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SECTION 01 11 00

SUMMARY OF WORK

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.

ASTM INTERNATIONAL (ASTM)

ASTM E 2114 (2008) Standard Terminology for Sustainability Relative to the Performance of Buildings

1.2 DEFINITIONS

Definitions pertaining to sustainable development are as defined in ASTM E 2114, , 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 Contractor Quality Control approval. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

1.4.1 Project Description

The work includes partial interior demolition at Building 2009. The interior will be reconfigured to provide a new female head / locker room, a conference / training room, and SIPRNET cafe. At office areas to remain, carpet and base will be replaced and electrical service improved to provide for additional computer workstations. In order to correct life safety deficiencies, a complete wet pipe sprinkler system will be provided.

1.4.2 Location

The work shall be located at the Joint Expeditionary Base - Little Creek, Virginia Beach, VA, approximately as indicated. The exact location will be shown by the Contracting Officer.

1.5 OCCUPANCY OF PREMISES

Building 2009 will be unoccupied 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 and corridors.

1.6 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.

PART 2 PRODUCTS

Not used.

SECTION 01 14 00

WORK RESTRICTIONS

11/11

PART 1 GENERAL

1.1 DEFINITIONS

1.1.1 State

"State" used in reference to states of the United States .

1.2 CONTRACTOR ACCESS AND USE OF PREMISES

1.2.1 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. To minimize traffic congestion, delivery of materials shall be outside of peak traffic hours (6:30 to 8:00 a.m. and 3:30 to 5:00 p.m.) unless otherwise approved by the Contracting Officer. Wear hard hats in designated areas. Do not enter any restricted areas unless required to do so and until cleared for such entry. The Contractor's equipment shall be conspicuously marked for identification.

1.2.1.1 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.

1.2.1.2 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.
- c. Submit a list of all employees (First Name, Last Name, Middle Name / Date of Birth / Social Security Number) to the Facilities Engineering and Acquisition Division, Building 3165, Operations Assistant. Employees sha;; wear and display the badge in the chest area at all times while entering, remaining in, and exit spaces and each badge shall be used only by the specific individual named on the badge. Maintain strict accountability over identification badges and passes issued by the Pass and ID Office. return badges/passes to the Pass Office immediately upon termination of any employee, expiration, completion of contract, or when no longer required.
- d. Base Access outside of normal business hours: The contractor will request access outside of normal business hours through rapidgate if the contractor is enrolled in the NCACS program. Contractors not enrolled in the NCACS program will follow the process provided by the assigned FEAD Construction Manager for the awarded contract task order.

1.2.1.3 Employee List

The Contractor shall provide to the Contracting officer, in writing, the names of two designated representatives authorized to request personnel and vehicle passes for employees and subcontractor's employees prior to commencement of work under this contract.

1.2.1.4 Personnel Entry Approval

Failure to obtain entry approval will not affect the contract price or time of completion.

1.2.1.5 No Smoking Policy

Smoking is prohibited within and outside of all buildings on installations under the cognizance of NAVFAC Mid-Atlantic 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.

1.2.2 Working Hours

Regular working hours shall consist of an 8 1/2 hour period , between 7 a.m. and 3:30 p.m., Monday through Friday, , excluding Government holidays.

1.2.3 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 shall 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.

1.2.4 Occupied and Existing Buildings

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

The existing buildings and their contents shall be kept secure at all times. Provide temporary closures as required to maintain security as directed by the Contracting Officer.

Provide dust covers or protective enclosures to protect existing work that remains and Government material located in the buildings during the construction period.

Relocate movable furniture away from the Contractor's working area as required to perform the work, protect the furniture, and replace the furniture in its original location upon completion of the work. Leave attached equipment in place, and protect it against damage, or temporarily disconnect, relocate, protect, and reinstall it at the completion of the work.

1.2.5 Utility Cutovers and Interruptions

- a. Make utility cutovers and interruptions after normal working hours or on Saturdays, Sundays, and Government holidays. Conform to procedures required in the paragraph "Work Outside Regular Hours."
- b. Ensure that new utility lines are complete, except for the connection, before interrupting existing service.
- c. Interruption to water, sanitary sewer, storm sewer, telephone service, electric service, air conditioning, heating, fire alarm, and compressed air shall be considered utility cutovers pursuant to the paragraph entitled "Work Outside Regular Hours."
- d. Operation of Station Utilities: The Contractor shall not operate nor disturb the setting of control devices in the station utilities system, including water, sewer, electrical, and steam services. The Government will operate the control devices as required for normal conduct of the work. The Contractor shall notify the Contracting Officer giving reasonable advance notice when such operation is required.

e. Contractor is responsible for locking out and tagging out of service, all equipment/utility systems involved under this contract. After an outage has been approved, Government personnel will secure the equipment/utility distribution systems and tag those systems outside the building. Operation and isolation of utility services within the building are the responsibility of the Contractor. Where possible, the Contractor shall provide any necessary locks and chains to secure utility systems (i.e. steam, water, air, electricity) and to achieve a zero mechanical state (ZMS) for all machinery involved. ZMS is defined as the mechanical state of a machine in which:

1. Every power source that can produce machine movement has been locked off.
2. The mechanical potential energy of all portions of the machine is at its lowest potential value so opening of pipes, valves, hoses, or actuation of any valve will not produce a movement that could easily cause injury.
3. The kinetic energy of the machine is at its lowest practical value.
4. Pressurized fluid (air, oil, or other) trapped in the machine lines, cylinders, or other components is not capable of producing a machine motion upon actuation of any valve.

1.3 SECURITY REQUIREMENTS

1.3.1 Joint Expeditionary Base Little Creek

Contractor employees and representatives performing work under this contract are required to be United States citizens. If naturalized, the individual shall present his naturalization papers to the Security Officer for inspection. Foreign born personnel shall present evidence of citizenship regardless of citizenship of parents, as required by immigration laws. Contractors and Contractor personnel shall be the subject of a local police records check. Requested information shall be furnished. Individuals who have felony convictions (e.g., murder, rape, drug offences, of theft) or who are deemed untrustworthy by the Security Department, Joint Expeditionary Base Little Creek will be denied access to Joint Expeditionary Base Little Creek and their personnel badge will be recalled.

1.3.1.1 Commercial Vehicles

Vehicle passes will be issued to each commercial vehicle that is required for the job, authorizing entry and parking within Joint Expeditionary Base Little Creek, for contractors not participating in the NCACS (rapidgate) program. Every vehicle entering the Joint Expeditionary Base Little Creek will display the pass on the dashboard or visor (facing outward). The pass will be visible at all times while on the bases. Parking is limited to those areas that are specifically identified on the pass. If additional passes are required, present adequate justification to the Pass and ID Office via the Contracting officer.

Contractor vehicles that enter Little Creek will enter through Gate "3" only. Gate "3" is adjacent to building 3710 and is open 0500-2000 M-F and 0700-1800 Sa-Su. The Commercial Vehicle inspection station is open 0700 -

1500 M-F. For afterhours access, Contractors will follow the process provided by the assigned FEAD Construction Manager for the awarded contract task order.

1.3.1.2 Parking

Prohibited on any piers and dry dock/waterfront areas. Do not park on or block the marked fire lanes at any time. Vehicles may stop on the piers or dry dock/waterfront areas for 15 minutes for loading and unloading. An exception may be made for vehicles which are part of the equipment needed to do the required work and are attached or connected to the pier of ship; for example, a truck which uses a mounted generator or a vehicle with built-in equipment.

1.3.1.3 Vehicle Searches

Vehicles are subject to search while entering, remaining in, or leaving the Joint Expeditionary Base Little Creek .

1.3.1.4 Areas Not Covered by Contract

Contractor personnel will not be permitted to enter Joint Expeditionary Base Little Creek buildings, spaces, and areas not covered by this contract except on prior approval of the Contracting Officer. Coordinate action with the Contracting officer to obtain such entry approval.

1.3.1.5 Photographs

Unofficial photograph is prohibited in the Joint Expeditionary Base Little Creek. When operationally required, submit a written request containing specific justification and details to the assigned FEAD Construction Manager for the awarded contract task order.

1.3.2 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. NaturalizationRegistration number

The request for personnel passes shall 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."

Signature/Firm Name

1.3.2.1 Citizenship Requirements

Work under this contract is restricted to U.S. citizens.

1.3.2.2 Documents Acceptable for Proof of Citizenship

- a. Birth registration card
- b. Certificate of live birth, birth certificate
- c. Certificate of Naturalization
- d. Certificate of registration
- e. DD-214 (Must Cite Birthplace)
- f. DD Form 4 (Contract for Enlistment and Must Cite Birthplace)
- g. DD 1966 (Application for Enlistment)
- h. Military discharge papers (must cite birthplace)
- i. Delayed birth certificate
- j. Hawaii certificate of foreign birth
- k. Hospital birth certificate
- l. Marriage license certificate
- m. Merchant marine certificate
- n. Military officer ID card
- o. Notification of birth registration
- p. State of Hawaii ID card
- q. USA passport

1.3.3 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

1.3.4 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.

1.3.4.1 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.

1.4 Emergency Response Requirement

Joint Expeditionary Base Little Creek has instituted a requirement for all personnel to take shelter for personal safety in the event of certain emergencies. This policy includes Contractors, Subcontractors, and any person who is employed by the Contractor.

The most appropriate action for certain emergencies is to take shelter. Personnel shall immediately seek shelter while an assessment is made of the threat and determinations are being made regarding subsequent actions such as "all clear" or selected building evacuations. The following procedures have been put in place in the event of an emergent condition.

Joint Expeditionary Base Little Creek PERSONNEL NOTIFICATION: The Contractor shall instruct their personnel, including subcontractors assigned to a job within Joint Expeditionary Base Little Creek, upon witnessing flooding, fire, injury to personnel, or any other incident or casualty requiring emergency reponse, to immediately contact all of the below, providing the location and other pertinent details:

- a. Any Joint Expeditionary Base Little Creek Supervisor or Manager.
- b. Joint Expeditionary Base Little Creek - dispatcher (462-4444).
- c. The Contracting Officer.

1.5 Safety and Fire Protection Awareness

- a. Contractor personnel shall be made aware of emergency evacuation signals and best escape routes.
- b. All personnel shall comply with NAVFAC Fire Code requirements as stated in COMNAVREGMIDLANT 11320.11.
- c. Notify the Joint Expeditionary Base Little Creek dispatcher (462-4444) upon discovery of any discharge, regardless of the source.

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 Contractor Quality Control approval. The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Schedule of Prices; G

1.3 SCHEDULE OF PRICES

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 a Schedule of Prices (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 Schedule of Prices has been submitted to and accepted by the Contracting Officer. Identify the cost for site work, and include incidental work to the 5 ft line. Identify costs for the building(s), and include work out to the 5 ft line. Work out to the 5 ft line shall include construction encompassed within a theoretical line 5 ft from the face of exterior walls and shall include attendant construction, such as pad mounted HVAC cooling equipment, cooling towers, and transformers placed beyond the 5 ft line.

1.4 CONTRACT MODIFICATIONS

In conjunction with the Contract Clause "DFARS 252.236-7000, Modification Proposals-Price Breakdown," and where actual ownership and operating costs

of construction equipment cannot be determined from Contractor accounting records, equipment use rates shall be based upon the applicable provisions of the 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 Estimate for Voucher/ Contract Performance Statement on NAVFAC Form 7300/31 furnished by the Government, showing in detail: the estimated cost, percentage of completion, and value of completed performance. 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.

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.

1.5.3 Final Invoice

- a. A final invoice shall be accompanied by the certification required by DFARS 252.247.7023 TRANSPORTATION OF SUPPLIES BY SEA, and 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 and required certification of Transportation of Supplies by Sea must be provided directly to the respective Contracting Officer prior to submission of the final invoice. Once receipt of the original Final Release Form and required certification of

Transportation of Supplies by Sea 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 and required certification of Transportation of Supplies by Sea 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 Schedule of Prices 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 either in Hawaii, Guam, Puerto Rico, or 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

08/15

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)

EM 385-1-1 (2014) 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 Contractor Quality Control approval. 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; G

Progress and Completion Pictures; G

1.3 VIEW LOCATION MAP

Submit, 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.

1.4 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 720 minimum resolution in pdf 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 with the monthly invoice two sets of digital photographs, each set on a separate compact disc (CD) or data versatile disc (DVD), cumulative of all photos to date. Indicate photographs demonstrating environmental procedures. Provide photographs for each month in a separate monthly directory and name each file to indicate its location on the view location sketch. Also provide the view location sketch on the CD or DVD as a digital file. Include a date designator in file names. Cross reference submittals in the appropriate daily report. Photographs provided are for unrestricted use by the Government.

1.5 MINIMUM INSURANCE REQUIREMENTS

Provide the minimum insurance coverage required by FAR 28.307-2 LIABILITY, during the entire period of performance under this contract. Provide other insurance coverage as required by State law.

1.6 SUPERVISION

1.6.1 Minimum Communication Requirements

Have at least one qualified superintendent, or competent alternate, capable of reading, writing, and conversing fluently in the English language, on the job-site at all times during the performance of contract work. In addition, if a Quality Control (QC) representative is required on the contract, then that individual must also have fluent English communication skills.

1.6.2 Superintendent Qualifications

The project superintendent must have a minimum of 10 years experience in construction with at least 5 of those years as a superintendent on projects similar in size and complexity. The individual must be familiar with the requirements of EM 385-1-1 and have experience in the areas of hazard identification and safety compliance. The individual must be capable of interpreting a critical path schedule and construction drawings. The qualification requirements for the alternate superintendent are the same as for the project superintendent. The Contracting Officer may request proof of the superintendent's qualifications at any point in the project if the performance of the superintendent is in question.

For routine projects where the superintendent is permitted to also serve as the Quality Control (QC) Manager as established in Section 01 45 00.10 20 QUALITY CONTROL, the superintendent must have qualifications in accordance with that section.

1.6.2.1 Duties

The project superintendent is primarily responsible for managing and coordinating day-to-day production and schedule adherence on the project. The superintendent is required to attend NAVFAC Red Zone meetings, partnering meetings, and quality control meetings. The superintendent or qualified alternative must be on-site at all times during the performance of this contract until the work is completed and accepted.

1.6.3 Non-Compliance Actions

The Project Superintendent is subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to insure timely completion. Furthermore, 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 is acceptable as the subject of claim for extension of time for excess costs or damages by the Contractor.

1.7 PRECONSTRUCTION MEETING

After award of the contract but prior to commencement of any work at the site, meet with the Contracting Officer to discuss and develop a mutual understanding relative to the administration of the value engineering and

safety program, preparation of the schedule of prices 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 must also attend.

1.8 FACILITY TURNOVER PLANNING MEETINGS (NAVFAC Red Zone - NRZ)

Meet with the Government to identify strategies to ensure the project is carried to expeditious closure and turnover to the Client. Start the turnover process at the Pre-Construction Conference meeting with a discussion of the NAVFAC Red Zone (NRZ) process and convene at regularly scheduled NRZ Meetings. Include the following in the facility Turnover effort:

1.8.1 NRZ Checklist

- a. Contracting Officer's Technical Representative (COTR) will provide the Contractor a copy of the NRZ Checklist template prior to 75 percent completion.
- b. Prior to 75 percent completion add/delete critical activities to the NRZ Checklist template as necessary to match the project scope, and schedule critical activities and insert planned completion dates in the NRZ checklist for each critical activity. Present the NRZ Checklist to COTR and review during a regularly scheduled QC Meeting.

1.8.2 Meetings

- a. Upon Government acceptance of the NRZ Checklist, the Project Superintendent is required to lead regular NRZ Meetings beginning at approximately 75 percent project completion, or three to six months prior to Beneficial Occupancy Date (BOD), whichever comes first.
- b. The Contracting Officer will determine the frequency of the meetings, which is expected to increase as the project completion draws nearer.
- c. Using the NRZ Checklist as a Plan of Action and Milestones (POAM) and basis for discussion, review upcoming critical activities and strategies to ensure work is completed on time.
- d. Coordinate with the COTR any upcoming activities that require Government involvement.
- e. Maintain the NRZ Checklist by documenting the actual completion dates as work is completed and update the NRZ Checklist with revised planned completion dates as necessary to match progress. Distribute copies of the current NRZ Checklist to attendees at each NRZ Meeting.

1.9 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), the Government Design and Construction team and Subject Matter Experts, the 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.

1.9.1 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 Initial Informal Partnering Session will be conducted and facilitated using electronic media (a video and accompanying forms) provided by the Contracting Officer. The Partners will determine the frequency of the follow-on sessions, at no more than 3 to six month intervals.

1.10 ELECTRONIC MAIL (E-MAIL) ADDRESS

Establish and maintain electronic mail (e-mail) capability along with the capability to open various electronic attachments as text files, pdf files, and other similar formats. Within 10 days after contract award, 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 or terrorist threats. Multiple email addresses are not 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). 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 16.00 20

SMALL PROJECT CONSTRUCTION PROGRESS SCHEDULES

02/15

PART 1 GENERAL

1.1 SUBMITTALS

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

SD-01 Preconstruction Submittals

Construction Schedule; G

SD-07 Certificates

Monthly Updates

1.2 ACCEPTANCE

Prior to the start of work, prepare and submit to the Contracting Officer for acceptance a [construction schedule](#) in the form of a Bar Chart Schedule in accordance with the terms in Contract Clause "FAR 52.236-15, Schedules for Construction Contracts," except as modified in this contract.

The acceptance of a Baseline Construction Schedule is a condition precedent to:

- a. The Contractor starting work on the demolition or construction stage(s) of the contract.
- b. Processing Contractor's invoice(s) for construction activities/items of work.
- c. Review of any schedule updates.

Submittal of the Baseline 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 will be accomplished, and accurately reflects the work that has been accomplished and how it was sequenced (as-built logic).

1.3 SCHEDULE FORMAT

1.3.1 Bar Chart Schedule

The Bar Chart must, as a minimum, show work activities, submittals, Government review periods, material/equipment delivery, utility outages, on-site construction, inspection, testing, and closeout activities. The Bar Chart must be time scaled and generated using an electronic spreadsheet program.

1.3.2 Schedule Submittals and Procedures

Submit Bar Chart Schedules and updates in hard copy and on electronic media that is acceptable to the Contracting Officer. Submit an electronic back-up of the project schedule in an import format compatible with the Government's scheduling program.

1.4 SCHEDULE MONTHLY UPDATES

Update the Construction Schedule at monthly intervals or when the schedule has been revised. The updated schedule must be kept current, reflecting actual activity progress and plan for completing the remaining work. Submit copies of purchase orders and confirmation of delivery dates as directed by the Contracting Officer.

a. Narrative Report: Provide with schedule updates. 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, and critical path
- (5) Status of Contract Completion Date and interim milestones;
- (6) Current and anticipated delays (describe cause of delay and corrective actions(s) and mitigation measures to minimize);
- (7) 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.

1.5 3-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 Construction Schedule. Key the work plans to activity numbers when a NAS is required and update each week to show the planned work for the current and following two-week period. Additionally, include upcoming outages, closures, 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, maintained separately from the Construction Schedule 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 to the Contracting Officer no later than 8 a.m. each Monday, and review during the weekly CQC Coordination or Production Meeting.

1.6 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 Activities that are being addressed. All test reports (e.g., concrete, soil compaction, weld, pressure) must reference Schedule Activities that are being addressed.

1.7 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 requirements 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 DEFINITIONS

1.1.1 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) or commencing work on site.

Certificates of insurance

Surety bonds

List of proposed Subcontractors

List of proposed products

Construction Progress Schedule

Submittal register

Schedule of prices

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-04 Samples

Fabricated or unfabricated physical examples of materials, equipment or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged.

Color samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project.

Field samples and mock-ups constructed on the project site establish standards by which the ensuring work can be judged. Includes assemblies or portions of assemblies which are to be incorporated into the project and those which will be removed at conclusion of the work.

SD-05 Design Data

Design calculations, mix designs, analyses or other data pertaining to a part of work.

SD-06 Test Reports

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

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

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

Investigation reports.

Daily 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 purpose of which is

to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications.

Confined space entry permits.

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 must 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.

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.

1.1.2 Approving Authority

Office or designated person authorized to approve submittal.

1.1.3 Work

As used in this section, on- and off-site construction required by contract

documents, including labor necessary to produce submittals, construction, materials, products, equipment, and systems incorporated or to be incorporated in such construction.

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor QC approval. 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

1.3 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

1.4 FORWARDING SUBMITTALS REQUIRING GOVERNMENT APPROVAL

1.4.1 Submittals Required from the Contractor

As soon as practicable after award of contract, and before procurement of fabrication, forward to the Architect-Engineer: NAVFAC Mid-Atlantic FEAD submittals required in the technical sections of this specification, including shop drawings, product data and samples. One copy of the transmittal form for all submittals shall be forwarded 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.

1.4.1.1 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.

1.4.1.2 Submittals Reserved for NAVFAC Mid-Atlantic Approval

- a. All fire protection system submittals
- b. All fire alarm system submittals
- c. Section 23 09 53.00 20 SPACE TEMPERATURE CONTROL SYSTEMS: SD-06 field test report submittals
- d. Section 23 09 23.13 20 BACnet DIRECT DIGITAL CONTROL SYSTEMS FOR HVAC: SD-06 field test report submittals

- e. Section 23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC: All submittals
- f. Section 23 08 01.00 20 TESTING INDUSTRIAL VENTILATION SYSTEMS: All submittals
- g. Section 26 12 19.10 THREE-PHASE PAD-MOUNTED TRANSFORMERS: All submittals
- h. Section 26 12 19.20 SINGLE-PHASE PAD-MOUNTED TRANSFORMERS: All submittals
- i. Section 33 71 01 OVERHEAD TRANSMISSION AND DISTRIBUTION: Transformer submittals
- j. Section 26 11 16 SECONDARY UNIT SUBSTATIONS: Transformer submittals
- k. Section 26 11 13.00 20 PRIMARY UNIT SUBSTATION: Transformer submittals

1.5 PREPARATION

1.5.1 Transmittal Form

Transmit each submittal, except sample installations and sample panels to office of approving authority. Transmit submittals with transmittal form prescribed by Contracting Officer and standard for project. 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, installations, and panels.

1.5.2 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.

1.5.3 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. 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 2 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.

1.5.4 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.

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.

1.5.5 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.

1.5.6 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.

1.5.7 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.

1.5.8 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.

1.5.9 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.

1.6 QUANTITY OF SUBMITTALS

1.6.1 Number of Copies of SD-02 Shop Drawings

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

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

Submit in compliance with quantity requirements specified for shop drawings.

1.6.3 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.

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

Submit in compliance with quantity requirements specified for shop drawings.

1.6.5 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.

1.6.6 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.

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

Unless otherwise specified, submit two sets of administrative submittals.

1.7 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.

1.7.1 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.

1.7.2 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.

1.7.3 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.

1.7.4 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.

1.8 SUBMITTAL REGISTER

Prepare and maintain submittal register, as the work progresses. 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 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.

1.8.1 Use of Submittal Register

Submit submittal register. 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 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.

1.8.2 Contractor Use of Submittal Register

Update the following fields in the Government-furnished submittal register program or equivalent fields in program utilized by Contractor 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.

1.8.3 Approving Authority Use of Submittal Register

Update the following fields in the Government-furnished submittal register program or equivalent fields in program utilized by Contractor.

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.

1.8.4 Action Codes

Entries for columns (j) and (o), are to be used are as follows (others may be prescribed by Transmittal Form):

1.8.4.1 Government Review Action Codes

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

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

"C" - "Approved, resubmission required"; "Resubmit"

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

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

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

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

"X" - "Receipt acknowledged, does not comply"; "Resubmit"

1.8.5 Copies Delivered to the Government

Deliver one copy of submittal register updated by Contractor to Government with each invoice request.

1.9 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.

- 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 14 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. For submittals requiring review by fire protection engineer, allow review period, beginning when Government receives submittal from QC organization, of 20 working days for return of submittal to the Contractor.
- g. Period of review for each resubmittal is the same as for initial submittal.

1.9.1 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.

1.9.2 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.

1.9.3 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 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.

1.10 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 approved submittals. Three copies of the approved submittal will be retained by the Contracting Officer and three copies of the submittal will be returned to the Contractor.

1.10.1 Review Notations

Contracting Officer review will be completed within 10 calendar days after date of submission. 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.

1.11 DISAPPROVED 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, the Contractor shall 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.

1.12 APPROVED 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](#).

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](#).

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.

1.13 APPROVED SAMPLES

Approval of a sample is only for the characteristics or use named in such approval and is not to 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.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 35 26

GOVERNMENTAL SAFETY REQUIREMENTS

11/15

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 A10.34	(2001; R 2012) Protection of the Public on or Adjacent to Construction Sites
ASSE/SAFE A10.44	(2014) Control of Energy Sources (Lockout/Tagout) for Construction and Demolition Operations
ASSE/SAFE Z244.1	(2003; R 2014) Control of Hazardous Energy Lockout/Tagout and Alternative Methods
ASSE/SAFE Z359.0	(2012) Definitions and Nomenclature Used for Fall Protection and Fall Arrest
ASSE/SAFE Z359.1	(2007) Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components
ASSE/SAFE Z359.11	(2014) Safety Requirements for Full Body Harnesses
ASSE/SAFE Z359.12	(2009) Connecting Components for Personal Fall Arrest Systems
ASSE/SAFE Z359.13	(2013) Personal Energy Absorbers and Energy Absorbing Lanyards
ASSE/SAFE Z359.14	(2014) Safety Requirements for Self-Retracting Devices for Personal Fall Arrest and Rescue Systems
ASSE/SAFE Z359.15	(2014) Safety Requirements for Single Anchor Lifelines and Fall Arresters for Personal Fall Arrest Systems
ASSE/SAFE Z359.2	(2007) Minimum Requirements for a Comprehensive Managed Fall Protection Program
ASSE/SAFE Z359.3	(2007) Safety Requirements for Positioning and Travel Restraint Systems
ASSE/SAFE Z359.4	(2013) Safety Requirements for Assisted-Rescue and Self-Rescue Systems,

Subsystems and Components

ASSE/SAFE Z359.6 (2009) Specifications and Design Requirements for Active Fall Protection Systems

ASSE/SAFE Z359.7 (2011) Qualification and Verification Testing of Fall Protection Products

ASME INTERNATIONAL (ASME)

ASME B30.20 (2013; INT Oct 2010 - May 2012) Below-the-Hook Lifting Devices

ASME B30.22 (2010) Articulating Boom Cranes

ASME B30.26 (2015; INT Jun 2010 - Jun 2014) Rigging Hardware

ASME B30.3 (2012) Tower Cranes

ASME B30.5 (2014) Mobile and Locomotive Cranes

ASME B30.8 (2010) Floating Cranes and Floating Derricks

ASME B30.9 (2014; INT Feb 2011 - Nov 2013) Slings

ASTM INTERNATIONAL (ASTM)

ASTM F855 (2015) Standard Specifications for Temporary Protective Grounds to Be Used on De-energized Electric Power Lines and Equipment

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE 1048 (2003) Guide for Protective Grounding of Power Lines

IEEE C2 (2012; Errata 1 2012; INT 1-4 2012; Errata 2 2013; INT 5-7 2013; INT 8-10 2014; INT 11 2015) National Electrical Safety Code

NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)

NEMA Z535.2 (2011) Environmental and Facility Safety Signs

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 10 (2013) Standard for Portable Fire Extinguishers

NFPA 241 (2013; Errata 2015) 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; ERTA 1 2015) Standard for Electrical Safety in the Workplace

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2014) Safety and Health Requirements Manual

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

29 CFR 1910 Occupational Safety and Health Standards

29 CFR 1910.146 Permit-required Confined Spaces

29 CFR 1910.147 Control of Hazardous Energy (Lock Out/Tag Out)

29 CFR 1910.333 Selection and Use of Work Practices

29 CFR 1915 Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment

29 CFR 1915.89 Control of Hazardous Energy (Lockout/Tags-Plus)

29 CFR 1919 Gear Certification

29 CFR 1926 Safety and Health Regulations for Construction

29 CFR 1926.1400 Cranes and Derricks in Construction

29 CFR 1926.16 Rules of Construction

29 CFR 1926.450 Scaffolds

29 CFR 1926.500 Fall Protection

CPL 2.100 (1995) Application of the Permit-Required Confined Spaces (PRCS) Standards, 29 CFR 1910.146

1.2 DEFINITIONS

1.2.1 Competent Person (CP)

The CP is a person designated in writing, who, through training, knowledge and experience, is capable of identifying, evaluating, and addressing existing and predictable hazards in the working environment or working conditions that are dangerous to personnel, and who has authorization to take prompt corrective measures with regards to such hazards.

1.2.2 Competent Person, Confined Space

The CP, Confined Space, is a person meeting the competent person requirements as defined in EM 385-1-1 Appendix Q, with thorough knowledge of OSHA's Confined Space Standard, 29 CFR 1910.146, and designated in writing to be responsible for the immediate supervision, implementation and monitoring of the confined space program, who through training, knowledge and experience in confined space entry is capable of identifying, evaluating and addressing existing and potential confined space hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.3 Competent Person, Cranes and Rigging

The CP, Cranes and Rigging, as defined in EM 385-1-1 Appendix Q, is a person meeting the competent person, who has been designated in writing to be responsible for the immediate supervision, implementation and monitoring of the Crane and Rigging Program, who through training, knowledge and experience in crane and rigging is capable of identifying, evaluating and addressing existing and potential hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.4 Competent Person, Excavation/Trenching

A CP, Excavation/Trenching, is a person meeting the competent person requirements as defined in EM 385-1-1 Appendix Q and 29 CFR 1926, who has been designated in writing to be responsible for the immediate supervision, implementation and monitoring of the excavation/trenching program, who through training, knowledge and experience in excavation/trenching is capable of identifying, evaluating and addressing existing and potential hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.5 Competent Person, Fall Protection

The CP, Fall Protection, is a person meeting the competent person requirements as defined in EM 385-1-1 Appendix Q and in accordance with ASSE/SAFE Z359.0, who has been designated in writing by the employer to be responsible for immediate supervising, implementing and monitoring of the fall protection program, who through training, knowledge and experience in fall protection and rescue systems and equipment, is capable of identifying, evaluating and addressing existing and potential fall hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.6 Competent Person, Scaffolding

The CP, Scaffolding is a person meeting the competent person requirements in EM 385-1-1 Appendix Q, and designated in writing by the employer to be responsible for immediate supervising, implementing and monitoring of the scaffolding program. The CP for Scaffolding has enough training, knowledge and experience in scaffolding to correctly identify, evaluate and address existing and potential hazards and also has the authority to take prompt corrective measures with regard to these hazards. CP qualifications must be documented and include experience on the specific scaffolding systems/types being used, assessment of the base material that the scaffold will be erected upon, load calculations for materials and personnel, and erection and dismantling. The CP for scaffolding must have a documented,

minimum of 8-hours of scaffold training to include training on the specific type of scaffold being used (e.g. mast-climbing, adjustable, tubular frame), in accordance with EM 385-1-1 Section 22.B.02.

1.2.7 Competent Person (CP) Trainer

A competent person trainer as defined in EM 385-1-1 Appendix Q, who is qualified in the material presented, and who possesses a working knowledge of applicable technical regulations, standards, equipment and systems related to the subject matter on which they are training Competent Persons. A competent person trainer must be familiar with the typical hazards and the equipment used in the industry they are instructing. The training provided by the competent person trainer must be appropriate to that specific industry. The competent person trainer must evaluate the knowledge and skills of the competent persons as part of the training process.

1.2.8 High Risk Activities

High Risk Activities are activities that involve work at heights, crane and rigging, excavations and trenching, scaffolding, electrical work, and confined space entry.

1.2.9 High Visibility Accident

A High Visibility Accident is any mishap which may generate publicity or high visibility.

1.2.10 Load Handling Equipment (LHE)

LHE is a term used to describe cranes, hoists and all other hoisting equipment (hoisting equipment means equipment, including crane, derricks, hoists and power operated equipment used with rigging to raise, lower or horizontally move a load).

1.2.11 Medical Treatment

Medical Treatment is 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.

1.2.12 Near Miss

A Near Miss is a mishap resulting in no personal injury and zero property damage, but given a shift in time or position, damage or injury may have occurred (e.g., a worker falls off a scaffold and is not injured; a crane swings around to move the load and narrowly misses a parked vehicle).

1.2.13 Operating Envelope

The Operating Envelope is the area surrounding any crane or load handling equipment. Inside this "envelope" is the crane, the operator, riggers and crane walkers, other personnel involved in the operation, rigging gear between the hook, the load, the crane's supporting structure (i.e. ground or rail), the load's rigging path, the lift and rigging procedure.

1.2.14 Qualified Person (QP)

The QP is a person designated in writing, who, by possession of a recognized degree, certificate, or professional standing, or extensive knowledge, training, and experience, has successfully demonstrated their ability to solve or resolve problems related to the subject matter, the work, or the project.

1.2.15 Qualified Person, Fall Protection (QP for FP)

A QP for FP is a person meeting the requirements of EM 385-1-1 Appendix Q, and ASSE/SAFE Z359.0, with a recognized degree or professional certificate and with extensive knowledge, training and experience in the fall protection and rescue field who is capable of designing, analyzing, and evaluating and specifying fall protection and rescue systems.

1.2.16 Recordable Injuries or Illnesses

Recordable Injuries or Illnesses are any work-related injury or illness that results in:

- a. Death, regardless of the time between the injury and death, or the length of the illness;
- b. Days away from work (any time lost after day of injury/illness onset);
- c. Restricted work;
- d. Transfer to another job;
- e. Medical treatment beyond first aid;
- f. Loss of consciousness; or
- g. A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (a) through (f) above.

1.2.17 USACE Property and Equipment

Interpret "USACE" property and equipment specified in USACE EM 385-1-1 as Government property and equipment.

1.2.18 Load Handling Equipment (LHE) Accident or Load Handling Equipment Mishap

A LHE 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, or roll over). Document any mishap that meets the criteria described in the

Contractor Significant Incident Report (CSIR) using the NAVFAC prescribed Navy Crane Center (NCC) form.

1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. 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

SD-06 Test Reports

Monthly Exposure Reports

Notifications and Reports

Accident Reports; G

LHE Inspection Reports

SD-07 Certificates

Contractor Safety Self-Evaluation Checklist

Crane Operators/Riggers

Standard Lift Plan; G

Critical Lift Plan ; G

Naval Architecture Analysis; G

Activity Hazard Analysis (AHA)

Confined Space Entry Permit

Hot Work Permit

Certificate of Compliance

Third Party Certification of Barge-Mounted Mobile Cranes

License Certificates

Radiography Operation Planning Work Sheet; G

1.4 MONTHLY EXPOSURE REPORTS

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.

1.5 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.

1.6 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.

1.6.1 Subcontractor Safety Requirements

For this contract, neither Contractor nor any subcontractor may enter into contract with any subcontractor that fails to meet the following requirements. The term subcontractor in this and the following paragraphs means any entity holding a contract with the Contractor or with a subcontractor at any tier.

1.6.1.1 Experience Modification Rate (EMR)

Subcontractors on this contract must have an effective EMR less than or equal to 1.10, as computed by the National Council on Compensation Insurance (NCCI) or if not available, as computed by the state agency's rating bureau in the state where the subcontractor is registered, when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier. The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable EMR range cannot be achieved. Relaxation of the EMR range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain the certified EMR ratings for all subcontractors on the project and make them available to the Government at the Government's request.

1.6.1.2 OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate

Subcontractors on this contract must have a DART rate, calculated from the most recent, complete calendar year, less than or equal to 3.4 when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier. The OSHA Dart Rate is calculated using the following formula:

$$(N/EH) \times 200,000$$

where:

N = number of injuries and illnesses with days away, restricted work, or job transfer

EH = total hours worked by all employees during most recent, complete calendar year

200,000 = base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year)

The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable OSHA Dart rate range cannot be achieved for a particular subcontractor. Relaxation of the OSHA DART rate range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain self-certified OSHA DART rates for all subcontractors on the project and make them available to the Government at the Government's request.

1.7 SITE QUALIFICATIONS, DUTIES, AND MEETINGS

1.7.1 Personnel Qualifications

1.7.1.1 Site Safety and Health Officer (SSHO)

Provide an SSHO that meets the requirements of EM 385-1-1 Section 1. The SSHO must 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 Alternate SSHO must 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 and Alternate SSHO must have the required training, experience, and qualifications in accordance with EM 385-1-1 Section 01.A.17, and all associated sub-paragraphs.

If the SSHO is off-site for a period longer than 24 hours, an equally-qualified alternate SSHO must be provided and must fulfill the same roles and responsibilities as the primary SSHO. When the SSHO is temporarily (up to 24 hours) off-site, a Designated Representative (DR), as identified in the AHA may be used in lieu of an Alternate SSHO, and must be on the project site at all times when work is being performed. Note that the DR is a collateral duty safety position, with safety duties in addition to their full time occupation.

1.7.1.2 Contractor Quality Control (QC) Manager:

The Contractor Quality Control Manager can be the SSHO on this project.

1.7.1.3 Competent Person Qualifications

Provide Competent Persons in accordance with EM 385-1-1, Appendix Q and herein. Competent Persons for high risk activities include confined space, cranes and rigging, excavation/trenching, fall protection, and electrical work. The CP for these activities must be designated in writing, and meet the requirements for the specific activity (i.e. competent person, fall protection).

The Competent Person identified in the Contractor's Safety and Health Program and accepted Accident Prevention Plan, must 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 the Contracting Officer for information in consultation with the Safety Office.

1.7.1.3.1 Competent Person for Confined Space Entry

Provide a Confined Space (CP) Competent Person who meets the requirements of EM 385-1-1, Appendix Q, and herein. The CP for Confined Space Entry must supervise the entry into each confined space.

1.7.1.3.2 Competent Person for Scaffolding

Provide a Competent Person for Scaffolding who meets the requirements of EM 385-1-1, Section 22.B.02 and herein.

1.7.1.3.3 Competent Person for Fall Protection

Provide a Competent Person for Fall Protection who meets the requirements of EM 385-1-1, Section 21.C.04 and herein.

1.7.1.4 Qualified Trainer Requirements

Individuals qualified to instruct the 40 hour contract safety awareness course, or portions thereof, must meet the definition of a Competent Person Trainer, and, at a minimum, possess a working knowledge of the following subject areas: EM 385-1-1, Electrical Standards, Lockout/Tagout, Fall Protection, Confined Space Entry for Construction; Excavation, Trenching and Soil Mechanics, and Scaffolds in accordance with 29 CFR 1926.450, Subpart L.

Instructors are required to:

- a. Prepare class presentations that cover construction-related safety requirements.
- b. Ensure that all attendees attend all sessions by using a class roster signed daily by each attendee. Maintain copies of the roster for at least five (5) years. This is a certification class and must be attended 100 percent. In cases of emergency where an attendee cannot make it to a session, the attendee can make it up in another class session for the same subject.
- c. Update training course materials whenever an update of the EM 385-1-1 becomes available.
- d. Provide a written exam of at least 50 questions. Students are required to answer 80 percent correctly to pass.
- e. Request, review and incorporate student feedback into a continuous course improvement program.

1.7.1.5 Crane Operators/Riggers

Provide Operators meeting the requirements in EM 385-1-1, Section 15.B for Riggers and Section 16.B for Crane Operators. In addition, for mobile cranes with Original Equipment Manufacturer (OEM) rated capacities of 50,000 pounds or greater, designate crane operators 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.

1.7.2 Personnel Duties

1.7.2.1 Duties of the Site Safety and Health Officer (SSHO)

The SSHO must:

- 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 production report.
- b. Conduct mishap investigations and complete required accident reports. Report mishaps and near misses.
- c. Use and maintain OSHA's Form 300 to log work-related injuries and illnesses occurring on the project site for Prime Contractors and subcontractors, and make available to the Contracting Officer upon request. Post and maintain the Form 300A on the site Safety Bulletin Board.
- d. Maintain applicable safety reference material on the job site.
- e. Attend the pre-construction conference, pre-work meetings including preparatory meetings, and periodic in-progress meetings.
- f. Review the APP and AHAs for compliance with EM 385-1-1, and approve, sign, implement and enforce them.
- g. Establish a Safety and Occupational Health (SOH) Deficiency Tracking System that lists and monitors outstanding deficiencies until resolution.
- h. Ensure subcontractor compliance with safety and health requirements.
- i. Maintain a list of hazardous chemicals on site and their material Safety Data Sheets (SDS).
- j. Maintain a weekly list of high hazard activities involving energy, equipment, excavation, entry into confined space, and elevation, and be prepared to discuss details during QC Meetings.
- k. Provide and keep a record of site safety orientation and indoctrination for Contractor employees, subcontractor employees, and site visitors.

Superintendent, QC Manager, and SSHO are subject to dismissal if the above duties are not being effectively carried out. If Superintendent, QC Manager, or SSHO are dismissed, project work will be stopped and will not be allowed to resume until a suitable replacement is approved and the above duties are again being effectively carried out.

1.7.3 Meetings

1.7.3.1 Preconstruction Conference

- a. Contractor representatives who have a responsibility or significant role in accident prevention on the project must attend the

preconstruction conference. This includes the project superintendent, Site Safety and Occupational Health officer, quality control manager, 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 as to which phases will require an analysis. In addition, establish a schedule for the preparation, submittal, and Government review of AHAs to preclude project delays.
- c. Deficiencies in the submitted APP, identified during the Contracting Officer's review, must be corrected, and the APP re-submitted for review prior to the start of construction. Work is not permitted to begin work until an APP is established that is acceptable to the Contracting Officer.

1.7.3.2 Safety Meetings

Conduct safety meetings to review past activities, plan for new or changed operations, review pertinent aspects of appropriate AHA (by trade), establish safe working procedures for anticipated hazards, and provide pertinent Safety and Occupational Health (SOH) training and motivation. Conduct meetings at least once a month for all supervisors on the project location. The SSHO, supervisors, foremen, or CDSOs must conduct meetings at least once a week for the trade workers. Document meeting minutes to include the date, persons in attendance, subjects discussed, and names of individual(s) who conducted the meeting. Maintain documentation on-site and furnish copies to the Contracting Officer on request. Notify the Contracting Officer of all scheduled meetings 7 calendar days in advance.

1.8 ACCIDENT PREVENTION PLAN (APP)

A qualified person must prepare the written site-specific APP. Prepare the APP in accordance with the format and requirements of EM 385-1-1, Appendix A, and as supplemented herein. Cover all paragraph and subparagraph elements in EM 385-1-1, Appendix A. The APP must be job-specific and address any unusual or unique aspects of the project or activity for which it is written. The APP must interface with the Contractor's overall safety and health program referenced in the APP in the applicable APP element, and made site-specific. Describe the methods to evaluate past safety performance of potential subcontractors in the selection process. Also, describe innovative methods used to ensure and monitor safe work practices of subcontractors. 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 must be signed by an officer of the firm (Prime Contractor senior person), the individual preparing the APP, the on-site superintendent, the designated SSHO, the Contractor Quality Control Manager, and any designated Certified Safety Professional (CSP) or Certified Health Physicist (CIH). The SSHO must

provide and maintain the APP and a log of signatures by each subcontractor foreman, attesting that they have read and understand the APP, and make the APP and log available on-site to the Contracting Officer. If English is not the foreman's primary language, the Prime Contractor must provide an interpreter.

Submit the APP to the Contracting Officer 15 calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP. Once reviewed and 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 is cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified. Continuously review and amend the APP, as necessary, throughout the life of the contract. Changes to the accepted APP must be made with the knowledge and concurrence of the Contracting Officer, project superintendent, SSHO and Quality Control Manager. Incorporate unusual or high-hazard activities not identified in the original APP as they are discovered. 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 and 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.

1.8.1 Names and Qualifications

Provide plans in accordance with the requirements outlined in Appendix A of EM 385-1-1, including the following:

- a. Names and qualifications (resumes including education, training, experience and certifications) of 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. 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; and personal protective equipment and clothing to include selection, use and maintenance.

1.8.2 Plans

Provide plans in the APP in accordance with the requirements outlined in Appendix A of EM 385-1-1, including the following:

1.8.2.1 Confined Space Entry Plan

Develop a confined or enclosed space entry plan in accordance with 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.)

1.8.2.2 Standard Lift Plan (SLP)

Plan lifts to avoid situations where the operator cannot maintain safe control of the lift. Prepare a written SLP in accordance with EM 385-1-1, Section 16.A.03, using Form 16-2 for every lift or series of lifts (if duty cycle or routine lifts are being performed). The SLP must be developed, reviewed and accepted by all personnel involved in the lift in conjunction with the associated AHA. Signature on the AHA constitutes acceptance of the plan. Maintain the SLP on the LHE for the current lift(s) being made. Maintain historical SLPs for a minimum of 3 months.

1.8.2.3 Critical Lift Plan - Crane or Load Handling Equipment

Provide a Critical Lift Plan as required by EM 385-1-1, Section 16.H.01, using Form 16-3. Critical lifts require detailed planning and additional or unusual safety precautions. Develop and submit a critical lift plan to the Contracting Officer 30 calendar days prior to critical lift. Comply with load testing requirements in accordance with EM 385-1-1, Section 16.F.03.

In addition to the requirements of EM 385-1-1, Section 16.H.02, the critical lift plan must include the following:

- a. For lifts of personnel, demonstrate compliance with the requirements of 29 CFR 1926.1400 and EM 385-1-1, Section 16.T.
- b. For barge mounted mobile cranes, provide a [Naval Architecture Analysis](#) and include an LHE Manufacturer's Floating Service Load Chart in accordance with the criteria from the selected standard in EM 385-1-1, Section 16.L.02. The Floating Service Load Chart must provide a table of rated load versus boom angle and radius. The Floating Service Load Chart must also provide the maximum allowable machine list and trim associated with the tabular loads and radii provided. If the Manufacturer's Floating Service Load Chart is not available, a floating service load chart may be developed and provided by a qualified Registered Professional Engineer (RPE), competent in the field of floating cranes. The Load Chart must be in accordance with the criteria from the selected standard in EM 385-1-1, Section 16.L; provide a table of rated load versus boom angle and radius; provide the maximum allowable machine list and machine trim associated with the tabular loads and radii provided; and be stamped by a RPE qualified and competent in the field of floating cranes. The RPE, competent in the field of floating cranes must stamp and certify (sign) that the Naval Architectural Analysis (NAA) meets the requirements of EM 385-1-1, Section 16.L.03.
- c. Multi-purpose machines, material handling equipment, and construction equipment used to lift loads that are suspended by rigging gear, require proof of authorization from the machine OEM that the machine is capable of making lifts of loads suspended by rigging equipment. Demonstrate that the operator is properly trained and that the equipment is properly configured to make such lifts and is equipped with a load chart.

1.8.2.4 Fall Protection and Prevention (FP&P) Plan

The plan must comply with the requirements of EM 385-1-1, Section 21.D and ASSE/SAFE Z359.2, 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 competent person or qualified person for fall protection must prepare and sign the plan documentation. Include fall protection and prevention systems, equipment and methods employed for every phase of work, roles and responsibilities, assisted rescue, self-rescue and evacuation procedures, training requirements, and monitoring methods. Review and revise, as necessary, the Fall Protection and Prevention Plan documentation as conditions change, but at a minimum 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 Plan documentation at the job site for the duration of the project. Include the Fall Protection and Prevention Plan documentation in the Accident Prevention Plan (APP).

1.8.2.5 Rescue and Evacuation Plan

Provide a Rescue and Evacuation Plan in accordance with EM 385-1-1 Section 21.N and ASSE/SAFE Z359.2, and include in the FP&P Plan and as part of the APP. 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.

1.8.2.6 Hazardous Energy Control Program (HECP)

Develop a HECP in accordance with EM 385-1-1 Section 12, 29 CFR 1910.147, 29 CFR 1910.333, 29 CFR 1915.89, ASSE/SAFE Z244.1, and ASSE/SAFE A10.44. Submit this HECP as part of the Accident Prevention Plan (APP). Conduct a preparatory meeting and inspection with all effected personnel to coordinate all HECP activities. Document this meeting and inspection in accordance with EM 385-1-1, Section 12.A.02. Ensure that each employee is familiar with and complies with these procedures.

1.9 ACTIVITY HAZARD ANALYSIS (AHA)

Before beginning each activity, task or Definable Feature of Work (DFOW) involving a type of work presenting hazards not experienced in previous project operations, or where a new work crew or subcontractor is to perform the work, the Contractor(s) performing that work activity must prepare an AHA. AHAs must be developed by the Prime Contractor, subcontractor, or supplier performing the work, and provided for Prime Contractor review and approval before submitting to the Contracting Officer. AHAs must be signed by the SSHO, Superintendent, QC Manager and the subcontractor Foreman performing the work. Format the AHA in accordance with EM 385-1-1, Section 1 or as directed by the Contracting Officer. Submit the AHA for review at least 15 working days prior to the start of each activity task, or DFOW. The Government reserves the right to require the Contractor to revise and resubmit the AHA if it fails to effectively identify the work sequences, specific anticipated hazards, site conditions, equipment, materials, personnel and the control measures to be implemented.

AHAs must identify competent persons required for phases involving high risk activities, including confined entry, crane and rigging, excavations,

trenching, electrical work, fall protection, and scaffolding.

1.9.1 AHA Management

Review the AHA list periodically (at least monthly) at the Contractor supervisory safety meeting, and update as necessary when procedures, scheduling, or hazards change. Use the AHA during daily inspections by the SSHO to ensure the implementation and effectiveness of the required safety and health controls for that work activity.

1.9.2 AHA Signature Log

Each employee performing work as part of an activity, task or DFOV must review the AHA for that work and sign a signature log specifically maintained for that AHA prior to starting work on that activity. The SSHO must maintain a signature log on site for every AHA. Provide employees whose primary language is other than English, with an interpreter to ensure a clear understanding of the AHA and its contents.

1.10 DISPLAY OF SAFETY INFORMATION

1.10.1 Safety Bulletin Board

Within one calendar day(s) 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, may 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.07. Additional items required to be posted include:

- a. Confined space entry permit.
- b. Hot work permit.

1.10.2 Safety and Occupational Health (SOH) Deficiency Tracking System

Establish a SOH deficiency tracking system that lists and monitors the status of SOH deficiencies in chronological order. Use the tracking system to evaluate the effectiveness of the APP. A monthly evaluation of the data must be discussed in the QC or SOH meeting with everyone on the project. The list must be posted on the project bulletin board and updated daily, and provide the following information:

- a. Date deficiency identified;
- b. Description of deficiency;
- c. Name of person responsible for correcting deficiency;
- d. Projected resolution date;
- e. Date actually resolved.

1.11 SITE SAFETY REFERENCE MATERIALS

Maintain safety-related references applicable to the project, including those listed in paragraph REFERENCES. Maintain applicable equipment

manufacturer's manuals.

1.12 EMERGENCY MEDICAL TREATMENT

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

1.13 NOTIFICATIONS and REPORTS

1.13.1 Mishap Notification

Notify the Contracting Officer as soon as practical, but no more than twenty-four hours, after any mishaps, including recordable accidents, incidents, and near misses, as defined in [EM 385-1-1](#) Appendix Q, any report of injury, illness, load handling equipment (LHE) or rigging mishaps, or any property damage. The Contractor is responsible for obtaining appropriate medical and emergency assistance and for notifying fire, law enforcement, and regulatory agencies. Immediate reporting is required for electrical mishaps, to include Arc Flash; shock; uncontrolled release of hazardous energy (includes electrical and non-electrical); load handling equipment or rigging; fall from height (any level other than same surface); and underwater diving. These mishaps must be investigated in depth to identify all causes and to recommend hazard control measures.

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 (for example, type of construction equipment used and PPE used). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted. Assist and cooperate fully with the Government's investigation(s) of any mishap.

1.13.2 Accident Reports

- a. Conduct an accident investigation for recordable injuries and illnesses, property damage, 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: [For Navy Projects, complete the applicable documentation in NAVFAC Contractor Incident Reporting System \(CIRS\), and electronically submit via the NAVFAC Enterprise Safety Applications Management System \(ESAMS\)](#). Near miss reports are considered positive and proactive Contractor safety management actions.
- c. Conduct an accident investigation for any load handling equipment accident (including rigging gear accidents) to establish the root cause(s) of the accident. Complete the LHE 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.

1.13.3 LHE Inspection Reports

Submit LHE inspection reports required in accordance with EM 385-1-1 and as specified herein with Daily Reports of Inspections.

1.13.4 Certificate of Compliance and Pre-lift Plan/Checklist for LHE and Rigging

Provide a FORM 16-1 Certificate of Compliance for LHE entering an activity under this contract and in accordance with EM 385-1-1. Post certifications on the crane.

Develop a Standard Lift Plan (SLP) in accordance with EM 385-1-1, Section 16.H.03 using Form 16-2 Standard Pre-Lift Crane Plan/Checklist for each lift planned. Submit SLP to the Contracting Officer for approval within 15 calendar days in advance of planned lift.

1.13.5 Third Party Certification of Barge-Mounted Mobile Cranes

Certify barge-mounted mobile cranes in accordance with 29 CFR 1919 by an OSHA accredited person.

1.14 HOT WORK

1.14.1 Permit and Personnel Requirements

Submit and obtain a written permit prior to performing "Hot Work" (i.e. welding or cutting) or operating other flame-producing/spark producing devices, from the Fire Division. A permit is required from the Explosives Safety Office for work in and around where explosives are processed, stored, or handled. CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA BEFORE A PERMIT IS ISSUED. Provide at least two 20 pound 4A:20 BC rated extinguishers for normal "Hot Work". The extinguishers must be current inspection tagged, and contain an 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 must be trained in accordance with NFPA 51B and remain on-site for a minimum of one hour 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. REPORT ANY FIRE, NO MATTER HOW SMALL, TO THE RESPONSIBLE FIRE DIVISION IMMEDIATELY.

1.14.2 Work Around Flammable Materials

Obtain services from a NFPA Certified Marine Chemist for "HOT WORK" within or around flammable materials (such as fuel systems or welding/cutting on fuel pipes) or confined spaces (such as sewer wet wells, manholes, or vaults) that have the potential for flammable or explosive atmospheres.

Whenever these materials, except beryllium and chromium (VI), are encountered in indoor operations, local mechanical exhaust ventilation systems that are sufficient to reduce and maintain personal exposures to within acceptable limits must be used and maintained in accordance with manufacturer's instruction and supplemented by exceptions noted in EM 385-1-1, Section 06.H

1.15 CONFINED SPACE ENTRY REQUIREMENTS.

Confined space entry must comply with Section 34 of EM 385-1-1, OSHA 29 CFR 1926, OSHA 29 CFR 1910, OSHA 29 CFR 1910.146, and OSHA Directive CPL 2.100. Any potential for a hazard in the confined space requires a permit system to be used.

1.15.1 Entry Procedures

Prohibit entry into a confined space by personnel for any purpose, including hot work, until the qualified person has conducted appropriate tests to ensure the confined or enclosed space is safe for the work intended and that all potential hazards are controlled or eliminated and documented. Comply with EM 385-1-1, Section 34 for entry procedures. Hazards pertaining to the space must be reviewed with each employee during review of the AHA.

1.15.2 Forced Air Ventilation

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

1.15.3 Sewer Wet Wells

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

1.15.4 Rescue Procedures and Coordination with Local Emergency Responders

Develop and implement an on-site rescue and recovery plan and procedures. The rescue plan must not rely on local emergency responders for rescue from a confined space.

1.16 DIVE SAFETY REQUIREMENTS

Develop a Dive Operations Plan, AHA, emergency management plan, and personnel list that includes qualifications, for each separate diving operation. Submit these documents to the District Dive Coordinator (DDC) for review and acceptance at least 15 working days prior to commencement of diving operations. These documents must be at the diving location at all times. Provide each of these documents as a part of the project file.

1.17 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

2.1 CONFINED SPACE SIGNAGE

Provide permanent signs integral to or securely attached to access covers for new permit-required confined spaces. Signs for confined spaces must comply with NEMA Z535.2. Signs wording: "DANGER--PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" in bold letters a minimum of one inch in height and constructed to be clearly legible with all paint removed. The signal word "DANGER" must be red and readable from 5 feet.

PART 3 EXECUTION

3.1 CONSTRUCTION AND OTHER WORK

Comply with 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 worn or carried/available on each person. Mandatory PPE includes:

- a. Hard Hat
- b. Long Pants
- c. Appropriate Safety Shoes
- d. Appropriate Class Reflective Vests

3.1.1 Worksite Communication

Employees working alone in a remote location or away from other workers must be provided an effective means of emergency communications (i.e., cellular phone, two-way radios, land-line telephones or other acceptable means). The selected communication must be readily available (easily within the immediate reach) of the employee and must be tested prior to the start of work to verify that it effectively operates in the area/environment. An employee check-in/check-out communication procedure must be developed to ensure employee safety.

3.1.2 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.

3.1.3 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 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, and hexavalent chromium, 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.

3.1.4 Unforeseen Hazardous Material

Contract documents identify 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 material(s) that may be hazardous to human health upon disturbance are encountered during construction operations, 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 14 days in advance. As a minimum, the request must 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 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)

Provide and operate a Hazardous Energy Control Program (HECP) in accordance with EM 385-1-1 Section 12, 29 CFR 1910.333, 29 CFR 1915.89, and paragraph HAZARDOUS ENERGY CONTROL PROGRAM (HECP).

3.4 FALL PROTECTION PROGRAM

Establish a fall protection program, for the protection of all employees exposed to fall hazards. Within the program include company policy, identify roles and 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 Z359.2 and EM 385-1-1, Sections 21.A and 21.D.

3.4.1 Training

Institute a fall protection training program. As part of the Fall Protection 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 EM 385-1-1, Section 21.C. Document training and practical application of the competent person in accordance with EM 385-1-1, Section 21.C.04 and ASSE/SAFE Z359.2 in the AHA.

3.4.2 Fall Protection Equipment and Systems

Enforce use of personal fall protection equipment and systems designated (to include fall arrest, restraint, and positioning) for each specific work activity in the Site Specific Fall Protection and Prevention Plan and 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.

Provide personal fall protection equipment, systems, subsystems, and components that comply with EM 385-1-1 Section 21.I, 29 CFR 1926.500 Subpart M, ASSE/SAFE Z359.0, ASSE/SAFE Z359.1, ASSE/SAFE Z359.2, ASSE/SAFE Z359.3, ASSE/SAFE Z359.4, ASSE/SAFE Z359.6, ASSE/SAFE Z359.7, ASSE/SAFE Z359.11, ASSE/SAFE Z359.12, ASSE/SAFE Z359.13, ASSE/SAFE Z359.14, and ASSE/SAFE Z359.15.

3.4.2.1 Additional Personal Fall Protection

In addition to the required fall protection systems, other protection such as safety skiffs, personal floatation devices, and life rings, are required when working above or next to water in accordance with EM 385-1-1, Sections 21.0 through 21.0.06. Personal fall protection systems and equipment are required when working from an articulating or extendible boom, swing stages, or suspended platform. In addition, personal fall protection systems are required when operating other equipment such as scissor lifts. The need for tying-off in such equipment is to prevent ejection of the employee from the equipment during raising, lowering, travel, or while performing work.

3.4.2.2 Personal Fall Protection Harnesses

Only a full-body harness with a shock-absorbing lanyard or self-retracting lanyard is an acceptable personal fall arrest body support device. The use of body belts is not acceptable. Harnesses must 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. Snap hooks and carabiners must be self-closing and self-locking, capable of being opened only by at least two consecutive deliberate actions and have a minimum gate strength of 3,600 lbs in all directions. Use webbing, straps, and ropes made of synthetic fiber. The maximum free fall distance when using fall arrest equipment must not exceed 6 feet, unless the proper energy absorbing lanyard is used. Always take into consideration the total fall distance and any swinging of the worker (pendulum-like motion), that can occur during a fall, when attaching a person to a fall arrest system. All full body harnesses must be equipped with Suspension Trauma Preventers such as stirrups, relief steps, or similar in order to provide short-term relief from the effects of orthostatic intolerance in accordance with EM 385-1-1, Section 21.I.06.

3.4.3 Fall Protection for Roofing Work

Implement fall protection controls based on the type of roof being constructed and work being performed. Evaluate the roof area to be accessed for its structural integrity including weight-bearing capabilities for the projected loading.

a. Low Sloped Roofs:

- (1) For work within 6 feet of an edge, on a roof having a slope less

than or equal to 4:12 (vertical to horizontal), protect personnel from falling by use of personal fall arrest/restraint systems, guardrails, or safety nets. A safety monitoring system is not adequate fall protection and is not authorized. Provide in accordance with 29 CFR 1926.500.

- (2) For work greater than 6 feet from an edge, erect and install warning lines in accordance with 29 CFR 1926.500 and EM 385-1-1, Section L.

- b. Steep-Sloped Roofs: Work on a roof having a slope greater than 4:1 (vertical to horizontal) requires a personal fall arrest system, guardrails with toe-boards, or safety nets. This requirement also applies to residential or housing type construction.

3.4.4 Horizontal Lifelines (HLL)

Provide HLL in accordance with EM 385-1-1, Section 21.I.08.d.2. Commercially manufactured horizontal lifelines (HLL) must be designed, installed, certified and used, under the supervision of a qualified person, for fall protection as part of a complete fall arrest system which maintains a safety factor of 2 (29 CFR 1926.500). The competent person for fall protection may (if deemed appropriate by the qualified person) supervise the assembly, disassembly, use and inspection of the HLL system under the direction of the qualified person. Locally manufactured HLLs are not acceptable unless they are custom designed for limited or site specific applications by a Registered Professional Engineer who is qualified in designing HLL systems.

3.4.5 Guardrails and Safety Nets

Design, install and use guardrails and safety nets in accordance with EM 385-1-1, Section 21.F.01 and 29 CFR 1926 Subpart M.

3.4.6 Rescue and Evacuation Plan and 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 or assisted-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). The plan must comply with the requirements of EM 385-1-1, ASSE/SAFE Z359.2, and ASSE/SAFE Z359.4.

3.5 WORK PLATFORMS

3.5.1 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. Comply with the following requirements:

- a. Scaffold platforms greater than 20 feet in height must be accessed by use of a scaffold stair system.

- b. Ladders commonly provided by scaffold system manufacturers are prohibited for accessing scaffold platforms greater than 20 feet maximum in height.
- c. An adequate gate is required.
- d. Employees performing scaffold erection and dismantling must be qualified.
- e. Scaffold must be capable 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.
- f. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward.
- g. Special care must be given to ensure scaffold systems are not overloaded.
- h. Side brackets used to extend scaffold platforms on self-supported scaffold systems for the storage of material are prohibited. The first tie-in must be at the height equal to 4 times the width of the smallest dimension of the scaffold base.
- i. Scaffolding other than suspended types must bear on base plates upon wood mudsills (2 in x 10 in x 8 in minimum) or other adequate firm foundation.
- j. Scaffold or work platform erectors must have fall protection during the erection and dismantling of scaffolding or work platforms that are more than 6 feet.
- k. Delineate fall protection requirements when working above 6 feet or above dangerous operations in the Fall Protection and Prevention (FP&P) Plan and Activity Hazard Analysis (AHA) for the phase of work.

3.5.2 Elevated Aerial Work Platforms (AWPs)

Workers must be anchored to the basket or bucket in accordance with manufacturer's specifications and instructions (anchoring to the boom may only be used when allowed by the manufacturer and permitted by the CP). Lanyards used must be sufficiently short to prohibit worker from climbing out of basket. The climbing of rails is prohibited. Lanyards with built-in shock absorbers are acceptable. Self-retracting devices are not acceptable. Tying off to an adjacent pole or structure is not permitted unless a safe device for 100 percent tie-off is used for the transfer.

Use of AWPs must be operated, inspected, and maintained as specified in the operating manual for the equipment and delineated in the AHA. Operators of AWPs must be designated as qualified operators by the Prime Contractor. Maintain proof of qualifications on site for review and include in the AHA.

3.6 EQUIPMENT

3.6.1 Material Handling Equipment (MHE)

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

Material handling equipment fitted with personnel work platform attachments are prohibited from traveling or positioning while personnel are working on the platform.

- b. The use of hooks on equipment for lifting of material must be in accordance with manufacturer's printed instructions. Material Handling Equipment Operators must be trained in accordance with OSHA 29 CFR 1910, Subpart N.
- c. Operators of forklifts or power industrial trucks must be licensed in accordance with OSHA.

3.6.2 Load Handling Equipment (LHE)

- a. Equip cranes and derricks as specified in EM 385-1-1, Section 16.
- b. Notify the Contracting Officer 15 working days in advance of any LHE entering the activity, in accordance with EM 385-1-1, Section 16.A.02, 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 must remain with the crane during the spot check. Rigging gear must comply with OSHA, ASME B30.9 Standards safety standards.
- c. Comply with the LHE 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, ASME B30.8 for floating cranes and floating derricks, ASME B30.9 for slings, ASME B30.20 for below the hook lifting devices and ASME B30.26 for rigging hardware.
- e. Under no circumstance must 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 must be alert to this special hazard and follow the requirements of EM 385-1-1 Section 11, and ASME B30.5 or ASME B30.22 as applicable.
- g. Do not use crane suspended personnel work platforms (baskets) unless the Contractor proves that using any other access to the work location would provide a greater hazard to the workers or is impossible. Do not lift personnel with a line hoist or friction crane. Additionally, submit a specific AHA for this work to the Contracting Officer. Ensure the activity and AHA are thoroughly reviewed by all involved personnel.
- h. Inspect, maintain, and recharge portable fire extinguishers as specified in NFPA 10, Standard for Portable Fire Extinguishers.
- i. All employees must keep clear of loads about to be lifted and of suspended loads.

- j. Use cribbing when performing lifts on outriggers.
- k. The crane hook/block must be positioned directly over the load. Side loading of the crane is prohibited.
- l. A physical barricade must be positioned to prevent personnel access where accessible areas of the LHE's rotating superstructure poses a risk of striking, pinching or crushing personnel.
- m. Maintain inspection records in accordance by EM 385-1-1, Section 16.D, including shift, monthly, and annual inspections, the signature of the person performing the inspection, and the serial number or other identifier of the LHE that was inspected. Records must be available for review by the Contracting Officer.
- n. Maintain written reports of operational and load testing in accordance with EM 385-1-1, Section 16.F, listing the load test procedures used along with any repairs or alterations performed on the LHE. Reports must be available for review by the Contracting Officer.
- o. Certify that all LHE operators have been trained in proper use of all safety devices (e.g. anti-two block devices).
- p. Take steps to ensure that wind speed does not contribute to loss of control of the load during lifting operations. At wind speeds greater than 20 mph, the operator, rigger and lift supervisor must cease all crane operations, evaluate conditions and determine if the lift may proceed. Base the determination to proceed or not on wind calculations per the manufacturer and a reduction in LHE rated capacity if applicable. Include this maximum wind speed determination as part of the activity hazard analysis plan for that operation.

3.6.3 Machinery and Mechanized Equipment

- a. Proof of qualifications for operator must be kept on the project site for review.
- b. Manufacture specifications or owner's manual for the equipment must be on-site and reviewed for additional safety precautions or requirements that are sometimes not identified by OSHA or USACE EM 385-1-1. Incorporate such additional safety precautions or requirements into the AHAs.

3.6.4 USE OF EXPLOSIVES

Explosives must not be used or brought to the project site without prior written approval from the Contracting Officer. Such approval does not relieve the Contractor of responsibility for injury to persons or for damage to property due to blasting operations.

Storage of explosives, when permitted on Government property, must be only where directed and in approved storage facilities. These facilities must be kept locked at all times except for inspection, delivery, and withdrawal of explosives.

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

Provide a third party, independent, private utility locating company to positively identify underground utilities in the work area 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 3 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 must 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

Perform electrical work in accordance with EM 385-1-1, Appendix A, Sections 11 and 12.

3.8.1 Conduct of Electrical Work

As delineated in EM 385-1-1, electrical work is to be conducted in a de-energized state unless there is no alternative method for accomplishing the work. In those cases obtain an energized work permit from the Contracting Officer. The energized work permit application must be accompanied by the AHA and a summary of why the equipment/circuit needs to be worked energized. Underground electrical spaces must be certified safe for entry before entering to conduct work. Cables that will be cut must be positively identified and de-energized prior to performing each cut. Attach temporary grounds in accordance with ASTM F855 and IEEE 1048. Perform all high voltage cable cutting remotely using hydraulic cutting tool. When racking in or live switching of circuit breakers, no additional person other than the switch operator is allowed in the space during the actual operation. Plan so that work near energized parts is minimized to the fullest extent possible. Use of electrical outages clear of any energized electrical sources is the preferred method.

When working in energized substations, only qualified electrical workers are permitted to enter. When work requires work near energized circuits as defined by NFPA 70, high voltage personnel must use personal protective equipment that includes, as a minimum, electrical hard hat, safety shoes,

insulating gloves and electrical arc flash protection for personnel as required by [NFPA 70E](#). Insulating blankets, hearing protection, and switching suits may also be required, depending on the specific job and as delineated in the Contractor's AHA. Ensure that each employee is familiar with and complies with these procedures and [29 CFR 1910.147](#).

3.8.2 Qualifications

Electrical work must be performed by QP personnel with verifiable credentials who are familiar with applicable code requirements. Verifiable credentials consist of State, National and Local Certifications or Licenses that a Master or Journeyman Electrician may hold, depending on work being performed, and must be identified in the appropriate AHA. Journeyman/Apprentice ratio must be in accordance with State, Local requirements applicable to where work is being performed.

3.8.3 Arc Flash

Conduct a hazard analysis/arc flash hazard analysis whenever work on or near energized parts greater than 50 volts is necessary, in accordance with [NFPA 70E](#).

All personnel entering the identified arc flash protection boundary must be QPs and properly trained in [NFPA 70E](#) requirements and procedures. Unless permitted by [NFPA 70E](#), no Unqualified Person is permitted to approach nearer than the Limited Approach Boundary of energized conductors and circuit parts. Training must be administered by an electrically qualified source and documented.

3.8.4 Grounding

Ground electrical circuits, equipment and enclosures in accordance with [NFPA 70](#) and [IEEE C2](#) to provide a permanent, continuous and effective path to ground unless otherwise noted by [EM 385-1-1](#).

Check grounding circuits to ensure that the circuit between the ground and a grounded power conductor has a resistance low enough to permit sufficient current flow to allow the fuse or circuit breaker to interrupt the current.

3.8.5 Testing

Temporary electrical distribution systems and devices must be inspected, tested and found acceptable for Ground-Fault Circuit Interrupter (GFCI) protection, polarity, ground continuity, and ground resistance before initial use, before use after modification and at least monthly. Monthly inspections and tests must be maintained for each temporary electrical distribution system, and signed by the electrical CP or QP.

-- End of Section --

SECTION 01 35 40.00 20

ENVIRONMENTAL MANAGEMENT

02/10

PART 1 GENERAL

1.1 REFERENCES

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

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)

ANSI Z400.1/Z129.1 (2004) Hazardous Industrial Chemicals -
Material Safety Data Sheets - Preparation

ASTM INTERNATIONAL (ASTM)

ASTM D 4840 (1999; R 2010) Sampling Chain-Of-Custody
Procedures

ASTM D 5663 (1997; R 2003) Validating Recycled Content
in Packaging Paper and Paperboard

ASTM E 2114 (2008) Standard Terminology for
Sustainability Relative to the Performance
of Buildings

U.S. DEPARTMENT OF AGRICULTURE (USDA)

Biomass R&D Act (2000) Biomass Research and Development Act

U.S. Farm Bill (2002) U.S. Farm Bill of May 2002

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

NPDES (1972; R 2005) National Pollutant
Discharge Elimination System

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

40 CFR Protection of Environment

40 CFR 261 Identification and Listing of Hazardous
Waste

1.2 DEFINITIONS

Definitions pertaining to sustainable development are as defined in
ASTM E 2114 and as specified.

- a. "Biobased content" is calculated as the weight of the biobased material divided by the total weight of the product, and is expressed as a percentage by weight.
- b. "Biobased materials" include fuels, chemicals, building materials, or

electric power or heat produced from biomass as defined by the [Biomass R&D Act](#). Minimum biobased content shall be as defined in the [U.S. Farm Bill](#).

- c. "Chain-of-custody" is a process whereby a product or material is maintained under the physical possession or control during its entire life cycle.
- d. "Pollution and environmental damage" is caused by the presence of chemical, physical, or biological elements or agents. Human health or welfare is adversely affected; ecological balances are unfavorably altered; the utility of the environment for aesthetic, cultural, or historical purposes degrades.

1.3 PRECONSTRUCTION MEETING

After award of Contract and prior to commencement of the work, the Contractor shall schedule and conduct a meeting with the Contracting Officer to discuss the proposed Environmental Protection Plan and to develop a mutual understanding relative to the details of environmental protection. The requirements for this meeting may be fulfilled during the coordination and mutual understanding meeting as specified in Section [01 45 00.10 20 QUALITY CONTROL FOR MINOR CONSTRUCTION](#).

1.4 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. The following shall be submitted in accordance with Section [01 33 00 SUBMITTAL PROCEDURES](#):

[SD-01 Preconstruction Submittals](#)

[Environmental Protection Plan; G](#)

[Instructor Qualifications](#)

Submit reference data to demonstrate instructors' individual and firm's capabilities and experience.

[SD-06 Test Reports](#)

[Field Quality Control Reports](#)

[SD-07 Certificates](#)

[Environmental Regulatory Requirements](#)

For Government's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with environmental regulations bearing on performance of the work.

[SD-08 Manufacturer's Instructions](#)

[Material Safety Data Sheets](#)

SD-11 Closeout Submittals

Training Program

Submit two copies of instructional program outline for demonstration and training, including a schedule of dates, times, length of instruction, instructors' names, learning objective, and teaching outline for each training module. At completion of training, submit one complete training manual for Government's use, and a list of participants with each participant's results of performance-based test for each training module. For Government's records, submit Contractor 40 CFR employee training records upon request of the Contracting Officer.

Protection of Natural Resources

1.5 CONTRACTOR'S ENVIRONMENTAL MANAGER

Designate an on-site Environmental Manager responsible for overseeing the environmental goals for the project and implementing procedures for environmental protection.

1.5.1 Duties

The Environmental Manager shall be responsible for the following:

- a. Compliance with applicable federal, state, and local environmental regulations, including maintaining required documentation.
- b. Implementation of the Waste Management Plan.
- c. Implementation of the Indoor Air Quality (IAQ) Management Plan.
- d. Implementation of the Environmental Protection Plan.
- e. Environmental training for Contractor personnel in accordance with their position requirements.
- f. Monitoring and documentation of environmental procedures.

1.5.2 Qualifications

Minimum 5 years construction experience on projects of similar size and scope; minimum 2 years experience with environmental procedures similar to those of this project; familiarity with Environmental Management Systems (EMSs); familiarity with environmental regulations applicable to construction operations.

1.6 ENVIRONMENTAL REGULATORY REQUIREMENTS

The Contractor shall be responsible for knowing federal, state, and local regulatory requirements pertaining to legal disposal of all construction and demolition waste materials. Comply with all applicable regulations and maintain records of permits, licenses, certificates, and other environmental regulatory requirement correspondences.

1.7 ENVIRONMENTAL REQUIREMENTS FOR PRODUCTS

1.7.1 Material Safety Data Sheets (MSDS)

Submit an MSDS for each product specified in other sections or required by OSHA to have an MSDS. MSDS shall be prepared within the previous five years. Include information for MSDS Sections 1 through 16 in accordance with ANSI Z400.1/Z129.1 and as follows:

- a. Section 11: Include data used to determine the hazards cited in Section 3. Identify acute data, carcinogenicity, reproductive effects, and target organ effects.
- b. Section 12: Include data regarding environmental impacts during raw materials acquisition, manufacture, and use. Include data regarding environmental impacts in the event of an accidental release.
- c. Section 13: Include data regarding the proper disposal of the chemical. Include information regarding recycling and reuse. Indicate whether or not the product is considered to be "hazardous waste" according to 40 CFR 261.
- d. Section 14: Identify hazard class for shipping.
- e. Section 15: Identify federal, state, and local regulations applicable to the material.
- f. Section 16: Include additional information relative to recycled content, biobased content, and other information regarding environmental and health impacts. Identify the date MSDS was prepared.

1.8 ENVIRONMENTAL PROTECTION PLAN

Prepare and submit an Environmental Protection Plan not less than 10 days before the preconstruction meeting. At a minimum, address the following elements in accordance with this section:

- a. Identification and contact information for Environmental Manager.
- b. General site information, including preconstruction description and photographs.
- c. Summary of training program.
- d. Procedures to address water resources.
- e. Procedures to address land resources.
- f. Procedures to address air resources.
- g. Procedures to address fish and wildlife resources.
- h. Monitoring and quality control procedures.

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.

1.9 ENVIRONMENTAL DEMONSTRATION AND TRAINING

Contractor shall provide environmental training for workers performing work on the project site.

1.9.1 Instructor Qualifications

Training shall be given by a firm or individual experienced in providing training or education similar in content and extent to that indicated for this project.

1.9.2 Coordination

Coordinate instruction schedule with Government operations. Adjust schedule as required to minimize disruption of Government operations. Coordinate instruction with demonstration and training of general building systems.

1.9.3 Training Program

Develop a training program for all site workers that includes the following topics:

- a. Overview of environmental and sustainability issues related to the building industry.
- b. Overview of environmental and sustainability issues related to the project.
- c. Compliance with applicable federal, state, and local environmental regulations.
- d. Review of site specific procedures and management plans implemented during construction, including the Waste Management Plan, Indoor Air Quality (IAQ) Management Plan, Environmental Protection Plan, and procedures for noise and acoustics management.

1.9.3.1 Scheduling

Provide instruction at mutually agreeable times.

1.9.3.2 Training Modules

Develop a learning objective and teaching outline for each topic in the Training Program. Include a description of specific skills and knowledge that each participant is expected to acquire. Instructors shall be well-versed in the particular topics that they are presenting.

1.9.3.3 Evaluation

At the conclusion of each training module, assess and document each participant's understanding of the module by use of a written performance-based test.

PART 2 PRODUCTS

2.1 ENVIRONMENTALLY PREFERABLE PRODUCTS

Consider raw materials acquisition, production, manufacturing, packaging,

distribution, reuse, operation, maintenance, and disposal of products, and provide products and materials with the least effect on the environment, determined by LCA analysis, released toxins, and other methods.

2.1.1 Prohibited Materials

The use of the following materials is prohibited:

- a. Products containing asbestos.
- b. Products containing urea formaldehyde.
- c. Products containing polychlorinated biphenyls.
- d. Products containing chlorinated fluorocarbons.
- e. Solder or flux containing more than 0.2 percent lead and domestic water pipe or pipe fittings containing more than 8 percent lead.
- f. Paint containing more than 0.06 percent lead.

2.1.2 Packaging

Where Contractor has the option to provide one of the listed products or equal, preference shall be given to products with minimal packaging and easily recyclable packaging, and to manufacturers with policies that take back product packaging.

2.1.2.1 Industrial Paperboard

Minimum 45 percent post-consumer recycled content in accordance with [ASTM D 5663](#).

2.1.2.2 Carrier Board

Minimum 10percent recycled content with a minimum of 10 percent post-consumer recycled content in accordance with [ASTM D 5663](#).

2.1.2.3 Brown Papers

Minimum 5percent recycled content with a minimum of 5 percent post-consumer recycled content in accordance with [ASTM D 5663](#).

2.1.3 Substitutions

Notify the Contracting Officer when Contractor is aware of materials, equipment, or products that meet the aesthetic and programmatic intent of Contract Documents, but which are more environmentally responsible than materials, equipment, or products specified or indicated in the Contract Documents. Submit the following for initial review by the Contracting Officer:

- a. Product data including manufacturer's name, address, and phone number.
- b. Description of environmental advantages of proposed substitution over specified product.

PART 3 EXECUTION

3.1 PROTECTION OF NATURAL RESOURCES

Comply with applicable regulations and these specifications. Preserve the natural resources within the project boundaries and outside the limits of permanent work performed under this Contract in their existing condition or restore to an equivalent or improved condition as approved by the Contracting Officer.

3.1.1 General Disturbance

Confine demolition and construction activities to work area limits indicated on the Drawings. Remove debris, rubbish, and other waste materials resulting from demolition and construction operations from site. Transport materials with appropriate vehicles and dispose of them off site to areas that are approved for disposal by governing authorities having jurisdiction. Avoid spillage by covering and securing loads when hauling on or adjacent to public streets or highways. Remove spillage and sweep, wash, or otherwise clean project site, streets, or highways. Burning is prohibited.

3.1.2 Water Resources

Comply with requirements of the NPDES and the applicable State Pollutant Discharge Elimination System (SPDES). Prevent oily or other hazardous substances from entering the ground, drainage areas, or local bodies of water. Store and service construction equipment at areas designated for collection of oil wastes. Prevent ponding of stagnant water conducive to mosquito breeding habitat. Prevent run-off from site during demolition and construction operations. Equipment will not be permitted to ford live streams.

3.1.3 Land Resources

Prior to construction, identify land resources to be preserved within the work area. Do not remove, cut, deface, injure, or destroy land resources including trees, shrubs, vines, grasses, topsoil, and landforms without permission from the Contracting Officer.

3.1.3.1 Erodible Soils

Plan and conduct earthwork to minimize the duration of exposure of unprotected soils, except where the constructed feature obscures borrow areas, quarries, and waste material areas. Clear areas in reasonably sized increments only as needed to use the areas developed. Form earthwork to final grade as shown. Immediately protect side slopes and back slopes upon completion of rough grading.

3.1.3.2 Erosion and Sedimentation Control Devices

Construct or install temporary and permanent erosion and sedimentation control features as required.

3.1.3.3 Tree and Plant Protection

Prior to start of construction, tag each tree and plant scheduled to remain. In the event of damage to tree or plant, the Government may, at the Contracting Officer's discretion, deduct the indicated value of the

damaged tree or plant from the Contract Sum.

3.1.4 Air Resources

Comply with Indoor Air Quality (IAQ) Management Plan and as follows:

- a. Prevent creation of dust, air pollution, and odors.
- b. Sequence construction to avoid unnecessary disturbance to site.
- c. Use mulch, water sprinkling, temporary enclosures, and other appropriate methods as needed to limit dust and dirt rising and scattering in air. Do not use water when it may create hazardous or other adverse conditions such as flooding and pollution.
- d. Store volatile liquids, including fuels and solvents, in closed containers. Do not store with materials that have a high capacity to adsorb VOC emissions or in occupied spaces.
- e. Properly maintain equipment to reduce gaseous pollutant emissions.

3.1.5 Fish and Wildlife Resources

Manage and control construction activities to minimize interference with and damage to fish and wildlife. Do not disturb fish and wildlife. Do not alter water flows or otherwise significantly disturb the native habitat related to the project and critical to the survival of fish and wildlife, except as indicated or specified.

3.2 FIELD QUALITY CONTROL

Comply with requirements of agencies having jurisdiction and as specified herein. Provide field practices, shipping, and handling of samples in accordance with [ASTM D 4840](#). Provide [Field Quality Control Reports](#) in accordance with approved Environmental Protection Plan.

-- End of Section --

SECTION 01 42 00

SOURCES FOR REFERENCE PUBLICATIONS

11/14

PART 1 GENERAL

1.1 REFERENCES

Various publications are referenced in other sections of the specifications to establish requirements for the work. These references are identified in each section by document number, date and title. The document number used in the citation is the number assigned by the standards producing organization (e.g. ASTM B564 Standard Specification for Nickel Alloy Forgings). However, when the standards producing organization has not assigned a number to a document, an identifying number has been assigned for reference purposes.

1.2 ORDERING INFORMATION

The addresses of the standards publishing organizations whose documents are referenced in other sections of these specifications are listed below, and if the source of the publications is different from the address of the sponsoring organization, that information is also provided.

ACOUSTICAL SOCIETY OF AMERICA (ASA)
1305 Walt Whitman Road, Suite 300
Melville, NY 11747-4300
Ph: 516-576-2360
Fax: 631-923-2875
E-mail: asa@aip.org
Internet: <http://asa.aip.org>

AIR MOVEMENT AND CONTROL ASSOCIATION INTERNATIONAL (AMCA)
30 West University Drive
Arlington Heights, IL 60004-1893
Ph: 847-394-0150
Fax: 847-253-0088
E-mail: amca@amca.org
Internet: <http://www.amca.org>

AIR-CONDITIONING, HEATING AND REFRIGERATION INSTITUTE (AHRI)
2111 Wilson Blvd, Suite 500
Arlington, VA 22201
Ph: 703-524-8800
Fax: 703-562-1942
Internet: <http://www.ahrinet.org>

ALUMINUM ASSOCIATION (AA)
National Headquarters
1525 Wilson Boulevard, Suite 600
Arlington, VA 22209
Ph: 703-358-2960
E-Mail: info@aluminum.org
Internet: <http://www.aluminum.org>

AMERICAN ASSOCIATION OF TEXTILE CHEMISTS AND COLORISTS (AATCC)
1 Davis Drive
P.O. Box 12215
Research Triangle Park, NC 27709-2215
Ph: 919-549-8141
Fax: 919-549-8933
Internet: <http://www.aatcc.org>

AMERICAN BEARING MANUFACTURERS ASSOCIATION (ABMA)
2025 M Street, NW, Suite 800
Washington, DC 20036
Ph: 202-367-1155
E-mail: info@americanbearings.org
Internet: <http://www.americanbearings.org>

AMERICAN CONCRETE INSTITUTE INTERNATIONAL (ACI)
38800 Country Club Drive
Farmington Hills, MI 48331-3439
Ph: 248-848-3700
Fax: 248-848-3701
E-mail: bkstore@concrete.org
Internet: <http://www.concrete.org>

AMERICAN CONFERENCE OF GOVERNMENTAL INDUSTRIAL HYGIENISTS (ACGIH)
1330 Kemper Meadow Drive
Cincinnati, OH 45240
Ph: 513-742-2020 or 513-742-6163
Fax: 513-742-3355
E-mail: mail@acgih.org
Internet: <http://www.acgih.org>

AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC)
One East Wacker Drive, Suite 700
Chicago, IL 60601-1802
Ph: 312-670-2400
Fax: 312-670-5403
Bookstore: 800-644-2400
E-mail: aisc@ware-pak.com
Internet: <http://www.aisc.org>

AMERICAN IRON AND STEEL INSTITUTE (AISI)
25 Massachusetts Avenue, NW Suite 800
Washington, DC 20001
Ph: 202-452-7100
Internet: <http://www.steel.org>

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)
1899 L Street, NW, 11th Floor
Washington, DC 20036
Ph: 202-293-8020
Fax: 202-293-9287
E-mail: storemanager@ansi.org
Internet: <http://www.ansi.org/>

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING
ENGINEERS (ASHRAE)
1791 Tullie Circle, NE
Atlanta, GA 30329
Ph: 800-527-4723 or 404-636-8400

Fax: 404-321-5478
E-mail: ashrae@ashrae.org
Internet: <http://www.ashrae.org>

AMERICAN SOCIETY OF SAFETY ENGINEERS (ASSE/SAFE)
1800 East Oakton Street
Des Plaines, IL 60018
Ph: 847-699-2929
Internet: <http://www.asse.org>

AMERICAN SOCIETY OF SANITARY ENGINEERING (ASSE)
18927 Hickory Creek Drive, Suite 220
Mokena, IL 60448
Ph: 708-995-3019
Fax: 708-479-6139
E-mail: staffengineer@asse-plumbing.org
Internet: <http://www.asse-plumbing.org>

AMERICAN WATER WORKS ASSOCIATION (AWWA)
6666 West Quincy Avenue
Denver, CO 80235-3098
Ph: 303-794-7711
E-mail: distribution@awwa.org
Internet: <http://www.awwa.org>

AMERICAN WELDING SOCIETY (AWS)
13301 NW 47 Ave
Miami, FL 33054

Ph: 888-WELDING, 305-824-1177, 305-826-6192
Fax: 305-826-6195
E-mail: customer.service@awspubs.com
Internet: <http://www.aws.org>

APA - THE ENGINEERED WOOD ASSOCIATION (APA)
7011 South 19th St.
Tacoma, WA 98466-5333
Ph: 253-565-6600
Fax: 253-565-7265
Internet: <http://www.apawood.org>

ARCHITECTURAL WOODWORK INSTITUTE (AWI)
46179 Westlake Drive, Suite 120
Potomac Falls, VA 20165
Ph: 571-323-3636
Fax: 571-323-3630
E-mail: info@awinet.org
Internet: <http://www.awinet.org>

ARCNET TRADE ASSOCIATION (ATA)
E-mail: info@arcnet.com
Internet: <http://www.arcnet.com/index.htm></URL

ASME INTERNATIONAL (ASME)
Two Park Avenue, M/S 10E
New York, NY 10016-5990
Ph: 800-843-2763
Fax: 973-882-1717
E-mail: customercare@asme.org

Internet: <http://www.asme.org>

ASSOCIATED AIR BALANCE COUNCIL (AABC)
1518 K Street, NW
Washington, DC 20005
Ph: 202-737-0202
Fax: 202-638-4833
E-mail: info@aabc.com
Internet: <http://www.aabc.com/>

ASTM INTERNATIONAL (ASTM)
100 Barr Harbor Drive, P.O. Box C700
West Conshohocken, PA 19428-2959
Ph: 877-909-2786
Internet: <http://www.astm.org>

BUILDERS HARDWARE MANUFACTURERS ASSOCIATION (BHMA)
355 Lexington Avenue, 15th Floor
New York, NY 10017
Ph: 212-297-2122
Fax: 212-370-9047
Internet: <http://www.buildershardware.com>

CALIFORNIA ENERGY COMMISSION (CEC)
Media and Public Communications Office
1516 Ninth Street, MS-29
Sacramento, CA 95814-5512
Ph: 916-654-5106
E-mail: appliances@energy.ca.gov
Internet: <http://www.energy.ca.gov/>

CARPET AND RUG INSTITUTE (CRI)
P.O. Box 2048
Dalton, GA 30722-2048
Ph: 706-278-3176
Fax: 706-278-8835
Internet: <http://www.carpet-rug.com>

CAST IRON SOIL PIPE INSTITUTE (CISPI)
3008 Preston Station Drive
Hixson, TN 37343
Ph: 423-842-2122
Internet: <http://www.cispi.org>

COMPOSITE PANEL ASSOCIATION (CPA)
19465 Deerfield Avenue, Suite 306
Leesburg, VA 20176
Ph: 703-724-1128
Fax: 703-724-1588
Internet: <http://www.compositepanel.org/>

COPPER DEVELOPMENT ASSOCIATION (CDA)
Internet: <http://www.copper.org>

FLUID SEALING ASSOCIATION (FSA)
994 Old Eagle School Rd. #1019
Wayne, PA 19087-1866
Ph: 610-971-4850
Internet: www.fluidsealing.com

FM GLOBAL (FM)
270 Central Avenue
P.O. Box 7500
Johnston, RI 02919-4923
Ph: 877-364-6726
Fax: 401-275-3029
E-mail: servicedesk.myrisk@fmglobal.com
Internet: <http://www.fmglobal.com>

FOUNDATION FOR CROSS-CONNECTION CONTROL AND HYDRAULIC RESEARCH
(FCCCHR)
University of South California
Research Annex 219
3716 South Hope Street
Los Angeles, CA 90089-7700
Ph: 213-740-2032 or 866-545-6340
Fax: 213-740-8399
E-mail: fccchr@usc.edu
Internet: <http://www.usc.edu/dept/fccchr>

GREEN SEAL (GS)
1001 Connecticut Avenue, NW
Suite 827
Washington, DC 20036-5525
Ph: 202-872-6400
Fax: 202-872-4324
Internet: <http://www.greenseal.org>

GYPSUM ASSOCIATION (GA)
6525 Belcrest Road, Suite 480
Hyattsville, MD 20782
Ph: 301-277-8686
Fax: 301-277-8747
E-mail: info@gypsum.org
Internet: <http://www.gypsum.org>

HARDWOOD PLYWOOD AND VENEER ASSOCIATION (HPVA)
1825 Michael Faraday Dr.
Reston, VA 20190
Ph: 703-435-2900
Fax: 703-435-2537
E-mail: hpva@hpva.org
Internet: <http://www.hpva.org>

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)
445 and 501 Hoes Lane
Piscataway, NJ 08854-4141
Ph: 732-981-0060 or 800-701-4333
Fax: 732-562-9667
E-mail: onlinesupport@ieee.org
Internet: <http://www.ieee.org>

INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS
(IAPMO)
4755 E. Philadelphia St.
Ontario, CA 91761
Ph: 909-472-4100
Fax: 909-472-4150

E-mail: iapmo@iapmo.org
Internet: <http://www.iapmo.org>

INTERNATIONAL CODE COUNCIL (ICC)
500 New Jersey Avenue, NW
6th Floor, Washington, DC 20001
Ph: 800-786-4452 or 888-422-7233
E-mail: order@iccsafe.org
Internet: www.iccsafe.org

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)
1, ch. de la Voie-Creuse
Case Postale 56
CP 56 - CH-1211 Geneva 20
Switzerland
Ph: 41-22-749-01-11
Fax: 41-22-733-34-30
E-mail: central@iso.ch
Internet: <http://www.iso.org>

KITCHEN CABINET MANUFACTURERS ASSOCIATION (KCMA)
1899 Preston White Drive
Reston, VA 20191-5435
Ph: 703-264-1690
Fax: 703-620-6530
Internet: <http://www.kcma.org>

MANUFACTURERS STANDARDIZATION SOCIETY OF THE VALVE AND FITTINGS
INDUSTRY (MSS)
127 Park Street, NE
Vienna, VA 22180-4602
Ph: 703-281-6613
E-mail: info@mss-hq.com
Internet: <http://mss-hq.org/Store/index.cfm>

MASTER PAINTERS INSTITUTE (MPI)
2800 Ingleton Avenue
Burnaby, BC CANADA V5C 6G7
Ph: 1-888-674-8937
Fax: 1-888-211-8708
E-mail: info@paintinfo.com or techservices@mpi.net
Internet: <http://www.mpi.net/>

MIDWEST INSULATION CONTRACTORS ASSOCIATION (MICA)
16712 Elm Circle
Omaha, NE 68130
Ph: 800-747-6422
Fax: 402-330-9702
Internet: <http://www.micainsulation.org>

NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)
1300 North 17th Street, Suite 900
Arlington, VA 22209
Ph: 703-841-3200
Internet: <http://www.nema.org/>

NATIONAL ENVIRONMENTAL BALANCING BUREAU (NEBB)
8575 Grovemont Circle
Gaithersburg, MD 20877

Ph: 301-977-3698
Fax: 301-977-9589
Internet: <http://www.nebb.org>

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
1 Batterymarch Park
Quincy, MA 02169-7471
Ph: 617-770-3000
Fax: 617-770-0700
Internet: <http://www.nfpa.org>

NSF INTERNATIONAL (NSF)
789 North Dixboro Road
P.O. Box 130140
Ann Arbor, MI 48105
Ph: 734-769-8010 or 800-NSF-MARK
Fax: 734-769-0109
E-mail: info@nsf.org
Internet: <http://www.nsf.org>

PLASTIC PIPE AND FITTINGS ASSOCIATION (PPFA)
800 Roosevelt Road
Building C, Suite 312
Glen Ellyn, IL 60137
Ph: 630-858-6540
Fax: 630-790-3095
Internet: <http://www.ppfahome.org>

PLUMBING AND DRAINAGE INSTITUTE (PDI)
800 Turnpike Street, Suite 300
North Andover, MA 01845
Ph: 978-557-0720 or 800-589-8956
E-Mail: pdi@PDIONline.org
Internet: <http://www.pdionline.org>

SCIENTIFIC CERTIFICATION SYSTEMS (SCS)
2000 Powell Street, Suite 600
Emeryville, CA 94608
Ph: 800-326-3228
E-mail: info@SCSglobal services.com
Internet: <http://www.scsglobalservices.com/>

SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION
(SMACNA)
4201 Lafayette Center Drive
Chantilly, VA 20151-1219
Ph: 703-803-2980
Fax: 703-803-3732
Internet: <http://www.smacna.org>

SOCIETY FOR PROTECTIVE COATINGS (SSPC)
40 24th Street, 6th Floor
Pittsburgh, PA 15222
Ph: 412-281-2331
Fax: 412-281-9992
E-mail: info@sspc.org
Internet: <http://www.sspc.org>

SOCIETY OF AUTOMOTIVE ENGINEERS INTERNATIONAL (SAE)
400 Commonwealth Drive
Warrendale, PA 15096
Ph: 724-776-4970
Fax: 877-606-7323
E-mail: customerservice@sae.org
Internet: <http://www.sae.org>

STATE OF VIRGINIA ADMINISTRATIVE CODE (VAC)
201 North 9th Street
General Assembly Building
Richmond, Virginia 23219
E-mail: codes@dls.virginia.gov
Internet: <http://register.dls.virginia.gov>

STEEL DOOR INSTITUTE (SDI/DOOR)
30200 Detroit Road
Westlake, OH 44145
Ph: 440-899-0010
Fax: 440-892-1404
E-mail: info@steeldoor.org
Internet: <http://www.steeldoor.org>

TILE COUNCIL OF NORTH AMERICA (TCNA)
100 Clemson Research Boulevard
Anderson, SC 29625
Ph: 864-646-8453
Fax: 864-646-2821
E-mail: info@tileusa.com
Internet: <http://www.tcnatile.com/>

U.S. ARMY CORPS OF ENGINEERS (USACE)
CRD-C DOCUMENTS available on Internet:
http://www.wbdg.org/ccb/browse_cat.php?c=68
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Fax: 301-394-0084
E-mail: pubs-army@usace.army.mil
Internet: <http://www.publications.usace.army.mil/>
or
<http://www.hnc.usace.army.mil/Missions/Engineering/TECHINFO.aspx>

U.S. DEFENSE LOGISTICS AGENCY (DLA)

Fort Belvoir, VA

Internet: <http://www.dla.mil>

U.S. DEPARTMENT OF AGRICULTURE (USDA)
Order AMS Publications from:
AGRICULTURAL MARKETING SERVICE (AMS)
Seed Regulatory and Testing Branch
801 Summit Crossing Place, Suite C
Gastonia, NC 28054-2193
Ph: 704-810-8871

Fax: 704-852-4189
E-mail: seed.ams@usda.gov
Internet: <http://www.ams.usda.gov/lsg/seed.htm>
Order Other Publications from:
U.S. Department of Agriculture, Rural Utilities Program
USDA Rural Development, Room 4051-S
Mail Stop 1510
1400 Independence Avenue SW
Washington, DC 20250-1510
Phone: (202) 720-9540
TTY: (800) 877-8339 (Federal Relay Service)
Fax: (202) 720-1725
Internet: http://www.rurdev.usda.gov/utilities_lp.html

U.S. DEPARTMENT OF DEFENSE (DOD)
Order DOD Documents from:
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Washington, DC 20301-1400
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FAX: 215-697-1462
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Internet: <http://www.ntis.gov>
Obtain Military Specifications, Standards and Related Publications
from:
Acquisition Streamlining and Standardization Information System
(ASSIST)
Department of Defense Single Stock Point (DODSSP)
Document Automation and Production Service (DAPS)
Building 4/D
700 Robbins Avenue
Philadelphia, PA 19111-5094
Ph: 215-697-6396 - for account/password issues
Internet: <http://assist.daps.dla.mil/online/start/>; account
registration required
Obtain Unified Facilities Criteria (UFC) from:
Whole Building Design Guide (WBDG)
National Institute of Building Sciences (NIBS)
1090 Vermont Avenue NW, Suite 700
Washington, DC 20005
Ph: 202-289-7800
Fax: 202-289-1092
Internet: http://www.wbdg.org/references/docs_refs.php

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, DC 20004
Ph: 202-272-0167
Internet: <http://www2.epa.gov/libraries>
--- Some EPA documents are available only from:
National Technical Information Service (NTIS)
5301 Shawnee Road
Alexandria, VA 22312
Ph: 703-605-6050 or 1-688-584-8332
Fax: 703-605-6900
E-mail: info@ntis.gov
Internet: <http://www.ntis.gov>

U.S. FEDERAL AVIATION ADMINISTRATION (FAA)
Order for sale documents from:
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U.S. Government Printing Office (GPO)
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Washington, DC 20401
Ph: 202-512-1800
Fax: 202-512-2104
E-mail: contactcenter@gpo.gov
Internet: <http://www.gpoaccess.gov>
Order free documents from:
Federal Aviation Administration
Department of Transportation
800 Independence Avenue, SW
Washington, DC 20591
Ph: 1-866-835-5322
Internet: <http://www.faa.gov>

U.S. FEDERAL HIGHWAY ADMINISTRATION (FHWA)
FHWA, Office of Safety
1200 New Jersey Ave., SE
Washington, DC 20590
Ph: 202-366-4000
Internet: <http://www.fhwa.dot.gov>
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Fax: 202-512-2104
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Internet: <http://www.gpoaccess.gov>

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General Services Administration
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Washington, DC 20417
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Acquisition Streamlining and Standardization Information System
(ASSIST)
Internet: <https://assist.dla.mil/online/start/>; account
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U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
8601 Adelphi Road
College Park, MD 20740-6001
Ph: 866-272-6272
Fax: 301-837-0483
Internet: <http://www.archives.gov>
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710 North Capitol Street, NW
Washington, DC 20401
Ph: 202-512-1800
Fax: 202-512-2104

E-mail: contactcenter@gpo.gov
Internet: <http://www.gpoaccess.gov>

UNDERWRITERS LABORATORIES (UL)
2600 N.W. Lake Road
Camas, WA 98607-8542
Ph: 877-854-3577
E-mail: CEC.us@us.ul.com
Internet: <http://www.ul.com/>
UL Directories available through IHS at <http://www.ihs.com>

WINDOW AND DOOR MANUFACTURERS ASSOCIATION (WDMA)
330 N Wabash Avenue, Suite 2000
Chicago, IL 60611
Ph: 312-321-6802
E-mail: wdma@wdma.com
Internet: <http://www.wdma.com>

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

-- End of Section --

SECTION 01 45 00.10 20

QUALITY CONTROL FOR MINOR CONSTRUCTION

02/10

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)

EM 385-1-1

(2008; Errata 1-2010; Changes 1-3 2010; Changes 4-6 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 Contractor Quality Control approval. The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

QC Plan; G,

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

1.3 INFORMATION FOR THE CONTRACTING OFFICER (KO)

Prior to commencing work on construction, the Contractor can obtain a single copy set of the current report forms from the KO. 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 KO:

- a. CQC Report: Original and one copy, by 10:00 AM the next working day after each day that work is performed;
- b. Contractor Production Report: Original and one copy by 10:00 AM the next working day after each day that work is performed;
- c. Preparatory Phase Checklist: Original attached to the original CQC Report and one copy attached to each copy;
- d. Initial Phase Checklist: Original attached to the original CQC Report and one copy attached to each copy;
- e. Field Test Reports: One copy, within two working days after the test is performed, attached to the CQC Report;

f. QC Meeting Minutes: One copy, within two working days after the meeting; and

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

1.4 QC PROGRAM REQUIREMENTS

Establish and maintain a QC program as described in this section. The QC program consists of a QC Manager, a QC plan, a Coordination and Mutual Understanding Meeting, QC meetings, three phases of control, submittal review and approval, testing, and QC certifications and documentation necessary to provide materials, equipment, workmanship, fabrication, construction and operations which comply with the requirements of this contract. The QC program shall cover on-site and off-site work and shall be keyed to the work sequence. No work or testing may be performed unless the QC Manager is on the work site.

1.4.1 Preliminary Work Authorized Prior to Acceptance

The only 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.

1.4.2 Acceptance

Acceptance of the QC plan is required prior to the start of construction. The KO 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 KO reserves the right to interview any member of the QC organization at any time in order to verify the submitted qualifications.

1.4.3 Notification of Changes

Notify the KO, in writing, of any proposed change, including changes in the QC organization personnel, a minimum of seven calendar days prior to a proposed change. Proposed changes shall be subject to the acceptance by the KO.

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 Coordination and Mutual Understanding Meeting, conduct the QC meetings, perform the three phases of control, 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 others.

1.5.1.2 Qualifications

An individual with a minimum of 5 years combined experience as a

superintendent, inspector, QC Manager, project manager, or construction manager on similar size and type construction contracts which included the major trades that are part of this contract. The individual must be familiar with the requirements of the EM 385-1-1 and have experience in the areas of hazard identification and safety compliance.

1.5.1.3 Construction Quality Management Training

In addition to the above experience and education requirements, the QC Manager shall have completed the course Construction Quality Management for Contractors and will have a current certificate.

1.5.2 Alternate QC Manager Duties and Qualifications

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

1.6 QC PLAN

1.6.1 Requirements

Provide, for acceptance by the KO, a QC plan submitted in a three-ring binder that covers both on-site and off-site work and includes the following with a table of contents listing the major sections identified with tabs.

- I. QC ORGANIZATION: A chart showing the QC organizational structure and its relationship to the production side of the organization.
- II. NAMES AND QUALIFICATIONS: In resume format, for each person in the QC organization. Include the CQM for Contractors course certification required by the paragraph entitled "Construction Quality Management Training".
- III. DUTIES, RESPONSIBILITY AND AUTHORITY OF QC PERSONAL: Of each person in the QC organization.
- IV. 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.
- V. APPOINTMENT LETTERS: Letters signed by an officer of the firm appointing the QC Manager and Alternate QC Manager and stating that they are responsible for managing and implementing the QC program as described in this contract. Include in this letter the QC Manager's authority to direct the removal and replacement of non-conforming work.
- VI. 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.
- VII. TESTING LABORATORY INFORMATION: Testing laboratory information required by the paragraphs "Accredited Laboratories" or "Testing

Laboratory Requirements", as applicable.

- VIII. 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.
- IX. PROCEDURES TO COMPLETE REWORK ITEMS: Procedures to identify, record, track and complete rework items.
- X. DOCUMENTATION PROCEDURES: Use Government formats.
- XI. LIST OF DEFINABLE FEATURES: A Definable Feature of Work (DFOW) is a task, which is separate and distinct from other tasks, has the same control requirements and work crews. The list shall be cross-referenced to the Contractor's Construction Schedule and the specification sections. For projects requiring a Progress Chart, the list of definable features of work shall include but not be limited to all items of work on the schedule. For projects requiring a Network Analysis Schedule, the list of definable features of work shall include but not be limited to all critical path activities.
- XII. PROCEDURES FOR PERFORMING THREE PHASES OF CONTROL: For each DFOW provide Preparatory and Initial Phase Checklists. Each list shall include a breakdown of quality checks that will be used when performing the quality control functions, inspections, and tests required by the contract documents. The preparatory and initial phases shall be conducted with a view towards obtaining quality construction by planning ahead and identifying potential problems.
- XIII. PERSONNEL MATRIX: Not Applicable.
- XIV. PROCEDURES FOR COMPLETION INSPECTION: See the paragraph entitled "COMPLETION INSPECTIONS".
- XV. TRAINING PROCEDURES AND TRAINING LOG: Not Applicable.

1.7 COORDINATION AND MUTUAL UNDERSTANDING MEETING

During the Pre-Construction conference and prior to the start of construction, discuss the QC program required by this contract. 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, and the coordination of the Contractor's management, production and the QC personnel. At the meeting, the Contractor will be required to explain how three phases of control will be implemented for each DFOW. Contractor's personnel required to attend shall include the QC Manager, project manager, and superintendent. Minutes of the meeting will be prepared by the QC Manager and signed by both the Contractor and the KO. The Contractor shall provide a copy of the signed minutes to all attendees. Repeat the coordination and mutual understanding meeting when a new QC Manager is appointed.

1.8 QC MEETINGS

After the start of construction, the QC Manager shall conduct QC meetings once every two weeks at the work site with the superintendent and the foreman responsible for the ongoing and upcoming work. The QC Manager

shall prepare the minutes of the meeting and provide a copy to the KO within two working days after the meeting. As a minimum, the following shall be accomplished at each meeting:

- a. Review the minutes of the previous meeting;
- b. Review the schedule and the status of work 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 (RFIs, etc.);
- f. Address items that may require revising the QC plan; and
- g. Review Accident Prevention Plan (APP).

1.9 THREE PHASES OF CONTROL

The three phases of control shall adequately cover both on-site and off-site work and shall include the following for each DFO.

1.9.1 Preparatory Phase

Notify the KO at least two work days in advance of each preparatory phase. Conduct the preparatory phase with the superintendent and the foreman responsible for the definable feature of work. Document the results of the preparatory phase actions in the daily CQC Report and in the QC checklist. Perform the following prior to beginning work on each definable feature of work:

- a. Review each paragraph of the applicable specification sections;
- b. Review the contract drawings;
- c. Verify that appropriate shop drawings and submittals for materials and equipment have been submitted and approved. Verify receipt of approved factory test results, when required;
- d. Review the testing plan and ensure that provisions have been made to provide the required QC testing;
- e. Examine the work area to ensure that the required preliminary work has been completed;
- f. Examine the required materials, equipment and sample work to ensure that they are on hand and conform to the approved shop drawings and submitted data;
- g. Review the 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; and
- h. Discuss specific controls used and the construction methods and the approach that will be used to provide quality construction by planning ahead and identifying potential problems for each DFO.

1.9.2 Initial Phase

Notify the KO 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 foreman responsible for that DFOW. Observe the initial segment of the work to ensure that it complies with contract requirements. Document the results of the Initial Phase in the daily CQC Report and in the QC checklist. Perform the following for each DFOW:

- a. Establish the quality of workmanship required;
- b. Resolve conflicts;
- c. Ensure that testing is performed by the approved laboratory; and
- d. Check work procedures for compliance with the APP and the appropriate AHA to ensure that applicable safety requirements are met.

1.9.3 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 and in the QC checklist:

- 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; and
- e. Assure manufacturers representatives have performed necessary inspections, if required.

1.9.4 Additional Preparatory and Initial Phases

Additional preparatory and initial phases shall be conducted 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.

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

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

1.10 SUBMITTAL REVIEW AND APPROVAL

Procedures for submission, review, and approval of submittals are described in the submittal section of the specification.

1.11 TESTING

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

1.11.1 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 (i.e.; 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 shall meet the requirements of OSHA and EPA. The policy applies to the specific laboratory performing the actual testing, not just the "Corporate Office."

1.11.2 Laboratory Accreditation Authorities

Laboratory Accreditation Authorities include the National Voluntary Laboratory Accreditation Program (NVLAP) administered by the National Institute of Standards and Technology, the American Association of State Highway and Transportation Officials (AASHTO), International Accreditation Services, Inc. (IAS), U. S. Army Corps of Engineers Materials Testing Center (MTC), the American Association for Laboratory Accreditation (A2LA), the Washington Association of Building Officials (WABO) (Approval authority for WABO is limited to projects within Washington State), and the Washington Area Council of Engineering Laboratories (WACEL) (Approval authority by WACEL is limited to projects within the NAVFAC WASH and Public Works Center Washington geographical area).

1.11.3 Capability Check

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

1.11.4 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 KO 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 shall be signed by a testing laboratory representative authorized to sign certified test reports. Furnish the signed reports, certifications, and other documentation to the KO.

1.12 QC CERTIFICATIONS

1.12.1 Contractor Quality Control Report Certification

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

1.12.2 Invoice Certification

Furnish a certificate to the KO with each payment request, signed by the QC Manager, attesting that as-built drawings are current and attesting that

the work for which payment is requested, including stored material, is in compliance with contract requirements.

1.12.3 Completion Certification

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

1.13 COMPLETION INSPECTIONS

1.13.1 Punch-Out Inspection

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

1.13.2 Pre-Final Inspection

The Government and QC manager will perform this inspection to verify that the facility is complete and ready to be occupied. A Government pre-final punch list may be developed as a result of this inspection. The QC Manager shall ensure that all items on this list are corrected prior to notifying the Government that a "Final" inspection with the customer can be scheduled. Any items noted on the "Pre-Final" inspection shall be corrected in a timely manner and shall 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.

1.13.3 Final Acceptance Inspection

The QC Manager, the superintendent, or other Contractor management personnel and the KO will be in attendance at this inspection. Additional Government personnel may be in attendance. The final acceptance inspection will be formally scheduled by the KO based upon results of the "Pre-Final Inspection". Notice shall be given to the KO at least 14 days prior to the final inspection. The notice shall state that all specific items previously identified to the Contractor as being unacceptable will be complete by the date scheduled for the final acceptance inspection. Failure of the Contractor to have all contract work acceptably complete for this inspection will be cause for the KO to bill the Contractor for the Government's additional inspection cost in accordance with the contract clause "Inspection of Construction".

1.14 DOCUMENTATION

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 (KO)" shall 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 superintendent and the QC Manager must prepare and sign the Contractor Production and CQC Reports, respectively. The reporting of work shall be identified by terminology consistent with the construction schedule. In the "remarks" section in this report which will contain pertinent information including directions received, problems encountered during construction, work progress and delays, conflicts or errors in the drawings or specifications, field changes, safety hazards encountered, instructions given and corrective actions taken, delays encountered and a record of visitors to the work site. For each remark given, identify the Schedule Activity No. that is associated with the remark.

1.14.1 Quality Control Validation

Establish and maintain the following in a series of three ring binders. Binders shall be divided and tabbed as shown below. These binders shall be readily available to the Government's Quality Assurance Team during all business hours.

- a. All completed Preparatory and Initial Phase Checklists, arranged by specification section.
- b. All milestone inspections, arranged by Activity/Event Number.
- c. A current up-to-date copy of the Testing and Plan 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. A current up-to-date copy of the Rework Items List.
- f. Maintain up-to-date copies of all punch lists issued by the QC Staff on the Contractor and Sub-Contractors and all punch lists issued by the Government.

1.14.2 As-Built Drawings

The QC Manager is required to review 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 number, modification number, RFI number, etc. The QC Manager shall initial each deviation or revision. Upon completion of work, the QC Manager shall submit a certificate attesting to the accuracy of the as-built drawings prior to submission to the KO.

1.15 NOTIFICATION ON NON-COMPLIANCE

The KO will notify the Contractor of any detected non-compliance with the foregoing requirements. The Contractor shall take immediate corrective action. If the contractor fails or refuses to correct the non-compliant work, the KO will issue a non compliance notice. Such notice, when delivered to the Contractor at the work site, shall be deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the KO may issue an order stopping all or part of the work

until satisfactory corrective action has been taken. The Contractor shall make no part of the time lost due to such stop orders the subject of claim for extension of time, for excess costs, or damages.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 50 00

TEMPORARY CONSTRUCTION FACILITIES AND CONTROLS
08/09

PART 1 GENERAL

1.1 SUMMARY

Requirements of this Section apply to, and are a component of, each section of the specifications.

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.

AMERICAN WATER WORKS ASSOCIATION (AWWA)

AWWA C511 (2007) Standard for Reduced-Pressure
Principle Backflow Prevention Assembly

FOUNDATION FOR CROSS-CONNECTION CONTROL AND HYDRAULIC RESEARCH
(FCCCHR)

FCCCHR List (continuously updated) List of Approved
Backflow Prevention Assemblies

FCCCHR Manual (1988e9) Manual of Cross-Connection Control

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 241 (2009) Standard for Safeguarding
Construction, Alteration, and Demolition
Operations

NFPA 70 (2011; TIA 11-1; Errata 2011) 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 of Uniform Traffic Control
Devices

1.3 SUBMITTALS

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

SD-01 Preconstruction Submittals

Construction site plan; G

Traffic control plan; G

SD-06 Test Reports

Backflow Preventer Tests; G

SD-07 Certificates

Backflow Tester Certification; G

Backflow Preventers Certificate of Full Approval

1.4 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.

1.5 BACKFLOW PREVENTERS CERTIFICATE

Certificate of Full Approval from [FCCCHR List](#), University of Southern California, attesting that the design, size and make of each backflow preventer has satisfactorily passed the complete sequence of performance testing and evaluation for the respective level of approval. Certificate of Provisional Approval will not be acceptable.

1.5.1 Backflow Tester Certificate

Prior to testing, submit to the Contracting Officer certification issued by the State or local regulatory agency attesting that the [backflow tester](#) has successfully completed a certification course sponsored by the regulatory agency. Tester must not be affiliated with any company participating in any other phase of this Contract.

1.5.2 Backflow Prevention Training Certificate

Submit a certificate recognized by the State or local authority that states the Contractor has completed at least 10 hours of training in backflow preventer installations. The certificate must be current.

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

2.2 TEMPORARY TRAFFIC CONTROL

2.2.1 Haul Roads

At contractors expense 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

- a. Provide fencing along the construction site at all open excavations and tunnels to control access by unauthorized people. Fencing must be installed to be able to restrain a force of at least 250 pounds against it.

2.2.4 Temporary Wiring

Provide temporary wiring in accordance with NFPA 241 and NFPA 70, Article 305-6(b), Assured Equipment Grounding Conductor Program. Include frequent inspection of all equipment and apparatus.

2.2.5 Backflow Preventers

Reduced pressure principle type conforming to the applicable requirements AWWA C511. Provide backflow preventers complete with 150 pound flanged cast iron, bronzemounted gate valve and strainer, 304 stainless steel or bronze, internal parts. The particular make, model/design, and size of backflow preventers to be installed must be included in the latest edition of the List of Approved Backflow Prevention Assemblies issued by the FCCCHR List and be accompanied by a Certificate of Full Approval from FCCCHR List. After installation conduct Backflow Preventer Tests and provide test reports verifying that the installation meets the FCCCHR Manual Standards.

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 AVAILABILITY AND USE OF UTILITY SERVICES

3.2.1 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.

3.2.2 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. Reasonable amounts of the following utilities will be made available to the Contractor without charge.

Electricity		
Potable Water		

- c. Pay all costs incurred in connecting, converting, and transferring the utilities to the work. Make connections, including providing backflow-preventing devices on connections to domestic water lines; and providing transformers; and make disconnections.

3.2.3 Sanitation

- a. Provide and maintain within the construction area minimum field-type sanitary facilities approved by the Contracting Officer and periodically empty wastes into a municipal, district, or station

sanitary sewage system, or remove waste to a commercial facility. Obtain approval from the system owner prior to discharge into any municipal, district, or commercial sanitary sewer system. Any penalties and / or fines associated with improper discharge will be the responsibility of the Contractor. Coordinate with the Contracting Officer and follow station regulations and procedures when discharging into the station sanitary sewer system. Maintain these conveniences at all times without nuisance. Include provisions for pest control and elimination of odors. Government toilet facilities will not be available to Contractor's personnel.

3.2.4 Telephone

Make arrangements and pay all costs for telephone facilities desired.

3.2.5 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.

3.2.6 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.

3.3 TRAFFIC PROVISIONS

3.3.1 Maintenance of Traffic

- a. Conduct operations in a manner that will not close any thoroughfare or interfere in any way with traffic on railways or highways except with written permission of the Contracting Officer at least 15 calendar days prior to the proposed modification date, 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.

3.3.2 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.

3.3.3 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.

3.3.4 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.

3.4 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.

3.4.1 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.

3.4.2 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.

3.4.3 Storage Area

Construct a temporary 6 foot high chain link fence around trailers and materials. Include plastic strip inserts, colored green, 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.

3.4.4 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.

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

3.4.6 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.

3.4.7 New Building

In the event a new building is constructed for the temporary project field office, it will be a minimum 12 feet in width, 16 feet in length and have a minimum of 7 feet headroom. Equip the building with approved electrical wiring, at least one double convenience outlet and the required switches and fuses to provide 110-120 volt power. Provide a work table with stool, desk with chair, two additional chairs, and one legal size file cabinet that can be locked. The building must be waterproof, supplied with a heater, have a minimum of two doors, electric lights, a telephone, a battery operated smoke detector alarm, a sufficient number of adjustable windows for adequate light and ventilation, and a supply of approved drinking water. Approved sanitary facilities must be furnished. Screen the windows and doors and provide the doors with dead bolt type locking devices or a padlock and heavy duty hasp bolted to the door. Door hinge pins will be non-removable. Arrange the windows to open and to be securely fastened from the inside. Protect glass panels in windows by bars or heavy mesh screens to prevent easy access. In warm weather, furnish air conditioning capable of maintaining the office at 50 percent relative humidity and a room temperature 20 degrees F below the outside temperature when the outside temperature is 95 degrees F. Any new building erected for a temporary field office must be maintained by the Contractor during the life of the contract and upon completion and acceptance of the work become

the property of the Contractor and removed from the site. All charges for telephone service for the temporary field office will be borne by the Contractor, including long distance charges up to a maximum of \$75.00 per month.

3.4.8 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.

3.4.9 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.

3.4.9.1 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.

3.4.9.2 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 Requirements and 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.

3.5 GOVERNMENT FIELD OFFICE

3.5.1 Quality Control Manager Records and Field Office

Provide on the jobsite an office with approximately 100square feet of useful floor area for the exclusive use of the QC Manager. Provide a weathertight structure with adequate heating and cooling, toilet facilities, lighting, ventilation, a 4 by 8 foot plan table, a standard size office desk and chair, computer station, and working communications facilities. Provide either a 1,500 watt radiant heater and a window-mounted air conditioner rated at 9,000 Btus minimum or a window-mounted heat pump of the same minimum heating and cooling ratings. Provide a door with a cylinder lock and windows with locking hardware. Make utility connections. Locate as directed. File quality control records in the office and make available at all times to the Government. After completion of the work, remove the entire structure from the site.

3.5.2 Trailer-Type Mobile Office

The Contractor may, at its option, furnish and maintain a trailer-type mobile office acceptable to the Contracting Officer and providing as a minimum the facilities specified above. Securely anchor the trailer to the ground at all four corners to guard against movement during high winds.

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. 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. 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 within the fenced area described above or at the supplemental storage area any materials resulting from demolition activities which are salvageable. Neatly stacked stored materials not in trailers, whether new or salvaged.

3.9 RESTORATION OF STORAGE AREA

Upon completion of the project remove the bulletinboard, signs, barricades, haulroads, 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 to the original or better condition, areas used by the Contractor for the storage of equipment or material, or other use. Gravel used to traverse grassed areas must be removed and the area restored to its original condition, including top soil and seeding as necessary.

-- End of Section --

SECTION 01 57 19

TEMPORARY ENVIRONMENTAL CONTROLS

11/15

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)

29 CFR 1910.120	Hazardous Waste Operations and Emergency Response
40 CFR 112	Oil Pollution Prevention
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 261.7	Residues of Hazardous Waste in Empty Containers
40 CFR 262	Standards Applicable to Generators of Hazardous Waste
40 CFR 262.31	Standards Applicable to Generators of Hazardous Waste-Labeling
40 CFR 262.34	Standards Applicable to Generators of Hazardous Waste-Accumulation Time
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 273	Standards For Universal Waste Management
40 CFR 273.2	Standards for Universal Waste Management - Batteries
40 CFR 273.4	Standards for Universal Waste Management - Mercury Containing Equipment
40 CFR 273.5	Standards for Universal Waste Management - Lamps
40 CFR 279	Standards for the Management of Used Oil
40 CFR 300	National Oil and Hazardous Substances Pollution Contingency Plan
40 CFR 300.125	National Oil and Hazardous Substances Pollution Contingency Plan - Notification and Communications
40 CFR 355	Emergency Planning and Notification
40 CFR 403	General Pretreatment Regulations for Existing and New Sources of Pollution
40 CFR 50	National Primary and Secondary Ambient Air Quality Standards
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 64	Compliance Assurance Monitoring
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 Class I and II Ozone Depleting Substance (ODS)

Class I ODS is defined in Section 602(a) of The Clean Air Act. A list of

Class I ODS can be found on the EPA website at the following weblink.

<http://www.epa.gov/ozone/science/ods/classone.html>.

Class II ODS is defined in Section 602(s) of The Clean Air Act. A list of Class II ODS can be found on the EPA website at the following weblink.

<http://www.epa.gov/ozone/science/ods/classtwo.html>.

1.2.2 Contractor Generated Hazardous Waste

Contractor generated hazardous waste is materials that, if abandoned or disposed of, may meet the definition of a hazardous waste. These waste streams would typically consist of material brought on site by the Contractor to execute work, but are not fully consumed during the course of construction. Examples include, but are not limited to, excess paint thinners (i.e. methyl ethyl ketone, toluene), waste thinners, excess paints, excess solvents, waste solvents, excess pesticides, and contaminated pesticide equipment rinse water.

1.2.3 Electronics Waste

Electronics waste is discarded electronic devices intended for salvage, recycling, or disposal.

1.2.4 Environmental Pollution and Damage

Environmental pollution and damage is the presence of chemical, physical, or biological elements or agents which adversely affect human health or welfare; unfavorably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade the environment aesthetically, culturally or historically.

1.2.5 Environmental Protection

Environmental protection is the prevention/control of pollution and habitat disruption that may occur to the environment during construction. The control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.

1.2.6 Hazardous Debris

As defined in paragraph SOLID WASTE, debris that contains listed hazardous waste (either on the debris surface, or in its interstices, such as pore structure) in accordance with 40 CFR 261. Hazardous debris also includes debris that exhibits a characteristic of hazardous waste in accordance with 40 CFR 261.

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: Is regulated as a hazardous material in accordance with 49 CFR 173; or requires a Safety Data Sheet (SDS) in accordance with 29 CFR 1910.120; or during end use, treatment, handling, packaging, storage, transportation, 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 sections or directives, does not eliminate the need for adherence to that hazard-specific guidance which takes precedence over this section for "control" purposes. Such material includes 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).

1.2.8 Hazardous Waste

Hazardous Waste is any material that meets the definition of a solid waste and exhibit a hazardous characteristic (ignitability, corrosivity, reactivity, or toxicity) as specified in 40 CFR 261, Subpart C, or contains a listed hazardous waste as identified in 40 CFR 261, Subpart D.

1.2.9 Land Application

Land Application means spreading or spraying discharge water at a rate that allows the water to percolate into the soil. No sheeting action, soil erosion, discharge into storm sewers, discharge into defined drainage areas, or discharge into the "waters of the United States" must occur. Comply with federal, state, and local laws and regulations.

1.2.10 Municipal Separate Storm Sewer System (MS4) Permit

MS4 permits are those held by installations to obtain NPDES permit coverage for their stormwater discharges.

1.2.11 National Pollutant Discharge Elimination System (NPDES)

The NPDES permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States.

1.2.12 Oily Waste

Oily waste are those materials that are, or were, mixed with Petroleum, Oils, and Lubricants (POLs) and have become separated from that POLs. 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, POLs 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: It is not prohibited in other state regulations or local ordinances; the amount generated is "de minimus" (a small amount); it is the result of minor leaks or spills resulting from normal process operations; and free-flowing oil has been removed to the practicable 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, perform a hazardous waste determination 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.

1.2.13 Regulated Waste

Regulated waste are solid wastes that have specific additional federal, state, or local controls for handling, storage, or disposal.

1.2.14 Sediment

Sediment is soil and other debris that have eroded and have been transported by runoff water or wind.

1.2.15 Solid Waste

Solid waste is a solid, liquid, semi-solid or contained gaseous waste. A solid waste can be a hazardous waste, non-hazardous waste, or non-Resource Conservation and Recovery Act (RCRA) regulated waste. Types of solid waste typically generated at construction sites may include:

1.2.15.1 Debris

Debris is non-hazardous solid material generated during the construction, demolition, or renovation of a structure that exceeds 2.5-inch particle size that is: a manufactured object; plant or animal matter; or natural geologic material (for example, cobbles and boulders), broken or removed concrete, masonry, and rock asphalt paving; ceramics; roofing paper and shingles. Inert materials may not be reinforced with or contain ferrous wire, rods, accessories and weldments. A mixture of debris and other material such as soil or sludge is also subject to regulation as debris if the mixture is comprised primarily of debris by volume, based on visual inspection.

1.2.15.2 Green Waste

Green waste is 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.

1.2.15.3 Material not regulated as solid waste

Material not regulated as solid waste is 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.

1.2.15.4 Non-Hazardous Waste

Non-hazardous waste is waste that is excluded from, or does not meet, hazardous waste criteria in accordance with 40 CFR 263.

1.2.15.5 Recyclables

Recyclables are materials, equipment and assemblies such as doors, windows, door and window frames, plumbing fixtures, glazing and mirrors that are recovered and sold as recyclable, wiring, insulated/non-insulated copper wire cable, wire rope, and structural components. It also includes commercial-grade refrigeration equipment with Freon removed, household

appliances where the basic material content is metal, clean polyethylene terephthalate bottles, cooking oil, used fuel oil, textiles, high-grade paper products and corrugated cardboard, stackable pallets in good condition, clean crating material, and clean rubber/vehicle tires. Metal meeting the definition of lead contaminated or lead based paint contaminated may not be included as recyclable if sold to a scrap metal company. Paint cans that meet the definition of empty containers in accordance with 40 CFR 261.7 may be included as recyclable if sold to a scrap metal company.

1.2.15.6 Surplus Soil

Surplus soil is 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 and must be managed in accordance with paragraph HAZARDOUS MATERIAL MANAGEMENT.

1.2.15.7 Scrap Metal

This includes 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.

1.2.15.8 Wood

Wood is dimension and non-dimension lumber, plywood, chipboard, hardboard. Treated or painted wood that meets the definition of lead contaminated or lead based contaminated paint is not included. Treated wood includes, but is not limited to, lumber, utility poles, crossties, and other wood products with chemical treatment.

1.2.16 Surface Discharge

Surface discharge means discharge of water into drainage ditches, storm sewers, creeks or "waters of the United States". Surface discharges are discrete, identifiable sources and require a permit from the governing agency. Comply with federal, state, and local laws and regulations.

1.2.17 Wastewater

Wastewater is the used water and solids from a community that flow to a treatment plant.

1.2.17.1 Stormwater

Stormwater is any precipitation in an urban or suburban area that does not evaporate or soak into the ground, but instead collects and flows into storm drains, rivers, and streams.

1.2.18 Waters of the United States

Waters of the United States means Federally jurisdictional waters, including wetlands, that are subject to regulation under Section 404 of the Clean Water Act or navigable waters, as defined under the Rivers and Harbors Act.

1.2.19 Wetlands

Wetlands are those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

1.2.20 Universal Waste

The universal waste regulations streamline collection requirements for certain hazardous wastes in the following categories: batteries, pesticides, mercury-containing equipment (for example, thermostats), and lamps (for example, 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](#).

1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. 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](#)

[Solid Waste Management Permit; G](#)

[Regulatory Notifications; G](#)

[Environmental Protection Plan; G](#)

[Stormwater Notice of Intent](#) (for NPDES coverage under the general permit for construction activities); [G](#)

[Dirt and Dust Control Plan; G](#)

[Employee Training Records; G](#)

[Environmental Manager Qualifications; G](#)

[SD-06 Test Reports](#)

[Laboratory Analysis](#)

[Inspection Reports](#)

[Solid Waste Management Report; G](#)

[SD-07 Certificates](#)

[Employee Training Records; G](#)

[ECATTS Certificate Of Completion; G](#)

Erosion and Sediment Control Inspector Qualifications

SD-11 Closeout Submittals

Stormwater Pollution Prevention Plan Compliance Notebook; G

Stormwater Notice of Termination (for NPDES coverage under the general permit for construction activities); G

Waste Determination Documentation; G

Disposal Documentation for Hazardous and Regulated Waste; G

Assembled Employee Training Records; G

Solid Waste Management Permit; G

Solid Waste Management Report; G

Contractor Hazardous Material Inventory Log; G

Hazardous Waste/Debris Management; G

Regulatory Notifications; G

Sales Documentation; G

Contractor Certification

As-Built Topographic Survey

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 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. 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 federal, state, and local regulations pertaining to the environment, including water, air, solid waste, hazardous waste and substances, oily substances, and noise pollution.

Tests and procedures assessing whether construction operations comply with Applicable Environmental Laws may be required. Analytical work must be performed by qualified laboratories; and where required by law, the laboratories must be certified.

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

1.4.1.1 Personnel Requirements

The Environmental Manager is responsible for environmental compliance on projects. The Environmental Manager and other staff, must complete applicable ECATTS training modules (installation specific or general) 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 applicable ECATTS training within 14 days of assignment to the project.

1.4.1.2 Certification

Submit an ECATTS certificate of completion for personnel who have completed the required 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 <https://environmentaltraining.ecatts.com/>. Obtain the password for registration from the Contracting Officer.

1.4.1.3 Refresher Training

This training has been structured to allow contractor personnel to receive credit under this contract and to carry forward credit to future contracts. Ensure the 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 required to retake modules tailored to the state where the contract work is being performed.

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 of the environmental programs and operational controls identified by the EMS. Support Government personnel when environmental compliance and EMS audits are conducted by escorting auditors at the Project site, answering questions, and providing proof of records being maintained. 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 preventative actions. In addition, employees must be aware of their roles and responsibilities under the installation EMS and of how these EMS roles and responsibilities affect work performed under the contract.

Coordinate with the installation's EMS coordinator to 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 Installation Environmental Office will retain associated environmental compliance records. Make EMS Awareness training completion certificates available to Government auditors during EMS audits and include the certificates in the Employee Training Records. See paragraph EMPLOYEE TRAINING RECORDS.

1.5 QUALITY ASSURANCE

1.5.1 Preconstruction Survey and Protection of Features

This paragraph supplements the Contract Clause PROTECTION OF EXISTING

VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS. Prior to start of any onsite construction activities, 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. Include in the report a plan describing the features requiring protection under the provisions of the Contract Clauses, which are not specifically identified on the drawings as environmental features requiring protection along with the condition of trees, shrubs and grassed areas immediately adjacent to the site of work and adjacent to the Contractor's assigned storage area and access route(s), as applicable. The Contractor and the Contracting Officer will sign this survey report upon mutual agreement regarding its accuracy and completeness. Protect those environmental features included in the survey report and any indicated on the drawings, regardless of interference that their preservation may cause to the work under the Contract.

1.5.2 [Regulatory Notifications](#)

Provide regulatory notification requirements in accordance with federal, state and local regulations. In cases where the Government will also provide public notification (such as stormwater permitting), coordinate with the Contracting Officer. Submit copies of regulatory notifications to the Contracting Officer within 14 days prior to commencement of work activities. Typically, regulatory notifications must be provided for the following (this listing is not all-inclusive): demolition, renovation, NPDES defined site work, construction, removal or use of a permitted air emissions source, and 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 installation; and 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 installation Environmental Office to discuss the proposed Environmental Protection Plan (EPP). Develop a mutual understanding relative to the details of environmental protection, including measures for protecting natural and cultural resources, required reports, required permits, permit requirements (such as mitigation measures), and other measures to be taken.

1.5.4 Employee Training Records

Prepare and maintain [Employee Training Records](#) throughout the term of the contract meeting applicable 40 CFR requirements. Provide Employee Training Records in the Environmental Records Binder. Submit these [Assembled Employee Training Records](#) to the Contracting Officer at the conclusion of the project, unless otherwise directed.

Train personnel to meet EPA requirements. Conduct environmental protection/pollution control meetings for personnel prior to commencing construction activities. Contact additional meetings for new personnel and when site conditions change. Include in the training and meeting agenda: methods of detecting and avoiding pollution; familiarization with statutory and contractual pollution standards; installation and care of devices, vegetative covers, and instruments required for monitoring purposes to ensure adequate and continuous environmental protection/pollution control;

anticipated hazardous or toxic chemicals or wastes, and other regulated contaminants; recognition and protection of archaeological sites, artifacts, waters of the United States, and endangered species and their habitat that are known to be in the area. Provide copy of the [Erosion and Sediment Control Inspector](#) .

1.5.5 Non-Compliance Notifications

The Contracting Officer will notify the Contractor in writing of any observed noncompliance with federal, state or local environmental laws or regulations, permits, and other elements of the Contractor's EPP. After receipt of such notice, inform the Contracting Officer of the proposed corrective action and take such action when approved by the Contracting Officer. The Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No time extensions will be granted or equitable adjustments allowed for any such suspensions. This is in addition to any other actions the Contracting Officer may take under the contract, or in accordance with the Federal Acquisition Regulation or Federal Law.

1.6 ENVIRONMENTAL PROTECTION PLAN

The purpose of the EPP is to present an overview of known or potential environmental issues that must be considered and addressed during construction. Incorporate construction related objectives and targets from the installation's EMS into the EPP. Include in the EPP measures for protecting natural and cultural resources, required reports, and other measures to be taken. Meet with the Contracting Officer or Contracting Officer Representative to discuss the EPP and develop a mutual understanding relative to the details for environmental protection including measures for protecting natural resources, required reports, and other measures to be taken. Submit the EPP within 14 days after Contract award and not less than 10 days before the preconstruction meeting. Revise the EPP throughout the project to include any reporting requirements, changes in site conditions, or contract modifications that change the project scope of work in a way that could have an environmental impact. No requirement in this section will relieve the Contractor of any applicable federal, state, and local environmental protection laws and regulations. During Construction, identify, implement, and submit for approval any additional requirements to be included in the EPP. Maintain the current version onsite.

The EPP includes, but is not limited to, the following elements:

1.6.1 General Overview and Purpose

1.6.1.1 Descriptions

A brief description of each specific plan required by environmental permit or elsewhere in this Contract such as stormwater pollution prevention plan, spill control plan, solid waste management plan, wastewater management plan, air pollution control plan, contaminant prevention plan, a historical, archaeological, cultural resources, biological resources and wetlands plan, traffic control plan Hazardous, Toxic and Radioactive Waste (HTRW) Plan Non-Hazardous Solid Waste Disposal Plan borrowing material plan.

1.6.1.2 Duties

The duties and level of authority assigned to the person(s) on the job site

who oversee environmental compliance, such as who is responsible for adherence to the EPP, who is responsible for spill cleanup and training personnel on spill response procedures, who is responsible for manifesting hazardous waste to be removed from the site (if applicable), and who is responsible for training the Contractor's environmental protection personnel.

1.6.1.3 Procedures

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.

1.6.1.4 Communications

Communication and training procedures that will be used to convey environmental management requirements to Contractor employees and subcontractors.

1.6.1.5 Contact Information

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

1.6.2 General Site Information

1.6.2.1 Drawings

Drawings showing locations of proposed temporary excavations or embankments for haul roads, stream crossings, jurisdictional wetlands, material storage areas, structures, sanitary facilities, storm drains and conveyances, and stockpiles of excess soil.

1.6.2.2 Work Area

Work area plan showing the proposed activity in each portion of the area and identify the areas of limited use or nonuse. Include measures for marking the limits of use areas, including methods for protection of features to be preserved within authorized work areas and methods to control runoff and to contain materials on site, and a traffic control plan.

1.6.2.3 Documentation

A letter signed by an officer of the firm appointing the Environmental Manager and stating that person 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.

1.6.3 Management of Natural Resources

- a. Land resources
- b. Tree protection
- c. Replacement of damaged landscape features
- d. Temporary construction

- e. Stream crossings
- f. Fish and wildlife resources
- g. Wetland areas

1.6.4 Protection of Historical and Archaeological Resources

- a. Objectives
- b. Methods

1.6.5 Stormwater Management and Control

- a. Ground cover
- b. Erodible soils
- c. Temporary measures
 - (1) Structural Practices
 - (2) Temporary and permanent stabilization
- d. Effective selection, implementation and maintenance of Best Management Practices (BMPs).

1.6.6 Protection of the Environment from Waste Derived from Contractor Operations

Control and disposal of solid and sanitary waste. Control and disposal of hazardous waste.

This item consist of the management procedures for hazardous waste to be generated. The elements of those procedures will coincide with the Installation Hazardous Waste Management Plan. The Contracting Officer will provide a copy of the Installation Hazardous Waste Management Plan. As a minimum, include the following:

- a. List of the types of hazardous wastes expected to be generated
- b. Procedures to ensure a written waste determination is made for appropriate wastes that are to be generated
- c. Sampling/analysis plan, including laboratory method(s) that will be used for waste determinations and copies of relevant laboratory certifications
- d. Methods and proposed locations for hazardous waste accumulation/storage (that is, in tanks or containers)
- e. Management procedures for storage, labeling, transportation, and disposal of waste (treatment of waste is not allowed unless specifically noted)
- f. Management procedures and regulatory documentation ensuring disposal of hazardous waste complies with Land Disposal Restrictions (40 CFR 268)
- g. Management procedures for recyclable hazardous materials such as

lead-acid batteries, used oil, and similar

- h. Used oil management procedures in accordance with [40 CFR 279](#); Hazardous waste minimization procedures
- i. Plans for the disposal of hazardous waste by permitted facilities; and Procedures to be employed to ensure required employee training records are maintained.

1.6.7 Prevention of Releases to the Environment

Procedures to prevent releases to the environment

Notifications in the event of a release to the environment

1.6.8 Regulatory Notification and Permits

List what notifications and permit applications must be made. Some permits require up to 180 days to obtain. Demonstrate that those permits have been obtained or applied for by including copies of applicable environmental permits. The EPP will not be approved until the permits have been obtained.

1.6.9 Clean Air Act Compliance

1.6.9.1 Haul Route

Submit truck and material haul routes along with a [Dirt and Dust Control Plan](#) for controlling dirt, debris, and dust on Installation 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.

1.6.9.2 Pollution Generating Equipment

Identify air pollution generating equipment or processes that may require federal, state, or local permits under the Clean Air Act. Determine requirements based on any current installation permits and the impacts of the project. Provide a list of all fixed or mobile equipment, machinery or operations that could generate air emissions during the project to the Installation Environmental Office (Air Program Manager).

1.6.9.3 Stationary Internal Combustion Engines

Identify portable and stationary internal combustion engines that will be supplied, used or serviced. Comply with [40 CFR 60](#) Subpart IIII, [40 CFR 60](#) Subpart JJJJ, [40 CFR 63](#) Subpart ZZZZ, and local regulations as applicable. At minimum, include the make, model, serial number, manufacture date, size (engine brake horsepower), and EPA emission certification status of each engine. Maintain applicable records and log hours of operation and fuel use. Logs must include reasons for operation and delineate between emergency and non-emergency operation.

1.6.9.4 Refrigerants

Identify management practices to ensure that heating, ventilation, and air conditioning (HVAC) work involving refrigerants complies with [40 CFR 82](#) requirements. Technicians must be certified, maintain copies of certification on site, use certified equipment and log work that requires the addition or removal of refrigerant. Any refrigerant reclaimed is the

property of the Government, coordinate with the Installation Environmental Office to determine the appropriate turn in location.

1.6.9.5 Air Pollution-engineering Processes

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). Log hours of operations and track quantities of materials used.

1.6.9.6 Compliant Materials

Provide the Government a list of and SDSs for all hazardous materials proposed for use on site. Materials must be compliant with all Clean Air Act regulations for emissions including solvent and volatile organic compound contents, and applicable National Emission Standards for Hazardous Air Pollutants requirements. The Government may alter or limit use of specific materials as needed to meet installation permit requirements for emissions.

1.7 LICENSES AND PERMITS

Obtain licenses and permits required for the construction of the project and in accordance with FAR 52.236-7. Notify the Government of all general use permitted equipment the Contractor plans to use on site. This paragraph supplements the Contractor's responsibility under FAR 52.236-7.

1.8 ENVIRONMENTAL RECORDS BINDER

Maintain on-site a separate three-ring Environmental Records Binder and submit at the completion of the project. Make separate parts within the binder that correspond to each submittal listed under paragraph CLOSEOUT SUBMITTALS in this section.

1.9 SOLID WASTE MANAGEMENT PERMIT

Provide the Contracting Officer with written notification of the quantity of anticipated solid waste or debris that is anticipated or estimated 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 from the receiving location or as applicable; submit one copy of the receiving location state and local Solid Waste Management Permit or license showing such agency's approval of the disposal plan before transporting wastes off Government property.

1.9.1 Solid Waste Management Report

Monthly, submit a solid waste disposal report to the Contracting Officer. For each waste, the report will state the classification (using the definitions provided in this section), amount, location, and name of the business receiving the solid waste.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 PROTECTION OF NATURAL RESOURCES

Minimize interference with, disturbance to, and damage to fish, wildlife, and plants, including their habitats. Prior to the commencement of activities, consult with the Installation Environmental Office, regarding rare species or sensitive habitats that need to be protected. The protection of rare, threatened, and endangered animal and plant species identified, including their habitats, is the Contractor's responsibility.

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 that is consistent with the requirements of the Installation Environmental Office or as otherwise specified. Confine construction activities to within the limits of the work indicated or specified.

3.1.1 Flow Ways

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 specified and permitted.

3.1.2 Vegetation

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 is responsible for any resultant damage.

Protect existing trees that are to remain to ensure they are not injured, bruised, defaced, or otherwise damaged by construction operations. Remove displaced rocks from uncleared areas. Coordinate with the Contracting Officer and Installation Environmental Office to determine appropriate action for trees and other landscape features scarred or damaged by equipment operations.

3.1.3 Streams

Stream crossings must allow movement of materials or equipment without violating water pollution control standards of the federal, state, and local governments. Construction of stream crossing structures must be in compliance with any required permits including, but not limited to, Clean Water Act Section 404, and Section 401 Water Quality.

The Contracting Officer's approval and appropriate permits are required before any equipment will be permitted to ford live streams. In areas where frequent crossings are required, install temporary culverts or bridges. Obtain Contracting Officer's approval prior to installation. Remove temporary culverts or bridges upon completion of work, and repair the area to its original condition unless otherwise required by the Contracting Officer.

3.2 STORMWATER

Do not discharge stormwater from construction sites to the sanitary sewer.

If the water is noted or suspected of being contaminated, it may only be released to the storm drain system if the discharge is specifically permitted. Obtain authorization in advance from the Installation Environmental Office for any release of contaminated water.

3.2.1 Erosion and Sediment Control Measures

Provide erosion and sediment control measures in accordance with state and local laws and regulations. Preserve vegetation to the maximum extent practicable.

Erosion control inspection reports may be compiled as part of a stormwater pollution prevention plan inspection reports.

3.2.1.1 Sediment Control Practices

Implement sediment control practices to divert flows from exposed soils, temporarily store flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. Implement sediment control practices prior to soil disturbance and prior to creating areas with concentrated flow, during the construction process to minimize erosion and sediment laden runoff. Location and details of installation and construction are indicated on the drawings.

3.2.2 Work Area Limits

Mark the areas that need not be disturbed under this Contract prior to commencing construction activities. Mark or fence isolated areas within the general work area that are not to be disturbed. Protect monuments and markers before construction operations commence. Where construction operations are to be conducted during darkness, any markers must be visible in the dark. Personnel must be knowledgeable of the purpose for marking and protecting particular objects.

3.2.3 Contractor Facilities and Work Areas

Place field offices, staging areas, stockpile storage, and temporary buildings in areas designated on the drawings or as directed by the Contracting Officer. Move or relocate the Contractor facilities only when approved by the Government. Provide erosion and sediment controls for onsite borrow and spoil areas to prevent sediment from entering nearby waters. Control temporary excavation and embankments for plant or work areas to protect adjacent areas.

3.2.4 Municipal Separate Storm Sewer System (MS4) Management

Comply with requirements of Section 01 57 19.01 20 SUPPLEMENTAL TEMPORARY ENVIRONMENTAL CONTROLS.

3.3 SURFACE AND GROUNDWATER

3.3.1 Cofferdams, Diversions, and Dewatering

Construction operations for dewatering, removal of cofferdams, tailrace excavation, and tunnel closure must be constantly controlled to maintain compliance with existing state water quality standards and designated uses of the surface water body. Comply with the State of VA water quality standards and anti-degradation provisions. Do not discharge excavation ground water to the sanitary sewer, storm drains, or to surface waters

without prior specific authorization in writing from the Installation Environmental Office. Discharge of hazardous substances will not be permitted under any circumstances. Use sediment control BMPs to prevent construction site runoff from directly entering any storm drain or surface waters.

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. Obtain authorization for any contaminated groundwater release in advance from the Installation Environmental Officer and the federal or state authority, as applicable. Discharge of hazardous substances will not be permitted under any circumstances.

3.3.2 Waters of the United States

Do not enter, disturb, destroy, or allow discharge of contaminants into waters of the United States.

3.4 AIR RESOURCES

Equipment operation, activities, or processes will be in accordance with 40 CFR 64 and state air emission and performance laws and standards.

3.4.1 Preconstruction Air Permits

Notify the Air Program Manager, through the Contracting Officer, at least 6 months prior to bringing equipment, assembled or unassembled, onto the Installation, so that air permits can be secured. Necessary permitting time must be considered in regard to construction activities. Clean Air Act (CAA) permits must be obtained prior to bringing equipment, assembled or unassembled, onto the Installation.

Confirm that these permits have been obtained.

3.4.2 Oil or Dual-fuel Boilers and Furnaces

Provide product data and details for new, replacement, or relocated fuel fired boilers, heaters, or furnaces to the Installation Environmental Office (Air Program Manager) through the Contracting Officer. Data to be reported include: equipment purpose (water heater, building heat, process), manufacturer, model number, serial number, fuel type (oil type, gas type) size (MMBTU heat input). Provide in accordance with paragraph PRECONSTRUCTION AIR PERMITS.

3.4.3 Burning

Burning is prohibited on the Government premises.

3.4.4 Class I and II ODS Prohibition

Class I and II ODS are Government property and must be returned to the Government for appropriate management. Coordinate with the Installation Environmental Office to determine the appropriate location for turn in of all reclaimed refrigerant.

3.4.5 Accidental Venting of Refrigerant

Accidental venting of a refrigerant is a release and must be reported immediately to the Contracting Officer.

3.4.6 EPA Certification Requirements

Heating and air conditioning technicians must be certified through an EPA-approved program. Maintain copies of certifications at the employees' places of business; technicians must carry certification wallet cards, as provided by environmental law.

3.4.7 Dust Control

Keep dust down at all times, including during nonworking periods. 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.

3.4.7.1 Particulates

Dust particles, aerosols and gaseous by-products from construction activities, and processing and preparation of materials (such as from asphaltic batch plants) must be controlled at all times, including weekends, holidays, and hours when work is not in progress. Maintain excavations, stockpiles, haul roads, permanent and temporary access roads, plant sites, spoil areas, borrow areas, and other work areas within or outside the project boundaries free from particulates that would exceed 40 CFR 50, state, and local air pollution standards or that would cause a hazard or a nuisance. Sprinkling, chemical treatment of an approved type, baghouse, scrubbers, electrostatic precipitators, or other methods will be permitted to control particulates in the work area. Sprinkling, to be efficient, must be repeated to keep the disturbed area damp. Provide sufficient, competent equipment available to accomplish these tasks. Perform particulate control as the work proceeds and whenever a particulate nuisance or hazard occurs. Comply with state and local visibility regulations.

3.4.7.2 Abrasive Blasting

Blasting operations cannot be performed without prior approval of the Installation Air Program Manager. 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. Perform work involving removal of hazardous material in accordance with 29 CFR 1910.

3.4.8 Odors

Control odors from construction activities. The odors must be in compliance with state regulations and local ordinances and may not constitute a health hazard.

3.5 WASTE MINIMIZATION

Minimize the use of hazardous materials and the generation of waste. Include procedures for pollution prevention/ hazardous waste minimization in the Hazardous Waste Management Section of the EPP. Obtain a copy of the

installation's Pollution Prevention/Hazardous Waste Minimization Plan for reference material when preparing this part of the EPP. If no written plan exists, obtain information by contacting the Contracting Officer. Describe the anticipated types of the hazardous materials to be used in the construction when requesting information.

3.5.1 Salvage, Reuse and Recycle

Identify anticipated materials and waste for salvage, reuse, and recycling. Describe actions to promote material reuse, resale or recycling. To the extent practicable, all scrap metal must be sent for reuse or recycling and will not be disposed of in a landfill.

Include the name, physical address, and telephone number of the hauler, if transported by a franchised solid waste hauler. Include the destination and, unless exempted, provide a copy of the state or local permit (cover) or license for recycling.

3.6 WASTE MANAGEMENT AND DISPOSAL

3.6.1 Waste Determination Documentation

Complete a Waste Determination form (provided at the pre-construction conference) for Contractor-derived wastes to be generated. All potentially hazardous solid waste streams that are not subject to a specific exclusion or exemption from the hazardous waste regulations (e.g. scrap metal, domestic sewage) or subject to special rules, (lead-acid batteries and precious metals) must be characterized in accordance with the requirements of 40 CFR 261 or corresponding applicable state or local regulations. Base waste determination on user knowledge of the processes and materials used, and analytical data when necessary. Consult with the Installation environmental staff for guidance on specific requirements. Attach support documentation to the Waste Determination form. As a minimum, provide a Waste Determination form for the following waste (this listing is not inclusive): oil- and latex -based painting and caulking products, solvents, adhesives, aerosols, petroleum products, and containers of the original materials.

3.6.2 Solid Waste Management

3.6.2.1 Solid Waste Management Report

Provide copies of the waste handling facilities' weight tickets, receipts, bills of sale, and other sales documentation. In lieu of sales documentation, a statement indicating the disposal location for the solid waste that is signed by an employee authorized to legally obligate or bind the firm may be submitted. The sales documentation Contractor certification must include the receiver's tax identification number and business, EPA or state registration number, along with the receiver's delivery and business addresses and telephone numbers. For each solid waste retained for the Contractor's own use, submit the information previously described in this paragraph on the solid waste disposal report. Prices paid or received do not have to be reported to the Contracting Officer unless required by other provisions or specifications of this Contract or public law.

3.6.2.2 Control and Management of Solid Wastes

Pick up solid wastes, and place in covered containers that 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. Employ segregation measures so that no hazardous or toxic waste will become co-mingled with non-hazardous solid waste. Transport solid waste off Government property and dispose of it in compliance with 40 CFR 260, state, and local requirements for solid waste disposal. A Subtitle D RCRA permitted landfill is the minimum acceptable offsite solid waste disposal option. Verify that the selected transporters and disposal facilities have the necessary permits and licenses to operate. Segregate and separate treated wood components disposed at a lined landfill approved to accept this waste in accordance with local and state regulations. Solid waste disposal offsite must comply with most stringent local, state, and federal requirements, including 40 CFR 241, 40 CFR 243, and 40 CFR 258.

Manage hazardous material used in construction, including but not limited to, aerosol cans, waste paint, cleaning solvents, contaminated brushes, and used rags, in accordance with 49 CFR 173.

3.6.3 Control and Management of Hazardous Waste

Do not dispose of hazardous waste on Government property. Do not discharge any waste to a sanitary sewer, storm drain, or to surface waters or conduct waste treatment or disposal on Government property without written approval of the Contracting Officer.

3.6.3.1 Hazardous Waste/Debris Management

Identify construction activities that will generate hazardous waste or debris. Provide a documented waste determination for resultant waste streams. Identify, label, handle, store, and dispose of hazardous waste or debris in accordance with 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.

Manage hazardous waste in accordance with the approved Hazardous Waste Management Section of the EPP. 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 is identified as being generated by the Government. Prior to removal of any hazardous waste from Government property, hazardous waste manifests must be signed by personnel from the Installation Environmental Office. Do not bring hazardous waste onto Government property. Provide the Contracting Officer with 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.

3.6.3.2 Waste Storage/Satellite Accumulation/90 Day Storage Areas

Accumulate hazardous waste at satellite accumulation points and in compliance with 40 CFR 262.34 and applicable state or local regulations. Individual waste streams will be limited to 55 gallons of accumulation (or 1 quart for acutely hazardous wastes). If the Contractor expects to generate hazardous waste at a rate and quantity that makes satellite accumulation impractical, the Contractor may request a temporary 90 day accumulation point be established. Submit a request in writing to the Contracting Officer and provide the following information (Attach Site Plan to the Request):

Contract Number	
Contractor	
Haz/Waste or Regulated Waste POC	
Phone Number	
Type of Waste	
Source of Waste	
Emergency POC	
Phone Number	
Location of the Site	

Attach a Waste Determination form for the expected waste streams. Allow 10 working days for processing this request. Additional compliance requirements (e.g. training and contingency planning) that may be required are the responsibility of the Contractor. Barricade the designated area where waste is being stored and post a sign identifying as follows:

"DANGER - UNAUTHORIZED PERSONNEL KEEP OUT"

3.6.3.3 Hazardous Waste Disposal

3.6.3.3.1 Responsibilities for Contractor's Disposal

Provide hazardous waste manifest to the Installations Environmental Office for review, approval, and signature prior to shipping waste off Government property.

3.6.3.3.1.1 Services

Provide service necessary for the final treatment or disposal of the hazardous material or waste in accordance with 40 CFR 260, local, and state, laws and regulations, and the terms and conditions of the Contract within 60 days after the materials have been generated. These services include necessary personnel, labor, transportation, packaging, detailed analysis (if required for disposal or transportation, include manifesting or complete waste profile sheets, equipment, and compile documentation).

3.6.3.3.1.2 Samples

Obtain a representative sample of the material generated for each job done to provide waste stream determination.

3.6.3.3.1.3 Analysis

Analyze each sample taken and provide analytical results to the Contracting Officer. See paragraph WASTE DETERMINATION DOCUMENTATION.

3.6.3.3.1.4 Labeling

Determine the Department of Transportation's (DOT's) proper shipping names for waste (each container requiring disposal) and demonstrate to the

Contracting Officer how this determination is developed and supported by the sampling and analysis requirements contained herein. Label all containers of hazardous waste with the words "Hazardous Waste" or other words to describe the contents of the container in accordance with [40 CFR 262.31](#) and applicable state or local regulations.

3.6.3.4 Universal Waste Management

Manage the following categories of universal waste in accordance with federal, state, and local requirements and installation instructions:

- a. Batteries as described in [40 CFR 273.2](#)
- b. Lamps as described in [40 CFR 273.5](#)
- c. Mercury-containing equipment as described in [40 CFR 273.4](#)
- d. [Section 01 57 19.01 20 SUPPLEMENTAL TEMPORARY ENVIRONMENTAL CONTROLS](#)

Mercury is prohibited in the construction of this facility, unless specified otherwise, and with the exception of mercury vapor lamps and fluorescent lamps. Dumping of mercury-containing materials and devices such as mercury vapor lamps, fluorescent lamps, and mercury switches, in rubbish containers is prohibited. Remove without breaking, pack to prevent breakage, and transport out of the activity in an unbroken condition for disposal as directed.

3.6.3.5 Electronics End-of-Life Management

Recycle or dispose of electronics waste, including, but not limited to, used electronic devices such computers, monitors, hard-copy devices, televisions, mobile devices, in accordance with [40 CFR 260-262](#), state, and local requirements, and installation instructions.

3.6.3.6 Disposal Documentation for Hazardous and Regulated Waste

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 manifests must be reviewed, signed, and approved by the Contracting Officer before the Contractor may ship waste. To obtain specific disposal instructions, coordinate with the Installation Environmental Office. Refer to [Section 01 57 19.01 20 SUPPLEMENTAL TEMPORARY ENVIRONMENTAL CONTROLS](#) for the Installation Point of Contact information.

3.6.4 Releases/Spills of Oil and Hazardous Substances

3.6.4.1 Response and Notifications

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 in accordance with [40 CFR 300](#). 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 Installation Fire Department, the Installation Command Duty Officer, the Installation Environmental Office, the Contracting Officer and the state or local authority.

Submit verbal and written notifications as required by the federal ([40 CFR 300.125](#) and [40 CFR 355](#)), state, local regulations and instructions. Provide copies of the written notification and documentation that a verbal notification was made within 20 days. Spill response must be in accordance with [40 CFR 300](#) and applicable state and local regulations. Contain and clean up these spills without cost to the Government.

3.6.4.2 Clean Up

Clean up hazardous and non-hazardous waste spills. Reimburse the Government for costs incurred including sample analysis materials, clothing, equipment, and labor if the Government will initiate its own spill cleanup procedures, for Contractor- responsible spills, when: Spill cleanup procedures have not begun within one hour of spill discovery/occurrence; or, in the Government's judgment, spill cleanup is inadequate and the spill remains a threat to human health or the environment.

3.6.5 Mercury Materials

Immediately report to the Environmental Office and the Contracting Officer instances of breakage or mercury spillage. Clean mercury spill area to the satisfaction of the Contracting Officer.

Do not recycle a mercury spill cleanup; manage it as a hazardous waste for disposal.

3.6.6 Wastewater

3.6.6.1 Disposal of wastewater must be as specified below.

3.6.6.1.1 Treatment

Do not allow wastewater from construction activities, such as onsite material processing, concrete curing, foundation and concrete clean-up, water used in concrete trucks, and forms to enter water ways or to be discharged prior to being treated to remove pollutants. Dispose of the construction- related waste water off-Government property in accordance with [40 CFR 403](#), state, regional, and local laws and regulations.

3.6.6.1.2 Surface Discharge

For discharge of ground water, obtain a state or federal permit specific for pumping and discharging ground water prior to surface discharging. Surface discharge in accordance with federal, state, and local laws and regulations.

3.6.6.1.3 Land Application

Water generated from the flushing of lines after disinfection or disinfection in conjunction with hydrostatic testing must be land- applied in accordance with federal, state, and local laws and regulations for land application

3.7 HAZARDOUS MATERIAL MANAGEMENT

Include hazardous material control procedures in the Safety Plan, in accordance with Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS. Address procedures and proper handling of hazardous materials, including the appropriate transportation requirements. Do not bring hazardous material onto Government property that does not directly relate to requirements for the performance of this contract. Submit an SDS and estimated quantities to be used for each hazardous material to the Contracting Officer prior to bringing the material on the installation. Typical materials requiring SDS and quantity reporting include, but are not limited to, oil and latex based painting and caulking products, solvents, adhesives, aerosol, and petroleum products. Use hazardous materials in a manner that minimizes the amount of hazardous waste generated. Containers of hazardous materials must have National Fire Protection Association labels or their equivalent. Certify that hazardous materials removed from the site are hazardous materials and do not meet the definition of hazardous waste, in accordance with 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/graphdoc.pdf>), which provides information required by (EPCRA Sections 312 and 313) along with corresponding SDS, 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 SDSs for hazardous materials onsite. At the end of the project, provide the Contracting Officer with copies of the SDSs, 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.

The Contracting Officer may request documentation for any spills or releases, environmental reports, or off-site transfers.

3.8 PREVIOUSLY USED EQUIPMENT

Clean previously used construction equipment prior to bringing it onto the project site. Equipment must be free from soil residuals, egg deposits from plant pests, noxious weeds, and plant seeds. Consult with the U.S. Department of Agriculture jurisdictional office for additional cleaning requirements.

3.9 MILITARY MUNITIONS

In the event military munitions, as defined in 40 CFR 260, are discovered or uncovered, immediately stop work in that area and immediately inform the Contracting Officer.

3.10 PETROLEUM, OIL, LUBRICANT (POL) STORAGE AND FUELING

POL products include flammable or combustible liquids, such as gasoline, diesel, lubricating oil, used engine oil, hydraulic oil, mineral oil, and cooking oil. Store POL products and fuel equipment and motor vehicles in a manner that affords the maximum protection against spills into the environment. Manage and store POL products in accordance with EPA 40 CFR 112, and other federal, state, regional, and local laws and regulations. Use secondary containments, dikes, curbs, and other barriers, to prevent POL products from spilling and entering the ground, storm or

sewer drains, stormwater ditches or canals, or navigable waters of the United States. Describe in the EPP (see paragraph ENVIRONMENTAL PROTECTION PLAN) how POL tanks and containers must be stored, managed, and inspected and what protections must be provided. Storage of fuel on the project site must be in accordance with EPA, state, and local laws and regulations and paragraph OIL STORAGE INCLUDING FUEL TANKS.

3.10.1 Used Oil Management

Manage used oil generated on site in accordance with 40 CFR 279. Determine if any used oil generated while onsite exhibits a characteristic of hazardous waste. Used oil containing 1,000 parts per million of solvents is considered a hazardous waste and disposed of at the Contractor's expense. Used oil mixed with a hazardous waste is also considered a hazardous waste. Dispose in accordance with paragraph HAZARDOUS WASTE DISPOSAL.

3.10.2 Oil Storage Including Fuel Tanks

Provide secondary containment and overflow protection for oil storage tanks. A berm used to provide secondary containment must be of sufficient size and strength to contain the contents of the tanks plus 5 inches freeboard for precipitation. Construct the berm to be impervious to oil for 72 hours that no discharge will permeate, drain, infiltrate, or otherwise escape before cleanup occurs. Use drip pans during oil transfer operations; adequate absorbent material must be onsite to clean up any spills and prevent releases to the environment. Cover tanks and drip pans during inclement weather. Provide procedures and equipment to prevent overfilling of tanks. If tanks and containers with an aggregate aboveground capacity greater than 1320 gallons will be used onsite (only containers with a capacity of 55 gallons or greater are counted), provide and implement a SPCC plan meeting the requirements of 40 CFR 112. Do not bring underground storage tanks to the installation for Contractor use during a project. Submit the SPCC plan to the Contracting Officer for approval.

Monitor and remove any rainwater that accumulates in open containment dikes or berms. Inspect the accumulated rainwater prior to draining from a containment dike to the environment, to determine there is no oil sheen present.

3.11 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, immediately notify the Contracting Officer. Do not disturb this material until authorized by the Contracting Officer.

3.12 CHLORDANE

Evaluate excess soils and concrete foundation debris generated during the demolition of housing units or other wooden structures for the presence of chlordane or other pesticides prior to reuse or final disposal.

3.13 SOUND INTRUSION

Make the maximum use of low-noise emission products, as certified by the EPA. Blasting or use of explosives are not permitted without written

permission from the Contracting Officer, and then only during the designated times.

Keep construction activities under surveillance and control to minimize environment damage by noise. Comply with the provisions of the State of VA rules.

3.14 POST CONSTRUCTION CLEANUP

Clean up areas used for construction in accordance with Contract Clause: "Cleaning Up". Unless otherwise instructed in writing by the Contracting Officer, remove traces of temporary construction facilities such as haul roads, work area, structures, foundations of temporary structures, stockpiles of excess or waste materials, and other vestiges of construction prior to final acceptance of the work. Grade parking area and similar temporarily used areas to conform with surrounding contours.

-- End of Section --

SECTION 01 57 19.01 20

SUPPLEMENTAL TEMPORARY ENVIRONMENTAL CONTROLS

11/15

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. If state or local references are not provided here, refer to Section 01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS for appropriate references.

ASTM INTERNATIONAL (ASTM)

ASTM E2356 (2014) Standard Practice for Comprehensive Building Asbestos Surveys

STATE OF VIRGINIA ADMINISTRATIVE CODE (VAC)

9 VAC 25-850 Title 9, Agency 25, Chapter 850: Erosion And Sediment Control And Stormwater Management Certification Regulations

9 VAC 25-870 Title 9, Agency 25, Chapter 870: Virginia Stormwater Management Program (Vsmp) Regulation

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

40 CFR 262 Standards Applicable to Generators of Hazardous Waste

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

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. 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:

1.3 MID-ATLANTIC

Comply with the following state, regional, and local requirements which supplement Section 01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS.

1.3.1 Virginia

1.3.1.1 Definition and Disposal Requirements of Empty Paint Cans

Paint Cans: Paint cans that are empty (free of liquids and contains less than 1 inch of dried material) of paints, solvents, thinners and adhesives may be disposed of in dumpsters.

Metal paint cans that meet the empty standard can be placed in dumpsters marked "metal only"; plastic cans may be placed in solid waste dumpsters. Manage paint cans with liquid or more than 1 inch of solidified oil-based paint as a hazardous waste and label properly. Manage paint cans with excess water-based paint as non-hazardous waste. Contact NAVFAC MIDLANT Environmental Services for management requirements.

1.3.1.2 Erosion and Sediment Control Measures and Stormwater Management

1.3.1.2.1 Construction Dewatering

Construction site stormwater runoff must be treated using proper erosion control measures or stormwater management practices prior to release from the construction site. Pollutants, including but not limited to chemicals, fuels, lubricants, sewage, paints, sedimentation, and other harmful materials must not be discharged into or alongside any river, stream, or impoundment, or into any channels leading to them. Implement appropriate erosion and sediment control measures to all disturbed areas or bare soils to prevent unauthorized offsite sedimentation. Apply stabilization measures to denuded portions of a project that are at final grade or where work has temporarily ceased within 7 days.

1.3.1.3 Virginia Stormwater Management

Where land disturbance is equal to or exceeds one acre, prepare and submit a Stormwater Pollution Prevention Plan (SWPPP) and comply with the requirements specified in the Virginia Stormwater Management Law and Regulations (Virginia Code: 9 VAC 25-870). Obtain Certificate of Competency in accordance with 9 VAC 25-850.

1.3.1.3.1 Stormwater General Permit for Construction Activities Registration Statement

In accordance with 9 VAC 25-870, submit a Registration Statement to the State to obtain Virginia Stormwater Management Program General Permit coverage, and as required under the General Permit, develop a SWPPP for the project. The SWPPP must meet the requirements of the State General Permit for storm water discharges from construction activities. Submit the Registration Statement and appropriate permit fees to the appropriate state agency for approval a minimum of 15 calendar days prior to the start of any land disturbing activities. Maintain an approved copy of the SWPPP at the onsite construction office, and continually update as regulations require, reflecting current site conditions.

Coverage under this permit requires the Contractor to prepare a SWPPP, prepare and submit a Registration Statement and provide the permit fee to the responsible state agency before any land disturbing activities begin. File for permit coverage on behalf of both the Contractor and the Construction Officer, and file a Notice of Termination once construction is complete and the site is stabilized with a final sustainable cover. Install, inspect, maintain best management practices (BMPs), and submit

stormwater BMP inspection reports and SWPPP inspection reports as required under the terms and conditions of the permit. Ensure construction operations and management comply with the terms and conditions of the general permit for stormwater discharges from construction activities.

1.3.1.3.2 Stormwater General Permit Inspection Reports

Complete and document, in the SWPPP Notebook, the Stormwater Inspection Reports as required by the State VSMP General Permit. The Stormwater inspections reports must include items required by the General Permit and must be completed at the inspection frequency detailed in 9 VAC 25-870. Obtain certificate of competency in accordance with 9 VAC 25-850.

1.3.1.4 Asbestos Abatement and Notification Procedures

Structures must be surveyed for the presence of asbestos prior to demolition or renovation. A structure is defined as including any load-bearing portion of a structure. The survey must be performed by a licensed, certified, accredited asbestos inspector in accordance with ASTM E2356.

Notify EPA and Virginia Department of Labor and Industry (VADOLI) at least 20 calendar days before start of asbestos abatement if asbestos is expected to total at least 260 LF, 160 SF, or 35 CF. Provide copies of notifications to the environmental office (Air Manager) through the Contracting Officer prior to beginning work. Make notifications for any project that includes asbestos abatement (and for all demolition projects, regardless of whether asbestos containing materials are present in the structure or facility) in accordance with paragraph DEMOLITION. Notification is not required if asbestos is nonfriable asbestos containing roofing, flooring, or siding materials that when installed, encapsulated, or removed do not become friable. If the material is damaged, the matrix binding the asbestos fibers has deteriorated, or mechanical removal results in more-than-incidentals breakage, then notification is required. Activities such as grinding, mechanical chipping, sawing or drilling can make the asbestos containing material friable and would require notification.

1.3.1.4.1 Best Management Practices

Use BMPs to ensure EPA and VADOLI requirements are met, including: preventing airborne emissions via wetting asbestos prior to removal; using glove bags or containment; using HEPA-filtered vacuum or ventilation systems; restricting access to asbestos-control areas until thoroughly cleaned and inspected, and acceptable air-samples have been received. Consideration should be given to other environmental program requirements such as Clean Water Act (CWA) requirements when making decisions regarding BMPs.

1.3.1.4.2 Asbestos Waste Disposal

For asbestos waste disposal, phone the NAVFAC MIDLANT Environmental (EV) Service Desk to arrange pick up in your area. A manifest must be signed by this office prior to waste being removed from the installation. Provide copies of manifests and notifications to NAVFAC Mid-Atlantic EV Hazardous Waste (HW) Program Manager.

1.3.1.5 Hazardous Waste Requirements for Virginia Installations:

1.3.1.5.1 Demolition

Remove the following items from the site prior to demolition: polychlorinated biphenyls (PCBs), fluorescent bulbs, mercury and metal components (such as furnaces, ducts, and piping), and any hazardous materials. Manage lead, fluorescent bulbs, mercury-containing equipment, and any other waste as "hazardous or universal waste" as appropriate (see paragraph HAZARDOUS AND UNIVERSAL WASTE GENERATION). If the demolition activity encompasses the whole building (the building must be demolished to the ground), the resulting construction debris (including lead paint) requires Toxicity Characteristic Leaching Procedure (TCLP) analysis to make a waste determination and ensure proper management and disposal before it can be disposed as solid waste.

1.3.1.5.2 Hazardous and Universal Waste Generation

Hazardous and Universal Waste includes fluorescent bulbs, PCB ballast, lead paint, and mercury-containing equipment. Contact the EV HW Program Manager to set up an appropriate accumulation area. Manage waste in a satellite accumulation area (SAA), hazardous waste accumulation area (HWAA), or universal waste accumulation area (UWAA) as directed by the EV HW Program Manager through the Contracting Officer. Keep containers securely closed unless adding or removing material and waste. Ensure custodians managing the accumulation area(s) have appropriate training that has been taken within the year prior to the area being established. Training is an annual requirement that can be taken on the <https://environmentaltraining.ecatts.com/> site. Keep copies of training records and certificates on site.

Hazardous Waste Accumulation Areas (less than 90-day sites) require Virginia Department of Environmental Quality (VDEQ) notification. Notify the HA Media Manager (HW MM) 14 days prior to the start of waste accumulation. The EV HW Program Manager is authorized to notify VDEQ when Hazardous Waste Accumulation Areas are established. A copy of the Activity Hazardous Material Reutilization, Hazardous Waste Minimization and Disposal Guide will be provided by the Contracting Officer. For waste disposal, phone the NAVFAC MIDLANT EV Service Desk to arrange pick up in your area. Fax a completed DD 1348-1A to the Service Desk for all waste turn-ins. Notify the Service Desk if any containers are leaking or are in poor condition. A representative from NAVFAC MIDLANT EV Services is the authorized entity approved to sign manifests for off-site waste disposal.

1.3.1.5.3 Waste Management - Disposal by the Contractor

Manage and dispose of all Hazardous Waste generated or discovered during the project. Dispose of all waste in accordance with all federal and state environmental regulations. Sign and submit all paperwork (lab analyses, profiles, manifests) and records to the Navy. Allow inspection by the Regional Environmental Core for compliance with federal, state and Navy requirements.

1.3.1.5.3.1 Contractor Site Custodian

a. Designate a Site Custodian and an Alternate for waste management. Provide 24-hour phone numbers where Site Custodian and alternate can be contacted in the event of an emergency.

- b. Personnel must be trained in hazardous waste management procedures to comply with the requirements of 40 CFR 262.34 and 40 CFR 265.16.

1.3.1.5.3.2 Waste Accumulation

- a. Establish a SAA, UWAA or a temporary 90-Day HWAA for waste accumulation. Obtain the HW Media Manager approval. Do not use accumulation areas as lay-down areas.
- b. EV Core HW MM will notify VDEQ. Notify the HW MM 14 days prior to the start of waste accumulation. All agency notifications will originate from the Regional Environmental Core.
- c. The Site Custodian and Alternate must attend the HW MM training session for the management of the SAA, UWAA or HWAA.

1.3.1.5.3.3 Waste Disposal

- a. The Navy will be considered the "generator" for any and all waste that are generated on Navy property, regardless if the waste was generated as result of Contractor activity.
- b. Pack, mark, label and transport all waste in accordance with Department of Transportation 49 CFR Regulations.
- c. Obtain the EPA Hazardous Waste Identification Number (EPA ID#) for the installation or off-site Contractor location, from the EV Core HW MM. Use the generator's EPA ID# on the Hazardous Waste Manifest.
 - (1) Provide the name and EPA ID Number for the Hazardous Waste Transporter and the disposal facility to the HW MM.
 - (2) Submit all waste profiles and documentation supporting the waste disposal to the HW MM for review.
- d. Obtain the Hazardous Waste Manifest signature from designated representative of the Regional Environmental Services Group (EV Services). Contact the Environmental Services Department Dispatcher to schedule this service. Obtain signature on the day the waste is scheduled to be picked up.
- e. The Contractor is to ensure that the Certificates of Disposal and Manifests are mailed to EV Services, in accordance with the all Federal and State regulations.

1.3.1.5.4 Excavation

If soil is to be reused onsite, sampling is not required unless otherwise directed. Excavated soil may be reused within the construction site with no testing necessary. Soil may be stockpiled until the end of the project, then reused as much as possible prior to sampling and analysis for residual soil to be disposed. Store in a manner that prevents rain from infiltrating the soil matrix and preventing any runoff into the surrounding soil or pavement (for example, store the soil on top of plastic sheets and covered with plastic sheets or store in lined, covered dumpsters). If the soil is going to be relocated or disposed outside the construction site, sampling and analysis is required. Contact the installation HW Program Manager prior to disposal to determine the appropriate sampling and test parameter. Soil disposal requirements will depend on test results. If soil is to be shipped

to a destination outside the fire and quarantine area (outside of James City County, York County, Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, or Williamsburg) it MUST have a valid inspection certificate issued by an Officer of the Plant Protection and Quarantine Program (PPQ) of the U.S. Department of Agriculture. Contact the EV Pest Management Coordinator for additional information.

1.3.1.5.5 Painting and Paint Removal

Air-drying cans for disposal are allowed only if liquid residue is less than 1 inch; keep all paint or solvent containers closed and secured when not adding or removing material or waste. Waste paint chips and debris must be collected and sampled to determine the proper disposal method. Contact the NAVFAC MIDLANT EV HW Program Manager for sampling requirements. If waste paint is determined to be hazardous, waste must be managed as hazardous and an appropriate accumulation area must be established. Contact the NAVFAC MIDLANT EV HW Program Manager for site setup.

1.3.1.5.6 Dumpsters

Label trash containers to appropriately describe the contents.

1.3.1.6 Air Requirements:

1.3.1.6.1 Concrete Crushing

Secure an air permit for the crusher from the regulatory agency where the equipment is home-based (in Virginia contact VADEQ). Provide a copy of the permit to the EV Office (Air Program Manager) through the Contracting Officer at least 30 days prior to bringing crusher onsite.

1.3.1.7 Spill Response and Reporting

Report spills at Hampton Roads Navy installations to the appropriate installation Emergency Call Center (ECC) immediately upon discovery.

After notifying the installation ECC, notify the Navy point of contact. Refer to the Installation Hazardous Material Reutilization, Hazardous Waste Minimization and Disposal Guide Appendix 3 for spill contact procedures. Refer to Table 1 - Spill Reporting Contact Number for the appropriate point of contact.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 78 00

CLOSEOUT SUBMITTALS
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 E 1971 (2005) Stewardship for the Cleaning of Commercial and Institutional Buildings

GREEN SEAL (GS)

GS-37 (2000; R 2009) Industrial and Institutional Cleaners

U.S. DEPARTMENT OF DEFENSE (DOD)

UFC 1-300-08 (2009, with Change 1) Criteria for Transfer and Acceptance of DoD Real Property

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. 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-03 Product Data

As-Built Record of Equipment and Materials
Warranty Management Plan
Warranty Tags
Final Cleaning
Spare Parts Data

SD-08 Manufacturer's Instructions

Preventative Maintenance
Condition Monitoring (Predictive Testing)
Inspection
Posted Instructions

SD-10 Operation and Maintenance Data

Operation and Maintenance Manuals

SD-11 Closeout Submittals

Record Drawings

Interim Form DD1354; G
Checklist for Form DD1354; G
NAVFAC Sustainable & Energy Data Record Card; G

1.3 PROJECT RECORD DOCUMENTS

1.3.1 Record Drawings

Drawings showing final as-built conditions of the project. This paragraph covers record drawings complete, as a requirement of the contract. The terms "drawings," "contract drawings," "drawing files," "working record drawings" and "final record drawings" refer to contract drawings which are revised to be used for final record drawings showing as-built conditions. The final CAD record drawings must consist of one set of electronic CAD drawing files in the specified format, 2 sets of prints, and one set of the approved working Record drawings. The manually prepared drawings must consist of 1 set of completed final as-built original transparency drawings, 2 sets of blue-line prints of the transparencies, and the approved marked working as-built prints.

1.3.1.1 Government Furnished Materials

One set of drawings revised to reflect all bid amendments will be provided by the Government at the preconstruction conference for projects requiring manually prepared record drawings. Electronic CADD files in the specified software and format revised to reflect all bid amendments will be provided by the Government at the preconstruction conference for projects requiring CADD file record drawings.

1.3.1.2 Working Record and Final Record Drawings

Revise 2 sets of paper drawings by red-line process to show the as-built conditions during the prosecution of the project. Keep these working as-built marked drawings current on a weekly basis and at least one set available on the jobsite at all times. Changes from the contract plans which are made in the work or additional information which might be uncovered in the course of construction must be accurately and neatly recorded as they occur by means of details and notes. Prepare final record (as-built) drawings after the completion of each definable feature of work as listed in the Contractor Quality Control Plan (Foundations, Utilities, Structural Steel, etc., as appropriate for the project). The working as-built marked prints and final record (as-built) drawings will be jointly reviewed for accuracy and completeness by the Contracting Officer and the Contractor prior to submission of each monthly pay estimate. If the Contractor fails to maintain the working and final record drawings as specified herein, the Contracting Officer will deduct from the monthly progress payment an amount representing the estimated cost of maintaining the record drawings. This monthly deduction will continue until an agreement can be reached between the Contracting Officer and the Contractor regarding the accuracy and completeness of updated drawings. Show on the working and final record drawings, but not limited to, the following information:

- a. The actual location, kinds and sizes of all sub-surface utility lines. In order that the location of these lines and appurtenances may be determined in the event the surface openings or indicators become

- covered over or obscured, show by offset dimensions to two permanently fixed surface features the end of each run including each change in direction on the record drawings. Locate valves, splice boxes and similar appurtenances by dimensioning along the utility run from a reference point. Also record the average depth below the surface of each run.
- b. The location and dimensions of any changes within the building structure.
 - c. Correct grade, elevations, cross section, or alignment of roads, earthwork, structures or utilities if any changes were made from contract plans.
 - d. Changes in details of design or additional information obtained from working drawings specified to be prepared and/or furnished by the Contractor; including but not limited to fabrication, erection, installation plans and placing details, pipe sizes, insulation material, dimensions of equipment foundations, etc.
 - e. The topography, invert elevations and grades of drainage installed or affected as part of the project construction.
 - f. Changes or modifications which result from the final inspection.
 - g. Where contract drawings or specifications present options, show only the option selected for construction on the final as-built prints.
 - h. If borrow material for this project is from sources on Government property, or if Government property is used as a spoil area, furnish a contour map of the final borrow pit/spoil area elevations.
 - i. Systems designed or enhanced by the Contractor, such as HVAC controls, fire alarm, fire sprinkler, and irrigation systems.
 - j. Modifications (include within change order price the cost to change working and final record drawings to reflect modifications) and compliance with the following procedures.
 - (1) Follow directions in the modification for posting descriptive changes.
 - (2) Place a Modification Delta at the location of each deletion.
 - (3) For new details or sections which are added to a drawing, place a Modification Delta by the detail or section title.
 - (4) For minor changes, place a Modification Delta by the area changed on the drawing (each location).
 - (5) For major changes to a drawing, place a Modification Delta by the title of the affected plan, section, or detail at each location.
 - (6) For changes to schedules or drawings, place a Modification Delta either by the schedule heading or by the change in the schedule.
 - (7) The ModificationDelta size shall be 1/2 inch diameter unless the area where the circle is to be placed is crowded. Smaller size circle shall be used for crowded areas.

1.3.1.3 Drawing Preparation

Modify the record drawings as may be necessary to correctly show the features of the project as it has been constructed by bringing the contract set into agreement with approved working as-built prints, and adding such additional drawings as may be necessary. These working as-built marked prints must be neat, legible and accurate. These drawings are part of the permanent records of this project and must be returned to the Contracting Officer after approval by the Government. Any drawings damaged or lost by the Contractor must be satisfactorily replaced by the Contractor at no expense to the Government.

1.3.1.4 Computer Aided Design and Drafting (CADD) Drawings

Only employ personnel proficient in the preparation of CADD drawings to modify the contract drawings or prepare additional new drawings. Additions and corrections to the contract drawings must be equal in quality and detail to that of the originals. Line colors, line weights, lettering, layering conventions, and symbols must be the same as the original line colors, line weights, lettering, layering conventions, and symbols. If additional drawings are required, prepare them using the specified electronic file format applying the same graphic standards specified for original drawings. The title block and drawing border to be used for any new final record drawings must be identical to that used on the contract drawings. Accomplish additions and corrections to the contract drawings using CADD files. The Contractor will be furnished "as-designed" drawings in AutoCad Release 2010 format compatible with a Windows XP operating system. The electronic files will be supplied on compact disc, read-only memory (CD-ROM). Provide all program files and hardware necessary to prepare final record drawings. The Contracting Officer will review final record drawings for accuracy and return them to the Contractor for required corrections, changes, additions, and deletions.

- a. Provide CADD "base" colors of red, green, and blue. Color code for changes as follows:
 - (1) Deletions (Red) - Over-strike deleted graphic items (lines), lettering in notes and leaders.
 - (2) Additions (Green) - Added items, lettering in notes and leaders.
 - (3) Special (Blue) - Items requiring special information, coordination, or special detailing or detailing notes.
- b. Rename the Contract Drawing files in a manner related to the contract number (i.e., 98-C-10.DGN) as instructed in the Pre-Construction conference. Use only those renamed files for the Marked-up changes. All changes shall be made on the layer/level as the original item.
- c. When final revisions have been completed, show the wording "RECORD DRAWINGS / AS-BUILT CONDITIONS" followed by the name of the Contractor in letters at least 3/16 inch high on the cover sheet drawing. Mark all other contract drawings either "Record" drawing denoting no revisions on the sheet or "Revised Record" denoting one or more revisions. Date original contract drawings in the revision block.
- d. Within 10 days for contracts less than \$5 million after Government approval of all of the working record drawings for a phase of work,

prepare the final CADD record drawings for that phase of work and submit two sets of blue-lined prints of these drawings for Government review and approval. The Government will promptly return one set of prints annotated with any necessary corrections. Within 7 days for contracts less than \$5 million revise the CADD files accordingly at no additional cost and submit one set of final prints for the completed phase of work to the Government. Within 10 days for contracts less than \$5 million of substantial completion of all phases of work, submit the final record drawing package for the entire project. Submit one set of electronic files on compact disc, read-only memory (CD-ROM), one set of mylars, two sets of blue-line prints and one set of the approved working record drawings. They must be complete in all details and identical in form and function to the contract drawing files supplied by the Government. Any transactions or adjustments necessary to accomplish this is the responsibility of the Contractor. The Government reserves the right to reject any drawing files it deems incompatible with the customer's CADD system. Paper prints, drawing files and storage media submitted will become the property of the Government upon final approval. Failure to submit final record drawing files and marked prints as specified will be cause for withholding any payment due the Contractor under this contract. Approval and acceptance of final record drawings must be accomplished before final payment is made to the Contractor.

1.3.1.5 Manually Prepared Drawings

Employ only personnel proficient in the preparation of manually prepared drawings to modify the original contract drawing or prepare additional new drawings. Additions and corrections to the contract drawings must be neat, clean and legible, shall be done to the same level of detail, and match the adjacent existing line work, and lettering being annotated in type, density, size and style. Drafting work must be done using the same medium (pencil, plastic lead or ink) that was employed on the original contract drawings and with graphite lead on paper base material. The Contracting Officer will review record drawings for accuracy and conformance to the above specified drafting standards. Corrections, changes, additions, and deletions required must meet these standards. The title block to be used for any new record drawings must be similar to that used on the original drawings.

- a. When final revisions have been completed, Letter or stamp each drawing with the words "RECORD DRAWINGS / AS-BUILT CONDITIONS" followed by the name of the Contractor in letters at least $\frac{3}{16}$ inch high. Mark original contract drawings either "Record" drawings denoting no revisions on the sheet or "Revised Record" denoting one or more revisions Date all original contract drawings in the revision block.
- b. Within 10 days for contracts less than \$5 million after Government approval of all of the working record drawings for a phase of work, prepare the final record drawings for that phase of work and submit two sets of blue-line prints of these drawings for Government review and approval. The Government will promptly return one set of prints annotated with any necessary corrections. Within 7 days for contracts less than \$5 million revise the drawings accordingly at no additional cost and submit one set of final prints for the completed phase of work to the Government. Within 10 days for contracts less than \$5 million of substantial completion of all phases of work, submit the final record drawing package for the entire project. Submit two blue-line prints of these drawings and the return of the approved marked record

prints, complete in all details. Paper prints and reproducible drawings will become the property of the Government upon final approval. Failure to submit final record drawings and marked prints, as required herein, will be cause for withholding any payment due the Contractor under this contract. Approval and acceptance of final record drawings must be accomplished before final payment is made to the Contractor.

1.3.1.6 Payment

No separate payment will be made for record drawings required under this contract, and all costs accrued in connection with such drawings are considered a subsidiary obligation of the Contractor.

1.3.2 As-Built Record of Equipment and Materials

Furnish one copy of preliminary record of equipment and materials used on the project 15 days prior to final inspection. This preliminary submittal will be reviewed and returned 5 days after final inspection with Government comments. Submit Two sets of final record of equipment and materials 10 days after final inspection. Key the designations to the related area depicted on the contract drawings. List the following data:

RECORD OF DESIGNATED EQUIPMENT AND MATERIALS DATA				
Description	Specification Section	Manufacturer and Catalog, Model, and Serial Number	Composition and Size	Where Used

1.3.3 Final Approved Shop Drawings

Furnish final approved project shop drawings 30 days after transfer of the completed facility.

1.3.4 Construction Contract Specifications

Furnish final record (as-built) construction contract specifications, including modifications thereto, 30 days after transfer of the completed facility.

1.3.5 Real Property Equipment

Furnish a list of installed equipment furnished under this contract. Include all information usually listed on manufacturer's name plate. In the "EQUIPMENT-IN-PLACE LIST" include, as applicable, the following for each piece of equipment installed: description of item, location (by room number), model number, serial number, capacity, name and address of manufacturer, name and address of equipment supplier, condition, spare parts list, manufacturer's catalog, and warranty. Furnish a draft list at time of transfer. Furnish the final list 30 days after transfer of the completed facility.

1.4 SPARE PARTS DATA

Submit two copies of the Spare Parts Data list.

- a. Indicate manufacturer's name, part number, nomenclature, and stock level required for maintenance and repair. List those items that may be standard to the normal maintenance of the system.
- b. Supply two items of each part for spare parts inventory. Provision of spare parts does not relieve the Contractor of responsibilities listed under the contract guarantee provisions.

1.5 PREVENTATIVE MAINTENANCE

Submit Preventative Maintenance, Condition Monitoring (Predictive Testing) and Inspection schedules with instructions that state when systems should be retested.

- a. Define the anticipated length of each test, test apparatus, number of personnel identified by responsibility, and a testing validation procedure permitting the record operation capability requirements within the schedule. Provide a signoff blank for the Contractor and Contracting Officer for each test feature; e.g., gpm, rpm, psi. Include a remarks column for the testing validation procedure referencing operating limits of time, pressure, temperature, volume, voltage, current, acceleration, velocity, alignment, calibration, adjustments, cleaning, or special system notes. Delineate procedures for preventative maintenance, inspection, adjustment, lubrication and cleaning necessary to minimize corrective maintenance and repair.
- b. Repair requirements must inform operators how to check out, troubleshoot, repair, and replace components of the system. Include electrical and mechanical schematics and diagrams and diagnostic techniques necessary to enable operation and troubleshooting of the system after acceptance.

1.6 CERTIFICATION OF EPA DESIGNATED ITEMS

Submit the Certification of EPA Designated Items as required by FAR 52.223-9, "Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items". Include on the certification form the following information: project name, project number, Contractor name, license number, Contractor address, and certification. The certification will read as follows and be signed and dated by the Contractor. "I hereby certify the information provided herein is accurate and that the requisition/procurement of all materials listed on this form comply with current EPA standards for recycled/recovered materials content. The following exemptions may apply to the non-procurement of recycled/recovered content materials: 1) The product does not meet appropriate performance standards; 2) The product is not available within a reasonable time frame; 3) The product is not available competitively (from two or more sources); 4) The product is only available at an unreasonable price (compared with a comparable non-recycled content product)." Record each product used in the project that has a requirement or option of containing recycled content, noting total price, total value of post-industrial recycled content, total value of post-consumer recycled content, exemptions (1, 2, 3, or 4, as indicated), and comments. Recycled content values may be determined by weight or volume percent, but must be consistent throughout.

1.7 WARRANTY MANAGEMENT

1.7.1 Warranty Management Plan

Develop a warranty management plan which contains information relevant to the clause Warranty of Construction . At least 30 days before the planned pre-warranty conference, submit one set of the warranty management plan. Include within the warranty management plan all required actions and documents to assure that the Government receives all warranties to which it is entitled. The plan must be in narrative form and contain sufficient detail to render it suitable for use by future maintenance and repair personnel, whether tradesmen, or of engineering background, not necessarily familiar with this contract. The term "status" as indicated below must include due date and whether item has been submitted or was accomplished. Warranty information made available during the construction phase must be submitted to the Contracting Officer for approval prior to each monthly pay estimate. Assemble approved information in a binder and turn over to the Government upon acceptance of the work. The construction warranty period will begin on the date of project acceptance and continue for the full product warranty period. A joint 4 month and 9 month warranty inspection will be conducted, measured from time of acceptance, by the Contractor, Contracting Officer and the Customer Representative. Include within the warranty management plan , but not limited to, the following:

- a. Roles and responsibilities of all personnel associated with the warranty process, including points of contact and telephone numbers within the organizations of the Contractors, subContractors, manufacturers or suppliers involved.
- b. Furnish with each warranty the name, address, and telephone number of each of the guarantor's representatives nearest to the project location.
- c. Listing and status of delivery of all Certificates of Warranty for extended warranty items, to include roofs, HVAC balancing, pumps, motors, transformers, and for all commissioned systems such as fire protection and alarm systems, sprinkler systems, lightning protection systems, etc.
- d. A list for each warranted equipment, item, feature of construction or system indicating:
 - (1) Name of item.
 - (2) Model and serial numbers.
 - (3) Location where installed.
 - (4) Name and phone numbers of manufacturers or suppliers.
 - (5) Names, addresses and telephone numbers of sources of spare parts.
 - (6) Warranties and terms of warranty. Include one-year overall warranty of construction, including the starting date of warranty of construction. Items which have extended warranties must be indicated with separate warranty expiration dates.
 - (7) Cross-reference to warranty certificates as applicable.
 - (8) Starting point and duration of warranty period.
 - (9) Summary of maintenance procedures required to continue the warranty in force.
 - (10) Cross-reference to specific pertinent Operation and Maintenance manuals.
 - (11) Organization, names and phone numbers of persons to call for warranty service.
 - (12) Typical response time and repair time expected for various

warranted equipment.

- e. The Contractor's plans for attendance at the 4 and 9 month post-construction warranty inspections conducted by the Government.
- f. Procedure and status of tagging of all equipment covered by extended warranties.
- g. Copies of [instructions](#) to be posted near selected pieces of equipment where operation is critical for warranty and/or safety reasons.

1.7.2 Performance Bond

The Contractor's Performance Bond must remain effective throughout the construction period.

- a. In the event the Contractor fails to commence and diligently pursue any construction warranty work required, the Contracting Officer will have the work performed by others, and after completion of the work, will charge the remaining construction warranty funds of expenses incurred by the Government while performing the work, including, but not limited to administrative expenses.
- b. In the event sufficient funds are not available to cover the construction warranty work performed by the Government at the Contractor's expense, the Contracting Officer will have the right to recoup expenses from the bonding company.
- c. Following oral or written notification of required construction warranty repair work, respond in a timely manner. Written verification will follow oral instructions. Failure of the Contractor to respond will be cause for the Contracting Officer to proceed against the Contractor.

1.7.3 Pre-Warranty Conference

Prior to contract completion, and at a time designated by the Contracting Officer, meet with the Contracting Officer to develop a mutual understanding with respect to the requirements of this section. Communication procedures for Contractor notification of construction warranty defects, priorities with respect to the type of defect, reasonable time required for Contractor response, and other details deemed necessary by the Contracting Officer for the execution of the construction warranty will be established/reviewed at this meeting. In connection with these requirements and at the time of the Contractor's quality control completion inspection, furnish the name, telephone number and address of a licensed and bonded company which is authorized to initiate and pursue construction warranty work action on behalf of the Contractor. This point of contact will be located within the local service area of the warranted construction, be continuously available, and be responsive to Government inquiry on warranty work action and status. This requirement does not relieve the Contractor of any of its responsibilities in connection with other portions of this provision.

1.7.4 [Warranty Tags](#)

At the time of installation, tag each warranted item with a durable, oil and water resistant tag approved by the Contracting Officer. Attach each tag with a copper wire and spray with a silicone waterproof coating. Also,

submit two record copies of the warranty tags showing the layout and design. The date of acceptance and the QC signature must remain blank until the project is accepted for beneficial occupancy. Show the following information on the tag.

Type of product/material	
Model number	
Serial number	
Contract number	
Warranty period from/to	
Inspector's signature	
Construction Contractor	
Address	
Telephone number	
Warranty contact	
Address	
Telephone number	
Warranty response time priority code	
WARNING - PROJECT PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE DURING THE WARRANTY PERIOD.	

1.8 OPERATION AND MAINTENANCE MANUALS

Submit 3 copies of the project operation and maintenance manuals 30 calendar days prior to testing the system involved. Update and resubmit data for final approval no later than 30 calendar days prior to contract completion.

1.8.1 Configuration

Operation and Maintenance Manuals must be consistent with the manufacturer's standard brochures, schematics, printed instructions, general operating procedures, and safety precautions. Bind information in manual format and grouped by technical sections. Test data must be legible and of good quality. Light-sensitive reproduction techniques are acceptable provided finished pages are clear, legible, and not subject to fading. Pages for vendor data and manuals must have 0.3937-inch holes and be bound in 3-ring, loose-leaf binders. Organize data by separate index and tabbed sheets, in a loose-leaf binder. Binder must lie flat with printed sheets that are easy to read. Caution and warning indications must be clearly labeled.

1.8.2 Training and Instruction

Submit classroom and field instructions in the operation and maintenance of systems equipment where required by the technical provisions. These services must be directed by the Contractor, using the manufacturer's factory-trained personnel or qualified representatives. Contracting Officer will be given 7 calendar days written notice of scheduled instructional services. Instructional materials belonging to the manufacturer or vendor, such as lists, static exhibits, and visual aids, must be made available to the Contracting Officer.

1.9 CLEANUP

Provide final cleaning in accordance with ASTM E 1971 and submit two copies of the listing of completed final clean-up items. Leave premises "broom clean." Comply with GS-37 for general purpose cleaning and bathroom cleaning. Use only nonhazardous cleaning materials, including natural cleaning materials, in the final cleanup. Clean interior and exterior glass surfaces exposed to view; remove temporary labels, stains and foreign substances; polish transparent and glossy surfaces; vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition. Replace filters of operating equipment and comply with the Indoor Air Quality (IAQ) Management Plan. Clean debris from roofs, gutters, downspouts and drainage systems. Sweep paved areas and rake clean landscaped areas. Remove waste and surplus materials, rubbish and construction facilities from the site. Recycle, salvage, and return construction and demolition waste from project in accordance with the Waste Management Plan. Promptly and legally transport and dispose of any trash. Do not burn, bury, or otherwise dispose of trash on the project site.

1.10 REAL PROPERTY RECORD

Near the completion of Project, but a minimum of 60 days prior to final acceptance of the work, complete and submit an accounting of all installed property with Interim Form DD1354 "Transfer and Acceptance of Military Real Property." Include any additional assets/improvements/alterations from the Draft DD Form 1354. Contact the Contracting Officer for any project specific information necessary to complete the DD Form 1354. Refer to UFC 1-300-08 for instruction on completing the DD Form 1354. For information purposes, a blank DD Form 1354 (fill-able) in ADOBE (PDF) may be obtained at the following web site:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1354.pdf>

Submit the completed Checklist for Form DD1354 of Installed Building Equipment items. Attach this list to the updated DD Form 1354.

1.11 NAVFAC SUSTAINABLE & ENERGY DATA RECORD CARD

Within 60 days of the completion of Project, complete an electronic copy of the NAVFAC Sustainable & Energy Data Record Card, and submit to the Contracting Officer. Draft Record card for this project should be available from Designer of Record (DOR) or Contracting Officer. Instructions and a blank DD Form (fill-able) in ADOBE (PDF) may be obtained at the Whole Building Design Guide web site by navigating: Home > Participating Agencies > Department of Defense (DoD) > NAVFAC Sustainable Development Program > Contract Documents > NAVFAC Sustainable & Energy Data Record Card; or directly at http://www.wbdg.org/pdfs/navfac_sustainable_energy_data_record_card.pdf.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 78 23

OPERATION AND MAINTENANCE DATA

08/15

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 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. 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-10 Operation and Maintenance Data

O&M Database ; G

Training Plan ; G

Training Outline ; G

Training Content ; G

SD-11 Closeout Submittals

Training Video Recording ; G

Validation of Training Completion ; G

1.3 OPERATION AND MAINTENANCE DATA

Submit Operation and Maintenance (O&M) Data for the provided equipment, product, or system, defining the importance of system interactions, troubleshooting, and long-term preventive operation and maintenance. Compile, prepare, and aggregate O&M data to include 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.

1.3.1 Package Quality

Documents must be fully legible. Operation and Maintenance data must be consistent with the manufacturer's standard brochures, schematics, printed instructions, general operating procedures, and safety precautions.

1.3.2 Package Content

Provide data package content in accordance with paragraph 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. Use Data Package 3 for commissioned items without a specified data package requirement in the individual technical sections. Provide a Data Package 3 instead of Data Package 1 or 2, as specified in the individual technical section, for items that are commissioned.

1.3.3 Changes to Submittals

Provide manufacturer-originated changes or revisions to submitted data 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.

1.4 O&M DATABASE

Develop an editable, electronic spreadsheet based on the equipment in the Operation and Maintenance Manuals that contains the information required to start a preventive maintenance program. As a minimum, provide list of system equipment, location installed, warranty expiration date, manufacturer, model, and serial number.

1.5 OPERATION AND MAINTENANCE MANUAL FILE FORMAT

Assemble data packages into electronic Operation and Maintenance Manuals. Assemble each manual into a composite electronically indexed file using the most current version of Adobe Acrobat or similar software capable of producing PDF file format. Provide compact disks (CD) or data digital versatile disk (DVD) as appropriate, so that each one contains operation, maintenance and record files, project record documents, and training videos. Include a complete electronically linked operation and maintenance directory.

1.5.1 Organization

Bookmark Product and Drawing Information documents using the current version of CSI Masterformat numbering system, and arrange submittals using the specification sections as a structure. Use CSI Masterformat and UFGS numbers along with descriptive bookmarked titles that explain the content of the information that is being bookmarked.

1.5.2 CD or DVD Label and Disk Holder or Case

Provide the following information on the disk label and disk holder or case:

- a. Building Number

- b. Project Title
- c. Activity and Location
- d. Construction Contract Number
- e. Prepared For: (Contracting Agency)
- f. Prepared By: (Name, title, phone number and email address)
- g. Include the disk content on the disk label
- h. Date
- i. Virus scanning program used

1.6 TYPES OF INFORMATION REQUIRED IN O&M DATA PACKAGES

The following are a detailed description of the data package items listed in paragraph SCHEDULE OF OPERATION AND MAINTENANCE DATA PACKAGES.

1.6.1 Operating Instructions

Provide specific instructions, procedures, and illustrations for the following phases of operation for the installed model and features of each system:

1.6.1.1 Safety Precautions and Hazards

List personnel hazards and equipment or product safety precautions for operating conditions. List all residual hazards identified in the Activity Hazard Analysis provided under Section 01 35 26 GOVERNMENT SAFETY REQUIREMENTS. Provide recommended safeguards for each identified hazard.

1.6.1.2 Operator Prestart

Provide procedures required to install, set up, and prepare each system for use.

1.6.1.3 Startup, Shutdown, and Post-Shutdown Procedures

Provide narrative description for Startup, Shutdown and Post-shutdown operating procedures including the control sequence for each procedure.

1.6.1.4 Normal Operations

Provide Control Diagrams with data to explain operation and control of systems and specific equipment. Provide narrative description of Normal Operating Procedures.

1.6.1.5 Emergency Operations

Provide 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. Provide Emergency Shutdown Instructions for fire, explosion, spills, or other foreseeable contingencies. Provide guidance and procedures for emergency operation of utility systems including required valve positions, valve locations and zones or portions of systems controlled.

1.6.1.6 Operator Service Requirements

Provide instructions for services to be performed by the operator such as lubrication, adjustment, inspection, and recording gauge readings.

1.6.1.7 Environmental Conditions

Provide 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.

1.6.1.8 Operating Log

Provide forms, sample logs, and instructions for maintaining necessary operating records.

1.6.1.9 Additional Requirements for HVAC Control Systems

Provide Data Package 5 and the following for control systems:

- a. Narrative description on how to perform and apply 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 checkout tests and calibrations performed by the Contractor (not Cx tests).
- d. Full points list. Provide a listing of rooms 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 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.
- f. Full as-built print out of software program.
- g. Marking of system sensors and thermostats on the as-built floor plan

and mechanical drawings with their control system designations.

1.6.2 Preventive Maintenance

Provide the following information for preventive and scheduled maintenance to minimize repairs for the installed model and features of each system. Include potential environmental and indoor air quality impacts of recommended maintenance procedures and materials.

1.6.2.1 Lubrication Data

Include the following preventive maintenance lubrication data, in addition to instructions for lubrication required under paragraph 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.

1.6.2.2 Preventive Maintenance Plan, Schedule, and Procedures

Provide manufacturer's schedule for routine preventive maintenance, inspections, condition monitoring (predictive tests) and adjustments required to ensure proper and economical operation and to minimize repairs. Provide instructions stating when the systems should be retested. 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.

- a. Define the anticipated time required to perform each of each test (work-hours), test apparatus, number of personnel identified by responsibility, and a testing validation procedure permitting the record operation capability requirements within the schedule. Provide a remarks column for the testing validation procedure referencing operating limits of time, pressure, temperature, volume, voltage, current, acceleration, velocity, alignment, calibration, adjustments, cleaning, or special system notes. Delineate procedures for preventive maintenance, inspection, adjustment, lubrication and cleaning necessary to minimize repairs.
- b. Repair requirements must inform operators how to check out, troubleshoot, repair, and replace components of the system. Include electrical and mechanical schematics and diagrams and diagnostic techniques necessary to enable operation and troubleshooting of the system after acceptance.

1.6.2.3 Cleaning Recommendations

Provide environmentally preferable cleaning recommendations in accordance with ASTM E1971.

1.6.3 Repair

Provide 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.

1.6.3.1 Troubleshooting Guides and Diagnostic Techniques

Provide 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.

1.6.3.2 Wiring Diagrams and Control Diagrams

Provide 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.

1.6.3.3 Repair Procedures

Provide instructions and a list of tools required to repair or restore the product or equipment to proper condition or operating standards.

1.6.3.4 Removal and Replacement Instructions

Provide step-by-step procedures and a list of required tools and supplies for removal, replacement, disassembly, and assembly of components, assemblies, subassemblies, accessories, and attachments. Provide tolerances, dimensions, settings and adjustments required. Use a combination of text and illustrations.

1.6.3.5 Spare Parts and Supply Lists

Provide lists of spare parts and supplies required for 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.

1.6.3.6 Repair Work-Hours

Provide manufacturer's projection of repair work-hours including requirements by type of craft. Identify, and tabulate separately, repair that requires the equipment manufacturer to complete or to participate.

1.6.4 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:

1.6.4.1 Product Submittal Data

Provide a copy of SD-03 Product Data submittals documented with the

required approval.

1.6.4.2 Manufacturer's Instructions

Provide a copy of SD-08 Manufacturer's Instructions submittals documented with the required approval.

1.6.4.3 O&M Submittal Data

Provide a copy of SD-10 Operation and Maintenance Data submittals documented with the required approval.

1.6.4.4 Parts Identification

Provide identification and coverage for the 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 must show the index, reference, or key number that will cross-reference the illustrated part to the listed part. Group the parts shown in the listings 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.

1.6.4.5 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 of the system. Provide copies of warranties required by Section 01 78 00 CLOSEOUT SUBMITTALS.

1.6.4.6 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 the specific operation and maintenance procedures that must be performed to keep the warranty valid. Provide copies of warranties required by Section 01 78 00 CLOSEOUT SUBMITTALS.

1.6.4.7 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.

1.6.4.8 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. Provide final set points.

1.6.4.9 Testing and Performance Data

Include completed prefunctional checklists, functional performance test forms, and monitoring reports. Include recommended schedule for retesting and blank test forms. Provide final set points.

1.6.4.10 Field Test Reports

Provide a copy of Field Test Reports (SD-06) submittals documented with the required approval.

1.6.4.11 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.

1.7 SCHEDULE OF OPERATION AND MAINTENANCE DATA PACKAGES

Provide the O&M data packages specified in individual technical sections. The information required in each type of data package follows:

1.7.1 Data Package 1

- a. Safety precautions and hazards
- b. Cleaning recommendations
- c. Maintenance and repair procedures
- d. Warranty information
- e. Extended warranty information
- f. Contractor information
- g. Spare parts and supply list

1.7.2 Data Package 2

- a. Safety precautions and hazards
- b. Normal operations
- c. Environmental conditions
- d. Lubrication data
- e. Preventive maintenance plan, schedule, and procedures
- 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. Extended warranty information
 - m. Contractor information
- 1.7.3 Data Package 3
- a. Safety precautions and hazards
 - b. Operator prestart
 - c. Startup, shutdown, and post-shutdown procedures
 - d. Normal operations
 - e. Emergency operations
 - f. Environmental conditions
 - g. Operating log
 - h. Lubrication data
 - i. Preventive maintenance plan, schedule, and procedures
 - 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. Product submittal data
 - q. O&M submittal data
 - r. Parts identification
 - s. Warranty information
 - t. Extended warranty information
 - u. Testing equipment and special tool information
 - v. Testing and performance data
 - w. Contractor information

x. Field test reports

1.7.4 Data Package 4

a. Safety precautions and hazards

b. Operator prestart

c. Startup, shutdown, and post-shutdown procedures

d. Normal operations

e. Emergency operations

f. Operator service requirements

g. Environmental conditions

h. Operating log

i. Lubrication data

j. Preventive maintenance plan, schedule, and procedures

k. Cleaning recommendations

l. Troubleshooting guides and diagnostic techniques

m. Wiring diagrams and control diagrams

n. Repair procedures

o. Removal and replacement instructions

p. Spare parts and supply list

q. Repair work-hours

r. Product submittal data

s. O&M submittal data

t. Parts identification

u. Warranty information

v. Extended warranty information

w. Personnel training requirements

x. Testing equipment and special tool information

y. Testing and performance data

z. Contractor information

aa. Field test reports

1.7.5 Data Package 5

- a. Safety precautions and hazards
- b. Operator prestart
- c. Start-up, shutdown, and post-shutdown procedures
- d. Normal operations
- e. Environmental conditions
- f. Preventive maintenance plan, schedule, and procedures
- 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. Extended warranty information
- s. Testing and performance data
- t. Contractor information
- u. Field test reports

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 TRAINING

Prior to acceptance of the facility by the Contracting Officer for Beneficial Occupancy, provide comprehensive training for the systems and equipment specified in the technical specifications. The training must be targeted for the [Facilities Management Specialist](#), building maintenance personnel, and applicable building occupants. Instructors must be well-versed in the particular systems that they are presenting. Address aspects of the Operation and Maintenance Manual submitted in accordance

with Section 01 78 00 CLOSEOUT SUBMITTALS.. Training must include classroom or field lectures based on the system operating requirements. The location of classroom training requires approval by the Contracting Officer.

3.1.1 Training Plan

Submit a written training plan to the Contracting Officer for approval at least 60 calendar days prior to the scheduled training. Training plan must be approved by the Quality Control Manager (QC) prior to forwarding to the Contracting Officer. Also, coordinate the training schedule with the Contracting Officer and QC. Include within the plan the following elements:

- a. Equipment included in training
- b. Intended audience
- c. Location of training
- d. Dates of training
- e. Objectives
- f. Outline of the information to be presented and subjects covered including description
- g. Start and finish times and duration of training on each subject
- h. Methods (e.g. classroom lecture, video, site walk-through, actual operational demonstrations, written handouts)
- i. Instructor names and instructor qualifications for each subject
- j. List of texts and other materials to be furnished by the Contractor that are required to support training
- k. Description of proposed software to be used for video recording of training sessions.

3.1.2 Training Content

The core of this training must be based on manufacturer's recommendations and the operation and maintenance information. The QC is responsible for overseeing and approving the content and adequacy of the training. Spend 95 percent of the instruction time during the presentation on the OPERATION AND MAINTENANCE DATA. Include the following for each system training presentation:

- a. Start-up, normal operation, shutdown, unoccupied operation, seasonal changeover, manual operation, controls set-up and programming, troubleshooting, and alarms.
- b. Relevant health and safety issues.
- c. Discussion of how the feature or system is environmentally responsive. Advise adjustments and optimizing methods for energy conservation.
- d. Design intent.

- e. Use of O&M Manual Files.
- f. Review of control drawings and schematics.
- g. Interactions with other systems.
- h. Special maintenance and replacement sources.
- i. Tenant interaction issues.

3.1.3 [Training Outline](#)

Provide the Operation and Maintenance Manual Files (Bookmarked PDF) and a written course outline listing the major and minor topics to be discussed by the instructor on each day of the course to each trainee in the course. Provide the course outline 14 calendar days prior to the training.

3.1.4 [Training Video Recording](#)

Record classroom training session(s) on video. Provide to the Contracting Officer two copies of the training session(s) in DVD video recording format. Capture within the recording, in video and audio, the instructors' training presentations including question and answer periods with the attendees. The recording camera(s) must be attended by a person during the recording sessions to assure proper size of exhibits and projections during the recording are visible and readable when viewed as training.

3.1.5 [Unresolved Questions from Attendees](#)

If, at the end of the training course, there are questions from attendees that remain unresolved, the instructor must send the answers, in writing, to the Contracting Officer for transmittal to the attendees, and the training video must be modified to include the appropriate clarifications.

3.1.6 [Validation of Training Completion](#)

Ensure that each attendee at each training session signs a class roster daily to confirm Government participation in the training. At the completion of training, submit a signed validation letter that includes a sample record of training for reporting what systems were included in the training, who provided the training, when and where the training was performed, and copies of the signed class rosters. Provide two copies of the validation to the Contracting Officer, and one copy to the Operation and Maintenance Manual Preparer for inclusion into the Manual's documentation.

-- End of Section --

SECTION 01 78 24.00 20

FACILITY ELECTRONIC OPERATION AND MAINTENANCE SUPPORT INFORMATION (eOMSI)
02/15

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. DEPARTMENT OF DEFENSE (DOD)

FC 1-300-09N

(2014) Navy and Marine Corps Design
Procedures

1.2 DEFINITIONS AND ABBREVIATIONS

1.2.1 eOMSI Manual

Manual (PDF file) provided by the Contractor that includes, but is not limited to, product information, a facility description with photos, and a list of primary facility systems.

1.2.2 Systems

The words "system", "systems", and "equipment", when used in this document refer to as-built systems and equipment.

1.2.3 Computer Assisted Design and Drafting (CADD)

Electronic Computer Assisted Design and Drafting graphic software program that is used to create facility design contract documents and Record Drawings.

1.2.4 KTR

An abbreviation for "Contractor."

1.3 EOMSI MEETINGS

1.3.1 Pre-Construction Meeting

Be prepared to discuss the following during this meeting:

- a. eOMSI Manual Development Meetings
- b. Processes and methods of gathering eOMSI Manual information during construction.
- c. The eOMSI Submittals schedule. Include the eOMSI submittal schedule on the Baseline Construction Schedule .

1.3.2 eOMSI Manual Coordination Meeting

Facilitate a meeting after the Pre-Construction Meeting prior to the

submission of the eOMSI Progress Submittal. Meeting attendance must include the Contractor's eOMSI Manual Preparer, and Quality Control Manager, and the Government's Design Manager (DM), Contracting Officer's Representative, and NAVFAC Public Works (PW) Facilities Management Division (FMD). Include any Mechanical, Electrical, and Fire Protection Sub-Contractors.

The purpose of this meeting is to reach a mutual understanding of the scope of work concerning the contract requirements for eOMSI and coordinate the efforts necessary by both the Government and Contractor to ensure an accurate collection, preparation and timely Government review of eOMSI.

1.3.3 Facility Turnover Meeting

Include eOMSI in NAVFAC Red Zone (NRZ) facility turnover meetings as specified in Section 01 30 00, ADMINISTRATIVE REQUIREMENTS.

1.4 SUBMITTAL SCHEDULING

1.4.1 eOMSI, Progress Submittal

Submit the Progress submittal when construction is approximately 50 percent complete, to the Contracting Officer for approval. Provide eOMSI Manual Files (Bookmarked PDF). Include the elements and portions of system construction completed up to this point.

The purpose of this submittal is to verify progress is in accordance with contract requirements as discussed during the eOMSI Coordination Meeting. Field verify a portion of the eOMSI information in accordance with paragraph FIELD VERIFICATION.

1.4.2 eOMSI, Prefinal Submittal

Submit the 100 percent submittal of the eOMSI Prefinal Submittal to the Contracting Officer for approval within 30 calendar days of the Beneficial Occupancy Date (BOD). This submittal must provide a complete, working document that can be used to operate and maintain the facility. Any portion of the submittal that is incomplete or inaccurate requires the entire submittal to be returned for correction. Any discrepancies discovered during the Government's review of eOMSI Progress submittal must be corrected prior to the Prefinal submission.

The eOMSI Prefinal Submittal must include eOMSI Manual Files (Bookmarked PDF).

1.4.3 eOMSI, Final Submittal

Submit completed eOMSI Manual Files (Bookmarked PDF). The Final submittal is due at BOD. Any discrepancies discovered during the Government's review of the Prefinal eOMSI submittal, including the Field Verification, must be corrected prior to the Final eOMSI submission.

1.5 UNITS OF MEASURE

Provide eOMSI utilizing the units of measure used in the Government generated contract documents.

1.6 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. 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-11 Closeout Submittals

eOMSI, Progress Submittal; G

eOMSI, Prefinal Submittal; G

eOMSI, Final Submittal; G

PART 2 PRODUCTS

2.1 eOMSI FILES FORMAT

Format eOMSI manuals and files in accordance with Section 01 78 23 OPERATION AND MAINTENANCE DATA. Include a complete electronically linked operation and maintenance directory. Provide three electronic copies of the eOMSI Manuals to the Contracting Officer for approval.

Scan eOMSI Manual Files for viruses, malware, and spyware using a commercially available scanning program that is routinely updated to identify and remove current virus threats.

2.1.1 eOMSI Manual Organization

Organize the eOMSI Manuals into two parts: 1) Product and Drawing Information, and 2) Facility Information. Bookmark the PDF files for easy access to the information.

- a. Bookmark Product and Drawing Information documents in accordance with Section 01 78 23 OPERATION AND MAINTENANCE DATA.
- b. Bookmark Facility Information to at least one level lower than the major system.

2.1.2 eOMSI Manual CD or DVD Disk Label and Disk Holder or Case

Provide disks in accordance with Section 01 78 23 OPERATION AND MAINTENANCE DATA.

2.2 eOMSI MANUAL

2.2.1 Product and Drawing Information

Provide an organized record of the facility products, materials, equipment, and minimum information necessary to operate the facility. Provide Product and Drawing Information for the systems in the final constructed facility.

2.2.1.1 O&M Data

As a minimum, provide the approved O&M Data, submitted in the technical specification sections, in accordance with paragraph TYPES OF INFORMATION

REQUIRED IN O&M DATA PACKAGES in Section 01 78 23 OPERATION AND MAINTENANCE DATA.

2.2.1.2 Record Drawings

Provide an electronic, PDF copy of the Record Drawings, prepared in accordance with FC 1-300-09N and 01 78 00 CLOSEOUT SUBMITTALS. Bookmark drawings using the sheet title and sheet number.

Include Record Drawings as part of the Red-Zone specified in Section 01 30 00 ADMINISTRATIVE REQUIREMENTS.

2.2.1.3 Utility Record Drawings

Using Record Source Drawings, show and document details of the actual installation of the utility systems; annotate and highlight the eMSI information. Provide Utility Record Drawings in PDF format. Provide the following drawings at a large enough scale to differentiate designated isolation units from surrounding valves and switches.

- a. Utility Schematic Diagrams - Provide a one line schematic diagram for each utility system such as power, water, wastewater, and gas/fuel. Schematic diagram must show from the point where the utility line is connected to the mainline up to the five-foot connection point to the facility. Indicate location or area designation for route of transmission or distribution lines; locations of duct banks, manholes/handholes or poles; isolation units such as valves and switches; and utility facilities such as pump stations, lift stations, and substations.
- b. Enlarged Connection and Cutoff Plans - Provide enlarged floor plans that provide information between the five foot utility connection point and where utilities connect to facility distribution. Enlarge floor plans/ elevations of the rooms where the utility enters the building and indicate on these plans locations of the main interior and exterior connection and cutoff points for the utilities. Also enlarge floor plans / elevations of the rooms where equipment is located. Include enough information to enable someone unfamiliar with the facility to locate the connection and cutoff points. Indicate designations such as room number, panel number, circuit breaker, or valve number, of each utility and equipment connection and cutoff point, and what that connection and cutoff point controls.

2.2.2 Facility Information

Provide the following in Facility Information:

2.2.2.1 General Facility and System Description

Describe the function of the facility. Detail the overall dimensions of the facility, number of floors, foundation type, expected number of occupants, and facility Category Code. List and generally describe all the facility systems and any special building features (for example, HVAC Controls, Sprinkler Systems, Cranes, Elevators, and Generators). Include photographs marked up and labeled to show key operating components and the overall facility appearance.

2.2.2.2 Floor Plans

Provide uncluttered, legible 11 by 17 inches floor plans. Include room numbers, type or function of spaces, and overall facility dimensions on the floor plans. Do not include items such as construction instructions, references, or frame numbers.

2.2.2.3 Floor Coverings, Wall Surfaces, and Ceiling Surfaces

Provide a table that lists by room number (including hallways and common spaces), the type, and area of finish, manufacturer's product name, identifying number, and color. Include a facility summary of the total area for each type of space and floor, wall, or ceiling finish in the table.

2.2.2.4 Windows

Provide a table that lists by room number (including hallways and common spaces), the type of window, window size, number of each size and type, special features, manufacturer's product name, identifying number, and color. The table must include a facility summary of the total number for each type and size of window.

2.2.2.5 Roofing

Provide the total area of each type of roof surface and system. Provide the name of the roofing product and system; manufacturer's, supplier's, and installer's names, addresses, and phone numbers; manufacturer's product name, identifying number, and color. For each type of roof, provide a recommended inspection, maintenance and repair schedule that details checkpoints, frequencies, and prohibited practices. List roof structural load limits.

2.2.2.6 HVAC Filters

Provide a table that lists the quantity, type, size, and location of each HVAC filter, manufacturer's product name, and identifying number.

2.2.2.7 Plumbing Fixtures

Provide a table that lists by room number, the number and type of plumbing and bathroom plumbing fixtures (for example, sinks, water closets, urinals, showers and drinking fountains).

2.2.2.8 Lighting Fixtures

Provide a table that lists by room number (including hallways and common spaces), the type of lighting fixture, ballast, number of lighting fixtures, type of lamps and number of lamps, and the manufacturer's product name and the identifying number. The table must include a facility summary of the total number of fixtures of each type and number of lamps of each type.

2.2.2.9 Equipment Listing

Provide a table that lists the major equipment shown on the design equipment schedules. Show the item descriptions, locations, model numbers; and the names, addresses, and telephone numbers of the manufacturers, suppliers, contractors, and subcontractors.

2.2.2.10 System Flow Diagrams

Provide a flow diagram indicating system liquid, air or gas flow during normal operations. Integrate the system components into the diagram. A compilation of non-integrated, flow diagrams for the individual system components are not acceptable.

2.2.2.11 Valve List

Provide a list of all valves associated with the system. Show valve type, identification number, function, location and normal operating position.

2.2.2.12 Riser Diagrams

Provide riser diagrams and settings of equipment.

PART 3 EXECUTION

3.1 eOMSI TRAINING

Provide training on eOMSI Manuals in accordance with Section 01 78 23 OPERATION AND MAINTENANCE DATA.

-- End of Section --

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION
Reorganization of Admin Spaces

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	GOVT CLASSIFICATION REVIEW	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION		APPROVING AUTHORITY					REMARKS		
						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION		MAILED TO CONTR/ DATE RCD FRM APPR AUTH	
																		(a)
		01 20 00.00 20	SD-01 Preconstruction Submittals															
			Schedule of Prices	1.3	G													
		01 30 00	SD-01 Preconstruction Submittals															
			View Location Map	1.3	G													
			Progress and Completion Pictures	1.4	G													
		01 32 16.00 20	SD-01 Preconstruction Submittals															
			Construction Schedule	1.2	G													
			SD-07 Certificates															
			Monthly Updates	1.4														
		01 33 00	SD-01 Preconstruction Submittals															
			Submittal Register	1.8	G													
		01 35 26	SD-01 Preconstruction Submittals															
			Accident Prevention Plan (APP)	1.8	G													
			SD-06 Test Reports															
			Monthly Exposure Reports	1.4														
			Notifications and Reports	1.13														
			Accident Reports	1.13.2	G													
			LHE Inspection Reports	1.13.3														
			SD-07 Certificates															
			Contractor Safety Self-Evaluation Checklist	1.5														
			Crane Operators/Riggers	1.7.1.5														
			Standard Lift Plan	1.8.2.2	G													
			Critical Lift Plan	1.8.2.3	G													
			Naval Architecture Analysis	1.8.2.3	G													

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION

Reorganization of Admin Spaces

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH	GOVT CLASSIFICATION	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION		APPROVING AUTHORITY				REMARKS		
						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE		DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01 35 26	Activity Hazard Analysis (AHA)	1.9													
			Confined Space Entry Permit	1.10.1													
			Hot Work Permit	1.10.1													
			Certificate of Compliance	1.13.4													
			Third Party Certification of Barge-Mounted Mobile Cranes	1.13.5													
			License Certificates														
			Radiography Operation Planning Work Sheet		G												
		01 35 40.00 20	SD-01 Preconstruction Submittals														
			Environmental Protection Plan	1.8	G												
			Instructor Qualifications	1.9.1													
			SD-06 Test Reports														
			Field Quality Control Reports	3.2													
			SD-07 Certificates														
			Environmental Regulatory Requirements	1.6													
			SD-08 Manufacturer's Instructions														
			Material Safety Data Sheets	1.7.1													
			SD-11 Closeout Submittals														
			Training Program	1.9.3													
			Protection of Natural Resources	3.1													
		01 45 00.10 20	SD-01 Preconstruction Submittals														
			QC Plan	1.6	G												
		01 50 00	SD-01 Preconstruction Submittals														
			Construction site plan	1.4	G												

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		01 50 00	Traffic control plan	3.3.1	G												
			SD-06 Test Reports														
			Backflow Preventer Tests	2.2.5	G												
			SD-07 Certificates														
			Backflow Tester	1.5.1	G												
			Backflow Preventers	1.5													
		01 57 19	SD-01 Preconstruction Submittals														
			Preconstruction Survey	1.5.1													
			Solid Waste Management Permit	1.9	G												
			Regulatory Notifications	1.5.2	G												
			Environmental Protection Plan	1.6	G												
			Stormwater Notice of Intent		G												
			Dirt and Dust Control Plan	1.6.9.1	G												
			Employee Training Records	1.5.4	G												
			Environmental Manager		G												
			Qualifications														
			SD-06 Test Reports														
			Laboratory Analysis														
			Inspection Reports														
			Solid Waste Management Report	3.6.2.1	G												
			SD-07 Certificates														
			Employee Training Records	1.5.4	G												
			ECATTS Certificate Of	1.4.1.2	G												
			Completion														
			Erosion and Sediment Control	1.5.4													
			Inspector														

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		01 57 19	SD-11 Closeout Submittals														
			Stormwater Pollution Prevention Plan Compliance Notebook		G												
			Stormwater Notice of Termination		G												
			Waste Determination Documentation	3.6.1	G												
			Disposal Documentation for Hazardous and Regulated Waste	3.6.3.6	G												
			Assembled Employee Training Records	1.5.4	G												
			Solid Waste Management Permit	1.9	G												
			Solid Waste Management Report	3.6.2.1	G												
			Contractor Hazardous Material Inventory Log	3.7.1	G												
			Hazardous Waste/Debris Management	3.6.3.1	G												
			Regulatory Notifications	1.5.2	G												
			Sales Documentation	3.6.2.1	G												
			Contractor Certification	3.6.2.1													
			As-Built Topographic Survey														
		01 78 00	SD-03 Product Data														
			As-Built Record of Equipment and Materials	1.3.2													
			Warranty Management Plan	1.7.1													
			Warranty Tags	1.7.4													
			Final Cleaning	1.9													

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																		(a)
		01 78 00	Spare Parts Data	1.4														
			SD-08 Manufacturer's Instructions															
			Preventative Maintenance	1.5														
			Condition Monitoring (Predictive Testing)	1.5														
			Inspection	1.5														
			Instructions	1.7.1														
			SD-10 Operation and Maintenance Data															
			Operation and Maintenance Manuals	1.8														
			SD-11 Closeout Submittals															
			Record Drawings	1.3.1														
			Interim Form DD1354	1.10	G													
			Checklist for Form DD1354	1.10	G													
			NAVFAC Sustainable & Energy Data Record Card	1.11	G													
		01 78 23	SD-10 Operation and Maintenance Data															
			O&M Database	1.4	G													
			Training Plan	3.1.1	G													
			Training Outline	3.1.3	G													
			Training Content	3.1.2	G													
			SD-11 Closeout Submittals															
			Training Video Recording	3.1.4	G													
			Validation of Training Completion	3.1.6	G													

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		01 78 24.00 20	SD-11 Closeout Submittals														
			eOMSI, Progress Submittal	1.4.1	G												
			eOMSI, Prefinal Submittal	1.4.2	G												
			eOMSI, Final Submittal	1.4.3	G												
		02 41 00	SD-07 Certificates														
			Notification	1.6	G												
			SD-11 Closeout Submittals														
			Receipts	3.2.2													
		02 42 51	SD-01 Preconstruction Submittals														
			Proposed Dust-Control Measures	1.4.2	G												
		03 30 53	SD-02 Shop Drawings														
			Installation Drawings	1.4	G												
			SD-03 Product Data														
			Air-Entraining Admixture	2.2.3.1													
			Accelerating Admixture	2.2.3.2													
			Water-Reducing or Retarding Admixture	2.2.3.3													
			Curing Materials	2.2.9													
			Mix Design Data	2.3	G												
			Mechanical Reinforcing Bar Connectors	2.2.5													
			SD-06 Test Reports														
			Aggregates	2.2.2													
			Concrete Mixture Proportions	2.1.3	G												
			Measurement of Floor Tolerances	3.3.3.2													

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																		(g)
		03 30 53	Compressive Strength Testing	3.9.3	G													
			Slump	3.9.3	G													
			Water	2.2.4														
		06 61 16	SD-02 Shop Drawings															
			Detail Drawings	1.4.2	G													
			Installation	3.1	G													
			SD-03 Product Data															
			Solid polymer material	2.1														
			Qualifications	1.4.1														
			Fabrications	2.3														
			SD-04 Samples															
			Material	2.1	G													
			SD-06 Test Reports															
			Solid polymer material	2.1														
			SD-07 Certificates															
			Fabrications	2.3														
			Qualifications	1.4.1														
			SD-10 Operation and Maintenance															
			Data															
			Clean-up	3.2														
		07 84 00	SD-02 Shop Drawings															
			Firestopping System	2.1	G													
			SD-03 Product Data															
			Firestopping Materials	2.2	G													
			SD-06 Test Reports															
			Inspection	3.3	G													

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		07 84 00	SD-07 Certificates														
			Inspector Qualifications	1.5.2													
			Firestopping Materials	2.2													
			Installer Qualifications	1.5.1	G												
		07 92 00	SD-03 Product Data														
			Sealants	2.1													
			Primers	2.2													
			Bond breakers	2.3													
			Backstops	2.4													
			SD-07 Certificates														
			Sealant	3.3.6													
		08 11 13	SD-02 Shop Drawings														
			Doors	2.1	G												
			Doors	2.1	G												
			Frames	2.3	G												
			Frames	2.3	G												
			Accessories														
			SD-03 Product Data														
			Doors	2.1	G												
			Frames	2.3	G												
			Accessories														
		08 14 00	SD-02 Shop Drawings														
			Doors	2.1	G												
			SD-03 Product Data														
			Doors	2.1	G												
			Accessories														

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		08 14 00	warranty	1.5													
			Door finish colors	2.2.6.2	G												
			SD-06 Test Reports														
			Cycle-slam	2.3													
			Hinge loading resistance	2.3													
		08 71 00	SD-02 Shop Drawings														
			Hardware schedule	1.3	G												
			SD-03 Product Data														
			Hardware items	2.3	G												
			SD-08 Manufacturer's Instructions														
			Installation	3.1													
			SD-10 Operation and Maintenance														
			Data														
			Hardware Schedule	1.3	G												
			SD-11 Closeout Submittals														
			Key Bitting	1.4													
		09 22 00	SD-02 Shop Drawings														
			Metal support systems	2.1	G												
		09 29 00	SD-03 Product Data														
			Cementitious backer units	2.1.2													
			Water-Resistant Gypsum														
			Backing Board														
			Accessories	2.1.5													
			Gypsum Board	2.1.1													
			Adhesives														
			Joint Treatment Materials	2.1.3													

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		09 29 00	SD-07 Certificates														
			Asbestos Free Materials	2.1	G												
			SD-08 Manufacturer's Instructions														
			Material Safety Data Sheets	2.1													
			SD-10 Operation and Maintenance														
			Data														
			Manufacturer maintenance instructions	2.1													
			Waste Management														
		09 30 13	SD-03 Product Data														
			Tile	2.1	G												
			Tile	2.1	G												
			Setting-Bed	2.2	G												
			Mortar, Grout, and Adhesive	2.4	G												
			Reinforcing Wire Fabric	2.2.5													
			SD-04 Samples														
			Tile	2.1	G												
			Accessories	2.1	G												
			Transition Strips	2.1	G												
			Transition Strips	2.5	G												
			Grout		G												
			SD-07 Certificates														
			Tile	2.1													
			Mortar, Grout, and Adhesive	2.4													
			SD-08 Manufacturer's Instructions														
			Maintenance Instructions	3.7													

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		09 30 13	SD-10 Operation and Maintenance Data														
			Installation	3.2	G												
		09 51 00	SD-02 Shop Drawings														
			Approved Detail Drawings														
			SD-03 Product Data														
			Acoustical Ceiling Systems														
			SD-04 Samples														
			Acoustic Ceiling Tiles														
			SD-07 Certificates														
			Acoustic Ceiling Tiles														
		09 68 00	SD-03 Product Data														
			Carpet	2.1	G												
			Moldings	2.4	G												
			Physical Characteristics	2.1.1													
			Environmental Data														
			SD-04 Samples														
			Carpet	2.1	G												
			Moldings	2.4	G												
			SD-06 Test Reports														
			Moisture and Alkalinity Tests	3.2	G												
			SD-07 Certificates														
			Carpet	2.1													
			Regulatory Requirements	1.4													
			SD-08 Manufacturer's Instructions														
			Surface Preparation	3.1													

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		09 68 00	Installation	3.4													
			SD-10 Operation and Maintenance Data														
			Carpet	2.1	G												
			Cleaning and Protection	3.5	G												
			Maintenance Service														
		09 90 00	SD-02 Shop Drawings														
			Piping identification stencil	3.9													
			SD-03 Product Data														
			Environmental Data														
			Coating	2.1	G												
			Manufacturer's Technical Data	2.1													
			Sheets														
			Sealant														
			SD-04 Samples														
			Color	1.11	G												
			SD-07 Certificates														
			Applicator's qualifications	1.3													
			SD-08 Manufacturer's Instructions														
			Application instructions	3.2.1													
			Mixing	3.5.2													
			Manufacturer's Material Safety	1.7.2													
			Data Sheets														
			SD-10 Operation and Maintenance														
			Data														

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																		(a)
		09 90 00	Coatings:	2.1	G													
		10 21 13	SD-02 Shop Drawings															
			Fabrication Drawings	1.2														
			Installation Drawings	3.3	G													
			SD-03 Product Data															
			Cleaning and Maintenance Instructions	1.2														
			Colors And Finishes	2.6														
			Galvanized Steel Sheet															
			Sound-Deadening Cores															
			Anchoring Devices and Fasteners	2.1.1														
			Hardware and Fittings	2.1.3														
			Brackets	2.1.2														
			Door Hardware	2.1.4														
			Local/Regional Materials Documentation															
			SD-04 Samples															
			Colors and Finishes	2.6	G													
			Hardware and Fittings	2.1.3														
			Anchoring Devices and Fasteners	2.1.1														
			SD-07 Certificates															
			Warranty	1.5														
		10 22 13	SD-02 Shop Drawings															
			Wire mesh partitions	1.4														

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		10 22 13	SD-03 Product Data														
			Wire mesh partitions	1.4													
		10 28 13	SD-03 Product Data														
			Finishes	2.1.2	G												
			Accessory Items	2.2	G												
			SD-07 Certificates														
			Accessory Items	2.2													
		10 51 13	SD-02 Shop Drawings														
			Types	2.1	G												
			Location	1.4	G												
			Installation	3.1													
			Numbering system	3.2													
			SD-03 Product Data														
			Material	2.2													
			Handles	2.3.3													
			Finish	2.2.3													
			components	2.3													
			Assembly	3.1													
			SD-04 Samples														
			Color chips	1.5.1	G												
		12 32 00	SD-02 Shop Drawings														
			Fabrication	2.2	G												
			SD-03 Product Data														
			Cabinets		G												
			Plywood	2.3													

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		12 32 00	Medium Density Fiberboard (MDF)	2.3													
			Adhesives	2.3													
			Particle Board	2.3													
			Accessories and Hardware														
			Softwoods														
			SD-08 Manufacturer's Instructions														
			Manufacturer's Instructions	1.3													
		12 36 00	SD-02 Shop Drawings														
			Installation Drawings	3.1	G												
			SD-03 Product Data														
			Synthetic Resin		G												
			SD-04 Samples														
			Countertop	2.2	G												
			Backsplash	2.2	G												
			Manufacturer's Standard Color Charts	2.1	G												
			SD-08 Manufacturer's Instructions														
			Manufacturer's Instructions	2.1	G												
		22 00 00	SD-03 Product Data														
			Fixtures	2.4													
			Flush valve water closets	2.4.1	G												
			Countertop lavatories	2.4.2	G												
			Kitchen sinks	2.4.3	G												
			Precast Terrazzo Shower Floors	2.4.4	G												
			Hot-water storage tanks	2.8	G												

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		22 00 00	Pumps	2.9	G												
			Backflow prevention assemblies	3.7.1.1	G												
			Shower Faucets	2.5.2	G												
			Thermostatic water mixing valve	2.3.1	G												
			Plumbing System		G												
			Plumbing System	3.7.1													
			SD-06 Test Reports														
			Tests, Flushing and Disinfection	3.7													
			Test of Backflow Prevention Assemblies	3.7.1.1	G												
			SD-07 Certificates														
			HOT-WATER STORAGE TANKS	2.8													
			SD-10 Operation and Maintenance Data														
			Plumbing System		G												
			Plumbing System	3.7.1	G												
		23 00 00	SD-03 Product Data														
			Duct Access Doors	2.8.2	G												
			Fire Dampers	2.8.3	G												
			Manual Balancing Dampers	2.8.4	G												
			Diffusers	2.8.7.1	G												
			Return Grilles	2.8.7.3	G												
			Louvers	2.8.8	G												
			Centrifugal Fans	2.9.1.1	G												
			In-Line Centrifugal Fans	2.9.1.2	G												
			Ceiling Exhaust Fans	2.9.1.3	G												

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		23 00 00	Heating and Ventilating Units	2.10	G												
			Fan-Coil Units	2.11.1	G												
			Diagrams	1.2.1.2	G												
			SD-06 Test Reports														
			Damper Acceptance Test	3.10	G												
			SD-08 Manufacturer's Instructions														
			Manufacturer's Installation Instructions	3.2	G												
			Operation and Maintenance Training	3.14.2	G												
			SD-10 Operation and Maintenance Data														
			Operation and Maintenance Manuals	3.14.1	G												
			Fire Dampers	2.8.3	G												
			In-Line Centrifugal Fans	2.9.1.2	G												
			Heating and Ventilating Units	2.10	G												
			Fan-Coil Units	2.11.1	G												
		23 05 15	SD-02 Shop Drawings														
			Record Drawings	1.2													
			Connection Diagrams	1.2													
			Coordination Drawings	1.2													
			Fabrication Drawings	1.2													
			SD-03 Product Data														
			Pipe and Fittings	2.1													
			Piping Specialties	2.3													

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		23 05 15	Valves	2.4													
			Miscellaneous Materials	2.5													
			Pumps	2.2.1													
			SD-06 Test Reports														
			Hydrostatic Tests	3.1													
			System Operation Tests	3.1													
			SD-07 Certificates														
			Records of Existing Conditions	1.2													
			Surface Resistance	3.1													
			Shear and Tensile Strengths	3.1													
			Temperature Ratings	3.1													
			Bending Tests	3.1													
			SD-10 Operation and Maintenance Data														
			Operation and Maintenance Manuals	3.10													
		23 05 93	SD-06 Test Reports														
			TAB Firm	1.2	G												
			TAB team assistants	1.2	G												
			TAB team engineer	1.2	G												
			TAB team field leader	1.2	G												
			DALT and TAB Submittal and Work Schedule	1.7.1	G												
			DALT and TAB Work Execution Schedule	3.7	G												

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		23 05 93	DALT and TAB Procedures Summary	3.7	G												
			Design review report	3.7	G												
			Pre-Final DALT report	3.3.5	G												
			Final DALT report	3.3.8	G												
			TAB report for Season 1	3.7	G												
			TAB report for Season 2	3.7	G												
			SD-07 Certificates														
			Independent TAB agency and personnel qualifications	1.5.1	G												
			Advance notice of Pre-Final DALT field work	3.3.2	G												
			Completed Pre-Final DALT Work Checklist	3.7	G												
			Completed Pre-Final DALT Work Checklist	3.7	G												
			Advance Notice of Season 1 TAB Field Work	3.7	G												
			Completed Season 1 Pre-TAB Work Checklist	3.7	G												
			Completed Season 1 Pre-TAB Work Checklist	3.7	G												
			Advance Notice of Season 2 TAB Field Work	3.7	G												
			Completed Season 2 Pre-TAB Work Checklist	3.7	G												

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		23 05 93	Completed Season 2 Pre-TAB Work Checklist	3.7	G												
		23 07 00	SD-03 Product Data														
			Pipe Insulation Systems	2.3	G												
			Pipe Insulation Systems	3.2	G												
			Duct Insulation Systems	3.3	G												
			Equipment Insulation Systems	3.4	G												
			SD-08 Manufacturer's Instructions														
			Pipe Insulation Systems	2.3	G												
			Pipe Insulation Systems	3.2	G												
			Equipment Insulation Systems	3.4	G												
		23 08 00.00 10	SD-06 Test Reports														
			Checklists	3.1	G												
			Checklists	3.1	G												
		23 09 23.13 20	SD-02 Shop Drawings														
			Control system drawings title sheet	1.4.1.1	G												
			List of I/O Points	1.4.1.2	G												
			Control System Components List	1.4.1.3	G												
			Control system schematics	1.4.1.4	G												
			HVAC Equipment Electrical	1.4.1.5	G												
			Ladder diagrams														
			Component wiring diagrams	1.4.1.6	G												
			Terminal strip diagrams	1.4.1.7	G												
			BACnet communication	1.4.1.8	G												
			architecture schematic														

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		23 09 23.13 20	SD-03 Product Data														
			Direct Digital Controllers	2.1.1	G												
			BACnet Gateways	2.1.1.12	G												
			BACnet Protocol Analyzer	2.1.3	G												
			DDC Software	2.1.2	G												
			Sensors and Input Hardware	2.2	G												
			Output Hardware	2.3	G												
			Surge and transient protection	2.4.2	G												
			Duct smoke detectors	2.5.1	G												
			SD-05 Design Data														
			Performance Verification Testing Plan	3.4.2	G												
			Pre-Performance Verification Testing Checklist	3.4.4	G												
			SD-06 Test Reports														
			Performance Verification Testing Report	3.4.11	G												
			SD-07 Certificates														
			Contractor's Qualifications	1.6.6	G												
			SD-09 Manufacturer's Field Reports														
			Pre-PVT Checklist	3.4.1	G												
			SD-10 Operation and Maintenance Data														
			BACnet Direct Digital Control Systems	1.4	G												

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		23 09 23.13 20	Controls System Operators Manuals	3.3	G												
			SD-11 Closeout Submittals														
			Training documentation	3.5.1	G												
			Two (2) cables	3.3	G												
			Back up of the data base	3.3	G												
		23 22 26.00 20	SD-03 Product Data														
			Steam to Air Heating Coils	2.2													
			Valves	2.1.6													
			Valve Operating Mechanism	2.1.6.4													
			Float-and-Thermostatic Traps	2.1.9.2													
			Strainers	2.1.9.3													
			Instrumentation	2.1.8													
			SD-06 Test Reports														
			Steam Piping	3.2.2.1													
			Copper Tubing	2.1.1.1													
			Valves	2.1.6													
			Instrumentation	2.1.8													
			Pipe and Pipe System	2.1													
			Steam to Air Heating Coils	2.2													
			SD-08 Manufacturer's Instructions														
			Steam to Air Heating Coils	2.2													
		23 82 19	SD-01 Preconstruction Submittals														
			Material, Equipment, and Product	1.3													
			Installation Lists														
			SD-03 Product Data														

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		23 82 19	Equipment and Performance Data	1.3														
			Coils	2.5														
			Casing	2.3														
			Enclosure	2.2														
			Motors	2.8														
			Fan	2.4														
			Drain Pans	2.6														
			Filters	2.7														
			Controls	2.9														
			Vibration Isolation	2.4														
			SD-07 Certificates															
			Coils	2.5														
			Casing	2.3														
			Enclosure	2.2														
			Motors	2.8														
			Fan	2.4														
			Drain Pans	2.6														
			Filters	2.7														
			Controls	2.9														
			Operation and Maintenance Data	3.3														
			Operation and Maintenance	3.3														
			Manuals															
		26 20 00	SD-02 Shop Drawings															
			Panelboards	2.9	G													
			SD-03 Product Data															

