

**COUNTY of VENTURA
DISASTER DEBRIS MANAGEMENT PLAN**

(DDMP)

**Providing Guidance on Disaster Debris Management for
Unincorporated Ventura County**

Adopted by the County of Ventura Board of Supervisors

1999

Prepared by:

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INTRODUCTION

This plan has been prepared in consultation with the Ventura County Sheriff's Office of Emergency Services (OES) with input from the County's Public Works Agency (PWA), Watershed Protection District (WPD), Resource Management Agency (RMA), Environmental Health Division (EHD), Air Pollution Control District (APCD), General Services Agency (GSA), Harbor Department, the U.S Navy, local emergency services personnel, local solid waste coordinators, and the public. It is modeled after the Integrated Waste Management Disaster Plan that was prepared by the California Integrated Waste Management Board in January 1997.

This plan provides guidelines for the handling; storage; processing; transportation; diversion from disposal sites; and disposal, where absolutely necessary, of solid waste resulting from a federal, state, or local declared emergency or disaster, or any non-declared disaster in unincorporated Ventura County. Because the County's specific course of action is dependent upon the type and severity of the disaster and the debris generated, this plan does not attempt to outline an inflexible procedure to follow in all cases. Rather, pertinent data and information are compiled herein to aid County emergency management staff in making informed and competent decisions in managing disaster debris. In all situations, this plan should be used in conjunction with existing County disaster plans and policies.

There are four phases involved in managing a particular disaster, which are *preparedness, response, recovery, and mitigation for future disasters*. The key to a successful disaster debris management program is advance planning or preparedness. In the aftermath of a disaster, the primary focus is on responding to the disaster, and restoring and maintaining public health and safety. Consequently, debris diversion programs, such as recycling and reuse, can quickly become secondary, to be established only if there is sufficient time and staff to undertake the effort. The final phase of disaster debris planning involves mitigation of future disasters where plans and programs are developed to minimize the effects of any future emergencies.

Purpose of the Disaster Plan

The purpose of this plan is to be prepared before a disaster strikes, to assure disaster debris is properly managed in the event of a natural disaster or emergency, and to insure recovery of affected areas is expeditious and provides for the protection of public health and safety. The primary goal of this plan is to maximize recycling, reuse, and diversion of disaster-related debris, whereby costs are minimized and landfill capacity is preserved.

Disaster Plan Development

This plan was reviewed and approved by all participating departments/agencies, including the County Disaster Council, and was adopted by the Board of Supervisors in March of 1999. Because information contained in this plan will change, it is recommended this plan be updated at least every five years.

PREMISES AND ASSUMPTIONS

- This plan is governed and operated under the state mandated Standardized Emergency Management System (SEMS) and National Response Plan (NRP), as outlined in the County's Multihazard Functional Plan of December 1996, as amended in 2002, and 2006, and applies only to the unincorporated areas of Ventura County.
- This plan is oriented toward disaster debris management during the recovery phase of a disaster as opposed to the response phase. Unless a disaster is of a massive nature which inhibits the overall response effort, the existing standard procedures as outlined in the County's Mutihazard Functional Plan for emergency removal and disposal of debris during the response phase will be followed.
- It is anticipated the ten cities within the county will also be generators of debris during a given disaster and, at some point, may need the assistance of county resources through mutual aid.
- The resources of the County will be made available to the maximum extent possible to local agencies, jurisdictions, and citizens to help manage disaster debris.
- Cities are responsible for developing their own DDMP's and every effort has been made to insure the County and city plans are coordinated and complementary in nature. Maximum effort will be made to recycle and reuse disaster generated debris.
- Debris removal, reuse, and recycling can be cost intensive. **Therefore, all costs must be fully documented to maximize any state and federal reimbursements.**
- For the purposes of this plan, debris estimates based on the past history of the region were used to estimate the amount and type of debris that can be generated by any given disaster.
- Hazardous materials will be a part of any disaster. The County Environmental Health Division (EHD) is responsible for handling non-household hazardous debris (refer to EHD's Hazardous Material Area Plan, April 1997.) This DDMP addresses Household Hazardous Waste (HHW). HHW is typically generated from residential sources and includes a variety of common household products which are hazardous to human health and the environment, and must be properly managed as hazardous waste.
- Dissemination of public information will be key to the effectiveness of this plan.

TYPES OF DISASTERS AND DISASTER DEBRIS

The types of disasters that could occur in Ventura County and the possible damages, materials generated, and secondary impacts are included in the following table:

Table 1 - Disaster Event Analysis

Disaster Event	Damage	Materials Generated
Urban Fires	Damage to structures; remains of damaged foundations, chimneys, and burned cars;	Building foundations (e.g. rebar, brick, concrete, sand, dirt, asphalt ,wood, plastic); interiors (glass wallboard, flooring, furniture, appliances); landscaping; vehicles; contaminated wastes, HHW; biohazardous waste
Wildfires	Firestorm through trees and brush without wind, leave little debris. Wind may leave dead but standing trees. Remains of damaged foundations, chimneys, and burned cars.	Building foundations (e.g. rebar, brick, concrete, sand, dirt, asphalt ,wood, plastic); interiors (glass wallboard, flooring, furniture, appliances); landscaping; vehicles; contaminated wastes, HHW; biohazardous waste
Floods, Tsunamis, and Dam failures	Damage to buildings: lumber, wallboard, carpets, furniture. Mud sediments deposited on public and private property and discarded belongings. Landslide debris – soil, gravel, rock, construction materials, and HHW. Drowned people, pets and livestock. Sewage spills.	Building foundations (e.g. rebar, brick, concrete, sand, dirt, asphalt ,wood, plastic); interiors (glass wallboard, flooring, furniture, appliances); landscaping; vehicles; contaminated wastes, HHW; biohazardous waste; downed trees
Earthquakes and Landslides	Infrastructure damage – concrete and asphalt highways, overpasses, bridges, drain channels. Concrete, cement block, stone retaining walls, smashed vehicles. Asphalt from damaged parking lots. Building material, personal property, sediments from landslides. Crushed and/or suffocated people, pets, and livestock.	Building foundations (e.g. rebar, brick, concrete, sand, dirt, asphalt ,wood, plastic); interiors (glass wallboard, flooring, furniture, appliances); landscaping; vehicles; contaminated wastes, HHW; biohazardous waste
Hurricanes and Tornadoes	Remains of damaged buildings, sediments, trees, and personal property. Drowned and/or injured people, pets, and livestock.	Building foundations (e.g. rebar, brick, concrete, sand, dirt, asphalt ,wood, plastic); interiors (glass wallboard, flooring, furniture, appliances); landscaping; vehicles; contaminated wastes, HHW; biohazardous waste
Civil Unrest	Damaged and/or destroyed structures and personal property. Injury, possibly death.	Building foundations (e.g. rebar, brick, concrete, sand, dirt, asphalt ,wood, plastic); interiors (glass wallboard, flooring, furniture, appliances); landscaping; vehicles; contaminated wastes, HHW; biohazardous waste
Terrorist Acts	Damaged and destroyed structures, injury and death.	Building foundations (e.g. rebar, brick, concrete, sand, dirt, asphalt ,wood, plastic); interiors (glass wallboard, flooring, furniture, appliances); landscaping; vehicles; contaminated wastes, HHW; biohazardous waste

Table 2 - Projected Disaster Tonnage and Costs

Disaster Event	Tonnage Generated	Total Estimated Costs @ \$125/ton
Regional Fire	25,000	\$3.13 Million
Tsunami	50,000	\$6.25 Million
Earthquake (Magnitude 6.8+)	100,000	\$12.5 Million
Flood (100 year)	632,000	\$79.0 Million

EXISTING EMERGENCY SYSTEM

State of California

The California State Emergency Plan (SEP) is administered by the Governor's OES in accordance with the Emergency Services Act passed in 1991. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery. The SEP coordinates public and private sector disaster response participation at the state and local government levels.

Section 8607 of the California Government Code provides for the coordination of state and local emergency response through the formation of the Standardized Emergency Management System (SEMS). SEMS established the statewide system for responding to, and managing, emergencies and disasters. The use of SEMS is also required in order to obtain State reimbursement of response-related costs.

Ventura County

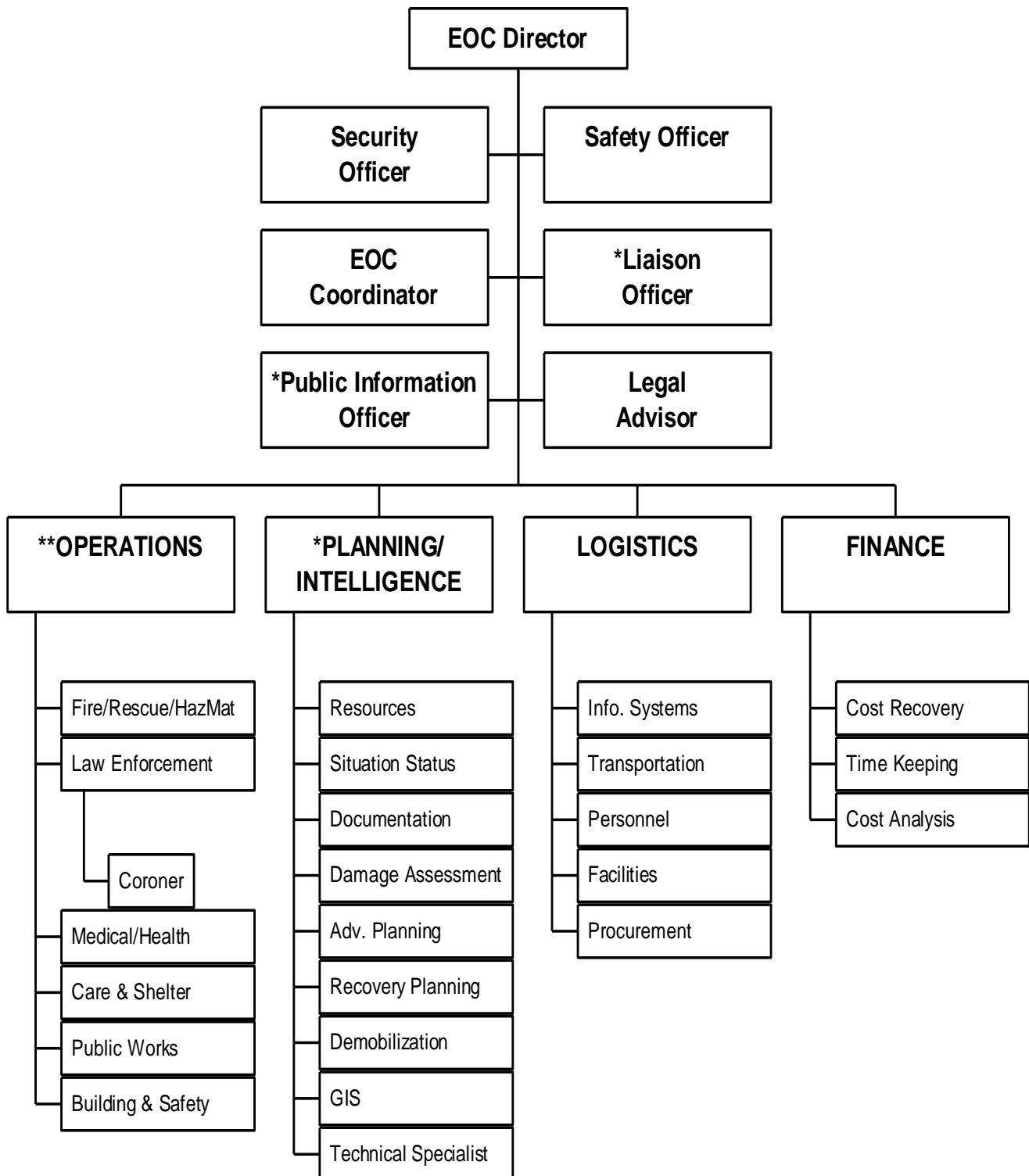
The County of Ventura Sheriff's Office of Emergency Services is the "lead agency" for the Ventura County Operational Area. OES has created an Emergency Operations Center (EOC) which is structured in accordance with the standards set by SEMS.

The County of Ventura's SEMS - Multihazard Functional Plan (MHFP), December 1996 and amended in 2002, and 2006, addresses the County's planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies but rather focuses on potential large-scale disasters requiring unusual emergency responses. The plan is a preparedness document, designed to be read, understood, and exercised prior to an emergency. As indicated in the *PREMISES AND ASSUMPTIONS* section, debris removal will normally be a recovery function.

Under the County's MHFP, disaster debris management falls under the Operation Section of the SEMS organization chart. The primary responsibility of this section during a disaster/emergency is to manage tactical operations by coordinating all jurisdictional operations in support of the emergency response through implementation of the County's EOC Action Plan.

The Operation Section is divided into several branches, one of which is the Public Works Branch, responsible for coordinating all PWA operations. Part of the duties of the Public Works branch includes activation of the DDMP. In turn, activation of the DDMP triggers the formation of the Disaster Debris Management Team (Team) to manage debris and recovery operations.

Figure 1 - Emergency Operations Center Organizational Chart



Disaster Debris Team – Duties and Responsibilities

The Disaster Debris Team Manager is responsible for coordinating efforts of the Team during the *Recovery Phase*. The Team will be composed of related Integrated Waste Management Division (IWMD) staff and representatives of other departments, agencies, and special districts as needed. The Disaster Debris Team Manager will be selected from the management team of IWMD. Special Districts might include the WPD, the APCD and the Ventura Regional Sanitation District (VRSD). County agencies might include: PWA's Transportation, Water Resources, and Engineering Departments; the RMA's Planning Dept., EHD, and Building and Safety Divisions, GSA's Parks Department, the Harbor Department, the Health Care Agency's Public Health Services, the CEO's Human Resources Department, Workforce Development Division, and the Probation Agency's Work Furlough Work Release. State agencies might include the Employment Development Department, Corrections Department's Work Furlough, and the California Conservation Corps. The number and types of personnel in the Team is flexible in accordance with the needs of the recovery effort. (Figure 2 – Disaster Debris Management Team, Recovery Phase Organizational Chart).

During the Recovery Phase of a disaster, the IWMD is responsible for the following:

- implementing the DDMP,
- coordinating the debris clearance and removal activities, and
- establishing diversion programs for disaster debris, including recyclables and HHW.

During both the Response and Recovery Phases, the Ventura County WPD and PWA's Transportation Department are responsible for keeping County roads and flood channels clear of debris and to properly handle the debris in accordance with this DDMP. Water Resources and the Engineering Services Department will assist with the development of contracts for the collection and processing of disaster debris and with permitting of temporary sites. RMA's Planning Division will be responsible for assisting with the permitting of temporary storage and processing sites.

During the Recovery Phase, the EHD will be responsible for assisting with the issuance of emergency waivers for solid waste facilities permits, and coordinating with Building and Safety and the APCD on handling hazardous materials related to building demolition debris, if any. EHD is also designated as the Certified Unified Programs Agency (CUPA) for hazardous materials (non-household variety) for the County of Ventura and the cities, with the exception of the City of Oxnard.

The Building and Safety Division will be responsible for coordinating and implementing building inspection and post-disaster abatement programs, which may include building condemnation and demolition, disaster repair and reconstruction efforts, and permits. The Team can also coordinate with Building and Safety regarding their database of structural damage.

Figure 2 - Disaster Debris Management Team Recovery Phase Organizational Chart***Disaster Debris Management Team*****Public Works Agency**

Integrated Waste Management Division
Water and Sanitation Department
Watershed Protection District
Engineering
Transportation

Resource Management Agency

Planning
Environmental Health
Building and Safety

General Services Agency

Parks
Facilities

County Executive Office

Human Resources
Workforce Development

Corrections Services Agency

Work Furlough/Release

Air Pollution Control District**State Employment Development****California Conservation Corps**

The APCD will be responsible for assisting with air quality issues and permits relating to disaster debris removal, storage, processing and burning, and asbestos hazard assessment.

The Channel Islands Harbor Department and the Ventura County GSA Parks Department are responsible for handling disaster-related debris located at County beaches and parks. During the Recovery Phase, GSA Facilities is responsible for handling disaster debris located at County facilities and will coordinate with cities and the Team regarding the different types of debris removal programs available. Public Health will assist with health issues relating to debris removal, diversion and disposal.

The State Employment Development Department, Workforce Development, County Probation Agency's Work Release, and the California Conservation Corp will assist with staffing and labor requirements.

EXISTING DIVERSION POLICIES

The County of Ventura has adopted several policies pertaining to the diversion of solid waste from local landfills. State Assembly Bill 939 required every county and city within the state of California divert 50% of their respective waste streams from landfills by the year 2000, and remains in force to date. Counties and cities were also required to develop and implement *Source Reduction and Recycling Elements (SRREs)* to achieve these goals. In addition, each county developed a *Countywide Integrated Waste Management Plan (CIWMP)* which demonstrates 15 years of disposal capacity for waste generated within the county. The Ventura County Board of Supervisors approved and adopted the unincorporated area's SRRE in 1992. The CIWMP, the Countywide Siting Element, and the Summary Plan were approved by the Board in 1994.

In 1992, the County implemented curbside recycling for most of the single-family homes in the unincorporated areas and provided drop-off centers for hard-to-service areas. In 1994, the County implemented yard debris recycling for single-family homes. In 1998, the County adopted a comprehensive solid waste management ordinance that requires commercial businesses and organizations to recycle certain designated materials, such as office paper, cardboard, glass and plastic bottles, scrap metal, yard debris, and construction and demolition debris. The County exceeded the 50% diversion in 2000 and continues to make every effort to maintain compliance.

EXISTING DISASTER DEBRIS RESOURCES

Local Governmental Agencies

Each city and the county are responsible under the Integrated Waste Management Act of 1989 (AB 939) for planning and implementing waste management programs at the local level. In addition, each of these local entities is responsible for providing emergency response services (such as fire and police) within their jurisdictions and for coordinating disaster debris cleanup. It is important to note that sharing of resources among local jurisdictions following a disaster should be coordinated through SEMS in order to be eligible for state reimbursement.

State and Federal Agencies

State and federal agencies may provide technical assistance, reimbursement of funds expended on disaster debris material, or may manage publicly owned lands which could be used as temporary storage or processing sites for disaster debris.

County Resources

The County has numerous resources for use during and after a disaster, including heavy equipment, contingency funding, and County owned land, which can be used as temporary storage and processing sites.

Funding Resources

Each agency/department or special district may be required to use their own budget resources to fund their specific tasks under the Recovery Phase of a particular disaster. In certain cases, an agency/department may have to go to the Board of Supervisors and request an increase in budget appropriations. In the event of a state or federally declared disaster, agencies/departments should coordinate with OES and FEMA for cost documentation and reimbursement procedures.

Inspection Resources

The Building and Safety Division has structural engineers and mutual aid agreements with other counties and cities for the inspection of damaged structures. These engineers maintain a database of their inspections and postings on damaged buildings.

Disaster Debris Service Providers

Following a disaster, there may be a need to utilize haulers to assist in the recovery process. Existing contracts with haulers for the collection of residential and/or commercial refuse and recyclables in the unincorporated area help to define costs and may include a requirement for material recycling versus landfilling.

Many of the contract haulers have equipment which could be employed to collect debris, such as skip loaders and roll-off bins, and can also rent equipment if necessary. Please refer to the list of contract haulers on IWMD's web site at the following link:

www.wasteless.org/commercialhaulers

Unincorporated area residential and commercial generators of waste are required by Sections 4770-1 & 2, respectively, of County Ordinance 4308 to recycle all materials on the Director's List of Recyclables. This list can be found at the following web link:

www.wasteless.org/directorslist

Additionally, there are numerous other contractors specializing in the collection of debris generated from land clearing and other inert materials, such as concrete, dirt and rock.

Equipment Resources

The County PWA also owns and operates heavy equipment. This equipment can be used to assist in the removal of disaster debris from public roads and streets in order to provide access to essential public facilities and eliminate major debris related threats to public health and safety. In most cases, the equipment is used during the Recovery Phase of a disaster to restore roadways for upwards of 2 years.

PWA also has mutual aid agreements for the sharing of staff and resources with 17 southern California counties, 126 cities outside Ventura County, and 5 cities within Ventura County namely, Camarillo, Ojai, Santa Paula, Fillmore and Moorpark.

Contract Resources

Contracts and franchise agreements are pivotal to ensuring a successful debris management program. Unless diversion is specified, it is likely the collected debris will be disposed of in a landfill.

By developing model contracts for disaster debris removal and recycling, and by pre-qualifying contractors in advance, a jurisdiction can save valuable time in implementing its recovery operations. Appendix 1 provides some sample contracts. PWA's Water Resources and Engineering Services Departments can assist the team with the development of appropriate contracts for the removal, processing, recycling, and disposal of disaster debris during the Recovery Phase. In addition, the PWA Director can sign contracts up to \$100,000.

Transfer and Disposal Facilities

There are numerous recycling companies and facilities in Ventura County that can process and recycle various types of materials. For a current list, please see http://portal.countyofventura.org/portal/page/portal/PUBLIC_WORKS/wasteManagement/DOCUMENTS/Recycling%20Centers%20Guide%202011.pdf.

There are two large material recovery facilities (MRF's/Transfer Stations) located in Ventura County: the *Del Norte Regional Recycling and Transfer Station* in Oxnard, and the *Gold Coast Recycling and Transfer Station* in Ventura. These facilities are capable of accepting and processing various residential and commercial recyclables, and recyclable HHW. There are also several inert materials processing facilities located in the County capable of handling disaster-related debris. See the following web link for contact information:

http://portal.countyofventura.org/portal/page?_pageid=876,1126734&_dad=portal&_schema=PORTAL

Temporary Storage Sites

Several potentially available staging, storage, or processing sites for disaster debris have been identified and are listed in Appendix 2. These sites include the existing landfills and transfer stations in Ventura County. In addition, some County owned land may be available for use as temporary disaster debris storage sites.

Disposal Resources

There are two landfills located within Ventura County which can accept disaster related debris: Toland Road and Simi Valley Landfills. In addition, there are two landfills outside the County which can accept disaster related debris: Calabasas and Chiquita Landfills. However, there are no hazardous waste disposal sites in Ventura County. See the following web link for contact information:

http://portal.countyofventura.org/portal/page?_pageid=876,1126734&_dad=portal&_schema=PORTAL

*Permitting Resources**Resource Management Agency (RMA)*

The RMA can issue Emergency Use Authorization (EUA) permits for temporary storage and processing facilities for up to 180 days as long as they are located in areas approved by the County's Zoning Ordinance. However, no permits can be issued in the County's Coastal Zone without the State Coastal Commission approval. Extensions are not permitted however, a Conditional Use Permit for a permanent facility can be applied for before the EUA permit expires. See Appendix 3 for a sample temporary use permit.

Any operator who holds a valid solid waste facility permit, such as Gold Coast Recycling, Del Norte Recycling, and the landfills, may also apply to EHD (acting as the Local Enforcement Agency, or LEA for the Department of Resources Recycling and Recovery, also known as CalRecycle) for an *Emergency Waiver of Standards* (Waiver) in the event of a state or local emergency. The Waiver grants an operator temporary relief from certain state minimum solid waste standards, or terms, or conditions of a solid waste facility permit. The Waiver may apply to the origin of waste; the rate of inflow; the type and moisture content of solid waste; the hours of facility operation; and the storage time before wastes are transferred to, or disposed of at, a solid waste facility. For information on the Waiver see <http://www.calrecycle.ca.gov/LEA/Advisories/41/>.

If authorized by the LEA, a Waiver can also be granted to any responsible public or private agency to establish a locally approved temporary transfer or processing site. Once granted by the LEA, the effective period of an initial Waiver shall not exceed 120 days. However, the LEA may extend the period, as necessary, to assist in the recovery from an emergency. To obtain a Waiver, an operator must request it in writing. Within 7 days of receipt of the request for a Waiver, the LEA will notify the operator in writing whether or not the request has been granted. If granted, the operator is required to submit reports every 90 days.

The Building and Safety Division require demolition, repair, or reconstruction permits per the Uniform Building Code Section 106.1.

Regional Water Quality Control Board (RWQCB)

The RWQCB issues permits, and sets limitations on the quality and quantity of industrial waste discharges, and discharges to land and groundwater of the State. Requirements for a temporary debris storage or processing facility include siting the facility at least 100 feet (100 yards is optimal) from nearby creeks, rivers, and other surface drainage areas.

A concrete/asphalt surface pad to protect the ground and groundwater from run-off is optimal. However, if this is not possible, a compacted, impervious surface, such as clay, would suffice as a barrier layer. As a control measure, the facility should also protect surrounding groundwater from facility water run-on and run-off. After the temporary debris management site has been used, a post-removal sampling should be conducted to test parameters specified by appropriate agencies.

The Ventura County WPD and PWA's Transportation and Engineering Services Department issue public works permits for developments which impact watercourses, County roads, or require grading. The Disaster Debris Team should coordinate with the WPD and PWA on any temporary storage or processing site demonstrating any of these types of impacts.

Air Pollution Control District (APCD)

The APCD also has some permit exemptions under Rule 23 (Sections B-1 and D-7) pertaining to stockpiling of materials and emergency use of internal combustion engines. During a state of emergency (local, state or federal), certain operations are exempt from the requirement for an emissions permit. Specifically, any operator that stockpiles materials can be exempt from a permit. In addition, Rule 23 D-7 exempts any internal combustion engine from requiring an APCD permit if it is used for any emergency purpose. An emergency internal combustion engine is either a portable engine used for emergency purposes, an engine used only when electrical power line or natural gas service fails, or an engine used for the emergency pumping of water for either fire protection or flood relief. See <http://www.arb.ca.gov/drdb/ven/cur.htm> for the latest revision of all APCD rules.

APCD Rule 56 (Open Fires) prohibits open burning of flood debris except for the prevention of a public health or fire hazard. Flood debris can be burned if the public officer ordering the burn justifies the need in writing. The IWMD encourages reuse, chipping, mulching and composting of green or wood waste instead of burning.

APCD Rule 62.7 (Asbestos – Demolition and Renovation) sets standards and requirements for any demolition and non-residential renovations where 1% or more of asbestos containing material will be disturbed.

Ventura County Fire Protection District (VCFPD)

The VCFPD issues fire department permits for activities subject to the California Uniform Fire Code, such as open burning and burning in public places, combustible material storage, dust producing operations, hazardous materials, and high-piled combustible storage. If a proposed project is to be located more than 5 miles from a fire station, or if access roads or water flow are substandard, then special fire protective measures may be required, such as providing a water storage tank, pumping system, automatic fire extinguishing system, and brush clearance.

The California Department of Toxic Substance Control (DTSC), and Certified Unified Program Agencies (CUPA's)

The DTSC can issue a Permit By Rule (PBR) for Temporary Household Hazardous Waste Collection Facilities (THHWCF's). THHWCF's are temporary HHW collection facilities operated by public agencies not more than once in any one month at the same location.

THHWCF collection events cannot exceed 2 days in duration and at the end of the event, all equipment, materials, and waste must be removed from the site within 144 hours (6 days). These facilities are also authorized under Permit-by-Rule (PBR) by the local CUPA, according to regulatory standards adopted by DTSC. DTSC issues a Generator Identification number (EPA I.D. Number) for each collection site listed on the PBR Application.

A THHWCF PBR Notification Form (DTSC Form 8464) must be submitted to DTSC and the local CUPA 45 calendar days in advance of any scheduled collection event. Appendix 5 is a fact sheet containing instructions for completing a PBR.

Ventura County's EHD/CUPA jurisdiction over hazardous waste operations extends to all unincorporated areas and every city within the county except the City of Oxnard, which operates its own CUPA through the city's fire department.

Curbside and/or Door-to-door HHW collection services do not require special permits if these collection services are provided through an existing, permitted HHW facility [California Health and Safety Code (HSC) Section 25218.1(c)] and these services were indicated in the initial PBR Notification. A detailed description of these collection services must also be included in the *Facility Description* portion of the PBR Notification Form and in the facility Operations Plan [Title 22 - California Code of Regulations (CCR) 66270.60(d)(C)].

If Curbside and/or Door-to-door HHW collection services were not indicated in the initial PBR Notification, an amended PBR Notification and Operations Plan must be submitted to DTSC and CUPA 45 days prior to collections which does indicate and describe these collection services in detail.

Furthermore, it should be noted there are distinct regulatory definitions, differences and limitations between Curbside collection programs and Door-to-Door HHW collection programs [HSC 25218.1].

Curbside collections only allow specific, recyclable and universal wastes to be collected however, these materials can be left unattended at the curb for collection [HSC 25218.1 (b)].

Conversely, all types of household hazardous waste can be collected through a Door-to-Door HHW collection program but, the waste must be kept in a secured location on the respective property and cannot be left unattended at the curb [HSC 25218.1 (c)].

If there is no existing HHW facility, a THHWCF may be permitted which only manages hazardous wastes through Door-To-Door collections. Consult the local CUPA and the Fire Marshal prior to submitting the PBR application as there may be some restrictions. [HSC Sections 25218.1(f) and 25218.2; Title 22 CCR 66270.60 (d) and 67450.25].

DTSC also issues PBR's (DTSC Form 1094B) for Permanent Household Hazardous Waste Collection Facilities (PHHWCF's). PBR Notifications, Operation and Site Plans, Certification of Financial Assurance (formerly DTSC Form 1232, includes DTSC Form 1220), must all be submitted to DTSC and CUPA within 45 days prior to operation of the facility. Permanent facilities are HHW collection facilities operated by a public agency on a continuous, regular schedule and housed in a permanent or semi-permanent structure at a fixed location. PHHWCF's may accept materials from all other types of HHW programs, including business waste from a Conditionally Exempt Small Quantity Generator (CESQG), and can store waste materials onsite for up to one year from the date of accumulation [Title 22 CCR Sections 66270.60, 67450.25, and 67450.30]. (Refer to 40 CFR 261.5 for definition and regulatory information related to CESQG's).

The County owned PHHWCF operated by the IWMD, the *Pollution Prevention Center* located at 5777 N. Ventura Avenue, Ventura, CA 93001, has met the PBR requirements needed to conduct Curbside and/or Door-to-Door HHW collection services.

Public Education Resources

A Public Information Mutual Aid Plan has been adopted by the counties of San Luis Obispo, Santa Barbara and Ventura in order to coordinate disaster related public outreach and media activities. The Team Manager should coordinate with the EOC's Public Information Officer regarding public information programs for the County. Refer to Figure 1 - EOC Organizational Chart.

Labor Resources

Labor resources include the California Conservation Corps, County Work Furlough and Release Workforce, and Concerned Resource & Environmental Workers (The Crew) that can assist with staffing and labor requirements.

DEBRIS MANAGEMENT CHECKLIST

The Disaster Debris Team Manager should use the following checklist to determine the type of debris strategy to be undertaken and the programs to be implemented based on the type of disaster that occurs. The checklist can also be removed from this document and duplicated to assist in the delegation and assignment of tasks.

The checklist provides a summary of the tasks to be undertaken in implementing four types of diversion programs: curbside collection, drop-off centers, building demolition, and HHW. The primary issues and the minimum requirements that should be considered in establishing such programs are also presented.

- STEP 1:** The Disaster Debris Team Manager will communicate with the Emergency Operation Center (EOC) and activate the Team at the onset of a disaster.

- STEP 2:** Conduct a disaster event analysis and waste characterization analysis. (Depending on the type of disaster, this will most likely be performed by other agencies in the field more suited to conduct damage assessment activities).
 - Conduct a field assessment survey.
 - Use video and photographs to aide in quantifying and documenting the amount and types of disaster debris.
 - Use zones or districts that the OES develops.
 - Coordinate with Building & Safety staff and track their database of damage inspected to determine the location, type and amount of potential debris.
 - Coordinate with WPD, Transportation, Parks and Harbor Department to determine location, type and amount of potential debris.
 - Due to large volumes of supplies needed by shelters and distribution centers, especially plastic water bottles, expect normal refuse volumes to double after a disaster.
 - Develop a list of materials to be diverted and make diversion programs a priority.
 - Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate with OES on the documentation and reimbursement of costs.

- STEP 3:** Determine debris removal/building deconstruction and demolition needs. The decision to actually deconstruct or demolish a structure involves several parties, including property owners, structural engineers, insurance companies and lawyers. Coordinate with Building and Safety and PWA Engineering Services to determine if a County contractor will be needed to remove debris from private property or perform demolition services.
 - The County may provide deconstruction or demolition services at no cost as most residents don't have earthquake insurance. Building and Safety should seek reimbursement if property owner does have insurance.

- Building & Safety implements building demolition program, if necessary.
 - Coordinate with Building & Safety and PWA Engineering Services to include separation and salvaging, and to take advantage of avoided disposal costs and the value of salvaged materials, which could reduce overall costs.
- **STEP 4:** Select debris management program(s) from the following:
- Curbside collection - source separation of wood, concrete, brick, metals and *recyclable* HHW (keeping disaster debris separate from refuse and rebuilding debris).
 - Drop-off sites for the source separation of disaster debris.
 - Building demolition – coordinate with APCD on asbestos removal and with Environmental Health Division (EHD) on hazardous materials, lead paint abatement and asbestos disposal issues.
 - HHW - separate from debris - arrange for temporary collection event, or a permanent facility curbside or door-to-door collection program (Refer to Pages 15 - 17 of this plan for details).
 - Consider regional coordination of diversion programs and develop consistent public information messages.
 - Consider implementing a salvage and reuse program to target furniture, cabinets, carpet, doors, windows, dimension lumber, etc.
- **STEP 5:** Identify temporary storage/processing sites, if necessary.
- Coordinate with other jurisdictions regarding their needs.
 - Determine capacity needs - expand existing facilities or establish new sites.
 - Selection of site(s) will depend on type of debris and proximity to where debris is generated.
 - Coordinate with FEMA regarding reimbursement for temporary sites and sorting, which may require additional material handling and transportation. Consider setting up temporary processing sites for sorting debris where it is generated.
 - Consider subsidizing, reducing or eliminating tipping fee charged at landfills or designated storage/processing sites.
 - Apply for appropriate waivers and permits to establish sites. If private property, be sure to “indemnify and hold harmless” the owner (see Appendix 6 – Waiver of Liability and Indemnify and Hold Harmless Document).
 - Perform environmental review of site and conduct baseline assessment.
 - Prepare a site development and operation plan.
 - Prepare inspection and site management guidelines, and a site restoration plan.
 - Consider developing an enforcement program to reduce illegal dumping and develop security measures, such as fencing.
 - Implement load checking, record keeping functions.
- **STEP 6:** Identify facilities and processing operations to be used.
- Negotiate agreements with other facilities outside the area if local landfills and recycling facilities are closed or unavailable.

- Coordinate with solid waste facilities on application to the LEA for Emergency Waiver of Standards.
 - Consider contracting for emergency transfer and processing operations and notifying the LEA or applying for a waiver to establish sites.
 - Coordinate with RMA Planning and APCD for other permit requirements for emergency transfer and processing operations.
 - Develop incentives for diversion or site local ordinance which requires unincorporated recycling of construction and demolition debris.
- **STEP 7:** Determine contract needs.
- Develop estimates of types and quantities of debris, location of debris, and unit cost data for contracts and document how contract price was developed.
 - Consider Requests for Proposals and discuss with Engineering Services.
 - Use IWMD's list of contract haulers and/or Public Work's lists of pre-qualified contractors. Contractors must have C-21 licenses and not be a FEMA debarred contractor. Decide what form of contract to use - time and materials, unit price, or lump sum.
 - Include diversion language for disaster debris. Develop debris removal requirements, performance criteria, and protocols, including safety measures – Appendix 7.
 - Develop monitoring program – Appendix 18.
 - Develop incentives for diversion - cite local Ordinance 4308 and Director's Lists, which require recycling of construction and demolition debris in the unincorporated area. Consider penalties for disposing of recyclable debris.
 - Contract(s) should include a clause which permits contracting officer to make changes unilaterally within scope of contract. Contract(s) should also include final inspection and method of final payments clause (withholding 20% is customary).
 - Develop contractor training program on collection and using recycling facilities.
 - Instruct contractors to pick-up and transport only disaster related debris from streets, curbs, sidewalks and alleys, from assigned addresses and other areas but not from private property, if program is curbside.
 - Require the contractor to provide inspectors at sites and in loading debris.
 - Brick walls, block walls, or fences that have fallen onto a sidewalk, but are in otherwise intact condition, or may have value to the owner, or can be reused by the owner, are not to be removed or broken up and hauled away without written permission from the owner.
 - Do not collect construction-related debris unless authorized. No household garbage or hazardous wastes should be collected unless authorized. Contractors should be instructed how to identify hazardous materials, especially asbestos.
 - Coordinate with the Board of Supervisors regarding contract approvals and increasing appropriations if necessary.
 - Select vendor and/or contractor/hauler.
 - Issue Notices To Proceed (NTP).
 - Require daily activity reports and documentation from contractors – Appendix 19.

-
- **STEP 8:** Develop HHW Collection Program.
 - Assess need for special HHW collection services, such as temporary, curbside, or door-to-door collections and coordinate with cities. (Refer to Pages 15-17 of this plan for details on these collection programs).
 - Determine need to submit Permit-by-Rule notifications to DTSC/CUPA for HHW collection services.
 - Develop press releases concurrently with other disaster debris programs. See Appendix 20 for HHW Emergency Advisory and a sample press release.
 - If necessary, apply for direct assistance from an EPA provided contractor.
 - Select contractor(s) and hauler(s).
 - Develop a site Operation Plan, a Health & Safety Plan, and an Emergency Response Plan, in which waste management protocols are established. Include a reuse and recycling program.
 - Issue NTP outlining services, such as waste management, transportation, site locations, event times and staff for costs specified.

 - **STEP 9:** Identify Need for Additional Labor.
 - Coordinate with EDD, Workforce Development, Work Release, California Conservation Corps, the CREW or other volunteers and non-profit organizations for assistance.
 - Consider developing a clean-up program to assist residents with the removal and recycling of dangerous and unstable chimneys and blockwalls - Appendix 21.

 - **STEP 10:** Establish a Public Information Program.
 - Coordinate with County Public Information Officer and activate mutual aid agreements, if necessary.
 - Identify target groups (e.g. Spanish speaking populations).
 - Establish information center or hotline to track calls for pickup requests and handle special problems. Coordinate with other cities, counties on one message.
 - Prepare preliminary press releases in advance - Appendix 22.
 - Develop media contact list to include Civic/Community leaders, Homeowner Associations, and Municipal Advisory Councils - Appendix 23.
 - Initially PSA's will be free but be prepared to buy advertisements to communicate your message.
 - Develop bilingual public information campaign using PSA's, newsletters, door hangers, flyers, and web site information.
 - Utilize volunteer organizations such as the CREW or California Conservation Corps and other community organizations to aid in the outreach efforts.
 - Target Red Cross, Disaster Assistance Centers, and Building & Safety offices.
 - Coordinate with Building & Safety staff in getting out information to property owners requiring inspections and provide plan for property owners who choose to clean up independently – Appendix 24.

- If normal refuse and recycling collection is impaired, instruct residents to take their refuse and recyclables to the nearest open public right-of-way.
 - Direct residents and businesses not to dispose of disaster related debris or hazardous wastes in their normal refuse containers.
 - Instruct residents to separate disaster debris from household garbage and hazardous wastes (inerts, yard debris, brick, dirt and other mixed debris) and place in piles in the public right-of-way for collection beyond gutter line or take to a drop-off center.
 - Instruct residents to wear gloves, dust masks, and work boots during the cleanup and to wash their hands after clean up.
 - Instruct residents to treat electrical lines and outlets with extreme care and not assume that the power is off.
 - Instruct residents not to remove propane tanks - they should be reported to the fire department or the police.
 - Inform residents that they are responsible for disposal of debris once reconstruction and repairs begin.
- STEP 11:** Adapt program length and develop monitoring and enforcement program.
- Plan for a period which represents the initial influx from the disaster.
 - Plan for demolition and rebuilding to occur 6 - 9 months after disaster and consider the rebuilding phase can last from 1 to 2 years.
 - If it is a federally declared disaster, re-evaluate program after 4 months and ask for an extension with FEMA (6 months on debris).
 - Develop tracking system or database for diversion and costs of disposal.
 - Track permits for disaster related work, and track daily tonnages and load tickets at facilities on a jurisdiction origin basis, and monitor processing facilities.
 - Document and create an audit trail for FEMA.
 - Implement contractor performance rating system, incentives, and site visits to ensure efficient diversion.
 - Report back to the Integrated Waste Management Board's Disaster Response Unit on debris management program status - Appendix 25.
 - State regulations allow jurisdictions to subtract disaster-related waste tonnage from their reporting year disposal tonnage when calculating their waste reduction goal achievement - Appendix 25.
- STEP 12:** Prepare a final report of program activities and results.
- STEP 13:** Prepare documentation for reimbursement.
- FEMA reimburses not less than 75% of eligible disaster related costs and the state up to 25% - typically 75% of the remaining 25%.
 - Local government is responsible for 25% of the remaining 25% or 6.25% of total eligible costs.

-
- Local jurisdictions can expect to fund diversion programs until FEMA reimbursements are received.
 - Obtain written approval from FEMA for the reimbursement of implementing diversion programs.
 - FEMA's policy is to reimburse "least cost" programs (e.g. landfilling), unless there is a policy, such as a local ordinance requiring diversion.
 - Costs can range from \$25 to \$150 per ton depending on the type of disaster debris.
 - HHW collection events can cost between \$880 to \$2,100 per ton. Door-to-Door HHW collection services can cost \$250 per house.
 - Navy projects are reimbursed through their own program.
- **STEP 14:** Rebuilding Phase.
- Promote the separation of materials at construction job sites to maximize recovery.
 - Promote the use of recycled-content products (RCPs), especially inerts, for construction - Appendix 26.
- **STEP 15:** Deactivate Disaster Debris Team
- Complete all work assignments.
 - Complete and file all required forms and reports.
 - Evaluate overall program.
 - Deactivate team.

APPENDICES

APPENDIX 1

Sample Contracts

SAMPLE**UNIT PRICE CONTRACT FOR DEBRIS REMOVAL****ARTICLE 1:
Agreement Between Parties**

This contract is made and entered into on this ___ day of _____, 20__, by and between the County of Ventura, hereinafter called the ENTITY and _____, hereinafter called the CONTRACTOR.

**ARTICLE 2:
Scope of Work**

This contract is issued pursuant to the Solicitation and Procurement on _____, 20__, for the removal of debris caused by the sudden natural or man-made disaster of _____ to _____, 20__. It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean-up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety, and 2) that which is considered essential to the economic recovery of the affected area.

The work shall consist of clean-up, or demolition and removal, as outlined in the specifications on drawings and on sector maps attached to the invitation to bid number _____.

**ARTICLE 3:
Schedule of Work**

Time is of the essence for this debris removal contract.

Notice to proceed with the work: the work under this contract will commence on _____, 20__. Maximum allowable time for completion will be _____ calendar days, unless the ENTITY initiates additions or deletions by written change order. Subsequent changes in cost and completion time will be equitably negotiated by both parties pursuant to applicable State and County law. Liquidated damages shall be assessed at \$_____/calendar day for any days over the approved contract amount.

**ARTICLE 4:
Contract Price**

The unit prices for performing the work stipulated in the contract documents, which have been transposed from the low bidder's bid schedule, are as follows:

Quantity	Unit of Measure	Description	Unit Cost	Total
----------	-----------------	-------------	-----------	-------

Debris shall be classified as one of the following units: cubic yards, each, square foot, lineal foot, gallon, or an approved unit measure applicable to the specific material to be removed.

ARTICLE 5:
Payment

Standard

ARTICLE 6:
CONTRACTOR'S Obligation

The CONTRACTOR shall supervise and direct the work, using skilled labor and proper equipment for all tasks. Safety of the CONTRACTOR'S personnel and equipment is the responsibility of the CONTRACTOR. Additionally, the CONTRACTOR shall pay for all materials, equipment, personnel, taxes, and fees necessary to perform under the terms of the contract.

Any unusual, concealed, or changed conditions are to be immediately reported to the ENTITY. The CONTRACTOR shall be responsible for the protection of existing utilities, sidewalks, roads, building, and other permanent fixtures. Any unnecessary damage will be repaired at the CONTRACTOR'S expense.

ARTICLE 7:
ENTITY'S Obligations

The ENTITY'S representative shall furnish all information, documents, and utility locations necessary for commencement of work. Costs of construction permits and authority approvals will be borne by the ENTITY. A representative will be designated by the ENTITY for inspecting the work and answering any on-site questions.

The ENTITY shall designate the public and private property areas where the disaster mitigation work is to be performed. Copies of complete "Right of Entry" forms, where they are required by Federal, State or local law for private property, shall be furnished to the CONTRACTOR by the ENTITY.

The ENTITY will terminate the contract for failure to perform as specified, or for default by the CONTRACTOR.

ARTICLE 8:
Insurance and Bonds

The CONTRACTOR shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personal Injury, etc.) as deemed necessary by the ENTITY.

Surety: the CONTRACTOR shall deliver to the ENTITY fully executed Performance and Payment Bonds in the amount of 100% of the contract amount, if required by the specifications, or general or special conditions of the contract. The ENTITY will reimburse the CONTRACTOR for the costs of the bonds, the costs of which will be included in the base bid.

ARTICLE 9:
CONTRACTOR Qualifications

The CONTRACTOR must be duly licensed in the State per statutory requirements.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

County of Ventura

Contractor, Address, City, State

Principal of the Firm

SAMPLE

TIME AND MATERIAL CONTRACT FOR DEBRIS REMOVAL

ARTICLE 1:
Agreement Between Parties

This contract is made and entered into on this the _____ day of _____, 20__, by and between the County of Ventura, hereinafter called the ENTITY and _____, hereinafter called the CONTRACTOR.

ARTICLE 2:
Scope of Work

This contract is issued pursuant to the Solicitation and Procurement on _____, 2005, for the removal of debris caused by the sudden natural or man-made disaster of _____ to _____, 20__. It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean-up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety, and 2) that which is considered essential to the economic recovery of the affected area.

The Work shall consist of the provision of equipment and labor to clean-up and remove debris as directed by the ENTITY.

ARTICLE 3:
Schedule of Work

Time is of the essence for this debris removal contract.

Notice to proceed with the Work: The Work under this contract will commence on _____, 20__. The equipment shall be used for 100 hours unless the ENTITY initiates additions or deletions by written change order. Based upon unit prices of equipment and labor, no minimum or maximum number of hours is guaranteed.

ARTICLE 4:
Contract Price

The hourly rates for performing the work stipulated in the contract documents, which have been transposed from the low bidder's schedule, are as follows:

Equipment/Machine/Operator	Mobilization/ Demobilization Cost	Hourly Rate
Manufacturer, Model		Total unit rate shall be given which includes all associated costs. Estimated cost per unit of material. Only actual invoice amounts will be paid.
Labor Man-Hours		Protective clothing, fringe benefits, hand tools, supervision, transportation and any other costs.

**ARTICLE 5:
Payment**

The ENTITY shall pay the CONTRACTOR for mobilization and demobilization if the Notice to Proceed is issued and will pay for only the time that the equipment and manpower is actually being used in accomplishing the work. The CONTRACTOR shall be paid within 30 days of the receipt of a pay estimate and verification of work by the inspector.

**ARTICLE 6:
CONTRACTOR'S Obligations**

The CONTRACTOR shall supervise accomplishments of the work effort directed by labor and proper equipment for all tasks. Safety of the CONTRACTOR'S personnel and equipment is the responsibility of the CONTRACTOR. Additionally, the CONTRACTOR shall pay for all materials, personnel, taxes, and fees necessary to perform under the terms of the contract.

**ARTICLE 7:
ENTITY'S Obligations**

The ENTITY'S representative(s) shall furnish all information necessary for commencement of the work and direct the work effort. Costs of construction permits, disposal sites and authority approvals will be borne by the ENTITY. A representative will be designated by the ENTITY for inspecting the work and answering any on-site questions. This representative shall furnish the CONTRACTOR daily inspection reports including work accomplished and certification of hours worked.

The ENTITY shall designate the public and private property areas where the work is to be performed. Copies of complete "Right of Entry" forms, where they are required by Federal, State or local law for private property, shall be furnished to the CONTRACTOR by the ENTITY.

The ENTITY will terminate the contract for failure to perform or default by the CONTRACTOR.

**ARTICLE 8:
Insurance and Bonds**

The CONTRACTOR shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (premises, operation, personal injury, etc.) as deemed necessary by the ENTITY.

Surety: the CONTRACTOR shall deliver to the ENTITY fully executed Performance and Payment Bonds in the amount of 100% of the contract amount, if required by the specifications, general or special conditions of the contract. The ENTITY will reimburse the CONTRACTOR for the costs of the bonds, the costs of which will be included in the bid.

**ARTICLE 9:
CONTRACTOR Qualifications**

The CONTRACTOR must be duly licensed in the State of California per statutory requirements.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

ENTITY

CONTRACTOR

Principal of the Firm

APPENDIX 2

Temporary Storage Sites

Temporary Storage Sites		
Location	Facility	Address
Ventura River Valley	Soule Park	1301 Soule Park Rd., Ojai 805/654-3961
	Foster Park	438 Casitas Vista Road Ventura 805/654-3961
	Casitas Municipal Water District Recreation Area	11311 Santa Ana Road, Ventura 805/649-2233
West County	Gold Coast Transfer Station	5275 Colt Street, Ventura 805/642-9326
	Del Norte Transfer Station	111 S. Del Norte Ave., Oxnard 805/278-8200
	Government Center	800S. Victoria Avenue, Ventura 805/654-3806
	Closed Bailard Landfill	4105 W. Gonzales Ave. Oxnard 805/658-4674
	Camarillo Grove Park	6968 E. Camarillo Springs Road Camarillo 805/654-3961
	Nyeland Acres Park	3336 Santa Clara, Oxnard 805/654-3961
Santa Clara River Valley	Todd Road Jail	600 S. Todd Road, Santa Paula, 805/933-8505
	Toland Landfill	3500 N. Toland Road, Santa Paula 805/525-8217
	Burhoe Construction (has several pieces of property)	270 Quail Court, Santa Paula 805/535-7474
	Steckel Park	8080 Mistletoe Road, Santa Paula 805/654-3961
East County	Simi Valley Landfill	2801 Madera Road, Simi Valley 805/522-1116
	Calabasas Landfill	5300 Lost Hills Road, Agoura 818/889-0363
	Oak Park	Tapo Canyon Road, Simi Valley 805/654-3961

APPENDIX 3

Sample Temporary Use Permit

COUNTY OF VENTURA
MASTER CASE No.
TEMPORARY USE PERMIT NO.

Date:

Applicant:

Request: The applicant is requesting approval for the temporary storage of non-hazardous earthquake debris on vacant property at (LOCATION). The storage is planned to conclude by (DATE).

Findings: In granting this approval, the Director finds that the required burden of proof set forth in the Ventura County Planning Code has been met by the applicant. The Director further finds that the project is categorically exempt since it meets the criteria set forth in Class 4 of Section 15304 of the California Environmental Quality Act. This approval is pursuant to the following conditions.

CONDITIONS OF APPROVAL/MITIGATION MEASURES

1. This permit shall be effective on the date of this grant, unless appealed by the owner or his representative to the Local Enforcement Agency.
2. The storage shall take place until (DATE).
3. The property shall be restored to its original condition by (DATE).
4. It is hereby declared to be the intent that if any provision of this permit is held or declared to be invalid, the permit shall be void and the privileges granted hereunder shall lapse.
5. It is further declared and made a condition of this permit that if any condition hereof is violated, or if any law, statute or ordinance is violated, the permit shall be suspended and the privileges granted hereunder shall lapse.
6. All requirements of the zoning ordinance and of the specific zoning of subject property must be complied with unless set forth in the permit or shown on the approved plot plan.
7. The arrangements of all activities shall be substantially consistent with the submitted site plan.

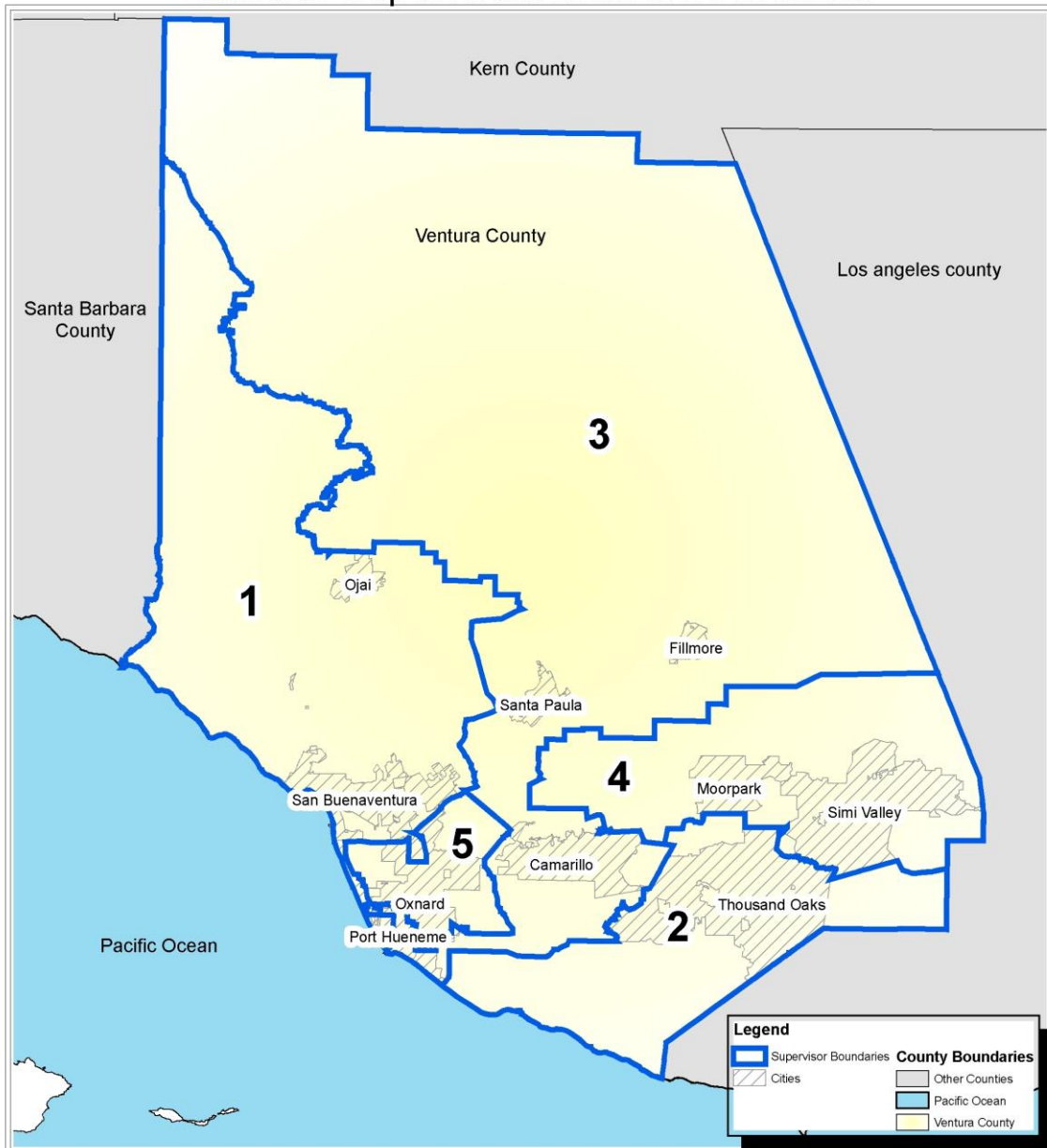
8. All applicable provisions of the Public Works Agency, Health, Fire and Business License Codes shall be met.

Sincerely,

APPENDIX 4

Ventura County Supervisorial Districts

Ventura County Board of Supervisors District Boundaries



APPENDIX 5

Waiver of Liability and Indemnify and Hold Harmless

COUNTY of VENTURA STORM DEBRIS DISPOSAL LICENSE



A. P. No. _____



License is hereby granted to licensee, COUNTY OF VENTURA, its agents and/or employees, to enter upon the licensor's real property as identified by the above Assessor's Parcel Number and as shown on Exhibit A attached hereto.

Said license is for the purpose of access to property, placement of refuse bins, and removal and disposal of storm and flood related debris that threaten public health and/or safety or ensure the economic recovery of the affected community to benefit the community at large. This license excludes the following materials rocks, sand, gravel, silt and other earthen material. Licensee will place said debris in refuse bins that will then be removed from the licensors real property as identified in Exhibit A.

Said license is for a sixty (60) day period of time, commencing as of the date hereof and terminating upon expiration of the sixty (60) days, the date title to said property is transferred to others or written notice of termination is given to licensee by the licensor or his authorized agent, whichever act shall first occur. In the event title to said property is transferred to others, the licensor agrees to inform licensee of that action in writing,

It is understood and intended that no interest in land is being conveyed or easements created, and it is only intended by this License to grant a revocable and non-assignable license to enter upon and perform said work on the real property of the licensor.

It is further understood and intended that the acceptance of this License in no way obligates licensee to perform further work on the property of licensor beyond that as stated above, either now or in the future. Termination of said license shall not obligate licensee to remove any material previously placed on licensor's real property.

In consideration of licensee's services in removal and disposal of flood or storm related debris from licensor's land, licensor will indemnify and hold licensee harmless from any and all liability to or claim of any person, including licensor, which may result from licensee's entry and operations on licensor's land.

"LICENSOR"

Date: _____
Signature: _____
Title: _____

Name: _____
Address: _____
City: _____
Phone: _____
Date: _____

APPENDIX 6

Sample Safety Protocol

CONTRACTOR PROTOCOL

Safety:

1. Safety meeting every morning; discuss safety procedures, all crew involved.
2. Two flagmen for a single street
3. Three flagmen for a three-way intersection
4. Four flagmen for a four-way intersection
5. All crew must have helmets and orange vests.

Recycling:

1. Meeting in the morning with everyone present (laborers, truck drivers, and equipment operators) to review recycling plan as illustrated on the maps.
2. Categories include:
 - Concrete, blocks, rock, stone and asphalt
 - Green material and wood
 - Brick
 - All trash
 - All dirt
3. If the truck is not complete with its particular type of debris, then the truck will move on to the next area with that type of debris (by referring to the map).

Productivity:

1. Enlarge the general area assigned by 110% to 150%. This should include all major freeways with N/S/E/W indicated on the map. Copies should be made and given to all crew (including laborers).
2. The area to be covered in one day should be enlarged by 200%, copied, and given to all crew (including laborers).
3. Categorize the debris on the large map according to following categories:
Quantity: S=small, M=medium, L=large, and XL=extra large
Type of debris: C=concrete/rock, A=asphalt, D=dirt, and T=trash
4. Attempt to keep a central truck location. The trucks will be required to report to the supervisor, who will be keeping a track report of time of departure, time at the dump site, and time of return.
5. If more than one truck is waiting, then move on to a small debris site. Again, always use the recycling protocol.
6. If only one truck is waiting, then move on to a small debris site. Again, always use the recycling protocol.
7. All busy intersections should be done only at non-rush hour periods.

APPENDIX 7

Sample Contractor Reporting Form

APPENDIX 8

Sample HHW Press Release

PRESS RELEASE

FOR IMMEDIATE RELEASE

 [DATE]

HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT SCHEDULED

Community residents are encouraged to take advantage of the special household hazardous waste (HHW) collection event(s). HHW generated as a result of the [description] disaster will be collected on [date(s)] , from A.M. to P.M., at [location] . Please call (805) 658-4323 for information *or to schedule an appointment.

“This is a great opportunity for community residents to properly dispose of hazardous materials that may have been disturbed by the [description] disaster, and prevent any future incidents.”, notes [name] , HHW Coordinator. Typical HHW materials include paints, thinners, solvents, household cleaners, batteries, fluorescent lights, antifreeze, motor oil, and pesticides. Some materials will not be accepted, such as business wastes, medical wastes, explosives, compressed gas cylinders (except BBQ-style propane cylinders), and radioactive wastes.

State laws limit residential transport of hazardous waste to a maximum of 15 gallons or 125 pounds, and up to 55 gallons of used motor oil, per vehicle. For more information, contact the Ventura County Integrated Waste Management Division at (805) 658-4321.

For additional information contact the HHW Event Coordinator:
 [Current HHW Event Coordinator] at (805) 658-4318.

* = Optional text as appointments may or may not be necessary.

APPENDIX 9

Sample Community Notification Sheet

Disaster Related Debris Removal

In case of rain, the event will be cancelled and rescheduled.



From **Date (mm/day/year)** to **(mm/day/year)**, the County of Ventura will make bins available for the disposal of any remaining flood-related debris from your home and property.

There will also be workers available to load material into these bins on **Date (month/day (s))**. The Federal Emergency Management Agency (FEMA) requires that all of this debris be placed at the curbside. Please separate out household hazardous materials and electronics.

Due to FEMA restrictions, only certain types of materials are allowed in the bins. The lists on the back of this sheet explain what debris is allowed into the bins, and what debris must not be placed in the bins.

NOTE: Use your regular curbside containers for your normal household trash.

Bins will be located at:

- 9940 Creek Road
- 10156 Creek Road
- directly across the street from 10156 Creek Road



For more information on disaster debris removal, please call Everett King at 658-4320.

For information on household hazardous waste collection events, please call Don Sheppard at 658-4318.



Provided by the Ventura County
Integrated Waste Management Division.

Para oír esta información in español, por favor llamada a Sandy Lomeli, 658-4325

ACCEPTABLE MATERIALS

FLOOD DAMAGED ITEMS ONLY, PLEASE

- Demolition debris (wallboard, flooring, wood, etc.)
- Metal items (lawn chairs, shelving, awnings, etc.)
- Sandbags
- Clothing, drapes, or other material
- Flood related plant and yard debris (trees, bushes, etc.)
- Household goods (carpet, furniture, mattresses, bedding, paper, etc)
- Appliances (washer, dryer, refrigerators, microwaves, etc.)
- Household hazardous materials (kitchen/bathroom cleaners, lawn/ garden chemicals, pesticides, paints, petroleum products, etc.) *
- Electronic items (computers and monitors, TVs, etc.) *



**Flood damaged household hazardous materials and electronic items are accepted but DO NOT mix with trash or other materials as these will be picked up separately.*



ITEMS NOT ACCEPTED

- Privately owned vehicles
- Appliances not damaged by the flood
- Reconstruction debris
- Damaged swimming pools, foundation materials
- Old tires, auto batteries, or other equipment or materials that had been stored and are not the result of storm damage
- Yard clippings, grass, tree trimmings not related to storm damage
- Any dirt or soil, whether resulting from the flood or not

