

## **PROCEDURES TO APPROVE EMERGENCY DEBRIS MANAGEMENT SITES FOR HURRICANE GENERATED DEBRIS**

Complete the attached Emergency Debris Management Site Evaluation & Request Form and specifically note whether the site was used previously. To prevent any delay in receiving your written approval, please make sure all of the requested information on the Emergency Debris Management Site Evaluation & Request Form is supplied and is as accurate as possible. Refer to Section 5.0 of the DEQ Comprehensive Plan for Disaster Clean-up and Debris Management for more information on debris management sites.

To aid in selecting an appropriate site, the following criteria should be considered:

- Does the site have historical preservation approval? Pre-approval can not be granted until this is completed. Previously approved sites should have received SHPO documentation.
- What is the proposed use for this site?
- Is it easily accessible by the types of vehicles transporting the debris?
- Is it removed from obstructions such as power lines and pipelines?
- Is the site considered to be a wetland area, as defined by the U.S. Army Corps of Engineers?
- Is the general site topography conducive to the activity that will be conducted there?
- Are there nearby occupied residences and/or businesses that will be inconvenienced or adversely affected by use of this site?
- Is the size sufficient for its intended use?
- Is the soil type suitable for its intended use?
- Is the site a previously authorized location that is being reactivated for use?
- Is the site located near water bodies such as rivers, lakes or streams and their proximity to occupied dwellings?
- What is its proximity to the impacted area?
- Ownership of site? If not government owned, the applicant needs to have secured access rights to the property.

Once DEQ receives this request, the site suitability will be determined based on the information provided and/or inspection of the proposed site by DEQ personnel.

The governing authority will be notified when the site is approved and the information will be available to the public on the DEQ website. <http://www.deq.louisiana.gov>

Vegetative sites will be required to implement reductions of the vegetative debris stream utilizing chipping, grinding, recycling or other methodologies as directed in LA R.S. 30:2413.1. For more information on vegetative reductions and the Weekly Debris Management Reports (WDMRs) you can email [deqdebrisreduction@la.gov](mailto:deqdebrisreduction@la.gov).

Email the completed form to [deqdebrisrequest@la.gov](mailto:deqdebrisrequest@la.gov) or fax to 225-325-8236.  
Email debris questions to [deqdebrisinquiry@la.gov](mailto:deqdebrisinquiry@la.gov) or call 225-219-3070

# LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY (LDEQ)

## Emergency Debris Management Site (EDMS) Evaluation & Request Form<sup>1</sup>

<b>Date:</b>	Please check one:		
<b>Applicant Name</b> <i>(City, Parish, Agency)</i>	Government Type	Official Government Name	
	<input type="checkbox"/> Parish		
	<input type="checkbox"/> Municipal		
	<input type="checkbox"/> State		
	<input type="checkbox"/> Federal		
	<input type="checkbox"/> Other		
<small>To fill in check boxes place mouse on box and double click left side of mouse twice and choose the 'checked' default value. Other: school boards, waste districts, park commissions, drainage districts, quasi-governmental agencies, etc.</small>			
<b>Applicant Official</b> <i>(Parish President, Mayor, etc.)</i>	Name _____ Title _____		
	Mailing Address (PO Box/Street Address) _____	City _____ Zip Code _____	
	Telephone Number _____	Email Address _____	
<b>Site Action Requested</b>	Please check one:		
	<input type="checkbox"/>	Post Disaster Emergency Debris Management Site (EDMS) request for debris for Disaster _____ Name of Disaster _____	
	<input type="checkbox"/>	Pre Disaster Pre-approved EDMS request for processing vegetative debris	
	<input type="checkbox"/>	Modification for existing approved Post Disaster EDMS for debris for Disaster _____ Name of Disaster _____	
	<input type="checkbox"/>	Modification for existing issued Pre Disaster Pre-approved EDMS for processing vegetative debris	
<b>Previously approved sites</b>	YES	NO	Questions for previously approved sites
	<input type="checkbox"/>	<input type="checkbox"/>	Was this site approved for use in a prior disaster? If yes, which disaster and when.
	<input type="checkbox"/>	<input type="checkbox"/>	Is the requested site activity (i.e. burning of vegetative debris) the same as the approved activity in the last disaster? If not, explain.
	<input type="checkbox"/>	<input type="checkbox"/>	Have the site <u>and</u> surrounding area conditions changed (i.e. added development) since the last prior use? If so, explain.
<b>AI Number:</b>	Agency Interest Number (for previously issued sites only): AI _____		
<b>Requested Activities</b>	Type of Debris Site	Activity Requested	
	Pre Disaster PRE-APPROVED EDMS for processing VEGETATIVE DEBRIS	<input type="checkbox"/> staging <input type="checkbox"/> open burning <input type="checkbox"/> burning (ACD) <input type="checkbox"/> chipping & grinding <input type="checkbox"/> composting	
	Post Disaster EDMS for processing VEGETATIVE DEBRIS	<input type="checkbox"/> staging <input type="checkbox"/> open burning <input type="checkbox"/> burning (ACD) <input type="checkbox"/> chipping & grinding <input type="checkbox"/> composting	
	Post Disaster EDMS for STAGING	<input type="checkbox"/> C&D <input type="checkbox"/> E-Waste <input type="checkbox"/> white goods <input type="checkbox"/> HHW <input type="checkbox"/> vessels/vehicles <input type="checkbox"/> orphan drums <input type="checkbox"/> wood waste	
	Post Disaster EDMS for RECYCLING	<input type="checkbox"/> C&D <input type="checkbox"/> E-Waste <input type="checkbox"/> white goods <input type="checkbox"/> tires <input type="checkbox"/> metals <input type="checkbox"/> other (list): _____	
<b>Parish Burn Approval Requirement</b>	Proposed Emergency Debris Management Sites requested by a government entity other than the Parish <b>must submit a Parish Burn Approval<sup>1</sup></b> for the full time burning is expected (i.e. disaster, pre-approval) before a request for burning will be approved by the LDEQ. Exemption: a municipality in which the proposed site is located inside its jurisdictional city limits. Municipalities in which the proposed site is located out-side of its jurisdictional city limits <b>must submit a Parish Burn Approval</b> with this form to prevent a delay in processing.		
<b>For Municipalities ONLY</b>	<input type="checkbox"/> A Parish Burn Approval is <b>NOT</b> required for this request because the site is for a municipality that is located within its jurisdictional city limits.		

SHPO Requirement

All Applicants are responsible for coordinating with the Louisiana State Preservation Office (SHPO) at 225-342-8170, FAX 225-342-4480, or email: [archaeology@crt.state.la.us](mailto:archaeology@crt.state.la.us). Please submit a copy of your request to SHPO<sup>1</sup> for approval regarding ground disturbance activity with this request. No request will be processed without this submittal.

<sup>1</sup> To prevent a delay in receiving your written approval, please make sure all of the requested information on the Emergency Debris Management Site Evaluation & Request Form is supplied, the information is as accurate as possible, and the necessary Parish Burn Approval and copy of SHPO request is attached where applicable.

LDEQ Emergency Debris Management Site Evaluation & Request Form

Site Criteria Add additional page if needed to answer questions	<table border="1"> <thead> <tr> <th>#</th> <th>YES</th> <th>NO</th> <th>N/A</th> <th>Site Criteria (to be filled out only for proposed sites not for existing sites requesting modification)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Is the proposed site located 100 feet from property boundaries and on-site structures? If less than 100 feet, what is the distance(s) from the proposed site?</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>If the proposed site is a burn site, is it located 1000 feet from residences, businesses, schools, hospitals, clinics, private wells, septic tank systems, or roads? 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Site Address	Address		City/Zip Code	Parish																																															
Location of Site	If the site does not have a 911 address, please provide the specific street, road, highway, interstate, and/or location directions for this site. (Landmarks, mile markers, attach detailed directions, if necessary.)																																																		
Site Entrance GPS (required for approval)	decimal degrees required LAT:		decimal degrees required LONG:																																																
Hours of Operation	Hours	AM -	PM	Days <input type="checkbox"/> M-F OR <input type="checkbox"/> 7 DAYS/WK OR <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Su	Burning is Restricted from 8 AM – 5 PM																																														
Governmental Site Contact	Name		Title																																																
	Telephone Number		Email Address																																																
Site Operator	Company Name		Site Contact Person																																																
	Telephone Number		Email Address																																																

Site Owner	Name	Address
	Telephone Number	Email Address
Official Completing Request	Name	Title
	Telephone Number	Email Address
I certify that (Applicant) _____ has complied with all the above conditions and will comply with the conditions of the Management Plan and effective <b>Declarations of Emergency and Administrative Order</b> .		Office Use Only <input type="checkbox"/> Interim approval <input type="checkbox"/> Copy filed
		Regional Office Contact _____
<b>SIGNATURE</b>	<b>PRINT</b>	<b>DATE</b>
* Applicant is responsible for notifying First Responders (911 Center, Fire & Rescue, Law Enforcement and EMS) of the site entrance location and activities at this site.		HQ Processor Comments:
<b>Email form to <a href="mailto:deqdebrisrequest@la.gov">deqdebrisrequest@la.gov</a> or fax to 225-325-8236. Email questions to <a href="mailto:deqdebrisinquiry@la.gov">deqdebrisinquiry@la.gov</a> or call 225-219-3070</b>		