disaster recovery purposes and is not the same definition commonly used in other solid waste documents.) Current eligibility criteria include the following:

a. Debris must be located within a designated area and be removed from an eligible applicant's improved property or right-of-way ("ROW").

b. Debris removal must be the legal responsibility of the applicant.

c. Debris must be a result of a major disaster.

2.5 Debris

2.5.1 Items and materials broken, destroyed, or displaced by a natural or human-caused federally declared disaster. Examples of debris include but are not limited to trees, C&D debris, and personal property.

2.6 Debris Management Site ("DMS")

2.6.1 A location to temporarily store, reduce, segregate, and/or process debris before it is hauled to a final disposal site. May also be referred to as a temporary debris management site ("TDMS") or temporary debris storage and reduction site ("TDSRS") or temporary debris staging and processing facility ("TDSPF").

2.7 Debris Manager

2.7.1 The City will designate a debris manager, who will provide oversight for all phases of debris removal operations.

2.8 Debris Removal

2.8.1 Picking up debris and taking it to a DMS, composting facility, recycling facility, permitted landfill, or other reuse or end-use facility.

2.9 Demolition

2.9.1 The act or process of reducing a structure, as defined by the State of California or local code, to a collapsed state. It contrasts with deconstruction, which is the taking down of a building while carefully preserving valuable elements for reuse.

2.10 Description of Designated Area

2.10.1 The designated area for debris removal is bounded by City limits and includes all public ROWs, easements, parks, and debris staging areas within the areas of the City. The Proposer will remove debris from municipal roadways at the direction of the City. The City may also authorize the Proposer to remove debris from Non-City roadways or other areas as directed in writing by the City.

2.10.2 All debris identified by City shall be removed. Proposer shall make up to two complete passes through the City's limits, removing all debris along each ROW. The City may or may not require the Proposer to perform a third pass. Partial removal of debris piles is strictly prohibited. The Proposer shall not move from one designated area to another designated area without prior approval from the City or its representative. Any eligible debris (such as fallen trees) that extends onto the ROW from private property shall be cut at the point where it enters the ROW, and the part of the debris that lies within the ROW

shall be removed. The Proposer shall not enter onto private property during the performance of this contract unless specifically authorized in writing by the City.

2.10.3 Proposer shall deliver debris to DMS and final disposal sites that have been permitted to receive disaster debris and will adhere to all local, state, and federal regulations.

2.10.4 Debris shall be reasonably compacted into the hauling vehicle. No limbs or branches shall be allowed to protrude more than six (6) inches beyond the sides of the truck bed. Any debris extending above the top of the truck bed shall be secured in place to prevent it from falling off. Measures must be taken to prevent debris from blowing out of the hauling vehicle during transport to the disposal site.

2.10.5 All debris will be mechanically loaded. Hauling vehicles that are hand-loaded or that require mechanical assistance for dumping will not be permitted to dump at DMS(s), unless approved in advance by City.

2.10.6 Loose leaves and small debris in excess of one (1) bushel basket shall be removed within the designated area. No debris shall be left on the road surface. No single piece of debris larger than six (6) inches in any dimension shall be left on site. Hand crews and rakes will be required.

2.10.7 The Proposer will provide an on-site project manager to the City. The project manager shall provide the City with a telephone number at which the project manager can be reached throughout the project. The project manager will be expected to have daily meetings with City representatives. Daily meeting topics will include (but will not be limited to) volume of debris collected, completion progress, local coordination, and damage repairs. City may adjust the frequency of meetings. Proposer project manager must be available 24 hours-a-day, or as required by the City.

2.10.8 City does not warrant or guarantee the availability or use of any final disposal sites. Proposer must coordinate directly with owners of all final disposal sites. All final disposal sites must be approved in writing by the City.

2.10.9 Proposer will remain legally responsible for the handling, reduction, and final haul-out and disposal of all reduced and unreduced debris from DMS sites. Payment for disposal costs (such as tipping fees) incurred by the Proposer at permitted disposal facilities, or other City-approved sites that meet local, state, and federal regulations for disposal, will be made at the cost incurred by the Proposer. The Proposer must furnish a copy of the invoice received by the disposal facility, all scale or load tickets issued by the disposal facility, and proof of Proposer payment to the disposal facility.

2.10.10 Proposer shall conduct the work so as not to interfere with the disaster response and recovery activities of federal, state, and local governments or agencies, or of any public utilities.

2.10.11 Proposer shall be capable of assembling, directing, and managing a workforce that can be fully operational in debris management operations in a maximum of seventy-two (72) hours or sooner, depending on the extent of the disaster. Operations must begin within seventy-two (72) hours of notification by the City. Depending on the category of the event, the City may request immediate mobilization.

2.10.12 Debris management activities reimbursed through federal disaster programs may occur in areas protected by the Endangered Species Act. For any project that requires a federal permit or receives federal funding is subject to Section 7 (see Section 2.13 Endangered Species Act). Proposer and City will comply with the findings of the Section 7 Endangered Species Act consultation, if applicable.

2.11 Disaster-Specific Guidance ("DSG")

2.11.1 A policy statement issued in response to a specific post-event situation or need in a state or region. Each DSG is issued a number and is generally referred to by its numerical identification.

2.12 Eligible

2.12.1 Qualifying for and meeting the most current stipulated requirements (at the time the written Notice to Proceed is issued and executed by the City to the Proposer) of the FEMA Public Assistance Grant Program, FEMA Publication 104-009-2 (additional information below), and all current FEMA fact sheets, guidance documents, and DSGs. Eligible also includes meeting any changes in definition, rules, or requirements regarding debris removal reimbursement as stipulated by FEMA during the course of a debris removal project.

2.13 Endangered Species Act

2.13.1 Section 7 of the Endangered Species Act, *16 U.S.C. § 1536(a)(2)*, requires all federal agencies to consult with the National Marine Fisheries Service ("NMFS") for marine and anadromous species, or the U.S. Fish and Wildlife Service ("FWS") for fresh-water and wildlife, if they are proposing an action that may affect listed species or their designated habitat. "Action" is defined broadly to include funding, permitting, and other regulatory actions. (See *50 C.F.R. § 402.02*.)

2.13.2 Each federal agency is to ensure that any action they authorize, fund, or carry out is not likely to jeopardize the continued existence of a listed species or result in the destruction or adverse modification of a designated critical habitat. This is done through consultation. If such species may be present, the local government must conduct a biological assessment ("BA") to analyze the potential effects of the project on listed species and critical habitat to establish and justify an effect determination (assistance and coordination may be available from the State of California, especially with transportation projects). The federal agency reviews the BA and, if it concludes that the project may adversely affect a listed species or its habitat, it prepares a biological opinion. The biological opinion may recommend reasonable and prudent alternatives to the proposed action to avoid jeopardizing or adversely modifying the habitat.

2.14 FEMA Publication 104-009-2 Public Assistance Program and Policy Guide

2.14.1 This publication is specifically dedicated to the rules, regulations, and policies associated with public assistance programs and the debris removal process. Familiarity with this publication and any revisions can help a local government limit the amount of non-reimbursable expenses. The Public Assistance Program and Policy Guide provides the framework for the debris removal process authorized by the Stafford Act, including the following:

a. Eliminating immediate threats to lives, public health, and safety.

b. Eliminating immediate threats of significant damage to improved public or private property.

c. Ensuring the economic recovery of the affected community to the benefit of the community at large.

2.15 Grinding

2.15.1 Reduction of disaster-related vegetative debris through mechanical means into small pieces to be used as mulch or fuel. Grinding may also be referred to as chipping or mulching.

2.16 Hazardous Hanging Limbs

2.16.1 A limb that poses significant threat to the public. The current eligibility requirements for hazardous hangers according to FEMA Publication 104-009-2 are:

a. The limbs or branches extend over the public ROW;

b. The broken limbs or branches measure two inches or larger in diameter at the point of breakage; and

c. The limbs or branches are still hanging in a tree and threatening a public use area, e.g. trails, sidewalks, golf cart path.

2.17 Hazardous Leaning Tree

2.17.1 A tree is considered hazardous if its condition was caused by the disaster; it is an immediate threat to lives, public health and safety, or improved property; it has a diameter of six (6) inches or greater measured 4.5 feet above ground level; and one or more of the following criteria are met (according to FEMA Publication 104-009-2):

a. The tree has a split trunk.

b. The tree has a broken canopy.

c. The tree is leaning at an angle greater than thirty (30) degrees.

2.18 Hazardous Stump

2.18.1 A stump is defined as hazardous and eligible for reimbursement if all of the following criteria are met. The current eligibility requirements for hazardous hangers according to FEMA Publication 104-009-2 are:

a. The stump has fifty (50) percent or more of the root ball exposed.

b. The stump is 2 feet or larger in diameter when measured 2 feet from the ground.

c. The stump is located on a public ROW.

d. The stump poses an immediate threat to public health and safety.

Loose stumps (not attached to the ground) and stumps under two feet in diameter measured 2 feet from the ground and meeting the criteria 2.18.1 (a) (c) and (d) above will be removed as ROW Vegetative Debris as outlined in Section 3.2.

2.19 Historic Preservation

2.19.1 In certain instances, debris operations may occur in designated areas (for example, DMS locations or private property) that are subject to historical preservation rules and regulations.

2.20 Household Hazardous Waste ("HHW")

2.20.1 The Resource Conservation and Recovery Act ("RCRA") defines hazardous waste as materials that are ignitable, reactive, toxic, corrosive, or meet other listed criteria. Examples of eligible HHW include items such as paints, cleaners, pesticides, etc. The eligibility criteria for HHW are as follows:

a. HHW must be located within a designated area and be removed from an eligible applicant's improved property or ROW.

b. HHW removal must be the legal responsibility of the applicant.

c. HHW must be a result of a major disaster.

2.20.2 The collection of commercial disaster-related hazardous waste is generally not eligible for reimbursement. Commercial hazardous waste will only be collected by Proposer with written authorization by City. Hazardous waste must be disposed of in accordance with all rules and regulations of local, state, and federal regulatory agencies.

2.21 Monitor

2.21.1 Person that observes day-to-day operations of debris removal crews and provides documentation of contract line items as well as QA/QC of documentation completed in the field. FEMA sets forth guidelines for eligibility. Eligibility determinations are not complete until they are reviewed by QA/QC staff prior to the approval of invoices. Monitor and Proposer must work together to ensure eligible work is being performed meeting the City's expectations and contractual requirements and complying with all applicable federal, state, and local regulations. May also be referred to as a field inspector.

2.22 Personal Protective Equipment (PPE)

2.22.1 Equipment worn to minimize exposure to a variety of hazards.

2.23 Recycling

2.23.1 The recovery or use of wastes as a raw material for making products of the same or different nature as the original product.

2.24 Refrigerant

2.24.1 Ozone-depleting compound that must be removed from white goods or other refrigerant-containing items prior to recycling or disposal.

2.25 Right-of-Entry (ROE)

2.25.1 As used by FEMA, the document by which a property owner confers to the City or its Proposer or the U.S. Army Corps of Engineers the right to enter onto private property for a specific purpose without committing trespass.

2.26 Right-of-Way (ROW)

2.26.1 The portions of land over which facilities such as highways, railroads, or power lines are built. It includes land on both sides of the facility up to the private property line.

2.27 Scale/Weigh Station

2.27.1 A scale used to weigh trucks as they enter and leave a landfill. The difference in weight determines the tonnage dumped and a tipping fee is charged accordingly. It also may be used to determine the quantity of debris picked up and hauled.

2.28 Tipping Fee

2.28.1 A fee charged by landfills or other waste management facilities based on the weight or volume of debris dumped. May also be referred to as a disposal fee.

2.29 Used Electronics

2.29.1 End-of-life electronics (typically televisions, computers, and related components) that have been damaged by the disaster. May also be referred to as e-waste.

2.30 Vegetative Debris

2.30.1 Damaged and disturbed trees, tree limbs, bushes, shrubs, brush, untreated lumber, and wood products.

2.30.2 Remains of standing trees that are clearly damaged beyond salvage.

2.31 White Goods

2.31.1 As outlined in FEMA Publication 104-009-2, eligible white goods are defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, dryers, and water heaters. White goods can contain ozone-depleting refrigerants, mercury, or compressor oils that the federal Clean Air Act prohibits from being released into the atmosphere. The Clean Air Act specifies that only qualified technicians can extract refrigerants from white goods before they can be recycled. The eligibility criteria for white goods are as follows:

a. White goods must be located within a designated area and be removed from an eligible applicant's improved property or ROW.

b. White goods removal must be the legal responsibility of the applicant.

c. White goods must be a result of a major disaster.

SECTION 3: SCOPE OF WORK AND RATE SCHEDULE ITEMS

Proposer shall have the capacity to manage a major workforce with multiple Sub-Contractors and to cover the expenses of a major recovery prior to being paid by City. Established management teams must be in place. Proposer shall have the resources to provide the equipment and personnel necessary to cover a disaster. Upon activation by the City, the Proposer must have the capability to have equipment and operators on site within 72 hours to respond to the incident. Proposer shall have experience in five (5) debris removal, reduction, and disposal operations in excess of 200,000 cubic yards within the past ten (10) years where the Proposer was the prime Contractor.

It shall be Proposer's responsibility to load, transport, reduce, and properly dispose of all disaster-generated debris once City issues a Notice to Proceed to Contractor, unless otherwise directed in writing by the City. The City reserves the right to utilize one or more Contractors to remove debris efficiently. The City also reserves the right to utilize different Contractors for various elements including, but not limited to, emergency road clearance, right of way debris removal, and DMS management.

Payment for disposal costs (such as tipping fees) incurred by Proposer at a City-approved final disposal site that meets local, state, and federal regulations for disposal will be reimbursed by City as a pass-through cost. Prior to reimbursement by the City, Proposer must furnish an invoice in hard copy and electronic formats, all scale or load tickets issued by the disposal facility, and proof of Proposer payment to the disposal facility.

The scope of work under this contract includes the following elements:

3.1 Emergency Road Clearance

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to clear and remove debris from City roadways and waterways to make them passable immediately following a declared disaster. All roadways designated by the City shall be clear and passable within a reasonable amount of time as overseen by the City. What constitutes a reasonable period for emergency push operations will be defined by the City at the time of a notice to proceed. This may include roadways in municipalities within the City. Roadways will be cleared as directed by the City. The Proposer shall assist the City and its representatives in ensuring proper documentation of emergency road clearance activities by documenting the type of equipment and/or labor utilized (that is, certification), starting and ending times, and zones/areas cleared. Services performed under this contract element will be compensated using a mutually agreed upon Hourly Labor and Equipment Price Schedule (Schedule 1).

3.2 ROW Vegetative Debris Removal

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary to pick up and transport eligible disaster-related vegetative debris from the City ROW to a City-approved DMS or approved final disposal site in accordance with all federal, state, and local regulations.

3.2.1 Vegetative debris in the City ROW is defined as debris resulting from a hurricane or other natural or human-caused disaster, which has been or will be placed along public ROWs,

easements, City parks, alleys, City debris staging areas, and other areas as designated by the City.

3.2.2 For the purposes of this contract, eligible vegetative debris that is piled in immediate proximity to the actual legal street ROW and that is accessible from the ROW line with loading equipment (that is, not behind a fence or other physical obstacle) will be deemed to be on the ROW and is to be removed.

3.2.3 Proposer will remove vegetative debris as directed by the City.

3.2.4 All Eligible debris will be removed from each location before proceeding to the next location, unless otherwise directed by City or its authorized representative.

3.2.5 Proposer must provide traffic control as conditions require or as directed by the City.

3.2.6 Entry onto private property for the removal of Eligible vegetative debris will only be permitted when directed by the City or its authorized representative. City will provide specific ROE legal and operational procedures.

3.3 ROW C&D Debris Removal

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary to pick up and transport eligible C&D debris from the City ROW to a City-approved DMS or final disposal site in accordance with all federal, state, and local regulations.

3.3.1 C&D debris in the City ROW is defined as disaster-generated debris that has been or will be placed along public ROW, easements, City parks, alleys, and City debris staging areas.

3.3.2 For the purposes of this contract, Eligible C&D debris that is piled in immediate proximity to the ROW and that is accessible from the ROW line with loading equipment (that is, not behind a fence or other physical obstacle) will be deemed to be on the ROW and is to be removed.

3.3.3 Proposer will remove C&D debris from the ROW as directed by the City.

3.3.4 Once the debris removal vehicle has been issued a load ticket from the City's authorized representative, the debris removal vehicle will proceed immediately to a City-approved DMS or final disposal site as specified by the City. The debris removal vehicle will not collect additional debris once a load ticket has been issued.

3.3.5 All Eligible debris will be removed from each location before proceeding to the next location, unless otherwise directed by the City or its authorized representative.

3.3.6 Proposer must provide traffic control as conditions require or as directed by the City.

3.3.7 Entry onto private property for the removal of Eligible C&D debris will only be permitted when directed by the City or its authorized representative. City will provide specific ROE legal and operational procedures.

3.3.8 C&D debris must be monitored for the collection, complete haul, and delivery at the approved DMS or final disposal sites. City or authorized representative will obtain the original copy of the disposal or scale ticket showing the inbound and outbound collection vehicle weights.

3.4 Demolition, Removal, Transport, and Disposal of Non-RACM Structures

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary to decommission, demolish, and dispose of eligible non-regulated asbestos-containing material ("non-RACM") structures on private property within the jurisdictional limits of the City. Under this service, work will include asbestos-containing material ("ACM") testing, decommissioning, structural demolition, debris removal, and site remediation. Further, eligible debris generated from the demolition of non-RACM structures, as well as scattered C&D debris on private property, will be transported to a City-approved final disposal site in accordance with all federal, state, and local regulations.

3.4.1 Removal and transportation of demolished structures and scattered C&D debris on private property will be performed as identified by the City.

3.4.2 Entry onto private property will only be permitted when directed by the City. City will provide specific ROE legal and operational procedures.

3.4.3 Proposer is required to strictly adhere to all local, state, and federal regulations (such as obtaining demolition permits) for the demolition, handling, and transportation of non-RACM structures.

3.4.4 Decommissioning consists of the removal and disposal of all HHW, used electronics, white goods, and scrap tires from a non-RACM structure at a properly sanctioned facility in accordance with all applicable federal, state, and local regulations.

3.4.5 Any structurally unsound and unsafe structures will be identified and presented to the City for direction regarding decommissioning.

3.4.6 Removal and transportation of eligible non-RACM demolished structures and eligible scattered C&D debris on private property will be performed as directed in writing by the City's authorized representative.

3.4.7 Once the debris removal vehicle has been issued a load ticket from the City's authorized representative, the debris removal vehicle will proceed immediately to a City-approved final disposal site. The debris removal vehicle will not collect additional debris once a load ticket has been issued.

3.4.8 Entry onto private property for the removal of eligible C&D debris will only be permitted when directed in writing by the City or its authorized representative. City will provide specific ROE legal and operational procedures for private property debris removal programs if requested.

3.5 Demolition, Removal, Transport, and Disposal of RACM Structures

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary to decommission, demolish, and dispose of eligible RACM structures on private property within the jurisdictional limits of the City. Under this service, work will include ACM testing, decommissioning, structural demolition, debris removal, and site remediation. Further, eligible debris generated from the demolition of structures, as well as eligible scattered C&D debris on private property, will be transported to a City-approved final disposal site in accordance with all federal,

state, and local regulations.

3.5.1 Proposer is required to strictly adhere to all local, state, and federal regulatory requirements (such as obtaining demolition permits, burrito wrapping of debris, etc.) for the demolition, handling, and transportation of RACM structures.

3.5.2 Decommissioning consists of the removal and disposal of all HHW, e-waste, white goods, and scrap tires from an RACM structure at a properly sanctioned facility in accordance with all applicable local, state, and federal regulations.

3.5.3 Any structurally unsound and unsafe structures will be identified and presented to the City for direction regarding decommissioning.

3.5.4 Removal and transportation of eligible RACM demolished structures and eligible scattered C&D debris on private property will be performed as directed in writing by the City's authorized representative.

3.5.5 Once the debris removal vehicle has been issued a load ticket from the City's authorized representative, the debris removal vehicle will proceed immediately to a City-approved final disposal site that accepts RACM debris. The debris removal vehicle will not collect additional debris once a load ticket has been issued.

3.5.6 Entry onto private property for the removal of eligible C&D debris will only be permitted when directed in writing by the City or its authorized representative. City will provide specific ROE legal and operational procedures for private property debris removal programs if requested.

3.6 DMS Management and Operations

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary to manage and operate DMS(s) for the acceptance, management, segregation, staging, and reduction of disaster debris. Reduction methods must be approved by the City prior to commencement of reduction activities. DMS layouts and ingress and egress plans must be approved by the City. City may provide Proposer with potential DMS(s). Proposer will be responsible for documenting the condition of the sites prior to their use as DMS(s), and for returning the DMS(s) to their original condition, abiding by all state and federal environmental regulatory requirements, and the following:

a. If City DMS locations are identified, the Proposer will be provided with the address, Global Positioning System ("GPS") coordinates, and estimated acreage of each DMS.
b. Based on the severity of the disaster, City may require Proposer to locate additional sites to be used as DMS(s). If private sites are identified to be leased, the Proposer may be tasked with executing the lease and could bill these costs to the City as a pass-through cost.
c. The Proposer will be responsible for conducting pre-condition baseline underground water and soil sampling and testing of DMS as well as comparable closeout sampling and testing.
d. DMS(s) operations and remediation must comply with all local, state, and federal safety and environmental standards. Proposer reduction, handling,

disposal, and remediation operations must be approved in writing by the City.

City reserves the right to inspect the DMS(s), verify quantities, and review operations at any time.

3.6.1 Managing DMS location includes helping to obtain necessary local, state, and federal permits or approval and operating in accordance with all rules and regulations of local, state, and federal regulatory agencies, which may include but are not limited to the U.S. Environmental Protection Agency ("EPA"), California Environmental Protection Agency ("CalEPA"), California Department of Resources Recycling and Recovery (CalRecycle), California Office of Historical Resources, or other State and County agencies. Proposer shall also be responsible for all costs associated with third-party groundwater and soil testing.

3.6.2 Debris at the DMS(s) will be clearly segregated and managed independently by debris type (C&D, vegetative, white goods, and other scope of service items), program (ROW collection, private property debris removal, etc.), as outlined in Section 2.10 Description of Designated Area.

3.6.3 Proposer is responsible for maintaining the DMS(s) approach and interior road(s) for all weather conditions for the entire period of debris hauling, including provision of crushed concrete for any roads that require stabilization for ingress and egress.

3.6.4 Proposer is responsible for all associated costs necessary to provide DMS(s) traffic control (for example, traffic cones and staff with traffic flags).

3.6.5 Proposer is responsible for all associated costs necessary to provide DMS(s) dust control and erosion control (for example, an operational water truck, silt fencing, and other best management practices).

3.6.6 Proposer is responsible for providing twenty-four (24)-hour security at DMS(s).

3.6.7 Proposer will only permit Proposer vehicles and others specifically authorized by the City or its authorized representative on DMS locations.

3.6.8 Proposer is responsible for all associated costs necessary to provide DMS(s) utilities (for example, water, lighting, and portable toilets).

3.6.9 Proposer is responsible for all associated costs necessary to provide DMS(s) fire protection (for example, an operational water truck [sufficient and equipped for fire protection], fire breaks, and a site foreman).

3.6.10 Proposer is responsible for all associated costs necessary to provide qualified personnel, as well as lined containers or containment areas, for the segregation of visible HHW/contaminants that may be mixed with disaster debris. The cost associated with qualified personnel and lined containers/containment areas for HHW/contaminant segregation is reflected in this scope of work. The City will be responsible for disposing of HHW/contaminant material segregated and stored in lined containers at the DMS(s)

3.6.11 Proposer shall provide tower(s) from which the City or its authorized representative can make volumetric load calls. The tower provided by the Proposer will meet required minimum specifications, detailed in Section 3.20 Debris Site Tower Specifications.

3.6.12 Proposer is responsible for operating the DMS(s) in accordance with OSHA, EPA, and CalEPA and CalRecycle guidelines.

3.6.13 Upon completion of haul-out activities, the Proposer shall restore the site to its original condition prior to site use at their own expense, abide by all local, state, and federal environmental regulatory requirements, and obtain a written release from the City or its authorized representative. Site remediation will include (but is not limited to) ensuring all debris, mulch, and other residual material is adequately removed, returning the original site grade and other physical features including sodding if necessary. Site remediation will also include returning all utilized sites to their original condition as verified through soil and groundwater samples. Site remediation will abide by all state and federal environmental regulatory requirements and is subject to final approval by the City, CalEPA and/or CalRecycle. Site remediation does not include restoring fencing, concession stands, lighting, and other permanent structures that may have been demolished at the City's direction for DMS(s) operations.

3.7 DMS Management and Reduction by Grinding

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to reduce disaster debris by grinding. Reduction methods are at the discretion of the City. Grinding must be approved by the City prior to commencement of reduction activities.

3.7.1 All unreduced disaster debris must be staged separately from reduced debris at the DMS(s).

3.7.2 Grinding activities must begin within seven days of the opening of the DMS with adequate equipment available to process the type of debris entering the site and prevent stockpiling of excess debris at the DMS.

3.7.3 Proposer must obtain City's approval to reduce C&D debris. If approved for reduction by the City, C&D debris must be reduced via grinding in order for the City to compensate the Proposer for reduction. Incineration, mauling or driving over of C&D are not acceptable methods of C&D reduction.

3.8 DMS Management and Reduction by Incineration

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to reduce disaster debris by incineration. Reduction methods (controlled open-air incineration and air curtain burning) are at the discretion of the City. Incineration must be approved by the City prior to commencement of reduction activities.

3.8.1 All unreduced disaster debris must be staged separately from reduced debris at the DMS(s).

3.9 Haul-Out of Reduced Debris from DMS to Final Disposal Site

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, and associated costs necessary to load and transport reduced eligible material (such as ash, compacted C&D, or mulch) from a City-approved DMS(s) to a City-approved final disposal site in accordance with all local, state, and federal regulations.

3.9.1 All unreduced disaster debris must be transported to a final disposal site separately from reduced debris.

3.9.2 Proposer shall provide the name and address of each disposal site to be used along with the name and the telephone number of a responsible party for each site, prior to commencing the work.

3.9.3 Proposer shall not use any disposal site without the written consent of the City. All costs and fees associated with the disposal of debris shall be reviewed for reasonableness by the City prior to issuing any such authorization.

3.9.4 Proposer shall initiate and manage the execution of a written three-party agreement between the disposal site owner/operator, Proposer, and City for permission to post a City inspector at the site for verification of each load disposed.

3.9.5 Proposer shall provide a sufficient number of debris site towers and/or certified scales meeting City specifications to provide for the efficient delivery of waste streams without excessive wait times. The City shall decide what constitutes an excessive wait time. To the extent that the City determines that additional towers and/or scales are required, additional towers must be operational within forty-eight (48) hours of the City's request and certified scales must be operational within five (5) business days of the City's request.

3.9.6 At the completion of disposal operations, each disposal site will issue a written summary of the quantity, type, and origin of waste delivered.

3.9.7 Proposer shall not receive any payment from the City for haul-out or load tickets related to reduced or unreduced debris transported and disposed of at a final disposal site that was not approved by City.

3.10 Removal of Hazardous Leaning Trees and Hanging Limbs

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary to remove all eligible hazardous leaning trees six (6) inches or greater in diameter, measured four and a half (4.5) feet from the base of the tree, and eligible hazardous hanging limbs two (2) inches or greater in diameter at the point of the break and in the City ROW. Further, debris generated from the removal of eligible hazardous leaning trees and eligible hazardous hanging limbs two (2) inches or greater in diameter at the point of the break and in the City ROW will be placed in the safest possible location on the City ROW and subsequently removed in accordance with Section 3.2 of this RFP. Eligible hazardous leaning trees less than six (6) inches in diameter, measured four and a half (4.5) feet from the base of the tree, will be flush cut, loaded, and removed in accordance with Section 3.2 of this RFP. The City will not compensate the Proposer for cutting leaning trees less than six (6) inches in diameter on a unit rate basis. The collection of all eligible hazardous leaning trees and eligible hazardous hanging limbs must be performed on the same day as the cut work. If there is insufficient room for safe placement along the City ROW, then the Proposer must load the resulting debris as eligible hazardous leaning trees or eligible hazardous hanging limbs as they are removed.

3.10.1 Eligible hazardous leaning trees will be identified by the City or its authorized representative for removal. Removal and transportation of hazardous leaning trees six (6)

inches or greater in diameter on the City ROW or private property will be performed as identified by the City or authorized representative. All disaster-specific eligibility guidelines regarding size and diameter of hazardous leaning trees will be communicated to the Proposer in writing by the City or authorized representative. For hazardous leaning trees to be removed and eligible for reimbursement, the tree must satisfy a minimum of one (1) of the following requirements:

a. The tree has a broken canopy.

b. The tree has a split trunk.

c. The tree has fallen or been uprooted within a public use area.

d. The tree is leaning at an angle greater than thirty (30) degrees.

3.10.2 Eligible hazardous hanging limbs will be identified by the City or its authorized representative for removal. Removal and placement of eligible hazardous hanging limbs two (2) inches or greater in diameter at the point of the break and on the City ROW or private property will be performed as identified by the City's authorized representative. All disaster-specific eligibility guidelines regarding size and diameter of limbs will be communicated to the Proposer in writing by the City's authorized representative. For hazardous hanging limbs to be removed and eligible for payment, the limb must satisfy all of the following requirements:

a. The limb is two (2) inches or greater in diameter at the point of the break.

b. The limb is still hanging in a tree and threatening a public use area.

c. The limb is located on improved public property.

3.11 Removal of Hazardous Stumps

3.11.1 Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary to remove all hazardous uprooted stumps two (2) feet or greater in diameter, measured 2 feet from the base of the tree, in the City ROW. Any voids not backfilled immediately following hazardous stump removal must have measures taken in order to protect public health and safety. Further, debris generated from the removal of eligible hazardous uprooted stumps in the City ROW will be placed in the safest possible location on the ROW and subsequently removed in accordance with Section 3.2 of this RFP. Stumps measured two (2) feet from the base of the tree and less than two (2) feet in diameter will be considered normal vegetative debris and will be removed in accordance with Section 3.2 of this RFP. City will not compensate Proposer for removing hazardous stumps less than two (2) feet in diameter on a unit rate basis and instead will be considered normal vegetative debris. The diameter of stumps less than two (2) feet will be converted into a cubic yardage volume based on the published FEMA Stump Conversion Table (see Attachment 1, FEMA Stump Conversion Table) and will be removed under the terms and conditions of Section 3.2 of this RFP.

3.11.2 Eligible hazardous stumps will be identified by the City for removal. Removal and transportation of hazardous uprooted stumps in the City ROW and private property will be performed as identified by the City. All disaster-specific eligibility guidelines regarding size and diameter of hazardous stumps will be communicated to Proposer in writing by the

City. For hazardous stumps to be removed and eligible for reimbursement, the stump must satisfy the following requirements:

a. Over fifty (50) percent of the tree crown is damaged or broken and heartwood is exposed.

b. Fifty (50) percent or more of the root ball is exposed.

c. The stump is on City ROW and poses an immediate threat to public health, safety, or welfare.

3.11.3 Stumps that are not attached to the ground will be considered normal vegetative debris and will be subject to removal under the terms and conditions of Section 3.2. Stumps with less than fifty (50) percent of the root ball exposed shall be flush cut to the ground. The stump portion of the tree will not be removed but the residual debris (that is, tree trunk) will be removed under the terms and conditions of Section 3.2. The cubic yard volume of the unattached stump will be based on the diameter conversion using the published FEMA Stump Conversion Table (see Attachment 1, FEMA Stump Conversion Table).

3.11.4 The City or its representative will measure and certify all stumps before removal.

3.11.5 Stumps shall only be collected after the City and the Proposer document and perform the following:

a. Location – Determine that the uprooted stump is located on improved public property or a public ROW. Record and document the location using photography, map depiction, and specific descriptive notations.

b. Size – Measure and record the diameter of the stump to be removed at the appropriate location.

c. Marking – Eligible stumps will be marked and uniquely numbered with green paint. Ineligible stumps will be marked with red paint.

d. Stump Worksheet – Hazardous Stump Worksheet provided by the monitoring firm(s) will be completed in full for each stump to capture the following information: (1) names and signatures of parties present; (2) physical location (street address, road cross streets, etc.); (3) stump number; (4) size of the stump; and (5) date of stump removal.

3.11.6 The unit stump price shall include (but not be limited to) stump extraction, stump cavity filling with compacted soils and installation of seed and/or sod, stump hauling, and stump reduction.

3.12 ROW White Goods Debris Removal

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs and other associated costs necessary for the collection of white goods from the ROW, removal of refrigerants, transportation to a City-approved DMS, decontamination, and transportation to the City's approved final disposal site.

3.12.1 White goods containing refrigerants must first have such refrigerants removed by the Proposer's qualified technicians prior to mechanical loading. White goods can be collected without first having refrigerants removed if the white goods are manually placed into a

hauling vehicle with lifting equipment so that the elements containing refrigerants are not damaged.

3.12.2 The removal, transportation, and disposal of white goods includes obtaining all necessary local, state, and federal handling permits, and operating in accordance with all local, state, and federal regulatory agencies.

3.12.3 There are no disposal fees for residential white goods.

3.13 Used Electronics

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary for the removal, transportation, and proper disposal of eligible used electronics from the ROW to the City-approved final disposal site. Eligible used electronics includes (but is not limited to) disaster-damaged televisions, computers, computer monitors, and microwaves in areas identified and approved by the City. Proposer shall recycle or dispose of all eligible used electronics in accordance with all local, state, and federal regulations.

3.14 Household Hazardous Waste Removal, Transport, and Disposal

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary for the removal, transportation, and disposal of HHW.

3.14.1 The removal, transportation, and disposal of HHW includes obtaining all necessary local, state, and federal handling permits and operating in accordance with all local, state, and federal regulations.

3.14.2 The collection methods shall include collection vehicles supplied by the Proposer, which shall be capable of transporting HHW materials from the curb to the approved final disposal sites. All hazardous waste collection personnel shall wear Level D PPE and carry a means of communication (for example, cell phone or radio) for safety and operational purpose. Proposer personnel shall observe all applicable safety requirements for the handling of HHW in accordance with applicable regulations. All HHW shall be examined prior to collection to ensure it is free of other more serious contaminants, including polychlorinated biphenyls ("PCB"). Such serious and non-qualifying non-HHW waste shall be noted and scheduled for separate recovery by the City or Proposer as directed by the City. Debris identified as HHW shall be collected and placed in poly bags for temporary storage during transport to the approved final disposal site.

3.14.3 Removal of HHW from DMS to approved final disposal site.

3.15 Abandoned Vessel and Vehicle Removal

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary for the removal and haul-out of eligible vessels and vehicles in areas identified and approved by the City. The removed eligible vehicles will be hauled to a City-approved staging area and subsequently disposed of by the appropriate regulatory agency.

3.15.1 The removal, transportation, and disposal required for abandoned vessel and vehicle removal includes obtaining all necessary local, state, and federal handling permits and operating in accordance with all local, state, and federal regulations.

3.16 Animal Carcass Removal and Disposal

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs, toll costs, and other associated costs necessary for the removal, transportation, and lawful disposal of dead animal carcasses in areas identified and approved by the City to an approved final disposal site. The carcasses will be hauled to a City-approved staging area and subsequently disposed of by the appropriate regulatory agency.

3.16.1 The Proposer will coordinate activities with the appropriate local animal control agency.

3.16.2 The removal, transportation, and disposal of animal carcasses includes obtaining all necessary local, state, and federal handling permits and operating in accordance with all local, state, and federal regulations.

3.17 Other Debris Removal Work

Neither the Proposer nor any Sub-Contractor shall solicit work from private citizens or others to be performed in the designated work areas during the term of this Agreement. City reserves the right to require Proposer to dismiss or remove from the project any workers as the City sees necessary. Any debris removal vehicles dismissed from the project must have their issued placard removed and destroyed (additional information in Section 3.26 Documentation and Measurement).

3.18 Use of Local Resources

Proposer will be able to use their own Sub-Contractor resources to meet the obligations of the contract. FEMA encourages using local resources. The City will establish the extent to which Proposer must use local resources. It is expected that the awarded Proposer will encourage at least thirty (30) percent of Sub-Contractors are resources located within the disaster area, including but not limited to procuring supplies and equipment, awarding subcontracts, and employing workmen at the City's discretion. Proposer will provide a list of Sub-Contractors with proposal submission.

3.19 Working Hours

Working hours of this contract shall only be during daylight hours, Monday through Sunday, or as otherwise directed by the City. No work outside these hours shall be allowed unless approved in advance by the City.

3.19.1 Proposer shall conduct debris removal operations that generate noise levels above that normally associated with routine traffic flow during daylight hours only. Work may be performed seven (7) days per week. Adjustments to work hours, as local conditions may dictate, shall be coordinated between the City and the Proposer. Unless otherwise directed, the Proposer must be capable of conducting volumetric reduction operations at DMS locations on a twenty-four-(24)-hour, seven-(7)-day-a-week basis.

3.20 Debris Site Tower Specifications

Proposer shall provide as many towers as designated by the City at each disposal site for

the use of City representatives during their inspection of dumping operations.

3.20.1 If ingress and egress of the DMS(s) is of significant distance that the City or its authorized representative are unable to verify the entering and exiting trucks, Proposer may be required to provide a second tower.

3.20.2 The inspection platform of the tower shall be constructed at a minimum height of ten (10) feet from surrounding grade to finish floor level, have a minimum eight (8) feet by eight (8) feet of usable floor area, be covered by a roof with two (2) feet overhangs on all sides, and be provided with appropriate railings and a stairway. The platform shall be enclosed, starting from platform floor level and extending up four (4) feet on all four (4) sides. The expense incurred by the Proposer for the construction of towers is an overhead expense considered part of the Proposer's compensation under the terms and conditions of Section 5 Proposer Compensation.

3.20.3 Proposer shall provide a minimum of one (1) portable toilet at each dump site for the use of City authorized representatives during their inspection of dumping operations. The toilet shall be provided prior to start of any dumping operations and will be kept in a sanitary condition by the Proposer throughout dumping operations. The expense incurred by the Proposer for the operation of portable toilets is an overhead expense considered part of the Proposer's compensation under the terms and conditions of Section 5 Proposer Compensation.

3.20.4 Care shall be taken to place tower at a sufficient distance away from any reduction/dumping operations. If necessary, dumping operations may be temporarily suspended by the City due to unsuitable conditions at the tower.

3.21 Equipment

3.21.1 All trucks and other equipment must comply with all applicable local, state, and federal regulations. Any truck used to haul debris must be capable of rapidly unloading without the assistance of other equipment and must be equipped with a tailgate that will effectively contain the debris during transport and permit the truck to be filled to capacity.

3.21.2 Sideboards or other extensions to the bed are allowable provided they meet all applicable regulations, cover the front and both sides, and are constructed to withstand severe operating conditions. The sideboards are to be constructed of two (2)-inch by six (6)-inch boards or greater and not to extend more than two (2) feet above the metal bedsides. Trucks or equipment certified with sideboards must maintain such sideboards and keep them in good repair. To ensure compliance, equipment will be inspected by the City or authorized representative prior to its use by Proposer.

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

3.21.4 Debris shall be reasonably compacted into the hauling vehicle. Any debris extending above the top of the bed shall be secured in place to prevent it from falling off. Measures must be

taken to prevent debris from blowing out of the hauling vehicle during transport to an approved DMS or an approved final disposal site.

3.21.5 Equipment used under this contract shall be rubber tired and sized properly to fit loading conditions. Excessively large equipment (100 cubic yards and up) and non-rubber-tired equipment must be approved for use on the road by the City.

3.21.6 Hand-loaded vehicles are prohibited unless pre-authorized in writing by the City following the event. All hand-loaded vehicles will receive an automatic fifty (50) percent deduction for lack of compaction.

3.21.7 Proposer shall supply a list of all equipment owned by the proposer with their proposal submittal.

3.22 Traffic Control

3.22.1 Proposer shall mitigate the effects of their operations on local traffic to the fullest extent practical. The Proposer is responsible for establishing and maintaining appropriate traffic controls in all work areas, including DMS(s) and debris collection sites.

3.22.2 Proposer shall provide, erect, and maintain all necessary barricades, suitable and sufficient lights, danger signals, signs, and other traffic control devices at all Proposer work areas to ensure the safety of vehicular and pedestrian traffic.

3.22.3 Proposer shall provide qualified flag personnel where necessary to direct the traffic and shall take all necessary precautions to protect the designated area and the safety of the public.

3.22.4 All work shall comply with all applicable local, state, and federal regulations governing personnel, equipment, and workplace safety. Any notification of a deficiency in traffic control or other safety items shall be immediately corrected by Proposer. No further work shall take place until the deficiency is corrected. Neither the City nor the City's authorized representative shall sign any additional load or unit rate tickets until the safety item is corrected.

3.22.5 Highways, streets, or parts of the designated area closed to through traffic shall be protected by effective barricades, and obstructions shall be illuminated during the hours from sunset to sunrise. Suitable warning signs shall be provided by the Proposer to properly control and direct traffic.

3.22.6 All barricades, warning signs, lights, temporary signals, other protective devices, flag persons, and signaling devices shall meet the minimum requirements established in the Manual on Uniform Traffic Control Devices for Streets and Highways, Part VI, prepared by the National Joint Committee on Uniform Traffic Control Devices and current at the time bids are received. Traffic control will conform to the State's most current roadway and traffic design standards and the Federal Highway Administration's ("FHWA") Manual on Uniform Traffic Control Devices ("MUTCD") for Streets and Highways. The foregoing requirements are to be considered as minimum and the Proposer's compliance shall in no way relieve the Proposer of final responsibility for providing adequate traffic control devices for the protection of the public and Proposer's employees throughout the designated area.

3.23 Damage to Public or Private Property

3.23.1 All items damaged as a result of Proposer or Sub-Contractor operations (for example, sidewalks, seating, curbs, pipes, drains, water mains, pavement, mail boxes, and turf) shall be repaired or replaced by the Proposer, at their expense, in a manner prescribed by and at the sole satisfaction of the City. Proposer will be responsible for any invoices submitted to the City (such as by utility companies or landowners) that are determined to be the result of damage done by the Proposer. The City reserves the right to pay any such invoices and deduct the cost from the Proposer's invoice. Repairs or receipt of repairs shall be completed and submitted to the City prior to submission of the Proposer's invoice for work accomplished. If the Proposer fails to repair any damaged property, the City may have the work performed and charge the Proposer.

3.23.2 The Proposer shall restore all disturbed areas to their original condition, including re-grading, use of rye grass and permanent grass, and any other means necessary.

3.23.3 Proposer's failure to restore damage to public or private property to the satisfaction of the City will result in the City withholding retainage money in an amount sufficient to make necessary repairs.

3.24 Existing Utilities

3.24.1 Some trees and debris that are to be removed under this Agreement may be blocked or entangled with overhead power, telephone, and television cables. In this case, it shall be Proposer's responsibility to coordinate directly with the utility owners to arrange for the removal of the debris without damage to the overhead and underground utility lines. The Proposer shall pay all such costs to the utility company for any adjustments.

3.24.2 The Proposer shall make the necessary repairs or pay all costs incurred to repair damaged utilities, as determined by the affected utility company. Repairs to all municipal and privately-owned water and sewer facilities shall be made by the Proposer.

3.25 Environmental Protection

3.25.1 All chemicals of whatever nature used during project construction or furnished for project operations must be state and federally certified. Their use and disposal of all residues shall strictly comply with instructions.

3.25.2 Proposer shall, at their own expense, ensure that noise and dust pollution is minimized to comply with all local, state, and federal regulations and the approval of the City. Proposer shall comply in a timely manner with all directions of the City regarding the use of a water truck or other approved dust abatement measures.

3.25.3 Proposer shall comply with all laws, rules, regulations, and ordinances regarding environmental protection.

3.26 Documentation and Measurement

3.26.1 Prior to beginning any work, the City or its authorized representative shall clearly number each truck or piece of equipment hauling or loading debris with a placard. All vehicles must be certified by the City or its authorized representative prior to debris collection. If a vehicle is working under multiple contracts or for multiple communities, it must be re-

certified by a City authorized representative each time it returns to work from other contracts or communities.

3.26.2 Proposer is responsible for ensuring that all Sub-Contractors maintain valid driver's licenses and equipment legally fit for travel on the road.

3.26.3 Proposer shall designate one project manager. The project manager shall provide the City with a telephone number at which the project manager can be reached throughout the project.

3.26.4 It is the City's preference to use an electronic system for load tickets. An Automated Debris Management System ("ADMS") or paper load tickets will be provided by the City or its authorized representative for recording volumes of debris removal. If an ADMS is used a copy of the electronic ticket will be printed for the vehicle operator at the dump site. If paper tickets are to be used each load ticket shall consist of one (1) original and four (4) carbon-copy duplicates and will be distributed as follows:

a. Load tickets will be issued by a City-authorized representative at the loading site. City will keep one (1) copy of the ticket and give four (4) copies to the vehicle operator. Upon arrival at the dump site, the vehicle operator will give the four (4) copies to the City-authorized representative at the dump site. Trucks with less than full capacities will be adjusted down by visual inspection; the City-authorized representative present at the dump site will make this determination. The City-authorized representative will validate, enter the estimated debris quantity, and sign the load tickets. City will keep the original copy and the three (3) remaining duplicate copies will be returned to the vehicle operator for the Proposer's records.

3.26.5 Proposer shall give written notice of the location for work scheduled twenty-four (24) hours in advance to the City.

3.27 Ownership of Debris

All debris residing in the City ROW and City-provided DMS(s) as a result of the disaster shall be the property of the City until final disposal at a properly permitted disposal site. Proposer shall be responsible removing debris up to the point where debris can only be described as light litter and additional collection can be facilitated only by sweeping and raking. In addition to debris stored on the ROW as the result of road clearing, City will direct residents to place debris in segregated piles along the ROW, separated according to the waste category. There may be a need to perform some curbside separation of the different waste materials. Different waste materials will be collected in separate vehicles and may require disposal at different locations, which will be approved by the City. Any items requiring disposal at special sites shall be required to be monitored for the collection, complete haul, and delivery at the approved special site with the monitor obtaining an original copy of the disposal ticket showing inbound and outbound collection vehicle weights.

3.27.1 All bagged and bundled waste and debris smaller than two (2) inches in diameter and shorter than two (2) feet in length are outside the scope of this contract unless specifically directed by the City. Collection of municipal solid waste ("MSW") is outside the scope of

this contract. All debris outside the scope of the contract handled by the Proposer shall become the property of the Proposer upon collection.

3.27.2 It is recognized that C&D debris might contain small amounts of asbestos, lead-based paints, treated wood, or similar materials. CalEPA may issue orders for the classification and disposition of all disaster debris. Based on the mandates of CalEPA and other applicable state and federal reimbursement agencies, the character and disposal of waste streams will be determined. The Proposer and City will establish a final disposal plan based on these mandates.

3.28 City Responsibilities

City responsibilities will vary depending on City needs and resources. The City, at a minimum, will be responsible for the following:

a. Coordinating collection activities with the Proposer

b. Completing the City service request form

c. Identifying suitable DMS activities

d. Promoting debris management activities

e. Providing educational materials

f. Submitting post-collection DMS(s) data reports to CalEPA and CalRecycle

g. Recruiting and coordinating volunteers

h. Coordinating with local police, fire, emergency medical services ("EMS"), and other appropriate agencies

i. Providing emergency contact information

j. Executing the contract with selected Proposer(s)

k. Issuing a written Notice to Proceed at the appropriate time

SECTION 4: EVALUATION AND SELECTION PROCESS

1. City will evaluate proposals using the following criteria:

   a. Proposal Requirements and Completeness of Proposal **5 points**

   b. References, Experience, Reputation, and Compliance **30 points**

   - Experience and reputation in managing debris removal and disposal projects within state and federal regulations and guidelines
   - Personnel experience and training
   - Financial stability

   c. Debris Management Services **25 points**

   - Degree of City liability in proposed debris management methods
   - Breadth of service and number of contracts the Proposer can handle
   - Debris management methods and commitment to City debris management preferences
   - Availability of preferred disposal methods (for example, types of materials planned for reuse and recycling)
   - Ability to ensure debris is collected, sorted, transported safely, and reduced appropriately
   - Ability to serve a wide range of project types (for example, permanent facility, one-day event, and mobile collection unit) and community types (for example, rural, urban, and suburban)

   d. Responsiveness of Proposal **20 points**

   - Demonstrated understanding of City and City needs
   - Demonstrated understanding of requirements of the RFP and contract
   - Quality of proposal and impressions of response as it relates to project
   - Additional services, ideas, or products that will benefit City

   e. Price **20 points**

   - Reasonableness of Cost

2. An evaluation team will review all proposals received to determine the extent to which they comply with the requirements herein. The evaluation team may include representatives from local governments, City, or others with relevant expertise.

3. If a proposal fails to meet a material RFP requirement, the proposal may be rejected. A deviation is material to the extent that the proposal is not in substantial accord with the solicitation. Material deviations cannot be waived. Immaterial deviations may cause a bid to be rejected.

4. Proposals containing false or misleading statements may be rejected if the City regards the information as intentionally misleading regarding a requirement of the RFP.

5. During the evaluation process, City may require a Proposer representative to answer questions regarding the proposal. Proposer's failure to demonstrate that the claims made in the proposal are true may be sufficient cause for deeming a proposal non-responsive.

SECTION 5: CONTRACTOR COMPENSATION

Schedule 1
Hourly Labor, Equipment, and Material Price Schedule

(Scope of Service Item 1)

Equipment Type with Operator	Estimated Hours	Hourly Labor Rate	Total
Air Curtain Burner, Self-Contained System			
50’ Bucket Truck			
Crash Truck w/Impact Attenuator			
Dozer, Tracked, D3 or Equivalent			
Dozer, Tracked, D4 or Equivalent			
Dozer, Tracked, D5 or Equivalent			
Dozer, Tracked, D8 or Equivalent			
Dump Truck, 16 +/- CY			
Dump Truck, 20 +/- CY			
Dump Truck, 38 +/- CY			
Generator, 5.5 kW, List kW Capacity			
Generator, 200 kW, List kW Capacity			
Generator, 2,500 kW, List kW Capacity			
Light Plant with Fuel and Support			
Grader w/12’ Blade (Min. 30,000 LB)			
Hydraulic Excavator, 1.5 CY			
Hydraulic Excavator, 2.5 CY			
Knuckleboom Loader			
Lowboy Trailer w/Tractor			
Mobile Crane up to 15 Ton			
Pump, 95 HP (Minimum 25’ Intake and 200’ Discharge to Include Fuel and Support Personnel)			
Pump, 200 HP (Minimum 25’ Intake and 200’ Discharge to Include Fuel and Support Personnel)			
Pump, 650 HP (Minimum 25’ Intake and 200’ Discharge to Include Fuel and Support Personnel)			
Vac Truck (Mist Capacity), List Capacity			
Pickup Truck, 1 Ton			

Equipment Type with Operator	Estimated Hours	Hourly Labor Rate	Total
Skid-Steer Loader, 1,500 LB Operating Capacity (w/ utility grapple)			
Skid-Steer Loader, 2,500 LB Operating Capacity (w/ utility grapple)			
Compact Track Loader, 1,500 LB Operating Capacity (w/ utility grapple)			
Compact Track Loader, 2,500 LB Operating Capacity (w/ utility grapple)			
Tub Grinder, 800 to 1,000 HP			
Hydraulic Excavator, 1.5 CY (w/ thumb)			
Hydraulic Excavator, 2.5 CY (w/ thumb)			
Truck, Flatbed			
Articulated, Telescoping Scissor Lift for Tower, 15 HP/37 FT Lift			
Water Truck, 2500 Gal (Non-Potable, Dust Control and Pavement Maintenance)			
Wheel Loader, 3 CY, 152 HP			
Wheel Loader, 4.0 CY, 200 HP			
Wheel Loader-Backhoe, 1.5 CY, 95 HP			
Other – Please List			

Labor Category	Estimated Hours	Hourly Labor Rate	Hourly Labor Rate
Operations Manager w/Cell Phone and .5 Ton Pickup			
Crew Foreman w/Cell Phone and 1 Ton Equipment Truck w/Small Tools and Misc. Supplies in Support of Crew			
Tree Climber/Chainsaw and Gear			
Laborer w/Chain Saw			
Laborer w/Small Tools, Traffic Control, or Flag person			
Bonded and Certified Security Personnel			
Other – Please List			

Crew Category	Estimated Hours	Hourly Labor Rate	Total
Wheel Loader, 2.5 CY, 950 or Similar w/Operator, Foreman with Support Vehicle and Small Equipment, Laborer w/Chain Saw, and 2 Laborers w/Small Tools			
Other – Please List			

SCHEDULE 2 - UNIT RATE PRICE SCHEDULE

Reference to RFP Scope of Services Items 2 to 16. If a Proposer elects to "No Bid" individual service offerings, their proposal may be considered non-responsive by the City.

1	**ROW Vegetative Debris Removal** Work consists of the collection and transportation of eligible vegetative debris on the ROW or public property to City-approved DMS or City-approved final disposal site.	**Estimated Quantity**	**$ Per Cubic Yard**	**Total**	**$ Per Ton (Alternate)**
	0 to 15.99 miles	75,000			
	16 to 30.99 miles	120,000			
	31 to 60.99 miles	50,000			
	Greater than 61 miles	5,000			
2	**ROW C&D Debris Removal** Work consists of the collection and transportation of eligible C&D on the ROW or public property to City-approved DMS or City-approved final disposal site as approved by City.	**Estimated Quantity**	**$ Per Cubic Yard**	**Total**	**$ Per Ton (Alternate)**
	0 to 15.99 miles	25,000			
	16 to 30.99 miles	35,000			
	31 to 60.99 miles	15,000			
	Greater than 61 miles	1,000			

3	**Demolition, Removal, Transport and Disposal of Non-RACM Structures** Work consists of the decommissioning, demolition, and disposal of eligible Non-RACM structures on public or private property and hauling the resulting debris to City-approved final disposal site.	**Estimated Quantity**	**$ Per Cubic Yard**	**Total**	**$ Per Ton (Alternate)**
	0 to 15.99 miles	500			
	16 to 30.99 miles	500			
	31 to 60.99 miles	200			
	Greater than 61 miles	100			
4	**Demolition, Removal, Transport and Disposal of RACM Structures** Work consists of the decommissioning, demolition, and disposal of eligible RACM structures on public or private property and hauling the resulting debris to a City-approved final disposal site.	**Estimated Quantity**	**$ Per Cubic Yard**	**Total**	**$ Per Ton (Alternate)**
	0 to 15.99 miles	500			
	16 to 30.99 miles	500			
	31 to 60.99 miles	200			
	Greater than 61 miles	100			

5	**DMS Management and Operations** Work consists of managing and operating DMS for acceptance of eligible vegetative disaster-related debris. The costs associated with acquiring, preparing, leasing, renting, operating, and remediating land used as DMS is reflected in this bid.	**Estimated Quantity**	**$ Per Cubic Yard**	**Total**	**$ Per Ton (Alternate)**
		200,000			
6	**DMS Management and Reduction by Grinding** Work consists of managing and operating DMS for acceptance and reduction of eligible vegetative disaster-related debris through grinding. The costs associated with acquiring, preparing, leasing, renting, operating, and remediating land used as DMS is reflected in this bid.	**Estimated Quantity**	**$ Per Cubic Yard**	**Total**	**$ Per Ton (Alternate)**
		175,000			
7	**DMS Management and Reduction by Air Curtain Incineration** Work consists of managing and operating DMS for acceptance and reduction of eligible vegetative disaster-related debris through air curtain incinerators. The costs associated with acquiring, preparing, leasing, renting, operating, and remediating land used as DMS is reflected in this bid.	**Estimated Quantity**	**$ Per Cubic Yard**	**Total**	**$ Per Ton (Alternate)**
		25,000			
8	**Haul-Out of Reduced Debris to City-Approved Final Disposal Site** Work consists of loading and transporting reduced eligible disaster-related debris at City-approved DMS to City-designated final disposal site.	**Estimated Quantity**	**$ Per Cubic Yard**	**Total**	**$ Per Ton (Alternate)**
	0 to 15.99 miles	10,000			
	16 to 30.99 miles	15,000			
	31 to 60.99 miles	25,000			
	Greater than 61 miles	20,000			
9	**Removal of Hazardous Trees and Limbs**			**Total**	

Work consists of removing eligible hazardous trees or limbs and placing them on the safest possible location on the City ROW for collection under the terms and conditions of Scope of Services Item 2, Vegetative Debris Removal.	**Estimated Quantity**	**$ Per Tree**		
6-inch to 12.99-inch diameter	1,500			
13-inch to 24.99-inch diameter	1,000			
25-inch to 36.99-inch diameter	750			
37-inch to 48.99-inch diameter	300			
49-inch and larger diameter	100			
Hanger Removal (per Tree)	3,000			

SCHEDULE 2 - UNIT RATE PRICE SCHEDULE CONTINUED					
10	**Removal of Hazardous Stumps** Work consists of removing eligible hazardous stumps and transporting resulting debris from the ROW to an City approved DMS. Rate includes removal, backfill of stump hole, reduction, and final disposal. Stumps under 24" in diameter shall be paid at the Proposer's contracted rate for vegetative debris removal using the FEMA stump conversion table.	**Estimated Quantity**	**$ Per Stump**	**Total**	
	24.0-inch to 36.99-inch diameter	500			
	37-inch to 48.99-inch diameter	250			
	49-inch and larger diameter	50			
11	**ROW White Goods Debris Removal** Work consists of the removal of eligible white goods from the ROW to City-approved DMS site or City-approved facility for recycling. Proposer shall be responsible for recovering/disposing refrigerants as required by law, as well as unit decontamination in a contained area. Proposer shall also be responsible for the transportation of eligible white goods from the City-approved DMS to City-approved facility for recycling.	**Estimated Quantity**	**$ Per Unit**	**Total**	
	Refrigerators and freezers requiring refrigerant recovery and decontamination	250			
	Washers, dryers, stoves, ovens, AC units, and hot water heaters	500			
12	**Used Electronics Removal** Work consists of the recovery and disposal of disaster-damaged televisions, computers, computer monitors, and microwaves unless otherwise specified in writing by the City.	**Estimated Quantity**	**$ Per Unit**	**Total**	
		250			

13	**Household Hazardous Waste Removal, Transport, and Disposal** Work consists of the collection, transportation, and disposal of HHW from the ROW to an City-approved permitted hazardous waste facility or MSW Type I landfill.	**Estimated Quantity**	**$ Per Pound**	**Total**
		10,000		
14	**Abandoned Vehicle Removal** Work consists of the removal and transport of eligible abandoned vehicles.	**Estimated Quantity**	**$ Per Unit**	**Total**
	Passenger Car	50		
	Single Axle	25		
	Double Axle	25		
15	**Abandoned Vessel Removal** Work consists of the removal and transport of eligible abandoned vessels.	**Estimated Quantity**	**$ Per Unit**	**Total**
	Vessels less than 20 linear feet	50		
	Vessels 21 linear feet and greater	25		
16	**Dead Animal Carcasses** Work consists of the recovery and disposal of dead animal carcasses.	**Estimated Quantity**	**$ Per Pound**	**Total**
		50		
	Total	**$ _____**		

Attachment M
HEALTH AND SAFETY STRATEGY

Health and Safety Strategy

Purpose

The purpose of this health and safety strategy is to provide guidance regarding debris removal activities for the City of Culver City (City). These are recommended baseline safety provisions. Ultimately, health and safety are the responsibility of City staff and contracted parties involved in debris removal activities. This document will outline some of the general steps necessary to provide a safe work environment for monitoring firm and debris removal contractors' employees. In addition, this document will identify some representative work hazards and the appropriate measures to reduce risk of injury. In regard to chemical hazards, City staff must act in accordance with the City of Culver City Hazard Communication Program.

1.0 Dissemination of Information

City City staff with responsibilities in debris management as well as monitoring firm and debris removal contractors' project managers will be provided with this document and will be expected to disseminate the information and guidelines to their respective personnel. A copy of the document should be available for consultation. In addition, elements of the document will be reviewed periodically during the project to increase worker awareness.

2.0 Compliance

The monitoring firm and debris removal contractors' project managers are responsible for health and safety compliance of their respective personnel and subcontractors. Any crews or individuals that are not compliant shall be suspended from debris removal activities until the situation is remedied. Offenders of safety policies and procedures may be dismissed from the project entirely.

3.0 Job Hazard Assessment

Though debris removal activities are fairly similar among events, assessing the particular hazards of each disaster is an important part of maintaining health and safety for the debris removal workers. At a minimum, the following areas of focus should be considered as part of job hazard assessment:

- **Disaster Debris** – Disasters that result in property damage typically generate large quantities of debris which must be collected and transported for disposal. The type of debris varies depending on the characteristics of the region (e.g., terrain, climate, dwelling and building types, population, etc.) and the debris-generating event (e.g. type, event strength, duration, etc.). In addition, care must be taken in the event the disaster debris results in uneven surfaces.

- **Debris Removal** – Often the removal of disaster debris involves working with splintered, sharp edges of vegetative or construction material debris. Many disasters involve heavy rains or flooding. Consequently, disaster debris is damp and heavier than usual. As weights increase, so does the risk of injury.

- **Removal Equipment** – In most disasters, debris must be removed from the public right-of-way (ROW) to provide access for emergency vehicles and subsequent recovery efforts. Debris collection and removal requires the use of heavy equipment and power tools to trim, separate and clear disaster debris.

- **Traffic Safety** – The ROW is located primarily on publicly-maintained roads. As a result, much of the debris removal process takes place in traffic of varying levels of congestion. In addition, disasters often damage road signs, challenging safety on the road.

- **Wildlife Awareness** – Disasters are traumatic events for people as well as wildlife. Displaced animals, reptiles and insects pose a hazard to debris removal workers.

- **Debris Disposal** – After disaster debris is collected it is often transported to a Debris Management Site (DMS). Upon entry to a DMS, the monitoring firm will assess the volume of disaster debris being transported. The collection vehicle will then dispose of the disaster debris and the debris will be reduced either through a grinding operation or incineration. The DMS is a common area for injury. Response and recovery workers in this environment are more likely to be exposed to falling debris, heavy construction traffic, noise levels, dust and airborne particles from the reduction process.

- **Climate** – Debris-generating disasters often occur in areas or seasons with extreme weather conditions. The effects of temperature and humidity on physical labor must be monitored, and proper work-rest intervals must be assessed.

4.0 Administrative and Engineering Controls

The use of administrative and engineering controls can greatly reduce the threats to public health and safety in debris removal activities. Some common administrative and engineering controls used in the debris removal process are:

Collection Operations

- Conduct debris removal operations during daylight hours only.
- Limit cleanup operations to one side of the road at a time.
- Limit collection work under overhead lines.
- Inspect piles before using heavy equipment to remove them to ensure that there are no hazardous obstructions.
- Make sure that all collection vehicles have properly functioning lights, horns and backup alarms.
- Load collection vehicles properly (not overloaded or unbalanced).
- Cover and secure loads, if necessary.
- When monitoring the collection process, stay alert in traffic and use safe driving techniques.

Power Tools

- Inspect all power tools before use.
- Do not use damaged or defective equipment.
- Use power tools for their intended purpose.
- Avoid using power tools in wet areas.

Debris Reducing Machinery (Grinders/Wood Chippers)

- Do not wear loose-fitting clothing.
- Follow the manufacturer's guidelines and safety instructions.
- Guard the feed and discharge ports.
- Do not open access doors while equipment is running.
- Always chock the trailer wheels to restrict rolling.
- Maintain safe distances.
- Never reach into operating equipment.
- Use lock out/tag out protocol when maintaining equipment.

DMS/Disposal Operations

- Use jersey barriers and cones to properly mark traffic patterns.
- Use proper flagging techniques for directing traffic.
- Monitor towers must not exit into traffic and should have hand and guard rails to reduce trips and falls.
- Monitor towers must have properly constructed access stairways with proper treads and risers and proper ascent angle (4:1 height/width ratio).
- Monitor towers must be surrounded by jersey barriers which protect the tower and monitors from being struck by inbound or outbound collection vehicles.
- Monitor towers should be located upwind from dust and particulate generating activities.
- A water truck should spray the site daily to control airborne dust and debris.

5.0 Personal Protective Equipment

Personal Protective Equipment (PPE) is the last resort to providing a safe working environment for workers. PPE does not eliminate or even reduce hazards as administrative and engineering controls do. PPE works to reduce the risk of injury by creating a protective barrier between the individuals and work place hazards.

Proper use of PPE includes using PPE for its intended purpose. For example, using the wrong type of respirator might expose the worker to carcinogenic particulates. PPE that does not fit well will not provide maximum protection and will decrease the likelihood of the individual continuing to use the equipment. In addition, improper use may result in serious injury or death. To properly fit the equipment to the user may require assistant by a medical professional. The proper use of the equipment is outlined in detail in the manufacturer's instructions.

The following PPE may be applicable in standard ROW, Right-of-Entry (ROE), and vegetative and construction & demolition debris removal activities:

- **Head Protection** – Equipment designed to provide protection for an individual's head against hazards such as falling objects or the possibility of striking one's head against low

hanging objects. PPE used to protect the head must comply with ANSI Z89.1-1986, "American National Standard for Personnel Protection – Protective Headwear for Industrial Workers – Requirements."

- **Foot Protection** – Equipment designed to provide protection for an individual's feet and toes against hazards such as falling or rolling objects, objects that may pierce the sole or upper section of the foot, etc. PPE used to protect the feet and toes must comply with ANSI Z-41-1991, "American National Standard for Personal Protection – Protective Footwear."

- **Hand Protection** – Equipment designed to provide protection for an individual's hands against hazards such as sharp or abrasive surfaces. The proper hand protection necessary is dependent upon the situation and characteristics of the gloves. For instance, specific gloves would be used for protection against electrical hazards while the same gloves may not be appropriate in dealing with sharp or abrasive surfaces.

- **Vision/Face Protection** – Equipment designed to provide protection for an individual's eyes or face against hazards such as flying objects. PPE used to protect eyes and face must comply with ANSI Z87.1-1989, "American National Standard Practice for Occupational and Educational Eye and Face Protection." Again, the proper eye/face protection necessary is dependent upon the situation and characteristics of the equipment. For instance, eye and face protection used by individuals who are welding may not be appropriate for individuals operating a wood chipper.

- **Hearing Protection** – Equipment designed to provide protection for an individual's hearing against prolonged exposure to high noise levels. According to OSHA, the permissible level of sound is an average of 90 decibels over the course of an eight (8) hour work day. Above the sound exposure level, hearing protection is required. PPE used to protect hearing must comply with ANSI S3.19-1974, "American National Standard Practice for Personal Protection – Hearing Protection."

- **Respiratory Protection** – Equipment designed to provide protection for an individual's respiratory system against breathing air contaminated with hazardous gases, vapors, airborne particles, etc. PPE used to protect the respiratory system must comply with ANSI Z88.2-1992. In addition, the use of respiratory protection requires a qualitative fit test and in some cases a pulmonary fit test by a licensed medical professional.

6.0 PPE Debris Removal Activity

PPE requirements are made based upon the results of the job hazards assessment. The following list of PPE is organized by debris removal activity and is meant to be a representative list. Specific PPE requirements vary from location to location. In general, individuals involved in the debris removal process should personally monitor water consumption to avoid dehydration and use appropriate skin protection (breathable clothes, light colors, sunscreen, etc.). Ultimately, the selection of PPE for contractors is the responsibility of the monitoring firm and debris removal contractors' project managers. City staff must follow safety guidelines as outlined in City of Culver City Hazard Communication Program.

Debris Collection Monitoring

The hazards of disaster debris collection monitoring include, but are not limited to: struck by vehicles, falls or trips on uneven surfaces, cuts, abrasions or punctures from vegetative or C&D sharps. PPE requirements include:

- Reflective vest;
- Foot protection (rugged shoes or boots, steel toe and shank if required); and
- Long pants.

Debris Disposal Monitoring

The hazards of disaster debris disposal monitoring include, but are not limited to: struck by or caught in/between vehicles, falls or trips on stairs or uneven surfaces, cuts, abrasions or punctures from vegetative or C&D sharps and struck by falling disaster debris. Monitor towers must be equipped with a first aid kit. PPE requirements include:

- Reflective vest;
- Foot protection (rugged shoes or boots, steel toe if required);
- Long pants; and
- Hard Hat.

Debris Removal

The hazards of disaster debris removal include, but are not limited to: struck by vehicles, falls or trips on uneven surfaces, cuts, abrasions or punctures from vegetative or C&D sharps and airborne debris. In addition, PPE requirements include:

- Reflective vest;
- Vision and hearing protection;
- Foot protection (rugged shoes or boots, steel toe and shank if required); and
- Long pants.

Debris Disposal and Reduction

The hazards of disaster debris disposal and reduction include, but are not limited to: struck by or caught in/between vehicles, falls or trips on uneven surfaces, cuts, abrasions or punctures from vegetative or C&D sharps, struck by falling disaster debris and airborne particles. PPE requirements include:

- Reflective Vest;
- Foot protection (rugged shoes or boots, steel toe if required);
- Vision and hearing protection;
- Long pants; and
- Hard hat.

Debris Cutting and Trim Work

The hazards of disaster debris cutting and trimming work include, but are not limited to: struck by or caught in/between vehicles, falls or trips on uneven surfaces, cuts, abrasions or punctures from power tools, vegetative or C&D sharps, struck by falling disaster debris and airborne particles. PPE requirements include:

- Reflective vest;
- Hand and foot protection (rugged shoes or boots, steel toe if required);
- Vision and hearing protection;
- Long pants;
- Gloves; and
- Hard hat.

7.0 In the Event of Injury

In an emergency injury situation call 911 immediately or transport the injured worker to the emergency room. If the injury is not an emergency, provide first aid to the level of your training and ability and seek medical care as needed.

City City employees should report the injury to their supervisor, the project safety officer, and follow instructions from them regarding the reporting of the injury.

Contractors should report any injuries to their supervisor as well as the project safety officer.

For additional information regarding health and safety requirements, please contact your supervisor or the project safety officer.

Attachment N
SAMPLE RIGHT OF ENTRY

RIGHT-OF-ENTRY PERMIT

[For Providing Debris Removal on Private Property]

<Insert name of owner> ("Owner"), hereby permits the City of Culver City, its officers, employees, agents, contractors and subcontractors ("City"), to enter upon Owner's property commonly identified as **<insert property address>**, County of Los Angeles, State of California ("Premises"), upon the following terms and conditions:

1. Grant of Right of Entry. Owner hereby grants the City a right of entry ("Permit") over the Premises for the purpose of inspecting the Premises, testing materials on the Premises, removing and clearing any or all **<name of incident>** generated debris of whatever nature including, but not limited to, ash, vehicles, construction debris, trees, waste or other materials from the Premises, subject to the terms and conditions set forth in this Permit. It is fully understood that this Permit does not create any obligation on the City to perform inspection, testing or debris clearance. Owner understands that the City will undertake no cleanup action until the Right-of-Entry Permit is signed and returned.

2. Private Insurance Coverage. Most homeowner's insurance policies have coverage to pay for the costs of removal of **<insert type of incident>** generated debris. Owner understands that in the event federal financial assistance is received by the Owner for purposes of inspection, testing or debris removal hereunder, federal law (42 United States Code 5155, et seq.) requires Owner to reimburse the City for the cost of removing **<insert name of incident>** generated debris to the extent covered in Owner's insurance policy. Owner also understands that, when requested, Owner must provide a copy of the insurance policy, proof/statement of loss and settlement agreement from Owner's insurance company to the City**.**

Owner (_____does, ____ does not) have homeowners or similar insurance. If Owner indicates that Owner does not have such insurance, Owner certifies under penalty or perjury that there was no insurance in effect at the time of the **<insert type of disaster>**, which may provide coverage for the costs of inspection, testing or debris removal.

3. Duplication of Benefits. Owner (____ has, ____ has not) and (____ will, ____ will not) receive(d) any compensation for debris removal from any other source including Small Business Administration (SBA), individual and family grant program or any other public assistance program. Owner will advise the City in writing within 10 days of receipt of any insurance settlements for debris removal. Owner further agrees to reimburse the City within 30 days of receipt, from such proceeds, for the cost of the debris removal conducted by the City. In the event the insurance proceeds are less than the cost of debris removal incurred by the City, Owner will not be responsible for the difference. If the insurance proceeds exceed the City's cost of debris removal, Owner will keep any excess proceeds. Owner understands that all disaster related funding, including that for debris removal from private property, is subject to audit.

4. Hold Harmless. The City shall not be liable for, and Owner shall indemnify and hold harmless the City, the United States Government, the Federal Emergency Management Agency (FEMA), subcontractors, employees and volunteers, against any and all claims, deductibles, self-insured

retentions, demands, liability, judgements, awards, fines, mechanics' liens, labor disputes, losses, damages, expenses, personal injury, charges or costs of any kind or character, including attorneys' fees and court costs (herein collectively referred to as "Claims"), which arise out of or are in any way connected to actions arising out of this Permit, and hereby releases, discharges and waives any claims and action, in law or equity, arising therefrom. Owner shall make Owner's best efforts to mark any sewer lines, utilities, septic tanks and water lines located on the Premises.

5. No **City** Assumption of Liability for Remediation. In consideration of the assistance the City is providing to Owner under this Permit, at no cost to Owner, the City assumes no liability or responsibility, and Owner shall not seek to recover from the City, the United States Government, the Federal Emergency Management Agency (FEMA), the State of California, National Resource Conservation Service, CalFire, California Conservation Corps, California Department of Corrections and Rehabilitation or any of their officers, agencies, agents, contractors, subcontractors, employees and volunteers, the costs of any remediation of damages to the Premises incurred due to actions taken pursuant to this Permit.

6**.** City Agents. Any person, firm, or corporation authorized to work upon the Premises by the City, including but not limited to California Environmental Protection Agency and its contractors, National Resource Conservation Service, CalFire, California Conservation Corps, California Department of Corrections and Rehabilitation, shall be subject to all applicable terms hereof.

7. Authority. Owner represents and warrants that it has full power and authority to execute and fully perform its obligations under this Permit pursuant to its governing instruments, without the need for any further action, and that the person(s) executing this Permit on behalf of Owner are the duly designated agents of Owner and are authorized to do so, and that fee title to the Premises vests solely in Owners.

8. Entire Agreement. This Permit constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings and representations, oral or written, are superseded.

9. Modification. The provisions of this Permit may not be modified, except by a written instrument signed by both parties.

10. Partial Invalidity. If any provision of this Permit is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Permit shall not be affected thereby. Each provision shall be valid and enforceable to the fullest extent permitted by law.

11. Successors and Assigns. This Permit shall bind and benefit the parties and their successors and assigns, except as may otherwise be provided herein.

12. Notices. Any notice required hereunder shall be provided as follow:

For the City**:**

Name: _____

Department: _____
Address: _____
_____
Phone _____

For the Owner:

Name: _____
Department: _____
Address: _____
_____
Phone _____

IN WITNESS WHEREOF, Owner and the City have executed this Permit effective as of _____(date).

City:

City of Culver City, California

By:

_____
___

Owner:
Property Address:
_____
_____
By:
_____
(signature)
Phone #1: _____
Phone #2:_____
Email address:
_____

Attachment O
SAMPLE DENIAL OF RIGHT-OF-ENTRY AGREEMENT

DENIAL OF RIGHT-OF-ENTRY

[For Providing Debris Removal on Private Property]

I, **<insert name of owner>** ("Owner"), am the owner of that real property commonly known as **<insert address of property>**, City of Culver City, State of California ("Premises"), subject to all licenses, easements, encumbrances, and claims of title affecting the Premises. I have been advised of and understand the City of Culver City (City) in conjunction with various state agencies has developed an inspection and debris removal plan relating to the damage to the Premises caused by the **<insert name of incident>**. The inspection and debris removal plan calls for the inspection, testing and removal of all incident generated debris of whatever nature including but not limited to ash, vehicles, construction debris, trees, waste or other materials from the Premises. I understand that as part of the inspection and debris removal plan, the City has sought my permission to enter the Premises.

By signing this form, I am **denying consent** to the City, its officers, employees and agents to enter upon the Premises, I am accepting responsibility for the inspection, testing and removal of all **<insert name of incident>** generated debris of whatever nature from the premises in compliance with all Federal laws and regulations, State laws and regulations, and local codes and ordinances.

For purposes of this document, "City Agents" are defined as any person, agency, firm, or corporation authorized to work upon the Premises by the City including but not limited to California Environmental Protection Agency and its contractors, National Resource Conservations Service, Cal Fire, California Conservation Corps, and California Department of Corrections and Rehabilitation.

Owner represents and warrants that it has full power and authority to execute and fully perform its obligations under this Permit pursuant to its governing instruments, without the need for any further action, and that the person(s) executing the Permit on behalf of Owner are the duly designated agents of Owner and are authorized to do so, and the fee title to the Premises vests solely in Owners.

Date: _____

Owner:

Property Address: _____

_____

By:

_____

(signature)

Phone #1: _____ Phone #2: _____

Email address: _____

Attachment P
WEAPONS OF MASS DESTRUCTION/TERRORISM INCIDENT DEBRIS REMOVAL CHECKLIST

Weapons of Mass Destruction/Terrorism Incident Debris Removal Checklist

- Establish Incident Command/Unified Command, and begin immediate interfacing with other local, state, and federal responders.
- Secure outer and inner perimeters. Begin to locate large quantities of adequate fencing to strengthen the perimeter.
- Local law enforcement and FBI should establish evidence collection, and documentation processes, and protocols early on. This should include a database for data storage and retrieval.
- Establish a credentialing system, both equipment and operators. Locate an offsite area for this purpose, and designate that site as the reporting location for additional follow-on responders from other jurisdictions (local, state, and federal, etc.) Discourage responding agencies from reporting directly to the incident site. In-processing is required first.
- Locate a secure offsite location for debris to be stored and processed. Hazardous vs. nonhazardous debris is a consideration for location. It may be necessary to locate storage containers or warehouse space to store collected evidence.
- Procure heavy equipment and operators. The operators may need evidence awareness training or other specialized training such as certifications to work in a hazardous environment, or to utilize the equipment to perform search and rescue operations.
- Assist Medical Examiner's Office in locating additional space for morgue operations such as refrigerated trailers or other cold space. Coordinate with the ME's office for human remains documentation and recovery plan.

Attachment Q
DEBRIS MANAGEMENT JOB AID CHECKLISTS

Debris Manager	
Position Description:	The Debris Manager oversees disaster debris management operations in accordance with the Mass Debris Management Plan as well as local, regional, state and federal regulations
Reports To:	The Operations Chief/Public Works in the Emergency Operations Center (EOC)
Responsibilities:	• Manage debris clearance, collection, and disposal operations in accordance with the Mass Debris Management Plan (MDMP), Public Assistance (PA) guidelines, and environmental regulations. • Establishes a Debris Management Operations Center (DMOC) as needed to coordinate debris management resources. • Coordinates with Public Works to activate contractors for debris clearing and debris monitoring services. • Collaborates with Federal, State and other agency representatives in debris management operations. • Consult with the Environmental Programs and Operations for reuse and recycling options. • Provides updates to the EOC regarding debris management operations. • Reviews and approves public information messages regarding debris operations. • Coordinates with the EOC and Finance in the tracking of debris management costs. • Coordinates the demobilization of debris management operations.

Street Clearing Supervisor	
Position Description:	The Street Clearing Supervisor oversees street clearing operations immediately following a disaster to ensure emergency vehicles and utility restoration crews can access and traverse roads in conducting emergency response operations.
Reports To:	Debris Manager
Responsibilities:	• Stage and ready resources immediately prior to an expected incident to ensure they will be fueled and ready to activate in the event they are needed to clear debris off jurisdiction streets. • Oversee street clearing immediately following a debris generating incident. • Coordinate force account and contract resources to clear streets of debris in accordance with established objectives and priorities. • Track the progress of street clearing operations. • Provide regular updates to the Debris Manager regarding the status of operations. • Coordinate with the Safety Coordinator to ensure street clearing operations are conducted in a safe manner. • Ensure all hours, expenses and equipment use are accurately documented.

Debris Collection and Disposal Supervisor	
Position Description:	The Debris Collection and Disposal Supervisor oversees debris collection and disposal operations.
Reports To:	Debris Manager
Responsibilities:	• Coordinate with force account and contract resources to stage and ready resources immediately prior to an expected incident to ensure they will be ready to activate in the event they are needed to collect debris. • Coordinate with the Debris Monitoring Contractor to conduct truck certifications. • Coordinate local and contract resources to conduct debris collection operations in accordance with established objectives and priorities. • Coordinate with the Debris Monitoring Contractor to conduct collection, DMS and disposal site monitoring. • Activate DMSs as needed in coordination with relevant departments and agencies. • Coordinate with the Environmental Division Supervisor to conduct soil sampling at DMS locations prior to and after closure of DMS. • Coordinate with local labor and contractors to ensure debris is recycled or disposed of in accordance with regulatory guidelines. • Coordinate local and contract resources to conduct special debris operations including dangerous trees, privately owned vehicles and vessels, waterway debris removal, parks debris removal, and private property debris removal in accordance with FEMA authorization and guidelines. • Track the progress of debris collection, recycling and disposal in coordination with the Debris Monitoring contractor. • Provide regular updates to the Debris Manager regarding the status of operations. • Coordinate with the Safety Coordinator to ensure debris collection and disposal operations are conducted in a safe manner. • Ensure all hours, expenses and equipment use is accurately documented.

Environmental Supervisor	
Position Description:	The Environmental Supervisor monitors the impacts of debris operations and liaises with regional, State and Federal environmental agency representatives.
Reports To:	Reports to the Debris Manager
Responsibilities:	• Liaise with regional, State and Federal environmental agencies and contractors to monitor the environmental impacts of debris management operations including air, soil and asbestos monitoring. • Coordinate with the Debris Collection and Disposal Supervisor, to conduct soil sampling at DMS locations prior to and after closure of DMS. • Track the progress of environmental monitoring and testing operations and document results. • Provide regular updates to the Debris Manager regarding the status of environmental monitoring operations. • Coordinate with the Safety Officer to ensure environmental monitoring operations are conducted in a safe manner. • Ensure all hours, expenses and equipment use is accurately documented.

Debris Management Site Supervisor	
Position Description:	The Debris Management Site Supervisor oversee the operations and demobilization of debris management sites.
Reports To:	Debris Manager
Responsibilities:	• Oversee the opening and operation of debris management sites. • Assist in acquiring needed permits for temporary debris management operations. • Coordinate with the Safety Officer to ensure debris management site operations are conducted in a safe manner. • Oversee haul out of debris and closure of debris management sites to their condition prior to being used as debris management sites. • Ensure all hours, expenses, and equipment use are accurately documented.

Street Clearing Task Forces	
Position Description:	The Street Clearing Task Forces conduct street clearing immediately following a disaster to ensure emergency vehicles and utility restoration crews can access and traverse roads in conducting emergency response operations.
Reports To:	Street Clearing Supervisor
Responsibilities:	• Coordinate through the Street Clearing Supervisor to divide into teams and clear streets of debris in accordance with established objectives and priorities. • Report any hazardous conditions such as downed power lines, hazardous materials spills, natural gas leaks to the proper authorities as well as the Street Clearing Supervisor. • Track the progress of the Street Clearing Task Forces in street clearing operations. • Provide updates as required to the Street Clearing Supervisor regarding the status and progress of the Task Force. • Obey the health and safety policy and follow health and safety guidance in conducting street clearing operations. • Ensure all hours, expenses and equipment use is accurately documented.

Debris Removal Task Forces	
Position Description:	The Debris Removal Task Forces conduct debris collection and disposal operations.
Reports To:	Debris Collection and Disposal Supervisor
Responsibilities:	• Coordinate through the Debris Collection and Disposal Supervisor to divide into task forces, each consisting of a debris hauler and debris monitor, to collect debris and deliver it the appropriate location for reduction, recycling or disposal. • Report any hazardous conditions such as downed power lines, hazardous materials spills, natural gas leaks to the proper authorities as well as the Debris Collection and Disposal Supervisor. • Provide updates as required to the Debris Collection and Disposal Supervisor regarding the status and progress of the Debris Removal Task Force. • Obey the health and safety policy and follow health and safety guidance in conducting debris removal, reduction, and disposal operations. • Ensure all hours, expenses and equipment use is accurately documented.