

Instructions for Completing the Emergency Debris Site Request Form

Complete the attached Emergency Debris Site (EDS) Request Form. **To prevent any delay in receiving your written approval, please make sure all of the requested information on the EDS Request Form is supplied and as accurate as possible.** Refer to Section 5.0 of the Louisiana Department of Environmental Quality (LDEQ) Comprehensive Plan for Disaster Clean-up and Debris Management for more information on debris management sites: <http://www.deq.louisiana.gov/portal/tabid/2853/Default.aspx>.

Once LDEQ receives this request, the site suitability will be determined based on the information provided and inspection of the proposed site by LDEQ personnel. The governing authority will be notified when the site is approved. **Email the completed form to deqdebrisrequest@la.gov or fax to 225-325-8236. Email debris questions to deqdebrisinquiry@la.gov or call 225-219-3070.**

Applicant Name – Indicate the government type and list the name of the governmental entity applying for the debris site. List only **one**. If more than one governmental entity wishes to use the site, then a separate request should be filled out and sent in for each. This application is for governmental entities only. Private individuals or companies cannot apply.

Applicant Official – List the head of the applicant's government. For example, cities would list the mayor; parishes would list the parish president. This may or may not be the same person as the government site contact.

Site Address/Location – List the site address. If there is no address describe, with as much detail as possible, directions for getting to the site from the nearest town or city. Please include a site map.

Government Site Contact – List the contact information for the governmental person who should be contacted with any questions for the site. This is not the contractor and may or may not be the applicant official.

Site entrance GPS – List the latitude and longitude of the site entrance in decimal degrees.

Hours of Operation – Indicate the hours and days the site will be open to process emergency debris.

Previously Approved Sites – Answer questions as applicable. If the site was approved for a previous disaster, indicate this and list the approved emergencies (e.g., Katrina, Gustav, etc.).

Requested Activities & Site Action Requested – Definitions of the requested activities follow on the next page. Check the activities desired. Pre-approvals are only approved for the listed activities. If, after a disaster occurs, more activities are needed, a new request must be filled out and submitted for approval.

Note: 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.

Note: Staging/Segregation of white goods only allows for the placement and segregation of white goods on a debris site. Preparation of white goods allows for removal of putrescible waste, refrigerants, mercury switches, etc. before white goods are sent off for recycling. If the debris site is intended to serve both purposes, please select both.

Parish burn approval – For any site that is requesting burning, a letter from the parish where the site exists must be obtained stating that the parish gives approval to the applicant to burn. The only exceptions to this are for requests for sites from the parish itself (that are located within the boundaries of the requesting parish) and for cities where the requested site is within the city limits. State agencies are required to have parish burn approval. If there is trouble obtaining a burn approval from the parish, please notify us.

SHPO – ALL sites are required to have approval from the Louisiana State Historic Preservation Office (LSHPO). If this approval has been received for a previous disaster, please include this approval. If no SHPO approval exists, please fill out the form on the last page of this request. Once LDEQ receives the request, we will forward this request to SHPO and ask that they send the approval to the applicant and copy LDEQ on this approval. If you have questions on the information needed for this form, please contact SHPO directly. Contact information is provided at the bottom of the SHPO form.

Site criteria – Provide answers to questions. If site criteria are not met, consider finding another location, as this site will likely be denied. The distance between the proposed site and:

- property boundaries and on-site structures should be at least 100 feet.
- proposed burn sites should be at least 1000 feet from residences, businesses, schools, hospitals, clinics, private wells, septic tank systems, and/or roads
- chipping & grinding sites should be at least 300 feet from residences, businesses, schools, hospitals, clinics, private wells, septic tank systems, and/or roads.
- surface waters should be at least 100 feet.
- potable wells should be at least 250 feet.
- airports should be at least 10,000 feet.

Note: LDEQ may approve sites that are below these distances under certain circumstances.

Site Operator – List the person/company who will be operating the site, if this is known.

Site Owner – List the owner of the site. The applicant is responsible for making arrangements with the site owner if the applicant is not the owner.

Official Completing Request – List the contact information for the person filling out the form.

Signature Box – List the applicant provided in the first box on the first page. This box should be signed by the applicant official (listed in the second box on the first page).

Definitions of debris types – Notwithstanding the definitions of debris types as set forth in the solid waste and hazardous waste regulations, the following definitions are applicable to emergency debris types as contained in the DEQ Emergency Debris Site (EDS) Request Form. Thus, when the applicant selects the requested activities for which approval is sought, it should refer to, and be guided by, the following definitions.

- **Emergency C & D debris** is nonhazardous waste generally considered not water-soluble including, but not limited to, metal, concrete, brick, asphalt, roofing materials (shingles, sheet rock, plaster), or lumber from a construction, remodeling, repair, renovation, or demolition project. C & D debris does not include asbestos-containing material RACM as defined in LAC 33:III.5151.B, white goods, creosote-treated lumber, and any other item(s) not an integral part of the structure.
- **Electronic wastes** are wastes composed of devices or components thereof that contain one or more circuit boards and are used primarily for data transfer or storage, communication, or entertainment purposes,

including but not limited to, desktop and laptop computers, computer peripherals, monitors, copying machines, scanners, printers, radios, televisions, camcorders, video cassette recorders (VCRs), compact disc players, digital video disc players, MP3 players, telephones, including cellular and portable telephones, and stereos.

- **Household hazardous waste (HHW)** is waste that can catch fire, react, explode, is corrosive or toxic that is generated by individuals on the premises of a residence for individuals (a household) and composed primarily of materials found in the wastes generated from homes. Wastes generated by commercial or industrial establishments that appear to be the same as household waste are not considered household hazardous waste and must follow state and federal hazardous waste regulations.
- **Metals** (or scrap metals) are bits and pieces of metal parts (e.g., bars, turnings, rods, sheets, wire) or metal pieces that may be combined together with bolts or soldering (e.g., radiators, scrap automobiles, railroad box cars), which when worn or superfluous can be recycled. Materials not covered by the definition of scrap metal include "residues generated from smelting and refining operations (e.g., drosses, slags, and sludges), liquid wastes containing metals (e.g., spent acids, caustics, or other liquid wastes with metals in solution), liquid metals wastes (e.g., liquid mercury), or metal-containing wastes with a significant liquid component, such as spent batteries.
- **Orphan drums (and tanks)** are abandoned or lost containers that may contain hazardous substances, such as propane, industrial chemicals, and unknown substances.
- **Tires** are whole tires that are no longer suitable for their original purpose because of wear, damage, or defect. These do not include any tire weighing over 500 pounds and/or a solid tire.
- **Vegetative debris** consists of whole trees, tree stumps, tree branches, tree trunks, and other leafy material. Vegetative debris does not include processed wood or other lumber used in construction.
- **Vessels/vehicles** Vehicles include an automobile; motorcycle; truck; trailer; semitrailer; truck, tractor and semitrailer combination; or any other vehicle used to transport persons or property and propelled by power. Vessels include any type of watercraft used, or capable of being used, as a means of transportation on the water.
- **White goods** approved for receipt at approved emergency non-vegetative debris sites consist of discarded domestic appliances including, but are not limited to, refrigerators, ranges, washers, freezers, dryers, air conditioning and heating units, freestanding ice makers, built-in stove surface units and oven units, and water heaters. White goods do not include small household appliances, such as, stand mixers, toasters, blenders, etc.
- **Woodwaste** approved for receipt at approved emergency non-vegetative debris sites consists of wood residue, cutoffs, wood chips, sawdust, wood shaving, bark, wood refuse, wood-fired boiler ash, wood ash, and plywood or other bonded materials that contain only polyurethane, phenolic-based glues, or other glues that are approved specifically by the administrative authority. Uncontaminated, un-treated, or un-painted lumber or wooden pallets are considered woodwaste under this definition. Any vegetative debris that may otherwise fall under the definition of woodwaste in LAC 33:VII.115 is not included in this definition for the purposes of emergency debris sites.

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY (LDEQ)

Emergency Debris Site (EDS) Request Form

Your request **cannot** be approved unless all of the requested information on this form is **supplied and accurate**.

Email form to deqdebrisrequest@la.gov or fax to 225-325-8236. Email questions to deqdebrisinquiry@la.gov or call 225-219-3070

Date: 7/18/2012	Agency Interest (AI) Number:	Parish:		
Applicant Name (City, Parish, Agency, etc.)	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				
<i>Other: school boards, waste districts, park commissions, drainage districts, quasi-governmental agencies, etc.</i>				
Applicant Official (Parish President, Mayor, etc.)	Name:		Title:	
	Mailing Address (PO Box/Street Address):		City: Zip Code	
	Telephone Number:		Email Address:	
Site Address/Location and Map	A site map is included. Yes <input type="checkbox"/> No <input type="checkbox"/> (A map will speed up the approval process.)			
	Address:		City/Zip Code:	
<i>Note: The city name should be for the closest city in the same parish as the requested site. If the site does not have a 911 address, please provide detailed directions from the nearest town/city and indicate specific street, road, highway, interstate, and/or location names. Indicate any landmarks and/or mile markers, if necessary.</i>				
Site Entrance GPS (required for approval)	LAT: decimal degrees required		LONG: decimal degrees required	
Hours of Operation	Hours AM to 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 will only be allowed between the hours of 8 AM and 5 PM.	
Government Site Contact	Name:		Title:	
	Telephone Number:		Email Address:	
Previously Approved Sites	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 did the disaster occur?	
	<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 and surrounding area conditions changed (i.e. added development) since the last prior use? If so, explain.	
Requested Activities & Site Action Requested (Please check one and list name, or FEMA #, of disaster if applicable)	Requested Activities			
	Site Action	<input type="checkbox"/> Pre Disaster	<input type="checkbox"/> Post Disaster Name of Disaster:	
		Staging/ Segregation	<input type="checkbox"/> vegetative debris <input type="checkbox"/> woodwaste <input type="checkbox"/> C & D debris <input type="checkbox"/> electronic waste <input type="checkbox"/> white goods	<input type="checkbox"/> vegetative debris <input type="checkbox"/> woodwaste <input type="checkbox"/> C & D debris <input type="checkbox"/> electronic waste <input type="checkbox"/> white goods <input type="checkbox"/> household hazardous waste (HHW)
	Chipping & Grinding	<input type="checkbox"/> vegetative debris	<input type="checkbox"/> vegetative debris <input type="checkbox"/> woodwaste	
	Composting	<input type="checkbox"/> vegetative debris	<input type="checkbox"/> vegetative debris	
	Burning	<input type="checkbox"/> vegetative debris (open) <input type="checkbox"/> vegetative debris (ACD)	<input type="checkbox"/> vegetative debris (open) <input type="checkbox"/> vegetative debris (ACD)	
	Preparation	<input type="checkbox"/> white goods	<input type="checkbox"/> white goods	
Note: Requests for post disaster activities will not be approved before the disaster occurs.				

LDEQ Emergency Debris Site Request Form

NOTE: Both the burn approval and Louisiana State Historic Preservation Office (SHPO) approval are **required** for FEMA reimbursement.

Parish Burn Approval Requirement	Non-parish governmental entities and municipalities in which the proposed site is located outside of its jurisdictional city limits must submit a parish burn approval with this form to prevent a delay in processing. The parish burn approval should be for the full time burning is expected (e.g., disaster, pre-approval) and should specifically state each EDS requested by the non-parish governmental entity before a request for burning will be approved by the LDEQ. <input type="checkbox"/> A copy of the parish burn approval is attached. <input type="checkbox"/> This request is for a parish requested EDS.
For Municipalities ONLY	Municipalities in which the proposed site is located within its jurisdictional city limits are exempt . <input type="checkbox"/> A parish burn approval is NOT required for this request because the site is located within the municipality city limits.
SHPO Requirement	Please fill out the SHPO request on page 3 of this form; no request will be processed without the SHPO. <input type="checkbox"/> A previous SHPO approval is attached. <input type="checkbox"/> A new SHPO request is filled out on page 3.

	Site Criteria	Answer
Site Criteria <i>(Add additional page if needed to answer questions.)</i>	List the distance from the proposed site to property boundaries and on-site structures, if less than 100 feet.	
	For chipping & grinding and burn sites, list the distance from the proposed site to residences, businesses, schools, hospitals, clinics, private wells, septic tank systems, and roads, if less than 300 feet for chipping & grinding and 1,000 feet for burning.	
	List the distance from the proposed site to nearby surface waters, if less than 100 feet. Please name surface water, if it is named.	
	List the distance from the proposed site to potable wells, if less than 250 feet.	
	List the distance to the nearest airport, if less than 10,000 feet. Please list the airport.	
	Is there a potential impact to nearby businesses and/or residences? If yes, explain.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is the proposed site located above the 100-year floodplain and outside of wetlands? If not, explain. (The floodplain map used shall be an original Flood Insurance Rate Map prepared by FEMA, the flood Prone Area Map prepared by the US Geological Survey or a National Wetlands Inventory map that depicts the limits and elevations of any 100 year floodplain or wetland on or adjacent to the proposed site.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are there any erosion or rainwater runoff control measures needed before approval is made? If yes, explain.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any site safety issues? (power lines, pipelines, traffic) If yes, explain.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please see instructions for acceptable distances regarding site criteria.

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 Declarations of Emergency and Administrative Order.

SIGNATURE	PRINT	DATE
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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.

Office Use Only

Interim approval
 Copy filed

Regional Office Contact _____

HQ Processor _____

Comments:

LDEQ Emergency Debris Site Request Form

If this is a **new request** or there is **no approval** from the State Historic Preservation Office (SHPO) for the request site, please fill out the form below and return it to LDEQ with the EDMS form. LDEQ will submit the form to SHPO. Once approved SHPO will return the approved form to the applicant.

Requirements for Debris Activities Involving Ground Disturbance

Requesting Registration as a (check all that apply):

Staging/Stockpiling Site Emergency Burial Site Emergency Burn Site Wood Chipping Site

If the creation or use of this emergency burning, processing, staging and/or stockpiling site will include ground disturbance, including the creation of temporary access roads, burying of debris or burn residual, or will impact structures over 45 years old, the applicant must coordinate with, and receive comments from, the Louisiana Office of Cultural Development, State Historic Preservation Office (SHPO), prior to the start of any ground disturbance.

Individual certifications are required for each burning, burial, disposal, and/or staging or stockpiling site. Attach a map, in addition to this form, preferably a copy of a USGS 7.5 minute series quadrangle map with the project site location clearly identified.

Applicant	Name:		Address:			
	City:		Zip:		Parish:	
	Telephone Number:		Fax Number:		Email Address:	
Location of Emergency Site <i>(complete one row)</i>	Township:		Range:		Section:	Quarter-section(s):
	Latitude (decimal degree):			Longitude (decimal degree):		
	UTM Northing:			UTM Easting:		
Site Owner	Name:		Address:			
	Telephone Number:		Email Address:			

Is a **NEW** road is needed to access a staging or burn site? Yes No If yes, show road on map and provide the following information:

Road length and width:

and Latitude: and Longitude: **or** UTM Northing: and Easting:

Discovery Clause: In the event that archaeological deposits (soils, features, artifacts, other remnants of human activity) are uncovered in urban or rural areas, or if archaeological deposits are found in tree root balls during removal, the project shall be halted and the applicant shall stop all work immediately in the vicinity of the discovery and take reasonable measures to avoid or minimize harm to the finds. The applicant will inform the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) immediately at 225-925-7500 and SHPO at 225-342-8170, will secure all archaeological findings and restrict access to the area. GOHSEP and SHPO will be responsible for notifying the appropriate Native American Tribes if the site is determined to be Native American. Work may not resume until the Applicant is notified by the Division of Archaeology.

In the event that human remains or an unmarked burial site are encountered, under the terms of the Louisiana Unmarked Human Burial Sites Preservation Act (R.S. Statute 8:671), the applicant will immediately stop all work, secure all artifacts and remains, restrict access to the area, and notify GOHSEP, SHPO, and local law enforcement. GOHSEP and SHPO will consult with the appropriate Native American Tribes if the remains are determined to be Native American. No artifacts or human remains will be removed from the site until all parties have consulted to determine the proper course of action. Work may not resume until the Applicant is notified by the Division of Archaeology.

I certify that (Applicant) _____ is an authorized representative for the site and will comply with all the above conditions.

SIGNATURE	PRINT	DATE

Contact Information:

Louisiana Office of Cultural Development
State Historic Preservation Office

ATTN: Rachel Watson
P.O. Box 44247

Baton Rouge, Louisiana 70804-4242

Telephone: (225) 342-8170

Fax: (225) 342-4480

section106@crt.la.gov

Louisiana State Historic Preservation Office Use ONLY

I certify that the above referenced site:

- Is not located on any known archeological site or historical property.
- Is located on an archeological site and an alternate area needs to be considered.

SHPO Official	DATE

ATTACHMENT B: Weekly Debris Management Reports

Instructions for completing the Weekly Debris Management Report (WDMR)*

The State of Louisiana Comprehensive Plan for Disaster Clean Up and Debris Management mandates that vegetative debris intended for final disposal in a landfill shall be reduced fifty percent by volume and fifty percent by weight prior to transport to the landfill (See La. R.S. 30:2413.1).

In an effort to encourage recycling, the beneficial use of vegetative debris, and the efficient management of debris, the Department of Environmental Quality (LDEQ) will require all emergency debris sites to submit a Weekly Debris Management Report (WDMR). These weekly reports will indicate the volume and weight of debris received, processed, recycled, and finally disposed in a landfill.

Volumes and weights can be determined using the following methods:

1. **Debris Volume** (cubic yards) is the most common measure for the reporting of vegetative debris. If a scale is used to determine the debris weight, the following conversion factor can be used to convert tons to cubic yards:

$$\text{Tons of debris} \times 6 = \text{cubic yards of debris}$$

Please use the same method to determine the weight of received, processed, and disposed debris.

2. **Truck Capacity** = length × width × height of the truck bed.
3. **Net Truck Volume** = Truck Capacity × % full (for a full truck load assume 1).

Other approved FEMA methods may be used. Please document on the form which method is used.

4. **Volume of Vegetative Debris Received** = Sum of all Net Truck Volumes.
5. **Volume of Vegetative Debris Processed (e.g. chipped, burned)** is the quantity of the vegetative debris **received** that was sent for processing.
6. **Volume of Vegetative Debris Recycled (e.g. used as fuel)** is the quantity of the vegetative debris **received** that was sent for beneficial use.
7. **Volume of Vegetative Debris sent to a Landfill for Final Disposal** is the quantity of the vegetative debris **received** that was sent to the landfill for final disposal.

Fate of Material indicates the end result of the initial material (e.g. ash was tilled into the soil, chips were sent to a landfill to be used as daily cover, and mulch was sold).

*Please note that the Weekly Debris Management Report (WDMR) shall be submitted to LDEQ each week during operations until the emergency debris site is completely closed or de-activated and the final report has been submitted. The report must be true, accurate, and complete and must be signed and certified by a person duly authorized by the local governmental or state agency responsible for the emergency debris site. Failure to properly complete the report or submit an accurate report timely could result in the possible issuance of compliance orders and/or assessment of civil penalties.

WEEKLY DEBRIS MANAGEMENT REPORT (WDMR)

The State of Louisiana Comprehensive Plan for Disaster Clean Up and Debris Management mandates that vegetative debris intended for final disposal in a landfill shall be reduced fifty percent by volume and fifty percent by weight prior to transport to the landfill. (See La. R.S. 30:2413.1)

Please submit completed weekly debris management report (WDMR) form to the Louisiana Department of Environmental Quality each week, no later than Sunday, during operations until the debris site is completely closed and the final report has been submitted.

PARISH: _____ SITE NAME: _____ SITE LOCATION: _____

AGENCY INTEREST #: _____ CONTACT PERSON: _____ PHONE NUMBER: _____

PLEASE CHECK ONE:

Initial Report Weekly Report Weekly Report no activity this week Revised Report for monitoring period listed below Final Report site has closed operations

MONITORING PERIOD FROM _____ TO _____

VOLUME OF VEGETATIVE DEBRIS	VOLUME IN CYs	FATE OF MATERIAL
Received THIS WEEK		
Received TO-DATE		
Processed THIS WEEK via <i>chipping</i>		
Processed THIS WEEK via <i>burning</i>		
Processed THIS WEEK via <i>other</i> _____		
Processed TO-DATE via <i>chipping</i>		
Processed TO-DATE via <i>burning</i>		
Processed TO-DATE via <i>other</i> _____		
Recycle THIS WEEK		
Recycle TO-DATE		
Sent to landfill for final disposal THIS WEEK		Name of Landfill
Sent to landfill for final disposal TO-DATE		

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name/Title of Responsible Party Typed or Printed Signature Date