

# Letter to contractors

Greetings,

A new nationwide Debris Contractor Registry is giving debris removal companies of all sizes and from all communities the ability to list their information for review by local emergency managers before disasters strike.

The Federal Emergency Management Agency (FEMA) launched the new online database as part of its initiatives designed to strengthen essential functions and programs so that the Agency, as well as state and local governments, can more effectively respond to all disasters. The Debris Contractor Registry will serve as a nationwide list of debris removal contractors that can help states and local communities better plan for and more rapidly respond to debris removal requirements in times of disaster.

Beginning June 1, the website offers debris removal contractors such as yourself, the ability to sign up and describe equipment and other resources, so that state and local officials can find what they need. In order to register your business, simply log on to the website at [https://65.207.63.84/usp3\\_nerr/default.aspx](https://65.207.63.84/usp3_nerr/default.aspx) and follow the instructions. If you have questions or concerns regarding use of the website, you should contact the helpdesk at (703) 674 - 3003 or email [usp3-support@mantech-ist.com](mailto:usp3-support@mantech-ist.com).

By June 30, local emergency managers will be able to search the records in the database to begin identifying and contacting debris removal contractor resources. The information on the website is provided and maintained by you and your company alone, so you know the information is as accurate as what you provide. There is no fee to list a business in the registry.

As you may know, FEMA does not contract with businesses for debris removal services. Contracts for these services, under presidential disaster declarations, are entered into by state and local governments, tribal authorities and eligible private nonprofit organizations for eligible work. The FEMA Public Assistance Program “reimburses” eligible applicants for work completed by contractors such as you.

If your company lists its contact information on the website, and enters into a contract with a state or local government, it is the local entity that pays for the work completed. Under disaster declarations, FEMA simply reimburses those governments for “eligible” work completed.

This data base serves as a resource tool. FEMA does not endorse, approve or recommend any contractor over another, even those listed on the Debris Contractor Registry.

Responsibility for maintenance of business information is that of your company, and should be updated on a regular basis.

The Debris Contractor Registry is an element of the US Public Private Partnership (USP3) which is administered through the U.S. Department of Homeland Security. The registry represents a pilot program of the National Emergency Resource Registry (NERR) that will develop as the overall program grows.

The entire nation stands more prepared only through the continued efforts of local, state and federal agencies, along with private sector counterparts. With your help we will all better prepare our communities to respond to, recover from and mitigate against the effects of disasters.

Respectfully,

## **Debris Registry Directions**

Beginning June 1, debris removal contractors nationwide who wish to sign up for the USP3 NERR Debris Contractor Registry may begin by going online to [www.fema.gov](http://www.fema.gov) and click on **Businesses and Professionals** on the top left side of the page. On the next page, select the **Contractors and Vendors** link on the left side and follow the link to the subheading for **Contractors**, where there is a link under the Debris removal contractors section titled [Register your company info and resource capabilities](#) (USP3 Debris Contractor Registry) . Clicking on this will take you to the online database where contractors can register their services.

One may also go directly to the USP3 Debris Contractor Registry at [https://65.207.63.84/usp3\\_nerr/default.aspx](https://65.207.63.84/usp3_nerr/default.aspx) .

New users of the system can register by clicking on the top right link labeled **Create a new Account** listed under the heading: **Are You a new Contractor?** Once registered, account administrators may return at any time to update their information by logging in with their username and password. If you have forgotten your login name or password, then please call the Help Desk at (703) 674 - 3003 or email [usp3-support@mantech-ist.com](mailto:usp3-support@mantech-ist.com).

If you are registering for the first time, you will be taken to a screen with headings for personal information, organizational information, address, user login information. Follow the instructions below to complete the registration process:

### **Personal information**

- Enter the information for your company's primary point of contact for state and local governmental entities to approach for services. This information includes: name, email, address, phone number, etc.

### **Organization**

- Enter your company's information. Select private for organization type.
- Enter your company's website address, DUNS Number, year incorporated, and bonding capacity. It is necessary to enter your DUNS number.
- In addition, you may enter a brief description of the services that your company provides and a list of references for previous debris removal work performed.
- If you do not already have a DUNS Number, you can obtain one from D&B at <http://www.dnb.com>

## **Address**

- Enter your company's address and phone number. This should be the primary business address for your company. You will have the opportunity to add multiple locations on a later page

## **User Login Information**

- Create a login name that is 6-8 characters long and which you will remember. Your login name won't appear to other users and is for use by your account administrator only. FEMA does not assign or regulate the login names of the USP3 database.
- Create your password using 6-8 characters. Passwords are not case sensitive.
- Click on save.

Once you create your profile, you will be instructed to add information on your company's resources and assign them to the office where they are located.

- Begin by selecting or adding the location where your company's resources are located. Here you can add multiple locations for your business, or select from the primary address entered earlier.
- Then identify the type of work that this resource will be used for debris removal
- Identify the type of resource (e.g. truck, loader, etc.)
- Select the resource description (e.g. flatbed truck, front end loader) or add a new resource that isn't on the pull down list.
- Identify whether the resource is in use or is ready for use. Remember, your account administrator can update this information on a regular basis.
- Identify the quantity of the resource at the location selected
- Select or add a description or specification for the resource (e.g. capacity, horsepower, etc.)
- Enter a value for the description or specification, if necessary (e.g. "40" for cubic yard capacity). Then click on assign property to add the description and value to the resource that you have selected. If you make an error or need to delete an entry, you may click on the Red "X" to delete the description and value.
- Save the Resource to your list of existing resources. If you make an error or need to delete an entry, you may click on the Red "X" to delete the Resource from your list.