



# Local Disaster Debris Management Plan Development Checklist

This ***Local Disaster Debris Management Plan Development Checklist*** is designed to be used in tandem with the ***WRHSAC Disaster Debris Management Plan Template and Appendices***. This checklist incorporates the required information included in the ***MassDEP Local Disaster Debris Management Plan Checklist*** dated July 2014 and in the ***FEMA Debris Management Plan Checklist*** attached to the ***FEMA Public Assistance Alternative Procedures Pilot Program – Debris Removal Debris Management Plan Review Job Aid*** dated June 28, 2015. Completion of the items in this checklist and its submission with the plan should help to facilitate a timely acceptance of the plan by state and federal authorities reviewing the plan for compliance with their requirements, including MassDEP, MEMA, and FEMA.

Section and Page references included below (*shown in italics*) refer to locations in the Template and its associated Appendices, where applicable. Municipalities developing their own plans based on the Template should revise these references to refer to the specific locations in their own plan. Likewise, the potential Responsible Parties (also shown below in italics) should be revised to reflect the specific officials and agencies designated as the responsible parties for key tasks as assigned by the municipality in their own individualized plan. Municipalities may want to submit the completed checklist along with their Draft Plan to the reviewing agencies. PLEASE NOTE THAT THE BOXES NEXT TO THE ITEMS IN THE CHECKLIST CAN BE CHECKED OFF BY SIMPLY CLICKING ON THEM WITH A CURSOR.

**Key steps in the municipal planning process for developing a Local Disaster Debris Management Plan** are summarized below, with more detailed tasks and strategies for completing them identified in the following checklist:

1. Form a Local Disaster Debris Management Plan Development Planning Committee, including a leader and clerk
2. Assess likely events that could generate disaster debris, focusing especially on a Category 3 hurricane
3. Develop estimates of the types and quantities of debris to be managed
4. Assess possible/available debris management sites (DMS) for each type of debris
5. Submit information and site plans for each identified DMS to the MassDEP Western Regional Office's Solid Waste Management Section Chief for pre-certification
6. Develop a Draft Local Disaster Debris Management Plan using the ***WRHSAC Disaster Debris Management Plan Template*** and submit to local and regional agencies for review
7. Submit the final Draft Local Disaster Debris Management Plan to the MEMA Mitigation & Disaster Recovery Section for review and acceptance; once they have accepted the Plan, MEMA staff will transmit the plan to the FEMA Region I Public Assistance Branch for final review and acceptance
8. Adopt the FEMA-accepted Plan and submit it to key local and regional agencies for formal endorsement

**If this is an active emergency and there is no approved or proposed DMS**, refer to the ***WRHSAC Debris Management Action Guide*** for instructions on how to proceed with the emergency DMS identification process.

## LOCAL GOVERNMENT ROLES AND RESPONSIBILITIES

<b>Does your plan do the following:</b>	<b>Section/Page</b>
<input type="checkbox"/> Describe the plan's purpose and objectives?	§1.1/p.1
<input type="checkbox"/> Establish a debris management team, including a team leader?	§2.4/pp.15-19
<input type="checkbox"/> Outline who is responsible for the functions identified?	<b>Responsible Parties</b> §2.4/pp.15-19
⇒ Pre-planning: This includes forecasting debris quantities, identifying local government and contractor resources, establishing a master street map and recommended debris collection routes, and identifying a debris management site(s)	<i>administration, operations, contracting, planning, public works, solid waste facilities, EMD, BOH, ConCom, utilities/water/sewer, historic commission, fire, police</i> §2.4/pp.15-19
⇒ Estimating post-disaster debris quantities	<i>operations, public works, solid waste facilities, Debris Management Site project manager, monitors and safety personnel</i> §2.4/pp.15-19
⇒ Local incident command: Overseeing debris management activities as part of the overall disaster response	<i>administration, EMD, fire, police</i> §2.4/pp.15-19
⇒ Conducting response activities	<i>administration, emergency management director operations, engineering, contractors</i> §2.4/pp.15-19 §4.3/pp.42-44
⇒ Conducting recovery activities	<i>administration, EMD, operations, engineering, contractors</i> §2.4/pp.15-19 §4.4/pp.44-45
⇒ Monitoring and tracking costs for reimbursement purposes	<i>planning, administration, finance, monitors</i> §2.4.2/p.17 §2.4.4/p.18
⇒ Managing reimbursement with state and federal government	<i>contracting, finance, administration</i> §2.4.2/p.17 §2.4.4/p.18
⇒ Communicating with state and federal emergency management officials	<i>local incident command, administration, EMD, operations, public information staff</i> §2.4/pp.15-19
⇒ Preparing public information and outreach	<i>local incident command, public information staff</i> §2.4/pp.15-19
⇒ Managing and overseeing any applicable contractors, including what duties contractors will be responsible for	<i>contracting, operations, engineering, public works, Debris Management Site project manager, solid waste facilities</i> §2.4/pp.15-19
⇒ Establishing or updating mutual aid agreements with adjacent and other nearby towns	<i>administration, legal</i> §2.5/p.19
⇒ Ensuring that health and safety procedures are in accordance with State/local health and safety standards/requirements	<i>administration, Debris Management Site project manager, legal, BOH, ConCom, fire, police</i> §2.4/pp.15-19
<input type="checkbox"/> Establish an organizational chart with names and contact numbers for distribution to the planning staff?	Table 2.1/p.17
<input type="checkbox"/> List information in different formats (i.e., paper and electronic) and in multiple locations?	Appendices, esp. Appendix B

## GENERAL DEBRIS MANAGEMENT PLANNING

Have you coordinated with MassDEP and MEMA on the development of your debris plan?

**Does your plan do the following:**

**Section/Page**

Describe how workers and the public will be protected and discuss the specific measures for adherence to safety rules and procedures?

§5.4.7/p.56

Identify all debris operations that will trigger compliance with environmental and historic preservation laws and how compliance will be attained?

§5.4.8/p.57

Include a schedule to train staff and others on the debris management plan?

§2.3/pp.14-15  
§2.4/pp.15-19  
§4.1.1/pp.41-42

Include a debris collection and management site hazard analysis? (see FEMA's Public Assistance: Debris Management Guide – 325, Appendix E: Debris Collection and Management Site Hazard Analysis at: <http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>)

§5.3/pp.50-54  
Appendix H

Identify equipment and other resources that could be shared among neighboring municipalities? Does the community have mutual aid agreements with other communities?

§2.5/p.19

Identify local ordinances that may apply to debris management activities?

§2.4/pp.15-19  
§4.1/pp.41-42

Identify procedures for acquiring required regulatory permits or other approvals?

§5.3/pp.50-54  
§5.4.7/p.56  
§5.4.8/p.57  
§5.6/pp.62-63

Ensure that debris management planning is addressed in the jurisdiction's Comprehensive Emergency Management Plan?

§2.4/pp.15-19  
§4.1/pp.41-42  
§4.3/pp.42-44

Include a schedule to update the debris management plan?

§4.1.1/pp.41-42

## DEBRIS QUANTITIES AND TYPES

**Does your plan do the following:**

**Section/Page**

Forecast the type and quantity of debris to better determine the required response and recovery resources, number and size of storage and reduction sites, and the final disposition of the disaster-related debris. In Massachusetts a class 3-hurricane will likely be the worst-case scenario. See the USACE model for hurricanes at: <http://www.usace.army.mil/Missions/EmergencyOperations/DisasterImpactModels.aspx>

§3.4.1/pp.27-28  
Appendix F

Address the basis for planning, which includes assumptions for various events and forecasting/modeling for debris volumes? Does the plan use historical or existing information, or, does it use the USACE forecasting model?

§3.4.1/pp.27-28  
Appendix F

Identify the overall debris estimate total for a class 3 hurricane? If included, specify here: \_\_\_\_\_ cubic yards

Table 3.1/p.28

Consider the different types of debris? For a list of debris types see the MassDEP's *Disaster Debris Management Planning: An Introduction for Local Government Officials* guide located at: <http://www.mass.gov/eea/docs/dep/recycle/laws/debrguid.pdf>

§3.4.2/pp.28-29  
§3.5/pp.29-33

## DEBRIS CLEARANCE AND COLLECTION PLAN

Does your plan do the following:	Section/Page
<input type="checkbox"/> Include priorities for the clearance of debris and outline a response operation, including mapping critical facilities and anticipated concentrations of debris?	§4.3/pp.42-44 DMS Map/p.51 Appendix C
<input type="checkbox"/> Include priorities for collection of debris? What collection options does the plan include? (You may check more than one)	§1.4/pp.5-7
<input type="checkbox"/> Curbside collection through existing solid waste and recycling contractors	§3.7/p.35 §5.4.9/pp.57-58
<input type="checkbox"/> Additional clearance and collection routes for certain types of debris (e.g., white goods or electronics, vehicles)	§3.5/p.30 §5.3/pp.53
<input type="checkbox"/> Collecting material at existing or temporary additional drop-off centers	§5.4.9/pp.57-58
<input type="checkbox"/> Residents self-hauling material directly to debris management sites	§5.4.9/pp.57-58
<input type="checkbox"/> Relying on the state disaster debris management contract (HLS03)	§3.7/pp.34-38 §3.8/p.37 Appendix I #3
<input type="checkbox"/> Identify all local resources that may be available to assist with debris collection and management?	§3.7/pp.34-38
<input type="checkbox"/> Does the plan define the types of work force account labor will accomplish?	§3.9/pp.39-40
<input type="checkbox"/> Outline contracting needs/operations to be outsourced?	§3.7/pp.34-38
<input type="checkbox"/> Emphasize debris separation to maximize recycling, composting, and other diversion from disposal throughout all stages of debris management?	§3.6/pp.33-34 §5.4/p.54 Appendix B
<input type="checkbox"/> Identify a process for the collection of any materials that require separation (e.g., hazardous waste, white goods, vehicles)?	§3.5/pp.29-33 §3.6/pp.33-34 Appendix B Appendix I #4
<input type="checkbox"/> Address monitoring of the debris pickup sites?	§3.8/pp.36-39 §4.4.1/p.45 §5.1/pp.48 §5.4.4/p.55 §5.5/pp.58-61

## DEBRIS DESTINATIONS AND DEBRIS MANAGEMENT SITES (DMS)

Does your plan do the following:	Section/Page
<input type="checkbox"/> Include an estimate of the number of acres of debris management sites needed to handle the given quantities of debris? (To estimate debris site storage requirements from a hurricane, see the US Army Corps of Engineers Hurricane Debris Estimating Model at: <a href="http://www.usace.army.mil/Missions/EmergencyOperations/DisasterImpactModels.aspx">http://www.usace.army.mil/Missions/EmergencyOperations/DisasterImpactModels.aspx</a> Estimated Acreage Needed _____)	§3.4.1/pp.27-28 Table 3.1/p.28 Appendix F
<input type="checkbox"/> Identify all recycling, composting, C&D processing, and other solid waste diversion outlets within reasonable shipping range, as well as transfer stations, landfills and other municipal waste combustors that can be used?	§1.2.3/p.4 Table 1.4/p.4 Appendix B
<input type="checkbox"/> Include priorities for clearance, collection, and disposal of debris?	§3.5/pp.29-33
<input type="checkbox"/> Include a process for the management of hazardous waste and/or white goods?	§3.5/pp.29-33 §3.6/pp.33-34 Appendix B Appendix I #4
<input type="checkbox"/> Design the necessary environmental controls for hazardous waste at the collection centers, such as liners and berms?	§3.5/pp.31-32 §5.4.8/p.57

<input type="checkbox"/> List a selected DMS site(s) that meets the preferred selection criteria set by MassDEP? If it is not possible to meet all the criteria, sites that meet the criteria as closely as possible should be selected. (For preferred selection criteria in Massachusetts, see MassDEP's <i>Disaster Debris Management Planning: An Introduction for Local Government Officials</i> guide located at: <a href="http://www.mass.gov/eea/docs/dep/recycle/laws/debrguid.pdf">http://www.mass.gov/eea/docs/dep/recycle/laws/debrguid.pdf</a> ).	§5.3/pp.50-54 DMS Map/p.51 Appendix H
<input type="checkbox"/> Address notification to and pre-certification by MassDEP of the proposed DMS site location(s)?	Exec. Summary §5.3/p.54 Appendix H Appendix M
<input type="checkbox"/> Address local, state, and federal DMS environmental requirements? (Local requirements may vary. For State requirements, see MassDEP's <i>Disaster Debris Management Planning: An Introduction for Local Government Officials</i> guide located at: <a href="http://www.mass.gov/eea/docs/dep/recycle/laws/debrguid.pdf">http://www.mass.gov/eea/docs/dep/recycle/laws/debrguid.pdf</a> ). For other requirements see FEMA's Public Assistance: Debris Management Guide – 325: <a href="http://www.fema.gov/pdf/government/grant/pa/demagde.pdf">http://www.fema.gov/pdf/government/grant/pa/demagde.pdf</a> ) Particular issues to consider include:	§5.4.8/p.57 Appendix B Appendix K #1
<input type="checkbox"/> Necessary permits or permission to operate	§5.3/pp.50-54 §5.4.7/p.56 §5.4.8/p.57 §5.6/pp.62-63
<input type="checkbox"/> Baseline data for each location that includes photos and identification of any existing contamination	§5.3/pp.50-54 DMS Map/p.51 Appendix H
<input type="checkbox"/> Proper ingress and egress routes for each site	Appendix H
<input type="checkbox"/> Site layout and the proper flow of debris throughout the site	Appendix H
<input type="checkbox"/> Proper site preparation	§4.3.1/p.43
<input type="checkbox"/> A process to consolidate materials for recycling	§3.6/pp.33-34 §5.4/p.54 Appendix B
<input type="checkbox"/> Volume reduction methods and procedures?	§5.3/p.50 §5.4/p.54
<input type="checkbox"/> For chipping?	§3.5/p.29 §3.7/p.35
<input type="checkbox"/> For burning? (only with prior written approval from MassDEP)	§3.7/p.34-38 §5.6/pp.62-63
<input type="checkbox"/> Disposing of materials that cannot be diverted?	§5.6/pp.62-63
<input type="checkbox"/> Include an environmental monitoring program? Are there sample debris monitor reports?	§5.5.1/pp.59-60 Appendix Q
<input type="checkbox"/> Have a site closure plan?	§5.6/pp.62-63
<input type="checkbox"/> Whether the locality will contract out operation of the DMS? If so, are there clear contracting terms on proper management of the site?	§3.7/pp.34-38 §3.8/pp.36-39
<b>PRIVATE PROPERTY DEMOLITION AND DEBRIS REMOVAL</b>	
<b>Does your plan address the following:</b>	<b>Section/Page</b>
<input type="checkbox"/> Authority and processes for private property debris removal including condemnation criteria and procedures? Does it include:	§5.4.9/pp.57-58
<input type="checkbox"/> Legal documentation	§5.4.9/pp.57-58
<input type="checkbox"/> Demolition permitting	§5.4.9/pp.57-58

<input type="checkbox"/> Inspection authority	§5.4.9/pp.57-58 Appendix L
<input type="checkbox"/> Hazardous waste removal authority	§5.4.9/pp.57-58 Appendix L

## CONTRACTING

Does your plan do the following:	Section/Page
<input type="checkbox"/> Describe the types of debris operations that will be contracted? Does the plan describe the process and procedure for acquiring competitively procured contracted services?	§3.7/pp.34-38 Appendix I Appendix J
<input type="checkbox"/> Identify at least one or more debris contractors that it has prequalified to conduct disaster debris management work? (Note: State contract # “HLS03” provides disaster debris management services that can be accessed by cities and towns at their cost.) You may also choose to rely on an existing contract (e.g., trash and recycling collection, hazardous product collections) for some services. For more information, see the WRHSAC Disaster Debris Management Plan Template, Appendix I, #3 on p. I-10 for a copy of the HLS03 Contract User Guide and/or do the following:	§3.8/pp.36-39 Appendix I
⇒ Visit <a href="http://www.commbuys.com">www.commbuys.com</a>	
⇒ Select the Contract & Bids Search	
⇒ Click on Contracts/Blankets	
⇒ In Contract/Blanket Description enter “HLS03”	
⇒ Click “Find It”	

## COMMUNICATION AND OUTREACH

Does your plan do the following:	Section/Page
<input type="checkbox"/> Include a public information strategy to ensure that the general public and media receive accurate and timely information about debris operations?	§5.2/pp.48-49 Appendix G
<input type="checkbox"/> Identify and outline alternative outreach channels that can be used? <i>Please list:</i> _____	Appendix G #3
<input type="checkbox"/> Include pre-scripted information (e.g., press releases, fliers explaining collection and separation procedures, emergency contact information, etc.)?	Appendix G

## FUNDING, REIMBURSEMENT, MONITORING, AND RECORD KEEPING

Does your plan do the following:	Section/Page
<input type="checkbox"/> Outline funding mechanisms for debris management?	§2.1/pp.9-11 §4.3/pp.42-44
<input type="checkbox"/> Does the plan describe who and how debris removal contractors will be monitored at pickup sites, Debris Management Sites/Temporary Debris Storage and Reduction Sites and final disposal?	§3.8/pp.36-39 §5.5/pp.58-61
<input type="checkbox"/> Include monitoring report procedures and forms as listed in the appendices of the FEMA’s Public Assistance: Debris Management Guide – 325: <a href="http://www.fema.gov/pdf/government/grant/pa/demagde.pdf">http://www.fema.gov/pdf/government/grant/pa/demagde.pdf</a> Note that state contract # “HLS02” provides disaster debris monitoring services that can be accessed by cities and towns at their cost (see the WRHSAC Disaster Debris Management Plan Template, Appendix I, #2 on p. I-7 for a copy of the HLS02 Contract User Guide or follow the instructions above for accessing the information on <a href="http://www.commbuys.com">www.commbuys.com</a> ).	§5.5.3/pp.60-61 Appendix B Appendix I #2 Appendix Q