Operations Protocol for Demolition and Site Preparation Activities

East Baltimore Development, Inc. (EBDI)

April 2006
Revised October, 2010
# Table of Contents

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction</td>
<td>3</td>
</tr>
<tr>
<td>II. Requirements</td>
<td>3</td>
</tr>
<tr>
<td>A. For Salvage, Deconstruction and/or Demolition Contractors</td>
<td></td>
</tr>
<tr>
<td>B. Notification</td>
<td></td>
</tr>
<tr>
<td>III. Community Education and Outreach</td>
<td>4</td>
</tr>
<tr>
<td>A. EBDI Role</td>
<td></td>
</tr>
<tr>
<td>B. Prime Contractor’s Community Organization Role</td>
<td></td>
</tr>
<tr>
<td>IV. Deconstruction</td>
<td>5</td>
</tr>
<tr>
<td>V. Demolition</td>
<td>8</td>
</tr>
<tr>
<td>A. EBDI Role</td>
<td></td>
</tr>
<tr>
<td>B. Contractor Role</td>
<td></td>
</tr>
<tr>
<td>VI. Demolition Debris Removal</td>
<td>9</td>
</tr>
<tr>
<td>VII. Landscaping, Greening and Maintenance of Lots</td>
<td>10</td>
</tr>
<tr>
<td>VIII. Air, Dust and Soil Monitoring</td>
<td>10</td>
</tr>
<tr>
<td>IX. Summary</td>
<td>10</td>
</tr>
</tbody>
</table>

Published October, 2010
I. INTRODUCTION

East Baltimore Development Inc (hereafter, “EBDI”) considers the safety and well-being of the residents of the East Baltimore project area to be its number one priority.

While acknowledging the need to demolish and remove older housing stock that has already deteriorated or has otherwise become a source of potential environmental health or safety hazards (including lead poisoning), EBDI is committed to the demolition of these structures using the safest precautionary measures available. EBDI has worked diligently over the past to assess current research, identify best practices, and develop a set of protocols that reflects the changes suggested by this work.

II. REQUIREMENTS

A. For Salvage, Deconstruction, and/or Demolition Contractors:

Selected contractor(s) will be required to participate in a one-half day training session on this community-focused demolition protocol.

Selected contractor(s) will be required to hold all necessary demolition, asbestos and lead hazard reduction certifications. All supervisors must have attended and been certified through a four day Maryland Department of Environment (MDE) certified project manager lead training, and all workers must have attended and been certified through a MDE certified two day lead hazard reduction training.

Selected contractor(s) will be required to remain in compliance with all HUD, Maryland Occupational Safety and Health Administration (hereafter, “MOSH”), MDE, BH and EBDI demolition or relevant lead safety standards at all times.

The site supervisor will have a list of environmental health and safety procedures. As necessary, the site supervisor will make use of the enhanced protocol referenced herein to monitor for overall public safety.

B. Notification:

Throughout the period of all demolition and landscaping, THE PRIME CONTRACTOR, with the assistance of EBDI, will disseminate information and updates through websites, the EBDI newsletter, local media and mailings, dedicated phone “hotlines”, community bulletin boards, fact sheets, and other specifically developed materials on the project.

After EBDI has acquired and vacated an accumulation of structures included in any demolition project, EBDI will begin the demolition process in a time frame appropriate to the project. At that time, EBDI will engage and notify its contractor, agency and community partners in preparation for demolition.

Published October, 2010
Prior to commencement of demolition activities, THE PRIME CONTRACTOR, with the assistance of EBDI will notify its community and agency partners and publish a map of the demolition limits to indicate the respective properties slated for demolition. The map and schedule of activities, as well as related community safety protocols, will be published or distributed as follows:

- Placed on [www.ebdi.org](http://www.ebdi.org)
- Link placed on [www.baltimorehousing.org](http://www.baltimorehousing.org)
- On community bulletin boards placed throughout the project area
- Updated information available on EBDI 24 hour Community Information Line.

EBDI will also provide notification of any deconstruction or demolition activities to the following city and state agencies:

- Housing (BH)
- Health (BCHD)
- Public Works (DPW)
- Transportation (DOT)
- 311 Notification System (311)
- Police (Police)
- Fire and Emergency Response Systems (911)
- City Council representatives for EBDI footprint

III. COMMUNITY EDUCATION AND OUTREACH

Prior to commencing any demolition project, THE PRIME CONTRACTOR, with assistance from EBDI and its partners, will host community information sessions for both EBDI residents and the general public on this Operations Protocol for EBDI Demolitions. These sessions will include training on resident and community safety measures, resources for additional assistance, how to report concerns or problems related to the process, and guidelines regarding restricted access to demolition areas.

A. EBDI Role

In support of community education and outreach and in addition to the activities identified in the “Notification” section above, EBDI will provide residents, churches and businesses within 131 feet of the current active demolition zone with:

a. a low-pile nylon door mats (with rubber backing) or walk-off mats to help prevent the tracking in of dust from the outside. Upon completion of the demolition project, the PRIME CONTRACTOR will remove each door mat and provide each resident with a new mat.
b. a HEPA-vacuum with accompanying literature that will enable residents to reduce any possibility of tracked-in dust from a nearby demolition site. Each mat provided will come with instructions on how to safely dispose of the mat after demolition and debris removal has been completed.

B. PRIME CONTRACTOR’S Community Organization Role

The PRIME CONTRACTOR will be responsible for community organization to educate the community in the following ways:

a. Distribute public health and safety instructions to area residents and community partners

b. Notify area residents and community partners at least fourteen (14) days prior to deconstruction and demolition activities.

c. Provide trained outreach facilitators to:

1. Distribute brochures/fact sheets developed in coordination with EBDI and related partners.
2. Provide notification to community residents in active demolition area(s) and/or in housing adjacent to the demolition site(s).
3. Assure that there is proper signage at each site
4. Assure that all appropriate community organization(s)/association(s) have received copies of notices
5. Conduct door-to-door notification and education of residents

d. Provide a process for on-going independent monitoring and assessment of salvaging, deconstruction, demolition and site preparation activities, and means for documenting outcomes and making adjustments, as needed.

TRAINING and Educational Distribution Materials for this Community Organization Role can be provided by representatives of the Johns Hopkins University Environmental Health Sciences, Community Relations Office. They can be reached at 410-502-5651.

IV. DECONSTRUCTION

Should Deconstruction be included in the demolition project, EBDI will notify the deconstruction provider to begin work within the demolition area prior to commencement by the PRIME CONTRACTOR. The deconstruction provider will be given one week notice for scheduling purposes to complete limited, lead-safe deconstruction in areas specified by EBDI.

a. In specified areas, the Deconstruction Contractor shall remove interior windows, windowsills, windowstools, window frames, window casings, doors, door casings, doorframes, baseboards, chair railings, and banisters that are known to contain lead-

Published October, 2010
based paint in accordance with this document and as otherwise developed by EBDI. All components removed from the unit (“debris”) will be wrapped in 6 mil plastic, sealed with duct tape, and placed in a covered dumpster.

b. The Deconstruction Contractor shall provide for and ensure that debris is placed in dumpsters. Prior to the placement of debris in dumpsters, Contractor shall determine whether any debris is a controlled hazardous substance (as defined by the Maryland Department of Environment) or otherwise poses hazards that warrant segregating such debris for disposal at an appropriate facility as required by law. Upon placement into the dumpster (or other storage unit), the Contractor shall be deemed the generator of, and shall take title to, such debris, including any controlled hazardous substances.

c. The Deconstruction Contractor shall cover all dumpsters with impermeable plastic after placement of debris therein and shall ensure that all dumpsters remain covered when not in use. Full dumpsters shall be removed promptly from the site and transported to the selected disposal site. Prior to removal from the site, the Contractor shall verify that the impermeable plastic cover is properly secured for over-the-road transportation.

d. The Deconstruction Contractor shall arrange truck routes to haul debris to the final appropriate disposal site with due care given to minimize noise, traffic, and other adverse impacts on residential communities.

e. Waste materials shall undergo proper classification prior to removal from the site. Disposal of all waste materials shall be at facilities properly certified to handle the disposal of general construction waste and/or hazardous waste.

f. The Deconstruction Contractor shall leave in place all windowsills, window stools, window frames, window casings, doors, door casings, doorframes, baseboards, chair railings, and banisters that are not known to contain lead-based paint as defined under COMAR 26.16.02.B.(3) and all other applicable law.

g. The Deconstruction Contractor shall HEPA vacuum the exterior of all entranceways and walkways after any and all lead hazard reduction work is completed.

h. Prior to removing any floors and/or walls, the Deconstruction Contractor shall implement all necessary and appropriate structural safety measures to prevent building collapse.

i. All deconstruction work shall be performed by the Contractor strictly in accordance with all applicable HUD, EPA, MDE and Baltimore City lead hazard reduction standards as well as any applicable MOSH standards.

j. The Deconstruction Contractor shall notify MDE of all deconstruction/hazard reduction work.
k. The Deconstruction Contractor shall post warning signs and contain the work area as necessary to reduce lead dust contamination prior to the start of lead hazard work, in keeping with MDE lead hazard reduction standards. The Contractor shall wet all surfaces in the property scheduled to be deconstructed prior to their removal. Contractor shall contain the property to reduce any exterior dust emissions – including the covering of the exterior windows and other affected components with 6 mil plastic.

l. All of Deconstruction Contractor’s supervisory personnel shall be trained and certified as Demolition Supervisors and Lead Abatement Supervisors as accredited by the Maryland Department of the Environment.

m. All of Deconstruction Contractor’s workers shall be trained and certified as Lead Hazard Reduction Workers as accredited by MDE, EPA and OSHA, and as otherwise required by applicable law.

n. All of Deconstruction Contractor’s workers shall be trained in the EBDI Demolition Protocols and in general safety measures and protocols.

o. All of Deconstruction Contractor’s workers using Lifts shall receive appropriate training on operation of the Lift.

p. ASBESTOS CONTAINING MATERIALS: Deconstruction Contractor, during the Deconstruction phase, shall be responsible for the removal and disposal of all asbestos containing materials within the limits of the project. Removal of asbestos containing materials must be completed by personnel appropriately trained and accredited in asbestos abatement and in accordance with all applicable federal, state and local regulations. This shall be accomplished prior to the releasing the site to the Contractor for demolition. However, if asbestos containing materials are discovered by the Contractor before or during its razing operations, the Contractor shall immediately cease operations and inform EBDI of its finding. EBDI will then arrange to verify the existence of asbestos containing material and if confirmed, have it properly removed and disposed of. The Contractor will not be eligible for delay claims during this phase of the operation.

q. HAZARDOUS MATERIALS: Deconstruction Contractor, during the Deconstruction phase, shall be responsible for the removal and disposal of all hazardous materials within the limits of the project. The handling, removal and disposal of hazardous materials must be completed by personnel properly certified according to all applicable federal, state and local regulations. Contractor shall use personnel with all required credentials to handle hazardous materials. This shall be accomplished prior to releasing the project site to the Contractor for demolition. However, if suspected hazardous materials are discovered by the Contractor before or during its razing operations, the Contractor shall immediately cease operations and inform EBDI of its finding. Contractor will then notify immediately Maryland Department of the Environment and any other applicable governmental entities. If required by law or by EBDI’s directive, made in its sole and absolute discretion,
Contractor shall request an analysis of the substance in question. Contractor will timely deliver to EBDI a report of the analysis. The associated costs of the analysis and report shall be reimbursed to the Contractor by EBDI. The Contractor will not be eligible for delay claims during this phase of the operation.

V. DEMOLITION

A. EBDI Role

a. EBDI quality assurance and monitoring personnel – EBDI will have personnel onsite during demolition to ensure all appropriate enumerated demolition protocol measures are being followed.

b. EBDI and all partners and contractors will monitor and ensure worker safety in accordance with all applicable regulations.

B. Contractor Role

During demolition, EBDI requires the demolition Contractor to do the following:

a. Reduce potential exposure to demolition dust or debris;

b. Understand how to work with necessary community disruptions such as street closures

c. Ensure people are off of the perimeter streets during demolition with a strong emphasis to ensure children are not in the area.

d. Conduct all of its operations so as to prevent the raising of excessive dust and dirt. During the demolition operations, the work shall be kept thoroughly wetted down. Wetting may include the use of a cherry picker or bucket lift to insure proper wetting of higher elevation surfaces prior to and during demolition and/or in cases when the structure is unsafe to enter prior to demolition. Water must be applied directly to the point of impact to maximize dust control. The Contractor shall, at its own cost and expense, provide a minimum of two water lines for this purpose and he shall furnish all connections that may be required. The Contractor shall advise EBDI how it proposes to keep the work properly wetted down and the Contractor shall receive approval of its proposal in this regard from EBDI before proceeding with demolition work. Upon completion of the work, all temporary water lines installed by the Contractor shall be removed by the Contractor at its own cost and expense.

e. Adhere to the Standards and Specifications for Soil and Erosion Sediment Control as approved and adopted by the Maryland Department of the Environment, Sediment and Storm Water Administration, as well as the provisions of the Baltimore City Erosion and Sediment Control Manual. These documents are available for review at the office of Baltimore City Environmental Services, 1002 Abel Wolman Municipal
Building, 200 N. Holliday Street, Baltimore, Maryland 21202. See contract documents for additional information.

f. Complete site stabilization including providing backfill and establishing a grass cover.

g. Repair any damage to sidewalks, streets, alleys and structures that occurred as a result of demolition activities.

VI. DEMOLITION DEBRIS REMOval

Removal of demolition debris should begin within 24 hours of the completion of demolition. Parking of roll-off bins and dump trucks is strictly prohibited in front of occupied houses and/or buildings during debris removal.

At the conclusion of the razing of the structure(s), the contractor will:

a. Provide effective wetting during debris removal, i.e. while moving debris to dumpsters, truck or containers, debris will be regularly wetted to reduce dust emissions. Dumpsters will also receive regular wetting to reduce dust emissions. During the wetting down phase of any demolition the contractor will ensure that adequate runoff procedures are followed.

b. Provide removal and hauling of demolition debris utilizing tightly sealed, secure and non-permeable coverings on trucks and dumpsters.

c. Ensure disposal of demolition debris to EPA approved lined landfill.

d. Stabilize the site in accordance with the final Scope of Work and Plans.

General Requirements for all selected Demolition Contractors:

a. All debris, rubbish, scrap, etc., resulting from the operations under this contract shall be immediately removed from the site. No such material shall be stored or permitted to accumulate on the site. If the Contractor fails to remove excess debris promptly upon notification, EBDI reserves the right to cause the same to be removed from the site at the expense of the Contractor.

b. From the commencement of the Work until the final completion of the Work, the Contractor shall ensure that no building or structure is left in a precarious, dangerous, open or compromised condition at any time.

c. Once the Contractor initiates demolition operations, on a single structure or on a group of structures, the Contractor shall complete the entire demolition of these structures without interruption. Lunch breaks, an ordinary 8-hour work day, or a work
VII. LANDSCAPING, GREENING AND MAINTENANCE OF LOTS

After debris removal and completion of demolition, the Demolition Contractor shall ensure the following:

a. Verify and certify that all foundations and footers have been removed in their entirety. Verify and certify that all backfill has been properly placed and compacted in accordance with the project specifications.

b. Fence and landscape each complete site in accordance with the final plans and specifications, as necessary.

c. Post signage on the perimeter of each completed site notifying its future use, as directed by EBDI.

VIII. AIR, DUST AND SOIL MONITORING

EBDI will retain independent, certified third party contractors to monitor potential lead dust emissions through air, dust and soil sampling. Potential methods may include air monitoring, use of dust wipes and the dust fall methodology and other methods. As appropriate, air and dust monitoring samples will be collected 1) before demolition activities, 2) during demolition activities, 3) during debris removal and, 4) after all debris removal and final site cleaning.

IX. SUMMARY

Above is the revised protocol for demolition activities that promotes and protects the health of community residents, demolition workers, and natural resources. All EBDI Demolition Projects are to be executed using these protocols with the understanding that the protocols may be revised over time as a result of robust monitoring efforts and on-going experience. Throughout the process, EBDI and its community partners will monitor the effectiveness and safety of these practices. EBDI reserves the right to make adjustments to the protocols and practices where warranted.