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APPENDIX A

GUIDANCE PROTOCOL FOR SANITARY WASTEWATER TREATMENT SYSTEMS

The following protocol is intended to assist operators of sanitary wastewater treatment systems in the Emergency Area in start up and operation.

1. Access

Entrance to the treatment plant should be considered only after flood waters have receded enough to allow safe operation of the treatment plant including the safe conditions for staff. Accessibility to treatment plants in restricted areas may need to be cleared with the Office of Emergency Preparedness. Contact the local sheriff if assistance in gaining access to the treatment plant is required. The use of sound personal protective equipment for safety in unsanitary or unsafe conditions is required. Early return to compliant operation minimizes long-term problems within the entire wastewater system.

2. Power Supply

For use of generator power, arrange for a reliable and continual fuel source. Contact the Department of Agriculture if assistance in obtaining fuel for power generation at your treatment plant is needed. If no generation is available and you must wait for electrical providers; consider notification to residents of the effect on collection lines. If removal of clean out plugs is needed to prevent back up into homes, notify affected customers warning them to remain clear of these areas. If pump trucks are used, LDEQ can advise of locations to dispose of the pumped sewage.

3. Start Up

Once it is safe, re-power the treatment system, aerators and pumps. The primary goal is to remove sanitary wastewater from contact with humans, while making every effort to do so in a manner that is practical and least impacting on the environment. Activate disinfection units and maintain them. Initial effluent will likely be poorly treated and of a very poor quality. Adequate disinfection will be important to protect human health downstream of the discharge. If the system has been down and/or without power for an extended period of time, resident bacteria used in the treatment process may need to be re-established. Consider reseeded the system with activated sludge from operating aerated treatment plants. Several treatment plants are available for use in reseeded. Contact the Department's Water Permits Division, Melvin "Mitch" Mitchell, 225-219-3197 (email) mitch.mitchell@la.gov for information regarding system seed sources.

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4. Monitoring

Watch plant operations carefully to confirm it is functioning properly. Ensure that lift stations within the collection system are functional. Without functioning lift stations, sewage is not being removed from residences and sent for treatment. Visually observe effluent to maximize treatment effectiveness in the short term. If simple tools and/or tests are available to diagnose the plant's operational status ("sludge judge," settle-o-meter, dissolved oxygen meters, BOD analyses) use them frequently. If your plant is discharging poorly treated sewage, consider the impacts to persons, fish and wildlife downstream, including the possibility that drinking water intakes may be located downstream of your effluent. Notification to downstream users may be necessary to protect human health. Sample and analyze your effluent per LPDES requirements as soon as you are able.

5. Notifications and Documentation

Discharges that result in emergency conditions (threat to human health and the environment) must be reported immediately (1-877-925-6595). Discharges that result in emergency conditions (threat to human health and the environment) may require notification to affected persons. Report to the Department any discharges that interfere with downstream uses, such as swimming or drinking water sources or if fish kills occur. Discharge Monitoring Reports (per permit requirements) should be used to notify the Department of non-emergency conditions. Notification to sewage users may be necessary if problem with the system prevents removal of sewage from residences (or other human contact) on an on-going basis. Notification to downstream users may be necessary to protect human health. Notify the Local Office of Emergency Preparedness when hurricane damage repairs are known – Federal Emergency Management Agency (FEMA) may be able to help with costs associated with hurricane damage.

A permittee who wishes to establish the affirmative defense of upset must document the cause of the upset, that the facility was being properly operated at the time of the upset, that notice of the upset that exceeded effluent limitations was submitted to the DEQ and that the permittee took all reasonable steps to minimize or prevent the likelihood of adversely affecting human health or the environment.

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APPENDIX B

TEMPORARY HOUSING SITE SELECTION

Initial Screening

Sanitary Wastewater

- Attempts must be made to route sanitary wastewater to an existing wastewater collection system or wastewater treatment system whenever feasible. This option requires no permitting action or approval from the Department. However, the primary FEMA contractor shall notify the Department, in writing, of any such discharge to an existing wastewater collection system.
- If a point source discharge is to be made into waters of the state, identify the effluent route to the first named waterbody (a waterbody that is readily recognizable).
- Avoid discharge into a drainage system that goes through or next to a sensitive area. Sensitive areas include, but are not limited to: drainage behind a subdivision, school, or park; drainage that routes the effluent through a private pond or private property; or discharge into a designated outstanding natural resource waterbody.
- If feasible, route effluent to the Mississippi River, or through local drainage to the Mississippi River. If not possible, route effluent directly into the largest waterbody in the vicinity, or into the waterbody's drainage system as close as possible to the waterbody.
- Mobile homes will be rated at 250 gallons per day per mobile home. Travel trailers will be rated at 125 gallons per day per trailer. If washing machines will be made available outside of the mobile home or travel trailer (in a washateria) 800 gallons per day per washing machine will be factored into the allowable capacity. Any combination of the above should be utilized to determine overall gallons per day per site.
- All single point source discharge into waters of the state should be limited to 100,000 gallons per day in order to qualify for rapid coverage under the Louisiana Pollutant Discharge Elimination System General Sanitary Permit. Discharges in exceedence of 100,000 gallons per day will be evaluated by the Department on a case-by-case basis in compliance with water quality standards of the receiving waterbody.

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- If feasible, select site that is an existing development, such as, an existing mobile home park, or a site that has existing infrastructure that can be utilized.
- Research existing databases and make on-site physical observations for former municipal waste sites, abandoned hazardous waste sites, former underground storage tank remediation sites, etc. These areas should be avoided as locations for staging or locating temporary housing.

Notification after Initial Screening

- After the initial screening, notify the Department and provide the following information:
 - Location – site name, physical location (911 address if available) and coordinates (i.e. latitude and longitude) shall be provided.
 - Identify the method of wastewater treatment or management. Notification must be made of connection to an existing wastewater collection system or treatment system (provide name of system); collection for off-site disposal (provide disposal name/location); or treatment and discharge to surface waters of the state.
 - If proposal is to discharge to surface waters from a treatment system that did not previously discharge at the proposed location, provide an estimated design flow (based on numbers above) and the effluent discharge route to first named waterbody. (Ex. unnamed ditch, to LA Hwy 19 ditch, to unnamed creek, to White's Bayou, to the Comite River.)
- Notification must be made to the Department at P. O. Box 4313, Baton Rouge, LA 70821-4313 or by fax at (225)219-3309 to the attention of the Administrator of the Water Permits Division.
- Following notification as provided in this section, the Department will provide comments on the proposed site.

Storm Water Permit Prior to Construction

- If dirt work is going to be required at the site, a stormwater general permit for construction may be required.
- If the area to be developed is less than one (1) acre, coverage under a stormwater general permit is not required.

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- If the area to be developed is at least one (1) acre but less than five (5) acres, coverage under Construction General Permit LAR200000 will be required. A Notice of Intent (NOI) is not required to obtain coverage under this permit. However, a storm water pollution prevention plan (SWPPP) must be prepared and implemented at the time construction begins. A copy of the permit is available at <http://www.deq.louisiana.gov/portal/Portals/0/permits/lpdes/LAR200000.pdf>. A Notice of Termination (NOT) is required when construction is complete.
- If the area to be developed is five (5) acres or greater, coverage under the Construction General Permit, LAR100000, will be required. Submittal of a NOI (CSW-S) is required prior to commencement of construction. The NOI can be found at <http://www.deq.louisiana.gov/portal/Default.aspx?tabid=1837>. A copy of the general permit can be found at <http://www.deq.louisiana.gov/portal/Portals/0/permits/lpdes/LAR100000.pdf>. Submission of an NOT is required when construction is complete.
- Close attention must be given to the Historic Preservation sections of each of the construction general permits for any construction at previously undeveloped sites.
- Coverage under the construction general permits is necessary prior to construction. However, authorization to discharge as described is not required before construction, but is required before the discharge begins.

Registration for Authorization for Direct Discharges

- See Section 1.d above.
- For FEMA temporary housing sites, the primary FEMA contractor shall apply for and be the responsible entity for the permit, operation, maintenance and reporting requirements to LDEQ.

Additional Recommendations/Requirements for the Housing Sites

Water

- Wastewater treatment plants (WWTP) must be operated by a certified operator.
- WWTP's must be properly operated and maintained at all times.
- Disinfection of effluent must be provided.
- Permittee should implement a program to inform residents of things that might be harmful to the WWTP such as the introduction of grease or large amounts of household chemicals to the treatment plant.

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Waste

- Provide for collection and disposal of solid waste.
- Provisions should be made for proper disposal of household hazardous waste during the operation of the facility and as residents leave the facility.
- It is recommended that the residents be informed on the benefits and requirements of proper disposal of solid waste and household hazardous waste.

Recycling

- Whenever feasible, provide for recycling, such as, providing a recycling center on site with appropriate recycle containers.
- Inform residents on the proper procedures for recycling household materials.
- Recycling incentives for residents can prove beneficial.

Open Burning

- Open burning at these sites should be prohibited. This does not include charcoal or gas grills.

Site Closure

- Once all the residents have left, the site must be closed.
- All solid and household hazardous waste shall be removed and properly disposed.
- If a WWTP was used for treatment of sanitary wastewater, it shall be removed.
- Notification of closure must be made to the Department through SPOC (225-219-3640 or Toll Free 1-888-763-5424). The Department will approve the site for closure.

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APPENDIX C

**REQUIREMENTS FOR THE CONDITIONAL AUTHORIZATION OF DISCHARGES OF
GRAY WATER TO SURFACE WATERS OF THE STATE OF LOUISIANA**

For purposes of these requirements, gray water shall be defined as wastewaters from all fixtures except toilets, including but not limited to wash waters from kitchen, bathroom, and laundry sinks, tubs, and washers.

Unless the Department gives written notice to the contrary, gray water discharges to surface waters of the State, within the Emergency Areas, are hereby authorized under the Short-Term and Emergency Discharge General Permit.

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APPENDIX D

LDEQ Inspection Protocol to comply with the term “thorough inspection”

An LDEQ accredited asbestos inspector performs an inspection where all suspected Asbestos Containing Material (ACM) is sampled and samples are analyzed by an LDEQ accredited laboratory, utilizing Polarized Light Microscopy (PLM). This includes but is not limited to:

1. Friable material such as walls, ceilings, insulating materials, floor coverings, fire proofing, window caulking, etc;
2. Category I nonfriable ACM that has become friable;
3. Category I nonfriable ACM, including resilient floor covering and the mastic that binds it to the floor surface that will be or has been subjected to sanding, grinding, scraping, cutting, or abrading,; and
4. Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.

Note: the types of materials to inspect and sample as stated above is based on LRS.33.III.M.5151.B. Definitions, and F. Emission Standards for Demolitions, Renovations and Asbestos Contaminated Debris Activities.

Category II material such as cement asbestos containing roofing shingles and siding (i.e. transite) are to be assumed ACM.

The number of samples taken shall be in accordance with the Asbestos Hazard Emergency Response Act (AHERA) (see LRS.33:III.2709). Where feasible, the sampling regime will be employed with the exception of a partial inspection.

Partial Inspection

Where a “thorough inspection” can be conducted on the majority of the structure, including sampling of suspect ACM if any is present, that procedure will be completed to the extent possible. If suspect ACM is present and verified by sampling to be RACM, the structure will be demolished and disposed as RACM. In the case where the partial inspection reveals either no suspect ACM or sampling demonstrates that no RACM is present, that part of the structure will be demolished as C&D debris.

After the unstable/inaccessible portions of the structure are made safe and accessible, the accredited asbestos inspector will verify that the materials in that part of the

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structure are homogeneous with the materials that were inspected during the partial inspection. If determined to be homogeneous and no other RACM is identified, the remainder of the structure will be determined to be C&D debris. However, if the inspector determines that the materials in the unstable/inaccessible portion of the structure are not homogeneous or that RACM is present, the unstable/inaccessible portion of the structure will be demolished and disposed as RACM.

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APPENDIX E

PLAN FOR EVALUATING UNDERGROUND STORAGE TANK SITES IMPACTED BY TROPICAL STORM ISAAC

PROBLEM DEFINITION

On August 28, 2012 Tropical Storm Isaac was expected to strike Louisiana causing widespread damage. The specific effects of the Storm were unforeseen and uncontrollable; and emergency conditions (threats to human health and the environment) persist. Underground Storage Tank (UST) sites may be affected by flood waters, which will require actions be taken to place these sites back into operation. Steps necessary to place the site into operation are being outlined to ensure that new releases do not occur and if releases are identified in this process that they are properly addressed. The focus of this effort will be to place these sites into operation while ensuring protection of human health and the environment.

BACKGROUND

Flooding and damage related to the Storm has raised many issues regarding Underground Storage Tank site status. Damage to UST systems as well as remediation systems is expected. The impact of this damage must be evaluated to determine what steps are necessary to place these sites back into service.

Damage that occurs to UST systems generally results from: the buoying up of tanks which are partially full or empty, water entering the tanks and displacing product, failure of underground piping as a result of stresses induced by groundwater pressures or debris, and damage to electrical systems from extended contact with water. Additionally, another route of infiltration exists if the level of floodwaters exceeds the top of the vent lines. Regulated UST's which are weighted down with fuel or anchored by other means (deadmen or attached to an underlying pad) and have properly installed and tightened filler caps and vapor recovery port caps should sustain little impact, even after being submerged for days.

Tanks in which fill caps are not tightened will fill with water and then spill product, some of which may percolate into shallow soil. Empty or near-empty tanks will float up, destroying overlying concrete/asphalt and distribution lines, also spilling product. In these situations, it is expected that the entire UST system would require replacement. Presently, the extent and magnitude of damage to UST systems themselves and to the shallow subsurface environment as a result of the Hurricane is unknown. At this time the primary objective is to put these systems back into proper service to meet the fuel

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supply need of initial and subsequent response efforts. Later, as time and resources permit, assessment and remediation of any environmental impacts will take place.

UNDERGROUND STORAGE TANK EVALUATION

Underground Storage Tank sites flooded by the Storm must be evaluated to determine response actions necessary to place these UST facilities back into service and protect human health and the environment. New product should not be placed in the tanks if there are indications that the integrity of the tank has been comprised when performing the activities outlined below.

General Information:

UST Owners/Operators will be responsible for evaluating underground storage tank systems to determine if they are suitable for receiving product. Flooded systems that are **determined to be suitable for receiving product** may be put back into service and should have an integrity test performed as soon as contractors and services become available to perform the testing and no later than six (6) months after product was first placed into the tank after flooding. If the tank inspection outlined below (or subsequent monitoring of the tank), indicates that the system has been comprised; **the system should be taken out of service** and repaired or replaced as necessary and an integrity test performed prior to again putting the system into operation.

The Department has established a contact telephone number to be used by contractors and citizens for reporting exigent conditions and for questions concerning problems with UST systems. This UST "hotline" will be manned by agency staff to assist the regulated community. The UST hotline number is (225) 219-3640. These procedures for contractors are being provided to tank owners, tank removal and installation contractors, response action contractors and trade groups that represent the industry such as Louisiana Oil Marketers Association and Louisiana Mid-Continent Oil and Gas Association. This information will also be posted on the Department's Web Site.

General Evaluation Protocol for Contractors:

No equipment should be turned on prior to examination. Check all electrical panels and make sure they are clean and dry. All equipment related to electric power service should be inspected and any necessary repairs should be made prior to power restoration. This includes all fueling systems, leak-detection devices and corrosion prevention (impressed current) equipment. The electrical system should be checked for continuity and shorts (pumps, turbines, dispensers, ATG consoles, emergency shutoff, panel box, etc.)

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Specifically, all electrical junction boxes and dispenser heads should be opened, inspected and dried if necessary. Conduits should be inspected for the presence of water, insulation damage, shorts or opens. Conduits exhibiting water should be dried or vacuumed as appropriate and all defective wiring should be replaced. To apply electrical power to a UST system before conducting basic examination could be extremely dangerous.

Submerged pumps and dispensers should not be operated if there is the possibility of water entering into the system as pumping water may damage hydraulic components.

Technical Protocol for Contractors:

These protocols should be followed to place tanks back into service:

1. Stick tanks using water finding paste or read automatic tank gauge system, if operable, to determine whether water has entered the UST.
2. Flooded or water impacted tanks and all lines may need to be drained of water and dirt/mud or perhaps pumped dry and cleaned as conditions warrant. Liquids removed must be properly handled and disposed.
3. Interstitial spaces of tanks and lines of double walled systems, if flood-impacted, will need to be drained and flushed where possible. Blockage of interstitial spaces will render leak detection useless. Depending on the level of residual contamination at the facility, certain leak detection methods may no longer be viable. Tanks with brine or vacuum interstitial sensors may be returned to service if brine or vacuum levels are normal. Be prepared to update damaged leak detection equipment after emergency conditions are abated.
4. All facility sumps, pans, and spill buckets need to be pumped dry and cleaned. Replace sump lid gaskets if applicable. If sump lids are missing, replace with new water tight lids. Replace sumps and spill buckets that fail to prevent water intrusion after initial cleaning and drying.
5. Check tank bottoms for water and debris. Remove and dispose as appropriate (see item #2 above).
6. Check deflection of fiberglass tanks. If deflection is greater than manufacturer's specification (general guideline is 2%) call the manufacturer for instruction.
7. If tanks shifted and problems are found, **repair or replace them** according to manufacturer's instructions and appropriate industry standards and

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regulations. Obviously, these **systems should be shut down and not receive fuel** until they are deemed safe for reuse (tightness tested).

8. Check vents for movement, cracking, blockage and proper operation.
9. Check dispenser filters and submersible check-valve screens for plugging with dirt or mud.
10. Flush dispensers and UST system if necessary. Collect fluids for proper disposal.
11. Check critical safety devices (e.g., emergency power off controls, line leak detectors, air compressor pressure limiters, shear valves, stop switches, isolation relays on dispensers, etc.). Shear valves may be salvaged if they can be cleaned and lubricated with corrosion preventative. Some will still have to be replaced.
12. Sump sensors may need to be replaced after emergency conditions cease.
13. In-tank pumps, Automatic Tank Gauge (ATG) probes, overfill devices, automatic line leak detectors, fill and vapor dust caps, etc. should be assessed. Assess their condition after cleaning and replace as necessary.
14. ATG consoles and any associated electronics that are not submerged, should have a programming and operability check performed by a certified technician after emergency conditions cease.
15. After emergency conditions are abated, submerged Corrosion Protection (CP) rectifiers and associated aboveground equipment protecting tanks and/or lines may have to be replaced. If not submerged have a National Association of Corrosion Engineers (NACE) certified professional perform an operability check of the equipment. Inspect CP lines in saw cuts for damage and replace as necessary. If CP systems are out of service for an extended period of time perform integrity assessment of affected component before placing CP system back into service. A NACE certified professional will be helpful assessing the CP system.
16. Check accessible fittings, valves and miscellaneous piping for damage and corrosion. Clean and replace as necessary.

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17. Document all inspection, assessment and repair activities at each UST system site. Provide this information to the Department in stand-alone report format within ninety (90) days of initiation of operations of that UST facility.
18. Submerged dispensers will have to be replaced or repaired as necessary. This includes the hanging hardware. Any suction system dispensers will probably have flood impacted motors and pumps and may need complete replacement.

General Protocol Upon Resumption of Service:

Depending on the level of residual contamination at the facility, certain leak detection methods may no longer be viable. Daily inventory control (with strict record keeping) may be the short-term leak detection method by necessity. Daily checks for water with water-finding paste should be done for several days until it has been determined that the system is tight. If these daily water checks indicate excessive water or the daily inventory control shows loss of product, **the tanks should be emptied of product and use of the tanks should cease**. Notification of these conditions should be made to the Department's UST hotline ((225) 219-3640) as soon as practical.

Post Start-Up Protocol for Contractors:

This protocol should be followed once flood-impacted tanks have been placed back into service and emergency response and restoration have been completed or as otherwise directed by the Department:

Precision tightness test tanks, lines and interstitial spaces (after emergency conditions abate). Assess interstitial spaces for blockages, especially if used for leak detection. Decisions regarding replacement of tanks and lines should be made based on outcome of these tests. Department field staff should be consulted on these decisions whenever possible. Cathodic protection systems should be checked to make sure they are connected and operational.

These actions are being delayed in an effort to expedite fuel delivery capabilities and due to unavailability of sufficient contractors to perform the otherwise required work in a timely manner. All leak detection equipment must be put back into operation as soon as practically possible or as directed by the Department after the emergency has abated.

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Other General Provisions for Owner/Operators and Contractors:

At flood-impacted sites, facilities will be allowed to salvage useable fuel in USTs by checking fuel for water and allow salvage of useable fuel. If flood water covered vent lines, displacement of fuel would have occurred and large volumes of water may exist in the affected USTs and require proper storage/disposal. This water should not be discharged to areas such as streets, storm drains, sumps and ditches that are not permitted to receive these liquids.

Requirements for remediation of contaminated groundwater via approved corrective action plans in place prior to the Hurricane are suspended at UST sites in the parishes of the emergency areas unless otherwise directed by the Department. However, the Department may require systems remediating free phased product to continue pumping operations.

Sites which have not experienced impacts from the Hurricane shall continue with routine remedial efforts and reporting (Unless RAC/consulting firm handling the remediation has been affected and displaced by the storm).

All facilities in which remedial efforts are temporarily suspended or delayed must provide notice to the Department UST hotline (225) 219-3640 and provide written documentation as directed.

EVALUATION SCHEDULE

The evaluation of UST status should be initiated as soon as conditions allow flood area re-entry. Further testing will be performed once emergency conditions and major restoration efforts are complete and when sufficient contractors are available to perform the work. This further testing should be performed no later than six (6) months after product was first placed into the tank after flooding.

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APPENDIX F

GUIDANCE FOR SPECIAL WASTE HANDLING, REUSE AND RECYCLING

The following information is intended to assist operators of solid waste facilities, recycling centers, scrap metal dealers, local governments, and contractors in handling debris from the Emergency Areas. The Debris Management Plan should be consulted for greater detail.

1. Intent

Every effort should be made to minimize debris disposed in landfills. Diversion, composting and recycling debris are priorities. Debris handlers should make every effort to properly handle and recover debris materials that have reuse value, are recyclable or the release of which into the environment would be detrimental or is prohibited, e.g. used motor oil.

2. Scope

Sources of debris requiring special handling include: households, businesses, schools, public buildings, automobiles and boats.

3. Types of materials by source

The types of debris to which this guidance is directed and the sources from which the subject debris emanates are as follows:

- a. From automobiles: gasoline and diesel fuel, refrigerants, lubricating oils, mercury ABS switches, mercury convenience switches, lead acid batteries, brake and transmission fluid, antifreeze and tires. Propane tanks and large appliances in recreational vehicles should be removed.
- b. From boats: gasoline and diesel fuel, refrigerants, lubricating oils, mercury bilge switches, propane tanks, large appliances, lead acid batteries, transmission fluid and electronics, such as, radar sets, radios, GPS units, and depth finders.
- c. From households and businesses: paints and varnishes, solvents, acids, pesticides, cleaning fluids, pool chemicals, used motor oil, propane tanks, mercury thermostats, liquid mercury, mercury-containing devices, and refrigerants. Large appliances also known as “white goods” may not be landfilled. Refrigerants must be removed. Food should not be left in appliances. Every reasonable effort should be made to recover large electronic devices, such as, television sets, computers and computer monitors.
- d. From schools and public buildings: paints and varnishes, solvents, acids, pesticides, cleaning fluids, pool chemicals, used motor oil, propane tanks,

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mercury thermostats, liquid mercury, mercury-containing devices, and refrigerants. Large appliances also known as “white goods” may not be landfilled. Refrigerants must be removed. Food should not be left in appliances. Every reasonable effort should be made to recover large electronic devices, such as, television sets, computers and computer monitors. Special attention should be given to school chemistry laboratories.

3. Monitoring

Demolition teams, debris collectors, local governments and landfill operators should be vigilant for proper handling the above listed items.

4. Recordkeeping

Processors should keep a record of the amount of materials recovered and transported for recycling. Some products already require recordkeeping, e.g. used oil, and duplicate recordkeeping is not required.

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APPENDIX G

**PUBLIC NOTICE AND PUBLIC PARTICIPATION PROCEDURES
REGARDING PROPOSED PERMIT ACTIONS IN HURRICANE IMPACTED AREAS**

(Reserved)

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APPENDIX H

**WRITTEN NOTIFICATION OF
THE ACTIVATION OF PRE-APPROVED EMERGENCY SITE**

Required within fifteen (15) days of site activation for vegetative debris; five (5) for non-vegetative debris.

_____, 20____
(DATE)

To: _____, LDEQ Regional Manager
(JURISDICTIONAL REGIONAL MANAGER)

From: _____
(LOCAL GOVERNMENT, STATE AGENCY, OR PERMITTED FACILITY)

Emergency Debris Site Name:

(AS LISTED ON PRE-APPROVAL)

Agency Interest Number: AI _____
(AS LISTED ON PRE-APPROVAL)

This written notification is a follow-up to the verbal notification made to you on _____,
20____. (DATE OF VERBAL NOTIFICATION)

For the record, the above mentioned pre-approved emergency debris site was activated on
_____, 20____ for the purpose of debris clean-up for the recently declared
(DATE OF SITE ACTIVATION)

Emergency/disaster for _____
(NAME OF EMERGENCY/DISASTER)

(NAME, TITLE, and TELEPHONE NUMBER~ PLEASE PRINT)

(SIGNATURE)

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APPENDIX I

EMERGENCY DEBRIS SITE REQUEST FORM

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 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>.

Please note, FEMA generally only pays to transport debris once, so it is recommended that staging sites also be approved for a reduction method, as vegetative debris must be reduced 50% before disposal in a landfill.

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.

First Amended Declaration of Emergency & Administrative Order – Hurricane Isaac

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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), for cities where the requested site is within the city limits, and for state agencies. 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 that is authorized by the government to be necessary for a disaster. 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 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

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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 vegetative matter resulting from landscaping, maintenance, right-of-way or land-clearing operations, including trees and shrubbery, leaves and limbs, stumps, grass clippings, and flowers.
- **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 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.

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 decdebrisrequest@la.gov or fax to 225-325-8236. Email questions to decdebrisinquiry@la.gov or call 225-219-3070

| | | | | |
|--|--|---|--|--|
| Date: | 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 (for approval prior to emergency) | <input type="checkbox"/> Post Disaster (for approval after an emergency has occurred) | 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

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 Site Chipping & Grinding Site Composting Site Burn Site Disposal Site

If the creation or use of this **emergency** staging, chipping & grinding, composting, burning, and/or disposal 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 the requested 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 |

August 31, 2012

APPENDIX J

WEEKLY DEBRIS MANAGEMENT REPORT (WDMR)

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 debris management 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 the Department 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 |
|---|------------------|
| Received THIS WEEK | |
| Received TO-DATE | |
| Processed THIS WEEK via chipping | |
| Processed THIS WEEK via burning | |
| Processed THIS WEEK via other _____ | |
| Processed TO-DATE via chipping | |
| Processed TO-DATE via burning | |
| Processed TO-DATE via other _____ | |
| Recycle THIS WEEK | |
| Recycle TO-DATE | |
| Sent to landfill for final disposal THIS WEEK | |
| Sent to landfill for final disposal TO-DATE | |
| | Name of Landfill |

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 _____

Submit completed Weekly Debris Management Reports (WDMRs) via fax to 225.325.8210 or via email to deqdebrisreduction@la.gov.
 Send questions via email to deqdebrisinquiry@la.gov or call 225-219-3070.

APPENDIX K

LDEQ Regional Office Contact Information

| | |
|--|--|
| <p>Acadiana Regional Office</p> <p><i>Regional Manager: Ray Clement</i> 111 New Center Drive Lafayette, La. 70508 phone: (337) 262-5584 fax: (337) 262-5593 email: aroadmin@la.gov</p> | <p>Parishes Served</p> <p>Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, Vermilion</p> |
| <p>Capital Regional Office</p> <p><i>Regional Manager: Bobby Mayweather</i> PO. Box 4312 Baton Rouge, LA 70821-4312 phone: (225) 219-3600 fax: (225) 219-3695 email: croadmin@la.gov</p> | <p>Parishes Served</p> <p>Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, Tangipahoa, West Baton Rouge, West Feliciana</p> |
| <p>Northeast & Northwest Regional Office</p> <p><i>Regional Manager: Larry Baldwin</i> 1823 Hwy 546 West Monroe, La. 71292-0442 Northeast contact information: phone: (318) 362-5439 fax: (318) 362-5448 email: neroadmin@la.gov</p> <p>Northwest contact information: phone: (318) 676-7476 fax: (318) 676-7573 email: nwroadmin@la.gov</p> | <p>Parishes Served</p> <p>Northeast: Avoyelles, Caldwell, Catahoula, Concordia, East Carroll, Franklin, Grant, Jackson, La Salle, Lincoln, Madison, Morehouse, Ouachita, Rapides, Richland, Tensas, Union, West Carroll, Winn</p> <p>Northwest: Bienville, Bossier, Caddo, Claiborne, De Soto, Natchitoches, Red River, Sabine, Webster</p> |
| <p>Southeast Regional Office</p> <p><i>Regional Manager: Mike Algero</i> 201 Evans Road, Building 4, Suite 420 New Orleans, LA 70123-5230 phone: (504) 736-7701 fax: (504) 736-7702 email: seroadmin@la.gov</p> | <p>Parishes Served</p> <p>Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, St. John the Baptist, St. Charles, St. Tammany, Terrebonne, Washington</p> |
| <p>Southwest Regional Office</p> <p><i>Regional Manager: Billy Eakin</i> 1301 Gadwall Street Lake Charles, LA 70615 phone: (337) 491-2667 fax: (337) 491-2682 email: swroadmin@la.gov</p> | <p>Parishes Served</p> <p>Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, Vernon</p> |