



Section C

Solicitation Number

N40085-15-R-6601

HW/HM Disposal

10-23-2014

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Section C – Annex 1

0100000 – General Information		
Spec Item	Title	Description
1	General Information	
1.1	Outline of Services	<p>Except where otherwise stated, the Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services outlined below and described in this Performance Work Statement (PWS) at Marine Forces Reserve (MARFORRES) facilities located in all 48 states, Puerto Rico and the District of Columbia. This work will be accomplished using a combination firm-fixed price (FFP) and indefinite delivery-indefinite quantity (IDIQ) contract. The PWS is organized into annexes. Annex 1 is "General Information". Annex 2 contains the on-site project management and administration requirements. Annexes 3 through 18 contain the technical requirements. The annex numbers are identified as 1 through 18 in the description column, but the full expanded annex numbers include seven digits (e.g., Annex 1 expanded number is 0100000 as shown in the header row at the top of this page). Annexes not applicable to this contract are marked "N/A".</p> <p>Annex 1 General Information Annex 2 Management and Administration Annex 3 N/A Annex 4 N/A Annex 5 N/A Annex 6 N/A Annex 7 N/A Annex 8 N/A Annex 9 N/A Annex 10 N/A Annex 11 N/A Annex 12 N/A Annex 13 N/A Annex 14 N/A Annex 15 N/A Annex 16 N/A Annex 17 N/A Annex 18 Environmental</p>
1.2	Project Location	<p>The work shall be performed at various locations and could vary from location to location. The following are examples of the dispersion of work at the various locations.</p> <ol style="list-style-type: none"> 1. oil/water waste characterization 2. waste oil/sludge 3. lead acid batteries - leaking, non-recyclable 4. lithium batteries - discharge, disposal at landfill. 5. lithium batteries - charged, disposal or recycle 6. waste paint , lead based - 1 gallon cans 7. waste paint, latex, - solidify dispose of as nonhazardous solid waste. 8. magnesium batteries, DOO7 - charged, recycle 9. contaminated anti-freeze (oil, brake fluid, fuel) 10. bilge water (95% water, oil, antifreeze, fuel) - Galveston TX, Gulfport MS, Jacksonville FL, Norfolk VA, Tampa FL. 11. contaminated soil (POL) - collection and disposal at landfill 12. rag replenishment services

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Spec Item	Title	Description
		13. blood borne pathogens - collection and disposal
1.3	Acquisition of Additional Work	It is the Government's intent to contract out the coordination and scheduling of the collection and disposal of hazardous and non-hazardous waste for MARFORRES in 48 contiguous states, the District of Columbia, and Puerto Rico. The Contractor shall coordinate and schedule at least one site visit to each MARFORRES Reserve Center annually to survey and make recommendations as to the disposal of hazardous and non-hazardous waste found at each facility. The Contractor shall also provide for, manage, and maintain a Customer accessible web-based customer waste tracking system for all wastes generated by the Government.
1.4	Background Information	It is the Government's intent to award a contract that where the Contractor provides, but not limited to, all materials and labor to the coordination and scheduling of the collection and disposal of hazardous and non-hazardous waste, provide inventories of hazardous and nonhazardous materials, service parts washers, and provided materials and supplies that support the PWS for MARFORRES in 48 contiguous states, the District of Columbia, and Puerto Rico. The Contractor shall coordinate and schedule at least one site visit to each MARFORRES Reserve Center annually to survey and make recommendations as to the disposal of hazardous and non-hazardous waste found at each facility and to identify those needed materials that need to be resupplied to support the MARFORRES waste program.
1.5	Verification of Workload and Conditions	Throughout the PWS, the workload data is generally referred to as being located in Section J. Section J provides data such as inventories, maps, floor plans, and tables to represent the type, quantity and location of services to be provided. It is noted that due to the number of locations that will be services no site visit(s) will be required during the proposal period.
1.6	Climate Patterns	As the work will be performed in widespread locations, as identified in 1.4, climate patterns will vary.
1.7	Related Information	<p>There are four types of Related Information that can be found in the Description and Related Information columns of the specification as follows:</p> <p>Informational Notes as used throughout this PWS provides additional information to Offerors to be used in developing a thorough understanding of the work to be performed in this contract. Any block of text marked "Informational Notes" throughout Annexes 1 through 18 is subject to this disclaimer. Offerors may not rely upon the "Informational Notes" as material representations of the Government. Information provided in "Informational Notes" does not create a contractual requirement on either party to this contract.</p> <p>Clarifying Information describes client expectations in a more detailed manner than the Performance Objective and Performance standard alone. Constraining Information describes limitations to the work performed to meet the Performance Objective and Performance Standard.</p> <p>Requirement Information further describes client requirements associated with each Performance Objective.</p>

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Spec Item	Title	Description
1.8	Navy Approach to Service Contracting	The Department of Navy (DoN) spends over \$1 billion in annual obligations to meet global requirements for facility operations and maintenance provided through Facility Support Contracts (FSC) and additional billions to provide other base operations support services (OBOS). The Head of the Contracting Activity (HCA) of the Naval Facilities Engineering Command (NAVFAC) has focused increased attention on re-engineering FSC contracts in response to customer and industry feedback, budget constraints, and the impact of a variety of contracting, program management and financial management regulations. The Navy also supports the following principles:
1.8.1	Partnering Philosophy	The first principle is that the Navy views its contractors as partners and not just abstract service providers. The Navy wants its contractors to succeed because partners' success drives the Navy's successful mission completion. Within the bounds of acquisition policy the Navy intends to work to find solutions that will be beneficial to both the Government and its partners.
1.8.2	Contractor's Knowledge	The second principle is that the Navy will receive insightful management from its contractors. This management will include the knowledge, skills, authority and willingness to use contractor resources to find better ways of serving Navy clients' strategic and operational goals and objectives. The Navy's use of performance-based objectives evidences this principle. Although performance work statements will typically contain several levels of performance assessment, the Navy wants its contractors to exercise maximum discretion within bounds of prudent risk management to adjust processes and resources needed to reach specified objectives at the highest performance level.
1.8.3	Industry Best Practices	The third principle is that the Navy will adopt industry best commercial practices and maintain state-of-the-art service delivery. It is the Navy's and contractor's responsibility as partners to reach this goal. To that end, the Navy's emphasis will be in evaluating performance objectives (end results).
1.9	Standard Template	<p>Key to implementing a programmatic approach is using a standard template that ensures Navy-wide consistency yet affords appropriate tailoring to meet local needs. This contract conforms to the standard template and has been tailored for this solicitation. NAVFAC intends to use this template-based approach for future service contracts. Offerors should develop an understanding of the template as part of performing due diligence in reaching an understanding of the Navy's requirements and expectations.</p> <p>The standard template contains 18 standard annexes. Annex 1 will always contain information that is relevant to the entire scope of the contract. Annex 2 contains on-site project management and administration requirements that are relevant to the entire scope of the contract. Annexes 3 through 18 contain the technical information and requirements peculiar to that technical annex. Within each technical annex, the organization of information and requirements are also standardized. Specification item 1 will always contain General Information. Specification item 2 will always contain the management and administrative requirements. Specification item 3 will always contain the Firm Fixed-Price (FFP) requirements. Specification item 4 will always contain the Indefinite Delivery-Indefinite Quantity (IDIQ) requirements. Requirements and standards for higher level specification items apply to all subordinate specification items, e.g., Specification Item 3 standards apply to all firm fixed priced specification items. Specification Item 3.1 is applicable to all 3.1 subordinate specification items. Specification Items 3.2 and 3.3 are not considered</p>

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Spec Item	Title	Description
		subordinate to 3.1. All costs associated with Annexes 1 and 2 and Specification items 1 and 2 must be priced and distributed within Specification Item 3 of Annexes 3 through 18.
1.10	Navy PBSA Approach	The Navy’s approach to performance-based service acquisition (PBSA) includes four component parts which are 1) performance outcomes, 2) measurable standards, 3) consideration of incentives, and 4) performance assessment plan.
1.11	Technical Proposal Certification	<p>The Contractor warrants that its proposal incorporated herein by reference including, but not limited to, proposed approaches, staffing, methodology, or work plans, will meet or exceed the performance objectives set forth in this contract.</p> <p>The contractor is not excused from meeting such performance objectives in the event such proposal proves inadequate as conceived or executed to meet such performance objectives. The contractor understands that it bears all of the cost and performance risk associated with adopting acceptable additional (and/or alternative) means or methods of meeting the performance objective.</p>

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2.5	Contractor-Furnished Items
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2.7	Personnel Requirements
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2.7.1.1	Project Manager (PM)
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2.9.3	Occupational Risk and Compliance Plans
2.9.3.1	No Applicable
2.9.3.2	No Applicable
2.9.3.3	Alcohol and Drug Abuse Prevention Plan
2.9.3.4	No Applicable
2.9.3.5	Chemical Hazard Communication Program
2.9.3.6	No Applicable
2.9.3.7	No Applicable
2.9.3.8	Not Applicable
2.9.3.9	Emergency Response Plans
2.9.3.10	No Applicable
2.9.3.11	Fall Prevention and Protection Plan
2.9.3.12	Fire Prevention Program
2.9.3.13	No Applicable
2.9.3.14	No Applicable
2.9.3.15	Health Hazard Control Program and Hazard Communication Program
2.9.3.16	Heat/Cold Stress Monitoring Plan
2.9.3.17	Not Applicable
2.9.3.18	No Applicable
2.9.3.19	Respiratory Protection Program
2.9.3.20	No Applicable
2.9.3.21	No Applicable
2.9.3.22	No Applicable

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2.9.9	Safety Certification
2.9.10	Safety Apparel on Jobsites
2.10	Environmental Management and Sustainability
2.10.1	No Applicable
2.10.1.1	No Applicable
2.10.1.2	Not Applicable
2.10.2	Environmental Protection
2.10.2.1	No Applicable
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2.10.2.3	Hazardous Waste Disposal
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2.10.2.9	Asbestos Containing Material (ACM)
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2.15	IDIQ Work
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2.15.2.1.2	Material and Equipment Requirements
2.15.2.2	Issuance of Final Task Order
2.15.3	IDIQ ELINS

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Spec Item	Title	Description
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.
2.2	General Information	
2.2.1	Government Regular Working Hours	The Government's regular working hours are from 0700-1600, five days per week, Monday through Friday, except observed Federal holidays. Exceptions to the regular hours of operation are detailed in subsequent sections of this PWS. Work in certain annexes or sub-annexes requires Contractor continuous operations, 24 hours a day, every day of the year including holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours requires prior KO approval.
2.2.1.1	Observed Federal Holidays	The Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
2.2.1.2	Restriction to Contractor Working Hours	The Contractor's regular working hours are from 0900-1600, five days per week, Monday through Friday, except observed Federal holidays. The reason for the two hour delay is the reserve centers normally have PT (physical Training) first thing in the morning. Alternate work hours may be requested by MARFORRES, the KO, or the Navy PM on an occasional basis in order to fulfill Government needs. If the Contractor wishes to work outside of the Government's regular working hours for the Contractor's convenience, the Contractor shall submit a written Request to Work Outside Government's Regular Working Hours per Section F. Excludes work to be performed during specified hours
2.2.2	Wage Determinations	See J-0200000-02 for wage determinations.
2.2.3	Requirements Hierarchy	Requirements or definitions specified in each spec item of this contract apply to subordinate paragraphs. For example, requirements shown in spec item 3.1 would apply to spec items 3.1.1, 3.1.2, 3.1.2.1 and so on. Likewise, Performance Standards specified at a lower digit level (i.e. spec item 3.1.1, 3.1.2, 3.1.2.1) apply when performance is assessed at a higher tier (i.e., spec item 3.1) based on the composite work requirements.
2.3	General Administrative Requirements	
2.3.1	Required Conferences and Meetings	The Contractor may be required to attend administrative and coordination meetings. Required meetings will be specified in Section F Deliverables or Performance. The Contractor will be required to participate in bi-weekly coordination conference calls. Additional Work Scope specific meetings and/or conference call requirements will be specified in Annex 18 Environmental.
2.3.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment	Not Applicable
2.3.3	Partnering	To increase the likelihood of successful performance of this contract, the Government requires cohesive partnerships with its Contractors and subcontractors. Key stakeholders, including the supported commands

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		<p>who will receive services, principal individuals from NAVFAC, MARFORRES, the performance assessment team, and representative(s) of the installation(s) will/may be invited to participate in the partnering process, per section F. Key members of the prime and subcontractors teams, including senior management personnel must participate. The partnership will draw on the strength of each organization in an effort to achieve quality contract services done right the first time, within the contract price, as scheduled, and without any safety mishaps.</p> <p>Partnering should accomplish three goals:</p> <ul style="list-style-type: none"> - The first goal is to develop a cohesive team with common purpose, commitment and established communication processes. - The second goal of partnering is contract specific, identifying risks and opportunities for the team to address. - The third goal is to sustain the Partnership throughout the contract by identifying and addressing issues that affect the Partnership.
2.3.3.1	Informal Partnering	<p>The Contracting Officer shall organize the initial Partnering Meeting with key personnel of the project team, including Contractor's personnel and Government personnel. The initial session will be scheduled concurrent with the Pre-Performance Conference and held no later than 45 days after award and will be held at a Government provided facility as designated by the KO or a neutral location acceptable by all parties.</p> <p>The Initial Informal Partnering Session will be conducted and facilitated using electronic media (a video and accompanying forms) provided by Contracting Officer. However, the government may request a formal facilitated meeting if deemed necessary by the government. Otherwise, the senior Government stakeholder present will lead the meeting, however, the Contractor's PM or senior representative is encouraged to participate as co-lead.</p> <p>The Contractor shall pay all costs associated with the partnering effort including facilitator, if required, meeting room, and other incidental items as needed. Before the partnering session, the Contractor shall either provide or coordinate with the facilitator the requirements for incidental items (audio-visual equipment, computer(s), two easels, flipchart paper, colored markers, note paper, pens/pencils, colored flash cards, etc.) and have these items available at the partnering session.</p> <p>The Contractor will provide copies of any documents used for the Partnering Meeting for distribution to all attendees. The facilitator must be acceptable to both the Contractor and the Government.</p> <p>The Partners will determine the frequency of the follow-on sessions.</p>
2.3.3.2	Contract Partnering Administration	<p>Upon award, the ACO will contact the Contractor, MARFORRES, and select supported command(s), Region, and Installation(s) stakeholders as needed, and the performance assessment team to discuss implementation of partnering.</p> <p>The Core Management Team consisting of the attendees below must be present during the initial and all follow-on partnering sessions. These are the core mandatory attendees. Other stakeholders may attend if they desire or as recommended by the partners.</p>
2.3.3.3	Contract Partnering	The Contractor shall bring the necessary personnel to successfully partner

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	Session Attendees	on this contract. Asterisk indicates mandatory personnel. President/Vice President * Project Manager * Quality Manager * Site Safety and Health Officer
2.3.4	Permits and Licenses	The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable federal, state and local laws and regulations. Contractor shall provide evidence of such permits and licenses to the KO before work commences and at other times as requested by the KO. The Contractor shall provide to the KO and COR copies of all records, forms and/or documents which document compliance with federal, state and local laws and regulations. The Contractor shall submit copies of Permits and Licenses per Section F.
2.3.5	Insurance	The Contractor shall submit a Certificate of Insurance per Section F as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-5, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.
2.3.5.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 calendar days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.
2.3.5.2	Minimum Insurance Amounts	The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage: Comprehensive General Liability: \$500,000 per occurrence Automobile Liability: \$200,000 per person, \$500,000 per occurrence, \$20,000 per occurrence for property damage Workmen's Compensation: As required by Federal and state worker's compensation and occupational disease statutes Employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers Other as required by state law
2.3.6	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of negligence under this contract to their original condition at no cost to the Government.
2.3.7	Government Information Technology (IT) System	Not Applicable
2.3.8	Directives, Instructions, and References	Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), MARFORRES, and other applicable Directives, Instructions, and References are listed in J-0200000-03. The Contractor shall comply with the most current version of directives, instructions, and references including versions published during the term of the contract.

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2.3.9	Invoicing Procedures	Refer to Section G for invoicing instructions. The Contractor shall use the WAWF secure web-based system for electronic invoicing. Invoicing procedures are identified in J-0200000-04 in Section J.
2.3.10	Forms	Forms referenced in this Annex, e.g. accident reporting, and damage reporting are included among the Forms in J-0200000-05.
2.4	Government-Furnished Property, Materials and Services	None
2.4.1	Government-Furnished Facilities (GFF)	None
2.4.2	Government-Furnished Utilities	None
2.4.3	Government-Furnished Materials (GFM)	None
2.4.4	Government-Furnished Equipment (GFE)	None
2.4.5	Government-Furnished Services (GFS)	None
2.5	Contractor-Furnished Items	Except for items identified as Government Furnished, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. The KO may inspect Contractor-furnished items for adequacy and compliance with contract requirements. Inadequate or unsafe items shall be removed and replaced by the Contractor at no cost to the Government. Materials containing asbestos, lead, and polychlorinated biphenyls (PCBs) shall not be brought onsite. Energy efficient tools and equipment shall be used when available. The KO may at any time require Samples, Material Safety Data Sheets (MSDS) or Manufacturer's Data Cut Sheets of Materials used in this contract.
2.6	Management	<p>The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality assurance. The Contractor shall provide a staff with the necessary management expertise to ensure performance objectives and standards are met.</p> <p>The Offeror will demonstrate that they are capable and will self-execute 50% or more of the work under this solicitation.</p>
2.6.1	Work Reception	The Contractor shall provide the capability to receive, prioritize, correspond, and respond to trouble/service calls and task orders during Government regular working hours and provide a point of contact at a local or toll free number who can perform the above function during other than Government regular working hours.
2.6.2	Work Control	The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and work status updates shall be provided when requested by the KO. A status update of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the

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		following work day for inquiries after regular working hours. The Contractor shall provide, manage, and maintain a customer accessible, 24/7, web-based waste tracking system for all wastes generated by the Government.
2.6.3	Work Schedule	The Contractor's work shall not interfere with normal Government business. In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance access of all of its work schedules to the Government. The Contractor shall notify the KO of any difficulty in scheduling work due to Government controls.
2.6.4	Deliverables	<p>Records and reports are specified in Section C and listed as deliverables in Section F. The Contractor shall submit accurate and complete documents within the required timeframes as specified in Section F.</p> <p>Government acceptance of deliverables will not relieve the Contractor of the responsibility for any error or omission which may exist in the deliverable, as the Contractor is responsible for all requirements of this contract.</p> <p>The Contractor shall establish and maintain a secure website for posting an electronic copy of all deliverables listed in Section F. The Contractor shall allow only authorized Government and Contractor personnel to access the website. Government personnel access shall be limited to viewing and downloading of deliverables, but restricted from posting to the website. The Contractor shall notify the Government by email whenever there are new or updated deliverables posted to the website. Each deliverable posting on the website and each email notification shall include the title of the deliverable, the spec item requiring the deliverable, and the date and time the deliverable was posted. All deliverables shall be available to authorized Government personnel 24 hours/day and 365 days/year for the duration of the contract.</p> <p>The Contractor shall provide, manage, and maintain a customer accessible web-based waste tracking system for all wastes generated by the Government.</p> <p>The Contractor shall record and/or upload reports and compiled services, including the following:</p> <ul style="list-style-type: none"> - Schedule of Annual Waste Surveys - Copies of all Annual Waste Surveys completed - All Analytical Data related to Government generated wastes. - Copies of all service forms/receipts for Rag Recycling and Parts Washers services provided. - Copies of all Labor hour receipts and equipment usage utilized under ELINS LB01 – LB03 - Copies of all receipts utilized under Pollution Prevention Equipment ELIN PP01. - Copies of all Waste Profile Sheets for Government generated wastes. - All Government generated waste containers shall have a unique container identifier capable of being tracked from generations to ultimate disposal. - Copies of all Manifests for Government generated wastes. - Copies of all Land Disposal Restriction forms for Government

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Spec Item	Title	Description
		<p>generated wastes.</p> <ul style="list-style-type: none"> - Copies of all Final Disposal Methods. - Copies of all approved Disposal Facility Audit packages (Completed and approved Navy Audit Package).
2.6.5	Service Interruptions	If any utilities or other services must be discontinued (even temporarily) due to scheduled contract work, the Contractor shall notify the KO, affected tenants, and customers in accordance with Section F. If the discontinued service is due to an emergency breakdown the Contractor shall notify the KO, affected tenants and customers as soon as practicable.
2.6.6	Government's Computerized Maintenance Management Systems (CMMS)	Not Applicable
2.6.7	Quality Management System (QMS)	<p>The Contractor shall establish and maintain a complete QMS program in accordance with the provisions specified herein. The Contractor's QMS program shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. The Contractor's QMS program shall address:</p> <ul style="list-style-type: none"> • Accurate documentation of work processes, procedures, and output measures. • A systematic procedure for assessing compliance with performance objectives and standards. • Accurate documentation of quality inspections and surveillance conducted throughout the execution of work. • Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.
2.6.7.1	Quality Management (QM) Plan	<p>The Contractor shall develop and submit a QM Plan per Section F. The QM Plan shall describe the Contractor's QMS methodology and approaches used under this contract. If any changes are made during the period of performance, submit to the KO a revised QM Plan for acceptance, within 15 days of the changes.</p> <p>The Contractor's QM Plan shall include, at a minimum, the following:</p> <ul style="list-style-type: none"> • Policy and objectives of Quality Management System (QMS) • Quality organization <ul style="list-style-type: none"> ○ List of personnel ○ Responsibilities & lines of authority ○ Training and qualifications • Approach to assuring quality of services provided and conformance with performance objectives and standards • Methods and procedures for effective planning, operation and control of processes and performance of work • Procedures for inspection and surveillance of services <ul style="list-style-type: none"> ○ Scheduling and performance of inspection and surveillance ○ Measurement, data collection and analysis ○ Corrective action, preventive action, and continuous improvement ○ Oversight of subcontracted work • Documentation and records management • Communication with government (customers), include a communications and lines of authority flowchart

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2.6.7.2	Quality Inspection and Surveillance	The Contractor shall establish and maintain an inspection and surveillance system in accordance with the FAR Clause 52.246-4, INSPECTION OF SERVICES – FIXED PRICE and Section F, to ensure that the work performed conforms to the contract requirements. The Contractor shall document and maintain a file of all scheduled and performed inspections and surveillances, inspection and surveillance results, and dates and details of corrective and preventive actions. The quality inspection and surveillance file shall be the property of the Government and made available during the Government's regular working hours. The file shall be turned over to the KO within five calendar days of termination of the contract.
2.6.7.3	Quality Inspection and Surveillance Report	The Contractor shall submit a copy of the Contractor Quality Inspection and Surveillance Report per Section F. The Contractor Quality Inspection and Surveillance Report shall include a summary and results of the quality inspection and surveillance events performed and assessment-driven corrective actions and process adjustments during the previous month. The Government may adjust the frequency of the submittal based on the Contractor's quality of performance.
2.6.8	Property Management Plan	Not Applicable
2.6.9	System and Equipment Replacement	Not Applicable
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.
2.7.1	Key Personnel	<p>The Contractor shall submit a List of Key Personnel and Qualifications per Section F. The Contractor shall provide any additional information requested by the KO necessary to certify their qualifications.</p> <p>The Contractor shall submit an Organizational Chart per Section F showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their position title in this contract. As a minimum, include the Contract Program Manager, Contracting Officer, Project Manager, Quality Manager, Site Safety and Health Officer (SSHO), and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract. The contractor will submit, with the proposal, an organizational flowchart applicable to this scope.</p>
2.7.1.1	Project Manager (PM)	<p>The Contractor shall provide a PM for this contract (versus service/field representatives) and a designated alternate, as applicable, who has the have full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be available by phone during the Government's regular working hours.</p> <p>The Contractor shall provide a PM who has relevant experience at a comparable level of responsibility in projects of similar size, scope and complexity.</p> <p>The PM shall have at least five years of experience in managing a workforce providing services on contracts of similar size, scope and complexity. The PM shall have at least three years experience with the classification and shipping of hazardous and nonhazardous waste and shall have completed the required regulatory training (RCRA, OSHA and DOT).</p>

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2.7.1.2	Quality Manager	<p>The Contractor shall provide a Quality Manager or designated alternate who will be available during the Government's regular working hours. The Quality Manager must report directly to a senior corporate official and shall not report directly to the Project Manager.</p> <p>The Quality Manager shall have fulfilled the following pre-requisite training and experiences before being hired as the Quality Manager under this contract:</p> <p>The Quality Manager shall have at least three years of experience in preparing and enforcing QMS programs on contracts of similar size, scope and complexity. The Quality Manager may be the same person as the SSHO.</p>
2.7.1.3	Site Safety and Health Officer (SSHO)	<p>The SSHO must meet the requirements of EM 385-1-1 Section 1 and ensure that the requirements of 29 CFR 1926.16 are met for the project and also meet OSHA 1910.120 requirements for the handling of hazardous materials (40 hour HAZWOPER and current refresher). Provide a Safety oversight team that includes a minimum of one Competent Person within a reasonable distance or all facilities to function as the Site Safety and Health Officer (SSHO). The SSHO or an equally-qualified Designated Representative/alternate shall be available (by any means) at all times when work is being performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The SSHO's training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17, entitled SITE SAFETY AND HEALTH OFFICER (SSHO), and all associated sub-paragraphs.</p> <p>A Competent Person shall be provided for all of the hazards identified in the Contractor's Safety and Health Program in accordance with the accepted Accident Prevention Plan, and shall be available (by any means) all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the Contracting Officer for acceptance in consultation with the Safety Office.</p> <p>The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract:</p> <p>The SSHO shall have completed five years of satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past or three years experience if he possesses a Certified Safety Professional (CSP) or safety and health degree. The SSHO shall have completed the OSHA 30-hour construction safety class or equivalent and maintain competency through 24 hours of formal safety and health related coursework every four years. The SSHO may be the same person as the project manager but shall have fulfilled the pre-requisite qualification and experience.</p>
2.7.1.4	Environmental/Energy Manager	Not Applicable
2.7.2	Employee Requirements	The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully

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		knowledgeable of all safety, environmental, and energy requirements associated with the work they perform. Personnel shall speak, read, and comprehend English fluently so they can perform the contract requirements and comply with installation emergency procedures.
2.7.2.1	Employee Certification and Training	The Contractor shall maintain personnel certification, training, and licensing records for employee requirements specified herein and within all technical annexes/sub-annexes. Certification, training, and licensing records shall be kept current and on file for the duration of the contract including all option periods. Records shall be made available for Government review within 4 hours of request.
2.7.2.2	Employee Appearance	The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO reserves the right to determine the acceptability of any clothing worn. All Contractor/subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.
2.7.2.3	Employee Conduct	Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.
2.7.2.4	Identification as Contractor Employee	Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. All Contractor employees shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.
2.7.2.5	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
2.7.2.6	Proof of Legal Residency	No employee or representative of the Contractor will be admitted to the site of work unless satisfactory proof of citizenship is furnished, or, if an alien, legal residency within the United States is confirmed. Proof of residency shall be provided per section F. A presidential Executive order and subsequent Federal Acquisition Regulation (FAR) rule required federal contractors to use E-Verify to electronically verify the employment eligibility of employees working under covered federal contracts.
2.7.3	Enterprise-wide Contractor Manpower Reporting Application (eCMRA) or MARFORRES equivalent system	<p>The Contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: https://doncmra.nmci.navy.mil or alternate MARFORRES equivalent system to be identified. The contractor is required to submit the data to the Navy POC and KO on a quarterly basis.</p> <p>Per Section F, reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at https://doncmra.nmci.navy.mil.</p> <p>Contractor shall submit a Monthly On-Site Labor Report per Section F. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor</p>

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2.8	Security Requirements	The Contractor shall comply with all Federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the KO when required to enter a Government site. The Contractor shall ensure that all needed security/entrance clearances are obtained.
2.8.1	Employee Listing	The Contractor shall maintain a current Employee List and submit per Section F. The list shall include employee's name, supervisor, company, and level of security clearance.
2.8.2	Vehicles	The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate that complies with State Vehicle Code. Vehicles shall meet all other requirement of the State Vehicle Code, such as safety standards, and shall carry proof of insurance and state registration, if applicable.
2.8.3	Passes and Badges	All Contractor employees shall obtain the required employee and vehicle passes. The Contractor employees must be able to obtain Common Access Cards (CAC) in accordance with security requirements. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be returned within 10 calendar days.
2.8.4	Access to Installation	<p>All Contractor personnel shall obtain access to the installation by participating in the Navy Commercial Access Control System (NCACS), or by obtaining passes each day from the Base Pass and Identification Office. Costs for obtaining passes through the NCACS are the responsibility of the Contractor. One-day passes, issued through the Base Pass and Identification Office, will be furnished without charge.</p> <p>The Contractor shall furnish a completed EMPLOYMENT ELIGIBILITY VERIFICATION (DHS FORM I-9) form for all personnel requesting badges. This form is available at http://www.uscis.gov/portal/site/uscis by searching or selecting Employment Verification (Form I-9). Immediately report instances of lost or stolen badges to the Contracting Officer.</p>
2.8.4.1	NCACS Program	<p>NCACS is a voluntary program in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit.</p> <p>The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an elevation of Force Protection Conditions (FPCON).</p> <p>Information on costs and requirements to participate and enroll in NCACS is available at http://www.rapidgate.com/vendors/how-to-enroll or by calling 1-877-727-4342.</p>

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2.8.4.2	One-Day Passes	Participation in the NCACS is not mandatory, and if the Contractor chooses to not participate, the Contractor's personnel will have to obtain daily passes, be subject to daily mandatory vehicle inspection, and will have limited access to the installation. The Government will not be responsible for any cost or lost time associated with obtaining daily passes or added vehicle inspections incurred by non-participants in the NCACS.
2.8.5	Access to Buildings	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to special areas will have the appropriate screening and/or security clearance, and personnel requiring routine access to restricted areas will wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.8.6	Access Arrangements	The Contractor shall make all arrangements through the appropriate office necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.8.6.1	Escort Arrangement for Secured Areas	<p>The Contractor shall make arrangements for Government escort into secured areas requiring escort. The KO, or local MARFORRES representative, will provide information on applicable buildings, spaces and the appropriate point of contact.</p> <p>The Contractor may experience delays while waiting for escorts. The Government estimates the wait period can be up to 15 minutes. The Contractor shall notify the KO and appropriate point of contact if an escort is not available after 15 minutes and access to accomplish the work is denied. Unscheduled requirements, e.g., service orders, may require a longer wait for an escort.</p>
2.8.7	Security Clearances	The Contractor shall obtain all required corporate and personnel Security Clearances prior to commencement of work. The Contractor shall ensure that a list of all personnel with Security Clearances is maintained current, including clearances that are pending.
2.8.8	Access to Sensitive Unclassified Information	<p>At the direction of the KO or MARFORRES Contractor personnel whose work involves access to sensitive unclassified, as identified by the KO or MARFORRES information shall undergo a National Agency Check Investigation (NACI) to verify their suitability. If the Contractor personnel currently have a favorably adjudicated NACI the Contractor shall notify the Government Command Security Manager who will validate this in the Joint Personnel Adjudication System (JPAS).</p> <p>The Contractor shall request from the Government for access to the E-QIP Direct program for the Contractor employees to complete the SF-85 form on line for an NACI. The Security Manager will determine suitability.</p>

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		<p>Upon a favorable NACI, the Contractor personnel shall provide the completed Personnel Security Investigation (PSI) to the Security Manager along with the original signed release statements, applicant fingerprint card (FD87), and an OF-306 Declaration for Federal Employment per Section F. The Contractor shall be responsible for providing the fingerprint card.</p> <p>The request shall be renewed annually or for the duration of the contract if less than one year.</p>
2.8.9	Employee Status	The Contractor shall notify the KO of any changes to any employee's status to include, but not limited to, termination, convictions/arrests, adverse actions taken on the job for any reason or any other documented misbehavior that may affect, or have the potential to affect, security standing in terms of access to federal facilities or IT systems.
2.9	Contractor Safety Program	The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1 and Public Law 91-596, Occupational Safety and Health Act.
2.9.1	Accident Prevention Plan (APP)	<p>The Contractor shall develop and implement a site Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSSH and shall be followed by all Contractor employees, subcontractors, and vendors at each service site.</p> <p>The APP shall follow the abbreviated format and include, as a minimum, elements addressed in paragraph 11 of Appendix A of EM 385-1-1.</p> <p>The Contractor shall submit, within 15 days of contract award, an APP for acceptance per Section F. The Contractor shall review, update, and submit revisions to the APP whenever a change in work conditions, hazards, or activities occur. Submittal of the APP shall include Activity Hazard Analyses (AHAs) and Occupational Risk and Compliance Plans and Programs as specified below.</p>
2.9.2	Activity Hazard Analysis (AHA)	<p>The Contractor shall prepare Activity Hazard Analyses (AHAs) for all applicable common recurring work activities performed under this contract, per Section F. AHAs for recurring work shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. AHAs for non-recurring and one-time (e.g., IDIQ task orders) work occurrences shall be submitted at least two working days prior to start of work. Specifically:</p> <ul style="list-style-type: none"> • For combination FFP/IDIQ contracts, the Contractor shall submit an AHA on task orders, with the associated proposal, whenever the service environment or required task is different from the firm-fixed-priced services. <p>AHAs shall follow format of Figure 1-2 of EM 385-1-1 and shall explain the following as detailed in the EM 385-1-1:</p> <ul style="list-style-type: none"> • The steps of the service process; • Identify potential hazards that exist as a result of the Contractor's service process within the environment;

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		<ul style="list-style-type: none"> • Measures or plans of actions to safely remove potential hazards away from people in and around the service process and environment; • Specific materials and equipment necessary to safely remove potential hazards away from people in and around the service process and environment; • Inspection requirements to assure service activity is safe; and • Training of service personnel to be aware of potential hazards and measures or plans of actions to be used to remove hazards from service environment. <p>During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.</p> <p>AHA shall also address OSHA hazmat handling requirements.</p>
2.9.3	Occupational Risk and Compliance Plans	The Contractor shall develop, provide and implement occupational risk and compliance plans, as specified below, as necessary for the situation or types of work to be performed under this contract, per Section F. These plans shall be submitted with the APP and shall be updated as situations change. Additional plans as referenced in Appendix A of EM 385-1-1 shall be developed as applicable when new types of work are required under this contract.
2.9.3.1	Abrasive Blasting Plan	Not Applicable
2.9.3.2	Access/Haul Road Plan	Not Applicable
2.9.3.3	Alcohol and Drug Abuse Prevention Plan	The Contractor shall develop, or provide the corporate plan if applicable, an alcohol and drug abuse prevention plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004 and include elements addressed in paragraph 01.C.02 of EM 385-1-1 and 29 Code of Federal Regulations (CFR) 1910.1200 or 1926.59 requirements..
2.9.3.4	Asbestos Abatement Plan	Not Applicable
2.9.3.5	Chemical Hazard Communication Program	The Contractor shall develop a project-specific chemical hazard communication program to include elements addressed in paragraph 06.B.01 of EM 385-1-1 and 29 Code of Federal Regulations (CFR) 1910.120 or 1926.59 requirements.
2.9.3.6	Confined Space Program	Not Applicable
2.9.3.7	Critical Lift Plan	Not Applicable
2.9.3.8	Demolition Plan	Not Applicable
2.9.3.9	Emergency Response Plans	The Contractor shall develop emergency response plans to ensure safe evacuation and personnel safety in the event of fire or other emergency that include elements addressed in paragraphs 01.E, 03.A, 03.D, and 19.A.04 of EM 385-1-1.
2.9.3.10	Excavation/Trenching Plan	Not Applicable
2.9.3.11	Fall Prevention and Protection Plan	The Contractor shall develop a site specific fall prevention and protection plan to protect and prevent its service workers from falling from heights of 1.8m (6 feet) or more. This plan shall include elements addressed in paragraph 21.C of EM 385-1-1 and ANSI A10.32, ANSI Z359.1, and

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		ANSI/ASSE A10.34. A competent person for fall protection shall prepare and sign the plan.
2.9.3.12	Fire Prevention Program	The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials. As applicable, the Contractor shall develop a fire prevention program to include a fire prevention plan and annual survey to include elements addressed in paragraph 06.C and 09.A of EM 385-1-1, NFPA 10, NFPA 241, NFPA 51B, NFPA 70, and NFPA 70E.
2.9.3.13	Floating Plant Severe Weather Precaution Plan and Marine Emergency Plan	Not Applicable
2.9.3.14	Hazardous Energy Control Program	Not Applicable
2.9.3.15	Health Hazard Control Program and Hazard Communication Program	The Contractor shall develop a Task/action specific health hazard control program and chemical hazard communication program to include elements addressed in paragraphs 06.A and 06.B of EM 385-1-1 and 29 Code of Federal Regulations (CFR) 1910.120 or 1926.59 requirements.
2.9.3.16	Heat/Cold Stress Monitoring Plan	The Contractor shall develop a heat/cold stress monitoring plan to include elements addressed in paragraph 06.I.02 of EM 385-1-1.
2.9.3.17	Lead Compliance and Abatement Plan	Not Applicable
2.9.3.18	Radiation Safety Program	Not Applicable
2.9.3.19	Respiratory Protection Program	The Contractor shall develop a respiratory protection program to include elements addressed in paragraph 05.G of EM 385-1-1 and the OSHA's respiratory protection standard specified in 29 CFR 1910.134.
2.9.3.20	Site Sanitation Plan	Not Applicable
2.9.3.21	Temporary Facility Layout Plan	Not Applicable
2.9.3.22	Underground Emergency Rescue Plan	Not Applicable
2.9.4	Accident and Damage Reporting	<p>The Contractor shall notify the Contracting Officer as soon as practical, but no more 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 (WHE) accident. Within notification 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 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.</p> <p>The Contractor shall conduct an accident investigation for recordable injuries and illnesses, for accidents requiring Medical Treatment, property damage accidents resulting in at least \$20,000 in damages, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. The Contractor shall complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit</p>

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		<p>via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F. Required or special forms are provided within the Forms in J-0200000-05.</p> <p>For a near miss, the Contractor shall complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F.</p> <p>The Contractor shall conduct an accident investigation for any weight handling equipment accident (including rigging gear accidents) to establish the root cause(s) of the accident, complete the WHE Accident Report (Crane and Rigging Gear) Form and submit per Section F. No crane operations are allowed to proceed until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer. The WHE accident report form is provided within the Forms in J-0200000-05.</p>
2.9.4.1	Accident Reporting and Notification Criteria	<p>The following criteria and definitions apply to the accident reporting requirements specified above:</p> <p>Recordable Injuries or Illnesses. Any work-related injury or illness that results in:</p> <ol style="list-style-type: none"> 1) Death, regardless of the time between the injury and death, or the length of the illness; 2) Days away from work (any time lost after day of injury/illness onset); 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. <p>High Visibility Accident. Any mishap which may generate publicity or high visibility.</p> <p>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.</p> <p>WHE Accident. A WHE accident occurs when any one or more of the eight 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; or collision, including unplanned contact between the load, crane, 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.)</p>

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2.9.5	Fire Protection	The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.
2.9.6	Monthly On-Site Labor Report	Not Applicable
2.9.7	OSHA Citations and Violations	The Contractor shall correct violations and citations promptly and provide a copy of each OSHA citation and OSHA report with written OSHA Citations and Violations Corrective Action Report per Section F.
2.9.8	Safety Inspections and Monitoring	<p>The Contractor shall conduct inspections of its work areas, job sites, and work crews every day work is being performed to ensure that all Contractor operations are being conducted safely. These inspections shall ensure:</p> <ul style="list-style-type: none"> • The site is safe and free of job-site hazards. • Proper PPE is being utilized and worn. • Safe work practices and processes are being followed. • Workers are familiar with the hazards covered in the respective AHA for that work activity. • All equipment and tools are in good condition and being used safely. <p>The Government reserves the right to inspect and monitor Contractor operations for safety compliance, per Section F. In general, the Government approach will be to conduct Performance Assessment on the quality and effectiveness of the Contractor's safety program. The Government reserves the right to stop any work activity when it deems danger is imminent. Contractor personnel shall work in a safe manner and comply with all applicable safety regulations. The Contractor shall be subject to safety inspections of its work sites by the Government. Contractor safety records shall be available to the KO upon request.</p> <p>Whenever the KO becomes aware of any safety noncompliance or any condition which poses a serious or imminent danger or hazard to the health or safety of the public or Government Personnel, the KO will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor's representative or SSHO, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action. If the Contractor fails, delays, or refuses to promptly take corrective action, the KO may issue a stop work order for all or part of the services or work until satisfactory corrective action has been taken. Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work ordered issued. The Contractor shall include this requirement in all of its subcontracts and vendor contracts in support of contract safety.</p>
2.9.9	Safety Certification	The Contractor shall submit copies of all the required Federal, state, county, city and industry Safety Certifications for work performed under this contract per Section F. These certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications as the old certifications expire. No work, that requires a certification, shall start without a valid and approved certification.

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2.9.10	Safety Apparel on Jobsites	The Contractor personnel shall wear appropriate high-visibility safety apparel (garment, vest, or harness of retro-reflective and fluorescent material) meeting ANSI/ISEA 107-2010 requirements. Appropriate garment shall be based on the worker hazards and tasks, complexity of the work environment or background, and vehicular traffic and speed. As a minimum, the Contractor personnel shall wear ANSI/ISEA 107-2010 Class I compliant apparel.
2.10	Environmental Management and Sustainability	<p>The Contractor shall perform work under this contract consistent with the following Environmental Management System (EMS) goals and policy.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Reduce purchase and use of toxic and hazardous materials; • Expand purchase of green products and services; increase recycling; • Reduce energy and water use; • Increase use of alternative fuels and renewable energy; • Integrate green building concepts in major renovations and new construction; • Prevent pollution at the source; and • Continual improvement. <p>Policy:</p> <ul style="list-style-type: none"> • Protect public health and the environment by being an environmentally responsible member of the community; • Preserve our natural, historic and cultural resources; • Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which includes purchasing products made from recycled materials; • Integrate sound environmental practices into all our operations and business decisions; Integrate environmental protection requirements and pollution prevention initiatives into the early planning, design and procurement of facilities, equipment and material, as well as the planning and implementation of military training activities; • Prevent or minimize pollution at its source as we seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste; • Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations; • Enhance our program as we develop and implement an Environmental Management System; and • Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words. <p>The Contractor shall maintain monitoring and measurement information to address the EMS goals and policy and provide the EMS Goals and Policy Measurement Information to the KO when requested. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take corrective and/or preventative actions assume legal and financial liability for the noncompliance and take corrective action immediately to remedy the noncompliance. The Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS and how these</p>

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Spec Item	Title	Description
		EMS roles and responsibilities affect work performed under the contract.
2.10.1	Energy Management Program	Not Applicable
2.10.1.1	Water Conservation Plan	Not Applicable
2.10.1.2	Energy Efficient Products	Not Applicable
2.10.2	Environmental Protection	The Contractor shall comply with all applicable Federal, state, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements. All environmental protection matters shall be coordinated with the KO. Inspection of any of the facilities operated by the Contractor may be accomplished by the Installation Environmental Protection Coordinator, or authorized officials on a no-notice basis during Government regular working hours. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel. The Contractor is responsible for ensuring that its employees receive applicable environmental and occupational health and safety training, and are kept up to date on regulatory required specific training for the type of work to be conducted onsite. All on-site Contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause a significant environmental impact shall be competent on the basis of appropriate education, training or experience.
2.10.2.1	ODS Requirements for Refrigerant Recycling	Not Applicable
2.10.2.2	Non-Hazardous Waste Disposal	The Contractor shall dispose all wastes in accordance with all applicable Federal, state, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements. All non-hazardous, non-regulated debris and rubbish resulting from the work under this contract be disposed of at appropriate off installation waste handling facilities. All regulated, non-hazardous waste shall be disposed of in accordance with all applicable Federal, state, and local laws, regulations, and with base-wide instructions.
2.10.2.3	Hazardous Waste Disposal	The Contractor shall dispose of all hazardous waste in accordance with the Resource Conservation and Recovery Act and all other applicable Federal, state and local laws and regulations. No disposal of hazardous waste onboard the installation is allowed.
2.10.2.4	Spill Prevention, Containment, and Clean-up	The Contractor shall prevent, contain, clean up, and report all spills on Government property caused by the Contractor, in a manner that complies with applicable Federal, state, and local laws and regulations and/or otherwise specified herein, and at no additional cost to the Government. This is applicable to Contractor spill incidents.
2.10.2.5	Hazardous Material Management	The Contractor shall support the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP). The Contractor shall submit a Contractor Hazardous Material Inventory Log per Section F following the format provided in J-0200000-06. The Contractor shall receive approval from the KO prior to bringing

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Spec Item	Title	Description
		<p>hazardous material on Government Property or prior to any other use in conjunction with this contract. For approval to use any hazardous material, allow a minimum of 5 working days for processing the request. The Contractor shall post Material Safety Data Sheets (MSDS) at the worksite where the products are being used. Should the Government determine that a chemical the Contractor will use needs to be tracked; the Government may direct the Contractor to submit additional information in order to fulfill reporting requirements. Contractor will maintain and post the Hazardous Materials Log, J-0200000-06.</p> <p>The Contractor shall ensure that procedures are in place to deal with hazardous materials, pursuant to the FAR Clause 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA.</p>
2.10.2.6	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO to resume work.
2.10.2.7	Noise Control	The Contractor shall comply with all applicable Federal, state and local laws, ordinances, and regulations relative to noise control.
2.10.2.8	Salvage	Not Applicable
2.10.2.9	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall report the suspected ACM to the KO per Section F.
2.10.3	Sustainable Procurement and Practices	The contractor will not be required to submit a Sustainable Procurement and Practices Plan but will abide to the extent practicable the specifications listed in 2.10.3.
2.10.3.1	Environmentally Preferable Products	The Contractor shall procure and use, to the extent applicable, products that are energy-efficient (Energy Star or Federal Energy Management Program (FEMP)-designated), water efficient, bio-based, environmentally preferable (<i>e.g.</i> , Electronic Product Environmental Assessment Tool (EPEAT)-registered), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet performance requirements.
2.10.3.2	Use of Recovered Materials	The Government has an affirmative procurement program to promote the purchase of products containing recovered materials. The intent is to reduce the solid waste stream and conserve natural resources by establishing markets for recycled content products and encouraging manufacturers to produce quality products containing recovered materials. Participate in this program by using, for Environmental Protection Agency (EPA) designated items, recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The percentage of recovered materials content levels for use in the performance of this contract will be, at a minimum, the amount recommended in the EPA Comprehensive Procurement Guideline (CPG) Product Index website (http://www.epa.gov/epawaste/conserves/tools/cpg/index.htm).

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Spec Item	Title	Description
		Use of EPA designated products is not required for products that are either not available within a reasonable period of time, are not available at a reasonable price, are not available from a sufficient number of sources to maintain a satisfactory level of competition, or fail to meet performance standards based on technical verification. EPA designation of products is an on-going process. Listings of EPA designated products containing recovered materials are found in 40 CFR 247. All changes of products must be accepted by the KO before it is used.
2.10.3.3	Use of Biobased Products	The Contractor shall make, to the extent applicable and practicable, maximum use of biobased products in accordance with the FAR Clause 52.223-2 -- AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS. Information about these products is available at http://www.usda.gov/biopreferred .
2.10.4	Marine Corps Environmental Management System (EMS) and Environmental Policy	<p>The Contractor shall abide by the most current standards under the installations ISO 14001 certification and shall conform to the EMS.</p> <p>All work performed shall be accomplished IAW the installation Environment Policy. The Environmental Policy is as follows:</p> <p>All Marine Corps installations recognize the importance of their role as an environmental steward. Each installation is strongly committed to long-term sustainability, improved mission performance, and environmental protection using the following core principles:</p> <ul style="list-style-type: none"> • Conservation of resources through pollution prevention; • Compliance with environmental and safety laws and regulations; • Continuous improvement through incorporation of an Environmental Management System (EMS) into our everyday business practices; • Protection of natural and cultural resources; and • Restoration of affected natural resources. • Setting and continually reviewing environmental objectives and targets to minimize impacts by the installation's activities, processes, products, and services on the environment. <p>Information regarding the Marine Corps EMS can be obtained from the MARFORRES Environmental Office.</p>
2.11	Disaster Preparedness	The Contractor shall comply, as applicable, with the installation's Contingency Instruction, contingency response plan. The Contractor shall support the installation contingency response plan as directed by the KO.
2.12	Technical Library	Not Applicable
2.13	Warranty Management	Prior to performing repair work, the Contractor shall report to the KO any defect in workmanship, material, or parts, and any improper installation of equipment and components that are covered by a warranty, per section F. The Contractor is responsible for knowing which equipment and components are covered by the original warranty and the warranty duration. The KO will provide available warranty documents.
2.14	FFP Work Procedures	
2.14.1	Notification to the Government for Work Above the FFP Limitations	The Contractor is fully responsible for work up to the FFP limits. FFP limits are specified in subsequent annexes or sub-annexes. When work is expected to exceed the FFP limits, the Contractor shall notify the KO per Section F. The Government may issue a task order in accordance with the IDIQ portion of the contract detailed below or accomplish the work by means other than this contract.

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Spec Item	Title	Description
2.14.2	FFP Exhibit Line Item Numbers (ELINs)	FFP ELINS are provided in J-0200000-07.
2.14.3	Common Output Level Standards (COLS) Options	Not Applicable
2.14.3.1	Option to Change COLS at Contract Award	Not Applicable
2.14.3.2	Option to Change COLS at Exercise of an Option Period	Not Applicable
2.15	IDIQ Work	IDIQ work is identified in each applicable annex or sub-annex. IDIQ work may consist of Unit Priced Task (UPT) Work (non-negotiated) and Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all IDIQ task work as ordered by the KO per Section G and DoD EMALL requirements in Section H. IDIQ work will consist of Unit Priced Tasks and Unit Priced Labor Work which may be ordered by the Government as separate items or in combinations of items from the IDIQ Exhibit Line Items (ELINs) provided in Section J on an as needed basis.
2.15.1	Unit Priced Task (UPT) Work (Non-Negotiated)	A UPT is defined as an IDIQ work item that includes all direct and indirect costs plus profit associated with the particular unit of work. All materials and equipment (rented, leased or Contractor-owned) required for the accomplishment of a UPT shall be included within the respective exhibit line item prices. The FFP for the task order is determined by multiplying the exhibit line item unit prices by the quantities ordered. The Contractor is not required to submit cost estimates for UPTs.
2.15.1.1	Acceptance and Performance	The Contractor shall possess the capability to accept and perform IDIQ work via an electronic medium with supported commands utilizing their Government Purchase Card (GPC). DoD EMALL is the electronic medium for authorized Government personnel to place orders for service to the Contractor. DoD EMALL is located at www.emall.dla.mil under NAVFAC contract. The Contractor is required to report all IDIQ quantities ordered via EMALL monthly to the KO.
2.15.1.2	Invoicing and Receiving Payment	Payment for completed EMALL orders will be made using the GPC. Reference "payment by third party" clause FAR 52.232-36. The Contractor shall possess the capability to invoice and receive payment for IDIQ work via an electronic medium with supported command representatives utilizing their GPC. No partial or advance payments will be provided.
2.15.2	Unit Priced Labor (UPL) Work (Negotiated)	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. UPL work is defined as IDIQ work that utilizes negotiated labor hours and materials to accomplish a task not required by the fixed-price portion of the contract. UPL includes separately priced labor, material, and equipment exhibit line items. The Contractor shall prepare and furnish a detailed cost estimate identifying proposed labor, material, and equipment costs, which upon approval by the KO, becomes a FFP task order.
2.15.2.1	IDIQ Preparation of Proposals	In response to the Government's Request for Proposal (RFP), the Contractor shall submit an IDIQ Proposal to the KO within 5 working days following receipt for each potential task order which includes: 1) a complete list of all tasks necessary to perform the required scope of work, 2) the number of direct labor hours to perform each task and 3) the projected quantity and costs of materials and equipment to perform the

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Spec Item	Title	Description
		required scope of work.
2.15.2.1.1	Labor Requirements	Accepted industry time standards published in R. S. Means cost data, industry organizations, and similar estimating sources shall be used for determining the number of direct labor hours required to complete the scope of work. The total labor cost will be determined by totaling the number of direct labor hours and then multiplying by the UPL amount in the IDIQ Exhibit Line Items (ELINs) provided in Section J.
2.15.2.1.2	Material and Equipment Requirements	Accepted industry and Government material and equipment costs published in R. S. Means cost data, national material supplier catalogues, U.S. Army Corps of Engineers Construction Equipment Ownership and Operating Expense Schedule (EP 1110-1-8), equipment rental catalogues, and similar estimating sources shall be used for determining customary and reasonable costs for the material and equipment estimate. Projected material requirements shall include a list of materials establishing the size, quality, number of units, and unit prices. Pre-expended bin supplies and materials shall not be included in the list of materials since the cost for these items are to be included in the labor hour unit price. Material prices shall be the lowest price available considering the availability of materials and the time constraints of the job. The direct material price shall include all discounts; recycle benefits and rebates, as appropriate, for core value and salvage value that accrue to the Contractor and Contractor-furnished warehousing cost. Equipment costs shall include rental and lease costs, ownership costs where Contractor-owned, equipment mobilization, and tools, not priced under the FFP portion of the contract. The direct material price will be multiplied by the Contractor's IDIQ material fixed burden rate.
2.15.2.2	Issuance of Final Task Order	The KO will order unit priced labor by issuing to the Contractor a copy of the approved scope of work and a task order for the work described, in accordance with Section G. Task order completion times will be specified on each task order.
2.15.3	IDIQ ELINS	IDIQ ELINs are provided in J-0200000-07.

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4	IDIQ Work

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1	General Information	The Contractor shall provide all labor, management, supervision, tools, materials, transportation, and equipment required to perform environmental services in accordance with this Performance Work Statement (PWS) at Marine Forces Reserve (MARFORRES) facilities located in 48 states, Puerto Rico and the District of Columbia.
1.1	Concept of Operations	<p>The Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services outlined below and described in this Performance Work Statement (PWS) at Marine Forces Reserve (MARFORRES) facilities located in all 48 states, Puerto Rico and the District of Columbia:</p> <ul style="list-style-type: none"> • The Contractor will coordinate and schedule the collection and disposal of hazardous and non-hazardous, and universal waste materials, • provide chemical/hazardous substances inventories • perform waste stream characterization • ensure only regulatory compliant disposal facilities are selected and used for waste disposal • provide related supplies as described in the PWS • maintain parts washers • coordinate and schedule at least one site visit to each MARFORRES Reserve Center annually to survey and make recommendations as to the disposal of hazardous and non-hazardous waste found at each facility. • Respond MARFORRES support requests as they relate to this PWS • Provide a customer accessible, web-based system for all disposal record, waste characterization information, disposal facility audits and related data and information. • The contractor is expected to recycle, to the maximum extent possible, (but not limited to) used oil, used anti-freeze, batteries and other recycle waste materials. • This PWS is not intended to cover bulk solid waste such as office garbage, paper, etc. <p>MARFORRES operations that will generate waste and drive the need for hazardous substances/chemicals can be found in the MARFORRES Environmental Compliance and Protection Standard Operating Procedure (ECPSOP) Manual (current version March 2013)</p> <p>Potential waste materials include, but not limited to:</p> <ul style="list-style-type: none"> • oil/water • waste oil/sludge • lead acid batteries - leaking, non-recyclable • lithium batteries - discharge, disposal at landfill. • lithium batteries - charged, disposal or recycle • waste paint , lead based - 1 gallon cans

		<ul style="list-style-type: none"> • 7 waste paint, latex, - solidify dispose of as nonhazardous solid waste. • magnesium batteries, D007 - charged, recycle • contaminated anti-freeze (oil, brake fluid, fuel) • bilge water (95% water, oil, antifreeze, fuel) - Galveston TX, Gulfport MS, Jacksonville FL, Norfolk VA, Tampa FL. • contaminated soil (POL) - collection and disposal at landfill • rag replenishment services • blood borne pathogens - collection and disposal <p>Contractor is solely responsible for cleanup of any spill or leaks during the performance of this contract that occurs as a result of or is contributed to by the actions of its agents, employees, or subcontractors to the satisfaction of the Government and at no cost to the Government.</p>
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Spec Item	Title	Description
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-1800000-01.
2.2	Personnel	The Contractor shall provide personnel with the training, qualifications, technical knowledge, experience and skills required for efficient operations within the environmental function.
2.2.1	Certification, Training, and Licensing	<p>The Contractor shall provide a written training plan and documentation of training for all personnel to demonstrate technical proficiency per Section F. Demonstration of proficiency must take place within established guidelines that are documented in applicable regulations, policies, instructions and Laboratory Quality Assurance Manual.</p> <p>Contractor shall provide proof of training:</p> <ul style="list-style-type: none"> • OSHA Training for hazardous materials handling, emergency response, blood born pathogens (29 CFR 1910.1200, 1910.120, 1920.1020, 1910.1030) • EM385.1 for SSHO • Hazardous Material Shipping (49 CFR/HM-181) • Hazardous Waste Generators 49 CFR 173.1, 172.700, 40 CFR 262.34 & 265.16 • Emergency Planning and Notification (40 CTR 355, 302.4, 302.6)
2.3	Special Requirements	
2.3.1	Laboratory Accreditation and Certification	Only certified laboratories that have appropriate credentials can perform testing shall be used. In the absence of certification requirements, laboratories shall demonstrate competency to perform environmental testing through accreditation. All laboratories shall acquire the required accreditation from a Federal (including Navy), and state, or National Environmental Laboratory Accreditation Program (NELAP), for all environmental testing performed by the laboratory.
2.3.2	Designated Government Representative	Government personnel located at HQ MARFORRES that serves as the Contractor's primary point of contact for day to day contract operations. The Government will provide a listing of responsible reserve center environmental office or facility coordinator personnel and contact information for all locations prior to contract start.
2.3.3	Health and Safety Plan	Per Section F, the Contractor shall develop and submit a health and safety plan that describes items such as personal protective equipment, emergency equipment, emergency response equipment, personnel training, field and laboratory sample management, and sample transportation and handling prior to the commencement of work.
2.3.4	Sampling and Analysis Plan	Per Section F, the contractor shall develop, and provide to the government for review and comment, a Sampling and Analysis Plan (SAP) for waste sampling and analyses. The SAP shall be of a general nature that can be applied to all facilities and the majority of the expected types of waste and containers that will require waste sampling and analysis. Specific analyses for waste stream characterization will be included for each waste material.
2.3.5	Segregation of Waste	The Contractor is solely responsible for segregating, or grouping,

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		waste based on incompatibility or compatibilities.
2.3.6	Spill Responsibility	<p>Contractor is solely responsible for cleanup of any spill or leaks during the performance of this contract that occurs as a result of or is contributed to by the actions of its agents, employees, or subcontractors to the satisfaction of the Government and at no cost to the Government.</p> <ol style="list-style-type: none"> 1. Contractor will immediately notify the installation POC upon discovery. The contractor will identify the material, exact location and estimated amount. 2. A written follow-up report will be submitted to the installation POC and KO within 24 hours after the initial verbal (phone) report. The report shall include, at a minimum: <ol style="list-style-type: none"> a. Description of material spilled including identity, quantity, and manifest number. b. Was the amount released is EPA/State reportable, and was it reported. c. Exact time and location of release including a description of the area impacted including if the release entered a storm water system stream, creek, etc. d. Containment and cleanup actions taken e. Description of further cleanup action to be taken.
2.3.7	Containers	The Government does not warrant that any containers are suitable for transportation in accordance with DOT regulations. The Contractor will ascertain if the existing containers are sufficient or if overpacking is required.
2.3.8	Parts Washers	The Contractor will be responsible for the maintenance of the closed loops parts washers found at many of the installations. Contract personnel will be required to perform all services needed to maintain proper functionality of the parts washers. The Contractor will be responsible for troubleshooting, purchasing solvents, purchasing filters, replacements parts, performing repairs, disposal/recycling of used solvent and filters, etc.
2.3.9	Environmental Inspections and Reporting	<p>The Contractor shall conduct environmental inspections of its work areas, job sites, selected disposal facilities and work crews to ensure that all Contractor operations are in compliance with Federal, State, and Local regulations, as well as United States Navy and United States Marine Corp requirements.</p> <p>The Contractor shall submit to the Government representative a completed NAVFAC Environmental Disposal Facility Audit package, J-1800000-04, prior to wastes being sent to any Contractor selected Disposal Facility for final disposal. Disposal facility audits shall have been conducted at least every three years. The Government reserves the right to disapprove any facility it deems to have compliance issues or that may jeopardize the Governments compliance status. The Contractor shall be subject to environmental inspections of its work sites or facilities by the Government. Contractor environmental records shall be available to the Designated Government Representative upon request. Whenever the Designated Government Representative becomes</p>

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Spec Item	Title	Description
		<p>aware of any environmental noncompliance or any condition which poses a serious or imminent risk of non-compliance, the Designated Government Representative will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor’s representative, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action.</p> <p>If the Contractor fails, delays, or refuses to promptly take corrective action, the KO may issue a stop work order for all or part of the services or work until satisfactory corrective action has been taken. All deficiencies corrected, or a plan of action to correct deficiencies, will be completed within 3 business days.</p> <p>Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work ordered issued. The Contractor shall include this requirement in all of its subcontracts and vendor contracts in support of contract safety.</p> <p>Disposal Facility Audit packages will be submitted in accordance with Section F.</p>
2.4	References and Technical Documents	References and Technical Documents are listed in J-1800000-02.

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Spec Item	Title	Performance Objective	Related Information	Performance Standard
3	FFP Work	The Contractor shall perform environmental services to support the installation's environmental programs to ensure compliance with applicable Federal, state and local statutes and regulations, and with DoD and MARFORRES policies, instructions and guidance.	<p>The Contractor shall comply with all Federal, state and local statutes and regulations, and with DoD policies, instructions and guidance including the following:</p> <ul style="list-style-type: none"> • DoD Instruction 4715.4 Pollution Prevention • BUMEDINST 6280.1 Management of Infectious Wastes • EPA 833-B-92-001 Storm Water Sampling Guidance Document • MCO P5090.2A Environmental Compliance and Protection Manual <p>All services shall be performed IAW each installation's Environmental Management System (EMS) and Environmental Policy and industry environmental standards.</p> <p>If environmental related procedures or operations are found to be out of compliance the Contractor shall immediately notify the KO, designated Government representative(s) and the reserve center's environmental coordinator (HAZMAT NCO) or Environmental Office with recommendations for appropriate action.</p> <p>Regulatory compliance and adherence to policies, instructions and guidance,</p>	<p>Services are performed in a timely manner and in compliance with Federal, state and local statutes and regulations, and with DoD and MARFORRES policies, instructions and guidance.</p> <p>No documented citations such as NOV, NON, NOD, warning letters or citizen suits due to Contractor's non-performance, mismanagement or negligence.</p> <p>All deficiencies noted in internal compliance inspection corrected in a timely manner.</p>

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Spec Item	Title	Performance Objective	Related Information	Performance Standard
			<p>may be determined by planned sampling, validated customer complaints and documented citations if applicable.</p> <p>Additional Federal, state and local statutes and regulations, DoD and MARFORRES policies, instructions and guidance may be found in the References and Technical Documents in J-1800000-02.</p> <p>If environmental related procedures or operations are found to be out of compliance the Contractor shall immediately notify the KO and the Installation Environmental Program Manager with recommendations for appropriate action.</p> <p>Informational Note: The majority of this contract is IDIQ, with the exception of Section 3.1.4 which is FFP. All IDIQ work will comply with section 3 requirements, including all reports and disposal documentation.</p>	
3.1	Sampling, Field Testing and Laboratory Services	The Contractor shall provide as appropriate, waste characterization profile sampling, environmental sampling, field testing, laboratory services to ensure compliance at the installation.	<p>The Contractor shall comply with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.</p> <p>The Contractor shall develop and submit proposed Sampling Plan(s), as needed to meet the PWS requirements, for approval per Section 2.3.4.</p> <p>The Contractor shall dispose of all excess</p>	<p>Sample collection, field testing and laboratory services comply with applicable DoD, MARFORRES, EPA and state guidance</p> <p>Laboratories will have the appropriate certifications/accreditati ons as specified in Annex 18000000 2.3.1</p> <p>Laboratory certifications/accreditati ons will be supplies to the KO upon request.</p>

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Spec Item	Title	Performance Objective	Related Information	Performance Standard
			sample material in accordance with applicable Federal and state requirements.	The government reserves the right to perform laboratory inspections.
3.1.1	Sampling	The Contractor shall conduct timely sample collection to ensure the installation complies with applicable Federal, state, DoD, MARFORRES and local requirements.	The Contractor shall provide reports in accordance with the sampling plan or Contractor shall submit copies of Sample Collection Logs per Section F.	Sample collection complies with the approved sampling plan. Samples are collected as needed prior to waste disposal or within 15 days of notification.
3.1.2	Field Testing	The Contractor shall conduct timely sample collection to ensure the installation complies with applicable Federal, state, DoD, MARFORRES and local requirements.	The Contractor shall provide Field Testing Reports in accordance with the sampling plan and submit per Section F. Records and reports are listed in Section F of the solicitation. The Contractor shall submit accurate and complete documents within the required timeframes.	Field testing complies with the approved sampling plan. Samples are collected as needed prior to waste disposal or within 15 days of notification..
3.1.3	Laboratory Services	The Contractor shall provide laboratory services to ensure the installation complies with the sampling plan.	The laboratory shall be certified by NELAP. The Contractor shall provide Laboratory Analysis Reports in accordance with the approved sampling plan and submit per Section F.	Laboratory services comply with the approved sampling plan. Samples are analyzed and results are reported within 14 days of receipt of sample results. Original Chain of Custody forms and a copy of the analytical data results will be submitted to the installation POC within 30 calendar days of sample analysis.
3.1.4	Waste Survey Program	The Contractor shall provide an environmental waste survey program to	The Waste Survey Program includes scheduling of work at each	Waste survey services comply with the Waste Survey plan and

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Spec Item	Title	Performance Objective	Related Information	Performance Standard
		ensure environmental waste is accurately quantified and classified by waste type to support compliance oversight at EACH facility.	<p>facility, conducting a site visit to perform the surveys, and the reporting of findings.</p> <p>The Contractor shall develop a Waste Survey Plan, per section F, to insure all facility locations listed in J-1800000-03 are surveyed annually.</p> <p>The Contractor shall submit the Waste Survey Plan within 30 days following contract award to the designated Government representative for approval.</p> <p>Informational Note: Section 3.1.4 is FFP work.</p>	<p>applicable EPA and state guidance.</p> <p>All waste is properly accounted.</p> <p>The Waste Survey Plan is submitted on schedule and is complete.</p>
3.1.4.1	Waste Survey Schedule	The Contractor shall provide a waste survey schedule to perform the environmental waste surveys to ensure all facilities are surveyed annually	<p>The Contractor shall develop waste survey schedules, per section F, that are coordinated with the responsible reserve center personnel at each facility.</p> <p>Within 30 days of Contract award the Contractor shall submit to the Contracting Officer a schedule, as part of the Waste Survey Plan, of all facilities with a timeframe of Waste Survey completion. At a minimum the Contractor shall complete 1/3 of the Waste Surveys per Fiscal Year (1 OCT - 30 SEP) Quarter. All scheduled surveys shall be completed prior to the end of the 3rd Quarter of the Fiscal Year (30 JUN).</p>	All facilities are scheduled at a minimum of annually.
3.1.4.2	Perform Waste Survey	The Contractor shall perform environmental waste surveys to ensure that waste is accurately quantified and classified by waste type.	The Contractor shall perform waste surveys at all facility locations listed in J-1800000-03.	Waste survey services comply with the Waste Survey plan and applicable EPA and state guidance. All waste is properly accounted.

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				Waste Surveys shall be conducted in accordance with the agreed upon schedule submitted under 3.1.4.3
3.1.4.3	Waste Survey Reports	The Contractor shall provide the waste survey reports to ensure wastes are accurately documented and appropriate disposal methods and recommendations are made.	<p>The Contractor waste survey reports shall clearly and accurately describe all waste found at an installation and the most effective and efficient approach for removal and disposal.</p> <p>At a minimum the waste survey report shall include the following data items:</p> <ul style="list-style-type: none"> • Waste type • Waste volume • Proposed method of disposal • Proposed disposal costs based on IDIQ ELIN schedule <p>The report shall be in sufficient detail to allow the site designated government representative at a facility to place orders for services using the IDIQ CLIN structure found in Section J.</p> <p>The Contractor shall submit the waste survey report, per Section F.</p>	<p>Waste survey reporting complies with the Waste Survey plan and applicable EPA and state guidance. All waste is properly accounted.</p> <p>The waste survey reports are submitted within 3 days following the surveys</p>
3.1.4.4	Scheduling Waste Pickup for Disposal – applicable for all wastes	Contractor shall meet the specified timelines for waste pickup and reporting.	<p>Per Section F, the contractor shall pick up waste:</p> <ol style="list-style-type: none"> 1. Within 15 business days of notification/request by the installation representative, MARFORRES, Navy POC 2. Within 30-days of any 	Contractor waste pickup shall be tracked and compared to the contract requirements.

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			<p>installation audit/inspection/visit by the contractor where waste for disposal is identified</p> <p>3. Expedited pickup and disposal shall be within 3-days of notification by the KO</p> <p>NOTE: For costing purposes, expedited pickup/waste characterization shall be a factor (or percentage increase) over the standard fixed price costs; eg. 25% over base cost.</p>	
3.1.4.5	Disposal Records and Reporting – Applicable to all wastes	<p>The Contractor shall maintain all records required by Federal (including but not limited to RCRA, DOT), state, local, DoD, MARFORRES, Navy regulations and policies.</p> <p>The Contractor shall provide, manage, and maintain a web-based customer waste tracking system for all wastes generated by the Government.</p>	<p>Per Section F, hard copies of record will be supplied to the government within 3 business days of request by the government.</p> <p>The Contractor shall record and/or upload reports and compiled services, including the following</p> <p>4. Copies of all Waste Profile Sheets for Government generated wastes within 30-days of completion.</p> <p>5. All Analytical Data related to Government generated wastes within 30-days of completion.</p> <p>6. All Government generated waste containers shall have a unique container identifier capable of being tracked from generations to ultimate disposal.</p> <p>7. Copies of all Manifests for Government generated wastes will be uploaded and or provided to the government within 30-</p>	

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			<p>days of disposal.</p> <p>8. Copies of all Land Disposal Restriction forms for Government generated wastes will be uploaded and or provided to the government within 30-days of disposal.</p> <p>9. Copies of all Final Disposal Methods will be uploaded and or provided to the government within 30-days of disposal.</p> <p>10. Copies of all approved NAVFAC Environmental Disposal Facility Audit packages, J-1800000-04, will be uploaded and or provided to the government within 30-days of disposal.</p> <p>11. Copies of all Annual Waste Surveys completed</p> <p>12. Copies of all service forms/receipts for Rag Recycling and Parts Washers services provided</p> <p>13. Copies of all Labor hour receipts and equipment usage utilized under CLINS LB01 – LB04</p> <p>14. Copies of all receipts utilized under Pollution Prevention Equipment CLIN PP01.</p>	
3.2	Used Oil Management Services	The Contractor shall provide used oil management to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.	The Contractor shall comply with all used oil management Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance, including MARFORRES ECPSOP and The Marine Corps Environmental	Used oil management complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.

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			Compliance and Protection Manual MCO 5090.2A Chapter 2	
3.2.1	Used Oil Accumulation and Collection	The Contractor shall provide oil collection receptacles and pickup and disposal services, as needed, to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.	<p>The Contractor shall provide adequate containers for designated activities within the installation for the accumulation of used oil. Containers must be properly labeled with location and activity markings, and must be operated and maintained in accordance with SPCC standards (ELIN PP01).</p> <p>The Contractor shall contain, clean up and dispose of oil.</p> <p>Used Oil Collection Locations are identified in J-1800000-03</p>	<p>Used oil accumulation and collection complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.</p> <p>No release of used oil to the environment due to Contractor's non-performance, mismanagement or negligence.</p>
3.2.2	Used Oil Recycling and Disposal	The Contractor shall recycle and dispose of used oil to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.	<p>The Contractor shall recycle used oil to the maximum extent practicable to minimize used oil disposal. The Contractor shall return all revenues to the Government.</p> <p>Reports to be submitted per Section F</p> <p>The Contractor shall coordinate with the designated Government representative to implement the Used Oil as Fuels for Energy policy to minimize oily waste disposal.</p> <p>The Contractor shall test, collect, transfer, and dispose of all used oil generated by the installation.</p>	<p>Used oil recycling and disposal complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.</p> <p>No release of used oil to the environment due to Contractor's non-performance, mismanagement or negligence.</p> <p>Required reports are submitted.</p>

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			<p>Disposal/recycling reporting will be performed as described in section 3.1.4.5.</p> <p>The Contractor shall maintain ongoing records of transportation, transferring and laboratory analyses. The Contractor shall submit an annual summary report per Section F</p>	
3.3	Discarded Hazardous Material/ Hazardous Waste/Other Regulated Waste (HM/ HW/ORW) Management	The Contractor shall manage discarded HM/HW/ORW to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD, MARFORRES and Navy policies, instructions and guidance.	<p>The Contractor shall comply with all HM/HW/ORW Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance, including but not limited to DoD Instruction 4715.4, BUMEDINST 6280.1, DoD Publication 4715.5-G, and MCO p5090.2A</p> <p>The Contractor shall not bring non-federal waste onto DoD installations.</p>	<p>HM/HW/ORW management complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions guidance, and permits.</p> <p>No release of HM/HW/ORW to the environment due to Contractor's non-performance, mismanagement or negligence.</p> <p>No documented citations such as NOV, warning letters or citizen suits due to Contractor's non-performance, mismanagement or negligence.</p>
3.3.1	Discarded HM/HW/ORW Accumulation Areas and Storage Facilities Operations	The Contractor shall manage and provide supplies for discarded HM/HW/ORW satellite accumulation areas, and less-than-90-day accumulation areas to ensure the installation complies with Federal, state and local statutes and regulations, and with MARFORRES, DoD and Navy policies, instructions and guidance.	<p>Discarded HM/HW/ORW Accumulation Areas and Storage Facilities are identified in are located at the MARFORRES Installations, J-1800000-03</p> <p>Service requirements include items such as accepting discarded HM/HW/ORW from authorized activities and reconciling turn-in documentation to reflect actual material received.</p>	HM/HW/ORW accumulation areas and storage facilities comply with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions guidance, and permits.

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			<p>Physical separation of incompatible HM/HW/ORW shall be maintained.</p> <p>Contractor shall separate and consolidate all discarded HM/HW/ORW for shipping and ultimate disposition.</p> <p>Daily logs shall be made available upon the Government's request.</p> <p>The Contractor shall comply with Federal, state and local contingency planning and employee training requirements.</p>	
3.3.2	Collection of Discarded HM/HW/ORW	The Contractor shall provide discarded HM/HW/ORW collection and removal services, both scheduled and un-scheduled, to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.	<p>Discarded HM/HW/ORW Accumulation Areas and Storage Facilities are identified in J-1800000-03.</p> <p>HM/HW/ORW shall not be left in non-designated areas overnight.</p> <p>The Contractor shall resolve discrepancies such as leaking containers, misidentifications, and improper or missing paperwork upon discovery.</p>	<p>HM/HW/ORW collection complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.</p> <p>Scheduled HM/HW/ORW collections are completed per the established schedule and in accordance with 3.1.4.4, Section F.</p>
3.3.3	Transportation of HM/HW/ORW	The Contractor shall provide HM/HW/ORW transportation services to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.	<p>The Contractor shall be responsible for properly completing waste manifests and shipping papers in accordance with applicable regulations and waste ELIN(s). This includes but not limited to identifying the proper shipping name, volume/weight, labels and containers, etc.</p> <p>The Contractor shall</p>	<p>HM/HW/ORW transport complies with Federal, state and local statutes and regulations, and with DoD, MARFORRES and Navy policies, instructions and guidance.</p> <p>No documented citations such as NOV, NON, NOD, warning letters or citizen suits</p>

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			<p>provide proper shipping containers, labels and markings prior to transporting HM/HW/ORW and ensure the necessary placards are visible on the transport vehicle.</p> <p>The Contractor shall be responsible for loading HM/HW/ORW containers onto transport vehicles.</p>	<p>due to Contractor's non-performance, mismanagement or negligence.</p> <p>Contractor will be held responsible for all fines and penalties resulting from improperly classified waste or other shipping related fines and penalties.</p>
3.3.4	Hazardous Waste/Other Regulated Waste Disposal	The Contractor shall dispose of HW/ORW to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD policies, instructions and guidance.	<p>The Contractor shall coordinate with the installation's environmental program manager and/or the Navy POC for proper disposal guidance and/or procedures as necessary.</p> <p>The Contractor shall submit a Disposal Report, (see 3.1.4.3 for content), per section 3.1.4.5</p> <p>The Contractor shall be responsible for maintaining all HW disposal records for each shipment:</p> <p>(1) Waste Profile Records shall be provided with supporting documentation including written communication and/or test results for review and approval per Section F.</p> <p>(2) Waste classification codes shall be assigned within 5 working days unless sampling is required.</p> <p>(3) Each container shall be weighed prior to shipment and actual weight shall be entered in HM/HW/ORW database within five</p>	HW disposal complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.

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			working days.	
3.4	Oil and Hazardous Substance Spill Response and Cleanup Ashore	As requested, the Contractor shall provide oil and hazardous substance (OHS) spill response and cleanup to minimize damage to property or risk of human exposure and to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.	The Contractor shall comply with all oil and hazardous substance spill response and cleanup Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance, including DoD Instruction 4715.4, DoD Publication 4715.5-G, Installation or Region Integrated Response Plan (IRP).	Oil and hazardous substance spill response and cleanup comply with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance. No documented citations such as NOV, warning letters or citizen suits due to Contractor's non-performance, mismanagement or negligence.
3.4.1	Oil and Hazardous Substance Spill Containment	The Contractor shall contain spills to minimize damage to property and risk of human exposure, and to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.	The Contractor shall coordinate with MARFORRES HQ, the KO, the Navy POC or the installation's Oil and Hazardous Substance Spill Response Coordinator. The Contractor shall immediately respond to spills 24 hours a day, seven days a week and provide primary and alternate contact information including contact names and phone numbers.	The Contractor is on-site within 4 hours of spill notification from the installation environmental office and commences cleanup within one hour of arrival on-site and works continuously until the spill is contained or otherwise directed. A spill assessment is provided to coordination POC, e.g., the installation's Oil and Hazardous Substance Spill Response Coordinator within 30 minutes of on-site arrival. Spill containment complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.
3.4.2	Oil and Hazardous Substance Spill	The Contractor shall clean up spills to minimize damage to property or risk	Spilled materials are recycled if recycling cost is no more than 10% greater	Spill cleanup and disposal complies with Federal, state and local

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	Cleanup and Disposal	of human exposure and to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.	<p>than the cost of disposal.</p> <p>The Contractor shall test materials prior to disposal, as needed or at a minimum once every three years for each waste stream or when a waste stream may have changed.</p> <p>The Contractor's limit of liability for Oil and Hazardous Substance Spill Cleanup is \$10,000 of labor and material per spill cleanup. The Contractor shall notify the KO upon identification that the spill cleanup will exceed the limit listed above in accordance with reporting requirements in Annex 0200000 Management and Administration. IDIQ work may be issued for cleanup exceeding the Contractor's liability limit.</p>	<p>statutes and regulations, and with DoD and Navy policies, instructions and guidance.</p> <p>Spilled materials are removed within seven days after cleanup is complete.</p>
3.4.3	Oil and Hazardous Substance Spill Reporting and Documentation	The Contractor shall provide spill response documentation to ensure the installation complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.	The Contractor shall provide required documentation such as spill location, time of spill, spill source, severity and type of spill, responding actions, and test results to the installation for submission to the state and/or local agencies. Spill Documentation shall be submitted per Section F.	<p>Spill response documentation is provided to the installation within five working days after cleanup is complete.</p> <p>Spill documentation complies with Federal, state and local statutes and regulations, and with DoD and Navy policies, instructions and guidance.</p>

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4	IDIQ Work	IDIQ work may be ordered utilizing DoD EMALL in accordance with Section H or on a task order in accordance with the PROCEDURES FOR ISSUING ORDERS clause in Section G. The order will specify the exact locations and types of work to be accomplished. The period of performance will be specified in each order.	Refer to IDIQ ELINs for task listings, descriptions, and related requirements. All periods of performance are measured from issue date of order to acceptance of the work. Performance standards for IDIQ work will be the same as those in Spec Item 3 where applicable.	