

TEMPORARY DEBRIS STAGING AND REDUCTION SITE (TDSRS)
APPROVAL REQUEST FORM INSTRUCTIONS

GENERAL

This document provides instructions on how to fill out the Temporary Debris Staging and Reduction Site (TDSRS) Approval Request Form. Additional information on preparing a TDSRS plan is available at: <http://dpr.vi.gov>.

If you have multiple TDSRS sites within a district, the VI Department Planning & Natural Resources - Division of Environmental Protection (VIDPDR-DEP) strongly suggests that you prepare a TDSRS Approval Form for one site first and let us review it for completeness before submitting additional applications. This will help avoid potential errors and delays on any future submittals.

Not sure where to start, or need assistance preparing your applications? Arrange a meeting with DEP to walk you through the process and assist you in preparing your TDSRS Approval Request Form.

1. Updates: The VIDPDR-DEP may update this form periodically. Please ensure you are using the latest version. Download the latest version of this form and instructions from the DPR Website: <http://dpr.vi.gov>.

2. Signatures: This form must be signed by:

- VI Waste Management Authority (VIWMA) and/or VI Department of Public Works Commissioner;
- Lead Federal Agency, if applicable;
- VI Fire and Emergency Medical Services (VIFEMS) for the district in which the TDSRS is located; and
- VI Territorial Emergency Management Agency (VITEMA) or Office of Disaster Recovery (ODR) Director;

3. Completed Forms: E-mail completed form with attachments to: The Office of Commissioner jp.oriol@dpr.vi.gov (recommended method) or regular mail to: VIDPDR- Division of Environmental Protection, Solid and Hazardous Waste Program Manager, #45 Mars Hill, Frederiksted, VI 00840.

SITE INFORMATION

Applicant: Provide the name of the Entity requesting approval for the TDSRS. Include entity full official name, type, mailing address (include P.O. Box), district, and zip code.

Primary Contact: This should be the person who will be taking the primary responsibility for completion of the TDSRS Approval. This should be the person available to respond, in a timely manner, to any questions that VIDPNR-DEP may have concerning the application. This should also be the person to be contacted during a debris generating event. If there are additional individuals that should be contacted regarding TDSRS Approval or during a debris generating event, contact information for these individuals should be attached to the TDSRS Approval Form. Provide the name, office number, fax number, cell number, and Email address.

Proposed Location of Temporary Debris Staging and Reduction Site (TDSRS):

- **Parcel ID & Street Address (if applicable):** This is the physical location of the site – not the mailing address. This address should correspond to the address listed in the tax accessor records. When possible, include a plot and or Property ID number.
- **District:** List the district (STX, STT or STJ) that the TDSRS is located in.
- **Parcel ID/Lot Number:** Provide the Parcel ID and plot acreage for the property. If the TDSRS is located on several plots and/or lots, please list all the Parcel IDs and plot numbers on which it will be located, including any roads used for entering and exiting the site. Please ensure that the street address (if applicable), the ID, and plot numbers for the site are correct and correspond with the most current tax maps for the district.

If the maps for the district have recently been updated, please include a copy of the map with the TDSRS application. Submitting a TDSRS application with an incorrect street address, or incorrect plot and lots number are some of the most common submission problems and will delay processing your application.

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

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

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

3. Security Measures: TDSRSs must have security measures in place to vent unauthorized dumping and to vent possible injury. Please list what security measures will be taken to vent unauthorized access to the site.

4. Dust Control Measures: If any part of the TDSRS site is unpaved, steps to control dust emissions must be taken. This is especially necessary if site conditions are dry. Please list

what measures will be taken to control dust at the site.

STORAGE AREAS

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

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

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

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

Please keep the size of the entire TDSRS site in mind when determining the size of each of the stockpiles. The stockpiles must be able to fit on the site, and still allow adequate space for traffic flow. All debris piles must be separated by a minimum of 15 feet. If stockpiles of varying size for the same type of debris will be used, please include stockpile dimensions in the Additional Information Box on page 5 of the form.

ATTACHMENTS

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

Site Drawing

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

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

Please ensure that your site drawing includes ALL the information as listed above. Incomplete or unacceptable site drawings are common problems and will result in a delay in processing your application.

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

ADDITIONAL INFORMATION

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

CERTIFICATIONS AND ENDORSEMENTS

There are three certifications that need to be signed.

The first certification should be signed by either the VI Waste Management Authority, Commissioner of Public Works, or Commissioner of Property & Procurement. The person signing this certification should be familiar with the information on the TDSRS -Approval Form as the purpose of this certification is to attest that the information on the form is accurate.

The second certification must be signed by the Director of VI Fire and Emergency Medical Services in which the TDSRS is located. The signature of the local fire unit supervisor is not acceptable.

The VI Fire and Emergency Medical Services website lists fire officials by district as: daryl.george@vifs.vi.gov (STT/STJ) or antonio.stevens@vifs.vi.gov (STX).

The third certification must be signed by the VI Territorial Emergency Management Agency Director. <http://www.vitema.vi.gov> or daryl.jaschen@vitema.vi.gov.

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

TDSRS Approval Process

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

Technical review is conducted by the Divisions & Programs within the Department including the Department’s State Historic Preservation Office, Stormwater Program, Permits Division-Flood Plain Management), Division of Fish & Wildlife, Coastal Zone Management (submerged land) and Planning Office.

The Department’s Debris Management Team will coordinate the review with the other programs. Applicants will be advised if additional information is needed for the programs to complete their review. Based on the outcome of the technical review, the site will be deemed suitable or unsuitable for a TDSRS. An unsuitable rating may require an alternate site to be submitted by the applicant.

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

If you have any questions while completing the TDSRS-Approval form, please contact the Division of Solid and Hazardous Waste at (340) 774-3320.

PREFERRED STORAGE METHODS FOR DEBRIS

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