

SECTION 01 11 00

SUMMARY OF WORK

08/11

PART 1 GENERAL

1.1 REFERENCES

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

ASTM INTERNATIONAL (ASTM)

ASTM E2114 (2008) Standard Terminology for Sustainability Relative to the Performance of Buildings

1.2 DEFINITIONS

Definitions pertaining to sustainable development are as defined in ASTM E2114, Section 01 57 19.00 20 TEMPORARY ENVIRONMENTAL CONTROLS, and as specified.

- a. "Environmentally preferable products" have a lesser or reduced effect on the environment in comparison to conventional products and services. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- b. "Indoor environmental quality" is the physical characteristics of the building interior that impact occupants, including air quality, illumination, acoustics, occupant control, thermal comfort, daylighting, and views.
- c. "Operational performance" is the functional behavior of the building as a whole or of the building components.
- d. "Sustainability" is the balance of environmental, economic, and societal considerations.

1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Submit the following items to the Contracting Officer:

Utility Outage Requests; G  
Utility Connection Requests; G  
Borrow Permits; G  
Excavation Permits; G

Welding Permits; G  
Burning Permits; G

SD-07 Certificates

Energy Performance Rating; G

#### 1.4 WORK COVERED BY CONTRACT DOCUMENTS

##### 1.4.1 Project Description

Refer to the scope of work for project description.

##### 1.4.2 Location

Refer to the scope of work for work location or locations.

#### 1.5 WORK RESCHEDULING

Refer to the scope of work for work scheduling.

Normal duty hours for work shall be from 7 a.m. to 5 p.m., unless specifically noted in the scope of work, Monday through Friday. Requests for additional work shall require written approval from the Contracting Officer 7 days in advance of the proposed work period.

#### 1.6 PROJECT ENVIRONMENTAL GOALS

Contractor shall distribute copies of the Environmental Goals to each subcontractor and the Contracting Officer. The overall goal for design, construction, and operation is to produce a building that meets the functional program needs and incorporates the principles of sustainability. Specifically:

- a. Preserve and restore the site ecosystem and biodiversity; avoid site degradation and erosion. Minimize offsite environmental impact.
- b. Use the minimum amount of energy, water, and materials feasible to meet the design intent. Select energy and water efficient equipment and strategies.
- c. Use environmentally preferable products and decrease toxicity level of materials used.
- d. Use renewable energy and material resources.
- e. Optimize operational performance (through commissioning efforts) in order to ensure energy efficient equipment operates as intended. Consider the durability, maintainability, and flexibility of building systems.
- f. Manage construction site and storage of materials to ensure no negative impact on the indoor environmental quality of the building.
- g. Reduce construction waste through reuse, recycling, and supplier take-back.

#### 1.7 OCCUPANCY OF PREMISES

Building will be occupied during performance of work under this Contract.

Before work is started, the Contractor shall arrange with the Contracting Officer a sequence of procedure, means of access, space for storage of materials and equipment, and use of approaches, corridors, and stairways.

1.8 EXISTING WORK

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

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

1.9 ON-SITE PERMITS

1.9.1 Utility Outage Requests and Utility Connection Requests

Notify the Contracting Officer at least 72 hours prior to starting excavation work. Contractor is responsible for marking and verifying all utilities not marked.

The Contractor shall verify the elevations of existing piping, utilities, and any type of underground obstruction not indicated or specified to be removed. But indicated in locations to be transversed by piping, ducts, and other work to be installed.

Work shall be scheduled to hold outages to a minimum.

Utility outages and connections required during the prosecution of work that affect existing systems shall be arranged for at the convenience of the Government and shall be scheduled outside the regular working hours or on weekends.

Contracting Officer may permit utility outages at his discretion.

Contractor shall not be entitled to additional payment for utility outages and connections required to be performed outside the regular work hours.

Requests for utility outages and connections shall be made in writing to the Contracting Officer at least 15 calendar days in advance of the time required. Each request shall state the system involved, area involved, approximate duration of outage, and the nature of work involved.

1.9.2 Borrow, Excavation, Welding, and Burning Permits

<u>ACTIVITY</u>	<u>SUBMISSION DATE</u>	<u>SUBMISSION FORM</u>
Burning Permits	14 calendar days prior to work	Hardcopy
Excavation Permits	14 calendar days prior to work	Hardcopy
Welding Permits	14 calendar days prior to work	Hardcopy

Permits shall be posted at a conspicuous location in the construction area.

Burning of trash or rubbish is not permitted at project site.

#### 1.10 LOCATION OF UNDERGROUND UTILITIES

The Contractor shall obtain digging permits prior to start of excavation by contacting the Contracting Officer 15 calendar days in advance. Of their own accord and funding, the Contractor shall provide a Private Utility Company to scan the construction site with electromagnetic or sonic equipment, and mark the surface of the paved surface where existing underground utilities are discovered. Verify the elevations of existing piping, utilities, and any type of underground or encased obstruction not indicated to be specified or removed but indicated or discovered during scanning in locations to be traversed by piping, ducts, and other work to be conducted or installed.

##### 1.10.1 Notification Prior to Excavation

Notify the Contracting Officer at least 15 days prior to starting excavation work.

#### PART 2 PRODUCTS

Not used.

#### PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 14  
00

WORK  
RESTRICTIONS

11/1  
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PART 1 GENERAL

1.1 REFERENCES

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

ASTM INTERNATIONAL (ASTM)

ASTM D6245 Standard Guide for Using Indoor Carbon Dioxide Concentrations to Evaluate Indoor Air Quality

ASTM D6345 Standard Guide for Selection of Methods for Active, Integrative Sampling of Volatile Organic Compounds in Air

ANSI/SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION  
(SMACNA)

ANSI/SMACNA 008 (2008) IAQ Guidelines for Occupied Buildings

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS  
(ASHRAE)

ASHRAE 52.2 (2012) Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size.

1.2 SPECIAL SCHEDULING REQUIREMENTS

- a. Refer to the scope of work for any special scheduling requirements.
- b. Permission to interrupt any Activity roads and/or utility service must be requested in writing a minimum of 15 calendar days prior to the desired date of interruption.

1.3 CONTRACTOR ACCESS AND USE OF PREMISES

1.3.1 Activity Regulations

Ensure that Contractor personnel employed on the Activity become familiar with and obey Activity regulations including safety, fire, traffic and security regulations. Keep within the limits of the work and avenues of ingress and egress. Wear hard hats in designated areas. Do not enter any restricted areas unless required to do so and until cleared for such entry. Mark Contractor equipment for identification.

#### 1.3.1.1 Subcontractors and Personnel Contacts

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

#### 1.3.1.2 Identification Badges and Installation Access

Application for and use of badges will be as directed. 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. 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.

- a. NCACS Program: 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. 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). Information on costs and requirements to participate and enroll in NCACS is available at <http://www.rapidgate.com> or by calling 1-877-727-4342. Contractors should be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. Any time invested, or price(s) paid, for obtaining NCACS credentials will not be compensated in any way or approved as a direct cost of any contract with the Department of the Navy.

#### 1.3.1.3 No Smoking Policy

Smoking is prohibited within and outside of all buildings on installation, except in designated smoking areas. This applies to existing buildings, buildings under construction and buildings under renovation. Discarding tobacco materials other than into designated tobacco receptacles is considered littering and is subject to fines. The Contracting Officer will identify designated smoking areas.

#### 1.3.2 Working Hours

Regular working hours must consist of an 8 1/2 hour period established by the Contractor Officer, between 7 a.m. and 5 p.m., Monday through Friday.

#### 1.3.3 Work Outside Regular Hours

Work outside regular working hours requires Contracting Officer approval. Make application 15 calendar days prior to such work to allow arrangements to be made by the Government for inspecting the work in progress, giving

the specific dates, hours, location, type of work to be performed, contract number and project title. Based on the justification provided, the Contracting Officer may approve work outside regular hours. During periods of darkness, the different parts of the work must be lighted in a manner approved by the Contracting Officer. Make utility cutovers after normal working hours or on Saturdays, Sundays, and Government holidays unless directed otherwise.

#### 1.3.4 Exclusionary Period

Refer to the scope of work and confirm with Contracting Officer for any exclusionary period of working hours.

#### 1.3.5 Occupied and Existing Building

The Contractor shall be working in an existing building which is occupied.

The existing buildings and their contents must be kept secure at all times.

Provide dust covers or protective enclosures to protect existing work that remains during the construction period.

#### 1.3.6 Utility Cutovers and Interruptions

- a. Present a schedule for utility cutovers and interruptions for review and approval by the Contracting Officer and NHCNE 15 days after Contract notice to proceed. Utility cutovers and interruptions must be scheduled in advance with the Contracting Officer and NHCNE. No utility cutover work or interruptions will be permitted without prior approval of the Contracting Officer and NHCNE.
- b. Make utility cutovers and interruptions after normal working hours or on Saturdays, Sundays, and Government holidays. Conform to procedures required in the paragraph "Work Outside Regular Hours."
- c. Ensure that new utility lines are complete, except for the connection, before interrupting existing service.
- d. Interruption to water, sanitary sewer, storm sewer, telephone service, electric service, air conditioning, heating, fire alarm, and compressed air are considered utility cutovers pursuant to the paragraph entitled "Work Outside Regular Hours."
- e. Operation of Station Utilities: The Contractor must not operate nor disturb the setting of control devices in the station utilities system, including water, sewer, electrical, and steam services. The Government will operate the control devices as required for normal conduct of the work. The Contractor must notify the Contracting Officer giving reasonable advance notice when such operation is required.

#### 1.4 SECURITY REQUIREMENTS

##### 1.4.1 Personnel List

Submit for approval, at least 15 days prior to the desired date of entry, an original alphabetical list of personnel who require entry into Government property to perform work on the project. Furnish for each person:

- a. Name
- b. Date and place of birth
- c. Citizenship
- d. Home address
- e. Social security number
- f. Current pass expiration date
- g. Naturalization or Alien Registration number
- h. Passport number, place of issue, and expiration date

The request for personnel passes must be accompanied with the following certification:

"I hereby certify that all personnel on this list are either born U.S. citizens, naturalized U.S. citizens with the naturalization number shown, or legal aliens with the alien registration number indicated."

Signature/Firm Name

#### 1.4.1.1 Citizenship Requirements

Aliens will not be admitted to the work site without approval. Clearance for aliens may require approximately 20 work days for approval.

#### 1.4.2 Vehicle List

Submit an original list of vehicles to be utilized at the work site with the following information for each vehicle:

- a. Make
- b. Year
- c. Model
- d. License number
- e. Registered owner

#### 1.4.3 Passes

Submit request for personnel and vehicle passes together. Include the Certificate of Insurance for Contractor and Subcontractor(s) and the Statement of Acknowledgement Form SF 1413 with the submittal. Passes will normally be issued within 21 days.

##### 1.4.3.1 Control

Maintain strict accountability over passes. Immediately report to the source of issue, passes missing or lost and the circumstances. If the Contractor has another active contract or one commencing immediately, employees' names may be transferred from one contract to the other. Final payment will not be effected until employees are transferred to another contract or the records are cleared. Furnish a signed letter, countersigned by the source of issue, stating that passes have been turned

in.

## 1.5 CONTRACTOR ACCESS AND USE OF PREMISES

### 1.5.1 Activity Regulations

#### 1.5.1.1 Subcontractors and Personnel Contacts

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

#### 1.5.1.2 Identification Badges and Installation Access

Application for and use of badges will be as directed. 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. 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.

- a. NCACS Program: 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. 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). 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. Contractors should be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. Any time invested, or price(s) paid, for obtaining NCACS credentials will not be compensated in any way or approved as a direct cost of any contract with the Department of the Navy.
- b. 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.

#### 1.5.1.3 Other Identification Badges

Refer to the scope of work if any additional security identification badges are required.

## 1.6 CONSTRUCTION INDOOR AIR QUALITY (IAQ) MANAGEMENT PLAN

Refer to the scope of work for this required. If stated as a requirement of the scope of work, submit an IAQ Management Plan within 15 days after Contract and not less than 10 days before the preconstruction meeting. Revise and resubmit Plan as required by the Contracting Officer. Make copies of the final plan available to all workers on site. Include provisions in the Plan to meet the requirements specified below and to ensure safe, healthy air for construction workers and building occupants.

### 1.6.1 Requirements During Construction

Refer to the scope of work for this required. If stated as a requirement of the scope of work, provide for evaluation of indoor Carbon Dioxide concentrations in accordance with ASTM D6245. Provide for evaluation of volatile organic compounds (VOCs) in indoor air in accordance with ASTM D6345. Use filters with a Minimum Efficiency Reporting Value (MERV) of 8 in permanently installed air handlers during construction.

#### 1.6.1.1 Control Measures

Refer to the scope of work for this required. If stated as a requirement of the scope of work, meet or exceed the requirements of ANSI/SMACNA 008, Chapter 3, to help minimize contamination of the building from construction activities. The five requirements of this manual which must be adhered to are described below:

- a. HVAC protection: Isolate return side of HVAC system from surrounding environment to prevent construction dust and debris from entering the duct work and spaces.
- b. Source control: Use low emitting paints and other finishes, sealants, adhesives, and other materials as specified. When available, cleaning products must have a low VOC content and be non-toxic to minimize building contamination. Utilize cleaning techniques that minimize dust generation. Cycle equipment off when not needed. Prohibit idling motor vehicles where emissions could be drawn into building. Designate receiving/storage areas for incoming material that minimize IAQ impacts.
- c. Pathway interruption: When pollutants are generated use strategies such as 100 percent outside air ventilation or erection of physical barriers between work and non-work areas to prevent contamination.
- d. Housekeeping: Clean frequently to remove construction dust and debris. Promptly clean up spills. Remove accumulated water and keep work areas dry to discourage the growth of mold and bacteria. Take extra measures when hazardous materials are involved.
- e. Scheduling: Control the sequence of construction to minimize the absorption of VOCs by other building materials.

#### 1.6.1.2 Moisture Contamination

- a. Remove accumulated water and keep work dry.
- b. Use dehumidification to remove moist, humid air from a work area.
- c. Do not use combustion heaters or generators inside the building.
- d. Protect porous materials from exposure to moisture.

e. Remove and replace items which remain damp for more than a few hours.

#### 1.6.2 Requirements after Construction

Refer to the scope of work for this required. If stated as a requirement of the scope of work, after construction ends and prior to occupancy, conduct a building flush-out or test the indoor air contaminant levels. Flush-out must be a minimum two-weeks with MERV-13 filtration media as determined by ASHRAE 52.2 at 100 percent outside air. Air contamination testing must be consistent with EPA's current Compendium of Methods for the Determination of Air Pollutants in Indoor Air. After building flush-out or testing and prior to occupancy, replace filtration media. Filtration media must have a MERV of 13 as determined by ASHRAE 52.2.

#### 1.7 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

- List of Contact Personnel
- Personnel List
- Vehicle List
- Indoor Air Quality (IAQ) Management Plan

#### PART 2 PRODUCTS

Not Used

#### PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 20 00.00 20

PRICE AND PAYMENT PROCEDURES

11/11

PART 1 GENERAL

1.1 REFERENCES

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

U.S. ARMY CORPS OF ENGINEERS (USACE)

EP-1110-1-8 (2009) Construction Equipment Ownership  
and Operating Expense Schedule

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Earned Value Report

1.3 EARNED VALUE REPORT

1.3.1 Data Required

This contract requires the use of a cost-loaded Network Analysis Schedule (NAS). The information required for the Schedule of Prices will be entered as an integral part of the Network Analysis Schedule. Within 15 calendar days of notice of award, prepare and deliver to the Contracting Officer an Earned Value Report (construction contract) as directed by the Contracting Officer. Provide a detailed breakdown of the contract price, giving quantities for each of the various kinds of work, unit prices, and extended prices. Costs shall be summarized and totals provided for each construction category.

1.3.2 Schedule Instructions

Payments will not be made until the Earned Value Report from the cost-loaded NAS has been submitted to and accepted by the Contracting Officer. Identify costs for the building.

1.3.3 Schedule Requirements for HVAC TAB

The field work Section 23 05 93 TESTING, ADJUSTING AND BALANCING shall be broken down in the Earned Value Report from the cost-loaded NAS by separate line items which reflect measurable deliverables. Specific payment percentages for each line item shall be determined on a case by case basis for each contract. The line items shall be as follows:

- a. Approval of Design Review Report: The TABS Agency is required to conduct a review of the project plans and specifications to identify any feature, or the lack thereof, that would preclude successful testing and balancing of the project HVAC systems. The resulting findings shall be submitted to the Government to allow correction of the design. The progress payment shall be issued after review and approval of the report.
- b. Approval of the pre-field engineering report: The TABS Agency submits a report which outlines the scope of field work. The report shall contain details of what systems will be tested, procedures to be used, sample report forms for reporting test results and a quality control checklist of work items that must be completed before TABS field work commences.
- c. Season I field work: Incremental payments are issued as the TABS field work progresses. The TABS Agency mobilizes to the project site and executes the field work as outlined in the pre-field engineering report. The HVAC water and air systems are balanced and operational data shall be collected for one seasonal condition (either summer or winter depending on project timing).
- d. Approval of Season I report: On completion of the Season I field work, the data is compiled into a report and submitted to the Government. The report is reviewed, and approved, after ensuring compliance with the pre-field engineering report scope of work.
- e. Completion of Season I field QA check: Contract QC and Government representatives meet the TABS Agency at the jobsite to retest portions of the systems reported in the Season I report. The purpose of these tests are to validate the accuracy and completeness of the previously submitted Season I report.
- f. Approval of Season II report: The TABS Agency completes all Season II field work, which is normally comprised mainly of taking heat transfer temperature readings, in the season opposite of that under which Season I performance data was compiled. This data shall be compiled into a report and submitted to the Government. On completion of submittal review to ensure compliance with the pre-field engineering report scope, progress payment is issued. Progress payment is less than that issued for the Season I report since most of the water and air balancing work effort is completed under Season I.

#### 1.4 CONTRACT MODIFICATIONS

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

#### 1.5 CONTRACTOR'S INVOICE AND CONTRACT PERFORMANCE STATEMENT

##### 1.5.1 Content of Invoice

Requests for payment will be processed in accordance with the Contract Clause FAR 52.232-27, Prompt Payment Construction Contracts and FAR 52.232-5, Payments Under Fixed-Price Construction Contracts. The requests for payment shall include the documents listed below.

- a. The Contractor's invoice, on NAVFAC Form 7300/30 furnished by the Government, showing in summary form, the basis for arriving at the amount of the invoice. Form 7300/30 shall include certification by Quality Control (QC) Manager as required by the contract.
- b. The Earned Value Report from the cost-loaded NAS, showing in detail: the estimated cost, percentage of completion, and value of completed performance for each of the construction categories stated in this contract. Use NAVFAC LANT Form 4-330/110 (New 7/84) on NAVFAC LANT contracts when a Monthly Estimate for Voucher is required.
- c. Updated Project Schedule and reports required by the contract.
- d. Contractor Safety Self Evaluation Checklist.
- e. Other supporting documents as requested.
- f. Updated copy of submittal register.
- g. Invoices not completed in accordance with contract requirements will be returned to the Contractor for correction of the deficiencies.
- h. Contractor's Monthly Estimate for Voucher (NAVFAC LANT Form 4-330/110 (New 7/84)) with Subcontractor and supplier payment certification.
- i. Affidavit to accompany invoice (NAVFAC LANT NORVA Form 4-4235/4 (Rev.5/81)).
- j. Materials on Site.
- k. Prior to preparing the invoice, submit a pencil requisition to the Contracting Officer for review and approval.

#### 1.5.2 Submission of Invoices

If NFAS Clause 5252.232-9301 is included in the contract, the documents listed in paragraph "CONTENT OF INVOICE" shall be provided in their entirety as attachments in Wide Area Work Flow (WAWF) for each invoice submitted. The maximum size of each WAWF attachment is two megabytes, but there are no limits on the number of attachments. If a document cannot be attached in WAWF due to system or size restriction it shall be provided as instructed by the Contracting Officer.

Monthly invoices and supporting forms for work performed through the anniversary award date of the contract shall be submitted to the Contracting Officer within 5 calendar days of the date of invoice. For example, contract award date is the 7th of the month, the date of each monthly invoice shall be the 7th and the invoice shall be submitted by the 12th of the month.

#### 1.5.3 Final Invoice

- a. A final invoice shall be accompanied by the Contractor's Final Release. If the Contractor is incorporated, the Final Release shall contain the corporate seal. An officer of the corporation shall sign and the corporate secretary shall certify the Final Release.
- b. For final invoices being submitted via WAWF, the original Contractor's

Final Release Form must be provided directly to the respective Contracting Officer prior to submission of the final invoice. Once receipt of the original Final Release Form has been confirmed by the Contracting Officer, the Contractor shall then submit final invoice and attach a copy of the Final Release Form and required certification of Transportation of Supplies by Sea in WAWF.

- c. Final invoices not accompanied by the Contractor's Final Release will be considered incomplete and will be returned to the Contractor.

#### 1.6 PAYMENTS TO THE CONTRACTOR

Payments will be made on submission of itemized requests by the Contractor which comply with the requirements of this section, and will be subject to reduction for overpayments or increase for underpayments made on previous payments to the Contractor.

##### 1.6.1 Obligation of Government Payments

The obligation of the Government to make payments required under the provisions of this contract will, at the discretion of the Contracting Officer, be subject to reductions and/or suspensions permitted under the FAR and agency regulations including the following in accordance with "FAR 32.503-6:

- a. Reasonable deductions due to defects in material or workmanship;
- b. Claims which the Government may have against the Contractor under or in connection with this contract;
- c. Unless otherwise adjusted, repayment to the Government upon demand for overpayments made to the Contractor; and
- d. Failure to provide up to date record drawings not current as stated in Contract Clause "FAC 5252.236-9310, Record Drawings."

##### 1.6.2 Payment for Onsite and Offsite Materials

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

- a. FAR 52.232-5(b) Payments Under Fixed Price Construction Contracts.
- b. Materials delivered on the site but not installed, including completed preparatory work, and off-site materials to be considered for progress payment shall be major high cost, long lead, special order, or specialty items, not susceptible to deterioration or physical damage in storage or in transit to the construction site. Examples of materials acceptable for payment consideration include, but are not limited to, structural steel, non-magnetic steel, non-magnetic aggregate, equipment, machinery, large pipe and fittings, precast/prestressed concrete products, plastic lumber (e.g., fender piles/curbs), and high-voltage electrical cable. Materials not acceptable for payment include consumable materials such as nails, fasteners, conduits, gypsum board, glass, insulation, and wall coverings.
- c. Materials to be considered for progress payment prior to installation shall be specifically and separately identified in the Contractor's

estimates of work submitted for the Contracting Officer's approval in accordance with Earned Value Report requirement of this contract. Requests for progress payment consideration for such items shall be supported by documents establishing their value and that the title requirements of the clause at FAR 52.232-5 have been met.

- d. Materials are adequately insured and protected from theft and exposure.
- e. Provide a written consent from the surety company with each payment request for offsite materials.
- f. Materials to be considered for progress payments prior to installation shall be stored in the Continental United States. Other locations are subject to written approval by the Contracting Officer.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

11/11

PART 1 GENERAL

1.1 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

View location map

Progress and completion pictures

1.2 VIEW LOCATION MAP

Submit to the Contracting Officer, prior to or with the first digital photograph submittals, a sketch or drawing indicating the required photographic locations. Update as required if the locations are moved.

1.3 PROGRESS AND COMPLETION PICTURES

Photographically document site conditions prior to start of construction operations. Provide monthly, and within one month of the completion of work, digital photographs, 1600x1200x24 bit true color 1024x768 minimum resolution in JPEG file format showing the sequence and progress of work. Take a minimum of 20 digital photographs each week throughout the entire project from a minimum of ten views from points located by the Contracting Officer. Submit a view location sketch indicating points of view. Submit with the monthly invoice two sets of digital photographs each set on a separate CD-R, cumulative of all photos to date. Indicate photographs demonstrating environmental procedures. Photographs for each month shall be in a separate monthly directory and each file shall be named to indicate its location on the view location sketch. The view location sketch shall also be provided on the CD as digital file. All file names shall include a date designator. Cross reference submittals in the appropriate daily report. Photographs shall be provided for unrestricted use by the Government.

1.4 MINIMUM INSURANCE REQUIREMENTS

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

- a. Comprehensive general liability: \$500,000 per occurrence
- b. Automobile liability: \$200,000 per person, \$500,000 per occurrence for bodily injury, \$20,000 per occurrence for property damage
- c. Workmen's compensation as required by Federal and State workers' compensation and occupational disease laws.

- d. Employer's liability coverage of \$100,000, except in States where workers compensation may not be written by private carriers,
- e. Others as required by State law.

## 1.5 CONTRACTOR SPECIAL REQUIREMENTS

### 1.5.1 Asbestos Containing Material

Refer to the scope of work for this required. If stated as a requirement of the scope of work, all contract requirements of Section 02 82 16.00 20, "Engineering Control of Asbestos Containing Materials" assigned to the Private Qualified Person (PQP) shall be accomplished directly by a first tier subcontractor.

### 1.5.2 HVAC TAB

Refer to the scope of work for this required. If stated as a requirement of the scope of work, all contract requirements of Section 23 05 93 TESTING, ADJUSTING AND BALANCING FOR HVAC shall be accomplished directly by a first tier subcontractor, including the Commissioning Agent. No work required by Section 23 05 93 shall be accomplished by a second tier subcontractor.

## 1.6 SUPERVISION

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

## 1.7 PRECONSTRUCTION CONFERENCE

After award of the contract but prior to commencement of any work at the site, schedule two preconstruction meetings. Meet with the Contracting Officer to discuss and develop a mutual understanding relative to the administration of the value engineering and safety program, preparation of the schedule of prices or earned value report, shop drawings, and other submittals, scheduling programming, prosecution of the work, and clear expectations of the "Interim DD Form 1354" Submittal. Major subcontractors who will engage in the work shall also attend. Also meet separately with NHCNE staff to discuss and develop a mutual understanding relative to the safety program, scheduling programming, work restrictions, supervision requirements and prosecution of the work. The Contractor's Project Manager, Superintendent and Site Safety Manager will attend the meeting with NHCNE.

## 1.8 PARTNERING

To most effectively accomplish this contract, the Government requires the formation of a cohesive partnership within the Project Team whose members are from the Government, the Contractor and their Subcontractors. Key personnel from the Supported Command, the End User (who will occupy the facility), NAVFAC (Echelon III and IV), the Navy Region/Installation, the Contractor and Subcontractors, and the Designer of Record will be invited to participate in the Partnering process. The Partnership will draw on the strength of each organization in an effort to achieve a project that is without any safety mishaps, conforms to the Contract, and stays within budget and on schedule.

The Contracting Officer will provide Information on the Partnering Process and a list of key and optional personnel who should attend the Partnering meeting.

#### 1.8.1 Informal Partnering

The Contracting Officer will organize the Partnering Sessions with key personnel of the project team, including Contractor personnel and Government personnel.

The Initial Partnering session should be a part of the Pre-Construction Meeting. Partnering sessions will be held at a location agreed to by the Contracting Officer and the Contractor (typically a conference room provided by the PWD FEAD/ROICC office or the Contractor).

The Partners will determine the frequency of the follow-on sessions.

#### 1.9 AVAILABILITY OF CADD DRAWING FILES

After award and upon request, the electronic "Computer-Aided Drafting and Design (CADD)" drawing files will only be made available to the Contractor for use in preparation of construction drawings and data related to the referenced contract subject to the following terms and conditions. Request specific drawing numbers of files required; the entire set of drawing files will not be provided.

Data contained on these electronic files shall not be used for any purpose other than as a convenience in the preparation of construction drawings and data for the referenced project. Any other use or reuse shall be at the sole risk of the Contractor and without liability or legal exposure to the Government. The Contractor shall make no claim and waives to the fullest extent permitted by law, any claim or cause of action of any nature against the Government, its agents or sub consultants that may arise out of or in connection with the use of these electronic files. The Contractor shall, to the fullest extent permitted by law, indemnify and hold the Government harmless against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or resulting from the use of these electronic files.

These electronic CADD drawing files are not construction documents. Differences may exist between the CADD files and the corresponding construction documents. The Government makes no representation regarding the accuracy or completeness of the electronic CADD files, nor does it make representation to the compatibility of these files with the Contractors hardware or software. In the event that a conflict arises between the signed and sealed construction documents prepared by the Government and the furnished CADD files, the signed and sealed construction documents shall govern. The Contractor is responsible for determining if any conflict exists. Use of these CADD files does not relieve the Contractor of duty to fully comply with the contract documents, including and without limitation, the need to check, confirm and coordinate the work of all contractors for the project.

If the Contractor uses, duplicates and/or modifies these electronic CADD files for use in producing construction drawings and data related to this contract, all previous indicia of ownership (seals, logos, signatures, initials and dates) shall be removed.

#### 1.10 ELECTRONIC MAIL (E-MAIL) ADDRESS

The Contractor shall establish and maintain electronic mail (e-mail)

capability along with the capability to open various electronic attachments in Microsoft, Adobe Acrobat, and other similar formats. Within 10 days after contract award, the Contractor shall provide the Contracting Officer a single (only one) e-mail address for electronic communications from the Contracting Officer related to this contract including, but not limited to contract documents, invoice information, request for proposals, and other correspondence. The Contracting Officer may also use email to notify the Contractor of base access conditions when emergency conditions warrant, such as hurricanes, terrorist threats, etc. Multiple email address will not be allowed.

It is the Contractor's responsibility to make timely distribution of all Contracting Officer initiated e-mail with its own organization including field office(s). The Contractor shall promptly notify the Contracting Officer, in writing, of any changes to this email address.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 32 17.00 20

COST-LOADED NETWORK ANALYSIS SCHEDULES (NAS)  
02/15

PART 1 GENERAL

1.1 DESCRIPTION

The Contractor is responsible for scheduling procurement, Contractor quality control and construction, acceptance testing and training. Refer to Specification Section 01 33 00 SUBMITTAL PROCEDURES to determine if any items require Government approval prior to construction; If any are required, include that submittal review time in the schedule.

The schedule is a tool to manage the project, both for Contractor and Government activities. It will also be used to report progress and evaluate time extensions. The Project NAS must be cost-loaded and will provide the basis for progress payments. Use the Critical Path Method (CPM) and the Precedence Diagram Method (PDM) to satisfy time and cost applications. For consistency, when scheduling software terminology is used in this specification, the terms in Primavera's scheduling programs are used.

1.2 SUBMITTALS

The use of a "G" following a submittal indicates that a Government approval action is required. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES.

SD-01 Preconstruction Submittals

Qualifications

Baseline Network Analysis Schedule (NAS); G

SD-07 Certificates

Monthly Network Analysis Schedule Update

SD-11 Closeout Submittals

As-Built Schedule; G

1.3 SCHEDULE ACCEPTANCE PRIOR TO START OF WORK

The Contracting Officer and Contractor must participate in a preliminary meeting(s) to discuss the proposed schedule and requirements of this section prior to the Contractor preparing the Project Baseline Schedule. Government review comments on the Contractor's schedule(s) do not relieve the Contractor from compliance with requirements of the Contract Documents. Only bonds may be paid prior to acceptance of the Baseline Network Analysis Schedule (NAS) The acceptance of a Baseline NAS is a condition precedent to:

- a. The Contractor starting work on the demolition or construction stage(s) of the contract.

- b. Processing Contractor's invoices(s) for construction activities/items of work.
- c. Review of any schedule updates.

Submittal of the Baseline Network Analysis Schedule, and subsequent schedule updates, is understood to be the Contractor's certification that the submitted schedule meets all of the requirements of the Contract Documents, represents the Contractor's plan on how the work must be accomplished, and accurately reflects the work that has been accomplished and how it was sequenced (as-built logic).

#### 1.4 SOFTWARE

Prepare and maintain project schedules using Primavera P6. Importing data into P6 using data conversion techniques or third party software is cause for rejection of the submitted schedule.

A listing of Primavera P6 settings and parameters which must be used in preparing the Schedules are contained later in this specification section. Deviation from these settings and parameters, without prior consent of the Contracting Officer, is cause for rejection of schedule submission.

#### 1.5 QUALIFICATIONS

The designated Scheduler for the project must have prepared and maintained at least 3 previous schedules of similar size and complexity of this contract using Primavera P3, Primavera SureTrak, or Primavera P6. At least one of the three must be in Primavera P6. Submit a resume outlining the qualifications of the Scheduler. Payment will not be processed until an acceptable Scheduler is provided.

#### 1.6 NETWORK SYSTEM FORMAT

The system must include time-scaled logic diagrams and specified reports.

##### 1.6.1 Diagrams

Provide Time-scaled Logic Diagram printed in color on ANSI D size sheets. The diagram must clearly show activities on the critical path. Include the following information for each activity:

- a. Activity ID
- b. Activity Description
- c. Original Duration in Work Days
- d. Remaining duration in Work Days
- e. Physical Percent Complete
- f. Start Date
- g. Finish Date
- h. Total Float

## 1.6.2 Schedule Activity Properties and Level of Detail

The NAS must identify all Government, Construction Quality Management (CQM), Construction activities planned for the project and all other activities that could impact project completion if delayed. Create separate activities for each Phase, Area, Floor Level and Location the activity is occurring. Activity categories included in the schedule are specified below.

With the exception of the Contract Award and Contract Completion Date (CCD) milestone activities, no activity must be open-ended; each activity must have predecessor and successor ties. No activity must have open start or open finish (dangling) logic. Minimize redundant logic ties. Once an activity exists on the schedule it must not be deleted or renamed to change the scope of the activity and must not be removed from the schedule logic without approval from the Contracting Officer. While an activity cannot be deleted, where said activity is no longer applicable to the schedule but must remain within the logic stream for historical record, it can be changed to a milestone. Document any such change in the milestone's "Notebook", including a date and explanation for the change. The ID number for a deleted activity must not be re-used for another activity. Within the Baseline Schedule no more than 20 percent of the activities must be critical or near critical. Critical is defined as having zero days of Total Float. "Near Critical" is defined as having Total Float of 1 to 14 days. Contractor activities must be driven by calendars that reflect Saturdays, Sundays and all Federal Holidays as non-work days.

### 1.6.2.1 Activity Categories

#### 1.6.2.1.1 Procurement Activities

Examples of procurement activities include, but are not limited to; Material/equipment submittal preparation, submittal and approval of material/equipment; material/equipment fabrication and delivery, and material/equipment on-site. As a minimum, separate procurement activities will be provided for critical items, long lead items, items requiring Government approval and material/equipment procurement for which payment will be requested in advance of installation. Show each delivery with relationship tie to the Construction Activity specifically for the delivery.

#### 1.6.2.1.2 Government Activities

Government and other agency activities that could impact progress must be clearly identified. Government activities include, but are not limited to; Government approved submittal reviews, Government conducted inspections/tests, environmental permit approvals by State regulators, utility outages, and delivery of Government Furnished Material/Equipment.

#### 1.6.2.1.3 Quality Management (QM) Activities

The Preparatory Phase and Initial Phase for each Definable Feature of Work identified in the Contractor's Quality Control Plan must be added to each Three-Week Look Ahead Schedule referenced in the paragraph THREE-WEEK LOOK AHEAD SCHEDULE. The Follow-up Phase will be represented by the Construction Activities in the Baseline Schedule and in the schedule updates.

#### 1.6.2.1.4 Construction Activities

No on-site construction activity must have a duration in excess of 20

working days. Contractor activities must be driven by calendars that reflect Saturdays, Sundays and all Federal Holidays as non-work days, unless otherwise defined in this contract.

#### 1.6.2.1.5 Turnover and Closeout Activities

Include activities with all items on the NAVFAC Red Zone Checklist/POAM that are applicable to this project. As a minimum, include all testing, specialized inspection activities, Pre-Final Inspection, Punch List Completion, Final Inspection and Acceptance. Add a milestone for the Facility Turnover Planning Meeting at approximately 75 percent construction contract completion or three to six months prior to Contract Completion Date (CCD), whichever is sooner.

#### 1.6.2.2 Contract Milestones and Constraints

##### 1.6.2.2.1 Project Start Date Milestones

Include as the first activity on the schedule a start milestone titled "Contract Award", which must have a Mandatory Start constraint equal to the Contract Award Date.

##### 1.6.2.2.2 Facility Turnover Planning Meeting Milestones

See paragraph ACTIVITY CATEGORIES above.

##### 1.6.2.2.3 Substantial Completion Milestone

Include an unconstrained finish milestone on the schedule titled "Substantial Completion". Substantial Completion is defined as the point in time the Government would consider the project ready for beneficial occupancy wherein by mutual agreement of the Government and Contractor, Government use of the facility is allowed while construction access continues in order to complete remaining items (e.g. punch list and other close out submittals).

##### 1.6.2.2.4 Projected Completion Milestone

Include an unconstrained finish milestone on the schedule titled "Projected Completion". Projected Completion is defined as the point in time the Government would consider the project complete. This milestone must have the Contract Completion (CCD) milestone as its only successor.

##### 1.6.2.2.5 Contract Completion Date (CCD) Milestone

Include as the last activity on the schedule a finish milestone titled "Contract Completion (CCD)". Calculation of schedule updates must be such that if the finish of the "Projected Completion" milestone falls after the contract completion date, then negative float will be calculated on the longest path and if the finish of the "Projected Completion" milestone falls before the contract completion date, the float calculation must reflect positive float on the longest path.

#### 1.6.2.3 Work Breakdown Structure & Activity Code

At a minimum, the Contractor must establish a Work Breakdown Structure (WBS) and provide activity codes identified as follows:.

##### 1.6.2.3.1 Work Breakdown Structure (WBS)

Group all activities and milestones within appropriate WBS categories including, at a minimum, the following:

- a. Project Milestones:
  - (1) Management Milestones
  - (2) Project Administrative Meetings
- b. Pre-Construction Phase:
  - (1) Submittals and Reviews
  - (2) Procurement
- c. Construction Phase; Create multiple sub-sections in accordance with project specific categories of work including in WBS descending order as follows:
  - (1) General Area
    - (a) Type of Work Item
      - 1. Location
- d. Commissioning & Testing:
  - (1) Specific area/locations of commissioning
  - (2) Final Testing
  - (3) Training
- e. Project Closeout: Include activity items such as Punchlist, Demobilization, O&M, As-built Drawings, and As-built NAS.
- f. Modifications: Create multiple sub-sections as the project progresses identified by modifications issued.

#### 1.6.2.3.2 Responsibility Code

All activities in the project schedule must be identified with the party responsible for completing the task. Activities must not belong to more than one responsible party.

#### 1.6.2.3.3 Construction Specification Institute (CSI) Masterformat Code

Identify all activities in the project schedule with its respective Specification Section number. Activities must not belong to more than one Section number. If an activity does not have an applicable CSI Code (e.g. Mobilize), the code must be "0000".

#### 1.6.2.3.4 Drawing Code

Identify all activities in the project schedule with its respective Drawing Code. The Drawing Code is the Sheet Number on the primary project drawing which indicates work to be performed. If an activity does not have an applicable Drawing Code (e.g. Mobilize), the code must be "0000".

#### 1.6.2.4 Cost Loading

##### 1.6.2.4.1 Cost Loading Activities

Assign Material and Equipment Costs, for which payment will be requested in advance of installation, to their respective procurement activity (i.e., the material/equipment on-site activity). Assign cost for material/equipment, paid for after installation; labor; and construction equipment to their respective Construction Activities. The value of commissioning, testing and closeout WBS section must not be less than 10 percent of the total costs for Procurement and Construction Activities. Evenly disperse overhead and profit to each activity over the duration of the project.

#### 1.6.2.4.2 Quantities and Units of Measure

Each cost loaded activity must have a detailed quantity breakdown and unit of measure. Lump sum costing is not acceptable.

#### 1.6.3 Schedule Software Settings and Restrictions

- a. Activity Constraints: Date/time constraint(s), other than those required by the contract, are not allowed unless accepted by the Contracting Officer. Identify any constraints proposed and provide an explanation for the purpose of the constraint in the Narrative Report as described in Paragraph REQUIRED TABULAR REPORTS.
- b. Default Progress Data Disallowed: Actual Start and Actual Finish dates on the CPM schedule must match the dates on the Contractor Quality Control and Production Reports.
- c. Software Settings: Handle schedule calculations and Out-of-Sequence progress (if applicable) through Retained Logic, not Progress Override. Show all activity durations and float values in days. Show activity progress using Remaining Duration. Set default activity type to "Task Dependent".
- d. At a minimum, include the following settings and parameters in Baseline Schedule preparation:
  - (1) General: Define or establish Calendars and Activity Codes at the "Project" level, not the "Global" level.
  - (2) Admin Drop-Down Menu, Admin Preferences, Time Periods Tab:
    - (a) Set time periods for P6 to 8.0 Hours/Day, 40.0 Hours/Week, 172.0 Hours/Month and 2000.0 Hours/Year.
    - (b) Use assigned calendar to specify the number of work hours for each time period: must be checked.
  - (3) Admin Drop-Down Menu, Admin Preferences, Earned Value Tab:
    - (a) Earned Value Calculation: Use "Budgeted values with current dates".
  - (4) Project Level, Dates Tab:
    - (a) Set "Must Finish By" date to "Contract Completion Date".
  - (5) Project Level, Defaults Tab:
    - (a) Duration Type: Set to "Fixed Duration & Units".
    - (b) Percent Complete Type: Set to "Physical".

(c) Activity Type: Set to "Task Dependent".

(d) Calendar: Calendar must reflect Sunday and all Federal holidays as non-work days. Alternative calendars may be used with Contracting Officer approval.

(6) Project Level, Calculations Tab:

(a) Activity percent complete based on activity steps: Must be Checked.

(b) Reset Remaining Duration and Units to Original: Must be Checked.

(c) Subtract Actual from At Completion: Must be Checked.

(d) Recalculate Actual units and Cost when duration percent complete changes: Must be Checked.

(e) Link Actual to Date and Actual This Period Units and Cost: Must be Checked.

(f) Price/Unit: Set to "\$1/h".

(g) Update units when costs change on resource assignments: Must be Unchecked.

(7) Project Level, Settings Tab:

(a) Define Critical Activities: Check "Total Float is less than or equal to" and add "0d".

(8) Work Breakdown Structure Level, Earned Value Tab:

(a) Technique for Computing Performance Percent Complete: "Activity percent complete" is selected.

(b) Technique for Computing Estimate to Complete (ETC): "PF = 1" is selected.

#### 1.6.4 Required Tabular Reports

Include the following reports with the Baseline, Monthly Update and any other required schedule submittals:

a. Log Report: Listing of all changes made between the previous schedule and current updated schedule.

b. Narrative Report: Identify and justify:

(1) Progress made in each area of the project;

(2) Critical Path;

(3) Date/time constraint(s), other than those required by the contract

(4) Changes in the following; added or deleted activities, original and remaining durations for activities that have not started, logic, milestones, planned sequence of operations, critical path, and cost loading;

- (5) Any decrease in previously reported activity Earned Amount;
- (6) Pending items and status thereof, including permits, changes orders, and time extensions;
- (7) Status of Contract Completion Date and interim milestones;
- (8) Current and anticipated delays (describe cause of delay and corrective actions(s) and mitigation measures to minimize);
- (9) Description of current and future schedule problem areas.

Each entry in the narrative report must cite the respective Activity ID and Activity Description, the date and reason for the change, and description of the change.

- c. Earned Value Report: List all activities having a budget amount cost loaded. Compile total earnings on the project from notice to proceed to current progress payment request. Show current budget, previous physical percent complete, to-date physical percent complete, previous earned value, to-date earned value and cost to complete on the report for each activity.
- d. Schedule Variance Control (SVC) Diagram: With each schedule submission, provide a SVC diagram showing 1) Cash Flow S-Curves indicating planned project cost based on projected early and late activity finish dates and 2) Earned Value to-date. Revise Cash Flow S-Curves when the contract is modified, or as directed by the Contracting Officer.

## 1.7 SUBMISSION AND ACCEPTANCE

### 1.7.1 Monthly Network Analysis Updates

Contractor and Government representatives must meet at monthly intervals to review and agree on the information presented in the updated project schedule. The submission of an acceptable, updated schedule to the Government is a condition precedent to the processing of the Contractor's invoice. Submit an acceptable, updated schedule to the Government regardless of whether a Contractor's invoice is submitted for the given period. The Contractor and Government must agree on percentage of payment for each activity progressed during the update period.

Provide the following with each Schedule submittal:

- a. Time-Scaled Logic Diagram.
- b. Reports listed in paragraph entitled "REQUIRED TABULAR REPORTS."
- c. Data disks containing the project schedule. Include the back-up native .xer program files.

### 1.7.2 As-Built Schedule

As a condition precedent to the release of retention and making final payment, submit an "As-Built Schedule," as the last schedule update showing all activities at 100 percent completion. This schedule must reflect the exact manner in which the project was actually constructed.

## 1.8 CONTRACT MODIFICATION

Submit a Time Impact Analysis (TIA) with each cost and time proposal for a proposed change. TIA must illustrate the influence of each change or delay on the Contract Completion Date or milestones. No time extensions will be granted nor delay damages paid unless a delay occurs which consumes all available Project Float, and extends the Projected Finish beyond the Contract Completion Date.

- a. Each TIA must be in both narrative and schedule form. The narrative must define the scope and conditions of the change; provide start and finish dates of impact, successor and predecessor activity to impact period, responsible party; describe how it originated, and how it impacts the schedule. The schedule submission must consist of three native files:
  - (1) Fragnet used to define the scope of the changed condition
  - (2) Most recent accepted schedule update as of the time of the proposal or claim submission that has been updated to show all activity progress as of the time of the impact start date.
  - (3) The impacted schedule that has the fragnet inserted in the updated schedule and the schedule "run" so that the new completion date is determined.
- b. If the impact has not occurred within 30 calendar days, TIA procedure must be reduced to the most basic level possible to still reflect a reasonable assessment of the result of a delay, representing actual conditions as they occurred.
- c. All TIAs must include any mitigation, and must determine the apportionment of the overall delay assignable to each individual delay. The associated narrative must clearly describe the findings in a chronological listing beginning with the earliest delay event.
  - (1) Identify types of delays as follows:
    - (a) Excusable Delay: Force-Majeure (e.g. weather) - Contractor may receive time extension, but time will not be compensable.
    - (b) Inexcusable Delay: Contractor Responsibility - Contractor must not receive time extension.
    - (c) Compensable Delay: Government Responsibility - Contractor may receive compensable time extension.
  - (2) If a combination of delay types occurs, it is considered Concurrent Delay, which is defined in the following combinations:
    - (a) Excusable Delay and Compensable Delay results in Excusable Delay
    - (b) Excusable Delay and Inexcusable Delay results in Inexcusable Delay
    - (c) Compensable Delay and Inexcusable Delay results in Excusable Delay
- d. Submit Data disks containing the narrative and native schedule files.
- e. Unless the Contracting Officer requests otherwise, only add conformed contract modifications into the Project NAS.

### 1.8.1 No Reservation of Rights

All direct costs, indirect cost, and time extensions must be negotiated and made full, equitable and final at the time of modification issuance.

### 1.9 PROJECT FLOAT

Project Float is the length of time between the Contractor's Projected Completion Milestone and the Contract Completion Date Milestone. Project Float available in the schedule must not be for the exclusive use of either the Government or the Contractor.

The use of Resource Leveling or other techniques used for the purpose of artificially adjusting activity durations to consume float and influence critical path is prohibited.

### 1.10 THREE-WEEK LOOK AHEAD SCHEDULE

Prepare and issue a 3-Week Look Ahead schedule to provide a more detailed day-to-day plan of upcoming work identified on the Project Network Analysis Schedule. Key the work plans to NAS activity numbers and update each week to show the planned work for the current and following two-week period. Additionally, include upcoming outages, closures, field evaluation tests, preparatory meetings, and initial meetings. Identify critical path activities on the Three-Week Look Ahead Schedule. The detail work plans are to be bar chart type schedules, derived from but maintained separately from the Project NAS on an electronic spreadsheet program and printed on 8-1/2 by 11 inch sheets as directed by the Contracting Officer. Activities must not exceed 5 working days in duration and have sufficient level of detail to assign crews, tools and equipment required to complete the work. Deliver three hard copies and one electronic file of the 3-Week Look Ahead Schedule must be delivered to the Contracting Officer no later than 8 a.m. each Monday and reviewed during the weekly CQC Coordination and/or Production Meeting.

### 1.11 CORRESPONDENCE AND TEST REPORTS

All correspondence (e.g., letters, Requests for Information (RFIs), e-mails, meeting minute items, Production and QC Daily Reports, material delivery tickets, photographs) must reference Schedule activity IDs that are being addressed. All test reports (e.g., concrete, soil compaction, weld, pressure) must reference schedule activity IDs that are being addressed.

### 1.12 ADDITIONAL SCHEDULING REQUIREMENTS

Any references to additional scheduling requirements, including systems to be inspected, tested and commissioned, that are located throughout the remainder of the Contract Documents, are subject to all requirement of this section.

## PART 2 PRODUCTS

Not used.

## PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 33 00

SUBMITTAL PROCEDURES

05/11

PART 1 GENERAL

1.1 SUMMARY

The Contracting Officer may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective sections.

Units of weights and measures used on all submittals are to be the same as those used in the contract drawings.

Each submittal is to be complete and in sufficient detail to allow ready determination of compliance with contract requirements.

Contractor's Quality Control (CQC) System Manager and the Designer of Record, if applicable, to check and approve all items prior to submittal and stamp, sign, and date indicating action taken. Proposed deviations from the contract requirements are to be clearly identified. Include within submittals items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts or curves; test reports; test cylinders; samples; O&M manuals (including parts list); certifications; warranties; and other such required submittals.

Submittals requiring Government approval are to be scheduled and made prior to the acquisition of the material or equipment covered thereby. Pick up and dispose of samples not incorporated into the work in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulations.

A submittal register showing items of equipment and materials for when submittals are required by the specifications is provided as "Appendix A - Submittal Register".

1.2 DEFINITIONS

1.2.1 Submittal Descriptions (SD)

Submittals requirements are specified in the technical sections. Submittals are identified by Submittal Description (SD) numbers and titles as follows:

SD-01 Preconstruction Submittals

Submittals which are required prior to start of construction (work). issuance of contract notice to proceed.or commencing work on site.or the start of the next major phase of the construction on a multi-phase contract, includes schedules, tabular list of data, or tabular list including location, features, or other pertinent information regarding products, materials, equipment, or components to be used in the work.

Certificates of insurance

Surety bonds

List of proposed Subcontractors

List of proposed products

Construction progress schedule

Network Analysis Schedule (NAS)

Submittal register

Schedule of prices or Earned Value Report

Health and safety plan

Work plan

Quality Control(QC) plan

Environmental protection plan

#### SD-02 Shop Drawings

Drawings, diagrams and schedules specifically prepared to illustrate some portion of the work.

Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for integrating the product or system into the project.

Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be coordinated.

#### SD-03 Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials, systems or equipment for some portion of the work.

Samples of warranty language when the contract requires extended product warranties.

#### SD-06 Test Reports

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

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

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

Investigation reports.

Daily logs and checklists.

Final acceptance test and operational test procedure.

#### SD-07 Certificates

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

Document required of Contractor, or of a manufacturer, supplier, installer or Subcontractor through Contractor. The document purpose is to further promote the orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications.

Confined space entry permits.

Text of posted operating instructions.

#### SD-08 Manufacturer's Instructions

Preprinted material describing installation of a product, system or material, including special notices and (MSDS) concerning impedances, hazards and safety precautions.

#### SD-09 Manufacturer's Field Reports

Documentation of the testing and verification actions taken by manufacturer's representative at the job site, in the vicinity of the job site, or on a sample taken from the job site, on a portion of the work, during or after installation, to confirm compliance with manufacturer's standards or instructions. The documentation must be signed by an authorized official of a testing laboratory or agency and state the test results; and indicate whether the material, product, or system has passed or failed the test.

Factory test reports.

#### SD-10 Operation and Maintenance Data

Data that is furnished by the manufacturer, or the system provider, to the equipment operating and maintenance personnel, including manufacturer's help and product line documentation necessary to maintain and install equipment. This data is needed by operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item.

This data is intended to be incorporated in an operations and maintenance manual or control system.

#### SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative

requirements or to establish an administrative mechanism.

Submittals required for Guiding Principle Validation (GPV) or Third Party Certification (TPC).

Special requirements necessary to properly close out a construction contract. For example, Record Drawings and as-built drawings. Also, submittal requirements necessary to properly close out a major phase of construction on a multi-phase contract.

Interim "DD Form 1354" with cost breakout for all assets 30 days prior to facility turnover.

#### 1.2.2 Approving Authority

Office or designated person authorized to approve submittal.

#### 1.2.3 Work

As used in this section, on- and off-site construction required by contract documents, including labor necessary to produce submittals, except those SD-01 Pre-Construction Submittals noted above, construction, materials, products, equipment, and systems incorporated or to be incorporated in such construction.

### 1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with this section.

SD-01 Preconstruction Submittals

Submittal Register; G

### 1.4 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

#### 1.4.1 Government Approved (G)

Government approval is required for extensions of design, critical materials, deviations, equipment whose compatibility with the entire system must be checked, and other items as designated by the Contracting Officer. Government approval is required for any deviations from the Solicitation or Accepted Proposal and other items as designated by the Contracting Officer. Within the terms of the Contract Clause entitled, "Specifications and Drawings for Construction," they are considered to be "shop drawings."

### 1.5 FORWARDING SUBMITTALS REQUIRING GOVERNMENT APPROVAL

#### 1.5.1 Submittals Required from the Contractor

As soon as practicable after award of contract, and before procurement of fabrication, forward to the Architect-Engineer: Burns & McDonnell,

submittals required in the technical sections of this specification, including shop drawings, product data and samples. Forward one copy of the transmittal form for all submittals to the Resident Officer in Charge of Construction.

The Architect-Engineer for this project will review and approve for the Contracting Officer those submittals reserved for Contracting Officer approval to verify submittals comply with the contract requirements.

#### 1.5.1.1 O&M Data

The Architect-Engineer for this project will review and approve for the Contracting Officer O&M Data to verify the submittals comply with the contract requirements; submit data specified for a given item within 30 calendar days after the item is delivered to the contract site.

In the event the Contractor fails to deliver O&M Data within the time limits specified, the Contracting Officer may withhold from progress payments 50 percent of the price of the item with which such O&M Data are applicable.

#### 1.5.1.2 Submittals Reserved for NAVFAC Approval

As an exception to the standard submittal procedure specified above, submit the following to the Construction Manager:

- a. Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC:  
All submittals

### 1.6 PREPARATION

#### 1.6.1 Transmittal Form

Transmit each submittal, except sample installations and sample panels to office of the A-E. Transmit submittals with transmittal form prescribed by Contracting Officer and standard for project. On the transmittal form identify Contractor, indicate date of submittal, and include information prescribed by transmittal form and required in paragraph entitled, "Identifying Submittals," of this section. Process transmittal forms to record actions regarding samples.

#### 1.6.2 Identifying Submittals

When submittals are provided by a Subcontractor, the Prime Contractor is to prepare, review and stamp with Contractor's approval all specified submittals prior to submitting for Government approval.

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

- a. Project title and location.
- b. Construction contract number.

- c. Date of the drawings and revisions.
- d. Name, address, and telephone number of subcontractor, supplier, manufacturer and any other subcontractor associated with the submittal.
- e. Section number of the specification section by which submittal is required.
- f. Submittal description (SD) number of each component of submittal.
- g. When a resubmission, add alphabetic suffix on submittal description, for example, submittal 18 would become 18A, to indicate resubmission.
- h. Product identification and location in project.

#### 1.6.3 Format for SD-02 Shop Drawings

Shop drawings are not to be less than 8 1/2 by 11 inches nor more than 30 by 42 inches, except for full size patterns or templates. Prepare drawings to accurate size, with scale indicated, unless other form is required. Drawings are to be suitable for reproduction and be of a quality to produce clear, distinct lines and letters with dark lines on a white background.

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

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

Number drawings in a logical sequence. Contractors may use their own number system. Each drawing is to bear the number of the submittal in a uniform location adjacent to the title block. Place the Government contract number in the margin, immediately below the title block, for each drawing.

Reserve a blank space, no smaller than 3 by 4 inches on the right hand side of each sheet for the Government disposition stamp.

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

Include the nameplate data, size and capacity on drawings. Also include applicable federal, military, industry and technical society publication references.

Submit drawings PDF format.

#### 1.6.4 Format of SD-03 Product Data and SD-08 Manufacturer's Instructions

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

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

Supplement product data with material prepared for project to satisfy submittal requirements for which product data does not exist. Identify this material as developed specifically for project, with information and format as required for submission of SD-07 Certificates.

Provide product data in English units.

Include the manufacturer's name, trade name, place of manufacture, and catalog model or number on product data. Also include applicable federal, military, industry and technical society publication references. Should manufacturer's data require supplemental information for clarification, submit as specified for SD-07 Certificates.

Where equipment or materials are specified to conform to industry and technical society reference standards of the organizations such as American National Standards Institute (ANSI), ASTM International (ASTM), National Electrical Manufacturer's Association (NEMA), Underwriters Laboratories (UL), and Association of Edison Illuminating Companies (AEIC), submit proof of such compliance. The label or listing by the specified organization will be acceptable evidence of compliance. In lieu of the label or listing, submit a certificate from an independent testing organization, competent to perform testing, and approved by the Contracting Officer. State on the certificate that the item has been tested in accordance with the specified organization's test methods and that the item complies with the specified organization's reference standard.

Collect required data submittals for each specific material, product, unit of work, or system into a single submittal and marked for choices, options, and portions applicable to the submittal. Mark each copy of the product data identically. Partial submittals will not be accepted for expedition of construction effort.

Submit manufacturer's instructions prior to installation.

#### 1.6.5 Format of SD-04 Samples

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

- a. Sample of Equipment or Device: Full size.
- b. Sample of Materials Less Than 2 by 3 inches: Built up to 8 1/2 by 11 inches.
- c. Sample of Materials Exceeding 8 1/2 by 11 inches: Cut down to 8 1/2 by 11 inches and adequate to indicate color, texture, and material variations.
- d. Sample of Linear Devices or Materials: 10 inch length or length to be supplied, if less than 10 inches. Examples of linear devices or materials are conduit and handrails.
- e. Sample of Non-Solid Materials: Pint. Examples of non-solid materials are sand and paint.
- f. Color Selection Samples: 2 by 4 inches. Where samples are specified for selection of color, finish, pattern, or texture, submit the full

set of available choices for the material or product specified. Sizes and quantities of samples are to represent their respective standard unit.

g. Sample Panel: 4 by 4 feet.

h. Sample Installation: 100 square feet.

Samples Showing Range of Variation: Where variations in color, finish, pattern, or texture are unavoidable due to nature of the materials, submit sets of samples of not less than three units showing extremes and middle of range. Mark each unit to describe its relation to the range of the variation.

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

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

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

#### 1.6.6 Format of SD-05 Design Data and SD-07 Certificates

Provide design data and certificates on 8 1/2 by 11 inches paper. Provide a bound volume for submittals containing numerous pages.

#### 1.6.7 Format of SD-06 Test Reports and SD-09 Manufacturer's Field Reports

Provide reports on 8 1/2 by 11 inches paper in a complete bound volume.

Indicate by prominent notation, each report in the submittal. Indicate specification number and paragraph number to which it pertains.

#### 1.6.8 Format of SD-10 Operation and Maintenance Data (O&M)

Comply with the requirements specified in Section 01 78 23 OPERATION AND MAINTENANCE DATA for O&M Data format.

#### 1.6.9 Format of SD-01 Preconstruction Submittals and SD-11 Closeout Submittals

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

### 1.7 QUANTITY OF SUBMITTALS

#### 1.7.1 Number of Copies of SD-02 Shop Drawings

Submit three copies of submittals of shop drawings requiring review and approval only by QC organization and four copies of shop drawings requiring review and approval by Contracting Officer.

1.7.2 Number of Copies of SD-03 Product Data and SD-08 Manufacturer's Instructions

Submit in compliance with quantity requirements specified for shop drawings.

1.7.3 Number of Samples SD-04 Samples

- a. Submit two samples, or two sets of samples showing range of variation, of each required item. One approved sample or set of samples will be retained by approving authority and one will be returned to Contractor.
- b. Submit one sample panel or provide one sample installation where directed. Include components listed in technical section or as directed.
- c. Submit one sample installation, where directed.
- d. Submit one sample of non-solid materials.

1.7.4 Number of Copies SD-05 Design Data and SD-07 Certificates

Submit in compliance with quantity requirements specified for shop drawings.

1.7.5 Number of Copies SD-06 Test Reports and SD-09 Manufacturer's Field Reports

Submit in compliance with quantity and quality requirements specified for shop drawings other than field test results that will be submitted with QC reports.

1.7.6 Number of Copies of SD-10 Operation and Maintenance Data

Submit three copies of O&M Data to the Contracting Officer for review and approval.

1.7.7 Number of Copies of SD-01 Preconstruction Submittals and SD-11 Closeout Submittals

Unless otherwise specified, submit three sets of administrative submittals.

1.8 INFORMATION ONLY SUBMITTALS

Normally submittals for information only will not be returned. Approval of the Contracting Officer is not required on information only submittals. The Government reserves the right to require the Contractor to resubmit any item found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish material conforming to the plans and specifications; will not prevent the Contracting Officer from requiring removal and replacement of nonconforming material incorporated in the work; and does not relieve the Contractor of the requirement to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

1.9 VARIATIONS

Variations from contract requirements require both Designer of Record (DOR) and Government approval pursuant to contract Clause FAR 52.236-21 and will be considered where advantageous to Government.

### 1.9.1 Considering Variations

Discussion with Contracting Officer prior to submission, after consulting with the DOR, will help ensure functional and quality requirements are met and minimize rejections and re-submittals. When contemplating a variation which results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP).

Specifically point out variations from contract requirements in transmittal letters. Failure to point out deviations may result in the Government requiring rejection and removal of such work at no additional cost to the Government.

### 1.9.2 Proposing Variations

When proposing variation, deliver written request to the Contracting Officer, with documentation of the nature and features of the variation and why the variation is desirable and beneficial to Government, including the DOR's written analysis and approval. If lower cost is a benefit, also include an estimate of the cost savings. In addition to documentation required for variation, include the submittals required for the item. Clearly mark the proposed variation in all documentation.

### 1.9.3 Warranting that Variations are Compatible

When delivering a variation for approval, Contractor, including its Designer(s) of Record, warrants that this contract has been reviewed to establish that the variation, if incorporated, will be compatible with other elements of work.

### 1.9.4 Review Schedule is Modified

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

## 1.10 SUBMITTAL REGISTER

Prepare and maintain submittal register, as the work progresses. Use electronic submittal register program furnished by the Government or any other format. Do not change data which is output in columns (c), (d), (e), and (f) as delivered by Government; retain data which is output in columns (a), (g), (h), and (i) as approved. A submittal register showing items of equipment and materials for which submittals are required by the specifications is provided as an attachment. This list may not be all inclusive and additional submittals may be required. The Government will provide the initial submittal register in electronic format with the following fields completed, to the extent that will be required by the Government during subsequent usage.

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

Column (d): Lists each submittal description (SD No. and type, e.g. SD-02 Shop Drawings) required in each specification section.

Column (e): Lists one principal paragraph in specification section where a material or product is specified. This listing is

only to facilitate locating submitted requirements. Do not consider entries in column (e) as limiting project requirements.

Column (f): Indicate approving authority for each submittal.

Thereafter, the Contractor is to track all submittals by maintaining a complete list, including completion of all data columns, including dates on which submittals are received and returned by the Government.

#### 1.10.1 Use of Submittal Register

Submit submittal register as an electronic database. Submit with QC plan and project schedule. Verify that all submittals required for project are listed and add missing submittals. Coordinate and complete the following fields on the register database submitted with the QC plan and the project schedule:

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

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

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

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

#### 1.10.2 Contractor Use of Submittal Register

Update the following fields with each submittal throughout contract.

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

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

Column (l) List date of submittal transmission.

Column (q) List date approval received.

#### 1.10.3 Approving Authority Use of Submittal Register

Update the following fields.

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

Column (l) List date of submittal receipt.

Column (m) through (p) List Date related to review actions.

Column (q) List date returned to Contractor.

#### 1.10.4 Action Codes

Entries for columns (j) and (o), are to be used are as follows (others may

be prescribed by Transmittal Form):

1.10.4.1 Government Review Action Codes

"A" - "Approved as submitted"; "Completed"

"B" - "Approved, except as noted on drawings"; "Completed"

"C" - "Approved, except as noted on drawings; resubmission required"; "Resubmit"

"D" - "Returned by separate correspondence"; "Completed"

"E" - "Disapproved (See attached)"; "Resubmit"

"F" - "Receipt acknowledged"; "Completed"

"G" - "Other (Specify)"; "Resubmit"

"X" - "Receipt acknowledged, does not comply with contract requirements"; "Resubmit"

1.10.4.2 Contractor Action Codes

NR - Not Received

AN - Approved as noted

A - Approved

RR - Disapproved, Revise, and Resubmit

1.10.5 Copies Delivered to the Government

Deliver one copy of submittal register updated by Contractor to Government with each invoice request. Deliver in electronic format, unless a paper copy is requested by Contracting Officer.

1.11 SCHEDULING

Schedule and submit concurrently submittals covering component items forming a system or items that are interrelated. Include certifications to be submitted with the pertinent drawings at the same time. No delay damages or time extensions will be allowed for time lost in late submittals. An additional 10 calendar days will be allowed and shown on the register for review and approval of submittals for HVAC control systems.

- a. Coordinate scheduling, sequencing, preparing and processing of submittals with performance of work so that work will not be delayed by submittal processing. Allow for potential resubmittal of requirements.
- b. Submittals called for by the contract documents will be listed on the register. If a submittal is called for but does not pertain to the contract work, the Contractor is to include the submittal in the register and annotate it "N/A" with a brief explanation. Approval by the Contracting Officer does not relieve the Contractor of supplying submittals required by the contract documents but which have been omitted from the register or marked "N/A."

- c. Re-submit register and annotate monthly by the Contractor with actual submission and approval dates. When all items on the register have been fully approved, no further re-submittal is required.
- d. Carefully control procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Register."
- e. Except as specified otherwise, allow review period, beginning with receipt by approving authority, that includes at least 15 working days for submittals for QC Manager approval and 20 working days for submittals for Contracting Officer approval. Period of review for submittals with Contracting Officer approval begins when Government receives submittal from QC organization.
- f. Period of review for each resubmittal is the same as for initial submittal.

#### 1.11.1 Reviewing, Certifying, Approving Authority

The QC organization is responsible for reviewing and certifying that submittals are in compliance with contract requirements. Approving authority on submittals is QC Manager unless otherwise specified for specific submittal. At each "Submittal" paragraph in individual specification sections, a notation "G," following a submittal item, indicates Contracting Officer is approving authority for that submittal item.

#### 1.11.2 Constraints

Conform to provisions of this section, unless explicitly stated otherwise for submittals listed or specified in this contract.

Submit complete submittals for each definable feature of work. Submit at the same time components of definable feature interrelated as a system.

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

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

#### 1.11.3 QC Organization Responsibilities

- a. Note date on which submittal was received from Contractor on each submittal.
- b. Review each submittal; and check and coordinate each submittal with requirements of work and contract documents.
- c. Review submittals for conformance with project design concepts and compliance with contract documents.
- d. Act on submittals, determining appropriate action based on QC organization's review of submittal.

(1) When QC Manager is approving authority, take appropriate action on submittal from the possible actions defined in paragraph entitled,

"Approved/Accepted Submittals," of the section."

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

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

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

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

Certified by Submittal Reviewer \_\_\_\_\_, Date \_\_\_\_\_  
(Signature when applicable)

Certified by QC Manager \_\_\_\_\_, Date \_\_\_\_\_  
(Signature)

(2) When approving authority is QC Manager, QC Manager will use the following approval statement when returning submittals to Contractor as "Approved" or "Approved as Noted."

"I hereby certify that the (material) (equipment) (article) shown and marked in this submittal and proposed to be incorporated with contract Number is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is approved for use.

Certified by Submittal Reviewer \_\_\_\_\_, Date \_\_\_\_\_  
(Signature when applicable)

Approved by QC Manager \_\_\_\_\_, Date \_\_\_\_\_  
(Signature)

- g. Sign certifying statement or approval statement. The QC organization member designated in the approved QC plan is the person signing certifying statements. The use of original ink for signatures is required. Stamped signatures are not acceptable.
- h. Update submittal register database as submittal actions occur and maintain the submittal register at project site until final acceptance of all work by Contracting Officer.
- i. Retain a copy of approved submittals at project site, including Contractor's copy of approved samples.

## 1.12 GOVERNMENT APPROVING AUTHORITY

When approving authority is Contracting Officer, the Government will:

- a. Note date on which submittal was received from QC Manager.
- b. Review submittals for approval within scheduling period specified and only for conformance with project design concepts and compliance with contract documents.
- c. Identify returned submittals with one of the actions defined in paragraph entitled, "Review Notations," of this section and with markings appropriate for action indicated.

Upon completion of review of submittals requiring Government approval, stamp and date submittals. Electronic copies of the submittal will be retained by the Contracting Officer and electronic copies of the submittal will be returned to the Contractor. If the Government performs a conformance review of other Designer of Record approved submittals, the submittals will be so identified and returned, as described above.

### 1.12.1 Review Notations

Submittals will be returned to the Contractor with the following notations:

- a. Submittals marked "approved" or "accepted" authorize the Contractor to proceed with the work covered.
- b. Submittals marked "approved as noted" "or approved, except as noted, resubmittal not required," authorize the Contractor to proceed with the work covered provided he takes no exception to the corrections.
- c. Submittals marked "not approved" or "disapproved," or "revise and resubmit," indicate noncompliance with the contract requirements or design concept, or that submittal is incomplete. Resubmit with appropriate changes. No work shall proceed for this item until resubmittal is approved.
- d. Submittals marked "not reviewed" will indicate submittal has been previously reviewed and approved, is not required, does not have evidence of being reviewed and approved by Contractor, or is not complete. A submittal marked "not reviewed" will be returned with an explanation of the reason it is not reviewed. Resubmit submittals returned for lack of review by Contractor or for being incomplete, with appropriate action, coordination, or change.

### 1.13 DISAPPROVED OR REJECTED SUBMITTALS

Contractor shall make corrections required by the Contracting Officer. If the Contractor considers any correction or notation on the returned submittals to constitute a change to the contract drawings or specifications; notice as required under the clause entitled, "Changes," is to be given to the Contracting Officer. Contractor is responsible for the dimensions and design of connection details and construction of work. Failure to point out deviations may result in the Government requiring rejection and removal of such work at the Contractor's expense.

If changes are necessary to submittals, make such revisions and submission of the submittals in accordance with the procedures above. No item of work

requiring a submittal change is to be accomplished until the changed submittals are approved.

#### 1.14 APPROVED/ACCEPTED SUBMITTALS

The Contracting Officer's approval or acceptance of submittals is not to be construed as a complete check, and indicates only that the general method of construction, materials, detailing and other information are satisfactory. design, general method of construction, materials, detailing and other information appear to meet the Solicitation and Accepted Proposal.

Approval or acceptance will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor under the Contractor Quality Control (CQC) requirements of this contract is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of all work design, dimensions, all design extensions, such as the design of adequate connections and details, etc., and the satisfactory construction of all work.

After submittals have been approved or accepted by the Contracting Officer, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

#### 1.15 APPROVED SAMPLES

Approval of a sample is only for the characteristics or use named in such approval and is not be construed to change or modify any contract requirements. Before submitting samples, the Contractor to assure that the materials or equipment will be available in quantities required in the project. No change or substitution will be permitted after a sample has been approved.

Match the approved samples for materials and equipment incorporated in the work. If requested, approved samples, including those which may be damaged in testing, will be returned to the Contractor, at his expense, upon completion of the contract. Samples not approved will also be returned to the Contractor at its expense, if so requested.

Failure of any materials to pass the specified tests will be sufficient cause for refusal to consider, under this contract, any further samples of the same brand or make of that material. Government reserves the right to disapprove any material or equipment which previously has proved unsatisfactory in service.

Samples of various materials or equipment delivered on the site or in place may be taken by the Contracting Officer for testing. Samples failing to meet contract requirements will automatically void previous approvals. Contractor to replace such materials or equipment to meet contract requirements.

Approval of the Contractor's samples by the Contracting Officer does not relieve the Contractor of his responsibilities under the contract.

#### 1.16 WITHHOLDING OF PAYMENT

Payment for materials incorporated in the work will not be made if required approvals have not been obtained. No payment for materials incorporated in the work will be made if all required Designer of Record or required

Government approvals have not been obtained. No payment will be made for any materials incorporated into the work for any conformance review submittals or information only submittals found to contain errors or deviations from the Solicitation or Accepted Proposal.

#### 1.17 PROGRESS SCHEDULE

##### 1.17.1 Bar Chart

- a. Submit the progress chart, for approval by the Contracting Officer, at the Preconstruction Conference in one reproducible and 4 copies.
- b. Prepare the progress chart in the form of a bar chart utilizing form "Construction Progress Chart" or comparable format acceptable to the Contracting Officer.
- c. Include no less than the following information on the progress chart:
  - (1) Break out by major headings for primary work activity.
  - (2) A line item break out under each major heading sufficient to track the progress of the work.
  - (3) A line item showing contract finalization task which includes punch list, clean-up and demolition, and final construction drawings.
  - (4) A materials bar and a separate labor bar for each line item. Both bars will show the scheduled percentage complete for any given date within the contract performance period. Labor bar will also show the number of men (man-load) expected to be working on any given date within the contract performance period.
  - (5) The estimated cost and percentage weight of total contract cost for each materials and labor bar on the chart.
  - (6) Separate line items for mobilization and drawing submittal and approval. (These items are to show no associated costs.)
- d. Update the progress schedule in one reproduction and 4 copies every 30 calendar days throughout the contract performance period.

##### 1.17.2 Project Network Analysis

Submit the initial progress schedule within 21 calendar days of notice to proceed. Schedule is to be updated and resubmitted monthly beginning 7 calendar days after return of the approved initial schedule. Updating to entail complete revision of the graphic and data displays incorporating changes in scheduled dates and performance periods. Redlined updates will only be acceptable for use as weekly status reviews.

Contractor to provide a single point contact from his on-site organization as his Schedule Specialist. Schedule Specialist is to have the responsibility of updating and coordinating the schedule with actual job conditions. Schedule Specialist to participate in weekly status meetings and present current information on the status of purchase orders, shop drawings, off-site fabrication, materials deliveries, Subcontractor activities, anticipated needs for Government furnished equipment, and any problem which may impact the contract performance period.

Include the following in the project network analysis:

- a. Graphically display with the standard network or arrow diagram capable of illustrating the required data. Drafting to be computer generated on standard 24 by 36 inch (nominal size) drafting sheets or on small 11 by 17 inch minimum sheets with separate overview and detail breakouts. Provide a project network analysis that is legible with a clear, consistent method for continuations and detail referencing. Clearly delineate the critical path on the display. Clearly indicate the contract milestone date on the project network analysis graphic display.
- b. Data is to be presented as a separate printout on paper or, where feasible, may be printed on the same sheet as the graphic display. Data is to be organized in a logical coherent display capable of periodic updating.
- c. Include within the data verbal activity descriptions with a numerical ordering system cross referenced to the graphic display. Additionally, costs (broken down into separate materials and costs), duration, early start date, early finish date, late start date, late finish date, and float are to be detailed for each activity. A running total of the percent completion based on completed activity costs versus total contract cost is to be indicated. A system for indicating scheduled versus actual activity dates and durations is also to be provided.
- d. Sufficient detail to facilitate the Contractor's control of the job and to allow the Contracting Officer to readily follow progress for portions of the work should be shown within the schedule.

#### 1.18 STATUS REPORT ON MATERIALS ORDERS

Within 20 calendar days after notice to proceed, submit, for approval by the Contracting Officer, an initial material status report on all materials orders. This report will be updated and re-submitted every 10 calendar days as the status on material orders changes.

Report to include list, in chronological order by need date, materials orders necessary for completion of the contract. The following information will be required for each material order listed:

- a. Material name, supplier, and invoice number.
- b. Bar chart line item or CPM activity number affected by the order.
- c. Delivery date needed to allow directly and indirectly related work to be completed within the contract performance period.
- d. Current delivery date agreed on by supplier.
- e. When item d exceeds item c, the effect that delayed delivery date will have on contract completion date.
- f. When item d exceeds item c, a summary of efforts made by the Contractor to expedite the delayed delivery date to bring it in line with the needed delivery date, including efforts made to place the order (or subcontract) with other suppliers.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 35 13

SPECIAL PROJECT PROCEDURES

11/11

PART 1 GENERAL

1.1 DEFINITIONS

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Heavy Equipment and Vehicle List

Existing Conditions Survey

Construction Operations Plan

Safety Plan

Schedule of Work

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.1 HAZARDS TO OPERATION

In addition, the following paragraphs apply.

3.1.1 Schedule of Work/Operating Schedules

Refer to the scope of work for this required. If stated as a requirement of the scope of work, schedule work to conform to customer's operating schedules. In the event of emergency and other such unforeseen circumstances, the Contractor must cease operations at the specified locations. Submit a schedule of the work to the Contracting Officer describing the work to be accomplished; the location of the work, noting buildings and other structures as necessary; and dates and hours during which the work is to be accomplished. Keep the approved schedule of work current, and notify the Contracting Officer of any changes prior to beginning each day's work.

3.1.2 Excavation

Refer to the scope of work for this required. If stated as a requirement of the scope of work, and is applicable, open only those locations for which material is on hand and ready for placing therein. As soon as possible after the material has been placed and work approved, backfill and compact the excavated area as specified.

Maintain work area at all times free from hazards, holes, material piles, or projecting shoulders that might damage tires. Paved surfaces must be kept clean at all times and free from small stones or other objects which could cause damage to personnel.

### 3.1.3 Contractor Safety Precautions

The Contractor is responsible for providing all necessary protective eye and ear gear and other safety devices for his personnel, for insuring protection of his equipment, and for scheduling the work to eliminate hazards to his personnel and equipment and to prevent damage to work performed by him.

## 3.2 CRANE

### 3.2.1 Procedure

- a. For crane entry and operations in accordance with localized instruction onto a Navy facility, contractors shall submit a Certificate of Compliance, enclosure (1); a Contractor Crane Entry Package Checklist, enclosure (2); and the items listed below to the Contracting Officer for review and approval a minimum of 5 business days before bringing a crane on COMNAVREG MIDLANT property. Contracting Officers will review the submitted documentation and forward the package to the CST for review. The CST must be provided a minimum of 3 business days for review of the entry package. Failure to submit the required documentation below in the specified time may result in installation access delays. In emergent situations where it is not possible to submit the required documentation within the specified time, as determined by the Contracting Officer, Contractors shall notify the Contracting Officer's representative, coordinate arrival time with the CST, and present the documentation listed below to the CST at the applicable entry point. The CST will review documentation at the entry point prior to crane entry. For remote installations with no on-site CST, review of submitted documentation only is permissible based on risk of the job being performed. This review will include:

1. Crane's annual and quadrennial inspection.
2. Certificate of Compliance.
3. Copies of operator medical certificate and qualifications by a source that qualifies Crane Operators (union, Governmental agency, or an organization that tests and qualifies Crane Operators for the equipment being operated).
4. Personnel designated and qualified by the Crane Contractor conducting weight-handling operations to perform rigger-in-charge duties.
5. Copy of the load chart for the specific crane.
6. Crane data sheet.
7. Job site ground loading conditions with restrictions as applicable.
8. Waterfront Operational Permit, if applicable.

9. Cribbing plan, if applicable.
  10. Routine and/or critical lift plan (e.g. weights, crane radius, net crane capacity, type of rigging gear, rigging gear net capacity). The lift plan must cover all lifts for the period the crane is operating on Navy property.
  11. Listing of rigging gear to be utilized with Original Equipment Manufacturer's specifications.
  12. Other documentation specific to the Contracting Officer.
- b. Contracting Officers will coordinate the date and time of arrival of the contractor crane with the CST, and the CST personnel will perform a quality assurance review of the Contractor Crane and associated rigging gear for compliance with applicable OSHA regulations and references prior to entry. Enclosures (2) and (3) shall be used as a guide to ensure compliance with applicable requirements. If the crane is determined to be in compliance, and all required documentation has been verified, the person conducting the review will issue a Crane Operating Permit, enclosure (4). Enclosure (4) will be valid for a duration determined by the local CST or until the crane exits the installation. For remote installations with no on-site CST, the applicable CST will review submitted documentation and determine, based on risk of the job being performed, the need for on-site quality assurance review and job sit surveillance.
- c. A critical Lift Plan shall be reviewed and approved by the appropriate CST before any critical lift is performed. Critical Lift Plans are required for each of the following: 1) Lifts over 75 percent of the rated capacity of the crane at any radius; 2) Lifts over 50 percent of the rated capacity for barge mounted mobile cranes at any radius; 3) Lifts involving more than one crane or hoist; 4) Lifts of personnel; 5) Lifts that require the load to be lifted, swing, or placed out of the operator's view; and, 6) Lifts involving non-routine rigging or operation, hazardous materials, explosives, highly volatile substances, or unusual safety risks. Critical lift plans shall include the following as a minimum:
1. Size and weight of the load to be lifted, including crane and rigging components.
  2. Lift geometry, including the crane position, boom length and angle, height of the lift, and radius for the entire range of the lift for both single and multiple crane lifts.
  3. Rigging plan showing the lifting points, rigging gear, and rigging procedures.
  4. Environmental conditions under which lift operations are to be stopped (e.g. wind, electrical storm).
  5. For barge-mounted mobile cranes, stability calculations identifying barge list and trim based on anticipated loading, load charts based on calculated list and trim. The amount of list and trim shall be within the crane manufacturer's requirements.

- d. Commercial service vehicles and other commercial vendors often enter COMNAVREG MIDLANT property with Category IV cranes that they do not intend to operate. For those instances, and in lieu of a compliance review, the contractor may request a Contractor Crane Non-Operation Permit, enclosure (5), certifying that the crane will not be operated on COMNAVREG MIDLANT property. The contractor must submit in writing that the vehicle will not be used as a crane. The permit must be posted in a conspicuous location on the crane or in the cab, and may be obtained from the CST. A new permit may be valid for only one ... Official for resolution. Contracting Officials will submit a written response to all discrepancies within 10 working days to the respective CST. The Contractor Crane Discrepancy Response Form, enclosure (8), shall be used to identify the root cause(s) and any corrective/preventive actions taken to prevent recurrence.

-- End of Section --

SECTION 01 35 26

GOVERNMENTAL SAFETY REQUIREMENTS

02/12

PART 1 GENERAL

1.1 REFERENCES

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

AMERICAN SOCIETY OF SAFETY ENGINEERS (ASSE/SAFE)

ASSE/SAFE A10.32	(2012) Fall Protection
ASSE/SAFE A10.34	(2001; R 2012) Protection of the Public on or Adjacent to Construction Sites
ASSE/SAFE Z359.1	(2007) Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components

ASME INTERNATIONAL (ASME)

ASME B30.22	(2010) Articulating Boom Cranes
ASME B30.3	(2012) Tower Cranes
ASME B30.5	(2011) Mobile and Locomotive Cranes
ASME B30.8	(2010) Floating Cranes and Floating Derricks

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 10	(2013) Standard for Portable Fire Extinguishers
NFPA 241	(2013) Standard for Safeguarding Construction, Alteration, and Demolition Operations
NFPA 51B	(2014) Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
NFPA 70	(2014; AMD 1 2013; Errata 1 2013; AMD 2 2013; Errata 2 2013; AMD 3 2014; Errata 3-4 2014; AMD 4-6 2014) National Electrical Code
NFPA 70E	(2015) Standard for Electrical Safety in the Workplace

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1	(2008; Errata 2011) Safety and Health
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Requirements Manual

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

29 CFR 1910	Occupational Safety and Health Standards
29 CFR 1915	Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment
29 CFR 1926	Safety and Health Regulations for Construction
29 CFR 1926.16	Rules of Construction
29 CFR 1926.500	Fall Protection
CPL 2.100	(1995) Application of the Permit-Required Confined Spaces (PRCS) Standards, 29 CFR 1910.146

U.S. NAVAL FACILITIES ENGINEERING COMMAND (NAVFAC)

NAVFAC P-307	(2009; Change 1 Mar 2011; Change 2 Aug 2011)Management of Weight Handling Equipment
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1.2 DEFINITIONS

- a. Competent Person for Fall Protection. A person who is capable of identifying hazardous or dangerous conditions in the personal fall arrest system or any component thereof, as well as their application and use with related equipment, and has the authority to take prompt corrective measures to eliminate the hazards of falling.
- b. High Visibility Accident. Any mishap which may generate publicity or high visibility.
- c. 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.
- d. Operating Envelope. The area surrounding any crane. Inside this "envelope" is the crane, the operator, riggers and crane walkers, rigging gear between the hook and the load, the load and the crane's supporting structure (ground, rail, etc.).
- e. Recordable Injuries or Illnesses. Any work-related injury or illness that results in:
  - (1) Death, regardless of the time between the injury and death, or the length of the illness;
  - (2) Days away from work (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.
- f. "USACE" property and equipment specified in USACE EM 385-1-1 should be interpreted as Government property and equipment.
- g. Weight Handling Equipment (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.) Any mishap meeting the criteria described above shall be documented in both the Contractor Significant Incident Report (CSIR) and using the NAVFAC prescribed Navy Crane Center (NCC) form submitted within five days both as provided by the Contracting Officer. Comply with additional requirements and procedures for accidents in accordance with NAVFAC P-307, Section 12.

### 1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

#### SD-01 Preconstruction Submittals

- Accident Prevention Plan (APP); G
- Activity Hazard Analysis (AHA); G
- Crane Critical Lift Plan; G
- Proof of qualification for Crane Operators; G

#### SD-06 Test Reports

##### Notifications and Reports

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

- Accident Reports; G
- Crane Reports

## SD-07 Certificates

Hot work permit

License Certificates

Contractor Safety Self-Evaluation Checklist; G

Certificate of Compliance (Crane)

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

### 1.4 CONTRACTOR SAFETY SELF-EVALUATION CHECKLIST

Contracting Officer will provide a "Contractor Safety Self-Evaluation checklist" to the Contractor at the pre-construction conference. Complete the checklist monthly and submit with each request for payment voucher. An acceptable score of 90 or greater is required. Failure to submit the completed safety self-evaluation checklist or achieve a score of at least 90 may result in retention of up to 10 percent of the voucher. Additionally, provide a Monthly Exposure Report and attach to the monthly billing request. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor. Failure to submit the report may result in retention of up to 10 percent of the voucher. The Contracting Officer will submit a copy of the Contractor Safety Self-Evaluation and Monthly Exposure Report to the local safety and occupational health office.

### 1.5 REGULATORY REQUIREMENTS

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

### 1.6 SITE QUALIFICATIONS, DUTIES AND MEETINGS

#### 1.6.1 Personnel Qualifications

##### 1.6.1.1 Site Safety and Health Officer (SSHO)

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. Provide a Safety oversight team that includes a minimum of one (1) person at each project site to function as the Site Safety and Health Officer (SSHO). The SSHO or an equally-qualified Designated Representative/alternate shall be at the work site at all times 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.

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 on-site at 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.

1.6.1.1.1 Contractor Quality Control (QC) Person:

Unless otherwise stated in the scope of work, the Contractor Quality Control Person cannot be the SSHO on this project, even though the QC has safety inspection responsibilities as part of the QC duties.

1.6.1.1.2 Additional Site Safety and Health Officer (SSHO) Requirements and Duties

The SSHO shall have completed the "40 Hour Construction Safety Hazard Awareness Training Course for Contractors".

1.6.1.2 Crane Operators

Meet the crane operators requirements in USACE EM 385-1-1, Section 16 and Appendix I. In addition, for mobile cranes with Original Equipment Manufacturer (OEM) rated capacities of 50,000 pounds or greater, designate crane operators as qualified by a source that qualifies crane operators (i.e., union, a government agency, or an organization that tests and qualifies crane operators). Provide proof of current qualification. In addition, the Contractor shall comply with Contractor Operated Crane Requirements included in the latest revision of document NAVFAC P-307 Section 1.7.2 "Contractor Operated Cranes," and Appendix P, Figure P-1 and with 29 CFR 1926, Subpart CC.

1.6.2 Personnel Duties

1.6.2.1 Site Safety and Health Officer (SSHO)

The SSHO shall:

- a. Conduct daily safety and health inspections and maintain a written log which includes area/operation inspected, date of inspection, identified hazards, recommended corrective actions, estimated and actual dates of corrections. Attach safety inspection logs to the Contractors' daily quality control report.
- b. Conduct mishap investigations and complete required reports. Maintain the OSHA Form 300 and Daily Production reports for prime and sub-contractors.
- c. Maintain applicable safety reference material on the job site.
- d. Attend the pre-construction conference, pre-work meetings including preparatory inspection meeting, and periodic in-progress meetings.
- e. Implement and enforce accepted APPS and AHAs.
- f. Maintain a safety and health deficiency tracking system that monitors outstanding deficiencies until resolution. Post a list of unresolved safety and health deficiencies on the safety bulletin board.
- g. Ensure sub-contractor compliance with safety and health requirements.
- h. Maintain a list of hazardous chemicals on site and their material safety data sheets.

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

### 1.6.3 Meetings

#### 1.6.3.1 Preconstruction Conference

- a. Contractor representatives who have a responsibility or significant role in accident prevention on the project shall attend the preconstruction conference. This includes the project superintendent, site safety and health officer, quality control supervisor, or any other assigned safety and health professionals who participated in the development of the APP (including the Activity Hazard Analyses (AHAs) and special plans, program and procedures associated with it).
- b. Discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the contract. This list of proposed AHAs will be reviewed at the conference and an agreement will be reached between the Contractor and the Contracting Officer's representative as to which phases will require an analysis. In addition, establish a schedule for the preparation, submittal, review, and acceptance of AHAs to preclude project delays.
- c. Deficiencies in the submitted APP will be brought to the attention of the Contractor at the preconstruction conference, and the Contractor shall revise the plan to correct deficiencies and re-submit it for acceptance. Do not begin work until there is an accepted APP.

#### 1.6.3.2 Safety Meetings

Conduct and document meetings as required by EM 385-1-1. Attach minutes showing contract title, signatures of attendees and a list of topics discussed to the Contractors' daily quality control report.

### 1.7 ACCIDENT PREVENTION PLAN (APP)

Use a qualified person to prepare the written site-specific APP. Prepare the APP in accordance with the format and requirements of USACE EM 385-1-1 and as supplemented herein. Cover all paragraph and subparagraph elements in USACE EM 385-1-1, Appendix A, "Minimum Basic Outline for Accident Prevention Plan." Specific requirements for some of the APP elements are described below. The APP shall be job-specific and address any unusual or unique aspects of the project or activity for which it is written. The APP shall interface with the Contractor's overall safety and health program. Include any portions of the Contractor's overall safety and health program referenced in the APP in the applicable APP element and made site-specific. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out. The APP shall be signed by the person and firm (senior person) preparing the APP, the Contractor, the on-site superintendent, the designated site safety and health officer, the Contractor Quality control Manager, and any designated

CSP or CIH.

Submit the APP to the Contracting Officer 10 calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP.

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

Once work begins, changes to the accepted APP shall be made with the knowledge and concurrence of the Contracting Officer, project superintendent, SSSH and quality control manager. Should any severe hazard exposure, i.e. imminent danger, become evident, stop work in the area, secure the area, and develop a plan to remove the exposure and control the hazard. Notify the Contracting Officer within 24 hours of discovery. Eliminate/remove the hazard. In the interim, take all necessary action to restore and maintain safe working conditions in order to safeguard onsite personnel, visitors, the public (as defined by ASSE/SAFE A10.34,) and the environment.

Copies of the accepted plan will be maintained at the Contracting Officer's office and at the job sites. Continuously review and amend the APP, as necessary, throughout the life of the contract. Incorporate unusual or high-hazard activities not identified in the original APP as they are discovered.

#### 1.7.1 EM 385-1-1 Contents

In addition to the requirements outlined in Appendix A of USACE EM 385-1-1, the following maybe required, refer to the scope of work:

- a. Names and qualifications (resumes including education, training, experience and certifications) of all site safety and health personnel designated to perform work on this project to include the designated site safety and health officer and other competent and qualified personnel to be used such as CSPs, CIHs, STSs, CHSTs. Specify the duties of each position.
- b. Qualifications of competent and of qualified persons. As a minimum, designate and submit qualifications of competent persons for each of the following major areas: excavation; scaffolding; fall protection; hazardous energy; confined space; health hazard recognition, evaluation and control of chemical, physical and biological agents; personal protective equipment and clothing to include selection, use and maintenance.
- c. Confined Space Entry Plan. Develop a confined and/or enclosed space entry plan in accordance with USACE EM 385-1-1, applicable OSHA standards 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, OSHA Directive CPL 2.100, and any other federal, state and local regulatory requirements identified in this contract. Identify the qualified person's name and qualifications, training, and experience. Delineate the qualified person's authority to direct work stoppage in the event of hazardous conditions. Include procedure for rescue by contractor personnel and the coordination with emergency responders. (If there is no confined space work, include a statement that no confined space work exists and none will be created.)
- d. Crane Critical Lift Plan. Prepare and sign weight handling critical lift plans for lifts over 75 percent of the capacity of the crane or

hoist at any radius of lift; lifts involving more than one crane or hoist; lifts of personnel; and lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks. Submit 15 calendar days prior to on-site work and include the requirements of USACE EM 385-1-1, paragraph 16.H.

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

The FP&P Plan shall include a Rescue and Evacuation Plan in accordance with USACE EM 385-1-1, Section 21.M. The plan shall include a detailed discussion of the following: methods of rescue; methods of self-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility. Include the Rescue and Evacuation Plan in the Fall Protection and Prevention (FP&P) Plan, and as part of the Accident Prevention Plan (APP).

- f. Occupant Protection Plan. The safety and health aspects of lead-based paint removal, prepared in accordance with Section 02 82 33.13 20 REMOVAL/CONTROL AND DISPOSAL OF PAINT WITH LEAD.
- g. Lead Compliance Plan. The safety and health aspects of lead work, prepared in accordance with Section 02 83 13.00 20 LEAD IN CONSTRUCTION.
- h. Asbestos Hazard Abatement Plan. The safety and health aspects of asbestos work, prepared in accordance with Section 02 82 14.00 10 ASBESTOS HAZARD CONTROL ACTIVITIES 02 82 16.00 20 ENGINEERING CONTROL OF ASBESTOS CONTAINING MATERIALS.
- i. Site Safety and Health Plan. The safety and health aspects prepared in accordance with Section 01 35 29.13 HEALTH, SAFETY, AND EMERGENCY RESPONSE PROCEDURES FOR CONTAMINATED SITES.
- j. PCB Plan. The safety and health aspects of Polychlorinated Biphenyls work, prepared in accordance with Sections 02 84 33 REMOVAL AND DISPOSAL OF POLYCHLORINATED BIPHENYLS (PCBs).
- k. Site Demolition Plan. The safety and health aspects prepared in accordance with Section 02 41 00 DEMOLITION AND DECONSTRUCTION and referenced sources.

#### 1.8 ACTIVITY HAZARD ANALYSIS (AHA)

The Activity Hazard Analysis (AHA) format shall be in accordance with USACE EM 385-1-1, Section 1. Submit the AHA for review at least 15 calendar days prior to the start of each phase. Format subsequent AHAs as amendments to

the APP. The analysis should be used during daily inspections to ensure the implementation and effectiveness of the activity's safety and health controls.

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

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

#### 1.9 DISPLAY OF SAFETY INFORMATION

Within one calendar day after commencement of work, erect a safety bulletin board at the job site. Where size, duration, or logistics of project do not facilitate a bulletin board, an alternative method, acceptable to the Contracting Officer, that is accessible and includes all mandatory information for employee and visitor review, shall be deemed as meeting the requirement for a bulletin board. Include and maintain information on safety bulletin board as required by EM 385-1-1, section 01.A.06. Additional items required to be posted include:

- a. Hot work permit.

#### 1.10 SITE SAFETY REFERENCE MATERIALS

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

#### 1.11 EMERGENCY MEDICAL TREATMENT

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

#### 1.12 NOTIFICATIONS and REPORTS

##### 1.12.1 Accident Notification

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. 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 construction equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.

##### 1.12.2 Accident Reports

- a. Conduct an accident investigation for recordable injuries and illnesses, for Medical Treatment defined in paragraph DEFINITIONS, 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. Complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS). The Contracting Officer will provide copies of any required or special forms.

- b. Near Misses: Complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS).
- c. 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 provide the report to the Contracting Officer within 30 calendar days of the accident. Do not proceed with crane operations until cause is determined and corrective actions have been implemented to the satisfaction of the contracting officer. The Contracting Officer will provide a blank copy of the accident report form.

#### 1.12.3 Crane Reports

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

#### 1.12.4 Certificate of Compliance

Provide a Certificate of Compliance for each crane entering an activity under this contract (see Contracting Officer for a blank certificate). State within the certificate that the crane and rigging gear meet applicable OSHA regulations (with the Contractor citing which OSHA regulations are applicable, e.g., cranes used in construction, demolition, or maintenance comply with 29 CFR 1926 and USACE EM 385-1-1 Section 16 and Appendix I. Certify on the Certificate of Compliance that the crane operator(s) is qualified and trained in the operation of the crane to be used. Also certify that all of its crane operators working on the DOD activity have been trained in the proper use of all safety devices (e.g., anti-two block devices). Post certifications on the crane.

#### 1.13 HOT WORK

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

When starting work in the facility, require personnel to familiarize themselves with the location of the nearest fire alarm boxes and place in memory the emergency Fire Division phone number. ANY FIRE, NO MATTER HOW SMALL, SHALL BE REPORTED TO THE RESPONSIBLE FIRE DIVISION IMMEDIATELY.

#### 1.14 FACILITY OCCUPANCY CLOSURE

Streets, walks, and other facilities occupied and used by the Government shall not be closed or obstructed without written permission from the Contracting Officer.

#### 1.15 SEVERE STORM PLAN

In the event of a severe storm warning, the Contractor must:

- a. Secure outside equipment and materials and place materials that could be damaged in protected areas.
- b. Check surrounding area, including roof, for loose material, equipment, debris, and other objects that could be blown away or against existing facilities.
- c. Ensure that temporary erosion controls are adequate.

### PART 2 PRODUCTS

Not used.

### PART 3 EXECUTION

#### 3.1 CONSTRUCTION AND OTHER WORK

Comply with USACE EM 385-1-1, NFPA 70, NFPA 70E, NFPA 241, the APP, the AHA, Federal and State OSHA regulations, and other related submittals and activity fire and safety regulations. The most stringent standard prevails.

PPE is governed in all areas by the nature of the work the employee is performing. Use personal hearing protection at all times in designated noise hazardous areas or when performing noise hazardous tasks. Safety glasses must be carried/available on each person.

Mandatory PPE includes:

- a. Hard Hat
- b. Appropriate Safety Shoes
- c. Reflective Vests

##### 3.1.1 Hazardous Material Use

Each hazardous material must receive approval from the Contracting Office or their designated representative prior to being brought onto the job site or prior to any other use in connection with this contract. Allow a minimum of 10 working days for processing of the request for use of a hazardous material.

##### 3.1.2 Hazardous Material Exclusions

Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with USACE EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with

radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further Contracting Officer approval. Notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on base.

### 3.1.3 Unforeseen Hazardous Material

The design should have identified materials such as PCB, lead paint, and friable and non-friable asbestos and other OSHA regulated chemicals (i.e. 29 CFR Part 1910.1000). If additional material, not indicated, that may be hazardous to human health upon disturbance during construction operations is encountered, stop that portion of work and notify the Contracting Officer immediately. Within 14 calendar days the Government will determine if the material is hazardous. If material is not hazardous or poses no danger, the Government will direct the Contractor to proceed without change. If material is hazardous and handling of the material is necessary to accomplish the work, the Government will issue a modification pursuant to "FAR 52.243-4, Changes" and "FAR 52.236-2, Differing Site Conditions."

### 3.2 PRE-OUTAGE COORDINATION MEETING

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

### 3.3 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

Ensure that each employee is familiar with and complies with these procedures and USACE EM 385-1-1, Section 12, Control of Hazardous Energy.

### 3.4 FALL HAZARD PROTECTION AND PREVENTION PROGRAM

Establish a fall protection and prevention program, for the protection of all employees exposed to fall hazards. Within the program include company policy, identify responsibilities, education and training requirements, fall hazard identification, prevention and control measures, inspection, storage, care and maintenance of fall protection equipment and rescue and evacuation procedures in accordance with ASSE/SAFE Z359.1.

#### 3.4.1 Training

Institute a fall protection training program. As part of the Fall Hazard Protection and Prevention Program, provide training for each employee who might be exposed to fall hazards. Provide training by a competent person for fall protection in accordance with USACE EM 385-1-1, Section 21.B.

#### 3.4.2 Fall Protection Equipment and Systems

Enforce use of the fall protection equipment and systems designated for each specific work activity in the Fall Protection and Prevention Plan

and/or AHA at all times when an employee is exposed to a fall hazard. Protect employees from fall hazards as specified in EM 385-1-1, Section 21. Personal fall arrest systems are required when working from an articulating or extendible boom, swing stages, or suspended platform. In addition, personal fall arrest systems are required when operating other equipment such as scissor lifts if the work platform is capable of being positioned outside the wheelbase. The need for tying-off in such equipment is to prevent ejection of the employee from the equipment during raising, lowering, or travel. Fall protection must comply with 29 CFR 1926.500, Subpart M, USACE EM 385-1-1 and ASSE/SAFE A10.32.

#### 3.4.2.1 Personal Fall Arrest Equipment

Personal fall arrest equipment, systems, subsystems, and components shall meet ASSE/SAFE Z359.1. Only a full-body harness with a shock-absorbing lanyard or self-retracting lanyard is an acceptable personal fall arrest body support device. Body belts may only be used as a positioning device system (for uses such as steel reinforcing assembly and in addition to an approved fall arrest system). Harnesses shall have a fall arrest attachment affixed to the body support (usually a Dorsal D-ring) and specifically designated for attachment to the rest of the system. Only locking snap hooks and carabiners shall be used. Webbing, straps, and ropes shall be made of synthetic fiber. The maximum free fall distance when using fall arrest equipment shall not exceed 6 feet. The total fall distance and any swinging of the worker (pendulum-like motion) that can occur during a fall shall always be taken into consideration when attaching a person to a fall arrest system.

#### 3.4.3 Horizontal Lifelines

Design, install, certify and use under the supervision of a qualified person horizontal lifelines for fall protection as part of a complete fall arrest system which maintains a safety factor of 2 (29 CFR 1926.500).

#### 3.4.4 Guardrails and Safety Nets

Design, install and use guardrails and safety nets in accordance with EM 385-1-1 and 29 CFR 1926 Subpart M.

#### 3.4.5 Rescue and Evacuation Procedures

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

### 3.5 SCAFFOLDING

Provide employees with a safe means of access to the work area on the scaffold. Climbing of any scaffold braces or supports not specifically designed for access is prohibited. Access scaffold platforms greater than 20 feet maximum in height by use of a scaffold stair system. Do not use vertical ladders commonly provided by scaffold system manufacturers for accessing scaffold platforms greater than 20 feet maximum in height. The use of an adequate gate is required. Ensure that employees are qualified

to perform scaffold erection and dismantling. Do not use scaffold without the capability of supporting at least four times the maximum intended load or without appropriate fall protection as delineated in the accepted fall protection and prevention plan. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward. Give special care to ensure scaffold systems are not overloaded. Side brackets used to extend scaffold platforms on self-supported scaffold systems for the storage of material is prohibited. The first tie-in shall be at the height equal to 4 times the width of the smallest dimension of the scaffold base. Place work platforms on mud sills. Scaffold or work platform erectors shall have fall protection during the erection and dismantling of scaffolding or work platforms that are more than six feet. Delineate fall protection requirements when working above six feet or above dangerous operations in the Fall Protection and Prevention (FP&P) Plan and Activity Hazard Analysis (AHA) for the phase of work.

### 3.6 EQUIPMENT

#### 3.6.1 Material Handling Equipment

- a. Material handling equipment such as forklifts shall not be modified with work platform attachments for supporting employees unless specifically delineated in the manufacturer's printed operating instructions.
- b. The use of hooks on equipment for lifting of material must be in accordance with manufacturer's printed instructions. Additionally, when material handling equipment is used as a crane it must meet NAVFAC P-307 requirements in Sections 1.7.2, "Contractor Operated Cranes," and 12, "Investigation and Reporting of Crane and Rigging Gear Accidents."
- c. Operators of forklifts or power industrial trucks shall be licensed in accordance with OSHA.

#### 3.6.2 Weight Handling Equipment

- a. Equip cranes and derricks as specified in EM 385-1-1, section 16.
- b. Notify the Contracting Officer 15 days in advance of any cranes entering the activity so that necessary quality assurance spot checks can be coordinated.† Prior to cranes entering federal activities, a Crane Access Permit must be obtained from the Contracting Officer. A copy of the permitting process will be provided at the Preconstruction Conference.‡ Contractor's operator shall remain with the crane during the spot check.
- c. Comply with the crane manufacturer's specifications and limitations for erection and operation of cranes and hoists used in support of the work. Perform erection under the supervision of a designated person (as defined in ASME B30.5). Perform all testing in accordance with the manufacturer's recommended procedures.
- d. Comply with ASME B30.5 for mobile and locomotive cranes, ASME B30.22 for articulating boom cranes, ASME B30.3 for construction tower cranes, and ASME B30.8 for floating cranes and floating derricks.
- e. Under no circumstance shall a Contractor make a lift at or above 90 percent of the cranes rated capacity in any configuration.
- f. When operating in the vicinity of overhead transmission lines, operators and riggers shall be alert to this special hazard and follow

the requirements of USACE EM 385-1-1 Section 11, NAVFAC P-307 Figure 10-3 and ASME B30.5 or ASME B30.22 as applicable.

- g. Inspect, maintain, and recharge portable fire extinguishers as specified in NFPA 10, Standard for Portable Fire Extinguishers.
- h. All employees must keep clear of loads about to be lifted and of suspended loads.
- i. Use cribbing when performing lifts on outriggers.
- j. The crane hook/block must be positioned directly over the load. Side loading of the crane is prohibited.
- k. A physical barricade must be positioned to prevent personnel from entering the counterweight swing (tail swing) area of the crane.
- l. Certification records which include the date of inspection, signature of the person performing the inspection, and the serial number or other identifier of the crane that was inspected shall always be available for review by Contracting Officer personnel.
- m. Written reports listing the load test procedures used along with any repairs or alterations performed on the crane shall be available for review by Contracting Officer personnel.
- n. Certify that all crane operators have been trained in proper use of all safety devices (e.g. anti-two block devices).
- o. Take steps to ensure that wind speed does not contribute to loss of control of the load during lifting operations. Prior to conducting lifting operations set a maximum wind speed at which a crane can be safely operated based on the equipment being used, the load being lifted, experience of operators and riggers, and hazards on the work site. This maximum wind speed determination shall be included as part of the activity hazard analysis plan for that operation.

### 3.7 EXCAVATIONS

Soil classification must be performed by a competent person in accordance with 29 CFR 1926 and EM 385-1-1.

#### 3.7.1 Utility Locations

All underground utilities in the work area must be positively identified by a third party, independent, private utility locating company in addition to any station locating service and coordinated with the station utility department.

#### 3.7.2 Utility Location Verification

Physically verify underground utility locations, including utility depth, by hand digging using wood or fiberglass handled tools when any adjacent construction work is expected to come within three feet of the underground system.

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

Utilities located within and under concrete slabs or pier structures, bridges, parking areas, and the like, are extremely difficult to identify.

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

### 3.8 ELECTRICAL

#### 3.9.1 Portable Extension Cords

Size portable extension cords in accordance with manufacturer ratings for the tool to be powered and protected from damage. Immediately removed from service all damaged extension cords. Portable extension cords shall meet the requirements of EM 385-1-1, NFPA 70E, and OSHA electrical standards.

-- End of Section --

SECTION 01 35 29.13

HEALTH, SAFETY, AND EMERGENCY RESPONSE PROCEDURES FOR CONTAMINATED SITES  
01/08

PART 1 GENERAL

1.1 REFERENCES

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

INTERNATIONAL SAFETY EQUIPMENT ASSOCIATION (ISEA)

ANSI/ISEA Z358.1 (2009) American National Standard for  
Emergency Eyewash and Shower Equipment

NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH (NIOSH)

NIOSH 85-115 (1985) Occupational Safety and Health  
Guidance Manual for Hazardous Waste Site  
Activities

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2008; Errata 2011) Safety and Health  
Requirements Manual

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

29 CFR 1904 Recording and Reporting Occupational  
Injuries and Illnesses

29 CFR 1910 Occupational Safety and Health Standards

29 CFR 1910.120 Hazardous Waste Operations and Emergency  
Response

29 CFR 1926 Safety and Health Regulations for  
Construction

29 CFR 1926.65 Hazardous Waste Operations and Emergency  
Response

1.2 DESCRIPTION OF WORK

This section requires Contractors to implement practices and procedures for working safely and in compliance with OSHA and USACE regulation while performing cleanup activities on uncontrolled hazardous waste sites.

1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

## SD-02 Shop Drawings

Work Zones; G  
Decontamination Facilities; G

## SD-03 Product Data

Exposure Monitoring/Air Sampling Program  
Site Control Log  
Employee Certificates

### 1.4 REGULATORY REQUIREMENTS

Comply with EM 385-1-1, OSHA requirements in 29 CFR 1910 and 29 CFR 1926 with work performed under this contract, especially OSHA's Standards 29 CFR 1926.65 and 29 CFR 1910.120 and state specific OSHA requirements where applicable. Submit to the Contracting Officer for resolution matters of interpretation of standards before starting work. The most stringent requirements apply where the requirements of this specification, applicable laws, criteria, ordinances, regulations, and referenced documents vary.

### 1.5 PRECONSTRUCTION SAFETY CONFERENCE

Conduct a preconstruction safety conference prior to the start of site activities and after submission of the Contractor's APP/SSHP. The objective of the meeting will be to discuss health and safety concerns related to the impending work, discuss project health and safety organization and expectations, review and answer comments and concerns regarding the APP/SSHP or other health and safety concerns the Contractor may have. Ensure that those individuals responsible for health and safety at the project level are available and attend this meeting.

### 1.6 ACCIDENT PREVENTION PLAN/SITE SAFETY AND HEALTH PLAN (APP/SSHP)

Develop and implement a Site Safety and Health Plan and attach to the Accident Prevention Plan (APP) as an appendix (APP/SSHP). Address all occupational safety and health hazards (traditional construction as well as contaminant-related hazards) associated with cleanup operations within the APP/SSHP. Cover each SSHP element in section 28.A.01 of EM 385-1-1 and each APP element in Appendix A of EM 385-1-1. There are overlapping elements in Section 28.A.01 and Appendix A of EM 385-1-1. SSHP appendix elements that overlap with APP elements need not be duplicated in the APP/SSHP provided each SOH issue receives adequate attention and is documented in the APP/SSHP. The APP/SSHP is a dynamic document, subject to change as project operations/execution change. The APP/SSHP will require modification to address changing and previously unidentified health and safety conditions. It is the Contractor's responsibility to ensure that the APP/SSHP is updated accordingly. Submit amendments to the APP/SSHP to the COR as the APP/SSHP is updated. For long duration projects resubmit the APP/SSHP to the COR annually for review. The APP/SSHP must contain all updates.

#### 1.6.1 Acceptance and Modifications

Prior to submittal, the APP/SSHP must be signed and dated by the Safety and

Health Manager and the Site Superintendent. Submit for review 10 days prior to the Preconstruction Safety Conference. Deficiencies in the APP/SSHP will be discussed at the preconstruction safety conference, and be revised to correct the deficiencies and resubmitted for acceptance. Onsite work must not begin until the plan has been accepted. Maintain a copy of the written APP/SSHP onsite. Changes and modifications to must be made with the knowledge and concurrence of the Safety and Health Manager, the Site Superintendent, and the Contracting Officer. Bring to the attention of the Safety and Health Manager, the Site Superintendent, and the Contracting Officer any unforeseen hazard that becomes evident during the performance of the work, through the Site Safety and Health Officer (SSHO) for resolution as soon as possible. In the interim, take necessary action to re-establish and maintain safe working conditions in order to safeguard onsite personnel, visitors, the public, and the environment. Disregard for the provisions of this specification or the accepted APP/SSHP will be cause for stopping work until the matter has been rectified.

#### 1.6.2 Availability

Make available the APP/SSHP in accordance with 29 CFR 1910.120, (b)(1)(v) and 29 CFR 1926.65, (b)(1)(v).

### 1.7 SITE DESCRIPTION AND CONTAMINATION CHARACTERIZATION

#### 1.7.1 Project/Site Conditions

Refer to the scope of work and any attached reports and information for the site description and contamination characterization.

### 1.8 TASK SPECIFIC HAZARDS, INITIAL PPE, HAZWOPER MEDICAL SURVEILLANCE AND TRAINING APPLICABILITY

Task specific occupational hazards, task specific HAZWOPER medical surveillance and training applicability and task specific initial PPE requirements for the project are listed on the Task Hazard and Control Sheets at the end of this section. It is the Contractor's responsibility to reevaluate occupational safety and health hazards as the work progresses and to adjust the PPE and onsite operations, if necessary, so that the work is performed safely and in compliance with occupational safety and health regulations.

### 1.9 STAFF ORGANIZATION, QUALIFICATION AND RESPONSIBILITIES

#### 1.9.1 Safety and Health Manager

Safety and Health Manager must be an Industrial Hygienist certified by the American Board of Industrial Hygiene.

##### 1.9.1.1 Additional Qualifications

The Safety and Health Manager must have the following additional

qualifications:

- a. A minimum of 3 years experience in developing and implementing safety and health programs at hazardous waste sites.
- b. Documented experience in supervising professional and technician level personnel.
- c. Documented experience in developing worker exposure assessment programs and air monitoring programs and techniques.
- d. Documented experience in managing personal protective equipment programs and conducting PPE hazard evaluations for the types of activities and hazards likely to be encountered on the project.
- e. Working knowledge of state and Federal occupational safety and health regulations.

#### 1.9.1.2 Responsibilities and Duties

The Safety and Health Manager shall:

- a. Be responsible for the development, implementation, oversight, and enforcement of the APP/SSHP.
- b. Sign and date the APP/SSHP prior to submittal.
- c. Conduct initial site-specific training.
- d. Be available for consultation during the first 3 days of remedial activities and at the startup of each new major phase of work.
- e. Visit the site as needed and at least once per week for the duration of activities, to audit the effectiveness of the APP/SSHP.
- f. Be available for emergencies.
- g. Provide onsite consultation as needed to ensure the APP/SSHP is fully implemented.
- h. Coordinate any modifications to the APP/SSHP with the Site Superintendent, the SSHO, and the Contracting Officer.
- i. Provide continued support for upgrading/downgrading of the level of personal protection.
- j. Be responsible for evaluating air monitoring data and recommending changes to engineering controls, work practices, and PPE.
- k. Review accident reports and results of daily inspections.
- l. Serve as a member of the Contractor's quality control staff.

#### 1.9.2 Site Safety and Health Officer

Designate an individual as the Site Safety and Health Officer (SSHO). The name, qualifications (education and training summary and documentation), and include work experience of the Site Safety and Health Officer in the APP/SSHP.

#### 1.9.2.1 Qualifications

The SSHO shall meet the following qualifications:

- a. A minimum of 2 years experience in implementing safety and health programs at hazardous waste sites where Level B or Level C personal protective equipment was required.
- b. Documented experience in construction techniques and construction safety procedures.
- c. Working knowledge of Federal and state occupational safety and health regulations.
- d. Specific training in personal and respiratory protective equipment and in the proper use of air monitoring instruments and air sampling methods.

#### 1.9.2.2 Responsibilities and Duties

The Site Safety and Health Officer shall:

- a. Assist and represent the Safety and Health Manager in onsite training and the day to day onsite implementation and enforcement of the accepted APP/SSHP.
- b. Be assigned to the site on a full time basis for the duration of field activities. The SSHO can have collateral duties in addition to Safety and Health related duties. If operations are performed during more than 1 work shift per day, a site Safety and Health Officer must be present for each shift.
- c. Have authority to ensure site compliance with specified safety and health requirements, Federal, state and OSHA regulations and all aspects of the APP/SSHP including, but not limited to, activity hazard analyses, air monitoring, monitoring for ionizing radiation, use of PPE, decontamination, site control, standard operating procedures used to minimize hazards, safe use of engineering controls, the emergency response plan, confined space entry procedures, spill containment program, and preparation of records by performing a daily safety and health inspection and documenting results on the Daily Safety Inspection Log in accordance with 29 CFR 1904.
- d. Have authority to stop work if unacceptable health or safety conditions exist, and take necessary action to re-establish and maintain safe working conditions.
- e. Consult with and coordinate any modifications to the APP/SSHP with the Safety and Health Manager, the Site Superintendent, and the Contracting Officer.
- f. Serve as a member of the Contractor's quality control staff on matters relating to safety and health.
- g. Conduct accident investigations and prepare accident reports.
- h. Conduct daily safety inspection and document safety and health findings into the Daily Safety Inspection Log. Track noted safety and health deficiencies to ensure that they are corrected.

- i. In coordination with site management and the Safety and Health Manager, recommend corrective actions for identified deficiencies and oversee the corrective actions.

#### 1.9.3 Occupational Physician

Utilize the services of a licensed physician, who is certified in occupational medicine by the American Board of Preventative Medicine, or who, by necessary training and experience is Board eligible. The physician must be familiar with this site's hazards and the scope of this project. Include the medical consultant's name, qualifications, and knowledge of the site's conditions and proposed activities in the APP/SSHP. The physician will be responsible for the determination of medical surveillance protocols and for review of examination/test results performed in compliance with 29 CFR 1910.120, (f) and 29 CFR 1926.65, (f) and paragraph MEDICAL SURVEILLANCE.

#### 1.9.4 Persons Certified in First Aid and CPR

At least two persons who are currently certified in first aid and CPR by the American Red Cross or other approved agency must be onsite at all times during site operations. They must be trained in universal precautions and the use of PPE as described in the Bloodborne Pathogens Standard of 29 CFR 1910, Section .1030. These persons may perform other duties but will be immediately available to render first aid when needed.

#### 1.9.5 Safety and Health Technicians

For each work crew in the exclusion zone, one person, designated as a Safety and Health technician, must perform activities such as air monitoring, decontamination, and safety oversight on behalf of the SSHO. They must have appropriate training equivalent to the SSHO in each specific area for which they have responsibility and report to and be under the supervision of the SSHO.

### 1.10 TRAINING

Meet the following requirements in the Contractor's training program for workers performing cleanup operations and who will be exposed to contaminants.

#### 1.10.1 General Hazardous Waste Operations Training

All Personnel performing duties with potential for exposure to onsite contaminants must meet and maintain the following 29 CFR 1910.120/29 CFR 1926.65 (e) training requirements:

- a. 40 hours of off site hazardous waste instruction.
- b. 3 days actual field experience under the direct supervision of a trained, experienced supervisor.
- c. 8 hours refresher training annually.

Onsite supervisors must have an additional 8 hours management and supervisor training specified in 29 CFR 1910.120/29 CFR 1926.65 (e) (4).

### 1.10.2 Pre-entry Briefing

Prior to commencement of onsite field activities, all site employees, including those assigned only to the Support Zone, must attend a site-specific safety and health training session. This session will be conducted by the Safety and Health Manager and the Site Safety and Health Officer to ensure that all personnel are familiar with requirements and responsibilities for maintaining a safe and healthful work environment. Thoroughly discuss procedures and contents of the accepted APP/SSHP and Sections 01.B.02 and 28.D.03 of EM 385-1-1. Each employee must sign a training log to acknowledge attendance and understanding of the training. Notify the Contracting Officer at least 5 days prior to the initial site-specific training session so government personnel involved in the project may attend.

### 1.10.3 Periodic Sessions

Conduct periodic onsite training by the SSHO at least weekly for personnel assigned to work at the site during the following week. Address safety and health procedures, work practices, any changes in the APP/SSHP, activity hazard analyses, work tasks, or schedule; results of previous week's air monitoring, review of safety discrepancies and accidents. Convene a meeting prior to implementation of the change must be convened should an operational change affecting onsite field work be made, to explain safety and health procedures. Conduct a site-specific training sessions for new personnel, visitors, and suppliers by the SSHO using the training curriculum outlines developed by the Safety and Health Manager. Each employee must sign a training log to acknowledge attendance and understanding of the training.

## 1.11 PERSONAL PROTECTIVE EQUIPMENT

### 1.11.1 Site Specific PPE Program

Provide onsite personnel exposed to contaminants with appropriate personal protective equipment. Components of levels of protection (B, C, D and modifications) must be relevant to site-specific conditions, including heat and cold stress potential and safety hazards. Use only respirators approved by NIOSH. Commercially available PPE, used to protect against chemical agent, must be approved by the Contracting Officer. Keep protective equipment and clothing clean and well maintained. Include site-specific procedures to determine PPE program effectiveness and for onsite fit-testing of respirators, cleaning, maintenance, inspection, and storage of PPE within the PPE section of the APP/SSHP.

### 1.11.2 Levels of Protection

The Safety and Health Manager must establish and evaluate as the work progresses the levels of protection for each work activity. Also establish action levels for upgrade or downgrade in levels of PPE. Describe in the SSHP the protocols and the communication network for changing the level of protection. Address air monitoring results, potential for exposure, changes in site conditions, work phases, job tasks, weather, temperature extremes, individual medical considerations, etc. within the PPE evaluation protocol.

#### 1.11.2.1 Initial PPE Components

The following items constitute initial minimum protective clothing and

equipment ensembles.

Level D	Refer to requirements of EM 385
Modified Level D	Refer to requirements of EM 385
Level C	Refer to requirements of EM 385
Level B	Refer to requirements of EM 385

#### 1.11.3 PPE for Government Personnel

Three clean sets of personal protective equipment clothing (excluding respirators and safety shoes, which will be provided by individual visitors), as required for entry into the Exclusion Zone and/or Contamination Reduction Zone, must be available for use by the Contracting Officer or official visitors. The items must be cleaned and maintained by the Contractor and stored and clearly marked: "FOR USE BY GOVERNMENT ONLY." Provide basic training in the use and limitations of the PPE provided.

#### 1.12 MEDICAL SURVEILLANCE PROGRAM

Meet 29 CFR 1910.120/29 CFR 1926.65 (f) and the following requirements for medical surveillance program for workers performing cleanup operations and who will be exposed to contaminants. Assure the Occupational Physician or the physician's designee performs the physical examinations and reviews examination results. Participation in the medical surveillance program will be without cost to the employee, without loss of pay and at a reasonable time and place.

##### 1.12.1 Frequency of Examinations

Medical surveillance program participants must receive medical examinations and consultations on the following schedule:

- a. Every 12 months
- b. If and when the participant develops signs and symptoms indicating a possible overexposure due to an uncontrolled release of a hazardous substance on the project.
- c. Upon termination or reassignment to a job where medical surveillance program participation is not required, unless his/her previous annual examination/consultation was less than 6 months prior to reassignment or termination.
- d. On a schedule specified by the occupational physician.

##### 1.12.2 Content of Physical Examinations/Consultation

Verify the following information about medical surveillance program participants:

- a. Baseline health conditions and exposure history.
- b. Allergies/sensitivity/susceptibility to hazardous substances exposure.

- c. Ability to wear personal protective equipment inclusive of NIOSH certified respirators under extreme temperature conditions.
- d. Fitness to perform assigned duties.

Provide the occupational physician with the following information for each medical surveillance program participant:

- a. Information on the employee's anticipated or measured exposure.
- b. A description of any PPE used or to be used.
- c. A description of the employee's duties as they relate to the employee's exposures (including physical demands on the employee and heat/cold stress).
- d. A copy of 29 CFR 1910.120, or 29 CFR 1926.65.
- e. Information from previous examinations not readily available to the examining physician.
- f. A copy of Section 5.0 of NIOSH 85-115.
- g. Information required by 29 CFR 1910 Section .134.

#### 1.12.3 Physician's Written Opinion

Obtain and furnish to the Safety and Health Manager; and the employee before work begins, a copy of the physician's written opinion for each employee. Address the employee's ability to perform hazardous waste site remediation work and containing the following:

- a. The physician's verification of the employee's fitness to perform duties as well as recommended limitations upon the employee's assigned work and/or PPE usage.
- b. The physician's opinion about increased risk to the employee's health resulting from work; and
- c. A statement that the employee has been informed and advised about the results of the examination.

#### 1.12.4 Employee Certificates

Provided on employee certificates for each worker performing cleanup operations with potential for contaminant-related occupational exposure signed by the safety and health manager and the occupational physician indicating the workers meet the training and medical surveillance requirements of this contract.

#### 1.13 HEAT STRESS MONITORING AND MANAGEMENT

Document in the APP/SSHP and implement the procedures and practices in section 06.J. in EM 385-1-1 to monitor and manage heat stress.

#### 1.14 SPILL AND DISCHARGE CONTROL

Develop and implement written spill and discharge containment/control

procedures. Address material handling equipment, as well as drum and container handling, opening, sampling, shipping and transport. Describe prevention measures, such as building berms or dikes; spill control measures and material to be used (e.g. booms, vermiculite); location of the spill control material; personal protective equipment required to cleanup spills; disposal of contaminated material; and who is responsible to report the spill. Storage of contaminated material or hazardous materials must be appropriately bermed, diked and/or contained to prevent any spillage of material on uncontaminated soil. If the spill or discharge is reportable, and/or human health or the environment are threatened, the National Response Center, the state, and the Contracting Officer must be notified as soon as possible.

#### 1.15 HOT WORK

Hot work will not be permitted on or within the tanks or anywhere else not previously specified as a hot work area, except as outlined herein. Prior to conducting hot work, a hot work permit must be prepared by the person to be conducting the hot work and reviewed and signed off by the Contractor's qualified person. An additional hot work permit may need to be obtained from local authorities or in the case of military or other federal installations, the fire marshal. An example format for a hot work permit must be included in the AAPP/SSHP. Describe compliance with the following procedures. After tank interiors have been decontaminated, hot work may be conducted only when the tank is inerted, and to the extent necessary to begin dismantling the tanks. After decontamination of tank interiors, hot work must not be performed unless monitoring indicates atmospheres within and immediately surrounding the tanks are less than 8 percent oxygen inside the tank and less than 10 percent of the LFL outside the tank; continuous monitoring must continue until the hot work is completed. The hot work prohibition includes welding, cutting, grinding, sawing, or other similar operations which could be expected to potentially generate combustion-producing temperatures or sparks, or which could produce potentially hazardous fumes or vapors. Designate an individual at each hot work site as a fire watch. This person's sole responsibility is to monitor the hot work and have immediate access to the fire extinguisher located at each hot work site. A new permit must be obtained at the start of each work shift during which hot work will be conducted.

#### 1.16 IGNITION SOURCES

Refer to requirements of EM 385.

#### 1.17 FIRE PROTECTION AND PREVENTION

Refer to requirements of EM 385.

#### 1.18 ELECTRICAL SAFETY

Refer to requirements of EM 385.

#### 1.19 EXCAVATION AND TRENCH SAFETY

Refer to requirements of EM 385.

#### 1.20 GUARDING OF MACHINERY AND EQUIPMENT

Refer to requirements of EM 385.

## 1.21 LOCKOUT/TAGOUT

Refer to requirements of EM 385..

## 1.22 HAZARD COMMUNICATION

Refer to requirements of EM 385.

## 1.23 ILLUMINATION

Refer to requirements of EM 385..

## 1.24 SANITATION

Refer to requirements of EM 385..

## 1.25 SIGNS AND LABELS

Refer to requirements of EM 385.

## 1.26 SITE CONTROL MEASURES

### 1.26.1 Work Zones

Initial anticipated work zone boundaries (exclusion zone, contamination reduction zone, support zone, all access points and decontamination areas) are to be clearly delineated on the site drawings. Base delineation of work zone boundaries on the contamination characterization data and the hazard/risk analysis to be performed as described in paragraph: HAZARD/RISK ANALYSIS. As work progresses and field conditions are monitored, work zone boundaries may be modified (and site drawings modified) with approval of the Contracting Officer. Clearly identify work zones and marked in the field (using fences, tape, signs, etc.). Submit and post a site map, showing work zone boundaries and locations of decontamination facilities in the onsite office. Work zones must consist of the following:

#### 1.26.1.1 Exclusion Zone (EZ)

The exclusion zone is the area where hazardous contamination is either known or expected to occur and the greatest potential for exposure exists. Control entry into this area and exit may only be made through the CRZ.

#### 1.26.1.2 Contamination Reduction Zone (CRZ)

The CRZ is the transition area between the Exclusion Zone and the Support Zone. The personnel and equipment decontamination areas must be separate and unique areas located in the CRZ.

#### 1.26.1.3 Support Zone (SZ)

The Support Zone is defined as areas of the site, other than exclusion zones and contamination reduction zones, where workers do not have the potential to be exposed to hazardous substances or dangerous conditions resulting from hazardous waste operations. Secure the Support Zone against active or passive contamination. Site offices, parking areas, and other support facilities must be located in the Support Zone.

#### 1.26.2 Site Control Log

A log of personnel visiting, entering, or working on the site must be maintained. Include the following: date, name, agency or company, time entering and exiting site, time entering and exiting the exclusion zone (if applicable). Before visitors are allowed to enter the Contamination Reduction Zone or Exclusion Zone, they must show proof of current training, medical surveillance and respirator fit testing (if respirators are required for the tasks to be performed) and fill out a Certificate of Worker or Visitor Acknowledgment. Record this visitor information, including date, in the log.

#### 1.26.3 Communication

Provide and install an employee alarm system that has adequate means of on and off site communication in accordance with 29 CFR 1910 Section .165. The means of communication must be able to be perceived above ambient noise or light levels by employees in the affected portions of the workplace. The signals must be distinctive and recognizable as messages to evacuate or to perform critical operations.

#### 1.26.4 Site Security

Provide the following site security: Print signs in bold large letters on contrasting backgrounds. Signs must be visible from all points where entry might occur and at such distances from the restricted area that employees may read the signs and take necessary protective steps before entering.

### 1.27 PERSONAL HYGIENE AND DECONTAMINATION

Personnel entering the Exclusion or Contamination Reduction Zones or otherwise exposed to hazardous chemical vapors, gases, liquids, or contaminated solids must decontaminate themselves and their equipment prior to exiting the contamination reduction zone (CRZ) and entering the support zone. Consult Chapter 10.0 of NIOSH 85-115 when preparing decontamination procedures. Submit a detailed discussion of personal hygiene and decontamination facilities and procedures to be followed by site workers as part of the APP/SSHP. Train employees in the procedures and enforce the procedures throughout site operations.

#### 1.27.1 Decontamination Facilities

Submit drawings showing the layout of the personnel and equipment decontamination areas.

#### 1.27.2 Personnel Decontamination

Initially set up a decontamination line in the CRZ. Employees must exit the exclusion zone through the CRZ and implement the following decontamination procedures and techniques: Remove all outer garments, hand and face wash. It is the Site Safety and Health Officer's responsibility to recommend techniques to improve personnel decontamination procedures, if necessary.

#### 1.27.3 Equipment Decontamination

Decontaminate the vehicles and equipment used in the EZ shall be decontaminated in the CRZ prior to leaving the site.

#### 1.27.3.1 Facilities for Equipment and Personnel

Provide a equipment decontamination station within the CRZ for decontaminating vehicles and equipment leaving the EZ. High pressure, low volume, water wash area for equipment. Dry decontamination using a broom to remove dry/loose spilled materials on accessible surfaces. A designated "clean area" in the CRZ for performing equipment maintenance. Use this area when personnel are required by normal practices to come in contact with the ground, i.e., crawling under a vehicle to change engine oil. Equipment within the EZ or CRZ must be decontaminated before maintenance is performed.

#### 1.27.3.2 Procedures

Procedures for equipment decontamination must be developed and utilized to prevent the spread of contamination into the SZ and offsite areas. These procedures must address disposal of contaminated products and spent materials used on the site, including containers, fluids, oils, etc. Assume any item taken into the EZ to be contaminated and perform an inspection and decontaminate. Vehicles, equipment, and materials must be cleaned and decontaminated prior to leaving the site. Handle construction material in such a way as to minimize the potential for contaminants being spread and/or carried offsite. Prior to exiting the site, vehicles and equipment must be monitored to ensure the adequacy of decontamination.

#### 1.28 EMERGENCY EQUIPMENT AND FIRST AID REQUIREMENTS

Maintain, as a minimum, the following items onsite and available for immediate use:

- a. First aid equipment and supplies approved by the consulting physician.
- b. Emergency eyewashes and showers that comply with ANSI/ISEA Z358.1.
- c. Provide fire extinguishers of sufficient size and type at site facilities and in all vehicles and at any other site locations where flammable or combustible materials present a fire risk.

#### 1.29 EMERGENCY RESPONSE AND CONTINGENCY PROCEDURES

An Emergency Response Plan, that meets the requirements of 29 CFR 1910.120 (l) and 29 CFR 1926.65 (l), must be developed and implemented as a section of the APP/SSHP. In the event of any emergency associated with remedial action, without delay, alert all onsite employees and as necessary offsite emergency responders that there is an emergency situation; take action to remove or otherwise minimize the cause of the emergency; alert the Contracting Officer; and institute measures necessary to prevent repetition of the conditions or actions leading to, or resulting in, the emergency. Train employees that are required to respond to hazardous emergency situations to their level of responsibility according to 29 CFR 1910.120 (q) and 29 CFR 1926.65 (q) requirements. Rehearse the plan regularly as part of the overall training program for site operations. Review the plan periodically and revised as necessary to reflect new or changing site conditions or information. Provide copies of the Emergency Response Portion of the accepted APP/SSHP to the affected local emergency response agencies. Address, as a minimum, the following elements in the plan:

- a. Pre-emergency planning. Coordinate with local emergency response providers during preparation of the Emergency Response Plan. At a

minimum, coordinate with local fire, rescue, hazardous materials response teams, police and emergency medical providers to assure all organizations are capable and willing to respond to and provide services for on-site emergencies. Ensure the Emergency Response Plan for the site is compatible and integrated with the local fire, rescue, medical and police security services available from local emergency response planning agencies.

- b. Personnel roles, lines of authority, communications for emergencies.
- c. Emergency recognition and prevention.
- d. Site topography, layout, and prevailing weather conditions.
- e. Criteria and procedures for site evacuation (emergency alerting procedures, employee alarm system, emergency PPE and equipment, safe distances, places of refuge, evacuation routes, site security and control).
- f. Specific procedures for decontamination and medical treatment of injured personnel.
- g. Route maps to nearest prenotified medical facility. Site-support vehicles must be equipped with maps. At the beginning of project operations, drivers of the support vehicles must become familiar with the emergency route and the travel time required.
- h. Emergency alerting and response procedures including posted instructions and a list of names and telephone numbers of emergency contacts (physician, nearby medical facility, fire and police departments, ambulance service, Federal, state, and local environmental agencies; as well as Safety and Health Manager, the Site Superintendent, the Contracting Officer and/or their alternates).
- i. Criteria for initiating community alert program, contacts, and responsibilities.
- j. Procedures for reporting incidents to appropriate government agencies. In the event that an incident such as an explosion or fire, or a spill or release of toxic materials occurs during the course of the project, the appropriate government agencies must be immediately notified. In addition, verbally notify the Contracting Officer and the local district safety office immediately and receive a written notification within 24 hours. Include within the report the following items:
  - (1) Name, organization, telephone number, and location of the Contractor.
  - (2) Name and title of the person(s) reporting.
  - (3) Date and time of the incident.
  - (4) Location of the incident, i.e., site location, facility name.
  - (5) Brief summary of the incident giving pertinent details including type of operation ongoing at the time of the incident.
  - (6) Cause of the incident, if known.

- (7) Casualties (fatalities, disabling injuries).
- (8) Details of any existing chemical hazard or contamination.
- (9) Estimated property damage, if applicable.
- (10) Nature of damage, effect on contract schedule.
- (11) Action taken to ensure safety and security.
- (12) Other damage or injuries sustained, public or private.

k. Procedures for critique of emergency responses and follow-up.

#### 1.30 CERTIFICATE OF WORKER/VISITOR ACKNOWLEDGEMENT

A copy of a Contractor-generated certificate of worker/visitor acknowledgement must be completed and submitted for each visitor allowed to enter contamination reduction or exclusion zones, and for each employee, following the Example Certificate Of Worker/Visitor Acknowledgement at the end of this section.

#### 1.31 INSPECTIONS

Attach to and submit with the Daily Quality Control reports the SSHO's Daily Inspection Logs. Include with each entry the following: date, work area checked, employees present in work area, PPE and work equipment being used in each area, special safety and health issues and notes, and signature of preparer.

#### 1.32 SAFETY AND HEALTH PHASE-OUT REPORT

Submit a Safety and Health Phase-Out Report in conjunction with the project close out report and will be received prior to final acceptance of the work. Include the following minimum information :

- a. Summary of the overall performance of safety and health (accidents or incidents including near misses, unusual events, lessons learned, etc.).
- b. Final decontamination documentation including procedures and techniques used to decontaminate equipment, vehicles, and on site facilities.
- c. Summary of exposure monitoring and air sampling accomplished during the project.
- d. Signatures of Safety and Health Manager and SSHO.

#### PART 2 PRODUCTS

Not Used

#### PART 3 EXECUTION

Not Used

Task Hazard and Control Requirements Sheet	
Task	
Initial Anticipated Hazards	
Initial PPE	
Initial Controls	
Initial Exposure Monitoring	
No	HAZWOPER Medical Surveillance Required
No	HAZWOPER Training Required

-- End of Section --

SECTION 01 45 00.00 20

QUALITY CONTROL

11/11

PART 1 GENERAL

1.1 REFERENCES

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

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2008; Errata 2011) Safety and Health Requirements Manual

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Construction Quality Control (QC) Plan; G

Submit a Construction QC Plan prior to start of construction.

Indoor Air Quality (IAQ) Management Plan; G

Basis of Design & Design Intent Review Report

SD-05 Design Data

Design Review Report

Contract Document Review

SD-07 Certificates

CA Resume

1.3 INFORMATION FOR THE CONTRACTING OFFICER

Prior to commencing work on construction, the Contractor can obtain a single copy set of the current report forms from the Contracting Officer. The report forms will consist of the Contractor Production Report, Contractor Production Report (Continuation Sheet), Contractor Quality Control (CQC) Report, CQC Report (Continuation Sheet), Preparatory Phase Checklist, Initial Phase Checklist, Rework Items List, and Testing Plan and Log.

Deliver the following to the Contracting Officer during Construction:

- a. CQC Report: Submit the report electronically and one copy by 10:00 AM

the next working day after each day that work is performed and for every seven consecutive calendar days of no-work.

- b. Contractor Production Report: Submit the report electronically by 10:00 AM the next working day after each day that work is performed and for every seven consecutive calendar days of no-work. Mail or hand-carry one by 10:00 AM the next working day after each day that work is performed and for every seven consecutive calendar days of no-work, attached to the CQC Report.
- c. Preparatory Phase Checklist: Submit the report electronically in the same manner as the CQC Report for each Preparatory Phase held.
- d. Initial Phase Checklist: Submit the report electronically in the same manner as the CQC Report for each Initial Phase held.
- e. QC Specialist Reports: Submit the report electronically by 10:00 AM the next working day after each day that work is performed. Mail or hand-carry one copy by 10:00 AM the next working day after each day that work is performed.
- f. Field Test Reports: Within two working days after the test is performed, submit the report as an electronic attachment to the CQC Report. Mail or hand-carry the original within two working days after the test is performed, attached to the original CQC Report and one copy attached to each QC Report copy.
- g. Monthly Summary Report of Tests: Submit the report as an electronic attachment to the CQC Report at the end of each month. Mail or hand-carry the original attached to the last QC Report of the month.
- h. Testing Plan and Log: Submit the report as an electronic attachment to the CQC Report, at the end of each month. Provide a copy of the final Testing Plan and Log to the OMSI preparer for inclusion into the OMSI documentation.
- i. Rework Items List: Submit lists containing new entries daily, in the same manner as the CQC Report.
- j. CQC Meeting Minutes: Within two working days after the meeting is held, submit the report as an electronic attachment to the CQC Report.
- k. QC Certifications: As required by the paragraph entitled "QC Certifications."

#### 1.4 QC PROGRAM REQUIREMENTS

Establish and maintain a QC program as described in this section. This QC program is a key element in meeting the objectives of NAVFAC Commissioning. The QC program consists of a QC Organization, QC Plan, QC Plan Meeting(s), a Coordination and Mutual Understanding Meeting, QC meetings, three phases of control, submittal review and approval, testing, completion inspections, QC certifications, and documentation necessary to provide materials, equipment, workmanship, fabrication, construction and operations which comply with the requirements of this Contract. The QC program must cover on-site and off-site work and be keyed to the work sequence. No construction work or testing may be performed unless the QC Manager is on the work site. The QC Manager must report to an officer of the firm and not be subordinate to the Project Superintendent or the Project Manager. The QC Manager, Project Superintendent and Project Manager must work together effectively. Although the QC Manager is the primary individual

responsible for quality control, all individuals will be held responsible for the quality of work on the job.

#### 1.4.1 Commissioning

Commissioning (Cx) is a systematic process of ensuring that all building systems meet the requirements and perform interactively according to the Contract. The QC Program is a key to this process by coordinating, verifying and documenting measures to achieve the following objectives:

- a. Verify and document that the applicable equipment and systems are installed in accordance with the design intent as expressed through the Contract and according to the manufacturer's recommendations and industry accepted minimum standards.
- b. Verify and document that equipment and systems receive complete operational checkout by the installing contractors.
- c. Verify and document proper performance of equipment and systems.
- d. Verify that Operation and Maintenance (O&M) documentation is complete.
- e. Verify the Training Plan and training materials are accurate and provide correct instruction and documentation on the critical elements of the products, materials, and systems in the constructed facility. Verify that all identified Government operating personnel are trained.
- f. Verify and document that all contract requirements for LEED fundamental commissioning are met.

#### 1.4.2 Acceptance of the Construction Quality Control (QC) Plan

Acceptance of the QC Plan is required prior to the start of construction. The Contracting Officer reserves the right to require changes in the QC Plan and operations as necessary, including removal of personnel, to ensure the specified quality of work. The Contracting Officer reserves the right to interview any member of the QC organization at any time in order to verify the submitted qualifications. All QC organization personnel are subject to acceptance by the Contracting Officer. The Contracting Officer may require the removal of any individual for non-compliance with quality requirements specified in the Contract.

#### 1.4.3 Preliminary Construction Work Authorized Prior to Acceptance

The only construction work that is authorized to proceed prior to the acceptance of the QC Plan is mobilization of storage and office trailers, temporary utilities, and surveying.

#### 1.4.4 Notification of Changes

Notify the Contracting Officer, in writing, of any proposed changes in the QC Plan or changes to the QC organization personnel, a minimum of 10 work days prior to a proposed change. Proposed changes are subject to acceptance by the Contracting Officer.

## 1.5 QC ORGANIZATION

### 1.5.1 QC Manager

#### 1.5.1.1 Duties

Provide a QC Manager at the work site to implement and manage the QC program. In addition to implementing and managing the QC program, the QC Manager may perform the duties of Project Superintendent. The QC Manager is required to attend the partnering meetings, QC Plan Meetings, Coordination and Mutual Understanding Meeting, conduct the QC meetings, perform the three phases of control except for those phases of control designated to be performed by QC Specialists, perform submittal review and approval, ensure testing is performed and provide QC certifications and documentation required in this Contract. The QC Manager is responsible for managing and coordinating the three phases of control and documentation performed by the QC Specialists, testing laboratory personnel and any other inspection and testing personnel required by this Contract. The QC Manager is the manager of all QC activities.

#### 1.5.1.2 Qualifications

An individual with a minimum of 5 years combined experience in the following positions: Project Superintendent, QC Manager, Project Manager, Project Engineer or Construction Manager on similar size and type construction contracts which included the major trades that are part of this Contract. The individual must have at least two years experience as a QC Manager. The individual must be familiar with the requirements of EM 385-1-1, and have experience in the areas of hazard identification, safety compliance, and sustainability.

### 1.5.2 Commissioning Authority

#### 1.5.2.1 Duties

Provide a Commissioning Authority (CA) as key person for the Cx and documentation thereof, who is subordinate to the QC Manager. The CA directs and coordinates Cx activities and submits Cx reports to the Contracting Officer to meet the submittal and reporting requirements of Commissioning and develops the commissioning plan. The CA coordinates the actions of the QC Specialists, Testing Laboratory personnel, eOMSI Preparer, and other inspection and testing personnel required by this Contract for building Cx.

#### 1.5.2.2 Qualifications

The CA must be certified as a commissioning professional by the Associated Air Balance Council (AABC) Commissioning Group (ACG), the Association of Energy Engineers (AEE), the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE), the Commissioning Process Management Professional (CPMP), the Building Commissioning Association (BCA), the National Environmental Balancing Bureau (NEBB), or the University of Wisconsin - Madison (UWM). CA resume is required, providing education, experience and management capabilities on at least two similar size and type contracts. The CA may not have been involved with the project design, construction management, or supervision.

### 1.5.3 Construction Quality Management Training

In addition to the above experience and education requirements, the QC Manager must have completed the course entitled "Construction Quality Management (CQM) for Contractors." If the QC Manager does not have a current certification, they must obtain the CQM for Contractors course certification within 90 days of award. This course is periodically offered by the Naval Facilities Engineering Command and the Army Corps of Engineers. Contact the Contracting Officer for information on the next scheduled class.

### 1.5.4 Alternate QC Manager Duties and Qualifications

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

### 1.5.5 Submittal Reviewer Duties and Qualifications

Provide a Submittal Reviewer, other than the QC Manager or CA, qualified in the disciplines being reviewed, to review and certify that the submittals meet the requirements of this Contract prior to certification or approval by the QC Manager.

Each submittal must be reviewed by an individual with 10 years of construction experience.

## 1.6 QUALITY CONTROL (QC) PLAN

### 1.6.1 Construction Quality Control (QC) Plan

#### 1.6.1.1 Requirements

Provide, for acceptance by the Contracting Officer, a Construction QC Plan submitted in a three-ring binder that includes a table of contents, with major sections identified with tabs, with pages numbered sequentially, and that documents the proposed methods and responsibilities for accomplishing quality control commissioning activities during the construction of the project:

- a. QC ORGANIZATION: A chart showing the QC organizational structure.
- b. NAMES AND QUALIFICATIONS: Names and qualifications, in resume format, for each person in the QC organization. Include the CQM for Contractors course certifications for the QC Manager and Alternate QC Manager as required by the paragraphs entitled "Construction Quality Management Training" and "Alternate QC Manager Duties and Qualifications".
- c. DUTIES, RESPONSIBILITY AND AUTHORITY OF QC PERSONNEL: Duties, responsibilities, and authorities of each person in the QC organization.
- d. OUTSIDE ORGANIZATIONS: A listing of outside organizations, such as architectural and consulting engineering firms, that will be employed by the Contractor and a description of the services these firms will provide.
- e. APPOINTMENT LETTERS: Letters signed by an officer of the firm

appointing the QC Manager and stating that they are responsible for implementing and managing the QC program as described in this Contract. Include in this letter the responsibility of the QC Manager and Alternate QC Manager to implement and manage the three phases of control, and their authority to stop work which is not in compliance with the Contract. Letters of direction are to be issued by the QC Manager to all other QC Specialists outlining their duties, authorities, and responsibilities. Include copies of the letters in the QC Plan.

- f. SUBMITTAL PROCEDURES AND INITIAL SUBMITTAL REGISTER: Procedures for reviewing, approving, and managing submittals. Provide the name(s) of the person(s) in the QC organization authorized to review and certify submittals prior to approval. Provide the initial submittal of the Submittal Register as specified in Section 01 33 00 SUBMITTAL PROCEDURES.
- g. TESTING LABORATORY INFORMATION: Testing laboratory information required by the paragraphs entitled "Accreditation Requirements", as applicable.
- h. TESTING PLAN AND LOG: A Testing Plan and Log that includes the tests required, referenced by the specification paragraph number requiring the test, the frequency, and the person responsible for each test. Use Government forms to log and track tests.
- i. PROCEDURES TO COMPLETE REWORK ITEMS: Procedures to identify, record, track, and complete rework items. Use Government forms to record and track rework items.
- j. DOCUMENTATION PROCEDURES: Use Government form.
- k. LIST OF DEFINABLE FEATURES: A Definable Feature of Work (DFOW) is a task that is separate and distinct from other tasks and has control requirements and work crews unique to that task. A DFOW is identified by different trades or disciplines and is an item or activity on the construction schedule. Include in the list of DFOWs, but not be limited to, all critical path activities on the NAS. Include all activities for which this specification requires QC Specialists or specialty inspection personnel. Provide separate DFOWs in the Network Analysis Schedule for each design development stage and submittal package.
- l. PROCEDURES FOR PERFORMING THE THREE PHASES OF CONTROL: Identify procedures used to ensure the three phases of control to manage the quality on this project. For each DFOW, a Preparatory and Initial phase checklist will be filled out during the Preparatory and Initial phase meetings. Conduct the Preparatory and Initial Phases and meetings with a view towards obtaining quality construction by planning ahead and identifying potential problems for each DFOW.
- m. PERSONNEL MATRIX: A personnel matrix showing for each section of the specification who will review and approve submittals, who will perform and document the three phases of control, and who will perform and document the testing.
- n. PROCEDURES FOR COMPLETION INSPECTION: Procedures for identifying and documenting the completion inspection process. Include in these procedures the responsible party for punch out inspection, pre-final inspection, and final acceptance inspection.
- o. TRAINING PROCEDURES AND TRAINING LOG: Procedures for coordinating and

documenting the training of personnel required by the Contract.

- p. ORGANIZATION AND PERSONNEL CERTIFICATIONS LOG: Procedures for coordinating, tracking and documenting all certifications on subcontractors, testing laboratories, suppliers, personnel, etc. QC Manager will ensure that certifications are current, appropriate for the work being performed, and will not lapse during any period of the contract that the work is being performed.

#### 1.7 COORDINATION AND MUTUAL UNDERSTANDING MEETING

After submission of the QC Plan, and prior to Government approval and the start of construction, the QC Manager will meet with the Contracting Officer to present the QC program required by this Contract. When a new QC Manager is appointed, the coordination and mutual understanding meeting must be repeated.

##### 1.7.1 Purpose

The purpose of this meeting is to develop a mutual understanding of the QC details, including documentation, administration for on-site and off-site work, design intent, Cx, environmental requirements and procedures, coordination of activities to be performed, and the coordination of the Contractor's management, production, and QC personnel. At the meeting, the Contractor will be required to explain in detail how three phases of control will be implemented for each DFOW, as well as how each DFOW will be affected by each management plan or requirement as listed below:

- a. Waste Management Plan.
- b. IAQ Management Plan.
- c. Procedures for noise and acoustics management.
- d. Environmental Protection Plan.
- e. Environmental regulatory requirements.
- f. Cx Plan.

##### 1.7.2 Coordination of Activities

Coordinate activities included in various sections to assure efficient and orderly installation of each component. Coordinate operations included under different sections that are dependent on each other for proper installation and operation. Schedule construction operations with consideration for indoor air quality as specified in the IAQ Management Plan. Coordinate prefunctional tests and startup testing with Cx.

##### 1.7.3 Attendees

As a minimum, the Contractor's personnel required to attend include an officer of the firm, the Project Manager, Project Superintendent, QC Manager, CA, Environmental Manager, and subcontractor representatives. Each subcontractor who will be assigned QC responsibilities must have a principal of the firm at the meeting. Minutes of the meeting will be prepared by the QC Manager and signed by the Contractor, the A/E and the Contracting Officer. Provide a copy of the signed minutes to all attendees and include in the QC Plan.

#### 1.8 QC MEETINGS

After the start of construction, conduct QC meetings once every two weeks by the QC Manager at the work site with the Project Superintendent, the CA, and the foremen who are performing the work of the DFOWs. The QC Manager is to prepare the minutes of the meeting and provide a copy to the Contracting Officer within two working days after the meeting. The Contracting Officer may attend these meetings. As a minimum, accomplish the following at each meeting:

- a. Review the minutes of the previous meeting.
- b. Review the schedule and the status of work and rework.
- c. Review the status of submittals.
- d. Review the work to be accomplished in the next two weeks and documentation required.
- e. Resolve QC and production problems (RFI, etc.).
- f. Address items that may require revising the QC Plan.
- g. Review Accident Prevention Plan (APP).
- h. Review environmental requirements and procedures.
- i. Review Waste Management Plan.
- j. Review IAQ Management Plan.
- k. Review Environmental Management Plan.
- l. Review the status of training completion.
- m. Review Cx Plan and progress.

## 1.9 DESIGN REVIEW AND DOCUMENTATION

### 1.9.1 Basis of Design and Design Intent

The CA must review the basis of design received from the Contracting Officer and the design intent. The Basis of Design is not part of the contract documents, but will be provided by the Contracting Officer upon request. Document the Basis of Design review in the Design Review report required below.

### 1.9.2 Design Review

The CA must review design documents to verify that each commissioned system meets the design intent relative to functionality, energy performance, water performance, maintainability, sustainability, system cost, indoor environmental quality, and local environmental impacts. Fully document design review in written report.

### 1.9.3 Contract Document Review

The CA must review the Contract documents to verify that Cx is adequately specified, and that each commissioned system is likely to meet the design intent relative to functionality, energy performance, water performance, maintainability, sustainability, system cost, indoor environmental quality, and local environmental impacts. Fully document contract document review in written report.

## 1.10 THREE PHASES OF CONTROL

Adequately cover both on-site and off-site work with the Three Phases of Control and include the following for each DFOW.

### 1.10.1 Preparatory Phase

Notify the Contracting Officer at least two work days in advance of each preparatory phase meeting. The meeting will be conducted by the QC Manager and attended by the Project Superintendent, the CA, and the foreman responsible for the DFOW. When the DFOW will be accomplished by a subcontractor, that subcontractor's foreman must attend the preparatory phase meeting. Document the results of the preparatory phase actions in the daily Contractor Quality Control Report and in the Preparatory Phase Checklist. Perform the following prior to beginning work on each DFOW:

- a. Review each paragraph of the applicable specification sections.
- b. Review the Contract drawings.
- c. Verify that field measurements are as indicated on construction and/or shop drawings before confirming product orders, in order to minimize waste due to excessive materials.
- d. Verify that appropriate shop drawings and submittals for materials and equipment have been submitted and approved. Verify receipt of approved factory test results, when required.
- e. Review the testing plan and ensure that provisions have been made to provide the required QC testing.
- f. Examine the work area to ensure that the required preliminary work has been completed.
- g. Coordinate the schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- h. Arrange for the return of shipping/packaging materials, such as wood pallets, where economically feasible.
- i. Examine the required materials, equipment and sample work to ensure that they are on hand and conform to the approved shop drawings and submitted data and are properly stored.
- j. Discuss specific controls used and construction methods, construction tolerances, workmanship standards, and the approach that will be used to provide quality construction by planning ahead and identifying potential problems for each DFOW.
- k. Review the APP and appropriate Activity Hazard Analysis (AHA) to ensure that applicable safety requirements are met, and that required Material Safety Data Sheets (MSDS) are submitted.
- l. Review the Cx Plan and ensure all preliminary work items have been completed and documented.

### 1.10.2 Initial Phase

Notify the Contracting Officer at least two work days in advance of each initial phase. When construction crews are ready to start work on a DFOW,

conduct the initial phase with the Project Superintendent, and the foreman responsible for that DFOW. Observe the initial segment of the DFOW to ensure that the work complies with Contract requirements. Document the results of the initial phase in the daily CQC Report and in the Initial Phase Checklist. Repeat the initial phase for each new crew to work on-site, or when acceptable levels of specified quality are not being met. Perform the following for each DFOW:

- a. Establish level of workmanship and verify that it meets the minimum acceptable workmanship standards. Compare with required sample panels as appropriate.
- b. Resolve any workmanship issues.
- c. Ensure that testing is performed by the approved laboratory.
- d. Check work procedures for compliance with the APP and the appropriate AHA to ensure that applicable safety requirements are met.
- e. Review project specific work plans (i.e. Cx, HAZMAT Abatement, Stormwater Management) to ensure all preparatory work items have been completed and documented.

#### 1.10.3 Follow-Up Phase

Perform the following for on-going work daily, or more frequently as necessary, until the completion of each DFOW and document in the daily CQC Report:

- a. Ensure the work is in compliance with Contract requirements.
- b. Maintain the quality of workmanship required.
- c. Ensure that testing is performed by the approved laboratory.
- d. Ensure that rework items are being corrected.
- e. Assure manufacturers representatives have performed necessary inspections if required and perform safety inspections.
- f. Review the Cx Plan and ensure all work items, testing, and documentation has been completed.

#### 1.10.4 Additional Preparatory and Initial Phases

Conduct additional preparatory and initial phases on the same DFOW if the quality of on-going work is unacceptable, if there are changes in the applicable QC organization, if there are changes in the on-site production supervision or work crew, if work on a DFOW is resumed after substantial period of inactivity, or if other problems develop.

#### 1.10.5 Notification of Three Phases of Control for Off-Site Work

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

#### 1.11 SUBMITTAL REVIEW AND APPROVAL

Procedures for submission, review and approval of submittals are described in Section 01 33 00 SUBMITTAL PROCEDURES.

## 1.12 TESTING

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

### 1.12.1 Accreditation Requirements

Construction materials testing laboratories must be accredited by a laboratory accreditation authority and will be required to submit a copy of the Certificate of Accreditation and Scope of Accreditation. The laboratory's scope of accreditation must include the appropriate ASTM standards (E 329, C 1077, D 3666, D 3740, A 880, E 543) listed in the technical sections of the specifications. Laboratories engaged in Hazardous Materials Testing must meet the requirements of OSHA and EPA. The policy applies to the specific laboratory performing the actual testing, not just the Corporate Office.

### 1.12.2 Laboratory Accreditation Authorities

Laboratory Accreditation Authorities include the National Voluntary Laboratory Accreditation Program (NVLAP) administered by the National Institute of Standards and Technology at <http://ts.nist.gov/ts/htdocs/210/214/214.htm>, the American Association of State Highway and Transportation Officials (AASHTO) program at <http://www.amrl.net/amrlsitefinity/default/aap.aspx>, International Accreditation Services, Inc. (IAS) at <http://www.iasonline.org>, U. S. Army Corps of Engineers Materials Testing Center (MTC) at <http://gsl.erdc.usace.army.mil/SL/MTC/>, the American Association for Laboratory Accreditation (A2LA) program at <http://www.a2la.org/>, the Washington Association of Building Officials (WABO) at <http://www.wabo.org/> (Approval authority for WABO is limited to projects within Washington State), and the Washington Area Council of Engineering Laboratories (WACEL) at <http://wacel.org/fmi/xsl/wacel/index.xsl> (Approval authority by WACEL is limited to projects within Facilities Engineering Command (FEC) Washington geographical area).

### 1.12.3 Capability Check

The Contracting Officer retains the right to check laboratory equipment in the proposed laboratory and the laboratory technician's testing procedures, techniques, and other items pertinent to testing, for compliance with the standards set forth in this Contract.

### 1.12.4 Test Results

Cite applicable Contract requirements, tests or analytical procedures used. Provide actual results and include a statement that the item tested or analyzed conforms or fails to conform to specified requirements. If the item fails to conform, notify the Contracting Officer immediately. Conspicuously stamp the cover sheet for each report in large red letters "CONFORMS" or "DOES NOT CONFORM" to the specification requirements, whichever is applicable. Test results must be signed by a testing laboratory representative authorized to sign certified test reports. Furnish the signed reports, certifications, and other documentation to the Contracting Officer via the QC Manager. Furnish a summary report of field tests at the end of each month, in accordance with paragraph INFORMATION FOR THE CONTRACTING OFFICER.

### 1.12.5 Test Reports and Monthly Summary Report of Tests

Furnish the signed reports, certifications, and a summary report of field tests at the end of each month to the Contracting Officer. Attach a copy

of the summary report to the last daily Contractor Quality Control Report of each month. Provide a copy of the signed test reports and certifications to the OMSI preparer for inclusion into the OMSI documentation.

### 1.13 QC CERTIFICATIONS

#### 1.13.1 CQC Report Certification

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

#### 1.13.2 Invoice Certification

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

#### 1.13.3 Completion Certification

Upon completion of work under this Contract, the QC Manager must furnish a certificate to the Contracting Officer attesting that "the work has been completed, inspected, tested and is in compliance with the Contract." Provide a copy of this final QC Certification for completion to the OMSI preparer for inclusion into the OMSI documentation.

### 1.14 COMPLETION INSPECTIONS

#### 1.14.1 Punch-Out Inspection

Near the completion of all work or any increment thereof, established by a completion time stated in the Contract Clause entitled "Commencement, Prosecution, and Completion of Work," or stated elsewhere in the specifications, the QC Manager and the CA must conduct an inspection of the work and develop a "punch list" of items which do not conform to the approved drawings, specifications and Contract. Include in the punch list any remaining items on the "Rework Items List", which were not corrected prior to the Punch-Out Inspection. Include within the punch list the estimated date by which the deficiencies will be corrected. Provide a copy of the punch list to the Contracting Officer. The QC Manager, or staff, must make follow-on inspections to ascertain that all deficiencies have been corrected. Once this is accomplished, notify the Government that the facility is ready for the Government "Pre-Final Inspection".

#### 1.14.2 Pre-Final Inspection

The Government and QCM will perform this inspection to verify that the facility is complete and ready to be occupied. A Government "Pre-Final Punch List" will be documented by the QCM as a result of this inspection. The QC Manager will ensure that all items on this list are corrected prior to notifying the Government that a "Final" inspection with the Client can be scheduled. Any items noted on the "Pre-Final" inspection must be corrected in a timely manner and be accomplished before the contract completion date for the work, or any particular increment thereof, if the project is divided into increments by separate completion dates.

#### 1.14.3 Final Acceptance Inspection

Notify the Contracting Officer at least 14 calendar days prior to the date a final acceptance inspection can be held. State within the notice that all items previously identified on the pre-final punch list will be corrected and acceptable, along with any other unfinished Contract work, by the date of the final acceptance inspection. The Contractor must be represented by the QC Manager, the Project Superintendent, the CA, and others deemed necessary. Attendees for the Government will include the Contracting Officer, other FEAD/ROICC personnel, and personnel representing the Client. Failure of the Contractor to have all contract work acceptably complete for this inspection will be cause for the Contracting Officer to bill the Contractor for the Government's additional inspection cost in accordance with the Contract Clause entitled "Inspection of Construction."

#### 1.15 DOCUMENTATION

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

##### 1.15.1 Construction Documentation

Reports are required for each day that work is performed and must be attached to the Contractor Quality Control Report prepared for the same day. Maintain current and complete records of on-site and off-site QC program operations and activities. The forms identified under the paragraph "INFORMATION FOR THE CONTRACTING OFFICER" will be used. Reports are required for each day work is performed. Account for each calendar day throughout the life of the Contract. Every space on the forms must be filled in. Use N/A if nothing can be reported in one of the spaces. The Project Superintendent and the QC Manager must prepare and sign the Contractor Production and CQC Reports, respectively. The reporting of work must be identified by terminology consistent with the construction schedule. In the "remarks" sections of the reports, enter pertinent information including directions received, problems encountered during construction, work progress and delays, conflicts or errors in the drawings or specifications, field changes, safety hazards encountered, instructions given and corrective actions taken, delays encountered and a record of visitors to the work site, quality control problem areas, deviations from the QC Plan, construction deficiencies encountered, meetings held. For each entry in the report(s), identify the Schedule Activity No. that is associated with the entered remark.

##### 1.15.2 Quality Control Validation

Establish and maintain the following in a series of three ring binders. Binders must be divided and tabbed as shown below. These binders must be readily available to the Contracting Officer during all business hours.

- a. All completed Preparatory and Initial Phase Checklists, arranged by specification section.
- b. All milestone inspections, arranged by Activity Number.
- c. An up-to-date copy of the Testing Plan and Log with supporting field test reports, arranged by specification section.
- d. Copies of all contract modifications, arranged in numerical order. Also include documentation that modified work was accomplished.
- e. An up-to-date copy of the Rework Items List.
- f. Maintain up-to-date copies of all punch lists issued by the QC staff to the Contractor and Sub-Contractors and all punch lists issued by the

Government.

- g. Commissioning documentation including Cx checklists, schedules, tests, and reports.

#### 1.15.3 Testing Plan and Log

As tests are performed, the CA and the QC Manager will record on the "Testing Plan and Log" the date the test was performed and the date the test results were forwarded to the Contracting Officer. Attach a copy of the updated "Testing Plan and Log" to the last daily CQC Report of each month, per the paragraph "INFORMATION FOR THE CONTRACTING OFFICER". Provide a copy of the final "Testing Plan and Log" to the OMSI preparer for inclusion into the OMSI documentation.

#### 1.15.4 Rework Items List

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

#### 1.15.5 As-Built Drawings

The QC Manager is required to ensure the as-built drawings, required by Section 01 78 00 CLOSEOUT SUBMITTALS are kept current on a daily basis and marked to show deviations which have been made from the Contract drawings. Ensure each deviation has been identified with the appropriate modifying documentation (e.g. PC No., Modification No., Request for Information No., etc.). The QC Manager or QC Specialist assigned to an area of responsibility must initial each revision. Upon completion of work, the QC Manager will furnish a certificate attesting to the accuracy of the as-built drawings prior to submission to the Contracting Officer.

#### 1.16 NOTIFICATION ON NON-COMPLIANCE

The Contracting Officer will notify the Contractor of any detected non-compliance with the Contract. Take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, is deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders will be made the subject of claim for extension of time for excess costs or damages by the Contractor.

### PART 2 PRODUCTS

Not Used

### PART 3 EXECUTION

#### 3.1 PREPARATION

Designate receiving/storage areas for incoming material to be delivered according to installation schedule and to be placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. Store and handle materials in a manner as to prevent loss

from weather and other damage. Keep materials, products, and accessories covered and off the ground, and store in a dry, secure area. Prevent contact with material that may cause corrosion, discoloration, or staining. Protect all materials and installations from damage by the activities of other trades.

-- End of Section --

SECTION 01 50 00

TEMPORARY CONSTRUCTION FACILITIES AND CONTROLS  
08/09

PART 1 GENERAL

1.1 REFERENCES

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

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 241 (2013) Standard for Safeguarding Construction, Alteration, and Demolition Operations

NFPA 70 (2014; AMD 1 2013; Errata 1 2013; AMD 2 2013; Errata 2 2013; AMD 3 2014; Errata 3-4 2014; AMD 4-6 2014) National Electrical Code

U.S. FEDERAL AVIATION ADMINISTRATION (FAA)

FAA AC 70/7460-1 (2007; Rev K) Obstruction Marking and Lighting

U.S. FEDERAL HIGHWAY ADMINISTRATION (FHWA)

MUTCD (2009) Manual on Uniform Traffic Control Devices

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Construction site plan; G  
Traffic control plan; G

1.3 CONSTRUCTION SITE PLAN

Prior to the start of work, submit a site plan showing the locations and dimensions of temporary facilities (including layouts and details, equipment and material storage area (onsite and offsite), and access and haul routes, avenues of ingress/egress to the fenced area and details of the fence installation. Identify any areas which may have to be graveled to prevent the tracking of mud. Indicate if the use of a supplemental or

other staging area is desired. Show locations of safety and construction fences, site trailers, construction entrances, trash dumpsters, temporary sanitary facilities, and worker parking areas.

#### 1.4 HURRICANE CONDITION OF READINESS

Unless directed otherwise, comply with:

- a. Condition FOUR (Sustained winds of 50 knots or greater expected within 72 hours): Normal daily jobsite cleanup and good housekeeping practices. Collect and store in piles or containers scrap lumber, waste material, and rubbish for removal and disposal at the close of each work day. Maintain the construction site including storage areas, free of accumulation of debris. Stack form lumber in neat piles less than 4 feet high. Remove all debris, trash, or objects that could become missile hazards. Contact Contracting Officer for Condition of Readiness (COR) updates and completion of required actions.
- b. Condition THREE (Sustained winds of 50 knots or greater expected within 48 hours): Maintain "Condition FOUR" requirements and commence securing operations necessary for "Condition ONE" which cannot be completed within 18 hours. Cease all routine activities which might interfere with securing operations. Commence securing and stow all gear and portable equipment. Make preparations for securing buildings. Review requirements pertaining to "Condition TWO" and continue action as necessary to attain "Condition THREE" readiness. Contact Contracting Officer for weather and COR updates and completion of required actions.
- c. Condition TWO (Sustained winds of 50 knots or greater expected within 24 hours): Curtail or cease routine activities until securing operation is complete. Reinforce or remove form work and scaffolding. Secure machinery, tools, equipment, materials, or remove from the jobsite. Expend every effort to clear all missile hazards and loose equipment from general base areas. Contact Contracting Officer for weather and Condition of Readiness (COR) updates and completion of required actions.
- d. Condition ONE. (Sustained winds of 50 knots or greater expected within 12 hours): Secure the jobsite, and leave Government premises.

## PART 2 PRODUCTS

### 2.1 TEMPORARY SIGNAGE

#### 2.1.1 Bulletin Board

Immediately upon beginning of work, provide a weatherproof glass-covered bulletin board not less than 36 by 48 inches in size for displaying the Equal Employment Opportunity poster, a copy of the wage decision contained in the contract, Wage Rate Information poster, and other information approved by the Contracting Officer.

#### 2.1.2 Project and Safety Signs

The requirements for the signs, their content, and location are as specified in Section 01 58 00 PROJECT IDENTIFICATION. Erect signs within 15 days after receipt of the notice to proceed. Correct the data required by the safety sign daily, with light colored metallic or non-metallic numerals.

## 2.2 TEMPORARY TRAFFIC CONTROL

### 2.2.1 Haul Roads

Construct access and haul roads necessary for proper prosecution of the work under this contract. Construct with suitable grades and widths; sharp curves, blind corners, and dangerous cross traffic are to be avoided. Provide necessary lighting, signs, barricades, and distinctive markings for the safe movement of traffic. The method of dust control, although optional, must be adequate to ensure safe operation at all times. Location, grade, width, and alignment of construction and hauling roads are subject to approval by the Contracting Officer. Lighting must be adequate to assure full and clear visibility for full width of haul road and work areas during any night work operations.

### 2.2.2 Barricades

Erect and maintain temporary barricades to limit public access to hazardous areas. Whenever safe public access to paved areas such as roads, parking areas or sidewalks is prevented by construction activities or as otherwise necessary to ensure the safety of both pedestrian and vehicular traffic barricades will be required. Securely place barricades clearly visible with adequate illumination to provide sufficient visual warning of the hazard during both day and night.

### 2.2.3 Fencing

Provide fencing along the construction site at all open excavations and tunnels to control access by unauthorized people.

- a. The safety fencing must be a high visibility orange colored, high density polyethylene grid or approved equal, a minimum of 42 inches high, supported and tightly secured to steel posts located on maximum 10 foot centers, constructed at the approved location. Install fencing to be able to restrain a force of at least 250 pounds against it.
- b. Enclose the project work area and Contractor lay-down area with a 8 ft high chain link fence and gates with brown, UV light resistant, plastic fabric mesh netting (similar to tennis court or other screening). Remove the fence upon completion and acceptance of the work. Intent is to block (screen) public view of the construction.
- c. In addition, prior to the start of work, enclose those areas at the construction site which are not within the construction fence with a temporary safety fence, including gates and warning signs, to protect the public from construction activities. The safety fence shall match the base standard color (or bright orange where it protects excavated areas), shall be made of plastic fence from recovered materials containing 60-100 percent recovered content level plastic, a minimum of 42 inches high, supported and tightly secured to steel posts located on minimum 10 foot centers. Remove the fence from the work site upon completion of the contract.

### 2.2.4 Temporary Wiring

Provide temporary wiring in accordance with NFPA 241 and NFPA 70. Include frequent inspection of all equipment and apparatus.

PART 3 EXECUTION

3.1 EMPLOYEE PARKING

Contractor employees will park privately owned vehicles in an area designated by the Contracting Officer. This area will be within reasonable walking distance of the construction site. Contractor employee parking must not interfere with existing and established parking requirements of the government installation.

3.2 TEMPORARY BULLETIN BOARD

Locate the bulletin board at the project site in a conspicuous place easily accessible to all employees, as approved by the Contracting Officer.

3.3 AVAILABILITY AND USE OF UTILITY SERVICES

3.3.1 Temporary Utilities

Provide temporary utilities required for construction. Materials may be new or used, must be adequate for the required usage, not create unsafe conditions, and not violate applicable codes and standards.

3.3.2 Payment for Utility Services

- a. The Government will make all reasonably required utilities available to the Contractor from existing outlets and supplies, as specified in the contract. Unless otherwise provided in the contract, the amount of each utility service consumed will be charged to or paid for by the Contractor at prevailing rates charged to the Government or, where the utility is produced by the Government, at reasonable rates determined by the Contracting Officer. Carefully conserve any utilities furnished without charge.
- b. The point at which the Government will deliver such utilities or services and the quantity available is as indicated. Pay all costs incurred in connecting, converting, and transferring the utilities to the work. Make connections, including providing meters; and providing transformers; and make disconnections. Under no circumstances will taps to base fire hydrants be allowed for obtaining domestic water.

3.3.3 Meters and Temporary Connections

At the Contractors expense and in a manner satisfactory to the Contracting Officer, provide and maintain necessary temporary connections, distribution lines, and meter bases (Government will provide meters) required to measure the amount of each utility used for the purpose of determining charges. Notify the Contracting Officer, in writing, 5 working days before final electrical connection is desired so that a utilities contract can be established. The Government will provide a meter and make the final hot connection after inspection and approval of the Contractor's temporary wiring installation. The Contractor will not make the final electrical connection.

3.3.4 Advance Deposit

An advance deposit for utilities consisting of an estimated month's usage or a minimum of \$50.00 will be required. The last monthly bills for the fiscal year will normally be offset by the deposit and adjustments will be

billed or returned as appropriate. Services to be rendered for the next fiscal year, beginning 1 October, will require a new deposit. Notification of the due date for this deposit will be mailed to the Contractor prior to the end of the current fiscal year.

### 3.3.5 Final Meter Reading

Before completion of the work and final acceptance of the work by the Government, notify the Contracting Officer, in writing, 5 working days before termination is desired. The Government will take a final meter reading, disconnect service, and remove the meters. Then remove all the temporary distribution lines, meter bases, and associated paraphernalia. Pay all outstanding utility bills before final acceptance of the work by the Government.

### 3.3.6 Telephone

Make arrangements and pay all costs for telephone facilities desired.

### 3.3.7 Obstruction Lighting of Cranes

Provide a minimum of 2 aviation red or high intensity white obstruction lights on temporary structures (including cranes) over 100 feet above ground level. Light construction and installation must comply with FAA AC 70/7460-1. Lights must be operational during periods of reduced visibility, darkness, and as directed by the Contracting Officer.

### 3.3.8 Fire Protection

Provide temporary fire protection equipment for the protection of personnel and property during construction. Remove debris and flammable materials daily to minimize potential hazards.

## 3.4 TRAFFIC PROVISIONS

### 3.4.1 Maintenance of Traffic

- a. Conduct operations in a manner that will not close any thoroughfare and provide a Traffic Control Plan detailing the proposed controls to traffic movement for approval. The plan must be in accordance with State and local regulations and the MUTCD, Part VI. Make all notifications and obtain any permits required for modification to traffic movements outside Station's jurisdiction. Contractor may move oversized and slow-moving vehicles to the worksite provided requirements of the highway authority have been met.
- b. Conduct work so as to minimize obstruction of traffic, and maintain traffic on at least half of the roadway width at all times. Obtain approval from the Contracting Officer prior to starting any activity that will obstruct traffic.
- c. Provide, erect, and maintain, at contractors expense, lights, barriers, signals, passageways, detours, and other items, that may be required by the Life Safety Signage, overhead protection authority having jurisdiction.

### 3.4.2 Protection of Traffic

Maintain and protect traffic on all affected roads during the construction

period except as otherwise specifically directed by the Contracting Officer. Measures for the protection and diversion of traffic, including the provision of watchmen and flagmen, erection of barricades, placing of lights around and in front of equipment the work, and the erection and maintenance of adequate warning, danger, and direction signs, will be as required by the State and local authorities having jurisdiction. Protect the traveling public from damage to person and property. Minimize the interference with public traffic on roads selected for hauling material to and from the site. Investigate the adequacy of existing roads and their allowable load limit. Contractor is responsible for the repair of any damage to roads caused by construction operations.

#### 3.4.3 Rush Hour Restrictions

Do not interfere with the peak traffic flows preceding and during normal operations without notification to and approval by the Contracting Officer.

#### 3.4.4 Dust Control

Dust control methods and procedures must be approved by the Contracting Officer. Treat dust abatement on access roads with applications of calcium chloride, water sprinklers, or similar methods or treatment.

### 3.5 CONTRACTOR'S TEMPORARY FACILITIES

Contractor-owned or -leased trailers must be identified by Government assigned numbers. Apply the number to the trailer within 14 calendar days of notification, or sooner, if directed by the Government.

#### 3.5.1 Safety

Protect the integrity of any installed safety systems or personnel safety devices. If entrance into systems serving safety devices is required, the Contractor must obtain prior approval from the Contracting Officer. If it is temporarily necessary to remove or disable personnel safety devices in order to accomplish contract requirements, provide alternative means of protection prior to removing or disabling any permanently installed safety devices or equipment and obtain approval from the Contracting Officer.

#### 3.5.2 Administrative Field Offices

Provide and maintain administrative field office facilities within the construction area at the designated site. Government office and warehouse facilities will not be available to the Contractor's personnel.

#### 3.5.3 Storage Area

Construct a temporary 6 foot high chain link fence around trailers and materials. Include plastic strip inserts, colored brown, so that visibility through the fence is obstructed. Fence posts may be driven, in lieu of concrete bases, where soil conditions permit. Do not place or store Trailers, materials, or equipment outside the fenced area unless such trailers, materials, or equipment are assigned a separate and distinct storage area by the Contracting Officer away from the vicinity of the construction site but within the installation boundaries. Trailers, equipment, or materials must not be open to public view with the exception of those items which are in support of ongoing work on any given day. Do not stockpile materials outside the fence in preparation for the next day's

work. Park mobile equipment, such as tractors, wheeled lifting equipment, cranes, trucks, and like equipment within the fenced area at the end of each work day.

#### 3.5.4 Supplemental Storage Area

Upon Contractor's request, the Contracting Officer will designate another or supplemental area for the Contractor's use and storage of trailers, equipment, and materials. This area may not be in close proximity of the construction site but will be within the installation boundaries. Fencing of materials or equipment will not be required at this site; however, the Contractor is responsible for cleanliness and orderliness of the area used and for the security of any material or equipment stored in this area. Utilities will not be provided to this area by the Government.

#### 3.5.5 Appearance of Trailers

- a. Trailers utilized by the Contractor for administrative or material storage purposes must present a clean and neat exterior appearance and be in a state of good repair. Trailers which, in the opinion of the Contracting Officer, require exterior painting or maintenance will not be allowed on installation property.
- b. Paint in accordance with facility standards using suitable paint and maintain the temporary facilities. Failure to do so will be sufficient reason to require their removal.

#### 3.5.6 Trailers or Storage Buildings

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

Graphic panel	Aluminum, painted blue
Copy	Screen painted or vinyl die-cut, white
Typeface	Univers 65 u/lc
See Sketch No. 01500 (graphic).	

### 3.5.7 Maintenance of Storage Area

- a. Keep fencing in a state of good repair and proper alignment. Grassed or unpaved areas, which are not established roadways, will be covered with a layer of gravel as necessary to prevent rutting and the tracking of mud onto paved or established roadways, should the Contractor elect to traverse them with construction equipment or other vehicles; gravel gradation will be at the Contractor's discretion. Mow and maintain grass located within the boundaries of the construction site for the duration of the project. Grass and vegetation along fences, buildings, under trailers, and in areas not accessible to mowers will be edged or trimmed neatly.
- b. Cut grass (or annual weeds) within the construction and storage sites to a maximum 4 inch height at least once a week during the growing season unless the grass area is not visible to the public. Trim the grass around fences at time of grass cutting. Maintain grass or weeds on stockpiled earth as described above.

### 3.5.8 Security Provisions

Provide adequate outside security lighting at the Contractor's temporary facilities. The Contractor will be responsible for the security of its own equipment; in addition, the Contractor will notify the appropriate law enforcement agency requesting periodic security checks of the temporary project field office.

### 3.5.9 Storage Size and Location

The open site available for storage must be as indicated. The storage area will be approximately 2,000 square feet.

### 3.5.10 Storage in Existing Buildings

If the Contractor will be working in an existing building; the storage of material will not be allowed in the building.

### 3.5.11 Weather Protection of Temporary Facilities and Stored Materials

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

#### 3.5.11.1 Building and Site Storm Protection

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

### 3.6 PLANT COMMUNICATION

Whenever the Contractor has the individual elements of its plant so located

that operation by normal voice between these elements is not satisfactory, the Contractor must install a satisfactory means of communication, such as telephone or other suitable devices and made available for use by Government personnel.

### 3.7 TEMPORARY PROJECT SAFETY FENCING

As soon as practicable, but not later than 15 days after the date established for commencement of work, furnish and erect temporary project safety fencing at the work site. Maintain the safety fencing during the life of the contract and, upon completion and acceptance of the work, will become the property of the Contractor and be removed from the work site.

### 3.8 CLEANUP

Remove construction debris, waste materials, packaging material and the like from the work site daily. Any dirt or mud which is tracked onto paved or surfaced roadways must be cleaned away. Store any salvageable materials resulting from demolition activities within the fenced area described above or at the supplemental storage area. Neatly stack stored materials not in trailers, whether new or salvaged.

### 3.9 RESTORATION OF STORAGE AREA

Upon completion of the project remove the bulletin board, signs, barricades, haul roads, and any other temporary products from the site. After removal of trailers, materials, and equipment from within the fenced area, remove the fence that will become the property of the Contractor. Restore areas used by the Contractor for the storage of equipment or material, or other use to the original or better condition. Remove gravel used to traverse grassed areas and restore the area to its original condition, including top soil and seeding as necessary.

-- End of Section --

SECTION 01 57 16

TEMPORARY PEST CONTROL  
04/08

PART 1 GENERAL

1.1 SUMMARY

The work consists of minimizing environmental pollution and damage that may occur as the result of Pest Control. Protect the environmental resources within the project boundaries, and those affected outside the limits of permanent work, during the entire duration of this contract. Comply with all applicable environmental Federal, State, and local laws and regulations. Any delays resulting from failure to comply with environmental laws and regulations will be the Contractor's responsibility.

1.2 REFERENCES

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

U.S. AIR FORCE (USAF)

AFI 32-1053 (2009) Integrated Pest Management Program

U.S. ARMY (DA)

DA AR 200-1 (2007) Environmental Protection and Enhancement

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

40 CFR 152 - 186 Pesticide Programs

1.3 DEFINITIONS

1.3.1 Installation Pest Management Coordinator

Installation Pest Management Coordinator (IPMC) is the individual officially designated by the Installation Commander to oversee the Installation Pest Management Program and the Installation Pest Management Plan.

1.3.2 Project Pesticide Coordinator

The Project Pesticide Coordinator (PPC) is an individual that resides at a Civil Works Project office and that is responsible for oversight of pesticide application on Project grounds.

1.3.3 Pesticide

Pesticide is defined as any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant or desiccant.

#### 1.3.4 Pests

The term "pests" means arthropods, birds, rodents, nematodes, fungi, bacteria, viruses, algae, snails, marine borers, snakes, weeds and other organisms (except for human or animal disease-causing organisms) that adversely affect readiness, military operations, or the well-being of personnel and animals; attack or damage real property, supplies, equipment, or vegetation; or are otherwise undesirable.

#### 1.4 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Pesticide Treatment Plan; G  
Certificate of Competency

#### 1.5 QUALITY CONTROL

##### 1.5.1 Qualifications

For the application of pesticides, use the services of a subcontractor whose principal business is pest control. Provide a subcontractor licensed and certified in the state where the work is to be performed.

##### 1.5.2 Training Of Pest Control Personnel

The Contractor's personnel shall be trained in pest control. Conduct a pest control meeting for all personnel prior to commencing construction activities. Conduct additional meetings for new personnel and when site conditions change. Include in the training and meeting agenda: methods of detecting and pest infestation; familiarization with statutory and contractual pest control standards; installation and care of devices, and instruments, if required, for monitoring purposes to ensure adequate and continuous pest control; anticipated hazardous or toxic chemicals or wastes, and other regulated contaminants; recognition and protection of wetlands, and endangered species and their habitat that are known to be in the area.

##### 1.5.3 Pest Control Training Records

Provide a Certificate of Competency for the personnel who will be conducting the pesticide application and management of pest control.

##### 1.5.4 Pesticide Treatment Plan

Include and update a pesticide treatment plan, as information becomes available. Include in the plan: sequence of treatment, dates, times, locations, pesticide trade name, EPA registration numbers, authorized uses, chemical composition, formulation, original and applied concentration, application rates of active ingredient (i.e. pounds of active ingredient applied), equipment used for application and calibration of equipment.

Federal, State, Regional and Local pest management record keeping and reporting requirements as well as any additional Installation Project Office specific requirements are the Contractor's responsibility in conformance with AFI 32-1053 Sections 3.4.13 and 3.4.14 for data required to be reported to the Installation.

## 1.6 DELIVERY, STORAGE, AND HANDLING

### 1.6.1 Pesticide Delivery and Storage

Deliver pesticides to the site in the original, unopened containers bearing legible labels indicating the EPA registration number and the manufacturer's registered uses. Store pesticides according to manufacturer's instructions and under lock and key when unattended.

### 1.6.2 Pesticide Handling Requirements

Formulate, treat with, and dispose of pesticides and associated containers in accordance with label directions and use the clothing and personal protective equipment specified on the labeling for use during all phases of the application. Furnish Material Safety Data Sheets (MSDS) for all pesticide products.

## PART 2 PRODUCTS

Not Used

## PART 3 EXECUTION

### 3.1 INTEGRATED PEST MANAGEMENT

In order to minimize impacts to existing fauna and flora, the Contractor through the Contracting Officer, shall coordinate with the Installation Pest Management Coordinator (IPMC) at the earliest possible time prior to pesticide application. Discuss integrated pest management strategies with the IPMC and receive concurrence from the IPMC through the COR prior to the application of any pesticide associated with these specifications. Installation Project Office Pest Management personnel will be given the opportunity to be present at all meetings concerning treatment measures for pest or disease control and during application of the pesticide. The use and management of pesticides are regulated under 40 CFR 152 - 186.

### 3.2 APPLICATION

Apply pesticides using a State Certified Pesticide Applicator in accordance with EPA label restrictions and recommendation. The Certified Applicator shall wear clothing and personal protective equipment as specified on the pesticide label. The Contracting Officer will designate locations for water used in formulating. Do not allow the equipment to overflow. Inspect all equipment for leaks, clogging, wear, or damage and repaired prior to application of pesticide.

-- End of Section --

SECTION 01 57 19.00 20

TEMPORARY ENVIRONMENTAL CONTROLS

11/11

PART 1 GENERAL

1.1 REFERENCES

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

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

EPA 530/F-93/004 (1993; Rev O; Updates I, II, IIA, IIB, and III) Test Methods for Evaluating Solid Waste (Vol IA, IB, IC, and II) (SW-846)

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

29 CFR 1910.120 Hazardous Waste Operations and Emergency Response

40 CFR 112 Oil Pollution Prevention

40 CFR 112.7 General Requirements for Spill Prevention, Control, and Countermeasure Plans

40 CFR 241 Guidelines for Disposal of Solid Waste

40 CFR 243 Guidelines for the Storage and Collection of Residential, Commercial, and Institutional Solid Waste

40 CFR 258 Subtitle D Landfill Requirements

40 CFR 260 Hazardous Waste Management System: General

40 CFR 261 Identification and Listing of Hazardous Waste

40 CFR 262 Standards Applicable to Generators of Hazardous Waste

40 CFR 263 Standards Applicable to Transporters of Hazardous Waste

40 CFR 264 Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities

40 CFR 265 Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities

40 CFR 266 Standards for the Management of Specific Hazardous Wastes and Specific Types of

	Hazardous Waste Management Facilities
40 CFR 268	Land Disposal Restrictions
40 CFR 270	EPA Administered Permit Programs: The Hazardous Waste Permit Program
40 CFR 271	Requirements for Authorization of State Hazardous Waste Programs
40 CFR 272	Approved State Hazardous Waste Management Programs
40 CFR 273	Standards For Universal Waste Management
40 CFR 279	Standards for the Management of Used Oil
40 CFR 280	Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks (UST)
40 CFR 300	National Oil and Hazardous Substances Pollution Contingency Plan
40 CFR 355	Emergency Planning and Notification
40 CFR 372-SUBPART D	Specific Toxic Chemical Listings
40 CFR 60	Standards of Performance for New Stationary Sources
40 CFR 63	National Emission Standards for Hazardous Air Pollutants for Source Categories
40 CFR 761	Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions
40 CFR 82	Protection of Stratospheric Ozone
49 CFR 171	General Information, Regulations, and Definitions
49 CFR 172	Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, and Training Requirements
49 CFR 173	Shippers - General Requirements for Shipments and Packagings
49 CFR 178	Specifications for Packagings

## 1.2 DEFINITIONS

### 1.2.1 Sediment

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

### 1.2.2 Solid Waste

Garbage, refuse, debris, sludge, or other discharged material, including solid, liquid, semisolid, or contained gaseous materials resulting from domestic, industrial, commercial, mining, or agricultural operations. Types of solid waste typically generated at construction sites may include:

- a. Green waste: The vegetative matter from landscaping, land clearing and grubbing, including, but not limited to, grass, bushes, scrubs, small trees and saplings, tree stumps and plant roots. Marketable trees, grasses and plants that are indicated to remain, be re-located, or be re-used are not included. Green waste must be recycled by composting or conversion into mulch or other means.
- b. Surplus soil: Existing soil that is in excess of what is required for this work, including aggregates intended, but not used, for on-site mixing of concrete, mortars and paving. Contaminated soil meeting the definition of hazardous material or hazardous waste is not included.
- c. Debris: Non-hazardous solid material generated during the construction, demolition, or renovation of a structure which exceeds 2.5 inch particle size that is: a manufactured object; plant or animal matter; or natural geologic material (e.g. cobbles and boulders), broken or removed concrete, masonry, and rock asphalt paving; ceramics; roofing paper and shingles. Inert materials may be reinforced with or contain ferrous wire, rods, accessories and weldments.
- d. Wood: Dimension and non-dimension lumber, plywood, chipboard, hardboard. Treated and/or painted wood that meets the definition of lead contaminated or lead based contaminated paint is not included. Wood with lead paint can be recycled at a facility that can separate the paint from the wood (usually accomplished by incineration with emission equipment that will capture lead emissions).
- e. Scrap metal: Scrap and excess ferrous and non-ferrous metals such as reinforcing steel, structural shapes, pipe and wire that are recovered or collected and disposed of as scrap. Scrap metal meeting the definition of hazardous material or hazardous waste is not included.
- f. Paint cans: Metal cans that are empty of paints, solvents, thinners and adhesives. If permitted by the paint can label, a thin dry film may remain in the can.
- g. Recyclables: Materials, equipment and assemblies such as appliances, paint, metal, wall board, plastic, asphalt, brick, concrete, drywall, fixtures, flooring, gravel, green waste, cardboard, pallets, paper, pipe, roofing, sand, shingles, and soil that are recovered and may be sold as recyclable. Metal meeting the definition of lead contaminated or lead based paint contaminated may be included as recyclable if sold to a scrap metal company. The Navy has an on-site metal scrap yard. To coordinate the recycling of metal scrap, call 841-2464. Scrap metal can be taken to a scrap yard but information must be provided to the Navy on the monthly Waste Report. The Navy can provide a copy of the Waste Report. Call 841-7561. Paint cans may be included as recyclable if sold to a scrap metal company. Common C&D wastes that must be recycled include carpet, wood, aggregate, paint, metal, wallboard, and plastic. Other types of C&D recyclable materials are appliances, asphalt, brick, concrete, drywall, fixtures, flooring, gravel, green

waste, OCC-cardboard, pallets, paper, pipe, roofing, sand, shingles, and soil.

- h. Hazardous Waste: By definition, to be a hazardous waste a material must first meet the definition of a solid waste. Hazardous waste and hazardous debris are special cases of solid waste. They have additional regulatory controls and must be handled separately. They are thus defined separately in this document.

Material not regulated as solid waste are: nuclear source or byproduct materials regulated under the Federal Atomic Energy Act of 1954 as amended; suspended or dissolved materials in domestic sewage effluent or irrigation return flows, or other regulated point source discharges; regulated air emissions; and fluids or wastes associated with natural gas or crude oil exploration or production.

#### 1.2.3 Hazardous Debris

As defined in Solid Waste paragraph, debris that contains listed hazardous waste (either on the debris surface, or in its interstices, such as pore structure) per 40 CFR 261; or debris that exhibits a characteristic of hazardous waste per 40 CFR 261.

#### 1.2.4 Chemical Wastes

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

#### 1.2.5 Garbage

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

#### 1.2.6 Hazardous Waste

Any discarded material, liquid, solid, or gas, which meets the definition of hazardous material or is designated hazardous waste by the Environmental Protection Agency or State Hazardous Control Authority as defined in 40 CFR 260, 40 CFR 261, 40 CFR 262, 40 CFR 263, 40 CFR 264, 40 CFR 265, 40 CFR 266, 40 CFR 268, 40 CFR 270, 40 CFR 271, 40 CFR 272, 40 CFR 273, 40 CFR 279, and 40 CFR 280.

#### 1.2.7 Hazardous Materials

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

Hazardous material is any material that:

- a. Is regulated as a hazardous material per 49 CFR 173, or
- b. Requires a Material Safety Data Sheet (MSDS) per 29 CFR 1910.120, or
- c. During end use, treatment, handling, packaging, storage, transpiration, or disposal meets or has components that meet or have potential to meet the definition of a hazardous waste as defined by 40 CFR 261 Subparts A, B, C, or D.

Designation of a material by this definition, when separately regulated or controlled by other instructions or directives, does not eliminate the need

for adherence to that hazard-specific guidance which takes precedence over this instruction for "control" purposes. Such material include ammunition, weapons, explosive actuated devices, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical supplies, medical waste and infectious materials, bulk fuels, radioactive materials, and other materials such as asbestos, mercury, and polychlorinated biphenyls (PCBs). Nonetheless, the exposure may occur incident to manufacture, storage, use and demilitarization of these items.

#### 1.2.8 Waste Hazardous Material (WHM)

Any waste material which because of its quantity, concentration, or physical, chemical, or infectious characteristics may pose a substantial hazard to human health or the environment and which has been so designated. Used oil not containing any hazardous waste, as defined above, falls under this definition.

#### 1.2.9 Oily Waste

Those materials which are, or were, mixed with used oil and have become separated from that used oil. Oily wastes also means materials, including wastewaters, centrifuge solids, filter residues or sludges, bottom sediments, tank bottoms, and sorbents which have come into contact with and have been contaminated by, used oil and may be appropriately tested and discarded in a manner which is in compliance with other State and local requirements.

This definition includes materials such as oily rags, "kitty litter" sorbent clay and organic sorbent material. These materials may be land filled provided that:

- a. It is not prohibited in other State regulations or local ordinances
- b. The amount generated is "de minimus" (a small amount)
- c. It is the result of minor leaks or spills resulting from normal process operations
- d. All free-flowing oil has been removed to the practical extent possible

Large quantities of this material, generated as a result of a major spill or in lieu of proper maintenance of the processing equipment, are a solid waste. As a solid waste, a hazardous waste determination must be performed prior to disposal. As this can be an expensive process, it is recommended that this type of waste be minimized through good housekeeping practices and employee education.

#### 1.2.10 Regulated Waste

Those solid wastes that have specific additional Federal, state, or local controls for handling, storage, or disposal.

#### 1.2.11 Class I and II Ozone Depleting Substance (ODS)

Class I ODS is defined in Section 602(a) of The Clean Air Act and includes the following chemicals:

chlorofluorocarbon-11 (CFC-11)
chlorofluorocarbon-12 (CFC-12)
chlorofluorocarbon-13 (CFC-13)
chlorofluorocarbon-111 (CFC-111)
chlorofluorocarbon-112 (CFC-112)
chlorofluorocarbon-113 (CFC-113)
chlorofluorocarbon-114 (CFC-114)
chlorofluorocarbon-115 (CFC-115)
chlorofluorocarbon-211 (CFC-211)
chlorofluorocarbon-212 (CFC-212)
chlorofluorocarbon-213 (CFC-213)
chlorofluorocarbon-214 (CFC-214)
chlorofluorocarbon-215 (CFC-215)
chlorofluorocarbon-216 (CFC-216)
chlorofluorocarbon-217 (CFC-217)
chlorofluorocarbon-500 (CFC-500)
chlorofluorocarbon-502 (CFC-502)
chlorofluorocarbon-503 (CFC-503)
halon-1211
halon-1301
halon-2402
carbon tetrachloride
methyl bromide
methyl chloroform

Class II ODS is defined in Section 602(s) of The Clean Air Act and includes the following chemicals:

hydrochlorofluorocarbon-21 (HCFC-21)
hydrochlorofluorocarbon-22 (HCFC-22)

hydrochlorofluorocarbon-31 (HCFC-31)
hydrochlorofluorocarbon-121 (HCFC-121)
hydrochlorofluorocarbon-122 (HCFC-122)
hydrochlorofluorocarbon-123 (HCFC-123)
hydrochlorofluorocarbon-124 (HCFC-124)
hydrochlorofluorocarbon-131 (HCFC-131)
hydrochlorofluorocarbon-132 (HCFC-132)
hydrochlorofluorocarbon-133 (HCFC-133)
hydrochlorofluorocarbon-141 (HCFC-141)
hydrochlorofluorocarbon-142 (HCFC-142)
hydrochlorofluorocarbon-221 (HCFC-221)
hydrochlorofluorocarbon-222 (HCFC-222)
hydrochlorofluorocarbon-223 (HCFC-223)
hydrochlorofluorocarbon-224 (HCFC-224)
hydrochlorofluorocarbon-225 (HCFC-225)
hydrochlorofluorocarbon-226 (HCFC-226)
hydrochlorofluorocarbon-231 (HCFC-231)
hydrochlorofluorocarbon-232 (HCFC-232)
hydrochlorofluorocarbon-233 (HCFC-233)
hydrochlorofluorocarbon-234 (HCFC-234)
hydrochlorofluorocarbon-235 (HCFC-235)
hydrochlorofluorocarbon-251 (HCFC-251)
hydrochlorofluorocarbon-252 (HCFC-252)
hydrochlorofluorocarbon-253 (HCFC-253)
hydrochlorofluorocarbon-261 (HCFC-261)
hydrochlorofluorocarbon-262 (HCFC-262)

hydrochlorofluorocarbon-271 (HCFC-271)

#### 1.2.12 Universal Waste

The universal waste regulations streamline collection requirements for certain hazardous wastes in the following categories: batteries, pesticides, mercury-containing equipment (e.g., thermostats) and lamps (e.g., fluorescent bulbs). The rule is designed to reduce hazardous waste in the municipal solid waste (MSW) stream by making it easier for universal waste handlers to collect these items and send them for recycling or proper disposal. These regulations can be found at 40 CFR 273.

#### 1.2.13 Green Procurement

Purchase of environmentally preferable products and services in accordance with federally mandated 'green' procurement preference programs.

#### 1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

##### SD-01 Preconstruction Submittals

Preconstruction Survey; G

Solid Waste Management Plan and Permit; G

Environmental Protection Plan; G

Dirt and Dust Control Plan

Contractor Hazardous Material Inventory Log; G

##### SD-06 Test Reports

Laboratory Analysis

Disposal Requirements

Monthly Waste Report; G

##### SD-07 Certificates

Contractor 40 CFR employee training records; G

ECATTS certificate of completion

##### SD-11 Closeout Submittals

Some of the records listed below are also required as part of other submittals. For the "Records" submittal, maintain on-site a

separate three-ring Environmental Records binder and submit at the completion of the project. Make separate parts to the binder corresponding to each of the applicable sub items listed below.

Waste Determination Documentation

Disposal Documentation for Hazardous and Regulated Waste

Contractor 40 CFR Employee Training Records

Waste Report

Contractor Hazardous Material Inventory Log; G

Hazardous Waste/Debris Management

#### 1.4 ENVIRONMENTAL PROTECTION REQUIREMENTS

Provide and maintain, during the life of the contract, environmental protection as defined. Plan for and provide environmental protective measures to control pollution that develops during normal construction practice. Plan for and provide environmental protective measures required to correct conditions that develop during the construction of permanent or temporary environmental features associated with the project. Comply with Federal, State, and local regulations pertaining to the environment, including water, air, solid waste, recycling, hazardous waste and substances, oily substances, and noise pollution.

The Contractor may be required to promptly conduct tests and procedures for the purpose of assessing whether construction operations are in compliance with Applicable Environmental Laws. Analytical work shall be done by qualified laboratories; and where required by law, the laboratories shall be certified.

##### 1.4.1 Environmental Compliance Assessment Training and Tracking System (ECATTS)

The QC Manager is responsible for environmental compliance on projects unless an Environmental Manager is named. The QC Manager or Environmental Manager must complete ECATTS training prior to starting respective portions of on-site work under this contract. If personnel changes occur for any of these positions after starting work, replacement personnel must complete ECATTS training within 14 days of assignment to the project

Submit an ECATTS certificate of completion for personnel who have completed the required "Environmental Compliance Assessment Training and Tracking System (ECATTS)" training. This training is web-based and can be accessed from any computer with Internet access using the following instructions.

Register for NAVFAC Environmental Compliance Training and Tracking System, by logging on to <http://navfac.ecatts.com/>. Obtain the password for registration from the Contracting Officer.

This training has been structured to allow contractor personnel to receive credit under this contract and also to carry forward credit to future contracts. Contractors shall ensure that the QC Manager or Environmental Manager review their training plans for new modules or updated training requirements prior to beginning work. Some training modules are tailored for specific State regulatory requirements; therefore, Contractors working

in multiple states will be requires to re-take modules tailored to the state where the contract work is being performed.

ECATTS is available for use by all contractor and subcontractor personnel associated with this project. These other personnel are encouraged (but not required) to take the training and may do so at their discretion.

#### 1.4.2 Conformance with the Environmental Management System

Perform work under this contract consistent with the policy and objectives identified in the installation's Environmental Management System (EMS). Perform work in a manner that conforms to objectives and targets, environmental programs and operational controls identified by the EMS. Provide monitoring and measurement information as necessary to address environmental performance relative to environmental, energy, and transportation management goals. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, take corrective and/or preventative actions. In addition, ensure that employees are aware of their roles and responsibilities under the EMS and how these EMS roles and responsibilities affect work performed under the contract.

Ensure that employees receive applicable environmental and occupational health and safety training, and keep 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. Upon contract award, the Contracting Officer's Representative will notify the installation's EMS coordinator to arrange EMS training. Refer to Section 01 57 19.01 20 SUPPLEMENTAL TEMPORARY ENVIRONMENTAL CONTROLS for additional site specific EMS requirements related to construction. The installation's EMS coordinator will identify training needs associated with environmental aspects and the EMS, and arrange training or take other action to meet these needs. Provide training documentation to the Contracting Officer. The EMS coordinator must retain associated records.

#### 1.4.3 Green or Affirmative Procurement

The Contractor shall acquire products that are energy-efficient, water-efficient, bio-based, environmentally preferable, non-ozone depleting, contain recycled content, or are non-toxic or less-toxic alternatives. This includes acquiring paper of at least 30 percent post-consumer fiber content (in addition, uncoated printing and writing paper must be used). The Contractor shall apply procurement preference for EPEAT-registered electronic products and for electronic equipment, Energy Star and FEMP designated electronic equipment must be procured. The Contractor shall reduce or eliminate acquisition and use of toxic chemicals and increase the use of acceptable alternative chemicals and processes. The DOD green procurement information is available at [http://www.p2sustainabilitylibrary.mil/p2\\_documents/don\\_gpp\\_implementationguide020509.pdf](http://www.p2sustainabilitylibrary.mil/p2_documents/don_gpp_implementationguide020509.pdf)

The Green Procurement Program includes:

Recovered Material - aka Comprehensive Procurement Guideline (CPG) program - part of EPA's continuing effort to promote the use of materials recovered from solid waste.

(Go to: <http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm>).

EPA has designated products in eight categories; EPA has already designated or is proposing to designate products grouped into the following eight categories: Construction Products; Landscaping Products; Non-paper Office Products; Paper and Paper Products; Park and Recreation Products; Transportation Products; Vehicular Products; and Miscellaneous Products.

Energy Efficient: (FEMP, ENERGY STAR®, EPEAT) Federal agencies are required to procure energy efficient products qualified in the Energy Star® program or designated by Federal Energy Management Program (FEMP). This includes items such as computers, monitors, printers, scanners, fax machines, and copiers; building construction, renovation and maintenance projects; and purchases of appliances. Water-efficiency requirements apply to building construction and renovation projects.

Alternative fuels/alternative fueled vehicles Federal agencies must acquire alternative fueled vehicles (AFVs), alternative fuels (i.e. E85, E100, biodiesel) for those vehicles, and fuel-efficient petroleum powered passenger cars and light trucks.

Biobased Products: Biobased items include, but are not limited to, clothing, bedding, linens; office products; printing products; transportation fleet maintenance products; construction products; and janitorial and landscaping products. USDA maintains the BioPreferred Program website (<http://www.biopreferred.gov>).

Non ozone depleting substances are required for: refrigeration and air conditioning; foam insulation; cleaning solvents; fire suppressants; aerosol solvents and propellants; sterilants; and adhesives, coatings and inks.

Environmentally preferable products; EPPs are any products and services that are more environmentally friendly than what the activity/installation routinely purchases, but are not already covered by one of the other programs already described.

Green Procurement applies to all DoD and operations, except military tactical vehicles and equipment. Military tactical vehicles and equipment include weapon systems used on the battle ground, portable equipment that supports logistical and combat aircraft, vehicles to transport combat and support personnel during military operations, and other military equipment weapon systems.

## 1.5 QUALITY ASSURANCE

### 1.5.1 Preconstruction Survey

Perform a Preconstruction Survey of the project site with the Contracting Officer, and take photographs showing existing environmental conditions in and adjacent to the site. Submit a report for the record.

### 1.5.2 Regulatory Notifications

The Contractor is responsible for assisting the Navy and ensuring that regulatory requirements have been met. Typically, regulatory notifications must be provided for the following (this listing is not all inclusive): demolition, renovation, RIPDES (Rhode Island Pollution Discharge Elimination System) defined site work, remediation of controlled substances

(asbestos, hazardous waste, lead paint).

#### 1.5.3 Environmental Brief

Attend an environmental brief to be included in the preconstruction meeting. Provide the following information: types, quantities, and use of hazardous materials that will be brought onto the activity; types and quantities of wastes/wastewater that may be generated during the contract. Discuss the results of the Preconstruction Survey at this time.

Prior to initiating any work on site, meet with the Contracting Officer and activity environmental staff to discuss the proposed Environmental Protection Plan. Develop a mutual understanding relative to the details of environmental protection, including measures for protecting natural resources, required reports, required permits, permit requirements, and other measures to be taken.

#### 1.5.4 Contractor 40 CFR Employee Training Records

Prepare and maintain employee training records throughout the term of the contract meeting applicable 40 CFR requirements. Submit these training records to the Contracting Officer at the conclusion of the project, unless otherwise directed.

#### 1.5.5 Environmental Manager

Appoint in writing an Environmental Manager for the project site. The Environmental Manager will be directly responsible for coordinating contractor compliance with Federal, State, Local and station requirements. The Environmental Manager will ensure compliance with Hazardous Waste Program requirements, (including hazardous waste handling, storage, manifesting, and disposal); implement the Environmental Protection Plan; ensure that all environmental permits are obtained, maintained, and closed out; ensure compliance with Storm Water Program Management requirements; ensure compliance with Hazardous materials (storage, handling, and reporting) requirements; and coordinate any remediation of regulated substances (lead, asbestos, PCB TPCB t

#### 1.6 ENVIRONMENTAL PROTECTION PLAN (EPP)

Prior to initiating any work on site, meet with the Contracting Officer to discuss the proposed Environmental Protection Plan and develop a mutual understanding relative to the details of environmental protection, including measures for protecting natural resources, required reports, and other measures to be taken. The Environmental Protection Plan must incorporate construction related objectives and targets from the installation's Environmental Management System. Submit the Environmental Protection Plan in the following format and include the elements specified below.

##### a. Description of the Environmental Protection Plan

##### 1. General overview and purpose

(a) A brief description of each specific plan required by environmental permit or elsewhere in this contract.

(b) The duties and level of authority assigned to the person(s) on the job site that oversee environmental compliance.

(c) A copy of any standard or project specific operating procedures that will be used to effectively manage and protect the environment on the project site.

(d) Communication and training procedures that will be used to convey environmental management requirements to contractor employees and subcontractors.

(e) Emergency contact information (office phone number, cell phone number, and e-mail address).

2. General site information

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

b. Management of Natural Resources

1. Land resources

2. Tree protection

3. Replacement of damaged landscape features

4. Temporary construction

5. Stream crossings

6. Fish and wildlife resources

7. Wetland areas

8. Shoreline and beaches

9. Marine waters

c. Protection of Historical and Archaeological Resources

1. Objectives

2. Methods

d. Storm Water Management and Control

1. Ground cover

2. Erodible soils

3. Temporary measures

(a) Mechanical retardation and control of runoff

(b) Vegetation and mulch

4. Effective selection, implementation and maintenance of Best Management Practices (BMPs).
- e. Protection of the Environment from Waste Derived from Contractor Operations
1. Control and disposal of solid and sanitary waste. If Section 01 74 19 CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT is included in the contract, submit the plan required by that section as part of the Environmental Protection Plan.
  2. Control and disposal of hazardous waste (Hazardous Waste Management Section)
    - (a) This item will consist of the management procedures for all hazardous waste to be generated. The elements of those procedures will coincide with the Activity Hazardous Waste Management Plan. A copy of the Activity Hazardous Waste Management Plan will be provided by the Contracting Officer. As a minimum, include the following:
      - (1) Procedures to be employed to ensure a written waste determination is made for appropriate wastes which are to be generated;
      - (2) Sampling/analysis plan;
      - (3) Methods of hazardous waste accumulation/storage (i.e., in tanks and/or containers);
      - (4) Management procedures for storage, labeling, transportation, and disposal of waste (treatment of waste is not allowed unless specifically noted);
      - (5) Management procedures and regulatory documentation ensuring disposal of hazardous waste complies with Land Disposal Restrictions (40 CFR 268);
      - (6) Management procedures for recyclable hazardous materials such as lead-acid batteries, used oil, and the like;
      - (7) Used oil management procedures in accordance with 40 CFR 279;
      - (8) Pollution prevention\hazardous waste minimization procedures;
      - (9) Plans for the disposal of hazardous waste by permitted facilities;
      - (10) Procedures to be employed to ensure all required employee training records are maintained.
- f. Prevention of Releases to the Environment
1. Procedures to prevent releases to the environment
  2. Notifications in the event of a release to the environment

g. Regulatory Permits

1. List what notifications and permit applications must be made. Some permits require up to 90 days to obtain. Demonstrate that those permits have been obtained or applied for by including copies of all applicable, environmental permits. The Plan will not be approved until all permits have been obtained. Provide documents, applications, and fees for permits to the Navy. The Navy will make regulatory notifications and obtain permits. Do not start work until permits are obtained from the Navy.

h. Clean Air Act Compliance

1. Identify air pollution generating equipment or processes that may require federal, state, or local permits under the clean air act.
2. Identify portable and stationary internal combustion engines (ICE's) that will be supplied, utilized or serviced. Address compliance with 40 CFR 60 Subpart IIII, 40 CFR 63 Subpart ZZZZ, and local regulations as applicable. At minimum, include the make, model, serial number, manufacture date, size (engine bhp), and EPA emission certification status of each engine.
3. Identify management practices to ensure that HVAC work involving refrigerants complies with 40 CFR 82 requirements.
4. Identify planned air pollution generating processes and management control measures (including but not limited to spray painting, abrasive blasting, demolition, material handling, fugitive dust, and fugitive emissions)

1.6.1 Environmental Protection Plan Review

Within thirty days after the Contract award date, submit the proposed Environmental Protection Plan for review and approval. Commencement of work will not begin until the environmental protection plan has been approved.

1.6.2 Licenses and Permits

Obtain licenses and permits pursuant to the "Permits and Responsibilities" FAR Clause 52.236-7.

No permits will be obtained by the Contracting Officer.

Where required by the State regulatory authority, the inspections and certifications will be provided through the services of a Professional Engineer (PE), registered in the State where the work is being performed. Where a PE is not required, the individual must be otherwise qualified by other current State licensure, specific training and prior experience (minimum 5 years). As a part of the quality control plan, which is required by Section 01 45 00.00 20 QUALITY CONTROL, provide a sub item containing the name, appropriate professional registration or licence number, address, and telephone number of the professionals or other qualified persons who will be performing the inspections and certifications for each permit.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

3.1 PROTECTION OF NATURAL RESOURCES

Preserve the natural resources within the project boundaries and outside the limits of permanent work. Restore to an equivalent or improved condition upon completion of work. Confine construction activities to within the limits of the work indicated or specified. If the work is near streams, lakes, or other waterways, conform to the national permitting requirements of the Clean Water Act.

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

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

Protect existing trees which are to remain and which may be injured, bruised, defaced, or otherwise damaged by construction operations. Remove displaced rocks from uncleared areas. By approved excavation, remove trees with 30 percent or more of their root systems destroyed. Remove trees and other landscape features scarred or damaged by equipment operations, and replace with equivalent, undamaged trees and landscape features. Obtain Contracting Officer's approval before replacement.

3.1.1 Erosion and Sediment Control Measures

3.1.1.1 Burnoff

Burnoff of the ground cover is not permitted.

3.1.1.2 Protection of Erodible Soils

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

3.1.1.3 Temporary Protection of Erodible Soils

Use the following methods to prevent erosion and control sedimentation:

a. Mechanical Retardation and Control of Runoff

1. Mechanically retard and control the rate of runoff from the construction site. This includes construction of diversion ditches, benches, berms, and use of silt fences and straw bales to retard and divert runoff to protected drainage courses.

b. Vegetation and Mulch

1. Provide temporary protection on sides and back slopes as soon as rough grading is completed or sufficient soil is exposed to require erosion protection. Protect slopes by accelerated growth of permanent vegetation, temporary vegetation, mulching, or netting. Stabilize slopes by hydroseeding, anchoring mulch in place, covering with anchored netting, sodding, or such combination of these and other methods necessary for effective erosion control.
2. Seeding: Provide new seeding where ground is disturbed. Include topsoil or nutriment during the seeding operation necessary to establish or reestablish a suitable stand of grass. The seeding operation will be as specified on the drawings.

### 3.1.2 Erosion and Sediment Control Inspection Reports

Note erosion control inspection reports may be compiled as part of a stormwater pollution prevention plan inspection reports if applicable.

### 3.1.3 Stormwater Drainage and Construction Dewatering

There will be no discharge of excavation ground water to the sanitary sewer, storm drains, or to the river without prior specific authorization of the Environmental Division in writing. Discharge of hazardous substances will not be permitted under any circumstances.

Construction site runoff will be prevented from entering any storm drain or the river directly by the use of straw bales or other method suitable to the Environmental Division. Contractor will provide erosion protection of the surrounding soils.

Construction Dewatering shall not be discharged to the sanitary sewer. If the construction dewatering is noted or suspected of being contaminated, it may only be released to the storm drain system if the discharge is specifically permitted. Authorization for any contaminated groundwater release shall be obtained in advance from the base Environmental Officer. Discharge of hazardous substances will not be permitted under any circumstances.

## 3.2 HISTORICAL AND ARCHAEOLOGICAL RESOURCES

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

### 3.3 SOLID WASTE

Provide to the contracting officer a written estimate of the material quantity of solid waste/debris that is anticipated to be generated by construction. Include in the report the locations where various types of waste will be disposed or recycled. Include letters of acceptance or as applicable, submit one copy of a State and local Solid Waste Management Permit or license showing such agency's approval of the disposal plan before transporting wastes off Government property. Licensed landfills are listed at <http://www.dem.ri.gov/programs/benviron/waste/topicsol.htm>.

#### 3.3.1 Waste Report

Monthly, submit a waste report, available from the Navy (841-7561), to the Contracting Officer. For each waste that is landfilled or recycled/reused/recovered, the report will state the classification (using the definitions provided in this section), amount, location, and name of the business receiving the solid waste and recycled/reused/recovered material.

Include copies of the waste handling facilities' weight tickets, receipts, bills of sale, and other sales documentation. In lieu of sales documentation, the Contractor may submit a statement indicating the disposal or recycling location which is signed by an officer of the Contractor firm authorized to legally obligate or bind the firm. The sales documentation or Contractor certification will include the receiver's tax identification number and business, State registration number, along with the receiver's delivery and business addresses and telephone numbers. For each solid waste retained by the Contractor for his own use, the Contractor will submit on the waste report the information previously described in this paragraph.

#### 3.3.2 Control and Management of Solid Wastes

Pick up solid wastes, and place in covered containers which are regularly emptied. Do not prepare or cook food on the project site. Prevent contamination of the site or other areas when handling and disposing of wastes. At project completion, leave the areas clean. Recycling is required (50% of non-C&D debris must be recycled; 60% of C&D debris must be recycled) and can be coordinated with the Contracting Officer and the activity recycling coordinator. The activity recycling coordinator is available at 401-841-2464. Remove all solid waste (including non-hazardous debris) from Government property and dispose off-site at an approved landfill. Solid waste disposal off-site must comply with most stringent local, State, and Federal requirements including 40 CFR 241, 40 CFR 243, and 40 CFR 258.

Manage spent hazardous material used in construction, including but not limited to, aerosol cans, waste paint, cleaning solvents, contaminated brushes, and used rags, as per environmental law.

##### 3.3.2.1 Disposal Documentation for Hazardous and Regulated Waste

Manifest, pack, ship and dispose of hazardous or toxic waste and universal waste that is generated as a result of construction in accordance with the generating facilities generator status under the Resource Conservation and Recovery Act. Contact the Contracting Officer for the facility RCRA identification number that is to be used on each manifest.

Submit a copy of the applicable EPA and or State permit(s), manifest(s), or license(s) for transportation, treatment, storage, and disposal of hazardous and regulated waste by permitted facilities. Hazardous or toxic waste manifest must be reviewed, signed, and approved by the Navy before the Contractor may ship waste. To obtain specific disposal instructions coordinate with the Activity Environmental office.

#### 3.4 WASTE DETERMINATION DOCUMENTATION

Complete a Waste Determination form (provided at the pre-construction conference) for all contractor derived wastes to be generated. Base the waste determination upon either a constituent listing from the manufacturer used in conjunction with consideration of the process by which the waste was generated, EPA approved analytical data, or laboratory analysis (Material Safety Data Sheets (MSDS) by themselves are not adequate). Attach all support documentation to the Waste Determination form. As a minimum, a Waste Determination form must be provided for the following wastes (this listing is not all inclusive): oil and latex based painting and caulking products, solvents, adhesives, aerosols, petroleum products, and all containers of the original materials.

#### 3.5 POLLUTION PREVENTION/HAZARDOUS WASTE MINIMIZATION

Minimize the use of hazardous materials and the generation of hazardous waste. Include procedures for pollution prevention/ hazardous waste minimization in the Hazardous Waste Management Section of the Environmental Protection Plan.

Pollution prevention measures include the following:

- (i) minimizing the generation of waste and pollutants through source reduction;
- (ii) diverting at least 50 percent of non-hazardous solid waste, excluding construction and demolition debris;
- (iii) diverting at least 60 percent of construction and demolition materials and debris;
- (iv) reducing printing paper use and acquiring uncoated printing and writing paper containing at least 30 percent postconsumer fiber;
- (v) reducing and minimizing the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed of;
- (vi) increasing diversion of compostable and organic material from the waste stream;
- (vii) implementing integrated pest management and other appropriate landscape management practices;
- (viii) increasing use of acceptable alternative chemicals and processes in keeping with the Navy's procurement policies;
- (ix) reducing use of chemicals where such decrease will achieve greenhouse gas emission reduction targets
- (x) report in accordance with the requirements of sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (42

U.S.C. 11001 et seq.);

(xi) using products and services with the exception of acquisition of weapon systems, that are energy-efficient (Energy Star or Federal Energy Management Program (FEMP) designated), water-efficient, biobased, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT) certified), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives

(xii) promoting electronics stewardship, in particular by:

(a) ensuring procurement preference for EPEAT-registered electronic products;

(b) establishing and implementing policies to enable power management, duplex printing, and other energy-efficient or environmentally preferable features on all eligible electronic products;

(c) employing environmentally sound practices with respect to the disposition of all excess or surplus electronic products;

(d) ensuring the procurement of Energy Star and FEMP designated electronic equipment; and

(e) implementing best management practices for energy-efficient management of servers and data centers.

Consult with the activity Environmental Office for suggestions and to obtain a copy of the installation's pollution prevention/hazardous waste minimization plan for reference material when preparing this part of the plan. The plan is available at

<http://www.cnic.navy.mil/Newport/OperationsAndManagement/EnvironmentalSupport/PollutionP>

Describe the types of the hazardous materials expected to be used in the construction when requesting information.

### 3.6 WASTE HAZARDOUS MATERIAL (WHM)/HAZARDOUS WASTE (HW) MATERIALS PROHIBITION

No waste hazardous material or hazardous waste shall be disposed of on government property. No hazardous material shall be brought onto government property that does not directly relate to requirements for the performance of this contract. The government is not responsible for disposal of Contractor's waste material brought on the job site and not required in the performance of this contract. The intent of this provision is to dispose of that waste identified as waste hazardous material/hazardous waste as defined herein that was generated as part of this contract and existed within the boundary of the Contract limits and not brought in from offsite by the Contractor. Incidental materials used to support the contract including, but not limited to aerosol cans, waste paint, cleaning solvents, contaminated brushes, rags, clothing, etc. are the responsibility of the Contractor. The list is illustrative rather than inclusive. The Contractor is not authorized to discharge any materials to sanitary sewer, storm drain, or to the river or conduct waste treatment or disposal on government property without written approval of the Contracting Officer.

### 3.7 HAZARDOUS MATERIAL MANAGEMENT

Include hazardous material control procedures in the Safety Plan. Address

procedures and proper handling of hazardous materials, including the appropriate transportation requirements. No hazardous material shall be brought onto government property that does not directly relate to requirements for the performance of this contract. Submit a MSDS and estimated quantities to be used for each hazardous material to the Contracting Officer prior to bringing the material on base. Typical materials requiring MSDS and quantity reporting include, but are not limited to, oil and latex based painting and caulking products, solvents, adhesives, aerosol, and petroleum products. Ensure that hazardous materials are utilized in a manner that will minimize the amount of hazardous waste that is generated. Ensure that all containers of hazardous materials have NFPA labels or their equivalent. Certify that all hazardous materials removed from the site are hazardous materials and do not meet the definition of hazardous waste per 40 CFR 261.

### 3.7.1 Contractor Hazardous Material Inventory Log

Submit the "Contractor Hazardous Material Inventory Log" (found at: <http://www.wbdg.org/ccb/NAVGRAPH/graphtoc.pdf>), which provides information required by (EPCRA Sections 312 and 313) along with corresponding Material Safety Data Sheets (MSDS), to the Contracting Officer at the start and at the end of construction (30 days from final acceptance), and update no later than January 31 of each calendar year during the life of the contract. Keep copies of the MSDS for hazardous materials on site at all times. At the end of the project, provide the Contracting Officer with copies of all of these MSDS, and the maximum quantity of each material that was present at the site at any one time, the dates the material was present, the amount of each material that was used during the project, and how the material was used.

Documentation for any spills/releases, environmental reports or off-site transfers may be requested by the Contracting Officer.

### 3.8 PETROLEUM PRODUCTS AND REFUELING

Conduct the fueling and lubricating of equipment and motor vehicles in a manner that protects against spills and evaporation. Manage all used oil generated on site in accordance with 40 CFR 279. Determine if any used oil generated while on-site exhibits a characteristic of hazardous waste. Used oil containing 1000 parts per million of solvents will be considered a hazardous waste and disposed of at Contractor's expense. Used oil mixed with a hazardous waste will also be considered a hazardous waste.

#### 3.8.1 Oily and Hazardous Substances

Prevent oil or hazardous substances from entering the ground, drainage areas, or navigable waters. In accordance with 40 CFR 112, surround all temporary fuel oil or petroleum storage tanks with a temporary berm or containment of sufficient size and strength to contain the contents of the tanks, plus 10 percent freeboard for precipitation. The berm will be impervious to oil for 72 hours and be constructed so that any discharge will not permeate, drain, infiltrate, or otherwise escape before cleanup occurs. Provide general secondary containment for oil transfer operations as required by 40 CFR 112.7.

#### 3.8.2 Inadvertent Discovery of Petroleum Contaminated Soil or Hazardous Wastes

If petroleum contaminated soil or suspected hazardous waste is found during

construction that was not identified in the contract documents, the contractor shall immediately notify the contracting officer. The contractor shall not disturb this material until authorized by the contracting officer.

### 3.9 FUEL TANKS

Petroleum products and lubricants required to sustain up to 30 days of construction activity may be kept on site. Storage and refilling practices shall comply with 40 CFR Part 112. Secondary containment shall be provided and be no less than 110 percent of the tank volume plus five inches of free-board. If a secondary berm is used for containment then the berm shall be impervious to oil for 72 hours and be constructed so that any discharge will not permeate, drain, infiltrate, or otherwise escape before cleanup occurs. Drips pans are required and the tanks must be covered during inclement weather.

### 3.10 RELEASES/SPILLS OF OIL AND HAZARDOUS SUBSTANCES

Exercise due diligence to prevent, contain, and respond to spills of hazardous material, hazardous substances, hazardous waste, sewage, regulated gas, petroleum, lubrication oil, and other substances regulated by environmental law. Maintain spill cleanup equipment and materials at the work site. In the event of a spill, take prompt, effective action to stop, contain, curtail, or otherwise limit the amount, duration, and severity of the spill/release. In the event of any releases of oil and hazardous substances, chemicals, or gases; immediately (within 15 minutes) notify the Base or Activity Fire Department, the activity's Command Duty Officer, and the Contracting Officer. If the contractor's response is inadequate, the Navy may respond. If this should occur, the contractor will be required to reimburse the government for spill response assistance and analysis.

The Contractor is responsible for verbal and written notifications as required by the federal 40 CFR 355, State, local regulations and Navy Instructions. Spill response will be in accordance with 40 CFR 300 and applicable State and local regulations. Contain and clean up these spills without cost to the Government. If Government assistance is requested or required, the Contractor will reimburse the Government for such assistance. Provide copies of the written notification and documentation that a verbal notification was made within 20 days.

Maintain spill cleanup equipment and materials at the work site. Clean up all hazardous and non-hazardous (WHM) waste spills. The Contractor shall reimburse the government for all material, equipment, and clothing generated during any spill cleanup. The Contractor shall reimburse the government for all costs incurred including sample analysis materials, equipment, and labor if the government must initiate its own spill cleanup procedures, for Contractor responsible spills, when:

- a. The Contractor has not begun spill cleanup procedure within one hour of spill discovery/occurrence, or
- b. If, in the government's judgment, the Contractor's spill cleanup is not adequately abating life threatening situation and/or is a threat to any body of water or environmentally sensitive areas.

### 3.11 CONTROL AND MANAGEMENT OF ASBESTOS CONTAINING MATERIAL (ACM)

Items, components, or materials disturbed by or included in work under this contract do involve asbestos. Other materials in the general area around where work will be performed may contain asbestos. All thermal insulation, in all work areas, should be considered to be asbestos unless positively identified by conspicuous tags or previous laboratory analysis certifying them as asbestos free.

Inadvertent discovery of non-disclosed asbestos that will result in an abatement action requires a change in scope before proceeding. Upon discovery of asbestos containing material not identified in the contract documents, the Contractor shall immediately stop all work that would generate further damage to the material, evacuate the asbestos exposed area, and notify the Contracting Officer for resolution of the situation prior to resuming normal work activities in the affected area. Do not remove or perform work on any asbestos containing materials without the prior approval of the Contracting Officer. Do not engage in any activity, which would remove or damage such materials or cause the generation of fibers from such materials.

Manage and dispose of asbestos containing waste in accordance with applicable environmental law. Asbestos containing waste shall be manifested and the manifest provided to the Contracting Officer.

### 3.12 CONTROL AND MANAGEMENT OF HAZARDOUS WASTES

#### 3.12.1 Hazardous Waste/Debris Management

Identify all construction activities which will generate hazardous waste/debris. Provide a documented waste determination for all resultant waste streams. Hazardous waste/debris will be identified, labeled, handled, stored, and disposed of in accordance with all Federal, State, and local regulations including 40 CFR 261, 40 CFR 262, 40 CFR 263, 40 CFR 264, 40 CFR 265, 40 CFR 266, and 40 CFR 268.

Hazardous waste will also be managed in accordance with the approved Hazardous Waste Management Section of the Environmental Protection Plan. Store hazardous wastes in approved containers in accordance with 49 CFR 173 and 49 CFR 178. Hazardous waste generated within the confines of Government facilities will be identified as being generated by the Government.

Prior to removal of any hazardous waste from Government property, all hazardous waste manifests must be signed by activity personnel from the Station Environmental Office. No hazardous waste must be brought onto Government property. Provide to the Contracting Officer a copy of waste determination documentation for any solid waste streams that have any potential to be hazardous waste or contain any chemical constituents listed in 40 CFR 372-SUBPART D. For hazardous wastes spills, verbally notify the Contracting Officer immediately.

#### 3.12.1.1 Regulated Waste Storage/Satellite Accumulation/90 Day Storage Areas

If the work requires the temporary storage/collection of regulated or hazardous wastes, the Contractor will request the establishment of a Regulated Waste Storage Area, a Satellite Accumulation Area, or a 90 Day Storage Area at the point of generation. The Contractor must submit a request in writing to the Contracting Officer providing the following

information:

<u>Contract Number</u>	
<u>Contractor</u>	
<u>Haz/Waste or Regulated Waste POC</u>	
<u>Phone Number</u>	
<u>Type of Waste</u>	
<u>Source of Waste</u>	
<u>Emergency POC</u>	
<u>Phone Number</u>	
<u>Location of the Site</u>	

(Attach Site Plan to the Request)

Attach a waste determination form. Allow ten working days for processing this request. The designated area where waste is being stored shall be barricaded and a sign identifying as follows:

"DANGER - UNAUTHORIZED PERSONNEL KEEP OUT"

### 3.12.1.2 Sampling and Analysis of Hazardous Waste (HW)

#### a. Waste Sampling

1. Sample waste in accordance with EPA 530/F-93/004. Each sampled drum or container will be clearly marked with the Contractor's identification number and cross referenced to the chemical analysis performed.

#### b. Laboratory Analysis

1. Follow the analytical procedure and methods in accordance with the 40 CFR 261. The Contractor will provide all analytical results and reports performed to the Contracting Officer

#### c. Analysis Type

1. Identify waste hazardous material/hazardous waste by analyzing for the following properties as a minimum: ignitability, corrosiveness, total chlorides, BTU value, PCBs, TCLP for heavy metals, and cyanide.

### 3.12.1.3 Hazardous Waste Disposal

No hazardous, toxic, or universal waste shall be disposed or hazardous material abandoned on government property. And unless otherwise noted in this contract, the government is not responsible for disposal of Contractor generated waste material. The disposal of incidental materials used to accomplish the work including, but not limited to aerosol cans, waste

paint, cleaning solvents, contaminated brushes, rags, clothing, etc. are the responsibility of the Contractor. The list is illustrative rather than inclusive.

The Contractor is not authorized to discharge any materials to sanitary sewer, storm drain, or water way or conduct waste treatment or disposal on government property without written approval of the Contracting Officer.

Control of stored waste, packaging, sampling, analysis, and disposal will be determined by the details in the contract. The requirements for jobs in the following paragraphs will be used as the guidelines for disposal of any hazardous waste generated.

a. Responsibilities for Contractor's Disposal

1. Contractor responsibilities include any generation of WHM/HW requiring Contractor disposal of solid waste or liquid.
  - (a) Provide all service necessary for the final treatment/disposal of the hazardous material/waste in accordance with all local, State and Federal laws and regulations, and the terms and conditions of the contract within sixty (60) days after the materials have been generated. These services will include all necessary personnel, labor, transportation, packaging, detailed analysis (if required for disposal, and/or transportation, including manifesting or completing waste profile sheets, equipment, and the compilation of all documentation is required).
  - (b) Contain all waste in accordance with 40 CFR 260, 40 CFR 261, 40 CFR 262, 40 CFR 263, 40 CFR 264, 40 CFR 265, 40 CFR 266, 40 CFR 268, 40 CFR 270, 40 CFR 272, 40 CFR 273, 40 CFR 279, 40 CFR 280, and 40 CFR 761.
  - (c) Obtain a representative sample of the material generated for each job done to provide waste stream determination.
  - (d) Analyze each sample taken and providing analytical results to the Contracting Officer. Provide two copies of the results.
  - (e) Determine the DOT proper shipping names for all waste (each container requiring disposal) and will demonstrate how this determination is developed and supported by the sampling and analysis requirements contained herein to the Contracting Officer.
2. Contractor Disposal Turn-In Requirements
3. For any waste hazardous materials or hazardous waste generated which requires the Contractor to dispose of, the following conditions must be complied with in order to be acceptable for disposal:
  - (a) Drums compatible with waste contents and drums meet DOT requirements for 49 CFR 173 for transportation of materials.
  - (b) Drums banded to wooden pallets. No more than three (3) 55 gallon drums to a pallet, or two (2) 85 gallon over packs.
  - (c) Band using 1-1/4 inch minimum band on upper third of drum.

(d) Recovery materials label (provided by Code 106.321) located in middle of drum, filled out to indicate actual volume of material, name of material manufacturer, other vendor information as available.

(e) Always have three (3) to five (5) inches of empty space above volume of material. This space is called 'outage'.

#### 3.12.1.4 Universal Waste/e-Waste Management

Universal waste including but not limited to some mercury containing building products such florescent lamps, mercury vapor lamps, high pressure sodium lamps, CRTs, batteries, electrical equipment, and consumed electronic devices, shall be managed in accordance with applicable environmental law and installation instructions.

#### 3.12.2 Class I and II ODS Prohibition

Class I and II ODS in pure or blended form as defined and identified herein must not be used in the performance of this contract, nor be provided as part of the equipment except for the use of servicing existing government owned equipment. This prohibition will be considered to prevail over any other provision, specification, drawing, or referenced documents. Regulations related to the protection of stratosphere ozone may be found in 40 CFR 82.

##### 3.12.2.1 Recycling Requirements

Recycle used refrigerants and ozone depleting substances generated during the performance of this contract to the maximum extent practicable to minimize used refrigerant and ozone depleting substance disposal as HW.

Test, collect, transfer, recycle, and/or arrange for shipping and proper disposal of used refrigerants and ozone depleting substances generated during the performance of work under this contract. The Contractor is responsible for all associated costs.

Any and all Class I ODS and R-22 recovered by the Contractor as part of this contract shall be packaged and turned over to the Government for recycling upon the completion of the work covered by this contract. The Contractor shall arrange for recycling of used refrigerants not turned over to the government, at a licensed refrigerant recycler approved by the Contracting Officer.

##### 3.12.2.2 EPA Certification Requirements

Heating and Air conditioning technicians must be certified through an EPA-approved program. Copies of certifications shall be maintained at the employees' place of business and be carried as a wallet card by the technician, as provided by environmental law.

##### 3.12.2.3 Accidental Venting of Refrigerant

Accidental venting of a refrigerant is a release and must be reported to the Contracting Officer

### 3.13 DUST CONTROL

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

#### 3.13.1 Dirt and Dust Control Plan

Submit truck and material haul routes along with a plan for controlling dirt, debris, and dust on base roadways. As a minimum, identify in the plan the subcontractor and equipment for cleaning along the haul route and measures to reduce dirt, dust, and debris from roadways.

### 3.14 ABRASIVE BLASTING

#### 3.14.1 Blasting Operations

The use of silica sand is prohibited in sandblasting.

Provide tarpaulin drop cloths and windscreens to enclose abrasive blasting operations to confine and collect dust, abrasive, agent, paint chips, and other debris in accordance with the requirements specified.

#### 3.14.2 Disposal Requirements

Submit analytical results of the debris generated from abrasive blasting operations per Laboratory Analysis in paragraph SAMPLING AND ANALYSIS OF HW. Hazardous waste generated from blasting operations will be managed in accordance with paragraph CONTROL AND MANAGEMENT OF HAZARDOUS WASTE and with the approved HWMP. Disposal of non-hazardous abrasive blasting debris will be in accordance with paragraph CONTROL AND DISPOSAL OF SOLID WASTES.

### 3.15 NOISE

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

-- End of Section --

SECTION 01 62 35

RECYCLED/RECOVERED/BIOBASED MATERIALS

05/13

PART 1 GENERAL

1.1 REFERENCES

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

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

40 CFR 247	Comprehensive Procurement Guideline for Products Containing Recovered Materials
48 CFR 23	Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace

1.2 OBJECTIVES

Government procurement policy is to acquire, in a cost effective manner, items containing the highest percentage of recycled, recovered and biobased materials practicable consistent with maintaining a satisfactory level of competition without adversely affecting performance requirements or exposing suppliers' employees to undue hazards from the recovered materials. The Environmental Protection Agency (EPA) and the United States Department of Agriculture (USDA) has designated certain items which must contain a specified percent range of recovered or recycled materials. EPA and USDA designated products specified in this contract comply with the stated policy and with the EPA and USDA guidelines. Make all reasonable efforts to use recycled, recovered and biobased materials in providing the EPA and USDA designated products and in otherwise utilizing recycled, recovered and biobased materials in the execution of the work.

1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Biobased Products; G

1.4 DESIGNATED ITEMS INCORPORATED IN THE WORK

Various sections of the specifications contain requirements for materials that have been designated by EPA and USDA as being products which are or can be made with recovered or recycled, recovered and biobased materials.

These items, when incorporated into the work under this contract, shall contain at least the specified percentage of recycled or recovered materials or biobased unless adequate justification (non-availability) for non-use is provided. When a designated item is specified as an option to a non-designated item, the designated item requirements apply only if the designated item is used in the work. EPA designated items (with variable percentages of recycled content) for construction include insulation (rock wool, fiberglass, cellulose, perlite composite board, non-woven batt plastic, rigid foam plastic, polyisocyanurate, polyurethane, rigid foam plastic, foam in place, glass fiber reinforced, phenolic rigid foam), structural fiberboard, laminated paperboard, cement, concrete, polyester carpet face fiber, patio blocks, floor tiles, shower and restroom dividers/partitions, latex paint, carpet cushion, flowable fill, railroad grade crossing surfaces, modular threshold ramps, nonpressure pipe, and roofing materials. Post consumer recovered content requirements are listed at [www.epa.gov/cpg/products.htm](http://www.epa.gov/cpg/products.htm)

#### 1.5 EPA PROPOSED ITEMS INCORPORATED IN THE WORK

Products other than those designated by EPA and USDA are still being researched and are being considered for future Comprehensive Procurement Guideline (CPG) and USDA's Federal Procurement Preferences (FPP) designations. It is recommended that these items, when incorporated in the work under this contract, contain the highest practicable percentage of recycled, recovered and biobased materials, provided specified requirements are also met.

#### 1.6 EPA LISTED ITEMS USED IN CONDUCT OF THE WORK BUT NOT INCORPORATED IN THE WORK

Many products listed in 40 CFR 247 and 48 CFR 23 have been designated or proposed by EPA and USDA to include recycled, recovered and biobased materials that may be used by the Contractor in performing the work but will not be incorporated into the work. These products include office products, temporary traffic control products, and pallets. It is recommended that these non-construction products, when used in the conduct of the work, contain the highest practicable percentage of recycled, recovered and biobased materials and that these products be recycled when no longer needed.

#### 1.7 BIOPREFERRED FPP

Utilize products and material made from biobased materials to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable specifications and standards.

Biobased products that are designated for preferred procurement under USDA's BioPreferred program must meet the required minimum biobased content. Refer to <http://www.biopREFERRED.gov/ProductCategories.aspx> for the product categories and <http://www.biopREFERRED.gov/bioPreferredCatalog/faces/jsp/catalogLanding.jsp> for the BioPreferred Catalog. Submit data for the biobased products to include biobased content and source of biobased material; indicating the name of the manufacturer, cost of each material, and the intended use of each of the materials that are to be used in carrying out the requirements of the contract.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --

SECTION 01 74 19

CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT  
01/07

PART 1 GENERAL

1.1 REFERENCES

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

U.S. GREEN BUILDING COUNCIL (USGBC)

LEED GBDC Ref Guide	(2009; R 2010) LEED Reference Guide for Green Building Design, Construction and Major Renovations of Commercial and Institutional Buildings including Core & Shell and K-12 Projects
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1.2 GOVERNMENT POLICY

Government policy is to apply sound environmental principles in the design, construction and use of facilities. As part of the implementation of that policy: (1) practice efficient waste management when sizing, cutting, and installing products and materials and (2) use all reasonable means to divert construction and demolition waste from landfills and incinerators and to facilitate their recycling or reuse. A minimum of 50 percent by weight of total project solid waste and 60% construction and demolition debris shall be diverted from the landfill.

1.3 MANAGEMENT

Develop and implement a waste management program. Take a pro-active, responsible role in the management of construction and demolition waste and require all subcontractors, vendors, and suppliers to participate in the effort. The Environmental Manager shall be responsible for instructing workers and overseeing and documenting results of the Waste Management Plan for the project. Construction and demolition waste includes products of demolition or removal, excess or unusable construction materials, packaging materials for construction products, and other materials generated during the construction process but not incorporated into the work. In the management of waste consideration shall be given to the availability of viable markets, the condition of the material, the ability to provide the material in suitable condition and in a quantity acceptable to available markets, and time constraints imposed by internal project completion mandates. The Contractor is responsible for implementation of any special programs involving rebates or similar incentives related to recycling of waste. Revenues or other savings obtained for salvage, or recycling accrue to the Contractor. Appropriately permit firms and facilities used for recycling, reuse, and disposal for the intended use to the extent required by federal, state, and local regulations. Also, provide on-site instruction of appropriate separation, handling, recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the project.

#### 1.4 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Waste Management Plan; G

SD-11 Closeout Submittals

Records

#### 1.5 MEETINGS

Conduct Construction Waste Management meetings. After award of the Contract and prior to commencement of work, schedule and conduct a meeting with the Contracting Officer to discuss the proposed Waste Management Plan and to develop a mutual understanding relative to the details of waste management. The requirements for this meeting may be fulfilled during the coordination and mutual understanding meeting outlined in Section 01 45 00.00 2001 45 00.00 10 QUALITY CONTROL. At a minimum, environmental and waste management goals and issues shall be discussed at the following additional meetings:

- a. Pre-bid meeting.
- b. Pre-demolition meeting.
- c. Regular QC meetings.
- d. Work safety meetings.

#### 1.6 WASTE MANAGEMENT PLAN

A waste management plan shall be submitted within 15 days after notice to proceed and not less than 10 days before the preconstruction meeting. The plan shall demonstrate how the project waste diversion requirements (50 percent of solid waste and 60% of construction and demolition debris) shall be met and shall include the following:

- a. Name of individuals on the Contractor's staff responsible for waste prevention and management.
- b. Actions that will be taken to reduce solid waste generation, including coordination with subcontractors to ensure awareness and participation.
- c. Description of the regular meetings to be held to address waste management.
- d. Description of the specific approaches to be used in recycling/reuse of the various materials generated, including the areas on site and equipment to be used for processing, sorting, and temporary storage of wastes.
- e. Characterization, including estimated types and quantities, of the

waste to be generated.

- f. Name of landfill and/or incinerator to be used and the estimated costs for use, assuming that there would be no salvage or recycling on the project.
- g. Identification of local and regional reuse programs, including non-profit organizations such as schools, local housing agencies, and organizations that accept used materials such as materials exchange networks and Habitat for Humanity. Include the name, location, and phone number for each reuse facility to be used, and provide a copy of the permit or license for each facility.
- h. List of specific waste materials that will be salvaged for resale, salvaged and reused on the current project, salvaged and stored for reuse on a future project, or recycled. Recycling facilities that will be used shall be identified by name, location, and phone number, including a copy of the permit or license for each facility.
- i. Identification of materials that cannot be recycled/reused with an explanation or justification, to be approved by the Contracting Officer.
- j. Description of the means by which any waste materials identified in item (h) above will be protected from contamination.
- k. Description of the means of transportation of the recyclable materials (whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler and removed from the site).
- l. Anticipated net cost savings determined by subtracting Contractor program management costs and the cost of disposal from the revenue generated by sale of the materials and the incineration and/or landfill cost avoidance.

Revise and resubmit Plan as required by the Contracting Officer. Approval of Contractor's Plan will not relieve the Contractor of responsibility for compliance with applicable environmental regulations or meeting project cumulative waste diversion requirement. Distribute copies of the Waste Management Plan to each subcontractor, the Quality Control Manager, and the Contracting Officer.

#### 1.7 RECORDS

Records shall be maintained to document the quantity of waste generated; the quantity of waste diverted through sale, reuse, or recycling; and the quantity of waste disposed by landfill or incineration. Records shall be kept in accordance with the LEED GBDC Ref Guide and using the LEED Letter Template. Quantities may be measured by weight. List each type of waste separately noting the disposal or diversion date. Identify the landfill, recycling center, waste processor, or other organization used to process or receive the solid waste. Provide explanations for any waste not recycled or reused. With each application for payment, submit updated documentation for solid waste disposal and diversion, and submit manifests, weight tickets, receipts, and invoices specifically identifying the project and waste material. The records shall be made available to the Contracting Officer during construction, and a copy of the records shall be delivered to the Contracting Officer monthly and upon completion of the construction.

## 1.8 COLLECTION

Separate, store, protect, and handle at the site identified recyclable and salvageable waste products in a manner that maximizes recyclability and salvagability of identified materials. Provide the necessary containers, bins and storage areas to facilitate effective waste management and clearly and appropriately identify them. Provide materials for barriers and enclosures around recyclable material storage areas which are nonhazardous and recyclable or reusable. Locate out of the way of construction traffic. Provide adequate space for pick-up and delivery and convenience to subcontractors. Recycling and waste bin areas are to be kept neat and clean, and recyclable materials shall be handled to prevent contamination of materials from incompatible products and materials. Clean contaminated materials prior to placing in collection containers. Use cleaning materials that are nonhazardous and biodegradable. Handle hazardous waste and hazardous materials in accordance with applicable regulations and coordinate with Section 01 57 19.00 20 TEMPORARY ENVIRONMENTAL CONTROLS. Separate materials by one of the following methods:

### 1.8.1 Source Separated Method

Waste products and materials that are recyclable shall be separated from trash and sorted as described below into appropriately marked separate containers and then transported to the respective recycling facility for further processing. Deliver materials in accordance with recycling or reuse facility requirements (e.g., free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to the recycling process). Separate materials into the following category types as appropriate to the project waste and to the available recycling and reuse programs in the project area:

- a. Land clearing debris.
- b. Concrete and masonry.
- c. Metal (e.g. banding, stud trim, ductwork, piping, rebar, roofing, other trim, steel, iron, galvanized, stainless steel, aluminum, copper, zinc, lead brass, bronze).
  1. Ferrous (e.g. steel, iron, cast iron, stainless steel, carbon steel, wrought iron).
  2. Non-ferrous (e.g. brass, aluminum, copper, lead, zinc, tin).
- d. Wood (nails and staples allowed).
- e. Debris.
- f. Glass (colored glass allowed).
- g. Paper.
  1. Bond.
  2. Newsprint.
  3. Cardboard and paper packaging materials.
- h. Plastic.

Type	
1	Polyethylene Terephthalate (PET, PETE)
2	High Density Polyethylene (HDPE)
3	Vinyl (Polyvinyl Chloride or PVC)
4	Low Density Polyethylene (LDPE)
5	Polypropylene (PP)
6	Polystyrene (PS)

- i. Gypsum.
- j. Non-hazardous paint and paint cans.
- k. Carpet.
- l. Ceiling tiles.
- m. Insulation.
- n. Beverage containers.
- o. Soil.

#### 1.8.2 Co-Mingled Method

Waste products and recyclable materials shall be placed into a single container and then transported to a recycling facility where the recyclable materials are sorted and processed.

#### 1.8.3 Other Methods

Other methods proposed by the Contractor may be used when approved by the Contracting Officer. Approval by the Contracting Officer is required.

### 1.9 DISPOSAL

Control accumulation of waste materials and trash. Recycle or dispose of collected materials off-site at intervals approved by the Contracting Officer and in compliance with waste management procedures. Except as otherwise specified in other sections of the specifications, disposal shall be in accordance with the following:

#### 1.9.1 Reuse

First consideration shall be given to salvage for reuse since little or no re-processing is necessary for this method, and less pollution is created when items are reused in their original form. Coordinate reuse with the Contracting Officer. Sale or donation of waste suitable for reuse shall be considered.

1.9.2 Recycle

Waste materials not suitable for reuse, but having value as being recyclable, shall be made available for recycling. All fluorescent lamps, HID lamps, and mercury-containing thermostats removed from the site shall be recycled. Arrange for timely pickups from the site or deliveries to recycling facilities in order to prevent contamination of recyclable materials.

1.9.3 Waste

Materials with no practical use or economic benefit shall be disposed at a landfill or incinerator.

1.9.4 Return

Set aside and protect misdelivered and substandard products and materials and return to supplier for credit.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 78 23

OPERATION AND MAINTENANCE DATA

07/06

PART 1 GENERAL

1.1 REFERENCES

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

ASTM INTERNATIONAL (ASTM)

ASTM E1971 (2005; R 2011) Stewardship for the Cleaning of Commercial and Institutional Buildings

1.2 SUBMISSION OF OPERATION AND MAINTENANCE DATA

Submit Operation and Maintenance (O&M) Data specifically applicable to this contract and a complete and concise depiction of the provided equipment, product, or system, stressing and enhancing the importance of system interactions, troubleshooting, and long-term preventative maintenance and operation. The subcontractors must compile and prepare data and deliver to the Contractor prior to the training of Government personnel. The Contractor must compile and prepare aggregate O&M data including clarifying and updating the original sequences of operation to as-built conditions. Organize and present information in sufficient detail to clearly explain O&M requirements at the system, equipment, component, and subassembly level. Include an index preceding each submittal. Submit in accordance with this section and Section 01 33 00 SUBMITTAL PROCEDURES.

1.2.1 Package Quality

Documents must be fully legible. Poor quality copies and material with hole punches obliterating the text or drawings will not be accepted.

1.2.2 Package Content

Data package content shall be as shown in the paragraph titled "Schedule of Operation and Maintenance Data Packages." Comply with the data package requirements specified in the individual technical sections, including the content of the packages and addressing each product, component, and system designated for data package submission, except as follows. Commissioned items without a specified data package requirement in the individual technical sections must use Data Package 4. Commissioned items with a Data Package 1 or 2 requirement must use instead Data Package 4.

1.2.3 Changes to Submittals

Manufacturer-originated changes or revisions to submitted data must be furnished by the Contractor if a component of an item is so affected subsequent to acceptance of the O&M Data. Submit changes, additions, or revisions required by the Contracting Officer for final acceptance of submitted data within 30 calendar days of the notification of this change requirement.

#### 1.2.4 Review and Approval

The Contractor's Commissioning Authority (CA) must review the commissioned systems and equipment submittals for completeness and applicability. The CA must verify that the systems and equipment provided meet the requirements of the Contract documents and design intent, particularly as they relate to functionality, energy performance, water performance, maintainability, sustainability, system cost, indoor environmental quality, and local environmental impacts. The CA must communicate deficiencies to the Contracting Officer. Upon a successful review of the corrections, the CA must recommend approval and acceptance of these O&M manuals to the Contracting Officer. This work is in addition to the normal review procedures for O&M data.

#### 1.2.5 O&M Database

Develop a database from the O&M manuals that contains the information required to start a preventative maintenance program.

### 1.3 TYPES OF INFORMATION REQUIRED IN O&M DATA PACKAGES

#### 1.3.1 Operating Instructions

Include specific instructions, procedures, and illustrations for the following phases of operation for the installed model and features of each system:

##### 1.3.1.1 Safety Precautions and Hazards

List personnel hazards and equipment or product safety precautions for all operating conditions. List all residual hazards. Provide recommended safeguards for each identified hazard.

##### 1.3.1.2 Operator Prestart

Include procedures required to install, set up, and prepare each system for use.

##### 1.3.1.3 Startup, Shutdown, and Post-Shutdown Procedures

Provide narrative description for Startup, Shutdown and Post-shutdown operating procedures including the control sequence for each procedure.

##### 1.3.1.4 Normal Operations

Provide narrative description of Normal Operating Procedures. Include Control Diagrams with data to explain operation and control of systems and specific equipment.

##### 1.3.1.5 Emergency Operations

Include Emergency Procedures for equipment malfunctions to permit a short period of continued operation or to shut down the equipment to prevent further damage to systems and equipment. Include Emergency Shutdown Instructions for fire, explosion, spills, or other foreseeable contingencies. Provide guidance and procedures for emergency operation of all utility systems including required valve positions, valve locations and zones or portions of systems controlled.

#### 1.3.1.6 Operator Service Requirements

Include instructions for services to be performed by the operator such as lubrication, adjustment, inspection, and recording gage readings.

#### 1.3.1.7 Environmental Conditions

Include a list of Environmental Conditions (temperature, humidity, and other relevant data) that are best suited for the operation of each product, component or system. Describe conditions under which the item equipment should not be allowed to run.

#### 1.3.1.8 Operating Log

Provide forms, sample logs, and instructions for maintaining necessary operating records.

#### 1.3.2 Preventive Maintenance

Include the following information for preventive and scheduled maintenance to minimize corrective maintenance and repair for the installed model and features of each system. Include potential environmental and indoor air quality impacts of recommended maintenance procedures and materials.

##### 1.3.2.1 Lubrication Data

Include preventative maintenance lubrication data, in addition to instructions for lubrication provided under paragraph titled "Operator Service Requirements":

- a. A table showing recommended lubricants for specific temperature ranges and applications.
- b. Charts with a schematic diagram of the equipment showing lubrication points, recommended types and grades of lubricants, and capacities.
- c. A Lubrication Schedule showing service interval frequency.

##### 1.3.2.2 Preventive Maintenance Plan and Schedule

Include manufacturer's schedule for routine preventive maintenance, inspections, tests and adjustments required to ensure proper and economical operation and to minimize corrective maintenance. Provide manufacturer's projection of preventive maintenance work-hours on a daily, weekly, monthly, and annual basis including craft requirements by type of craft. For periodic calibrations, provide manufacturer's specified frequency and procedures for each separate operation.

##### 1.3.2.3 Cleaning Recommendations

Provide environmentally preferable cleaning recommendations in accordance with ASTM E1971.

#### 1.3.3 Corrective Maintenance (Repair)

Include manufacturer's recommended procedures and instructions for correcting problems and making repairs for the installed model and features of each system. Include potential environmental and indoor air quality

impacts of recommended maintenance procedures and materials.

#### 1.3.3.1 Troubleshooting Guides and Diagnostic Techniques

Include step-by-step procedures to promptly isolate the cause of typical malfunctions. Describe clearly why the checkout is performed and what conditions are to be sought. Identify tests or inspections and test equipment required to determine whether parts and equipment may be reused or require replacement.

#### 1.3.3.2 Wiring Diagrams and Control Diagrams

Wiring diagrams and control diagrams shall be point-to-point drawings of wiring and control circuits including factory-field interfaces. Provide a complete and accurate depiction of the actual job specific wiring and control work. On diagrams, number electrical and electronic wiring and pneumatic control tubing and the terminals for each type, identically to actual installation configuration and numbering.

#### 1.3.3.3 Maintenance and Repair Procedures

Include instructions and a list of tools required to repair or restore the product or equipment to proper condition or operating standards.

#### 1.3.3.4 Removal and Replacement Instructions

Include step-by-step procedures and a list required tools and supplies for removal, replacement, disassembly, and assembly of components, assemblies, subassemblies, accessories, and attachments. Provide tolerances, dimensions, settings and adjustments required. Instructions shall include a combination of text and illustrations.

#### 1.3.3.5 Spare Parts and Supply Lists

Include lists of spare parts and supplies required for maintenance and repair to ensure continued service or operation without unreasonable delays. Special consideration is required for facilities at remote locations. List spare parts and supplies that have a long lead-time to obtain.

#### 1.3.4 Corrective Maintenance Work-Hours

Include manufacturer's projection of corrective maintenance work-hours including requirements by type of craft. Corrective maintenance that requires completion or participation of the equipment manufacturer shall be identified and tabulated separately.

#### 1.3.5 Appendices

Provide information required below and information not specified in the preceding paragraphs but pertinent to the maintenance or operation of the product or equipment. Include the following:

##### 1.3.5.1 Product Submittal Data

Provide a copy of all SD-03 Product Data submittals required in the applicable technical sections.

#### 1.3.5.2 Manufacturer's Instructions

Provide a copy of all SD-08 Manufacturer's Instructions submittals required in the applicable technical sections.

#### 1.3.5.3 O&M Submittal Data

Provide a copy of all SD-10 Operation and Maintenance Data submittals required in the applicable technical sections.

#### 1.3.5.4 Parts Identification

Provide identification and coverage for all parts of each component, assembly, subassembly, and accessory of the end items subject to replacement. Include special hardware requirements, such as requirement to use high-strength bolts and nuts. Identify parts by make, model, serial number, and source of supply to allow reordering without further identification. Provide clear and legible illustrations, drawings, and exploded views to enable easy identification of the items. When illustrations omit the part numbers and description, both the illustrations and separate listing shall show the index, reference, or key number that will cross-reference the illustrated part to the listed part. Parts shown in the listings shall be grouped by components, assemblies, and subassemblies in accordance with the manufacturer's standard practice. Parts data may cover more than one model or series of equipment, components, assemblies, subassemblies, attachments, or accessories, such as typically shown in a master parts catalog.

#### 1.3.5.5 Warranty Information

List and explain the various warranties and clearly identify the servicing and technical precautions prescribed by the manufacturers or contract documents in order to keep warranties in force. Include warranty information for primary components such as the compressor of air conditioning system.

#### 1.3.5.6 Extended Warranty Information

List all warranties for products, equipment, components, and sub-components whose duration exceeds one year. For each warranty listed, indicate the applicable specification section, duration, start date, end date, and the point of contact for warranty fulfillment. Also, list or reference all specific operation and maintenance procedures that must be performed to keep the warranty valid.

#### 1.3.5.7 Personnel Training Requirements

Provide information available from the manufacturers that is needed for use in training designated personnel to properly operate and maintain the equipment and systems.

#### 1.3.5.8 Testing Equipment and Special Tool Information

Include information on test equipment required to perform specified tests and on special tools needed for the operation, maintenance, and repair of components.

#### 1.3.5.9 Testing and Performance Data

Include completed prefunctional checklists, functional performance test forms, and monitoring reports. Include recommended schedule for retesting and blank test forms.

#### 1.3.5.10 Field Test Reports

Provide Field Test Reports (SD-06) that apply to equipment associated with the system.

#### 1.3.5.11 Contractor Information

Provide a list that includes the name, address, and telephone number of the General Contractor and each Subcontractor who installed the product or equipment, or system. For each item, also provide the name address and telephone number of the manufacturer's representative and service organization that can provide replacements most convenient to the project site. Provide the name, address, and telephone number of the product, equipment, and system manufacturers.

### 1.4 TYPES OF INFORMATION REQUIRED IN CONTROLS O&M DATA PACKAGES

Include Data Package 5 and the following for control systems:

- a. Narrative description on how to perform and apply all functions, features, modes, and other operations, including unoccupied operation, seasonal changeover, manual operation, and alarms. Include detailed technical manual for programming and customizing control loops and algorithms.
- b. Full as-built sequence of operations.
- c. Copies of all checkout tests and calibrations performed by the Contractor (not Cx tests).
- d. Full points list. A listing of rooms shall be provided with the following information for each room:
  1. Floor
  2. Room number
  3. Room name
  4. Air handler unit ID
  5. Reference drawing number
  6. Air terminal unit tag ID
  7. Heating and/or cooling valve tag ID
  8. Minimum cfm
  9. Maximum cfm
- e. Full print out of all schedules and set points after testing and acceptance of the system.

g. Electronic File:

1. Assemble each manual into a composite electronically indexed file in PDF format. Provide HDD's, DVD's or CD's as appropriate, so that each one contains all maintenance and record files, and also the Project Record Documents and Training Videos, of the entire program for this facility.
2. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
3. Link the index to separate files within the composite of files. Book mark maintenance and record files, that have a Table of Contents, according to the Table of Contents

h. Marking of all system sensors and thermostats on the as-built floor plan and mechanical drawings with their control system designations.

1.5 SCHEDULE OF OPERATION AND MAINTENANCE DATA PACKAGES

Furnish the O&M data packages specified in individual technical sections. The required information for each O&M data package is as follows:

1.5.1 Data Package 1

- a. Safety precautions
- b. Cleaning recommendations
- c. Maintenance and repair procedures
- d. Warranty information
- e. Contractor information
- f. Spare parts and supply list

1.5.2 Data Package 2

- a. Safety precautions
- b. Normal operations
- c. Environmental conditions
- d. Lubrication data
- e. Preventive maintenance plan and schedule
- f. Cleaning recommendations
- g. Maintenance and repair procedures
- h. Removal and replacement instructions
- i. Spare parts and supply list

- j. Parts identification
- k. Warranty information
- l. Contractor information

#### 1.5.3 Data Package 3

- a. Safety precautions
- b. Operator prestart
- c. Startup, shutdown, and post-shutdown procedures
- d. Normal operations
- e. Emergency operations
- f. Environmental conditions
- g. Lubrication data
- h. Preventive maintenance plan and schedule
- i. Cleaning recommendations
- j. Troubleshooting guides and diagnostic techniques
- k. Wiring diagrams and control diagrams
- l. Maintenance and repair procedures
- m. Removal and replacement instructions
- n. Spare parts and supply list
- o. Product submittal data
- p. O&M submittal data
- q. Parts identification
- r. Warranty information
- s. Testing equipment and special tool information
- t. Testing and performance data
- u. Contractor information

#### 1.5.4 Data Package 4

- a. Safety precautions
- b. Operator prestart
- c. Startup, shutdown, and post-shutdown procedures
- d. Normal operations

- e. Emergency operations
- f. Operator service requirements
- g. Environmental conditions
- h. Lubrication data
- i. Preventive maintenance plan and schedule
- j. Cleaning recommendations
- k. Troubleshooting guides and diagnostic techniques
- l. Wiring diagrams and control diagrams
- m. Maintenance and repair procedures
- n. Removal and replacement instructions
- o. Spare parts and supply list
- p. Corrective maintenance man-hours
- q. Product submittal data
- r. O&M submittal data
- s. Parts identification
- t. Warranty information
- u. Personnel training requirements
- v. Testing equipment and special tool information
- w. Testing and performance data
- x. Contractor information

1.5.5 Data Package 5

- a. Safety precautions
- b. Operator prestart
- c. Start-up, shutdown, and post-shutdown procedures
- d. Normal operations
- e. Environmental conditions
- f. Preventive maintenance plan and schedule
- g. Troubleshooting guides and diagnostic techniques
- h. Wiring and control diagrams

- i. Maintenance and repair procedures
- j. Removal and replacement instructions
- k. Spare parts and supply list
- l. Product submittal data
- m. Manufacturer's instructions
- n. O&M submittal data
- o. Parts identification
- p. Testing equipment and special tool information
- q. Warranty information
- r. Testing and performance data
- s. Contractor information

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --