DISASTER DEBRIS MANAGEMENT PLANNING TOOL KIT FOR NEW JERSEY MUNICIPALITIES

Revised November 2015
EXECUTIVE SUMMARY

On October 29, 2012, New Jersey experienced a storm of epic proportions, “Superstorm Sandy,” that generated over 8 million cubic yards of debris across the 9 hardest hit counties in only one day. A key lesson learned is that immediate response to debris collection and disposal is essential to a community’s swift recovery from a disaster. The Department of Environmental Protection (Department) developed this guidance document to assist municipal officials in developing effective emergency debris management plans to aid in their recovery from events that generate substantial volumes of debris.

The Department strongly urges all municipal officials to conduct pre-disaster planning and prepare emergency debris management plans, which should be reviewed and updated annually, and coordinated with county solid waste officials and the county Office of Emergency Management. Municipalities should also consider sharing these plans with adjacent municipalities and enter into shared service agreements wherever appropriate to ensure adequate staffing, equipment, and services during the disaster and immediately afterwards. The Department is working with the Department of Treasury to offer emergency disaster contracts for debris management services for use by the State and its Cooperative Purchasing Partners in a declared State or Federal disaster. The following contracts are now available and additional emergency disaster contracts are under development:

Land Debris - for entire State:

Waterway Debris - South Jersey only at this time:
http://www.nj.gov/treasury/purchase/noa/contracts/t3014_15-x-23761.shtml

Municipalities should consider either entering into stand-by emergency debris removal contracts or using the State’s disaster debris contract vendors, once in place, as part of their pre-disaster planning process.

Once a disaster strikes that generates significant volumes of debris, the Department recommends the following top five (5) actions to address debris removal:

1. Ensure that all activities from the first day comply with FEMA eligibility requirements for eventual reimbursement, if applicable. For Federal Emergency Management Agency (FEMA) reimbursement purposes, monitor debris removal activities and maintain careful and detailed records of municipal personnel activities; the amount of debris transported and disposed of; and the location and costs of transport and disposal.

2. Coordinate support from county and State agencies to reopen road networks.

3. Activate any disaster plans and implement debris removal activities using either stand-by emergency debris removal contracts, the State’s disaster debris contract vendors and/or public works personnel. Contact the County Office of Emergency Management (OEM) if local capabilities are overwhelmed.
4. Assess the type (e.g., vegetative and non-vegetative debris) and extent of the debris generated, as well as the need for Temporary Debris Management Areas (TDMAs). Contact the Department when activating pre-approved TDMAs.

5. Communicate with residents and businesses to ensure public awareness and cooperation with debris removal efforts.

This Tool Kit includes the Department’s Emergency Debris Planning Guidance Document; the Department’s Speed Up Your Cleanup handout and Garbage Collection Delay Fact Sheet; guidance on estimating the acreage needed to temporarily stage collected debris; frequently asked questions (FAQs) regarding storing debris in a TDMA; sample site drawings for TDMA pre-approval requests; perimeter controls required at TMDAs for stormwater management; and a request form for obtaining a pre-approval for TDMAs.

In addition to the information provided in this Tool Kit, the Federal Emergency Management Agency (FEMA) has numerous debris removal guidance documents on their website at https://www.fema.gov/public-assistance-policy-and-guidance.

If you have any questions on the information contained in this Tool Kit or about debris management, please contact the Department’s Division of Solid and Hazardous Waste (DSHW) at (609) 633-1418.
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SECTION I. PREPARING FOR STORM DEBRIS CLEANUP

This Tool Kit has been developed to assist municipalities in preparing for any type of debris generating event, but as the past has shown us, storms are the most common debris generating event in New Jersey. Therefore, if you have not already taken steps to prepare for the next hurricane season, please consider taking the following short-term actions to ensure that your town is ready to manage hurricane debris.

1. **Estimate how much debris you might expect from a storm.** You might have been surprised at the volume of debris created in your town in 2011 by Hurricane Irene and Tropical Storm Lee and by Superstorm Sandy in 2012. To properly plan for storm debris cleanup, it is important to develop a good estimate of how much debris (in cubic yards) may be generated by a severe storm. That will help you determine: (a) how much temporary debris storage capacity you will need (number and size of staging areas), (b) either staffing and equipment needs in your public works department or the structure of your stand-by debris contract, and (c) how much debris removal could cost.

The Department has prepared a model to assist municipalities in estimating potential debris generation amounts. Guidance on using this model is in Appendix 3 of this Tool Kit.

As an additional guide, the following table sets forth Superstorm Sandy debris volumes reported by several New Jersey towns:

<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>COUNTY</th>
<th>Population (2010 Census)</th>
<th>NON-VEGETATIVE DEBRIS (IN CUBIC YARDS)</th>
<th>VEGETATIVE DEBRIS (IN CUBIC YARDS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgewater Township</td>
<td>Somerset</td>
<td>45,000</td>
<td>0</td>
<td>500,000</td>
</tr>
<tr>
<td>Toms River Township</td>
<td>Ocean</td>
<td>91,200</td>
<td>332,633</td>
<td>128,796</td>
</tr>
<tr>
<td>Moonachie Borough</td>
<td>Bergen</td>
<td>2,708</td>
<td>6,438</td>
<td>212</td>
</tr>
</tbody>
</table>

2. **Site and get Department pre-approval for one or more TDMAs.** The Department strongly encourages municipalities to act now to select areas that would be suitable for temporary staging of both construction and demolition storm debris and vegetative debris and to have those areas pre-approved by the Department. If you do not have room in your town for debris staging, this would be a good time to enter into a shared service agreement with one or more of your neighboring towns, or to work with your county solid waste planner to develop a regional TDMA.

Guidance on siting TDMAs is available in Section II of this Tool Kit and information on requesting pre-approval of TDMA sites is available in Appendices 4, 5 and 7 of this Tool Kit.
Pre-approved TDMAs may only be utilized for the storage of debris after an Executive Order has been signed by the Governor declaring a state of emergency in the county in which the pre-approved TDMA is located and an Administrative Order has been signed by the Department’s Commissioner allowing the relaxation of certain Solid Waste Rules.

Upon signature of the above mentioned documents, the Department will notify all municipalities with pre-approved TDMAs that their TDMA pre-approval may be activated if necessary. Municipalities may activate a pre-approved TDMA by notifying the Department via e-mail (solidwasteemergencies@dep.nj.gov), fax (609-984-0565), or phone (609-633-1418). Since time is of the essence during an emergency event, there is no need to wait for acknowledgement of your notification from the Department prior to using a pre-approved TDMA. The Department will follow-up in a timely manner with each municipality that provides a notification.

3. **Identify/obtain debris removal and debris monitoring resources.** You have several options for debris removal and debris monitoring services after a disaster:

- Utilize your municipal work force and municipal equipment.
- Obtain competitively bid disaster debris removal and debris monitoring contracts through a pre-event stand-by contract to initiate response and recovery immediately following a disaster.
- Utilize State of New Jersey cooperative purchasing agreements for disaster debris removal and debris monitoring. Check the New Jersey Department of the Treasury’s website for applicable cooperative purchasing agreements:

  http://www.state.nj.us/treasury/purchase/coop_agency.shtml

Following Superstorm Sandy, some towns removed the most critical debris (e.g., debris blocking critical infrastructure) using municipal work forces, and then addressed the remaining debris using either their own competitively bid debris removal and monitoring contractor(s) or contractors available through State cooperative purchasing agreements. Some towns used contractors to remove the debris, but used their municipal workforces to monitor debris removal. Municipalities need to decide which method or combination of methods provides them with most efficient and cost-effective service.

4. **Educate your residents.** It is important to educate your residents and businesses on what they can do to minimize storm debris (e.g., bringing in outdoor furniture). Useful tips on minimizing debris can be found at http://www.ready.gov/hurricanes.
To expedite debris removal after a storm, your residents should also know what kind of debris to put at the curb and how to separate the debris for collection. Segregating debris by type and properly placing debris at the curb will greatly expedite debris removal. Appendix 1 of this Tool Kit is New Jersey’s “Speed Up Your Cleanup” handout, which is designed to aid residents in separating the disaster debris for collection.

Appendix 2 of this Tool Kit is the Department’s “Garbage Collection Delay Fact Sheet”, which contains guidelines for residents to follow when waste collections are delayed.
SECTION II. EMERGENCY DEBRIS PLANNING GUIDANCE

Every municipality in New Jersey should have an Emergency Debris Management Plan, which can be part of its comprehensive Emergency Management Plan. The Department recommends that Emergency Debris Management Plans, at a minimum, address the following areas:

- General Debris Handling and Waste Prioritization
- Pre-Approved Temporary Staging Areas for Vegetative and Non-Vegetative Waste Debris
- Emergency Debris Removal & Transportation
- Communications and Information Resources for Local Officials, Residents & Businesses
- Personnel Training

The Federal Emergency Management Agency (FEMA) has an “Alternative Procedures Pilot Program for Debris Management” (Pilot Program) effective until June 30, 2016 that allows municipalities with FEMA approved debris management plans to obtain a one-time reimbursement increase of 2%. The debris management plans required under the Pilot Program contain more detailed information than what is suggested above as the minimum. Additional information on the Pilot Program and the debris management plan requirements can be found at: www.fema.gov/media-library/assets/documents/33376

When preparing or revising an Emergency Debris Management Plan, coordination with the county Office of Emergency Management (OEM), county household hazardous waste program, and county & local health departments is essential, and all parties should participate in the planning process.

A. General Debris Handling and Waste Prioritization

Depending on the severity of the disaster, it may not be possible to address the pickup and disposal of all debris in a timely manner and maintain regular garbage pickups. Every Emergency Debris Management Plan should, therefore, focus first on clearing the debris that hinders immediate lifesaving and emergency response actions. Once this debris is addressed, other debris can be removed, segregated, temporarily staged (if necessary), and then transported to a disposal or recycling facility. Emergency Debris Management Plans should consider the order in which debris will be collected and alert residents of any expected delays in garbage collection. See “Garbage Collection Delay Fact Sheet” in Appendix 2 of this Tool Kit for more information on handling collection delays.
Residents need to be advised that, unless otherwise instructed, all of New Jersey’s waste and recycling regulations remain in effect during a disaster, and that their waste materials must be separated by type to facilitate prompt removal. It is especially important to properly separate out and bag putrescible materials (for example, food wastes and other wastes that cause odors and/or attract insects, rodents and other animals) so that they may be picked up on a priority basis. Additionally, household hazardous waste (i.e., chemicals, used oil, etc.) and e-waste (i.e., TVs, computers, and monitors) should be separated from other waste debris so that they may be handled in an environmentally safe manner and properly disposed of or recycled. Separated debris should be placed along the right-of-way (the area between the sidewalk and the roadway) and should not be placed in the road, near downed wires, or in areas prone to flooding. In addition, debris placed for collection should not block mailboxes, electric and water meters, fire hydrants, or storm drains. Residents should also be made aware that during the debris removal process they may experience increased traffic and noise. See the “Speed Up Your Cleanup” flyer in Appendix 1 of this Tool Kit for more information on separating disaster debris for collection.

Waste separation at the TDMA is important to minimize odors, and rodent or other vector problems, and to protect workers who may come in contact with waste materials. Recyclable materials, such as tree branches, metals and white goods (i.e., refrigerators, washers, dryers, etc.), should be separated from those that must be disposed of as solid waste. This segregation helps facilitate the flow of these materials to recycling facilities, and reduces the burden on, and costs of, solid waste disposal operations. In addition, household hazardous waste (HHW) and e-waste should be stored separately in the TDMA to facilitate their proper handling and disposal.

B. Siting Temporary Debris Management Areas (TDMAs)

Municipalities should identify, in advance of an emergency, appropriate TDMA locations that can be used to temporarily stage and/or process debris that cannot be directly transported to a disposal or recycling facility. For towns with no appropriate areas to site a TDMA, it is essential to identify appropriate regional TDMAs that can be used and enter into an agreement with the appropriate parties for its use before an emergent situation arises. A shared service agreement may be utilized for setting up regional TDMAs with neighboring towns.

The Department has a pre-approval process to assist municipalities in selecting appropriate sites in advance of emergencies, which is explained in the next section, “Obtaining Pre-Approval of Temporary Debris Management Areas.” TDMAs require an approval from the Department to operate. Identification of pre-approved TDMAs should be appended to both the municipal and county OEM planning documents for reference. This will allow post-emergency/recovery clean-up efforts to begin early and proceed in an efficient manner.
TDMA

s should only be located at sites which can be secured, and should not be located within a flood hazard area or other environmentally sensitive area, including a historic/archeological site. In siting TDMA, towns should also consider the following:

1. **Sizing the TDMA:** TDMA should be large enough to accommodate debris from events of various magnitudes. A guide to estimating the required size of a TDMA is available in Appendix 3 of this Tool Kit.

2. **Location of the TDMA:** Avoid choosing sites near residences, schools, and hospitals. Local tolerance of impacts from noise, dust, and traffic significantly diminishes over time.

3. **Cost of the TDMA location:** Use public land first to avoid costly leases. Use private land only if public sites are unavailable. A valid lease agreement is required by the Department for TDMA located on private property. The lease agreement should have provisions for returning the site to original conditions, documentation of the original conditions, and any insurance requirements of the property owner.

4. **Access to the TDMA:** Look for sites with good ingress/egress to accommodate heavy truck traffic and that have configurations that will allow for an efficient layout.

5. **Attributes of the TDMA location:** Putrescible solid waste debris, white goods, HHW, and e-waste must be stored on a paved area or in roll-off containers. The entire debris staging area does not have to be paved, but the areas for staging/storing these types of solid and hazardous waste debris must be paved. Vegetative debris, on the other hand, should be stored on a pervious (unpaved) surface to minimize stormwater runoff, unless otherwise approved by the Department. Masonry debris (concrete, brick, and block) and construction and demolition debris may be stored either on a pervious (unpaved) or an impervious (paved) surface. Consider siting a TDMA on a closed municipal landfill, if available. Please note, operations on closed landfills may require additional approvals from the Department’s Bureau of Solid Waste Permitting.

Finally, municipalities should conduct a baseline environmental survey before debris operations begin so the TDMA can be returned to those conditions at the conclusion of the debris operations. The baseline environmental survey should document physical features and conditions existing at the site prior to use as a TDMA. Digital photos can be helpful and are recommended. If the property is not owned by the municipality, the Department recommends performing environmental sampling of the soil and any on-site water prior to use to protect against future contamination complaints.
C. Obtaining Pre-Approval of Temporary Debris Management Areas (TDMAs)

The Department recommends seeking a pre-approval for TDMAs in advance of an emergency event. To obtain pre-approval, municipalities need to complete and submit the “Temporary Debris Management Area (TDMA) Pre-Approval Request Form” included in Appendix 7 of this Tool Kit, along with the additional required approvals and attachments outlined on the form. Information on completing the TDMA Pre-Approval Request Form can be found in the Frequently Asked Questions document located in Appendix 4 of this Tool Kit. The TDMA Pre-Approval Request Form requires the following information:

- Location of the site, including street address, block and lot numbers, and a description of the normal use of the site.

- Contact information, including emergency contact information, for the individual responsible for the TDMA.

- A site drawing identifying the dimensions and locations of each proposed debris stockpile area within a TDMA, including the maximum height of each stockpile. Vegetative stockpiles are limited to 150’ x 250’ x 25’, and adequate spacing for emergency equipment must be maintained around each stockpile. In addition, a buffer of at least 15’ should be maintained between the stockpiles and the property line. Sample site drawings are included in Appendix 5.

- An indication of whether vegetative debris will be ground or shredded. Open burning of vegetative debris is prohibited in New Jersey. Non-vegetative debris may not be ground for size reduction. Removal and separation of white goods, e-waste, and HHW is recommended. Removal and separation of other waste types, such as concrete, wood, metals, etc., must be approved by the Department on a case-by-case basis. Removal of refrigerants from white goods is allowed at TDMAs, in accordance with applicable regulations.

- A description of the stormwater control measures that will be implemented at the site, such as containerizing certain wastes, covering non-containerized wastes, and containment and perimeter controls (i.e. sediment fencing, hay bales, absorbent booms, etc.) for the entire site. Stormwater controls are required at all TDMAs. Appendix 6 of this Tool Kit contains information on managing stormwater at TDMAs.

- Additional approvals from the Department’s State Historic Preservation Office and Land Use Regulation Program (wetlands, flood hazard areas, and endangered species) may also be required. The Department will coordinate obtaining any internal approvals needed on behalf of the municipality. The Department will also coordinate obtaining any required approvals.
from the Pinelands Commission and the Highlands Council, if necessary. However, the municipality may need to provide additional information to obtain these approvals.

- Documentation of endorsement by the county Office of Emergency Management.

- Documentation of endorsement from the local fire official. If a municipality does not have a local fire official then an approval must be obtained from either the County Fire Official or the State Fire Marshal within the Division of Fire Safety at the Department of Community Affairs (609-633-6106).

The completed TDMA Pre-Approval Request Form and the required approvals may be e-mailed to solidwasteemergencies@dep.nj.gov or faxed to (609) 984-0565.

As stated in Section I, use of a pre-approved TDMA can only occur during a governor declared state of emergency. After a state of emergency has been declared, the Department will notify all municipalities with pre-approved TDMA that their TDMA pre-approval may be activated if necessary. Municipalities may activate a pre-approved TDMA by notifying the Department via e-mail (solidwasteemergencies@dep.nj.gov), fax (609-984-0565), or phone (609-633-1418). Since time is of the essence during an emergency event, there is no need to wait for acknowledgement of your notification from the Department prior to using a pre-approved TDMA. The Department will follow-up in a timely manner with each municipality that provides a notification.

Due to the nature of putrescible solid waste, pre-approved TDMA used to store this type of waste may only be operated for an initial period of 7 days. Municipalities may ask the Department to extend this operational time, if needed, prior to the expiration of the initial 7 day pre-approval.

TDMA for vegetative debris, white goods, masonry debris, construction and demolition debris, e-waste, and household hazardous waste may be operated under a pre-approval for a period of up to 60 days. At the end of the 60-day period, all debris must have been removed to an appropriate recycling or disposal facility. If additional time is required, approval from the Department should be obtained prior to the expiration of the 60-day pre-approved period.

If a municipality does not obtain pre-approval of a TDMA and needs to temporarily manage debris subsequent to an emergency event, the TDMA Pre-Approval Request Form must be submitted to the Department and written approval obtained prior to the TDMA being utilized. Debris should not be managed at a site without Departmental approval.

D. Debris Removal, Monitoring, and Transportation Contracts
A disaster that generates significant quantities of debris requires significant transportation equipment and/or debris removal and monitoring services to manage the debris. Municipalities should inventory the government vehicles that can be put into service to assist in debris removal and disposal. Additionally, municipalities should consider having stand-by contracts with emergency debris contractors for collection, removal and/or monitoring services to ensure that such services will be available. The stand-by contracts should be reviewed regularly and revised if necessary. To assist municipalities and counties, the State of New Jersey has entered into stand-by contracts for various storm debris related services for use in both Federally Declared Emergencies and State Declared Emergencies such as land debris removal, waterway debris removal (2 Southern regions), and debris monitoring. The State anticipates awarding additional stand-by contracts in early 2016 for waterway debris removal in the Northern region, waterway assessment, Private Property Debris Removal, and potentially project management services. These contracts will be available for other levels of government to use as ‘Cooperative Purchasing Partners’ and manage through their own Task Orders once the State has issued the initial Task Order to activate the contract. The contracts are available for review on the State Department of Treasury website at http://www.state.nj.us/treasury/purchase/hurricane-coop.shtml.

Stand-by contracts covering waste transportation should only be made with companies that are A-901 licensed solid waste transporters, per N.J.S.A. 13:1E-126 et seq. and its implementing regulations at N.J.A.C. 7:26-16. This is not required for contracts for vegetative debris transported to a recycling center. The Department maintains a list of licensed solid waste transporters that is available on the Licensing and Registration web site at http://www.nj.gov/dep/dshw/hwr/regislic/lru.htm. To verify a solid waste transporter is A-901 licensed, choose the report titled "Report - Registered Solid Waste Transporters and Capabilities" from the drop-down listing of “Available Resources” at the bottom of the web page.

Lastly, it is important for you to know if your contractor is also obligated to assist other municipalities. This will help determine if the contractor has the ability to respond to all calls for assistance during an emergency, especially for emergency events that are regional in nature.

**E. Communications and Information Resources**

Municipal Emergency Debris Management Plans should address how communication between all levels of government and emergency responders will be handled and where additional information can be obtained.

It is especially important to consider how information will be shared with residents during the initial stage of debris response. Such communication is necessary to alert residents of possible delays in garbage collection and the need to separate debris and properly place it in the correct location for prompt collection.
DSHW maintains an e-mail account for correspondence regarding emergency events. Any correspondence with DSHW during an emergency event can be conducted via that e-mail account at solidwasteemergencies@dep.nj.gov. Information related to an emergency event will be posted on the Department’s web page at www.nj.gov/dep. All official correspondence from the Department concerning relaxation of any of New Jersey’s Solid Waste Rules during an emergency event will be sent from the above e-mail address.

The DEP Hotline, 1-888-WARNDEP, should continue to be used to report any spills or other emergencies.

F. Personnel Training

All personnel conducting debris operations should be trained, at a minimum, on items such as identification of hazards and proper use of personal protective equipment. Additional training specific to job duties should be conducted to ensure the health and safety of the staff working at the site. Personnel should also be trained in identifying the different solid waste types, such as HHW and e-waste, to ensure all wastes are managed properly.

G. Recordkeeping

Records of the amount of debris collected from the right of way, received at a TDMA, processed at the TDMA (for vegetative debris), and transported to a final destination facility must be maintained by the municipality and the information provided to the Department on a regular basis while the TDMA is in operation. Additional information on recordkeeping and reporting requirements will be provided in the future.
APPENDIX 1

SPEED UP YOUR CLEANUP HANDOUT
Storm Debris Cleanup Instructions

1. Put debris piles only in the right of way (the area between the sidewalk and street).
2. Separate debris as directed by your town.
3. Don’t pile debris near fire hydrants, mailboxes, utility poles, meters, or storm drains.
4. Keep debris off sidewalks and out of the street.
5. Separate normal household trash for regular collection.
6. Share debris piles with neighbors.
7. For more information contact your town or go to: www.nj.gov/dep/
APPENDIX 2

GARBAGE COLLECTION DELAY
FACT SHEET
GARBAGE COLLECTION DELAY FACT SHEET

DELAY IN REFUSE COLLECTION

Citizen cooperation in using alternatives to traditional garbage disposal will minimize problems resulting from a delay of waste collection services in the event of a natural or man-made disaster or a labor strike.

The actions listed below were prepared by environmental and health personnel to assist you in minimizing the adverse effects of a disruption of waste collection at your homes and in your communities.

| 1. Limit the amount of waste produced: | • Avoid the use of disposable products such as paper or plastic plates, cups or disposable diapers.  
• Reuse products such as plastic containers, jars and aluminum foil.  
• Compost vegetative and yard wastes if space permits.  
• Delay any major household cleanups such as backyard cleanup, tree pruning or disposal of old furniture. |
|---|---|
| 2. Separate and store food wastes and other wet garbage: | • Drain excess garbage moisture. Pour fats, drippings and grease into glass jars and seal with a screw on lid.  
• Put food waste, disposable diapers and other wet waste into double plastic bags.  
• Add a capful of ammonia to waste to reduce odor which will attract animals and other vermin.  
• Secure trash bag tightly and store in a cool place. |
| 3. Separate and store recyclable materials: | • Rinse bottles and plastic containers.  
• Rinse and crush aluminum and tin cans, trays and containers.  
• Bundle cardboard, paper, and magazines.  
• Store recyclable materials indoors, out of reach of children, and away from combustible materials. |
| 4. Separate dry, non-recyclable waste: | • Store non-recyclable paper, containers, packaging and other dry waste indoors and away from combustible materials. |
| 5. Separate hazardous household waste: | • Separate fluorescent lights, paints and thinners, insecticides and herbicides and store out of reach of children. Hold until county household hazardous waste collection day. |
APPENDIX 3

GUIDANCE FOR DETERMINING ACREAGE NEEDED FOR A TDMA
GUIDANCE FOR DETERMINING ACREAGE NEEDED FOR TEMPORARY DEBRIS MANAGEMENT AREAS

The quantity and type of debris that may be generated by an emergency event varies based upon the magnitude and type of the event, which can make planning for the management of that debris difficult. However, the Department is providing the following guidance to assist municipalities when evaluating potential TDMA locations and sizes.

Note: This Guidance is based significantly upon the U.S. Army Corps of Engineers (USACE) “APPENDIX A, USACE HURRICANE DEBRIS ESTIMATING MODEL” available at:

Qualifiers: The estimated debris quantities calculated by the model have a predicted accuracy of ± 30%. The USACE formula was developed for use immediately prior to a hurricane event. For the purpose of pre-planning, the Department recommends assuming the mid-range for the hurricane category (e.g., 26 cubic yards) and medium to heavy for the storm precipitation multiplier (value of 1.3). The assumption of 3 persons per household is used in this guidance. While this guidance is based upon a hurricane as the debris generating event, the result can be used as a guide for other possible debris generating events, such as floods, building collapses, etc.

STEP 1—ESTIMATE QUANTITY OF DEBRIS

Calculate the amount of debris which may be generated by an emergency event based on the number of households and businesses in the community as well as an estimate of vegetative cover. The resulting quantity of debris (Q) will be used in the calculation in Step 2.

Formula:

\[ Q = H(C)(V)(B)(S) \]

Q is the quantity of debris in cubic yards.
H is the Population in the jurisdiction divided by 3 to determine the number of households. For example, a municipality with a population of 1200 would have an H of 400.
C is the storm category factor in cubic yards. The Department recommends using 26 cubic yards.
V is the vegetative cover multiplier. The Department recommends using the table below for determining vegetative cover. For our municipality example of 1200 people, V = 1.1.
**B** is the commercial/business/industrial density multiplier. The Department recommends using the table below for determining Business/Commercial density. For our municipality example of 1200 people we estimate a light business/commercial multiplier of 1.0.

**S** is the storm precipitation characteristic multiplier. The Department recommends using 1.3.

<table>
<thead>
<tr>
<th>Vegetative Cover Multiplier</th>
<th>Business/Commercial Density Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population Density</td>
<td>Vegetative Multiplier</td>
</tr>
<tr>
<td>Urban; &gt; 3500 people per sq. mile</td>
<td>1.1</td>
</tr>
<tr>
<td>Suburban; &lt; 3500 and &gt; 2000 people per sq. mile</td>
<td>1.3</td>
</tr>
<tr>
<td>Rural; &lt; 2000 people per sq. mile</td>
<td>1.5</td>
</tr>
</tbody>
</table>

For our municipality example of 1200 people, Q = 14,872 cubic yards.

**STEP 2—CALCULATE ACREAGE NEEDED FOR A TDMA**

Using the debris generation quantity (Q) calculated in Step 1, determine the acreage required for storage at a TDMA. The maximum acreage required for the storage of all debris is determined by dividing the debris generation quantity (Q) by the number of cubic yards of debris which may be stored per acre and using a multiplier to account for the roadways within the site and the buffers around the site. The Department recommends using 16,117 cubic yards per acre and a roadways/buffers multiplier of 1.66 (see Calculation of Qualifiers below for more details).

Due to New Jersey’s substantial solid waste infrastructure and our recent experience with Superstorm Sandy, the Department recommends that local officials pre-plan TDMAs that are 10% of the maximum acreage required for the storage of all generated debris. This is based on the assumption that waste stored at a TDMA can be moved out relatively quickly to final disposal destinations.

**Formula:**

\[ \text{TDMA Acreage} = \frac{Q}{16,117 \text{ cy/acre}} \times 1.66 \times 0.10 \]

For our municipality example of 1200 people, TDMA Acreage – 0.153
Calculation of Qualifiers:

Total volume per acre = 4,840 sy/ac x 3.33 y = 16,117 cubic yards per acre
  Debris pile stack height of 10 feet = 3.33 yards (y)
  1 acre (ac) = 4,840 square yards (sy)
Roadways/buffers multiplier = 1.66
Infrastructure Factor = 10% or 0.10

IMPORTANT NOTES:
The Department urges local jurisdictions that do not have sufficient TDMA capacity due to lack of available space to consider the use of a shared service agreement, authorized pursuant to N.J.S.A. 40A:65-1 et seq. The Agreement must specify services to be provided, including scope of performance, assignment of responsibilities, and procedures for payments. The Department also urges consideration of regional TDMAs. Local officials should coordinate selection of TDMAs with their County Office of Emergency Management and County Solid Waste Planning office.
APPENDIX 4

FREQUENTLY ASKED QUESTIONS ON THE APPROVAL AND OPERATION OF A TDMA
FREQUENTLY ASKED QUESTIONS (FAQs) ON THE APPROVAL AND OPERATION OF A TEMPORARY DEBRIS MANAGEMENT AREA

General Questions

1. What is a Temporary Debris Management Area or TDMA?

A TDMA is a site used to temporarily store debris which has been collected from the right of way after an emergency event, such as a flood, hurricane, Nor’easter, or terrorist attack. Use of a TDMA facilitates clearing of roads by providing an area where collected debris can be consolidated, sorted, and processed (vegetative debris only) prior to transportation to a solid waste or recycling facility. TDMAs may only be operated with an approval from the Department during a declared state of emergency.

2. What debris may be stored at a TDMA?

Debris generated after an emergency event that may be stored at a TDMA includes:

- vegetative waste (e.g., tree limbs, shrubs, etc.);
- municipal waste (putrescible and non-putrescible);
- construction and demolition (C&D) debris (e.g., wallboard, plywood, etc.);
- household hazardous waste (HHW) (e.g., oil, paint, etc.);
- white goods (e.g., refrigerators, washers, dryers, etc.); and,
- electronic waste (e-waste) (e.g., TVs, computers, etc.).

3. Why is a TDMA approval required?

The storage of solid waste is a regulated activity in New Jersey. Any site where solid waste is stored (other than the point of generation) is regulated as a solid waste facility, unless the activity is specifically exempted from the Solid Waste Rules. There are no exemptions from the regulations for the storage of debris. However, during a declared state of emergency the Department may allow the waiver of certain Solid Waste Rules. In those instances, a TDMA may operate without being regulated as a solid waste facility, provided an approval from the Department is obtained.

4. Who can apply for a TDMA approval?

Only government entities (state, county, and municipal) may apply for and receive an approval to operate a TDMA.

5. Why can’t private businesses obtain a TDMA approval?

The purpose of a TDMA is to aid a government entity’s quick response to an emergent crisis within the community and is not intended as a profit making enterprise. Therefore, the
Department will not allow private businesses to establish TDMAs. However, private entities may be hired by a government entity to manage or operate an approved TDMA.

6. Is there a fee (annual, monitoring, application fee, etc.) related to obtaining a TDMA approval?

The Department does not charge fees for TDMA approvals or inspections.

7. Once I have a pre-approval can I use the TDMA whenever I need to?

No, use of a TDMA can only occur when both an Executive Order has been signed by the Governor declaring a state of emergency in the county in which the TDMA is located AND an Administrative Order has been signed by the Department’s Commissioner allowing the relaxation of certain Solid Waste Rules. Without these documents, use of a TDMA constitutes an illegal solid waste disposal facility under the Solid Waste Rules and subjects the county or municipality to appropriate enforcement action.

8. What if the Governor doesn’t sign a state of emergency?

If there is a need for the use of a TDMA when a state of emergency has not been declared, the Department may use its Enforcement Discretion to allow the use of pre-approved TDMAs for localized debris events, such as a tornado, isolated storm, or building collapse. However, this will be decided on a case by case basis depending on the scope of the debris generating event. Municipalities wishing to activate their pre-approved TDMA outside of a Governor declared state of emergency must request and receive written approval from the Department prior to commencement of storage activities at its TDMA. Requests should be submitted to the Department via an e-mail to solidwasteemergencies@dep.nj.gov, a fax to (609) 984-0565, or a phone call to (609) 633-1418.

9. How do I activate my TDMA?

As stated above, use of a pre-approved TDMA can only occur during a governor declared state of emergency. After a state of emergency has been declared, the Department will notify all municipalities with pre-approved TDMAs that their TDMA pre-approval may be activated if necessary. Municipalities may activate a pre-approved TDMA by notifying the Department via e-mail (solidwasteemergencies@dep.nj.gov), fax (609-984-0565), or phone (609-633-1418). Since time is of the essence during an emergency event, there is no need to wait for acknowledgement of your notification from the Department prior to using a pre-approved TDMA. The Department will follow-up in a timely manner with each municipality that provides a notification.

10. How do I obtain a pre-approval for a TDMA?

Municipalities may request a TDMA pre-approval by submitting the “Temporary Debris Management Area (TDMA) Pre-approval Request Form” along with all required documentation attached. The completed form should be e-mailed to solidwasteemergencies@dep.nj.gov. The
“Temporary Debris Management Area (TDMA) Pre-Approval Request Form” is available in Appendix 7 of this Tool Kit.

11. How long can I operate a pre-approved TDMA?

Pre-approved TDMAs may be operated initially for a period of 7 days for putrescible waste debris and 60 days for other types of debris. The Department may approve operation extensions beyond the initial time periods depending on the scope of the debris generating event.

12. My TDMA approval has expired. Can I get an extension?

Extensions should be requested at least 3 days prior to the expiration date of an approval for putrescible waste debris and at least 14 days prior to the expiration date of an approval for all other types of debris. Requests for extensions should be submitted via an e-mail to solidwasteemergencies@dep.nj.gov and must provide information on why the extension is required and indicate the amount of additional time requested. A written response to the extension request will be issued by the Department.

13. What if an event occurs and I don’t have a pre-approved TDMA or my municipality needs additional sites?

If a municipality does not obtain pre-approval of a TDMA and needs to temporarily manage debris subsequent to an emergency event, the TDMA Pre-Approval Request Form must be submitted to the Department and written approval obtained prior to the TDMA being utilized. The TDMA request may be submitted by e-mail to solidwasteemergencies@dep.nj.gov or by fax to (609) 984-0565. Debris should not be managed at a site without Departmental approval, since the municipality will operate the TDMA at its own risk and FEMA may not approve reimbursement.

Siting a TDMA

14. How do I determine how large of a TDMA I need?

It is difficult to determine the size and capacity of a TDMA prior to an emergency event, since it’s primarily dependent on the scope of the event. However, the Department has developed guidance to assist municipalities in making a determination for pre-planning purposes. The guidance is in Appendix 3 of this Tool Kit.

15. What if there are no suitable sites in my municipality for a TDMA?

Municipalities are encouraged to work with counties to set up regional TDMAs for the use of multiple municipalities. In addition, municipalities can set up regional TDMAs through shared service agreements with neighboring municipalities. Regional TDMAs can reduce costs associated with debris management. Municipalities that set up a regional TDMA through a shared service agreement do not have to be adjacent to one another.
Operating a TDMA

16. What if I need to take in more debris than my TDMA approval allows?

Increases in the approved capacity of a TDMA may be requested by submitting a request via e-mail to solidwasteemergencies@dep.nj.gov. The Department will evaluate the location and capacity of the site and the need for the expansion prior to approving any increases in capacity. The request must include an endorsement by the local fire official. An increase in capacity may not be implemented until written approval is received from the Department.

17. What methods of processing are allowed at a TDMA?

Vegetative debris may be ground or shredded for size reduction at TDMAs provided all processing equipment has a valid Air Pollution Control Permit. Vegetative debris may not be burned, except in a permitted solid waste resource recovery facility. Open burning of vegetative debris is prohibited in New Jersey.

Non-vegetative debris may not be ground for size reduction. White goods, e-waste, and HHW should be separated from debris whenever practicable. E-waste is prohibited from disposal at solid waste facilities and Freon-containing white goods must have the Freon removed prior to disposal or recycling. Removal and separation of other waste types must be approved by the Department on a case-by-case basis.

18. Are “first grind” wood chips classified as unprocessed or processed material?

Vegetative debris can be processed by different types of equipment, each producing different types of end product. Units that merely shred the vegetative debris produce shredded wood that is generally too large to be used as a product. This is called a “first grind.” In order to produce useable mulch the material must be ground a second time. “First grind” wood material is considered processed material if it is removed from the TDMA without additional processing. If the material is expected to be ground a second time at the TDMA, then the “first grind” chips are merely in an intermediate processing state and therefore are considered to be unprocessed material.

19. Can we contract with a private contractor to run our TDMA?

A private contractor may be engaged to operate a TDMA, rather than the government entity using its own employees. The contractor can be limited to processing vegetative debris or may run the entire TDMA, including collection, storage, and disposal. If a contractor will be used to process vegetative debris, a copy of the contractor’s Air Pollution Control Permit needs to be requested. Contractors must operate the TDMA in compliance with any Department approvals, rules and guidelines, as well as contract requirements. However, the TDMA approvals are issued to government entities only, and therefore the government entity is ultimately responsible for ensuring the site is operated in compliance with Department approvals, rules and guidelines.
20. What are valid end-markets for debris stored in a TDMA?

<table>
<thead>
<tr>
<th>Waste Type</th>
<th>End-Market</th>
</tr>
</thead>
</table>
| C&D and Bulky Waste               | • NJ permitted solid waste facility (landfill or transfer station/material recovery facility)  
                                  | • Out of state solid waste facility that is operating under an approval issued by that state’s regulating entity. |
| Household Hazardous Waste         | • County-run household hazardous waste collection,                          |
                                  | • Permitted hazardous waste facility                                       |
                                  | • Out of state facility operating under an approval issued by that state’s regulating entity. |
| Unprocessed Brush and Tree Parts  | • Approved Class B Recycling Center                                         |
                                  | • Out of state recycling center operating under an approval issued by that state’s regulating entity. |
| Wood Chips*                       | • End uses where the chips are used as a product such as placement on park trails or as mulch.* |


21. Are markers and/or signage required at a TDMA?

Yes, maximum stockpile dimensions should be clearly marked to ensure operators are aware of the maximum amount of debris that may be stockpiled at the location. In addition, while not required, directional signage is recommended to ensure truck drivers are aware of where to go on-site. This is especially important when utilizing outside contractors for debris removal rather than municipal personnel.

22. What do I do when the TDMA operations are completed?

A TDMA is considered “closed” when all material has been removed from the site (including processed wood chips). A close-out form must be completed and sent to the Department via e-mail to solidwasteemergencies@dep.nj.gov or faxed to (609) 984-0565. Upon closure, the TDMA site must be restored to its original conditions. While the Department does not have regulations regarding closing and restoring a TDMA, FEMA has guidance on how to properly

**Filling out the TDMA Pre-Approval Request Form**

23. **What do the different types of debris mean?**

**Construction & Demolition (C&D) Debris** – Waste building material and rubble resulting from an emergency debris generating event. The following materials may be found in construction and demolition debris: treated and untreated wood scrap; concrete, asphalt, bricks, blocks and other masonry; plaster and wallboard; roofing materials; corrugated cardboard and miscellaneous paper; ferrous and non-ferrous metal; non-asbestos building insulation; plastic scrap; dirt; carpets and padding; glass (window and door); and other miscellaneous materials.

**Bulky Solid Waste Debris** – Large items of solid waste which because of their size or weight cannot be handled by the traditional municipal waste process. Bulky solid waste debris includes, but is not limited to, appliances, furniture (couches, chairs, tables, bookshelves, etc.), and other large household goods.

**Household Hazardous Waste** (HHW) – Household items that contain hazardous chemicals such as automobile fluids (used waste oil, antifreeze, etc.), batteries, oil-based paints and stains, cleansers, photo chemicals, lawn-care chemicals, unidentified liquids, household cleaners, and pesticides. Latex paint is not household hazardous waste.

**Putrescible Solid Waste** – Household garbage, such as kitchen waste, that is subject to odors and may attract insects, rodents, or other vermin.

**E-waste** – A desktop or personal computer, computer monitor, portable computer, or television sold to a consumer.

**Vegetative Debris** – Source separated whole trees, tree trunks, tree parts, tree stumps, brush, and leaves (provided they are not composted).

24. **Does the site drawing have to be prepared by a professional engineer (PE)?**

The required site drawing does not have to be prepared by a professional engineer. The site drawing could be a site plan that was prepared by a PE but has been marked up to show where the TDMA and the stockpiles will be located or can simply be a print-out of an enlarged tax map clearly showing the site with the required information marked on the map. See attached examples of site drawings in Appendix 5.
25. **What needs to be on the site drawing?**

The site drawing must show the unprocessed and processed stockpile locations, dimensions of the stockpiles (length, width, and height in feet), stormwater controls that will be implemented, site access and egress, traffic flow within the site, and security measures that will be implemented at the site (gate, fencing, etc.). In addition, photographs showing the existing conditions of the site must be provided.

26. **Are there additional approvals required?**

Yes, endorsements from the County Office of Emergency Management and the Local Fire Official are required. The TDMA Pre-Approval Request Form in Appendix 7 contains areas for sign-offs by the County OEM and the Local Fire Official or separate endorsements may be submitted with the form instead.

The Department’s State Historic Preservation Office, Stormwater Program, and Land Use Regulation Program (wetlands, flood hazard areas, and endangered species) must also review and approve TDMA requests. In addition, the Pinelands Commission and the New Jersey Highlands Council must review requests for TDMAs located within their jurisdiction. The Department will coordinate obtaining these approvals on behalf of the municipality. The municipality may need to supply additional information in order for the Department to obtain these additional approvals. The additional reviews may result in a site being determined unsuitable for a TDMA and an alternate site may need to be chosen by the municipality.

27. **Can a Fire Chief sign the form instead of the Fire Official?**

Every municipality and county has a designated Fire Official. Sometimes the Fire Official is also the Fire Chief but not in all cases. The designated Fire Official must either sign off on the TDMA Pre-Approval Request Form or provide another form of approval. Some municipalities have designated either the county Fire Official or State Fire Marshal as their Fire Official. In those instances approval must be obtained from 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](http://www.state.nj.us/dca/divisions/dfs/pdf/fire_code_enforcement_directory.pdf)

28. **Who can sign the TDMA Pre-Approval Request Form?**

For municipalities, the form and certification may only be signed by either the mayor, public works supervisor, or the local OEM.
APPENDIX 5

TDMA SITE DRAWING EXAMPLES
NOTES:

1. SITE IS 300’ X 300’ IN AREA AND CONSISTS OF A COMBINATION OF PAVED AREAS AND GRASSY/DIRT UNVEGETATED AREAS.
2. THE SITE IS NORMALLY USED AS A PARKING LOT FOR BEACH AREAS.
3. THERE ARE NO STORM WATER RUNOFF INLETS ON SITE – ALL RUNOFF IS VIA SHEETFLOW TO ADJACENT AREAS.
4. SILT FENCING SHALL COMPLETELY SURROUND EXISTING SITE AS INDICATED ON THE PLAN.
5. SILT FENCING SHALL FULLY CONFORM TO THE STANDARDS FOR SOIL EROSION.

NOTES:

- LARGE VEHICLE TURNING AREA MUST BE KEPT OPEN / CLEAR DURING OPERATION
- SECURITY GATE LOCKED WHEN

SAMPLE SITE DRAWING
TEMPORARY DEBRIS MANAGEMENT AREA

BLOCK 1, LOT 1.01
BOROUGH OF ANYTOWN
GENERIC COUNTY NEW JERSEY

This is an example of the information that should be shown on a TDMA site drawing and not an indication of how TDMAs should be laid out. Use this as a guide when preparing a site drawing for your TDMA.

DATE: 10/14/15
Sample TDMA Site Plan

- Unprocessed Vegetative Stockpile: 70' x 150' x 10'
- Processed Vegetative Stockpile: 70' x 150' x 10'
- C+D Debris Stockpile: 70' x 150' x 10'
- Large Vehicle Turning Area
- Bulky Solid Waste: 90' x 90' x 10'
- Silt Fence
- HHW E-Waste Goods
- Putrescible Solid Waste
- 30 yd³ roll-off container

N
APPENDIX 6

STORMWATER MANAGEMENT CONTROLS REQUIRED AT A TDMA
Stormwater Management Controls Required at Temporary Debris Management Areas (TDMAs)

Perimeter Control

Temporary debris management areas should have perimeter controls surrounding the site to manage and control stormwater runoff. In addition, buffers should be provided between debris stockpiles and all property lines. Examples of perimeter controls are:

- Stormwater controls, such as curbs, berms, hay bales, silt fences, jersey barriers or setbacks, to prevent discharge of runoff into nearby water bodies or storm inlets.
- Windblown debris controls, such as slatted fencing, tarping or other forms of cover.
- Preventative siltation/spill measures for storm drain inlets, such as oil booms or filter fabric inlet protection.
- Preventative tracking measures, such as gravel, quarry blend, or rumble strips at exits.

Debris Containment

The debris categories below also require a cover or a berm. Covers include tarps and fabric frame structure. Berms include sand bags, hay bales and curbing.

**Items to be placed in Roll-offs or other Storage Containers - cover and berm required**

- Hazardous Materials (any waste that is toxic, corrosive, reactive or ignitable)
- Oil Tanks
- Infectious/Medical Waste
- Hazardous Household Products (Paints, Cleaning Supplies, Solvents, etc.)
- Putrescible solid waste debris
- E-Waste

**Items to be placed on Impervious Surfaces (parking lot, street, and concrete pads) - berm required**

- Vehicles (including boats and RVs)
- White Goods (Appliances)

**Items to be placed on Pervious Surfaces (grass, sand, and dirt) - berm required**

- Vegetative Waste
- Construction and Demolition Debris
- Bulky Waste

Last revised 06/03/2015
APPENDIX 7

TEMPORARY DEBRIS MANAGEMENT AREA (TDMA) PRE-APPROVAL REQUEST FORM
NEW JERSEY TEMPORARY DEBRIS MANAGEMENT AREA (TDMA)
PRE-APPROVAL REQUEST FORM

For information on completing this form please see “Frequently Asked Questions on Pre-Approval of TDMA’s” and “Disaster Debris Planning Tool Kit for New Jersey Municipalities” or contact the Division of Solid and Hazardous Waste at (609) 633-1418.

E-mail completed form with attachments to: solidwasteemergencies@dep.nj.gov or fax to: (609) 984-0565.

1. Applicant

   Government Entity Requesting: __________________________________________________________

   Mailing Address: _____________________________________________________________________

   City: ___________________________ Zip Code: ___________________________

   Primary Contact: _______________________________ Title: _______________________________

   Office #:(____)____-____ Fax#: (____)____-____ Cell #: (____)____-____

   e-Mail: ________________________________________________________________

2. Location of TDMA (Use separate forms for multiple sites):

   Street Address: _____________________________________________________________________

   Nearest Intersection: _________________________________________________________________

   County: ___________________________ Block # ___________________ Lot # ___________________

   Normal use of site: ___________________________________________________________________

   Is the property owned by the entity requesting approval? ____ NO ____ YES
   If No, name of property owner: _______________________________________________________
   (Attach written agreement with property owner for use of property)

   Will multiple municipalities utilize the site? ____ No ____ Yes
   (If Yes, attach shared service agreement and list municipalities below)
   ____________________________________________________________________________________

   Describe security measures to prevent unauthorized access to the site (i.e., fence, gate, police patrol, etc.):
   ____________________________________________________________________________________
Describe measures to control dust emissions (i.e., water truck, hosing, paved road, truck tarping, etc.):

____________________________________________________________________

3. **Storage Area**

*Type of Debris to be Stored:*

___ Construction & Demolition Debris
___ Bulky Solid Waste Debris
___ Household Hazardous Waste
___ Putrescible Solid Waste
___ e-Waste
___ Vegetative Debris
___ Other: ________________________________

*Description of Storage Area Surface:*

___ Asphalt  ___ Concrete  ___ Grass  ___ Gravel  Other: ________________

*Putrescible Solid Waste, White Goods, Household Hazardous Waste (HHW), and e-Waste storage areas must be paved.*

*Will waste be stored in containers? ___ NO ___ YES*

*If Yes, which waste type(s): ________________________________*

*Stockpile Dimensions and Volume:*

(Vegetative stockpile size is limited to 250’ X 150’ X 25’)

**Unprocessed Stockpile 1:**

Length: _____ feet  Width: _____ feet  Height: _____ feet

**Unprocessed Stockpile 2:**

Length: _____ feet  Width: _____ feet  Height: _____ feet

**Processed Stockpile (if applicable) 1***:

Length: _____ feet  Width: _____ feet  Height: _____ feet

**Processed Stockpile (if applicable) 2***:

Length: _____ feet  Width: _____ feet  Height: _____ feet
4. **Vegetative Debris Grinding/Shredding**

Will grinding or shredding of vegetative debris be performed at the site?

___ NO ___ YES

If **Yes**, will an outside contractor be retained to conduct the Processing? ___ NO ___ YES

If **Yes**, provide name of contractor, if known, and attach contract or operating agreement:

________________________________________________________

*Note: only vegetative debris may be ground or shredded at a TDMA.*

5. **Attachments**

The following items must be submitted with this form:

**A. Site Drawing** showing unprocessed and processed material stockpile locations and dimensions, stormwater controls, site access, traffic flow within site, and security measures (see sample site drawing).

**NOTE:** Site drawing does **not** have to be prepared by a professional engineer.

**B. Photographs** of the site showing existing conditions (Google Earth or other satellite images are not sufficient).

**Date photos were taken:** _____________

**Note:** The Department will coordinate obtaining approvals regarding Historic Preservation, Stormwater Management, Endangered Species, Freshwater Wetlands, Flood Hazard Areas, the Pinelands Commission (if applicable), and the Highlands Council (if applicable). Additional information may be requested.
6. **Certifications and Endorsements**

**Certification by Mayor, Public Works Supervisor, or local OEM of entity requesting approval:**

“I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information and that submitting false information may be grounds for termination of any approval granted. I further certify that I have read and fully agree to the terms listed in the ‘New Jersey Department of Environmental Protection Disaster Debris Management Tool Kit for New Jersey Municipalities’, that if I am storing putrescible solid waste, household hazardous waste, white goods, or e-waste the area will be paved, and that non-vegetative debris will not be processed.”

**Name (print):** ________________________________

**Title (print):** ________________________________

**Signature:** ________________________________  **Date:** ___/___/____

**The local fire official and the County OEM Office may sign off below or attach separate endorsements from each official:**

**Local Fire Official**

I have reviewed the information contained on this form and have no issues with the use of the site as a TDMA.

**Name (print):** ________________________________

**Title (print):** ________________________________

**Signature:** ________________________________  **Date:** ___/___/____

**County Office of Emergency Management**

I have reviewed the information contained on this form and have no issues with the use of the site as a TDMA.

**Name (print):** ________________________________

**Title (print):** ________________________________

**Signature:** ________________________________  **Date:** ___/___/____