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| **EXAMPLE OF DAILY OPERATIONAL REPORT** | | | | | | |
| **CONTRACT NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **DAILY REPORT** | | | | | | |
| CONTRACTOR: | | | | | DATE OF REPORT: | |
| CONTRACT NO: | | | | |
| Truck No. | | Location of Work | Landfill Trips | Tonnage Totals CY Totals | Local Collection Site Trips | Tonnage/CY Totals |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
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| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
|  |  | DAILY TOTALS |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXAMPLE OF DAILY OPERATIONAL REPORT** | | | | | | | | |
| **CONTRACT NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| Date | Load Ticket # | Landfill Ticket # | Time | Truck # | Truck Weight | Actual Weight Minus Truck Weight | Eligible (Y/N) | Comments |
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| LOAD TICKET SAMPLE | | | | |
| **LOAD TICKET** | | | | |
| **TICKET NUMBER:** | | | | |
| **CONTRACT NUMBER** | | | | |
| **CONTRACTOR** | | | | |
| **DATE:** | | | | |
| **DEBRIS QUANTITY** | | | | |
| **Truck No:** | | | **Truck Weight (ton):** | |
| **Load Size (Tons):** | | | | |
| **Truck Driver:** | | | | |
| **DEBRIS CLASSIFICATION** | | | | |
|  | **Burnable** | | | |
|  | **Non-Burnable** | | | |
|  | **Mixed** | | | |
|  | **Other** | | | |
| **LOCATION** | | | | |
| Section/Area: | | | Dumpsite | |
|  | | **Time** | | **Inspector** |
| **Loading** | |  | |  |
| **Dumping** | |  | |  |
| **Eligibility (Y/N):** | | Original: City/County/State | | |
| Yellow: Contractor | | |
| Pink: Driver | | |
| Gold: FEMA | | |

SAMPLE TRUCK PLACARD

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **Company Name** |  |
|  | **Truck Number** |  |
|  | **Truck Weight** |  |
|  | **Weighed by and Date** |  |

#### Awareness of Improper Unit Price Contractor Strategies

Monitors must be aware of the following techniques, which have been used by contractors to take advantage of unit price contracts during the debris cleanup process:

* Reporting improper truck volumes
* Adding improper debris to a load to increase weight (i.e., steel, boulders, excess soil, or concrete)
* Soaking debris with water
* Tipping half of the load
* Switching a truck number
* Using large fuel tanks that are almost empty on initial weigh-in and full when delivering debris
* Adding steel plates or other weights to the bottom of the truck bed
* Locating swing chains in truck so debris can’t fill the lower portion of the truck
* Only FEMA has the authority to make debris eligibility determinations not the contractor

Considerations for Time and Materials Contracts

For time and materials contracts, jurisdictions must document the length of time that equipment and personnel is used, and must ensure that equipment and personnel are being used efficiently. A sample Time and Materials Contract is included in Appendix X, *Sample Contracts*. FEMA form *90-123 Force Account Labor*, is included in Appendix X to track labor hours for contract and jurisdiction employees.

Considerations for Debris Monitoring Contracts

Debris monitoring contractors can be used to monitor and document debris operations, to manage other debris management contractors, or to operate a jurisdiction’s complete debris management operation.

When developing scopes of work for debris management contractors, or when evaluating their performance, the following should be considered and evaluated:

* Documentation of the type of debris collected
* Documentation of the amount of debris collected
* Documentation of the original collection location
* Measurement and certification of truck capacities (recertify on a regular basis)
* Completion and physical control of load tickets (in monitoring towers and the field)
* Validation of hazardous trees, including hangers, leaners, and stumps (use appropriate documentation forms)
* Confirmation that trucks are accurately credited for their load.
* Confirmation that trucks are not artificially loaded to maximize reimbursement (e.g., debris is wetted or debris is fluffed instead of compacted)
* Confirmation that hazardous waste is not mixed in with loads.
* Confirmation that all debris is removed from trucks at the DMS
* Notification to project manager if improper equipment is mobilized and used
* Notification to project manager if contractor personnel safety standards are not followed
* Notification to project manager if general public safety standards are not followed
* Notification to project manager if completion schedules are not on target
* Confirmation that only debris specified in the scope of work is collected and identification of work as potentially eligible or ineligible
* Monitoring of site development and restoration of the DMS
* Confirmation that daily loads meet permit requirements
* Confirmation that work stops immediately in an area where human remains or potential archeological deposits are discovered
* Notification to project manager if debris removal work does not comply with all local ordinances, as well as state and federal regulations
* Completion of a pre- and post-event environmental assessment of each DMS

Additional resources for Debris Monitoring can be found on the FEMA website. The FEMA 327, Debris Monitoring Guide[[1]](#footnote-2) will provide comprehensive information on debris monitoring.

1. <http://www.fema.gov/pdf/government/grant/pa/fema_327_debris_monitoring.pdf> [↑](#footnote-ref-2)