Naval Facilities Engineering Systems Command
NAVFAC MID-ATLANTIC

eProjects No: 1234567

SPECIFICATIONS

Northwest WWTP Clarifer #2 Repairs

at the

Northwest Annex, Chesapeake, VA

DESIGNED BY:
NAVFAC MID-ATLANTIC
Facilities Engineering and Acquisition Division
Public Works Department
Norfolk, Virginia

PREPARED BY:

Design Manager:	Jeremy Jones (JB), PE
Civil:	Jeremy Jones (JB), PE
Electrical / Telecom	Mark Godfrey, PE

Date: Click or tap to enter a date.

APPROVED BY:
Project Management & Engineering Director: John C. Miller, P.E.
Design Director: James M. Smith, R.A.

For Commander, NAVFAC MID-ATLANTIC:

Date:

PROJECT TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

01 11 00	02/24	SUMMARY OF WORK
01 14 00	11/22	WORK RESTRICTIONS
01 20 00	11/20, CHG 2: 08/21	PRICE AND PAYMENT PROCEDURES
01 30 00	11/20, CHG 2: 05/22	ADMINISTRATIVE REQUIREMENTS
01 31 23.13 20	05/17, CHG 7: 11/21	ELECTRONIC CONSTRUCTION AND FACILITY SUPPORT CONTRACT MANAGEMENT SYSTEM
01 32 17.00 20	05/18, CHG 3: 08/20	COST-LOADED NETWORK ANALYSIS SCHEDULES (NAS)
01 33 00	08/18, CHG 4: 02/21	SUBMITTAL PROCEDURES
01 35 26	11/20, CHG 3: 02/22	GOVERNMENTAL SAFETY REQUIREMENTS
01 42 00	05/24	SOURCES FOR REFERENCE PUBLICATIONS
01 45 00.00 20	11/11, CHG 8: 02/21	QUALITY CONTROL
01 50 00	11/20, CHG 3: 08/24	TEMPORARY CONSTRUCTION FACILITIES AND CONTROLS
01 57 19	08/22	TEMPORARY ENVIRONMENTAL CONTROLS
01 74 19	02/19, CHG 3: 11/21	CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL
01 78 00	05/19, CHG 1: 08/21	CLOSEOUT SUBMITTALS
01 78 23	05/23	OPERATION AND MAINTENANCE DATA

-- End of Project Table of Contents --

SECTION 01 11 00

SUMMARY OF WORK
02/24

PART 1 GENERAL

1.1 SUBMITTALS

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

SD-01 Preconstruction Submittals

Salvage Plan; G

1.2 WORK COVERED BY CONTRACT DOCUMENTS

1.2.1 Project Description

The work includes replacing the rotating scum trough, skimmer wiper, effluent drop box, and all associated fastener hardware and gaskets. Additionally, the contractor shall blast and paint all rotary structures, weirs, and internal metal surfaces of the clarifier, as well as the topside bridge catwalk and grating. The required coating is a two-part polyamide epoxy (similar to TNEMEC 1611) applied at a minimum of 4 mils Dry Film Thickness (DFT). Mechanical upgrades include replacing the existing topside gearbox and drive unit located on the bridge catwalk. Finally, the contractor shall provide and install a NEMA 4X control panel at the clarifier structure wall to operate the drive unit, enabling power isolation downstream of the motor control center (MCC) located inside Building 240. The work encompasses all miscellaneous conduit routing and mounting hardware required for the new panel and motor. and incidental related work.

1.2.2 Location

The work is located at the Northwest Annex, Chesapeake, VA, approximately as indicated. The exact location will be shown by the Contracting Officer.

1.3 OCCUPANCY OF PREMISES

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

Before work is started, 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.

1.4 LOCATION OF UNDERGROUND UTILITIES

Obtain digging permits prior to start of excavation, and comply with Installation requirements for locating and marking underground utilities. Contact local utility locating service a minimum of 48 hours prior to excavating, to mark utilities, and within sufficient time required if work occurs on a Monday or after a Holiday. Verify existing utility locations indicated on contract drawings, within area of work.

Identify and mark all other utilities not managed and located by the local utility companies. Scan the construction site with Ground Penetrating Radar (GPR), electromagnetic, or sonic equipment, and mark the surface of the ground or paved surface where existing underground utilities are discovered. Verify the elevations of existing piping, utilities,and any type of underground or encased obstruction not indicated, or specified to be removed, that is indicated or discovered during scanning, in locations to be traversed by piping, ducts, and other work to be conducted or installed. Verify elevations before installing new work closer than nearest manhole or other structure at which an adjustment in grade can be made.

1.4.1 Notification Prior to Excavation

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

1.5 NAVY AND MARINE CORPS INTRANET (NMCI) COORDINATION REQUIREMENTS

1.5.1 NMCI Contractor Access

Allow the NMCI Contractor access to the facility towards the end of construction (finishes 90 percent complete, rough-in 100 percent complete, Inside Plant (ISP)/Outside Plant (OSP) infrastructure in place) to provide equipment in the telecommunications rooms and make final connections. Coordinate efforts with the NMCI Contractor to facilitate joint use of building spaces during the final phases of construction. After the Contracting Officer has facilitated coordination meetings between the two contractors, within one week, incorporate the effort of additional coordination with the NMCI Contractor into the construction schedule to demonstrate a plan for maintaining the contract duration.

1.6 SALVAGE MATERIAL AND EQUIPMENT

Items designated by the Contracting Officer to be salvaged remain the property of the Government. Segregate, itemize, deliver and off-load the salvaged property at the storage area located within 2 miles of the construction site.

Provide a salvage plan, listing material and equipment to be salvaged, and their storage location. Maintain property control records for material or equipment designated as salvage. Provide a system for property control in the salvage plan. Store and protect salvaged materials and equipment until disposition by the Contracting Officer.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 14 00

WORK RESTRICTIONS
11/22

PART 1 GENERAL

1.1 SUBMITTALS

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

SD-01 Preconstruction Submittals

List of Contact Personnel

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 appropriate personal protective equipment (PPE) in designated areas. Do not enter any restricted areas unless required to do so and until cleared for such entry. Ensure all Contractor equipment, include delivery vehicles, are clearly identified with their company name.

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 Additional Personnel Requirements

1.2.1.3 Installation Access

Obtain access to Navy installations through participation in the Defense Biometrics Identification System (DBIDS). Requirements for Contractor employee registration, and transition for employees currently under Navy Commercial Access Control System (NCACS), are available at https://www.cnic.navy.mil/Operations-and-Management/Base-Support/DBIDS/. No fees are associated with obtaining a DBIDS credential.

Participation in the DBIDS is not mandatory, and Contractor personnel may apply for One-Day Passes at the Base Visitor Control Office to access an installation.

1.2.1.3.1 Registration for DBIDS

Registration for DBIDS is available at https://www.cnic.navy.mil/Operations-and-Management/Base-Support/DBIDS/. Procedure includes:

a. Present a letter or official award document (i.e. DD Form 1155 or SF 1442) from the Contracting Officer, that provides the purpose for access, to the base Visitor Control Center representative.

b. Present valid identification, such as a passport or Real ID Act-compliant state driver's license.

c. Provide completed SECNAV FORM 5512/1 to the base Visitor Control Center representative to obtain a background check. This form is available for download at https://www.cnic.navy.mil/Operations-and-Management/Base-Support/DBIDS/.

d. Upon successful completion of the background check, the Government will complete the DBIDS enrollment process, which includes Contractor employee photo, fingerprints, base restriction and several other assessments.

e. Upon successful completion of the enrollment process, the Contractor employee will be issued a DBIDS credential, and will be allowed to proceed to worksite.

1.2.1.3.2 DBIDS Eligibility Requirements

Throughout the length of the contract, the Contractor employee must continue to meet background screen standards. Periodic background screenings are conducted to verify continued DBIDS participation and installation access privileges. DBIDS access privileges will be immediately suspended or revoked if at any time a Contractor employee becomes ineligible.

An adjudication process may be initiated when a background screen failure results in disqualification from participation in the DBIDS, and Contractor employee does not agree with the reason for disqualification. The Government is the final authority.

1.2.1.3.3 DBIDS Notification Requirements

a. Immediately report instances of lost or stolen badges to the Contracting Officer.

b. Immediately collect DBIDS credentials and notify the Contracting Officer in writing under the following circumstances:

(1) An employee has departed the company without having properly returned or surrendered their DBIDS credentials.

(2) There is a reasonable basis to conclude that an employee, or former employee, might pose a risk, compromise, or threat to the safety or security of the Installation or anyone therein.

1.2.1.3.4 One-Day Passes

Personnel applying for One-Day passes at the Base Visitor Control Office are subject to daily mandatory vehicle inspection, and will have limited access to the installation. The Government is not responsible for any cost or lost time associated with obtaining daily passes or added vehicle inspections incurred by non-participants in the DBIDS.

1.2.1.4 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 will consist of an 8 1/2 hour period , between 7 a.m. and 3:30 p.m., 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 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 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, compressed air, and steam are considered utility cutovers pursuant to the paragraph WORK OUTSIDE REGULAR HOURS.

1.3 SECURITY REQUIREMENTS

[1.3.1 Naval Security Group Activity (NSGA), Northwest, Chesapeake, VA

a. All Contractor personnel and vehicles must report to Truck Control upon initial visit. All Contractors working at NSGA Northwest must have activity badges. The Contractor must inform the Truck Control of the expected duration of the contract and its location. Truck Control hours are 6:00 a.m. to 5:00 p.m., Monday through Friday. Contractors required to work past 5:00 p.m. must notify Truck Control in person or by telephone at 421-8383, no later than 2:00 p.m. of that day. Contractors required to work weekends, or on Government holidays, must notify Truck Control no later than 11:30 a.m. the preceding normal workday.

b. The pass/ID clerk will issue an identification badge upon completion of part A of the activity pass application form. This outlines proper procedures and instructions to be followed when issuing activity badges

and vehicle passes to Contractors. The following procedures apply:

(1) Contractors must submit to the Security Office via the Contracting Officer, an access list of all personnel who will be working on the contract job. The Contractor must present a valid picture ID that the pass clerk can compare against the access list.

(2) A blue activity pass with photo will be issued for no longer than one year and no less than thirty days, corresponding with the length of time listed on the access list. Activity passes without photo will be issued to Contractors who will be at the job site for less than twenty-nine days. Contractors who will be at the job site for less than five days are required to check in and out through Truck Control daily, between the hours of 6:00 a.m. and 5:00 p.m. A Department of Defense decal with a black NSGA decal will be issued to the Contractor vehicles that will be utilized on-site for over ninety days. This will be verified by the company or the designated on-site supervisor. All privately owned vehicles and company vehicles used on-site less than ninety days will be issued temporary passes, renewable as required,

(3) Renewal of activity/vehicle passes, or decals will be done after verifying applicant against a valid access list.

(4) Replacement of a lost or stolen pass will be granted after the applicant completes a signed statement outlining the circumstances. The applicant will be verified against a valid access list.

c. All vehicle operators must have a valid state driver's license. All Contractor vehicles must meet the state law requirements of the state in which it is registered.

d. All Contractors will be issued a badge/pass and it must be returned to Truck Control upon completion of the contract.

e. Any construction materials being removed from the NSGA Northwest base must be accompanied by a property pass signed with an original authorized signature.

]PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 20 00

PRICE AND PAYMENT PROCEDURES
11/20, CHG 2: 08/21

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	(2021) Engineering and Design -- Construction Equipment Ownership and Operating Expense Schedule

1.2 SUBMITTALS

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

SD-01 Preconstruction Submittals

Earned Value Report; G

1.3 EARNED VALUE REPORT

1.3.1 Data Required

This Contract requires the use of a cost-loaded Network Analysis Schedule (NAS). Schedule of Prices must not be used with cost-loaded Network Analysis Schedule (NAS). Use Earned Value Report derived from cost-loaded NAS. Provide a detailed breakdown of the Contract price, giving quantities for each of the various kinds of work, unit prices and extended prices. Contractor overhead and profit including salaries for field office personnel, if applicable, must be proportionately spread over all pay items and not included as individual pay items.

1.3.2 Payment Schedule Instructions

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

Additionally, the Earned Value Report must be separated as follows:

a. Primary Facilities Cost Breakdown:

Defined as work on the primary facilities out to the 5 foot line. Work out to the 5 foot line includes construction encompassed within a theoretical line 5 foot from the face of exterior walls and includes attendant construction, such as pad mounted HVAC cooling equipment, cooling towers, and transformers placed beyond the 5 foot line.

b. Supporting Facilities Cost Breakdown:

Defined as site work, including incidental work, outside 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, base equipment use rates upon the applicable provisions of the EP 1110-1-8.

1.5 CONTRACTOR'S INVOICE AND CONTRACT PERFORMANCE STATEMENT

1.5.1 Content of Invoice

Requests for payment will be processed in accordance with the Contract Clause FAR 52.232-27 Prompt Payment for Construction Contracts and FAR 52.232-5 Payments Under Fixed-Price Construction Contracts. Invoices not completed in accordance with contract requirements will be returned to the Contractor for correction of the deficiencies. The requests for payment shall include the documents listed below.

a. The Contractor's invoice, on NAVFAC Form 7300/30 furnished by the Government, showing in summary form, the basis for arriving at the amount of the invoice. Form 7300/30 must include certification by Quality Control (QC) Manager as required by the Contract.

b. The Earned Value Report from the cost-loaded NAS.

c. Contractor's Monthly Estimate for Voucher and Contractors Certification (NAVFAC Form 4330) with Subcontractor and supplier payment certification. Other documents, including but not limited to, that need to be received prior to processing payment include the following submittals as required. These items are still required monthly even when a pay voucher is not submitted.

d. Monthly Work-hour report.

e. Updated Construction Progress Schedule and tabular reports required by the contract.

f. Contractor Safety Self Evaluation Checklist.

g. Updated submittal register.

h. Solid Waste Disposal Report.

i. Certified payrolls.

j. Updated testing logs.

k. Other supporting documents as requested.

1.5.2 Submission of Invoices

If DFARS Clause 252.232-7006 Wide Area WorkFlow Payment Instructions is

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

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

1.5.3 Final Invoice

a. A final invoice must be accompanied by the certification required by DFARS 252.247.7023 Transportation of Supplies by Sea, and the Contractor's Final Release. If the Contractor is incorporated, the Final Release must contain the corporate seal. An officer of the corporation must sign and the corporate secretary must certify the Final Release.

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

c. Final invoices not accompanied by the Contractor's Final Release and required certification of Transportation of Supplies by Sea will be considered incomplete and will be returned to the Contractor.

1.6 PAYMENTS TO THE CONTRACTOR

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

1.6.1 Obligation of Government Payments

The obligation of the Government to make payments required under the provisions of this Contract will, at the discretion of the Contracting Officer, be subject to reductions and suspensions permitted under the FAR and agency regulations including the following in accordance with FAR 32.103 Progress Payments Under Construction Contracts:

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 maintain accurate "as-built" or record drawings in accordance with FAR 52.236.21.

1.6.2 Payment for Onsite and Offsite Materials

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

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

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

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

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

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

f. Materials to be considered for progress payments prior to installation must be stored either in Hawaii, Guam, Puerto Rico, or the Continental United States. Other locations are subject to written approval by the Contracting Officer.

g. Materials in transit to the job site or storage site are not acceptable for payment.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS
11/20, CHG 2: 05/22

PART 1 GENERAL

1.1 REFERENCES

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

U.S. ARMY CORPS OF ENGINEERS (USACE)

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

1.2 SUBMITTALS

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

SD-01 Preconstruction Submittals

View Location Map

Progress and Completion Pictures

1.3 VIEW LOCATION MAP

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

1.4 PROGRESS AND COMPLETION PICTURES

Photographically document site conditions prior to start of construction operations. Provide monthly, and within one month of the completion of work, digital photographs, 1600x1200x24 bit true color minimum resolution in JPEG file format showing the sequence and progress of work. Take a minimum of 20 digital photographs each week throughout the entire project from a minimum of ten different viewpoints selected by the Contractor unless otherwise directed by the Contracting Officer. Submit with the monthly invoice two sets of digital photographs, each set on a separate compact disc (CD) or data versatile disc (DVD), cumulative of all photos to date. Indicate photographs demonstrating environmental procedures. Provide photographs for each month in a separate monthly directory and name each file to indicate its location on the view location sketch. Also provide the view location sketch on the CD or DVD as a digital file. Include a date designator in file names. Photographs provided are for unrestricted use by the Government.

1.5 MINIMUM INSURANCE REQUIREMENTS

Provide the minimum insurance coverage required by FAR 28.307-2 Liability,

during the entire period of performance under this contract. Provide other insurance coverage as required by VAlaw.

1.6 SUPERVISION

1.6.1 Superintendent Qualifications

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

1.6.2 Minimum Communication Requirements

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

1.6.3 Duties

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

1.6.4 Non-Compliance Actions

The Project Superintendent is subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to ensure timely completion. Furthermore, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders is acceptable as the subject of claim for extension of time for excess costs or damages by the Contractor.

1.7 PRECONSTRUCTION MEETING

Immediately after award, prior to commencing any work at the site, coordinate with the Contracting Officer a time and place to meet for the Preconstruction Meeting. The meeting must take place within 35 calendar days after award of the contract, but prior to commencement of any work at the site. The purpose of this meeting is to discuss and develop a mutual understanding of the administrative requirements of the Contract including but not limited to: daily reporting, invoicing, value engineering, safety, base-access, outage requests, hot work permits, schedule requirements,

quality control, schedule of prices or earned value report, shop drawings, submittals, cybersecurity, prosecution of the work, government acceptance, final inspections and contract close-out. Contractor must present and discuss their basic approach to scheduling the construction work and any required phasing.

1.7.1 Attendees

Contractor attendees must include the Project Manager, Superintendent, Site Safety and Health Officer (SSHO), Quality Control Manager and major subcontractors.

1.8 FACILITY TURNOVER PLANNING MEETINGS (Red Zone Meetings)

Meet with the Government to identify strategies to ensure the project is carried to expeditious closure and turnover to the Client. Start planning the turnover process at the Pre-Construction Conference meeting with a discussion of the Red Zone process and convene at regularly scheduled NRZ Meetings beginning at approximately 75 percent of project completion. Include the following in the facility Turnover effort:

1.8.1 Red Zone Checklist

a. Contracting Officer's Technical Representative (COTR) will provide the Contractor a copy of the Red Zone Checklist template.

b. Prior to 75 percent completion, modify the Red Zone Checklist template by adding or deleting critical activities applicable to the project and assign planned completion dates for each activity. Submit the modified Red Zone Checklist to the Contracting Officer. The Contracting Officer may request additional activities be added to the Red Zone Checklist at any time as necessary.

1.8.2 Meetings

a. Conduct regular Red Zone Meetings beginning at approximately 75 percent project completion, or three to six months prior to Beneficial Occupancy Date (BOD), whichever comes first.

b. The Contracting Officer will establish the frequency of the meetings, which is expected to increase as the project completion draws nearer. At the beginning, Red Zone meetings may be every two weeks then increase to weekly towards the final month of the project.

c. Using the Red Zone Checklist as a Plan of Action and Milestones (POAM) and basis for discussion, review upcoming critical activities and strategies to ensure work is completed on time.

d. During the Red Zone Meetings discuss with the COTR any upcoming activities that require Government involvement.

e. Maintain the Red Zone Checklist by documenting the actual completion dates as work is completed and update the Red Zone Checklist with revised planned completion dates as necessary to match progress. Distribute copies of the current Red Zone Checklist to attendees at each Red Zone Meeting.

1.9 PARTNERING

Contractor shall host the partnering session within 45 calendar days of contract award. To most effectively accomplish this Contract, the Contractor and Government must form a cohesive partnership with the common goal of drawing on the strength of each organization in an effort to achieve a successful project without safety mishaps, conforming to the Contract, within budget and on schedule. The partnering team must consist of personnel from both the Government and Contractor including project level and corporate level leadership positions. Key Personnel from the supported command, end user, NAVFAC, PWD, , Contractor, key subcontractors and the Designer of Record are required to participate in the Partnering process.

1.9.1 Facilitated (Formal) Partnering

a. Within 35 calendar days after award and prior to the start of work, host a Formal Partnering session with key personnel from the project team including both Contractor and Government personnel. All costs associated with the Partnering session including the third-party independent Facilitator Consultant, meeting room and other incidental items are the responsibility of the Contractor.

b. Before the Facilitated (Formal) Partnering session, coordinate with the Facilitator all requirements for incidental items (such as audio-visual equipment, easels, flipchart paper, colored markers, note pads, pens/pencils, colored flash cards) and have these items available at the Partnering session. Provide copies of any documents required for distribution to all attendees. Participants will bear their own costs for meals, lodging and transportation associated with Partnering.

c. The Initial Partnering Session must be a duration of one day and be held at a location off base as agreed to by the Contracting Officer. Partnering session may take place concurrently with the Pre-Construction Meeting.

d. Facilitator must be experienced in conducting corporate Partnering sessions and must be a third-party independent facilitating consultant - not an employee of the Contractor. The Facilitator is responsible for leading all aspects of the Partnering session necessary to achieve the Partnering goal.

e. An outcome of the Partnering session must be an escalation matrix agreed upon by both the Government and Contractor, which identifies key Government and Contractor decision makers by name and anticipated decision durations.

f. Host follow-on Partnering Sessions at three- to six-month intervals or more frequently if needed and lasting generally a half day or less. Attendees need only be those required to resolve current issues. The same Facilitator used in the Initial Partnering session must lead the follow-on sessions unless an alternative is permitted by the Contractor Officer. All costs associated with follow-on Partnering sessions are the responsibility of the Contractor.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SECTION 01 31 23.13 20

ELECTRONIC CONSTRUCTION AND FACILITY SUPPORT CONTRACT MANAGEMENT SYSTEM
05/17, CHG 7: 11/21

PART 1 GENERAL

1.1 CONTRACT ADMINISTRATION

Utilize the Naval Facilities Engineering Command's (NAVFAC's) Electronic Construction and Facility Support Contract Management System (eCMS) for the transfer, sharing, and management of electronic technical submittals and documents. The web-based eCMS is the designated means of transferring technical documents between the Contractor and the Government. Paper media or e-mail submission, including originals or copies, of the documents identified in Table 1 are not permitted, except where eCMS is unavailable, non-functional, or specifically requested in addition to electronic submission.

1.1.1 Format Naming Convention for Files Uploaded Into eCMS

Include the identification number of the document, the type of document, the name/subject or title, and for daily reports, the date (day of work) with format YYYY/MM/DD in the filename. For example, for RFI's, 0011_RFI_Roof_Leaking.doc; for submittals, 0032a_Submittals_Light_Fixture.pdf; for Daily Reports, 0132_Daily_Report_20190504.xls. Contact the Contracting Officer's Representative (COR) regarding availability of eCMS training and reference materials.

1.1.2 Uploading Documents Processed Outside of eCMS

When specifically requested to provide documents outside of eCMS, upload all final project documentation (e.g., documents that are signed and/or adjudicated by the Government) mentioned in Table 1 into eCMS by creating a record in the module associated with that document type and uploading the document(s). Subject/title of the record should include the type of record i.e., RFI/Submittal/Other, the identification number(s), and the statement "Processed Outside of eCMS". For example, "RFI 001-012 Processed Outside of eCMS".

1.2 USER PRIVILEGES

The Contractor will be provided access to eCMS. All technical submittals and documents must be transmitted to the Government via the COR. Project roles and system roles will be established to control each user's menu, application, and software privileges, including the ability to create, edit, or delete objects.

1.3 SUBMITTALS

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

SD-01 Preconstruction Submittals

List of Contractor's Personnel; G

1.4 SYSTEM REQUIREMENTS AND CONNECTIVITY

1.4.1 General

The eCMS requires a web-browser (platform-neutral) and Internet connection. Obtain from an approved vendor an External Certification Authority (ECA), Primary Key Infrastructure (PKI) certificate, or other similar digital identification to support two-factor authentication and access to eCMS. Provide and maintain computer hardware and software for the eCMS access throughout the duration of the contract for all Contractor-designated users. Provide connectivity, speed, bandwidth, and access to the Internet to ensure adequate functionality. 70 mbps download speed recommended, 40 mbps minimum for loading large files. Neither upgrading of the Contractor's computer system nor delays associated from the usage of the eCMS will be justification or grounds for a time extension or cost adjustment to the Contract.

1.4.2 Contractor Personnel List

Within 20 calendar days of contract award, provide to the Contracting Officer a list of Contractor's personnel who will have the responsibility for the transfer, sharing and management of electronic technical submittals and documents and will require access to the eCMS. Project personnel roles to be filled in the eCMS include the Contractor's Project Manager, Superintendent, Quality Control (QC) Manager, and Site Safety and Health Officer (SSHO). Personnel must be capable of electronic document management. Notify the COR immediately of any personnel changes to the project. The Contracting Officer reserves the right to perform a security check on all potential users. Provide the following information:

First Name
Last Name
E-mail Address
Office Address
Project Role (e.g. Project Manager, QC Manager, Superintendent)

1.5 SECURITY CLASSIFICATION

In accordance with Department of Navy guidance, all military construction contract data are unclassified, unless specified otherwise by a properly designated Original Classification Authority (OCA) and in accordance with an established Security Classification Guide (SCG). Refer to the project's OCA when questions arise about the proper classification of information.

The eCMS and tablet computer must only be used for the transaction of unclassified information associated with construction projects. In conformance with the Freedom of Information Act (FOIA), DoD INSTRUCTION 5200.48 CONTROLLED UNCLASSIFIED INFORMATION (CUI), and DoD requirements, any unclassified project documentation uploaded into the eCMS must be designated either "U - UNCLASSIFIED" (U) or "CUI - CONTROLLED UNCLASSIFIED INFORMATION"
(CUI).

1.6 ECMS UTILIZATION

Establish, maintain, and update data and documentation in the eCMS throughout the duration of the contract.

Personally Identifiable Information (PII) transmittal is not permitted in the eCMS.

1.6.1 Information Security Classification/Identification

The eCMS must be used for the transmittal of the following documents. This requirement supersedes conflicting requirements in other sections, however, submittal review times in Section 01 33 00 SUBMITTAL PROCEDURES remain applicable. Table 1 - Project Documentation Types provides the appropriate U and CUI designations for various types of project documents. Construction documents requiring CUI status must be marked accordingly. Apply the appropriate markings before any document is uploaded into eCMS. Markings are not required on U documents.

Table 1 also identifies which eCMS application is to be used in the transmittal of data (these are subject to change based on the latest software configuration). If a designated application is not functional within 4 hours of initial attempt, defer to the Submittal application and submit the required data as an uploaded portable document (e.g. PDF), word processor, spreadsheet, drawing, or other appropriate format. Hard copy or e-mail submission of these items is acceptable only if eCMS is documented to be not available or not functional or specifically requested in addition to electronic submission. After uploading documents to the Submittal application, transmit the submittals and attachments to the COR via the Transmittal application. For Submittals, select the following:

Preparation by = Contractor personnel assigned to prepare the submittal
Approval by = Contracting Officer Representative (COR)
Returned by = Design Lead/Manager
Forwarded to = Contractor project manager

Table 1 - Project Documentation Types

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
As-Built Drawings	U	Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager	Submittals and Transmittals
Building Information Modeling (BIM)	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals
Construction Permits	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
Construction Schedules (Activities and Milestones)	U	After the schedule submittal is approved by the COR, import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Submittals, Transmittals and Scheduling App
Construction Schedules (Cost-Loaded)	CUI	After the schedule submittal is approved by the COR, import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Submittals, Transmittals and Scheduling App
Construction Schedules (3-Week Lookahead)	U	Import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Scheduling App
DD 1354 Transfer of Real Property	U		Submittals and Transmittals
Daily Production Reports	CUI	Provide weather conditions, crew size, man-hours, equipment, and materials information	Daily Report
Daily Quality Control (QC) Reports	CUI	Provide QC Phase, Definable Features of Work Identify visitors	Daily Report
Designs and Specifications	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals
Environmental Notice of Violation (NOV), Corrective Action Plan	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals
Environmental Protection Plan (EPP)	CUI		Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
Invoice (Supporting Documentation)	CUI	Applies to supporting documentation only. Invoices are submitted in Wide-Area Workflow (WAWF)	Submittals and Transmittals
Jobsite Documentation, Bulletin Board, Labor Laws, SDS	U		Submittals and Transmittals
Meeting Minutes	CUI		Meeting Minutes
Modification Documents	CUI	Provide final modification documents for the project. Upload into "Modifications - RFPs	Document Management
Operations & Maintenance Support Information (OMSI/eOMSI), Facility Data Worksheet	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals
Photographs	U	Subject to base/installation restrictions	Submittals and Transmittals
QCM Initial Phase Checklists	CUI		Checklists (Site Management)
QCM Preparatory Phase Checklists	CUI		Checklists (Site Management)
Quality Control Plans	CUI		Submittals and Transmittals
QC Certifications	U		Submittals and Transmittals
QC Punch List	U		Punch Lists (Testing Logs)
Red-Zone Checklist	U		Checklists (Site Management)
Rework Items List	CUI		Punch Lists (Testing Logs)

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
Request for Information (RFI) Post-Award	CUI		RFIs
Safety Plan	CUI		Daily Report
Safety - Activity Hazard Analyses (AHA)	CUI		Daily Report
Safety - Mishap Reports	CUI		Daily Report
SCIF/SAPF Accreditation Support Documents	CUI	Note: Some Construction Security plans may be classified as Secret. Classified information must not be uploaded into eCMS. Refer to the Site Security Manager, as applicable.	Submittals and Transmittals
Shop Drawings	U	Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager	Submittals and Transmittals
Storm Water Pollution Prevention (Notice of Intent - Notice of Termination)	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals
Submittals and Submittal Log	U		Submittals and Transmittals
Testing Plans, Logs, and Reports	CUI		Submittals and Transmittals
Training/Reference Materials	U		Submittals and Transmittals
Training Records (Personnel)	CUI		Submittals and Transmittals
Utility Outage/Tie-In Request/Approval	CUI		Submittals and Transmittals
Warranties/BOD Letter	CUI		Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
Quality Assurance Reports	CUI		Checklists (Government initiated)
Non-Compliance Notices	CUI		Non-Compliance Notices (Government initiated)
Other Government-prepared documents	CUI		GOV ONLY
All Othere Documents	CUI	Refer to FOIA guidelines and contact the FOIA official to determine whether exemptions exist	As applicable

1.6.2 Markings on CUI documents

a. Only CUI documents being electronically uploaded into the eCMS (.docx, .xlsx, .pptx, and others as appropriate), and associated paper documents described in the paragraph CONTRACT ADMINISTRATION require CUI markings as indicated in the subparagraphs below.

b. CUI documents that are originally created within the eCMS application using the web-based forms (RFIs, Daily Reports, and others as appropriate) will be automatically watermarked by the eCMS software, and these do not require additional markings.

c. CUI documents must be marked "CONTROLLED UNCLASSIFIED INFORMATION" at the bottom of the outside of the front cover (if there is one), the title page, the first page, and the outside of the back cover (if there is one).

d. CUI documents must be marked on the internal pages of the document as "CONTROLLED UNCLASSIFIED INFORMATION" at top and bottom.

e. Where Installations require digital photographs to be designated CUI, place the markings on the face of the photograph.

f. For visual documentation, other than photographs and audio documentation, mark with either visual or audio statements as appropriate at both the beginning and end of the file.

1.7 QUALITY ASSURANCE

Requested Government response dates on Transmittals and Submittals must be in accordance with the terms and conditions of the Contract. Requesting response dates earlier than the required review and response time, without concurrence by the Government COR, may be cause for rejection.

Incomplete submittals will be rejected without further review and must be resubmitted. Required Government response dates for resubmittals must reflect the date of resubmittal, not the original submittal date.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --

SECTION 01 32 17.00 20

COST-LOADED NETWORK ANALYSIS SCHEDULES (NAS)
05/18, CHG 3: 08/20

PART 1 GENERAL

1.1 DEFINITIONS

The cost-loaded Network Analysis Schedule (NAS) is a tool to manage the project, both for Contractor and Government activities. The NAS is also used to report progress, evaluate time extensions, and provide the basis for progress payments.

For consistency, when scheduling software terminology is used in this section, the terms in Primavera's scheduling programs are used.

1.2 SCHEDULE REQUIREMENTS PRIOR TO THE START OF WORK

1.2.1 Preliminary Scheduling Meeting

Before preparation of the Project Baseline Schedule, and prior to the start of work, meet with the Contracting Officer to discuss the proposed schedule and the requirements of this section. Propose projected data dates for monthly update schedules for the project and incorporate each monthly update submittal into submittal register. Discuss required forms, terminology, and submittal requirements of this section and other requirements related to schedule management for this contract.

1.2.2 Project Baseline Schedule

Submit the Baseline NAS within 30 calendar days after contract award. Data date must be set to contract award date and no progress statused for any activity. Only bonds may be paid prior to acceptance of the Baseline NAS. The acceptance of a Baseline NAS is a condition precedent to:

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

b. Processing Contractor's invoices(s) for any items other than bonds.

c. Review of any schedule updates.

Submittal of the Baseline NAS is the Contractor's certification that the submitted schedule meets the requirements of the Contract Documents and represents the Contractor's plan on how the work will be accomplished. Provide all items listed in paragraph REQUIRED TABULAR REPORTS AND NATIVE P6 XER FILES with baseline NAS submittal.

1.3 THREE-WEEK LOOK AHEAD SCHEDULE

1.3.1 Weekly CQC Coordination and Production Meeting

Deliver electronic file of 3-Week Look Ahead Schedule to the Contracting Office at least 24 hours prior to the weekly scheduled CQC Coordination and Production Meeting. Contractor is required to provide all attendees at the CQC Coordination and Production Meeting with a hard copy of the 3-Week Look Ahead Schedule.

1.3.2 Look Ahead Schedule Requirements

Prepare and issue a 3-Week Look Ahead schedule to provide a more detailed day-to-day plan of upcoming work identified on the Project Network Analysis Schedule. Requirements include:

a. For each Look Ahead schedule activity, identify parent NAS activity number(s). The parent NAS activity is the activity in the NAS that would incorporate the Look Ahead schedule activity requirement and or scope of work.

b. Update schedule each week to show the planned work for the current and following two-week period. Also include previous week, as-built work, showing actual start and finish dates.

c. Include upcoming outages, closures, preparatory meetings, and initial meetings, testing and inspections.

d. Clearly identify longest path activities on the Three-Week Look Ahead Schedule. Include a key or legend that distinguishes longest path activities. Include all Longest Path activity NAS start/finish dates exceeded and/or occurring during this period.

e. The detail work plans are to be bar chart type schedules, derived from but maintained separately from the Project NAS on an electronic spreadsheet program and printed on 11 by 17 inch sheets as directed by the Contracting Officer.

f. Activities must not exceed 5 working days in duration and have sufficient level of detail to assign crews, tools and equipment required to complete the work.

1.4 MONTHLY NETWORK ANALYSIS

Submittal of Monthly NAS is the Contractor's certification that the submitted schedule meets the requirements of the Contract Documents and represents the Contractor's plan on how the work will be accomplished. Provide all items listed in paragraph REQUIRED TABULAR REPORTS AND NATIVE P6 XER FILES with the monthly NAS submittal.

1.4.1 Monthly Network Analysis Updates

a. Regardless of whether an invoice is being submitted monthly, an updated schedule must be submitted monthly to the Government. The Monthly NAS update must be submitted within 10 calendar days of the data date.

b. Provide all items listed in paragraph REQUIRED TABULAR REPORTS AND NATIVE P6 XER FILES, with each monthly NAS update submittal.

c. Meet with Government representative(s) at monthly intervals to review and agree on the information presented in the updated project schedule. The submission of an accepted, updated schedule to the Government is a condition precedent to the processing of the Contractor's invoice.

d. Activity progress must incorporate as-built events as they occurred and correspond to records including but not limited to submittals and daily production and quality control reports. Software Settings: Handle

schedule calculations and Out-of-Sequence progress (if applicable) through Retained Logic, not Progress Override. Show all activity durations and float values in days. Show activity progress using Remaining Duration. Set default activity type to "Task Dependent".

e. Update schedule must reflect current Contract Completion Date and contract value in accordance with all conformed contract modifications issued prior to data date of NAS update.

1.4.2 As-Built Schedule

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

1.5 CORRESPONDENCE AND TEST REPORTS

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

1.6 ADDITIONAL SCHEDULING REQUIREMENTS

Other specification sections may include additional scheduling requirements, including systems to be inspected, tested and commissioned, and submittal procedures. Those schedule requirements must be incorporated into the NAS schedule.

1.7 SUBMITTALS

Government approval/acceptance is required for submittals with a "G" or "S" classification. Submittals not having a "G" or "S" classification are for Contractor Quality Control approval. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Baseline NAS; G

Designated Project Scheduler; G

SD-07 Certificates

Three-Week Look Ahead Schedule; G

Monthly Network Analysis Updates; G

SD-11 Closeout Submittals

As-Built Schedule; G

1.8 SOFTWARE

Prepare and maintain project schedules using Primavera P6 software in a version compatible with Government's current version. Importing data into

P6 using data conversion techniques or third party software is cause for rejection of the submitted schedule. Schedules with Performing Organizational Breakdown Structure (POBS) data is cause for rejection.

1.9 DESIGNATED PROJECT SCHEDULER

Within 30 calendar days of contract award, submit to the Contracting Officer for approval an individual who will serve as the Designated Project Scheduler. Include a copy of the candidate's resume with qualifications. The Contracting Officer may remove the Designated Project Scheduler, and require replacement, if the scheduler does not effectively fulfill their duties in accordance with the contract requirements. Payment request will not be processed without an approved Designated Project Scheduler.

1.9.1 Qualifications

The Designated Project Scheduler must have prepared and maintained at least three previous construction schedules, of similar size and complexity to this contract, using Primavera P6.

1.9.2 Duties

Duties of the Designated Project Scheduler:

a. Prepare Baseline NAS.

b. Prepare monthly schedule updates.

c. Prepare tabular reports.

d. Prepare Time Impact Analysis (TIA) as necessary.

e. Provide certification that NAS and TIA submittals conform to the contract requirements.

f. Participate with the Prime Contractor and Government Representative in a monthly teleconference call or meeting at the job site in-person, and scheduled with sufficient time to support the Monthly Network Analysis Updates process, to discuss project status, schedule updates, critical activities, potential delays, and contract modifications impacting the schedule. Have a computer with P6 software available during the meeting.

1.10 NETWORK SYSTEM FORMAT

Prepare the schedule in accordance with the following Primavera P6 settings and parameters. Deviation from these settings and parameters, without prior consent of the Contracting Officer, is cause for rejection of schedule submission.

1.10.1 Schedule Activity Properties and Level of Detail

1.10.1.1 Activity Identification and Organization

a. Identify construction activities planned for the project and other activities that could impact project completion if delayed in the NAS.

b. Each activity must have a unique name.

c. Identify administrative type activity/milestones, including all pre-construction submittal and permit requirements prior to demolition or construction stage.

d. Include times for procurement, Contractor quality control and construction, acceptance testing and training in the schedule.

e. Include the Government approval time required for the submittals that require Government Approval prior to construction, as indicated in Section 01 33 00 SUBMITTAL PROCEDURES.

f. Create separate activities for each Phase, Area, Floor Level and Location the activity is occurring.

g. Do not use construction category activity to represent non-work type reference (e.g. Serial Letter, Request for Information) in NAS. Place Non-work reference within the P6 activity details notebook.

Activity categories included in the schedule are specified below.

1.10.1.2 Activity Logic

a. With the exception of the Contract Award and Contract Completion Date (CCD) milestone activities, activity must not be open-ended; each activity must have at least one predecessor and at least one successor.

b. Activities must not have open start or open finish (dangling) logic.

c. Do not use lead or lag logic without Contracting Officer prior approval.

d. Minimize redundant logic ties.

e. Once an activity exists on the schedule it must not be deleted or renamed to change the scope of the activity and must not be removed from the schedule logic without approval from the Contracting Officer.

(1) While an activity cannot be deleted, where said activity is no longer applicable to the schedule, but must remain within the logic stream for historical record, change the activity original and remaining duration to zero and clearly label "(NO LONGER REQUIRED)" after the activity name. Actual finish date for activity that falls behind the data date. Redistribute accordingly any remaining budget associated with that activity, to other remaining appropriate activity.

(2) Document any such change in the activities' "Notebook," including a date and explanation for the change.

(3) The ID number for a "NO LONGER REQUIRED" activity must not be re-used for another activity.

1.10.1.3 Longest Path Activity Baseline Limitation

For P6 settings, critical activities are defined as being on the Longest Path. Longest Path (Critical) Activities must not make up more than 30 percent of all activity within the Construction Baseline Schedule.

1.10.1.4 Assigned Calendars

All NAS activity must be assigned calendars that reflect required and anticipated non-work days.

1.10.1.5 Activity Categories

1.10.1.5.1 Pre-construction Activities

Examples of pre-construction activities include, but are not limited to, bond approval, permits, pre-construction submittals and approvals. Include pre-construction activities that are required to be completed prior to the Contractor starting the demolition or construction stage of work.

1.10.1.5.2 Procurement Activities

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

1.10.1.5.3 Government Activities

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

1.10.1.5.4 Construction Quality Management (CQM) Activities

The Preparatory and Initial Phase meetings for each Definable Feature of Work identified in the Contractor's Quality Control Plan must be included in the Three-Week Look Ahead Schedule. Preparatory and Initial phase meetings are not required in the NAS, but can be represented by a start milestone linked to successor parent Construction Activity. The Follow-up Phase must be represented by the Construction Activities themselves in the NAS.

1.10.1.5.5 Construction Activities

On-site construction activities must not have a duration in excess of 20 working days. Contractor activities must be driven by calendars that reflect Saturdays, Sundays and all Federal Holidays as non-work days, unless otherwise defined in this contract.

1.10.1.5.6 Turnover and Closeout Activities

Include activities or milestones for items on the NAVFAC Red Zone Checklist/POAM that are applicable to this project. As a minimum, include required Contractor testing, required Government acceptance inspections on equipment, Pre-Final Inspection, Punch List Completion, Final Inspection and Acceptance. Add an unconstrained start milestone for the initial NAVFAC Red Zone - Facility Turnover Planning Meeting at approximately 75 percent construction contract completion or six months prior to Contract

Completion Date (CCD), whichever is sooner.

1.10.1.6 Contract Milestones and Constraints

1.10.1.6.1 Project Start Date Milestones

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

1.10.1.6.1.1 Post-Award Kickoff (PAK) meeting Milestone

Include an unconstrained finish milestone on the schedule titled, "Post-Award Kickoff Meeting". The Post Award Kickoff Meeting may be a single day, or it may range over several days. The intent is to cover all PAK topics, including Partnering and Concept Design Workshop (if required) in one continuous session.

1.10.1.6.2 Pre-Construction Meeting Milestone

Include an unconstrained finish milestone on the schedule titled, "Pre-Construction Meeting". The Pre-Construction meeting may be a single day, or it may range over several days. The intent to cover all the Pre-Con topics, including Partnering and DD1354.

1.10.1.6.3 Preconstruction Submittals Finish Milestone

Include an unconstrained finish milestone on the schedule titled, "Preconstruction Submittals". This milestone is complete when all required preconstruction submittals have been reviewed and approved by the Government.

1.10.1.6.4 Contractor Mobilization Finish Milestone

Include an unconstrained finish milestone on the schedule titled, "Contractor Mobilization".

1.10.1.6.5 NAVFAC Red Zone - Facility Turnover Planning Meeting Milestones

See paragraph TURNOVER AND CLOSEOUT ACTIVITIES above.

1.10.1.6.6 Substantial Completion Milestone

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

1.10.1.6.7 DD-1354 Finish Milestone

Add unconstrained finish milestone, titled "DD-1354" and scheduled 30 calendar days prior to Substantial Completion, whenever a Form DD-1354 is required in accordance with Section 01 78 00 CLOSEOUT SUBMITTALS.

1.10.1.6.8 Projected Completion Milestone

Include an unconstrained finish milestone on the schedule titled "Projected Completion." Projected Completion is defined as the point in time all contract requirements are complete and verified by the Government with a successful Final Inspection in accordance with Section 01 45 00.00 20 QUALITY CONTROL. This milestone must have the Contract Completion Date (CCD) milestone as its only successor.

1.10.1.6.9 Contract Completion Date (CCD) Milestone

Last schedule entry must be an unconstrained finish milestone titled "Contract Completion (CCD: DD-MM-YY)." DD-MM-YYYY is the current contract completion date at data date, day-month-year corresponding to P6 Must Finish By Date. NAS milestone updates of Project Completion finish date for longest path must reflect calculated float as positive or negative based on CCD. Calculation of schedule updates must be such that if the finish of the "Projected Completion" milestone falls after the contract completion date, then negative float is calculated on the longest path. If the finish of the "Projected Completion" milestone falls before the contract completion date, the float calculation must reflect positive float on the longest path.

1.10.1.6.10 Additional Milestones

Provide up to 5 additional milestones as required by Contracting Officer.

1.10.1.7 Work Breakdown Structure & Activity Code

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

1.10.1.7.1 Work Breakdown Structure (WBS)

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

a. Project Milestones:

(1) Management Milestones

(2) Project Administrative Meetings

(3) Permits

b. Pre-Construction Phase:

(1) Submittals and Reviews

(2) Procurement

(3) Mobilization

c. Construction Phase: Create multiple sub-sections in accordance with project specific categories of work including in WBS descending order as follows:

(1) General Area

(a) Type of Work Item

1. Location

d. Project Closeout: Include activity items such as, but not limited to, Punchlist, Demobilization, O&M, As-built Drawings, Training, and As-built NAS.

e. Modifications: Create sub-category of Conformed and Non-Conformed under Modification WBS. Create multiple sub-sections as the project progresses identified by issue and Fragnet placed in Conformed for modifications issued prior data date, or Non-Conformed for issues not modified to contract prior data date.

f. Removed Activity: Activity is "removed" by remaining within logic sequence, eliminating duration and adding "(NO LONGER REQUIRED)" after Activity Name in Activity Table.

1.10.1.7.2 Responsibility Code

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

1.10.1.7.3 Activity Category Code

Provide user defined "CAT" codes for Project Level activity codes. Use the following codes:

a. Assign "PROC" value to Procurement type activity

b. Assign "PRE-CON" value to Pre-construction activity

c. Assign "CONS" value to Construction type activity

d. Assign "TEST" value to dedicated testing type activities

e. Assign "CX" value to dedicated Commissioning type activities

f. Assign "CLOS" value to dedicated Close Out type activity

g. Assign "OTHR" to other activity not otherwise designated

1.10.1.8 Adverse Weather Lost Work Days

Assign the Weather Calendar to any activity that could be impacted by adverse weather. The Contracting Officer will issue a modification in accordance with the contract clauses, giving the Contractor a time only extension for the difference of days between the anticipated and actual adverse weather delay if the number of actual adverse weather delay days exceeds the number of days anticipated for the month in which the delay occurs and the adverse weather delayed activities are on the longest path to contract completion in the period when delay occurred. A lost workday due to weather conditions is defined as a day in which the Contractor cannot work at least 50 percent of the day on the impacted activity. Impacts resulting from adverse weather must be documented in Narrative Report for the month that it occurred.

Make changes to P6 project calendars to reflect as-built conditions where

work occurred where originally anticipated as non-work days, and where work did not occur (lost work day).

1.10.1.9 Cost Loading

The Project Network Analysis Schedule (NAS) must be cost-loaded and will provide the basis for progress payments. Earned Value Reports must be derived from and correspond to cost loaded NAS. Use the Critical Path Method (CPM) and the Precedence Diagram Method (PDM) to satisfy time and cost applications.

1.10.1.9.1 Cost Loading Activities

Assign material and equipment costs, including their quantities, for which payment will be requested in advance of installation, to their respective procurement activity. Assign labor costs, including their quantities, for material and equipment paid for after installation to their respective construction activities. Include all typical mobilization costs dispersed over early construction activities. Costs for mobilization will not be paid as individual pay items with the exception of batch plant set-up, mobilization of dredging equipment or other similar labor-intensive situations. The value of commissioning, testing and closeout WBS section may not be less than 10 percent of the total costs for procurement and construction activities. ALL activities assigned Government responsibility will have Zero Cost. No contractor cost should be assigned to an activity designated as a Government responsibility. Do not include field overhead positions as individual pay items. Evenly disperse overhead costs and profit to each activity over the duration of the project.

1.10.1.9.2 Partial Payment

Breakdown unit of measure and cost must be defined within P6 Activity Detail Expenses for partial payment of any cost loaded activity. Lump sum cost loaded activity will not be partially paid.

1.10.2 Schedule Software Settings and Restrictions

a. Activity Constraints: Date/time constraint(s), other than those required by the contract, are not allowed unless accepted by the Contracting Officer. Identify any constraints proposed and provide an explanation for the purpose of the constraint in the Narrative Report as described in paragraph REQUIRED TABULAR REPORTS.

b. Default Progress Data Disallowed: Actual Start is date work begins on activity with intent to pursue work to substantial completion. Actual Finish is date work is substantially complete to point where successor activity can begin. Actual dates on the CPM schedule must correspond with activity dates reported on the Contractor Quality Control and Production Reports.

c. At a minimum, include the following settings and parameters in P6 Schedule preparation:

(1) General: Define or establish Calendars and Activity Codes at the "Project" level, not the "Global" level.

(2) Admin Drop-Down Menu, Admin Preferences, Time Periods Tab:

(a) Set time periods for P6 to 8.0 Hours/Day, 40.0 Hours/Week,

172.0 Hours/Month and 2000.0 Hours/Year.

(b) Use assigned calendar to specify the number of work hours for each time period: Must be checked.

(3) Admin Drop-Down Menu, Admin Preferences, Earned Value Tab:

(a) Earned Value Calculation: Use "Budgeted values with current dates".

(4) Project Level, Dates Tab:

(a) Set "Must Finish By" date to "Contract Completion Date", and set "Must Finish By" time to 05:00pm.

(5) Project Level, Defaults Tab:

(a) Duration Type: Set to "Fixed Duration & Units".

(b) Percent Complete Type: Set to "Physical".

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

(d) Calendar: Set to "Standard 5 Day Workweek". Calendar must reflect Saturday, Sunday and all Federal holidays as non-work days. Alternative calendars may be used with Contracting Officer approval.

(6) Project Level, Calculations Tab:

(a) Default Price/Unit for activities without resource or role Price/Units: Set to "$1/h".

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

(c) Link Budget and At Completion for not started activities: Must be Checked.

(d) Reset Remaining Duration and Units to Original: Must be Selected.

(e) Subtract Actual from At Completion: Must be Selected.

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

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

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

(7) Project Level, Settings Tab:

(a) Define Critical Activities: Check "Longest Path".

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

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

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

1.10.3 Required Tabular Reports and Native P6 XER Files

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

a. Time Scaled Logic Schedule

Provide formatted 11 by 17-inch Time-scaled Logic Schedule in color and landscape-oriented with each schedule submittal. Clearly show activities on the longest path setting Gantt chart longest path activity bars to red. Group activities by WBS and sort by finish date in ascending order. Include the following information in column form for each activity and include accompanying Gantt chart:

(1) Activity ID

(2) Activity Name

(3) Original Duration

(4) Remaining duration

(5) Physical Percent Complete

(6) Start Date

(7) Finish Date

(8) Total Float

b. Previous Monthly Update Comparison Time Scaled Logic Schedule (Submit with all Monthly Update Schedule Submittals.)

Provide formatted 11 by 17-inch Time-scaled Logic Schedule in color and landscape-oriented with each monthly update schedule submittal. Clearly show activities on the current month longest path setting Gantt chart longest path activities bars to red. Show previous month activities as yellow bars and previous month milestones in yellow within Gantt chart. Sort by finish date in ascending order. Filter activities for longest path. Maintain and assign the accepted previous month update or the accepted baseline schedule for the first update submittal as the baseline and primary baseline in P6 before printing the schedule. Include the following information in column form for each activity and include accompanying Gantt chart:

(1) Activity ID

(2) Activity Name

(3) Original Duration

(4) Current Month Remaining Duration

(5) Current Month Start Date

(6) Previous Month Update Start Date (BL Project Start)

(7) Start Date Delta between Current Month and Previous Month (Variance - BL Project Start Date)

(8) Current Month Finish Date

(9) Previous Month Finish Date (BL Project Finish)

(10) Finish Date Delta between Current Month and Previous Month (Variance - BL Project Start Date)

(11) Current Month Total Float

c. P6 native XER file: Include the back-up native .xer program file compatible with the Government version of P6. Each native schedule file must have a unique file name to include project name and data date using (yyyy-mm-dd) convention. Each native schedule must have a unique Project ID and Project Name.

d. Log Report: P6 Scheduling/Leveling Report.

e. Narrative Report: Identify and justify:

(1) Provide Project Summary Data in format below:

(a) Data Date _____

(b) Award Date: _____

(c) Original Project Duration: _____ days post Award Date

(d) Current Project Duration: _____ days post Award Date

(e) Time percent elapsed: _____ percent at data date

(f) Original CCD: _____

(g) Current CCD: _____ (thru MOD _____)

(h) Anticipated CCD: _____ (___ calendar days early/late)

(i) Original Contract Value: $_____

(j) Current Contract Value: $_____

(k) Invoiced Amount: $_____ (____ percent)

(l) Cost Growth: ____ percent

(m) Schedule Growth: ____ percent

(n) There are a total of _____ activities, _____ activities complete (____ percent), ____ activities in progress (____ percent), _____ activities not started (____ percent). Of the in progress and not started activities; ____ (____ percent) are on the longest path. The longest path has duration of _____ calendar

days from data-date to anticipated project completion.

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

(3) Longest Path;

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

(5) Listing of all changes made between the previous schedule and current updated schedule include: added or deleted activities, original and remaining durations for activities that have not started, logic (sequence constraint lag/lead), milestones, planned sequence of operations, longest path, calendars or calendar assignments, and cost loading;

(6) Any decrease in previously reported activity Earned Amount;

(7) Pending items and status thereof, including permits, changes orders, and time extensions;

(8) Status of Contract Completion Date and interim milestones;

(9) Status of Projected Completion Milestone and account of difference in calendar days between previous update Projected Completion Milestone

(10) Current and anticipated delays listing Activity Names and IDs for impacted activities(describe cause of delay and corrective actions(s) and mitigation measures to minimize);

(11) Description of current and potential future schedule problem areas.

(12) Identification of any weather and restricted lost time as compared to anticipated weather for the month and anticipated restricted days for which the update is submitted. Impacts resulting from adverse weather must be documented in tabular form showing the calendar month (or billing period) with the days on which construction activity incurred Lost Work Days due to adverse weather. In narrative form, describe the adverse weather cause such as precipitation measurement, temperature, wind or other influencing factors, and why work was impacted. Describe the construction activity(s) that was (were) scheduled, impacted.

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

f. Earned Value Report: Derive from and correspond to P6 cost loaded schedule. List all activities having a budget amount cost loaded. Compile total earnings on the project from notice to proceed to current progress payment request. Show current budget, previous physical percent complete, to-date physical percent complete, previous earned value, to-date earned value, cost this period and cost to complete on the report for each activity.

g. Schedule Variance Control (SVC) Diagram: With each schedule submission, provide a SVC diagram showing 1) A Cash Flow Curve indicating planned project cost based on each of projected early and

projected late activity finish dates and 2) one curve for Earned Value to-date. Revise Cash Flow Curves when the contract is modified, or as directed by the Contracting Officer Include a legend on report clearly indication 3 curves: early finish, late finish, and earned-value to date.

Use the following settings in Activity Usage Profile Options:

(1) In the Data section, under Display, the radio box for Cost must be selected.

(2) In the Data section, under Filter for Bars/Graphs, the checkbox for Total must be checked.

(3) In the Show Bars/Curves section:

(a) Under the By Date column, the checkboxes for Baseline, Actual and Remaining Late must be checked. The checkboxes for Budgeted and Remaining Early must be unchecked.

(b) Under the Cumulative column, the checkboxes for Baseline, Actual and Remaining Late must be checked. The checkboxes for Budgeted and Remaining Early must be unchecked.

(c) Set the color for Baseline to green.

(d) Set the color for Actual to blue.

(e) Set the color for Remaining Late to red.

(4) In the Show Earned Value Curves section, the checkboxes for Planned Value Cost, Earned Value Cost and Estimate at Completion must be unchecked.

h. Logic Diagram showing timescale from data date to 60 days after data date with filter for longest path. Leave Group By selection blank and sort by finish date in ascending order.

i. Baseline or Monthly Update Checklist as applicable completed and certified by Qualified Scheduler. Baseline Project Schedule and Monthly Update Schedule Checklists can be found on the Whole Building Design Guide website at https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/ufgs-01-32-17-00-20

j. Screen shot PDF of P6 Time Periods Settings referenced in paragraph SCHEDULE SOFTWARE SETTINGS AND RESTRICTIONS, list item d.(2): ADMIN DROP-DOWN MENU, ADMIN PREFERENCES, TIME PERIODS TAB

1.11 CONTRACT MODIFICATION

1.11.1 Time Impact Analysis (TIA)

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

Projected Completion beyond the Contract Completion Date.

a. Each TIA must be in both narrative and schedule form. The narrative must define the scope and conditions of the change; provide start and finish dates of impact, successor and predecessor activity to impact period, responsible party; describe how it originated, and how it impacts the schedule's longest path. The schedule submission must consist of three native XER files:

(1) Fragnet used to define the scope of the changed condition

(2) Most recent accepted schedule update as of the time of the impact start date. Update this schedule to show all activity progress as of the time of the impact start date. The impact start date is identified as the time when an existing activity is impeded for either starting or finishing.

(3) The impacted schedule that has the fragnet inserted in the updated schedule and the schedule "run" so that the new completion date is determined.

b. For claimed as-built project delay, the inserted fragnet TIA method must be modified to account for as-built events known to occur after the data date of schedule update used. Updated schedules for periods following the impact start date will be used to evaluate how the project progressed (as-built) through the finish of impact. Impact to longest path must be determined for each following update period.

c. All TIAs must include any mitigation, and must determine the apportionment of the overall delay assignable to each individual delay. Apportionment must provide identification of delay type and classification of delay by compensable and non-compensable events. The associated narrative must clearly describe analysis methodology used, and the findings in a chronological listing beginning with the earliest delay event.

(1) Identify and classify types of delay defined as follows:

(a) Force majeure delay (e.g. weather delay): Any delay event caused by something or someone other than the Government or the Contractor, or the risk of which has not been assigned solely to the Government or the Contractor. If the force majeure delay is on the longest path, in absence of other types of concurrent delays, the Contractor is granted an extension of contract time, classified as a non-compensable event.

(b) A Contractor-delay: Any delay event caused by the Contractor, or the risk of which has been assigned solely to the Contractor. If the contractor-delay is on the longest path, in absence of other types of concurrent delays, Contractor is not granted extension of contract time, and classified as a non-compensable event. Where absent other types of delays, and having impact to project completion, Contractor must provide to Contracting Officer a Corrective Action Plan identifying plan to mitigate delay.

(c) A Government-delay: Any delay event caused by the Government, or the risk of which has been assigned solely to the Government. If the Government-delay is on the longest path, in absence of other types of concurrent delays, the Contractor is granted an

extension of contract time, and classified as a compensable event.

(2) Functional concurrency must be used to analyze concurrent delays, where: separate delay issues delay project completion, do not necessarily occur at same time, rather occur within same monthly schedule update period at minimum, or within same as-built period under review. If a combination of functionally concurrent delay types occurs, it is considered Concurrent Delay, which is defined in the following combinations:

(a) Government-delay concurrent with contractor-delay: excusable time extension, classified non-compensable event.

(b) Government-delay concurrent with force majeure delay: excusable time extension, classified non-compensable event.

(c) Contractor-delay concurrent with force majeure delay: excusable time extension, classified non-compensable event.

(3) Pacing delay reacting to another delay (parent delay) equally or more critical than paced activity must be identified prior to pacing. Contracting Officer will notify Contractor prior to pacing. Contractor must notify Contracting Officer prior to pacing. Notification must include identification of parent delay issue, estimated parent delay time period, paced activity(s) identity, and pacing reason(s). Pacing Concurrency is defined as follows:

(a) Government-delay concurrent with contractor-pacing: excusable time extension, classified compensable event.

(b) Contractor-delay concurrent with Government-pacing: inexcusable time extension, classified non-compensable event

d. Submit electronic file containing the narrative and the source schedule files used in the time impact analysis.

1.12 PROJECT FLOAT

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

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

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SECTION 01 33 00

SUBMITTAL PROCEDURES
08/18, CHG 4: 02/21

PART 1 GENERAL

1.1 DEFINITIONS

1.1.1 Submittal Descriptions (SD)

Submittal requirements are specified in the technical sections. Examples and descriptions of submittals identified by the Submittal Description (SD) numbers and titles follow:

SD-01 Preconstruction Submittals

Submittals that are required prior to or commencing with the start of work on site.

Preconstruction Submittals include schedules and a tabular list of locations, features, and other pertinent information regarding products, materials, equipment, or components to be used in the work.

Certificates Of Insurance

Surety Bonds

List Of Proposed Subcontractors

List Of Proposed Products

Baseline Network Analysis Schedule (NAS)

Submittal Register

Schedule Of Prices Or Earned Value Report

Accident Prevention Plan

Work Plan

Quality Control (QC) plan

Environmental Protection Plan

SD-03 Product Data

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

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

SD-06 Test Reports

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

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

Report that 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 the product, system, or material meets specification requirements. Must be dated after award of project contract and clearly name the project.

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

Confined space entry permits

Text of posted operating instructions

SD-08 Manufacturer's Instructions

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

SD-10 Operation and Maintenance Data

Data provided by the manufacturer, or the system provider, including manufacturer's help and product line documentation, necessary to maintain and install equipment, for operating and maintenance use by facility personnel.

Data required by operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item.

Data incorporated in an operations and maintenance manual or control system.

SD-11 Closeout Submittals

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

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

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

1.1.2 Approving Authority

Office or designated person authorized to approve the submittal.

1.1.3 Work

As used in this section, on-site 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. In exception, excludes work to produce SD-01 submittals.

1.2 SUBMITTALS

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

SD-01 Preconstruction Submittals

Submittal Register; G

1.3 SUBMITTAL CLASSIFICATION

1.3.1 Government Approved (G)

Government approval is required for extensions of design, critical materials, variations, equipment whose compatibility with the entire system must be checked, and other items as designated by the Government.

Within the terms of the Contract Clause SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION, submittals are considered to be "shop drawings."

1.3.2 For Information Only

Submittals not requiring Government approval will be for information only. Within the terms of the Contract Clause SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION, they are not considered to be "shop drawings."

1.4 FORWARDING SUBMITTALS REQUIRING GOVERNMENT APPROVAL

As soon as practicable after award of contract, and before procurement or fabrication, forward to the NAVFAC PWD Norfolk, Code CI4PRNO22 FEAD submittals required in the technical sections of this specification, including shop drawings, product data and samples. In addition, forward a copy of the submittals to the Contracting Officer.

1.4.1 O&M Data

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 items to which such O&M data apply.

1.5 PREPARATION

1.5.1 Transmittal Form

Transmit each submittal, except sample installations and sample panels to the office of the approving authority using the transmittal form prescribed by the Contracting Officer. Include all information prescribed by the transmittal form and required in paragraph IDENTIFYING SUBMITTALS. Use the submittal transmittal forms to record actions regarding samples.

1.5.2 Identifying Submittals

The Contractor's Quality Control Manager must prepare, review and stamp submittals, including those provided by a subcontractor, before submittal to the Government.

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. Dates 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 by which submittal is required

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

g. For 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 Submittal Format

1.5.3.1 Format of SD-01 Preconstruction Submittals

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

Provide data in the unit of measure used in the contract documents.

1.5.3.2 Format for SD-02 Shop Drawings

Provide shop drawings not 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 another form is required. Ensure drawings are suitable for reproduction and of a quality to produce clear, distinct lines and letters, with dark lines on a white background.

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

b. 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.

Submit an electronic copy of drawings in PDF format and native electronic format.

1.5.3.2.1 Drawing Identification

Include on each drawing the drawing title, number, date, and revision numbers and dates, in addition to information required in paragraph IDENTIFYING SUBMITTALS.

Number drawings in a logical sequence. Each drawing is to bear the number of the submittal in a uniform location next to the title block. Place the Government contract number in the margin, immediately below the title block, for each drawing.

Reserve a blank space, no smaller than 2 inches on the right-hand side of each sheet for the Government disposition stamp.

1.5.3.3 Format of SD-03 Product Data

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

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

1.5.3.3.1 Product Information

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

Provide product data in units used in the Contract documents. Where product data are included in preprinted catalogs with another unit, submit the dimensions in contract document units, on a separate sheet.

1.5.3.3.2 Standards

Where equipment or materials are specified to conform to industry or technical-society reference standards of such organizations as the American

National Standards Institute (ANSI), ASTM International (ASTM), National Electrical Manufacturer's Association (NEMA), Underwriters Laboratories (UL), or 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.

1.5.3.3.3 Data Submission

Collect required data submittals for each specific material, product, unit of work, or system into a single submittal that is 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 the construction effort.

Submit the manufacturer's instructions before installation.

1.5.3.4 Format of SD-04 Samples

1.5.3.4.1 Sample Characteristics

Furnish samples in the following sizes, unless otherwise specified or unless the manufacturer has prepackaged samples of approximately the 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 Volume of Nonsolid Materials: Pint. Examples of nonsolid 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.

1.5.3.4.2 Sample Incorporation

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

condition at the time of use.

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

1.5.3.4.3 Comparison Sample

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.

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

1.5.3.5 Format of SD-05 Design Data

Provide design data and certificates on 8 1/2 by 11 inch paper.

1.5.3.6 Format of SD-06 Test Reports

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

1.5.3.7 Format of SD-07 Certificates

Provide design data and certificates on 8 1/2 by 11 inch paper.

1.5.3.8 Format of SD-08 Manufacturer's Instructions

Present manufacturer's instructions submittals for each section. 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. If supplemental information is needed to clarify the manufacturer's data, submit it as specified for SD-07 Certificates.

Submit the manufacturer's instructions before installation.

1.5.3.8.1 Standards

Where equipment or materials are specified to conform to industry or technical-society reference standards of such organizations as the American National Standards Institute (ANSI), ASTM International (ASTM), National Electrical Manufacturer's Association (NEMA), Underwriters Laboratories (UL), or 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.

1.5.3.9 Format of SD-09 Manufacturer's Field Reports

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

1.5.3.10 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.

1.5.3.11 Format of SD-11 Closeout Submittals

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

Provide data in the unit of measure used in the contract documents.

1.5.4 Source Drawings for Shop Drawings

1.5.4.1 Source Drawings

The entire set of source drawing files (DWG) will not be provided to the Contractor. Request the specific Drawing Number for the preparation of shop drawings. Only those drawings requested to prepare shop drawings will be provided. These drawings are provided only after award.

1.5.4.2 Terms and Conditions

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

These electronic source drawing files are not construction documents. Differences may exist between the source drawing files and the corresponding construction documents. The Government makes no representation regarding the accuracy or completeness of the electronic source drawing files, nor does it make representation to the compatibility of these files with the Contractor hardware or software. The Contractor is responsible for determining if any conflict exists. In the event that a conflict arises between the signed and sealed construction documents prepared by the Government and the furnished source drawing files, the signed and sealed construction documents govern. Use of these source drawing files does not relieve the Contractor of the duty to fully comply with the contract documents, including and without limitation the need to check, confirm and coordinate the work of all contractors for the project. If the Contractor uses, duplicates or modifies these electronic source drawing files for use in producing construction data related to this contract, remove all previous indication of ownership (seals, logos,

signatures, initials and dates).

1.5.5 Electronic File Format

Provide submittals in electronic format, with the exception of material samples required for SD-04 Samples items. Compile the submittal file as a single, complete document, to include the Transmittal Form described within, and also separately attach the native files which were used to create PDF. The attached files should include the original digital files used to create the submittal. Name the electronic submittal file specifically according to its contents, and coordinate the file naming convention with the Contracting Officer. Electronic files must be of sufficient quality that all information is legible. Use PDF as the electronic format, unless otherwise specified or directed by the Contracting Officer. Generate PDF files from original documents with bookmarks so that the text included in the PDF file is searchable and can be copied. If documents are scanned, optical character resolution (OCR) routines are required. Index and bookmark files exceeding 30 pages to allow efficient navigation of the file. When required, the electronic file must include a valid electronic signature or a scan of a signature.

E-mail electronic submittal documents smaller than 10MB to an e-mail address as directed by the Contracting Officer. Provide electronic documents over 10 MB on an optical disc or through an electronic file sharing system such as the DOD SAFE Web Application located at the following website: https://safe.apps.mil/.

1.6 QUANTITY OF SUBMITTALS

1.6.1 Number of SD-01 Preconstruction Submittal Copies

Unless otherwise specified, submit two sets of administrative submittals.

1.6.2 Number of SD-04 Samples

a. Submit two samples, or two sets of samples showing the range of variation, of each required item. One approved sample or set of samples will be retained by the approving authority and one will be returned to the Contractor.

b. Submit one sample panel or provide one sample installation where directed. Include components listed in the technical section or as directed.

c. Submit one sample installation, where directed.

d. Submit one sample of nonsolid materials.

1.7 INFORMATION ONLY SUBMITTALS

Submittals without a "G" designation must be certified by the QC manager and submitted to the Contracting Officer for information-only. Provide information-only submittals to the Contracting Officer a minimum of 14 calendar days prior to the Preparatory Meeting for the associated Definable Feature of Work (DFOW). Approval of the Contracting Officer is not required on information only submittals. The Contracting Officer will mark "receipt acknowledged" on submittals for information and will return only the transmittal cover sheet to the Contractor. Normally, submittals for information only will not be returned. However, the Government reserves

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

1.8 PROJECT SUBMITTAL REGISTER

A sample Project Submittal Register showing items of equipment and materials for when submittals are required by the specifications is provided as "Attachment A - Submittal Register."

1.8.1 Submittal Management

Prepare and maintain a submittal register, as the work progresses. Do not change data that is output in columns (c), (d), (e), and (f) as delivered by Government; retain data that is output in columns (a), (g), (h), and (i) as approved. As an attachment, provide a submittal register showing items of equipment and materials for which submittals are required by the specifications. This list may not be all-inclusive and additional submittals may be required.

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

Column (d): Lists each submittal description (SD Number. and type, e.g., SD-02 Shop Drawings) required in each specification section.

Column (e): Lists one principal paragraph in each 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 the project requirements.

Column (f): Lists the approving authority for each submittal. Thereafter, the Contractor is to track all submittals by maintaining a complete list, including completion of all data columns and all dates on which submittals are received by and returned by the Government.

1.8.2 Preconstruction Use of Submittal Register

Submit the submittal register. Include the QC plan and the project schedule. Verify that all submittals required for the 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 the approving authority to receive submittals.

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

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

1.8.3 Contractor Use of Submittal Register

Update the following fields with each submittal throughout the contract.

Column (b) Transmittal Number: List of consecutive, Contractor-assigned numbers.

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

Column (l) Date submittal transmitted.

Column (q) Date approval was received.

1.8.4 Approving Authority Use of Submittal Register

Update the following fields:

Column (b) Transmittal Number: List of consecutive, Contractor-assigned numbers.

Column (l) Date submittal was received.

Column (m) through (p) Dates of review actions.

Column (q) Date of return to Contractor.

1.8.5 Action Codes

1.8.5.1 Government Review Action Codes

"A" - "Approved as submitted"

"AN" - "Approved as noted"

"RR" - "Disapproved as submitted"; "Completed"

"NR" - "Not Reviewed"

"RA" - "Receipt Acknowledged"

1.8.6 Delivery of Copies

Submit an updated electronic copy of the submittal register to the Contracting Officer with each invoice request. Provide an updated Submittal Register monthly regardless of whether an invoice is submitted.

1.9 VARIATIONS

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

1.9.1 Considering Variations

Discussion of variations with the Contracting Officer before submission of a variation submittal will help ensure that functional and quality requirements are met and minimize rejections and resubmittals. For variations that include design changes or some material or product substitutions, the Government may require an evaluation and analysis by a licensed professional engineer hired by the contractor.

Specifically point out variations from contract requirements in a transmittal letter. Failure to point out variations may cause the Government to require rejection and removal of such work at no additional cost to the Government.

1.9.2 Proposing Variations

"

Specifically point out variations from contract requirements in a transmittal letter. Failure to point out variations may cause the Government to require rejection and removal of such work at no additional cost to the Government.

1.9.3 Warranting that Variations are Compatible

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

1.9.4 Review Schedule Extension

In addition to the normal submittal review period, a period of 14 working days will be allowed for the Government to consider submittals with variations.

1.10 SCHEDULING

Schedule and submit concurrently product data and shop drawings covering component items forming a system or items that are interrelated. Submit pertinent certifications 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. The Contractor is responsible for additional time required for Government reviews resulting from required resubmittals. The review period for each resubmittal is the same as for the initial submittal.

b. Submittals required by the contract documents are listed on the submittal register. If a submittal is listed in the submittal register 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 that have been omitted from the register or marked "N/A."

c. Resubmit the submittal register and annotate it monthly with actual

submission and approval dates. When all items on the register have been fully approved, no further resubmittal is required.

Contracting Officer review will be completed within 14 working days after the date of submission.

d. Except as specified otherwise, allow a review period, beginning with receipt by the approving authority, that includes at least 15 working days for submittals for QC manager approval and 20 working days for submittals where the Contracting Officer is the approving authority. The period of review for submittals with Contracting Officer approval begins when the Government receives the submittal from the QC organization.

e. For submittals requiring review by a Government fire protection engineer, allow a review period, beginning when the Government receives the submittal from the QC organization, of 30 working days for return of the submittal to the Contractor.

1.10.1 Reviewing, Certifying, and Approving Authority

The QC Manager is responsible for reviewing all submittals and certifying that they are in compliance with contract requirements. The approving authority on submittals is the QC Manager unless otherwise specified. At each "Submittal" paragraph in individual specification sections, a notation "G" following a submittal item indicates that the Contracting Officer is the approving authority for that submittal item. Provide an additional copy of the submittal to the Government Approving authority

1.10.2 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 the work. At the same time, submit components of definable features that are interrelated as a system.

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

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

1.10.3 QC Organization Responsibilities

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

b. Process submittals based on the approving authority indicated in the submittal register.

(1) When the QC manager is the approving authority, take appropriate action on the submittal from the possible actions defined in paragraph APPROVED SUBMITTALS.

(2) When the Contracting Officer is the approving authority or when variation has been proposed, forward the submittal to the Government, along with a certifying statement, or return the

submittal marked "not reviewed" or "revise and resubmit" as appropriate. The QC organization's review of the submittal determines the appropriate action.

c. Ensure that material is clearly legible.

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

(1) When the approving authority is the Contracting Officer, the QC organization will certify submittals forwarded to the 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 the QC manager, the QC manager will use the following approval statement when returning submittals to the 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)

e. Sign the 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.

f. Update the submittal register as submittal actions occur, and maintain the submittal register at the project site until final acceptance of all work by the Contracting Officer.

g. Retain a copy of approved submittals and approved samples at the project site.

h. For "S" submittals, provide a copy of the approved submittal to the Government Approving authority.

1.11 GOVERNMENT APPROVING AUTHORITY

When the approving authority is the Contracting Officer, the Government will:

a. Note the date on which the submittal was received from the QC manager.

b. Review submittals for approval within the 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 REVIEW NOTATIONS and with comments and markings appropriate for the action indicated.

Upon completion of review of submittals requiring Government approval, stamp and date submittals. 2 copies of the submittal will be retained by the Contracting Officer and 2 copies of the submittal will be returned to the Contractor.

1.11.1 Review Notations

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

a. Submittals marked "approved" or "accepted" authorize proceeding with the work covered.

b. Submittals marked "approved as noted" or "approved, except as noted, resubmittal not required," authorize proceeding with the work covered provided that the Contractor takes no exception to the corrections.

c. Submittals marked "not approved," "disapproved," or "revise and resubmit" indicate incomplete submittal or noncompliance with the contract requirements or design concept. Resubmit with appropriate changes. Do not proceed with work for this item until the resubmittal is approved.

d. Submittals marked "not reviewed" indicate that the 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.

e. Submittals marked "receipt acknowledged" indicate that submittals have been received by the Government. This applies only to "information-only submittals" as previously defined.

1.12 DISAPPROVED SUBMITTALS

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, give notice to the Contracting Officer as required under the FAR clause titled CHANGES. The Contractor is responsible for the dimensions and design of connection details and the construction of work. Failure to point out variations may cause the Government to require rejection and removal of such work at the Contractor's expense.

If changes are necessary to submittals, make such revisions and resubmit in accordance with the procedures above. No item of work requiring a submittal change is to be accomplished until the changed submittals are approved.

1.13 APPROVED SUBMITTALS

The Contracting Officer's approval of submittals is not to be construed as a complete check, and indicates only that

Approval or acceptance by the Government for a submittal does not relieve the Contractor of the responsibility for meeting the contract requirements or for any error that may exist, because under the Quality Control (QC) requirements of this contract, the Contractor is responsible for ensuring information contained with in each submittal accurately conforms with the requirements of the contract documents.

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.

1.14 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, provide assurance 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 that may be damaged in testing, will be returned to the Contractor, at its expense, upon completion of the contract. Unapproved samples 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 as that material. The Government reserves the right to disapprove any material or equipment that has previously 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. Replace such materials or equipment to meet contract requirements.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION
WWTP Repair Clarifier 2

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	CLASSIFICATION	GOVT OR A/E REVWR	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					
							SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01 11 00	SD-01 Preconstruction Submittals															
			Salvage Plan	1.6	G													
		01 14 00	SD-01 Preconstruction Submittals															
			List of Contact Personnel	1.2.1.1														
		01 20 00	SD-01 Preconstruction Submittals															
			Earned Value Report	1.3	G													
		01 30 00	SD-01 Preconstruction Submittals															
			View Location Map	1.3														
			Progress and Completion	1.4														
			Pictures															
		01 31 23.13 20	SD-01 Preconstruction Submittals															
			List of Contractor's Personnel	1.4.2	G													
		01 32 17.00 20	SD-01 Preconstruction Submittals															
			Baseline NAS	1.2.2	G													
			Designated Project Scheduler	1.9	G													
			SD-07 Certificates															
			Three-Week Look Ahead	1.3	G													
			Schedule															
			Monthly Network Analysis	1.4.1	G													
			Updates															
			SD-11 Closeout Submittals															
			As-Built Schedule	1.4.2	G													
		01 33 00	SD-01 Preconstruction Submittals															
			Submittal Register	1.8	G													
		01 35 26	SD-01 Preconstruction Submittals															
			APP - Construction	1.8.1	G													

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION
WWTP Repair Clarifier 2

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	CLASSIFICATION	GOVT OR A/E REVWR	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					
							SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01 35 26	Dive Operations Plan	1.17	G													
			Accident Prevention Plan (APP)	1.8	G													
			SD-06 Test Reports															
			Monthly Exposure Reports	1.4														
			Notifications and Reports	1.13														
			Accident Reports	1.13.2	G													
			LHE Inspection Reports	1.13.3														
			SD-07 Certificates															
			Contractor Safety Self-Evaluation	1.5														
			Checklist															
			Crane Operators/Riggers	1.7.1.4														
			Standard Lift Plan	1.8.3.2	G													
			Critical Lift Plan	1.8.3.3	G													
			Naval Architecture Analysis	1.8.3.4	G													
			Activity Hazard Analysis (AHA)	1.9														
			Confined Space Entry Permit	1.10.1														
			Hot Work Permit	1.10.1														
			Certificate of Compliance	1.13.4														
			Third Party Certification of															
			Floating Cranes and															
			Barge-Mounted Mobile Cranes															
			License Certificates	1.15														
			Radiography Operation Planning	1.15.1	G													
			Work Sheet															
			Portable Gauge Operations	1.15.1	G													
			Planning Worksheet															

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION
WWTP Repair Clarifier 2

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	CLASSIFICATION	GOVT OR A/E REVWR	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					
							SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01 45 00.00 20	SD-01 Preconstruction Submittals															
			Construction Quality Control (QC)	1.6.1	G													
			Plan															
			Indoor Air Quality (IAQ)	1.16	G													
			Management Plan															
		01 50 00	SD-01 Preconstruction Submittals															
			Construction Site Plan	1.3	G													
			Traffic Control Plan	3.4.1	G													
			Haul Road Plan	2.2.1	G													
			Contractor Computer	1.6.1.4	G													
			Cybersecurity Compliance															
			Statements															
			Contractor Temporary Network	1.6.6	G													
			Cybersecurity Compliance															
			Statements															
			SD-06 Test Reports															
			Backflow Preventer Tests															
			SD-07 Certificates															
			Backflow Tester	1.4.1														
			Backflow Preventers	1.4														
		01 57 19	SD-01 Preconstruction Submittals															
			Preconstruction Survey	1.6.1														
			Regulatory Notifications	1.6.2	G													
			Environmental Manager		G													
			Qualifications															
			Employee Training Records	1.6.4	G													

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION
WWTP Repair Clarifier 2

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	CLASSIFICATION	GOVT OR A/E REVWR	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					
							SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION	MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01 57 19	Environmental Protection Plan	1.7	G													
			Dirt and Dust Control Plan	1.7.9.1	G													
			Solid Waste Management Permit	1.10	G													
			Spill Prevention Control And	3.10.2	G													
			Countermeasure (SPCC) Plan															
			SD-06 Test Reports															
			Monthly Solid Waste Disposal	1.10.1	G													
			Report															
			SD-07 Certificates															
			ECATTS Certificate Of	1.4.1.2	G													
			Completion															
			Employee Training Records	1.6.4	G													
			SD-11 Closeout Submittals															
			Regulatory Notifications	1.6.2	G													
			Assembled Employee Training	1.6.4	G													
			Records															
			Solid Waste Management Permit	1.10	G													
			Waste Determination	3.7.1	G													
			Documentation															
			Project Solid Waste Disposal	3.7.2.1	G													
			Documentation Report															
			Sales Documentation	3.7.2.1	G													
			Hazardous Waste/Debris	3.7.3.1	G													
			Management															
			Disposal Documentation for	3.7.3.5	G													
			Hazardous and Regulated Waste															

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION
WWTP Repair Clarifier 2

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	CLASSIFICATION	GOVT OR A/E REVWR	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
							SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION		
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01 57 19	Contractor Hazardous Material	3.8.1	G													
			Inventory Log															
		01 74 19	SD-01 Preconstruction Submittals															
			Construction Waste Management	1.6	G													
			Plan															
			SD-11 Closeout Submittals															
			Final Construction Waste	1.8	S													
			Diversion Report															
		01 78 00	SD-03 Product Data															
			Warranty Management Plan	1.6.1														
			Warranty Tags	1.6.4														
			Final Cleaning	3.4														
			Spare Parts Data	1.5														
			SD-08 Manufacturer's Instructions															
			Instructions	1.6.1														
			SD-10 Operation and Maintenance															
			Data															
			Operation and Maintenance	3.3	G													
			Manuals															
			SD-11 Closeout Submittals															
			As-Built Drawings	3.1	G													
			Record Drawings	3.2	G													
			As-Built Record of Equipment	1.6.1														
			and Materials															
			Certification of EPA Designated		G													
			Items															

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION
WWTP Repair Clarifier 2

CONTRACTOR

ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	CLASSIFICATION	GOVT OR A/E REVWR	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION			APPROVING AUTHORITY					MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS
							SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/ DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER	ACTION CODE	DATE OF ACTION			
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)		(q)	(r)
		01 78 00	Certification Of USDA		G														
			Designated Items																
			Interim DD FORM 1354		G														
			Checklist for DD FORM 1354		G														
			High Performance and		G														
			Sustainable Building (HPSB)																
			Checklist																
		01 78 23	SD-10 Operation and Maintenance																
			Data																
			Training Plan	3.1.1	G														
			Training Outline	3.1.3	G														
			Training Content	3.1.2	G														
			Operation And Maintenance	3.2.1	G														
			Manual, Progress Submittal																
			Operation And Maintenance	3.2.2	G														
			Manual, Prefinal Submittal																
			Operation And Maintenance	3.2.3	G														
			Manual, Final Submittal																
			SD-11 Closeout Submittals																
			Training Video Recording	3.1.4	G														
			Validation of Training Completion	3.1.6	G														
			Training Plan	3.1.1	G														
			Record Drawings And Utility	1.6.6.7	G														
			Systems																

SECTION 01 35 26

GOVERNMENTAL SAFETY REQUIREMENTS
11/20, CHG 3: 02/22

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 MECHANICAL ENGINEERS (ASME)

ASME B30.3	(2020) Tower Cranes
ASME B30.5	(2021) Mobile and Locomotive Cranes
ASME B30.7	(2021) Winches
ASME B30.8	(2020) Floating Cranes and Floating Derricks
ASME B30.9	(2018) Slings
ASME B30.20	(2018) Below-the-Hook Lifting Devices
ASME B30.22	(2016) Articulating Boom Cranes
ASME B30.23	(2022) Personnel Lifting Systems Safety Standard for Cableways, Cranes, Derricks, Hoists, Hooks, Jacks, and Slings
ASME B30.26	(2015; R 2020) Rigging Hardware

AMERICAN SOCIETY OF SAFETY PROFESSIONALS (ASSP)

ASSP A10.22	(2007; R 2017) Safety Requirements for Rope-Guided and Non-Guided Workers' Hoists
ASSP A10.34	(2021) Protection of the Public on or Adjacent to Construction Sites
ASSP A10.44	(2020) Control of Energy Sources (Lockout/Tagout) for Construction and Demolition Operations
ASSP Z244.1	(2016) The Control of Hazardous Energy Lockout, Tagout and Alternative Methods
ASSP Z359.0	(2018) Definitions and Nomenclature Used for Fall Protection and Fall Arrest
ASSP Z359.1	(2020) The Fall Protection Code
ASSP Z359.2	(2017) Minimum Requirements for a Comprehensive Managed Fall Protection

	Program
ASSP Z359.3	(2019) Safety Requirements for Lanyards and Positioning Lanyards
ASSP Z359.4	(2013) Safety Requirements for Assisted-Rescue and Self-Rescue Systems, Subsystems and Components
ASSP Z359.6	(2016) Specifications and Design Requirements for Active Fall Protection Systems
ASSP Z359.7	(2019) Qualification and Verification Testing of Fall Protection Products
ASSP Z359.11	(2014) Safety Requirements for Full Body Harnesses
ASSP Z359.12	(2019) Connecting Components for Personal Fall Arrest Systems
ASSP Z359.13	(2013) Personal Energy Absorbers and Energy Absorbing Lanyards
ASSP Z359.14	(2014) Safety Requirements for Self-Retracting Devices for Personal Fall Arrest and Rescue Systems
ASSP Z359.15	(2014) Safety Requirements for Single Anchor Lifelines and Fall Arresters for Personal Fall Arrest Systems
ASSP Z359.16	(2016) Safety Requirements for Climbing Ladder Fall Arrest Systems
ASSP Z359.18	(2017) Safety Requirements for Anchorage Connectors for Active Fall Protection Systems

ASTM INTERNATIONAL (ASTM)

ASTM F855	(2019) Standard Specifications for Temporary Protective Grounds to Be Used on De-energized Electric Power Lines and Equipment

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE 1048	(2016) Guide for Protective Grounding of Power Lines
IEEE C2	(2023) National Electrical Safety Code

NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)

NEMA Z535.2	(2011; R 2017) Environmental and Facility Safety Signs

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 10	(2022; ERTA 1 2021) Standard for Portable Fire Extinguishers
NFPA 51B	(2019; TIA 20-1) Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
NFPA 70	(2020; TIA 22-1; ERTA 1 2022) National Electrical Code
NFPA 70E	(2021) Standard for Electrical Safety in the Workplace
NFPA 241	(2022) Standard for Safeguarding Construction, Alteration, and Demolition Operations

TELECOMMUNICATIONS INDUSTRY ASSOCIATION (TIA)

TIA-222	(2018H; Add 1 2019) Structural Standard for Antenna Supporting Structures and Antennas and Small Wind Turbine Support Structures
TIA-1019	(2012; R 2016) Standard for Installation, Alteration and Maintenance of Antenna Supporting Structures and Antennas

U.S. ARMY CORPS OF ENGINEERS (USACE)

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

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

10 CFR 20	Standards for Protection Against Radiation
29 CFR 1910	Occupational Safety and Health Standards
29 CFR 1910.146	Permit-required Confined Spaces
29 CFR 1910.147	The Control of Hazardous Energy (Lock Out/Tag Out)
29 CFR 1910.333	Selection and Use of Work Practices
29 CFR 1915	Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment
29 CFR 1915.89	Control of Hazardous Energy (Lockout/Tags-Plus)
29 CFR 1926	Safety and Health Regulations for Construction
29 CFR 1926.16	Rules of Construction

29 CFR 1926.450	Scaffolds
29 CFR 1926.500	Fall Protection
29 CFR 1926.552	Material Hoists, Personal Hoists, and Elevators
29 CFR 1926.553	Base-Mounted Drum Hoists
29 CFR 1926.1400	Cranes and Derricks in Construction
49 CFR 173	Shippers - General Requirements for Shipments and Packagings
CPL 02-01-056	(2014) Inspection Procedures for Accessing Communication Towers by Hoist
CPL 2.100	(1995) Application of the Permit-Required Confined Spaces (PRCS) Standards, 29 CFR 1910.146

1.2 DEFINITIONS

1.2.1 Competent Person (CP)

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

1.2.2 Competent Person, Confined Space

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

1.2.3 Competent Person, Cranes and Rigging

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

1.2.4 Competent Person, Excavation/Trenching

A CP, Excavation/Trenching, is a person meeting the competent person requirements as defined in EM 385-1-1 Appendix Q and 29 CFR 1926, who has been designated in writing to be responsible for the immediate supervision,

implementation and monitoring of the excavation/trenching program, who through training, knowledge and experience in excavation/trenching is capable of identifying, evaluating and addressing existing and potential hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.5 Competent Person, Fall Protection

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

1.2.6 Competent Person, Scaffolding

The CP, Scaffolding is a person meeting the competent person requirements in EM 385-1-1 Appendix Q, and designated in writing by the employer to be responsible for immediate supervising, implementing and monitoring of the scaffolding program. The CP for Scaffolding has enough training, knowledge and experience in scaffolding to correctly identify, evaluate and address existing and potential hazards and also has the authority to take prompt corrective measures with regard to these hazards. CP qualifications must be documented including experience on the specific scaffolding systems/types being used, assessment of the base material that the scaffold will be erected upon, load calculations for materials and personnel, and erection and dismantling. The CP for scaffolding must have a documented minimum of 8-hours of scaffold training to include training on the specific type of scaffold being used (e.g. mast-climbing, adjustable, tubular frame), in accordance with EM 385-1-1 Section 22.B.02.

1.2.7 Competent Person (CP) Trainer

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

1.2.8 High Risk Activities

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

1.2.9 High Visibility Accident

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

1.2.10 Load Handling Equipment (LHE)

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

1.2.11 Medical Treatment

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

1.2.12 Near Miss

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

1.2.13 Operating Envelope

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

1.2.14 Qualified Person (QP)

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

1.2.15 Qualified Person, Fall Protection (QP for FP)

A QP for FP is a person meeting the definition requirements of EM 385-1-1 Appendix Q, and ASSP Z359.2 standard, having a recognized degree or professional certificate and with extensive knowledge, training and experience in the fall protection and rescue field who is capable of designing, analyzing, and evaluating and specifying fall protection and rescue systems.

1.2.16 Recordable Injuries or Illnesses

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

a. Death, regardless of the time between the injury and death, or the length of the illness;

b. Days away from work (any time lost after day of injury/illness onset);

c. Restricted work;

d. Transfer to another job;

e. Medical treatment beyond first aid;

f. Loss of consciousness; or

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

1.2.17 Government Property and Equipment

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

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

A LHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents, even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, or roll over). Document an LHE mishap or accident using the NAVFAC prescribed Navy Crane Center (NCC) accident form.

1.3 SUBMITTALS

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

SD-01 Preconstruction Submittals

APP - Construction; G

Dive Operations Plan; G

Accident Prevention Plan (APP); G

SD-06 Test Reports

Monthly Exposure Reports

Notifications and Reports

Accident Reports; G

LHE Inspection Reports

SD-07 Certificates

Contractor Safety Self-Evaluation Checklist

Crane Operators/Riggers

Standard Lift Plan; G

Critical Lift Plan ; G

Naval Architecture Analysis; G

Activity Hazard Analysis (AHA)

Confined Space Entry Permit

Hot Work Permit

Certificate of Compliance

Third Party Certification of Floating Cranes and Barge-Mounted Mobile Cranes

License Certificates

Radiography Operation Planning Work Sheet; G

Portable Gauge Operations Planning Worksheet; G

1.4 MONTHLY EXPOSURE REPORTS

Provide a Monthly Exposure Report and attach to the monthly billing request. This report is a compilation of employee-hours worked each month for all site workers, both Prime and subcontractor. Failure to submit the report may result in retention of up to 10 percent of the voucher.

1.5 CONTRACTOR SAFETY SELF-EVALUATION CHECKLIST

Contracting Officer will provide a "Contractor Safety Self-Evaluation checklist" to the Contractor at the pre-construction meeting. 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. The Contractor Safety Self-Evaluation checklist can be found on the Whole Building Design Guide website at www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/ufgs-01-35-26

1.6 REGULATORY REQUIREMENTS

In addition to the detailed requirements included in the provisions of this Contract, comply with the most recent edition of USACE EM 385-1-1, and 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.

1.6.1 Subcontractor Safety Requirements

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

1.6.1.1 Experience Modification Rate (EMR)

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

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

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

(N/EH) x 200,000

where:

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

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

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

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

1.7 SITE QUALIFICATIONS, DUTIES, AND MEETINGS

1.7.1 Personnel Qualifications

1.7.1.1 Site Safety and Health Officer (SSHO)

Provide an SSHO that meets the requirements of EM 385-1-1 Section 1. The SSHO must ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes a minimum of one person at each project site to function as the Site Safety and Health Officer (SSHO). The SSHO or an equally-qualified Alternate SSHO must be at the work site at all times to implement and administer the Contractor's safety program and Government-accepted Accident Prevention Plan. The SSHO and Alternate SSHO must have the required training, experience, and qualifications in accordance with EM 385-1-1 Section 01.A.17, and all associated sub-paragraphs.

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

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

The SSHO may not serve as the Quality Control Manager. The SSHO may also serve as the Superintendent.

1.7.1.2 Competent Person Qualifications

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

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

1.7.1.2.1 Competent Person for Confined Space Entry

Provide a Confined Space (CP) Competent Person who meets the requirements of EM 385-1-1, Appendix Q, and herein. The CP for Confined Space Entry must supervise the entry into each confined space in accordance with EM 385-1-1, Section 34.

1.7.1.2.2 Competent Person for Scaffolding

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

1.7.1.2.3 Competent Person for Fall Protection

Provide a Competent Person for Fall Protection who meets the requirements of EM 385-1-1, Section 21.C.04, 21.B.03, and herein.

1.7.1.3 Qualified Trainer Requirements

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

Instructors are required to:

a. Prepare class presentations that cover construction-related safety requirements.

b. Ensure that all attendees attend all sessions by using a class roster signed daily by each attendee. Maintain copies of the roster for at least five years. This is a certification class and must be attended 100 percent. In cases of emergency where an attendee cannot make it to a session, the attendee can make it up in another class session for the same subject.

c. Update training course materials whenever an update of the EM 385-1-1 becomes available.

d. Provide a written exam of at least 50 questions. Students are required to answer 80 percent correctly to pass.

e. Request, review and incorporate student feedback into a continuous course improvement program.

1.7.1.4 Crane Operators/Riggers

Provide Operators, Signal Persons, and Riggers meeting the requirements in EM 385-1-1, Section 15.B for Riggers and Section 16.B for Crane Operators and Signal Persons. In addition, for mobile cranes with Original Equipment Manufacturer (OEM) rated capacities of 50,000 pounds or greater, designate crane operators qualified by a source that qualifies crane operators (i.e., union, a Government agency, or an organization that tests and qualifies crane operators). Provide proof of current qualification.

1.7.2 Personnel Duties

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

The SSHO must:

a. Conduct daily safety and health inspections and maintain a written log which includes area/operation inspected, date of inspection, identified hazards, recommended corrective actions, estimated and actual dates of corrections. Attach safety inspection logs to the Contractors' daily production report.

b. Conduct mishap investigations and complete required accident reports. Report mishaps and near misses.

c. Use and maintain OSHA's Form 300 to log work-related injuries and illnesses occurring on the project site for Prime Contractors and subcontractors, and make available to the Contracting Officer upon request. Post and maintain the Form 300A on the site Safety Bulletin Board.

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

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

f. Review the APP and AHAs for compliance with EM 385-1-1, and approve, sign, implement and enforce them.

g. Establish a Safety and Occupational Health (SOH) Deficiency Tracking System that lists and monitors outstanding deficiencies until resolution.

h. Ensure subcontractor compliance with safety and health requirements.

i. Maintain a list of hazardous chemicals on site and their material Safety Data Sheets (SDS).

j. Maintain a weekly list of high hazard activities involving energy, equipment, excavation, entry into confined space, and elevation, and be prepared to discuss details during QC Meetings.

k. Provide and keep a record of site safety orientation and indoctrination for Contractor employees, subcontractor employees, and site visitors.

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

1.7.3 Meetings

1.7.3.1 Preconstruction Meeting

a. Contractor representatives who have a responsibility or significant role in accident prevention on the project must attend the preconstruction meeting. This includes the project superintendent, Site Safety and Occupational Health Officer, quality control manager, or any other assigned safety and health professionals who participated in the development of the APP (including the Activity Hazard Analyses (AHAs) and special plans, program and procedures associated with it).

b. Discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the Contract. This list of proposed AHAs will be reviewed and an agreement will be reached between the Contractor and the Contracting Officer as to which phases will require an analysis. In addition, establish a schedule for the preparation, submittal, and Government review of AHAs to preclude

project delays.

c. Deficiencies in the submitted APP, identified during the Contracting Officer's review, must be corrected, and the APP re-submitted for review prior to the start of construction. Work is not permitted to begin until an APP is established that is acceptable to the Contracting Officer.

1.7.3.2 Safety Meetings

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

1.8 ACCIDENT PREVENTION PLAN (APP)

1.8.1 APP - Construction

A qualified person must prepare the written site-specific APP. Prepare the APP in accordance with the format and requirements of EM 385-1-1, Appendix A, and as supplemented herein. Cover all paragraph and subparagraph elements in EM 385-1-1, Appendix A. The APP must be job-specific and address any unusual or unique aspects of the project or activity for which it is written. The APP must interface with the Contractor's overall safety and health program referenced in the APP in the applicable APP element, and made site-specific. Describe the methods to evaluate past safety performance of potential subcontractors in the selection process. Also, describe innovative methods used to ensure and monitor safe work practices of subcontractors. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the Contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out. The APP must be signed by an officer of the firm (Prime Contractor senior person), the individual preparing the APP, the on-site superintendent, the designated SSHO, the Contractor Quality Control Manager, and any designated Certified Safety Professional (CSP) or Certified Health Physicist (CIH). The SSHO must provide and maintain the APP and a log of signatures by each subcontractor foreman, attesting that they have read and understand the APP, and make the APP and log available on-site to the Contracting Officer. If English is not the foreman's primary language, the Prime Contractor must provide an interpreter.

Submit the APP to the Contracting Officer within 30 calendar days of Contract award and not less than 10 calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP. Once reviewed and accepted by the Contracting Officer, the APP and attachments will be enforced as part of the Contract. Disregarding

the provisions of this Contract or the accepted APP is cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified. Continuously review and amend the APP, as necessary, throughout the life of the Contract. Changes to the accepted APP must be made with the knowledge and concurrence of the Contracting Officer, project superintendent, SSHO and Quality Control Manager. Incorporate unusual or high-hazard activities not identified in the original APP as they are discovered. Should any severe hazard exposure (i.e. imminent danger) become evident, stop work in the area, secure the area, and develop a plan to remove the exposure and control the hazard. Notify the Contracting Officer within 24 hours of discovery. Eliminate and remove the hazard. In the interim, take all necessary action to restore and maintain safe working conditions in order to safeguard onsite personnel, visitors, the public (as defined by ASSP A10.34), and the environment.

1.8.2 Names and Qualifications

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

a. Names and qualifications (resumes including education, training, experience and certifications) of site safety and health personnel designated to perform work on this project to include the designated Site Safety and Health Officer and other competent and qualified personnel to be used. Specify the duties of each position.

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

1.8.3 Plans

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

1.8.3.1 Confined Space Entry Plan

Develop a confined or enclosed space entry plan in accordance with EM 385-1-1, applicable OSHA standards 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, OSHA Directive CPL 2.100, and any other federal, state and local regulatory requirements identified in this Contract. Identify the qualified person's name and qualifications, training, and experience. Delineate the qualified person's authority to direct work stoppage in the event of hazardous conditions. Include procedure for rescue by Contractor personnel and the coordination with emergency responders. (If there is no confined space work, include a statement that no confined space work exists and none will be created.)

1.8.3.2 Standard Lift Plan (SLP)

Plan lifts to avoid situations where the operator cannot maintain safe control of the lift. Prepare a written SLP in accordance with EM 385-1-1, Section 16.A.03, using Form 16-2 for every lift or series of lifts (if duty cycle or routine lifts are being performed). The SLP must be developed, reviewed and accepted by all personnel involved in the lift in conjunction

with the associated AHA. Signature on the AHA constitutes acceptance of the plan. Maintain the SLP on the LHE for the current lift(s) being made. Maintain historical SLPs for a minimum of three months.

1.8.3.3 Critical Lift Plan - Crane or Load Handling Equipment

Provide a Critical Lift Plan as required by EM 385-1-1, Section 16.H.01, using Form 16-3. In addition, Critical Lift Plans are required for the following:

a. Lifts over 50 percent of the capacity of barge mounted mobile crane's hoist.

b. When working around energized power lines where the work will get closer than the minimum clearance distance in EM 385-1-1 Table 16-1.

c. For lifts with anticipated binding conditions.

d. When erecting cranes.

1.8.3.3.1 Critical Lift Plan Planning and Schedule

Critical lifts require detailed planning and additional or unusual safety precautions. Develop and submit a critical lift plan to the Contracting Officer 30 calendar days prior to critical lift. Comply with load testing requirements in accordance with EM 385-1-1, Section 16.F.03.

1.8.3.3.2 Lifts of Personnel

In addition to the requirements of EM 385-1-1, Section 16.H.02, for lifts of personnel, demonstrate compliance with the requirements of 29 CFR 1926.1400 and EM 385-1-1, Section 16.T.

1.8.3.4 Barge Mounted Mobile Crane Lift Plan

Provide a Naval Architecture Analysis and include an LHE Manufacturer's Floating Service Load Chart in accordance with EM 385-1-1, Section 16.L.03.

1.8.3.5 Multi-Purpose Machines, Material Handling Equipment, and Construction Equipment Lift Plan

Multi-purpose machines, material handling equipment, and construction equipment used to lift loads that are suspended by rigging gear, require proof of authorization from the machine OEM that the machine is capable of making lifts of loads suspended by rigging equipment. Written approval from a qualified registered professional engineer, after a safety analysis is performed, is allowed in lieu of the OEM's approval. Demonstrate that the operator is properly trained and that the equipment is properly configured to make such lifts and is equipped with a load chart.

1.8.3.6 Fall Protection and Prevention (FP&P) Plan

The plan must be in accordance with the requirements of EM 385-1-1, Section 21.D and ASSP Z359.2, be site specific, and address all fall hazards in the work place and during different phases of construction. Address how to protect and prevent workers from falling to lower levels when they are exposed to fall hazards above 6 feet. A competent person or qualified person for fall protection must prepare and sign the plan documentation. Include fall protection and prevention systems, equipment and methods

employed for every phase of work, roles and responsibilities, assisted rescue, self-rescue and evacuation procedures, training requirements, and monitoring methods. Review and revise, as necessary, the Fall Protection and Prevention Plan documentation as conditions change, but at a minimum every six months, for lengthy projects, reflecting any changes during the course of construction due to changes in personnel, equipment, systems or work habits. Keep and maintain the accepted Fall Protection and Prevention Plan documentation at the job site for the duration of the project. Include the Fall Protection and Prevention Plan documentation in the Accident Prevention Plan (APP).

1.8.3.7 Rescue and Evacuation Plan

Provide a Rescue and Evacuation Plan in accordance with EM 385-1-1 Section 21.N and ASSP Z359.2, and include in the FP&P Plan and as part of the APP. Include a detailed discussion of the following: methods of rescue; methods of self-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility.

1.8.3.8 Hazardous Energy Control Program (HECP)

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

1.8.3.9 Excavation Plan

Identify the safety and health aspects of excavation, and provide and prepare the plan in accordance with EM 385-1-1, Section 25.A and Section 31 00 00 EARTHWORK.

1.9 ACTIVITY HAZARD ANALYSIS (AHA)

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

AHAs must identify competent persons required for phases involving high risk activities, including confined entry, crane and rigging, excavations, trenching, electrical work, fall protection, and scaffolding.

1.9.1 AHA Management

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

1.9.2 AHA Signature Log

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

1.10 DISPLAY OF SAFETY INFORMATION

1.10.1 Safety Bulletin Board

Prior to commencement of work, erect a safety bulletin board at the job site. Where size, duration, or logistics of project do not facilitate a bulletin board, an alternative method, acceptable to the Contracting Officer, that is accessible and includes all mandatory information for employee and visitor review, may be deemed as meeting the requirement for a bulletin board. Include and maintain information on safety bulletin board as required by EM 385-1-1, Section 01.A.07. Additional items required to be posted include:

a. Confined space entry permit.

b. Hot work permit.

1.10.2 Safety and Occupational Health (SOH) Deficiency Tracking System

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

a. Date deficiency identified;

b. Description of deficiency;

c. Name of person responsible for correcting deficiency;

d. Projected resolution date;

e. Date actually resolved.

1.11 SITE SAFETY REFERENCE MATERIALS

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

1.12 EMERGENCY MEDICAL TREATMENT

Contractors must arrange for their own emergency medical treatment in accordance with EM 385-1-1. Government has no responsibility to provide emergency medical treatment.

1.13 NOTIFICATIONS and REPORTS

1.13.1 Mishap Notification

Notify the Contracting Officer as soon as practical, but no more than twenty-four hours, after any mishaps, including recordable accidents, incidents, and near misses, as defined in EM 385-1-1 Appendix Q, any report of injury, illness, or any property damage. For LHE or rigging mishaps, notify the Contracting Officer as soon as practical but not more than four hours after mishap. The Contractor is responsible for obtaining appropriate medical and emergency assistance and for notifying fire, law enforcement, and regulatory agencies. Immediate reporting is required for electrical mishaps, to include Arc Flash; shock; uncontrolled release of hazardous energy (includes electrical and non-electrical); load handling equipment or rigging; fall from height (any level other than same surface); and underwater diving. These mishaps must be investigated in depth to identify all causes and to recommend hazard control measures.

Within notification include Contractor name; Contract title; type of Contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (for example, type of construction equipment used and PPE used). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted. Assist and cooperate fully with the Government's investigation(s) of any mishap.

1.13.2 Accident Reports

a. Conduct an accident investigation for recordable injuries and illnesses, property damage, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. Complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS). Complete and submit an accident investigation report in ESAMS within 5 days for mishaps defined in EM 385-1-1 01.D.03 and 10 days for accidents defined by EM 385-1-1 01.D.05. Complete an investigation report within 30 days for those mishaps defined by EM 385-1-1 01.D.04. Mishaps defined by EM 385-1-1 01.D.04 and 01.D.05 must include a written report submitted as an attachment in ESAMS using the following outline: (1) Mishap summary description to include process, findings and outcomes; (2) Root Cause; (3) Direct Factors; (4) Indirect and Contributing Factors; (5) Corrective Actions; and (6) Recommendations. The Contracting Officer will provide copies of any required or special forms.

b. Near Misses: For Navy Projects, complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS). Near miss reports are considered positive and proactive Contractor safety management actions.

c. Conduct an accident investigation for any load handling equipment accident (including rigging accidents) to establish the root cause(s) of the accident. Complete the LHE Accident Report (Crane and Rigging Accident Report) form and provide the report to the Contracting Officer within 30 calendar days of the accident. Do not proceed with crane operations until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer. The Contracting Officer will provide a blank copy of the accident report form.

1.13.3 LHE Inspection Reports

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

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

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

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

1.14 HOT WORK

1.14.1 Permit and Personnel Requirements

Submit and obtain a written permit prior to performing "Hot Work" (i.e. welding or cutting) or operating other flame-producing/spark producing devices, from the Fire Division. A permit is required from the Explosives Safety Office for work in and around where explosives are processed, stored, or handled. CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA BEFORE A PERMIT IS ISSUED. Provide at least two 20 pound 4A:20 BC rated extinguishers for normal "Hot Work". The extinguishers must be current inspection tagged, and contain an approved safety pin and tamper resistant seal. It is also mandatory to have a designated FIRE WATCH for any "Hot Work" done at this activity. The Fire Watch must be trained in accordance with NFPA 51B and remain on-site for a minimum of one hour after completion of the task or as specified on the hot work permit.

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

1.14.2 Work Around Flammable Materials

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

Whenever these materials, except beryllium and chromium (VI), are encountered in indoor operations, local mechanical exhaust ventilation

systems that are sufficient to reduce and maintain personal exposures to within acceptable limits must be used and maintained in accordance with manufacturer's instruction and supplemented by exceptions noted in EM 385-1-1, Section 06.H

1.15 RADIATION SAFETY REQUIREMENTS

Submit License Certificates, employee training records, and Leak Test Reports for radiation materials and equipment to the Contracting Officer and Radiation Safety Office (RSO), and Contracting Oversight Technician (COT) for all specialized and licensed material and equipment proposed for use on the construction project (excludes portable machine sources of ionizing radiation including moisture density and X-Ray Fluorescence (XRF)). Maintain on-site records whenever licensed radiological materials or ionizing equipment are on Government property.

Protect workers from radiation exposure in accordance with 10 CFR 20, ensuring any personnel exposures are maintained As Low As Reasonably Achievable.

1.15.1 Radiography Operation Planning Work Sheet

Submit a Gamma and X-Ray Radiography Operation Planning Work Sheet to Contracting Officer 14 days prior to commencement of operations involving radioactive materials or radiation generating devices. For portable machine sources of ionizing radiation, including moisture density and XRF, use and submit the Portable Gauge Operations Planning Worksheet instead. The Contracting Officer and COT will review the submitted worksheet and provide questions and comments.

Contractors must use primary dosimeters process by a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory.

1.15.2 Site Access and Security

Coordinate site access and security requirements with the Contracting Officer and COT for all radiological materials and equipment containing ionizing radiation that are proposed for use on a government facility. For gamma radiography materials and equipment, a Government escort is required for any travels on the Installation. The Navy COT or Government authorized representative will meet the Contractor at a designated location outside the Installation, ensure safety of the materials being transported, and will escort the Contractor for gamma sources onto the Installation, to the job site, and off the Installation. For portable machine sources of ionizing radiation, including moisture density and XRF, the Navy COT or Government authorized representative will meet the Contractor at the job site.

Provide a copy of all calibration records, and utilization records to the COT for radiological operations performed on the site.

1.15.3 Loss or Release and Unplanned Personnel Exposure

Loss or release of radioactive materials, and unplanned personnel exposures must be reported immediately to the Contracting Officer, RSO, and Base Security Department Emergency Number.

1.15.4 Site Demarcation and Barricade

Properly demark and barricade an area surrounding radiological operations to preclude personnel entrance, in accordance with EM 385-1-1, Nuclear Regulatory Commission, and Applicable State regulations and license requirements, and in accordance with requirements established in the accepted Radiography Operation Planning Work Sheet.

Do not close or obstruct streets, walks, and other facilities occupied and used by the Government without written permission from the Contracting Officer.

1.15.5 Security of Material and Equipment

Properly secure the radiological material and ionizing radiation equipment at all times, including keeping the devices in a properly marked and locked container, and secondarily locking the container to a secure point in the Contractor's vehicle or other approved storage location during transportation and while not in use. While in use, maintain a continuous visual observation on the radiological material and ionizing radiation equipment. In instances where radiography is scheduled near or adjacent to buildings or areas having limited access or one-way doors, make no assumptions as to building occupancy. Where necessary, the Contracting Officer will direct the Contractor to conduct an actual building entry, search, and alert. Where removal of personnel from such a building cannot be accomplished and it is otherwise safe to proceed with the radiography, position a fully instructed employee inside the building or area to prevent exiting while external radiographic operations are in process.

1.15.6 Transportation of Material

Comply with 49 CFR 173 for Transportation of Regulated Amounts of Radioactive Material. Notify Local Fire authorities and the site Radiation Safety Officer (RSO) of any Radioactive Material use.

1.15.7 Schedule for Exposure or Unshielding

Actual exposure of the radiographic film or unshielding the source must not be initiated until after 5 p.m. on weekdays.

1.15.8 Transmitter Requirements

Adhere to the base policy concerning the use of transmitters, such as radios and cell phones. Obey Emissions control (EMCON) restrictions.

1.16 CONFINED SPACE ENTRY REQUIREMENTS

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

1.16.1 Entry Procedures

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

Hazards pertaining to the space must be reviewed with each employee during review of the AHA.

1.16.2 Forced Air Ventilation

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

1.16.3 Sewer Wet Wells

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

1.16.4 Rescue Procedures and Coordination with Local Emergency Responders

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

1.17 DIVE SAFETY REQUIREMENTS

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

1.18 SEVERE STORM PLAN

In the event of a severe storm warning, the Contractor must comply with the applicable Storm Plan and:

a. Secure outside equipment and materials and place materials that could be damaged in protected areas.

b. Check surrounding area, including roof, for loose material, equipment, debris, and other objects that could be blown away or against existing facilities.

c. Ensure that temporary erosion controls are adequate.

PART 2 PRODUCTS

2.1 CONFINED SPACE SIGNAGE

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

PART 3 EXECUTION

3.1 CONSTRUCTION AND OTHER WORK

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

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

a. Hard Hat

b. Long Pants

c. Appropriate Safety Shoes

d. Appropriate Class Reflective Vests

3.1.1 Worksite Communication

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

3.1.2 Hazardous Material Use

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

3.1.3 Hazardous Material Exclusions

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

3.1.4 Unforeseen Hazardous Material

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

3.2 UTILITY OUTAGE REQUIREMENTS

Apply for utility outages at least 14 days in advance. At a minimum, the written request must include the location of the outage, utilities being affected, duration of outage, any necessary sketches, and a description of the means to fulfill energy isolation requirements in accordance with EM 385-1-1, Section 11.A.02 (Isolation). Some examples of energy isolation devices and procedures are highlighted in EM 385-1-1, Section 12.D. In accordance with EM 385-1-1, Section 12.A.01, where outages involve Government or Utility personnel, coordinate with the Government on all activities involving the control of hazardous energy.

These activities include, but are not limited to, a review of HECP and HEC procedures, as well as applicable Activity Hazard Analyses (AHAs). In accordance with EM 385-1-1, Section 11.A.02 and NFPA 70E, work on energized electrical circuits must not be performed without prior Government authorization. Government permission is considered through the permit process and submission of a detailed AHA. Energized work permits are considered only when de-energizing introduces additional or increased hazard or when de-energizing is infeasible.

3.3 OUTAGE COORDINATION MEETING

After the utility outage request is approved and prior to beginning work on the utility system requiring shut-down, conduct a pre-outage coordination meeting in accordance with EM 385-1-1, Section 12.A. This meeting must include the Prime Contractor, the Prime and subcontractors performing the work, the Contracting Officer, and the Public Utilities representative. All parties must fully coordinate HEC activities with one another. During the coordination meeting, all parties must discuss and coordinate on the scope of work, HEC procedures (specifically, the lock-out/tag-out procedures for worker and utility protection), the AHA, assurance of trade personnel qualifications, identification of competent persons, and compliance with HECP training in accordance with EM 385-1-1, Section 12.C. Clarify when personal protective equipment is required during switching operations, inspection, and verification.

3.4 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

Provide and operate a Hazardous Energy Control Program (HECP) in accordance with EM 385-1-1 Section 12, 29 CFR 1910.333, 29 CFR 1915.89, ASSP A10.44, NFPA 70E, and paragraph HAZARDOUS ENERGY CONTROL PROGRAM (HECP).

3.4.1 Safety Preparatory Inspection Coordination Meeting with the Government or Utility

For electrical distribution equipment that is to be operated by Government or Utility personnel, the Prime Contractor and the subcontractor performing the work must attend the safety preparatory inspection coordination meeting, which will also be attended by the Contracting Officer's Representative, and required by EM 385-1-1, Section 12.A.02. The meeting will occur immediately preceding the start of work and following the completion of the outage coordination meeting. Both the safety preparatory inspection coordination meeting and the outage coordination meeting must occur prior to conducting the outage and commencing with lockout/tagout procedures.

3.4.2 Lockout/Tagout Isolation

Where the Government or Utility performs equipment isolation and lockout/tagout, the Contractor must place their own locks and tags on each energy-isolating device and proceed in accordance with the HECP. Before any work begins, both the Contractor and the Government or Utility must perform energy isolation verification testing while wearing required PPE detailed in the Contractor's AHA and required by EM 385-1-1, Sections 05.I and 11.B. Install personal protective grounds, with tags, to eliminate the potential for induced voltage in accordance with EM 385-1-1, Section 12.E.06.

3.4.3 Lockout/Tagout Removal

Upon completion of work, conduct lockout/tagout removal procedure in accordance with the HECP. In accordance with EM 385-1-1, Section 12.E.08, each lock and tag must be removed from each energy isolating device by the authorized individual or systems operator who applied the device. Provide formal notification to the Government (by completing the Government form if provided by Contracting Officer's Representative), confirming that steps of de-energization and lockout/tagout removal procedure have been conducted and certified through inspection and verification. Government or Utility locks and tags used to support the Contractor's work will not be removed until the authorized Government employee receives the formal notification.

3.5 FALL PROTECTION PROGRAM

Establish a fall protection program, for the protection of all employees exposed to fall hazards. Within the program include company policy, identify roles and responsibilities, education and training requirements, fall hazard identification, prevention and control measures, inspection, storage, care and maintenance of fall protection equipment and rescue and evacuation procedures in accordance with ASSP Z359.2 and EM 385-1-1, Sections 21.A and 21.D.

3.5.1 Training

Institute a fall protection training program. As part of the Fall Protection Program, provide training for each employee who might be exposed to fall hazards and using personal fall protection equipment. Provide training by a competent person for fall protection in accordance with EM 385-1-1, Section 21.C. Document training and practical application of the competent person in accordance with EM 385-1-1, Section 21.C.04 and ASSP Z359.2 in the AHA.

3.5.2 Fall Protection Equipment and Systems

Enforce use of personal fall protection equipment and systems designated (to include fall arrest, restraint, and positioning) for each specific work activity in the Site Specific Fall Protection and Prevention Plan and AHA at all times when an employee is exposed to a fall hazard. Protect employees from fall hazards as specified in EM 385-1-1, Section 21.

Provide personal fall protection equipment, systems, subsystems, and components that comply with EM 385-1-1 Section 21.I, 29 CFR 1926.500 Subpart M,ASSP Z359.0, ASSP Z359.1, ASSP Z359.2, ASSP Z359.3, ASSP Z359.4, ASSP Z359.6, ASSP Z359.7, ASSP Z359.11, ASSP Z359.12, ASSP Z359.13, ASSP Z359.14, ASSP Z359.15, ASSP Z359.16 and ASSP Z359.18.

3.5.2.1 Additional Personal Fall Protection Measures

In addition to the required fall protection systems, other protective measures such as safety skiffs, personal floatation devices, and life rings, are required when working above or next to water in accordance with EM 385-1-1, Sections 21.O through 21.O.06. Personal fall protection systems and equipment are required when working from an articulating or extendible boom, swing stages, or suspended platform. In addition, personal fall protection systems are required when operating other equipment such as scissor lifts. The need for tying-off in such equipment is to prevent ejection of the employee from the equipment during raising, lowering, travel, or while performing work.

3.5.2.2 Personal Fall Protection Equipment

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

3.5.3 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 from unprotected edge of a roof having a slope less than or equal to 4:12 (vertical to horizontal), protect personnel from falling by the use of conventional fall protection

systems (personal fall arrest/restraint systems, guardrails, or safety nets) in accordance with EM 385-1-1, Section 21 and 29 CFR 1926.500. A safety monitoring system is not adequate fall protection and is not authorized.

(2) For work greater than 6 feet from the unprotected roof edge, addition to the use of conventional fall protection systems the use of a warning line system is also permitted, in accordance with 29 CFR 1926.500 and EM 385-1-1, Section 21.L.

b. Steep-Sloped Roofs: Work on a roof having a slope greater than 4:12 (vertical to horizontal) requires a personal fall arrest system, guardrails with toe-boards, or safety nets. This requirement also applies to residential or housing type construction.

3.5.4 Horizontal Lifelines (HLL)

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

3.5.5 Guardrails and Safety Nets

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

3.5.6 Rescue and Evacuation Plan and Procedures

When personal fall arrest systems are used, ensure that the mishap victim can self-rescue or can be rescued promptly should a fall occur. Prepare a Rescue and Evacuation Plan and include a detailed discussion of the following: methods of rescue; methods of self-rescue or assisted-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility. Include the Rescue and Evacuation Plan within the Activity Hazard Analysis (AHA) for the phase of work, in the Fall Protection and Prevention (FP&P) Plan, and the Accident Prevention Plan (APP). The plan must be in accordance with the requirements of EM 385-1-1, ASSP Z359.2, and ASSP Z359.4.

3.6 WORK PLATFORMS

3.6.1 Scaffolding

Provide employees with a safe means of access to the work area on the scaffold. Climbing of any scaffold braces or supports not specifically designed for access is prohibited. Comply with the following requirements:

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

b. Ladders commonly provided by scaffold system manufacturers are prohibited for accessing scaffold platforms greater than 20 feet maximum in height.

c. An adequate gate is required.

d. Employees performing scaffold erection and dismantling must be qualified.

e. Scaffold must be capable of supporting at least four times the maximum intended load, and provide appropriate fall protection as delineated in the accepted fall protection and prevention plan.

f. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward.

g. Special care must be given to ensure scaffold systems are not overloaded.

h. Side brackets used to extend scaffold platforms on self-supported scaffold systems for the storage of material are prohibited. The first tie-in must be at the height equal to 4 times the width of the smallest dimension of the scaffold base.

i. Scaffolding other than suspended types must bear on base plates upon wood mudsills (2 in x 10 in x 8 in minimum) or other adequate firm foundation.

j. Scaffold or work platform erectors must have fall protection during the erection and dismantling of scaffolding or work platforms that are more than 6 feet.

k. Delineate fall protection requirements when working above 6 feet or above dangerous operations in the Fall Protection and Prevention (FP&P) Plan and Activity Hazard Analysis (AHA) for the phase of work.

3.6.2 Elevated Aerial Work Platforms (AWPs)

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

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

3.7 EQUIPMENT

3.7.1 Material Handling Equipment (MHE)

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

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

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

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

3.7.2 Load Handling Equipment (LHE)

The following requirements apply. In exception, these requirements do not apply to commercial truck mounted and articulating boom cranes used solely to deliver material and supplies (not prefabricated components, structural steel, or components of a systems-engineered metal building) where the lift consists of moving materials and supplies from a truck or trailer to the ground; to cranes installed on mechanics trucks that are used solely in the repair of shore-based equipment; to crane that enter the activity but are not used for lifting; nor to other machines not used to lift loads suspended by rigging equipment. However, LHE accidents occurring during such operations must be reported.

a. Equip cranes and derricks as specified in EM 385-1-1, Section 16.

b. Notify the Contracting Officer 15 working days in advance of any LHE entering the activity, in accordance with EM 385-1-1, Section 16.A.02, so that necessary quality assurance spot checks can be coordinated. Prior to cranes entering federal activities, a Crane Access Permit must be obtained from the Contracting Officer. A copy of the permitting process will be provided at the Preconstruction Meeting. Contractor's operator must remain with the crane during the spot check. Rigging gear must be in accordance with OSHA, ASME B30.9 Standards safety standards.

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

d. Comply with ASME B30.5 for mobile and locomotive cranes, ASME B30.22 for articulating boom cranes, ASME B30.3 for construction tower cranes, ASME B30.8 for floating cranes and floating derricks, ASME B30.9 for slings, ASME B30.20 for below the hook lifting devices and ASME B30.26 for rigging hardware.

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

f. Do not use crane suspended personnel work platforms (baskets) unless the Contractor proves that using any other access to the work location would provide a greater hazard to the workers or is impossible. Do not lift personnel with a line hoist or friction crane. Additionally, submit a specific AHA for this work to the Contracting Officer. Ensure

the activity and AHA are thoroughly reviewed by all involved personnel.

g. Inspect, maintain, and recharge portable fire extinguishers as specified in NFPA 10, Standard for Portable Fire Extinguishers.

h. All employees must keep clear of loads about to be lifted and of suspended loads, except for employees required to handle the load.

i. Use cribbing when performing lifts on outriggers.

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

k. A physical barricade must be positioned to prevent personnel access where accessible areas of the LHE's rotating superstructure poses a risk of striking, pinching or crushing personnel.

l. Maintain inspection records in accordance by EM 385-1-1, Section 16.D, including shift, monthly, and annual inspections, the signature of the person performing the inspection, and the serial number or other identifier of the LHE that was inspected. Records must be available for review by the Contracting Officer.

m. Maintain written reports of operational and load testing in accordance with EM 385-1-1, Section 16.F, listing the load test procedures used along with any repairs or alterations performed on the LHE. Reports must be available for review by the Contracting Officer.

n. Certify that all LHE operators have been trained in proper use of all safety devices (e.g. anti-two block devices).

o. Take steps to ensure that wind speed does not contribute to loss of control of the load during lifting operations. At wind speeds greater than 20 mph, the operator, rigger and lift supervisor must cease all crane operations, evaluate conditions and determine if the lift may proceed. Base the determination to proceed or not on wind calculations per the manufacturer and a reduction in LHE rated capacity if applicable. Include this maximum wind speed determination as part of the activity hazard analysis plan for that operation.

p. On mobile cranes, lifts where the load weight is greater than 90 percent of the equipment's capacity are prohibited.

q. Follow FAA guidelines when required based on project location.

3.7.3 Machinery and Mechanized Equipment

a. Proof of qualifications for operator must be kept on the project site for review.

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

3.7.4 Base Mounted Drum Hoists

a. Operation of base mounted drum hoists must be in accordance with

EM 385-1-1 and ASSP A10.22.

b. Rigging gear must be in accordance with applicable ASME/OSHA standards.

c. When used on telecommunication towers, base mounted drum hoists must be in accordance with TIA-1019, TIA-222, ASME B30.7, 29 CFR 1926.552, and 29 CFR 1926.553.

d. When used to hoist personnel, the AHA must include a written standard operating procedure. Operators must have a physical examination in accordance with EM 385-1-1 Section 16.B.05 and trained, at a minimum, in accordance with EM 385-1-1 Section 16.U and 16.T. The base mounted drum hoist must also comply with OSHA Instruction CPL 02-01-056 and ASME B30.23.

e. Material and personnel must not be hoisted simultaneously.

f. Personnel cage must be marked with the capacity (in number of persons) and load limit in pounds.

g. Construction equipment must not be used for hoisting material or personnel or with trolley/tag lines. Construction equipment may be used for towing and assisting with anchoring guy lines.

3.7.5 Use of Explosives

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

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

3.8 EXCAVATIONS

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

3.8.1 Utility Locations

Provide a third party, independent, private utility locating company to positively identify underground utilities in the work area in addition to any station locating service and coordinated with the station utility department.

3.8.2 Utility Location Verification

Physically verify underground utility locations, including utility depth, by hand digging using wood or fiberglass handled tools when any adjacent construction work is expected to come within 3 feet of the underground system.

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

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

3.9 ELECTRICAL

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

3.9.1 Conduct of Electrical Work

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

When working in energized substations, only qualified electrical workers are permitted to enter. When work requires work near energized circuits as defined by NFPA 70, high voltage personnel must use personal protective equipment that includes, as a minimum, electrical hard hat, safety shoes, insulating gloves and electrical arc flash protection for personnel as required by NFPA 70E. Insulating blankets, hearing protection, and switching suits may also be required, depending on the specific job and as delineated in the Contractor's AHA. Ensure that each employee is familiar with and complies with these procedures and 29 CFR 1910.147.

3.9.2 Qualifications

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

3.9.3 Arc Flash

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

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

3.9.4 Grounding

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

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

3.9.5 Testing

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

-- End of Section --

SECTION 01 42 00

SOURCES FOR REFERENCE PUBLICATIONS
05/24

PART 1 GENERAL

1.1 REFERENCES

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

1.2 ORDERING INFORMATION

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

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS (ASHRAE)
180 Technology Parkway NW
Peachtree Corners, GA 30092
Ph: 404-636-8400 or 800-527-4723
Fax: 404-321-5478
E-mail: ashrae@ashrae.org
Internet: https://www.ashrae.org/

AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME)
Two Park Avenue
New York, NY 10016-5990
Ph: 800-843-2763
Fax: 973-882-1717
E-mail: customercare@asme.org
Internet: https://www.asme.org/

AMERICAN SOCIETY OF SAFETY PROFESSIONALS (ASSP)
520 N. Northwest Highway
Park Ridge, IL 60068
Ph: 847-699-2929
E-mail: customerservice@assp.org
Internet: https://www.assp.org/

ASTM INTERNATIONAL (ASTM)
100 Barr Harbor Drive, P.O. Box C700
West Conshohocken, PA 19428-2959
Ph: 610-832-9500
Fax: 610-832-9555
E-mail: service@astm.org
Internet: https://www.astm.org/

GREEN SEAL (GS)
601 13th St NW 12th Floor
Washington, DC 20005
Ph: 202-872-6400
Fax: 202-872-4324
E-mail: greenseal@greenseal.org
Internet: https://www.greenseal.org/

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)
1021 North Grand Avenue, East
PO Box 19276
Springfield, IL 62794-9276
Ph: 217-782-3397
Internet: https://epa.illinois.gov/

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

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

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
1 Batterymarch Park
Quincy, MA 02169-7471
Ph: 800-344-3555
Fax: 800-593-6372
Internet: https://www.nfpa.org

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

STATE OF VIRGINIA ADMINISTRATIVE CODE (VAC)
201 N. Ninth Street

Richmond, Virginia 23219
Ph: 804-698-1810
E-mail: codes@dls.virginia.gov
Internet: http://register.dls.virginia.gov

TELECOMMUNICATIONS INDUSTRY ASSOCIATION (TIA)
1320 North Courthouse Rosd, Suite 200
Arlington, VA 22201
Ph: 703-907-7700
Fax: 703-907-7727

E-mail: marketing@tiaonline.org
Internet: https://www.tiaonline.org/

U.S. ARMY CORPS OF ENGINEERS (USACE)
CRD-C DOCUMENTS available on Internet:
http://www.wbdg.org/ffc/army-coe/standards
Order Other Documents from:
Official Publications of the Headquarters, USACE
E-mail: hqpublications@usace.army.mil
Internet: http://www.publications.usace.army.mil/
or
https://www.hnc.usace.army.mil/Missions/Engineering-Directorate/TECHINFO/

U.S. DEPARTMENT OF DEFENSE (DOD)
Order DOD Documents from:
Room 3A750-The Pentagon
1400 Defense Pentagon
Washington, DC 20301-1400
Ph: 703-571-3343
Fax: 215-697-1462
E-mail: customerservice@ntis.gov
Internet: https://www.ntis.gov/
Obtain Military Specifications, Standards and Related Publications from:
Acquisition Streamlining and Standardization Information System (ASSIST)
Department of Defense Single Stock Point (DODSSP)
Document Automation and Production Service (DAPS)
Building 4/D
700 Robbins Avenue
Philadelphia, PA 19111-5094
Ph: 215-697-6396 - for account/password issues
Internet: https://assist.dla.mil/online/start/; account registration required
Obtain Unified Facilities Criteria (UFC) from:
Whole Building Design Guide (WBDG)
National Institute of Building Sciences (NIBS)
1090 Vermont Avenue NW, Suite 700
Washington, DC 20005
Ph: 202-289-7800
Fax: 202-289-1092
Internet:
https://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc

U.S. FEDERAL HIGHWAY ADMINISTRATION (FHWA)
1200 New Jersey Ave., SE
Washington, DC 20590
Ph: 202-366-4000
E-mail: ExecSecretariat.FHWA@dot.gov
Internet: https://highways.dot.gov/
Order from:
Superintendent of Documents
U.S. Government Publishing Office (GPO)
732 N. Capitol Street, NW
Washington, DC 20401
Ph: 202-512-1800 or 866-512-1800
Bookstore: 202-512-0132
Internet: https://www.gpo.gov/

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
8601 Adelphi Road
College Park, MD 20740-6001
Ph: 866-272-6272
Internet: https://www.archives.gov/
Order documents from:
Superintendent of Documents
U.S. Government Publishing Office (GPO)
732 N. Capitol Street, NW
Washington, DC 20401
Ph: 202-512-1800 or 866-512-1800
Bookstore: 202-512-0132
Internet: https://www.gpo.gov/

WASHINGTON STATE ADMINISTRATIVE CODE (WAC)
Legislative Information Center
Cheri Randich, Manager
110 Legislative Building
Olympia, WA 98504-0600
Ph: 360-786-7573
E-mail: support@leg.wa.gov
Internet: https://app.leg.wa.gov/wac/

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

-- End of Section --

SECTION 01 45 00.00 20

QUALITY CONTROL
11/11, CHG 8: 02/21

PART 1 GENERAL

1.1 REFERENCES

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

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

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

ASTM INTERNATIONAL (ASTM)

ASTM D6245	(2012) Using Indoor Carbon Dioxide Concentrations to Evaluate Indoor Air Quality and Ventilation
ASTM D6345	(2010) Standard Guide for Selection of Methods for Active, Integrative Sampling of Volatile Organic Compounds in Air

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

ANSI/SMACNA 008	(2007) IAQ Guidelines for Occupied Buildings Under Construction, 2nd Edition

U.S. ARMY CORPS OF ENGINEERS (USACE)

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

1.2 SUBMITTALS

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

SD-01 Preconstruction Submittals

Construction Quality Control (QC) Plan; G

Indoor Air Quality (IAQ) Management Plan; G

1.3 INFORMATION FOR THE CONTRACTING OFFICER

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

The report forms will consist of the Contractor Production Report, Contractor Production Report (Continuation Sheet), Contractor Quality Control (CQC) Report, CQC Report (Continuation Sheet), Preparatory Phase Checklist, Initial Phase Checklist, Rework Items List, and Testing Plan and Log.

Deliver the following to the Contracting Officer during Construction:

a. CQC Report: Submit the report electronically by 10:00 AM the next working day after each day that work is performed and for every seven consecutive calendar days of no-work.

b. Contractor Production Report: Submit the report electronically by 10:00 AM the next working day after each day that work is performed and for every seven consecutive calendar days of no-work.

c. Preparatory Phase Checklist: Submit the report electronically in the same manner as the CQC Report for each Preparatory Phase held.

d. Initial Phase Checklist: Submit the report electronically in the same manner as the CQC Report for each Initial Phase held.f. Field Test Reports: Within two working days after the test is performed, submit the report as an electronic attachment to the CQC Report.

g. Monthly Summary Report of Tests: Submit the report as an electronic attachment to the CQC Report at the end of each month.

h. Testing Plan and Log: Submit the report as an electronic attachment to the CQC Report, at the end of each month. Provide a copy of the final Testing Plan and Log to the preparer of the Operation & Maintenance (O&M) documentation.

i. Rework Items List: Submit lists containing new entries daily, in the same manner as the CQC Report.

j. CQC Meeting Minutes: Within two working days after the meeting is held, submit the report as an electronic attachment to the CQC Report.

k. QC Certifications: As required by the paragraph QC CERTIFICATIONS.

1.4 QC PROGRAM REQUIREMENTS

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

1.4.1 Acceptance of the Construction Quality Control (QC) Plan

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

1.4.2 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.

1.4.3 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 10 work days prior to a proposed change. Proposed changes are subject to acceptance by the Contracting Officer.

1.5 QC ORGANIZATION

1.5.1 QC Manager

1.5.1.1 Duties

Provide a QC Manager at the work site to implement and manage the QC program. 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. The QC manager is responsible for notifying the of activities which require their review. The QC manager is responsible for the quality control for Controlled Area perimeter construction.

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 must have at least two years experience as a QC Manager. The individual must be familiar with the requirements of EM 385-1-1, and have experience in the areas of hazard identification, safety compliance, and sustainability.

1.5.2 Construction Quality Management Training

In addition to the above experience and education requirements, the QC

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

1.5.3 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 must be the same as for the QC Manager.

1.6 QUALITY CONTROL (QC) PLAN

1.6.1 Construction Quality Control (QC) Plan

Submit a Construction QC Plan prior to start of construction.

1.6.1.1 Requirements

Provide a Construction QC Plan, prior to start of construction, that includes a table of contents, with major sections identified, with pages numbered sequentially, and that documents the proposed methods and responsibilities for accomplishing quality control during the construction of the project:

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

b. NAMES AND QUALIFICATIONS: Names and qualifications, in resume format, for each person in the QC organization. Include the CQM for Contractors course certifications for the QC Manager and Alternate QC Manager as required by the paragraphs CONSTRUCTION QUALITY MANAGEMENT TRAINING and ALTERNATE QC MANAGER DUTIES AND QUALIFICATIONS.

c. DUTIES, RESPONSIBILITY AND AUTHORITY OF QC PERSONNEL: Duties, responsibilities, and authorities of each person in the QC organization.

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

e. APPOINTMENT LETTERS: Letters signed by an officer of the firm appointing the QC Manager and 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. Letters of direction are to be issued by the QC Manager to all other QC Specialists outlining their duties, authorities, and responsibilities. Include copies of the letters in the QC Plan.

f. SUBMITTAL PROCEDURES AND INITIAL SUBMITTAL REGISTER: Procedures for reviewing, approving, and managing submittals. Provide the name(s) of

the person(s) in the QC organization authorized to review and certify submittals prior to approval. Provide the initial submittal of the Submittal Register as specified in Section 01 33 00 SUBMITTAL PROCEDURES.

g. TESTING LABORATORY INFORMATION: Testing laboratory information required by the paragraphs ACCREDITATION REQUIREMENTS, as applicable.

h. TESTING PLAN AND LOG: A Testing Plan and Log that includes the tests required, referenced by the specification paragraph number requiring the test, the frequency, and the person responsible for each test.

i. PROCEDURES TO COMPLETE REWORK ITEMS: Procedures to identify, record, track, and complete rework items.

j. LIST OF DEFINABLE FEATURES: A Definable Feature of Work (DFOW) is a task that is separate and distinct from other tasks and has control requirements and work crews unique to that task. A DFOW is identified by different trades or disciplines and is an item or activity on the construction schedule. Include in the list of DFOWs, but not be limited to, all critical path activities on the NAS. Include all activities for which this specification requires QC Specialists or specialty inspection personnel. Provide separate DFOWs in the Network Analysis Schedule for each submittal package.

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

m. 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.

n. TRAINING PROCEDURES AND TRAINING LOG: Not Applicable

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

1.7 COORDINATION AND MUTUAL UNDERSTANDING MEETING

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

1.7.1 Purpose

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

a. Waste Management Plan.

b. IAQ Management Plan.

c. Procedures for noise and acoustics management.

d. Environmental Protection Plan.

e. Environmental regulatory requirements.

1.7.2 Coordination of Activities

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

1.7.3 Attendees

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

1.8 QC MEETINGS

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

a. Review the minutes of the previous meeting.

b. Review the schedule and the status of work and rework.

c. Review the status of submittals.

d. Review the work to be accomplished in the next two weeks and documentation required.

e. Resolve QC and production problems (RFI, etc.).

f. Address items that may require revising the QC Plan.

g. Review Accident Prevention Plan (APP).

h. Review environmental requirements and procedures.

i. Review Waste Management Plan.

j. Review IAQ Management Plan.

k. Review Environmental Management Plan.

l. Review the status of training completion.

1.9 THREE PHASES OF CONTROL

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

1.9.1 Preparatory Phase

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

a. Review each paragraph of the applicable specification sections.

b. Review the Contract drawings.

c. Verify that field measurements are as indicated on construction and/or shop drawings before confirming product orders, in order to minimize waste due to excessive materials.

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

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

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

h. Coordinate the schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.

i. Arrange for the return of shipping/packaging materials, such as wood pallets, where economically feasible.

j. Examine the required materials, equipment and sample work to ensure

that they are on hand and conform to the approved shop drawings and submitted data and are properly stored.

k. Discuss specific controls used and construction methods, construction tolerances, workmanship standards, and the approach that will be used to provide quality construction by planning ahead and identifying potential problems for each DFOW.

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

1.9.2 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 Initial Phase Checklist. Repeat the initial phase for each new crew to work on-site, or when acceptable levels of specified quality are not being met. Perform the following for each DFOW:

a. Establish level of workmanship and verify that it meets the minimum acceptable workmanship standards. Compare with required sample panels as appropriate.

b. Resolve any workmanship issues.

c. Ensure that testing is performed by the approved laboratory.

d. Check work procedures for compliance with the APP and the appropriate AHA to ensure that applicable safety requirements are met.

e. Review project specific work plans (i.e. Cx, HAZMAT Abatement, Stormwater Management) to ensure all preparatory work items have been completed and documented.

1.9.3 Follow-Up Phase

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

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

b. Maintain the quality of workmanship required.

c. Ensure that testing is performed by the approved laboratory.

d. Ensure that rework items are being corrected.

e. Assure manufacturers representatives have performed necessary inspections if required and perform safety inspections.

1.9.4 Additional Preparatory and Initial Phases

Conduct additional preparatory and initial phases on the same DFOW if the

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

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

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

1.10 SUBMITTAL REVIEW AND APPROVAL

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

1.11 TESTING

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

1.11.1 Accreditation Requirements

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

1.11.2 Laboratory Accreditation Authorities

Laboratory Accreditation Authorities include the National Voluntary Laboratory Accreditation Program (NVLAP) administered by the National Institute of Standards and Technology at https://www.nist.gov/nvlap, the American Association of State Highway and Transportation Officials (AASHTO) Accreditation Program at http://www.aashtoresource.org/aap/overview, International Accreditation Services, Inc. (IAS) at http://www.iasonline.org, U.S. Army Corps of Engineers Materials Testing Center (MTC) at http://www.erdc.usace.army.mil/Media/FactSheets/FactSheetArticleView/tabid/9254/Article/476661/materials-testing-center.aspx, 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 https://www.wacel.org/lab-accreditation-and-insp ection-agency-audit-programs/laboratory-accreditation-program/(Approval authority by WACEL is limited to projects within Facilities Engineering Command (FEC) Washington geographical area).

1.11.3 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.

1.11.4 Test Results

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

1.11.5 Test Reports and Monthly Summary Report of Tests

Furnish the signed reports, certifications, and a summary report of field tests at the end of each month to the Contracting Officer. Attach a copy of the summary report to the last daily Contractor Quality Control Report of each month.

1.12 QC CERTIFICATIONS

1.12.1 CQC Report Certification

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

1.12.2 Invoice Certification

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

1.12.3 Completion Certification

Upon completion of work under this Contract, the QC Manager must furnish a certificate to the Contracting Officer attesting that "the work has been completed, inspected, tested and is in compliance with the Contract." Provide a copy of this final QC Certification for completion to the preparer of the Operation & Maintenance (O&M) documentation.

1.13 COMPLETION INSPECTIONS

1.13.1 Punch-Out Inspection

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

date by which the deficiencies will be corrected. Provide a copy of the punch list to the Contracting Officer. The QC Manager, or staff, must make follow-on inspections to ascertain that all deficiencies have been corrected. Once this is accomplished, notify the Government that the facility is ready for the Government "Pre-Final Inspection".

1.13.2 Pre-Final Inspection

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

1.13.3 Final Acceptance Inspection

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

1.14 DOCUMENTATION

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

1.14.1 Construction Documentation

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

associated with the entered remark.

1.14.2 Quality Control Validation

Establish and maintain the following in an electronic folder. Divide folder into a series of tabbed sections as shown below. Ensure folder is updated at each required progress meeting.

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.

1.14.3 Testing Plan and Log

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

1.14.4 Rework Items List

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

1.14.5 As-Built Drawings

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

1.15 NOTIFICATION ON NON-COMPLIANCE

The Contracting Officer will notify the Contractor of any detected non-compliance with the Contract. Take immediate corrective action after

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

1.16 CONSTRUCTION INDOOR AIR QUALITY (IAQ) MANAGEMENT PLAN

Submit an IAQ Management Plan within 15 calendar days after notice to proceed and not less than 10 calendar days before the preconstruction meeting. Revise and resubmit Plan as required by the Contracting Officer. Make copies of the final plan available to all workers on site. Include provisions in the Plan to meet the requirements specified below and to ensure safe, healthy air for construction workers and building occupants.

1.16.1 Requirements During Construction

Provide for evaluation of indoor Carbon Dioxide concentrations in accordance with ASTM D6245. Provide for evaluation of volatile organic compounds (VOCs) in indoor air in accordance with ASTM D6345. Use filters with a Minimum Efficiency Reporting Value (MERV) of 8 in permanently installed air handlers during construction.

1.16.1.1 Control Measures

Meet or exceed the requirements of ANSI/SMACNA 008, Chapter 3, to help minimize contamination of the building from construction activities. The five requirements of this manual which must be adhered to are described below:

a. HVAC protection: Isolate return side of HVAC system from surrounding environment to prevent construction dust and debris from entering the duct work and spaces.

b. Source control: Use low emitting paints and other finishes, sealants, adhesives, and other materials as specified. When available, cleaning products must have a low VOC content and be non-toxic to minimize building contamination. Utilize cleaning techniques that minimize dust generation. Cycle equipment off when not needed. Prohibit idling motor vehicles where emissions could be drawn into building. Designate receiving/storage areas for incoming material that minimize IAQ impacts.

c. Pathway interruption: When pollutants are generated use strategies such as 100 percent outside air ventilation or erection of physical barriers between work and non-work areas to prevent contamination.

d. Housekeeping: Clean frequently to remove construction dust and debris. Promptly clean up spills. Remove accumulated water and keep work areas dry to discourage the growth of mold and bacteria. Take extra measures when hazardous materials are involved.

e. Scheduling: Control the sequence of construction to minimize the absorption of VOCs by other building materials.

1.16.1.2 Moisture Contamination

a. Remove accumulated water and keep work dry.

b. Use dehumidification to remove moist, humid air from a work area.

c. Do not use combustion heaters or generators inside the building.

d. Protect porous materials from exposure to moisture.

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

1.16.2 Requirements after Construction

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

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
11/20, CHG 3: 08/24

PART 1 GENERAL

1.1 REFERENCES

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

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 70	(2023; ERTA 1 2024; TIA 24-1) National Electrical Code
NFPA 241	(2022) Standard for Safeguarding Construction, Alteration, and Demolition Operations

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1	(2024) Safety -- Safety and Occupational Health (SOH) Requirements

U.S. FEDERAL HIGHWAY ADMINISTRATION (FHWA)

MUTCD	(2009; Rev 2012) Manual on Uniform Traffic Control Devices

1.2 SUBMITTALS

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

SD-01 Preconstruction Submittals

Construction Site Plan; G

Traffic Control Plan; G

Haul Road Plan; G

Contractor Computer Cybersecurity Compliance Statements; G

Contractor Temporary Network Cybersecurity Compliance Statements; G

SD-06 Test Reports

Backflow Preventer Tests

SD-07 Certificates

Backflow Tester Certification

Backflow Preventers Certificate of Full Approval

1.3 CONSTRUCTION SITE PLAN

Prior to the start of work, submit for Government approval a site plan showing the locations and dimensions of temporary facilities (including layouts and details, equipment and material storage area (onsite and offsite), and access and haul routes, avenues of ingress/egress to the fenced area and details of the fence installation. Identify any areas which may have to be graveled to prevent the tracking of mud. Indicate if the use of a supplemental or other staging area is desired. Show locations of safety and construction fences, site trailers, construction entrances, trash dumpsters, temporary sanitary facilities, and worker parking areas.

1.4 BACKFLOW PREVENTERS CERTIFICATE

1.4.1 Backflow Tester Certificate

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

1.4.2 Backflow Prevention Training Certificate

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

1.5 DOD CONDITION OF READINESS (COR)

DOD will set the Condition of Readiness (COR) based on the weather forecast for sustained winds 50 knots (58 mph) or greater. Contact the Contracting Officer for the current COR setting.

Monitor weather conditions a minimum of twice a day and take appropriate actions according to the approved Emergency Plan in the accepted Accident Prevention Plan, EM 385-1-1 Emergency Plan requirements and the instructions below.

Unless otherwise directed by the Contracting Officer, comply with:

a. Condition FOUR (Sustained winds of 58 mph 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 3.3 feet high. Remove all debris, trash, or objects that could become missile hazards. Review requirements pertaining to "Condition THREE" and continue action as necessary to attain "Condition FOUR" readiness. Contact Contracting Officer for weather and COR updates and completion of required actions.

b. Condition THREE (Sustained winds of 58 mph 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. Reinforce or remove formwork 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 COR updates and completion of required actions. Review requirements pertaining to "Condition TWO" and continue action as necessary to attain "Condition THREE" readiness.

c. Condition TWO (Sustained winds of 58 mph or greater expected within 24 hours): Secure the jobsite, and leave Government premises.

d. Condition ONE. (Sustained winds of 58 mph or greater expected within 12 hours): Contractor access to the jobsite and Government premises is prohibited.

1.6 CYBERSECURITY DURING CONSTRUCTION

{For Reference Only: This subpart (and its subparts) relates to AC-18, SA-3, CCI-00258.} Meet the following requirements throughout the construction process.

1.6.1 Contractor Computer Equipment

Contractor owned computers may be used for construction. When used, contractor computers must meet the following requirements:

1.6.1.1 Operating System

The operating system must be an operating system currently supported by the manufacturer of the operating system. The operating system must be current on security patches and operating system manufacturer required updates.

1.6.1.2 Anti-Malware Software

The computer must run anti-malware software from a reputable software manufacturer. Anti-malware software must be a version currently supported by the software manufacturer, must be current on all patches and updates, and must use the latest definitions file. All computers used on this project must be scanned using the installed software at least once per day.

1.6.1.3 Passwords and Passphrases

The passwords and passphrases for all computers must be changed from their default values. Passwords must be a minimum of eight characters with a minimum of one uppercase letter, one lowercase letter, one number and one special character.

1.6.1.4 Contractor Computer Cybersecurity Compliance Statements

Provide a single submittal containing completed Contractor Computer Cybersecurity Compliance Statements for each company using contractor owned computers. Contractor Computer Cybersecurity Compliance Statements must use the template published at

https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/ufgs-01-50-00. Each Statement must be signed by a cybersecurity representative for the relevant company.

1.6.2 Temporary IP Networks

When used, temporary contractor-installed IP networks must meet the following requirements:

1.6.2.1 Network Boundaries and Connections

The network must not extend outside the project site and must not connect to any IP network other than IP networks provided under this project or Government furnished IP networks provided for this purpose. Any and all network access from outside the project site is prohibited.

1.6.3 Government Access to Network

Government personnel, as defined, prescribed, and identified by the Contracting Officer, must be allowed to have complete and immediate access to the network at any time in order to verify compliance with this specification. If there is a Government agency responsible for network access, identify that agency.

1.6.4 Temporary Wireless IP Networks

1.6.4.1 Contractor Provided Wi-Fi Network

Provide standalone Wi-Fi network for authorized Government personnel. Network access must be available throughout the jobsite and for the entire Contract period. The Government will use the Wi-Fi service for coordination in the field and related activities. Do not attach or connect the temporary Wi-Fi network to Government networks or systems unrelated to construction activities.

Password information must adhere to requirements outlined in Paragraph PASSWORDS AND PASSPHRASES. Provide password and Wi-Fi network name (SSID) to the Contracting Officer for Government personnel access. Wi-Fi performance must be capable of handling bandwidth to support Government and Contractor activities, including drawing and model access onsite. Provide a point of contact for reporting Wi-Fi outages.

1.6.4.2 Temporary Wireless IP Networks Security

In addition to the other requirements on temporary IP networks, temporary wireless IP (WiFi) networks must not interfere with existing wireless network and must use WPA2 security. Network names (SSID) for wireless networks must be changed from their default values.

1.6.5 Passwords and Passphrases

The passwords and passphrases for all network devices and network access must be changed from their default values. Passwords must be a minimum 8 characters with a minimum of one uppercase letter, one lowercase letter, one number and one special character.

1.6.6 Contractor Temporary Network Cybersecurity Compliance Statements

Provide a single submittal containing completed Contractor Temporary

Network Cybersecurity Compliance Statements for each company implementing a temporary IP network. Contractor Temporary Network Cybersecurity Compliance Statements must use the template published at https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/ufgs-01-50-00. Each Statement must be signed by a cybersecurity representative for the relevant company. If no temporary IP networks will be used, provide a single copy of the Statement indicating this.

PART 2 PRODUCTS

2.1 TEMPORARY SIGNAGE

2.1.1 Bulletin Board

Prior to the commencement of work activities, provide a clear weatherproof covered bulletin board not less than 36 by 48 inches in size for displaying the Equal Employment Opportunity poster, a copy of the wage decision contained in the Contract, Wage Rate Information poster, Safety and Health Information as required by EM 385-1-1 and other information approved by the Contracting Officer. Coordinate requirements herein with 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS. Locate the bulletin board at the project site in a conspicuous place easily accessible to all employees, and in location as approved by the Contracting Officer.

2.1.2 Project Identification 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.

2.1.3 Warning Signs

Post temporary signs, tags, and labels to give workers and the public adequate warning and caution of construction hazards according to the EM 385-1-1. Attach signs to the perimeter fencing every 150 feet warning the public of the presence of construction hazards. Signs must require unauthorized persons to keep out of the construction site. Correct the data required by safety signs daily. Post signs at all points of entry designating the construction site as a hard hat area.

2.2 TEMPORARY TRAFFIC CONTROL

2.2.1 Haul Roads

Construct access and haul roads necessary for proper prosecution of the work under this Contract in accordance with EM 385-1-1. Construct with suitable grades and widths; avoid sharp curves, blind corners, and dangerous cross traffic. Submit haul road plan for approval. Provide necessary lighting, signs, barricades, and distinctive markings for the safe movement of traffic. The method of dust control, although optional, must be adequate to ensure safe operation at all times. Location, grade, width, and alignment of construction and haul roads are subject to approval by the Contracting Officer. Lighting must be adequate to assure full and clear visibility for full width of haul road and work areas during any night work operations.

2.2.2 Barricades

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

2.3 FENCING

Provide fencing along the construction site and at all open excavations and tunnels to control access by unauthorized personnel. Safety fencing must be highly visible to be seen by pedestrians and vehicular traffic. All fencing must meet the requirements of EM 385-1-1. Remove the fence upon completion and acceptance of the work.

2.3.1 Polyethylene Mesh Safety Fencing

Temporary safety fencing must be a high visibility orange colored, high density polyethylene grid, a minimum of 48 inches high and maximum mesh size of 2 inches. Fencing must extend from the grade to a minimum of 48 inches above the grade and be tightly secured to T-posts spaced as necessary to maintain a rigid and taut fence. Fencing must remain rigid and taut with a minimum of 200 pounds of force exerted on it from any direction with less than 4 inches of deflection.

2.3.2 Chain Link Panel Fencing

Temporary panel fencing must be galvanized steel chain link panels 6 feet high. Multiple fencing panels may be linked together at the bases to form long spans as needed. Each panel base must be weighted down using sand bags or other suitable materials in order for the fencing to withstand anticipated winds while remaining upright. Fencing must remain rigid and taut with a minimum of 200 pounds of force exerted on it from any direction with less than 4 inches of deflection.

2.3.3 Post-Driven Chain Link Fencing

Temporary post-driven fencing must be galvanized chain link fencing 6 feet high supported by an tightly secured to galvanized steel posts driven below grade. Fence posts must be located on minimum 10 foot centers. Posts may be set in various surfaces such as sand, soil, asphalt or concrete as necessary. Chain link fencing must remain rigid and taut with a minimum of 200 pounds of force exerted on it from any direction with less than 4 inches of deflection. Completely remove fencing and posts at the completion of construction and restore surfaces disturbed or damaged to its original condition. Locate and identify underground utilities prior to setting fence posts. Equip fence with a lockable gate. Gate must remain locked when construction personnel are not present.

2.4 TEMPORARY WIRING

Provide temporary wiring in accordance with EM 385-1-1, NFPA 241 and NFPA 70. Include monthly inspection and testing of all equipment and apparatus.

PART 3 EXECUTION

3.1 EMPLOYEE PARKING

Construction Contract employees must park privately owned vehicles in an area designated by the Contracting Officer. Employee parking must not interfere with existing and established parking requirements of the Government installation.

3.2 AVAILABILITY AND USE OF UTILITY SERVICES

3.2.1 Temporary Utilities

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

3.2.2 Payment for Utility Services

a. The Government will make all reasonably required utilities available from existing outlets and supplies, as specified in the Contract. Unless otherwise provided in the Contract, the amount of each utility service consumed will be charged to or paid at prevailing rates charged to the Government or, where the utility is produced by the Government, at reasonable rates determined by the Contracting Officer. Carefully conserve utilities furnished without charge.

b. Reasonable amounts of the following utilities will be made available without charge.

c.

Utility Services		
	Cost ($) per	Unit
Electricity		
Potable Water		
Salt Water		
Compressed Air		
Steam		
Natural Gas		
Sanitary Sewer		

d. The point at which the Government will deliver such utilities or services and the quantity available is must be coordinated with the Contracting Officer. Pay all costs incurred in connecting, converting, and transferring the utilities to the work. Make connections, including and providing transformers; and make disconnections. Under no circumstances will taps to base fire hydrants be allowed for obtaining domestic water.

e. The Contractor must provide their own utilities.

3.2.3 Meters and Temporary Connections

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

3.2.4 Advance Deposit

An advance deposit for utilities consisting of an estimated month's usage or a minimum of $50.00 will be required. The last monthly bills for the fiscal year will normally be offset by the deposit and adjustments will be billed or returned as appropriate. Services to be rendered for the next fiscal year, beginning 1 October, will require a new deposit. Notification of the due date for this deposit will be mailed prior to the end of the current fiscal year.

3.2.5 Final Meter Reading

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

3.2.6 Utilities at Special Locations

b. Reasonable amounts of utilities will be made available without charge. Make connections, provide transformers and meters, and make disconnections; and provide backflow preventer devices on connections to domestic water lines. Under no circumstances will taps to base fire hydrants be allowed for obtaining domestic water.

3.2.7 Sanitation

Provide and maintain within the construction area minimum field-type sanitary facilities in accordance with EM 385-1-1. Locate the facilities behind the construction fence or out of the public view. Clean units and empty wastes at least once a week or more frequently into a municipal, district, or station sanitary sewage system, or remove waste to a commercial facility. Obtain approval from the system owner prior to discharge into a municipal, district, or commercial sanitary sewer system. Penalties or fines associated with improper discharge will be the responsibility of the Contractor. Coordinate with the Contracting Officer and follow station regulations and procedures when discharging into the station sanitary sewer system. Maintain these conveniences at all times. Include provisions for pest control and elimination of odors. Government toilet facilities will not be available to Contractor's personnel.

3.2.8 Telephone

Make arrangements and pay all costs for telephone facilities desired.

3.2.9 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 STATION OPERATION AFFECT ON CONTRACTOR OPERATIONS

.

3.4 TRAFFIC PROVISIONS

3.4.1 Maintenance of Traffic

a. Conduct operations in a manner that will not close a thoroughfare or interfere with traffic on railways or highways except with written permission of the Contracting Officer at least 15 calendar days prior to the proposed modification date, and provide a Traffic Control Plan for Government approval detailing the proposed controls to traffic movement for approval. The plan must be in accordance with State and local regulations and the MUTCD, Part VI. Make all notifications and obtain all permits required for modification to traffic movements outside Station's jurisdiction.. Contractor may move oversized and slow-moving vehicles to the worksite provided requirements of the highway authority have been met.

b. Conduct work so as to minimize obstruction of traffic, and maintain traffic on at least half of the roadway width at all times. Obtain approval from the Contracting Officer prior to starting any activity that will obstruct traffic.

c. Provide, erect, and maintain, at Contractor's expense, lights, barriers, signals, passageways, detours, Life Safety Signage, overhead protection, and other items that may be required by the authority having jurisdiction.

d. Provide cones, signs, barricades, lights, or other traffic control devices and personnel required to control traffic. Do not use foil-backed material for temporary pavement marking because of its potential to conduct electricity during accidents involving downed power lines.

3.4.2 Protection of Traffic

Maintain and protect traffic on all affected roads during the construction period except as otherwise specifically directed by the Contracting Officer. Measures for the protection and diversion of traffic, including the provision of watchmen and flagmen, erection of barricades, placing of lights around and in front of equipment the work, and the erection and maintenance of adequate warning, danger, and direction signs, will be as required by the State and local authorities having jurisdiction. Provide self-illuminated (lighted) barricades during hours of darkness. All personnel working in roadways will wear brightly-colored vests or other high visibility apparel in accordance with EM 385-1-1. Protect the

traveling public from damage to person and property. Minimize the interference with public traffic on roads selected for hauling material to and from the site. Investigate the adequacy of existing roads and their allowable load limit. Contractor is responsible for the repair of damage to roads caused by construction operations.

3.4.3 Rush Hour Restrictions

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

3.4.4 Dust Control

Dust control methods and procedures must be approved by the Contracting Officer. Coordinate dust control methods with 01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS.

3.5 REDUCED PRESSURE BACKFLOW PREVENTERS

Provide an approved reduced pressure backflow prevention assembly at each location where the Contractor taps into the Government potable water supply.

3.6 CONTRACTOR'S TEMPORARY FACILITIES

Contractor is responsible for security of their property. Provide adequate outside security lighting at the temporary facilities. Trailers must be anchored to resist high winds and meet applicable state or local standards for anchoring mobile trailers. Coordinate anchoring with EM 385-1-1. The Contract Clause entitled "FAR 52.236-10, Operations and Storage Areas" and the following apply:

3.6.1 Administrative Field Offices

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

3.6.2 Storage Area

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

Keep fencing in a state of good repair and proper alignment. If the Contractor elects to traverse grassed or unpaved areas which are not established roadways with construction equipment or other vehicles, cover the grassed or unpaved areas with a layer of gravel as necessary to prevent rutting and the tracking of mud onto paved or established roadways; gravel gradation must be at the Contractor's discretion. Mow and maintain grass located within the boundaries of the construction site for the duration of the project. Grass and vegetation along fences, structures, under trailers, and in areas not accessible to mowers must be edged or trimmed neatly.

3.6.3 Supplemental Storage Area

Upon request, and pending availability, the Contracting Officer will designate another or supplemental area for the use and storage of trailers, equipment, and materials. This area may not be in close proximity of the construction site but will be within the installation boundaries. Maintain the area in a clean and orderly fashion and secured if needed to protect supplies and equipment. Utilities will not be provided to this area by the Government.

3.6.4 Appearance of Trailers

a. Trailers must be roadworthy and comply with all appropriate state and local vehicle requirements. Trailers which are rusted, have peeling paint or are otherwise in need of repair will not be allowed on Installation property. Trailers must present a clean and neat exterior appearance and be in a state of good repair.

b. Maintain the temporary facilities. Failure to do so will be sufficient reason to require their removal at the Contractor's expense.

3.6.5 Safety Systems

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

3.6.6 Weather Protection of Temporary Facilities and Stored Materials

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

3.6.6.1 Building and Site Storm Protection

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

any nearby Government property.

3.7 PLANT COMMUNICATIONS

Whenever the individual elements of the plant are located so that operation by normal voice between these elements is not satisfactory, install a satisfactory means of communication, such as telephone or other suitable devices and make available for use by Government personnel.

3.8 TEMPORARY PROJECT SAFETY FENCING

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

3.9 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 all 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.

3.10 RESTORATION OF STORAGE AREA

Upon completion of the project remove the bulletin board, signs, barricades, haul roads, and all other temporary products from the site. After removal of trailers, materials, and equipment from within the fenced area, remove the fence. Restore areas used during the performance of the Contract 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

TEMPORARY ENVIRONMENTAL CONTROLS
08/22

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 E2356	(2018) Standard Practice for Comprehensive Building Asbestos Surveys

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)

35 IAC 900-901	Title 35 of Illinois Administrative Code, Subtitle H: Noise, Chapter I: Pollution Control Board

STATE OF VIRGINIA ADMINISTRATIVE CODE (VAC)

9 VAC 25-840	Title 9, Agency 25, Chapter 840: Erosion And Sediment Control Regulations
9 VAC 25-850	Title 9, Agency 25, Chapter 850: Erosion And Sediment Control And Stormwater Management Certification Regulations
9 VAC 25-870	Title 9, Agency 25, Chapter 870: Virginia Stormwater Management Program (VSMP) Regulation

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

29 CFR 1910.1053	Respirable Crystalline Silica
29 CFR 1910.1200	Hazard Communication
29 CFR 1926.1153	Respirable Crystalline Silica
40 CFR 50	National Primary and Secondary Ambient Air Quality Standards
40 CFR 60	Standards of Performance for New Stationary Sources
40 CFR 61.145	Standard for Demolition and Renovation
40 CFR 63	National Emission Standards for Hazardous Air Pollutants for Source Categories
40 CFR 64	Compliance Assurance Monitoring

40 CFR 82	Protection of Stratospheric Ozone
40 CFR 112	Oil Pollution Prevention
40 CFR 241	Guidelines for Disposal of Solid Waste
40 CFR 243	Guidelines for the Storage and Collection of Residential, Commercial, and Institutional Solid Waste
40 CFR 258	Subtitle D Landfill Requirements
40 CFR 260	Hazardous Waste Management System: General
40 CFR 261	Identification and Listing of Hazardous Waste
40 CFR 261.7	Residues of Hazardous Waste in Empty Containers
40 CFR 262	Standards Applicable to Generators of Hazardous Waste
40 CFR 262.11	Hazardous Waste Determination and Recordkeeping
40 CFR 263	Standards Applicable to Transporters of Hazardous Waste
40 CFR 264	Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR 265	Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR 266	Standards for the Management of Specific Hazardous Wastes and Specific Types of Hazardous Waste Management Facilities
40 CFR 268	Land Disposal Restrictions
40 CFR 273	Standards for Universal Waste Management
40 CFR 273.2	Standards for Universal Waste Management - Batteries
40 CFR 273.4	Standards for Universal Waste Management - Mercury Containing Equipment
40 CFR 273.5	Standards for Universal Waste Management - Lamps
40 CFR 273.6	Applicability - Aerosol Cans
40 CFR 279	Standards for the Management of Used Oil
40 CFR 300	National Oil and Hazardous Substances

	Pollution Contingency Plan
40 CFR 300.125	National Oil and Hazardous Substances Pollution Contingency Plan - Notification and Communications
40 CFR 355	Emergency Planning and Notification
40 CFR 403	General Pretreatment Regulations for Existing and New Sources of Pollution
49 CFR 171	General Information, Regulations, and Definitions
49 CFR 172	Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, and Training Requirements
49 CFR 173	Shippers - General Requirements for Shipments and Packagings
49 CFR 178	Specifications for Packagings

WASHINGTON STATE ADMINISTRATIVE CODE (WAC)

WAC-173-303-573	Standards for Universal Waste Management
WAC-173-303-573(2)	Standards for Universal Waste Management - Batteries
WAC-173-303-573(3)	Standards for Universal Waste Management - Mercury-containing Equipment
WAC-173-303-573(5)	Standards for Universal Waste Management - Lamps

1.2 DEFINITIONS

1.2.1 Class I and II Ozone Depleting Substance (ODS)

Class I ODS is defined in Section 602(a) of The Clean Air Act. A list of Class I ODS can be found on the EPA website at the following weblink. https://www.epa.gov/ozone-layer-protection/ozone-depleting-substances.

Class II ODS is defined in Section 602(s) of The Clean Air Act. A list of Class II ODS can be found on the EPA website at the following weblink. https://www.epa.gov/ozone-layer-protection/ozone-depleting-substances.

1.2.2 Contractor Generated Hazardous Waste

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

1.2.3 Electronics Waste

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

1.2.4 Environmental Pollution and Damage

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

1.2.5 Environmental Protection

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

1.2.6 Hazardous Debris

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

1.2.7 Hazardous Materials

Hazardous material is any material that: Is defined in 49 CFR 171, listed in 49 CFR 172, regulated as a hazardous material in accordance with 49 CFR 173; or requires a Safety Data Sheet (SDS) in accordance with 29 CFR 1910.1200; or during end use, treatment, handling, packaging, storage, transportation, or disposal meets or has components that meet or have potential to meet the definition of a hazardous waste as defined by 40 CFR 261 Subparts A, B, C, or D. Designation of a material by this definition, when separately regulated or controlled by other sections or directives, does not eliminate the need for adherence to that hazard-specific guidance which takes precedence over this section for "control" purposes. Such material includes ammunition, weapons, explosive actuated devices, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical supplies, medical waste and infectious materials, bulk fuels, radioactive materials, and other materials such as asbestos, mercury, and polychlorinated biphenyls (PCBs).

1.2.8 Hazardous Waste

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

1.2.9 Land Application

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

1.2.10 Municipal Separate Storm Sewer System (MS4) Permit

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

1.2.11 National Pollutant Discharge Elimination System (NPDES)

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

1.2.12 Oily Waste

Oily waste are those materials that are, or were, mixed with Petroleum, Oils, and Lubricants (POLs) and have become separated from that POLs. Oily wastes also means materials, including wastewaters, centrifuge solids, filter residues or sludges, bottom sediments, tank bottoms, and sorbents which have come into contact with and have been contaminated by, POLs and may be appropriately tested and discarded in a manner which is in compliance with other state and local requirements.

This definition includes materials such as oily rags, "kitty litter" sorbent clay and organic sorbent material. These materials may be land filled provided that: It is not prohibited in other state regulations or local ordinances; the amount generated is "de minimus" (a small amount); it is the result of minor leaks or spills resulting from normal process operations; and free-flowing oil has been removed to the practicable extent possible. Large quantities of this material, generated as a result of a major spill or in lieu of proper maintenance of the processing equipment, are a solid waste. As a solid waste, perform a hazardous waste determination prior to disposal. As this can be an expensive process, it is recommended that this type of waste be minimized through good housekeeping practices and employee education.

1.2.13 Regulated Waste

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

1.2.14 Sediment

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

1.2.15 Solid Waste

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

1.2.15.1 Debris

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

1.2.15.2 Green Waste

Green waste is the vegetative matter from landscaping, land clearing and grubbing, including, but not limited to, grass, bushes, scrubs, small trees and saplings, tree stumps and plant roots. Marketable trees, grasses and plants that are indicated to remain, be re-located, or be re-used are not included.

1.2.15.3 Material Not Regulated As Solid Waste

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

1.2.15.4 Non-Hazardous Waste

Non-hazardous waste is waste that is excluded from, or does not meet, hazardous waste criteria in accordance with 40 CFR 261.

1.2.15.5 Recyclables

Recyclables are materials, equipment and assemblies such as doors, windows, door and window frames, plumbing fixtures, glazing and mirrors that are recovered and sold as recyclable, wiring, and structural components. It also includes commercial-grade refrigeration equipment with Freon removed, household appliances where the basic material content is metal, clean polyethylene terephthalate bottles, cooking oil, used fuel oil, textiles, high-grade paper products and corrugated cardboard, stackable pallets in good condition, clean crating material, and clean rubber/vehicle tires. Metal meeting the definition of lead contaminated or lead based paint contaminated may not be included as recyclable if sold to a scrap metal company. Paint cans that meet the definition of empty containers in accordance with 40 CFR 261.7 may be included as recyclable if sold to a scrap metal company.

1.2.15.6 Surplus Soil

Surplus soil is existing soil that is in excess of what is required for this work, including aggregates intended, but not used, for on-site mixing of concrete, mortars, and paving. Contaminated soil meeting the definition of hazardous material or hazardous waste is not included and must be managed in accordance with paragraph HAZARDOUS MATERIAL MANAGEMENT.

1.2.15.7 Scrap Metal

This includes scrap and excess ferrous and non-ferrous metals such as reinforcing steel, structural shapes, pipe, and wire that are recovered or collected and disposed of as scrap. Scrap metal meeting the definition of hazardous material or hazardous waste is not included.

1.2.15.8 Wood

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

1.2.16 Surface Discharge

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

1.2.17 Wastewater

Wastewater is the used water and solids that flow through a sanitary sewer to a treatment plant.

1.2.17.1 Stormwater

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

1.2.18 Waters of the United States

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

1.2.19 Wetlands

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

1.2.20 Universal Waste

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

1.2.21 Location Specific Universal Waste

Any of the following dangerous waste that are subject to the universal waste requirements of WAC-173-303-573: Batteries as described in WAC-173-303-573(2)); Lamps as described in WAC-173-303-573(5); Mercury-containing equipment as described in WAC-173-303-573(3).

1.3 SUBMITTALS

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

SD-01 Preconstruction Submittals

Preconstruction Survey

Regulatory Notifications; G

Environmental Manager Qualifications; G

Employee Training Records; G

Environmental Protection Plan; G

Dirt and Dust Control Plan; G

Solid Waste Management Permit; G

Spill Prevention Control And Countermeasure (SPCC) Plan; G

SD-06 Test Reports

Monthly Solid Waste Disposal Report; G

SD-07 Certificates

ECATTS Certificate Of Completion; G

Employee Training Records; G

SD-11 Closeout Submittals

Regulatory Notifications; G

Assembled Employee Training Records; G

Solid Waste Management Permit; G

Waste Determination Documentation; G

Project Solid Waste Disposal Documentation Report; G

Sales Documentation; G

Hazardous Waste/Debris Management; G

Disposal Documentation for Hazardous and Regulated Waste; G

Contractor Hazardous Material Inventory Log; G

1.4 ENVIRONMENTAL PROTECTION REQUIREMENTS

Provide and maintain, during the life of the contract, environmental protection as defined. Plan for and provide environmental protective measures to control pollution that develops during construction practice. Plan for and provide environmental protective measures required to correct conditions that develop during the construction of permanent or temporary environmental features associated with the project. Protect the environmental resources within the project boundaries and those affected outside the limits of permanent work during the entire duration of this Contract. Comply with federal, state, and local regulations pertaining to the environment, including water, air, solid waste, hazardous waste and substances, oily substances, and noise pollution.

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

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

1.4.1.1 Personnel Requirements

The Environmental Manager is responsible for environmental compliance on projects. The Environmental Manager, must complete applicable ECATTS training modules (installation specific or general) prior to starting respective portions of on-site work under this Contract. If personnel changes occur for any of these positions after starting work, replacement personnel must complete applicable ECATTS training within 14 days of assignment to the project.

1.4.1.2 Certification

Submit an ECATTS certificate of completion for personnel who have completed the required ECATTS training. This training is web-based and can be accessed from any computer with Internet access using the following instructions.

Register for NAVFAC Environmental Compliance Assessment, Training, and Tracking System, by logging on to https://environmentaltraining.ecatts.com/. Obtain the password for registration from the Contracting Officer.

1.4.1.3 Refresher Training

This training has been structured to allow contractor personnel to receive credit under this contract and to carry forward credit to future contracts. Ensure the Environmental Manager review their training plans for new modules or updated training requirements prior to beginning work. Some training modules are tailored for specific state regulatory requirements; therefore, Contractors working in multiple states will be required to retake modules tailored to the state where the contract work is being performed.

1.4.2 Conformance with the Environmental Management System

Perform work under this contract consistent with the policy and objectives identified in the installation's Environmental Management System (EMS). Perform work in a manner that conforms to objectives and targets of the environmental programs and operational controls identified by the EMS. Support Government personnel when environmental compliance and EMS audits are conducted by escorting auditors at the Project site, answering questions, and providing proof of records being maintained. Provide monitoring and measurement information as necessary to address environmental performance relative to environmental, energy, and transportation management goals. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, take corrective and preventative actions. In addition, employees must be aware of their roles and responsibilities under the installation EMS and of how these EMS roles and responsibilities affect work performed under the contract.

Coordinate with the installation's EMS coordinator to identify training needs associated with environmental aspects and the EMS, and arrange training or take other action to meet these needs. Provide training documentation to the Contracting Officer. The Installation Environmental Office will retain associated environmental compliance records. Make EMS Awareness training completion certificates available to Government auditors during EMS audits and include the certificates in the Employee Training Records. See paragraph EMPLOYEE TRAINING RECORDS.

1.5 SPECIAL ENVIRONMENTAL REQUIREMENTS

Comply with the special environmental requirements listed here and attached at the end of this section.

1.5.1 Mid-Atlantic

Comply with the following state, regional, and local requirements.

1.5.1.1 Virginia

1.5.1.1.1 Definition and Disposal Requirements of Empty Paint Cans

Paint Cans: Paint cans that are empty (free of liquids and as defined in 40 CFR 261.7) of paints, solvents, thinners and adhesives may be disposed of in dumpsters.

Metal paint cans that meet the empty standard can be placed in dumpsters marked "metal only"; plastic cans may be placed in solid waste dumpsters. Manage paint cans with liquid or more than one inch of solidified oil-based paint as a hazardous waste and label properly. Manage paint cans with excess water-based paint as non-hazardous waste provided that they do not contain free liquids or contain any substance with a hazardous characteristic as defined in 40 CFR 261. Contact NAVFAC MIDLANT Environmental Services for management requirements.

1.5.1.1.2 Erosion and Sediment Control Measures and Stormwater Management

1.5.1.1.2.1 Erosion and Sediment Control

Submit an erosion and sediment control plan, and comply with the requirements specified in the Virginia Erosion and Sediment Control Law and

Regulations. (Virginia Code: 9 VAC 25-840). Obtain a Certificate of Competency in accordance with 9 VAC 25-850.

1.5.1.1.2.2 Construction Dewatering

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

1.5.1.1.3 Virginia Stormwater Management

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

1.5.1.1.3.1 Stormwater General Permit for Construction Activities Registration Statement

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

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

1.5.1.1.3.2 Stormwater General Permit Inspection Reports

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

1.5.1.1.4 Asbestos Abatement and Notification Procedures

Structures must be surveyed for the presence of asbestos prior to demolition or renovation in accordance with 40 CFR 61.145. A structure is defined as including any load-bearing portion of a structure. The survey must be performed by a licensed, certified, accredited asbestos inspector in accordance with ASTM E2356.

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

1.5.1.1.4.1 Best Management Practices

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

1.5.1.1.4.2 Asbestos Waste Disposal

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

1.5.1.1.5 Hazardous Waste Requirements for Virginia Installations

1.5.1.1.5.1 Demolition

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

1.5.1.1.5.2 Hazardous and Universal Waste Generation

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

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

1.5.1.1.5.3 Excavation

If soil is to be reused onsite, sampling is not required unless otherwise directed. Excavated soil may be reused within the construction site with no testing necessary. Soil may be stockpiled until the end of the project, then reused as much as possible prior to sampling and analysis for residual soil to be disposed. Store in a manner that prevents rain from infiltrating the soil matrix and preventing runoff into the surrounding soil or pavement (for example, store the soil on top of plastic sheets and covered with plastic sheets or store in lined, covered dumpsters). If the soil is going to be relocated or disposed outside the construction site, sampling and analysis is required. Contact the installation HW Program Manager prior to disposal to determine the appropriate sampling and test parameter. Soil disposal requirements will depend on test results. If soil is to be shipped to a destination outside the fire ant quarantine area (outside of James City County, York County, Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, or Williamsburg) it MUST have a valid inspection certificate issued by an Officer of the Plant Protection and Quarantine Program (PPQ) of the U.S. Department of Agriculture. Contact the EV Pest Management Coordinator for additional information.

1.5.1.1.5.4 Painting and Paint Removal

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

an appropriate accumulation area must be established. Contact the NAVFAC MIDLANT EV HW Program Manager for site setup.

1.5.1.1.5.5 Dumpsters

Label trash containers to appropriately describe the contents.

1.5.1.1.6 Air Requirements

1.5.1.1.6.1 Concrete Crushing

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

1.5.1.1.7 Spill Response and Reporting

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

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

1.5.1.2 Maryland

a. Patuxent River

1.5.1.3 West Virginia

a. Sugar Grove

1.5.1.4 Pennsylvania

1.5.1.5 New Jersey

1.5.1.6 North Carolina

1.5.1.6.1 Camp Lejeune

1.5.1.6.1.1 Removal of Waste from Camp Lejeune

Remove and dispose of rubbish and debris from Government property. Provide 24-hour advance written notice to the Contracting Office of Contractor's intention to dispose rubbish and debris off base. Disposal at sites or landfills not holding a valid state of North Carolina permit is specifically prohibited. The prohibition also applies to sites where a permit my have been applied for but not yet obtained. If construction debris has been disposed off-base outside the parameter of this paragraph at a site without state permits or not in accordance with regulatory requirements, remove, transport, and relocate the debris to a state-approved site at Contractor expense. Pay any required fines, penalties, or fees related to the illegal disposal of construction debris. Metal will not be accepted at the Base Sanitary Landfill.

1.5.1.6.1.2 Surplus Soils Disposal for Camp Lejeune & MCAS New River

Transport all surplus soil to one of the designated locations on government property. No surplus material will leave government property without approval of installation Environmental Program Manager and the Contracting Officer. Deliver and properly manage surplus soil that cannot be reused on its originating site to one of the following locations:

a. Area managed by G-3/5 for reuse on training areas for various maintenance activities:

   3.5 acre storage, within TLZ Condor off Verona Loop Road, approximate coordinates 34d 38'07.3"N 77d 26' 41.7"W.

   Coordinate with G-3/5 Project Development Specialist, MCIEAST-MCB CAMLEJ at (910) 451-5772 to determine capacity available at the storage location, prior to delivery.

   This site operates Monday through Thursday between 0730 and 1500.

b. Area managed by PWD for use as daily cover:

   Base landfill, located on Piney Green Road, approximate coordinates 34d 41' 26.9"N 77d 19' 27.4"W.

   Contractor must provide temporary silt fencing around designated stockpile areas as needed.

   Coordinate with Landfill Manager at (910) 451-8666. Landfill use letters will be provided so that deliveries can be tracked.

   This site operates Monday through Thursday between 0730 and 1500 and on Friday between 0700 and 1400.

Contact POCs listed above 7 to 10 days in advance to coordinate delivery of material at the storage locations.

Prior to transportation to one of the designated locations, screen all surplus soil to remove all objects greater than 3 inches and deleterious material. Deleterious material consists of organic debris such as roots, stumps, timber, and construction debris. Construction debris may include, but is not limited to wood, plastic, glass, concrete, brick, and metal. Dispose of deleterious material and objects larger than 3 inches as specified.

Provide all plant, material, and labor for placement and management of the surplus material at the designated locations. Grade surplus material to a flat condition and slope to provide positive drainage daily. Submit the following verification documents to the Contracting Officer for review and approval:

(1) Photographic documentation that surplus soil has been properly placed. Photograph will include time and date of image.

(2) Certification statement indicating volume, in cubic yards (CY), of material delivered and confirming material is free of contaminants.

NOTE: Soil contaminated with debris or chemicals cannot be disposed at the stockpile locations. If contaminated soils are suspected or confirmed

through presence of UXO, odors, or visual staining, affected soils must be properly tested, manifested, and disposed of in accordance with RCRA regulations. Contact Base EMD, ER Program Manager, for more information.

1.5.1.6.2 MCAS Cherry Point

1.5.1.7 New York

1.5.1.8 Maine

1.5.1.9 District of Columbia

1.6 QUALITY ASSURANCE

1.6.1 Preconstruction Survey and Protection of Features

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

1.6.2 Regulatory Notifications

Provide regulatory notification requirements in accordance with federal, state and local regulations. In cases where the Government will also provide public notification (such as stormwater permitting), coordinate with the Contracting Officer. Submit copies of regulatory notifications to the Contracting Officer at least 30 days prior to commencement of work activities. Typically, regulatory notifications must be provided for the following (this listing is not all-inclusive): demolition, renovation, NPDES defined site work, construction, removal or use of a permitted air emissions source, and remediation of controlled substances (asbestos, hazardous waste, lead paint).

1.6.3 Environmental Brief

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

Prior to initiating any work on site, meet with the Contracting Officer and installation Environmental Office to discuss the proposed Environmental Protection Plan (EPP) or equipment local requirement. Develop a mutual understanding relative to the details of environmental protection, including measures for protecting natural and cultural resources, required

reports, required permits, permit requirements (such as mitigation measures), and other measures to be taken.

1.6.4 Employee Training Records

Prepare and maintain Employee Training Records throughout the term of the contract meeting applicable 40 CFR requirements. Provide Employee Training Records in the Environmental Records Binder. Ensure every employee completes a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures compliance with federal, state and local regulatory requirements for RCRA Large Quantity Generator. Provide a Position Description for each employee, by subcontractor, based on the Davis-Bacon Wage Rate designation or other equivalent method, evaluating the employee's association with hazardous and regulated wastes. This Position Description will include training requirements as defined in 40 CFR 265 for a Large Quantity Generator facility. Submit these Assembled Employee Training Records to the Contracting Officer at the conclusion of the project, unless otherwise directed.

Train personnel to meet EPA and state requirements. Conduct environmental protection/pollution control meetings for personnel prior to commencing construction activities. Conduct additional meetings for new personnel and when site conditions change. Include in the training and meeting agenda: methods of detecting and avoiding pollution; familiarization with statutory and contractual pollution standards; installation and care of devices, vegetative covers, and instruments required for monitoring purposes to ensure adequate and continuous environmental protection/pollution control; anticipated hazardous or toxic chemicals or wastes, and other regulated contaminants; recognition and protection of archaeological sites, artifacts, waters of the United States, and endangered species and their habitat that are known to be in the area.

1.6.5 Non-Compliance Notifications

The Contracting Officer will notify the Contractor in writing of any observed noncompliance with federal, state or local environmental laws or regulations, permits, and other elements of the Contractor's EPP. After receipt of such notice, inform the Contracting Officer of the proposed corrective action and take such action when approved by the Contracting Officer. The Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. FAR 52.242-14 Suspension of Work provides that a suspension, delay, or interruption of work due to the fault or negligence of the Contractor allows for no adjustments to the contract for time extensions or equitable adjustments. In addition to a suspension of work, the Contracting Officer may use additional authorities under the contract or law.

1.7 ENVIRONMENTAL PROTECTION PLAN

The purpose of the EPP is to present an overview of known or potential environmental issues that must be considered and addressed during construction. Incorporate construction related objectives and targets from the installation's EMS into the EPP. Include in the EPP measures for protecting natural and cultural resources, required reports, and other measures to be taken. Meet with the Contracting Officer or Contracting Officer Representative to discuss the EPP and develop a mutual understanding relative to the details for environmental protection including measures for protecting natural resources, required reports, and

other measures to be taken. Revise the EPP throughout the project to include any reporting requirements, changes in site conditions, or contract modifications that change the project scope of work in a way that could have an environmental impact. No requirement in this section will relieve the Contractor of any applicable federal, state, and local environmental protection laws and regulations. During Construction, identify, implement, and submit for approval any additional requirements to be included in the EPP. Maintain the current version onsite.

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

1.7.1 General Overview and Purpose

1.7.1.1 Descriptions

A brief description of each specific plan required by environmental permit or elsewhere in this Contract such as.

1.7.1.2 Duties

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

1.7.1.3 Procedures

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

1.7.1.4 Communications

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

1.7.1.5 Contact Information

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

1.7.2 General Site Information

1.7.2.1 Drawings

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

1.7.2.2 Work Area

Work area plan showing the proposed activity in each portion of the area and identify the areas of limited use or nonuse. Include measures for marking the limits of use areas, including methods for protection of

features to be preserved within authorized work areas and methods to control runoff and to contain materials on site, and a traffic control plan.

Show where any fuels, hazardous substances, solvents, or lubricants will be stored. Provide a spill plan to address any releases of those materials.

1.7.2.3 Documentation

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

1.7.3 Management of Natural Resources

a. Land resources

b. Tree protection

c. Replacement of damaged landscape features

d. Temporary construction

e. Stream crossings

f. Fish and wildlife resources

g. Wetland areas

1.7.4 Protection of Historical and Archaeological Resources

a. Objectives

b. Methods

1.7.5 Stormwater Management and Control

a. Ground cover

b. Erodible soils

c. Temporary measures

(1) Structural Practices

(2) Temporary and permanent stabilization

d. Effective selection, implementation and maintenance of Best Management Practices (BMPs).

e. Stormwater Pollution Prevention Plan (SWPPP).

1.7.6 Protection of the Environment from Waste Derived from Contractor Operations

Control and disposal of solid and sanitary waste.

Control and disposal of hazardous waste.

This item consist of the management procedures for hazardous waste to be generated. The elements of those procedures will coincide with the Installation Hazardous Waste Management Plan when within an installation. The Contracting Officer will provide a copy of the Installation Hazardous Waste Management Plan as applicable.

As a minimum, include the following:

a. List of the types of hazardous wastes expected to be generated

b. Procedures to ensure a written waste determination is made for appropriate wastes that are to be generated

c. Sampling/analysis plan, including laboratory method(s) that will be used for waste determinations and copies of relevant laboratory certifications

d. Methods and proposed locations for hazardous waste accumulation/storage (that is, in tanks or containers)

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

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

g. Management procedures for recyclable hazardous materials such as lead-acid batteries, used oil, and similar

h. Used oil management procedures in accordance with 40 CFR 279; Hazardous waste minimization procedures

i. Plans for the disposal of hazardous waste by permitted facilities; and Procedures to be employed to ensure required employee training records are maintained.

1.7.7 Prevention of Releases to the Environment

Procedures to prevent releases to the environment

Notifications in the event of a release to the environment

1.7.8 Regulatory Notification and Permits

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

1.7.9 Clean Air Act Compliance

1.7.9.1 Haul Route

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

roadways.

1.7.9.2 Pollution Generating Equipment

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

1.7.9.3 Stationary Internal Combustion Engines

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

1.7.9.4 Refrigerants

Identify management practices to ensure that heating, ventilation, and air conditioning (HVAC) work involving refrigerants complies with 40 CFR 82 requirements. Technicians must be certified, maintain copies of certification on site, use certified equipment and log work that requires the addition or removal of refrigerant. Any refrigerant reclaimed is the property of the Government, coordinate with the Installation Environmental Office to determine the appropriate turn in location.

1.7.9.5 Air Pollution-engineering Processes

Identify planned air pollution-generating processes and management control measures (including, but not limited to, spray painting, abrasive blasting, demolition, material handling, fugitive dust, and fugitive emissions). Log hours of operations and track quantities of materials used.

1.7.9.6 Compliant Materials

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

1.8 LICENSES AND PERMITS

Obtain licenses and permits required for the construction of the project and in accordance with FAR 52.236-7 Permits and Responsibilities. Notify the Government of all equipment that may require permits or special approvals that the Contractor plans to use on site. This paragraph supplements the Contractor's responsibility under FAR 52.236-7 Permits and Responsibilities.

1.9 ENVIRONMENTAL RECORDS BINDER

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

1.10 SOLID WASTE MANAGEMENT PERMIT

Provide the Contracting Officer with written notification of the quantity of anticipated solid waste or debris that is anticipated or estimated to be generated by construction. Include in the report the locations where various types of waste will be disposed or recycled. Include letters of acceptance from the receiving location or as applicable; submit one copy of the receiving location state and local Solid Waste Management Permit or license showing such agency's approval of the disposal plan before transporting wastes off Government property.

1.10.1 Monthly Solid Waste Disposal 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.

1.11 FACILITY HAZARDOUS WASTE GENERATOR STATUS

Norfolk Naval Station is designated as a Large Quantity Generator. Meet the regulatory requirements of this generator designation for any work conducted within the boundaries of this Installation. Comply with provisions of federal, state, and local regulatory requirements applicable to this generator status regarding training and storage, handling, and disposal of construction derived wastes.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 PROTECTION OF NATURAL RESOURCES

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

Preserve the natural resources within the project boundaries and outside the limits of permanent work. Restore to an equivalent or improved condition upon completion of work that is consistent with the requirements of the Installation Environmental Office or as otherwise specified. Confine construction activities to within the limits of the work indicated or specified.

3.1.1 Flow Ways

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

3.1.2 Vegetation

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

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

3.1.3 Streams

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

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

3.2 STORMWATER

Do not discharge stormwater from construction sites to the sanitary sewer. If the water is noted or suspected of being contaminated, it may only be released to the storm drain system if the discharge is specifically permitted. Obtain authorization in advance from the Installation Environmental Office for any release of contaminated water.

3.2.1 Erosion and Sediment Control Measures

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

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

3.2.2 Work Area Limits

Mark the areas that need not be disturbed under this Contract prior to commencing construction activities. Mark or fence isolated areas within

the general work area that are not to be disturbed. Protect monuments and markers before construction operations commence. Where construction operations are to be conducted during darkness, all markers must be visible in the dark. Personnel must be knowledgeable of the purpose for marking and protecting particular objects.

3.2.3 Contractor Facilities and Work Areas

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

3.2.4 Municipal Separate Storm Sewer System (MS4) Management

Comply with the Installation's MS4 permit requirements. Comply with local requirements.

3.3 SURFACE AND GROUNDWATER

3.3.1 Cofferdams, Diversions, and Dewatering

Construction operations for dewatering, removal of cofferdams, tailrace excavation, and tunnel closure must be constantly controlled to maintain compliance with existing state water quality standards and designated uses of the surface water body. Comply with the State of VA water quality standards and anti-degradation provisions . Do not discharge excavation ground water to the sanitary sewer, storm drains, or to surface waters without prior specific authorization in writing from the Installation Environmental Office or Contracting Officer. Discharge of hazardous substances will not be permitted under any circumstances. Use sediment control BMPs to prevent construction site runoff from directly entering any storm drain or surface waters.

If the construction dewatering is noted or suspected of being contaminated, it may only be released to the storm drain system if the discharge is specifically permitted. Obtain authorization for any contaminated groundwater release in advance from the Installation Environmental Officer and the federal or state authority, as applicable. Discharge of hazardous substances will not be permitted under any circumstances.

3.4 PROTECTION OF CULTURAL RESOURCES

3.4.1 Archaeological Resources

If, during excavation or other construction activities, any previously unidentified or unanticipated historical, archaeological, and cultural resources are discovered or found, activities that may damage or alter such resources will be suspended. Resources covered by this paragraph include, but are not limited to: any human skeletal remains or burials; artifacts; shell, midden, bone, charcoal, or other deposits; rock or coral alignments, pavings, wall, or other constructed features; and any indication of agricultural or other human activities. Upon such discovery or find, immediately notify the Contracting Officer so that the appropriate authorities may be notified and a determination made as to their significance and what, if any, special disposition of the finds should be

made. Cease all activities that may result in impact to or the destruction of these resources. Secure the area and prevent employees or other persons from trespassing on, removing, or otherwise disturbing such resources. The Government retains ownership and control over archaeological resources.

3.5 AIR RESOURCES

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

3.5.1 Preconstruction Air Permits

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

3.5.2 Oil or Dual-fuel Boilers and Furnaces

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

3.5.3 Burning

Burning is prohibited on the Government premises.

3.5.4 Class I and II ODS Prohibition

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

3.5.5 Venting of Refrigerant

Accidental venting of a refrigerant is a release and must be reported immediately to the Contracting Officer. Intentional venting of refrigerants (including most Non-ODS substitute refrigerants) is prohibited per 40 CFR 82.

3.5.6 EPA Certification Requirements

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

3.5.7 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. Since these products contain Crystalline Silica, comply with the applicable OSHA standard, 29 CFR 1910.1053 or 29 CFR 1926.1153 for controlling exposure to Crystalline Silica Dust.

3.5.7.1 Particulates

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

3.5.7.2 Abrasive Blasting

Blasting operations cannot be performed without prior approval of the Installation Air Program Manager. The use of silica sand is prohibited in sandblasting.

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

3.5.8 Odors

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

3.6 WASTE MINIMIZATION

Minimize the use of hazardous materials and the generation of waste. Include procedures for pollution prevention/ hazardous waste minimization in the Hazardous Waste Management Section of the EPP. Obtain a copy of the installation's Pollution Prevention/Hazardous Waste Minimization Plan for reference material when preparing this part of the EPP. If no written plan exists, obtain information by contacting the Contracting Officer. Describe the anticipated types of the hazardous materials to be used in the construction when requesting information.

3.6.1 Salvage, Reuse and Recycle

Identify anticipated materials and waste for salvage, reuse, and recycling. Describe actions to promote material reuse, resale or

recycling. To the extent practicable, all scrap metal must be sent for reuse or recycling and will not be disposed of in a landfill.

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

3.6.2 Nonhazardous Solid Waste Diversion Report

Maintain an inventory of nonhazardous solid waste diversion and disposal of construction and demolition debris. Submit a report to _____ through the Contracting Officer on the first working day after each fiscal year quarter, starting the first quarter that nonhazardous solid waste has been generated. Include the following in the report:

Waste Sent to Waste-To-Energy Incineration Plant (This amount should not be included in the recycled amount)	cubic yards / tons, as appropriate

3.7 WASTE MANAGEMENT AND DISPOSAL

3.7.1 Waste Determination Documentation

Complete a Waste Determination form (provided at the pre-construction conference) for Contractor-derived wastes to be generated. All potentially hazardous solid waste streams that are not subject to a specific exclusion or exemption from the hazardous waste regulations (e.g., scrap metal, domestic sewage) or subject to special rules, (lead-acid batteries and precious metals) must be characterized in accordance with the requirements of 40 CFR 262.11 or corresponding applicable state or local regulations. Base waste determination on user knowledge of the processes and materials used, and analytical data when necessary. Consult with the Installation environmental staff for guidance on specific requirements. Attach support documentation to the Waste Determination form. As a minimum, provide a Waste Determination form for the following waste (this listing is not inclusive): oil- and latex -based painting and caulking products, solvents, adhesives, aerosols, petroleum products, and containers of the original materials.

3.7.2 Solid Waste Management

3.7.2.1 Project Solid Waste Disposal Documentation Report

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

3.7.2.2 Control and Management of Solid Wastes

Pick up solid wastes, and place in covered containers that are regularly emptied. Do not prepare or cook food on the project site. Prevent contamination of the site or other areas when handling and disposing of wastes. At project completion, leave the areas clean. Employ segregation measures so that no hazardous or toxic waste will become co-mingled with non-hazardous solid waste. Transport solid waste off Government property and dispose of it in compliance with 40 CFR 260, state, and local requirements for solid waste disposal. A Subtitle D RCRA permitted landfill is the minimum acceptable offsite solid waste disposal option. Verify that the selected transporters and disposal facilities have the necessary permits and licenses to operate. Solid waste disposal offsite must comply with most stringent local, state, and federal requirements, including 40 CFR 241, 40 CFR 243, and 40 CFR 258.

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

3.7.3 Control and Management of Hazardous Waste

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

3.7.3.1 Hazardous Waste/Debris Management

Identify construction activities that will generate hazardous waste or debris. Provide a documented waste determination for resultant waste streams. Identify, label, handle, store, and dispose of hazardous waste or debris in accordance with federal, state, and local regulations, including 40 CFR 261, 40 CFR 262, 40 CFR 263, 40 CFR 264, 40 CFR 265, 40 CFR 266, and 40 CFR 268.

Manage hazardous waste in accordance with the approved Hazardous Waste Management Section of the EPP. Store hazardous wastes in approved containers in accordance with 49 CFR 173 and 49 CFR 178. Hazardous waste generated within the confines of Government facilities is identified as being generated by the Government. Prior to removal of any hazardous waste from Government property, hazardous waste manifests must be signed by

personnel from the Installation Environmental Office. Do not bring hazardous waste onto Government property. Provide the Contracting Officer with a copy of waste determination documentation for any solid waste streams that have any potential to be hazardous waste or contain any chemical constituents listed in 40 CFR 372-SUBPART D.

3.7.3.2 Waste Storage/Satellite Accumulation/90 Day Storage Areas

Accumulate hazardous waste at satellite accumulation points and in compliance with 40 CFR 262 and applicable state or local regulations. Individual waste streams will be limited to 55 gallons of accumulation (or one quart for acutely hazardous wastes). If the Contractor expects to generate hazardous waste at a rate and quantity that makes satellite accumulation impractical, the Contractor may request a temporary 90-day or 180-day, as appropriate, accumulation point be established. Submit a request in writing to the Contracting Officer and provide the following information (Attach Site Plan to the Request):

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

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

"DANGER - UNAUTHORIZED PERSONNEL KEEP OUT"

3.7.3.3 Universal Waste Management

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

a. Batteries as described in 40 CFR 273.2

b. Lamps as described in 40 CFR 273.5

c. Mercury-containing equipment as described in 40 CFR 273.4

d. Aerosol cans as described in 40 CFR 273.6

e. Installation specific

Mercury is prohibited in the construction of this facility, unless

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

3.7.3.4 Electronics End-of-Life Management

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

3.7.3.5 Disposal Documentation for Hazardous and Regulated Waste

Contact the Contracting Officer for the facility RCRA identification number that is to be used on each manifest.

Submit a copy of the applicable EPA and or state permit(s), manifest(s), or license(s) for transportation, treatment, storage, and disposal of hazardous and regulated waste by permitted facilities. Hazardous or toxic waste manifests must be reviewed, signed, and approved by the Contracting Officer before the Contractor may ship waste. To obtain specific disposal instructions, coordinate with the Installation Environmental Office. Refer to location special requirements for the Installation Point of Contact information.

3.7.4 Releases/Spills of Oil and Hazardous Substances

3.7.4.1 Response and Notifications

Exercise due diligence to prevent, contain, and respond to spills of hazardous material, hazardous substances, hazardous waste, sewage, regulated gas, petroleum, lubrication oil, and other substances regulated in accordance with 40 CFR 300. Maintain spill cleanup equipment and materials at the work site. In the event of a spill, take prompt, effective action to stop, contain, curtail, or otherwise limit the amount, duration, and severity of the spill/release. In the event of any releases of oil and hazardous substances, chemicals, or gases; immediately (within 15 minutes) notify the Installation Fire Department, the Installation Command Duty Officer, the Installation Environmental Office, the Contracting Officer.

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

3.7.4.2 Clean Up

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

inadequate and the spill remains a threat to human health or the environment.

3.7.5 Mercury Materials

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

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

3.7.6 Wastewater

3.7.6.1 Disposal of Wastewater

Disposal of wastewater must be as specified below.

3.7.6.1.1 Treatment

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

3.7.6.1.2 Surface Discharge

For discharge of ground water, Surface discharge in accordance with federal, state, and local laws and regulations.

3.7.6.1.3 Land Application

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

3.8 HAZARDOUS MATERIAL MANAGEMENT

Include hazardous material control procedures in the Safety Plan, in accordance with Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS. Address procedures and proper handling of hazardous materials, including the appropriate transportation requirements. Do not bring hazardous material onto Government property that does not directly relate to requirements for the performance of this contract. Submit an SDS and estimated quantities to be used for each hazardous material to the Contracting Officer prior to bringing the material on the installation. Typical materials requiring SDS and quantity reporting include, but are not limited to, oil and latex based painting and caulking products, solvents, adhesives, aerosol, and petroleum products. Use hazardous materials in a manner that minimizes the amount of hazardous waste generated. Containers of hazardous materials must have National Fire Protection Association labels or their equivalent. Certify that hazardous materials removed from the site are hazardous materials and do not meet the definition of hazardous waste, in accordance with 40 CFR 261 and stateof VA requirements.

3.8.1 Contractor Hazardous Material Inventory Log

Submit the "Contractor Hazardous Material Inventory Log"(found at: https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/forms-graphics-tables), which provides information required by (EPCRA Sections 312 and 313) along with corresponding SDS, to the Contracting Officer at the start and at the end of construction (30 days from final acceptance), and update no later than January 31 of each calendar year during the life of the contract. Keep copies of the SDSs for hazardous materials onsite. At the end of the project, provide the Contracting Officer with copies of the SDSs, and the maximum quantity of each material that was present at the site at any one time, the dates the material was present, the amount of each material that was used during the project, and how the material was used.

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

3.9 PREVIOUSLY USED EQUIPMENT

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

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

POL products include flammable or combustible liquids, such as gasoline, diesel, lubricating oil, used engine oil, hydraulic oil, mineral oil, and cooking oil. Store POL products and fuel equipment and motor vehicles in a manner that affords the maximum protection against spills into the environment. Manage and store POL products in accordance with EPA 40 CFR 112, and other federal, state, regional, and local laws and regulations. Use secondary containments, dikes, curbs, and other barriers, to prevent POL products from spilling and entering the ground, storm or sewer drains, stormwater ditches or canals, or navigable waters of the United States. Describe in the EPP (see paragraph ENVIRONMENTAL PROTECTION PLAN) how POL tanks and containers must be stored, managed, and inspected and what protections must be provided.

3.10.1 Used Oil Management

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

3.10.2 Oil Storage Including Fuel Tanks

Provide secondary containment and overfill protection for oil storage tanks. A berm used to provide secondary containment must be of sufficient size and strength to contain the contents of the tanks plus 5 inches freeboard for precipitation. Construct the berm to be impervious to oil for 72 hours that no discharge will permeate, drain, infiltrate, or otherwise escape before cleanup occurs. Use drip pans during oil transfer

operations; adequate absorbent material must be onsite to clean up any spills and prevent releases to the environment. Cover tanks and drip pans during inclement weather. Provide procedures and equipment to prevent overfilling of tanks. If tanks and containers with an aggregate aboveground capacity greater than 1320 gallons will be used onsite (only containers with a capacity of 55 gallons or greater are counted), provide and implement a Spill Prevention Control and Countermeasure (SPCC) plan meeting the requirements of 40 CFR 112. Do not bring underground storage tanks to the installation for Contractor use during a project. Submit the SPCC plan to the Contracting Officer for approval.

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

3.11 INADVERTENT DISCOVERY OF PETROLEUM-CONTAMINATED SOIL OR HAZARDOUS WASTES

If petroleum-contaminated soil, or suspected hazardous waste is found during construction that was not identified in the Contract documents, immediately notify the Contracting Officer. Do not disturb this material until authorized by the Contracting Officer.

3.12 CHLORDANE

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

3.13 SOUND INTRUSION

Make the maximum use of low-noise emission products, as certified by the EPA. Blasting or use of explosives are not permitted without written permission from the Contracting Officer, and then only during the designated times. Confine pile-driving operations to the period between 8 a.m. and 4 p.m., Monday through Friday, exclusive of holidays, unless otherwise specified.

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

Keep construction activities under surveillance and control to minimize environment damage by noise. Comply with the provisions of the State of Illinois rules given in 35 IAC 900-901.

3.14 POST CONSTRUCTION CLEANUP

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

-- End of Section --

SECTION 01 74 19

CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL
02/19, CHG 3: 11/21

PART 1 GENERAL

1.1 DEFINITIONS

1.1.1 Co-mingle

The practice of placing unrelated materials together in a single container, usually for benefits of convenience and speed.

1.1.2 Construction Waste

Waste generated by construction activities, such as scrap materials, damaged or spoiled materials, temporary and expendable construction materials, and other waste generated by the workforce during construction activities.

1.1.3 Demolition Debris/Waste

Waste generated from demolition activities, including minor incidental demolition waste materials generated as a result of Intentional dismantling of all or portions of a building, to include clearing of building contents that have been destroyed or damaged.

1.1.4 Disposal

Depositing waste in a solid waste disposal facility, usually a managed landfill or incinerator, regulated in the US under the Resource Conservation and Recovery Act (RCRA).

1.1.5 Diversion

The practice of diverting waste from disposal in a landfill or incinerator, by means of eliminating or minimizing waste, or reuse of materials.

1.1.6 Final Construction Waste Diversion Report

A written assertion by a material recovery facility operator identifying constituent materials diverted from disposal, usually including summary tabulations of materials, weight in short-ton.

1.1.7 Recycling

The series of activities, including collection, separation, and processing, by which products or other materials are diverted from the solid waste stream for use in the form of raw materials in the manufacture of new products sold or distributed in commerce, or the reuse of such materials as substitutes for goods made of virgin materials, other than fuel.

1.1.8 Reuse

The use of a product or materials again for the same purpose, in its original form or with little enhancement or change.

1.1.9 Salvage

Usable, salable items derived from buildings undergoing demolition or deconstruction, parts from vehicles, machinery, other equipment, or other components.

1.1.10 Source Separation

The practice of administering and implementing a management strategy to identify and segregate unrelated waste at the first opportunity.

1.2 CONSTRUCTION WASTE (INCLUDES DEMOLITION DEBRIS/WASTE)

Divert a minimum of 60 percent by weight of the project construction waste and demolition debris/waste from the landfill or incinerator. Follow applicable industry standards in the management of waste. Apply sound environmental principles in the management of waste. (1) Practice efficient waste management when sizing, cutting, and installing products and materials and (2) use all reasonable means to divert construction waste and demolition debris/waste from landfills and incinerators and to facilitate the recycling or reuse of excess construction materials.

1.3 CONSTRUCTION WASTE MANAGEMENT

Implement a Construction Waste Management Program for the project. Take a pro-active, responsible role in the management of construction construction waste, recycling process, disposal of demolition debris/waste, and require all subcontractors, vendors, and suppliers to participate in the Construction Waste Management Program. Establish a process for clear tracking, and documentation of construction waste and demolition debris/waste.

1.3.1 Implementation of Construction Waste Management Program

Develop and document how the Construction Waste Management Program will be implemented in a Construction Waste Management Plan. Submit a Construction Waste Management Plan to the Contracting Officer for approval. Construction waste and demolition debris/waste materials include un-used construction materials not incorporated in the final work, as well as demolition debris/waste materials from demolition activities or deconstruction activities. In the management of waste, consider the availability of viable markets, the condition of materials, the ability to provide material in suitable condition and in a quantity acceptable to available markets, and time constraints imposed by internal project completion mandates.

1.3.2 Oversight

The Environmental Manager, as specified in Section 01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS, is responsible for overseeing and documenting results from executing the Construction Waste Management Plan for the project.

1.3.3 Special Programs

Implement special programs involving rebates or similar incentives related to recycling of construction waste and demolition debris/waste materials. Retain revenue or savings from salvaged or recycling, unless otherwise directed. Ensure firms and facilities used for recycling, reuse, and

disposal are permitted for the intended use to the extent required by federal, state, and local regulations.

1.3.4 Special Instructions

Provide on-site instruction of appropriate separation, handling, recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the projects. Designation of single source separating or commingling will be clearly marked on the containers.

1.3.5 Waste Streams

Delineate waste streams and characterization, including estimated material types and quantities of waste, in the Construction Waste Management Plan. Manage all waste streams associated with the project. Typical waste streams are listed below. Include additional waste steams not listed:

a. Land Clearing Debris

b. Asphalt

c. Masonry and CMU

d. Concrete

e. Metals (Includes, but is not limited to, banding, stud trim, ductwork, piping, rebar, roofing, other trim, steel, iron, galvanized, stainless steel, aluminum, copper, zinc, bronze.)

f. Wood (nails and staples allowed)

g. Glass

h. Paper

i. Plastics (PET, HDPE,PVC,LDPE,PP,PS, Other)

j. Gypsum

k. Non-hazardous paint and paint cans

l. Carpet

m. Ceiling Tiles

n. Insulation

o. Beverage Containers

1.4 SUBMITTALS

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

SD-01 Preconstruction Submittals

Construction Waste Management Plan; G

SD-11 Closeout Submittals

Final Construction Waste Diversion Report; S

1.5 MEETINGS

Conduct Construction Waste Management meetings. After award of the Contract and prior to commencement of work, schedule and conduct a meeting with the Contracting Officer to discuss the proposed Construction Waste Management Plan and to develop a mutual understanding relative to the management of the Construction Waste Management Program and how waste diversion requirements will be met.

The requirements of this meeting may be fulfilled during the coordination and mutual Understanding meeting outlined in Section 01 45 00.10 20 QUALITY CONTROL FOR MINOR CONSTRUCTION. At a minimum, discuss and document waste management goals at following meetings:

a. Preconstruction meeting.

b. Regular Quality Control meetings.

c. Work safety meeting (if applicable).

1.6 CONSTRUCTION WASTE MANAGEMENT PLAN

Submit Construction Waste Management Plan within 15 days after contract award. Revise and resubmit Construction Waste Management Plan as necessary, in order for construction to begin.. Execute demolition or deconstruction activities in accordance with Section 02 41 00 DEMOLITION . Manage demolition debris/waste or deconstruction materials in accordance with the approved construction waste management plan.

An approved Construction Waste Management Plan will not relieve the Contractor of responsibility for compliance with applicable environmental regulations or meeting project cumulative waste diversion requirement. Ensure all subcontractors receive a copy of the approved Construction Waste Management Plan. The plan demonstrates how to meet the project waste diversion requirement. Also, include the following in the plan:

a. Identify the names of individuals responsible for waste management and waste management tracking, along with roles and responsibilities on the project.

b. Actions that will be taken to reduce solid waste generation, including coordination with subcontractors to ensure awareness and participation.

c. Description of the regular meetings to be held to address waste management.

d. Description of the specific approaches to be used in recycling/reuse of the various materials generated, including the areas on site and equipment to be used for processing, sorting, and temporary storage of materials.

e. Name of landfill and incinerator to be used.

f. Identification of local and regional re-use programs, including non-profit organizations such as schools, local housing agencies, and organization that accept used materials such as material exchange networks and resale stores. Include the name, location, phone number for each re-use facility identified, and provide a copy of the permit or license for each facility.

g. List of specific materials, by type and quantity, that will be salvaged for resale, salvaged and reused on the current project, salvaged and stored for reuse on a future project, or recycled. Identify the recycling facilities by name, address, and phone number.

h. Identification of materials that cannot be recycled or reused with an explanation or justification, to be approved by the Contracting Officer.

i. Description of the means by which materials identified in item (g) above will be protected from contamination.

j. Description of the means of transportation of the recyclable materials (whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler and removed from the site).

k. Copy of training plan for subcontractors and other services to prevent contamination by co-mingling materials identified for diversion and waste materials.

Distribute copies of the waste management plan to each subcontractor, Environmental Manager, and the Contracting Officer.

1.7 RECORDS (DOCUMENTATION)

1.7.1 General

Maintain records to document the types and quantities of waste generated and diverted though re-use, recycling and sale to third parties; through disposal to a landfill or incinerator facility. Provide explanations for materials not recycled, reused or sold. Collect and retain manifests, weight tickets, sales receipts, and invoices specifically identifying diverted project waste materials or disposed materials.

1.7.2 Accumulated

Maintain a running record of materials generated and diverted from landfill disposal, including accumulated diversion rates for the project. Make records available to the Contracting Officer during construction or incidental demolition activities. Provide a copy of the diversion records to the Contracting Officer upon completion of the construction, incidental demolitions or minor deconstruction activities.

1.8 FINAL CONSTRUCTION WASTE DIVERSION REPORT

A Final Construction Waste Diversion Report is required at the end of the project. Provide Final Construction Waste Diversion Report 60 days prior

to the Beneficial Occupancy Date (BOD). The final Construction Waste Diversion Report must be included in the Sustainability eNotebook in accordance with Section 01 33 29 SUSTAINABILITY REQUIREMENTS AND REPORTING.

1.9 COLLECTION

Collect, store, protect, and handle reusable and recyclable materials at the site in a manner which prevents contamination, and provides protection from the elements to preserve their usefulness and monetary value. Provide receptacles and storage areas designated specifically for recyclable and reusable materials and label them clearly and appropriately to prevent contamination from other waste materials. Keep receptacles or storage areas neat and clean.

Train subcontractors and other service providers to either separate waste streams or use the co-mingling method as described in the Construction Waste Management Plan. Handle hazardous waste and hazardous materials in accordance with applicable regulations and coordinate with Section 01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS and Section 02 81 00 TRANSPORTATION AND DISPOSAL OF HAZARDOUS MATERIALS. Separate materials by one of the following methods described herein:

1.9.1 Source Separation Method

Separate waste products and materials that are recyclable from trash and sort as described below into appropriately marked separate containers and then transport to the respective recycling facility for further processing. Deliver materials in accordance with recycling or reuse facility requirements (e.g., free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to the recycling process). Separate materials into the category types as defined in the Construction Waste Management Plan.

1.9.2 Other Methods

Other methods proposed by the Contractor may be used when approved by the Contracting Officer.

1.10 DISPOSAL

Control accumulation of waste materials and trash. Recycle or dispose of collected materials off-site at intervals approved by the Contracting Officer and in compliance with waste management procedures as described in the waste management plan. Except as otherwise specified in other sections of the specifications, dispose of in accordance with the following:

1.10.1 Reuse

Give first consideration to reusing construction and demolition materials as a disposition strategy. Recover for reuse materials, products, and components as described in the approved Construction Waste Management Plan. Coordinate with the Contracting Officer to identify onsite reuse opportunities or material sales or donation available through Government resale or donation programs. Sale of recovered materials is not allowed on the Installation. Consider the use of surplus industrial supply broker services, who match entities with reusable or repurpose industrial materials with entities with need of such materials.

1.10.2 Recycle

Recycle non-hazardous construction and demolition/debris materials that are not suitable for reuse. Track rejection of contaminated recyclable materials by the recycling facility. Rejected recyclables materials will not be counted as a percentage of diversion calculation. Recycle all fluorescent lamps, HID lamps, mercury (Hg) -containing thermostats and ampoules, and PCBs-containing ballasts and electrical components as directed by the Contracting Officer. Do not crush lamps on site as this creates a hazardous waste stream with additional handling requirements.

1.10.3 Waste

Dispose by landfill or incineration only those waste materials with no practical use, economic benefit, or recycling opportunity.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used. -- End of Section --

SECTION 01 78 00

CLOSEOUT SUBMITTALS
05/19, CHG 1: 08/21

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) Standard Guide for Stewardship for the Cleaning of Commercial and Institutional Buildings

GREEN SEAL (GS)

GS-37	(2017) Cleaning Products for Industrial and Institutional Use

U.S. DEPARTMENT OF DEFENSE (DOD)

FC 1-300-09N	(2014; with Change 4, 2018) Navy and Marine Corps Design

1.2 DEFINITIONS

1.2.1 As-Built Drawings

As-built drawings are the marked-up drawings, maintained by the Contractor on-site, that depict actual conditions and deviations from the Contract Documents. These deviations and additions may result from coordination required by, but not limited to: contract modifications; official responses to submitted Requests for Information (RFI's); direction from the Contracting Officer; design that is the responsibility of the Contractor, and differing site conditions. Maintain the as-builts throughout construction as red-lined hard copies on site. These files serve as the basis for the creation of the record drawings.

1.2.2 Record Drawings

The record drawings are the final compilation of actual conditions reflected in the as-built drawings.

1.3 SOURCE DRAWING FILES

Request the full set of electronic drawings, in the source format, for Record Drawing preparation, after award and at least 30 days prior to required use.

1.3.1 Terms and Conditions

Data contained on these electronic files must not be used for any purpose other than as a convenience in the preparation of construction drawings and

data for the referenced project. Any other use or reuse is at the sole risk of the Contractor and without liability or legal exposure to the Government. The Contractor must make no claim and waives to the fullest extent permitted by law, any claim or cause of action of any nature against the Government, its agents or sub consultants that may arise out of or in connection with the use of these electronic files. The Contractor must, to the fullest extent permitted by law, indemnify and hold the Government harmless against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or resulting from the use of these electronic files.

These electronic CAD drawing files are not construction documents. Differences may exist between the CAD files and the corresponding construction documents. The Government makes no representation regarding the accuracy or completeness of the electronic CAD files, nor does it make representation to the compatibility of these files with the Contractor hardware or software. In the event that a conflict arises between the signed and sealed construction documents prepared by the Government and the furnished Source drawing files, the signed and sealed construction documents govern. The Contractor is responsible for determining if any conflict exists. Use of these Source Drawing files does not relieve the Contractor of duty to fully comply with the contract documents, including and without limitation, the need to check, confirm and coordinate the work of all contractors for the project. If the Contractor uses, duplicates or modifies these electronic source drawing files for use in producing construction drawings and data related to this contract, remove all previous indicia of ownership (seals, logos, signatures, initials and dates).

1.4 SUBMITTALS

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

SD-03 Product Data

Warranty Management Plan

Warranty Tags

Final Cleaning

Spare Parts Data

SD-08 Manufacturer's Instructions

Posted Instructions

SD-10 Operation and Maintenance Data

Operation and Maintenance Manuals; G

SD-11 Closeout Submittals

As-Built Drawings; G

Record Drawings; G

As-Built Record of Equipment and Materials

Certification of EPA Designated Items; G

Certification Of USDA Designated Items; G

Interim DD FORM 1354; G

Checklist for DD FORM 1354; G

High Performance and Sustainable Building (HPSB) Checklist; G

1.5 SPARE PARTS DATA

Submit two copies of the Spare Parts Data list.

a. Indicate manufacturer's name, part number, and stock level required for test and balance, pre-commissioning, maintenance and repair activities. List those items that may be standard to the normal maintenance of the system.

1.6 WARRANTY MANAGEMENT

1.6.1 Warranty Management Plan

Develop a warranty management plan which contains information relevant to FAR 52.246-21 Warranty of Construction. At least 30 days before the planned pre-warranty conference, submit one set of the warranty management plan. Include within the warranty management plan all required actions and documents to assure that the Government receives all warranties to which it is entitled. The plan narrative must contain sufficient detail to render it suitable for use by future maintenance and repair personnel, whether tradesmen, or of engineering background, not necessarily familiar with this contract. The term "status" as indicated below must include due date and whether item has been submitted or was accomplished. Submit warranty information, made available during the construction phase, to the Contracting Officer for approval prior to each monthly pay estimate. Assemble approved information in a binder and turn over to the Government upon acceptance of the work. The construction warranty period must begin on the date of project acceptance and continue for the full product warranty period. Conduct a joint 4 month and 9 month warranty inspection, measured from time of acceptance; with the Contractor, Contracting Officer and the Customer Representative. The warranty management plan must include, but is not limited to, the following:

a. Roles and responsibilities of personnel associated with the warranty process, including points of contact and telephone numbers within the organizations of the Contractors, subcontractors, manufacturers or suppliers involved.

b. For each warranty, the name, address, telephone number, and e-mail of each of the guarantor's representatives nearest to the project location.

c. A list and status of delivery of Certificates of Warranty for extended warranty items, including roofs, HVAC balancing, pumps, motors, transformers, and for commissioned systems, such as fire protection and alarm systems, sprinkler systems, and lightning protection systems.

d. As-Built Record of Equipment and Materials list for each warranted equipment, item, feature of construction or system indicating:

(1) Name of item.
(2) Model and serial numbers.
(3) Location where installed.
(4) Name and phone numbers of manufacturers or suppliers.
(5) Names, addresses and telephone numbers of sources of spare parts.
(6) Warranties and terms of warranty. Include one-year overall warranty of construction, including the starting date of warranty of construction. Items which have warranties longer than one year must be indicated with separate warranty expiration dates.
(7) Cross-reference to warranty certificates as applicable.
(8) Starting point and duration of warranty period.
(9) Summary of maintenance procedures required to continue the warranty in force.
(10) Cross-reference to specific pertinent Operation and Maintenance manuals.
(11) Organization, names and phone numbers of persons to call for warranty service.
(12) Typical response time and repair time expected for various warranted equipment.

e. The plans for attendance at the 4 and 9 month post-construction warranty inspections conducted by the Government.

f. Procedure and status of tagging of equipment covered by warranties longer than one year.

g. Copies of instructions to be posted near selected pieces of equipment where operation is critical for warranty or safety reasons.

1.6.2 Performance Bond

The Performance Bond .

a. In the event the Contractor fails to commence and diligently pursue any construction warranty work required, the Contracting Officer will have the work performed by others, and after completion of the work, will charge the remaining construction warranty funds of expenses incurred by the Government while performing the work, including, but not limited to administrative expenses.

b. In the event sufficient funds are not available to cover the construction warranty work performed by the Government at the Contractor's expense, the Contracting Officer will have the right to recoup expenses from the bonding company.

c. Following oral or written notification of required construction warranty repair work, respond in a timely manner. Written verification will follow oral instructions. Failure to respond will be cause for the Contracting Officer to proceed against the Contractor.

1.6.3 Pre-Warranty Conference

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

1.6.4 Warranty Tags

At the time of installation, tag each warranted item with a durable, oil and water resistant tag approved by the Contracting Officer. Attach each tag with a copper wire and spray with a silicone waterproof coating. Also, submit two record copies of the warranty tags showing the layout and design. The date of acceptance and the QC signature must remain blank until the project is accepted for beneficial occupancy. Show the following information on the tag.

Type of product/material	
Model number	
Serial number	
Contract number	
Warranty period from/to	
Inspector's signature	
Construction Contractor	
Address	
Telephone number	
Warranty contact	
Address	

Telephone number	
Warranty response time priority code	
WARNING - PROJECT PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE DURING THE WARRANTY PERIOD.	

PART 2 PRODUCTS

PART 3 EXECUTION

3.1 AS-BUILT DRAWINGS

Provide and maintain two black line print copies of the PDF contract drawings for As-Built Drawings. Maintain the as-builts throughout construction as red-lined hard copies on site and / or red-lined PDF files. Submit As-Built Drawings 30 days prior to Beneficial Occupancy Date (BOD).

3.1.1 Markup Guidelines

Make comments and markup the drawings complete without reference to letters, memos, or materials that are not part of the As-Built drawing. Show what was changed, how it was changed, where item(s) were relocated and change related details. These working as-built markup prints must be neat, legible and accurate as follows:

a. Use base colors of red, green, and blue. Color code for changes as follows:

   (1) Special (Blue) - Items requiring special information, coordination, or special detailing or detailing notes.

   (2) Deletions (Red) - Over-strike deleted graphic items (lines), lettering in notes and leaders.

   (3) Additions (Green) - Added items, lettering in notes and leaders.

b. Provide a legend if colors other than the "base" colors of red, green, and blue are used.

c. Add and denote any additional equipment or material facilities, service lines, incorporated under As-Built Revisions if not already shown in legend.

d. Use frequent written explanations on markup drawings to describe changes. Do not totally rely on graphic means to convey the revision.

e. Use legible lettering and precise and clear digital values when marking prints. Clarify ambiguities concerning the nature and application of change involved.

f. Wherever a revision is made, also make changes to related section views, details, legend, profiles, plans and elevation views, schedules, notes and call out designations, and mark accordingly to avoid conflicting data on all other sheets.

g. For deletions, cross out all features, data and captions that relate to that revision.

h. For changes on small-scale drawings and in restricted areas, provide large-scale inserts, with leaders to the applicable location.

i. Indicate one of the following when attaching a print or sketch to a markup print:

   1) Add an entire drawing to contract drawings

   2) Change the contract drawing to show changes on the drawing.

   3) Provided for reference only to further detail the initial design.

j. Incorporate all shop and fabrication drawings into the markup drawings.

3.1.2 As-Built Drawings Content

Show on the as-built drawings, but not limited to, the following information:

a. The actual location, kinds and sizes of all sub-surface utility lines. In order that the location of these lines and appurtenances may be determined in the event the surface openings or indicators become covered over or obscured, show by offset dimensions to two permanently fixed surface features the end of each run including each change in direction on the record drawings. Locate valves, splice boxes and similar appurtenances by dimensioning along the utility run from a reference point. Also record the average depth below the surface of each run.

b. The location and dimensions of any changes within the building structure.

c. Layout and schematic drawings of electrical circuits and piping.

d. Correct grade, elevations, cross section, or alignment of roads, earthwork, structures or utilities if any changes were made from contract plans.

e. Changes in details of design or additional information obtained from working drawings specified to be prepared or furnished by the Contractor; including but not limited to shop drawings, fabrication, erection, installation plans and placing details, pipe sizes, insulation material, dimensions of equipment, and foundations.

f. The topography, invert elevations and grades of drainage installed or affected as part of the project construction.

g. Changes or Revisions which result from the final inspection.

h. Where contract drawings or specifications present options, show only the option selected for construction on the working as-built markup drawings.

i. If borrow material for this project is from sources on Government property, or if Government property is used as a spoil area, furnish a

contour map of the final borrow pit/spoil area elevations.

j. Systems designed or enhanced by the Contractor, such as HVAC controls, fire alarm, fire sprinkler, and irrigation systems.

k. Changes in location of equipment and architectural features.

l. Modifications and compliance with FC 1-300-09N procedures.

m. Actual location of anchors, construction and control joints, etc., in concrete.

n. Unusual or uncharted obstructions that are encountered in the contract work area during construction.

o. Location, extent, thickness, and size of stone protection particularly where it will be normally submerged by water.

3.2 RECORD DRAWINGS

Prepare and provide Record Drawings and Source Documents in accordance with FC 1-300-09N. Provide four copies of Record Drawings and Documents on separate CDs or DVDs 30 days after BOD.

3.3 OPERATION AND MAINTENANCE MANUALS

Provide project operation and maintenance manuals as specified in Section 01 78 23 OPERATION AND MAINTENANCE DATA. Provide four electronic copies of the Operation and Maintenance Manual files. Submit to the Contracting Officer for approval within 60 calendar days of the Beneficial Occupancy Date (BOD). Update and resubmit files for final approval at BOD.

3.4 CLEANUP

Provide final cleaning in accordance with ASTM E1971 and submit two copies of the listing of completed final clean-up items. Leave premises "broom clean." Comply with GS-37 for general purpose cleaning and bathroom cleaning. Use only nonhazardous cleaning materials, including natural cleaning materials, in the final cleanup. Clean interior and exterior glass surfaces exposed to view; remove temporary labels, stains and foreign substances; polish transparent and glossy surfaces; vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition. Clean filters of operating equipment and comply with the Indoor Air Quality (IAQ) Management Plan. Clean debris from roofs, gutters, downspouts and drainage systems. Sweep paved areas and rake clean landscaped areas. Remove waste and surplus materials, rubbish and construction facilities from the site. Recycle, salvage, and return construction and demolition waste from project in accordance with Section 01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS, and 01 74 19 CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL.

-- End of Section --

SECTION 01 78 23

OPERATION AND MAINTENANCE DATA
05/23

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 HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS (ASHRAE)

ASHRAE GUIDELINE 1.4	(2019) Preparing Systems Manuals for Facilities

ASTM INTERNATIONAL (ASTM)

ASTM E1971	(2024) Standard Guide for Stewardship for the Cleaning of Commercial and Institutional Buildings
ASTM E2166	(2016; R 2023) Standard Practice for Organizing and Managing Building Data

1.2 SUBMITTALS

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

SD-10 Operation and Maintenance Data

Training Plan; G

Training Outline; G

Training Content; G

Operation And Maintenance Manual, Progress Submittal; G

Operation And Maintenance Manual, Prefinal Submittal; G

Operation And Maintenance Manual, Final Submittal; G

SD-11 Closeout Submittals

Training Video Recording; G

Validation of Training Completion; G

Training Plan; G

Record Drawings And Utility Systems; G

1.3 MEETINGS

To assure that Operation and Maintenance Manual and Facility Data Workbook requirements are being met through the duration of the project, organize the following meetings and discuss the subsequent topics:

1.3.1 Pre-Construction Meeting

At a minimum, discuss the following:

a. The requirement for Operation and Maintenance Manuals and Facility Data deliverables under this contract including coordination meetings

b. Processes and method of gathering Facility Data information during construction

c. Primary roles and responsibilities associated with the development and delivery of the Operation and Maintenance Manuals and Facility Data deliverables, and

d. Identify and agree upon a date and attendance list for the meetings described below:

1.3.2 Operation and Maintenance Manual and Facility Data Workbook Coordination Meeting

Facilitate a meeting after the Pre-Construction Meeting prior to the submission of the Operation and Maintenance Manual Progress Submittal. Meeting attendance must include the Contractor's Operation and Maintenance Manual and Facility Data Workbook Preparer, Quality Control Manager, the Government's Design Manager (DM), Contracting Officer's Representative, and Government's facility data reviewer. Include any Mechanical, Electrical, and Fire Protection Sub-Contractors.

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

1.3.3 Submittal Coordination Meeting

Facilitate a meeting following submission and Government review of each design or progress submittal of the Operation and Maintenance Manual and Facility Data Workbook.

a. Include personnel from the Coordination meeting and any additional personnel identified.

b. The purpose of this meeting is to demonstrate ongoing compliance with the requirements identified in this specification. Discuss Government review comments and unresolved items preventing completion and Government approval of the Operation and Maintenance Manuals and Facility Data Workbook (FDW).

c. The applicable deliverables, along with Government remarks associated with review of these submittals serve as the primary guide and agenda for this meeting.

1.3.4 Facility Turnover Meeting

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

1.4 FACILITY DATA WORKBOOK

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

1.5 OPERATION AND MAINTENANCE MANUAL MEDIA

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

1.5.1 CD or DVD Label and Disk Holder or Case

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

a. Building Number

b. Project Title

c. Activity and Location

d. Construction Contract Number

e. Prepared For: (Contracting Agency)

f. Prepared By: (Name, title, phone number and email address)

g. Include the disk content on the disk label

h. Date

i. Virus scanning program used

1.6 O&M MANUAL CONTENT

Organize the bookmarked Operation and Maintenance Manual into the following Parts in accordance with ASHRAE GUIDELINE 1.4, and as modified and detailed below. Word template for O&M Manual is available at: https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs/ufgs-01-78-23.

1.6.1 Part 1: Executive Summary

Provide a summary of the information found in the O&M manual including the purpose of the manual and a description of the manual's organization.

1.6.2 Part 2: Facility Design and Construction

1.6.2.1 General Facility and Systems Description

Provide an overview of the intent for design and use of the facility. Provide a PDF of the Record Drawings prepared in accordance with 01 78 00 CLOSEOUT SUBMITTALS and bookmarked using the sheet title and sheet number. Include uncluttered 11 by 17 inches floor plans with room numbers, type or function of space, and overall facility dimensions on the floor plans. Do not include items such as construction instructions, references, or frame numbers.

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

1.6.2.2 Basis of Design

Provide a copy of the contract Basis of Design.

1.6.2.3 Contract Documents, RFP, Amendments, and Modifications

Provide the contract construction documents complete, to include specifications, drawings, Request for Proposal, amendments, and modifications.

1.6.2.4 Room Inventory of Real Property and Finishes

Provide a list of installed equipment furnished under this contract. Include all information usually listed on manufacturer's name plate. Include, as applicable, the following information for each piece of equipment installed: description of item, all dimensions, location by room number, model number, serial number, capacity, name and address of manufacturer, name and address of equipment supplier, condition, spare parts list, manufacturer's catalog, and warranty. Real property includes, but is not limited to, floor coverings, wall surfaces, ceiling surfaces, windows, roofing, HVAC filters, plumbing fixtures, and lighting fixtures. Submit the final list 30 days after transfer of the completed facility.

Include spatial data defining actual net square footage and data of each room. Also include the room finish schedule including room names and numbers. Include schedules in the construction drawings in the room inventory. Add a column to each schedule to record what was provided by the contractor during construction. Provide a PDF of room inventory. Key the designations to the related area depicted on the contract drawings. List the following data:

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

RECORD OF DESIGNATED EQUIPMENT AND MATERIALS DATA				

1.6.3 Part 3: Facilities, Systems, and Assemblies Information

1.6.3.1 Organization

Bookmark information in this section using the current version of ASTM E2166 Uniformat II, UFGS numbers, and document type as outlined in the example below. Bookmark/tab each item to the third level for easy navigation of the manual.

Example as shown in Table below:

PARTS AND SUBPART NUMBERING
3.1 B20 EXTERIOR CLOSURE (System)
3.1.1 B2030 EXTERIOR DOORS (Subsystem)
3.1.1.1 B2030110 GLAZED DOORS (Component)
3.1.1.1.1 Applicable specifications List in UFGS Format
3.1.1.1.2 Manufacturer's Operations and Maintenance Data
3.1.1.1.3 Approved Submittal
3.1.1.1.4 Coordination/Shop Drawings
3.1.1.1.5 Sequence of Operation for Operating Equipment
3.1.1.1.6 Testing Equipment Information and Performance Data
3.1.1.1.7 Routine Maintenance Requirements
3.1.1.1.8 Repair Procedures
3.1.1.1.9 Emergency Procedures & Locations of Applicable Controls
3.1.1.1.10 Warranties
3.1.1.1.11 Record Drawings and Utility Systems
3.1.1.1.12 Contractor / Supplies Listing and Contact Information

1.6.3.2 Related Specifications

Reference each specification related to the subsystem in this section, and locate the actual specification section in Part 2 of the O&M Manual. List specifications in table format as shown in the below example.

UFGS Number	Specification Title	Page Spec Begins in Part 2

1.6.3.3 Manufacturer's Operations and Maintenance Data

Provide a copy of all manufacturer specifications and cutsheets. Provide text-searchable, high-quality document files from the manufacturer's online or electronic documentation. Color documents are preferred. Provide documents specific to the product(s) installed under this Contract. Provide identification and coverage for the parts of each component, assembly, subassembly, and accessory of the end items subject to replacement. Provide Uniformat II Level 3 identification for D20, D30, D40 installed equipment. When possible, do not submit document files containing multiple product catalogs from the same manufacturer, or product data from multiple manufacturers in the same files. Provide documents directly from the manufacturer whenever possible. Do not provide scanned copies of hardcopy documents. Provide identification and coverage for the parts of each component, assembly, subassembly, and accessory of the end items subject to replacement. Include special hardware requirements, such as requirement to use high-strength bolts and nuts. Identify parts by make, model, serial number, and source of supply to allow reordering without further identification. Provide clear and legible illustrations, drawings, and exploded views to enable easy identification of the items. When illustrations omit the part numbers and description, both the illustrations and separate listing must show the index, reference, or key number that will cross-reference the illustrated part to the listed part. Group the parts shown in the listings by components, assemblies, and subassemblies in accordance with the manufacturer's standard practice. Parts data may cover more than one model or series of equipment, components, assemblies, subassemblies, attachments, or accessories, such as typically shown in a master part catalog.

1.6.3.4 Approved Submittals and Certificates

Provide a copy of all submittals documented with the required approval as applicable for each UFGS specification listed in the table outlined in applicable specifications. Include copies of SD-07 Certificates submittals documented with the required approval, SD-08 Manufacturer's Instructions submittals documented with the required approval, and SD-10 Operation and Maintenance Data submittals documents with the required approval.

1.6.3.5 Approved Coordination/Shop Drawings

Drawings, diagrams and schedules specifically prepared to illustrate some portion of the work. Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for integrating the product or system into the project. Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be coordinated.

1.6.4 Sequence of Operation for Operating Equipment

Provide record one-line diagrams for each floor, delineating mechanical equipment location within the building. Provide specific instructions, procedures, and illustrations for the following phases of operation for the installed model and features of each system:

1.6.4.1 Safety Precautions and Hazards

List personnel hazards and equipment or product safety precautions for operating conditions. List all residual hazards identified in the Activity Hazard Analysis provided under Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS. Provide recommended safeguards for each identified hazard. Specify if any certifications or licenses are required to operate the equipment.

1.6.4.2 Operator Prestart

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

1.6.4.3 Startup, Shutdown, and Post-Shutdown Procedures

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

1.6.4.4 Normal Operations

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

1.6.4.5 Emergency Operations

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

1.6.4.6 Operator Service Requirements

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

1.6.4.7 Environmental Conditions

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

1.6.4.8 Operating Log

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

1.6.4.9 Additional Requirements for Equipment Control Systems

Provide Data Package 5 and the following for all control systems:

a. Provide a narrative description on how to perform and apply functions, features, modes, and other operations, including unoccupied operation, seasonal changeover, manual operation, and alarms. Include detailed technical manual for programming and customizing control loops and algorithms.

b. Submit complete controls equipment schedules, full as-built sequence of operations, wiring and logic diagrams, Input/Output Tables, equipment schedules, copies of checkout tests and calibrations performed by the Contractor (not Cx tests), and all associates information.

c. Full points list. Provide a listing of rooms with the following information for each room:

(1) Floor

(2) Room number

(3) Room name

(4) Air handler unit ID

(5) Reference drawing number

(6) Air terminal unit tag ID

(7) Heating or cooling valve tag ID

(8) Minimum cfm

(9) Maximum cfm

d. Full print out of all schedules and set points after testing and acceptance of the system.

e. Full as-built print out of software program.

f. Marking of system sensors and thermostats on the as-built floor plan and mechanical drawings with their control system designations.

1.6.4.10 Testing Equipment Information and Performance Data

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

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

1.6.5 Routine Maintenance Requirements

1.6.5.1 Preventive Maintenance Plan, Schedule, and Procedures

Provide manufacturer's schedule for routine preventive maintenance,

inspections, condition monitoring (predictive tests) and adjustments required to ensure proper and economical operation and to minimize repairs. Provide instructions stating when the systems should be retested. Provide manufacturer's projection of preventive maintenance work-hours on a daily, weekly, monthly, and annual basis including requirements by type of activity. For periodic calibrations, provide manufacturer's specified frequency and procedures for each separate operation.

a. Define the anticipated time required to perform each test (work-hours), test apparatus, number of personnel identified by responsibility, and a testing validation procedure permitting the record operation capability requirements within the schedule. Provide a remarks column for the testing validation procedure referencing operating limits of time, pressure, temperature, volume, voltage, current, acceleration, velocity, alignment, calibration, adjustments, cleaning, or special system notes. Delineate procedures for preventive maintenance, inspection, adjustment, lubrication and cleaning necessary to minimize repairs.

b. Repair requirements must inform operators how to check out, troubleshoot, repair, and replace components of the system. Include electrical and mechanical schematics and diagrams and diagnostic techniques necessary to enable operation and troubleshooting of the system after acceptance.

1.6.5.2 Lubrication Data

Include the following preventive maintenance lubrication data, in addition to instructions for lubrication required under paragraph OPERATOR SERVICE REQUIREMENTS:

a. A table showing recommended lubricants for specific temperature ranges and applications.

b. Charts with a schematic diagram of the equipment showing lubrication points, recommended types and grades of lubricants, and capacities. Provide procedural instructions for Oil Sampling for all equipment.

c. A Lubrication Schedule showing service interval frequency.

1.6.6 Repair Procedures

Provide instructions and a list of tools required to repair or restore the product or equipment to proper condition or operating standards. Provide manufacturer's recommended procedures and instructions for correcting problems and making repairs for the installed model and features of each system. Include potential environmental and indoor air quality impacts of recommended maintenance procedures and materials. Specify if any certifications or licenses are required to repair the equipment.

1.6.6.1 Troubleshooting Guides and Diagnostic Techniques

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

1.6.6.2 Wiring Diagrams and Control Diagrams

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

1.6.6.3 Removal and Replacement Instructions

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

1.6.6.4 Repair Work-Hours

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

1.6.6.5 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. Identify if replacement of a subassembly, attachment or accessory requires the entire assembly to be replaced. Include warranty information for primary components of the system. Provide copies of warranties required by Section 01 78 00 CLOSEOUT SUBMITTALS.

1.6.6.6 Extended Warranty Information

List all warranties for products, equipment, components, and sub-components whose duration exceeds one year. For each warranty listed, indicate the applicable specification section, duration, start date, end date, and the point of contact for warranty fulfillment. Also, list or reference the specific operation and maintenance procedures that must be performed to keep the warranty valid. Provide copies of warranties required by Section 01 78 00 CLOSEOUT SUBMITTALS.

1.6.6.7 Record Drawings and Utility Systems

The record drawings are the final compilation of actual conditions reflected in the as-built drawings. Provide record drawings as outlined in 01 78 00 CLOSEOUT SUBMITTALS.

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

1.6.6.8 Personnel Training Requirements

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

equipment and systems.

1.6.6.9 Contractor / Supplier Listing and Contact Information

Provide a list that includes the name, address, telephone number, email and website 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.

1.6.7 Part 4: Facility Operations

1.6.7.1 Completed Facility Operating Plan

Provide a plan that documents that procedures for the operation of systems and assemblies in the facility. The systems that should be included in the Operating Plan include, but are not limited to:

a. Electrical systems and equipment

b. Mechanical systems and equipment

c. Fire Protection systems and equipment

d. Control Systems and equipment

e. Architectural and Structural systems, fixtures, structures, and equipment

f. Vertical transportation such as elevators and escalators

1.6.7.2 Testing Equipment and Special Tool Information

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

1.6.7.3 Testing and Performance Data

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

1.6.7.4 Approved Field Test Reports and Manufacturer's Field Reports

Compile and provide approved Field Test Reports (SD-06) and Manufacturer's Field Reports (SD-09) submittals.

1.6.7.5 Maintenance Plans, Procedures, Checklists, Records, and Spare Parts Inventory

1.6.7.5.1 Maintenance Schedules

Include recommended maintenance schedules for systems and equipment.

1.6.7.5.2 Ongoing Commissioning Operational and Maintenance Record Keeping

Include ongoing commissioning and optimization procedures and documentation to monitor and improve the performance of facility systems.

1.6.7.5.3 Janitorial and Cleaning Plans and Procedures

Include a copy of facility cleaning and janitorial plan with procedures and intended chemicals and equipment.

Provide environmentally friendly cleaning recommendations in accordance with ASTM E1971.

1.6.7.6 Utility Record Drawings

1.6.7.6.1 Utility Schematic Diagrams

Provide a one-line schematic diagram for each utility system such as power, water, wastewater, and gas/fuel. Schematic diagram must show from the point where the utility line is connected to the mainline up to the 5 foot connection point to the facility. Indicate location or area designation for route of transmission or distribution lines; locations of duct banks, manholes/handholes or poles; isolation units such as valves and switches; and utility facilities such as pump stations, lift stations, and substations.

1.6.7.6.2 Enlarged Connection and Cutoff Plans

Provide enlarged floor plans and provide information between the 5 foot utilities connection point and where utilities connect to facility distribution. Enlarge floor plans/elevations of the rooms where the utility enters the building and indicate on these plans the locations of the main interiors and exterior connection and cutoff points for the utilities. Also enlarge floor plans/elevations of the rooms where equipment is located. Include enough information to enable someone unfamiliar with the facility to locate the connection and cutoff points. Indicate designations such as room number, panel number, circuit breaker, or valve number of each utility and equipment connection and cutoff point, and what that connection and cutoff point controls.

1.6.7.6.2.1 Description of Utility Metering and Monitoring Systems

Provide in narrative format a description of the utility metering and monitoring systems. Include locations, function, and related systems.

1.6.7.6.2.2 Procedures for Tracking Utility Use and Reporting

Procedures for usage reporting and tracking in support of establishing and monitoring utility budgets and costs, and in developing annual energy reports.

1.6.7.6.2.3 One-Line Diagrams and Meter Location of System

Provide one-line diagrams and design drawings that highlight meter locations on the site.

1.6.7.6.3 Spare Parts and Supply Lists

Provide lists of spare parts and supplies required for repair to ensure

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

1.6.8 Part 5: Training

Provide a copy of training plans used for each type of equipment along with training materials used, arranged in specification sequence. Provide a copy of training records, sign-in sheets, and agendas. Include training and documentation on the updating and continued use of the O&M Manual.

1.6.9 Part 6: Cx Project Report and TAB Report

Provide the final Cx Plan and complete Cx reports with evaluation and testing forms and records for each building system. Include relevant commissioned system assemblies test reports including installers checklists of assemblies. Provide all Cx Progress Reports, issues and resolutions logs with resolution or status of each item, and a list of any open items and seasonal or additional testing required.

1.6.10 Part 7: Regulatory Requirements

Provide information describing regulatory and policies compliance requirements or provide a reference to where it is stored.

1.6.11 Part 8: Permits

Provide information requiring frequently asked questions and associated answers or provide a reference to where it is stored.

1.6.12 Part 9: Operations and Maintenance Manual Approval

Provide a signed document stating that the project O&M Manual has been reviewed and confirming agreement with the approach it presents. Include contact information for the signer for coordination of any future changes.

1.7 SCHEDULE OF OPERATION AND MAINTENANCE DATA PACKAGES

Provide the O&M data packages specified in individual technical sections. O&M Data Packages are one of the components of the O&M Manual. The information required in each type of data package follows:

1.7.1 Package Quality

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

1.7.2 Data Package 1

a. Safety precautions and hazards

b. Cleaning recommendations

c. Maintenance and repair procedures

d. Warranty information

e. Extended warranty information

f. Contractor information

g. Spare parts and supply list

1.7.3 Data Package 2

a. Safety precautions and hazards

b. Normal operations

c. Environmental conditions

d. Lubrication data

e. Preventive maintenance plan, schedule, and procedures

f. Cleaning recommendations

g. Maintenance and repair procedures

h. Removal and replacement instructions

i. Spare parts and supply list

j. Parts identification

k. Warranty information

l. Extended warranty information

m. Contractor information

1.7.4 Data Package 3

a. Safety precautions and hazards

b. Operator prestart

c. Startup, shutdown, and post-shutdown procedures

d. Normal operations

e. Emergency operations

f. Environmental conditions

g. Operating log

h. Lubrication data

i. Preventive maintenance plan, schedule, and procedures

j. Cleaning recommendations

k. Troubleshooting guides and diagnostic techniques

l. Wiring diagrams and control diagrams

m. Maintenance and repair procedures

n. Removal and replacement instructions

o. Spare parts and supply list

p. Product submittal data

q. O&M submittal data

r. Parts identification

s. Warranty information

t. Extended warranty information

u. Testing equipment and special tool information

v. Testing and performance data

w. Contractor information

x. Field test reports

1.7.5 Data Package 4

a. Safety precautions and hazards

b. Operator prestart

c. Startup, shutdown, and post-shutdown procedures

d. Normal operations

e. Emergency operations

f. Operator service requirements

g. Environmental conditions

h. Operating log

i. Lubrication data

j. Preventive maintenance plan, schedule, and procedures

k. Cleaning recommendations

l. Troubleshooting guides and diagnostic techniques

m. Wiring diagrams and control diagrams

n. Repair procedures

o. Removal and replacement instructions

p. Spare parts and supply list

q. Repair work-hours

r. Product submittal data

s. O&M submittal data

t. Parts identification

u. Warranty information

v. Extended warranty information

w. Personnel training requirements

x. Testing equipment and special tool information

y. Testing and performance data

z. Contractor information

aa. Field test reports

1.7.6 Data Package 5

a. Safety precautions and hazards

b. Operator prestart

c. Start-up, shutdown, and post-shutdown procedures

d. Normal operations

e. Environmental conditions

f. Preventive maintenance plan, schedule, and procedures

g. Troubleshooting guides and diagnostic techniques

h. Wiring and control diagrams

i. Maintenance and repair procedures

j. Removal and replacement instructions

k. Spare parts and supply list

l. Product submittal data

m. Manufacturer's instructions

n. O&M submittal data

o. Parts identification

p. Testing equipment and special tool information

q. Warranty information

r. Extended warranty information

s. Testing and performance data

t. Contractor information

u. Field test reports

1.7.7 Changes to Submittals

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

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.1 TRAINING

Prior to acceptance of the facility by the Contracting Officer for Beneficial Occupancy, provide comprehensive training for the systems and equipment specified in the technical specifications. The training must be targeted for the Facilities Management Specialist, building maintenance personnel, and applicable building occupants. Instructors must be well-versed in the particular systems that they are presenting. Address aspects of the Operation and Maintenance Manual submitted in accordance with Section 01 78 00 CLOSEOUT SUBMITTALS. Training must include classroom or field lectures based on the system operating requirements. The location of classroom training requires approval by the Contracting Officer.

3.1.1 Training Plan

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

a. Equipment included in training

b. Intended audience

c. Location of training

d. Dates of training

e. Objectives

f. Outline of the information to be presented and subjects covered including description

g. Start and finish times and duration of training on each subject

h. Methods (e.g. classroom lecture, video, site walk-through, actual operational demonstrations, written handouts)

i. Instructor names and instructor qualifications for each subject

j. List of texts and other materials to be furnished by the Contractor that are required to support training

k. Description of proposed software to be used for video recording of training sessions.

3.1.2 Training Content

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

a. Start-up, normal operation, shutdown, unoccupied operation, seasonal changeover, manual operation, controls set-up and programming, troubleshooting, and alarms.

b. Relevant health and safety issues.

c. Discussion of how the feature or system is environmentally responsive. Advise adjustments and optimizing methods for energy conservation.

d. Design intent.

e. Use of O&M Manual Files.

f. Review of control drawings and schematics.

g. Interactions with other systems.

h. Special maintenance and replacement sources.

i. Tenant interaction issues.

3.1.3 Training Outline

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

3.1.4 Training Video Recording

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

3.1.5 Unresolved Questions from Attendees

If, at the end of the training course, there are questions from attendees that remain unresolved, the instructor must send the answers, in writing,

to the Contracting Officer for transmittal to the attendees, and the training video must be modified to include the appropriate clarifications.

3.1.6 Validation of Training Completion

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

3.1.7 Quality Control Coordination

Coordinate this training with the QC in accordance with Section 01 45 00 QUALITY CONTROL.

3.2 SUBMITTAL SCHEDULING

3.2.1 Operation and Maintenance Manual, Progress Submittal

Submit the Progress submittal when construction is approximately 50 percent complete, to the Contracting Officer for approval. Provide Operation and Maintenance Manual Files (Bookmarked PDF). Include the elements and portions of system construction completed up to this point. The purpose of this submittal is to verify progress is in accordance with contract requirements as discussed during the Operation and Maintenance Manual Coordination Meeting.

3.2.2 Operation and Maintenance Manual, Prefinal Submittal

Submit the 100 percent submittal of the Operation and Maintenance Prefinal Submittal to the Contracting Officer for approval within 60 calendar days of the Beneficial Occupancy Date (BOD). This submittal must provide a complete, working document that can be used to operate and maintain the facility. Any portion of the submittal that is incomplete or inaccurate requires the entire submittal to be returned for correction. Any discrepancies discovered during the Government's review of Operation and Maintenance Progress submittal must be corrected prior to the Prefinal submission. The Prefinal Submittal must include Operation and Maintenance Manual Files (Bookmarked PDF).

3.2.3 Operation and Maintenance Manual, Final Submittal

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

-- End of Section --