



New Jersey Department of Environmental Protection
Site Remediation and Waste Management Program
Division of Solid and Hazardous Waste



**TEMPORARY DEBRIS MANAGEMENT AREA
PRE-APPROVAL REQUEST FORM
INSTRUCTIONS**

GENERAL

This document provides detailed instructions on how to fill out the Temporary Debris Management Area (TDMA) Pre-Approval Request Form. Additional information on preparing a TDMA plan is available at: <http://www.state.nj.us/dep/dshw/>.

If you plan on having multiple TDMA sites within your municipality or county, the DEP strongly suggests that you prepare a TDMA Pre-Approval Form for one site first, and let us review it for deficiencies before submitting additional applications. This will avoid potential errors on any future submittals.

Not sure where to start, or need assistance preparing your applications? DEP can arrange a meeting in your municipality or county to walk you through the process and assist you in preparing your TDMA Pre-Approval Request Form.

- 1. Updates:** The New Jersey Department of Environmental Protection (NJDEP) may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form and instructions from the NJDEP Website: <http://www.state.nj.us/dep/dshw/>.
- 2. Signatures:** This form must be signed by:
 - The Mayor, Public Works Department supervisor, or the local Office of Emergency Management official;
 - The local fire official for the municipality in which the TDMA is located; and
 - An official from the County Office of Emergency Management.
- 3. Completed Forms:** E-mail completed form with attachments to: solidwasteemergencies@dep.nj.gov (*recommended method*). The form can also be sent via fax to: (609) 984-0565 or via regular mail to:

NJ Department of Environmental Protection
Division of Solid and Hazardous Waste
Mail Code 401-02C
PO Box 420
Trenton, NJ 08625-0420.

SITE INFORMATION

Applicant: Provide the name of the Government Entity requesting pre-approval for the TDMA. Include the full official name of the entity, including the type of entity (i.e. Borough, Township, City, County). Provide the mailing address, municipality and zip code of the official mailing address for the entity named. Please be sure to include P.O. Box numbers and/or mail codes if appropriate.

Primary Contact: This should be the person who will be taking the primary responsibility for completion of the TDMA Pre-Approval. Provide the office number, fax number, cell number, and E-mail address for the primary contact person. This person should be available to respond, in a timely manner, to any questions that NJDEP may have concerning this request form. This will also be the person we will contact during a debris generating event. If there are additional individuals that should be contacted regarding TDMA Pre-Approval or during a debris generating event, contact information for these individuals should be attached to the TDMA Pre-Approval Form.

Proposed Location of Temporary Debris Management Area (TDMA):

- **Street Address:** This should be the physical location of the site – not the mailing address. This address should correspond to the address listed in the municipal or county tax records. When possible, this address should contain a street number, and not just an intersection.
- **County:** List the county that the TDMA is located in.
- **Block/Lot:** Provide the current Block and Lot for the property. If the TDMA is located on several Blocks and/or Lots, please list ALL the Blocks and Lots on which it will be located, including any roads used for entering and exiting the site.

Please ensure that the street address and the blocks and lots for the site are correct and correspond with the most current tax maps for the municipality. If the tax maps for the municipality have recently been updated, please include a copy of the tax map with the TDMA application. Submitting a TDMA application with an incorrect street address, or incorrect blocks and lots is one of the most common problems, and will result in a delay in processing your application.

- **Current use of the site:** Please list the current use of the site (i.e. park, DPW facility, parking lot).

1. Property Ownership

Please indicate if the property is owned by the entity requesting approval for the TDMA. If the property is NOT owned by the entity requesting the TDMA, then a written agreement which allows use of the site for a TDMA, MUST be submitted. Both the property owner and the entity requesting approval must sign the agreement. The agreement should clearly specify that the site is to be used for a TDMA, and should be signed by the individuals who have legal authority to sign the document.

2. Site Sharing

If more than one government entity will be using the TDMA, it must be indicated on the form. All entities who will be using the TDMA must be listed. Additionally, a signed shared service agreement should be attached to the form.

3. Security Measures

TDMA's must have security measures in place to prevent unauthorized dumping and to prevent possible injury. Please list what security measures will be taken to prevent unauthorized access to the site.

4. Dust Control Measures

If any part of the TDMA site is unpaved, steps to control dust emissions must be taken. This is especially necessary if site conditions are dry. Please list what measures will be taken to control dust at the site.

STORAGE AREAS

The types of debris which may be stored at a TDMA are listed below. Please fill out these sections ONLY for those types of debris which you intend on storing at the TDMA. You do not have to store all the types listed.

- Vegetative Debris
- Construction and Demolition (C&D) Debris
- Bulky Solid Waste
- White Goods
- Household Hazardous Waste (HHW)
- e-Waste
- Municipal Solid Waste (Putrescible)

For guidance regarding the appropriate type of surface on which debris can be stored and container requirements, please see the “Preferred Storage Methods for Debris” table included in this document.

Note: Only vegetative debris may be processed (grinding or shredding) on site. Separate stockpiles should be listed for unprocessed and processed vegetative debris. Stockpiles for vegetative debris (processed and unprocessed) cannot be larger than 250 feet by 150 feet, and cannot exceed 25 feet in height.

Please keep the size of the entire TDMA site in mind when determining the size of each of the stockpiles. The stockpiles must be able to fit on the site, and still allow adequate space for traffic flow. All debris piles must be separated by a minimum of 15 feet. If stockpiles of varying size for the same type of debris will be used, please include stockpile dimensions in the Additional Information Box on page 4 of the form.

ATTACHMENTS

A **Site Drawing** and **Photographs** must be submitted with this form:

Site Drawing

- The site drawing may be hand drawn. You may also choose to use a satellite image for the basis of your drawing. Please refer to the sample site drawings included in this document to see acceptable formats.
- The site drawing should be as close to scale as possible to ensure an adequate reflection of the debris stockpiles as they relate to the site. However, the site drawing does not have to be prepared by a professional engineer. When preparing the site drawing, please ensure that the dimension of the stockpiles and the number of stockpiles will fit in the site.

- If you plan to store vegetative debris AND process the vegetative debris on site, the site drawing must show **both** the processed and unprocessed piles.
- The site drawing must also include the following:
 - Stockpiles for each type of debris to be stored (dimensions should be indicated on the drawing). Stockpiles should be depicted as squares or rectangles to adequately reflect actual site conditions, and should be labeled with the type of debris.
 - Security controls (i.e. fencing/barriers)
 - Placement of stormwater controls (i.e. silt fencing/haybales)
 - Site Access/Traffic Flow (Where will traffic enter and exit the site? How will traffic flow through the site?)
 - Location of any storm drains or storm water inlets

Please ensure that your site drawing includes ALL the information as listed above. Submitting an incomplete or unacceptable site drawing is a common problem, and will result in a delay in processing your application.

Photographs - Please submit current photographs of the site which show existing conditions. (Google Earth or other satellite images are not sufficient.) Provide the date the photographs were taken.

ADDITIONAL INFORMATION

Include any additional information about the site or the proposed operations that will assist with the Department's review. If stockpiles of varying size will be used for the same debris type, include each stockpile's dimensions in this section.

CERTIFICATIONS AND ENDORSEMENTS

There are three certifications that need to be signed.

The first certification should be signed by either the Mayor, Public Works Department supervisor or the local Office of Emergency Management official. The person signing this certification should be familiar with the information on the TDMA Pre-Approval Form as the purpose of this certification is to attest that the information on the form is accurate.

The second certification must be signed by the local fire official for the municipality in which the TDMA is located. The signature of the local fire chief is not acceptable. If your municipality has designated either the county Fire Official or State Fire Marshal as their Fire Official, the certification must be signed by either the County Fire Official or the State Fire Marshal within the Division of Fire Safety in the Department of Community Affairs (609-633-6106). The Division of Fire Safety provides a list of fire officials at: http://www.state.nj.us/dca/divisions/dfs/pdf/fire_code_enforcement_directory.pdf.

The third certification must be signed by an official from the County Office of Emergency Management.

For the second and third certifications, as an alternative to signing the certification on the form, a separate endorsement from the fire official and/or the County Office of Emergency Management may be submitted.

TDMA Pre-Approval Process

If there are deficiencies in your TDMA Pre-Approval Request form, you will be notified via e-mail. Once your Pre-Approval Request Form is administratively complete, it will be referred for technical approval.

The technical approval review is conducted by various programs within the Department including the Department's State Historic Preservation Office, Stormwater Program, and Land Use Regulation Program (wetlands, flood hazard areas, and endangered species). In addition, the Pinelands Commission and the New Jersey Highlands Council must review requests for TDMA's located within their jurisdictions. The Department's Debris Management Team will coordinate the review with the other programs. Please be advised that the municipality may need to supply additional information for the other programs to complete their review. Based on the outcome of the technical review, the site **may** be deemed unsuitable for a TDMA and an alternate site may need to be chosen by the municipality.

Once a TDMA Pre-Approval Request Form has been deemed administratively and technically complete, a TDMA Pre-Approval document will be issued. The TDMA Pre-Approval document will include operational and program conditions that are required by the Department.

If you have any questions while completing the TDMA Pre-Approval form, please contact the Division of Solid and Hazardous Waste at (609) 633-1418.

PREFERRED STORAGE METHODS FOR DEBRIS

TYPE OF DEBRIS	CONTAINER REQUIRED?	PREFERED SURFACE	COMMENTS
VEGETATIVE DEBRIS	NO	PERVIOUS (grass, soil/dirt, sand and/or gravel)	Paved is acceptable if nothing else is available. If a paved surface is used, additional stormwater controls may be required.
CONSTRUCTION AND DEMOLITION	NO	PERVIOUS (grass, soil/dirt, sand and/or gravel)	Paved is acceptable if nothing else is available. If a paved surface is used, additional stormwater controls may be required.
BULKY SOLID WASTE	NO	PERVIOUS (grass, soil/dirt, sand and/or gravel)	Paved is acceptable if nothing else is available. If a paved surface is used, additional stormwater controls may be required.
MUNICIPAL SOLID WASTE	YES	PAVED ONLY	Containers must be covered and bermed.
E-WASTE	YES	PAVED ONLY	Containers must be covered and bermed.
HOUSEHOLD HAZARDOUS WASTE	YES	PAVED ONLY	Containers must be covered and bermed.
WHITE GOODS	NO	PAVED ONLY	

Sample TDMA Site Plan

