State of Louisiana
Department of Environmental Quality
Office of Environmental Services

Administrative Order
Authorization for Pre-approved Emergency Debris Site

APPENDIX A
Requirements and Conditions

I. EMERGENCY DECLARATIONS

The governor may declare that an emergency exists in specified areas, resulting from natural or manmade events. Similarly, the President of the United States may declare certain areas to be disaster areas.

In order to obtain financial and technical assistance for managing an emergency through the Federal Emergency Management Agency (FEMA), a request for federal financial assistance must be made by the State to FEMA.

FEMA requires that all emergency-generated debris be managed on properly approved debris sites. This order will fulfill that requirement and allow cleanup operations to commence immediately following a LDEQ emergency declaration. Debris approved for receipt at approved emergency debris sites consists of C & D debris, electronic waste, scrap metals, tires, white goods, vegetative debris, and woodwaste. The debris that shall be received at an approved emergency debris site is limited to *only* disaster-generated debris and does not include any debris for which the site is not approved or any debris not included in the definition of the authorized debris type. Unauthorized debris at debris sites includes, but is not limited to, vessels and vehicles, household hazardous waste, orphan drums, and animal carcasses. (NOTE: Any amendments to this Administrative Order authorizing additional debris management shall be limited to the duration of the declared emergency.)

- **C & D debris** approved for receipt at approved emergency debris sites is nonhazardous waste generally considered not water-soluble, including but not limited to, metal, concrete, brick, asphalt, roofing materials (shingles, sheet rock, plaster), or lumber from a construction, remodeling, repair, renovation, or demolition project. C & D debris does <u>not</u> include regulated asbestos-containing material RACM as defined in LAC 33:III.5151.B, white goods, creosote-treated lumber, and any other item(s) not an integral part of the structure.

- **Electronic wastes** approved for receipt at approved emergency debris sites are devices or components thereof that contain one or more circuit boards and are used primarily for data transfer or storage, communication, or entertainment purposes, including but not limited to, desktop and laptop computers, computer peripherals, monitors, copying machines, scanners, printers, radios, televisions, camcorders, video cassette recorders (VCRs), compact disc players, digital video disc players, MP3 players, telephones, including cellular and portable telephones, and stereos.

- **Metals** (or scrap metals) approved for receipt at approved emergency debris sites are bits and pieces of metal parts (e.g., bars, turnings, rods, sheets, wire) or metal pieces that may be combined together with bolts or soldering (e.g., radiators, scrap automobiles, railroad box cars), which when worn or superfluous can be recycled. Materials not covered by the definition of scrap metal include ”residues” generated from smelting and refining operations (e.g., drosses, slags, and sludges), liquid wastes containing metals (e.g., spent acids, caustics, or other liquid wastes with metals in solution), liquid metals wastes (e.g., liquid mercury), or metal-containing wastes with a significant liquid component, such as spent batteries.

- **Tires** approved for receipt at approved emergency debris sites are whole tires (i.e., the continuous solid or pneumatic rubber covering encircling the wheel of a motor vehicle or off-road vehicle) that are no longer suitable for their original purpose because of wear, damage, or defect. These do not include any tire weighing over 500 pounds and/or a solid tire.

- **White goods** approved for receipt at approved emergency debris sites consist of discarded domestic appliances including, but not limited to, refrigerators, ranges, washers, freezers, dryers, air conditioning and heating units, freestanding ice makers, built-in stove surface units and oven units, and water heaters. White goods do not include small household appliances, such as, stand mixers, toasters, blenders, etc.

- **Woodwaste** approved for receipt at approved emergency non-vegetative debris sites consists of types of waste generated by sawmills, plywood mills and woodyards associated with the lumber and paper industry, such as wood residue, cutoffs, wood chips, sawdust, wood shavings, bark, wood refuse, wood-fired boiler ash, wood ash, and plywood or other bonded materials that contain only polyurethane, phenolic-based glues, or other glues that are approved specifically by the administrative authority. Uncontaminated, un-treated or un-painted lumber, board road lumber, or wooden pallets are considered woodwaste under this definition.

- **Vegetative debris** approved for receipt at approved emergency debris sites consists of vegetative matter resulting from landscaping, landscape maintenance, right-of-way or land-clearing operations, including trees and shrubbery, leaves and limbs, stumps, grass clippings, and flowers.

For debris removal to be eligible for FEMA funding, the work must be necessary to: eliminate an immediate threat to lives, public health and safety; eliminate immediate threats of significant damage to improved public or private property; and to ensure the economic recovery of the affected community to the benefit of the community-at-large.

Upon the declaration of a LDEQ declared emergency, this order allows immediate activation of the pre-approved emergency debris site allowing for the efficient and expeditious management of emergency-generated debris. The activation is valid for the duration of the declared emergency, unless LDEQ specifies otherwise. LDEQ reserves the right to order an emergency debris site to shut down operations before termination of declarations, orders and amendments as well as to extend the timeframe where needed, on a case by case basis.

Please be advised that in the event of a disaster, the LDEQ issued Emergency Declaration and Administrative Order may contain additional restrictions and/or operating conditions applicable to the pre-approved site. This order and the Emergency Declaration and Administrative Order must be used in conjunction to operate the site. Copies of both documents must be kept onsite. If there are any questions regarding applicability or other operating restrictions or requirements, call either the LDEQ Headquarters at (225) 364-7901 or via email at **deqdebrisrequest@la.gov**.

II. COMPREHENSIVE PLAN FOR DISASTER CLEAN-UP AND DEBRIS MANAGEMENT (the Plan)

At the time of a declared emergency, adherence to the most recent approved Comprehensive Plan for Disaster Clean-up and Debris Management (the Plan) will be required by an LDEQ issued Emergency Declaration and Administrative Order (the Order), except where the Plan may be in conflict with the provisions of the Order. In the event of conflict, the Order shall prevail. Moreover, while the Plan is consistent with state and federal law, it does not supersede any ordinance adopted by a local governing authority.

A copy of the most recent Comprehensive Plan for Disaster Clean-up and Debris Management can be downloaded from the LDEQ webpage at deq.louisiana.gov/resources/category/debris-management or by calling LDEQ debris inquiry at (225) 364-7901 for assistance.

III. ANNUAL CERTIFICATION

All pre-approved emergency debris site locations MUST BE certified, by the responsible official, annually (i.e., after the first year of the preapproval's issuance) using the certification form provided by the LDEQ. The certification form must be submitted to the LDEQ by June 1st of each year. The LDEQ Regional Surveillance Staff may re-inspect a site if it is indicated that the site conditions have changed within the two (2) year issuance date or at any time to assess the site and its operations. If site conditions have changed or if the surrounding area has changed enough to alter the use of the debris site, the site may be deemed no longer appropriate for the pre-approved activity and this authorization will be revoked. At that time, the local government or state agency may wish to consider pre-approval of another site in order to ensure available capacity. If additional activities or sites are wanted, an additional emergency debris site request form must be submitted to LDEQ and written approval must be obtained before the additional activity can be conducted on site. Failure to comply may result in revocation of the pre-approval.

IV. SITE ACTIVATION REQUIREMENTS

Upon the declaration of an emergency by LDEQ, local governments and state agencies may "activate" a pre-approved emergency debris site for the activities specified in this order. Upon activation, the governmental body shall notify LDEQ Headquarters at (225) 364-7901 that the site is being activated. This verbal notification shall occur as soon as practicable depending on communication capability. If LDEQ Headquarters does not have communication capability, please call one of LDEQ's other regional offices listed in Appendix B. (Appendix B can be found at, and must be printed from, the LDEQ webpage at deq.louisiana.gov/resources/category/debris-management.)

The governmental body shall provide written notification to the regional office (see Appendix B) and headquarters within 5 days of the activation date. The contact information for headquarters is Estuardo Silva, Waste Permits Administrator and can be mailed to Louisiana Department of Environmental Quality, Post Office Box 4313, Baton Rouge, LA 70821-4313; faxed to (225) 325-8236, or emailed to deqdebrisrequest@la.gov. A form for the written notification is provided in the cover letter with this document and can be found at the following link deq.louisiana.gov/assets/docs/Land/WDMR.docx. The LDEQ regional office surveillance staff will conduct an initial assessment for damages to the site as a result of the disaster and changes that may have occurred at the debris site or to the surrounding area since the pre-approval assessment or the annual re-certification that may change the suitability of the emergency debris site. If for any reason the emergency debris site is found to be unsuitable, the authorized local government or state agency will be given the option to request approval of another emergency debris

site by modification of this order, or request termination of this order. The LDEQ regional office surveillance staff will periodically monitor the emergency debris site throughout the emergency cleanup and handle the site de-activation once the operations have ceased and the site use is no longer needed for the emergency.

V. REDUCTION REQUIREMENT

Emergency vegetative debris site operations must conform to the legislative mandate (R.S. 30:2413.1), which requires that "the total green and woody debris intended for final disposal in a landfill, shall be reduced fifty percent by weight and fifty percent by volume prior to transport to a landfill" (for disposal). The goal of the statute is to "reuse and recycle material and to divert debris from disposal in landfills to the maximum extent practical, efficient, and expeditious in a manner that is protective of human health and the environment." Every effort shall be made to consolidate emergency-generated vegetative debris in an attempt to beneficially use as much of the material as possible. Emergency-generated vegetative debris may be chipped or otherwise reduced by volume to allow for composting, use by local industries for fuel, or use by landfills as part of daily cover (not final cover) at landfills, or for other beneficial reuse.

VI. EXPIRATION OF THE EMERGENCY DECLARATION

These emergency debris sites can only be used for managing authorized debris generated in a disaster. The amount of time an emergency debris site can be active is limited by the expiration of an LDEQ issued Declaration of Emergency. The purpose of the deadline is to insure that storm related activities are completed in a timely manner. All activities authorized under this order must cease and the emergency debris site shall be restored to its previous condition and use upon the expiration of the Declaration of Emergency unless otherwise approved by LDEQ in response to a written request from the authorized local government or state agency. The emergency debris site is only intended to operate as a temporary emergency debris site, not as an ongoing solid waste facility.

VII. SITE DE-ACTIVATION

Once operations have ceased, the emergency debris site must be restored to its previous condition and use in accordance with the Comprehensive Plan for Disaster Clean-up and Debris Management as directed by LDEQ.

Each emergency debris site, with the exception of those where ash is land-applied, will eventually, to the extent practicable, have emergency-generated debris cleared and shall be restored to its previous condition and use. Restoration of a site involves removing all traces of the operations and possible remediation of any contamination that may have taken place during the operations. Debris processing equipment, storage tanks, protection berms, and other structures built on the debris site shall be removed from the debris site upon completion of all debris removal and processing operations. The emergency debris site must be restored to its previous environmental state.

The authorized local government or state agency shall notify the appropriate LDEQ regional manager once all operations on the emergency debris site have ceased and the debris site has been restored to its previous condition and use, in order to set up a date and time for a final assessment. A representative with the local government or state agency shall be present at the time of the final assessment unless otherwise indicated by the LDEQ regional manager or surveillance staff.

Any environmental concerns noted at the debris site at the time of the final assessment, will be brought to the local government's or state agency's attention and shall be removed (e.g., unauthorized debris) or remediated (e.g., petroleum spills) in a timely manner, (no later than thirty (30) days from the official written request by LDEQ surveillance staff) or the governmental body will face possible enforcement action. An emergency debris site ***will not*** be de-activated until all environmental contamination is removed from the site.

There may be times when processed chips and mulch are stockpiled with no final disposal. In this case, the local government or state agency shall remove it in a timely manner (within 30 days from the day operations ceased) or shall request and receive approval of a voluntary Best Management Practice (BMP) through the Department of Agriculture and Forestry before the site can be de-activated.

VIII. DE-ACTIVATION LETTER

Once a final assessment is conducted and all reporting requirements have been received, reviewed and verified complete, a de-activation letter will be issued by LDEQ indicating that the emergency debris site is considered de-activated by LDEQ. After the emergency debris site has been officially de-activated by the issuance of a de-activation letter, the local government or state agency shall not accept or process at that site any additional emergency-generated vegetative debris from that declared emergency. If the local government or state agency wishes to reactivate the emergency debris site for the same declared emergency, it must request, in writing, the approval of LDEQ.

IX. DUTY TO RE-SUBMIT A REQUEST FOR AUTHORIZATION

If the governing body wishes to continue the authorization for a pre-approved emergency debris site after the expiration date of this order, the governing body must re-submit a request form. The request form shall be submitted at least 180 before the expiration date of the existing order in order to prevent a lapse in authorization.

X. GENERAL REQUIREMENTS AND CONDITIONS

A. Property rights

The authorization to use a location as an emergency debris site ***does not*** make LDEQ liable for damages to private property. The authorized local government or state agency is responsible for obtaining the appropriate lease agreement or other authorization from the owner of the property, if applicable.

B. Lease agreement

The local government or state agency is responsible for obtaining and maintaining any necessary lease agreement for the duration of this order, where applicable. LDEQ shall be notified if the lease should be terminated. The local government or state agency will have the option to request modification of this order by requesting another emergency debris site, or to request termination of this order.

C. Changes to the emergency debris site and surrounding area

Through the duration of this order, any changes made to the debris site or to the surrounding area that would change the suitability of the site (e.g., an increase in the number of residences or commercial structures within 1000 feet from the site) for the approved activity shall be reported to LDEQ within 30 days of becoming aware of the change.

D. Change in activity

The emergency debris site is limited to the approved activity(s) indicated on the first page of this order. For approval of an additional activity, the local government or state agency shall submit a modification for the new activity. The new activity shall *not* commence at the site until a verbal or written approval is received from LDEQ (for burning, a written approval must be received before the activity can commence).

E. Responsibility of the authorized local government or state agency

To meet overall debris management strategy goals and to ensure that the emergency debris site operates efficiently, the management of the debris site shall be under the direction of the local government or state agency. It is imperative that the debris collected, as a result of an emergency, be managed not only in an environmentally sound manner, but also in accordance with the appropriate LDEQ rules and regulations governing the segregation, storage and processing of debris (a solid waste). The local government or state agency is responsible for maintaining compliance with this order and all other environmental rules and regulations for the duration of the emergency. The local government or state agency is responsible for making sure that the site operator(s)/contractors, having day-to-day operational control over the emergency debris site of the authorized activities, are aware of the requirements of this order and all other environmental rules and regulations. Failure to comply with these rules and regulations may result in a formal referral to the LDEQ Enforcement Division and the possible issuance of compliance orders and/or assessment of civil penalties.

F. Best management practices (BMPs)

No debris site shall be de-activated with processed debris material remaining on the site until a BMP is approved for the debris (see Site De-activation, Section VII).

G. Right to inspect

LDEQ reserves the right to inspect the site operations at all reasonable times without prior notice. Denial of entry, for any reason, may result in enforcement action.

H. Reopener clause

Should the authorized local government or state agency fail to adhere to this order or any other environmental rules or regulations, LDEQ reserves the right to reopen and modify this order to add additional conditions necessary to reduce any and all human health or environmental impacts. Non-compliance with any portion of this order may result in the issuance of compliance orders and/or assessment of civil penalties.

I. Conditions injurious to public health or the environment

Should conditions at the debris site become injurious to public health or the environment, then the emergency debris site shall be de-activated until conditions are corrected or the site will be permanently closed. If permanently closed, the closure of the emergency debris site shall be in accordance with the site de-activation requirements (see Section VII).

J. Copy of authorization

A copy of this order shall be kept on site at all times and made available upon request by an LDEQ Surveillance inspector or other LDEQ representatives.

K. Debris sites located and operated at permitted landfills

Emergency-generated vegetative debris may be transported to an LDEQ approved emergency debris site (requested by a local government or a state agency) located at a permitted landfill for staging or reduction; however, the debris may *not* be placed directly into a cell for final disposal. Vegetative debris may be placed into a cell for final disposal once reduced (with the exception of root balls due to the difficulty in reduction by burning and chipping). The vegetative debris shall be reduced by an LDEQ approved method before being placed in the cell(s). The non-vegetative debris may be placed directly into a cell for final disposal *if* the landfill is permitted to dispose of that type of waste. If the landfill is not permitted for the disposal of the non-vegetative debris, the debris must be transported to a landfill permitted for its disposal.

L. Recordkeeping and reporting requirements

Recordkeeping is the responsibility of the local government or state agency. Load tickets representing the amount of vegetative debris received, processed, and/or disposed; transport and disposal documentation of all unauthorized waste segregated out from the vegetative debris received; and weekly debris management reports shall be made available to LDEQ upon request.

From activation to de-activation of the emergency debris site, SPOC documentation shall be kept of any petroleum spills from fueling equipment, hydraulic fluid spills from equipment breakdowns, and any other spills (including those from electronic waste or white goods, such as refrigerants) causing an environmental impact on the emergency debris site.

From the time of activation until de-activation, the authorized local government or state agency shall report all emergency-generated vegetative debris received each day from a Friday to a Friday on a Weekly Debris Management Report (WDMR) form and submit it to LDEQ every Sunday (unless otherwise directed by LDEQ). These reports indicate how much vegetative debris is received, what method(s) or process is utilized (i.e. chipping, grinding, composting, and/or burning), how much vegetative debris is processed, a complete record of the waste stream, which shall include the final fate of the waste stream (i.e. industrial boiler fuel, compost/mulch, component of the daily cover system at landfills, ash tilled into soil, etc.).

The reported data will be reviewed for accuracy and consistency from one week to the next. All reports that *do not* reflect accuracy and consistency must be revised and re-submitted, which could impede the de-activation process for the emergency debris site.

M. Signature certification on Weekly Debris Management Reports

The WDMRs must be signed and certified by a person duly authorized by the local government or state agency responsible for the emergency debris site. For a municipal, state, federal or other public agency, the WDMR shall be signed by either a principal executive officer or ranking elected official. The signature authority may be delegated to someone else in writing by the local government or state agency. However, the local government or state agency will be responsible for the weekly submittal, the accuracy of the information being submitted, and the consistency of the submittals.

N. Signs

1. **Identification signs.** The local government or state agency shall post a 2 foot by 3 foot weather resistant sign readable from the roadway near the main entrance of the emergency debris site as soon as possible

following an emergency. If posting the sign near the main entrance is infeasible due to safety concerns, the sign shall be posted in a publicly accessible location near the activity and moved as necessary. However, the signs shall be posted at all times until the closure assessment has been conducted by LDEQ Regional office surveillance staff.

The sign shall contain the following information:

- The name of the debris site (as listed on the order).
- The Agency Interest (AI) Number (as listed on the order).
- The approved activity (as listed on the order).
- Local Government or State Agency contact information.

2. **Trailblazer signs.** If the debris site does *not* contain a 911 address and/or is located in a secluded area which is difficult to locate, then weather resistant trailblazer signs in a location and height visible to motorists shall be posted on the primary roadway that provides the most direct route in close proximity to the debris site. Trailblazer signs are used to direct motorists unfamiliar with an area to a specific location.

3. **Site closed sign.** Upon cession of site operations, the local government or state agency shall post a 2 foot by 3 foot weather resistant sign readable from the roadway near the main entrance of the emergency debris site stating, 'This site is closed. No dumping.'

O. Multiple operations

If multiple operations (i.e., local government and state agency authorized emergency debris sites) are being conducted at the same location, each operation's boundaries shall be physically located separate from each other; the operational parameters clearly marked off (i.e., earthen berms, temporary barriers, orange plastic fencing, etc.); and signs clearly posted separating each operation (in addition to the entrance sign mentioned above) and maintained from the date on which the activation of the emergency debris site was approved until de-activation of each individual operation. Additionally, if more than one debris type is authorized for a site, each debris type shall be staged and processed separately from other debris types.

P. Overlap of emergencies

When one declared emergency overlaps another declared emergency, the local government or the state agency must make sure that the location is large enough to handle the expected emergency-generated debris from both emergencies. If not, another emergency debris site shall be requested. The debris streams from both emergencies shall be kept separate on the weekly debris management reports.

Q. Normal site operations

If the location of an emergency debris site is used for other normal day-to-day activities, those activities shall be maintained separate from the emergency debris site operations. For the purpose of inspections, boundaries shall be placed between the two activities and clearly marked (e.g., temporary barrier fencing, perimeter markers).

R. Public access/trespassing

To prevent unauthorized access and dumping, adequate security and monitoring shall be established and maintained, from the activation of the emergency debris site until the site is officially de-activated, to prevent

unauthorized access and dumping. Temporary measures shall be taken to limit access to the debris site, which could consist of the use of trucks, equipment, gates, cables, or swing pipes to block entry. These measures shall be installed as soon as possible for permanent access control, if the site is to be used for longer than two (2) weeks. If necessary, "no trespassing" signs shall be posted to prohibit public dumping of debris.

S. Unauthorized non-vegetative debris and other unauthorized wastes

Incoming waste loads containing unauthorized debris/wastes shall ***not*** be unloaded at the emergency vegetative debris site. Such waste shall be re-directed to an appropriate permitted disposal facility or an appropriate temporary storage container that prevents leachate from escaping or soil and/or groundwater contamination. If unauthorized debris is inadvertently or illegally dumped at the emergency debris site, it is the responsibility of the local government or state agency to remove and properly dispose of the debris. "No dumping" signs should be placed around the perimeter of the emergency debris site to prevent dumping of unauthorized waste. Records shall be kept of the transportation and the disposal of the unauthorized waste segregated from the authorized debris received.

T. Segregation of debris

Authorized debris consists of C & D debris, electronic waste, scrap metals, tires, white goods, woodwaste, and vegetative debris as defined in Appendix A, Part I. It does ***not*** include any debris for which the site is not approved or any debris not included in the definition of the authorized debris type.

All unauthorized debris received at an authorized debris site shall be segregated and removed within 7 days from receipt and disposed of in an approved permitted landfill. Unauthorized debris should be stored in an appropriate container on site until it is transported to a permitted landfill for disposal. Records shall be kept of the transportation and the disposal of the unauthorized waste segregated from the authorized debris received.

U. Accumulation of debris

There shall be no significant accumulation of debris allowed to occur, due to environmental and safety concerns, such as the risk of fire. The debris should be managed in an efficient manner to prevent the potential for fire hazards, risks to human health and the environment. All efforts should be made to prevent causing any kind of nuisance to the surrounding area.

V. Equipment and fuel

Equipment and fuel shall have a designated storage area and signs posted appropriately. The fuel storage area shall be designed to contain spills. If necessary, the preparation and implementation of a Spill Prevention and Control plan should be established in accordance with the provisions specified in LAC 33:IX.901-907. The Plan shall contain minimal procedures, methods, equipment, control structures and response actions necessary to protect human health and the environment.

W. Operation of equipment

All equipment (e.g., grinders, chippers, air curtain destructors, forklifts) shall be operated in accordance with the manufacturers' instructions and any applicable LDEQ authorization. A copy of the manufacturers' instructions shall be maintained on site and made available to LDEQ upon request.

X. Environmental controls

The authorized local government or state agency shall establish and maintain environmental controls in equipment staging, fueling, and repair areas to prevent and mitigate spills of petroleum products such as fuel and hydraulic fluids. Temporary storage areas for fuels shall be lined to prevent the possibility of soil and groundwater contamination in case of spills. Plastic liners shall be in place under stationary equipment such as generators and mobile lighting plants.

Where necessary, local governments and state agencies shall establish procedures to prevent and mitigate smoke (e.g., ensure burn pits are constructed properly and are being operated according to standards), dust (e.g., employ water trucks to keep dust down), noise (e.g., employ berms or other noise abatement procedures), traffic (e.g., ensure a suitable layout for ingress and egress to help traffic flow) problems that may arise, and smells (e.g., ensure refrigerators are kept sealed when not being cleaned out).

Y. Management of debris piles

Debris piles and shredded material, including chips, shall be managed in accordance with the most recent approved Comprehensive Plan for Disaster Clean-up and Debris Management.

Z. Emergency Declaration and Administrative Order

All emergency debris site requirements contained in an issued LDEQ Emergency Declaration and Administrative Order must be followed.

AA. Notification to local fire department

The local fire department shall be notified upon commencement of emergency debris site activities that receive vegetative debris.

BB. Quarantines for plant pests

The authorized local government or state agency is responsible to ensure that personnel and contractors hauling, staging or other otherwise managing the debris are aware of all regulations issued by the Louisiana Department of Agriculture and Forestry (LDAF) regarding plant pest quarantine programs. Plant pest quarantine programs are administered through the State Entomologist Crop Pests and Diseases Law, the Sweet Potato Dealers Law and Sweet Potato Pests and Diseases Law, and the Plant Pest Quarantine Regulations. A summary of plant quarantine regulations in Louisiana can be found at LDAF's website: www.ldaf.state.la.us/ldaf-programs/horticulture-programs/plant-pest-quarantine-programs/. Contact LDAF at 225-952-8100 for any questions concerning the plant pest quarantine programs.

LDAF has a quarantine in place to prevent the spread of the emerald ash borer (EAB"), Agrilus planipennis Fairmaire (see LAC 7:XV.167). This includes the parishes of Bienville, Bossier, Caddo, Claiborne, Jackson, Lincoln, Morehouse, Ouachita, Union and Webster. The quarantine limits the movement of "regulated articles" outside of the quarantine unless treated according to approved methods including fumigation, heat treatment, and chipping. "Regulated articles" include the EAB in all of its life stages; firewood of all hardwood (non-coniferous)

species; nursery stock, green lumber, and other material living, dead, cut, or fallen, including logs, stumps, roots, branches, and composted and uncomposted chips of the genus Fraxinus (commonly known as "ash"); and any other article, product, or means of conveyance identified by a LDAF inspector. Ash nursery stock is prohibited from being moved outside of EAB quarantine areas as there are no acceptable treatments for nursery stock. The authorized local government or state agency is responsible to ensure that personnel and contractors hauling, staging or other otherwise managing the debris are aware of and abiding by this LDAF-issued regulation.

XI. OPERATIONAL GUIDELINES AND REQUIREMENTS

Section A. Staging of emergency-generated vegetative debris

1. **Staging only emergency debris sites**
   Approved emergency debris sites that are approved to *only* stage emergency-generated vegetative debris shall not process the vegetative debris in any manner. These debris sites shall only store the vegetative debris until such time as it is to be hauled to a processing site for reduction.

   If the local government or state agency wishes to process (e.g., chip, grind, compost, or burn) the vegetative debris, an additional Emergency debris site Evaluation & Request Form must be submitted to LDEQ and written approval must be obtained before the additional activity can be conducted on site.

   No vegetative debris from a staging debris site, except as specified in the Comprehensive Plan for Disaster Clean-up and Debris Management, shall be transported for final disposal at a landfill without being first processed at an LDEQ-authorized processing debris site to meet the statutory mandated reductions.

2. **Pile size and temperature restrictions**
   The staging piles of unprocessed emergency-generated vegetative debris shall be limited to a reasonable and manageable height and width in order to provide a greater surface area for dissipation of heat and volatile gases, thereby minimizing the risks of spontaneous combustion. It is recommended that the size be no higher than 20 feet and base width of no wider than 30 feet.

   The temperature of the staged piles shall be limited to 160ºF or less in order to reduce the potential for spontaneous combustion by allowing accumulated heat and gases to escape.

   Frequent monitoring of the vegetative debris piles is required to maintain the height and temperature requirements at all times during the operation of the emergency debris site.

3. **Quarantines for plant pests**
   See Section X.BB above regarding the quarantines for the emerald ash borer and other plant pests.

Section B. Composting of emergency-generated vegetative debris

1. **Reducing the potential for spontaneous combustion**
   In preparing compost and/or mulch piles, care should be taken to reduce the potential for spontaneous combustion. Placing chipped or ground organic debris into piles can result in rapid microbial decomposition that generates heat and volatile gases. Temperatures in large piles containing readily degradable debris can rise to greater than 160ºF, increasing the chance of spontaneous combustion.

Spontaneous combustion is more likely in large, dense piles under dry, windy conditions, because of a greater possibility of volatile gases building up in the piles and being ignited by the high temperatures. In order for volatile gases to escape from the piles, windrows shall not exceed a height of 6 feet and a width of 10 feet. These piles shall not be compacted. Smoking should only be allowed in designated areas well away from the combustible material.

Turning piles when temperatures reach 160ºF can also reduce the potential for spontaneous combustion by allowing accumulated heat and gases to escape and for the contents of the pile to cool. Turning piles when temperatures decline can restore microbial activity and composting temperatures. Optimal moisture should be maintained to reduce combustibility. As a rule, optimal moisture is obtained when squeezing a handful of material yields a drop or two of water. Shredded leafy debris will decompose more rapidly and retain more heat than wood chips. Sufficient wood chips or other bulky material should be mixed with leafy material to ensure rapid diffusion of heat and gases during the early stages of decomposition.

Large piles or windrows should be located away from wooded areas, power lines and structures. They should be accessible to firefighting equipment, if a fire were to occur. Efforts should be made to avoid driving or operating heavy equipment on large piles because the compaction will increase the amount of heat buildup, which could increase the possibility of spontaneous combustion.

2. **Quarantines for plant pests**
   See Section X.BB above regarding the quarantines for the emerald ash borer and other plant pests.

Section C. Chipping/grinding of emergency-generated vegetative debris

1. **Buffer zones**
   The processing equipment (e.g., chippers, grinders, etc.) shall be located at least 500 feet from the nearest inhabited dwelling. The staging area and processing area shall be located at least 200 feet from the nearest property line and 250 feet from the nearest state water body (e.g., lakes, rivers, creeks, streams).

   The processed material (chips) shall be at least 100 feet from site property boundaries, on-site buildings/structures, residential dwellings, commercial or public structures, potable water supply wells, and septic tanks with leach fields.

2. **Reducing the potential for spontaneous combustion**
   In preparing compost and/or mulch piles, care should be taken to reduce the potential for spontaneous combustion. Placing chipped or ground organic debris into piles can result in rapid microbial decomposition that generates heat and volatile gases. Temperatures in large piles containing readily degradable debris can rise to greater than 160ºF, increasing the chance of spontaneous combustion.

   Spontaneous combustion is more likely in large, dense piles under dry, windy conditions, because of a greater possibility of volatile gases building up in the piles and being ignited by the high temperatures. In order for volatile gases to escape from the piles, windrows shall not exceed a height of 6 feet and a width of 10 feet. These piles shall not be compacted.

   Turning piles when temperatures reach 160ºF can also reduce the potential for spontaneous combustion by allowing accumulated heat and gases to escape and for the contents of the pile to cool. Turning piles when

temperatures decline can restore microbial activity and composting temperatures. Optimal moisture should be maintained to reduce combustibility. As a rule, optimal moisture is obtained when squeezing a handful of material yields a drop or two of water. Shredded leafy debris will decompose more rapidly and retain more heat than wood chips. Sufficient wood chips or other bulky material should be mixed with leafy material to ensure rapid diffusion of heat and gases during the early stages of decomposition.

Large piles or windrows should be located away from wooded areas, power lines and structures. They should be accessible to firefighting equipment, if a fire were to occur. Efforts should be made to avoid driving or operating heavy equipment on large piles because the compaction will increase the amount of heat buildup, which could increase the possibility of spontaneous combustion.

3. **Location of grinders**
   Properly locating grinders is critical for noise and public safety considerations. See setbacks and buffer section above for guidelines in locating grinders.

4. **Quarantines for plant pests**
   See Section X.BB above regarding the quarantines for the emerald ash borer and other plant pests.

Section D. Burning of emergency-generated vegetative debris

1. **Open burning**
   Open burning may be utilized during the initial emergency/disaster response for a reasonable timeframe to allow for the re-establishment of critical arteries for transportation, emergency response and governmental operations. This timeframe will be determined by the magnitude of the disaster.

2. **Controlled open burning**
   Controlled open burning carefully reduces vegetative debris by burning within a contained fixed area. The reduction of clean vegetative debris (vegetative debris that has been segregated with all unauthorized debris removed) presents little environmental impact.

3. **Air Curtain Destructor (ACD)**
   Air curtain destructors are an effective means of expediting the reduction of volume while substantially reducing the environmental concerns caused by open burning. The ACD method uses a pit constructed by digging below grade or burning above grade using a blower unit. The burning chamber is usually no more than 8 feet wide and 9 to 14 feet deep. The length of the pit varies depending on the debris site size and labor/equipment limitations.

4. **Portable Air Curtain Destructor**
   Portable air curtain destructors are the most efficient because the pre-manufactured pit requires little or no maintenance to complement the blower system. Portable ACDs are ideal for areas with high water tables and sandy soils as well as areas where smoke must be kept to a minimum.

5. **Setbacks and buffer zones**
   Burn areas shall be located on the emergency debris site in a manner to prevent the spread of fires to areas outside the controlled burn area. Setbacks and buffer zones must have an appropriate separation distance between the vegetative debris burn area and all surrounding brush, forestry, structures, and other debris piles

for public safety and the safety of the debris operations to prevent fire hazards. A setback of at least 100 feet shall be maintained between the burn areas and the debris piles, surrounding brush, and forestry. A setback of at least 1,000 feet shall be maintained between the burn area and the nearest occupied dwelling, commercial building, or road (unless the location has been approved by the appropriate LDEQ regional office) to create a generous buffer zone for emergency vehicles in the event an emergency situation should arise.

6. Ash

Wood ash stored on-site shall be located at least 200 feet from incoming vegetative debris piles, processed mulch or tub grinders (if grinding is also occurring at the debris site). Wood ash shall be wetted prior to removal from an ACD device or earth pit and placed in storage. If the wood ash is to be stored prior to removal from the site, then rewetting may be necessary to minimize airborne emissions.

Wood ash to be land applied on site or off site shall be incorporated into the soil immediately upon completion of operations or sooner if the ash becomes dry and airborne. Records shall be maintained to indicate where ash is applied and the approximate quantities of ash applied. Ash shall *not* be disposed (put in a hole) on site and covered. The application of ash shall be limited to 2 to 4 tons per acre/one-time event. Ash shall be land applied in a similar manner as agricultural lime.

Ash shall not be land applied during periods of high wind in order to avoid the ash blowing off the application site. Ash shall not be land applied within 25 feet of surface waters or within 5 feet of drainage ways or ditches on sites that are stabilized with vegetation. These distances shall be doubled on sites that are not vegetated and the ash shall be promptly incorporated into the soil.

As an alternative to land application, ash may be managed at an appropriate permitted landfill after cooled to prevent possible fire. Off-site application of ash will require specific, written prior approval by the appropriate LDEQ surveillance staff before it can be transported to another site for application (see LDEQ surveillance staff contact information in Appendix B).

Whenever possible, soil test data and analysis of the ash should be available to determine appropriate application rates. Assistance in obtaining soil test data and waste analysis of ash should be available through parish offices of the LSU Agriculture Extension Service.

7. Continued burning

When continued burning is necessary, such burning shall utilize equipment to efficiently combust waste and reduce emissions if LDEQ or local governing authority deems the use of equipment necessary to protect public health and the environment. Local, state and federal partners associated with the vegetative burning operation will be advised of locations that have been approved for this purpose.

8. Fire control equipment

Appropriate fire control equipment shall be available on-site at all times that open burning is occurring.

9. Stockpiling of vegetative debris

There shall be *no* stockpiling of vegetative debris with the intention of one big burn event. Vegetative debris shall be burned in small controlled piles in order to control burn events within the operational timeframe allowed.

10. Burning of unauthorized debris

Burning of unauthorized debris is prohibited. Unauthorized debris is required to be segregated from the emergency-generated vegetative debris to be reduced. Emergency debris sites approved for burning vegetative debris, at which LDEQ Regional office surveillance staff have observed and documented the burning of unauthorized debris mixed in with authorized vegetative debris will ***not*** be allowed to land apply the ash as final disposal, but will be required to transport the ash off site to an approved permitted landfill. Until transportation off site, the ash should be stored on a plastic liner in such a manner as to prevent any potential contamination of soil and/or ground water. The authorized local government or state agency will receive a certified written notification restricting the land application of the ash and the requirement to transport the ash off site to an approved permitted landfill.

Unauthorized waste observed being burned with authorized vegetative debris may result in the authorization of the emergency debris site being terminated for the emergency and/or the pre-approval being terminated.

11. Hours of operation

Burning shall only be conducted between the hours of 8:00 a.m. and 5:00 p.m. An operator shall be on site at all times burning occurs. Piles of combustible material should be of such size to allow complete reduction in this time interval.

12. Notification

Fire-fighting personnel shall be advised of each burning event.

13. Materials used to ignite the fire

Only fossil fuels (e.g. diesel, kerosene) shall be used to ignite the fire. Heavy oils, tires, asphaltic materials, items containing natural or synthetic rubber, or any man-made materials which produce unreasonable amounts of smoke shall ***not*** be burned; nor may these substances be used to start a fire.

14. Prevailing winds

Prevailing winds at the time of a burn event must be away from any city, town or airport, the ambient air of which may be affected by smoke from the burning.

The location of the burn area shall be at least 1000 feet from any dwelling other than a dwelling or structure located on the property on which the burning is conducted.

15. Approved air curtain destruction

If an air curtain destructor (ACD) was approved, it ***must*** be used for any burning at the site, unless an exception is granted in writing from LDEQ. As per LAC 33.III.313.C, the owner or operator shall obtain all necessary permits from local and/or state agencies; the owner or operator shall install on the ACD a manufacturer's nameplate giving the manufacturer's name and the unit's model number and capacity; and material shall not be added to the ACD in such a manner as to be stacked above the air curtain.

16. Environmental controls that shall be maintained when ACDs are utilized

The emission of smoke, suspended particulate matter, uncombined water, or any air contaminants or combinations thereof, that passes onto or across a public road and creates a traffic hazard, or intensifies an existing traffic hazard condition is prohibited.

Only clean oils (e.g. diesel fuel, No. 2 fuel oil, kerosene) shall be used to ignite waste. Hazardous or contaminated unauthorized ignitable material shall not be placed in the pit. This is to prevent contained explosions.

Hours of operations are restricted from 8:00 a.m. to 5:00 p.m. each day. An operator shall be on site at all times the ACD is in operation. Piles of vegetative debris shall be of such size as to allow complete reduction in this time interval. The design standards shall be maintained and the ACD shall not be operated if any equipment is malfunctioning.

The amount of dirt on the vegetative debris shall be minimized. Vegetative debris shall not be added to the ACD in such a manner as to be stacked above the air curtain.

The following buffers shall be maintained: a minimum of 1000 feet from the ACD device to homes, dwellings and other structures (unless the location has been approved by the appropriate LDEQ regional office), 250 feet from roadways, and 200 feet from on-site storage areas for incoming vegetative debris.

The local government or state agency shall use fencing and warning signs to keep the public away from the incineration area. There shall be 1 foot high, unburnable warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the incineration pit.

The fire shall be tested for proper cooling temperatures as recommended by the manufacturer.

Ash shall be removed when it reaches 2 feet below the lip of the incineration pit. The fire shall be extinguished approximately two hours before anticipated removal of the ash.

The incineration area shall be placed in an above ground or below ground pit that is no wider than 8 feet and between 9 and 14 feet deep. Above ground pits shall be constructed with limestone and reinforced with earth anchors or wire mesh to support the weight of the loaders. There shall be a 1 foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.

The ends of the pits shall be sealed with dirt or ash to a height of 4 feet. A 12 inch dirt seal shall be placed on the lip of the incineration pit area to seal the blower nozzle. The nozzle shall be 3 to 6 inches from the end of the pit.

The airflow shall hit the wall of the pit about 2 feet below the top edge of the pit, and the debris shall not break the path of the airflow except during dumping. The pit shall be no longer than the length of the blower system and the pit should be loaded uniformly along its length.

LDEQ has adopted regulations for portable air curtain incinerators. Large scale air curtain operations may require additional conditions or permits. Operators should be familiar with and comply with these regulations, which can be viewed and printed from LDEQ's website at www.deq.louisiana.gov/assets/docs/Legal_Affairs/ERC/33v03Air.docx.

17. Quarantines for plant pests
See Section X.BB above regarding the quarantines for the emerald ash borer and other plant pests.

Section E. Staging and separation of emergency-generated woodwaste

1. Staging only emergency debris sites
Approved emergency debris sites that are approved to ***only*** stage emergency-generated woodwaste shall not process the woodwaste in any manner. These debris sites shall only store the woodwaste debris until such time as it is to be hauled to a landfill permitted to receive woodwaste. For the purposes of this administrative order, staging of non-vegetative debris is to include segregation of the debris.

If the local government or state agency wishes to process (e.g., chip, grind, or burn) the woodwaste, an additional Emergency debris site Evaluation & Request Form must be submitted to LDEQ and written approval must be obtained before the additional activity can be conducted on site. These requests should be made once the debris is collected and ready for processing. These requests will be approved on a case-by-case basis and will be heavily dependent on the contents of the staged debris. The woodwaste debris piles must be free of unauthorized waste (see woodwaste definition in Appendix A, Part I of this document).

De minimus contamination of the woodwaste should be an insignificant amount, approximately 5%, of the incoming load. In no case shall a single load exceed 10% contamination. Arrangements should be made to segregate unsuitable materials such as any treated wood. These materials should be placed in appropriate containers and transported to facilities that are approved for their receipt. If more than de minimus amounts of these wastes are present, the waste should be handled in a manner consistent with the most stringent management technique necessary for the waste stream.

2. Pile size restrictions
The staging piles of unprocessed emergency-generated woodwaste should not exceed a height of 20 feet and a width of 30 feet, which provides greater surface area for dissipation of heat.

Frequent monitoring of the woodwaste piles is required to maintain the height requirements at all times during the operation of the emergency debris site.

3. Quarantines for plant pests
See Section X.BB above regarding the quarantines for the emerald ash borer and other plant pests.

Section F. Staging/transferring and segregation of emergency-generated C & D debris

1. Staging only emergency debris sites
Approved emergency debris sites that are approved ***only*** to stage emergency-generated C & D debris shall not process the C & D debris in any manner. These debris sites shall only store the C & D debris until such time as it is to be hauled to a permitted C & D disposal site. For the purposes of this administrative order, staging of C & D debris is to include segregation of the debris.

De minimus contamination of the C & D debris should be an insignificant amount, approximately 5%, of the incoming load. In no case shall a single load exceed 10% contamination. Arrangements should be made to segregate unsuitable materials such as household garbage, white goods, asbestos containing materials, and household hazardous waste. These materials should be placed in appropriate containers and transported to

facilities that are approved for their receipt. If more than de minimus amounts of these wastes are present, the waste should be handled in a manner consistent with the most stringent management technique necessary for the waste stream.

2. **Pile size restrictions**
   The staging piles of unprocessed emergency-generated C & D debris shall not exceed a height of 6 feet and a width of 10 feet in order to provide for the safety and protection of workers on the site.

3. **Quarantines for plant pests**
   See Section X.BB above regarding the quarantines for the emerald ash borer and other plant pests.

Section G. Staging and segregation of emergency-generated electronic waste

1. **Staging only emergency debris sites**
   Approved emergency debris sites that are approved to only stage emergency-generated electronic waste shall not process the electronic waste in any manner. These debris sites shall only store the electronic waste until such time as it is to be hauled to an electronics recycler. A list of electronic recyclers can be found on the Electronic Industries Alliance website located at www.ecyclingcentral.com. For the purposes of this administrative order, staging of electronic waste debris is to include segregation of the debris.

   No processing of electronics, including disassembly, should occur at the site.

   Electronic waste should be covered, to the best extent possible, from weather. It is recommended that electronic waste be staged on asphalt or concrete. However, if this is not possible, electronic waste should be staged on plastic liners to protect the soil and groundwater from potential leaks. Upon entry onto the site, electronic waste can be piled until sorted. Electronic waste should be sorted by type, for example, computers, TVs, etc. Before transportation, the electronic waste shall be stacked on pallets and wrapped or placed into gaylord boxes.

2. **Pile size restrictions**
   The staging piles of unprocessed emergency-generated electronic waste shall not exceed a height of 6 feet in order to provide for the safety and protection of workers on the site. Stacks of palleted and wrapped materials shall not exceed the height capabilities of forklifts used to move the pallets.

Section H. Staging and segregation of emergency-generated white goods

1. **Staging only emergency debris sites**
   Approved emergency debris sites that are approved to only stage emergency-generated white goods shall not process the white goods in any manner. These debris sites shall only store the white goods until such time as they are to be hauled to a disposal site. Arrangements should be made to segregate unauthorized materials. These materials should be placed in appropriate containers and transported to facilities that are approved for their receipt. For the purposes of this administrative order, staging of white goods is to include segregation of the debris.

If the local government or state agency wishes to process white goods, an additional Emergency debris site Request Form must be submitted to LDEQ and written approval must be obtained before the additional activity can be conducted on site.

White goods shall be stored in an area separate from other solid wastes and shall be stored in a manner that prevents vector and odor problems. Stacking of white goods is not recommended. White goods shall be separated according to type (e.g., white goods containing refrigerants, such as refrigerators, freezers and air conditioning units). Additionally, white goods containing refrigerants shall be staged on plastic liners and contained within berms to prevent contamination of the soil from refrigerants and putrescible waste. Plastic liners and putrescible waste shall be disposed of at a Type II Landfill. All white goods shall be removed from the storage facility or staging area and sent offsite for recycling, or recycled onsite, within ninety (90) days of initial receipt at the site.

2. **Preparation of white goods**

Solid waste, including putrescible waste, should be removed from white goods before recycling. Plastic liners and putrescible waste shall be disposed of at a Type II Landfill.

It is recommended that local governments contract with a metals and/or scrap appliance dealer to collect the white goods for recycling, as white goods may not be landfilled. All mercury switches and refrigerant must be removed from appliances by the contractor. More detailed information on mercury devices in appliances is available from EPA's website at: www.epa.gov/mercury.

Appliances containing refrigerant, including refrigerators, freezers, and window air conditioner units, should have the refrigerant removed by refrigeration technicians certified by the Environmental Protection Agency (EPA) to prevent releases. EPA also maintains a current list of approved refrigerant reclaimers. The approval status of a refrigerant reclaimer can be confirmed by contacting EPA's Ozone Protection Hotline (800-296-1996) or by accessing EPA's Office of Air and Radiation Stratospheric Protection Division webpage: www.epa.gov/ozone/title6/608/reclamation/reclist.html. More information about safe federal disposal procedures for household appliances that use refrigerants can be found at: www.epa.gov/rad/rad-appliance-recycling-flyer.

Section I. Staging and segregation of emergency-generated metals

1. **Staging only emergency debris sites**

Approved emergency debris sites that are approved to only stage emergency-generated metals shall not process the metals in any manner. These debris sites shall only store the metals until such time as it is to be hauled to a recycler. For the purposes of this administrative order, staging of metals debris is to include segregation of the debris.

Metals should be covered, to the best extent possible, from weather. It is recommended that metals be staged on asphalt or concrete. However, if this is not possible, metals should be staged on plastic liners to protect the soil and groundwater from potential leaks. Upon entry onto the site, metals waste can be piled until sorted. Before transportation, the metals shall be stacked on pallets and wrapped or placed into gaylord boxes.

2. Pile size restrictions

The staging piles of unprocessed emergency-generated metals shall be limited to a reasonable and manageable height of no higher than 6 feet in order to provide for the safety and protection of workers on the site. Stacks of palleted and wrapped materials shall not exceed the height capabilities of forklifts used to move the pallets.

Section J. Staging and segregation of emergency-generated tires

1. Staging only emergency debris sites

Approved emergency debris sites that are approved to only stage emergency-generated whole tires shall not process the metals in any manner. These debris sites shall only store the tires until such time as it is to be removed. For the purposes of this administrative order, staging of tires debris is to include segregation of the debris. Tires should be covered, to the best extent possible, from weather, so that no water builds up that could lead to mosquito larvae.

2. Pile size restrictions

The staging piles of unprocessed emergency-generated tires shall be limited to 10 feet in height, 20 feet in width, and 200 feet in length with piles separated by a minimum width of 50 feet (LAC 33:V.10525.D.8-9). Stacks of palleted and wrapped materials shall not exceed the height capabilities of forklifts used to move the pallets.

State of Louisiana
Department of Environmental Quality
Office of Environmental Services

Administrative Order
Authorization for Pre-approved Emergency Debris Site

APPENDIX B
LDEQ Regional Office Contact Information

Acadiana Regional Office	**Parishes Served**
Regional Manager: Rhonda McCormick 111 New Center Drive Lafayette, LA 70508 **phone: (337) 262-5584** fax: (337) 262-5593 email: aroadmin@la.gov	Acadia, Avoyelles, Catahoula, Concordia, Evangeline, Grant, Iberia, Lafayette, LaSalle, Rapides, St. Landry, St. Martin, St. Mary, Vermilion
Capital Regional Office	**Parishes Served**
Regional Manager: Bobby Mayweather PO. Box 4312 Baton Rouge, LA 70821-4312 **phone: (225) 219-3600** fax: (225) 219-3695 email: croadmin@la.gov	Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, Tangipahoa, West Baton Rouge, West Feliciana
Northeast Regional Office	**Parishes Served**
Regional Manager: Casey Head 508 Downing Pines Road West Monroe, LA 71292-0442 **phone: (318) 362-5439** fax: (318) 362-5448 email: neroadmin@la.gov	Caldwell, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll, Winn
Northwest Regional Office	**Parishes Served**
Regional Manager: Mark Juneau 1525 Fairfield, Room 520 Shreveport, LA 71101-4388 **phone: (318) 676-7227** fax: (318) 676-7573 email: nwroadmin@la.gov	Bienville, Bossier, Caddo, Claiborne, De Soto, Natchitoches, Red River, Sabine, Webster
Southeast Regional Office	**Parishes Served**
Regional Manager: Brian Tusa 201 Evans Road, Building 4, Suite 420 New Orleans, LA 70123-5230 **phone: (504) 736-7701** fax: (504) 736-7702 email: seroadmin@la.gov	Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, St. John the Baptist, St. Charles, St. Tammany, Terrebonne, Washington
Southwest Regional Office	**Parishes Served**
Regional Manager: Billy Eakin 1301 Gadwall Street Lake Charles, LA 70615 **phone: (337) 491-2667** fax: (337) 491-2682 email: swroadmin@la.gov	Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, Vernon