CONTRACT N40085-13-B-0013

NAVFAC SPECIFICATION
NO. 05-13-0013

CONSTRUCT LIGHTING, STONE BAY PT FIELD

AT THE

MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA

DESIGN BY:

Public Works Design Division
Camp Lejeune, NC

SPECIFICATION PREPARED BY:

Donald Guy
Date: 7 August 2013
Updated: 1 May 2014

SPECIFICATION APPROVED BY:

B. R. Marshburn, P.E., Director
Design Branch, Public Works Division

C. M. Hodrick, Commander, CEC, U.S. Navy
for Commander, Naval Facilities Engineering Command

05130013

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-- End of Project Table of Contents --

LIST OF DRAWINGS

Contract drawings are as follows:

NAVFAC DWG NO.	SHEET NO.	TITLE
60013732	T-1	LOCATION, VICINITY, & AREA MAPS
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SECTION 01 11 00

SUMMARY OF WORK

09/08

PART 1 GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS

1.1.1 Project Description

The work includes installation of pole mounted lighting, controls, conductors, and raceways for an obstacle course, chin up bar area, mcpit area, and incidental related work.

1.1.2 Location

The work shall be located at the Marine Corps Base, Camp Lejeune, North Carolina approximately as shown. The exact location will be indicated by the Contracting Officer.

1.2 EXISTING WORK

In addition to "FAR 52.236-9, Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements":

a. Remove or alter existing work in such a manner as to prevent injury or damage to any portions of the existing work which remain.

b. Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as approved by the Contracting Officer. At the completion of operations, existing work shall be in a condition equal to or better than that which existed before new work started.

1.3 LOCATION OF UNDERGROUND FACILITIES

The Contractor will be responsible for obtaining the services of a professional utility locator to scan the construction site with electromagnetic or sonic equipment, and mark the surface of the ground where existing underground utilities are discovered. Verify the elevations of existing piping, utilities, and any type of underground obstruction not indicated or specified to be removed but indicated or discovered during scanning in locations to be traversed by piping, ducts, and other work to be installed. Verify elevations before installing new work closer than nearest manhole or other structure at which an adjustment in grade can be made.

1.3.1 Notification Prior to Excavation

Notify the Contracting Officer 48 hours prior to starting excavation work in order to permit making arrangements with public works personnel to scan the area for unmarked utilities. Obtain station digging permits prior to starting excavation work.

1.4 MERCHANTABLE TIMBER REMOVAL

The Government will have the option to remove merchantable timber from the construction site prior to the Contractor starting his clearing operations. The Contractor shall provide the Government a minimum 3 weeks written notice prior to the start of his clearing operations. The Government will take approximately 2 weeks to remove the merchantable timer, and will leave approximately 2 feet of stump for Contractor removal. Stumps, limbs, and smaller trees shall be left on site for the Contractor to dispose of. Merchantable timber shall remain the property of the Government.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 14 00

WORK RESTRICTIONS

01/07

PART 1 GENERAL

1.1 SPECIAL SCHEDULING REQUIREMENTS

a. The area will remain in operation during the entire construction period. The Contractor shall conduct his operations so as to cause the least possible interference with normal operations of the activities.

b. Permission to interrrupt any Station roads, railroads, and/or utility service shall be requested in writing a minimum of 15 calendar days prior to the desired date of interruption.

1.2 CONTRACTOR ACCESS AND USE OF PREMISES

1.2.1 Station Regulations

Ensure that Contractor personnel employed on the Station become familiar with and obey Station regulations. Keep within the limits of the work and avenues of ingress and egress as directed. Do not enter restricted areas unless required to do so and until cleared for such entry. Wear hard hats in designated areas. Do not enter any restricted aras unless required to do so and until cleared for such entry. The Contractor's equipment shall be conspicuously marked for identification.

1.2.2 Working Hours

Regular working hours shall consist of an eight and one-half hour period established by the Contracting Officer, Monday through Friday, excluding Government holidays.

1.2.3 Work Outside Regular Hours

Work outside regular working hours requires Contracting Officer approval. Provide written request at least 15 calendar days prior to such work to allow arrangements to be made by the Government for inspecting the work in progress. During periods of darkness, the different parts of the work shall be lighted in a manner approved by the Contracting Officer.

1.2.4 Occupied and Existing Buildings

The Contractor shall be working around existing buildings which are occupied. Do not enter the buildings without prior approval of the Contracting Officer.

1.2.5 Utility Cutovers and Interruptions

a. Make utility cutovers and interruptions after normal working hours or on Saturdays, Sundays, and Government holidays. Conform to procedures required in the paragraph "Work Outside Regular Hours."

b. Ensure that new utility lines are complete, except for the connection, before interrupting existing service.

c. Interruption to water, sanitary sewer, storm sewer, telephone service, electric service, air conditioning, heating, fire alarm, and compressed air shall be considered utility cutovers pursuant to the paragraph entitled "Work Outside Regular Hours." This time limit includes time for deactivation and reactivation.

d. Operation of Station Utilities: The Contractor shall not operate nor disturb the setting of control devices in the station utilities system, including water, sewer, electrical, and steam services. The Government will operate the control devices as required for normal conduct of the work. The Contractor shall notify the Contracting Officer giving reasonable advance notice when such operation is required.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 20 00

PRICE AND PAYMENT PROCEDURES

04/12

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

U.S. ARMY CORPS OF ENGINEERS (USACE)

COE EP-1110-1-8	(1995) Construction Equipment Ownership and Operating Expense Schedule

1.2 SUBMITTALS

Submit the following in accordance with Section 01 33 00,"Submittal Procedures."

SD-01 Preconstruction Submittals

Schedule of prices

1.3 SCHEDULE OF PRICES

1.3.1 Data Required

Within 15 calendar days of notice of award, prepare and deliver to Contracting Officer a schedule of prices (construction contract) on the forms furnished by the Government. Provide a detailed breakdown of the contract price, giving quantities for each of the various kinds of work, unit prices, and extended prices therefor. Schedule of prices shall be separated by individual building numbers with subtotals for each building.

1.3.2 Schedule Instructions

Payments will not be made until the schedule of prices has been submitted to and approved by the Contracting Officer. Identify the cost for site work, and include incidental work to the 5 foot line. Identify costs for the building(s), and include work out to the 5 foot line. Workout to the 5 foot line shall include construction encompassed within a theoretical line 5 feet from the face of exterior walls and shall include attendant construction, such as cooling towers, placed beyond the 5 foot line.

1.4 CONTRACT MODIFICATIONS

In conjunction with the Contract Clause "DFARS 252.236-7000, Modification Proposals-Price Breakdown," and where actual ownership and operating costs of construction equipment cannot be determined from Contractor accounting records, equipment use rates shall be based upon the applicable provisions of the COE EP-1110-1-8.

1.5 CONTRACTOR'S PAYMENT REQUEST

1.5.1 Proper Payment Request

A proper request for payment/invoice shall comply with all requirements specified in this Section and the contract payment clauses. If any invoice does not comply with these requirements, it shall be returned with a statement of the reasons why it was not a proper invoice. A proper payment request/invoice includes the following information, completed forms, and number of copies indicated. Upon request, the Contracting Officer will furnish copies of Government forms.

a. Contractor's Invoice on NAVFAC Form 7300/30, which shall show the basis for arriving at the amount of the invoice. Submit one original and two copies.

b. Contractor's Monthly Estimate for Voucher (LANTNAVFACENGCOM Form 4-4330/110. Submit original and two copies.

c. Payment Certification. Furnish as specified in "FAR Clause 52.232-5 (c) Payments under Fixed-Price Construction Contracts." Submit one original.

d. QC Invoice Certification. Furnish as specified in Section 01 45 10, "Quality Control." Submit one original.

1.5.1.1 Progress Payments

In addition to the requirements stated in Paragraph 1.5.1, "Proper Payment Request" above, the Contractor's request for progress payments shall include the following:

a. Updated Progress Schedule: Furnish an updated progress schedule as specified in contract clause FAR 52.236-15 "Schedules for Construction Contracts" and Section 01 32 16, "Construction Progress Documentation." Submit one copy.

1.5.1.2 Final Payments

The request for final payment is submitted after completion and acceptance of all work and all other requirements of the contract. Before submitting the final invoice the Contractor shall meet with the appropriate Government representatives to determine the final invoice amount, including the assessment of liquidated damages, if any, and to make sure the final release is complete and accurate. In addition to the requirements in Paragraph 1.5.1, "Proper Payment Request" above, the Contractor's request for final payment shall include the following:

a. A final release executed on the standard form provided by the Contracting Officer. Submit two originals with final payment request.

b. NC Tax certified statement and report for the prime and each subcontractor (FAR 52.229-7). Submit two copies.

c. As-built drawings (if applicable).

d. Warranties (if applicable).

e. O&M manuals (if applicable).

f. Final payrolls (FAR 52.222-6).

g. A release for an assignment of claims (if applicable). Submit three originals.

1.5.2 Procedures for Submitting Payment Request

a. The Contractor may submit only one invoice for payment each month as the work progresses.

b. The invoice shall be delivered to the ROICC Office, Administrative Branch, between five calendar days before and five calendar days after the contract award date. Invoices received outside this schedule shall be returned to the Contractor unprocessed. The Contractor will have to wait until the following month to submit their next invoice.

c. Invoices shall be delivered during normal work hours from 7:30 AM up to 4:00 PM (EST), Monday through Friday, excluding holidays.

1.6 PAYMENTS TO THE CONTRACTOR

Payments will be made on submission of a proper payment request/invoice by the Contractor.

1.6.1 Obligation of Government Payments

The obligation of the Government to make payments required under the provisions of this contract will, at the discretion of the Contracting Officer, be subject to the following:

a. Reasonable retention and/or deductions due to defects in material or workmanship; potential liquidated damages; and/or failure to comply with any other requirements of the contract.

b. Claims which the Government may have against the Contractor under or in connection with this contract; and

c. Unless otherwise adjusted, repayment to the Government upon demand for overpayments made to the Contractor.

d. Failure to provide up to date record drawings not current as stated in Contract Clause "FAC 5252.236-9310, Record Drawings"; NC State tax certified statement and report in accordance with FAR 52.229-2; labor payrolls in accordance with FAR 52.222-6; as-built drawings in accordance with Section 01 45 10, "Quality Control"; warranties and O&M manuals; and any other requirements in the contract.

1.6.2 Payment for Onsite and Offsite Materials

Progress payments may be made to the contractor for materials delivered on the site, for materials stored off construction sites, or materials that are in transit to the construction sites under the following conditions:

a. FAR 52.232-5(b) Payments Under Fixed Price Construction Contracts.

b. Materials delivered on the site but not installed, including completed preparatory work, and off- site materials to be considered for progress payment shall be major high cost, long lead, special order, or specialty items, not susceptible to deterioration or physical damage in storage or in transit to the construction site. Examples of materials acceptable for payment considerations include, but are not limited to, structural steel, non-magnetic steel, non-magnetic aggregate, equipment, machinery, large pipe and fittings, precast/ prestressed concrete products, plastic lumber (e.g. fender piles/ curbs), and high-voltage electrical cable. Materials no acceptable for payment include consumable materials such as nails, fasteners, conduits, gypsum board, glass, insulation, and wall coverings.

c. Materials to be considered for progress payment prior to installation shall be specifically and separately identified in the Contractor's estimates of work submitted for the Contracting Officer's approval in accordance with Earned Value Report requirement of this contract. Requests for progress payment considerations for such items shall be supported by documents establishing their value and that the title requirements of the clause at FAR 52.232-5 have been met.

d. Materials are adequately insured and protected from theft and exposure.

e. Provide a written consent from the surety company with each payment request for offsite materials.

f. Materials to be considered for progress payments prior to installation shall be stored in the Continental United States.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

02/13

PART 1 GENERAL

1.1 SUBMITTALS

Submit the following in accordance with the Section 01 33 00, "Submittal Procedures."

SD-01 Preconstruction Submittals

List of contact personnel

1.2 MINIMUM INSURANCE REQUIREMENTS

Procure and maintain during the entire period of performance under this contract the following minimum insurance coverage:

a. Comprehensive general liability: $500,000 per occurrence

b. Automobile liability: $200,000 per person, $500,000 per occurrence, $20,000 per occurrence for property damage

c. Workmen's compensation as required by Federal and State workers' compensation and occupational disease laws,

d. Employer's liability coverage of $100,000, except in States where workers compensation may not be written by private carriers,

e. Others as required by State law.

1.3 ELECTRONIC MAIL (EMAIL)

a. The Contractor is required to establish and maintain electronic mail (email) capability along with the capability to open various electronic attachments in Microsoft, Adobe Acrobat, and other similar formats.

b. Within 10 days after contract award; the Contractor shall provide the Contracting Officer a single (only one) email address for the ROICC office to send communications related to this contract correspondence. The ROICC office may also use email to notify the Contractor of base access conditions when emergency conditions warrant, such as hurricanes, terrorist threats, etc.

c. Multiple email addresses are not authorized.

d. It is the Contractor's responsibility to make timely distribution of all ROICC email within its own organization, including field office(s).

e. The Contractor shall promptly notify the Contracting Officer, in writing, of any changes to their email address.

1.4 CONTRACTOR PERSONNEL REQUIREMENTS

1.4.1 Subcontractors and Personnel

Furnish a list of contact personnel of the Contractor and subcontractors including addresses and telephone numbers for use in the event of an emergency. As changes occur and additional information becomes available, correct and change the information contained in previous lists.

1.4.2 Identification Badges

Identification badges will be furnished without charge. Application for and use of badges will be as directed below. Immediately report instances of lost or stolen badges to the Contracting Officer. Employees are required to resubmit a complete 50 state criminal records check in order to renew their contractor badge.

1.4.3 Business Access Security Requirements

1.4.3.1 Business Access Definition

Contractor/subcontractor employees requiring installation access to MCB, Camp Lejeune or MCAS New River, N.C. must obtain a Business Access Identification Badge for that particular installation. Regularly scheduled delivery personnel, to include FEDEX, UPS, Pick-up and deliveries, should, also, follow the Business Access guidelines described below. Personnel requiring Business Access Identification Badges shall submit all documentation listed below. Badges are not required if the contracted position requires the employee to obtain a Common Access Card (CAC) which will be identified separately within the Government contract.

1.4.3.2 Installation Security Access Requirements

Contractor shall accomplish the security requirements below within 10 days after award or prior to performance under the contract.

1.4.3.3 Business Access Identification Badge Requirement

In order to obtain a Business Access Identification Badge for access to MCB, Camp Lejeune, and satellite activities, or MCAS New River, NC, all personnel providing services under this contract shall be required to present the documentation below to the following offices, as applicable:

MCB, Camp Lejeune, NC and its satellite activities. Report as follows:

1. Identification Card Center, 60 Molly Pitcher Road for badge (910-450-8444).

MCAS New River, NC. Report as follows:

1. Pass and Identification Office, Bldg AS-187 for badge (910-449-7695) and vehicle pass (910-449-5513).

1.4.3.4 Proof of Employee Citizenship or Legal Alien Status

Employers may participate in the E-verify program (1-888-464-4218, www.DHS.gov/e-verify) allowing U.S. employers to verify name, DOB, and SSN along with immigration information for non-citizens, against federal

databases in order to verify the employment eligibility of both citizens and non-citizen new hires.

1.4.3.5 Proof of Criminal Records Check

Commercial and contract employees must provide proof a complete 50 state criminal records check on an annual basis. The record check may be obtained from any of the following Internet investigative services: Kroll (former Infolink Screening Services) at www.kroll.com, Castle Branch at www.castlebranch.com, or any other investigative services company that provides records checks for all 50 states. These services also validate social security card numbers. All criminal history checks must be completed no more than 30 days prior to start date of contract. (Note: These Internet screening services are listed as possible sources for obtaining a criminal background check. The United States government and the United States Marine Corps do not endorse nor are they affiliated with any of these services).

1.4.3.6 Letter Provided By Contracting Officer Indicating Contract

Letter provided by Contracting Officer indicating contract, contract period and prime contractor. Proof of employment on a valid Government contract (e.g., a letter on company letterhead from the prime contractor including contract number and term).

1.4.3.7 Photo ID

Valid state or federal issued picture identification card. Acceptable documents include state drivers license, DMV issued photo identification, or alien registration card.

1.4.3.8 National Crime Investigation Center (NCIC) Check

Provost Marshals are authorized to conduct a national crime information center (NCIC) check of all persons entering the installation, if/where applicable, the NCIC check may include drivers's license query, wants and warrants, and criminal history.

1.4.4 Denial of Access

Installation access shall be denied if it is determined that an employee:

a. Is on the National Terrorist Watch List

b. Is illegally present in the United States.

c. Is subject to an outstanding warrant.

d. Has knowingly submitted an employment questionnaire with false or fraudulent information.

e. Has been issued a debarment order and is currently banned from military installations.

f. Is a Registered Sexual Offender.

g. Has been convicted of a felony or a drug crime within the past five years.

h. Individuals who have received a DUI/DWI in the last year may be allowed access to the installation, but will not be permitted to drive on the installation.

i. Any reason the Installation Commander deems reasonable for the good order and discipline.

1.4.5 Appeal Process

All appeals should be directed to the Base Inspector's Office for any individual that has been denied access to the Base.

1.4.6 Display of Badges

Contractors/subcontractors shall prominently display their badges on their person at all times. Upon completion/termination of this contract or an individual's employment, the Contractor shall collect and turn in to the Pass & ID Office all badges. If the Contactor fails to obtain the employee's badge, the Pass & ID Office will be notified within 24 hours. Immediately report instances of lost or stolen badges to the Contracting Officer.

1.4.7 Contractor and Subcontractor Vehicle Requirements

Each vehicle to be used in contract performance shall show the Contractor's or subcontractor's name so that it is clearly visible and shall always display a valid state license plate and safety inspection sticker. To obtain a vehicle decal, which will be valid for one year or contract period, whichever is shorter, Contractor or subcontractor vehicle operators shall provide to the Vehicle Registration Office, 60 Molly Pitcher Road (910-451-1158) or to MCAS, Building AS-187 (910-449-5513) for vehicle decal:

a. An installation sponsor request forwarded to provost Marshall office

b. A valid form of Federal or state government I.D.

c. If driving a motor vehicle, a valid driver's license, vehicle registration and proof of insurance

Upon completion/termination of this contract or an individual's employment, the Contractor shall collect and turn in to Vehicle Registration all Government vehicle decals. If any are not collected, the Contractor shall notify the Vehicle Registration Office within 24 hours.

1.4.8 Security Checks

Contractor personnel and vehicles shall only be present in locations relevant to contract performance. All Contractor personnel entering the base shall conform to all Government regulations and are subject to such checks as may be deemed necessary to ensure that violations do not occur. Employees shall not be permitted on base when such a check reveals that their presence would be detrimental to the security of the base. Subject to security regulations, the Government will allow access to an area for servicing equipment and/or performing required services. Upon request, the Contractor shall submit to the Contracting Officer questionnaires and other forms as may be required for security purposes.

1.4.9 Subcontractor Special Requirements

1.4.9.1 Telecommunication and High Voltage Work

When telecommunications and high voltage work is required, all work associated with telecommunications and high voltage shall be accomplished by a first tier subcontractor. The contractor must possess a valid North Carolina Public Utility - Electrical, contractor's license and be insured to do such work in the State of North Carolina.

1.4.9.2 Paving Associated with Utility Cuts

All pavement repairs associated with utility cuts shall be completed within 14 days of completing work within paved area.

1.5 DISCLOSURE OF INFORMATION

Contactor shall comply as follows:

(a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contact, unless -

(1) The Contracting Officer has given prior written approval; or

(2) The information is otherwise in th public domain before the date of release.

(b) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least 45 days before the proposed date for release.

(c) The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

1.6 SUPERVISION

Have at least one qualified supervisor capable of reading, writing, and conversing fluently in the English language on the job site during working hours. In addition, if a Quality Control (CQ) representative is required on the contract, then that individual shall also have fluent English communication skills.

NOTE: If training and experience requirements of Section 01 45 10, "Quality Control" and 01 35 29, "Safety and Occupational Health Requirements" have been met the supervisor may also serve as QC Manager and Site Safety and Health Officer (SSHO).

1.7 PRECONSTRUCTION CONFERENCE

After award of the contract but prior to commencement of any work at the site, meet with the Contracting Officer to discuss and develop a mutual understanding relative to the administration of the value engineering and safety program, preparation of the schedule of prices, shop drawings, and other submittals, scheduling programming, and prosecution of the work.

Major subcontractors who will engage in the work shall also attend.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 31 50

TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY

01/07

PART 1 GENERAL

1.1 SUBMITTALS

The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-11 Closeout Submittals

Interim DD-1354, Transfer & Acceptance of Military Real Property

1.2 Interim DD-1354, Transfer & Acceptance of Military Real Property

Submit Interim DD-1354 thirty (30) days prior to beneficial occupancy date (draft copy attached).

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --

TITLE: Construct Lighting, Stone Bay PT Field

TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY

Form Approved
OMB No. 0704-0188

The public reporting burden for the collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION

1. FROM (Installation/Activity/District and ZIP Code)
ROICC/OICC JACKSONVILLE, NORTH CAROLINA AREA
1005 MICHAEL ROAD CAMP LEJEUNE, NC 28542-2521

2. DATE PREPARED (YYYYMMDD)
20130802

3. PROJECT/JOB NUMBER
13-0013

4. SERIAL NUMBER
2013-0068

9. TRANSACTION DETAILS

a.
- [ ] NEW CONST.
- [ ] EXISTING FAC.
- [x] CAPITAL IMP.
- [ ] OTHER (Specify)

b.
- [ ] PHYS. COM. AVAIL.
- [ ] BENF/O
- [ ] PARTIAL BOD
- [ ] FINANCIAL COM.
- [x] OTHER (Specify)

Draft

5. TO (Installation/Activity/Service, ZIP Code & INSNO)
COMMANDING GENERAL
ATTN: PUBLIC WORKS DIVISION
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

6. SITE/INSN0/ NAME
M67001

7. CONTRACT NUMBER(S)

8. DRAWING NUMBER(S)
60013732 thru
60013742

c.
- [x] DRAFT
- [ ] FINAL
- [ ] INTERIM

d. EFFECTIVE DATE (YYYYMMDD)

10. ITEM NO.	11. FACILITY NO.	12. CATEGORY CODE	13. CATCODE DESCRIPTION	14. TYPE	AREA 15. UNIT OF MEAS 1	AREA 16. TOTAL QUANTITY UM 1	OTHER 17. UNIT OF MEAS 2	OTHER 18. TOTAL QUANTITY UM2	19. COST	20. FUND SOURCE	21. FUND ORG	22. INTER-EST CODE	23. ITEM REMARKS
1	UN660	812-32	UNDERGROUND ELECTRICAL DISTRIBUTION LINES	P	N/A	N/A	LF	4000		1106	08	FEE	
2		812-12	Transformer station less than 500KV	P	N/A	N/A	KV	499		1106	08	FEE	
3	UN1275	812-20	STREET LIGHTING	P	LF	2000	EA	14		1106	08	FEE	
4													
5													
6													
7													

a. TRANSFERRED BY (Typed Name and Signature)

d. DATE SIGNED (YYYYMMDD)

25.a. ACCEPTED BY (Typed Name and Signature)

b. DATE SIGNED (YYYYMMDD)

c. TITLE (Area Engr./Base Engr./DPW)

c. TITLE (DPW/RPAO)

26. PROPERTY VOUCHER NUMBER

27. CONSTRUCTION DEFICIENCIES (attach blank sheet for continuations)
THIRD MEASUREMENT =

NOTE: THE ATTACHED SUPPORT FACILITY NUMBERS AND CATCODES ARE NOT ALL INCLUSIVE. THEY ARE LISTED HERE AS A COURTESY ONLY.

28. PROJECT REMARKS (attach blank sheet for continuation)

Height: Width: Length: Regular:
P & D Cost: **In-House Design**
S & A Cost:
Construction Cost:
Subtotal:
Equipment Cost:
Total Project Cost:

DD 1354 Prepared by :**Darrell Crisp**

INSTRUCTIONS

GENERAL. This form has been designed and issued for use in connection with the transfer of military real property between the military departments and to or from other government agencies. It supersedes ENG Forms 290 and 290B (formerly used by the Army and Air Force) and NAVDOCKS Form 2317 (formerly used by the Navy).

Existing instructions issued by the military departments relative the the preparation of DD Form 1354 are applicable to this revised form to the extent that the various items and columns on the superseded forms have been retained. The military departments may promulgate additional instructions, as appropriate.

For detailed instructions on how to fill out this form, please refer to Unified Facilities Criteria (UFC) 1-300-08, dated 17 December 2003.

SPECIFIC DATA ITEMS.

1. From. Name and address of the transferring agency.

2. Date Prepared. Date of actual preparation. Enter all dates in YYYYMMDD format (Example: March 31, 2004 = 20040331).

3. Project/Job Number. Project number on a DD Form 1354 or Individual Job Order

4. Serial Number. Sequential serial number assigned by the preparing organization. (e.g., 2004-0001).

5. To. Name and address of the receiving installation, activity, and service of the Real Property Accountable Officer (RPAO).

6. Site/INSNO and Name. Site or installation number and site name where the constructed ity is located.

7. Construct Number(s). Contract number(s) for this project.

8. Drawing Number(s). Drawing number(s) or CAD identifier(s) for project components.

9. Transaction Details.

a. Type of Transaction. Mark (X) only one box.

b. When/Event. When or event causing preparation of DD Form 1354. X only one box.

c. Version, Draft, Interim, or Final DD Form 1354. X only one box.

d. Effective Date. Effective date for transaction; start date of depreciation.

10. Item Number. Use a separate item number for each facility, no item number for additional usages.

11. Facility Number. Unique facility number identified in Real Property Inventory.

12. Category Code. The category code describes the facility usage.

13. Catcode Description. The category code name which describes the facility usage.

14. Type. Type of construction. **P** for Permanent; **S** for Semipermanent; **T** for Temporary

15. Area: Unit of Meas 1. Area unit of measure; use SF, SY, AC only

16. Total Quantity UM 1. The total area for the measure identified in Item 15. Use negative numbers for demolition.

17. Other: Unit of Meas 2. Unit of Measure 2 is the capacity or other measurement unit (e.g., LF, MB, EA, etc..).

18. Total Quantity UM 2. The total capacity/other for the measure identified in Item 17.

19. Cost. Cost for each facility; for capital improvements to existing facilities, show amount of increase only.

20. Fund Source. Enter the Fund Source Code for this item, i.e., 01-MILCON, 02-BRAC, 03-O&M, etc.

21. Funding Organization. Enter the code for the organization responsible for replacing this facility at the end of its useful life, i.e., 00-

22. Interest Code. Enter the code that reflects government interest or ownership in the facility, i.e., 01-Owned by DoD, 02-Owned by Federal Government (non-DoD), etc.

23. Item Remarks. Remarks pertaining only to the item number identified in Item 10; show cost sharing.

24. Statement of Completion. Typed name, signature, title, and date of signature by the individual or agent.

25. Accepted By. Typed name, signature, title, and date of signature by the RPAO or accepting official.

26. Property Voucher Number. Next sequential number assigned by the RPAO in voucher register.

27. Construction Deficiencies. List construction deficiencies in project during contractor turnover inspection.

28. Project Remarks. Project level remarks, continuation of blocks, and used to explain "other" entries in Item 9.

DD Form 1354 Addendum

CLASS 2 PROPERTY RECORD DATA

ACTIVITY UIC: _____DD Form 1354, Item 6
ACTIVITY NAME: _____DD Form 1354, Item 5
SPEC AREA_____
PR NO _____
FACILITY NO: _____DD Form 1354, Item 11

LOCATION GENERAL INFO
COUNTRY: iNFADS fills this based on UIC and Special Area
RPTG-CLMT-UIC _____
ACTION TYPE _____(Acquisition, Capital Improvement, Disposal)
STATE: iNFADS fills this based on UIC and Special Area
COUNTY: iNFADS fills this based on UIC and Special Area
CITY: iNFADS fills this based on UIC and Special Area
FACILITY NAME: _____Completed by gaining installation
MAP GRID: _____Completed by gaining installation
FORMER ACTIVITY UIC: _____DD Form 1354, Item 1, Transfer only
FORMER PR NO.: _____Transfers within Dept of Navy only
FACILITY TYPE: _____Determined by Prime Use Category Code
FAMILY HOUSING INDICATOR: _____ Y/N

MEASUREMENTS
LENGTH_____
WIDTH_____
HEIGHT_____
DEPTH_____
AREA/UM_____
STORIES_____
IRREGULAR_____(Y or N)
ATTIC____ (Y or N)
BASEMENT____(Y or N)
MEZZANINE___(Y or N)
PENTHOUSE____(Y or N)

CONSTRUCTION

YEAR BUILT_____ (New Construction)
YEAR IMPROVED _____ (Capital Improvement)
CURR PROJ NO_____ (Capital Improvement)
ORIG PROJ NO_____ (New Construction)
CONSTRUCTION TYPE_____(P, S, T, or R)
HERITAGE ASSET DATA –_____ Transfers only

MAINTENANCE

PRIME USE CAT CODE_____ (Largest Category Code for facility on DD Form 1354, Item 12)
MAINT FUND CODE_____ (Supplied by gaining installation)
MAINT RESP_____ (Supplied by gaining installation)
COST REF DOCUMENT NUMBERS: _____DD Form 1354, Item 7

EXCESS / DISPOSAL (DISPOSAL DD FORM 1354 ONLY)

EXCESS ACTION CODE_____
EXCESS ACTION DATE_____
DISPOSAL METHOD_____
DISPOSAL DATE_____
EFD DISPOSAL CONTRACT_____
GSA DISPOSAL CONTRACT_____
DISP CONSOL PR_____

STATUS / UTILIZATION

USER UIC/OG ID_____ (Supplied by gaining installation)
CATEGORY CODE_____ DD Form 1354, Item 12
USE_____(Optional)
AREA/UM_____ DD Form 1354, Items 15 and 16
OTHER/UM_____ DD Form 1354, Items 17 and 18
ALT/UM _____ Must be put in Remarks section of DD Form 1354, where applicable.

SECTION 01 32 16

CONSTRUCTION PROGRESS DOCUMENTATION

04/12

PART 1 GENERAL

1.1 SUBMITTALS

Submit the following in accordance with Section 01 33 00, "Submittal Procedures."

SD-01 Preconstruction Submittals

Construction schedule

Equipment delivery schedule

1.2 CONSTRUCTION SCHEDULE

Within 21 days after receipt of the Notice of Award, prepare and submit to the Contracting Officer for approval a Critical Path Method (CPM), Network Schedule in accordance with the terms in Contract Clause "FAR 52.236-15, Schedules for Construction Contracts," except as modified in this contract. Primavera P6 will be utilized to produce and update all progress schedules.

1.3 EQUIPMENT DELIVERY SCHEDULE

1.3.1 Initial Schedule

Within 30 calendar days after approval of the proposed construction schedule, submit for Contracting Officer approval a schedule showing procurement plans for materials, plant, and equipment. Submit in the format and content as prescribed by the Contracting Officer, and include as a minimum the following information:

a. Description.

b. Date of the purchase order.

c. Promised shipping date.

d. Name of the manufacturer or supplier.

e. Date delivery is expected.

f. Date the material or equipment is required, according to the current construction schedule.

1.4 NETWORK ANALYSIS SYSTEM (NAS)

The Contractor shall use the critical path method (CPM) to schedule and control construction activities. The schedule shall identify as a minimum:

a. Construction time for all major systems and components;

b. Manpower requirements for each activity;

c. Major submittals and submittal processing time; and

d. Major equipment lead time.

1.4.1 CPM Submittals and Procedures

The Contractor shall use the critical path method (CPM) to schedule and control project activities. Project schedules shall be prepared and maintained using Primavera P6, Primavera SureTrak or current mandated scheduling program. Save files in Concentric P6 or current mandated scheduling program file format, compatible with the Governments version of the scheduling program. The network analysis system shall be kept current, with changes made to reflect the actual progress and status of the construction.

1.5 UPDATED SCHEDULES

Update the construction schedule and equipment delivery schedule at monthly intervals or when schedule has been revised. Reflect any changes occurring since the last update. Submit copies of the purchase orders and confirmation of the delivery dates as directed.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 33 00

SUBMITTAL PROCEDURES

05/13

PART 1 GENERAL

1.1 SUMMARY

1.1.1 Government-Furnished Information

Submittal register will be delivered to the contractor in hard copy format. Register will have the following fields completed, to the extent that will be required by the Government during subsequent usage.

Column (c): Lists specification section in which submittal is required.

Column (d): Lists each submittal description (SD No. and type, e.g. SD-04 Drawings) required in each specification section.

Column (e): Lists one principal paragraph in specification section where a material or product is specified. This listing is only to facilitate locating submitted requirements. Do not consider entries in column (e) as limiting project requirements.

Column (f): Indicate approving authority for each submittal. The Contracting Officer is approving authority for all submittals.

1.2 DEFINITIONS

1.2.1 Submittal

Shop drawings, product data, samples, and administrative submittals presented for review and approval. Contract Clauses "FAR 52.236-5, Material and Workmanship," paragraph (b) and "FAR 52.236-21, Specifications and Drawings for Construction," paragraphs (d), (e), and (f) apply to all "submittals."

1.2.2 Types of Submittals

All submittals are classified as indicated in paragraph "Submittal Descriptions (SD)". Submittals also are grouped as follows:

a. Shop drawings: As used in this section, drawings, schedules, diagrams, and other data prepared specifically for this contract, by contractor or through contractor by way of subcontractor, manufacturer, supplier, distributor, or other lower tier contractor, to illustrate portion of work.

b. Product data: Preprinted material such as illustrations, standard schedules, performance charts, instructions, brochures, diagrams, manufacturer's descriptive literature, catalog data, and other data to illustrate portion of work, but not prepared exclusively for this contract.

c. Samples: Physical examples of products, materials, equipment,

assemblies, or workmanship that are physically identical to portion of work, illustrating portion of work or establishing standards for evaluating appearance of finished work or both.

d. Administrative submittals: Data presented for reviews and approval to ensure that administrative requirements of project are adequately met but not to ensure directly that work is in accordance with design concept and in compliance with contract documents.

1.2.3 Submittal Descriptions (SD)

SD-01 Preconstruction Submittals

Certificates of insurance
Surety bonds
List of proposed subcontractors
List of proposed products
Construction Progress Schedule
Submittal schedule
Schedule of values
Health and safety plan
Work plan
Quality control plan
Environmental protection plan

SD-06 Test Reports

Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.)

Report which includes findings of a test required to be performed by the contractor on an actual portion of the work or prototype prepared for the project before shipment to job site.

Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.

Investigation reports

Daily checklists

Final acceptance test and operational test procedure

SD-07 Certificates

Statements signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after award of project contract and clearly name the project.

Document required of Contractor, or of a supplier, installer or subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications.

Confined space entry permits.

SD-10 Operation and Maintenance Data

Data intended to be incorporated in operations and maintenance manuals.

SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

As-built drawings

Special warranties

Posted operating instructions

Training plan

1.2.4 Approving Authority

Person authorized to approve submittal.

1.2.5 Work

As used in this section, on- and off-site construction required by contract documents, including labor necessary to produce construction and materials, products, equipment, and systems incorporated or to be incorporated in such construction.

1.3 SUBMITTALS

Submit the following in accordance with the requirements of this section.

SD-11 Closeout Submittals

Submittal register

Complete Submittal Package 2 CD/DVD's

1.4 USE OF SUBMITTAL REGISTER

Prepare and maintain submittal register, as the work progresses. Use the hard copy submittal register furnished by the Government or other approved format. Do not change data which is output in columns (c), (d), (e), and (f) as delivered by government; retain data which is output in columns (a), (g), (h), and (i) as approved.

1.4.1 Submittal Register

Submit submittal register as a hard copy. Submit with quality control plan and project schedule required by Section 01 45 10, "Quality Control" and Section 01 32 16, "Construction Progress Documentation." Do not change data in columns (c), (d), (e), and (f) as delivered by the government. Verify that all submittals required for project are listed and add missing submittals. Complete the following on the register:

Column (a) Activity Number: Activity number from the project schedule.

Column (g) Contractor Submit Date: Scheduled date for approving authority to receive submittals.

Column (h) Contractor Approval Date: Date contractor needs approval of submittal.

Column (i) Contractor Material: Date that contractor needs material delivered to contractor control.

1.4.2 Contractor Use of Submittal Register

Update the following fields in the government-furnished submittal register.

Column (b) Transmittal Number: Contractor assigned list of consecutive numbers.

Column (j) Action Code (k): Date of action used to record contractor's review when forwarding submittals to QC.

Column (l) List date of submittal transmission.

Column (q) List date approval received.

1.4.3 Approving Authority Use of Submittal Register

Update the following fields in the government-furnished submittal register.

Column (b).

Column (l) List date of submittal receipt.

Column (m) through (p).

Column (q) List date returned to contractor.

1.4.4 Contractor Action Code and Action Code

Entries used will be as follows (others may be prescribed by Transmittal Form):

NR - Not Received

AN - Approved as noted

A - Approved

RR - Disapproved, Revise, and Resubmit

1.4.5 Copies Delivered to the Government

Deliver one copy of submitted register updated by contractor to government with each invoice request.

1.5 PROCEDURES FOR SUBMITTALS

1.5.1 Reviewing, Certifying, Approving Authority

QC organization shall be responsible for reviewing and certifying that submittals are in compliance with contract requirements. The Contracting

Officer is the approving authority for all submittals.

1.5.2 Constraints

a. Submittals listed or specified in this contract shall conform to provisions of this section, unless explicitly stated otherwise.

b. Submittals shall be complete for each definable feature of work; components of definable feature interrelated as a system shall be submitted at same time.

c. When acceptability of a submittal is dependent on conditions, items, or materials included in separate subsequent submittals, submittal will be returned without review.

d. Approval of a separate material, product, or component does not imply approval of assembly in which item functions.

1.5.3 Scheduling

a. Coordinate scheduling, sequencing, preparing and processing of submittals with performance of work so that work will not be delayed by submittal processing. Allow for potential requirements to resubmit.

b. Except as specified otherwise, allow review period, beginning with receipt by approving authority, that includes at least 15 working days for submittals for QC manager approval and 20 working days for submittals for contracting officer approval. Period of review for submittals with contracting officer approval begins when Government receives submittal from QC organization. Period of review for each resubmittal is the same as for initial submittal.

c. For submittals requiring review by fire protection engineer, allow review period, beginning when government receives submittal from QC organization, of 45 working days for return of submittal to the contractor. Period of review for each resubmittal is the same as for initial submittal.

1.5.4 Variations

Variations from contract requirements require Government approval pursuant to contract Clause entitled "FAR 52.236-21, Specifications and Drawings for Construction" and will be considered where advantageous to government.

1.5.4.1 Considering Variations

Discussion with contracting officer prior to submission, will help ensure functional and quality requirements are met and minimize rejections and resubmittals. When contemplating a variation which results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP).

1.5.4.2 Proposing Variations

When proposing variation, deliver written request to the contracting officer, with documentation of the nature and features of the variation and why the variation is desirable and beneficial to government. If lower cost is a benefit, also include an estimate of the cost saving. In addition to

documentation required for variation, include the submittals required for the item. Clearly mark the proposed variation in all documentation.

1.5.4.3 Warranting That Variation Are Compatible

When delivering a variation for approval, contractor warrants that this contract has been reviewed to establish that the variation, if incorporated, will be compatible with other elements of work.

1.5.4.4 Review Schedule Is Modified

In addition to normal submittal review period, a period of 10 working days will be allowed for consideration by the Government of submittals with variations.

1.5.5 Contractor's Responsibilities

a. Determine and verify field measurements, materials, field construction criteria; review each submittal; and check and coordinate each submittal with requirements of the work and contract documents.

b. Transmit submittals to QC organization in accordance with schedule on approved Submittal Register, and to prevent delays in the work, delays to government, or delays to separate contractors.

c. Advise contracting officer of variation, as required by paragraph entitled "Variations."

d. Correct and resubmit submittal as directed by approving authority. When resubmitting disapproved transmittals or transmittals noted for resubmittal, the contractor shall provide copy of that previously submitted transmittal including all reviewer comments for use by approving authority. Direct specific attention in writing or on resubmitted submittal, to revisions not requested by approving authority on previous submissions.

e. Furnish additional copies of submittal when requested by contracting officer, to a limit of 20 copies per submittal.

f. Complete work which must be accomplished as basis of a submittal in time to allow submittal to occur as scheduled.

g. Ensure no work has begun until submittals for that work have been returned as "approved," or "approved as noted", except to the extent that a portion of work must be accomplished as basis of submittal.

1.5.6 QC Organization Responsibilities

a. Note date on which submittal was received from contractor on each submittal.

b. Review each submittal; and check and coordinate each submittal with requirements of work and contract documents.

c. Review submittals for conformance with project design concepts and compliance with contract documents.

d. Act on submittals, determining appropriate action based on QC organization's review of submittal.

(1) When QC manager is approving authority, take appropriate action on submittal from the possible actions defined in paragraph entitled, "Actions Possible."

(2) When contracting officer is approving authority or when variation has been proposed, forward submittal to Government with certifying statement or return submittal marked "not reviewed" or "revise and resubmit" as appropriate. The QC organization's review of submittal determines appropriate action.

e. Ensure that material is clearly legible.

f. Stamp each sheet of each submittal with QC certifying statement or approving statement, except that data submitted in bound volume or on one sheet printed on two sides may be stamped on the front of the first sheet only.

(1) When approving authority is contracting officer, QC organization will certify submittals forwarded to contracting officer with the following certifying statement:

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with contract Number N40085-13-B-0013, is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is submitted for Government approval.

Certified by Submittal Reviewer _____, Date _____
(Signature when applicable)

Certified by QC manager _____, Date _____"
(Signature)

g. Sign certifying statement or approval statement. The person signing certifying statements shall be QC organization member designated in the approved QC plan. The signatures shall be in original ink. Stamped signatures are not acceptable.

h. Update submittal register as submittal actions occur and maintain the submittal register at project site until final acceptance of all work by contracting officer.

i. Retain a copy of approved submittals at project site, including contractor's copy of approved samples.

1.5.7 Government's Responsibilities

When approving authority is contracting Officer, the Government will:

a. Note date on which submittal was received from QC manager, on each submittal for which the contracting officer is approving authority.

b. Review submittals for approval within scheduling period specified and only for conformance with project design concepts and compliance with contract documents.

c. Identify returned submittals with one of the actions defined in paragraph entitled "Actions Possible" and with markings appropriate for action indicated.

1.5.8 Actions Possible

Submittals will be returned with one of the following notations:

a. Submittals marked "not reviewed" will indicate submittal has been previously reviewed and approved, is not required , does not have evidence of being reviewed and approved by contractor, or is not complete. A submittal marked "not reviewed" will be returned with an explanation of the reason it is not reviewed. Resubmit submittals returned for lack of review by contractor or for being incomplete, with appropriate action, coordination, or change.

b. Submittals marked "approved" "approved as submitted" authorize contractor to proceed with work covered.

c. Submittals marked "approved as noted" authorize contractor to proceed with work as noted provided contractor takes no exception to the notations.

d. Submittals marked "revise and resubmit" or "disapproved" indicate submittal is incomplete or does not comply with design concept or requirements of the contract documents and shall be resubmitted with appropriate changes. No work shall proceed for this item until resubmittal is approved.

1.6 FORMAT OF SUBMITTALS

1.6.1 Complete Submittal Package

Contractor shall make electronic copies of all submittals, including the approved transmittal sheets, and provide two (2) CD/DVD's containing all submittals for the project.

The CD/DVD's shall be marked "Complete Submittal Package - Contract #N40085-13-B-0013."

1.6.2 Transmittal Form

Transmit each submittal, except sample installations and sample panels, to office of approving authority. Transmit submittals with transmittal form prescribed by contracting officer and standard for project. The transmittal form shall identify contractor, indicate date of submittal, and include information prescribed by transmittal form and required in paragraph entitled "Identifying Submittals." Process transmittal forms to record actions regarding sample panels and sample installations.

1.6.3 Identifying Submittals

Identify submittals, except sample panel and sample installation, with the following information permanently adhered to or noted on each separate component of each submittal and noted on transmittal form. Mark each copy of each submittal identically, with the following:

a. Project title and location.

b. Construction contract number.

c. Section number of the specification section by which submittal is required.

d. Submittal description (SD) number of each component of submittal.

e. When a resubmission, alphabetic suffix on submittal description, for example, SD-10A, to indicate resubmission.

f. Name, address, and telephone number of subcontractor, supplier, manufacturer and any other second tier contractor associated with submittal.

g. Product identification and location in project.

1.6.4 Format for Product Data

a. Present product data submittals for each section as a complete, bound volume. Include table of contents, listing page and catalog item numbers for product data.

b. Indicate, by prominent notation, each product which is being submitted; indicate specification section number and paragraph number to which it pertains.

c. Supplement product data with material prepared for project to satisfy submittal requirements for which product data does not exist. Identify this material as developed specifically for project.

1.6.5 Format for Shop Drawings

a. Shop drawings shall not be less than 8 1/2 by 11 inches nor more than 30 by 42 inches.

b. Present 8 1/2 by 11 inches sized shop drawings as part of the bound volume for submittals required by section. Present larger drawings in sets.

c. Include on each drawing the drawing title, number, date, and revision numbers and dates, in addition to information required in paragraph entitled "Identifying Submittals."

d. Dimension drawings, except diagrams and schematic drawings; prepare drawings demonstrating interface with other trades to scale. Shop drawing dimensions shall be the same unit of measure as indicated on the contract drawings. Identify materials and products for work shown.

1.6.6 Format of Samples

a. Furnish samples in sizes below, unless otherwise specified or unless the manufacturer has prepackaged samples of approximately same size as specified:

(1) Sample of Equipment or Device: Full size.

(2) Sample of Materials Less Than 2 by 3 inches: Built up to 8

1/2 by 11 inches.

(3) Sample of Materials Exceeding 8 1/2 by 11 inches: Cut down to 8 1/2 by 11 inches and adequate to indicate color, texture, and material variations.

(4) Sample of Linear Devices or Materials: 10 inch length or length to be supplied, if less than 10 inches. Examples of linear devices or materials are conduit and handrails.

(5) Sample of Non-Solid Materials: Pint. Examples of non-solid materials are sand and paint.

(6) Color Selection Samples: 2 by 4 inches.

(7) Sample Panel: 4 by 4 feet.

(8) Sample Installation: 100 square feet.

b. Samples Showing Range of Variation: Where variations are unavoidable due to nature of the materials, submit sets of samples of not less than three units showing extremes and middle of range.

c. Reusable Samples: Incorporate returned samples into work only if so specified or indicated. Incorporated samples shall be in undamaged condition at time of use.

d. Recording of Sample Installation: Note and preserve the notation of area constituting sample installation but remove notation at final clean up of project.

e. When color, texture or pattern is specified by naming a particular manufacturer and style, include one sample of that manufacturer and style, for comparison.

1.6.7 Format of Administrative Submittals

a. When submittal includes a document which is to be used in project or become part of project record, other than as a submittal, do not apply contractor's approval stamp to document, but to a separate sheet accompanying document.

1.7 QUANTITY OF SUBMITTALS

1.7.1 Number of Copies of Product Data

a. Submit five copies of submittals of product data requiring review and approval only by the Contracting Officer. Submit three copies of submittals of product data for operation and maintenance manuals.

1.7.2 Number of Copies of Shop Drawings

Submit shop drawings in compliance with quantity requirements specified for product data.

1.7.3 Number of Samples

a. Submit two samples, or two sets of samples showing range of

variation, of each required item. One approved sample or set of samples will be retained by approving authority and one will be returned to contractor.

b. Submit one sample panel. Include components listed in technical section or as directed.

c. Submit one sample installation, where directed.

d. Submit one sample of non-solid materials.

1.7.4 Number of Copies of Administrative Submittals

a. Unless otherwise specified, submit administrative submittals compliance with quantity requirements specified for product data.

1.8 FORWARDING SUBMITTALS

1.8.1 Samples and Submittalsr

Except as otherwise noted, submit samples and submittals to:

ROICC/OICC
Jacksonville, North Carolina Area
1005 Michael Road
Camp Lejeune, NC 28542-2521

1.8.1.1 Administrative Submittals

Submit administrative submittals for asbestos/lead removal and environmental protection plan to the Resident Officer in Charge of Construction (ROICC/OICC).

1.8.1.2 Fire Protection and Fire Alarm System Submittals

Submit fire protection and fire alarm system submittals to ROICC/OICC.

1.8.1.3 TAB Submittals

Submit to ROICC/OICC for all projects.

1.8.2 Shop Drawings, Product Data, and O&M Data

As soon as practicable after award of the contract, and before procurement or fabrication, submit shop drawings, product data and O&M Data required in the technical sections of this specification.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION
Construct Lighting, Stone Bay PT Field

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	CLASSIFICATION	GOVT OR A/E REVWR	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					
							SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01 20 00	SD-01 Preconstruction Submittals															
			Schedule of prices	1.3														
		01 30 00	SD-01 Preconstruction Submittals															
			List of contact personnel	1.4.1														
		01 31 50	SD-11 Closeout Submittals															
			Interim DD-1354, Transfer &	1.2														
			Acceptance of Military Real															
			Property															
		01 32 16	SD-01 Preconstruction Submittals															
			Construction schedule	1.2														
			Equipment delivery schedule	1.3														
		01 33 00	SD-11 Closeout Submittals															
			Submittal register	1.4.1														
			Complete Submittal Package	1.6.1														
		01 35 29	SD-01 Preconstruction Submittals															
			Accident Prevention Plan (APP)	1.9														
			Activity Hazard Analysis (AHA)	1.10														
			Crane Critical Lift Plan	1.9.1														
			Crane Work Plan	1.9.1														
			Crane Operators	1.7.1.6														
			SD-06 Test Reports															
			Reports	1.14														
			Accident Reports	1.14.1														
			Monthly Exposure Reports	1.14.3														
			Regulatory Citations and	1.14.4														
			Violations															

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION
Construct Lighting, Stone Bay PT Field

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	CLASSIFICATION	GOVT OR A/E REVWR	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
							SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION		
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01 35 29	Crane Reports	1.14.5														
			SD-07 Certificates															
			Confined Space Entry Permit	1.11														
			Certificate of Compliance	1.14.6														
			Third Party Certification of	1.14.7														
			Barge-Mounted Mobile Cranes															
		01 45 10	SD-11 Closeout Submittals															
			QC PLAN	1.6														
		01 57 19	SD-01 Preconstruction Submittals															
			Environmental protection plan	1.6.1														
			Preconstruction survey	1.6.4														
			SD-11 Closeout Submittals															
			Solid waste disposal permit	1.4.1														
			Disposal permit for hazardous	1.4.2														
			waste															
			Environmental training	1.2														
			documentation															
			Permit to transport hazardous	1.4.3														
			waste															
			Hazardous waste certification	1.4.4														
			Environmental Plan Review	1.6.3														
			Annual Report of Products	2.1														
			Containing Recovered Materials															
		01 78 00	SD-10 Operation and Maintenance															
			Data															
			Equipment/product warranty list	1.4.1														

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION

Construct Lighting, Stone Bay PT Field

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	CLASSIFICATION	GOVT OR A/E REVWR	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					
							SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01 78 00	SD-11 Closeout Submittals															
			As-built drawings	1.2.1														
			Record of materials	1.2.2														
			Maximo requirements	1.3														
			Complete Submittal Package	1.5														
			Equipment/product warranty tag	1.4.2														
		01 78 30	SD-11 Closeout Submittals															
			GIS Data Deliverables	1.3.13														

SECTION 01 35 29

SAFETY AND OCCUPATIONAL HEALTH REQUIREMENTS

06/11

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)

ANSI Z359.1	(1992; R 1999) Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components

ASME INTERNATIONAL (ASME)

ASME B30.3	(1996) Construction Tower Cranes
ASME B30.5	(2000) Mobile and Locomotive Cranes
ASME B30.8	(2000) Floating Cranes and Floating Derricks
ASME B30.22	(2000) Articulating Boom Cranes

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 10	(2002) Potable Fire Extinguishers
NFPA 241	(2000) Safeguarding Construction, Alteration, and Demolition Operations
NFPA 51B	(2003) Fire Prevention During Welding, Cutting, and Other Hot Work
NFPA 70	(2011; Errata 2 2012) National Electrical Code
NFPA 70E	(2004) Electrical Safety in the Workplace

U. S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1	(2008; Change 1-2010; Change 3-2010; Errata 1-2010) Safety and Health Requirements Manual

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

29 CFR 1910	Occupational Safety and Health Standards
29 CFR 1910.146	Permit-required Confined Spaces

29 CFR 1910.94	Ventilation
29 CFR 1915	Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment
29 CFR 1919	Gear Certification
29 CFR 1926	Safety and Health Regulations for Construction
29 CFR 1926.500	Fall Protection

1.2 SUBMITTALS

The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Accident Prevention Plan (APP)

Activity Hazard Analysis (AHA)

Crane Critical Lift Plan

Crane Work Plan

Proof of qualifications for Crane Operators

SD-06 Test Reports

Reports

Submit reports as their incidence occurs, in accordance with the requirements of the paragraph entitled, "Reports."

Accident Reports

Monthly Exposure Reports

Regulatory Citations and Violations

Crane Reports

SD-07 Certificates

Confined Space Entry Permit

Certificate of Compliance (Crane)

Third Party Certification of Barge-Mounted Mobile Cranes

Submit one copy of each permit/certificate attached to each Daily Report.

1.3 DEFINITIONS

a. Associate Safety Professional (ASP). An individual who is currently certified by the Board of Certified Safety Professionals.

b. Certified Construction Health & Safety Technician (CHST). An individual who is currently certified as a CHST by the Board of Certified Safety Professionals.

c. Certified Industrial Hygienist (CIH). An individual who is currently certified as a CIH by the American Board of Industrial Hygiene.

d. Certified Safety Professional (CSP). An individual who is currently certified as a CSP by the Board of Certified Safety Professionals.

e. Certified Safety Trained Supervisor (STS). An individual who is currently certified as an STS by the Board of Certified Safety Professionals.

f. Competent Person for Fall Protection. A person who is cabable of identifying hazardous or dangerous conditions in the personal fall arrest system or any component thereof, as well as their application and use with related equipment, and has the authority to take prompt corrective measures to eliminate the hazards of falling.

g. High Visibility Accident. Any mishap which may generate publicity and/or high visibility.

h. Low-slope roof. A roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

i. Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel.

j. Multi-Employer Work Site (MEWS). A multi-employer work site, as defined by OSHA, is one in which many employers occupy the same site. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors.

k. Operating Envelope. The area surrounding any crane. Inside this "envelope" is the crane, the operator, riggers, rigging gear between the hook and the load, the load and the crane's supporting structure (ground, rail, etc.).

l. Qualified Person for Fall Protection. A person with a recognized degree or professional certifictae, extensive knowledge, training and experience in the field of fall protection who is capable of performing design, analysis, and evaluation of fall protection systems and equipment.

m. Recordable Injuries or Illnesses. Any work-related injury or illness that results in:

(1) Death, regardless of the time between the injury and death, or the length of the illness;

(2) Days away from work;

(3) Restricted work;

(4) Transfer to another job;

(5) Medical treatment beyond first aid;

(6) Loss of consciousness; or

(7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above.

n. Site Safety and Health Officer (SSHO). The superintendent or other qualified or competent person who is responsible for the on-site safety and health required for the project.

o. Steep roof. A roof having a slope greater than 4 in 12 (vertical to horizontal).

p. "USACE" property and equipment specified in USACE EM 385-1-1 should be interpreted as Government property and equipment.

q. Weight Handling Equipment (WHE) Accident. A WHE accident occurs when any one or more of the six elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; and collision, including unplanned contact between the load, crane, and/or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.).

1.4 CONTRACTOR SAFETY SELF-EVALUATION CHECKLIST

Contracting Officer will provide a "Contractor Safety Self-Evaluation checklist" to the Contractor at the pre-construction conference. The checklist will be completed monthly by the Contractor and submitted with each request for payment voucher. An acceptable score of 90 or greater is required. Failure to submit the completed safety self-evaluation checklist or achieve a score of at least 90, will result in a retention of up to 10 percent of the voucher.

1.5 REGULATORY REQUIREMENTS

In addition to the detailed requirements included in the provisions of this contract, work performed shall comply with USACE EM 385-1-1, and the following laws, ordinances, criteria, rules and regulations. Submit matters of interpretation of standards to the appropriate administrative agency for resolution before starting work. Where the requirements of this specification, applicable laws, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirements shall apply.

1.6 DRUG PREVENTION PROGRAM

Conduct a proactive drug and alcohol use prevention program for all workers, prime and subcontractor, on the site. Ensure that no employee uses illegal drugs or consumes alcohol during work hours. Ensure there are no employees under the influence of drugs or alcohol during work hours. After accidents, collect blood, urine, or saliva specimens and test the injured and involved employees for the influence of drugs and alcohol. A copy of the test shall be made available to the Contracting Officer upon request.

1.7 SITE QUALIFICATIONS, DUTIES AND MEETINGS

1.7.1 Personnel Qualifications

Work performed under this contract shall meet Level 2.

1.7.1.1 Site Safety and Health Officer (SSHO)

Site Safety and Health Officer (SSHO) shall be provided at the work site at all times to perform safety and occupational health management, surveillance, inspections, and safety enforcement for the Contractor. The SSHO shall meet the following requirements:

Level 1:
Worked on similar projects.
10-hour OSHA construction safety class or equivalent within last 3 years.
Competent person training as needed.

Level 2:
A minimum of 3 years safety work on similar project.
30-hour OSHA construction safety class or equivalent within last 3 years.
Competent person training as needed.

Level 3:
A minimum of 5 years safety work on similar projects.
30-hour OSHA construction safety class or equivalent within the last 5 years.
An average of at least 24 hours of formal safety training each year for the past 5 years.
Competent person training as needed.

Level 4:
A minimum of 10 years safety work of a progressive nature with at least 5 years of experience on similar projects.
30-hour OSHA construction safety class or equivalent within the last 5 years.
An average of at least 24 hours of formal safety training each year for the past 5 years with training for competent person status for at least the following areas of competency: Excavation; Scaffolding; Fall protection; Hazardous energy; Confined space; Health hazard recognition, evaluation and control of chemical, physical and biological agents; Personal protective equipment and clothing to include selection, use and maintenance.

Level 5:
An Associate Safety Professional (ASP), Certified Safety Trained

Supervisor (STS) and/or Construction Health & Safety Technician (CHST).
A minimum of 10 years safety work of a progressive nature with at least 5 years of experience on similar projects.
30-hour OSHA construction safety class or equivalent within the last 5 years.
An average of at least 24 hours of formal safety training each year for the past 5 years with training for competent person status for at least the following areas of competency: Excavation; Scaffolding; Fall protection; Hazardous energy; Confined space; Health hazard recognition, evaluation and control of chemical, physical and biological agents; Personal protective equipment and clothing to include selection, use and maintenance.

Level 6: A
Certified Safety Professional (CSP) and/or Certified Industrial Hygienist (CIH).
A minimum of 10 years safety work of a progressive nature with at least 5 years of experience on similar projects.
30-hour OSHA construction safety class or equivalent within the last 5 years.
An average of at least 24 hours of formal safety training each year for the past 5 years with training for competent person status for at least the following areas of competency: Excavation; Scaffolding; Fall protection; Hazardous energy; Confined space; Health hazard recognition, evaluation and control of chemical, physical and biological agents; Personal protective equipment and clothing to include selection, use and maintenance.

1.7.1.2 Certified Safety Professional (CSP) and/or Certified Industrial hygienist (CIH)

Provide a Certified Safety Professional (CSP) and/or Certified Industrial Hygienist (CIH) at the work site to perform safety and occupational health management, surveillance, inspections, and safety enforcement for the Contractor. The CSP and/or CIH shall be the safety and occupational health "competent person" as defined by USACE EM 385-1-1. The CSP and/or CIH shall have no other duties than safety and occupational health management, inspections, and/or industrial hygiene.

1.7.1.3 Associate Safety professional (ASP), Certified Safety Trained Supervisor (STS) and/or Construction Health and Safety Technician (CHST).

Provide an Associate Safety Professional (ASP); Certified Safety Trained Supervisor (STS); and/or Construction Health & Safety Technician (CHST) at the work site to perform safety management, surveillance, inspections, and safety enforcement for the Contractor to meet the designated safety level in paragraph 1.6.1. The ASP, STS, and/or CHST shall be the safety and occupational health "competent person" as defined by USACE EM 385-1-1. The ASP, STS, and/or CHST shall be at the work site at all times whenever work or testing is being performed and shall conduct and document daily safety inspections. The ASP, STS, and/or CHST shall have no other duties other than safety and occupational health management, inspections, and enforcement on this contract.

1.7.1.4 Competent Person for Confined Space Entry

Provide a competent person meeting the requirements of EM 385-1-1 who is assigned in writing by the Designated Authority to assess confined spaces

and who possesses demonstrated knowledge, skill and ability to:

a. Identify the structure, location, and designation of confined and permit-required confined spaces where work is done;

b. Calibrate and use testing equipment including but not limited to, oxygen indicators, combustible gas indicators, carbon monoxide indicators, and carbon dioxide indicators, and to interpret accurately the test results of that equipment;

c. Perform all required tests and inspections specified in 29 CFR 1910.146 and 29 CFR 1915 Subpart B;

d. Assess hazardous conditions including atmospheric hazards in confined space and adjacent spaces and specify the necessary protection and precautions to be taken;

e. Determine ventilation requirements for confined space entries and operations;

f. Assess hazards associated with hot work in confined and adjacent space and determine fire watch requirements; and,

g. Maintain records required.

When the work involves marine operations that handle combustible or hazardous materials, this qualified person shall be a NFPA certified marine chemist.

1.7.1.5 Competent Person for the Health Hazard Control and Respiratory Protection Program

Provide a competent person meeting the requirements of EM 385-1-1 who is:

a. Capable by education, specialized training and/or experience of anticipating, recognizing, and evaluating employee exposure to hazardous chemical, physical and biological agents in accordance with USACE EM 385-1-1, Section 6.

b. Capable of spe cifying necessary controls and protective actions to ensure worker health.

1.7.1.6 Crane Operators

Crane operators shall meet the requirements in USACE EM 385-1-1, Section 16 and Appendix G. In addition, for mobile cranes with Original Equipment Manufacturer (OEM) rated capacitates of 50,000 pounds or greater, crane operators shall be designated as qualified by a source that qualifies crane operators (i.e., union, a government agency, or an organization that tests and qualifies crane operators). Proof of current qualifications shall be provided.

1.7.2 Personnel Duties

1.7.2.1 Site Safety and Health Officer (SSHO)/Superintendent

a. Conduct daily safety and health inspections and maintain a written log which includes area/operation inspected, date of inspection, identified hazards, recommended corrective actions, estimated and

actual dates of corrections. Safety inspection logs shall be attached to the Contractors' daily report.

b. Conduct mishap investigations and complete required reports. Maintain the OSHA Form 300 and Daily Production reports for prime and sub-contractors.

c. Maintain applicable safety reference material on the job site.

d. Attend the pre-construction conference, pre-work meetings including preparatory inspection meeting, and periodic in-progress meetings.

e. Implement and enforce accepted APPS and AHAs.

f. Maintain a safety and health deficiency tracking system that monitors outstanding deficiencies until resolution. A list of unresolved safety and health deficiencies shall be posted on the safety bulletin board.

g. Ensure sub-contractor compliance with safety and health requirements.

h. Ensure an approved "Special Permission Energized Electrical Work Permit" prior to starting any activity on energized electrical systems.

Failure to perform the above duties will result in dismissal of the superintendent and/or SSHO, and a project work stoppage. The project work stoppage will remain in effect pending approval of a suitable replacement.

1.7.2.2 Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Associate Safety Professional (ASP), Certified Safety Trained Supervisor (STS), and/or Certified Construction Health & Safety Technician (CHST)

a. Perform safety and occupational health management, surveillance, inspections, and safety enforcement for the project.

b. Perform as the safety and occupational health "competent person" as defined by USACE EM 385-1-1.

c. Be on site whenever work or testing is being performed.

d. Conduct and document safety inspections.

e. Shall have no other duties other than safety and occupational health management, inspections, and enforcement on this contract.

If the CSP, CIH, ASP, STS, CHST is appointed as the SSHO all duties of that position shall also be performed.

1.7.3 Meetings

1.7.3.1 Preconstruction Conference

a. The Contractor will be informed, in writing, of the date of the preconstruction conference. The purpose of the preconstruction conference is for the Contractor and the Contracting Officer's representatives to become acquainted and explain the functions and operating procedures of their respective organizations and to reach

mutual understanding relative to the administration of the overall project's Accident Prevention Plan (APP) before the initiation of work.

b. Contractor representatives who have a responsibility or significant role in accident prevention on the project shall attend the preconstruction conference. This includes the project superintendent, site safety and health officer, quality control supervisor, or any other assigned safety and health professionals who participated in the development of the APP (including the Activity Hazard Analyses (AHAs) and special plans, program and procedures associated with it).

c. The Contractor shall discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the contract. This list of proposed AHAs will be reviewed at the conference and an agreement will be reached between the Contractor and the Contracting Officer's representative as to which phases will require an analysis. In addition, a schedule for the preparation, submittal, review, and acceptance of AHAs shall be established to preclude project delays.

d. Deficiencies in the submitted APP will be brought to the attention of the Contractor at the preconstruction conference, and the Contractor shall revise the plan to correct deficiencies and re-submit it for acceptance. Work shall not begin until there is an accepted APP.

e. The functions of a Preconstruction conference may take place at the Post-Awqrd Kickoff meeting for Design Build Contracts.

1.7.3.2 Weekly Safety Meetings

Conduct weekly safety meetings at the project site for all employees. The Contracting Officer will be informed of the meeting in advance and be allowed attendance. Minutes showing contract title, signatures of attendees and a list of topics discussed shall be attached to the Contractors' daily report.

1.7.3.3 Work Phase Meetings

The appropriate AHA shall be reviewed and attendance documented by the Contractor at the preparatory, initial, and follow-up phases of quality control inspection. The analysis should be used during daily inspections to ensure the implementation and effectiveness of safety and health controls.

1.8 TRAINING

1.8.1 New Employee Indoctrination

New employees (prime and sub-contractor) will be informed of specific site hazards before they begin work. Documentation of this orientation shall be kept on file at the project site.

1.8.2 Periodic Training

Provide Safety and Health Training in accordance with USACE EM 385-1-1 and the accepted APP. Ensure all required training has been accomplished for all onsite employees.

1.8.3 Training on Activity Hazard Analysis (AHA)

Prior to beginning a new phase, training will be provided to all affected employees to include a review of the AHA to be implemented.

1.9 ACCIDENT PREVENTION PLAN (APP)

The Contractor shall use a qualified person to prepare the written site-specific APP. Prepare the APP in accordance with the format and requirements of USACE EM 385-1-1 and as supplemented herein. Cover all paragraph and subparagraph elements in USACE EM 385-1-1, Appendix A, "Minimum Basic Outline for Preparation of Accident Prevention Plan". Where a paragraph or subparagraph element is not applicable to the work to be performed indicate "Not Applicable" next to the heading. Specific requirements for some of the APP elements are described below at paragraph 1.8.1. The APP shall be job-specific and shall address any unusual or unique aspects of the project or activity for which it is written. The APP shall interface with the Contractor's overall safety and health program. Any portions of the Contractor's overall safety and health program referenced in the APP shall be included in the applicable APP element and made site-specific. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out. The APP shall be signed by the person and firm (senior person) preparing the APP, the Contractor, the on-site superintendent, the designated site safety and health officer and any designated CSP and/or CIH.

Submit the APP to the Contracting Officer 15 calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP. The Contracting Officer reviews and comments on the Contractor's submitted APP and accepts it when it meets the requirements of the contract provisions.

Once accepted by the Contracting Officer, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified.

Once work begins, changes to the accepted APP shall be made with the knowledge and concurrence of the Contracting Officer, project superintendent, SSHO and quality control manager. Should any unforeseen hazard become evident during the performance of work, the project superintendent shall inform the Contracting Officer, both verbally and in writing, for resolution as soon as possible. In the interim, all necessary action shall be taken by the Contractor to restore and maintain safe working conditions in order to safeguard onsite personnel, visitors, the public, and the environment.

Copies of the accepted plan will be maintained at the resident engineer's office and at the job site. The APP shall be continuously reviewed and amended, as necessary, throughout the life of the contract. Unusual or high-hazard activities not identified in the original APP shall be incorporated in the plan as they are discovered.

1.9.1 EM 385-1-1 Contents

In addition to the requirements outlines in Appendix A of USACE EM 385-1-1, the following is required:

a. Names and qualifications (resumes including education, training, experience and certifications) of all site safety and health personnel designated to perform work on this project to include the designated site safety and health officer and other competent and qualified personnel to be used such as CSPs, CIHs, STSs, CHSTs. The duties of each position shall be specified.

b. Qualifications of competent and of qualified persons. As a minimum, competent persons shall be designated and qualifications submitted for each of the following major areas: excavation; scaffolding; fall protection; hazardous energy; confined space; health hazard recognition, evaluation and control of chemical, physical and biological agents; personal protective equipment and clothing to include selection, use and maintenance.

c. Confined Space Entry Plan. Develop a confined space entry plan in accordance with USACE EM 385-1-1, applicable OSHA standards 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, and any other federal, state and local regulatory requirements identified in this contract. Identify the qualified person's name and qualifications, training, and experience. Delineate the qualified person's authority to direct work stoppage in the event of hazardous conditions. Include procedure for rescue by contractor personnel and the coordination with emergency responders. (If there is no confined space work, include a statement that no confined space work exists and none will be created.)

d. Health Hazard Control Program. The Contractor shall designate a competent and qualified person to establish and oversee a Health Hazard Control Program in accordance with USACE EM 385-1-1, Section 6. The program shall ensure that employees, on-site Government representatives, and others, are not adversely exposed to chemical, physical and biological agents and that necessary controls and protective actions are instituted to ensure health.

e. Crane Critical Lift Plan. Prepare and sign weight handling critical lift plans for lifts over 75 percent of capacity of the crane or hoist (or lifts over 50 percent of the capacity of a barge mounted movile crane's hoists) at any radius of lift; lifts involving more thatn one crane or hoist; lifts of personnel; and lifts involving more than rigging or operation, sensitive equipment, or unusual safety risks. The plan shall be submitted 15 calendar day6s prior to on-site work and include the requirements of USACE EM 385-1-1, paragraph 16.c.18. and the following:

(1) For lifts of personnel, the plan shall demonstrate compliance with the requirements of 29 CFR 1926.500(g).

(2) For barge mounted mobile cranes, barge stability calculations identifying barge list and trim based on anticipated loading; and load charts based on calculated list and trim. Teh amount of list and trim shall be within the crane manufacturer's requirements.

f. Alcohol and Drug Abuse Plan

(1) Describe plan for random checks and testing with pre-employment screening in accordance with the DFAR Clause subpart 252.223-7004, "Drug Free Work Force."

(2) Description of the on-site prevention program

g. Fall Protection and Prevention (FP&P) Plan. The plan shall be site specific and address all fall hazards in the work place and during different phases of construction. It shall address how to protect and prevent workers from falling to lower levels when they are exposed to fall hazards above 1.8 m (6 feet). A qualified person for fall protection shall prepare and sign the plan. The plan shall include fall protection and prevention systems, equipment and methods employed for every phase of work, responsibilities, assisted rescue self-rescue and evacuation procedures, training requirements, and monitoring methods. Fall Protection and Prevention Plan shall be revised every six months for lengthy projects, reflecting any changes during the course of construction due to changes in personnel, equipment, systems or work habits. The accepted Fall Protection and Prevention Plan shall be kept and maintained at the job site for the duration of the project. The Fall Protection Plan shall be included in the Accident Prevention Plan (APP)

h. Training Records and Requirements. List of mandatory training and certifications which are applicable to this project (e.g. explosive actuated tools, confined space entry, fall protection, crane operation, vehicle operator, forklift operators, personal protective equipment); list of requiremetns for periodic retraining/certification; outline requirements for supervisory and employee safety meetings.

i. Occupant Protection Plan. The safety and health aspects of lead-based paint removal, prepared in accordance with Section 02 83 19.00 10 Lead Based Paint Hazard Abatement, Target Housing & Child Occupied Facilities, 02 82 33.13 20 Removal/Control and Disposal of Lead Containig Paint.

j. Lead Compliance Plan. The safety and health aspects of lead work, prepared in accordance with Section 02 83 13.00 20 Lead in Construction.

k. Asbestos Hazard Abatement Plan. The safety and health aspects of asbestos work, prepared in accordance with Section 02 2 16.00, "Engineering Control of Asbestos Containing Materials"

l. Site Safety and Health Plan. The safety and health aspects prepared in accordance with this section.

m. PCB Plan. The safety and health aspects of Polychlorinated Biphenyls work, prepared in accordance with Sections 02 84 33, "Removal and Disposal of Polychlorinated Biphenyls (PCBs) and 02 61 23, "Removal and Disposal of PCB Contaminated Soils)".

n. Site Demolition Plan. The safety and health aspects prepared in accordance with Section 02 41 00.00 40, Demolition" and referenced sources. Include engineering survey as applicable.

o. Excavation Plan. The safety and health aspects prepared in accordance with Section 3100, Earthwork.

p. Crane Work Plan. The contractor shall provide a crane work plan

to the Contracting Officer for acceptance. The crane work plan shall include the specific model of each crane and a drawing identifying their locations (exact), the dimensions, wheel sizes, number of wheels, wheel spacing, tire pressure(s), number of axles, axle spacing, minimum wheel load to be exerted during operatins and maximum outrigger load to be exerted during operations. The Contractor shall allow at least 10 working days for acceptance/non-acceptance of the crane work plan. No crane operations shall begin prior to written acceptance of the crane plan by the Government. ROICC shall be the government approving authority.

1.10 ACTIVITY HAZARD ANALYSIS (AHA)

The Activity Hazard Analysis (AHA) format shall be in accordance with USACE EM 385-1-1. Submit the AHA for review at least 15 calendar days prior to the start of each phase. Format subsequent AHA as amendments to the APP. An AHA will be developed by the Contractor for every operation involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or subcontractor is to perform work. The analysis must identify and evaluate hazards and outline the proposed methods and techniques for the safe completion of each phase of work. At a minimum, define activity being performed, sequence of work, specific safety and health hazards anticipated, control measures (to include personal protective equipment) to eliminate or reduce each hazard to acceptable levels, equipment to be used, inspection requirements, training requirements for all involved, and the competent person in charge of that phase of work. For work with fall hazards, including fall hazards associated with scaffold erection and removal, identify the appropriate fall protection methods used. For work with materials handling equipment, address safeguarding measures related to materials handling equipment. For work requiring excavations, include requirements for safeguarding excavations. An activity requiring an AHA shall not proceed until the AHA has been accepted by the Contracting Officer's representative and a meeting has been conducted by the Contractor to discuss its contents with everyone engaged in the activity, including on-site Government representatives. The Contractor shall document meeting attendance at the preparatory, initial, and follow-up phases of quality control inspection. The AHA shall be continuously reviewed and, when appropriate, modified to address changing site conditions or operations. The analysis should be used during daily inspections to ensure the implementation and effectiveness of the activity's safety and health controls.

The AHA list will be reviewed periodically (at least monthly) at the Contractor supervisory safety meeting and updated as necessary when procedures, scheduling, or hazards change.

Activity hazard analyses shall be updated as necessary to provide an effective response to changing work conditions and activities. The on-site superintendent, site safety and health officer and competent persons used to develop the AHAs, including updates, shall sign and date the AHAs before they are implemented.

The activity hazard analyses shall be developed using the project schedule as the basis for the activities performed. Any activities listed on the project schedule will require an AHA. The AHAs will be developed by the contractor, supplier or subcontractor and provided t othe prime contractor for submittal to the Contracting Offficer.

1.11 DISPLAY OF SAFETY INFORMATION

Within 1 calendar days after commencement of work, erect a safety bulletin board at the job site. The following information shall be displayed on the safety bulletin board in clear view of the on-site construction personnel, maintained current, and protected against the elements and unauthorized removal:

a. Map denoting the route to the nearest emergency care facility.

b. Emergency phone numbers.

c. Copy of the most up-to-date APP.

d. Current AHA(s).

e. OSHA 300A Form.

f. OSHA Safety and Health Protection-On-The-Job Poster.

g. Confined space entry permit.

h. Hot work permit.

i. A sign indicating the number of hours worked since last lost workday accident.

j. Safety and Health Warning Posters.

1.12 SITE SAFETY REFERENCE MATERIALS

Maintain safety-related references applicable to the project, including those listed in the article "References." Maintain applicable equipment manufacturer's manuals.

1.13 EMERGENCY MEDICAL TREATMENT

Contractors will arrange for their own emergency medical treatment. Government has no responsibility to provide emergency medical treatment.

1.14 REPORTS

1.14.1 Accident Reports

a. For recordable injuries and illnesses, and property damage accidents resulting in at least $2,000 in damages, the Prime Contractor shall conduct an accident investigation to establish the root cause(s) of the accident, complete the Navy Contractor Significant Incident Report (CSIR) form or USACE Accident Report Form 3394 and provide the report to the Contracting Officer within 1 calendar day(s) of the accident. The Contracting Officer will provide copies of any required or special forms.

b. For a weight handling equipment accident (including rigging gear accidents) the Prime Contractor shall conduct an accident investigation to establish the root cause(s) of the accident, complete the WHE Accident Report (Crane and Rigging Gear) form and provide the report to the Contracting Officer within 30 calendar days of the accident. Crane operations shall not proceed until cause is determined and corrective

actions have been implemented to the satisfaction of the Contracting Officer. The Contracting Officer will provide a blank copy of the accident report form.

1.14.2 Accident Notification

Notify the Contracting Officer as soon as practical, but not later than four hours, after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than $2,000, or any weight handling equipment accident. Information shall include contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of construction equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on site and Government investigation is conducted.

1.14.3 Monthly Exposure Reports

Monthly exposure reporting to the Contracting Officer is required to be attached to the monthly billing request. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor. The Contracting Officer will provide copies of any special forms.

1.14.4 Regulatory Citations and Violations

Contact the Contracting Officer immediately of any OSHA or other regulatory agency inspection or visit, and provide the Contracting Officer with a copy of each citation, report, and contractor response. Correct violations and citations promptly and provide written corrective actions to the Contracting Officer.

1.14.5 Crane Reports

Submit crane inspection reports required in accordance with USACE EM 385-1-1, Appendix H and as specified herein with Daily Reports of Inspections.

1.14.6 Certificate of Compliance

The Contractor shall provide a Certificate of Compliance for each crane entering an activity under this contract (see Contracting Officer for a blank certificate). Certificate shall state that the crane and rigging gear meet applicable OSHA regulations (with the Contractor citing which OSHA regulations are applicable, e.g., cranes used in construction, demolition, or maintenance shall comply with 29 CFR 1926 and USACE EM 385-1-1 section 16 and Appendix H. Certify on the Certificate of Compliance that the crane operator(s) is qualified and trained in the operation of the crane to be used. For cranes at DOD activities in foreign countries, the Contractor shall certify that the crane and rigging gear conform to the appropriate host country safety standards. The Contractor shall also certify that all of its crane operators working on the DOD activity have been trained in the proper use of all safety devices (e.g., anti-two block devices). These certifications shall be posted on the crane.

1.14.7 Third Party Certification of Barge-Mounted Mobile Cranes

Barge-mounted mobile cranes shall be certified in accordance with 29 CFR 1919 by an OSHA accredited person.

1.15 HOT WORK

Prior to performing "Hot Work" (welding, cutting, etc.) or operating other flame-producing/spark producing devices, a written permit shall be requested from the Fire Division. CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA BEFORE A PERMIT IS ISSUED. The Contractor will provide at least two (2) twenty (20) pound 4A:20 BC rated extinguishers for normal "Hot Work". All extinguishers shall be current inspection tagged, approved safety pin and tamper resistant seal. It is also mandatory to have a designated FIRE WATCH for any "Hot Work" done at this activity. The Fire Watch shall be trained in accordance with NFPA 51B and remain on-site for a minimum of 30 minutes after completion of the task or as specified on the hot work permit.

a. Oil painting materials (paint, brushes, empty paint cans, etc.), and all flammable liquids shall be removed from the facility at quitting time. All painting materials and flammable liquids shall be stored outside in a suitable metal locker or box and will require re-submittal with non-hazardous materials.

b. Accumulation of trays, paper, shavings, sawdust, boxes and other packing materials shall be removed from the facility at the close of each workday and such material disposed of in the proper containers located away from the facility.

c. The storage of combustible supplies shall be a safe distance from structures.

d. Area outside the facility undergoing work shall be cleaned of trash, paper, or other discarded combustibles at the close of each workday.

e. All portable electric devices (saws, sanders, compressors, extension chord, lights, etc.) shall be disconnected at the close of each workday. When possible, the main electric switch in the facility shall be deactivated.

f. When starting work in the facility, Contractors shall require their personnel to familiarize themselves with the location of the nearest fire alarm boxes and place in memory the emergency phone number 911. ANY FIRE, NO MATTER HOW SMALL, SHALL BE REPORTED IMMEDIATELY.

g. Obtain services from th FIRE DIVISION for "HOT WORK" within or around flammable materials (such as fuel systems, welding/cutting on fuel pipes) or confined spaces (such as sewer wet wells, manholes, vaults, etc.) that have the potential for flammable or explosive atmospheres.

PART 2 PRODUCTS

2.1 CONFINED SPACE SIGNAGE

The Contractor shall provide permanent signs integral to or securely attached to access covers for all required confined spaces. Signs

wording: "DANGER--PERMIT-REQUIRED CONFINED SPACE - DO NOT ENTER -" in bold letters a minimum of 25 mm(one inch) in height and constructed to be clearly legible with all paint removed. The signal word "DANGER" shall be red and readable from 1.52 m(5 feet).

2.2 FALL PROTECTION ANCHORAGE

Fall protection anchorage, conforming to ANSI Z359.1, installed under the supervision of a qualified person in fall protection, shall be left in place for continued customer use and so identified by signage stating the capacity of the anchorage (strength and number of persons who may be tied-off to it at any one time).

PART 3 EXECUTION

3.1 CONSTRUCTION AND/OR OTHER WORK

The Contractor shall comply with USACE EM 385-1-1, NFPA 241, the APP, the AHA, Federal and/or State OSHA regulations, and other related submittals and activity fire and safety regulations. The most stringent standard shall prevail.

3.1.1 Hazardous Material Use

Each hazardous material must receive approval prior to being brought onto the job site or prior to any other use in connection with this contract. Allow a minimum of 10 working days for processing of the request for use of a hazardous material. Any work or storage involving hazardous chemicals or materials must be done in a manner that will not expose Government or Contractor employees to any unsafe or unhealthful conditions. Adequate protective measures must be taken to prevent Government or Contractor employees from being exposed to any hazardous condition that could result from the work or storage. The Prime Contractor shall keep a complete inventory of hazardous materials brought onto the work-site. Approval by the Contracting Officer of protective measures and storage area is required prior to the start of the work.

3.1.2 Hazardous Material Exclusions

Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with USACE EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocynates, lead-based paint are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials.

3.1.3 Unforeseen Hazardous Material

The design should have identified materials such as PCB, lead paint, and friable and non-friable asbestos. If additional material, not indicated, that may be hazardous to human health upon disturbance during construction operations is encountered, stop that portion of work and notify the Contracting Officer immediately. Within 14 calendar days the Government will determine if the material is hazardous. If material is not hazardous or poses no danger, the Government will direct the Contractor to proceed

without change. If material is hazardous and handling of the material is necessary to accomplish the work, the Government will issue a modification pursuant to "FAR 52.243-4, Changes" and "FAR 52.236-2, Differing Site Conditions."

3.2 PRE-OUTAGE COORDINATION MEETING

Contractors are required to apply for utility outages at least 15 days in advance. As a minimum, the request should include the location of the outage, utilities being affected, duration of outage and any necessary sketches. Special requirements for electrical outage requests are contained elsewhere in this specification section. Once approved, and prior to beginning work on the utility system requiring shut down, the Contractor shall attend a pre-outage coordination meeting with the Contracting Officer to review the scope of work and the lock-out/tag-out procedures for worker protection. No work will be performed on energized electrical circuits unless proof is provided that no other means exist.

3.3 FALL HAZARD PROTECTION AND PREVENTION

The Contractor shall establish a fall protection and prevention program, for the protection of all employees exposed to fall hazards. The program shall include company policy, identify responsibilities, education and training requirements, fall hazard identification, prevention and control measures, inspection, storage, care and maintenance of fall protection equipment and rescue and escape procedures.

3.3.1 Training

The Contractor shall institute a fall protection training program. As part of the Fall Hazard Protection and Prevention Program, the Contractor shall provide training for each employee who might be exposed to fall hazards. A competent person for fall protection shall provide the training. Training requirements shall be in accordance with USACE EM 385-1-1, section 21.A.16.

3.3.2 Fall Protection Equipment

The Contractor shall enforce use of the fall protection equipment designated for each specific work activity in the Fall Protection and Prevention Plan and/or AHA at all times when an employee is on a surface 1.8 m(6 feet) or more above lower levels. Fall protection systems such as guardrails, personnel fall arrest system, safety nets, etc., are required when working within 1.8m (6 feet) of any leading edge. In addition to the required fall protection systems, safety skiff, personal floatation devices, life rings etc., are required when working above or next to water in accordance with USACE EM 385-1-1, paragraphs 05.I. and 05.J. Personal fall arrest systems are required when working from an articulating or extendible boom, swing stages, or suspended platform. In addition, personal fall arrest systems may be required when operating other equipment such as scissor lifts if the work platform is capable of being positioned outside the wheelbase. The need for tying-off in such equipment is to prevent ejection of the employee from the equipment during raising, lowering, or travel. Fall protection must comply with 29 CFR 1926.500, Subpart M and USACE EM 385-1-1.

3.3.2.1 Personal Fall Arrest Equipment

Personal fall arrest equipment, systems, subsystems, and components shall meet ANSI Z359.1. Only a full-body harness with a shock-absorbing lanyard

or self-retracting lanyard is an acceptable personal fall arrest device. Body belts may only be used as a positioning device system (for uses such as steel reinforcing assembly and in addition to an approved fall arrest system). Harnesses shall have a fall arrest attachment affixed to the body support (usually a Dorsal D-ring) and specifically designated for attachment to the rest of the system. Only locking snap hooks and carabiners shall be used. Webbing, straps, and ropes shall be made of synthetic fiber. The maximum free fall distance when using fall arrest equipment shall not exceed 1.8 m (6 feet). The total fall distance and any swinging of the worker (pendulum-like motion) that can occur during a fall shall always be taken into consideration when attaching a person to a fall arrest system.

3.3.3 Fall Protection for Roofing Work

Fall protection controls shall be implemented based on the type of roof being constructed and work being performed. The roof area to be accessed shall be evaluated for its structural integrity including weight-bearing capabilities for the projected loading.

a. Low Sloped Roofs:

(1) For work within 1.8 m (6 feet) of an edge, on low-slope roofs, personnel shall be protected from falling by use of personal fall arrest systems, guardrails, or safety nets. A safety monitoring system is not adequate fall protection and is not authorized.

(2) For work greater than 1.8 m (6 feet) from an edge, warning lines shall be erected and installed in accordance with 29 CFR 1926.500 and USACE EM 385-1-1.

b. Steep Roofs: Work on steep roofs requires a personal fall arrest system, guardrails with toe-boards, or safety nets. This requirement also includes residential or housing type construction.

3.3.4 Safety Nets

If safety nets are used as the selected fall protection system on the project, they shall be provided at unguarded workplaces, leading edge work or when working over water, machinery, dangerous operations and or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, fall arrest systems or restraint/positioning systems are impractical. Safety nets shall be tested immediately after installation with a drop test of 181.4 kg (400 pounds) dropped from the same elevation a person might fall, and every six months thereafter.

3.3.5 Existing Anchorage

Existing anchorages, to be used for attachment of personal fall arrest equipment, shall be certified (or re-certified) by a qualified person for fall protection in accordance with ANSI Z359.1. Exiting horizontal lifeline achorages shall be certified (or re-certified) by a registered professional engineer with experience in designing horizontal lifeline systems.

3.3.6 Horizontal Lifelines

Horizontal lifelines shall be designed, installed, certified and used under

the supervision of a qualified person for fall protection as part of a complete fall arrest system which maintains a safety factor of 2 (29 CFR 1926.500).

3.3.7 Guardrail Systems

Guardrails shall consist of top and mid-rails, post and toe boards. The top edge height of standard railing must be 42 inches plus or minus 3 inches above the walking/working level. When mid-rails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking/working level. Posts shall be placed no more than 8 feet apart (29 CFR 1926.500 and USACE EM 385-1-1).

3.3.8 Rescue and Evacuation Procedures

When personal fall arrest systems are used, the contracator must ensure that the mishap victim can self-rescue or can be rescued promptly should a fall occur. A Rescue and Evacuation Plan shall be prepared by the contractor and include a detailed discussion of the following: methods of rescue; methods of self-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility. The Rescue and Evaluation Plan shall be included in the Activity Hazard Analysis (AHA) for the phase of work, in the Fall Protection and Prevention (FP&P) Plan, and the Accident Prevention Plan (APP).

3.4 PERSONAL PROTECTIVE EQUIPMENT

All personnel who enter a construction site area shall wear Personal Protective Equipment (PPE) at all times as outlined in the EM 385 1-1. In addition to the requirements of the EM 385 1-1, Safety Glasses (ANSI Z87.1) and High-Visibility Apparel (ANSI 107-2004 Performance Class II, Shirt or Vest) will be worn at all times on construction sites. Hearing protection is required in noise hazard areas or when performing noise hazard tasks. Mandatory PPE on all construction sites includes:

a. Hard Hats

b. Safety Glasses

c. High-Visibility Shirt or Vest

d. Safety-Toed Shoes or Boots

3.5 SCAFFOLDING

Employees shall be provided with a safe means of access to the work area on the scaffold. Climbing of any scaffold braces or supports not specifically designed for access is prohibited. Access to scaffold platforms greater than 6 m (20 feet) in height shall be accessed by use of a scaffold stair system. Vertical ladders commonly provided by scaffold system manufacturers shall not be used for accessing scaffold platforms greater than 6 m (20 feet) in height. The use of an adequate gate is required. Contractor shall ensure that employees are qualified to perform scaffold erection and dismantling. Do not use scaffold without the capability of supporting at least four times the maximum intended load or without appropriate fall protection as delineated in the accepted fall protection and prevention plan. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward.

Special care shall be given to ensure scaffold systems are not overloaded. Side brackets used to extend scaffold platforms on self-supported scaffold systems for the storage of material is prohibited. The first tie-in shall be at the height equal to 4 times the width of the smallest dimension of the scaffold base. Work platforms shall be placed on mud sills. Scaffold or work platform erectors shall have fall protection during the erection and dismantling of scaffolding or work platforms that are more than six feet. Delineate fall protection requirements when working above six feet or above dangerous operations in the Fall Protection and Prevention (FP&P) Plan and Activity Hazard Analysis (AHA) for the phase of work.

3.5.1 Stilts

The use of stilts for gaining additional height in construction, renovation, repair or maintenance work is prohibited.

3.6 EQUIPMENT

3.6.1 Material Handling Equipment

a. Material handling equipment such as forklifts shall not be modified with work platform attachments for supporting employees unless specifically delineated in the manufacturer's printed operating instructions.

b. The use of hooks on equipment for lifting of material must be in accordance with manufacturer's printed instructions.

c. Operators of forklifts or power industrial trucks shall be licensed in accordance with OSHA.

3.6.2 Weight Handling Equipment

a. Cranes must be equipped with:

(1) Load indicating devices (LIDs) and a boom angle or radius indicator,

(2) or load moment indicating devices (LMIs).

(3) Anti-two block prevention devices.

(4) Boom hoist hydraulic relief valve, disconnect, or shutoff (stops hoist when boom reaches a predetermined high angle).

(5) Boom length indicator (for telescoping booms).

(6) Device to prevent uncontrolled lowering of a telescoping hydraulic boom.

(7) Device to prevent uncontrolled retraction of a telescoping hydraulic boom.

b. The Contractor shall notify the Contracting Officer 15 days in advance of any cranes entering the activity so that necessary quality assurance spot checks can be coordinated. Contractor's operator shall remain with the crane during the spot check.

c. The Contractor shall comply with the crane manufacturer's

specifications and limitations for erection and operation of cranes and hoists used in support of the work. Erection shall be performed under the supervision of a designated person (as defined in ASME B30.5). All testing shall be performed in accordance with the manufacturer's recommended procedures.

d. The Contractor shall comply with ASME B30.5 for mobile and locomotive cranes, ASME B30.22 for articulating boom cranes, ASME B30.3 for construction tower cranes, and ASME B30.8 for floating cranes and floating derricks.

e. The presence of Government personnel does not relieve the Contractor of an obligation to comply with all applicable safety regulations. The Government will investigate all complaints of unsafe or unhealthful working conditions received in writing from contractor employees, federal civilian employees, or military personnel.

f. Each load shall be rigged/attached independently to the hook/master-link in such a fashion that the load cannot slide or otherwise become detached. Christmas-tree lifting (multiple rigged materials) is not allowed.

g. Under no circumstance shall a Contractor make a lift at or above 90% of the cranes rated capacity in any configuration.

h. When operating in the vicinity of overhead transmission lines, operators and riggers shall be alert to this special hazard and shall follow the requirements of USACE EM 385-1-1 section 11 and ASME B30.5 or ASME B30.22 as applicable.

i. Crane suspended personnel work platforms (baskets) shall not be used unless the Contractor proves that using any other access to the work location would provide a greater hazard to the workers or is impossible. Personnel shall not be lifted with a line hoist or friction crane.

j. A fire extinguisher having a minimum rating of 10BC and a minimum nominal capacity of 5lb of extinguishing agent shall be available at all operator stations or crane cabs. Portable fire extinguishers shall be inspected, maintained, and recharged as specified in NFPA 10, Standard for Portable Fire Extinguishers.

k. All employees shall be kept clear of loads about to be lifted and of suspended loads.

l. A weight handling equipment operator shall not leave his position at the controls while a load is suspended.

m. The Contractor shall use cribbing when performing lifts on outriggers.

n. The crane hook/block must be positioned directly over the load. Side loading of the crane is prohibited.

o. A physical barricade must be positioned to prevent personnel from entering the counterweight swing (tail swing) area of the crane.

p. A substantial and durable rating chart containing legible letters and figures shall be provided with each crane and securely mounted onto

the crane cab in a location allowing easy reading by the operator while seated in the control station.

q. Certification records which include the date of inspection, signature of the person performing the inspection, and the serial number or other identifier of the crane that was inspected shall always be available for review by Contracting Officer personnel.

r. Written reports listing the load test procedures used along with any repairs or alterations performed on the crane shall be available for review by Contracting Officer personnel.

s. The Contractor shall certify that all crane operators have been trained in proper use of all safety devices (e.g. anti-two block devices).

3.6.3 Equipment and Mechanized Equipment

a. Equipment shall be operated by designated qualified operators. Proof of qualifications shall be kept on the project site for review.

b. Manufacture specifications or owner's manual for the equipment shall be on site and reviewed for additional safety precautions or requirements that are sometimes not identified by OSHA or USACE EM 385-1-1. Such additional safety precautions or requirements shall be incorporated into the AHAs.

c. Equipment and mechanized equipment shall be inspected in accordance with manufacturer's recommendations for safe operation by a competent person prior to being placed into use.

d. Daily checks or tests shall be conducted and documented on equipment and mechanized equipment by designated competent persons.

3.7 EXCAVATIONS

The competent person for excavations performed as a result of contract work shall be on-site when excavation work is being performed, and shall inspect, and document the excavations daily prior to entry by workers. The competent person must evaluate all hazards, including atmospheric, that may be associated with the work, and shall have the resources necessary to correct hazards promptly. The competent person shall perform soil classification in accordance with 29 CFR 1926.

3.7.1 Utility Locations

All underground utilities in the work area must be positively identified by a third party, independent, private utility locating company in addition to any station locating service and coordinated with the station utility department. Any markings made during the utility investigation must be maintained throughout the contract.

3.7.2 Utility Location Verification

The Contractor must physically verify underground utility locations, including utility depth, by hand digging using wood or fiberglass handled tools when any adjacent construction work is expected to come within three feet of the underground system. Digging within 2 feet of a known utility must not be performed by means of mechanical equipment; hand digging shall

be used. If construction is parallel to an existing utility the utility shall be exposed by hand digging every 100 feet if parallel within 5 feet of the excavation.

3.7.3 Utilities Within and Under Concrete, Bituminous Asphalt and Other Impervious Surfaces

Utilities located within concrete slabs or pier decks, bridges, parking areas, and the like, are extremely difficult to identify. Whenever contract work involves chipping, saw cutting, or core drilling through concrete, bituminous asphalt or other impervious surfaces, the existing utility location must be coordinated with station utility departments in addition to location and depth verification by a third party, independent, private locating company. The third party, independent, private locating company shall locate utility depth by use of Ground Penetrating Radar (GPR), X-ray, bore scope, or ultrasound prior to the start of demolition and construction. Outages to isolate utility systems must be used in circumstances where utilities are unable to be positively identified. The use of historical drawings does not alleviate the contractor from meeting this requirement.

3.7.4 Shoring Systems

Trench and shoring systems must be identified in the accepted safety plan and AHA. Manufacture tabulated data and specifications or registered engineer tabulated data for shoring or benching systems shall be readily available on site for review. Job-made shoring or shielding shall have the registered professional engineer stamp, specifications, and tabulated data. Extreme care must be used when excavating near direct burial electric underground cables.

3.7.5 Trenching Machinery

Trenching machines with digging chain drives shall be operated only when the spotters/laborers are in plain view of the operator. Operator and spotters/laborers shall be provided training on the hazards of the digging chain drives with emphasis on the distance that needs to be maintained when the digging chain is operating. Documentation of the training shall be kept on file at the project site.

3.8 ELECTRICAL

3.8.1 Conduct of Electrical Work

Underground electrical spaces must be certified safe for entry before entering to conduct work. Cables that will be cut must be positively identified and de-energized prior to performing each cut. Positive cable identification must be made prior to submitting any outage request for electrical systems. Arrangements are to be coordinated with the Contracting Officer and Station Utilities for identification. The Contracting Officer will not accept an outage request until the Contractor satisfactorily documents that the circuits have been clearly identified. Perform all high voltage cable cutting remotely using hydraulic cutting tool. When racking in or live switching of circuit breakers, no additional person other than the switch operator will be allowed in the space during the actual operation. Plan so that work near energized parts is minimized to the fullest extent possible. Use of electrical outages clear of any energized electrical sources is the preferred method. When working in energized substations, only qualified electrical workers shall be permitted

to enter. When work requires Contractor to work near energized circuits as defined by the NFPA 70, high voltage personnel must use personal protective equipment that includes, as a minimum, electrical hard hat, safety shoes, insulating gloves with leather protective sleeves, fire retarding shirts, coveralls, face shields, and safety glasses. In addition, provide electrical arc flash protection for personnel as required by NFPA 70E. Insulating blankets, hearing protection, and switching suits may be required, depending on the specific job and as delineated in the Contractor's AHA.

3.8.2 Arc Flash Risk/Hazard Analysis

Contractor shall provide an Arc Flash Risk/Hazsrd Analysis in accordance with NFPA 70E for all locations where workers may be exposed to arc flash hazard (work on energized electrical equipment). The Arc Flash Risk/Hazard Analysis shall be sealed and signed by a qualified professional engineer.

3.8.3 Arc Flash Risk/Hazard Analysis Qualifications

Contractor shall engage the services of a qualified organization to provide Arc Flash Risk/Hazard Analysis of the electrial distribution system. Organization shall be independent of th aupplier, manufacturer, and installer of ht equipment. The organization shall be a first tier subcontractor. This work shall not be performed by a second tier subcontractor.

a. Submit name and qualificaitons of organization. Organization shall have been regularaly engaged in providing Arc Flash Risk/Hazard Analysis for a minimum of 5 years.

b. Submit name and qualifications of the professional engineer performing the analysis. Include a list of three comparable jobs performed by the engineer with specific names nad telephone numbers for reference.

3.8.4 Special Permission Energized Electrical Work Permit

All work on energized electrical systems, including high voltage, must have an approved "Special Permission Energized Electrical Work Permit." The results of a Arc Flash Risk/Hazard Analysis, per NFPA 70E, shall be included in the "Special Permission Energized Electrical Work Permit" request. Flame-resistant (FR) clothing and personel protective equipment (PPE) shall be rated for a minimum of 8 calories per square centimeter even if the flash hazard analysis indicates a lower value. A blank copy of the permit request is attached. An editable version may be obtained from the Contracting Officer.

3.8.5 Portable Extension Cords

Portable extension cords shall be sized in accordance with manufacturer ratings for the tool to be powered and protected from damage. All damaged extension cords shall be immediately removed from service. Portable extension cords shall meet the requirements of NFPA 70.

3.9 WORK IN CONFINED SPACES

The Contractor shall comply with the requirements in Section 06.I of USACE EM 385-1-1 and OSHA 29 CFR 1910.146. Any potential for a hazard in the confined space requires a permit system to be used.

a. Entry Procedures. Prohibit entry into a confined space by personnel for any purpose, including hot work, until the qualified person has conducted appropriate tests to ensure the confined or enclosed space is safe for the work intended and that all potential hazards are controlled or eliminated and documented. (See Section 06.I.05 of USACE EM 385-1-1 for entry procedures.) All hazards pertaining to the space shall be reviewed with each employee during review of the AHA.

b. Forced air ventilation is required for all confined space entry operations and the minimum air exchange requirements must be maintained to ensure exposure to any hazardous atmosphere is kept below its' action level.

c. Ensure the use of rescue and retrieval devices in confined spaces greater than 1.5 m (5 feet) in depth. Conform to Sections 06.I.09, 06.I.10 and 06.I.11 of USACE EM 385-1-1.

d. Sewer wet wells require continuous atmosphere monitoring with audible alarm for toxic gas detection.

e. Include training information for employees who will be involved as entrants and attendants for the work. Conform to Section 06.I.06 of USACE EM 385-1-1.

f. Daily Entry Permit. Post the permit in a conspicuous place close to the confined space entrance.

3.10 CRYSTALLINE SILICA

Grinding, abrasive blasting, and foundry operations of construction materials containing crystalline silica, shall comply with OSHA regulations, such as 29 CFR 1910.94, and USACE EM 385-1-1, Appendix C. The Contractor shall develop and implement effective exposure control and elimination procedures to include dust control systems, engineering controls, and establishment of work area boundaries, as well as medical surveillance, training, air monitoring, and personal protective equipment.

3.11 HOUSEKEEPING

3.11.1 Clean-Up

All debris in work areas shall be cleaned up daily or more frequently if necessary. Construction debris may be temporarily located in an approved location, however garbage accumulation must be removed each day.

3.11.2 Falling Object Protection

All areas must be barricaded to safeguard employees. When working overhead, barricade the area below to prevent entry by unauthorized employees. Construction warning tape and signs shall be posted so they are clearly visible from all possible access points. When employees are working overhead all tools and equipment shall be secured so that they will not fall. When using guardrail as falling object protection, all openings shall be small enough to prevent passage of potential falling objects.

-- End of Section --

Special Permission Energized Electrical Work Permit

Permit Number:

Part I: Request for Special Permission

Job Order/Contract Number:

(1) Description of circuit/equipment:

(2) Job Location:

(3) Description of work to be done:

(4) Justification of why the circuit/equipment cannot be de-energized:

(5) Anticipated Duration of Work Requiring Special Permission: (hours/minutes) _____ On (date) _____

(6) Means Employed to Restrict Access of Unqualified Persons:

(7) Shock Hazard Analysis:

Voltage _____ Approach Boundaries: (distance) Limited _____ Restricted_____ Prohibited_____ Flash_____

(8) Flash Hazard Analysis: Calorie PPE required _____ (8 minimum)

Approach Boundaries to be crossed: (Check as applicable) Limited ____ Restricted_____ Prohibited____ Flash Protection _____

(9) PPE to be used: (in addition to required daily wear)

Leather Gloves:	Yes____ No____
Voltage Rated Rubber Gloves with Leather Protectors	Yes____ No____
Safety Glasses	Yes____ No____
Arc Flash Face Shield rated 10-cal/cm sq or more	Yes____ No____
Arc Flash Hood rated 20 cal/cm sq or more	Yes____ No____
Safety Helmet	Yes____ No____
Balaclava (Head Sock)	Yes____ No____
Hearing Protection (single level)	Yes____ No____
Voltage Rated Tools	Yes____ No____
Hazard Risk Category 3 Clothing	Yes____ No____

(10) Source of Lighting: Outside Daylight___ Inside Existing Artificial ___ Temporary Portable Lighting: (AC) ___ Battery___

(11) Name of Employee(s) Assigned to Job and will receive job briefing before beginning work (sign in sheet required):

Requested By_____

Name Typed **Organization (BL / FEAD / PWO)** **Phone #**

_____

Signature

Part II: Recommended Approval

Construction Safety Manager Concurrence: _____ Date: _____

Notification:

Operation Officer:_____Date: _____

Executive Officer:_____Date: _____

Approved by: _____ Date _____

Commanding Officer / Designee

SECTION 01 42 00

SOURCES FOR REFERENCE PUBLICATIONS

01/07

PART 1 GENERAL

1.1 REFERENCES

Various publications are referenced in other sections of the specifications to establish requirements for the work. These references are identified in each section by document number, date and title. The document number used in the citation is the number assigned by the standards producing organization, (e.g. ASTM B 564 Nickel Alloy Forgings). However, when the standards producing organization has not assigned a number to a document, an identifying number has been assigned for reference purposes.

1.2 ORDERING INFORMATION

The addresses of the standards publishing organizations whose documents are referenced in other sections of these specifications are listed below, and if the source of the publications is different from the address of the sponsoring organization, that information is also provided. Documents listed in the specifications with numbers which were not assigned by the standards producing organization should be ordered from the source by title rather than by number. The designations "AOK" and "LOK" are for administrative purposes and should not be used when ordering publications.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)
1819 L Street, NW, 6th Floor
Washington, DC 20036
Ph: 202-293-8020
Fax: 202-293-9287
Internet: http://www.ansi.org/

Note --- Documents beginning with the letter "S" can be ordered from:

Acoustical Society of America
Standards and Publications Fulfillment Center
P. O. Box 1020
Sewickley, PA 15143-9998
Ph: 412-741-1979
Fax: 412-741-0609
Internet: http://asa.aip.org
General e-mail: asa@aip.org
Publications e-mail: asapubs@abdintl.com
AOK 5/01
LOK 6/00

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)
100 Barr Harbor Drive
West Conshohocken, PA 19428-2959
Ph: 610-832-9585
Fax: 610-832-9555
Internet: http://www.astm.org

AOK 5/01
LOK 3/01

ASME INTERNATIONAL (ASME)
Three Park Avenue
New York, NY 10016-5990
Ph: 212-591-7722
Fax: 212-591-7674
Internet: http://www.asme.org
AOK 5/01
LOK 6/00

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
1 Batterymarch Park
P.O. Box 9101
Quincy, MA 02269-9101
Ph: 617-770-3000
Fax: 617-770-0700
Internet: http://www.nfpa.org
AOK 5/01
LOK 8/00

U.S. ARMY CORPS OF ENGINEERS (USACE)
Order CRD-C DOCUMENTS from:
U.S. Army Engineer Waterways Experiment Station
ATTN: Technical Report Distribution Section, Services
Branch, TIC
3909 Halls Ferry Rd.
Vicksburg, MS 39180-6199
Ph: 601-634-2664
Fax: 601-634-2388
Internet: http://www.wes.army.mil/SL/MTC/handbook/handbook.htm

Order Other Documents from:
USACE Publications Depot
Attn: CEIM-SP-D
2803 52nd Avenue
Hyattsville, MD 20781-1102
Ph: 301-394-0081
Fax: 301-394-0084
Internet: http://www.usace.army.mil/publications
or http://www.hnd.usace.army.mil/techinfo/index.htm
AOK 5/01
LOK 6/00

U.S. DEPARTMENT OF DEFENSE (DOD)
Order DOD Documents from:
National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161
Ph: 703-605-6000
FAX: 703-605-6900
Internet: http://www.ntis.gov

Order Military Specifications, Standards and Related Publications from:
Department of Defense Single Stock Point for (DODSSP)
Defense Automation and Production Service (DAPS)
Bldg 4D

700 Robbins AV
Philadelphia, PA 19111-5094
Ph: 215-697-2179
Fax: 215-697-1462
Internet: http://www.dodssp.daps.mil
AOK 5/01
LOK 6/00

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
700 Pennsylvania Avenue, N.W.
Washington, D.C. 20408
Phone: 800-234-8861
Internet: http://www.nara.gov

Order documents from:
Superintendent of Documents
U.S.Government Printing Office
732 North Capitol Street, NW
Washington, DC 20401
Mailstop: SDE
Ph: 202-512-1530
Fax: 202-512-1262
Internet: http://www.gpo.gov
E-mail: gpoaccess@gpo.gov
AOK 5/01

-- End of Section --

SECTION 01 45 10

QUALITY CONTROL

09/01

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

ASTM A 880	(1996) Criteria for Use in Evaluation of Testing Laboratories and Organizations for Examination and Inspection of Steel, Stainless Steel, and Related Alloys
ASTM C 1077	(1998) Laboratories Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Laboratory Evaluation
ASTM D 3666	(2000) Minimum Requirements for Agencies Testing and Inspecting Bituminous Paving Materials
ASTM D 3740	(1999c) Agencies Engaged in the Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction
ASTM E 329	(2000a) Agencies Engaged in the Testing and Inspection of Materials Used on Construction
ASTM E 543	(1999) Evaluating Agencies that Perform Nondestructive Testing

1.2 SUBMITTALS

Submit the following in accordance with Section 01 33 00, "Submittal Procedures."

SD-11 Closeout Submittals

Quality Control Plan (QC PLAN)

Submit a QC plan within 15 calendar days after receipt of Notice of Award.

1.3 INFORMATION FOR THE CONTRACTING OFFICER

Deliver the following to the Contracting Officer:

a. Combined Contractor Production Report/Contractor Quality Control

Report (1 sheet): Original and 1 copy, by 10:00 AM the next work ing day after each day that work is performed;

b. QC Specialist Reports and Test Results: Originals and 1 copy, by 10:00 AM the next working day after each day that work is per formed;

c. Testing Plan and Log, 1 copy, at the end of each month;

d. QC Meeting Minutes: 1 copy, within 2 calendar days of the meeting;

e. Rework Items List: 1 copy, by the last working day of the month and;

f. QC Certifications: As required by the paragraph entitled "QC Certifications".

1.4 QC PROGRAM REQUIREMENTS

Establish and maintain a QC program as described in this section. The QC program consists of a QC Organization, a QC Plan, attending a QC Plan meet ing, attending a Coordination and Mutual Understanding Meeting, conducting QC meetings, performing three phases of control, performing submittal review, ensuring testing is performed, and preparing QC certifications and documentation necessary to provide materials, equipment, workmanship, fabrication, construction and operations which comply with the requirements of this Contract. The QC program shall cover construction operations on-site and off-site and shall be keyed to the proposed construction sequence.

1.5 QC ORGANIZATION

1.5.1 QC Manager

1.5.1.1 Duties

Provide a QC Manager at the work site to manage and implement the QC program. The QC Manager is required to attend the QC Plan meeting, attend the Coordination and Mutual Understanding Meeting, conduct the QC meetings, perform the three phases of control, perform submittal review, ensure testing is performed and prepare QC certifications and documentation required in this Contract. The QC Manager is responsible for managing and coordinating the three phases of control and documentation performed by the QC specialists. In addition to managing and implementing the QC program, the QC Manager may perform the duties of project superintendent.

1.5.1.2 Qualifications

An individual with a minimum of five years experience as a foreman, super intendent, inspector, QC Manager, project manager, or construction manager on similar size construction contracts which included the major trades that are part of this Contract.

1.5.1.3 Construction Quality Management Training

In addition to the above experience and education requirements, the QC Manager shall have completed the course entitled "Construction Quality Management for Contractors." This course is periodically offered by the Navy and the Corps of Engineers. However, it is sponsered by both the AGC and the ABC of Charlotte, North Carolina. Call one of the following to

sign up for the next available class:

The Army Corps of Engineers, Baltimore District;
(Offered in Baltimore, MD)
Contact: Corps of Engineers, Baltimore District
10 South Howard Street
Baltimore, MD 21201
Phone: 410-962-2323

The Associated General Contractors (AGC), Virginia Chapter
in Cooperation with the Army Corps of Engineers, Norfolk District, and
the Naval Facilities Engineering Command, Atlantic Division.
(Offered at rotating locations in Norfolk, Williamsburg, and Richmond)
Contact: AGC of Virginia
8631 Maylan Drive, Parham Park
Richmond, VA 23294
Phone: 804-346-3383

Carolinas Associated General Contractors (CACG)
Contact: CACG
1100 Euclid Avenue
Charlotte, NC 28203
Phone: 704-372-1450 (ext. 5248)

Associated Builders and Contractors (ABC), Carolinas Chapter
Contact: ABC, Carolinas Chapter
3705 Latrobe Drive
Charlotte, NC 28211
Phone: 704-367-1331
or: 877-470-4819

1.5.2 Alternate QC Manager Duties and Qualifications

Designate an alternate for the QC Manager at the work site to serve in the event of the designated QC Manager's absence. The period of absence may not exceed two weeks at one time, and not more than 30 workdays during a calendar year. The qualification requirements for the Alternate QC Manager shall be three years of experience in one of the specified positions.

1.6 QC PLAN

1.6.1 Requirements

Provide for approval by the Contracting Officer, a QC plan submitted in a 3-ring binder with pages numbered sequentially that covers, both on-site and off-site work and includes, the following:

a. A table of contents listing the major sections identified with tabs in the following order:

I. QC ORGANIZATION
II. NAMES AND QUALIFICATIONS
III. DUTIES, RESPONSIBILITY AND AUTHORITY OF QC PERSONNEL
IV. OUTSIDE ORGANIZATIONS
V. APPOINTMENT LETTERS
VI. SUBMITTAL PROCEDURES AND INITIAL SUBMITTAL REGISTER
VII. TESTING LABORATORY INFORMATION
VIII. TESTING PLAN AND LOG
IX. PROCEDURES TO COMPLETE REWORK ITEMS

X. DOCUMENTATION PROCEDURES
XI. LIST OF DEFINABLE FEATURES
XII. PROCEDURES FOR PERFORMING THE THREE PHASES OF CONTROL
XIII. PERSONNEL MATRIX
XIV. PROCEDURES FOR COMPLETION INSPECTION

b. A chart showing the QC organizational structure and its relationship to the production side of the organization.

c. Names and qualifications, in resume format, for each person in the QC organization.

d. Duties, responsibilities and authorities of each person in the QC organization.

e. A listing of outside organizations such as, architectural and consulting engineering firms that will be employed by the Contractor and a description of the services these firms will provide.

f. A letter signed by an officer of the firm appointing the QC Manager and stating that he/she is responsible for managing and implementing the QC program as described in this contract. Include in this letter the QC Manager's authority to direct the removal and replacement of non-conforming work.

g. Procedures for reviewing, approving and managing submittals. Provide the names of the persons in the QC organization authorized to review and certify submittals prior to approval.

h. Testing laboratory information required by the paragraphs entitled "Accredited Laboratories" or "Testing Laboratory Requirements", as applicable.

i. A Testing Plan and Log that includes the tests required, referenced by the specification paragraph number requiring the test, the frequency, and the person responsible for each test.

j. Procedures to identify, record, track and complete rework items.

k. Documentation procedures, including proposed report formats.

l. A list of the definable features of work. A definable feature of work is a task which is separate and distinct from other tasks and requires separate control requirements. As a minimum, if approved by the Contracting Officer, consider each Section of the Specifications as a definable feature of work. However, at times, there may be more than one definable feature of work in each Section of the Specifications.

m. A personnel matrix showing, for each section of the specification, who will perform and document the three phases of control, and who will perform and document the testing.

o. Procedures for Identifying and Documenting the Completion Inspection process. Include in these procedures the responsible party for punch out inspection, prefinal inspection, and final acceptance inspection.

1.6.2 Preliminary Work Authorized Prior to Approval

The only work that is authorized to proceed prior to the approval of the QC plan is mobilization of storage and office trailers and surveying.

1.6.3 Approval

Approval of the QC plan is required prior to the start of construction. The Contracting Officer reserves the right to require changes in the QC plan and operations as necessary to ensure the specified quality of work. The Contracting Officer reserves the right to interview any member of the QC organization at any time in order to verify his/her submitted qualifications.

1.6.4 Notification of Changes

Notify the Contracting Officer, in writing, of any proposed change, including changes in the QC organization personnel, a minimum of seven calendar days prior to a proposed change. Proposed changes must be approved by the Contracting Officer.

1.7 QC PLAN MEETING

Prior to submission of the QC plan, meet with the Contracting Officer to discuss the QC plan requirements of this Contract. The purpose of this meeting is to develop a mutual understanding of the QC plan requirements prior to plan development and submission.

1.8 COORDINATION AND MUTUAL UNDERSTANDING MEETING

After submission of the QC Plan, but prior to the start of construction, meet with the Contracting Officer to discuss the QC program required by this Contract. The purpose of this meeting is to develop a mutual understanding of the QC details, including forms to be used for documentation, administration for on-site and off-site work, and the coordination of the Contractor's management, production and QC personnel with the Contracting Officer. As a minimum, the Contractor's personnel required to attend shall include the project manager, project superintendent, and QC Manager. Minutes of the meeting shall be prepared by the QC Manager and signed by both the Contractor and the Contracting Officer.

1.9 QC MEETINGS

After the start of construction, the QC Manager shall conduct weekly QC meetings at the work site with the project superintendent and QC specialists. The QC Manager shall prepare the minutes of the meeting and provide a copy to the Contracting Officer within 2 working days after the meeting. The Contracting Officer may attend these meetings. The QC Manager shall notify the Contracting Officer at least 48 hours in advance of each meet ing. As a minimum, the following shall be accomplished at each meeting:

a. Review the minutes of the previous meeting;

b. Review the schedule and the status of work:

- Work or testing accomplished since last meeting
- Rework items identified since last meeting

- Rework items completed since last meeting;

c. Review the status of submittals:

- Submittals reviewed and approved since last meeting
- Submittals required in the near future;

d. Review the work to be accomplished in the next 2 weeks and documen tation required. Schedule the three phases of control and testing:

- Establish completion dates for rework items
- Preparatory phases required
- Initial phases required
- Follow-up phases required
- Testing required
- Status of off-site work or testing
- Documentation required;

e. Resolve QC and production problems; and

f. Address items that may require revising the QC plan:

- Changes in QC organization personnel
- Changes in procedures.

1.9.1 THREE PHASES OF CONTROL

The QC Manager shall perform the three phases of control to ensure that work complies with Contract requirements. The Three Phases of Control shall adequately cover both on-site and off-site work and shall include the following for each definable features of work: A definable feature of work is a task which is separate and distinct from other tasks and requires separate control requirements.

1.9.2 Preparatory Phase

Notify the Contracting Officer at least 48 hours in advance of each preparatory phase. Conduct the preparatory phase with the superintendent, and the foreman responsible for the definable feature. Document the results of the preparatory phase actions in the daily Contractor Quality Control Report. Perform the following prior to beginning work on each definable feature of work:

a. Review each paragraph of the applicable specification sections;

b. Review the Contract drawings;

c. Verify that appropriate shop drawings and submittals for materials and equipment have been submitted and approved. Verify receipt of approved factory test results, when required;

d. Review the testing plan and ensure that provisions have been made to provide the required QC testing;

e. Examine the work area to ensure that the required preliminary work has been completed;

f. Examine the required materials, equipment and sample work to ensure that they are on hand and conform to the approved shop

drawings and submitted data;

g. Review the safety plan and appropriate activity hazard analysis to ensure that applicable safety requirements are met, and that required Material Safety Data Sheets (MSDS) are submitted; and

h. Discuss construction methods

1.9.3 Initial Phase

Notify the Contracting Officer at least 48 hours in advance of each initial phase. When construction crews are ready to start work on a definable feature of work, conduct the initial phase with the QC Specialists, the super intendent, and the foreman responsible for that definable feature of work. Observe the initial segment of the definable feature of work to ensure that the work complies with Contract requirements. Document the results of the initial phase in the daily Contractor Quality Control Report. Repeat the initial phase for each new crew to work on-site, or when acceptable levels of specified quality are not being met. Perform the following for each definable feature of work:

a. Establish the quality of workmanship required;

b. Resolve conflicts;

c. Review the Safety Plan and the appropriate activity hazard analysis to ensure that applicable safety requirements are met; and

d. Ensure that testing is performed by an approved laboratory.

1.9.4 Follow-Up Phase

Perform the following for on-going work daily, or more frequently as necessary until the completion of each definable feature of work and document in the daily Contractor Quality Control Report:

a. Ensure the work is in compliance with Contract requirements;

b. Maintain the quality of workmanship required;

c. Ensure that testing is performed by an approved laboratory; and

d. Ensure that rework items are being corrected.

1.9.5 Notification of Three Phases of Control for Off-Site Work

Notify the Contracting Officer at least two weeks prior to the start of the preparatory and initial phases.

1.10 SUBMITTAL REVIEW

Procedures for submittals are as described in Section entitled "Submittal Procedures."

1.11 TESTING

Except as stated otherwise in the specification sections, perform sampling and testing required under this Contract.

1.11.1 Testing Laboratory Requirements

Provide an independent testing laboratory or establish a laboratory quali fied to perform sampling and tests required by this Contract. When the proposed testing laboratory is not accredited by an acceptable accreditation program as described by the paragraph entitled "Accredited Laboratories", submit to the Contracting Officer for approval, certified statements signed by an official of the testing laboratory attesting that the proposed laboratory meets or conforms to the following requirements:

a. Sampling and testing shall be under the technical direction of a Registered Professional Engineer (P.E) with at least 5 years of experience in construction material testing.

b. Laboratories engaged in testing of concrete and concrete aggregates shall meet the requirements of ASTM C 1077.

c. Laboratories engaged in testing of bituminous paving materials shall meet the requirements of ASTM D 3666.

d. Laboratories engaged in testing of soil and rock, as used in engineering design and construction, shall meet the requirements of ASTM D 3740.

e. Laboratories engaged in inspection and testing of steel, stainless steel, and related alloys will be evaluated according to ASTM A 880. Laboratories shall meet the requirements of ASTM E 329.

f. Laboratories engaged in nondestructive testing (NDT) shall meet the requirements of ASTM E 543.

g. Laboratories engaged in hazardous materials testing shall meet the requirements of OSHA and EPA.

1.11.2 Accredited Laboratories

Acceptable accreditation programs are the National Institute of Standards and Technology (NIST) National Voluntary Laboratory Accreditation Program (NVLAP), the American Association of State Highway and Transportation Officials (AASHTO) program and the American Association for Laboratory Accreditation (A2LA) program. Furnish to the Contracting Officer, a copy of the Certificate of Accreditation, Scope of Accreditation and latest directory of the accrediting organization for accredited laboratories. The scope of the laboratory's accreditation shall include the test methods required by the Contract.

1.11.3 Inspection of Testing Laboratories

Prior to approval of non-accredited laboratories, the proposed testing laboratory facilities and records shall be subject to inspection by the Contracting Officer. Records subject to inspection include equipment inventory, equipment calibration dates and procedures, library of test procedures, audit and inspection reports by agencies conducting laboratory evaluations and certifications, testing and management personnel qualifications, test report forms, and the internal QC procedures.

1.11.4 Capability Check

The Contracting Officer retains the right to check laboratory equipment in

the proposed laboratory and the laboratory technician's testing procedures, techniques, and other items pertinent to testing, for compliance with the standards set forth in this Contract.

1.11.5 Test Results

Cite applicable Contract requirements, tests or analytical procedures used. Provide actual results and include a statement that the item tested or analyzed conforms or fails to conform to specified requirements. Conspicuously stamp the cover sheet for each report in large red letters "CONFORMS" or "DOES NOT CONFORM" to the specification requirements, whichever is applicable. Test results shall be signed by a testing laboratory representative authorized to sign certified test reports. Furnish the signed reports, certifications, and other documentation to the Contracting Officer via the QC Manager. Furnish a summary report of field tests at the end of each month. Attach a copy of the summary report to the last daily Contractor Quality Control Report of each month.

1.12 QC CERTIFICATIONS

1.12.1 Contractor Quality Control Report Certification

Each Contractor Quality Control Report shall contain the following statement: "On behalf of the Contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge, except as noted in this report".

1.12.2 Invoice Certification

Furnish a certificate to the Contracting Officer with each payment request, signed by the QC Manager, attesting that as-built drawings are current and attesting that the work for which payment is requested, including stored material, is in compliance with contract requirements.

1.12.3 Completion Certification

Upon completion of work under this Contract, the QC Manager shall furnish a certificate to the Contracting Officer attesting that "the work has been completed, inspected, tested and is in compliance with the Contract".

1.13 DOCUMENTATION

Maintain current and complete records of on-site and off-site QC program operations and activities.

1.13.1 Contractor Production Report

Reports are required for each day that work is performed and shall be attached to the Contractor Quality Control Report prepared for the same day. Account for each calendar day throughout the life of the Contract. The reporting of work shall be identified by terminology consistent with the construction schedule. Contractor Production Reports are to be prepared, signed and dated by the project superintendent and shall contain the following information:

a. Date of report, report number, name of contractor, contract number, title and location of Contract and superintendent present.

b. Weather conditions in the morning and in the afternoon including maximum and minimum temperatures.

c. A list of Contractor and subcontractor personnel on the work site, their trades, employer, work location, description of work performed and hours worked.

e. A list of job safety actions taken and safety inspections conducted. Indicate that safety requirements have been met including the results on the following:

(1) Was a job safety meeting held this date? (If YES, attach a copy of the meeting minutes.)

(2) Were there any lost time accidents this date? (If YES, attach a copy of the completed OSHA report.)

(3) Was crane/manlift/trenching/scaffold/hv electrical/high work/hazmat work done? (If YES, attach a statement or checklist showing inspection performed.)

(4) Was hazardous material/waste released into the environment? (If YES, attach a description of incident and proposed action.)

f. A list of safety actions taken today and safety inspections conducted.

g. A list of equipment/material received each day that is incorporated into the job.

h. A list of construction and plant equipment on the work site including the number of hours used, idle and down for repair.

i. Include a "remarks" section in this report which will contain pertinent information including directions received, problems encountered during construction, work progress and delays, conflicts or errors in the drawings or specifications, field changes, safety hazards encountered, instructions given and corrective actions taken, delays encountered and a record of visitors to the work site.

1.13.2 Contractor Quality Control Report

Reports are required for each day that work is performed and for every seven consecutive calendar days of no-work and on the last day of a no-work period. Account for each calendar day throughout the life of the Contract. The reporting of work shall be identified by terminology consistent with the construction schedule. Contractor Quality Control Reports are to be prepared, signed and dated by the QC Manager and shall contain the following information:

a. Identify the control phase and the definable feature of work.

b. Results of the Preparatory Phase meetings held including the location of the definable feature of work and a list of personnel present at the meeting. Indicate in the report that for this definable feature of work, the drawings and specifications have been reviewed, submittals have been approved, materials comply

with approved submittals, materials are stored properly, preliminary work was done correctly, the testing plan has been reviewed, and work methods and schedule have been discussed.

c. Results of the Initial Phase meetings held including the location of the definable feature of work and a list of personnel present at the meeting. Indicate in the report that for this definable feature of work the preliminary work was done correctly, samples have been prepared and approved, the workmanship is satisfactory, test results are acceptable, work is in compliance with the Contract, and the required testing has been performed and include a list of who performed the tests.

d. Results of the Follow-up Phase inspections held including the location of the definable feature of work. Indicate in the report for this definable feature of work that the work complies with the Contract as approved in the Initial Phase, and that required testing has been performed and include a list of who performed the tests.

e. Results of the three phases of control for off-site work, if applicable, including actions taken.

f. List the rework items identified, but not corrected by close of business.

g. List the rework items corrected from the rework items list along with the corrective action taken.

h. Include a "remarks" section in this report which will contain pertinent information including directions received, quality control problem areas, deviations from the QC plan, construction deficiencies encountered, QC meetings held, acknowledgement that as-built drawings have been updated, corrective direction given by the QC Organization and corrective action taken by the Contractor.

i. Contractor Quality Control Report certification.

1.13.3 Testing Plan and Log

As tests are performed, the QC Manager shall record on the "Testing Plan and Log" the date the test was conducted, the date the test results were forwarded to the Contracting Officer, remarks and acknowledgement that an accredited or Contracting Officer approved testing laboratory was used. Attach a copy of the updated "Testing Plan and Log" to the last daily Contractor Quality Control Report of each month.

1.13.4 Rework Items List

The QC Manager shall maintain a list of work that does not comply with the Contract, identifying what items need to be reworked, the date the item was originally discovered, and the date the item was corrected. There is no requirement to report a rework item that is corrected the same day it is discovered. Attach a copy of the "Contractor Rework Items List" to the last daily Contractor Quality Control Report of each month. The Contractor shall be responsible for including on this list items needing rework including those identified by the Contracting Officer.

1.13.5 As-Built Drawings

The QC Manager is required to review the as-built drawings required by Section 01 78 00, "Closeout Procedures", to ensure that as-built drawings are kept current on a daily basis and marked to show deviations which have been made from the Contract drawings. The QC Manager shall initial each deviation and each revision. Upon completion of work, the QC Manager shall furnish a certificate attesting to the accuracy of the as-built drawings prior to submission to the Contracting Officer.

1.13.6 Report Forms

The following forms, which are attached at the end of this section, are acceptable for providing the information required by the paragraph entitled "Documentation". While use of these specific formats are not required, any other format used shall contain the same information:

a. Combined Contractor Production Report and Contractor Quality Control Report (1 sheet), with separate continuation sheet

b. Testing Plan and Log

c. Rework Items List

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

CONTRACTOR PRODUCTION REPORT

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

CONTRACT NO	TITLE AND LOCATION	DATE
		REPORT NO
CONTRACTOR	SUPERINTENDENT	
AM WEATHER	PM WEATHER / MAX TEMP F	MIN TEMP F

WORK PERFORMED TODAY

Schedule Activity No.	WORK LOCATION AND DESCRIPTION	EMPLOYER	NUMBER	TRADE	HRS

JOB SAFETY

WAS A JOB SAFETY MEETING HELD THIS DATE? ☐ YES ☐ NO
(If YES attach copy of the meeting minutes)

WERE THERE ANY LOST TIME ACCIDENTS THIS DATE? ☐ YES ☐ NO
(If YES attach copy of completed OSHA report)

WAS CRANE/MANLIFT/TRENCHING/SCAFFOLD/HV ELECTRICAL/HIGH WORK DONE? ☐ YES ☐ NO
(If YES attach statement or checklist showing inspection performed.)

WAS HAZARDOUS MATERIAL/WASTE RELEASED INTO THE ENVIRONMENT? ☐ YES ☐ NO
(If YES attach description of incident and proposed action.)

TOTAL WORK HOURS ON JOB SITE THIS DATE	
CUMULATIVE TOTAL OF WORK HOURS FROM PREVIOUS REPORT	
TOTAL WORK HOURS FROM START OF CONSTRUCTION	

LIST SAFETY ACTIONS TAKEN TODAY/SAFETY INSPECTIONS CONDUCTED

☐ SAFETY REQUIREMENTS HAVE BEEN MET.

EQUIPMENT/MATERIAL RECEIVED TODAY TO BE INCORPORATED IN JOB

CONSTRUCTION AND PLANT EQUIPMENT ON JOB SITE TODAY. INCLUDE NUMBER OF HOURS USED TODAY

REMARKS

CONTRACTOR/SUPERINTENDENT DATE

COMBINED FORM 01450-1 (7/96)

SHEET OF

CONTRACTOR QUALITY CONTROL REPORT

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE

PHASE	(BLANK NOT APPLICABLE)	YES	NO	IDENTIFY SPECIFICATION SECTION, DEFINABLE FEATURE OF WORK, LOCATION AND LIST PERSONNEL PRESENT
PREPARATORY	PLANS AND SPECS HAVE BEEN REVIEWED	☐	☐	
	THE SUBMITTALS HAVE BEEN APPROVED.	☐	☐	
	MATERIALS COMPLY WITH APPROVED SUBMITTALS	☐	☐	
	MATERIALS STORED PROPERLY.	☐	☐	
	PRELIMINARY WORK WAS DONE CORRECTLY.	☐	☐	
	TESTING PLAN HAS BEEN REVIEWED.	☐	☐	
	WORK METHOD AND SCHEDULE DISCUSSED.	☐	☐	
	JOB SAFETY / HAZARD ANALYSIS ADDRESSED	☐	☐	
INITIAL	PRELIMINARY WORK WAS DONE CORRECTLY	☐	☐	TESTING PERFORMED & WHO PERFORMED TEST
	SAMPLE HAS BEEN PREPARED/APPROVED	☐	☐	
	WORKMANSHIP IS SATISFACTORY	☐	☐	
	TEST RESULTS ARE ACCEPTABLE.	☐	☐	
	WORK IS IN COMPLIANCE WITH THE CONTRACT.	☐	☐	
	WORK COMPIES WITH SAFETY REQUIREMENTS	☐	☐	
FOLLOW-UP	WORK COMPLIES WITH CONTRACT AS APPROVED INITIAL PHASE	☐	☐	TESTING PERFORMED & WHO PERFORMED TEST
	WORK COMPIES WITH SAFETY REQUIREMENTS	☐	☐	

REWORK ITEMS IDENTIFIED TODAY (NOT CORRECTED BY CLOSE OF BUSINESS)

REWORK ITEMS CORRECTED TODAY (FROM REWORK ITEMS LIST)

REMARKS

On behalf of the contractor, I certify that this report is completed and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

AUTHORIZED QC MANAGER AT SITE DATE

GOVERNMENT QUALITY ASSURANCE REPORT

DATE

QUALITY ASSURANCE REPRESENTATIVE'S REMARKS AND/OR EXCEPTIONS TO THE REPORT

GOVERNMENT QUALITY ASSURANCE MANAGER DATE

COMBINED FORM 01450-1 (7/96) (BACK) SHEET OF

CONTRACTOR QUALITY CONTROL REPORT CONTINUATION SHEET

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE

PHASE	BLANK NOT APPLICABLE	YES	NO	IDENTIFY SPECIFICATION SECTION, DEFINABLE FEATURE OF WORK, LOCATION AND LIST PERSONNEL PRESENT
PREPARATORY	PLANS AND SPECS HAVE BEEN REVIEWED	☐	☐	
	THE SUBMITTALS HAVE BEEN APPROVED.	☐	☐	
	MATERIALS COMPLY WITH APPROVED SUBMITTALS	☐	☐	
	MATERIALS STORED PROPERLY.	☐	☐	
	PRELIMINARY WORK WAS DONE CORRECTLY.	☐	☐	
	TESTING PLAN HAS BEEN REVIEWED.	☐	☐	
	WORK METHOD AND SCHEDULE DISCUSSED.	☐	☐	
	JOB SAFETY / HAZARD ANALYSIS ADDRESSED	☐	☐	

INITIAL				TESTING PERFORMED & WHO PERFORMED TEST
	PRELIMINARY WORK WAS DONE CORRECTLY	☐	☐	
	SAMPLE HAS BEEN PREPARED/APPROVED	☐	☐	
	WORKMANSHIP IS SATISFACTORY	☐	☐	
	TEST RESULTS ARE ACCEPTABLE.	☐	☐	
	WORK IS IN COMPLIANCE WITH THE CONTRACT.	☐	☐	
	WORK COMPLIES WITH SAFETY REQUIREMENTS	☐	☐	

COMBINED FORM 01450-2 (7/96)

CONTRACTOR QUALITY CONTROL REPORT CONTINUATION SHEET

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE

PHASE	(BLANK NOT APPLICABLE)	YES	NO	IDENTIFY SPECIFICATION SECTION, DEFINABLE FEATURE OF WORK, LOCATION AND LIST PERSONNEL PRESENT
	WORK COMPLIES WITH CONTRACT AS APPROVED INITIAL PHASE	☐	☐	
	WORK COMPLIES WITH SAFETY REQUIREMENTS	☐	☐	

FOLLOW-UP

COMBINED FORM 01450-2 (7/96)

TESTING PLAN AND LOG

CONTRACT NUMBER			PROJECT TITLE AND LOCATION							CONTRACTOR	
SPECIFICATION SECTION AND PARAGRAPH NUMBER	ITEM OF WORK	TEST REQUIRED	ACCREDITED/ APPROVED LAB		SAMPLED BY	TESTED BY	LOCATION OF TEST		DATE COMPLETED	DATE FORWARDED TO CONTR. OFF.	REMARKS
			YES	NO			ON SITE	OFF SITE			

REWORK ITEMS LIST

Contract No. and Title: _____

Contractor: _____

NUMBER	DATE IDENTIFIED	DESCRIPTION	CONTRACT REQUIREMENT (Spec. Section and Par. No., Drawing No. and Detail No., etc.)	ACTION TAKEN BY QC MANAGER	RESOLUTION	DATE COMPLETED

-- End of Section --

SECTION 01 50 00

TEMPORARY FACILITIES AND CONTROLS

05/13

PART 1 GENERAL

1.1 TEMPORARY UTILITIES

1.1.1 Availability of Utility Services

a. The Contract clause related to utilities applies. Reasonable amounts of water and electricity from the nearest outlet will be provided free of charge for pursuance of work within a facility under this contract. If the nearest available outlet cannot be utilized by the Contractor because of improper voltage, insufficient current, improper pressure, incompatible connectors, etc., it shall be the responsibility of the Contractor to provide temporary utilities as required.

b. Reasonable amounts of utilities for contractor trailers and storage buildings will be made available to the Contractor, when available. The Contractor shall be responsible for providing transformers, electrical service poles and drops for electrical services, and backflow preventer devices on connections to domestic water lines. Final taps and tie-ins to the Government utility grid will be made by the Contractor after approval by the Contracting Officer. Tap-in cost, if any, shall be the responsibility of the Contractor. Under no circumstances will taps to base fire hydrants be allowed for obtaining domestic water.

1.1.2 Trailers

Electrical service will be supplied by the Government, when available, except at Tarawa Terrace where Carolina Power and Light Company will be the supplier.

1.1.3 Energy and Utilities Conservation

The Contractor shall carefully conserve utilities furnished without charge. The Contractor, at his own expense and in a manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines and remove the same prior to final acceptance of the construction.

1.1.4 Location of Underground Utilities

Location and Protection of underground utilities shall be the responsibility of the Contractor. Where existing-to-remain piping, utilities, and underground obstructions of any type are indicted in locations to be traversed by new piping, ducts, and other excavations the elevations of the existing utilities and obstructions shall be determined before the new work is completed.

a. In addition, the Contractor will be responsible for obtaining the services of a professional utility locator prior to digging.

Contractor will provide documentation that the site has been surveyed and checked for underground utilities. All utilities must be located, including but not limited to power, water, sewer, storm drains, fiber optics, T.V. cable, telephone, and intrusion detection wiring. A set of known utility drawings will be available in the ROICC office for review to assist the locator.

b. It is mandatory that the Contractor also contact the Base Telephone Office (451-2531) prior to accomplishing any digging at Camp Lejeune. A telephone office representative will assist in locating telephone lines.

c. It is mandatory that the Contractor also contact Charter Communications, cable TV service prior to accomplishing any digging at Camp Lejeune, to ensure that all buried cable lines are identified. Contact Mr. Olin Criswell at 353-8677 for assistance.

d. It is mandatory that the contractor also contact the North Carolina One-Call Center to coordinate the location of underground natural gas infrastructure. North Carolina 811, Inc. can be reached at 811 on a touch-tone phone in the state of North Carolina or toll-free at 1.800.632.4949 if calling from out of state. Work requests may also be submitted online at www.nc811.org.

1.1.4.1 The Locations of Underground Utilities

The locations of underground utilities shown at only approximate and the information provided may be incomplete. Contractor shall attempt to ascertain locations of existing underground utilities prior to and during digging operations.

1.1.4.2 Damage to Underground Utilities

Immediate notice shall be delivered to the Contracting Officer of any damage. The Contractor shall make temporary repairs immediately, and shall provide permanent repairs as soon as practicable. For any additional work required by reason of conflict between the new and existing work, an adjustment in contract price will be made in accordance with Contract clause entitled "Differing Site Conditions", if appropriate.

1.2 WEATHER PROTECTION

Take necessary precautions to ensure that roof openings and other critical openings in the building are monitored carefully. Take immediate actions required to seal off such openings when rain or other detrimental weather is imminent, and at the end of each workday. Ensure that the openings are completely sealed off to protect materials and equipment in the building from damage.

1.2.1 Building and Site Storm Protection

When a warning of gale force winds is issued, take precautions to minimize danger to persons, and protect the work and nearby Government property. Precautions shall include, but are not limited to, closing openings; removing loose materials, tools and equipment from exposed locations; and removing or securing scaffolding and other temporary work. Close openings in the work when storms of lesser intensity pose a threat to the work or any nearby Government property.

1.2.1.1 Hurricane Conditions of Readiness

Unless directed otherwise, comply with:

a. Condition FIVE: Normal weather conditions are expected for the foreseeable future. No action is required.

b. Condition FOUR (Sustained winds of 74 mph or greater expected within 72 hours): Contractors shall continue normal daily clean up and good house keeping practices. Collect and store in piles or containers scrap lumber, waste material, and rubbish for removal and disposal at the close of each work day. Stack lumber in neat piles less than 4 feet high. Prepare to remove or secure all debris, trash, or stored materials that could become missile hazards during high wind conditions. Meetings should be held on-site with all subcontractors to review the measures that are going to need to be taken should the base go to a higher readiness condition. Contact the ROICC for any additional updates and upon completion of all required actions.

c. Condition THREE (Sustained winds of 74 mph or greater expected within 48 hours): Once Condition 3 is set, contractors shall shift their focus from their normal activities to taking the actions that are required to prepare the job site for the potential of destructive weather. All debris and rubbish shall be removed form the site at the end of the workday. All stored materials shall either be removed from the job site or secured (metal straps or heavy lines/ropes). All tools, equipment and gear shall be secured at the end of the workday. Begin preparations to adequately secure the facility (windows boarded up, etc.). Meetings should be held on-site with all subcontractors to review the measures that are going to be taken should base go to a higher readiness condition. Contract the ROICC for any additional updates and upon completion of all required actions.

d. Condition TWO (Sustained winds of 74 mph or greater expected within 24 hours): Cease all normal activities until the job-site is completely prepared for the onslaught of destructive weather. The job site should be completely free of debris, rubbish and scrap materials. The facility being worked on should be made weather-tight. All scaffolding planking shall be removed. All formwork and free standing structural steel shall be braced. All machinery, tools, equipment and materials shall be properly secured or removed from the job-site. Expend every effort to clear all missiles hazards and loose equipment from the job site. When the contractor secures for the day the job site should be left in a condition that is ready for the storm and the contractor should assume that they will not be allowed to return to their job site until after the storm passes and the base is reopened. Contact ROICC for additional updates and upon completion of required actions.

e. Condition ONE (Sustained winds of 74 mph or greater expected within 12 hours): If still on the job site, the contractor will be required to immediately leave the base until the storm passes and the base is reopened.

1.3 STORAGE AREAS

The Contract Clause entitled "FAR 52.236-10, Operations and Storage Areas" and the following apply:

1.3.1 Storage Size and Location

The open site available for storage shall be confined to the indicated operations area.

1.4 TEMPORARY SANITARY FACILITIES

Provide adequate sanitary conveniences of a type approved for the use of persons employed on the work, properly secluded from public observation, and maintained in such a manner as required and approved by the Contracting Officer. Maintain these conveniences at all times without nuisance. Upon completion of the work, remove the conveniences from the premises, leaving the premises clean and free from nuisance. Dispose of sewage through connection to a municipal, district, or station sanitary sewage system. Where such systems are not available, use chemical toilets or comparably effective units, and periodically empty wastes into a municipal, district, or station sanitary sewage system, or remove waste to a commercial facility. Include provisions for pest control and elimination of odors.

1.5 TEMPORARY BUILDINGS

Locate these where directed and within the indicated operations area.

1.5.1 Maintenance of Temporary Facilities

Suitably paint and maintain the temporary facilities. Failure to do so will be sufficient reason to require their removal.

1.5.2 Trailers or Storage Buildings

Trailers or storage buildings will be permitted, where space is available, subject to the approval of the Contracting Officer. The trailers or buildings shall be in good condition, free from visible damage rust and deterioration, and meet all applicable safety requirements. Trailers shall be roadworthy and comply with all appropriate state and local vehicle requirements. Failure to maintain storage trailers or buildings to these standards shall result in the removal of non-complying units at the Contractor's expense. A sign not smaller than 24 by 24 inches shall be conspicuously placed on the trailer depicting the company name, business phone number, and emergency phone number. Trailers shall be anchored to resist high winds and must meet applicable state of local standards for anchoring mobile trailers.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 57 19

TEMPORARY ENVIRONMENTAL CONTROLS

05/12

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

U.S. DEPARTMENT OF DEFENSE (DOD)

MIL-S-16165	(Rev E) Shielding Harnesses, Shielding Items and Shielding Enclosures for Use in the Reduction of Interference from Engine Electrical Systems
MIL-STD-461	(Rev E) Control of Electromagnetic Interference Emissions and Susceptibility
MIL-STD-462	(Rev D; Notice 4) Electromagnetic Interference Characteristics

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

29 CFR 1910	Occupational Safety and Health Standards
40 CFR 261	Identification and Listing of Hazardous Waste
40 CFR 262	Generators of Hazardous Waste
40 CFR 263	Transporters of Hazardous Waste
40 CFR 264	Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR 265	Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR 300	National Oil and Hazardous Substances Pollution Contingency Plan
49 CFR 171	General Information, Regulations, and Definitions
49 CFR 172	Hazardous Materials Tables and Hazardous Materials Communications Regulations
49 CFR 178	Shipping Container Specification

1.2 Contractor Liabilities for Environmental Protection

Contractors shall complete and provide environmental training documentation for training required by Federal, State, and local regulations.

1.3 DEFINITIONS

1.3.1 Sediment

Soil and other debris that have eroded and have been transported by runoff water or wind.

1.3.2 Solid Waste

Rubbish, debris, garbage, and other discarded solid materials, except recyclables and hazardous waste as defined in paragraph entitled "Hazardous Waste," resulting from industrial, commercial, and agricultural operations and from community activities.

1.3.3 Sanitary Wastes

Wastes characterized as domestic sanitary sewage.

1.3.4 Rubbish

Combustible and noncombustible wastes such as non-recyclable paper and cardboard, crockery, and bones.

Recyclables includes: clean paper, cardboard, glass, plastics (No. 1 & 2), metal, and cans.

Non-recyclable paper and cardboard are defined as material that has become wet or contaminated with food or other residue that render it un-acceptable for recycling.

Treated wood/lumber is defined as wood that has been stained or treated to prevent rot, or composite wood products such as OSB, pressboard furniture, etc.

Untreated wood is defined as lumber, trees, stumps, limbs, tops, and shrubs.

1.3.5 Debris

Combustible and noncombustible wastes such as ashes and waste materials resulting from construction or maintenance and repair work, (excluding organic matter) leaves, pine straw, grass and shrub clippings.

1.3.6 Chemical Wastes

This includes salts, acids, alkalies, herbicides, pesticides, and organic chemicals.

1.3.7 Garbage

Refuse and scraps resulting from preparation, cooking, dispensing, and consumption of food.

1.3.8 Hazardous Waste

Hazardous substances as defined in 40 CFR 261 or as defined by applicable State and local regulations.

1.3.9 Hazardous Materials

Hazardous materials as defined in 49 CFR 171 and listed in 49 CFR 172.

1.3.10 Landscape Features

Trees, plants, shrubs, and ground cover.

1.3.11 Lead Acid Battery Electrolyte

The electrolyte substance (liquid medium) within a battery cell.

1.3.12 Oily Waste

Petroleum products and bituminous materials.

1.3.13 Class I Ozone Depleting Substance (ODS)

Class I and Class II ODS are defined in Sections 602 (a and b) of The Clean Air Act.

1.4 SUBMITTALS

Submit the following in accordance with Section 01 33 00, "Submittal Procedures."

SD-01 Preconstruction Submittals

Environmental protection plan

Preconstruction survey report

SD-11 Closeout Submittals

Solid waste disposal permit

Disposal permit for hazardous waste

Environmental training documentation

Permit to transport hazardous waste

Hazardous waste certification

Environmental Plan Review

Annual Report of Products Containing Recovered Materials

1.4.1 Solid Waste Disposal Permit

Submit one copy of a State and local permit or license for the solid waste disposal facility.

1.4.2 Disposal Permit for Hazardous Waste

Submit a copy of the applicable EPA and State permits, manifests, or licenses for transportation, treatment, storage, and disposal of hazardous waste by permitted facilities.

1.4.3 Permit to Transport Hazardous Waste

Submit one copy of the EPA or State permit license, or regulation for the transporter who will ship the hazardous waste to the permitted Treatment, Storage, and Disposal (TSD) facility.

1.4.4 Hazardous Waste Certification

Submit written certification that hazardous waste turned in for disposal was generated on Government property and is identified, packaged, and labeled in accordance with 40 CFR 261, 40 CFR 262, and 40 CFR 263.

1.5 ENVIRONMENTAL PROTECTION REGULATORY REQUIREMENTS

Provide and maintain, during the life of the contract, environmental protection as defined in this Section. Plan for and provide environmental protective measures to control pollution that develops during normal construction practice. Plan for and provide environmental protective measures required to correct conditions that develop during the construction of permanent or temporary environmental features associated with the project. Comply with Federal, State, and local regulations pertaining to the environment, including but not limited to water, air, solid waste, and noise pollution.

1.6 ENVIRONMENTAL PROTECTION PLAN

1.6.1 Contents of Environmental Protection Plan

a. Include any hazardous materials (HM) planned for use on the station shall be included in the station HM Tracking Program maintained by the Safety Department. To assist this effort, submit a list (including quantities) of HM to be brought to the station and copies of the corresponding material safety data sheets (MSDS). Submit this list to the Contracting Officer. At project completion, remove any hazardous material brought onto the station. Account for the quantity of HM brought to the station, the quantity used or expended during the job, and the leftover quantity which (1) may have additional useful life as a HM and shall be removed by the Contractor, or (2) may be a hazardous waste, which shall then be removed as specified herein.

b. The Environmental Protection Plan shall list and quantify any Hazardous Waste (HW) to be generated during the project.

c. In accordance with station regulations, store HW near the point of generation up to a total quantity of one quart of hazardous waste or 55 gallons of hazardous waste. Move any volume exceeding these quantities to a HW permitted area within 3 days. Prior to generation of HW, contact Contracting Officer for labeling requirements for storage of hazardous wastes.

d. In accordance with station regulations, substitute materials as necessary to reduce the generation of HW and include a statement

to that effect in the Environmental Plan.

e. Contact Contracting Officer for conditions in the area of the project which may be subject to special environmental procedures. Include this information in the Preconstruction Survey. Describe in the Environmental Protection Plan any permits required prior to working the area, and contingency plans in case an unexpected environmental condition is discovered.

f. Obtain permits for handling HW, and deliver completed documents to Contracting Officer for review. File the documents with the appropriate agency, and complete disposal with the approval of Contracting Officer. Deliver correspondence with the State concerning the environmental permits and completed permits to Contracting Officer.

1.6.2 Environmental Protection Plan Format

The Environmental Protection Plan shall follow the following format:

ENVIRONMENTAL PROTECTION PLAN

Contractor Organization
Address and Phone Numbers

1. Hazardous materials to be brought onto the station
2. MSDS package
3. Employee training documentation
4. HW storage plan
5. HW to be generated
6. Preconstruction survey results
7. Permitting requirements identified

1.6.3 Environmental Plan Review

Fourteen days after the environmental protection meeting, submit the proposed environmental plan for further discussion, review, and approval.

1.6.4 Preconstruction Survey

Perform a preconstruction survey of the project site with the Contracting Officer, and take photographs showing existing environmental conditions in and adjacent to the site.

1.7 ADMINISTRATIVE REQUIREMENTS

1.7.1 Licenses and Permits

Obtain licenses and permits pursuant to "FAR 52.236-7, Permits and Responsibilities" except for those permits which will be obtained by the Contracting Officer.

For permits obtained by the Contracting Officer, whether or not required by the permit, perform inspections of the work in progress, and submit certifications to the applicable regulatory agency, via the Contracting Officer, that the work conforms to the contract and permit requirements. The inspections and certifications shall be provided through the services of a Professional Engineer, registered in the State where the work is being performed. As a part of the quality control plan, which is required to be

submitted for approval by the quality control section, provide a subitem containing the name, P.E. registration number, address, and telephone number of the professional engineer(s) who will be performing the inspections and certifications for each permit listed above.

1.8 GENERAL ENVIRONMENTAL MANAGEMENT SYSTEM AND ENVIRONMENTAL AWARENESS

The Contractor shall familiarize himself with requirements of the attached "Marine Corps Base (MCB), Camp Lejeune, Contractor Environmental Guide."

1.9 CAMP LEJEUNE SANITARY LANDFILL INFORMATION SHEET

See attached "Camp Lejeune Sanitary Landfill Information Sheet" for hours of operation and other important information pertaining Landfill.

PART 2 PRODUCTS

2.1 ANNUAL REPORT OF PRODUCTS CONTAINING RECOVERED MATERIALS

The Contractor shall submit data annually (by December 1) products used during the previous fiscal year (October 1 - September 30) as required by 6002 of the Solid Waste Disposal Act as amended by Resource Conservation and Recovery Act (RCRA). Report forms is attached to end of this section as "Appendix A."

PART 3 EXECUTION

3.1 PROTECTION OF NATURAL RESOURCES

Preserve the natural resources within the project boundaries and outside the limits of permanent work. Restore to an equivalent or improved condition upon completion of work. Confine construction activities to within the limits of the work indicated or specified. Conform to the State permitting requirements of the Clean Water Act.

3.1.1 Land Resources

Except in areas to be cleared, do not remove, cut, deface, injure, or destroy trees or shrubs without Contracting Officer's permission. Do not fasten or attach ropes, cables, or guys to existing nearby trees for anchorages unless authorized by Contracting Officer. Where such use of attach ropes, cables, or guys is authorized, the Contractor shall be responsible for any resultant damage.

3.1.1.1 Protection of Trees

Protect existing trees which are to remain and which may be injured, bruised, defaced, or otherwise damaged by construction operations. Remove displaced rocks from uncleared areas. By approved excavation, remove trees with 30 percent or more of their root systems destroyed. Removal of trees and the procedure for removal requires approval of the Contracting Officer.

3.1.1.2 Landscape Replacement

Remove trees and other landscape features scarred or damaged by equipment operations, and replace with equivalent, undamaged trees and landscape features. Obtain Contracting Officer's approval before removal or replacement.

3.1.1.3 Temporary Construction

Remove traces of temporary construction facilities such as haul roads, work area, structures, foundations of temporary structures, stockpiles of excess or waste materials, and other signs of construction. Grade temporary roads, parking areas, and similar temporarily used areas to conform with surrounding contours.

3.1.2 Water Resources

3.1.2.1 Stream Crossings

The Contracting Officer's approval is required before any equipment will be permitted to ford live streams. In areas where frequent crossings are required, install temporary culverts or bridges. Remove temporary culverts or bridges upon completion of work, and repair the area to its original condition or as indicated.

3.1.2.2 Oily Wastes

Prevent oily or other hazardous substances from entering the ground, drainage areas, or local bodies of water. Surround all temporary fuel oil or petroleum storage tanks with a temporary earth berm of sufficient size and strength to contain the contents of the tanks in the event of leakage or spillage.

3.1.3 Fish and Wildlife Resources

Do not disturb fish and wildlife. Do not alter water flows or otherwise significantly disturb the native habitat adjacent to the project and critical to the survival of fish and wildlife, except as indicated or specified.

3.2 HISTORICAL AND ARCHAEOLOGICAL RESOURCES

Carefully protect in-place and report immediately to the Contracting Officer historical and archaeological items or human skeletal remains discovered in the course of work. Stop work in the immediate area of the discovery until directed by the Contracting Officer to resume work. The Government retains ownership and control over historical and archaeological resources.

3.3 NOISE

Make the maximum use of low-noise emission products, as certified by the EPA. Blasting or use of explosives will not be permitted without written permission from the Contracting Officer, and then only during designated times.

3.4 RESTRICTIONS ON EQUIPMENT

3.4.1 Electromagnetic Interference Suppression

a. Electric motors must comply with MIL-STD-461 relative to radiated and conducted electromagnetic interference. A test for electromagnetic interference will not be required for motors that are identical physically and electrically to those that have previously met the requirements of MIL-STD-461. An electromagnetic interference suppression test will not be required

for electric motors without commutation or sliprings having no more than one starting contact and operated at 3,600 revolutions per minute or less.

b. Equipment used by the Contractor shall comply with MIL-S-16165for internal combustion engines and MIL-STD-461 for other devices capable of producing radiated or conducted interference.

c. Conduct tests for electromagnetic interference on electric motors and Contractor's construction equipment in accordance with MIL-STD-461 and MIL-STD-462. Test location shall be reasonably free from radiated and conducted interference. Furnish testing equipment, instruments, and personnel for making the tests; a test location; and other necessary facilities.

3.4.2 Radio Transmitter Restrictions

Conform to the restrictions and procedures for the use of radio transmitting equipment, as directed. Do not use transmitters without prior approval.

3.5 EROSION AND SEDIMENT CONTROL MEASURES

3.5.1 Local Erosion and Sediment Control Plan

Follow the approved storm water management, erosion and sediment control plan.

3.5.2 Burnoff

Burnoff of the ground cover is not permitted.

3.5.3 Borrow Pit Areas

Manage and control borrow pit areas to prevent sediment from entering nearby streams or lakes. Restore areas, including those outside the borrow pit, disturbed by borrow and haul operations. Restoration includes grading, replacement of topsoil, and establishment of a permanent vegetative cover. Uniformly grade side slopes of borrow pit to not more than a slope of 1 part vertical to 2 parts horizontal. Uniformly grade the bottom of the borrow pits to provide a flat bottom and drain by outfall ditches or other suitable means. Stockpile topsoil removed during the borrow pit operation, and use as part of restoring the borrow pit area.

3.5.4 Protection of Erodible Soils

Immediately finish the earthwork brought to a final grade, as indicated or specified. Immediately protect side and back slopes upon completion of rough grading. Plan and conduct earthwork to minimize duration of exposure of unprotected soils.

3.5.5 Temporary Protection of Erodible Soils

Use the following methods to prevent erosion and control sedimentation:

3.5.5.1 Mechanical Retardation and Control of Runoff

Mechanically retard and control the rate of runoff from the construction site. This includes construction of diversion ditches, benches, berms, and

use of silt fences and strawbales to retard and divert runoff to protected drainage courses.

3.6 CONTROL AND DISPOSAL OF SOLID WASTES

Pick up and separate solid wastes, and place in covered containers which are regularly emptied. Do not prepare or cook food on the project site. Prevent contamination of the site or other areas when handling and disposing of wastes. At project completion, leave the areas clean.

3.6.1 Disposal of Metal Paint Cans

All metal paint cans shall be taken to Building 962 for recycling. The cans shall be empty and completely dry. The cans shall be triple rinsed and stenciled "Triple Rinsed" prior to turn in. The Contractor shall give the Government 72 hours advance notice prior to turn-in. Contractor is responsible for rinsing, stenciling, crushing, and deposting in Government owned receptable, located at Building 962.

3.6.2 Disposal of Rubbish and Debris

Rubbish and debris shall be taken off-base for disposal, unless specifically directed otherwise below:

Metals shall be taken to the DRMO disposal area at Lot 203, as specified.

CATEGORY	CONSTRUCTION DEBRIS DISPOSAL - BASE SANITARY LANDFILL EXAMPLE/GENERAL INFORMATION FOR DEPOSIT IN THE LANDFILL
Recyclable Cardboard	Breakdown corrugated cardboard boxes and deliver to the Base Recycling Center located at Building 982. If base personnel rejects the cardboard, take cardboard for off-base disposal.
Recyclable Wood Pallets	Deliver usable pallets to the Base Recycling Center located at Building 982. If base personnel rejects the pellets, take pallets for off-base disposal.
Organic Matter	Organic matter will not be accepted at the landfill.
Asphalt Pavement	Remove pavement from Government property and deliver to an asphalt recycling establishment. Provide a record of the total tons of asphalt recycled and the corporate name and location of the recycling establishment receiving the removed asphalt.
*****	Weigh each and every vehicle delivering debris upon entrance and exit. Cover debris.
Metals	Metals will not be accepted at the landfill. Remove metals from each and every category before delivery to landfill. (Example: Remove hardware from doors and windows.) Dispose of metal construction debris at Defense Reutilization Maintenance Office (DRMO). Aluminum, brass, copper, lead, other metal, electrical wiring, cable (cut in 3 foot or less sections)
Treated & Untreated Wood/Lumber	Treated & untreated wood/lumber will not be accepted at the landfill.
Concrete	Concrete will not be accepted at the landfill.
Electrical Equipment	Before demolition or removal of electrical equipment from the Base - Contractor shall contact Base High Voltage Shop Supervisor at (910) 451-2790, to allow for first right of refusal of electrical equipment such as: ATS, transformers, and generators. Electrical equipment will not be accepted at landfill.

3.6.3 Disposal Off-Base

a. Provide 24-hour advance written notice to the Contracting Office of Contractor's intention to dispose of off base.

b. Disposal at sites or landfills not holding a valid State of North Carolina permit is specifically prohibited. The prohibition also applies to sites where a permit may have been applied for but not yet obtained.

c. Off-base disposal of construction debris outside the parameters of this paragraph at site without State permits and/or not in accordance with regulatory requirements shall require the Contractor at his own expense to remove, transport and relocate the debris to a State approved site. The Contractor shall also be required to pay any fines, penalties, or fees related to the illegal disposal of construction debris

3.7 CONTROL AND DISPOSAL OF HAZARDOUS WASTE

3.7.1 Hazardous Waste Generation

Handle generated hazardous waste in accordance with 40 CFR 262.

3.7.2 Hazardous Waste Disposal

Dispose of hazardous waste in accordance with Federal, State, and local regulations, especially 40 CFR 263, 40 CFR 264, and 40 CFR 265. Removal of hazardous waste from Government property shall not occur without prior notification and coordination with the Contracting officer. Transport hazardous waste by a permitted, licensed, or registered hazardous waste transported to a TSD facility. Hazardous waste shall be properly identified, packaged, and labeled in accordance with 49 CFR 172. Provide completed manifest for hazardous waste disposed of off-site to the Contracting Officer within 7 days of disposal. Hazardous waste shall not be brought onto the station.

3.7.3 Hazardous Waste Storage

Store hazardous waste in containers in accordance with 49 CFR 178. Identify hazardous waste in accordance with 40 CFR 261 and 40 CFR 262. Identify hazardous waste generated within the confines of the station by the station's EPA generator identification number.

3.7.4 Spills of Oil and Hazardous Materials

Take precautions to prevent spills of oil and hazardous material. In the event of a spill, immediately notify the Contracting Officer. Spill response shall be in accordance with 40 CFR 300 and applicable State regulations.

3.7.5 Lead-Acid Batteries

Dispose of lead-acid batteries that are not damaged or leaking at a State-approved battery recycle or at a permitted or interim status hazardous waste TSD facility. For lead-acid batteries that are leaking or have cracked casings, dispose of the electrolyte solution using one of the following alternatives:

a. An industrial waste water treatment plant, if available and approved by the Contracting Officer for disposing of lead-acid battery electrolyte.

b. Dispose of the lead-acid battery electrolyte at a permitted or interim status hazardous waste TSD facility.

The management and disposal of waste lead-acid batteries and electrolyte shall comply with requirements for management and disposal of hazardous wastes.

3.7.6 Mercury Control

Prior to starting work, remove thermostats, switches, and other components that contain mercury. Upon removal, place items containing mercury in doubled polyethylene bags, label, and turn over to the Contracting Officer for disposal.

3.7.7 Petroleum Products

Protect against spills and evaporation during fueling and lubrication of equipment and motor vehicles. Dispose of lubricants to be discarded and excess oil.

3.8 DUST CONTROL

Keep dust down at all times, including nonworking periods. Sprinkle or treat, with dust suppressants, the soil at the site, haul roads, and other areas disturbed by operations. Dry power brooming will not be permitted. Instead, use vacuuming, wet mopping, wet sweeping, or wet power brooming. Air blowing will be permitted only for cleaning nonparticulate debris such as steel reinforcing bars. Only wet cutting will be permitted for cutting concrete blocks, concrete, and bituminous concrete. Do not shake bags of cement, concrete mortar, or plaster unnecessarily.

3.8.1 Abrasive Blasting

3.8.1.1 Blasting Operations

The use of silica sand is prohibited in abrasive blasting.

Provide tarpaulin drop cloths and windscreens to enclose abrasive blasting operations to confine and collect dust, abrasive agent, paint chips, and other debris in accordance with the requirements specified. Perform work involving removal of hazardous material in accordance with 29 CFR 1910.

3.8.1.2 Disposal Requirements

Collect dust, abrasive, paint, and other debris resulting from abrasive blasting operations and store in 55 gallon drums with watertight lids. Take a representative sample of this material, and test for EP toxicity with respect to lead, chromium, and cadmium content. The sampling and testing shall be performed in accordance with 40 CFR 261. Handle debris resulting from the abrasive blasting operations as a hazardous material, and dispose of in accordance with 40 CFR 262, 40 CFR 263, 40 CFR 264, and 40 CFR 265. Transport hazardous material by a transporter licensed and permitted for transportation of hazardous materials. Dispose of hazardous material in an EPA-approved and permitted facility specifically designated for hazardous waste disposal.

3.9 QUARANTINE FOR IMPORTED FIRE ANT (4/82)

Onslow, Jones, and Cartaret Counties and portions of Duplin and Craven Counties have been declared a generally infested area by the United States Department of Agriculture (USDA) for the imported fire ant. Compliance with the quarantine regulations established by this authority as set forth in USDA Publication 301.81 of 31 December 1992, is required for operations hereunder. Pertinent requirements of the quarantine for materials originating on the Camp Lejeune reservation, the Marine Corps Air Station (Helicopter), New River and the Marine Corps Air Station, Cherry Point, which are to be transported outside Onslow County or adjacent suppression areas, include the following:

a. Certification is required for the following articles and they shall not be moved from the reservation to any point outside Onslow County and adjacent designated areas unless accompanied by a valid inspection certificate issued by an Officer of the Plant Protection and Quarantine Program (PPQ) of the U.S. Department of Agriculture.

   (1) Bulk soil

   (2) Used mechanized soil-moving equipment. (Used mechanized soil-moving equipment is exempt if cleaned of loose noncompacted soil).

   (3) Other products, articles, or means of conveyances, if it is determined by an inspector that they present a hazard of transporting spread of the imported fire ant and the person in possession thereof has been so notified.

b. Authorization for movement of equipment outside the imported fire and regulated area shall be obtained from USDA, Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ), Box 28, Goldsboro, North Carolina, 27533-0028, Attn: Mr. William Scroggins or Mr. Frank Best, telephone (919) 735-1941. If Mr. Scroggins or Mr. Best are not available, contact Mr. Jim Kelley at (910) 815-4667, the supervisor's office in Wilmington. Requests for inspection shall be made sufficiently in advance of the date of movement to permit arrangements for the services of authorized inspectors. The equipment shall be prepared and assembled so that it may be readily inspected. Soil on or attached to equipment, supplies, and materials shall be removed by washing with water or such other means as necessary to accomplish complete removal. Resulting spoil shall be wasted as necessary and as directed.

ANNUAL REPORT OF PRODUCTS CONTAINING RECOVERED MATERIALS

Contractor shall submit data annually (By 1 December) for the following products used during the previous fiscal year (1 October - 30 September) as required by 6002 of the Solid Waste Disposal Act as ammended by Resource Conservation and Recovery Act (RCRA):

Contract Number: _____ Fiscal Year: _____

MATERIAL	UNIT	QUANTITY (CRM)	TOTAL QUANTITY
A. Insulation			
1. Loose fill	Ft3		
2. Blanket or batt	Ft2		
3. Board	Ft2		
4. Spray-in-place	m3		
5. Other			
B. Cement and Concrete	yd3		
C. Paper and Paper Products			
1. Copy Paper	Box		
2. Printing/Writing Paper	Box		
3. Corrugated and fiberboard boxes	Box		
4. Folding boxboard and cartons	Box		
5. Stationary, office papers, envelopes, and computer paper	$Amt		
6. Toilet tissue, paper towels, fasial tissue, paper napkins, doilies and industrial wipes	$Amt		
7. Brown papers and coarse papers	Box		
8. Other			

APPENDIX A

MATERIAL	DEFINITION
1. Quantity (CRM)	Quantity used containing recovered materials.
2. Total Quantity	Quantity used containing recovered materials plus quantity used not containing recovered materials.
3. Unit	Ft3 (cubic feet), Ft2 (square feet), m3 (cubic meters), yd3 (cubic yards), box (number of boxes used), $ Amt (dollar value of material used)
4. Loose-Fill Insulation	Includes, but is not limited to..."cellulose fiber, mineral fibers (fiberglass and rock wool), vermiculite, and perlite.
5. Blanket or Batt Insulation	Includes, but is not limited to... "mineral fibers (fiberglass and rock wool)."
6. Board Insulation	This category refers to sheathing, roof decking, and wood panel insulation. It includes, but is not limited to... "cellulose fiber fiberboard, perlite composite board, polyurethane, polyisocyanurate, polystyrene, phenolics, and composites."
7. Spray-in-place Insulation	Includes, but is not limited to... "foam-in-place polyurethane and polyisocyanurate, and spray-on cellulose."
8. Cement or Concrete Containing Recovered Materials, Cement, or Concrete Containing Fly Ash	
9. Copy Paper	This item refers to... "any grade of paper suitable for copying by the xerographic method."
10. Printing & Writing Paper	This item refers to... "paper designed for printing, other than newsprint, such as offset or book paper," and... "paper suitable for pen and ink, pencil, typewriter or printing."

APPENDIX A

MATERIAL	DEFINITION
11. Corrugated & Fiberboard Boxes	Corrugated boxes refer to... "boxes made of corrugated paperboard, which, in turn, is made from a fluted corrugating medium pasted to two flat sheets of paperboard (linerboard)." Fiber or fiberboard boxes refer to... "boxes made from containerboard, either solid fiber or corrugated paperboard (general term); or boxes made from solid paperboard of the same material throughout."
12. Folding Boxes and Cartons	This item refers to... "a paperboard suitable for the manufacture of folding cartons."
13. Stationery, Office Papers, Envelopes, and Manifold Business Forms	This item is considered self-explanatory, however, if questions arise refer to 40 CFR 250.4 for definitions of any of these items.
14. Toilet Tissue, Paper Towels, Facial Tissue, Paper Napkins, Doilies, and Industrial Wipes	This item is considered self-explanatory, however, if questions arise refer to 40 CFR 250.4 for definitions of any of these items.
15. Brown Papers, and Coarse Papers	Brown papers refer to... "papers usually made from unbleached kraft pulp and used for bags, sacks, wrapping paper, and so forth." Coarse papers refer to... "papers used for industrial purposes, as distinguished from those used for cultural or sanitary purposes."
16. Other	Any other type of paper not included in any of the above categories.

APPENDIX A

-- End of Section --

CAMP LEJEUNE SANITARY LANDFILL
CONTRACTOR'S INFORMATION SHEET
No Personal Property/Off Base Trash Accepted
(Revised May 2012)

General Trash
The following items may be mixed together and brought to the landfill in the same load:
Non-recyclable Paper, Plastics, and Basic Garbage
Roofing Shingles (Non-Asbestos)
Insulation (Non-Asbestos)
Glass (other than bottles)
Sheet Rock (Wall Board)
Particle Board/Composition Board/OSB (re-manufactured wood products used in construction and furniture in lieu of ply-board)
Laminated/Formica covered wood products (counter tops, etc)
Hollow core interior doors
Floor tile (Non-Asbestos)
Porcelain & Ceramic products (toilets, sinks etc)
Fiber glass
PVC pipe (cut in 10' or less lengths)
Ceiling tile

Wood Products:
The following wood products must be removed from the Base:
Scrap lumber (painted and unpainted)
Embark and packing boxes, pallets, ammunition crates, trees, limbs and shrubs. Salt treated wood, creosote treated wood.
Other Products:
Leaves, pine straw, grass and shrub clippings.

Wood Furniture units (must have a 1348 with Base Property and DRMO Stamps downgrading it to SCAP or be specified in the Contract)

ALL material shall be weighed through the Base Landfill scales before being removed from the Base and net tonnage & material type must be reported to the Landfill Office.

Lead Base Painted Wood Products must be delivered to the landfill cut in less than eight foot lengths, wrapped in 6 mil plastic and sealed. Not accepted after 1400 Mon-Thur.

Asbestos (all types)
Accepted by Appointment Only Asbestos must be double wrapped in 6 mil plastic, sealed with duct tape and labeled prior to delivery. Must be delivered before 1000 Mon-Thur.
Call Landfill Manager for appointment @ 451-5011 or 451-2946.
Please provide manifest at time of delivery.

Soil
NON-CONTAMINATED soil accepted

Concrete Products
Concrete, block, brick, concrete culverts, and mortar products must be removed from the Base.
Small loads of broken up brick & block may be accepted at the discretion of the Landfill Manager.

Recyclable Products
The following Recyclable Products Must be separated and dropped off at a recycling drop-off point or the Recycling Center: Plastic Containers, Cardboard, Glass bottles, Aluminum cans & foil, White paper, Shredded paper, Vinyl siding, Steel cans (clean), Newspaper, Toner/ink cartridges.

Landfill Hours of Operation:
Mon – Thur: 0730 - 1530
Fri: 0730 - 1200

CAMP LEJEUNE SANITARY LANDFILL
CONTRACTOR'S INFORMATION SHEET
No Personal Property/Off Base Trash Accepted
(Revised May 2012)

The following items <u>CANNOT</u> be accepted at the landfill:

Hazardous waste	(Contact EMD)
Liquid waste	(Contact EMD)
Metal any type	(Contact DRMO) (see Base Order 5090.17)
Paint & Paint cans	(Contact EMD)
Appliances (white gear)	(Contact EMD)
Electronics	(Contact Recycling Ctr)
Computer equipment	(Contact DRMO)
Batteries any type	(Contact EMD)
Comm wire	(Contact EMD)
Barbed wire	(Contact EMD)
Concertina wire	(Contact EMD)
Contaminated soil	(Contact EMD)
Tires	(Contact EMD)
55 Gal Drums	(Contact EMD) Oil
Filters	(Contact EMD)
Petroleum containers	(Contact EMD)
Regulated Medical waste	(Contact Navel Hospital)
PCBs or PCB containers	(Contact EMD)
Oyster Shells	(Take to Off Base collection point) (Outside T.O.P. Gate)

Items Requiring Demilitarization (Return to generating unit for demil)
Construction and Demolition debris (unless specifically stated in the contract)

<u>Other Info</u>

All furniture must be accompanied by a 1348 REJECTED by Base Property Office **AND** downgraded to Scrap by DRMO.
All other Base or USMC property must be accompanied by a 1348 downgraded to Scrap by DRMO.

Anything related to Ordinance, Ammunition or Dangerous items, including containers, tubes, and packing, must be accompanied by the ADEA Certifications and copies of the Certifier and Verifier's Appointment letters.

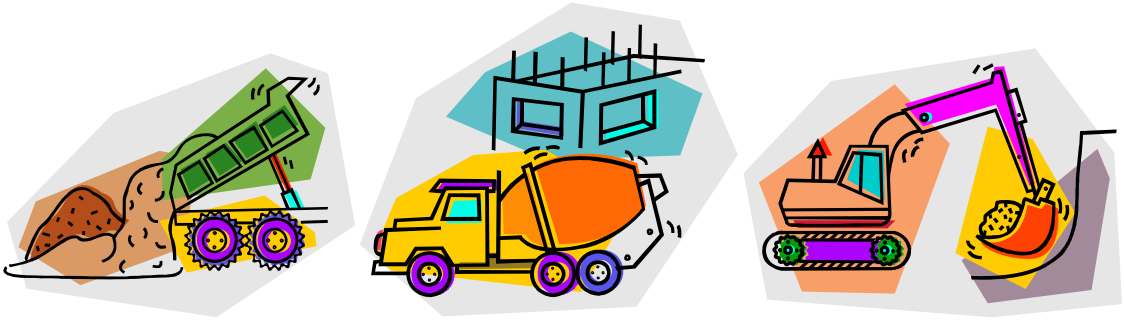
<u>Phone Numbers:</u>

Landfill Clerk	451-2946
Landfill Manager	451-4998
Landfill Fax	451-9935
EMD	451-5837
EOD	451-0558
DRMO	451-8598

Marine Corps Base (MCB) Camp Lejeune

Contractor Environmental Guide

August 2008



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Attachment 3-1 Spill Reporting Form

Attachment 4-1 Weekly Hazardous Waste (HW) Site Inspection Form, MCB Camp Lejeune

Attachment 4-2 Weekly Hazardous Waste (HW) Site Inspection Form, MCAS New River

Attachment A MCB Camp Lejeune, NC/MCAS New River General EMS and Environmental Awareness Training for Contractors and Vendors

1.0 CONTRACTOR ENVIRONMENTAL GUIDE OVERVIEW

The purpose of this Contractor Environmental Guide is to assist contractors working aboard Marine Corps Base (MCB) Camp Lejeune (MCBCL) and Marine Corps Air Station (MCAS) New River (MCASNR) in complying with Federal and state environmental laws and regulations, as well as Marine Corps and local Installation environmental policies. This guide is designed to answer many of the environmental questions that arise as well as provide pertinent information on environmental topics and training requirements.

NOTE This document should be used only as a *guide* to environmental issues contractors may face while working aboard MCBCL and MCASNR. It is expected that contractors will work closely with their Resident Officer in Charge of Construction (ROICC) or Contract Representatives who will consult with the Environmental Management Division (EMD) at MCBCL and the Environmental Affairs Department (EAD) at MCASNR regarding environmental management issues, concerns, and/or questions.

This document should be used only as a *guide* to environmental issues contractors may face while working aboard MCBCL and MCASNR.

NOTE This guide is designed to provide the Federal and state requirements and Marine Corps and Installation policies that pertain to MCBCL and MCASNR. It is the contractor's responsibility to know and comply with requirements and policies. Environmental personnel will assist contractors with compliance issues; however, the primary burden of regulatory identification, familiarity, and compliance lies with the contractor. This training *does not* replace any required regulatory environmental training as per contract requirements. Required environmental training should be completed *prior* to working at MCBCL or MCASNR, if required by your contract.

NOTE It is the contractor's responsibility to review the project-specific contract and specifications. Additional environmental requirements, submissions, and/or meetings not documented in this guide may be necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact EMD or EAD if additional clarification is necessary.

1.1 KEY DEFINITIONS AND CONCEPTS

The following are key definitions and concepts used throughout this guide. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

1.1.1 Key Definitions

- **Environment.** Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

- **Environmental Management Division (EMD).** MCBCL's environmental division responsible for environmental issues and compliance at MCBCL and MCASNR (with the exception of hazardous waste and hazardous materials at MCASNR).

- **Environmental Affairs Department (EAD).** MCASNR's environmental department responsible for hazardous waste/hazardous material issues at MCASNR.

1.1.2 Key Concepts

- **Comprehensive Environmental Training and Education Program (CETEP).** The Marine Corps training program designed to ensure that high-quality, efficient, and effective environmental training, education, and information are provided at all levels of the Marine Corps.

- **Environmental Management System (EMS).** The part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the Environmental Policy.

- **EMS Training.** Instruction that is designed to ensure that military and civilian personnel, including contractors and vendors, become familiar with the Installation's EMS and how it functions.

- **General Environmental Awareness Training.** Instruction that is designed to ensure that military and civilian personnel, including contractors and vendors, become familiar with the local environmental policies and programs for regulatory compliance, natural resource conservation, pollution prevention, and environmental protection.

- **Installation.** Throughout this document, Installation refers to all MCBCL property, including MCASNR and all outlying fields associated with MCBCL.

1.2 INSTALLATION BACKGROUND

MCB Camp Lejeune was established in 1941 in Onslow County along the southern coast of North Carolina. MCBCL is located just north of MCAS New River. MCBCL encompasses more than 153,000 acres, consisting of 26,000 acres of water and 127,000 acres of land.

The primary function of MCBCL is national defense, providing a home base for the II Marine Expeditionary Force (MEF), 2d Marine Division, 2d Marine Logistics Group, and other combat units and support commands. MCBCL's mission is to maintain combat ready units for expeditionary deployment. MCBCL maintains and utilizes supply warehouses;

maintenance shops; hazardous material and hazardous waste storage; bulk fuel storage and transfer facilities; fleet parking; housing areas; recreational areas; two golf courses; and a marina. Additionally, MCBCL is a self-sufficient Base, with its own steam-generating station, wastewater treatment plant, drinking water wells, drinking water treatment plants, and landfill.

MCASNR is the principal U.S. Marine Corps (USMC) helicopter operating location on the East Coast. The Air Station supports aircrew training in the H-53 helicopter. It is also the evaluation and prospective beddown site for the V-22 Osprey. The mission of MCASNR is to provide the necessary support for its tenant units, Marine Aircraft Group 26 (MAG-26) and MAG-29.

1.2.1 Environmental Management Division (EMD) and Environmental Affairs Department (EAD)

MCBCL's EMD, located within the Installation and Environment Department, is responsible for all natural resource and environmental matters aboard the Installation (with the exception of hazardous waste/hazardous material issues at MCASNR). EMD works closely with activities at MCBCL, educating and training personnel to comply with environmental laws while accomplishing the military mission.

The Environmental Affairs Department (EAD) is located at MCASNR. EAD and EMD work closely together. MCBCL and MCASNR participate together in one Environmental Management System (EMS).

1.2.2 Expectations

As contractors aboard the Installation, your commitment to strict compliance with environmental laws and regulations will assist the Installation in providing the best possible training facilities for today's Marines and Sailors while honoring our environmental responsibilities and objectives. Violation of environmental laws can result in severe civil or criminal penalties and fines.

1.3 OVERVIEW OF REQUIREMENTS

1.3.1 Contractor Environmental Guide

The following information is contained in the guide:

- MCBCL Contractor Environmental Guide
    - EMS overview and requirements
    - Environmental program specific requirements
- Attachment A: MCB Camp Lejeune/MCAS New River General EMS and Environmental Awareness Training for Contractors and Vendors

This guide and associated EMS and General Environmental Awareness training module is provided for review to contractors and their employees performing work aboard the Installation. Included is a summary of the EMS and environmental programs, as well as a summary of key requirements associated with the various environmental issues contractors may encounter while performing work aboard the Installation. Contractors are expected to work with their ROICC or Contract Representatives and the EMD/EAD when environmental concerns or issues arise.

This guide and associated EMS and General Environmental Awareness training module is provided for review to contractors and their employees performing work aboard MCB Camp Lejeune.

1.3.2 Environmental and EMS Training

In accordance with Department of Defense (DoD) instructions and Marine Corps Orders (MCO), MCBCL and MCASNR have implemented Comprehensive Environmental Training and Education Programs (CETEP). The goal of CETEP is to ensure that appropriate environmental instruction and related information are provided to all levels of the Marine Corps in the most effective and efficient manner to achieve full compliance with all applicable environmental training requirements. A major component of the CETEP is to provide general environmental awareness training to all individuals associated with the Installation, including contractors.

In addition to CETEP requirements, the Installation has implemented an Installation-wide Environmental Management System. The EMS highlights the fact that the authority and principal responsibility for controlling environmental impacts belong to those commands, units, offices, and personnel (including contractors) whose activities have the potential to impact the environment.

All contractors should provide both EMS and General Environmental Awareness training to their employees. This guide, along with the training materials in Attachment A, satisfy these training requirements. The

All contractors are provided both EMS and General Environmental Awareness training materials in this handbook to utilize in training their employees.

training module can also be accessed at the MCBCL EMD website at: http://www.lejeune.usmc.mil/emd/ under "General EMS and Environmental Awareness Training for Contractors and Vendors."

As such, contractors working aboard the Installation will do the following:

- Fulfill job responsibilities in compliance with environmental regulations and in conformance with EMS requirements.
- Complete all applicable environmental training and maintain associated records as per contract requirements.
- Review EMS and General Environmental Awareness training, and be aware of and understand the Environmental Policy.
- Contact their ROICC or Contract Representative immediately regarding environmental and/or EMS issues.

1.4 POINTS OF CONTACT

Table 1-1 lists the EMD Branches and their respective phone numbers. Contact your ROICC or Contract Representative, who may refer you to an EMD POC for environmental and EMS-related questions and/or concerns.

Table 1-1. EMD Points of Contact, 0730 to 1630 M–F

Branch/Program Area	Phone Number
MARINE CORPS BASE, CAMP LEJEUNE	
Environmental Management Division (EMD), I&E Dept	(910) 451-5003
Environmental Compliance Branch, EMD	(910) 451-5837
Hazardous Waste/Hazardous Material (HW/HM) Program	(910) 451-1482
Base HazMart	(910) 451-1482
Pollution Abatement System Program	(910) 451-1482
Environmental Quality Branch (Air Quality, Water Quality, Solid Waste, Permitting)	(910) 451-5068
Environmental Conservation Branch (Natural Resources, Cultural Resources)	(910) 451-5063
Conservation Law Enforcement	(910) 451-5226
MARINE CORPS AIR STATION, NEW RIVER	
Environmental Affairs Division (HW/HM issues aboard MCASNR)	(910) 449-5997

In the case of an environmental emergency, contact the appropriate party, as well as your ROICC or Contract Representative, as outlined in Table 1-2. Additional emergency response procedures are provided in Section 3.0 of this guide.

Table 1-2. Environmental Emergency Contacts

If you spill:	Call:
Hazardous waste	**911**
Unknown materials	**911**
Hazardous materials	**911**
Petroleum, oil, and lubricants (POL) and/or nonpetroleum oils (cooking oils and greases)	**911**

2.0 ENVIRONMENTAL MANAGEMENT SYSTEM

The Installation jointly operates an Environmental Management System (EMS). An EMS is a systematic way of continually implementing environmental requirements and evaluating performance. The EMS is founded on the principles of MCB Camp Lejeune and MCAS New River's Environmental Policy, which is endorsed by their respective Commanding Officers (COs). Three key principles of the Environmental Policy are to comply with relevant environmental laws and regulations, prevent pollution, and continually improve our EMS.

Three key principles of the Environmental Policy are to comply with relevant environmental laws and regulations, prevent pollution, and continually improve our EMS.

The purpose of the EMS is to sustain and enhance mission readiness and access to training areas through effective and efficient environmental management. The EMS highlights the fact that the authority and principal responsibility for controlling environmental impacts belong to those commands, units, offices, and personnel (including contractors and vendors) whose activities have the potential to impact the environment.

2.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with environmental management systems. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact EMD if additional clarification is necessary.

2.1.1 Key Definitions

- **Environment.** Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

- **Environmental Aspect.** A characteristic of a practice that can cause, in normal operation or upset mode, an impact to an environmental or other resource. Each practice may have several aspects.

- **Environmental Impact.** An effect of a practice's aspect on an environmental or other resource. Each practice may have several impacts.

- **Environmental Resources.** Sensitive environmental receptors (e.g., air, water, natural resources) or cultural or historic assets at the Installation, in the surrounding community, within the ecosystem or beyond, that can be impacted by the operation of practices.

- **Practice.** A unit process that supports a military mission and can impact environmental resources. (It is the ability to impact an environmental resource that is key to defining a practice. However, practices may also impact other resources.)

- **Practice Owner.** Person(s) responsible for control of practices. EMS procedures use the term *practice owner* when assignment of more specific responsibilities is left to the owning organizations.

2.1.2 Key Concepts

- **Environmental Management System (EMS).** The part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the Environmental Policy.

- **Environmental Policy.** Statement by the organization of its intentions and principles in relation to the overall environmental performance, which provides a framework for action and for the setting of environmental objectives and targets.

2.2 OVERVIEW OF REQUIREMENTS

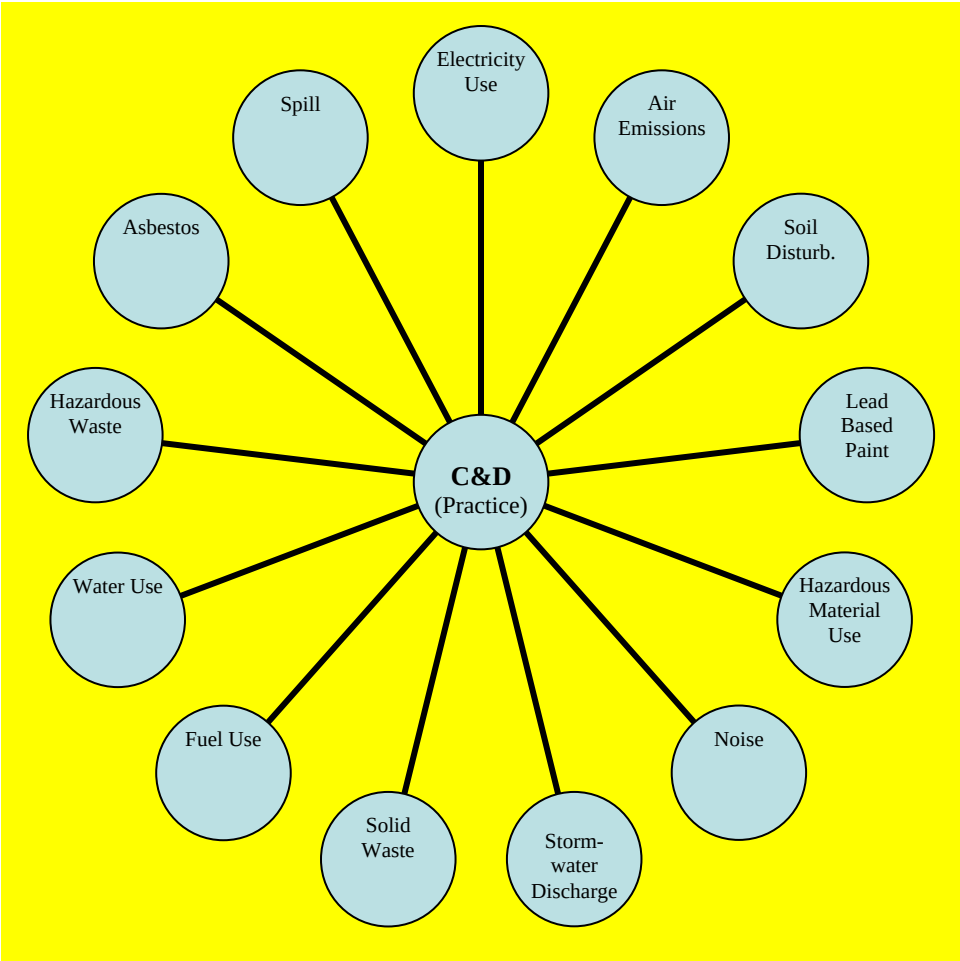
Contractors must be aware of, and adhere to, all regulations and requirements concerning EMS, including the following:

- **Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management.** Requires implementation of an EMS at all appropriate organizational levels.

2.3 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

An EMS is a systematic way of continually implementing environmental requirements and evaluating performance. The foundation of the Installation's EMS is based on the activities, or practices, conducted at the installation. One "systematic" component of the EMS is identifying all practices, or actions, executed aboard the Installation that have potential environmental aspects and impacts. Each practice at the installation, such as construction/demolition, wastewater treatment, or groundskeeping, has one or many environmental aspects. An aspect of a practice is a characteristic that can cause an impact to an environmental or other resource, such as water use. These environmental aspects can then result in an impact (e.g., depletion of natural resources) on an environmental or other resource. This relationship between practices and aspects for the practice of construction and demolition (C&D) activities is illustrated in the following simplified figure:

It is expected that contractors understand that the activities performed on base can interact with the environment and have the potential to impact the environment.



2.4 EMS RESPONSIBILITIES

It is expected that contractors understand that the activities (e.g., practices) performed on Installation can interact with the environment (e.g., environmental aspects) and have the potential to impact the environment. Therefore, it is expected that contractors will do the following:

- Review the Contractor Environmental Guide.
- Be aware of the Environmental Policy.
- Conduct activities in a manner to avoid and/or minimize impacts to the environment by complying with all applicable Federal, state, and local environmental regulations and Base Orders.
- Be familiar with spill procedures.
- Report all environmental emergencies and spills.

- Report any environmental problems or concerns promptly and notify the ROICC or Contract Representative.
- Respond to data collection efforts upon request.

2.5 CONTRACTOR ENVIRONMENTAL GUIDE AND EMS

The Contractor Environmental Guide comprises sections that are categorized based on the type of environmental requirements routinely encountered by contractors at the Installation. The following matrix relates the practices that contractors generally execute aboard the Installation to the contents of this guide. The matrix is provided to assist contractors in narrowing down specific requirements that may apply to on-site activities.

MCB CAMP LEJEUNE PRACTICES	Env. Emergency Response/ Spill Response, Section 3.0	HM/HW, Section 4.0	Unforeseen Site Conditions, Section 5.0	Asbestos, Section 6.0	Lead Based Paint, Section 7.0	Stormwater, Section 8.0	Solid Waste, Recycling, and P2, Section 9.0	Training, Section 10.0	Cultural Resources, Section 11.0	Permitting, Section 12.0	Air Quality, Section 13.0	Natural Resources, Section 14.0
Battery Replacement	Applicable To All Practices Conducted Aboard MCB Camp Lejeune		Applicable To All Practices Conducted Aboard MCB Camp Lejeune				●	Applicable To All Practices Conducted Aboard MCB Camp Lejeune				
Building Maintenance–General		●		●			●					
Building Operation–General		●					●					
Catch Basin Cleaning						●						
Construction/Demolition				●	●	●	●		●	●		●
Controlled Burn Operations											●	●
Degreasing		●									●	
Engine Operation and Maintenance		●									●	
Equipment Calibration		●										
Equipment Disposal							●					
Equipment Operation and Maintenance		●		●								
Erosion Control						●				●		●
Fuel Storage–Containers		●				●						
Fueling		●										
Grinding												
HM Storage		●			●	●						
HM Transportation		●			●							
HW Generation		●					●			●		
HW Satellite Accumulation Area		●								●		
Land Clearing						●	●		●	●		●
Landscaping						●						
Material Storage Handling		●					●					
Mowing						●						
Outfall Cleaning						●						
Packaging/Unpackaging							●					
Paint Removal					●						●	
Painting		●									●	
Painting Preparation		●										
Parts Replacement				●								
PCB Disposal		●										
Pesticide/Herbicide Application		●								●		
Range Residue Clearance						●				●		

MCB Camp Lejeune Practices	Emergency Response/ Spill Response, Chapter 3.0	HM/HW, Chapter 4.0	Unforeseen Site Conditions, Chapter 5.0	Asbestos, Chapter 6.0	Lead Based Paint, Chapter 7.0	Stormwater, Chapter 8.0	Recycling and Pollution Prevention, Chapter 9.0	Training, Chapter 10.0	Cultural Resources, Chapter 11.0	Permitting, Chapter 12.0	Air Quality, Chapter 13.0	Natural Resources, Chapter 14.0
Refrigerant Replacement	Applicable To All Practices Conducted Aboard MCB Camp Lejeune	●	Applicable To All Practices Conducted Aboard MCB Camp Lejeune					Applicable To All Practices Conducted Aboard MCB Camp Lejeune			●	
Riparian Buffer Maintenance						●						●
Rock Crushing Operations							●			●		
Runoff Sedimentation Basins						●						
Sediment Traps						●						
Soil Excavation/Grading						●			●			●
Solid Waste Recycling Collection/Transportation							●			●		
Storage Tank Cleaning and Maintenance		●								●		
Stormwater Collection/Conveyance System						●						
Stormwater Engineering Controls Operation and Maintenance						●				●		
Stump/Brush Removal						●	●		●			●
Vehicle Operation							●					
Vehicle Parking						●						
Vehicle/Equipment Fluid Change		●										

3.0 ENVIRONMENTAL EMERGENCY RESPONSE/SPILL RESPONSE

The purpose of emergency planning is to control, contain, and remove releases of materials while minimizing impacts to human health and the environment. Contractors operating aboard the Installation must be aware of, and adhere to, environmental emergency response procedures and notification requirements to minimize detrimental effects from inadvertent releases.

For procedures relating to emergencies caused by unforeseen site conditions, please refer to Section 5.0 in this guide. For other types of non-environmental emergencies, always call 911.

3.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with environmental emergency response and spill response requirements. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact EMD if additional clarification is necessary.

3.1.1 Key Definitions

- **Berm.** A mound used to prevent the spread of a contaminated area.
- **Non-Petroleum Oil.** Oil products that may include, but are not limited to, synthetic oils such as silicone fluids and tung oils, wood-derivative oils such as resin/rosin oils, animal fats and oil, and edible and inedible seed oils from plants.
- **POL.** Petroleum, Oil, and Lubricant products that may include, but are not limited to, any petroleum-based products such as gasoline, diesel fuel, jet fuel, engine oil, gear oil, lube oil, and lubricant products such as hydraulic brake fluid, automatic transmission fluid (ATF), and grease.
- **Release.** The uncontrolled loss of a hazardous material from its storage vessel, to include POLs. All releases are required to be reported to the Fire and Emergency Services Division. Releases of POLs that occur within an enclosed and contained maintenance facility are not subject to this reporting requirement provided they do not have the potential to impact the environment.

3.1.2 Key Concepts

- **Environmental Emergency Response Contacts:**

If you spill:	Call:	Follow-up:
Hazardous waste	**911**	Spill Report
Unknown materials	**911**	Spill Report
Hazardous materials	**911**	Spill Report

- **Spill Follow-Up.** Contractors have containment and cleanup responsibilities following a spill.

3.1.3 Environmental Management System

All practices associated with Emergency Response/Spill Response are listed in Section 2 of this Handbook. The following is a list of potential impacts associated with these practices.

- Air Quality Degradation
- Community Relations/Public Perception Impact
- Depletion of Landfill Space
- Depletion of Resources
- Electricity Consumption
- Fuel Consumption
- Groundwater Quality Degradation
- Historic/Cultural Resource Disturbance
- Other Natural Resource Disturbance
- Personnel Exposure
- Potable Water Quality Degradation
- Real Property/Private Property Damage
- Soil Compaction
- Soil Erosion
- Soil Quality Degradation
- Surface Water Quality Degradation
- Water Consumption
- Wetlands Disturbance
- Wildlife Species/Habitat Disturbance

3.2 OVERVIEW OF REQUIREMENTS

Contractors operating aboard the Installation must be aware of, and adhere to, all applicable regulations and requirements regarding emergency response and spill procedures, including the following:

- **Clean Air Act (CAA) of 1970, Section 112r.** Specifies emergency planning where potential exists for catastrophic release of hazardous air pollutants.
- **Clean Water Act (CWA) of 1972.** Establishes the basic structure for regulating discharges of pollutants into the Waters of the United States.
- **Comprehensive Environmental Response, Compensation, and Liability (CERCLA) Act of 1980.** Authorizes federal response to any release or threatened release of hazardous substance into the environment. This act defines hazardous substances (HS) by reference to substances that are listed or designated under other environmental statutes.
- **Emergency Planning and Community Right-to-Know Act of 1986, Section 304.** Establishes requirements for the reporting of a release to ensure a quick response by local emergency responders. Notification requirements apply to two chemical lists: the Extremely Hazardous Substances (EHS) list and CERCLA HS list. The "List of Lists" provides comprehensive identification of EHSs and HSs.
- **NC General Statute Chapter 143, Article 21A – Oil Pollution and Hazardous Substances Control.** Prohibits pollution by oil, oil products, oil by-products, and other hazardous substances into the land and the waters over which the State has jurisdiction. The statute establishes specific requirements for reporting a release to the State and supports and complements applicable provisions of the Federal Water Pollution Control Act.
- **Oil Pollution Act (OPA) of 1990.** Addresses oil storage at facilities and emphasizes preparedness and response activities. This act prohibits the harmful discharge of oil and hazardous substances into Waters of the United States.
- **Resource Conservation and Recovery Act of 1976 Subtitle C.** Establishes a system for controlling hazardous waste from the time it is generated, transported, treated, stored, and/or disposed of, or from "cradle to grave."

3.3 Spill Notification

The Installation Integrated Contingency Plan (ICP) provides general information for any type of response actions needed for spills aboard the Installation. Contractors must develop a Unit Level Contingency Plan that addresses spill response for their specific sites and potential spill types (e.g., chemical; sewer; POL; and non-petroleum oils). This plan must be maintained onsite and be available for review upon request.

Contractors must develop a Unit Level Contingency Plan that addresses spill response for their specific sites and potential spill types.

In the event of a spill, contact your ROICC or Contract Representative after contacting emergency response. They will contact EMD to obtain a spill report form. Return the completed form to EMD (Fax # (910) 451-3471) and to your ROICC or Contract Representative. A copy of the spill reporting form is included as Attachment 3-1. The following information must be provided when reporting a spill to 911:

- Your name and phone number
- Location of spill (building. number, street)
- Number and type of injuries, if any
- Type and amount of spilled material
- Source of the spill (container, vehicle, etc.)
- Action being taken, if any, to control the spill
- Estimated time of spill

Do not wait to report a spill if all of the required information is not immediately available.

3.4 Follow-Up

Should surface runoff be contaminated, the contractor will, under the advisement of the Fire and Emergency Services Division or EMD, construct a temporary berm or containment area. Contaminated surface water will be removed in accordance with all safety and environmental requirements for the Installation. The Resource Conservation and Recovery Section (RCRS) within EMD ((910) 451-1482) will be notified and will provide concurrence for temporary containment areas and removal of contaminated runoff.

If solid or hazardous waste was generated as the result of a spill, refer to Sections 4.0 and 9.0 of this guide for disposal requirements.

Attachment 3-1

Spill Reporting Form

** For EMD Personnel Only.
Fill out all the blanks except for #18.

SPILL REPORTING FORM

CALL RECEIVED BY: _____RESPONDED BY: _____

SUBJ: _____

1. DATE: _____TIME: _____

2. SOURCE: _____

(Include Serial Number of equipment if available).

3. LOCATION BUILDING: _____

4. Did Fire Dept. Respond? _____Name of Responder: _____

5. UNIT/AGENCY: _____ POC: _____

6. ESTIMATED AMOUNT: _____GALLONS -- QUARTS -- PINTS (Circle One)

7. TYPE OF SUBSTANCE: _____

8. SAMPLES TAKEN: _____

9. SLICK DESCRIPTION: (NONE) **OR _____**

10. ACTION TAKEN: _____

_____

_____

11. ON SCENE WEATHER: _____

12. OIL SPILL MOVEMENT: (NONE) **OR _____**

13. DAMAGE: (NONE) **OR _____**

14. POTENTIAL DANGER: (NONE) **OR _____**

15. CAUSE OF SPILL: _____

_____

_____

16. PARTIES PERFORMING SPILL REMOVAL: _____

_____

17. ASSISTANCE REQUIRED: NO ADDITIONAL **OR _____**

_____

**** 18. TELEPHONE REPORT WAS MADE TO NRC—TIME _____DATE _____ CONFIRMATION NUMBER IS _____. TELEPHONE REPORT WAS MADE TO NC DIVISION OF EMERGENCY—TIME _____DATE _____, POC IS _____.**

POINT OF CONTACT IS MR JOHN HAMILTON, ENVIRONMENTAL COMPLIANCE BRANCH, ENVIRONMENTAL MANAGEMENT DIVISION, INSTALLATION AND ENVIRONMENT DEPARTMENT, AT (910) 451-1482.

4.0 HAZARDOUS MATERIALS/HAZARDOUS WASTE MANAGEMENT

All persons on a Marine Corps installation are subject to compliance with Federal and state regulations and permit conditions addressing the proper management of both hazardous materials and hazardous waste. Mishandling these wastes and materials may result in violation notices, fines, and/or penalties. The U.S. Environmental Protection Agency (USEPA) regulates hazardous wastes through the Resource Conservation and Recovery Act (RCRA), which provides specific regulatory definitions for hazardous waste and its management. RCRA governs all hazardous waste from the point of generation to the point of final disposal. This includes hazardous waste generated by contractors aboard the Installation. Hazardous materials, including those used by contractors aboard the Installation, are regulated by the Emergency Planning and Community Right-to-Know Act (EPCRA). Additionally, the North Carolina Department of Environment and Natural Resources (NCDENR) has issued more stringent rules and regulations governing hazardous materials and hazardous waste management that also apply to contractors.

4.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with hazardous materials, hazardous wastes, and their management. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative.

4.1.1 Key Definitions

- **Hazardous Material (HM).** A chemical compound, or combination of compounds, posing or capable of posing a significant risk to public health, safety, or the environment as a result of its quantity, concentration, or physical/chemical/infectious properties.

- **Hazardous Waste (HW).** A solid waste, or combination of solid wastes, which because of quantity, concentration, or physical, chemical, or infectious characteristics may:

- Cause, or significantly contribute to, an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness, or

- Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

- **Manifest.** A document that allows all parties involved in hazardous waste management (e.g., generators, transporters, disposal facilities, USEPA, state agencies) to track the movement of hazardous waste from the point of generation to the point of ultimate treatment, storage, or disposal.

- **Material Safety Data Sheet (MSDS).** A document that provides information about (1) the potential health effects of exposure to chemicals or other potentially dangerous substances and (2) safe working procedures for users to adhere to when handling that chemical or substance.

- **Non–RCRA-Regulated Waste.** A waste that is not regulated or is exempt from regulation under RCRA hazardous waste requirements but has other regulatory requirements for proper management.

- **Satellite Accumulation Area (SAA).** A HW generation point at which waste may be accumulated until the HW storage container is full. A filled container must be transferred within 72 hours to an approved 90-day site or long-term HW storage facility. An EMD authorization for an SAA must be obtained and posted at the site. EMD authorization will establish individual limits for each SAA. No SAA authorizations will exceed 55 gallons of HW or 1 quart of acutely HW. Per Installation policy, storage of HW in a SAA should not exceed 365 days even if the container is not full.

- **Universal Waste (UW).** Universal waste regulations streamline hazardous waste management standards for batteries, pesticides, mercury-containing equipment, and fluorescent lamps. The regulations govern the collection and management of these widely generated wastes, thus facilitating environmentally sound collection and proper recycling or treatment. In North Carolina, batteries,

thermostats, obsolete agricultural pesticides, and fluorescent lamps may be managed under the UW Rule. UW must be transferred off-site within one (1) year of the date when the material was first identified as waste.

- **Used Oil.** Any oil that has been refined from crude oil or synthetic oil and, as a result of use, storage, or handling, has become unsuitable for its original purpose due to the presence of impurities or loss of original properties. Used oil may be suitable for further use and is economically recyclable, therefore is managed as a separate category of material.

4.1.2 Key Concepts

None.

4.1.3 Environmental Management System

Practices, or activities, associated with hazardous materials and hazardous waste management includes the following:

- Building maintenance–general
- Building operation–general
- Degreasing
- Engine operation and maintenance
- Equipment calibration
- Equipment operation and maintenance
- Fuel storage–containers
- Fueling
- HM storage
- HM transportation
- HW satellite accumulation area
- Painting
- Painting preparation
- Polychlorinated biphenyl (PCB) disposal
- Pesticide/herbicide application
- Refrigerant replacement
- Storage tank cleaning and maintenance
- Vehicle/equipment fluid change

The potential impacts of these activities on the environment include depletion of the hazardous waste landfill; depletion of non-renewable resources; and degradation of soil quality.

4.2 OVERVIEW OF REQUIREMENTS

Contractors operating aboard MCB Lejeune and MCAS New River must be aware of, and adhere to, all applicable regulations and requirements regarding hazardous materials and hazardous waste, including the following:

- **Base Order (BO) 5090.9, Hazardous Material/Waste Management/Air Station Order (ASO) 5090.2, Environmental Compliance and Protection Program for MCAS New River.** Establishes procedures and general responsibilities for the disposal of hazardous material and hazardous waste under environmental permits and authorizations.

- **Emergency Planning and Community Right-to-Know Act (EPCRA).** Establishes requirements regarding emergency planning and the reporting of hazardous chemical storage and usage.

- **Resource Conservation and Recovery Act (RCRA) of 1976.** Establishes standards for generators and transporters of hazardous waste that will ensure the following: proper recordkeeping and reporting; use of manifest system; use of appropriate labels and containers; and proper management of hazardous waste transfer, storage, and disposal facilities.

- **40 CFR Subchapter I (Parts 260–299), Solid Wastes.** Federal regulations promulgated under the 1976 RCRA that regulate hazardous waste management, generators, transporters, and owners or operators of treatment, storage, or disposal facilities. North Carolina has adopted the Federal hazardous waste rules by reference.

The Installation is a large quantity generator of hazardous waste. Therefore, all hazardous waste generated aboard MCB Camp Lejeune must meet the regulatory requirements of this generator designation.

Both MCB Camp Lejeune and MCAS New River maintain Hazardous Waste Management Plans that outline the specific requirements for

managing hazardous materials and hazardous wastes each Base. This section presents key points from these documents.

The contractor is responsible for ensuring that any used hazardous materials generated during work aboard MCB Camp Lejeune are properly managed and turned in weekly on Wednesday from 1300 - 1500 hours to the EMD Consolidation Center, Bldg. S-962 on Michael Road. For work aboard MCAS New River, hazardous materials can be turned at the Environmental Affairs Department (EAD) Hazardous Waste warehouse, Bldg AS-4225, located on Canal Street. This includes universal waste, used oil, petroleum-contaminated materials, regulated hazardous waste, and non–RCRA-regulated waste. Environmental personnel will provide oversight to verify compliance with applicable Federal and state laws governing the generation and handling of these materials.

Depending on the type of project, contractors may be required to submit a Hazardous Waste Management Plan to the ROICC or the Contract Representative prior to beginning work. Additionally, a Contractor Hazardous Material Inventory Log and corresponding MSDSs for all materials to be used aboard either Base during the execution of the contract may be required by the Contracting Officer. EMD/EAD will use the MSDSs to help contractors establish their Hazardous Material Storage and Satellite Accumulation Areas.

Contractors may be required to submit a Hazardous Waste Management Plan to the ROICC or the Contract Representative prior to beginning work.

4.3 HAZARDOUS MATERIALS REQUIREMENTS

If a project uses hazardous materials:

- Reduce/reuse/recycle when possible; meet contract requirements for recycling.
- Segregate incompatible materials. Consult your MSDS or EMD if you are unsure of a material's compatibility. Some **examples of incompatible materials** likely to be used by contractors at the Installation are:
    - **Corrosives** (e.g., batteries, stripping and cleaning compounds containing acids or bases) **and Flammables** (e.g., fuels, oils, paints, and adhesives);

- **Corrosives** (e.g., batteries, stripping and cleaning compounds containing acids or bases) **and Oxidizers** (e.g., bleach); and
- **Oxidizers** (e.g., bleach) **and Flammables** (e.g., fuels, oils).

Do not store large quantities of materials. Keep on hand only what can be used.

- Keep flammable materials in flammable storage lockers.
- Do not store large quantities of materials. Keep on hand only what can be used.
- Do not dump any hazardous material into floor drains, sinks, oil-water separators, or storm drains, or onto the ground
- Store containers that hold 55 gallons or more (including in-use electrical generators and portable equipment) in proper secondary containment. Containment must be inspected on a weekly basis; all inspections and drainage events must be documented.

Stop work immediately if a project unearths a hazardous material (such as munitions or ordnance) and report the situation to the ROICC or Contract Representative.

- Maintain MSDSs and appropriate spill control/cleanup materials on-site at all times.
- Provide HAZMAT storage and usage information for regulatory reporting to the appropriate environmental office upon request.
- Stop work immediately if a project unearths a hazardous material (such as munitions or ordnance) and report the situation to the ROICC or Contract Representative.
- Do not leave hazardous materials on-site once the contract is completed. Remove from Installation property or turn in all full, partially full, and empty hazardous material containers to the Resource Conservation and Recovery Section (RCRS) at Bldg. S-962 on Michael Road (MCBCL) or EAD at Bldg AS-4225 on Canal Street (MCASNR) upon completion of the contract.

4.4 UNIVERSAL WASTE REQUIREMENTS

NCDENR allows thermostats, obsolete agricultural pesticides, lamps, and certain types of batteries to be managed as universal waste (UW). UW has less stringent requirements for storage, transport, and collection, but must

still comply with full hazardous waste requirements for final recycling, treatment, or disposal. UW requirements are outlined in 40 CFR 273.

All UW must be properly containerized, stored, and labeled at the time the waste is first generated. Containers/areas accumulating UW must be labeled as follows:

- Words: *UNIVERSAL WASTE.*
- Content: Noun name found on the specific Hazardous Waste Profile Sheet (DRMS Form 1930) available from EMD (e.g., *batteries, fluorescent lamps, pesticides, mercury-containing equipment*).
- Accumulation Start Date (ASD): The ASD must be marked on the subject container the moment a UW item is placed into the container. Storage of UW cannot exceed 365 days.
- Number of Containers: The number of containers marked reflects the total number of containers disposed of within the current document (i.e., 1 of 1, etc.).

RCRS or EAD personnel will assist contractors in establishing each UW accumulation area. Key points to follow:

- The containers must be under the control of the contractor generating the waste and must be closed at all times except when adding waste.
- Per Installation policy, UW containers/areas must be inspected weekly using the Weekly Hazardous Waste (HW) Site Inspection Form included as Attachment 4-1 or 4-2. Written records noting discrepancies as well as corrective actions must be maintained onsite for a period of three years. Copies of inspection reports should be provided to the ROICC or Contract Representative.
- When the ASD reaches one year or when the container is full, the waste generator has 72 hours (3 days) to move the UW into the permitted storage area at Bldg. S-962 on Michael Road (MCBCL) or to Bldg AS-4225 on Canal Street (MCASNR). Coordinate with the appropriate environmental office for pickup (MCBCL – (910) 451-1482; MCASNR – (910) 449-5997/6143) when the drum is full or the contract is finished.

4.5 HAZARDOUS WASTE REQUIREMENTS

The appropriate environmental office must be notified before any hazardous waste is generated on projects managed by the ROICC or the FSC.

The appropriate environmental office must be notified before any hazardous waste is generated on projects managed by the ROICC or the Facilities Support Contracts (FSC). If you are uncertain about whether a waste meets the definition of a hazardous waste, have your ROICC or Contract Representative contact RCRS or EAD. Installation personnel must approve all regulated waste and hazardous waste storage locations.

If a project generates hazardous waste:

- Minimize generation through waste minimization and pollution prevention techniques.
- Have your ROICC or Contract Representative contact RCRS or EAD if you are unsure about how to manage a waste. Do not mix waste types (e.g., used oil rags and solvent rags).
- Have your ROICC or Contract Representative contact RCRS or EAD for turn-in procedures as wastes are generated.
- Do not dump any hazardous waste into floor drains, sinks, oil-water separators, or storm drains, or onto the ground. Do not place hazardous waste into general trash dumpsters.
- Ensure that hazardous waste drums are properly labeled and lids are secured (wrench tight).
- Ensure that SAAs are managed properly and storage limits are not exceeded; have your ROICC or Contract Representative consult with RCRS or EAD prior to creating a new SAA.

4.5.1 Storage

All hazardous waste must be properly containerized, stored, and labeled at the time the waste is first generated. Hazardous waste must be stored in containers that meet applicable specifications of the U.S. Department of Transportation (DOT). Hazardous waste labels, as required by the USEPA and the NCDENR, must contain the following information:

- Words: *HAZARDOUS WASTE*.

- Content: Noun name found on the specific Hazardous Waste Profile Sheet (DRMS Form 1930) provided by RCRS or EAD.

- Accumulation Start Date (ASD): For HW accumulated in an SAA, the ASD will be affixed once the container is filled or at the one-year anniversary, whichever comes first.

- Number of Containers: Reflects the total number of containers (i.e., 1 of 1, etc.).

Any HW generated by contractors must be stored in a SAA. RCRS or EAD will assist contractors in establishing each SAA. A summary of procedures follows:

- The generator of hazardous waste may accumulate as much as 55 gallons of a hazardous waste stream (or less than one quart of acutely hazardous waste) in a container at or near the point of generation.

- The containers must be under the control of the contractor generating the waste and must be kept closed (wrench tight) at all times except when adding waste.

- Hazardous waste containers must be inspected weekly using the Weekly Hazardous Waste (HW) Site Inspection Form included as Attachment 4-1 or 4-2. Written records noting discrepancies as well as corrective actions must be maintained for a period of three years. Copies of inspection reports should be provided to the ROICC or Contract Representative.

- The generating contractor should monitor the level of waste in the SAA container and shall coordinate turn-in to RCRS or EAD prior to it becoming full. If the SAA container should become full, the generating contractor has 72 hours (3 days) to move the hazardous waste to the permitted storage area at Bldg. S-962 on Michael Road (MCBCL) or Bldg AS-4225 on Canal Street (MCASNR). Storage of HW in a SAA should not exceed 365 days even if the container is not full.

4.5.2 Manifesting and Disposal

Disposal of hazardous waste generated by contractors must be coordinated with the Installation. Hazardous and universal waste generated aboard MCB Camp Lejeune and MCAS New River must be transported off-base by a permitted hazardous waste transporter and must include a hazardous waste manifest. These procedures must be followed:

Only personnel from EMD who have been designated in writing by the MCB Camp Lejeune Commanding Officer can sign the hazardous waste manifest.

- The MCB Camp Lejeune or MCAS New River USEPA ID number is used for disposal of all contractor-generated hazardous waste.
- Only personnel from the Installation who have been designated in writing by the Commanding Officer can sign the hazardous waste manifest. Your ROICC or Contract Representative should contact RCRS at (910) 451-1482 (MCBCL) or EAD at (910) 449-5997 (MCASNR) regarding manifesting regulated and non-regulated wastes off-site.
- Under NO circumstances can a contractor or ROICC or Contract Representative sign a hazardous waste manifest or use another USEPA ID number for wastes generated at Installation.

4.6 NON–RCRA-REGULATED WASTE REQUIREMENTS

Non–RCRA-regulated wastes include used oil and oil filters, used antifreeze, contaminated wipes, discarded electronic equipment, and batteries not managed as universal waste.

4.6.1 Used Oil and Oil Filters

Used motor oil itself is *not* regulated as a hazardous waste in North Carolina if it is recycled or burned for energy recovery. If used oil is not recycled, the generator must determine prior to disposal whether it is a hazardous waste. Used oil must be collected in drums marked “Used Oil.” If the Used Oil storage container has a volume of 55 gallons or more, it must be stored in secondary containment. Coordinate with RCRS at (910) 451-1482 (MCBCL) or EAD at (910) 449-5997 (MCASNR) for pickup when the drum is full or the contract is finished.

- Do not dump used oil into drains, sinks, or trash containers, or onto the ground.
- Do not store used oil in open buckets or drip pans, damaged or rusted containers, or containers that cannot be fully closed.
- Do not mix used oil with other waste materials.

Used oil filters are not regulated as hazardous waste in North Carolina as long as they are not mixed with listed hazardous wastes. To qualify for this exclusion, the following conditions must be met:

- Used oil filters must be gravity hot-drained by puncturing the filter anti-drain back valve or filter dome and hot draining into a "Used Oil" storage drum. "Hot-drained" means that the oil filter is drained at a temperature that approximates the temperature at which the engine operates. All used oil filters will be hot-drained for a minimum of 24 hours before turn-in to RCRS at Bldg. S-962 on Michael Road (MCBCL) or EAD at Bldg AS-4225 on Canal Street (MCASNR).
- Any incidental spillage that occurs must be cleaned up with Dry Sweep, rags, or "oil socks."
- Drained used oil filters must be collected in a container that is in good condition and is labeled with the words "Drained Used Oil Filters."
- No other waste streams should be deposited in containers collecting used oil filters for disposal.
- Drained used oil filters will be turned into RCRS at Bldg. S-962 on Michael Road on a weekly basis on Wednesday from 1300 to 1500 (MCBCL) or to EAD at Bldg AS-4225 on Canal Street (MCASNR).

4.6.2 Used Antifreeze

Used antifreeze is considered a hazardous waste because of its toxicity unless it is recycled or placed in an approved storage area. Used antifreeze will be containerized in spill proof containers and turned in at RCRS on a weekly basis at Bldg. S-962 on Michael Road, for recycling. For used

antifreeze generated aboard MCAS New River, contact EAD at (910) 449-5997 for turn-in instructions.

4.6.3 Petroleum-Contaminated Wipes/Oily Rags

Petroleum-contaminated wipes and oily rags are to be managed as non-regulated waste. Follow these procedures:

- Store oil-contaminated wipes and oily rags in metal containers because of their flammability/combustibility to protect them from the weather.
- Do not throw these non-regulated waste items into solid waste dumpsters or garbage cans.
- Turn petroleum-contaminated wipes and oily rags that are not on a red rag contract into RCRS at Bldg. S-962 on Michael Road on a weekly basis on Wednesday from 1300 to 1500 (MCBCL) hour or to EAD at Bldg AS-4225 on Canal Street (MCASNR).

4.6.4 Used Electronic Equipment

Used electronic equipment usually contains lead solder or polychlorinated biphenyl (PCB) oils (i.e., light ballast). These items will be turned in as they are generated. Have your ROICC or Contract Representative contact RCRS (MCBL) at (910) 451-1482 or EAD (MCASNR) at (910) 449-5997 for proper handling and turn-in procedures.

4.6.5 New and Used Batteries (Not Regulated as Universal Waste)

- Store compatible batteries together (i.e., lithium batteries should be stored with other lithium batteries).
- Store batteries off the ground to prevent them from coming into contact with water.
- Store lead-acid batteries away from an open flame.
- Place rechargeable batteries in plastic bags before storing them with other rechargeable batteries.
- Do not dispose of batteries unless authorized.

- Have your ROICC or Contract Representative contact RCRS at (910) 451-1482 or EAD at (910) 449-5997 for proper handling and turn-in procedures.

Attachment 4-1

Weekly Hazardous Waste (HW) Site Inspection Form
MCB Camp Lejeune

MCB Camp Lejeune Weekly Hazardous Waste (HW) Site Inspection
Universal Waste (UW)/Satellite Accumulation Area (SAA)

Bldg Number/location of HW Site: _____
Unit Evaluated: _____ Evaluation Date: _____/_____/_____
Evaluation By (Site Manager): _____ Evaluation Time: _____

QUESTION	YES	NO	Location of Discrepancy *and* Proposed Corrective Action
1. Is housekeeping maintained in acceptable manner?			
2. Is any HW present at site?			
3. Are HW containers properly marked?			
4. Are HW containers in serviceable condition			
5. Are container bungs, caps, openings properly secured?			
6. Is unit spill plan/activation prominently posted?			
7. Is 911 spill response sign posted?			
8. Are **"Danger-Unauthorized Personnel Keep Out"** signs posted so they may be seen from any approach?			
9. Are **"No Smoking"** signs posted?			
10. Does the site have emergency communication system or two man rule in effect? If the two man rule is implemented is there a sign with the legend "**Two Man Rule in Effect**" posted?			
11. Are properly charged fire extinguishers as well as eye wash stations present and are they inspected at least monthly?			
12. Is the post indicator valve in good operating condition and secured in the closed position, are there any structural defects such as cracked concrete?			
13. Is the proper spill response equipment readily available?			
14. Is the site designated, recognizable, and is the EMD Authorization posted within the site as to be visible to personnel placing waste into the container? (SAA site only)			
15. Are all hazardous wastes properly segregated and stored in the designated site?			
16. Are there any hazardous materials being stored in the Satellite Accumulation Area or < 90 day storage site?			

Attachment 4-2

Weekly Hazardous Waste (HW) Site Inspection Form
MCAS New River

Weekly Hazardous Waste Storage
Area Inspection Form

Squadron: _____ Inspector: _____

Date: _____ Signature: _____

Question	Yes	No	Corrective Actions or N/A
1. Is the HW container located at or near the point of generation?			
2. Is the HW container DOT approved?			
3. Is the HW container marked correctly with the words Hazardous Waste, correct noun name of contents, NSN'S and unit designator?			
4. Is the HW container closed and wrench tight when not adding to the container?			
5. If a funnel is left in place, does that funnel have a plug or ball valve to be considered closed or secured?			
6. Is the HW container in good condition? (no excessive rust or dents in critical areas, seals are in place, no bulging or collapsing and no signs of spillage or leakage)			
7. Is the Spill Contingency Plan posted and in plain view?			
8. Is the SAA Site approval letter from EAD posted at the SAA site?			
9. Is the SAA Site limited to Authorized Personnel only?			
10. Is the HW container below the proper ullage for a liquid to expand? (4 inches from the top)			
11. Are SAA HW containers moved to the 90-Day Site within 72 hours when filled to the proper ullage or weight capacity of the container?			
12. (90 Day-Site only) Are all palletized waste streams correctly marked with Hazardous Waste or Universal Waste, noun name of the waste, NSN and unit designator on the pallet or wall of the waste structure?			
13. (90 Day-Site only) Are all HW containers turned into DRMO prior to the 90th day since the ASD?			
14. Are there adequate spill response supplies readily available for use in case of spill or leakage?			
15. Is there a means of emergency communications between storage facilities and working spaces?			
16. Is the SAA site or 90 Day-Site in a good state of police?			

5.0 UNFORESEEN SITE CONDITIONS

Marine Corps Base (MCB) Camp Lejeune was placed on the U.S. Environmental Protection Agency's (USEPA's) National Priorities List (NPL) effective November 4, 1989. To ensure the protection of human health and the environment, a proactive Installation Restoration Program has been established and is in the process of assessing and remediating various sites on the Installation. Numerous investigations have been performed on the Installation to ensure that all contaminated sites have been found, but additional contaminated areas may still exist. As a contractor, it is your responsibility to notify the ROICC or Contract Representative of any unforeseen site conditions you encounter while on the Installation. It is recommended that any contractors performing intrusive activities on the Installation be properly trained in accordance with the Occupational Safety and Health Act (OSHA) standards as written in 29 CFR 1910.120(e). If intrusive activities are planned in known contaminated areas, all required environmental training should be completed *prior* to working at MCB Camp Lejeune. Copies of training records should be available upon request by federal or state regulators.

5.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with unforeseen site conditions. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative.

5.1.1 Key Definitions

- **National Priorities List (NPL)**. Lists the sites of national priority among the known releases or threatened releases of hazardous substances, pollutants, or contaminants.

- **Unforeseen Site Condition.** A potentially hazardous, unanticipated site condition encountered on a job site.

5.1.2 Key Concepts

- **Notification.** Contractors must notify the ROICC or Contract Representative of any unforeseen site conditions.

- **Response.** Contractors must stop working and evacuate work areas in the event unforeseen site contaminants are suspected.

5.2 OVERVIEW OF REQUIREMENTS

Contractors operating aboard the Installation must be aware of, and adhere to, all applicable regulations and requirements regarding unforeseen site conditions.

- **Comprehensive Environmental Response, Compensation, and Liability (CERCLA) Act of 1980 and Superfund Amendments & Reauthorization Act (SARA) of 1986.** Establishes the nation's hazardous waste site cleanup program.

5.3 UNFORESEEN SITE CONDITION PROCEDURES

5.3.1 Petroleum, Oil, and Lubricants (POL)

If you notice an odor, stop work and immediately clear the area of all personnel to a safe distance upwind of the suspected area.

The most frequent condition encountered that requires EMD assistance is the presence of a petroleum, oil, or lubricant odor while excavating. If you notice an odor, take the following action:

- Stop work.
- Immediately clear the area of all personnel to a safe distance upwind of the suspected area.
- Call the Fire and Emergency Services Division (911) immediately if personnel are affected or injured by the suspected contaminant.
- Call the Fire and Emergency Services Division to properly secure the area.
- Notify the ROICC or Contract Representative so that the EMD Spill Response Team will be contacted to determine the appropriate course of action.

Please note that while staged and awaiting sampling results and proper disposal, the contaminated soil is to be placed on and covered with plastic. [Note: Per the Resource Conservation and Recovery Act, the North Carolina Department of Environment and Natural Resources does not allow contaminated soils to be reintroduced into excavations].

5.3.2 Munitions and Ordnance

Stop work immediately if a project unearths a hazardous material (such as munitions or an ordnance item) and report the situation to the ROICC or Contract Representative.

For other emergency response procedures, please refer to Section 3.0 of this guide.

Stop work immediately if a project unearths a hazardous material (such as munitions or an ordnance item) and report the situation to the ROICC or Contract Representative.

6.0 ASBESTOS

Contractors working aboard the Installation must follow Federal and state regulations for the proper notifications and management of asbestos associated with demolition and renovation projects, as well as Installation requirements.

6.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with asbestos and its management. If you have any questions or concerns about the information in this section, please consult with the ROICC or your Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with the ROICC or your Contract Representative.

6.1.1 Key Definitions

- **Asbestos.** A group of natural minerals that separate into strong, very fine fibers that are heat resistant and extremely durable.
- **Asbestos-Containing Material (ACM).** Any material containing more than one (1) percent asbestos, per 29 CFR 1101.
- **Category I Nonfriable ACM.** Asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than one percent asbestos, per 40 CFR 61.
- **Category II Nonfriable ACM.** Any material, excluding Category I nonfriable ACM, containing more than one (1) percent asbestos that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure, per 40 CFR 61.
- **Demolition.** The removal of any load-bearing walls or structure.
- **Friable.** Any ACM that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure (may include damaged ACM that was previously identified as nonfriable), per 40 CFR 763.
- **Glove Bag.** A sealed compartment with attached inner gloves that is used for the handling of ACM.

- **Presumed Asbestos-Containing Material (PACM).** Thermal system insulation and surfacing material found in buildings constructed no later than 1980, per 29 CFR 1926.

- **Regulated Asbestos-Containing Material (RACM).** Includes friable ACM, Category I nonfriable ACM that has become friable, Category I nonfriable ACM that has been sanded, ground, cut, etc., and Category II nonfriable ACM that has a high probability of becoming crumbled, pulverized, or reduced to powder during demolition or renovation, per 40 CFR 61.

- **Renovation.** Altering a facility or its components in any way, including the stripping or removal of RACM, per 40 CFR 61.

6.1.2 Key Concepts

- **Demolition Notification**. North Carolina law requires notification for all demolitions, regardless of whether asbestos is present, 10 working days prior to starting demolition.

- **Disposal**. ACM waste can be accepted at the MCB Camp Lejeune Sanitary Landfill. Work with the ROICC or your Contract Representative to coordinate the disposal through the MCBCL Landfill office at (910) 451-2946.

- **Removal Requirements.** Permits for asbestos removal or demolition must be obtained when RACM present exceeds 160 linear feet, 260 square feet, or 35 cubic feet. Additionally, proper work practice procedures must be followed during demolition or renovation operations.

- **Renovation Notification**. If RACM is present within a structure, North Carolina law requires notification of renovation 10 working days prior to starting renovation.

6.1.3 Environmental Management System

Practices, or activities, associated with asbestos management include the following:

- Building maintenance–general
- Construction/demolition

- Equipment operation and maintenance
- Parts replacement

The potential impacts of these activities on the environment include soil contamination and degradation of water quality, air quality, and quality of life.

6.2 OVERVIEW OF REQUIREMENTS

Contractors operating aboard the Installation must be aware of, and adhere to, all applicable regulations and requirements regarding ACM, including the following:

- **Asbestos Hazard and Emergency Response Act (AHERA)**, **1986**. AHERA was written primarily to provide officials in schools, grades K-12, with rules and guidance for the management of asbestos-containing materials.

- **Asbestos School Hazard Abatement Reauthorization Act (ASHERA), 1992. This act** extended AHERA regulations to cover public and commercial buildings

- **National Emission Standards for Hazardous Air Pollutants (NESHAP), Subpart A, General Provisions, and Subpart M, Asbestos, 40 CFR 61.** Includes standards for asbestos demolition and renovation, disposal, and administrative requirements.

- **Naval Facilities Guide Specifications and Engineering Control of Asbestos Materials.** Covers the requirements for safety procedures and requirements for the demolition, removal, encapsulation, and disposal of asbestos-containing materials.

- **North Carolina Asbestos Hazard Management Program, NC General Statutes Chapter 130A, Article 19; 10A NCAC 41C .0601–.0608 and .0611.** Incorporates 40 CFR Part 763 and 29 CFR 1926.1101 by reference and outlines criteria for asbestos exposures in public areas, accreditation of persons conducting asbestos management activities, and asbestos permitting and fee requirements.

- **Safety and Health Regulations for Construction, Asbestos, 29 CFR 1926.1101**. Regulates asbestos exposure in construction activities.

6.3 RESPONSIBILITIES BEFORE A DEMOLITION OR RENOVATION PROJECT

Prior to starting a demolition or renovation project, contractors must:

- Know whether ACM or PACM is present in the buildings involved in the project,
- Complete the necessary notifications,
- Understand what actions to take if ACM or PACM is unexpectedly encountered during project execution, and
- Know how to properly dispose of ACM.

The ROICC or Contract Representative is required to notify Camp Lejeune's Asbestos Program Manager of all work involving asbestos removals, including glove bag projects.

6.3.1 Identification of ACM and PACM

Contract documents will identify the presence of ACM and PACM. Contact your ROICC or Contract Representative with questions regarding the presence of ACM or PACM as identified in these documents.

6.3.2 Notification

To maintain accurate files and records, the ROICC or Contract Representative is required to notify the EMD Asbestos Program Manager, who is part of the Installations and Environment Department, of all work involving asbestos removals, including glove bag projects.

A demolition/ renovation notification form DHHS 3768 must be submitted to the NCHHCU 10 working days in advance of demolition activities, regardless of whether asbestos is present.

A demolition/renovation notification form DHHS 3768 must be submitted to the NC Health Hazards Control Unit (NCHHCU) 10 working days in advance of demolition activities, regardless of whether asbestos is present. This form must be posted on-site during the entire duration of the project. Have your ROICC or Contract Representative contact the Asbestos Program Manager with questions or concerns about requirements for notification of demolition or renovation.

6.3.3 Removal

If ACM is present, it must be removed before the area is disturbed during renovation or demolition activities (except in certain rare instances). Certification and handling requirements for asbestos removal are provided in 10A NCAC 41C and the Asbestos NESHAP. Refer to these regulations for detailed requirements.

6.3.4 Training

North Carolina regulations require that all persons who perform asbestos management activities in the State of North Carolina must be accredited by the NCHHCU under the appropriate accreditation category (i.e. Building Inspector, Project Supervisor, Abatement Worker). Training documentation should be available upon request.

6.4 RESPONSIBILITIES DURING A DEMOLITION OR RENOVATION PROJECT

Form DHHS 3768 *must* be posted on-site during all permitted projects.

North Carolina regulations require that Form DHHS 3768, *Asbestos Permit Application and Notification for Demolition and Renovation,* be posted on-site during all permitted projects. Contractors must post this form when the project will remove the following: 35 cubic feet, 160 square feet, or 260 linear feet of RACM or asbestos that might become regulated as a result of handling. The form must also be posted for nonscheduled asbestos removal that will exceed these numbers in a calendar year.

During a renovation or demolition project, if the contractor suspects additional ACM, the contractor must immediately report the suspected area to the ROICC or Contract Representative.

During a renovation or demolition project, if the contractor suspects the presence of additional ACM other than those materials identified in contract documents, the contractor must immediately report the suspected area to the ROICC or Contract Representative. Before proceeding, the facility must be inspected by a person who has been trained and accredited in North Carolina as an asbestos building inspector by the NCHHCU. The individual performing the asbestos survey will coordinate with the ROICC or Contract Representative throughout the process. A legible copy of the building inspection report must be provided to the NCHHCU prior to each demolition and upon request for renovations; a building inspection report will be acceptable only if the inspection was performed during the three

years before the demolition. A copy of the report should also be forwarded to the Asbestos Program Manager.

For glove bag project requirements, please refer to 29 CFR 1926.1101 for specific work procedures.

6.5 DISPOSAL OF ACM WASTE

Contractors can dispose of ACM waste at the MCB Camp Lejeune Sanitary Landfill after first coordinating with the MCBCL Landfill office, through their ROICC or Contract Representative. The contractor must provide the MCBCL Landfill with Form DHHS 3787, *North Carolina Health Hazards Control Unit's Asbestos Waste Shipment Record.* The form must be submitted to NCHHCU for all permitted asbestos removal projects by the contractor.

7.0 LEAD-BASED PAINT

The improper removal of lead-based paint (LBP) may result in the production of paint chips and dust, which may contaminate a structure inside and out. The North Carolina Department of Health and Human Services (NCDHHS) regulations require any person who performs an inspection, risk assessment, or abatement to be certified. NCDHHS also requires a person who conducts an abatement of a child-occupied facility or target housing to obtain a permit for the abatement.

7.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with LBP activities. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative.

7.1.1 Key Definitions

- **Abatement.** The permanent elimination of lead-based paint hazards.
- **Demolition.** The removal of any load-bearing walls or structure.
- **Inspection.** A surface-by-surface investigation to determine the presence of lead-based paint and a report explaining the results of the investigation.
- **Lead-Based Paint (LBP).** Surface coatings that contain lead in amounts equal to or in excess of 1.0 milligram per square centimeter, or more than 0.5 percent by weight, per 40 CFR 745.
- **Lead-Containing Paint.** Surface coatings that contain lead in any amount greater than the laboratory reporting limit but less than 1.0 milligram per square centimeter, or less than 0.5 percent by weight, per 29 CFR 1926.62 and 29 CFR 1910.1025; also contained in 40 CFR Part 745 Subpart L, and have been adopted by the State of North Carolina under NC General Statute Chapter 130A, Article 19A.

- **Renovation.** Alteration of a facility or its components in any way.

7.1.2 Key Concepts

- **Disposal.** Analysis is required to determine proper disposal of waste (nonhazardous or hazardous). A Toxic Characteristic and Leaching Process analysis must be conducted to determine whether lead levels have exceeded 5 parts per million, which is the RCRA level for hazardous waste determination.

- **Lead-Based Paint Survey.** A lead-based paint survey is required prior to the disturbance of painted surfaces to determine whether the paint meets the criteria of a lead-based paint.

- **Training.** Lead-based paint training requirements set forth by the Occupational Safety and Health Administration (OSHA) are to be followed by personnel involved in all lead-based paint removal activities. MCBCL Base Safety tracks this training for contract staff, as the Safety Office houses the Lead Program Manager.

7.1.3 Environmental Management System

Practices, or activities, associated with LBP include the following:

- Construction/demolition
- Hazardous material storage
- Hazardous material transportation
- Paint removal

The potential impacts of these activities on the environment include the potential degradation of soil, water, and air environments, and the potential exposure of Installation occupants. Camp Lejeune still contains living quarters that have lead-based paint on the inside of the structures.

7.2 OVERVIEW OF REQUIREMENTS

Contractors operating aboard the Installation must be aware of, and adhere to, all applicable regulations and requirements regarding LBP activities, including the following:

- **Naval Facilities Engineering Service Center, Facilities Management Guide for Asbestos and Lead.** Ensures the protection of workers, building occupants, and the environment.

- **10A NCAC 41C .0800, Lead-Based Paint Hazard Management Program.** Requires (1) all individuals and firms involved in LBP activities to be certified and (2) all LBP activities to be carried out in accordance with 40 CFR 745.

- **29 CFR 1926, Safety and Health Regulations for Construction.** Contains OSHA requirements for construction activities where workers may have contact with lead.

- **40 CFR Part 745, Lead-Based Paint Poisoning Prevention in Certain Residential Structures.** Ensures that (1) lead-based paint abatement professionals, including workers, supervisors, inspectors, risk assessors, and project designers, are well trained in conducting LBP activities and (2) inspections for the identification of LBP, risk assessments for the evaluation of LBP hazards, and abatements for the permanent elimination of LBP hazards are conducted safely, effectively, and reliably by requiring certification of professionals.

7.3 RESPONSIBILITIES BEFORE RENOVATION OR DEMOLITION

Prior to any renovation or demolition aboard the Installation that involves the disturbance of painted surfaces, a LBP survey must be completed by a certified inspector, retained through the ROICC or Public Works (PW) offices. Certain projects will use PW staff to conduct the sampling and other projects will use contracted personnel. Buildings constructed prior to 1978 are assumed to contain LBP; therefore, no LBP survey is necessary. The LBP survey (through sampling and analysis) will determine whether painted surfaces meet the criteria of LBP (lead content equal to or greater than 1.0 milligram per square centimeter as measured by X-ray fluorescence (XRF) or lab analysis, or 0.5 percent by weight). For contracts where LBP is to be removed prior to demolition or renovation, the associated Naval Facilities Guide Specifications and contract documents must be implemented.

Buildings constructed prior to 1978 are assumed to contain LBP.

7.4 PERMITS

Contractors must obtain Lead Removal permits from NCDHHS when lead paint is removed from targeted housing (child-occupied facilities and housing built prior to 1978).

7.5 DISPOSAL

If the LBP survey determines that LBP will be abated as part of a renovation or demolition project, analytical samples must be taken to determine whether the material is hazardous.

If the LBP survey determines that LBP will be abated as part of a renovation or demolition project, analytical samples must be taken by the contractor to determine whether the material is hazardous. Usually a Toxic Characteristic Leaching Process (TCLP) sample is collected from a "representative" sample of the material removed. The laboratory conducting the sample analysis must be accredited by the Environmental Lead Laboratory Accreditation Program (ELLAP). A list of these accredited labs is available by contacting (703) 849-8888.

If the LBP is removed from the underlying building material, then the paint is the waste stream. If the LBP is removed with the building material, then both materials are considered the waste stream.

If the lead content is below hazardous waste (HW) regulatory disposal levels, consult with your ROICC or Contract Representative to determine whether your contract allows for the disposal material in the MCB Camp Lejeune Sanitary Landfill.

If the abated LBP is above HW regulatory levels, refer to Section 4.0 of this guide for information on HW management and disposal requirements.

7.6 TRAINING

Before the project begins, workers who are subject to exposure of lead during abatement or removal activities must be trained according to the OSHA regulation in 29 CFR 1926.62 concerning lead exposure in construction. The contractor is responsible for providing this training.

8.0 STORMWATER

There are three types of stormwater discharge that contractors for the Installation must address if they plan on disturbing land: industrial, construction, and post-construction stormwater runoff. The general requirements for each area as they apply to contractors are discussed in the following subsections.

8.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with stormwater. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative.

8.1.1 Key Definitions

- **Best Management Practices (BMPs).** Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of Waters of the United States. BMPs can include treatment requirements, operational procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage. BMPs may also denote structural and nonstructural stormwater treatment devices and measures.
- **Erosion and Sedimentation Control Plan.** Any plan, amended plan, or revision to an approved plan submitted to the North Carolina Division of Land Resources or delegated authority in accordance with North Carolina General Statute 113A-57. Erosion and Sedimentation Control Plans show the devices and practices that will retain sediment generated by the land-disturbing activity within the boundaries of the tract during construction and upon development of the tract.
- **Land Disturbance.** Areas that are subject to clearing, excavating, grading, stockpiling earth materials, and placement/removal of earth material.
- **Nonpoint Source Discharge.** All discharges from stormwater runoff that cannot be attributed to a discernible, confined, and discrete conveyance.

- **Point Source Discharge.** Any discernible, confined, and discrete conveyance, including but specifically not limited to, any pipe, ditch, channel, tunnel conduit, well, discrete fissure, container, rolling stock, or concentrated animal feeding operation from which pollutants are or may be discharged to Waters of the State.
- **Stormwater.** Stormwater runoff, snow melt runoff, and surface runoff and drainage, per 40 CFR 122.
- **Stormwater Associated with Construction Activities.** The discharge of stormwater from construction activities including clearing, grading, and excavating that result in a land disturbance of equal to or greater than 1 acre, per 40 CFR 122.
- **Stormwater Associated with Industrial Activities.** The discharge from any conveyance that is used for collecting and conveying stormwater and that is directly related to manufacturing, processing, or raw materials storage areas from an applicable industrial plant or activity, per 40 CFR 122.

8.1.2 Key Concepts

- **Operational Requirements.** Equipment, discharge, and material use requirements that apply to all construction and industrial activities.
- **Permit Requirements.** Land-disturbing projects may be subject to a variety of permit requirements to protect surface water quality from both construction and post-construction stormwater runoff. In the applicable areas of the Installation, a State Stormwater Management Permit and coverage under the Construction General Permit may be required.
- **Post-Construction.** The management of stormwater generated on a stable, established site after the construction process is complete. The State Stormwater Management Program sets forth requirements for post-construction stormwater runoff control.

8.1.3 Environmental Management System

Practices, or activities, associated with stormwater include the following:

- Catch basin cleaning
- Construction/demolition

- Erosion control
- Fuel storage–containers
- Hazardous material storage
- Land clearing
- Landscaping
- Mowing
- Outfall cleaning
- Range residue clearance
- Riparian buffer maintenance
- Runoff sedimentation basins
- Sediment traps
- Soil excavation/grading/grubbing
- Stormwater collection/conveyance system
- Stormwater engineering controls operation and maintenance
- Stump/brush removal
- Vehicle parking

The potential impacts of these activities on the environment include degradation of water quality and damage to public & private property due to flooding.

8.2 OVERVIEW OF REQUIREMENTS

Contractors operating aboard the Installation must be aware of, and adhere to, all applicable regulations and requirements regarding potential stormwater contamination, including the following.

- **40 CFR 122, National Pollutant Discharge Elimination System.** Requires permits for the discharge of pollutants from any point source into Waters of the United States.

- **15 NCAC 02H. 0100, Point Source Discharges to the Surface Waters.** Requires permits for control of sources of water pollution by providing the requirements and procedures for application and issuance of state NPDES permits for discharge from an outlet, point source, disposal system discharging to the surface waters of the state, and for the construction and operations of treatment works with such a discharge.

- **15A NCAC Chapter 4.** Requires all persons conducting land-disturbing activity to take all reasonable measures to protect

all public and private property from damage caused by the release of sediments from the activity. The primary tool used to accomplish the objective is the development of an Erosion and Sedimentation Control Plan. The plan must

- Identify critical areas,
- Limit exposure areas,
- Limit time of exposure,
- Control surface water,
- Control sedimentation, and
- Manage stormwater runoff.

- **15A NCAC 02H. 1000 Stormwater Management**. The State Stormwater Management Program requires all persons conducting land-disturbing activities that (1) require a Coastal Area Management Act (CAMA) Major Development Permit or an Erosion and Sedimentation Control Plan, and (2) are located within coastal counties or drain to specific classifications of water bodies, to protect surface waters and highly productive aquatic resources from the adverse impacts of uncontrolled high-density development or the potential failure of stormwater control measures. To receive permit approval, projects must limit the density of development, reduce the use of conventional collection systems in favor of vegetative systems, and incorporate post-construction, structural BMPs.

Any project involving land-disturbing activities aboard the Installation has been reviewed by the Installation's NEPA Review Board prior to the onset of work.

8.3 Prior to Site Work

8.3.1 Notifications

Any project involving land-disturbing activities aboard the Installation has been reviewed by the Installation's National Environmental Policy Act (NEPA) Review Board prior to the onset of work. Documentation of this review should have been provided to your ROICC or Contract Representative and may include mandatory conditions affecting the construction/implementation of the project. Consult with your ROICC or Contract Representative to obtain or review any NEPA documentation associated with the project in your contract.

8.3.2 Stormwater Phase I Permit

Discharges of industrial stormwater have the potential to contain contaminants from industrial activity. This type of discharge is defined

and regulated in 40 CFR 122, the USEPA final rule regarding National Pollutant Discharge Elimination System (NPDES) stormwater permitting.

Daily industrial operations discharging stormwater aboard MCB Camp Lejeune and MCAS New River are covered under NPDES Permit NCS000290.

8.3.3 Project-Specific Permits

Contractors are responsible for preparing all project-specific stormwater permit applications and related plans and for coordinating the permit review schedule with the ROICC or Contract Representative. For projects located outside of Public-Private Venture (PPV) housing, MCB Camp Lejeune is the responsible party for all project-specific stormwater permits. (All permit-required plans and applications must go through internal approval before being submitted to the appropriate state agency.) The permit review schedule should allow adequate time for internal review prior to state submission deadlines. For housing-related projects located outside of the jurisdiction of MCB Camp Lejeune, stormwater compliance should be coordinated with the appropriate PPV contractor.

Contractors are responsible for preparing all project-specific stormwater permit applications and related plans and for coordinating the permit review schedule with the ROICC or Contract Representative.

For construction activities that disturb one acre or more of land, permit coverage is required under the North Carolina General Permit No. NCG010000 (General Permit). To obtain coverage under the General Permit, three copies of a proposed Erosion and Sedimentation Control Plan must be prepared and submitted to the NCDENR Sedimentation Control Commission (or to an approved local program) at least 30 days prior to beginning construction activity. Another copy of the plan will be kept on file at the job site. **Coverage under the permit becomes effective upon issuance of a plan approval. No land-disturbing activities may take place prior to receiving plan approval.** The approved plan is considered a requirement or condition of the General Permit; deviation from the approved plan will constitute a violation of the terms and conditions of the permit unless prior approval for the deviations has been obtained.

All permit-required plans and applications must go through internal approval before being submitted to the appropriate state agency.

A State Stormwater Management Permit, issued in accordance with 15A NCAC 02H. 1000, is required for all development activities that require a CAMA Major Development Permit or an Erosion and Sedimentation Control Plan and that meet any of the following criteria:

- Development within the 20 coastal counties

- Development that drains to an Outstanding Resource Water (ORW)
- Development within one mile of and draining to a High Quality Water (HQW)

A State Stormwater Management Permit is required for all activities that will disturb one acre or more of land.

Because the Installation is located in a coastal county, any project that disturbs greater than one acre of land (hence requiring coverage under the General Permit for construction activity) will also require a State Stormwater Management Permit. A State Stormwater Management Permit Application must be submitted and filed with the NCDENR, Division of Water Quality, following completion of the construction plans and specifications and prior to commencement of construction activities. Copies of this form are available at the NCDENR website: <http://h2o.enr.state.nc.us/su/Forms_Documents.htm#sswmp>. The State Stormwater Management Permits typically specify design standards for conveyance systems and structural BMPs, a schedule of compliance, and general conditions to which the permittee must adhere.

8.4 Responsibilities During Site Work

The contractor is responsible for maintaining the quality of the stormwater runoff and preventing pollution of stormwater at the construction/job site. The job site may be inspected by Installation environmental personnel to ensure compliance with the Installation Stormwater Pollution Prevention Plan and applicable permits. The following requirements apply to all projects occurring at the Installation that have the potential to impact water quality:

- Any changes to the project area that do not comply with the approved Erosion and Sedimentation Control Plan, alter the approved post-construction stormwater conveyance system, or could otherwise significantly change the nature or increase the quantity of pollutants discharged should be immediately communicated to the ROICC or Contract Representative.
- Equipment utilized during the project activity must be operated and maintained in such a manner as to prevent the potential or actual pollution of the surface or ground waters of the state.
- All permitted erosion and sedimentation control projects will be inspected by the contractor at least once every seven calendar days

(unless discharges to a 303(d)-Listed water body are occurring) and within 24 hours after any storm event greater than 0.5 inch of rain per 24-hour period, as required by the North Carolina General Permit No. NCG010000 (General Permit). Inspection results shall be maintained by the designated contractor throughout the duration of the active construction project.

- Fuels, lubricants, coolants, hydraulic fluids, or any other petroleum products shall not be discharged onto the ground, into surface waters, or down storm drains (to include leaking vehicles, heavy equipment, pumps and/or structurally deficient containers of hazardous materials).
- Spent fluids shall be disposed of in a manner so as not to enter surface, ground waters of the state, or storm drains. Disposal of spent fluids is outlined in Section 4.0.
- Implement spill prevention measures, clean up all spills immediately, and follow spill reporting requirements presented in Section 3.0. Any spilled fluids shall be cleaned up to the extent practicable and disposed of in a manner so as not to allow their entry into the water, surface or ground, of the state. Please refer to Section 3.0 for emergency and spill response procedures.
- Herbicide, pesticide, and fertilizer usage during construction activity shall be consistent with the Federal Insecticide, Fungicide, and Rodenticide Act and shall be in accordance with label restrictions. Please refer to Section 4.0 for additional information on Hazardous Material/Hazardous Waste Management.
- Particular care must be used when storing materials outside. Materials and equipment stored outside that could potentially affect the quality of stormwater runoff include, but are not limited to, garbage dumpsters, vehicles, miscellaneous metals, wood products, and empty storage drums. If there is any question about whether an outdoor storage practice is acceptable, contact the ROICC or Contract Representative.
- Use good-housekeeping practices to maintain work areas in a clean and orderly manner, paying particular attention to those areas that may contribute pollutants to stormwater.

9.0 SOLID WASTE, RECYCLING, AND POLLUTION PREVENTION

The Installation has a proactive pollution prevention (P2) and recycling program. Contractors should minimize the amount of solid waste requiring disposal in a landfill. This section addresses solid waste, including both municipal solid waste (MSW) and construction and demolition (C&D) waste. Hazardous materials and hazardous waste are discussed in Section 4.0 of this guide. Contractors are required to comply with all Federal, state, and local laws and regulations for proper disposal and recycling of all solid wastes.

Contractors should minimize the amount of solid waste requiring disposal in a landfill.

9.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with solid waste, recycling, and pollution prevention. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative.

9.1.1 Key Definitions

- **Construction and Demolition (C&D) Debris.** Materials generated during the construction, renovation, and demolition of buildings, roads, and bridges. C&D debris often contains bulky, heavy materials that include concrete, wood (from buildings), asphalt (from roads and roofing shingles), gypsum (the main component of drywall), etc.
- **Green Procurement (GP).** The purchase of environmentally preferable products and services in accordance with Federally mandated “green” procurement preference programs. GP is intended to protect the environment and reduce energy consumption.
- **Pollution Prevention (P2).** Reducing the amount of a hazardous substance or pollutant entering waste streams or otherwise released to the environment prior to recycling, treatment, or disposal.
- **Recycling.** A series of activities that includes collecting, sorting and processing recyclables into raw materials, and manufacturing raw

materials into new products per the US Environmental Protection Agency (USEPA).

- **Solid Waste.** Any solid, semisolid, liquid, or contained gaseous materials discarded, including garbage, construction debris, commercial refuse, sludge from water supply or waste treatment plants or from air pollution control facilities, and other discarded materials, per the Resource Conservation and Recovery Act (RCRA) of 1976.

9.1.2 Key Concepts

- **Pollution Prevention/Green Procurement.** Pollution prevention and green procurement practices are strongly encouraged for Installation contractors.
- **Recycling.** Recycling is required on the Installation. The MCBCL Recycling Center accepts specified recyclables.
- **Solid Waste.** The location for disposal of solid waste will be in accordance with contract specifications (off-base or MCBCL Landfill). Data related to off-base disposal (to include C&D waste) must be provided to the ROICC or Contract Representative on a monthly basis.

9.1.3 Environmental Management System

Practices, or activities, associated with solid waste, recycling, and pollution prevention, include the following:

- Battery replacement
- Building maintenance–general
- Building operation–general
- Construction/demolition
- Equipment disposal
- Hazardous waste recycling
- Land clearing
- Material storage handling
- Packaging/unpackaging
- Rock crushing operations
- Solid waste recycling collection/transportation
- Stump/brush removal

- Vehicle operation

The potential impacts of these activities on the environment include soil degradation, surface water quality degradation, depletion of landfill space, and depletion of nonrenewable resources.

9.2 OVERVIEW OF REQUIREMENTS

Contractors operating aboard the Installation must be aware of, and adhere to, all applicable regulations and requirements regarding solid waste disposal, recycling, and pollution prevention, including the following:

- **Base Order (BO) 5090.4, Solid Waste Reduction – Qualified Recycling Program (QRP)**. Provides guidance for solid waste reduction, pollution prevention, and management of recyclable materials.
- **BO 11350.2D, Refuse Disposal Procedures**. Establishes procedures for the separation, collection, and disposal of refuse and the disposal of waste wood products.
- **Pollution Prevention Act (PPA) of 1990 (42 U.S.C. 13101 *et seq*.)**. Establishes the national policy that "pollution should be prevented or reduced at the source whenever feasible," and establishes the following hierarchy: source reduction, recycling, treatment, and disposal.
- **Resource Conservation and Recovery Act (RCRA) of 1976**. Governs the disposal of solid waste and establishes Federal waste disposal standards and requirements for state and regional authorities. The objectives of Subtitle D are to assist in developing and encouraging methods for the disposal of solid waste that are environmentally sound and that maximize the utilization of valuable resources recoverable from solid waste.
- **Solid Waste Disposal Act (SWDA) of 1965**. Requires Federal facilities to comply with all Federal, state, interstate, and local requirements concerning the disposal and management of solid wastes.

At a minimum, the following actions are required by all contractors:

1. Prior to performing work that will or may generate solid waste at the Installation, all contractors must provide their ROICC or Contract

Representative with a copy of their Solid Waste Disposal Permit unless MCBCL's landfill is being utilized for disposal. Recycling is encouraged and can be coordinated with the ROICC or Contract Representative and the Landfill Manager.

2. Provide the weights of ALL wastes, both solid and C&D that are either disposed of or recycled to the ROICC or Contract Representative with a copy to the Landfill Manager. This requirement does not apply in instances where the Landfill/Recycling facility picks up or accepts materials directly from the contractor. If contractors are transporting waste off-site for disposal, it is mandatory that they track the material weight and provide that information to their ROICC or Contract Representative.

9.3 SOLID WASTE REQUIREMENTS

Contractors producing solid waste on the Installation are required to take these steps:

- Pick up solid waste and place it in covered containers that are regularly emptied.
- Prevent contamination of the site and the surrounding areas when handling and disposing of waste.
- Leave the project site clean upon completion of a project.

9.3.1 MCBCL Landfill Acceptable Waste Streams

The MCBCL Landfill accepts certain types of solid waste under the conditions specified in Table 9-1. MCBCL Landfill hours of operation are 0800 to 1530, Monday through Friday. Contractors must have a construction pass and a copy of the face of the related contract to enter the MCBCL Landfill and dispose of waste. Contractors must also contact the Landfill Operator prior to unloading refuse. Each material must be separated into different loads.

Table 9-1. MCBCL Landfill Requirements

Waste Category [a]	Example	Requirements
Mixed Debris	Sheetrock, plaster, ceramic tiles	• Items may be mixed together
Painted Masonry and Concrete	Concrete, block, brick	• Separate from other items • Lead-painted or mastic-contaminated masonry or concrete must be separated from unpainted concrete products • Remove reinforcement wire and rebar flushed with exposed surfaces
Unpainted Masonry and Concrete	Concrete, block, brick	• Separate from other items • Remove reinforcement wire and rebar flushed with exposed surfaces
Nonrecyclable Cardboard	N/A	• Dispose of cardboard only if the MCBCL Recycling Center has rejected the cardboard
Nonrecyclable Wood Pallets	N/A	• Dispose of pallets only if the MCBCL Recycling Center has rejected the pallets
Treated Wood	Piling, power poles	• Separate from other items
Untreated/Unpainted Wood	Lumber, stumps, limbs	• Separate from other items
Organic Matter	Leaves, grass clippings	• Separate from other items • No bags or containers are allowed
Fiberglass Tanks	N/A	• Clean tanks before delivering to the landfill

[a] Metals are not accepted at the landfill and must be removed from each waste category prior to disposal. Metal construction debris should be disposed of at the DRMO. Disposal requirements set forth in BO 11350.2D should be followed.

9.4 RECYCLING REQUIREMENTS

The Installation Recycling program is managed by the MCBCL Landfill, with assistance from the EMD. The MCBCL Landfill plays a vital role in the Installation's effort to reduce the amount of solid waste requiring disposal. Reducing solid waste saves money and helps to protect the environment by conserving natural resources. Additionally, Marine Corps facilities are mandated to recycle.

9.4.1 MCBCL Recycling Center

The MCBCL Recycling Center, Bldg. 982, is co-located with the landfill on Piney Green Road. Normal working hours are Monday through Friday, 0730–1530. All materials can be brought to the Recycling Center. For details, have your ROICC or Contract Representative contact the Recycling Center for details at (910) 451-2946. The following types and categories of materials are accepted for recycling at the Recycling Center:

- Wood pallets
- White Paper (mixed flat or shredded)
- Newspaper
- Magazines
- Military publications (binders removed)
- Phone books
- Plastic and glass (containers or bottles)
- Toner cartridges

The following types and categories of materials are accepted for recycling but must be delivered to the Defense Reutilization and Marketing Office (DRMO) at Lot 203:

- Scrap metal
- Steel (high temperature, corrosion resistant)
- Brass (includes spent/fired munitions)
- Copper and copper wire
- Aluminum (plate, sheet, scrap) and aluminum cans

Special arrangements can be made for other materials (C&D debris) or larger volumes of commonly recycled materials from events such as

construction and deconstruction. Regulations set forth in BO 11350.2D must be followed.

9.4.2 Other Recyclables

- **Asphalt Pavement.** Asphalt must be removed and delivered to an asphalt recycling facility. Contractors must provide a record of the total tons of asphalt recycled and the corporate name and location of the recycling facility to their ROICC or Contract Representative, with a copy to the Landfill Manager.
- **Empty Metal Paint Cans.** Empty metal paint cans shall be taken to Bldg. S-962 for recycling. All HM cans or HM containers that are generated from MCBCL or Marine Expeditionary Force contracts will be turned into Bldg. S-962 on Michael Rd. on the scheduled contractor turn-in day. Have your ROICC or Contract Representative contact EMD at (910) 451-1482 for more information. Any waste generated from this process must be managed appropriately.
- **Other Metals.** Other metals must be taken to the DRMO disposal area in Lot 201.
- **Red Rags Recycling.** A basewide program is in place to supply and launder shop rags through an off-site contractor, Aramark, in Savannah, Georgia. Almost all work centers on the Installation use this “Red-Rags” service wherein clean rags are supplied by the contractor and picked up after use. The rags are then laundered off-site and returned. This has reduced rag/POL-contaminated non-regulated waste by over 85 percent.
- **Universal Waste.** See Section 4.0 of this guide for management procedures.
- **Unused Hazardous Materials.** These materials can be turned into Bldg. 908 HM Free Issue point on Michael Rd. Have your ROICC or Contract Representative contact the Free Issue Point at (910) 451-1718.
- **White Rags Recycling.** Analogous to the red rags program, white rags have recently been introduced into painting operations at MCB Camp Lejeune. An off-site contractor, Aramark, in Savannah, Georgia, launders used rags. The white rags have no dye in the cloth

that can interfere with painting operations. Laundering the white rags reduces disposal of paint-related waste.

9.5 POLLUTION PREVENTION AND GREEN PROCUREMENT

MCB Camp Lejeune is subject to green procurement (GP) requirements. GP implements environmentally protective principles in the procurement arena and includes preferential use of the following:

- Recovered materials products
- Biobased products
- Water and energy efficient products
- Alternatives to ozone depleting substances
- Electronics meeting Electronic Produce Environmental Assessment Tool standards
- Products that do not contain toxic chemicals, hazardous substances, and other pollutants targeted for reduction and elimination by the Department of Defense
- Alternative fuel use/increased fuel efficiency
- Environmentally preferable purchasing practices

Contractors are encouraged to employ GP practices whenever feasible.

10.0 TRAINING

It is the contractor's responsibility to ensure that every employee has the required training to perform his or her duties in compliance with Federal, state, and local regulatory requirements.

To minimize the environmental impact of operations occurring on the Installation, all civilian and military personnel, including contractors, are required to receive both Environmental Management System (EMS) and general environmental awareness training at the level necessary for their job function. The training presentation provided as Attachment A satisfies these training requirements.

To minimize the environmental impact of operations aboard the Installation, all contractors are required to receive both EMS and general environmental awareness training at the level necessary for their job function.

NOTE It is the contractor's responsibility to know and comply with Federal, state, and local regulations. Installation environmental personnel, upon request from the ROICC or Contract Representative, will assist contractors with compliance issues; however, the primary burden of regulatory identification, familiarity, and compliance lies with the contractor. This training *does not* replace any required regulatory environmental training (i.e., asbestos abatement worker training) as per contract requirements. Any required environmental training should be completed *prior* to working at MCB Camp Lejeune. Copies of training records should be available upon request by federal or state regulators.

10.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with contractor training requirements. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative.

10.1.1 Key Definitions

None.

10.1.2 Key Concepts

- **Comprehensive Environmental Training and Education Program (CETEP).** The Marine Corps training program designed to ensure that high-quality, efficient, and effective environmental

training, education, and information are provided at all levels of the Marine Corps.

- **Environmental Management System (EMS).** The part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the Environmental Policy.

- **EMS Training.** Instruction that is designed to ensure that military and civilian personnel, including contractors and vendors, become familiar with the Installation's EMS and how it functions

- **General Environmental Awareness Training.** Instruction that is designed to ensure that Installation personnel, including contractors and vendors, become familiar with the MCB Camp Lejeune and MCAS New River environmental policies and programs for regulatory compliance, natural resource conservation, pollution prevention, and environmental protection. General EMS and Environmental Awareness Training for Contractors and Vendors is required for all contractors working aboard the Installation. The training presentation is included as Attachment A. Documentation of receipt of this training should be maintained by the contractor and be available upon request.

10.2 OVERVIEW OF REQUIREMENTS

Contractors operating aboard the Installation must be aware of, and adhere to, all applicable regulations and requirements concerning training, including the following:

- **Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management.** Requires implementation of an EMS at all appropriate organizational levels.

10.3 REQUIRED TRAINING

10.3.1 General Environmental Awareness

In accordance with Department of Defense (DoD) instructions and Marine Corps Orders (MCO), the Installation has implemented a Comprehensive Environmental Training and Education Program (CETEP). A major

component of the CETEP is to provide general environmental awareness training to all individuals associated with the installation, including contractors and vendors. Attachment A is provided to contractors and their employees performing work aboard the Installation to utilize for general environmental awareness training.

Attachment A is provided to contractors and their employees performing work aboard the Installation to utilize for EMS and general environmental awareness training.

10.3.2 Environmental Management System (EMS)

In addition to CETEP requirements, the Installation has implemented a basewide EMS per Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, and DoD and Marine Corps EMS policy. The EMS highlights the fact that the authority and principal responsibility for controlling environmental impacts belong to those commands, units, offices, and personnel (including contractors and vendors) whose activities have the potential to impact the environment. Attachment A is provided to contractors and their employees performing work aboard the Installation to utilize for EMS Training.

10.3.3 Recordkeeping

All training records, including other applicable environmental training, should be maintained on-site by the contractor for review upon request.

11.0 CULTURAL RESOURCES

The Installation enjoys a rich history, and remnants of our past can be found throughout the installation. As contractors, it is your responsibility to notify the Resident Officer in Charge of Construction (ROICC) or your Contract Representative immediately if you encounter suspected archaeological sites, artifacts, or human remains during your activities.

11.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with cultural resource management. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative.

11.1.1 Key Definitions

- **Archaeological Resource.** Any material remains of human life or activities that are at least 100 years old and are capable of providing scientific or human understanding of past human behavior and cultural adaptation, including the site on which the remains are located. Examples include structures, tools, debris, organic waste, human remains, artistic representations, and shipwrecks.
- **Cultural Resource.** A generic term commonly used to include buildings, structures, districts, sites, and objects of significance in history, architecture, archaeology, engineering, or culture per MCO P5090.2A.
- **Historic Resource.** Any prehistoric or historic district, site, building, structure, or object significant in United States history, architecture, archaeology, engineering, or culture and included, or eligible for listing, the National Register of Historic Places (NRHP) per the National Historic Preservation Act (NHPA) of 1966 and MCO P5090.2A.

11.1.2 Key Concepts

- **Notification.** Contractors must notify the ROICC or Contract Representative if any cultural resources are encountered.

- **Policy.** It is DoD policy to preserve significant historic and archaeological resources.

11.1.3 Environmental Management System

Practices, or activities, associated with cultural resources include the following:

- Construction/demolition
- Land clearing
- Soil excavation/grading
- Stump/brush removal

The potential impacts of these activities on the environment include damage to cultural resources and degradation of soil quality.

11.2 OVERVIEW OF REQUIREMENTS

It is DoD policy to integrate the archeological and historic preservation requirements of applicable laws with the planning and management of activities under DoD control; to minimize expenditures through judicious application of options available in complying with applicable laws; and to encourage practical, economically feasible rehabilitation and adaptive use of significant historical resources.

Contractors operating aboard the Installation must be aware of, and adhere to, all applicable regulations and requirements regarding cultural resources, including the following:

- **Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469 *et seq.*).** Amends the Reservoir Salvage Act to extend its provisions beyond the construction of dams to any terrain alteration resulting from any Federal construction project or Federally licensed project, activity, or program.

- **ARPA of 1979 (16 U.S.C. 470 (aa) *et seq*.** Requires Federal land managers to issue permits for the excavation or removal of artifacts from lands under their jurisdiction. The Act requires that relevant Native American tribes be notified of permit issuance if significant religious or cultural sites will be affected. It prohibits the excavation, damage, alteration, or defacement of an archaeological site unless permitted by the Federal land manager.

- **DoD Directive 4710.1, Archaeological and Historic Resources Management.** Provides policy for the management of archaeological and historic resources on land and in water under DoD control.
- **Executive Order (EO) 11593, May 13, 1971.** Requires all Federal agencies to administer cultural properties under their control. Agencies are required to direct their policies, plans, and programs so that significant sites and structures are preserved.
- **Historic Sites, Buildings, and Antiquities Act of 1935 (Public Law 74-292, 16 U.S.C. 461 *et seq*.).** States that it is Federal policy to preserve historic and prehistoric properties of national significance.
- **National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 *et seq*.).** States that it is Federal policy to preserve important historic, cultural, and natural aspects of our national heritage and that it is a requirement to consider environmental concerns during project planning and execution.
- **National Historic Preservation Act (NHPA) of 1966 (16 U.S.C. 470 *et seq*.).** Establishes historic preservation as a national policy and requires Federal agencies undertaking actions that may affect NRHP-eligible historic properties to consult with state historic preservation offices and the Advisory Council on Historic Preservation. Section 110 of the Act requires Federal agencies to inventory, evaluate, identify, and protect cultural resources that are determined eligible for listing in the NRHP.
- **Public Buildings Cooperative Use Act of 1976 (Public Law 94-541).** Encourages adaptive reuse of historic buildings as administrative facilities for Federal agencies.

11.3 PROCEDURES

All contractors are expected to follow these procedures:

- Notify the ROICC or Contract Representative immediately if suspected archaeological sites, artifacts, or human remains are encountered during your activities.

Notify the ROICC or Contract Representative immediately if suspected archaeological sites, artifacts, or human remains are encountered during your activities.

- Stop work in the immediate area of the discovery until directed by the ROICC or Contract Representative to resume work.
- Be particularly aware of your surroundings when working in a designated historic area. A summary of key cultural, archaeological, and historic areas/sites is available at the following website: http://www.lejeune.usmc.mil/EMD/CULTURAL/HOME.htm

Remember, the Government retains ownership and control over historical and archaeological resources.

12.0 PERMITTING

Contractors operating aboard the Installation must ensure that all relevant environmental permits are obtained before work commences on-site. Contractors must work with their ROICC or Contract Representative to determine permitting responsibilities prior to beginning work. Contractors must adhere to all permit conditions. Examples of environmentally related permits are provided in Section 12.3.

12.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with contractor permitting requirements. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative.

12.1.1 Key Definitions

- **SA Waters.** Surface water that is suitable for recreation and for commercial shellfish harvesting.

12.1.2 Key Concepts

- **Permits.** Prior to beginning work aboard the Installation, consult applicable permit requirements and ensure that they are met before work begins. Copies of all applicable permits/authorizations should be retained onsite for the life of the project.

12.2 OVERVIEW OF REQUIREMENTS

Please refer to the individual sections of this Guide for applicable permitting regulations and requirements that relate to each environmental medium. Many permits have specific timetables for submittal prior to project initiation. Contractors must consult the permit requirements and ensure that the permits are obtained in the required time frame.

12.3 PROJECT PERMITS AND APPROVALS

Prior to work being awarded, the Installation-associated action proponent should have had an environmental review by the Installation's National

The NCDENR website (http://www.enr.state.nc.us) is a useful reference for determining required permits and obtaining necessary forms.

Environmental Policy Act (NEPA) Section to comply with the NEPA of 1969. The outcome of this review would have been in the form of a Decision Memorandum (DM) or an Environmental Assessment (EA). Contractors must refer to their contract and the requirements outlined in the NEPA documentation for specific permitting requirements. EMD Program Managers are available for guidance; however, if the contractor is tasked with preparing permit applications, the contractor is expected to have the necessary capability and expertise required to complete the submittals in accordance with the guidance provided by the regulatory agency that issues the permit. In addition, EMD must be provided with copies of all permits submitted to the North Carolina Department of Environment and Natural Resources (NCDENR). In some cases, EMD must submit the permit application. Please direct questions to your ROICC or Contract Representative.

Examples of permits that may be required are discussed in applicable sections of this Guide. The following list of permits is not meant to be all inclusive. Please be aware that other permits not listed in this section may be required. The NCDENR website (http://www.enr.state.nc.us) is a useful reference for determining required permits and obtaining necessary forms. In addition, any inspection and/or data collection required by the permits must be retained on site for review upon request.

12.3.1 Stormwater (Section 8.0)

- **National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit for Construction Activities (also referred to as General Permit No. NCG010000).** Required for all land-disturbing activities (LDA) that exceed one (1) acre; also requires an accompanying Erosion and Sedimentation Control Plan.

- **High-Density Stormwater Permit.** Required when the (1) LDA exceeds one (1) acre and impervious surfaces are greater than or equal to 25 percent of the total project area adjacent to non-SA waters or greater than or equal to 12 percent of the total project area adjacent to SA water; OR (2) total development exceeds 10,000 square feet of impervious surface.

- **Low-Density Stormwater Permit.** Required when the LDA exceeds one (1) acre and impervious surfaces are less than 25 percent when adjacent to non-SA waters or less than 12% when adjacent to SA waters.

12.3.2 Asbestos (Section 6.0)

- **Asbestos Permit Application and Notification for Demolition/Renovation**. DHHS Form 3768, available at the following website: http://www.epi.state.nc.us/epi/asbestos/ahmp.html

12.3.3 Air Quality (Section 13.0)

- **Clean Air Act Title V Construction and Operation Permit.** Required for the construction of the following types of emission sources:
  - Boilers
  - Generators
  - Engine Test Stands
  - Surface Coating/Painting Operations
  - Refrigerant Operations (e.g., Chillers)
  - Chemical or Mechanical Depainting, Abrasive Blasting, Grinding, or Other Surface Preparation Activities
  - Fuel Storage and Fuel Dispensing
  - Woodworking Shops
  - Welding Shops
  - Bulk Chemical or Flammables Storage
  - Open Burning
  - Fire Training
  - Rock Crushing or other dust-causing activities

  EMD must submit all permit applications directly to the North Carolina Division of Air Quality.

12.3.4 Wetlands (Section 14.0)

- Contractors working aboard the Installation will not perform any work in Waters of the United States or wetlands without an approved permit (even if the work is temporary). Unavoidable impacts to wetlands or waters of the U.S. will require coordination and written approval from the US Army Corps of Engineers for a Section 404 Clean Water Act Permit (Individual or applicable Nationwide Permit), the NC Division of Water Quality for a Section 401 Clean Water Act, Water Quality certification, and the NC Division of Coastal Management for a Federal Consistency Determination. Failure to acquire written authorization for impacts to wetlands and/or waters of the U.S. may result in significant project delays or design modifications. The action proponent must coordinate with Land and Conservation Resources Section, ECON at (910) 451-5063/7235 during project design to ensure Clean Water Act permitting issues are addressed at the earliest opportunity.

12.3.5 Drinking Water/Wastewater

- **Approval of Engineering Plans and Specifications for Water Supply Systems.** Applicant submits engineering plans and specifications at least 30 days prior to the date upon which the Authorization to Construct is desired. Must have Authorization to Construct prior to onset of work.

- **Wastewater Extension Permit.** NCDENR Form FTA 02/03 – Rev. 3 04/05. Applicant submitting Form FTA 02/03 should plan accordingly and allow the State approximately 90 days to issue the permit. Permit must be in hand prior to onset of work.

13.0 AIR QUALITY

The Air Quality Program is responsible for ensuring that the Installation complies with all applicable Federal and state air quality regulations. Your ROICC or Contract Representative can provide a copy of Base Order 5090.6, Air Quality Management, which has additional information.

13.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with air quality. If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative.

13.1.1 Key Definitions

- **Ozone-Depleting Substance (ODS).** Chemicals, such as certain refrigerants, that cause depletion of the stratospheric ozone layer.

- **Title V Permit.** Permit issued under the Clean Air Act Amendments (CAAA) for all major sources of air pollution. All emission sources at the Installation must be listed on the permit.

13.1.2 Key Concepts

- **Emission Sources**. Please have your ROICC or Contract Representative check with the EMD before beginning any emitting activity to determine whether any recordkeeping requirements apply.

- **Permitted Sources.** Ensure that construction permits are in place prior to beginning construction.

13.1.3 Environmental Management System

Practices, or activities, associated with air quality include the following:

- Controlled burn operations
- Degreasing
- Engine operation and maintenance
- Paint removal
- Painting

- Refrigerant replacement

The potential impacts of these activities on the environment include degradation of air quality, degradation of quality of life, and depletion of nonrenewable resources.

13.2 OVERVIEW OF REQUIREMENTS

Contractors operating aboard the Installation must be aware of, and adhere to, all applicable regulations and requirements regarding air quality, including the following:

- **Clean Air Act Amendments of 1990.** Protect human health and clean air resources by establishing standards and regulations for the control of air pollutants.
- **Title V Permit.** Outlines the requirements that the Installation must follow to ensure air quality compliance.
- **Base Order (BO) 5090.6, Air Quality Management.** Implements policies and procedures at the Installation level that all personnel must follow in order to demonstrate compliance with the Title V Permit and USMC requirements.
- **Base Bulletin (BBul) 6280, Open Burning of Vegetative Debris.** Outlines procedures for conducting open burning in accordance with state regulations and Installation procedures.

A permit is required prior to the construction of any emission source. Timely submittal of the permit application is required to obtain the permit prior to commencing construction.

13.3 PERMIT REQUIREMENTS

The Installation has a single permit, the Clean Air Act Title V Construction and Operating Permit, that includes all stationary air emission sources located at the facility; therefore, all permit application submittals to the North Carolina Division of Air Quality (NCDAQ) must be coordinated through the EMD. NCDAQ will review and process the application then issue a permit to construct and operate or to modify the emission source(s). A permit is required prior to the construction of any emission source. Timely submittal of the permit application is required to obtain the final permit prior to commencing construction. The most common types of emission sources at the Installation are as follows:

- Boilers
- Generators
- Engine Test Stands
- Surface Coating/Painting Operations
- Depainting (Chemical or Mechanical), Abrasive Blasting, or Other Surface Preparation Activities
- Fuel Storage and Fuel Dispensing
- Grinding
- Woodworking
- Welding
- Refrigerant Recovery and Recycling Operations or other Ozone-Depleting Substances (e.g., Halon fire extinguishing, cleaning agents)
- Bulk Chemical and Flammable Materials Storage

13.4 ADDITIONAL ACTIVITIES OF CONCERN

Other activities that do not necessarily require modification to the Title V Permit, but that must be coordinated with or tracked by EMD or the State Division of Air Quality, include:

- **Use of Refrigerants and other ODS.** Includes installation, removal, replacement, conversion, or service of chillers and other refrigerant-containing equipment.

- **Open Burning (e.g., right-of-way clearing, storm debris burning).** Only vegetative debris may be burned (i.e., NO paper products, trash, treated lumber, shingles, or other synthetic materials). Any plans to conduct open burning activities at the facility must be communicated to EMD and the Fire and Emergency Services Division. Your ROICC or Contract Representative can provide a copy of Base Bulletin 6280, which contains a summary of the Installation's open burning requirements. Any open burning activities that will take place within 1,000 feet of an occupied dwelling require a waiver and approval from occupants and NCDAQ. A waiver form can be downloaded at this site: http://daq.state.nc.us/enf/openburn/openburn_1000ft.pdf

  Five designated sites have been permitted for storing and/or burning storm debris. They are located in the following areas: Mainside on

Sawmill Road, Courthouse Bay, Camp Johnson, Camp Geiger, and MCAS New River. Only storm debris can be accumulated at these sites. EMD must notify the Division of Air Quality if the Installation intends to burn the storm debris at one of these sites. Contact your ROICC or Contract Representative for more information.

- **Fire training outside of designated fire training pits**. State approval is required to conduct fire training outside of the designated fire training pits. First, complete the Notification of Open Burning for the Training of Firefighting Personnel form. The form is available at the following site: http://daq.state.nc.us/enf/openburn/ob_firetrain.pdf

  An accredited North Carolina Asbestos Inspector must inspect any structure to be burned to ensure that it is free from asbestos before the training exercise. Turn in the completed form to EMD for submittal to NCDAQ and the Division of Public Health, Health Hazards Control Unit.

- **Dust-causing activities (e.g., rock crushing).** Wet suppression is required during the entire dust-causing operation. Ensure that an adequate water supply is available, and coordinate with the Fire and Emergency Services Division if access to a fire hydrant is necessary.

14.0 NATURAL RESOURCES

The Installation has stewardship and recovery responsibilities over the natural resources located on the installation. These responsibilities are regulated under numerous laws described in this section. The Installation ensures compliance with these laws through an interdisciplinary process of review and coordination of all activities occurring on the installation. Contractors performing work on the Installation are responsible for complying with conditions and measures imposed on their work as a result of this process; these responsibilities include preserving the natural resources within the project boundaries and outside the limits of permanent work, restoring work sites to an equivalent or improved condition on completion of work, and confining construction activities to within the limits of the work indicated or specified. The contractor is advised that the Installation is subject to strict compliance with Federal, State, and Local wildlife laws and regulations. The contractor must not disturb wildlife (birds, nesting birds, mammals, reptiles, amphibians, and fish) or the native habitat adjacent to the project area except when indicated or specified.

14.1 KEY DEFINITIONS AND CONCEPTS

The following key definitions and concepts are associated with natural resources management. If you have any questions or concerns about the information in this section or require assistance regarding any wildlife matters (snakes, nesting birds, nuisance wildlife) on the site or within the project area, please consult with your ROICC or Contract Representative, who will contact Environmental Conservation Branch (ECON) at 910-451-7235 (during working hours) or 910-451-7235 (after working hours).

If you have any questions or concerns about the information in this section, please consult with your ROICC or Contract Representative.

14.1.1 Key Definitions

- **Natural Resource.** Soil, water, air, plants, and animals, according to the Natural Resources Conservation Service.

- **Threatened or Endangered Species.** Federally listed plants and animals that are likely to become either endangered or extinct in the foreseeable future.

- **Wetland.** An area that is regularly saturated by surface water or groundwater and contains vegetation that is adapted for life in saturated soil conditions per the United States Environmental Protection Agency (USEPA).

14.1.2 Key Concepts

- **National Environmental Policy Act (NEPA) of 1969.** Contractors must obtain and review any NEPA documentation associated with their projects.

- **Threatened and Endangered Species.** Specific requirements regarding protected areas on the Installation apply to contractor activities.

- **Timber.** Contractors must ensure that the ROICC or Contract Representative notify the Forest Management Program prior to conducting site work. Timber will not be released to contractors without the approval of the Forest Management Program.

- **Wetlands.** Any work in Installation waters or wetlands requires a permit prior to the start of an activity.

14.1.3 Environmental Management System

Practices, or activities, associated with natural resources include the following:

- Construction/demolition
- Controlled burn operations
- Erosion control
- Land clearing
- Riparian buffer maintenance
- Soil excavation/grading
- Stump/brush removal

The potential impacts of these activities on the environment include air emissions, sedimentation, eutrophication of surface waters, degradation of

habitat, impacts to marine mammals, damage to commercial and noncommercial timber, impacts to endangered species and cultural resources, and degradation of soil quality.

14.2 OVERVIEW OF REQUIREMENTS

Contractors operating aboard the Installation must be aware of, and adhere to, all applicable regulations and requirements regarding natural resources, including the following:

- **BO 5090.11, Protected Species Program.** Sets forth regulations and establishes responsibilities to ensure conservation of threatened and endangered species and species at risk aboard MCB Camp Lejeune.

- **Clean Water Act (CWA) of 1972.** Establishes the basic structure for regulating discharges of pollutants into the Waters of the United States.

- **Marine Corps Order (MCO) P5090.2A, Environmental Compliance and Protection Manual.** Provides guidance and instruction to installations to ensure the protection, conservation, and management of watersheds, wetlands, natural landscapes, soils, forests, fish and wildlife, and other natural resources as vital Marine Corps assets.

- **NEPA of 1969 (42 U.S.C. 4321 *et seq*.).** Requires Federal agencies, including the Marine Corps, to consider the environmental impacts of projects before the decision maker proceeds with the implementation. All projects that support military training, major and minor military construction, maintenance, and natural resources management actions are reviewed for potential environmental impacts.

- **BO 11000.1D, Environmental Impact Review Procedures.** Implements the NEPA of 1969 and NEPA policy and guidance in Chapter 12 of MCO P5090.2A.

- **Rivers and Harbors Act of 1899.** Prohibits the excavation, filling, or alteration of the course, condition, or capacity of any port, harbor, or channel without prior approval from the Chief of Engineers.

14.3 National Environmental Policy Act (NEPA)

Staff specialists from various Installation departments participate in the NEPA process, which coordinates the review of projects and documents environmental impacts (or lack thereof) for projects before implementation.

Consult with your ROICC or Contract Representative to obtain or review any NEPA documentation associated with the project in your contract.

The documentation of this review process occasionally includes mandatory conditions affecting design and construction/implementation of the project. The documentation, when completed, is provided to the action proponent, who is expected to provide it to his or her ROICC or Contract Representative.

Consult with your ROICC or Contract Representative to obtain or review any NEPA documentation associated with the project in your contract. The documentation marks the end of the NEPA review process; it does not constitute approval for the proponent of the action to implement the action. Some contracts may include stipulations from the NEPA document that must be implemented prior to the onset of work to prevent environmental impacts and violations of Federal or state rules and regulations. Stipulations could include: replacing monitoring wells if damages occur from contractor operations; stopping work if contamination is encountered; notification that a wetlands permit is required; seasonal restrictions, etc.

14.4 Timber

The contractor is responsible for advising the ROICC or Contract Representative to notify the Forest Management Program at (910) 451-7223 prior to beginning site work.

Potential timber resources are identified during the NEPA process. The contractor is responsible for advising the ROICC or Contract Representative to notify the Forest Management Program at (910) 451-7223 prior to beginning site work. Additionally, the ROICC or Contract Representative and/or contractor is required to notify the Forest Management Program in the event the contract has been amended with modifications to the site location.

The Forest Management Program maintains first right of refusal for all timber products on construction projects and will determine whether the government will harvest the timber or release it to the contractor. The government retains exclusive rights for all forest products on construction projects. If the government elects to harvest the timber, only merchantable

timber will be removed. Per MCO P5090.2A, Chapter 11, "Forest products will not be given away, abandoned, carelessly destroyed, used to offset costs of contracts, or traded for products, supplies, or services."

Contractors must adhere to the following requirements when performing site work that may impact timber resources:

- Do not remove, cut, deface, injure, or destroy trees or shrubs, without authorization from the ROICC or Contract Representative.
- Do not fasten or attach ropes, cables, or guys to existing nearby trees for anchorages without authorization from the ROICC or Contract Representative. (In such cases that these actions are authorized, the contractor shall be responsible for any resultant damage.)
- Protect existing trees that are to remain in place and that may be injured, bruised, defaced, or otherwise damaged by construction operations.
- With the ROICC or Contract Representative's approval, use approved methods of excavation to remove trees with 30 percent or more of their root systems destroyed.
- With the ROICC or Contract Representative's approval, remove trees and other landscape features scarred or damaged by equipment operations, and replace with equivalent, undamaged trees and landscape features.

Please refer to Section 9.0 for disposal information for land-clearing debris.

Protect existing trees that are to remain in place and that may be injured, bruised, defaced, or otherwise damaged by construction operations.

14.5 Threatened and Endangered Species

With the exception of improved roadways, entry into a threatened or endangered species site or shorebird nesting area marked with signs and/or white paint is prohibited without written permission from Installation personnel. BO 5090.11 lists threatened and endangered species residing on Installation. The following restrictions apply on the Installation unless written permission is received from Installation personnel:

Entry into a threatened or endangered species site or shorebird nesting area marked with signs and/or white paint is prohibited without written permission from Installation personnel.

- Work on Onslow Beach or Brown's Island is not permitted between 1 April and 31 October. Traffic on the beaches should be limited to below the high tide line.
- Vehicles and lighting are prohibited on the beaches overnight between 1 May and 31 October.
- Construction activities are prohibited within 1500 feet of a bald eagle's nest (JD Training area).
- Cutting or damaging of pine trees is not permitted.
- Alteration of hydrology through excavation, ditching, etc., is prohibited.
- Fish and wildlife must not be disturbed.
- Water flows may not be altered; the native habitat adjacent to the project and critical to the survival of fish and wildlife may not be significantly disturbed, except as indicated or specified.

14.6 Wetlands

14.6.1 Avoidance

Contractors must incorporate avoidance and minimization measures in order to comply with the national policy to permit no overall net loss of wetlands.

In accordance with MCO P5090.2A, all facilities and operational actions must avoid, to the maximum degree feasible, wetlands destruction or degradation regardless of wetland size or legal necessity for a permit. Prior to the onset of construction, coordination with the Land and Conservation Resources Section of EMD should have taken place during project design to ensure Clean Water Act permitting issues are addressed by the contractor at the earliest opportunity. Contractors must incorporate avoidance and minimization measures in order to comply with the national policy to permit no overall net loss of wetlands.[1] Any proposed action significantly affecting wetlands must be coordinated with the Commanding Officer of MCB Camp Lejeune.

The contractor must ensure that construction of all buildings, facilities and related amenities, including earthwork, grading, landscaping, drainage,

[1] Contractor must meet concept design criteria while incorporating avoidance and minimization measures to protect wetlands, streams and Waters of the United States.

stormwater management, parking lot and paved roadway, sidewalks, site excavation, sanitary sewer system extensions, and domestic water extensions, avoids, to the maximum degree feasible, wetlands destruction or degradation.

Identified and mapped boundaries of legally defined wetlands on all Marine Corps lands within the project area will be distributed to the ROICC or Contract Representative for use (if available) and shall be included in all design products including drawings, plans, and figures.

14.6.2 Permits

All unavoidable potential impacts to wetlands or Waters of the United States require prior coordination as described in this section. Failure to acquire written authorization for impacts to wetlands and/or Waters of the United States may result in significant project delays or design modifications.

No discharge of fill material, mechanized land clearing, or any other activity is allowed in jurisdictional wetlands or Waters of the United States without the proper approvals. The contractor may be responsible for obtaining the following permits (including pre-permit coordination, preparation, and submission of all permit applications after review and concurrence by the Installation) and complying with all regulations and requirements stipulated by the State of North Carolina as conditions upon issuance of the permits:

If work in wetlands is required, be sure you know who is responsible for obtaining permits, and what the terms and conditions of the permits require.

- United States Army Corps of Engineers (USACE), Section 404 Permit (Individual or applicable Nationwide Permit); Clean Water Act (CWA) of 1977, as Amended (Public Law 95-217, 33 U. S. C. 1251 et seq.)

- North Carolina Division of Water Quality (NCDWQ), Section 401 Water Quality Certification – (15A NCAC 02H) N.C. Department of Environment and Natural Resources (NCDENR); Clean Water Act (CWA) of 1977, as Amended (Public Law 95-217, 33 U. S. C. 1251 et seq.)

- North Carolina Division of Coastal Management (NCDCM), Federal Consistency Determination (15A NCAC 07) NCDENR; Coastal Zone Management Act (CZMA) of 1972 (16 U. S. C. 1451 et seq.)

Two types of activities generally require a permit from the USACE:

- **Activities within navigable waters.** Activities such as dredging, constructing docks and bulkheads, and placing navigation aides require review under Section 10 of the Rivers and Harbors Act of 1899 to ensure that they will not cause an obstruction to navigation.

- **Activities in wetlands and Waters of the United States** (regulated by Section 404 of the CWA of 1972). A major aspect of the regulatory program under Section 404 of the CWA is determining which areas qualify for protection as wetlands. Contractors should contact the USACE, the NCDWQ, or the NCDCM if there is any question about whether performing any activities could impact wetlands.

Contractors working on the Installation will not perform any work in Waters of the United States or wetlands without an approved permit (even if the work is temporary).

Contractors working on the Installation will not perform any work in Waters of the United States or wetlands without an approved permit (even if the work is temporary). Examples of temporary discharges include dewatering of dredged material prior to final disposal and temporary fills for access roadways, cofferdams, storage, and work areas.

14.6.3 Impacts

Any disturbance to the soil or substrate (bottom material) of a wetland or water body, including a stream bed, is an impact and may adversely affect the hydrology of an area. Discharges of fill material generally include the following, without limitation:

- Placement of fill material that is necessary for the construction of any structure or impoundment requiring rock, sand, dirt, or other material for its construction; site-development fills for recreational, industrial, commercial, residential, and other uses; and causeways or road fills

- Dams and dikes

- Artificial islands

- Property protection or reclamation devices such as riprap, groins, seawalls, breakwaters, revetments, and beach nourishment
- Levees
- Fill for intake and outfall pipes and subaqueous utility lines
- Fill associated with the creation of ponds
- Any other work involving the discharge of fill or dredged material

14.6.4 Mitigation

Any facility requirement that cannot be sited to avoid wetlands must be designed to minimize wetlands degradation and must include compensatory mitigation as required by wetland regulatory agencies in all phases of project planning, programming, and budgeting.

The contractor may be required to develop on-site mitigation, consisting of wetland/stream restoration or creation for all unavoidable wetland and stream impacts whenever possible and feasible. Use of Marine Corps lands and lands of other entities may be permissible for mitigation purposes for Marine Corps projects when consistent with USEPA and USACE guidelines or permit provisions. Land within the project area suitable for establishment of wetlands mitigation may be evaluated by the contractor and used for mitigation where compatible with mission requirements and approved by the Commanding Officer. Proposals for permanent resource areas must be approved by the Assistant Secretary of the Navy (Installations and Environment) or his/her designee.

The contractor may be required to develop on-site mitigation consisting of wetland/stream restoration or creation for all unavoidable wetland and stream impacts whenever possible and feasible.

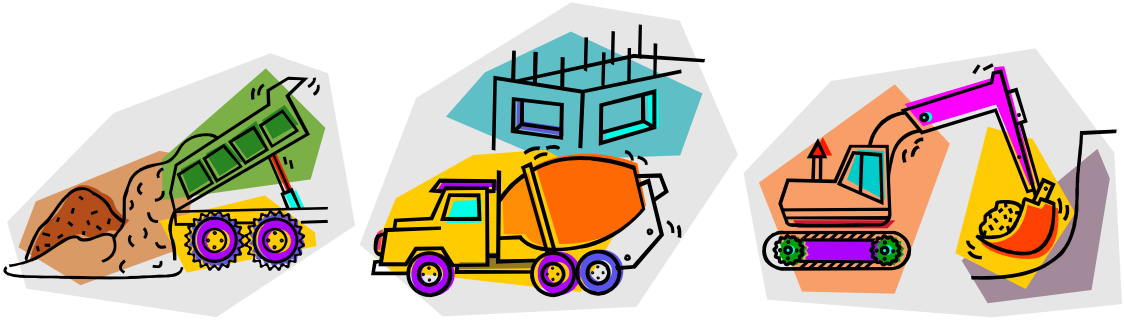
Off-site mitigation should be proposed only if there is no other reasonable compensatory mitigation alternative.

14.7 Temporary Construction

Traces of temporary construction facilities, such as haul roads, work areas, structures, foundations of temporary structures, stockpiles of excess or waste materials, and other signs of construction, should be removed. Temporary roads, parking areas, and similar temporarily used areas should be graded to conform to surrounding contours.

General EMS & Environmental Awareness Training for Contractors & Vendors

Attachment (1)



MCB Camp Lejeune, NC/ MCAS New River

General EMS and Environmental Awareness Training for Contractors and Vendors

Revised: April 2008

Disclaimer

- This training does not replace any required regulatory environmental training as per your contract
  - Required environmental training should be completed *prior* to working aboard the Installation
  - Training records should be available for review upon request

Training Overview

- EMS and the Environmental Policy
- Environmental Management Division
- General Environmental Awareness
- Spill Response Basics
- Summary

EMS and the Environmental Policy

What is an EMS?

- MCB Camp Lejeune and MCAS New River have implemented an Environmental Management System (EMS) that is founded on the principles of our respective **Environmental Policy**.

- The purpose of the EMS is to sustain and enhance mission readiness and access to training areas through effective and efficient environmental management.

- The EMS emphasizes that the authority and principal responsibility for controlling environmental impacts belong to those commands, units, offices, and personnel, ***including contractors and vendors***, whose activities have the potential to impact the environment.

Why have an EMS?

"To sustain our operations and training capabilities, and to safeguard land-use availability, ……. will comply with environmental laws and conserve the natural and cultural resources with which it has been entrusted."

Excerpt from the Commanding Officer's Environmental Policy Statement

What YOU Need to Know

- The Installation has an EMS

- These three goals are the foundation of our **Environmental Policy**:

1. **Comply** with relevant environmental laws and regulations

2. **Prevent pollution**

3. **Continually improve** our EMS

YOUR **EMS Responsibilities**

- Be aware of the Environmental Policy
- Be familiar with spill procedures
- Keep your eyes open for potential problems
- Report any environmental problems or concerns promptly and notify your ROICC or Contract Representative
- Utilize this training for your workers

Environmental Management Division (EMD), MCBCL

Environmental Affairs Department (EAD), MCASNR

EMD/EAD can help!

- The appropriate environmental office works with your ROICC or Contract Representative to ensure:
  - Proper management of waste
  - Compliance with regulations
  - Required environmental plans are developed and followed, if applicable
  - Required environmental training material is provided for contractor use

What Does EMD/EAD Do for You?

- If you have EMS or environmentally related questions, contact your ROICC or Contract Representative who will then work with EMD & EAD to determine how to proceed

Remember…

ALL environmental program requirements are applicable to **ALL** contractors and vendors working aboard the Installation!

General Environmental Awareness

Water Quality

- **Construction/demolition and other projects can result in:**
  - Stormwater pollution
  - Erosion and sedimentation

- **If a project could impact water quality:**
  - Don’t dispose of oil, chemicals, or any other material/debris down storm drains
  - Keep sediment, leaves, and construction debris away from storm drains (use barriers)
  - Sediment Erosion Control Plans are required for sites when more than 1 acre will be disturbed

Used Oil

- **Oil handling/changing operations can result in:**
  - Spills
  - Waste
  - Groundwater, stormwater, or soil contamination

- **If a project involves the use of oil:**
  - Perform maintenance in paved, designated areas
  - Recycle used oil, oil filters, and other fluids…don't dump down storm drain or dispose of in the trash
  - Clean up spills immediately and properly!

Air Quality

If a project could impact air quality:

- Prior to beginning operations, have your ROICC or Contract Representative contact the Installation Air Quality Program representative for applicable Federal and state permitting requirements
- Follow all permit requirements, including material usage recordkeeping for Title V permit sources
- Notify your ROICC or Contract Representative before bringing new equipment on site
- Notify your ROICC or Contract Representative before modifying an existing permitted source (including physical changes and material changes). Examples of permitted sources include boilers, generators, fuel tanks, and welding/soldering operations

Hazardous Waste Management

- **Hazardous waste generation can result in:**
  - Consumption of natural resources
  - Increased Regulatory Burden
- **If a project generates hazardous waste:**
  - Reduce/Minimize the generation of hazardous waste
  - Contact your ROICC or Contract Representative if unsure how to manage a waste
  - Don’t put hazardous wastes into general trash dumpsters
  - Ensure satellite accumulation areas (SAA) are managed properly
    - Notify your ROICC or Contract Representative prior to creating a new SAA!
  - Ensure hazardous waste drums are labeled and lids are secured

Hazardous Materials

- **If a project requires the use hazardous material (HAZMAT):**
  - Keep flammable materials in HAZMAT lockers
  - Don’t store large quantities – keep on hand only what you will use
  - Maintain MSDSs for each material on-site
  - Place materials stored outside in secondary containment to prevent spill/reduce releases
  - Stop work if you unearth a hazardous material (i.e., ordnance) and report to your ROICC or Contract Representative

PCB and Asbestos

- **If a project generates or involves the removal of PCB or asbestos:**
  - Manage and handle PCB and asbestos only if you are properly trained

  - Manage PCB and asbestos in proper containers with appropriate labeling

Solid Waste Management

- **Solid waste generation can result in:**
  - Consumption of natural resources
  - Decreased landfill space
- **If a project generates regulated or solid waste:**
  - Reduce/Reuse/Recycle when possible; meet contract requirements for recycling
  - Contact your ROICC or Contract Representative if unsure how to manage a waste
  - Don’t put unauthorized wastes into general trash dumpsters – Recyclable products should be placed in appropriate containers & not co-mingled with solid waste
  - Don’t use government-owned dumpsters for your contractor waste and debris

Good Housekeeping

- Poor housekeeping can result in:
  - Fines, termination of contract
  - Environmental contamination, spills
  - Injuries

- Maintain good housekeeping:
  - **DO** store flammable materials in HAZMAT lockers
  - **DO** ensure containers are labeled and lids are secured
  - **DO** keep stormwater drains clear of debris
  - **DO** clean up work sites at the end of *each* day
  - **DO** clean up spills immediately and properly
  - DO clean up work area after job completion
  - **DON'T** pour material down storm or floor drains
  - **DON'T** stockpile waste – put it where it belongs!

Spill Response Basics

If You Have or See a Spill…

Call 911

Natural Resources –
Threatened & Endangered Species

- The Installation is currently home to nine federally listed endangered species: red-cockaded woodpecker (RCW), green sea turtle, loggerhead sea turtle), rough-leaved loosestrife, seabeach amaranth, piping plover, American alligator, and American bald eagle and Hirst's panic grass.

- The following restrictions apply:
  - Construction activities are restricted within 1500 ft of a bald eagle's nest
  - Vehicles & lighting are prohibited on the beaches overnight = 1 May -31 Oct
  - Cutting or damaging pine trees in not permitted
  - Fish & wildlife must not be disturbed

Natural Resources –
Wetlands

- The US Army Corps of Engineers defines a wetland as " areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions."

- No discharge of fill material, mechanized land clearing, or any other activity is allowed in jurisdictional wetlands or Waters of the United States without the proper approvals.

- Permits will be required

Natural Resources –
Timber

There are over 127,000 acres of forested land aboard the Installation

- The MCBCL Forest Management Program has 1st right of refusal for all timber products on construction projects

- The following restrictions apply:
  - Do not cut or deface trees w/o authorization
  - Protect existing trees that are to remain in place
  - Do not fasten or attach ropes or cables to existing nearby trees for anchorages w/o authorization

Cultural Resources

The Installation manages a variety of historic and prehistoric archaeological sites, as well as historic structures.

- **IF YOU FIND A BONE, BOTTLE OR PIECE OF POTTERY THAT YOU THINK MIGHT HAVE ARCHAELOGICAL OR HISTORIC INTEREST, DON'T PICK IT UP. IF YOU FIND ANY OF THESE THINGS, MARK THE AREA & NOTIFY THE BASE ARCHAEOLOGIST, EMD AT 451-5063.**

Summary

Summary

- MCB Camp Lejeune and MCAS New River protect, preserve, and enhance their natural resources through their EMS and Environmental Policies
  - **We comply** with relevant environmental laws and regulations
  - **We prevent pollution**
  - **We continually improve** the EMS
- **YOU** are responsible for complying with applicable environmental requirements too
- If you aren't sure what to do...**ASK**!
  - Your ROICC or Contract Representative and EMD/EAD are here to help

Remember…

Consult the ***Contractor Environmental Guide*** for more detailed information pertaining to environmental requirements applicable to the work you do.

If you have any questions or concerns about the information in this training, please consult with your ROICC or Contract Representative, who will contact the appropriate environmental office if additional clarification is necessary.

SECTION 01 78 00

CLOSEOUT PROCEDURES

05/13

PART 1 GENERAL

1.1 SUBMITTALS

Submit the following in accordance with Section 01 33 00, "Submittal Procedures."

SD-10, Operation and Maintenance Data

Equipment/product warranty list

SD-11 Closeout Submittals

As-built drawings

Record of materials

Maximo requirements

Complete Submittal Package 2 CD/DVD's

Equipment/product warranty tag

1.2 PROJECT RECORD DOCUMENTS

As-Built Drawings will be submitted as specified in 1.2.1 along with GIS Deliverables which will be created and submitted as specified in Section 01 78 30, DIGITAL DATA DELIVERABLES (GIS).

1.2.1 As-Built Drawings

"FAC 5252.236-9310, Record Drawings." As-built drawings will be submitted in redline mark-up format.

1.2.2 As-Built Record of Materials

Furnish a record of materials.

Where several manufacturers' brands, types, or classes of the item listed have been used in the project, designate specific areas where each item was used. Designations shall be keyed to the areas and spaces depicted on the contract drawing. Furnish the record of materials used in the following format:

MATERIALS DESIGNATION	SPECIFICATION	MANUFACTURER	MATERIALS USED (MANUFACTURER'S DESIGNATION)	WHERE USED
_____	_____	_____	_____	_____

1.3 MAXIMO REQUIREMENTS

Submit maximo requirements as specified.

1.4 EQUIPMENT/PRODUCT WARRANTIES

1.4.1 Equipment/Product Warranty List

Furnish to the Contracting Officer a bound and indexed notebook containing written warranties for equipment/products that have extended warranties (warranty periods exceeding the standard one-year warranty) furnished under the contract, and prepare a complete listing of such equipment/products. The equipment/products list shall state the specification section applicable to the equipment/product, duration of the warranty therefor, start date of the warranty, ending date of the warranty, and the point of contact for fulfillment of the warranty. The warranty period shall begin on the same date as project acceptance and shall continue for the full product warranty period. Execute the full list and deliver to the Contracting Officer prior to final acceptance of the facility.

1.4.2 Equipment Warranty Tags and Guarantor's Local Representative

Furnish with each warranty the name, address, and telephone number of the guarantor's representative nearest to the location where the equipment and appliances are installed. The guarantor's representative, upon request of the station representative, shall honor the warranty during the warranty period, and shall provide the services prescribed by the terms of the warranty. At the time of installation, tag each item of warranted equipment with a durable, oil- and water-resistant tag approved by the Contracting Officer. Attach tag with copper wire and spray with a clear silicone waterproof coating. Leave the date of acceptance and QC's signature blank until project is accepted for beneficial occupancy. Tag shall show the following information:

EQUIPMENT/PRODUCT WARRANTY TAG

Type of Equipment/Product _____
Warranty Period _____ From _____ To _____
Contract No. _____
Inspector's Signature _____ Date Accepted _____

Construction Contractor:
Name: _____
Address: _____
Telephone: _____

Warranty Contact: _____
Name: _____
Address: _____
Telephone: _____

STATION PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE

1.5 COMPLETE SUBMITTAL PACKAGE

Contractor shall make electronic copies of all submittals, including the approved transmittal sheets, and provide two (2) CD/DVD's containing all submittals for the project.

The CD/DVD's shall be marked "Complete Submittal Package - Contract #N40085-13-B-0013."

1.6 CLEANUP

Leave premises "broom clean." Sweep paved areas and rake clean landscaped areas. Remove waste and surplus materials, rubbish and construction facilities from the site.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 78 30

DIGITAL DATA DELIVERABLES (GIS)

09/12

PART 1 GENERAL

1.1 OBJECTIVE

The primary objective of this section is to provide detailed specifications for the collection and creation of Geographic Information System (GIS) data to ensure that all GIS data delivered is compatible and will add value to MCB Camp Lejeune's Installation Geospatial Information and Services (IGI&S) repository MCAS Cherry Point's Installation Geospatial Information and Services (IGI&S) repository.

1.1.1 Point of Contact for MCB Camp Lejeune

The Point of Contact (POC) for assistance in preparation of GIS deliverables is:

NAVFAC MIDLANT
Officer In Charge Of Construction
(Construction Manager)
1005 Michael Drive
Camp Lejeune, NC 28547-2521
(910) 451-2581

1.1.2 Point of Contact for MCAS Cherry Point

The Point of Contact (POC) for assistance in preparation of GIS deliverables is:

MCAS Cherry Point Facilities Systems Service Office
GIS Section
chpt.facssoomb@usmc.mil

1.2 1.2 SUBMITTALS

Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-11 Closeout Submittals

GIS Data Deliverables

1.3 COLLECTION AND CREATION OF GEOSPATIAL DATA

Prior to data collection and creation the contractor shall provide the Government Project Manager a Technical Approach Plan for approval which describes the contractor's plan to collect and create GIS Data as specified in this section.

1.3.1 Technical Approach Plan

The Technical Approach Plan will contain the following:

a. How features will be collected utilizing Global Positioning System (GPS) technology

b. Which features, as specified in paragraph "ATTRIBUTE DATA COLLECTION AND GPS REQUIREMENTS FOR SPECIFIC FEATURES", will be located, GPS and created

c. Source of attribute data

d. Steps taken to create personal Geodatabase e. What GIS data will be delivered

1.3.2 Geospatial Data Collection

All questions regarding the Specification For Digital Data - GIS Deliverables shall be directed to MCB Camp Lejeune I&E, PWD GIS Section MCAS Cherry Point I&E, PWD GIS Section, via the Government Project Manager. Specific Tasks are as follows:

a. Contractor is responsible for the collection and creation of geospatial data for newly constructed or replaced utilities and infrastructure features that fall within the realm of this specification.

b. Utilize GPS technology to locate and create GIS data and deliver only features that are relevant to this contract as specified in paragraph "ATTRIBUTE DATA COLLECTION AND GPS REQUIREMENTS FOR SPECIFIC FEATURES".

c. Follow instructions in paragraph "ATTRIBUTE DATA COLLECTION AND GPS REQUIREMENTS FOR SPECIFIC FEATURES" which defines the following:

1. GIS feature requirements.

2. The manner in which the data will be collected in GPS.

3. The manner in which GIS data will be created.

4. Required Attribute data.

5. Other instructions pertaining to GIS data.

1.3.3 Data Collection requirements

Survey Grade and Sub-Foot GPS Geospatial Data Collection requirements:

a. GPS data shall be completed in accordance with the "Statewide Global Positioning System (GPS) Data Collection and Documentation Standards, Version 3" (or higher version if available at the time of this project) as prepared by the Statewide Mapping Advisory Committee and adopted by the North Carolina Geographic Coordinating Council in May 2006. Copies of these standards can be found on the Internet at: www.ncgicc.org.

b. Only bench marks included in the North Carolina Geodetic Survey Base
Station Network shall be used for mapping grade GPS data

collection.

c. Mission planning is essential and contractor should utilize lowest possible PDOP values.

d. Geographic data shall be collected and created into the Universal Transverse Mercator (UTM) coordinate system.

1. North American Datum (NAD) 1983 / UTM Zone 18N.

e. Spatial accuracy requirements for Survey and Sub-Foot grade data collection are as follows:

Sub-Foot requirements

1. All points shall be within + 12 inches

2. 95% accuracy rate for all points.

Survey Grade requirements

1. All points shall be within + 1 centimeter

2. 98% accuracy rate for all points

f. Every effort shall be made to capture feature locations without using offsets.

1. Offsets will be noted in final report and user_flag field for which each feature it applies, unless otherwise specified.

1.3.4 Geospatial Data Standards

The IGI&S repository model is based on the Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE) with modifications.

a. Copies of the SDSFIE may be obtained from the Solutions and Technology for the Advancement and Refinement of SDSFIE (STARS) Team Internet homepage at http://www.sdsfieonline.org/.

b. Due to on-going government modifications to MCB Camp Lejeune's MCAS

Cherry Point's IGI&S repository the contractor shall ensure the schema of the final product is in compliance and all data will be created and delivered utilizing MCB Camp Lejeune's MCAS Cherry Point's most current IGI&S repository schema.

1. The contractor shall request an additional template prior to delivery to be used for the final delivery of data.

2. Final report will include date of last data request for IGI&S schema and geospatial data.

1.3.5 Government Provided Geospatial Data

MCB Camp Lejeune's MCAS Cherry Point's **IGI&S repository's schema and geospatial data shall be obtained via the Government Project Manager before any data is collected or created**. The Project Manager, upon request,

shall furnish the contractor with a Geospatial data request package. The contractor shall:

a. Request only GIS data that is pertinent to the contract. b. Request shall include the following information:

1. Contract Number and Title.

2. Contractor's Name, Address, Phone Number, Email and Point of Contact.

3. Summary of Project.

4. Contract Specification.

5. Expected Delivery date and features.

1.3.6 New Feature Class Requirements

When developing a new feature class, the Contractor shall develop the initial structure consistent with the most current version of SDSFIE.

a. If further modifications to the database structure are required, the Contractor will consult with the Government Project Manager for direction and final approval.

b. All new feature data class shall be created in compliance with SDSFIE noted on the final report.

1.3.7 Collection of Geospatial data

a. Utility data, as identified in paragraph "ATTRIBUTE DATA COLLECTION AND GPS REQUIREMENTS FOR SPECIFIC FEATURES" will be collected utilizing Survey Grade GPS data collection methods.

b. Prior to GPS efforts, buried underground utilities shall be located in order to GPS accurate location.

c. Other infrastructure data, as identified in paragraph "ATTRIBUTE DATA COLLECTION AND GPS REQUIREMENTS FOR SPECIFIC FEATURES" shall be collected utilizing Sub-Foot GPS data collection methods.

d. GPS data and collection data files shall be included with every phase of delivery.

1.3.8 Creation of Geospatial Data

Data will be created in a Personal Geodatabase using ArcGIS 9.3 or higher if a higher version is being used by the government at the time of this project.

Contractor shall verify the ArcGIS version, via the Government Project Manager, at the commencement of this contract.

Geodatabase Spatial Reference Properties shall include the following:

a. North American Datum (NAD) 1983 / UTM Zone 18N. b. x,y domain precision of 1000.

1.3.9 Data Format and Structure

To ensure that all Geospatial data created can be loaded and add value to MCB Camp Lejeune's MCAS Cherry Point's IGI&S repository; data will be created in such a way that the delivered file personal geodatabase mirrors the IGI&S repository. This includes, but is not limited to the following:

a. Geospatial database table structure.

b. Domain(s) configuration.

1. SDSFIE domains have been modified by MCB Camp Lejeune MCAS Cherry Point for operational purposes, it is the contractor's responsibility to request and utilize associated domain structure to ensure deliverable will load into the geodatabase.

c. Required attribute data as specified in paragraph "ATTRIBUTE DATA COLLECTION AND GPS REQUIREMENTS FOR SPECIFIC FEATURES" shall be obtained via contract specifications, plans and on as-built drawings.

1. Actual field data always supersedes drawings.

c. The contractor may have to research and verifying existing as-built data in the Technical Records Section located at the Public Works Building, MCB Camp Lejeune MCAS Cherry Point.

d. **The GIS Data Deliverable does not replace the requirements for as-built drawings and or files for this contract.**

1.3.10 GIS Topology Rules

All data must be created using GIS topology rules for polygons, points and lines, such as, but not limited to the following examples:

a. Polygons, Polylines and points rules, please reference illustrating topology rules in ArcGIS at www.esri.com.

b. Polygons must not have slivers.

c. All utility or infrastructure system data, which is, but not limited to, transportation system and electrical, water, steam distribution, and wastewater collection etc., will be created using GIS spatially connectivity rules which specifies that vertex, edge and endpoints be snapped to features within the system.

1. Features will be snapped to the appropriate item.

2. Data will be created to represent the real world, for example, direction of flow, i.e., water, sewer and transportations systems will be drawn and created in the direction of flow.

3. Utility systems will be created from source to sink, etc.

4. Abandoned In Place (AIP) utility lines will be located and updated in the current utility line feature data set and identified as AIP in the attribute table.

5. Polylines will be connected by nodes, i.e., fittings, valves, street connections and other natural occurring items within the data.

6. Demolished Lines are to be delivered in a feature data set, which appropriately reflects the utility.

1.3.11 Creation of Geographic Data Documentation (METADATA)

For each digital file delivered containing geographic information the Contractor shall provide documentation consistent with the Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata (CSDGM). Both 'Mandatory' and 'Mandatory-if- Applicable' fields shall be completed for each geographic data set.

Metadata generation tools included in the ArcGIS suite of software shall be used in the production of the required metadata in XML format. If neither of these tools is used, the Contractor must insure that the metadata is delivered in a format that can be easily translated to the XML format. Copies of the FGDC metadata standard can be obtained on the Internet at http://www.fgdc.gov.

The documentation shall include, but not be limited to, the following:

a. The name and description of the data set/data layer.

b. The source of the data and any related data quality information such as positional accuracy and time period of content.

c. Descriptions of the receiver and other equipment used during collection and processing, base stations used for differential corrections, software used for performing differential corrections, estimated horizontal and vertical accuracies obtained, and conversion routines used to translate the data into final geographic data delivery format.

d. Type of data layer (point, line, polygon, etc.)

e. Field names of all attribute data and a description of each field name.

f. Definition of all codes used in the data fields.

g. Ranges of numeric fields and the meaning of these numeric ranges.

h. The creation date of the data layer and the name of the person or company who created it.

i. A point of contact shall be provided to answer technical questions.

1.3.12 Final Report

Final report will also be required with the following supplement information:

a. Specific procedures and list of equipment, software and versions that was utilized for the GPS data collection and creation of geospatial data.

b. Any offsets.

c. Modifications to the geodatabase to include any new feature data class.

d. Source that was utilized for all required attributes.

e. Miscellaneous information that the contractor deems significant.

f. A Technical Point of Contact.

g. GPS data controller files.

1.3.13 GIS Submittals

Submit GIS data deliverables for review and approval by the MCB Camp Lejeune, MCAS Cherry Point Public Works GIS section.

a. Reports will be submitted in the following formats and or versions. Contractor shall verify required version(s) of software, via the Government Project Manager, at the commencement of this contract.

   1. Microsoft Office 2003 or higher upon verification.

   2. Adobe Portable Document Format (PDF).

b. All GIS data will be provided in a ArcGIS file personal geodatabase as specified.

c. Media for Geospatial Data Deliverables: Geographic data shall be delivered on a compact disk read-only memory (CD-ROM) -or- digital versatile disk read-only memory (DVD-ROM).

d. Map submittals shall accompany each geospatial deliverable.

   1. Include ANSI C map for each project / area.

   2. Data should be labeled and attributed per specification.

1.3.14 Ownership

All digital files, final hard-copy products, GPS raw data, source data acquired for this project, and related materials, including that furnished by the Government, shall become the property of MCB Camp Lejeune MCAS Cherry Point and will not be issued, distributed, or published by the Contractor.

1.3.15 Geographic Data Review

a. The digital geographic maps, GPS collection files and related data, all working text and documents and file personal geodatabase shall be included for review in the draft and final contract submittals.

b. The contract shall submit a preliminary review of data between 15-25 percent to ensure specifications are being met.

c. The data will be analyzed for discrepancies in subject content, correct format in accordance with these specifications, and compatibility with MCB Camp Lejeune's MCAS Cherry Point's IGI&S repository schema.

d. Failure for non-compliance of the specifications outlined in this document will result in non-acceptance of data deliverables.

1.4 ATTRIBUTE DATA COLLECTION AND GPS REQUIREMENTS FOR SPECIFIC FEATURES

1.4.1 Infrastructure

GPS and collect attribute data as specified in the Collection and Creation of Geospatial data section for each feature listed with Sub-foot GPS accuracy and enter attribute data in compliance with the IGI&S database.

1.4.1.1 1.4.1.1 Structures: CLJN.structure_existing_area CPT.structure_existing_area

GPS Structure and collect the following attributes:

a. Subtype ID
b. Building ID (building number)
c.Structure Status
d. Number of Levels
e. Structure Use 2: Populate "Residential" if structure is a residential unit
f. Building No (building number)
g. Facililty No (building number)
h. Material
i. Drawing Number
j. Contract Number
k. Date Acquired
l. Data Source

1.4.1.2 Floor Outline: CLJN.building.floor_outline (Polyline) CPT.building.floor_outline (Polyline)

All new and renovated buildings will be required to have a "clean floor plan" for each floor level that will be delivered in GIS format. Each level will represent one feature and provide the following: walls, doors, windows, closet, crawlspace, head facility, stairwells, etc.

Create feature and update the following attributes:

a. Building ID: (building number)
b. Floor Name
c. Drawing Number
d. Contract Number:
e. Data Source

1.4.1.3 Slabs: CLJN.slab_area CPT.slab_area

GPS and collect the following attributes:

a. Structure ID: (Facility Number, if applicable)
b. Feature Description
c. Structure Material
d. Structure Condition

e. Built Date
f. Drawing Number
g. Contract Number
h. Data Source

1.4.2 Transportation

Attribute data requirements for Transportation: The following attributes shall be collected for each infrastructure data class: Collect GPS data for all features listed with Sub-Foot accuracy.

1.4.2.1 Road Centerline: CLJN.road_centerline CPT.road_centerline

GPS and collect the following attributes:

a. Category
b. Road Name
c. Paved: Paved/Unpaved
d. Date Acquired
e. Surface Type
f. Drawing Number
g. Contract Number
h. Data Source
i. Use

1.4.2.2 Road Area: CLJN.road_area CPT.road_area

GPS and collect the following attributes:

a. Road Segment
b. Paved
c. Divided: Yes/No
d. Number of Lanes
e. Date Acquired
f. Surface Type
g. Drawing Number
h. Contract Number
i. Data Source
j. Road Name

1.4.2.3 Curb line: CLJN.curb_line CPT.curb_line

GPS and collect the following attributes:

a. Curb Material
b. Description
c. Drawing Number
d. Contract Number
e. Data Source

1.4.2.4 Driveways: CLJN.vehicle_driveway_area CPT.vehicle_driveway_area

GPS and collect the following attributes:

a. Paved or Unpaved
b. Surface Material
c. Date Acquired
d. Drawing Number
e. Contract Number

f. Data Source

1.4.2.5 Parking Lots: CLJN.vehicle_parking_area CPT.vehicle_parking_area

GPS and collect the following attributes:

a. Parking ID: Building that is associated with this feature
b. Paved Description
c. Total Spaces
d. Lighting
e. Drawing Number
f. Contract Number
g. Data Source
h. Surface Type
i. Park Use
j. Feature Name
k. Striping

1.4.2.6 Bridge: CLJN.road_bridge_area CPT.road_bridge_area

GPS and collect the following attributes:

a. Bridge ID: Facility Number
b. Number of Lanes
c. Bridge Material Type
d. Bridge Type
e. Capacity
f. Drawing Number
g. Contract Number
h. Data Source

1.4.2.7 Pedestrian Sidewalks: CLJN.pedestrian_sidewalk_area CPT.pedestrian_sidewalk_area

GPS and collect the following attributes:

a. Material
b. Use
c. Status
d. Drawing Number
e. Contract Number
f. Data Source
g. Date Acquired

1.4.3 Improvement General

Attribute data requirements for Improvement General: The following attributes shall be collected for each infrastructure data class: Collect GPS data for all features listed with Sub-Foot accuracy.

1.4.3.1 Fence: CLJN.fence_line CPT.fence_line

GPS and collect the following attributes:

a. Material: Chain Link, Wood, etc.
b. Drawing Number
c. Contract Number
d. Data Source
e. RECLIN ID: Facility Number

f. Date Acquired

1.4.3.2 Gates: CLJN.gate_line CPT.gate_line

GPS and collect the following attributes:

a. Material
b. Feature Height
c. Drawing Number
d. Contract Number
e. Data Source
f. Gate ID: Facility ID
g. Date Acquired

1.4.3.3 Walls: CLJN.wall_line CPT.wall_line

GPS and collect the following attributes:

a. Material
b. Feature Height
c. Drawing Number
d. Contract Number
e. Data Source
f. Facility ID:
g. Date Acquired

1.4.3.4 Recreation Trails: CLJN.recreation_trail_centerline CPT.recreation_trail_centerline

GPS and collect the following attributes:

a. Subtype
b. Trail Description
c. Paved
d. Date Acquired
e. Drawing Number
f. Contract Number
g. Data Source
h. Trail ID
i. Trail Name

1.4.3.5 Miscellaneous Recreation Area Playground: CLJN.playground_area CPT.playground_area

GPS and collect the following attributes:

a. Playground ID: Facility Number
b. Feature Description:
c. Drawing Number
d. Contract Number
e. Data Source

1.4.3.6 Swimming Pool: CLJN.swimming_pool_area CPT.swimming_pool_area

GPS and collect the following attributes:

a. Swimming Pool ID
b. Feature Description

c. Drawing Number
d. Contract Number
e. Data Source

1.4.3.7 Athletic Court: CLJN.athletic_court_area CPT.athletic_court_area

GPS and collect the following attributes:

a. Court ID
b. Court Type
c. Court Name
d. Date Acquired
e. Drawing Number
f. Contract Number
g. Data Source
h. Court Desc

1.4.3.8 Athletic Field: CLJN.athletic_field_area CPT.athletic_field_area

GPS Structures and collect the following attributes:

a. Field ID: Facility Number
b. Field Description
c. Date Acquired
d. Field Type
e. Contract Number
f. Drawing Number
g. Data Source
h. Field Name

1.4.4 Environmental Storage Tanks

Attribute data requirements for Environmental Storage Tanks: The following attributes shall be collected for each infrastructure data class: Collect GPS data for all features listed with Survey Grade accuracy.

1.4.4.1 Underground Storage Tanks: CLJN.underground_storage_tank_point CPT.underground_storage_tank_point

GPS and collect the following attributes:

a. ENVUST ID for Under Ground Storage Tank
b. Hazsite ID
c. EH Tank: Fuel Type
d. Facility Number
e. X Coordinates
f. Y Coordinates
g. Installation Date
h. Drawing Number
i. Contract Number
j. Data Source
k. Product D
l. Narrative
m. Serial Number
n. Tank Sys D
o. Status
p. Regulated
q. Volume

r. Volume U D

1.4.4.2 Aboveground Storage Tanks: CLJN.aboveground_storage_tank_site CPT.aboveground_storage_tank_site

GPS and collect the following attributes:

a. ENVAST ID for Above Ground Storage Tank
b. Hazsite ID
c. EH Tank
d. Facility Number
e. X Coordinates
f. Y Coordinates
g. Installation Date
h. Drawing Number
i. Contract Number
j. Data Source
k. Product D
l. Narrative
m. Serial Number
n. Tank Sys D
o. Status
p. Regulated
q. Volume
r. Volume U D

1.4.5 Other Features

Other Infrastructure Features:

All newly constructed features require GIS deliverables. If a particular utility is being installed and has been omitted from this specification, the feature shall be deliverable under these guidelines. At a minimum the following will be required;

a. Subtype ID
b. Facility ID
c. Installation Date
d. Type/Description
e. Material
f. Drawing Number
g. Contract Number
h. Data Source
i. Date Acquired

1.4.6 Utilities

Locate underground utilities, GPS and collect attribute data as specified in the Collection and Creation of Geospatial data section for each feature listed with survey grade accuracy and enter attribute data in compliance with the IGI&S database.

Please note: All utility lines that can be currently located in MCB Camp Lejeune's MCAS Cherry Point's GIS geodatabase that are to be demolished/removed within the specifications of this contract will be used to update the demolished line feature data set for that class. The existing spatial and non-spatial data will be copied into the demolished feature class. This information does not include Abandoned in Place (AIP) lines. Abandoned lines shall remain the in the existing data feature

class and be attributed AIP.

1.4.7 Electrical Distribution

Please Note: MCB, Camp Lejeune's Complete Circuit ID list is available. Please contract Government Project Manager for list which is provided by our Electrical Distribution shop in Public Works, MCB Camp Lejeune.

The following attributes shall be collected for each utility data class: Collect GPS data for all features listed with survey grade accuracy.

1.4.7.1 Demolished Electrical Lines: CLJN.demolished_cable_line CPT.demolished_cable_line

Existing attribute information will be copied into the demolished feature class: Please add the following attribute data once updated.

a. Date
b. Drawing Number
c. Contract Number
d. Data Source

1.4.7.2 Electrical Lines: CLJN.electrical_cable_line CPT.electrical_cable_line

Locate all Electrical Line data and collect the following attributes:

a. Subtype Identifier
b. Disposition
c. Subtype
d. Date Acquired
e. Conduit Size
f. Number of Phases
g. Insulation Material
h. Voltage
i. Size of Units
j. Substation ID
k. Circuit ID
l. Contract Number
m. Drawing Number
n. Data Source

1.4.7.3 Electrical Meter: CLJN.electrical_meter_point CPT.electrical_meter_point

Locate, GPS and collect the following attributes:

a. Meter ID
b. Voltage
c. KW Rate
d. Number of Phases
e. Model Number
f. Date Acquired
g. Facility ID
h. Substation ID
i. Circuit ID
j. X Coordinates
k. Y Coordinates

l. Contract Number
m. Drawing Number
n. Data Source

1.4.7.4 Electrical Transformer: CLJN.elect_transformr_bank_point CPT.elect_transformr_bank_point

Locate, GPS and collect the following attributes:

a. Subtype
b. Date Installed
c. Primary Voltage
d. Secondary Voltage
e. Number of Transformers
f. Total KVA
g. Substation ID
h. Circuit ID
i. KVA Information
j. X Coordinates
k. Y Coordinates
l. Contract Number
m. Drawing Number
n. Data Source

1.4.7.5 Electrical Poles: CLJN.utility_pole_tower_point CPT.utility_pole_tower_point

Locate, GPS and collect the following attributes:

a. Pole No
b. Date Acquired
c. Condition
d. Type
e. Material
f. Pole Height
g. Units of Measure
h. Circuit ID
i. X Coordinates
j. Y Coordinates
k. Contract Number
l. Drawing Number
m. Data Source

1.4.7.6 Exterior Lighting: CLJN.exterior_lighting_point CPT.exterior_lighting_point

Locate, GPS and collect the following attributes:

a. Light Type
b. X Coordinates
c. Y Coordinates
d. Sensor
e. Watts
f. Voltage
g. Circuit ID
h. Contract Number
i. Drawing Number
j. Date Acquired
k. Data Source

1.4.7.7 Electrical Switch: CLJN.electrical_switch_point
CPT.electrical_switch_point

Locate, GPS and collect the following attributes:

a. Subtype ID
b. Switch ID
c. Disposition
d. Installation Type
e. Switch Status
f. Voltage
g. Circuit ID
h. X Coordinates
i. Y Coordinates
j. Contract Number
k. Drawing Number
l. Data Source

1.4.7.8 Electrical Regulator: CLJN.electrical_regulator_point
CPT.electrical_regulator_point

Locate, GPS and collect the following attributes:

a. Electrical Regulator ID
b. Disposition
c. Regulator Type
d. Regulator Use
e. Primary Volts
f. Secondary Volts
g. Number of Taps
h. KV Rate
i. Fuse Type
j. Manufacturer
k. Model Number
l. Circuit ID
m. X Coordinates
n. Y Coordinates
o. Contract Number
p. Drawing Number
q. Data Source

1.4.7.9 Electrical Manholes: CLJN.electrical_junction_point
CPT.electrical_junction_point

Locate, GPS and collect the following attributes:

a. Subtype ID
b. Type
c. Number of Cables
d. Rim Elevation
e. Units of Elevation
f. Diameter
g. Diameter Units
h. X Coordinates
i. Y Coordinates
j. Substation ID
k. Contract Number
l. Drawing Number

m. Data Source

1.4.7.10 Electrical Generators: CLJN.electrical_generator_point CPT.electrical_generator_point

Locate, GPS and collect the following attributes:

a. Generator ID
b. Disposition
c. KVA
d. KW Rate
e. Voltage
f. Fuel Type
g. Manufacturer
h. Model
i. Serial Number
j. Circuit ID
k. X Coordinates
l. Y Coordinates
m. Facility ID
n. Contract Number
o. Drawing Number
p. Data Source

1.4.7.11 Substation: CLJN.electrical_substation_point CPT.electrical_substation_point

Locate, GPS and collect the following attributes:

a. Disposition
b. Capacity Rate
c. Capacity Measure
d. Voltage In
e. Voltage Out
f. Voltage
g. Number of transformer
h. Number of Spares
i. Number of Circuits
j. X Coordinates
k. Y Coordinates
l. Contract Number
m. Drawing Number
n. Data Source
o. Date Acquired

1.4.8 Heating and Cooling Systems

The following attributes shall be collected for each utility data class: Collect GPS data for all features listed with survey grade accuracy.

1.4.8.1 Boiler: CLJN.heat_cool_boiler_site CPT.heat_cool_boiler_site - If Required

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Disposition
c. Type
d. Capacity Heat

e. Capacity Units
f. Building ID: Facility Number where Boiler Resides
g. X Coordinates
h. Y Coordinates
i. Contract Number
j. Drawing Number
k. Data Source

1.4.8.2 Fitting: CLJN.heat_cool_fitting_point CPT.heat_cool_fitting_point

Georeference fitting data and collect the following attributes:

a. Subtype ID
b. Date Acquired
c. Material
d. Size
e. Units
f. Line Diameter
g. Diameter in Units
h. X Coordinates
i. Y Coordinates
j. Contract Number
k. Drawing Number
l. Data Source

1.4.8.3 Valves: CLJN.heat_cool_valve_point CPT.heat_cool_valve_point

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Size
c. Size Units
d. Elevation
e. Elevation Units
f. Project ID
g. X Coordinates
h. Y Coordinates
i. Contract Number
j. Drawing Number
k. Data Source

1.4.8.4 Manholes: CLJN.heat_cool_junction_point CPT.heat_cool_junction_point

Locate, GPS and collect the following attributes:

a. Subtype ID
b. Number of Valves
c. Number of Pipes
d. Width
e. Length
f. Diameter
g. Units for Measurements
h. Rim Elevations
i. Ground Elevation
j. Contract Number
k. Drawing Number
l. X Coordinates
m. Y Coordinates

n. Data Source

1.4.8.5 Chiller and Steam Line: CLJN.heat_cool_line CPT.heat_cool_line

Locate, GPS and collect the following attributes:

a. Subtype ID: Condensate, Steam, Chiller
b. Date Acquired
c. Disposition
d. Use: Underground, Overhead, Abandoned
e. Material
f. Size
g. Length
h. Size Units
i. Ground Elevation
j. Invert Elevation
k. Units for Elevation
l. Taped: Yes/No
m. Building ID: If service line indicate Building
n. Insulation Material
o. Size of Insulation
p. Size Units
q. Contract Number
r. Drawing Number
s. Data Source

1.4.8.6 Demolished Steam Line: CLJN.demolished_heat_cool_line CPT.demolished_heat_cool_line

Existing attribute information will be copied into the demolished feature class: Please add the following attribute data once updated.

a. Date
b. Drawing Number
c. Contract Number
d. Data Source

1.4.9 Storm Sewer

1.4.9.1 Storm Sewer Lines: CLJN.storm_sewer_line CPT.storm_sewer_line

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Use
c. Type
d. Material
e. Size
f. Diameter Units
g. Elevation
h. Elevation Units
i. Contract Number
j. Drawing Number
k. Data Source

1.4.9.2 Storm Sewer Drainage Line: CLJN.storm_sewer_open drainage_line CPT.storm_sewer_open drainage_line

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Disposition
c. Contract Number
d. Drawing Number
e. Data Source

1.4.9.3 Manhole: CLJN.storm_sewer_junction_point CPT.storm_sewer_junction_point

Locate, GPS and collect the following attributes:

a. Subtype
b. X Coordinates
c. Y Coordinates
d. Contract Number
e. Drawing Number
f. Data Source

1.4.9.4 Inlet: CLJN.storm_sewer_inlet_point CPT.storm_sewer_inlet_point

Locate, GPS and collect the following attributes: Contract shall verify SWPPP GPS inlet and add to this feature.

a. Subtype
b. Date Acquired
c. X Coordinates
d. Y Coordinates
e. Contract Number
f. Drawing Number
g. Data Source

1.4.9.5 Outfall: CLJN.storm_sewer_outfall_point CPT.storm_sewer_outfall_point

Locate, GPS and collect the following attributes:

a. Subtype Domain
b. Date Acquired
c. Basin ID: Contractor shall utilize existing data and coordinate Basin_ID with data manager.
d. User Flag
e. X Coordinates
f. Y Coordinates
g. Contract Number
h. Drawing Number
i. Data Source

1.4.9.6 Ponds, Basins, & Treatment Measures: CLJN.storm_sewer_reservoir_areas CPT.storm_sewer_reservoir_areas

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Project ID
c. Permit ID: SW8 XXXXXX
d. Size
e. Facility ID
f. Installation ID

g. Drawing Number
h. Data Source

1.4.10 Wastewater Collection

The following attributes shall be collected for each utility data class: Collect GPS data for all features listed with survey grade accuracy.

1.4.10.1 Wastewater Lines: CLJN.wastewater_line CPT.wastewater_line

Locate, GPS and collect the following attributes:

a. Pipe ID: By Manhole Number
b. Date Acquired
c. Use
d. Material
e. Size of Diameter
f. Units
g. Invert Elevation 1
h. Invert Elevation 2
i. Elevation Units
j. Slope
k. Slope Units
l. Building ID: If building/facility service line indicate Building number that the line services
m. Contract Number
n. Drawing Number
o. Data Source
p. Subtype

1.4.10.2 Demolished Lines: CLJN.demolished_wastewater_line CPT.demolished_wastewater_line

Existing attribute information will be copied into the demolished feature class: Please add the following attribute data once updated.

a. Date
b. Drawing Number
c. Contract Number
d. Data Source

1.4.10.3 Fitting: CLJN.wastewater_fitting_point CPT.wastewater_fitting_point

Georeference Fitting data and collect the following attributes:

a. Subtype ID
b. Date Acquired
c. Type
d. Material
e. Size of Diameter
f. Units
g. User Flag: Named Area
h. Contract Number
i. Drawing Number
j. X Coordinates
k. Y Coordinates
l. Data Source

1.4.10.4 Valves: CLJN.wastewater_valve_point CPT.wastewater_valve_point

Locate, GPS and collect the following attributes:

a. Valves ID: Manhole Number associated with valve
b. Date Acquired
c. Valve Style/Group
d. Valve Use
e. Size in Diameter
f. Valve Elevation
g. Units of Elevation
h. X Coordinates
i. Y Coordinates
j. Manhole ID
k. Contract Number
l. Drawing Number
m. Data Source

1.4.10.5 Manholes: CLJN.wastewater_junction_point CPT.wastewater_junction_point

Locate, GPS and collect the following attributes:

a. Subtype ID: Manhole
b. Manhole ID: Each section of the base has a unique numbering system for manholes; please see Public Work, GIS office for details.
c. Use
d. Type
e. Material
f. Number of Pipes in manhole
g. Rim Elevation
h. Invert Elevation
i. Elevation Units
j. Manhole Diameter
k. Diameter Units
l. X Coordinates
m. Y Coordinates
n. Date Acquired
o. Contract Number
p. Drawing Number
q. Data Source

1.4.10.6 Vent: CLJN.wastewater_vent_point CPT.wastewater_vent_point

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Valve Style/Type
c. Use
d. Size in Diameter
e. Units in Diameters
f. X Coordinates
g. Y Coordinates
h. Subtype ID
i. Containment Type
j. Contract Number
k. Drawing Number
l. Data Source

1.4.10.7 Pump Stations: CLJN.wastewater_pump_point
CPT.wastewater_pump_point

Locate, GPS and collect the following attributes:

a. Pump Station ID: Facility Number
b. Date Acquired
c. Use
d. Type
e. Cooling Method
f. Rated Outflow Volume
g. Flow Unit Measure Code
h. X Coordinates
i. Y Coordinates
j. Number of Pumps
k. Contract Number
l. Drawing Number
m. Data Source

1.4.10.8 Oil Water Separators: CLJN.wstewat_oil_wat_separatr_point
CPT.wstewat_oil_wat_separatr_point

Locate, GPS and collect the following attributes:

a. Oil Water Separator ID: Facility Number
b. Date Acquired
c. Type
d. Separator Process
e. Separator Volume
f. Volume Units of Measure
g. Grit Chamber
h. Flow Capacity
i. Flow Units
j. X Coordinates
k. Y Coordinates
l. Contract Number
m. Drawing Number
n. Data Source

1.4.10.9 Grease Trap: CLJN.wastewater_grease_trap_point
CPT.wastewater_grease_trap_point

Locate, GPS and collect the following attributes:

a. Trap Identification: Nearest Facility use Number
b. Type of Trap
c. Material
d. Capacity
e. Capacity Units
f. Manhole
g. Total Number of Laterals
h. Flow Rate
i. Flow Units
j. Building ID: Facility Number On Associated Building
k. X Coordinates
l. Y Coordinates
m. Contract Number
n. Drawing Number

o. Data Source

1.4.10.10 Septic Tank: CLJN.wastewater_septic_tank_point CPT.wastewater_septic_tank_point

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Disposition
c. Tank capacity
d. Contract Number
e. Drawing Number
f. Data Source

1.4.11 Water Distribution

The following attributes shall be collected for each utility data class: Collect GPS data for all features listed with survey grade accuracy.

1.4.11.1 Water Lines: CLJN.water_line CPT.water_line

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Use of Line
c. Disposition
d. Material
e. Size
f. Size Units
g. Pipe Length
h. Unit for Length Dimension
i. Taped
j. Source
k. All Invert Elevation information
l. Units of Measures
m. Contract Number
n. Drawing Number
o. Data Source
p. Subtype

1.4.11.2 Demolished Line: CLJN.demolished_water_line CPT.demolished_water_line

Existing attribute information will be copied into the demolished feature class: Please add the following attribute data once updated.

a. Date
b. Drawing Number
c. Contract Number
d. Data Source

1.4.11.3 Water Meter: CLJN.water_meter_point CPT.water_meter_point

Locate, GPS and collect the following attributes:

a. Meter ID
b. Date Acquired
c. Type
d. Installation Type

e. Building ID: Facility Number - If attached to Building
f. X Coordinates
g. Y Coordinates
h. Contract Number
i. Drawing Number
j. Data Source

1.4.11.4 Water Tank: CLJN.water_tank_point CPT.water_tank_point

Locate, GPS and collect the following attributes:

a. Tank ID: Facility Number
b. Date Acquired
c. Disposition
d. Tank Use
e. Tank Status
f. Tank Width
g. Tank Length
h. Tank Diameter
i. Ground Elevation
j. Tank Volume
k. Unit of measure in Gallons
l. Top Elevation
m. Overflow Elevation
n. Pressure High
o. Pressure Low
p. X Coordinates
q. Y Coordinates
r. Contract Number
s. Drawing Number
t. Data Source

1.4.11.5 Water Valve: CLJN.water_valve_point CPT.water_valve_point

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Disposition
c. Use: Valve
d. Valve Status
e. Size
f. Size Units
g. Valve Elevation
h. Ground Elevation
i. Size Unit
j. Manhole ID
k. X Coordinates
l. Y Coordinates
m. Contract Number
n. Drawing Number
o. Data Source
p. Subtype

1.4.11.6 Water Fitting: CLJN.water_fitting_point CPT.water_fitting_point

Georeference and collect the following attributes:

a. Date Acquired
b. Disposition

c. Type
d. Material
e. Size
f. Size Units
g. Contract Number
h. Drawing Number
i. Data Source

1.4.11.7 Water Well: CLJN.potable_water_well_point CPT.potable_water_well_point

Locate, GPS and collect the following attributes:

a. Well ID: Facility Number
b. Use: Potable, Non-Potable
c. Well Status
d. Station ID: Building Number
e. Date Acquired
f. X Coordinates
g. Y Coordinates
h. Tank ID: Water Tank Facility Number for which well feeds
i. Contract Number
j. Drawing Number
k. Data Source

1.4.11.8 Water Manhole: CLJN.water_junction_point CPT.water_junction_point

Locate, GPS and collect the following attributes:

a. Subtype
b. Use
c. Type
d. Material
e. Number Valves
f. Number Pipes
g. Installation Date
h. Size Diameter
i. Unit Diameter
j. X Coordinates
k. Y Coordinates
l. Contract Number
m. Drawing Number
n. Data Source

1.4.11.9 Fire Hydrant: CLJN.water_fire_connection_point CPT.water_fire_connection_point

Locate, GPS and collect the following attributes:

a. Hydrant ID: TBD by Fire Department
b. Date Acquired
c. Disposition
d. Valve Connector Type
e. Valve Size
f. Inlet Diameter
g. Units of measure
h. X Coordinates
i. Y Coordinates
j. Contract Number

k. Drawing Number
l. Data Source

1.4.11.10 NON Potable Water Well: CLJN.non-potable_water_well_point CPT.non-potable_water_well_point

Locate, GPS and collect the following attributes:

a. Well ID: Facility Number
b. Use
c. Well Status
d. Station ID: Building Number
e. Date Acquired
f. X Coordinates
g. Y Coordinates
h. Tank ID: Water Tank Facility Number
i. Contract Number
j. Drawing Number
k. Data Source

1.4.11.11 Other Utility Features

Failure to follow the specification outlined in this document will result in non-acceptance of data deliverable.

Geospatial data delivery does not replace as-built requirements. All newly constructed features require GIS deliverables.

a. Facility ID
b. Installation Date
c. Type/Description
d. Material
e. Size
f. Drawing Number
g. Contract Number
h. Data Source

1.4.12 Alternative Energy

1.4.12.1 Geothermal Wells CLJN.geothermal wells CPT.geothermal wells

Locate, GPS and collect the following attributes:

a. Bldg_ID
b. X Coordinates
c. Y Coordinates
d. Well_ID
e. Depth
f. Units
g. Status
h. Bentonite
i. Casing
j. Construction
k. Installation Contract #
l. Contract Number
m. Drawing Number
n. Data Source

1.4.12.2 Water Wells associated with Geothermal Pumping System CLJN.water wells associated with geothermal pumping system CPT.water wells associated with geothermal pumping system

Locate, GPS and collect the following attributes:

a. Well ID: Facility Number
b. Use:
c. Well Status
d. Station ID: Building Number
e. Date Acquired:
f. X Coordinates
g. Y Coordinates
h. Tank ID: Water Tank Facility Number
i. Contract Number
j. Drawing Number
k. Data Source:

1.4.12.3 Water Lines associated with Geothermal Pumping System (Hybrid Geothermal Loop) CLJN.water lines associated with geothermal pumping system CPT.water lines associated with geothermal pumping system

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Use of Line
c. Disposition
d. Material
e. Size
f. Size Units
g. Pipe Length
h. Unit for Length Dimension
i. Taped
j. Source
k. All Invert Elevation Information
l. Units of Measures
m. Contract Number
n. Drawing Number
o. Data Source
p. Subtype

1.4.12.4 Water Valve associated with Geothermal Pumping System CLJN.water valve associated with geothermal pumping system CPT.water valve associated with geothermal pumping system

Locate, GPS and collect the following attributes:

a. Date Acquired:
b. Disposition
c. Use: Valve
d. Valve Status
e. Size
f. Size Units
g. Valve Elevation
h. Ground Elevation
i. Size Unit
j. Manhole ID
k. X Coordinates
l. Y Coordinates

m. Contract Number
n. Drawing Number
o. Data Source
p. Subtype

1.4.12.5 Water Fitting associated with Geothermal Pumping System CLJN.water fitting associated with geothermal pumping system CPT.water fitting associated with geothermal pumping system

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Disposition
c. Type
d. Material
e. Size
f. Size Units
g. Contract Number
h. Drawing Number
i. Data Source

1.4.13 Natural Gas Line

Locate, GPS and collect the following attributes:

a. Date Acquired
b. Disposition
c. Material
d. Size
e. Size Units
f. Pipe Length
g. Taped
h. Source
i. All Invert Elevation Information
j. Units of Measures
k. Contract Number
l. Drawing Number
m. Data Source
n. Subtype

1.4.13.1 Natural Gas Valve

Locate, GPS and collect the following attributes:

a. Date Acquired:
b. Use:
c. Size
d. Size Units
e. Valve Elevation
f. Ground Elevation
g. Size Unit
h. X Coordinates
i. Y Coordinates
j. Contract Number Drawing Number
k. Data Source
l. Subtype

1.4.12 Non-Compliance

Failure to follow the specification outlined in this document will result in non-acceptance of data deliverable.

Geospatial data delivery does not replace as-built requirements.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --