

DEPARTMENT OF THE NAVY  
NAVAL FACILITIES ENGINEERING COMMAND, MID-ATLANTIC  
MARINE CORPS AIR STATION, CHERRY POINT, NORTH CAROLINA

REPLACE "G" CONVEYOR COMPONENTS, BUILDING 152

AT THE  
MARINE CORPS AIR STATION  
CHERRY POINT, NORTH CAROLINA

PROJECT: 6321729

DESIGNED BY:

DESIGN MANAGEMENT AND ENGINEERING BRANCH  
MCAS, CHERRY POINT, NC

SPECIFICATION PREPARED BY:

NICHOLAS A. HALL, PE

SPECIFICATION APPROVED BY:

Design Director: \_\_\_\_\_

  
WILLIAM C. NEWTON, PE

Date: \_\_\_\_\_

3/17/15

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LIST OF DRAWINGS

02/11

PART 1 GENERAL

1.1 SUMMARY

This section lists the drawings for the project pursuant to contract clause "DFARS 252.236-7001, Contract Drawings, Maps and Specifications."

1.2 SUPPLEMENTARY DRAWINGS

These supplementary drawings may not be a part of the contract but are included with the drawings for information.

1.2.1 Reference Drawings

The following reference drawings are intended only to show the original construction. Drawings are the property of the Government and shall not be used for any purpose other than that intended by the contract. The drawings are half size. Full-size drawings are available at the bidder's or Contractor's expense. Information on procuring these full-size drawings may be obtained from the Contracting Officer. Full size drawings may be inspected during regular working hours at the office of the Contracting Officer.

DETROIT STOKER DRAWING NO.	TITLE
MC-261-GA-7A	CONVEYOR "G" BILL OF MATERIAL (SHEET 2 OF 11)
MC-261-GA-7B	CONVEYOR "G" ARRANGEMENT (SHEET 3 OF 11)
MC-261-GA-7C	CONVEYOR "G" ARRANGEMENT (SHEET 4 OF 11)
MC-261-GA-7D	CONVEYOR "G" ARRANGEMENT (SHEET 5 OF 11)
MC-261-GA-7E	CONVEYOR "G" ARRANGEMENT (SHEET 6 OF 11)
MC-261-GA-7F	CONVEYOR "G" ARRANGEMENT (SHEET 7 OF 11)
MC-261-GA-7G	CONVEYOR "G" ARRANGEMENT (SHEET 8 OF 11)

-- End of Document --

SECTION 01 11 00

SUMMARY OF WORK

08/11

PART 1 GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS

1.1.1 Project Description

The work includes replacing the belt and other components for "G" Conveyor and incidental related work.

1.1.2 Location

The work shall be located at the Central Heating Plant, Building. 152, approximately as indicated. The exact location will be shown by the Contracting Officer.

1.2 OCCUPANCY OF PREMISES

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

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

1.3 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.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 14 00

WORK RESTRICTIONS

06/14

PART 1 GENERAL

1.1 SPECIAL SCHEDULING REQUIREMENTS

- a. Have materials, equipment, and personnel required to perform the work at the site prior to the commencement of the work.
- b. The Central Heating Plant, Building 152 will remain in operation during the entire construction period. The Contractor must conduct his operations so as to cause the least possible interference with normal operations of the activity.
- c. Permission to interrupt any Activity roads, railroads, and/or utility service must be requested in writing a minimum of 15 calendar days prior to the desired date of interruption.
- d. The work under this contract requires special attention to the scheduling and conduct of the work in connection with existing operations. Identify on the construction schedule each factor which constitutes a potential interruption to operations.

The following conditions apply:

- (1) All work on the "G" conveyor must be started by 1 June 2015 and completed by 1 August 2015. This is the time frame when the heat plant is at minimal operation.

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. Wear hard hats in designated areas. Do not enter any restricted areas unless required to do so and until cleared for such entry. Mark Contractor equipment for identification.

1.2.1.1 Subcontractors and Personnel Contacts

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

1.2.1.2 No Smoking Policy

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

### 1.2.2 Working Hours

Regular working hours shall consist of an 8 1/2 hour period normally between the hours of 7:00 am to 3:30 pm, 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 must be lighted in a manner approved by the Contracting Officer. Make utility cutovers after normal working hours or on Saturdays, Sundays, and Government holidays unless directed otherwise.

### 1.2.4 Exclusionary Period

No work must be performed during the period of September 2015 to May 2016, inclusive, without prior written approval of the Contracting Officer. This period has not been considered in computing the time allowed for the performance of this contract.

### 1.2.5 Occupied Building

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

### 1.2.6 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 are considered utility cutovers pursuant to the paragraph entitled "Work Outside Regular Hours."
- d. Operation of Station Utilities: The Contractor must not operate nor disturb the setting of control devices in the station utilities system, including water, sewer, electrical, and steam services. The Government will operate the control devices as required for normal conduct of the work. The Contractor must notify the Contracting Officer giving reasonable advance notice when such operation is required.

## 1.3 SECURITY REQUIREMENTS

### 1.3.1 Station Regulations

No employee or representative of the contractor will be admitted to the

work site without an Identification Badge or is specifically authorized admittance to the work site by the FEAD, Facilities Engineering & Acquisition Division..

### 1.3.2 Contractor Access to MCAS Cherry Point and Outlying Areas

Documentation requirements for granting access to MCAS Cherry Point for commercial and contract employers and employees. This document is an aid in meeting ASO 5500.14\_ requirements and is not a substitute for the order.

1. Prime Contractor will provide a list of employees (prime and/or sub-contractor) that require Station access on company letterhead and include the contract number and a copy of the "base access table" outlined in your contract. NOTE: This list should include employee names ONLY. Do NOT include other personally identifiable information (PII) such as Social Security Number, Date of Birth, etc... Contractors who are hired for a period more than 30 days will be issued a contractor's badge after the conditions outlined in this document are met. The badge must be carried in plain view or readily accessible at all times while on Station. All badges will be issued for a period NOT TO EXCEED ONE YEAR regardless of the length of the contract. Upon the expiration of the badge, the company/employee will provide a new 50 state/national criminal records check and LRC prior to being re-badged. Any access from 1 day to less than 30 days, employers will provide the same documentation as stated above. In place of a badge a copy of this letter with the worker's name highlighted, stamped with the "Pass & ID" stamp, "Criminal Records Check (CRC) Sighted", and we will also annotate below the stamps the following statement: "Valid until (expiration date) then date and initial it." This document will be issued to each worker and IS their authorization to be aboard the installation. This letter must be carried on their person or readily accessible at all times while on Station.

2. Contractor personnel requesting access to MCAS Cherry Point must complete and sign the attached Local Records Check (LRC) Form.

3. Contractor personnel requesting access to MCAS Cherry Point can personally deliver the (original) LRC/ARI and the national background check to MCAS Pass & ID 2 full work days prior to requiring a badge or you may send the completed LRC (original) form to include the national background check in via FEDEX, UPS or EXPRESS Mail to arrive up to 5 days prior to your arrival. Address: Provost Marshal, Attn: Pass & ID Office, Marine Corps Air Station, Cherry Point, NC 28533-0035 or by US Mail, Provost Marshal's Office, Postal Service Center Box 8035, Marine Corps Air Station, Cherry Point, North Carolina 28533-0035. Transit time is 7 to 10 days regular mail. SSN and photo ID will be verified at this time. NOTE: Due to the sensitivity of the personal information contained in the LRC Release, these documents CAN NOT be faxed or e-mailed to MCAS Pass & ID. Per Air Station Order 5500.14.

In order to get a badge, you must be present, as it is photo badge. If the vetting process works correctly, we should have your approved paperwork on hand pending your arrival.

4. MCAS Pass & ID will complete the local records check prior to contractor arriving for badging. If negative results are found, the sponsoring company (prime contractor) will be notified. NOTE: LRCs are only valid for 15 days, therefore the contractor must receive their badge within 15 days or they will have to resubmit the paperwork.

5. Individual Contractor Personnel report to Pass & ID for badging according to the following schedule:

<u>LRC &amp; Background Check Submitted:</u>	<u>Earliest Badging Opportunity:</u>
Monday	Thursday
Tuesday	Friday
Wednesday	Monday (the following week)
Thursday	Tuesday (the following week)
Friday	Wednesday (the following week)

6. Individual Contractor Personnel MUST bring the following documents when reporting to Pass & ID for badging:

- Copy of LRC release previously submitted above.
- Picture ID (typically a driver's license)
- Social Security Card or official document listing SSN
- Birth Certificate or Passport to verify citizenship
- If NOT US citizen, provide proof of immigration status
- Copy of 50-State Background Check (must be less than 30-days old)

IMPORTANT NOTE: FEAD personnel (Construction Managers, Engineering Techs, or Contract Specialists) and FSCS personnel (Contract Surveillance Reps) will not receive, process, re-transmit or otherwise handle in any way PII information related to the badging process. Do NOT forward any of this information to FEAD or FSCS.

7. All employers/employees must provide a CRC from any internet investigative service or any other investigative service company that provides a 50 state/national criminal records check and a check of the Sexual Offenders List. (Local county/state checks are not authorized and will not be accepted.) This records check must be a "complete" check covering the period from at the minimum their 18th birthday to present. The CRC must also have a statement in the records check that this is a "national records check" or the terminology the agency uses to indicate such. Please be sure of what you are requesting. If it is anything less than a national check, it will be rejected. The CRC can not be more than 30 days old at the time it is presented to Pass & ID personnel. CRCs may be obtained from, but not limited to the following sources (\*):

- A) WWW.SENTRYLINK.COM
- B) WWW.INTEGRASCAN.COM
- C) WWW.CRIMINALWATCHDOG.COM
- D) WWW.CASTLEBRANCH.COM
- E) WWW.KROLLBACKGROUNDSCREENING.COM
- F) WWW.BACKGROUNDCHECKS.COM
- G) WWW.LEXISNEXIS.COM

IMPORTANT NOTE: Cost of a background check can vary anywhere from \$19 to \$60 based on the type or amount of services requested. Minimum information required for a background check is the individual's last name, first name, middle name (optional) and date of birth, which must match exactly with your name and DOB on your driver's license or state ID. A social security number verification is also available at an additional cost.



8. In accordance with ASO 5500.14\_ (not an all inclusive list), access will be denied if the individual:

- A. Conviction of any felony offense.
- B. Conviction of any offense involving a weapon.
- C. Conviction of any drug offense involving manufacturing or trafficking.
- D. More than 1 misdemeanor conviction of drug related offense over applicant's lifetime or 1 misdemeanor drug related offense within the last 5 years.
- E. Conviction of any felony assault charge.
- F. Conviction of any offense involving theft or larceny in excess of \$500.00.
- G. Conviction of any offense of felony domestic violence.
- H. Conviction of any offense related to the felony abuse/neglect of a child.
- I. Conviction of any sexual in nature related offense or registration as a sex offender.
- J. Commission of any grievous criminal offense/misconduct while aboard any federal installation to include blatant disregard for rules and regulations of the Air Station (excluding minor traffic offences) .
- K. Other Than Honorable, Bad Conduct, and Dishonorable discharges from the U.S. Military.
- L. Those identified as undocumented citizens.
- M. Those on the National Terrorist Watch List.
- N. Any individual who attempts to hide or purposely fails to disclose all past criminal history during the vetting process.
- O. Any individual determined by the PMO to present a risk to the security and safety of the Air Station and whose access is deemed not in the best interest of the Marine Corps.
- P. Any individual who has been debarred from MCAS Cherry Point by the CO or is currently listed as debarred from any other federal installation.
- Q. Any individual with an outstanding warrant for their arrest or apprehension.

9. Picture ID from a state or federal agency (i.e., valid driver's license or state identification card).

10. Social Security Card or any official document listing the SSN (letter from Social Security Administration listing the SSN, W-2 (tax form), DD-214, pay stub listing complete SSN). An additional source may be through the internet with E-Verify.

11. Birth certificates and passports are used when necessary to verify citizenship and are never used as a means to verify social security numbers.

12. If the employee is not a U.S. Citizen, PROOF OF IMMIGRATION STATUS must be provided and carried on their person or be readily accessible at all times while on station. Proof must also be provided if an individual is a naturalized U.S. citizen.

13. Due to recent changes with Privacy laws, please do not include social security numbers in the company letters being sent to this office. Additionally, all criminal record checks must be hand carried by the individual worker or brought in by the supervisor.

14. As of 19 Dec 07 security clearances are no longer valid as a means for requesting access to the installation. All personnel hired as commercial or contractor employees to work for a company aboard the installation will be required to provide a 50 state/national criminal check.

15. The changes in this document are effective as of 10 Jun 2014.

IMPORTANT NOTE: Until further notice, ID cards and vehicle passes issued to contractors at Camp Lejeune and New River are not valid at Cherry Point without a 50 state/national CRC in their possession at the time they are requesting access at MCAS Cherry Point.

(\*) The United States Government and the United States Marine Corps does not endorse nor are they affiliated with any of the screening services mentioned above. We must be able to verify/validate the information contained in the CRC via telephone. If we are unable to validate the CRC the clearance information will not be accepted.

(\*\*) Due to recent developments concerning the screening services of Criminal CBS (also DBA US Criminal Checks, INC), Net Detective, and ABI (Accurate Background Investigations), they are no longer authorized as a means for entry at MCAS Cherry Point.

Questions on these revised procedures should be addressed directly with Pass & ID personnel at CHPT\_PASS-ID\_OMB@USMC.MIL or 252-466-4683/5921.

### 1.3.3 Staging Area

The Contractor staging area will be coordinated with the Construction Manager and the building supervisor. Amount of material on site shall be kept to a minimum and shall only be material that is pertinent to the work currently being performed. All stockpiling of equipment and materials shall be closely coordinated with the Government and shall not disrupt activities at the site.

## PART 2 PRODUCTS

Not Used

## PART 3 EXECUTION

Not Used

-- End of Section --



**UNITED STATES MARINE CORPS**  
SECURITY & EMERGENCY SERVICES DIRECTORATE  
POSTAL SERVICE CENTER BOX 8035  
MARINE CORPS AIR STATION  
CHERRY POINT, NORTH CAROLINA 28533-0035

IN REPLY REFER TO:  
5512  
PMO

From: Pass & Identification Office  
To: PMO Records Manager

Via: (1) PMO Admin  
(2) Criminal Investigation Division Office

Subj: REQUEST FOR LOCAL RECORDS CHECK FOR THE BELOW NAMED INDIVIDUAL

Encl: (1) Background Investigation Questionnaire  
(2) Authorization to Release of Information

1. The following information is provided for pending access aboard MCAS, Cherry Point, NC

FULL NAME: \_\_\_\_\_

FULL SSN: \_\_\_\_\_

COMPANY/ SPONSOR'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**PMO / CID USE ONLY**

**TLO VERIFIED(DATE/TIME/INITIALS)** \_\_\_\_\_

**INDIVIDUAL CONTACTED (DATE/TIME/INITIALS)** : \_\_\_\_\_

APPROVED     DENIED

\_\_\_\_\_  
APPROVAL OFFICIAL SIGNATURE

(SORN NIM05512-2 Badge and Access Control System Records)  
AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended. PURPOSE: To control physical access to DoD, Department of the Navy (DoN) or U.S. Marine Corps Installations/Units by identifying or verifying individuals for the purpose of protecting U.S./Coalition/allied government/national security areas of responsibility. ROUTINE USE: The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system. DISCLOSURE: Disclosure is voluntary; however, failure to provide the requested information may result in the denial of physical access to DoD, DoN, or USMC installations/units.

# Authorization for Release of Information

**Carefully read this authorization to release information about you, then sign and date it in ink.**

I **Authorize** any investigator, special agent, or other duly accredited representative of the OPM, the Federal Bureau of Investigation, the Department of Defense, the Department of State, and any other authorized Federal agency, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for requesting access to the facilities aboard Marine Corps Air Station Cherry Point N.C.

I **Authorize** custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary.

I **Understand** that, for some sources of information, a separate specific release will be needed, and I may be contacted for such a release at a later date.

I **Understand** that the information released by records custodians and sources of information is for official use by the Federal Government only for the purposes provided above, and it may be disclosed by the Government only as authorized by law.

**Photocopies of this authorization that show my signature are NOT VALID.**

Signature (sign in ink)	Full Name (First, Middle, Last)	Date Signed(mm/dd/yyyy)
Other Names used	Date of Birth	Social Security Number
Current Street Address	City, State, Zip Code	Contact Telephone Number

## **PRIVACY ACT STATEMENT**

**(SORN NM05512-2 Badge and Access Control System Records)**

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended.

**PURPOSE:** To control physical access to DoD, Department of the Navy (DoN) or U.S. Marine Corps Installations/Units by identifying or verifying individuals for the purpose of protecting U.S./Coalition/allied government/national security areas of responsibility.

**ROUTINE USE:** The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

**DISCLOSURE:** Disclosure is voluntary; however, failure to provide the requested information may result in the denial of physical access to DoD, DoN, or USMC installations/units.

**Enclosure (1)**

Enclosure (2)

**BACKGROUND INVESTIGATION QUESTIONNAIRE**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN). **PURPOSE:** To control physical access to DoD, Department of the Navy (DoN) or U.S. Marine Corps Installations/Units by identifying or verifying individuals for the purpose of protecting U.S./Coalition/allied government/national security areas of responsibility. **ROUTINE USE:** The DoD 'Blanket routine uses' that appear at the beginning of the navy's compilation of systems of records notices apply to this system. **DISCLOSURE:** Voluntary. However, failure to provide the requested information may result in denial of physical access to DoD, DoN, or USMC installations/units.

PRINT CLEARLY IN BLACK INK						
NAME (Last, First, Middle, Jr. or Sr.)					Social Security Number	
Current Address (Number, Street),					City	State
					Zip Code	County
Date From					Date To	
Alias/AKA's If yes, also list the dates used						
Home Telephone		Cell Telephone		Email Address		
Sex:		Race	Height	Weight	Hair	Eyes
<input type="checkbox"/> Male <input type="checkbox"/> Female						
Place of Birth: City		State	Country	Driver's License Number		
				State	Number	

PREVIOUS ADDRESSES						
(List all previous addresses for the past five years, start with the last address and work backward in time.)						
Street	City	County	State	Zip Code	Date From	Date To

MILITARY STATUS				
Have you ever served in any Armed Forces; Army, Navy, Air Force, Marines, Coast Guard, National Guard, or any reserve unit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide information below.				
Date From	Date To	Military Branch	Rank	Discharge Type

If you have been discharged from any Military Service with less than an Honorable Discharge, explain below. (For example - general discharge under honorable conditions):



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

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

SD-01 Preconstruction Submittals

Schedule of prices

1.3 SCHEDULE OF PRICES

1.3.1 Data Required

Within 15 calendar days of notice of award, prepare and deliver to the Contracting Officer a schedule of prices (construction contract). Provide a detailed breakdown of the contract price, giving quantities for each of the various kinds of work, unit prices, and extended prices therefore.

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 foot line. Identify costs for the building(s), and include work out to the 5 foot line. Work out to the 5 foot line shall include construction encompassed within a theoretical line 5 feet from the face of exterior walls and shall include attendant construction, such as cooling towers, placed beyond the 5 foot line.

1.4 CONTRACT MODIFICATIONS

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

## 1.5 CONTRACTOR'S INVOICE

### 1.5.1 Content of Invoice

Requests for payment in accordance with the terms of the contract shall consist of the following:

- a. Contractor's Invoice on NAVFAC Form 7300/30, which shall show, in summary form, the basis for arriving at the amount of the invoice.
- b. Contractor's Monthly Estimate for Voucher (LANTNAVFACECOM Form 4-4330/110 (New 7/84)), with subcontractor and supplier payment certification.
- c. Affidavit to accompany invoice (LANTDIV NORVA Form 4-4235/4 (Rev. 5/81)).
- d. Updated copy of submittal register.
- e. Updated copy of progress schedule. Furnish as specified in "FAR 52.236-15, Schedules for Construction Contracts."

### 1.5.2 Monthly Invoices and Supporting Forms

Forms will be furnished by the Contracting Officer. Requests for payment shall be processed in accordance with "FAR 52.232-5, Payments Under Fixed-Price Construction Contracts." Monthly invoices and supporting forms for work performed through the anniversary award date of the contract shall be submitted to the Contracting Officer between the 1st - 7th if contract's last digit is 0, 1, 2; 8th - 14th if contract's last digit is 3 or 4; 15th - 21st if contract's last digit is 5, 6, or 7; 22nd and last if the contract's last digit is 8th or 9th day of the month. Payments will be using Wide Area Workflow (WAWF). Submit the following documents with invoice WAWF:

- a. Contractor's invoice
- b. Contractor's monthly estimate for voucher
- c. Affidavit
- d. Updated submittal register
- e. Progress schedule
- f. Certificate of Progress Payments
- g. Contractor Safety Self Evaluation Checklist

## 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."

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

05/11

PART 1 GENERAL

1.1 SUBMITTALS

The following shall be submitted per Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

List of contact personnel

1.2 MINIMUM INSURANCE REQUIREMENTS

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

- a. Comprehensive general liability: \$500,000 per occurrence
- b. Automobile liability: \$200,000 per person, \$500,000 per occurrence for bodily injury, \$20,000 per occurrence for property damage
- c. Workmen's compensation as required by Federal and State workers' compensation and occupational disease laws.
- d. Employer's liability coverage of \$100,000, except in States where workers compensation may not be written by private carriers,
- e. Others as required by North Carolina State law.
- f. The Cancellation clause on the insurance certificate should read:

"Cancellation or any material change in the policies adversely affecting the interest of the Government in such insurance shall not be effective for such period as may be prescribed by the laws of the State in which this contract is to be performed and in no event less than **thirty (30)** days after written notice thereof to the Contracting Officer."

1.3 CONTRACTOR PERSONNEL REQUIREMENTS

1.3.1 Subcontractors and Personnel

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

1.3.2 Identification Badges

Identification badges will be furnished without charge. Application for and use of badges will be as directed. Immediately report instances of lost or stolen badges to the Contracting Officer.

Commercial and contract employees will be issued a contractor's badge good for one year. Commercial and contract employees are required to resubmit a complete 50 state criminal records check in order to renew their contractor's badge.

If an employee is terminated prior to end of the contract, the contractor shall return the base identification card to the Contracting Officer. This requirement also applies to all sub-contract employees.

In no event will a contractor employee be permitted access to the US Marine Corps Air Station for the purpose of on-site performance without the documentation.

### 1.3.3 Subcontractor Special Requirements

#### 1.3.3.1 Asbestos Containing Material

All contract requirements assigned to the Private Qualified Person (PQP) shall be accomplished directly by a first tier subcontractor.

### 1.3.4 Contractor Personnel Requirements

Follow Security requirements addressed in 01 14 00 WORK RESTRICTIONS.

## 1.4 SUPERVISION

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

## 1.5 PRECONSTRUCTION CONFERENCE

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

## 1.6 LEVEL "C" PARTNERING

To most effectively accomplish the contract, the Government requires the formation of a cohesive partnership with the contractor and its subcontractors. The partnering relationship is based upon trust, dedication to common goals, an understanding of each other's expectations and values, and a commitment to success. The goals of the partnering process are improved communication, efficiency and cost effectiveness, increased opportunity for innovation, and the continuous improvement of product quality. The partnership will strive to draw in the strength of each organization in an effort to achieve a quality project done right the first time, within budget, on schedule, and without any safety mishaps, thereby providing the opportunity for the contractor to make a reasonable profit. This level of partnering is an introduction to partnering concepts and benefits and should become a part of the preconstruction conference. The senior FEAD and contract persons present will jointly host the initial session. The partners will determine the frequency of the follow-on sessions. Partnering sessions should be held at or near the location of

the FEAD office.

1.7 ELECTRONIC MAIL (E-MAIL) ADDRESS

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

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

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

- 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 plan.
- Environmental protection plan.

SD-06 Test Reports

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

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

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

- Investigation reports.
- Daily 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-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

A collection of documents representing materials and systems installed or provided to the Government during the course of completing all contract requirements. Closeout submittals must include all approved material submittals and other requirements that describe the finished product provided to the Government. Operational and maintenance manuals, if required, are included in these submittals. As-built drawings must actually describe any deviations that were approved by the Contracting Officer. Refer to the specific closeout procedures required by specification Section 01 78 00, "Closeout Submittals".

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 all submittals. Submit the following in accordance with this section.

SD-01 Preconstruction Submittals

Submittal Register

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 Cherry Point FEAD Office , 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 Project Manager 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 Project Manager will review and approve for the Contracting Officer O&M Data to verify the submittals comply with the contract requirements; submit data specified for a given item within 30 calendar days after the item is delivered to the contract site.

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

#### 1.5 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. The transmittal form shall identify Contractor, indicate date of submittal, and include information prescribed by transmittal form and required in paragraph entitled "Identifying Submittals." Process transmittal forms to record actions regarding sample panels and sample installations.

##### 1.5.2 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.

Reserve a blank space, no smaller than \_\_\_\_\_ 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 six copies of submittals of shop drawings requiring review and approval only by QC organization and seven 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 Five 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 three 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

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 with QC plan and project schedule required by Section 01 45 00.00 20 CONSTRUCTION QUALITY CONTROL. 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 15 working days for submittals for QC Manager approval and 20 working days for submittals for Contracting Officer approval. Period of review for submittals with Contracting Officer approval begins when Government receives submittal from QC organization.
- f. For submittals requiring review by fire protection engineer, allow review period, beginning when Government receives submittal from QC organization, of 30 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

Contracting Officer is approving authority for all submittal items.

#### 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. copies of the approved submittal will be retained by the Contracting Officer and copies of the submittal will be returned to the Contractor.

1.10.1 Review Notations

Contracting Officer review will be completed within 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 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 --

# SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION

Replace "G" Conveyor Components, Building 152

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH	GOVT OR A/E REVIEWER 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
		01 20 00.00 20	SD-01 Preconstruction Submittals														
			Schedule of prices	1.3													
		01 30 00	SD-01 Preconstruction Submittals														
			List of contact personnel	1.3.1													
		01 33 00	SD-01 Preconstruction Submittals														
			Submittal Register	1.8													
		01 35 26	SD-01 Preconstruction Submittals														
			Accident Prevention Plan (APP)	1.7													
			Activity Hazard Analysis (AHA)	1.8													
			Crane Critical Lift Plan	1.7.1													
			Crane Operators	1.6.1.2													
			SD-06 Test Reports														
			Notifications and Reports	1.12													
			Accident Reports	1.12.2													
			Crane Reports	1.12.3													
			SD-07 Certificates														
			Hot work permit	1.9													
			Contractor Safety Self-Evaluation Checklist	1.4													
			Certificate of Compliance	1.12.4													
		01 45 00.00 20	SD-01 Preconstruction Submittals														
			Construction Quality Control (QC) Plan	1.6.1													
		01 57 19.00 20	SD-01 Preconstruction Submittals														
			Preconstruction Survey	1.5.1													

# SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION

Replace "G" Conveyor Components, Building 152

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/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE		DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01 57 19.00 20	Solid Waste Management Plan and Permit	1.9													
			Regulatory Notification	1.5.2													
			Environmental Protection Plan	1.6													
			Contractor/Vendor Environmental Service Agreement	1.5.6													
			SD-06 Test Reports														
			Laboratory Analysis	1.10.2													
			Disposal Requirements	1.19.2													
			SD-11 Closeout Submittals														
			Waste Determination Documentation	1.10													
			Disposal Documentation for Hazardous and Regulated Waste	1.11.1													
			Contractor 40 CFR Employee Training Records	1.5.5													
			Solid Waste Management Report	1.9.1													
			Contractor Hazardous Material Inventory Log	1.10.1													
			Contractor Hazardous Material Inventory Log	1.11													
			Hazardous Waste/Debris Management	1.17.1													
		01 62 35	SD-01 Preconstruction Submittals														
			Biobased Products	1.7													



SECTION 01 35 26

GOVERNMENTAL SAFETY REQUIREMENTS

02/12

PART 1 GENERAL

1.1 REFERENCES

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

AMERICAN SOCIETY OF SAFETY ENGINEERS (ASSE/SAFE)

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

ASME INTERNATIONAL (ASME)

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

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

- NFPA 10 (2013) Standard for Portable Fire Extinguishers
- NFPA 241 (2013) Standard for Safeguarding Construction, Alteration, and Demolition Operations
- NFPA 51B (2014) Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
- NFPA 70 (2014; AMD 1 2013; Errata 1 2013; AMD 2 2013; Errata 2 2013; AMD 3 2014; Errata 3 2014) National Electrical Code
- NFPA 70E (2012; Errata 2012) Standard for Electrical Safety in the Workplace

U.S. ARMY CORPS OF ENGINEERS (USACE)

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

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

29 CFR 1910	Occupational Safety and Health Standards
29 CFR 1910.146	Permit-required Confined Spaces
29 CFR 1915	Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment
29 CFR 1926	Safety and Health Regulations for Construction
29 CFR 1926.1400	Cranes & Derricks in Construction
29 CFR 1926.16	Rules of Construction
29 CFR 1926.500	Fall Protection
CPL 2.100	(1995) Application of the Permit-Required Confined Spaces (PRCS) Standards, 29 CFR 1910.146

U.S. NAVAL FACILITIES ENGINEERING COMMAND (NAVFAC)

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

- a. Competent Person for Fall Protection. A person who is capable of identifying hazardous or dangerous conditions in the personal fall arrest system or any component thereof, as well as their application and use with related equipment, and has the authority to take prompt corrective measures to eliminate the hazards of falling.
- b. High Visibility Accident. Any mishap which may generate publicity or high visibility.
- c. Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel.
- d. Operating Envelope. The area surrounding any crane. Inside this "envelope" is the crane, the operator, riggers and crane walkers, rigging gear between the hook and the load, the load and the crane's supporting structure (ground, rail, etc.).
- e. Recordable Injuries or Illnesses. Any work-related injury or illness that results in:
  - (1) Death, regardless of the time between the injury and death, or the length of the illness;
  - (2) Days away from work (any time lost after day of injury/illness onset);

- (3) Restricted work;
  - (4) Transfer to another job;
  - (5) Medical treatment beyond first aid;
  - (6) Loss of consciousness; or
  - (7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above.
- f. "USACE" property and equipment specified in USACE EM 385-1-1 should be interpreted as Government property and equipment.
- g. Weight Handling Equipment (WHE) Accident. A WHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.) Any mishap meeting the criteria described above shall be documented in both the Contractor Significant Incident Report (CSIR) and using the NAVFAC prescribed Navy Crane Center (NCC) form submitted within five days both as provided by the Contracting Officer. Comply with additional requirements and procedures for accidents in accordance with NAVFAC P-307, Section 12.

1.3 SUBMITTALS

Government approval is required for all submittals. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

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

SD-06 Test Reports

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

SD-07 Certificates

- Hot work permit
- Contractor Safety Self-Evaluation Checklist



## Certificate of Compliance (Crane)

## 1.4 CONTRACTOR SAFETY SELF-EVALUATION CHECKLIST

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

## 1.5 REGULATORY REQUIREMENTS

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

## 1.6 SITE QUALIFICATIONS, DUTIES AND MEETINGS

## 1.6.1 Personnel Qualifications

## 1.6.1.1 Site Safety and Health Officer (SSHO)

The SSHO must meet the requirements of EM 385-1-1 section 1 and ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes a minimum of one (1) person at each project site to function as the Site Safety and Health Officer (SSHO). The SSHO or an equally-qualified Designated Representative/alternate shall be at the work site at all times to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The SSHO's training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17, entitled SITE SAFETY AND HEALTH OFFICER (SSHO), and all associated sub-paragraphs.

A Competent Person shall be provided for all of the hazards identified in the Contractor's Safety and Health Program in accordance with the accepted Accident Prevention Plan, and shall be on-site at all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the the Contracting Officer for acceptance in consultation with the Safety Office.

## 1.6.1.1.1 Contractor Quality Control (QC) Person:

The Contractor Quality Control Person cannot be the SSHO on this project, even though the QC has safety inspection responsibilities as part of the QC

duties.

#### 1.6.1.2 Crane Operators

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

#### 1.6.2 Personnel Duties

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

The SSHO shall:

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

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

#### 1.6.3 Meetings

##### 1.6.3.1 Preconstruction Conference

- a. Contractor representatives who have a responsibility or significant role in accident prevention on the project shall attend the preconstruction conference. This includes the project superintendent,

site safety and health officer, quality control supervisor, or any other assigned safety and health professionals who participated in the development of the APP (including the Activity Hazard Analyses (AHAs) and special plans, program and procedures associated with it).

- b. Discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the contract. This list of proposed AHAs will be reviewed at the conference and an agreement will be reached between the Contractor and the Contracting Officer's representative as to which phases will require an analysis. In addition, establish a schedule for the preparation, submittal, review, and acceptance of AHAs to preclude project delays.
- c. Deficiencies in the submitted APP will be brought to the attention of the Contractor at the preconstruction conference, and the Contractor shall revise the plan to correct deficiencies and re-submit it for acceptance. Do not begin work until there is an accepted APP.

#### 1.6.3.2 Safety Meetings

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

#### 1.7 ACCIDENT PREVENTION PLAN (APP)

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

Submit the APP to the Contracting Officer 15 calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP.

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

Once work begins, changes to the accepted APP shall be made with the

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

Copies of the accepted plan will be maintained at the Contracting Officer's office and at the job site.

Continuously review and amend the APP, as necessary, throughout the life of the contract. Incorporate unusual or high-hazard activities not identified in the original APP as they are discovered.

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

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

- a. Names and qualifications (resumes including education, training, experience and certifications) of all site safety and health personnel designated to perform work on this project to include the designated site safety and health officer and other competent and qualified personnel to be used such as CSPs, CIHs, STSs, CHSTs. Specify the duties of each position.
- b. Qualifications of competent and of qualified persons. As a minimum, designate and submit qualifications of competent persons for each of the following major areas: excavation; scaffolding; fall protection; hazardous energy; confined space; health hazard recognition, evaluation and control of chemical, physical and biological agents; personal protective equipment and clothing to include selection, use and maintenance.
- c. Confined Space Entry Plan. Develop a confined and/or enclosed space entry plan in accordance with USACE EM 385-1-1, applicable OSHA standards 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, OSHA Directive CPL 2.100, and any other federal, state and local regulatory requirements identified in this contract. Identify the qualified person's name and qualifications, training, and experience. Delineate the qualified person's authority to direct work stoppage in the event of hazardous conditions. Include procedure for rescue by contractor personnel and the coordination with emergency responders. (If there is no confined space work, include a statement that no confined space work exists and none will be created.)
- d. Crane Critical Lift Plan.  
Prepare and sign weight handling critical lift plans for lifts over 75 percent of the capacity of the crane or hoist (or lifts over 50 percent of the capacity of a barge mounted mobile crane's hoists) at any radius of lift; lifts involving more than one crane or hoist; lifts of personnel; and lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks. Submit 15 calendar days prior to on-site work and include the requirements of USACE EM 385-1-1, paragraph 16.H. and the following:

- (1) For lifts of personnel, demonstrate compliance with the requirements of

29 CFR 1926.1400.

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

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

#### 1.8 ACTIVITY HAZARD ANALYSIS (AHA)

The Activity Hazard Analysis (AHA) format shall be in accordance with USACE EM 385-1-1, Section 1. Submit the AHA for review at least 15 calendar days prior to the start of each phase. Format subsequent AHAs as amendments to the APP. The analysis should be used during daily inspections to ensure the implementation and effectiveness of the activity's safety and health controls.

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

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

#### 1.9 DISPLAY OF SAFETY INFORMATION

Within one calendar day(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, shall be deemed as meeting the requirement for a bulletin board. Include and maintain information on safety bulletin board as required by EM 385-1-1, section 01.A.06. Additional items required to be posted include:

- a. Hot work permit.

#### 1.10 SITE SAFETY REFERENCE MATERIALS

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

#### 1.11 EMERGENCY MEDICAL TREATMENT

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

#### 1.12 NOTIFICATIONS and REPORTS

##### 1.12.1 Accident Notification

Notify the Contracting Officer as soon as practical, but no more than four hours after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than \$2,000, or any weight handling equipment accident. Within notification include contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of construction equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.

##### 1.12.2 Accident Reports

- a. Conduct an accident investigation for recordable injuries and illnesses, for Medical Treatment defined in paragraph DEFINITIONS, property damage accidents resulting in at least \$20,000 in damages, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. Complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS). The Contracting Officer will provide copies of any required or special forms.
- b. Near Misses: Complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS).
- c. Conduct an accident investigation for any weight handling equipment accident (including rigging gear accidents) to establish the root cause(s) of the accident, complete the WHE Accident Report (Crane and Rigging Gear) form and provide the report to the Contracting Officer within 30 calendar days of the accident. Do not proceed with crane operations until cause is determined and corrective actions have been implemented to the satisfaction of the contracting officer. The Contracting Officer will provide a blank copy of the accident report form.

##### 1.12.3 Crane Reports

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

#### 1.12.4 Certificate of Compliance

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

#### 1.13 HOT WORK

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

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

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

#### 1.14 FACILITY OCCUPANCY CLOSURE

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

#### 1.15 SEVERE STORM PLAN

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

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

### 1.16 CONFINED SPACE ENTRY REQUIREMENTS.

Contractors entering and working in confined spaces while performing general industry work are required to follow the requirements of OSHA 29 CFR 1926 and comply with the requirements in Section 34 of EM 385-1-1, OSHA 29 CFR 1910, and OSHA 29 CFR 1910.146.

## PART 3 EXECUTION

### 2.1 CONSTRUCTION AND OTHER WORK

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

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

Mandatory PPE includes:

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

#### 2.1.1 Hazardous Material Use

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

#### 2.1.2 Hazardous Material Exclusions

Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with USACE EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further Contracting Officer approval. Notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on base.

#### 2.1.3 Unforeseen Hazardous Material

The design should have identified materials such as PCB, lead paint, and friable and non-friable asbestos and other OSHA regulated chemicals (i.e. 29 CFR Part 1910.1000). If additional material, not indicated, that may be hazardous to human health upon disturbance during construction operations is encountered, stop that portion of work and notify the Contracting



Officer immediately. Within 14 calendar days the Government will determine if the material is hazardous. If material is not hazardous or poses no danger, the Government will direct the Contractor to proceed without change. If material is hazardous and handling of the material is necessary to accomplish the work, the Government will issue a modification pursuant to "FAR 52.243-4, Changes" and "FAR 52.236-2, Differing Site Conditions."

## 2.2 PRE-OUTAGE COORDINATION MEETING

Apply for utility outages at least 15 days in advance. As a minimum, the request should include the location of the outage, utilities being affected, duration of outage and any necessary sketches. Special requirements for electrical outage requests are contained elsewhere in this specification section. Once approved, and prior to beginning work on the utility system requiring shut down, attend a pre-outage coordination meeting with the Contracting Officer 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.

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

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

## 2.4 FALL HAZARD PROTECTION AND PREVENTION PROGRAM

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

### 2.4.1 Training

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

### 2.4.2 Fall Protection Equipment and Systems

Enforce use of the fall protection equipment and systems designated for each specific work activity in the Fall Protection and Prevention Plan and/or AHA at all times when an employee is exposed to a fall hazard. Protect employees from fall hazards as specified in EM 385-1-1, Section 21. In addition to the required fall protection systems, safety skiff, personal floatation devices, life rings etc., are required when working above or next to water in accordance with USACE EM 385-1-1, Paragraphs 21.N through 21.N.04. Personal fall arrest systems are required when working from an articulating or extendible boom, swing stages, or suspended platform. In addition, personal fall arrest systems are required when operating other equipment such as scissor lifts if the work platform is capable of being positioned outside the wheelbase. The need for tying-off in such equipment is to prevent ejection of the employee from the equipment during raising, lowering, or travel. Fall protection must comply with 29 CFR 1926.500, Subpart M, USACE EM 385-1-1 and ASSE/SAFE A10.32.

#### 2.4.2.1 Personal Fall Arrest Equipment

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

#### 2.4.3 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 low-slope roofs, protect personnel from falling by use of personal fall arrest systems, guardrails, or safety nets. A safety monitoring system is not adequate fall protection and is not authorized.
- (2) For work greater than 6 feet from an edge, erect and install warning lines in accordance with 29 CFR 1926.500 and USACE EM 385-1-1.

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

#### 2.4.4 Horizontal Lifelines

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

#### 2.4.5 Guardrails and Safety Nets

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

#### 2.4.6 Rescue and Evacuation Procedures

When personal fall arrest systems are used, ensure that the mishap victim can self-rescue or can be rescued promptly should a fall occur. Prepare a Rescue and Evacuation Plan and include a detailed discussion of the following: methods of rescue; methods of self-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility. Include the Rescue and Evacuation Plan within the

Activity Hazard Analysis (AHA) for the phase of work, in the Fall Protection and Prevention (FP&P) Plan, and the Accident Prevention Plan (APP).

## 2.5 SCAFFOLDING

Provide employees with a safe means of access to the work area on the scaffold. Climbing of any scaffold braces or supports not specifically designed for access is prohibited. Access scaffold platforms greater than 20 feet maximum in height by use of a scaffold stair system. Do not use vertical ladders commonly provided by scaffold system manufacturers for accessing scaffold platforms greater than 20 feet maximum in height. The use of an adequate gate is required. Ensure that employees are qualified to perform scaffold erection and dismantling. Do not use scaffold without the capability of supporting at least four times the maximum intended load or without appropriate fall protection as delineated in the accepted fall protection and prevention plan. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward. Give special care to ensure scaffold systems are not overloaded. Side brackets used to extend scaffold platforms on self-supported scaffold systems for the storage of material is prohibited. The first tie-in shall be at the height equal to 4 times the width of the smallest dimension of the scaffold base. Place work platforms on mud sills. Scaffold or work platform erectors shall have fall protection during the erection and dismantling of scaffolding or work platforms that are more than six feet. Delineate fall protection requirements when working above six feet or above dangerous operations in the Fall Protection and Prevention (FP&P) Plan and Activity Hazard Analysis (AHA) for the phase of work.

## 2.6 EQUIPMENT

### 2.6.1 Material Handling Equipment

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

### 2.6.2 Weight Handling Equipment

- a. Equip cranes and derricks as specified in EM 385-1-1, section 16.
- b. Notify the Contracting Officer 15 days in advance of any cranes entering the activity so that necessary quality assurance spot checks can be coordinated. Contractor's operator shall remain with the crane during the spot check.
- c. Comply with the crane manufacturer's specifications and limitations for

erection and operation of cranes and hoists used in support of the work. Perform erection under the supervision of a designated person (as defined in ASME B30.5). Perform all testing in accordance with the manufacturer's recommended procedures.

- d. Comply with ASME B30.5 for mobile and locomotive cranes, ASME B30.22 for articulating boom cranes, ASME B30.3 for construction tower cranes, and ASME B30.8 for floating cranes and floating derricks.
- e. Under no circumstance shall a Contractor make a lift at or above 90 percent of the cranes rated capacity in any configuration.
- f. When operating in the vicinity of overhead transmission lines, operators and riggers shall be alert to this special hazard and follow the requirements of USACE EM 385-1-1 Section 11, NAVFAC P-307 Figure 10-3 and ASME B30.5 or ASME B30.22 as applicable.
- g. Do not 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.
- 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 from entering the counterweight swing (tail swing) area of the crane.
- m. Certification records which include the date of inspection, signature of the person performing the inspection, and the serial number or other identifier of the crane that was inspected shall always be available for review by Contracting Officer personnel.
- n. Written reports listing the load test procedures used along with any repairs or alterations performed on the crane shall be available for review by Contracting Officer personnel.
- o. Certify that all crane 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. Prior to conducting lifting operations set a maximum wind speed at which a crane can be safely operated based on the equipment being used, the load being lifted, experience of operators and riggers, and hazards on the work site. This maximum wind speed determination shall be included as part of the activity hazard analysis plan for that operation.

### 2.6.3 Equipment and Mechanized Equipment

- a. Proof of qualifications for operator shall be kept on the project site

for review.

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

#### 2.6.4 USE OF EXPLOSIVES

Explosives shall not be used or brought to the project site without prior written approval from the Contracting Officer. Such approval shall 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, shall be only where directed and in approved storage facilities. These facilities shall be kept locked at all times except for inspection, delivery, and withdrawal of explosives.

#### 2.7 ELECTRICAL

##### 3.9.1 Portable Extension Cords

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

-- End of Section --

SECTION 01 45 00.00 20

CONSTRUCTION QUALITY CONTROL  
11/11

PART 1 GENERAL

1.1 REFERENCES

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

U.S. ARMY CORPS OF ENGINEERS (USACE)

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

1.2 SUBMITTALS

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

SD-01 Preconstruction Submittals

Construction Quality Control (QC) Plan

Submit a Construction QC Plan within 20 calendar days after receipt of Notice of Award.

The QC Plan shall include a preliminary submittal of the list of definable features of work that shall cover the first 90 days of construction.

1.3 INFORMATION FOR THE CONTRACTING OFFICER

At the Preconstruction Conference, the Contractor can obtain a single copy set of the current report forms from the Contracting Officer. The report forms will consist of the Contractor Production Report, Contractor Production Report (Continuation Sheet), Contractor Quality Control Report, Contractor Quality Control Report (Continuation Sheet), Preparatory Phase Checklist, Initial Phase Checklist, Rework Items List, and Testing Plan and Log, Other reports referenced below may be in formats customarily used by the Contractor, Testing laboratories, etc. and will contain the information required by this specification.

Deliver the following to the Contracting Officer during Construction:

- a. Combined Contractor Production Report/Contractor Quality Control Report; original and 1 copy by 10:00AM the next working day after each day that work is performed.
- b. Preparatory Phase Checklist: Original attached to the original Contractor Quality Control Report and 1 copy attached to each copy.
- c. Initial Phase Checklist: Original attached to the original Contractor Quality Control Report and 1 copy attached to each copy.

- d. Field Test Reports: 2 copies, with 2 working days after the test is performed, attached to the Contractor Quality Control Report.
- e. Monthly Summary Report of Tests: 2 copies attached to the Contractor Quality Control Report.
- f. Testing Plan and Log: 2 copies at the end of each month.
- g. Rework Items List: 2 copies, by the last working day of the month.
- h. CQC Meeting Minutes: 2 copies, within 2 working days after the meeting.
- i. QC Certifications: As required by the paragraph entitled "QC Certifications."

#### 1.4 QC PROGRAM REQUIREMENTS

Establish and maintain a QC program as described in this section. This QC program is a key element in meeting the objectives of NAVFAC Commissioning. The QC program consists of a QC Organization, QC Plan, QC Plan Meeting(s), a Coordination and Mutual Understanding Meeting, QC meetings, three phases of control, submittal review and approval, testing, completion inspections, 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 construction work or testing may be performed unless the QC Manager is on the work site. The QC Manager shall report to an officer of the firm and shall not be subordinate to the Project Superintendent or the Project Manager. The QC Manager, Project Superintendent and Project Manager must work together effectively. Although the QC Manager is the primary individual responsible for quality control, all individuals will be held responsible for the quality of work on the job.

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

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

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

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

###### 1.4.2.1 Approval

Approval of the QC Plan is required prior to the start of construction. The contracting Officer reserves the right to require changes in the QC Plan and operations as necessary, including removal of personnel, to ensure

the specified quality of work. The Contacting Officer reserves the right to interview any member of the QC organization at any time in order to verify the submitted qualifications. All QC organization personnel shall be subject to acceptance by the Contracting Officer. The Contracting Officer may require the removal of any individual for non-compliance with quality requirements specified in the contract.

#### 1.4.3 Notification of Changes

Notify the Contracting Officer, in writing, of any proposed changes in the QC Plan or changes to the QC organization personnel, a minimum of 7 work days prior to a proposed change. Proposed changes shall be subject to acceptance by the Contracting Officer.

### 1.5 QC ORGANIZATION

#### 1.5.1 QC Manager

##### 1.5.1.1 Duties

Provide a QC Manager at the work site to implement and manage the QC program. In addition to implementing and managing the QC program, the QC Manager may perform the duties of Project Superintendent. The QC Manager shall not be designated as the safety competent person as defined by EM 385-1-1. The QC Manager is required to attend the partnering meetings, QC Plan Meetings, Coordination and Mutual Understanding Meeting, conduct the QC meetings, perform the three phases of control, 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 testing laboratory personnel and any other inspection and testing personnel required by this Contract. The QC Manager is the manager of all QC activities.

##### 1.5.1.2 Qualifications

An individual with a minimum of 10 years combined experience in the following positions: Project Superintendent, QC Manager, Project Manager, Project Engineer or Construction Manager on similar size and type construction contracts which included the major trades that are part of this Contract. The individual shall have at least two years experience as a QC Manager. The individual must be familiar with the requirements of EM 385-1-1, and have experience in the areas of hazard identification, safety compliance, and sustainability or a graduate of a four year accredited college or university program in one of the following disciplines: Engineering, Architecture, Construction Management, Engineering Technology, Building Construction, or Building Science, with a minimum of 5 years experience as a Project Superintendent, QC Manager, Project Manager, Project Engineer or Construction Manager on similar size and type construction contracts which included the major trades that are part of this Contract. The individual shall have at least two years experience as a QC Manager. The individual must be familiar with the requirements of EM 385-1-1, and have experience in the areas of hazard identification, safety compliance, and sustainability.

#### 1.5.2 Construction Quality Management Training

In addition to the above experience and education requirements, the QC Manager shall have completed the course entitled "Construction Quality Management (CQM) for Contractors." If the QC Manager does not have a



current certification, they shall obtain the CQM for Contractors course certification within 90 days of award. This course is periodically offered by the Naval Facilities Engineering Command and the Army Corps of Engineers. Contact the Contracting Officer for information on the next scheduled class.

### 1.5.3 Alternate QC Manager Duties and Qualifications

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

## 1.6 QUALITY CONTROL (QC) PLAN

### 1.6.1 Construction Quality Control (QC) Plan

#### 1.6.1.1 Requirements

Provide, for acceptance by the Contracting Officer, a Construction QC Plan submitted in a three-ring binder that includes a table of contents, with major sections identified with tabs, with pages numbered sequentially that covers both on-site and off-site work and includes the following:

I. QC ORGANIZATION: A chart showing the QC organizational structure.

II. NAMES AND QUALIFICATIONS: Names and qualifications, in resume format, for each person in the QC organization. Include the CQM for Contractors course certifications for the QC Manager and Alternate QC Manager as required by the paragraphs entitled "Construction Quality Management Training" and "Alternate QC Manager Duties and Qualifications".

III. DUTIES, RESPONSIBILITY AND AUTHORITY OF QC PERSONNEL: Duties, responsibilities, and authorities 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 implementing and managing the QC program as described in this Contract. Include in this letter the responsibility of the QC Manager and Alternate QC Manager to implement and manage the three phases of control, and their authority to stop work which is not in compliance with the Contract. The QC Manager shall issue letters of direction to all other QC Specialists outlining their duties, authorities, and responsibilities. Copies of the letters shall be included in the QC Plan.

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. Provide the initial submittal of the Submittal Register as specified in section 01 33 00 SUBMITTAL PROCEDURES.

VII. TESTING LABORATORY INFORMATION: Testing laboratory information required by the paragraphs entitled "Accreditation 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. Use Government forms to record and track rework items.

X. DOCUMENTATION PROCEDURES: Use Government form.

XI. LIST OF DEFINABLE FEATURES: A Definable Feature of Work (DFOW) is a task that is separate and distinct from other tasks and has control requirements and work crews unique to that task, has the same control requirements and work crews.. A DFOW is identified by different trades or disciplines and is an item or activity on the construction schedule. The list of DFOWs shall include, but not be limited to, all critical path activities on the NAS. Include all activities for which this specification requires. Each design development stage and submittal package shall have separate DFOWs in the Network Analysis Schedule.

XII. PROCEDURES FOR PERFORMING THE THREE PHASES OF CONTROL: Identify procedures you will use to ensure the three phases of control are used to manage the quality on this project. For each DFOW, a Preparatory and Initial phase checklist will be filled out during the Preparatory and Initial phase meetings. The Preparatory and Initial Phases and meetings shall be conducted with a view towards obtaining quality construction by planning ahead and identifying potential problems for each DFOW.

XIII. PERSONNEL MATRIX: A personnel matrix showing for each section of the specification who will review and approve submittals, who will perform and document the three phases of control, and who will perform and document the testing.

XIV. PROCEDURES FOR COMPLETION INSPECTION: Procedures for identifying and documenting the completion inspection process. Include in these procedures the responsible party for punch out inspection, pre-final inspection, and final acceptance inspection.

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

#### 1.7 QC PLAN MEETINGS

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

the Contractor's list of DFOWs.

#### 1.8 COORDINATION AND MUTUAL UNDERSTANDING MEETING

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

##### 1.8.1 Purpose

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

##### 1.8.2 Coordination of Activities

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

##### 1.8.3 Attendees

As a minimum, the Contractor's personnel required to attend shall include an officer of the firm, the Project Manager, Project Superintendent, QC Manager, Alternate QC Manager, and subcontractor representatives. Each subcontractor who will be assigned QC responsibilities shall have a principal of the firm at the meeting. Minutes of the meeting will be prepared by the QC Manager and signed by the Contractor and the Contracting Officer. The Contractor shall provide a copy of the signed minutes to all attendees.

#### 1.9 QC MEETINGS

After the start of construction, the QC Manager shall conduct weekly QC meetings at the work site with the Project Superintendent and the foremen who are performing the work of the DFOWs. The QC Manager shall prepare the minutes of the meeting and provide a copy to the Contracting Officer within two working days after the meeting. The Contracting Officer may attend these meetings. As a minimum, 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 (RFI, etc.);
- f. Address items that may require revising the QC Plan;
- g. Review Accident Prevention Plan (APP);
- h. Review environmental requirements and procedures;
- i. Review Waste Management Plan;

#### 1.10 DESIGN REVIEW AND DOCUMENTATION

#### 1.11 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 DFW.

##### 1.11.1 Preparatory Phase

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

- a. Review each paragraph of the applicable specification sections;
- b. Review the Contract drawings;
- c. Verify that field measurements are as indicated on construction and/or shop drawings before confirming product orders, in order to minimize waste due to excessive materials;
- d. Verify that appropriate shop drawings and submittals for materials and equipment have been submitted and approved. Verify receipt of approved factory test results, when required;
- e. Review the testing plan and ensure that provisions have been made to provide the required QC testing;
- f. Examine the work area to ensure that the required preliminary work has been completed;
- g. Coordinate the schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials;
- h. Arrange for the return of shipping/packaging materials, such as wood pallets, where economically feasible;
- i. Examine the required materials, equipment and sample work to ensure that they are on hand and conform to the approved shop drawings and submitted data;
- j. Discuss construction methods, construction tolerances, workmanship standards, and the approach that will be used to provide quality

construction by planning ahead and identifying potential problems for each DFOW;

k. Review the APP and appropriate Activity Hazard Analysis (AHA) to ensure that applicable safety requirements are met, and that required Material Safety Data Sheets (MSDS) are submitted; and

#### 1.11.2 Initial Phase

Notify the Contracting Officer at least two work days in advance of each initial phase. When construction crews are ready to start work on a DFOW, conduct the initial phase with the Project Superintendent, and the foreman responsible for that DFOW. Observe the initial segment of the DFOW to ensure that the work complies with Contract requirements. Document the results of the initial phase in the daily CQC Report and in the Initial Phase Checklist. Repeat the initial phase for each new crew to work on-site, or when acceptable levels of specified quality are not being met. Perform the following for each DFOW:

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

#### 1.11.3 Follow-Up Phase

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

- a. Ensure the work is in compliance with Contract requirements;
- b. Maintain the quality of workmanship required;
- c. Ensure that testing is performed by the approved laboratory;
- d. Ensure that rework items are being corrected;
- e. Perform safety inspections; and

#### 1.11.4 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.

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

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

## 1.12 SUBMITTAL REVIEW AND APPROVAL

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

## 1.13 TESTING

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

### 1.13.1 Accreditation Requirements

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

### 1.13.2 Laboratory Accreditation Authorities

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

### 1.13.3 Capability Check

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

### 1.13.4 Test Results

Cite applicable Contract requirements, tests or analytical procedures used. Provide actual results and include a statement that the item tested or analyzed conforms or fails to conform to specified requirements. If the item fails to conform, notify the Contracting Officer immediately. Conspicuously stamp the cover sheet for each report in large red letters "CONFORMS" or "DOES NOT CONFORM" to the specification requirements, whichever is applicable. Test results shall be signed by a testing laboratory representative authorized to sign certified test reports. Furnish the signed reports, certifications, and other documentation to the

Contracting Officer via the QC Manager. Furnish a summary report of field tests at the end of each month, per the paragraph entitled "INFORMATION FOR THE CONTRACTING OFFICER".

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

The QC Manager shall furnish the signed reports, certifications, and a summary report of field tests at the end of each month to the Contracting Officer. Attach a copy of the summary report to the last daily Contractor Quality Control Report of each month. A copy of the signed test reports and certifications shall be provided to the OMSI preparer for inclusion into the OMSI documentation.

#### 1.14 QC CERTIFICATIONS

##### 1.14.1 CQC 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."

##### 1.14.2 Invoice Certification

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

##### 1.14.3 Completion Certification

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

#### 1.15 COMPLETION INSPECTIONS

##### 1.15.1 Punch-Out Inspection

Near the completion of all work or any increment thereof, established by a completion time stated in the Contract Clause entitled "Commencement, Prosecution, and Completion of Work," or stated elsewhere in the specifications, the QC Manager and the CA shall conduct an inspection of the work and develop a "punch list" of items which do not conform to the approved drawings, specifications and Contract. Include in the punch list any remaining items on the "Rework Items List", which were not corrected prior to the Punch-Out Inspection. 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 Contracting Officer. 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".

##### 1.15.2 Pre-Final Inspection

The Government 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 Client 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.

#### 1.15.3 Final Acceptance Inspection

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

#### 1.16 DOCUMENTATION

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

##### 1.16.1 Construction Documentation

Reports are required for each day that work is performed and shall accompany the submission of the Contractor Quality Control Report prepared for the same day. Maintain current and complete records of on-site and off-site QC program operations and activities. The forms identified under the paragraph "INFORMATION FOR THE CONTRACTING OFFICER" 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 Project 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" sections of the reports, enter pertinent information including directions received, problems encountered during construction, work progress and delays, conflicts or errors in the drawings or specifications, field changes, safety hazards encountered, instructions given and corrective actions taken, delays encountered and a record of visitors to the work site, quality control problem areas, deviations from the QC Plan, construction deficiencies encountered, meetings held. For each entry in the report(s), identify the Schedule Activity No. that is associated with the entered remark.

##### 1.16.2 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 Contracting Officer during all business hours.

- a. All completed Preparatory and Initial Phase Checklists, arranged by



specification section.

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

#### 1.16.3 Testing Plan and Log

As tests are performed, the QC Manager shall record on the "Testing Plan and Log" the date the test was performed and the date the test results were forwarded to the Contracting Officer. Attach a copy of the updated "Testing Plan and Log" to the last daily CQC Report of each month.

#### 1.16.4 Rework Items List

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

#### 1.16.5 As-Built Drawings

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

#### 1.17 NOTIFICATION ON NON-COMPLIANCE

The Contracting Officer will notify the Contractor of any detected non-compliance with the Contract. The Contractor shall take immediate corrective action after receipt of such 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 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 shall be made the subject of claim for extension of time for excess costs or damages by the Contractor.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.1 PREPARATION

Designate receiving/storage areas for incoming material to be delivered according to installation schedule and to be placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. Store and handle materials in a manner as to prevent loss from weather and other damage. Keep materials, products, and accessories covered and off the ground, and store in a dry, secure area. Prevent contact with material that may cause corrosion, discoloration, or staining. Protect all materials and installations from damage by the activities of other trades.

-- End of Section --

## SECTION 01 50 00

TEMPORARY CONSTRUCTION FACILITIES AND CONTROLS  
08/09

## PART 1 GENERAL

## 1.1 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.
- b. Condition THREE (Sustained winds of 50 knots or greater expected within 48 hours): Maintain "Condition FOUR" requirements and commence securing operations necessary for "Condition ONE" which cannot be completed within 18 hours. Cease all routine activities which might interfere with securing operations. Commence securing and stow all gear and portable equipment. Make preparations for securing buildings. Review requirements pertaining to "Condition TWO" and continue action as necessary to attain "Condition THREE" readiness. Contact Contracting Officer for weather and COR updates and completion of required actions.
- c. Condition TWO (Sustained winds of 50 knots or greater expected within 24 hours): Curtail or cease routine activities until securing operation is complete. Reinforce or remove form work and scaffolding. Secure machinery, tools, equipment, materials, or remove from the jobsite. Expend every effort to clear all missile hazards and loose equipment from general base areas. Contact Contracting Officer for weather and Condition of Readiness (COR) updates and completion of required actions.
- d. Condition ONE. (Sustained winds of 50 knots or greater expected within 12 hours): Secure the jobsite, and leave Government premises.

## PART 2 PRODUCTS

## 2.1 TEMPORARY SIGNAGE

## 2.1.1 Project and Safety Signs

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

## 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 Contractor Utilities

The Contractor shall provide his own utilities.

## 3.2.1 Utilities at Special Locations

- a. Reasonable amounts of utilities will be made available to the Contractor at the prevailing Government rates. These rates may be obtained upon application to the Commanding Officer, by way of the Contracting Officer. A \$300.00 deposit will be required before connecting electricity. The Contractor will be responsible for making connections, providing transformers and meters, (THE CONTRACTOR MUST CERTIFY THAT ALL TRANSFORMERS INSTALLED FOR TEMPORARY POWER DURING THIS CONTRACT ARE PCB FREE), and making disconnections; and for providing backflow preventer devices on connections to domestic water lines. Under no circumstances will taps to base fire hydrants be allowed for obtaining domestic water. Neither potable water nor sanitary facilities will be available at the main Contractor laydown area at Marine Corps Air Station (MCAS), Cherry Point, NC.

## 3.2.2 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 CLEANUP

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

## 3.4 RESTORATION OF STORAGE AREA

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

-- End of Section --

## SECTION 01 57 19.00 20

## TEMPORARY ENVIRONMENTAL CONTROLS

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. 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 261	Identification and Listing of Hazardous Waste
40 CFR 262	Standards Applicable to Generators of Hazardous Waste
40 CFR 263	Standards Applicable to Transporters of Hazardous Waste
40 CFR 264	Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR 265	Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR 266	Standards for the Management of Specific Hazardous Wastes and Specific Types of Hazardous Waste Management Facilities
40 CFR 268	Land Disposal Restrictions
40 CFR 279	Standards for the Management of Used Oil
40 CFR 300	National Oil and Hazardous Substances Pollution Contingency Plan
40 CFR 355	Emergency Planning and Notification

40 CFR 372-SUBPART D	Specific Toxic Chemical Listings
49 CFR 173	Shippers - General Requirements for Shipments and Packagings
49 CFR 178	Specifications for Packagings

## 1.2 DEFINITIONS

### 1.2.1 Sediment

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

### 1.2.2 Solid Waste

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

- a. Green waste: The vegetative matter from landscaping, land clearing and grubbing, including, but not limited to, grass, bushes, scrubs, small trees and saplings, tree stumps and plant roots. Marketable trees, grasses and plants that are indicated to remain, be re-located, or be re-used are not included.
- b. Surplus soil: Existing soil that is in excess of what is required for this work, including aggregates intended, but not used, for on-site mixing of concrete, mortars and paving. Contaminated soil meeting the definition of hazardous material or hazardous waste is not included.
- c. Debris: Non-hazardous solid material generated during the construction, demolition, or renovation of a structure which exceeds 2.5 inch particle size that is: a manufactured object; plant or animal matter; or natural geologic material (e.g. cobbles and boulders), broken or removed concrete, masonry, and rock asphalt paving; ceramics; roofing paper and shingles. Inert materials may be reinforced with or contain ferrous wire, rods, accessories and weldments. 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..
- d. Wood: Dimension and non-dimension lumber, plywood, chipboard, hardboard. Treated and/or painted wood that meets the definition of lead contaminated or lead based contaminated paint is not included.
- e. Scrap metal: Scrap and excess ferrous and non-ferrous metals such as reinforcing steel, structural shapes, pipe and wire that are recovered or collected and disposed of as scrap. Scrap metal meeting the definition of hazardous material or hazardous waste is not included.
- f. Paint cans: Metal cans that are empty of paints, solvents, thinners and adhesives. If permitted by the paint can label, a

thin dry film may remain in the can.

- g. Recyclables: Materials, equipment and assemblies such as doors, windows, door and window frames, plumbing fixtures, glazing and mirrors that are recovered and sold as recyclable. Metal meeting the definition of lead contaminated or lead based paint contaminated may be included as recyclable if sold to a scrap metal company. Paint cans may not be included as recyclable if sold to a scrap metal company.
- h. Hazardous Waste: By definition, to be a hazardous waste a material must first meet the definition of a solid waste. Hazardous waste and hazardous debris are special cases of solid waste. They have additional regulatory controls and must be handled separately. They are thus defined separately in this document.

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

#### 1.2.3 Hazardous Debris

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

#### 1.2.4 Chemical Wastes

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

#### 1.2.5 Garbage

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

#### 1.2.6 Hazardous Waste (Including Universal Hazardous Waste)

Hazardous Wastes are defined by the Resource Conservation and Recovery Act (RCRA - Subtitle C) as wastes which first meet the definition of "solid" wastes and are then further defined in 40CFR Parts 261.21, 261.22, 261.23, 261.24, 261.31, 261.32, 261.33(e), and 261.33(f) with regard to their hazardous waste properties and / or characteristics (to include U.S. EPA's lists of Hazardous Wastes. These regulations cover a wide range of process and product generated wastes, and discarded (including materials intended to be discarded) or unusable materials in solid, liquid, and gaseous forms.

Universal (Hazardous) Wastes are a subset of Hazardous Waste, and are defined in 40CFR Part 273.2, 273.3, 273.4, and 273.5 and include batteries, pesticides, mercury containing equipment, and lamps.

Contractors must be intimately familiar with the above-detailed Hazardous Waste regulations to ensure compliance with section 1.4.1.

### 1.2.7 Hazardous Materials

Hazardous material is any material that:

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

Designation of a material by this definition, when separately regulated or controlled by other instructions or directives, does not eliminate the need for adherence to that hazard-specific guidance which takes precedence over this instruction for "control" purposes. Such material include ammunition, weapons, explosive actuated devices, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical supplies, medical waste and infectious materials, bulk fuels, radioactive materials, and other materials such as asbestos, mercury, and polychlorinated biphenyls (PCBs). Nonetheless, the exposure may occur incident to manufacture, storage, use and demilitarization of these items.

### 1.2.8 Waste Hazardous Material and Substances

Waste hazardous materials and substances are those materials which do not meet any of the regulatory definitions of either Hazardous Waste or Universal (Hazardous) Waste, but which still may pose a threat to human health or the environment or cause significant legal liabilities under CERCLA if not properly managed. In general, such materials may be defined as those which pose a threat to human health and / or the environment due to their quantity, concentration, or their physical, chemical, or infectious characteristics and which have been so designated by federal, state, or local agencies.

### 1.2.9 Used Oil and Oily Wastes

Used Oil is defined in 40CFR Part 279 to include a wide variety of oils and fuels and how they must be properly managed to ensure proper disposal, reclamation, and / or recycling. Animal and vegetable oils do not fall under this regulatory classification. Grease does not fall under this regulatory classification

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

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

- a. It is not prohibited in other State regulations or local



ordinances

b. The amount generated is "de minimus" (a small amount)

c. It is the result of minor leaks or spills resulting from normal process operations

d. All free-flowing oil has been removed to the practical extent possible

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

1.2.10 Regulated Waste

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

1.2.11 Class I Ozone Depleting Substance (ODS)

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

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

1.3 SUBMITTALS

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

SD-01 Preconstruction Submittals

Preconstruction Survey

Solid Waste Management Plan and Permit

Regulatory Notification

Environmental Protection Plan

Contractor/Vendor Environmental Service Agreement

SD-06 Test Reports

Laboratory Analysis

## Disposal Requirements

### SD-11 Closeout Submittals

Some of the records listed below are also required as part of other submittals. For the "Records" submittal, maintain on-site a separate three-ring Environmental Records binder and submit at the completion of the project. Make separate parts to the binder corresponding to each of the applicable sub items listed below.

Waste Determination Documentation

Disposal Documentation for Hazardous and Regulated Waste

Contractor 40 CFR Employee Training Records

Solid Waste Management Report

Contractor Hazardous Material Inventory Log

Hazardous Waste/Debris Management

### 1.4 ENVIRONMENTAL PROTECTION REQUIREMENTS

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

Marine Corps Air Station, Cherry Point is listed on the National Priorities List pursuant to the Comprehensive Environmental Response, Compensation and Liabilities Act 42 USCA, Section 9601 et seq. as amended April 15, 1996 (CERCLA). Bogue Field, Oakgrove, BT-11 and Atlantic Field are not listed on the National Priorities List. The Contractor shall immediately bring to the Contracting Officer's attention any unanticipated site condition which may involve hazardous materials or hazardous waste and the Contractor shall not disturb such conditions without the Contracting Officer's prior written documentation as to whether such conditions are outside the contract requirements.

#### 1.4.1 Facility Hazardous Waste Generator Status

Marine Corps Air Station Cherry Point is designated as a Large Quantity Generator (LQG) of Hazardous Waste, a Large Quantity Handler of Universal (Hazardous) Waste, and maintains a Treatment, Storage, and Disposal facility. Accordingly, MCAS Cherry Point is required to actively maintain and comply with a RCRA Part "B" operating permit issued by the State of North Carolina. All work conducted within the boundaries of this activity must be in compliance with the Part B permit, and the generator's various designations and operational requirements. Contractors will comply with all federal, state, and local regulatory requirements governing the proper training of personnel, and proper identification, generation, management, storage, handling, manifesting, transportation, and disposal of any Hazardous Waste(s) which they may cause to be generated in the course of

the execution of their contract(s).

## 1.5 QUALITY ASSURANCE

### 1.5.1 Preconstruction Survey

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

### 1.5.2 Regulatory Notification

The Contractor is responsible for all Regulatory Notification requirements in accordance with Federal, State and local regulations. In cases where the Navy must also provide public notification (such as stormwater permitting), the Contractor must coordinate with the Contracting Officer. The Contractor shall submit copies of all regulatory notifications to the Contracting Officer 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, remediation of controlled substances (asbestos, hazardous waste, lead paint).

### 1.5.3 Environmental Brief

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

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

### 1.5.4 Environmental Manager

Appoint in writing an Environmental Manager for the project site. The Environmental Manager will be directly responsible for coordinating contractor compliance with Federal, State, local, and station requirements. The Environmental Manager will ensure compliance with Hazardous Waste Program requirements (including hazardous waste handling, storage, manifesting, and disposal); implement the Environmental Protection Plan; ensure that all environmental permits are obtained, maintained, and closed out; ensure compliance with Storm Water Program Management requirements; ensure compliance with Hazardous Materials (storage, handling, and reporting) requirements; and coordinate any remediation of regulated substances (lead, asbestos, PCB transformers). This can be a collateral position; however the person in this position must be trained to adequately accomplish the following duties: ensure waste segregation and storage compatibility requirements are met; inspect and manage Satellite Accumulation areas; ensure only authorized personnel add wastes to containers; ensure all Contractor personnel are trained in 40 CFR requirements in accordance with their position requirements; coordinate removal of waste containers; and maintain the Environmental Records binder and required documentation, including environmental permits compliance and

close-out.

#### 1.5.5 Contractor 40 CFR Employee Training Records

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

#### 1.5.6 Contractor Environmental Management System (EMS) Requirements

The Contractor shall perform work under this contract consistent with the policy, objectives, and targets identified in Marine Corps Air Station Cherry Point's Environmental Management System (EMS). Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management and Marine Corps Order P5090.2A, Environmental Compliance and Protection Manual require that all Federal agencies implement, utilize, and maintain an EMS. The Contractor shall perform work in a manner that does not circumvent objectives and targets, environmental programs goals, and operational controls identified by the EMS. The Contractor is also required not to impede compliance with the provisions of Executive Order 13423. The work performed under this contract affects practices that have been identified as significant, and requires more stringent requirements to adhere to the objectives and targets identified for MCAS Cherry Point.

The Contractor shall assume liability for nonconformances and noncompliances resulting from the Contractor's activities and work with Air Station personnel to conduct corrective and preventive actions. The Contractor is responsible for ensuring that their employees receive applicable environmental training, along with any applicable environmental management systems training, and are knowledgeable of current regulatory required specific training for the type of work to be conducted on-site. The Contractor personnel and their subcontractor personnel shall have the appropriate education, training, and experience in order to perform the work specified under this contract. Upon contract award, the Contractor shall review the Contractor Environmental Training Binder and Training Presentation and sign the Contractor/Vendor Environmental Service Agreement. Training and Service Agreement Documents are located on-line at <http://www.marines.mil/unit/mcascherrypoint/Pages/EA/EA.aspx>

## PART 2 PRODUCTS

Not used.

## PART 3 EXECUTION

### 1.6 ENVIRONMENTAL PROTECTION PLAN

Prior to initiating any work on site, the Contractor will meet with the Contracting Officer to discuss the proposed Environmental Protection Plan and develop a mutual understanding relative to the details of environmental protection, including measures for protecting natural resources, required reports, and other measures to be taken. The Environmental Protection Plan will be submitted in the following format and will, at a minimum, address the following elements:

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

##### (1) General overview and purpose

- (2) General site information
- b. Protection of Natural Resources
  - (1) Land resources
  - (2) Tree protection
  - (3) Replacement of damaged landscape features
  - (4) Temporary construction
  - (5) Stream crossings
  - (6) Fish and wildlife resources
  - (7) Wetland areas
- c. Protection of Historical and Archaeological Resources
  - (1) Objectives
  - (2) Methods
- d. Storm Water Management and Control
  - (1) Ground cover
  - (2) Erodible soils
  - (3) Temporary measures
    - (a) Mechanical retardation and control of runoff
    - (b) Vegetation and mulch
- e. Protection of the Environment from Waste Derived from Contractor Operations
  - (1) Control and disposal of solid and sanitary waste
  - (2) Control and disposal of hazardous waste (Hazardous Waste Management Section)

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

- (a) Procedures to be employed to ensure a written waste determination is made for appropriate wastes which are to be generated;
- (b) Sampling/analysis plan;
- (c) Methods of hazardous waste accumulation/storage (i.e., in

tanks and/or containers);

(d) Management procedures for storage, labeling, transportation, and disposal of waste (treatment of waste is not allowed unless specifically noted);

(e) Management procedures and regulatory documentation ensuring disposal of hazardous waste complies with Land Disposal Restrictions (40 CFR 268);

(f) Management procedures for recyclable hazardous materials such as lead-acid batteries, used oil, and the like;

(g) Used oil management procedures in accordance with 40 CFR 279;

(h) Pollution prevention\hazardous waste minimization procedures;

(i) Plans for the disposal of hazardous waste by permitted facilities;

(j) Procedures to be employed to ensure all required employee training records are maintained.

f. Prevention of Releases to the Environment

(1) Procedures to prevent releases to the environment

(2) Notifications in the event of a release to the environment

g. Regulatory Notification and Permits

(1) List what notifications and permit applications must be made. Include copies of all applicable, environmental permits.

1.6.1 Environmental Protection Plan Review

Fourteen days after the environmental protection meeting, submit the proposed Environmental Protection Plan for further discussion, review, and approval. Commencement of work will not begin until the environmental protection plan has been approved.

1.6.2 Licenses and Permits

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

Where required by the State regulatory authority, the inspections and certifications will be provided through the services of a Professional Engineer (PE), registered in the State where the work is being performed.

1.7 PROTECTION OF NATURAL RESOURCES

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

### 1.7.1 Erosion and Sediment Control Measures

#### 1.7.1.1 Burnoff

Burnoff of the ground cover is not permitted.

#### 1.7.1.2 Protection of Erodible Soils

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

### 1.8 HISTORICAL AND ARCHAEOLOGICAL RESOURCES

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

### 1.9 SOLID WASTE MANAGEMENT PLAN and PERMIT

Provide to the contracting officer written notification of the quantity of solid waste/debris that is anticipated to be generated by construction. Include in the report the locations where various types of waste will be disposed or recycled. Include letters of acceptance or as applicable, submit one copy of a State local permit or license showing such agencies' 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. Include copies of the waste handling facilities' weight tickets, receipts, bills of sale, and other sales documentation. In lieu of sales documentation, the Contractor may submit a statement indicating the disposal location for the solid waste which is signed by an officer of the Contractor firm authorized to legally obligate or bind the firm. The sales documentation or Contractor certification will include the receiver's tax identification number and business, EPA or State registration number, along with the receiver's delivery and business addresses and telephone numbers. For each solid waste retained by the Contractor for his own use, the Contractor will submit on the solid waste disposal report the information previously described in this paragraph. Prices paid or received will not be reported to the Contracting Officer unless required by other provisions or specifications of this Contract or public law.

#### 1.9.2 Control and Disposal of Solid Wastes

Pick up solid wastes, and place in covered containers which are regularly emptied. Do not prepare or cook food on the project site. Prevent contamination of the site or other areas when handling and disposing of wastes. At project completion, leave the areas clean. Recycling is encouraged and can be coordinated with the Contracting Officer and the

activity recycling coordinator. Remove all solid waste (including non-hazardous debris) from Government property and dispose off-site at an approved landfill. Solid waste disposal off-site must comply with most stringent local, State, and Federal requirements including 40 CFR 241, 40 CFR 243, and 40 CFR 258.

#### 1.10 WASTE DETERMINATION DOCUMENTATION

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

##### 1.10.1 Contractor Hazardous Material Inventory Log

Submit the Contractor Hazardous Material Inventory Log (found at: <http://www.wbdg.org/ccb/NAVGRAPH/01575n.pdf>), which provides information required by (EPCRA Sections 312 and 313) along with corresponding Material Safety Data Sheets (MSDS) to the Contracting Officer at the start and at the end of construction (30 days from final acceptance), and update no later than January 31 of each calendar year during the life of the contract. Documentation for any spills/releases, environmental reports or off-site transfers may be requested by the Contracting Officer.

##### 1.10.2 Laboratory Analysis

Submit a copy of a Laboratory Analysis of solid waste and debris with the potential of becoming classified as a hazardous waste (i.e., abrasive/sand blasting debris, etc.). Waste stream determinations are required at the point of generation and must sufficiently document whether the waste will be a solid waste, hazardous waste, or Resource Conservation and Recovery Act (RCRA) exempt waste. Determinations must use EPA approved methods and provide written rationale for whether the waste is classified as hazardous or non-hazardous. The Contractor will bear the cost of the waste stream determinations, and the Contracting Officer reserves the right to request waste stream determinations on questionable waste streams.

#### 1.11 CONTRACTOR HAZARDOUS MATERIAL INVENTORY LOG

Submit the "Contractor Hazardous Material Inventory Log" (found at: <http://www.lantdiv.navfac.navy.mil/pls/lantdiv/docs/FOLDER/EICO/UFGS/GRAPHICS/01575.pdf>), which provides information required by (EPCRA Sections 312 and 313) along with corresponding Material Safety Data Sheets (MSDS) to the Contracting Officer at the start and at the end of construction (30 days from final acceptance), and update no later than January 31 of each calendar year during the life of the contract. Documentation for any spills/releases, environmental reports or off-site transfers may be requested by the Contracting Officer.

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

Manifest, pack, ship and dispose of hazardous or toxic waste and universal



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

#### 1.12 POLLUTION PREVENTION/HAZARDOUS WASTE MINIMIZATION

minimize the use of hazardous materials and the generation of hazardous waste. Include procedures for pollution prevention/ hazardous waste minimization in the Hazardous Waste Management Section of the Environmental Protection Plan. Consult with the activity Environmental Office for suggestions and to obtain a copy of the installation's pollution prevention/hazardous waste minimization plan for reference material when preparing this part of the plan. If no written plan exists, obtain information by contacting the Contracting Officer. Describe the types of the hazardous materials expected to be used in the construction when requesting information.

#### 1.13 WHM/HW MATERIALS PROHIBITION

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

#### 1.14 HAZARDOUS MATERIAL CONTROL

Include hazardous material control procedures in the Safety Plan. Address procedures and proper handling of hazardous materials, including the appropriate transportation requirements. Submit a MSDS and estimated quantities to be used for each hazardous material to the Contracting Officer prior to bringing the material on base. Typical materials requiring MSDS and quantity reporting include, but are not limited to, oil and latex based painting and caulking products, solvents, adhesives, aerosol, and petroleum products. At the end of the project, provide the Contracting Officer with 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. Ensure that hazardous materials are utilized in a manner that will minimize the amount of hazardous waste that is generated. Ensure that all containers of hazardous materials have NFPA labels or their equivalent. Keep copies of the MSDS for hazardous materials on site at all times and provide them to the Contracting Officer at the end of the project. Certify that all hazardous materials removed from the site are hazardous materials and do not meet the definition of hazardous waste per 40 CFR 261.

### 1.15 PETROLEUM PRODUCTS

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

#### 1.15.1 Oily and Hazardous Substances

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

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

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

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

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

- a. The Contractor has not begun spill cleanup procedure within one hour of spill discovery/occurrence, or
- b. If, in the government's judgment, the Contractor's spill

cleanup is not adequately abating life threatening situation and/or is a threat to any body of water or environmentally sensitive areas.

1.17 CONTROL AND DISPOSAL OF HAZARDOUS WASTES

1.17.1 Hazardous Waste/Debris Management

Identify all construction activities which will generate hazardous waste/debris. Provide a documented waste determination for all resultant waste streams. Hazardous waste/debris will be identified, labeled, handled, stored, and disposed of in accordance with all Federal, State, and local regulations including 40 CFR 261, 40 CFR 262, 40 CFR 263, 40 CFR 264, 40 CFR 265, 40 CFR 266, and 40 CFR 268. Hazardous waste will also be managed in accordance with the approved Hazardous Waste Management Section of the Environmental Protection Plan. Store hazardous wastes in approved containers in accordance with 49 CFR 173 and 49 CFR 178. Hazardous waste generated within the confines of Government facilities will be identified as being generated by the Government. Prior to removal of any hazardous waste from Government property, all hazardous waste manifests must be signed by activity personnel from the Station Environmental Office. No hazardous waste will be brought onto Government property. Provide to the Contracting Officer a copy of waste determination documentation for any solid waste streams that have any potential to be hazardous waste or contain any chemical constituents listed in 40 CFR 372-SUBPART D. For hazardous wastes spills, verbally notify the Contracting Officer immediately.

1.17.1.1 Regulated Waste Storage/Satellite Accumulation/90 Day Storage Areas

If the work requires the temporary storage/collection of regulated or hazardous wastes, the Contractor will request the establishment of a Regulated Waste Storage Area, a Satellite Accumulation Area, or a 90 Day Storage Area at the point of generation. The Contractor must submit a request in writing to the Contracting Officer providing the following information:

<u>Contract Number</u>	_____	<u>Contractor</u>	_____
<u>Haz/Waste or Regulated Waste POC</u>	_____	<u>Phone Number</u>	_____
<u>Type of Waste</u>	_____	<u>Source of Waste</u>	_____
<u>Emergency POC</u>	_____	<u>Phone Number</u>	_____

Location of the Site: \_\_\_\_\_  
(Attach Site Plan to the Request)

Attach a waste determination form. Allow ten working days for processing this request.

1.17.2 Class I ODS Prohibition

Class I ODS as defined and identified herein will not be used in the performance of this contract, nor be provided as part of the equipment. This prohibition will be considered to prevail over any other provision, specification, drawing, or referenced documents.

### 1.18 DUST CONTROL

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

#### 1.18.1 Dirt and Dust Control Plan

Submit truck and material haul routes along with a plan for controlling dirt, debris, and dust on base roadways. As a minimum, identify in the plan the subcontractor and equipment for cleaning along the haul route and measures to reduce dirt, dust, and debris from roadways.

### 1.19 ABRASIVE BLASTING

#### 1.19.1 Blasting Operations

The use of silica sand is prohibited in sandblasting.

Provide tarpaulin drop cloths and windscreens to enclose abrasive blasting operations to confine and collect dust, abrasive, agent, paint chips, and other debris

#### 1.19.2 Disposal Requirements

Submit analytical results of the debris generated from abrasive blasting operations per paragraph entitled Laboratory Analysis of this section. Hazardous waste generated from blasting operations will be managed in accordance with paragraph entitled "Hazardous Waste\Debris Management" of this section and with the approved HWMP.

### 1.20 NOISE

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

### 1.21 Soil

Soils encountered during project activities shall be managed per Air Station soil management polices in affect for the duration of the project. If soil is encountered during construction operations that may be contaminated (as indicated by odor, color, or unusual appearance) that was not previously indicated as contaminated, stop the portion of work immediately and notify the Contracting Officer immediately.

#### 1.21.1 Quarantine for Imported Fire Ants

Onslow, Jones, and Carteret Counties and portions of Duplin and Craven Counties have been declared a generally infested area by the United States Department of Agriculture (USDA) for the imported fire ant. Compliance with the quarantine regulations established by this authority as set forth is USDA Publication 301.81 of 31 December 1992, is required for operations

hereunder. Pertinent requirements of quarantine for materials originating on the Camp Lejeune reservation, the Marine Corps Air Station (Helicopter), New River and the Marine Corps Air Station, Cherry Point, which are to be transported outside Onslow County or adjacent suppression areas, include the following:

- a. Certification is required for the following articles and they shall not be moved from the reservation to any point outside Onslow County and adjacent designated areas unless accompanied by a valid inspection certificate issued by an Officer of the Plant Protection and Quarantine Program (PPQ) of the U.S. Department of Agriculture.
  - (1) Bulk soil
  - (2) Used Mechanized soil-moving equipment. (Used mechanized soil-moving equipment is exempt if cleaned of loose non compacted soil).
  - (3) Other products, articles, or means of conveyances, if it is determined by an inspector that they present a hazard of transporting spread of the imported fire ant and the person in possession thereof has been so notified.
- b. Authorization for movement of equipment outside the imported fire and regulated area shall be obtained from USDA, APHIS, PPQ, Attn: JB Perry, C/o NCSPA, 113 Arendell St. Room 216, Morehead City, NC 28557, telephone (252) 726-4358, fax (252) 726-5713. Requests for inspection shall be made sufficiently in advance of the date of movement to permit arrangement for the services of authorized inspectors. The equipment shall be prepared and assembled so that it may be readily inspected. Soil on or attached to equipment, supplies, and materials shall be removed by washing with water or such other means as necessary to accomplish complete removal. Resulting spoil shall be wasted as necessary and as directed.

-- End of Section --

SECTION 01 62 35

RECYCLED/RECOVERED/BIOBASED MATERIALS

05/13

PART 1 GENERAL

1.1 REFERENCES

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

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

40 CFR 247 Comprehensive Procurement Guideline for Products Containing Recovered Materials

48 CFR 23 Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace

1.2 OBJECTIVES

Government procurement policy is to acquire, in a cost effective manner, items containing the highest percentage of recycled, recovered and biobased materials practicable consistent with maintaining a satisfactory level of competition without adversely affecting performance requirements or exposing suppliers' employees to undue hazards from the recovered materials. The Environmental Protection Agency (EPA) and the United States Department of Agriculture (USDA) has designated certain items which must contain a specified percent range of recovered or recycled materials. EPA and USDA designated products specified in this contract comply with the stated policy and with the EPA and USDA guidelines. Make all reasonable efforts to use recycled, recovered and biobased materials in providing the EPA and USDA designated products and in otherwise utilizing recycled, recovered and biobased materials in the execution of the work.

1.3 SUBMITTALS

Government approval is required for all submittals. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Biobased Products

1.4 DESIGNATED ITEMS INCORPORATED IN THE WORK

Various sections of the specifications contain requirements for materials that have been designated by EPA and USDA as being products which are or can be made with recovered or recycled, recovered and biobased materials. These items, when incorporated into the work under this contract, shall contain at least the specified percentage of recycled or recovered materials or biobased unless adequate justification (non-availability) for

non-use is provided. When a designated item is specified as an option to a non-designated item, the designated item requirements apply only if the designated item is used in the work.

1.5 PROPOSED ITEMS INCORPORATED IN THE WORK

Products other than those designated by EPA and USDA are still being researched and are being considered for future Comprehensive Procurement Guideline (CPG) and USDA's Federal Procurement Preferences (FPP) designations. It is recommended that these items, when incorporated in the work under this contract, contain the highest practicable percentage of recycled, recovered and biobased materials, provided specified requirements are also met.

1.6 LISTED ITEMS USED IN CONDUCT OF THE WORK BUT NOT INCORPORATED IN THE WORK

Many products listed in 40 CFR 247 and 48 CFR 23 have been designated or proposed by EPA and USDA to include recycled, recovered and biobased materials that may be used by the Contractor in performing the work but will not be incorporated into the work. These products include office products, temporary traffic control products, and pallets. It is recommended that these non-construction products, when used in the conduct of the work, contain the highest practicable percentage of recycled, recovered and biobased materials and that these products be recycled when no longer needed.

1.7 BIOPREFERRED FPP

Utilize products and material made from biobased materials to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable specifications and standards.

Biobased products that are designated for preferred procurement under USDA's BioPreferred program must meet the required minimum biobased content. Refer to <http://www.biopreferred.gov/ProductCategories.aspx> for the product categories and <http://www.biopreferred.gov/bioPreferredCatalog/faces/jsp/catalogLanding.jsp> for the BioPreferred Catalog. Submit data for the biobased products to include biobased content and source of biobased material; indicating the name of the manufacturer, cost of each material, and the intended use of each of the materials that are to be used in carrying out the requirements of the contract.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 78 00

CLOSEOUT SUBMITTALS  
05/10

PART 1 GENERAL

1.1 SUBMITTALS

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

SD-10 Operation and Maintenance Data

Equipment/Product Warranty List

Submit Data Package 1 in accordance with Section 01 78 23  
OPERATION AND MAINTENANCE DATA.

SD-11 Closeout Submittals

As-Built Drawings

Record Of Materials

Equipment/Product Warranty Tag

Certification of EPA Designated Items

Form DD1354

Checklist for Form DD1354

1.2 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". The certification form shall include the following information: project name, project number, Contractor name, license number, Contractor address, and certification. The certification shall read as follows and shall be signed and dated by the Contractor. Each product used in the project that has a requirement or option of containing recycled content in accordance with Section 01 62 35 RECYCLED/RECOVERED MATERIALS shall be recorded, noting total price, total value of post-industrial recycled content, total value of post-consumer recycled content, total value of biobased content, exemptions (1, 2, 3, or 4, as indicated), and comments. Recycled and biobased content values may be determined by weight or volume percent, but must be consistent throughout.

1.3 PROJECT RECORD DOCUMENTS

1.3.1 As-Built Drawings

"NFAS 5252.236-9310, Record Drawings." The Contractor shall maintain at the job site two sets of full-size prints of the contract drawings, accurately marked in red with adequate dimensions, to show all variations



between the construction actually provided and that indicated or specified in the contract documents, including buried or concealed construction. Special attention shall be given to recording the horizontal and vertical location of all buried utilities that differ from the contract drawings. Existing utility lines and features revealed during the course of construction, shall also be accurately located and dimensioned. Variations in the interior utility systems shall be clearly defined and dimensioned; and coordinated with exterior utility connections at the building five-foot line, where applicable. Existing topographic features which differ from those shown on the contract drawings shall also be accurately located and recorded. Where a choice of materials or methods is permitted herein, or where variations in scope or character of methods is permitted herein, or where variations in scope or character of work from that of the original contract are authorized, the drawings shall be marked to define the construction actually provided. The representations of such changes shall conform to standard drafting practice and shall include such supplementary notes, legends, and details as necessary to clearly portray the as-built construction. These drawings shall be available for review by the Contracting Officer at all times. Upon completion of the work, both sets of the marked up prints shall be certified as correct, signed by the Contractor, and delivered to the Contracting Officer for his approval before acceptance. Requests for partial payments will not be approved if the marked prints are not kept current, and request for final payment will not be approved until the marked prints are delivered to the Contracting Officer.

1.3.2 As-Built Record of Materials

Furnish a record of materials.

Where several manufacturers' brands, types, or classes of the item listed have been used in the project, designate specific areas where each item was used. Designations shall be keyed to the areas and spaces depicted on the contract drawing. Furnish the record of materials used in the following format:

MATERIALS DESIGNATION	SPECIFICATION	MANUFACTURER	MATERIALS USED (MANUFACTURER'S DESIGNATION)	WHERE USED
Belt	_____	_____	_____	_____
_____	_____	_____	_____	_____

1.4 EQUIPMENT/PRODUCT WARRANTIES

1.4.1 Equipment/Product Warranty List

Furnish to the Contracting Officer a bound and indexed notebook containing written warranties for equipment/products furnished under the contract, and prepare a complete listing of such equipment/products. The equipment/products list shall state the specification section applicable to the equipment/product, duration of the warranty therefore, start date of the warranty, ending date of the warranty, and the point of contact for fulfillment of the warranty. The warranty period shall begin on the same date as project acceptance and shall continue for the full product warranty period. Execute the full list and deliver to the Contracting Officer prior to final acceptance of the facility.

1.4.2 Equipment Warranty Tags and Guarantor's Local Representative

Furnish with each warranty the name, address, and telephone number of the guarantor's representative nearest to the location where the equipment and appliances are installed. The guarantor's representative, upon request of the station representative, shall honor the warranty during the warranty period, and shall provide the services prescribed by the terms of the warranty. At the time of installation, tag each item of warranted equipment with a durable, oil- and water-resistant tag approved by the Contracting Officer. Attach tag with copper wire and spray with a clear silicone waterproof coating. Leave the date of acceptance and QC's signature blank until project is accepted for beneficial occupancy. Tag shall show the following information:

EQUIPMENT/PRODUCT WARRANTY TAG

Type of Equipment/Product \_\_\_\_\_  
Warranty Period \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Contract No. \_\_\_\_\_  
Inspector's Signature \_\_\_\_\_ Date Accepted \_\_\_\_\_

Construction Contractor:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Warranty Contact: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

STATION PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE

1.5 CLEANUP

Leave premises "broom clean." 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. 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.

1.6 REAL PROPERTY RECORD

Near the completion of Project, but a minimum of 60 days prior to final acceptance of the work, complete, update draft attached to this section, and submit an accounting of all installed property on Form DD1354 "Transfer and Acceptance of Military Real Property." Contact the Contracting Officer for any project specific information necessary to complete 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 Government-Furnished and Contractor-Furnished/Contractor Installed items. Attach this list to the updated DD Form 1354. Instructions for completing the form and a blank

checklist (fill-able) in ADOBE (PDF) may be obtained at the following web site:

<http://www.hnd.usace.army.mil/techinfo/UFC/UFC1-300-08/UFC1-300-08.pdf>  
See Appendix D of this pdf for the checklist.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

## SECTION 01 78 23

## OPERATION AND MAINTENANCE DATA

07/06

## PART 1 GENERAL

## 1.1 REFERENCES

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

## ASTM INTERNATIONAL (ASTM)

ASTM E1971 (2005; R 2011) Stewardship for the Cleaning of Commercial and Institutional Buildings

## 1.2 SUBMISSION OF OPERATION AND MAINTENANCE DATA

Submit Operation and Maintenance (O&M) Data specifically applicable to this contract and a complete and concise depiction of the provided equipment, product, or system, stressing and enhancing the importance of system interactions, troubleshooting, and long-term preventative maintenance and operation. The subcontractors must compile and prepare data and deliver to the Contractor prior to the training of Government personnel. The Contractor must compile and prepare aggregate O&M data including clarifying and updating the original sequences of operation to as-built conditions. Organize and present information in sufficient detail to clearly explain O&M requirements at the system, equipment, component, and subassembly level. Include an index preceding each submittal. Submit in accordance with this section and Section 01 33 00 SUBMITTAL PROCEDURES.

## 1.2.1 Package Quality

Documents must be fully legible. Poor quality copies and material with hole punches obliterating the text or drawings will not be accepted.

## 1.2.2 Package Content

Data package content shall be as shown in the paragraph titled "Schedule of Operation and Maintenance Data Packages." Comply with the data package requirements specified in the individual technical sections, including the content of the packages and addressing each product, component, and system designated for data package submission, except as follows.

## 1.2.3 Changes to Submittals

Manufacturer-originated changes or revisions to submitted data must be furnished by the Contractor if a component of an item is so affected subsequent to acceptance of the O&M Data. Submit changes, additions, or revisions required by the Contracting Officer for final acceptance of submitted data within 30 calendar days of the notification of this change requirement.

### 1.3 TYPES OF INFORMATION REQUIRED IN O&M DATA PACKAGES

#### 1.3.1 Operating Instructions

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

##### 1.3.1.1 Safety Precautions

List personnel hazards and equipment or product safety precautions for all operating conditions.

##### 1.3.1.2 Operator Prestart

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

##### 1.3.1.3 Startup, Shutdown, and Post-Shutdown Procedures

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

##### 1.3.1.4 Normal Operations

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

##### 1.3.1.5 Emergency Operations

Include Emergency Procedures for equipment malfunctions to permit a short period of continued operation or to shut down the equipment to prevent further damage to systems and equipment. Include Emergency Shutdown Instructions for fire, explosion, spills, or other foreseeable contingencies. Provide guidance and procedures for emergency operation of all utility systems including required valve positions, valve locations and zones or portions of systems controlled.

##### 1.3.1.6 Operator Service Requirements

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

##### 1.3.1.7 Environmental Conditions

Include a list of Environmental Conditions (temperature, humidity, and other relevant data) that are best suited for the operation of each product, component or system. Describe conditions under which the item equipment should not be allowed to run.

#### 1.3.2 Preventive Maintenance

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

#### 1.3.2.1 Lubrication Data

Include preventative maintenance lubrication data, in addition to instructions for lubrication provided under paragraph titled "Operator Service Requirements":

- a. A table showing recommended lubricants for specific temperature ranges and applications.
- b. Charts with a schematic diagram of the equipment showing lubrication points, recommended types and grades of lubricants, and capacities.
- c. A Lubrication Schedule showing service interval frequency.

#### 1.3.2.2 Preventive Maintenance Plan and Schedule

Include manufacturer's schedule for routine preventive maintenance, inspections, tests and adjustments required to ensure proper and economical operation and to minimize corrective maintenance. Provide manufacturer's projection of preventive maintenance work-hours on a daily, weekly, monthly, and annual basis including craft requirements by type of craft. For periodic calibrations, provide manufacturer's specified frequency and procedures for each separate operation.

#### 1.3.2.3 Cleaning Recommendations

Provide environmentally preferable cleaning recommendations in accordance with ASTM E1971.

#### 1.3.3 Corrective Maintenance (Repair)

Include manufacturer's recommended procedures and instructions for correcting problems and making repairs for the installed model and features of each system. Include potential environmental and indoor air quality impacts of recommended maintenance procedures and materials.

##### 1.3.3.1 Troubleshooting Guides and Diagnostic Techniques

Include step-by-step procedures to promptly isolate the cause of typical malfunctions. Describe clearly why the checkout is performed and what conditions are to be sought. Identify tests or inspections and test equipment required to determine whether parts and equipment may be reused or require replacement.

##### 1.3.3.2 Wiring Diagrams and Control Diagrams

Wiring diagrams and control diagrams shall be point-to-point drawings of wiring and control circuits including factory-field interfaces. Provide a complete and accurate depiction of the actual job specific wiring and control work. On diagrams, number electrical and electronic wiring and pneumatic control tubing and the terminals for each type, identically to actual installation configuration and numbering.

##### 1.3.3.3 Maintenance and Repair Procedures

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

#### 1.3.3.4 Removal and Replacement Instructions

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

#### 1.3.3.5 Spare Parts and Supply Lists

Include lists of spare parts and supplies required for maintenance and repair to ensure continued service or operation without unreasonable delays. Special consideration is required for facilities at remote locations. List spare parts and supplies that have a long lead-time to obtain.

#### 1.3.4 Corrective Maintenance Work-Hours

Include manufacturer's projection of corrective maintenance work-hours including requirements by type of craft. Corrective maintenance that requires completion or participation of the equipment manufacturer shall be identified and tabulated separately.

#### 1.3.5 Appendices

Provide information required below and information not specified in the preceding paragraphs but pertinent to the maintenance or operation of the product or equipment. Include the following:

##### 1.3.5.1 Product Submittal Data

Provide a copy of all SD-03 Product Data submittals required in the applicable technical sections.

##### 1.3.5.2 Manufacturer's Instructions

Provide a copy of all SD-08 Manufacturer's Instructions submittals required in the applicable technical sections.

##### 1.3.5.3 O&M Submittal Data

Provide a copy of all SD-10 Operation and Maintenance Data submittals required in the applicable technical sections.

##### 1.3.5.4 Parts Identification

Provide identification and coverage for all parts of each component, assembly, subassembly, and accessory of the end items subject to replacement. Include special hardware requirements, such as requirement to use high-strength bolts and nuts. Identify parts by make, model, serial number, and source of supply to allow reordering without further identification. Provide clear and legible illustrations, drawings, and exploded views to enable easy identification of the items. When illustrations omit the part numbers and description, both the illustrations and separate listing shall show the index, reference, or key number that will cross-reference the illustrated part to the listed part. Parts shown in the listings shall be grouped by components, assemblies, and subassemblies in accordance with the manufacturer's standard practice. Parts data may cover more than one model or series of equipment,

components, assemblies, subassemblies, attachments, or accessories, such as typically shown in a master parts catalog

#### 1.3.5.5 Warranty Information

List and explain the various warranties and clearly identify the servicing and technical precautions prescribed by the manufacturers or contract documents in order to keep warranties in force. Include warranty information for primary components such as the compressor of air conditioning system.

#### 1.3.5.6 Personnel Training Requirements

Provide information available from the manufacturers that is needed for use in training designated personnel to properly operate and maintain the equipment and systems.

#### 1.3.5.7 Testing Equipment and Special Tool Information

Include information on test equipment required to perform specified tests and on special tools needed for the operation, maintenance, and repair of components.

#### 1.3.5.8 Testing and Performance Data

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

#### 1.3.5.9 Contractor Information

Provide a list that includes the name, address, and telephone number of the General Contractor and each Subcontractor who installed the product or equipment, or system. For each item, also provide the name address and telephone number of the manufacturer's representative and service organization that can provide replacements most convenient to the project site. Provide the name, address, and telephone number of the product, equipment, and system manufacturers.

### 1.4 SCHEDULE OF OPERATION AND MAINTENANCE DATA PACKAGES

Furnish the O&M data packages specified in individual technical sections. The required information for each O&M data package is as follows:

#### 1.4.1 Data Package 1

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



PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

DOCUMENT 01 90 00

SCOPE OF WORK

05/10

PART 1 PROJECT REQUIEMENTS

1.1 PROJECT DESCRIPTION: This project includes the replacement of "G" Conveyor belt and other components in which is needed to operate the conveyor in a productive and safe manner.

1.2 GENERAL CONTRACT REQUIREMENT:

a. The contractor is responsible for an on-site inspection of the work area to insure a full understanding of this scope of work and to verify work required. Installation of "G" Conveyor components shall start on 1 June 2015 and be completed by 1 August 2015. Work includes providing all labor, supervision, tools, equipment, materials, and transportation needed for the completion of the project. The Contractor shall provide equipment submittals to the Contracting Officer for Facilities Engineering approval prior to ordering new equipment.

b. Phased Construction Schedule:

PHASE 1:

1. Mobilize.

2. Provide submittals for government approval for the following items in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

- a. Conveyor Belt
- b. Bearings and Bearing Shims
- c. Hazardous Location Belt Misalignment Switches
- d. Sprockets
- e. Pitch Roller Chain
- f. Conveyor Motor
- g. Level Indicator
- h. Chain Guard
- i. Frame Drive

3. Order Materials.

4. Request 30 days in advance for boiler personnel to secure conveyor "G".

5. Provide and erect all required safety barriers needed to keep unauthorized personnel out of the work area.

PHASE 2:

1. Perform all safety lockout/tagout procedures prior to starting any component replacement.

2. Locate existing conveyor belt and all components to be replaced.

3. Remove metal covers protecting conveyor belt.
4. Replace conveyor belt.
5. Replace (10) bearings and (8) bearing shims.
6. Replace (4) belt misalignment switches with hazardous location belt misalignment switches.
7. Replace (2) sprockets and a pitch roller chain.
8. Replace Conveyor "G" 20 HP motor.
9. Replace level indicator, chain guard and 20 HP frame drive.
10. Perform load test of conveyor system and make any required adjustments.
11. Perform general clean-up. Install existing metal covers over new conveyor belt.

1.3 SPECIFIC CONTRACT REQUIREMENTS:

a. Demolition:

- (1) Remove all metal covers protecting the existing conveyor belt and components. Store for reuse.
- (2) Remove all existing components listed in Phase 2 of the Phased Construction Schedule. All components removed becomes the property of the contractor and shall be disposed properly off base.

b. Components:

(1) Conveyor Belt:

(a) Install new conveyor belt to match the existing belt (approximately 24 inches wide x 655 ft long 3 ply belt). The belt shall be connected using a vulcanizing seam process to provide a smooth and complete seam that will withstand the belts constant use and changes in direction and to prevent stretching and tearing.

(2) Bearings and Bearing Shims:

(b) Install (6) 2-15/16" bearings, (2) 3-15/16" bearings, and (2) 3-7/16" bearings. Install(6) 2-15/16" bearing shims and (2) bearing shims.

(3) Hazardous Location Belt Misalignment Switches:

(c) Install (8) hazardous location belt misalignment switches.

(4) Sprockets:

(d) Install (1) RC140-T8 sprocket and (1) RC140-54T sprocket.

(5) Pitch Roller Chain:

(e) Install a RC140 (1-3/4") Pitch Roller 11' - 8" long chain.

(6) 20 HP Motor:

(f) Install a new Marathon three phase, 460 Volts, 20 HP motor at the top of conveyor "G".

(7) Level Indicator, Chain Guard and 20 HP Frame Drive:

(g) Install a new level indicator, a new oil tight chain guard and a new 20 HP 256T frame drive on "G" Conveyor.

c. Reference Drawings:

(1) Reference Drawings MC-261-GA-7A through MC-261-GA-7G for description and part numbers of components to be replaced on "G" Conveyor. The drawings provided for this project are diagrammatic for clearness and legibility and although size and locations are shown to scale where possible, the contractor will make use of all information including manufacturers data and supplemental submittals and verify requirements at the site. It is not intended that the drawings fully indicate all requirements of the work and the contractor shall furnish such additional labor and material as may reasonably be required to complete the construction as shown. The Contractor is responsible for an on-site visit to inspect the work area and examine all conditions affecting the work. All dimensions are the responsibility of the contractor for verification. Adjustments that may be required will be the responsibility of this contractor and will be made with the consultation and direction of the Contracting Officer.

c. Verification:

(1) The contractor shall verify the following before leaving the work site:

(a) Load test the newly installed conveyor belt and adjust the belt under load to ensure that the belt will track with proper clearances in both directions. Install stored metal coverings over new conveyor belt after load test is completed.

1.4 POTENTIAL SOURCE:

DETROIT STOKER COMPANY  
1510 E 1ST STREET  
MONROE, MN 48161-1915  
1(734)-241-5018

-- End of Section --