ATTACHMENT 1 - STATEMENT OF WORK (SOW)

LABORATORY ANALYSIS SERVICES FOR DLA INSTALLATION MANAGEMENT SUSQUEHANNA

1.0 SCOPE OF WORK

DLA Installation Management Susquehanna has a requirement for a contractor to provide laboratory analysis services as set forth in this SOW. The contractor shall provide the necessary labor, material, equipment, transportation, and supervision necessary to perform laboratory analysis on samples of wastes, fuel and other types of oil, sewage sludge, bulk asbestos samples, air monitoring cassettes for asbestos, drinking, storm, and ground water, as well as radon testing in air and water.

In some cases, such as the second weekly test requirements at the wastewater treatment plant, the contractor will be required to travel to the site, obtain samples, and pick up additional samples taken by installation personnel for laboratory analysis. Attachment 2, Annual LATL (Lab Analysis Test List), describes the sample types and maximum total number of each sample included in this contract. The contractor may not analyze the maximum number of samples identified in Attachment 2 during the period of this contract. It is the contractor's responsibility to make sure the number and/or type of sample analysis contained in Attachment 2 is not exceeded.

All references in this SOW to "contractor personnel" include both contractor employees and subcontractor employees. This is a non-personal services contract to provide laboratory analysis and pickup services for DLA Installation Management Susquehanna. The Government will not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the contractor who, in turn, is responsible to the Government. The Government and the contractor understand the services to be provided under this contract by the contractor are non-personal services and no employer-employee relationship exists between the Government and the contractor.

2.0 CONTRACTOR PERSONNEL CONDUCT AND INSTALLATION REGULATIONS

Contractor personnel shall conduct themselves in accordance with acceptable business decorum at all times. The contractor shall remove any individual from the site whose continued presence or employment on this contract is deemed by the Contracting Officer (KO) to be contrary to the public interest, deemed to adversely affect health, morale, welfare, or good order and discipline on the installation, or is inconsistent with the best interests of national security.

The contractor and its employees shall abide by installation parking and traffic regulations. All vehicles shall be parked in designated parking areas only. The contractor and its employees shall conform to Federal, State, and installation driving regulations. Contractor employees will maintain an installation pass to come on and off-site without an escort. Contact DM-FSE for information on obtaining an initial or follow-up installation pass.

3.0 GENERAL REQUIREMENTS

A. Testing Laboratory Certification

All laboratories performing analysis services under this contract must be National Environmental

Laboratories Accreditation Program (NELAP) certified and certified by the PA-DEP Laboratory Accreditation Program. These programs provide accreditation of environmental testing laboratories to ensure the quality of analytical data used for regulatory purposes. Each certified laboratory is provided with a certificate number, which is issued for a period of two years, and a list of accredited analytes.

For radon testing, the laboratory and any testing technicians must maintain active certification with the PA-DEP Bureau of Radiation Protection (Radon Division) in accordance with PA Title 25, Chapter 240.

During the term of the contract, the contractor shall be required to:

- Maintain a valid certificate.
- Provide an updated certificate and list of accredited analytes upon two-year expiration.
- Inform the KO if an application for an amendment to the accredited analytes has been submitted.
- Inform the KO if certification has been revoked under the PA-DEP Laboratory Accreditation Program.

If a subcontractor is being used to perform the analysis, the above information also applies to that subcontractor. Both prime and subcontracted laboratories shall be ISO 17025 compliant as determined by a third party for conducting drinking water sample analyses in its laboratory. If during the term of this contract, the laboratory certification is revoked, the contractor shall notify the Government POC within 24 hours. Revocation of laboratory certification may result in termination of this contract.

B. Testing Laboratory Location

Due to emergency sampling events and rush turnaround times requiring results to be provided to the Government within 24 hours, the contractor shall be located within a 60-mile driving distance from the Defense Distribution Center, Susquehanna.

C. Laboratory Personnel Qualifications

Laboratory personnel shall be properly trained and certified to perform all testing requirements in accordance with all applicable local, state, and federal regulations.

D. Scheduled Service

The contractor shall perform scheduled services as specified herein. Scheduled service is defined as service required on a specific day, week, month, or period (on-call).

4.0 SPECIFIC REQUIREMENTS

A. Sample Containers

The contractor shall use only new sample-appropriate containers. The container shall be a PA-DEP and/or USEPA approved container for the constituent being analyzed. The contractor shall provide new sample-appropriate containers to the Government POC for sample collection to be performed by the Government. New sample-appropriate containers shall be cleaned to USEPA Contract Laboratory Program (CLP) requirements. In addition to new sample bottles, the contractor shall furnish labels, blank chain of custody (COC) forms, equipment, chemical reagents, and related items to perform all sampling requirements.

B. Sample Collection and Pickup

Sewage Treatment Plant grab sample pickups will be generally once per week, on Wednesdays, between 0800 and 1200 hours. Since flow rates affect the weekday for sample pull, the Government reserves the right to change the day of collection with a 24-hour notice to the contractor. Exact times for pickups shall be coordinated with the Government POC. Periodically, pickups may be required more frequently. In these cases, the Government will notify the contractor as soon as possible of the needed additional pickups. Every effort will be made to notify the laboratory at least one working day prior to the required pickup.

Also, as deemed necessary, samples may be delivered by the Government to the contractor during normal business hours. The Government reserves the right to cancel a weekly pickup on an "as needed" basis during the contract period.

The contractor, where applicable, shall composite and collect samples at the Sewage Treatment Plant according to the flow rate occurring during the sampling period. Composite samples shall be made immediately following completion of the automatic sampling period. Other grab samples shall also be taken at approximately the same hour. Prior to transportation of the samples, they shall be properly preserved by refrigeration and/or applicable preservation techniques as specified in required rules and regulations for the sample taken. Laboratory analysis of the samples shall begin within the timeframe specified in said rules and regulations or within 24 hours following completion of samples collection to prevent degradation.

If the plant is out of compliance, additional pickups may be required. This may continue until compliance is once again attained. A written analytical report shall be submitted to the Government POC within 7 calendar days following sample collection. If parameters exceed the limit specified in Appendix A (see Attachment 3 – Non-Municipal Sewage) for the Sewage Treatment Plant (permit requirements), the contractor shall immediately notify the Government POC by telephone upon completion of the analysis. Appendix A identifies test methods in accordance with DLA Installation Management Susquehanna's Permit. The contractor will analyze samples in accordance with this permit or equivalent analytical methods. If an equivalent analytical method is planned, the contractor must contact the Government within two days of planned use of the method.

The Government may request the contractor to perform analysis on samples obtained from sources other than the Sewage Treatment Plant influent and effluent. Additional pickups may be required (as frequently as one per day).

C. Bulk Samples of Asbestos

The contractor shall provide the necessary labor, material, and/or equipment to analyze bulk samples of asbestos for percentage and type of asbestos. The laboratory analyzing asbestoscontaining material (ACM) samples must be National Voluntary Laboratory Accreditation Program (NVLAP) certified. Turnaround time for reporting results would normally be 5 days from the date of receipt of the sample. Periodically, a faster turnaround time will be needed to report results within 24 hours from the date of receipt of the sample. The contractor shall fax or email all results to the Government POC.

D. Radon Testing

The contractor shall provide the necessary labor, material, deployment devices (such as charcoal canisters, liquid scintillation vials, or continuous monitors), and equipment to analyze radon levels in ambient air and drinking water sources. Turnaround time for reporting routine radon results shall be 5 days from the date of device retrieval or receipt. Emergency 24-hour turnaround results shall be provided when requested by the Government POC. The contractor shall email or fax all radon analytical data to the Government POC.

E. Sample Container Disposal

Unless otherwise instructed by the KO, the contractor is required to dispose of any unused sample volumes and used sample containers no earlier than 60 days following the submission of analytical data. Sample disposal and disposal of unused sample containers is the responsibility of the contractor and should be done in accordance with all applicable laws and regulations governing the disposal of such material.

F. Quality Control Requirements

The contractor shall perform applicable Quality Control (QC) requirements for the type of analysis completed, including the following QC requirements with each lot of samples (lot meaning samples received per day from the Government):

1. Analyze a method blank.
2. One QC blank (ASTM Type II water) run through the entire procedure.
3. One QC spike (ASTM Type II water) run through the entire procedure (spiked with analyte).
4. For Gas Chromatograph/Mass Spectrometer (GC/MS) analyses only, run a QC blank spiked with surrogates.
5. All GC/MS samples shall be spiked with the following surrogates:
    - **Volatiles:** Toluene-D8, 4-Bromofluorobenzene, 1,2-Dichloroethane-D4 ○ **Semi-Volatiles:** Nitrobenzene-D5, Phenol-D6, Terphenyl-D14, 2,4,6Tribromophenol, 2-FluorBiphenyl, 2-Fluorophenol

For surrogate spike, intra-laboratory QC/QC spike duplicate, and matrix spike/matrix spike duplicate analysis, accuracy and precision criteria in the EPA methodologies shall be used to evaluate the recoveries and reproducibility of data generated by the laboratory. In the event the laboratory exceeds accuracy and precision criteria, the laboratory must employ previously written contingency plans to identify and resolve the discrepancies.

G. Data Deliverables / Analysis Reports

The Data Deliverables/Analysis Reports shall be submitted to the Government POC via email within the timeframes dictated by the Government POC (7 calendar days) throughout contract performance. Data Deliverables/Analysis Reports shall contain the following information:

1. Results of each sample to include compounds analyzed for but not detected.
2. Results of the method blank and QC blank.
3. Percent recovery of spiked compounds in the QC spike (or in the QC blank for GC/MS).
4. Percent recovery of surrogates in each sample.
5. Site where analyzed, analyst's name, date of preparation, and analysis method.
6. ALS standard EDD (Excel CSV files).
7. Letters of Receipt for each sample taken by the contractor or delivered by the Government.

All analysis reports will include the method of testing used to attain results and will detect to the regulatory limits set forth in accordance with 40 CFR 261 Subpart C (Characteristics of Hazardous Waste). Analytical techniques shall conform to 40 CFR Parts 401 through 503 and Section 304(h) of the Clean Water Act and rules and regulations promulgated thereunder, and shall be acceptable for satisfying the National Pollutant Discharge Elimination System (NPDES) Permits Part A reporting purposes identified in NPDES permits.

The contractor may be subject to performance audit inspections by the USEPA, PA-DEP, and by the designated representative for DLA Installation Management Susquehanna. All applicable laboratory certifications shall be furnished to the Government upon request. All routine analysis results shall be provided within the designated timeframes. A RUSH turnaround of analysis (24 hours) will be required periodically. The RUSH turnaround quantities are inclusive of, not in addition to, the total samples required as depicted in Attachment 2, Annual LATL. Results of these turnarounds will be reported within the timeframes specified via telephone, facsimile, or email to the Government POC.

The contractor shall also maintain the following information in a separate file. The contractor shall furnish a copy of this information to the Government POC at contract completion or when requested by the Government POC during the term of the contract:

1. Copies of all notebook pages related to these analyses (i.e., standard preparation, sample preparation, raw data, and relevant observations).
2. Chromatograms, GC/MS quantitation reports, and instrument outputs.
3. Chain of custody documents.
4. Calibration reports.

The chain of custody will be signed, dated, and the time of pickup shall be noted. The designated turnaround period will begin with the time the sample was taken annotated on the chain of custody.

The Laboratory Director or Project Manager shall review all results and certify them as correct prior to delivery to the Government POC. If a subcontractor is being used, the subcontractor shall certify results and the contractor shall review and recertify all data prior to delivery to the Government POC. The contractor shall only use subcontracted laboratories that have been approved and verified by the Government POC as properly NELAP and PA-DEP certified to perform the specific test method.

H. Standard Operating Procedures (SOPs)

The laboratory shall have in place Standing Operating Procedures for:

1. Sample receipt, handling, storage, and control.
2. Security, chain-of-custody, and document control.
3. Hazardous waste/sample disposal.
4. Sample analysis (to include types of analyses required preparation, modifications to established methods, peculiarities of instrumentation, etc.).
5. Calibration of standards traceability (show traceability of Standards to National Measurement Systems, e.g., National Institute of Standards and Technology).
6. Ongoing or routine laboratory operations (including maintenance of instrumentation, procurement of supplies, scheduling of calibration for balances, thermometers, radon measurement systems and continuous radon monitors, etc.).
7. Laboratory Safety and Chemical Hygiene (should address wearing of coats, gloves, goggles, handling of hazardous materials, eye lavaging, storage of hazardous materials, safety showers, fire safety, etc.).
8. Lab QA/QC (to include procedures for conducting in-house audits; procedures for allowing technicians and chemists to have an independent means of checking the quality of their results; procedures for the development and implementation of contingency plans; and procedures for the initiation of corrective action).
9. Data production, reduction, transcription, verification, review, distribution, and in-house storage.
10. Determination of detection limits (contractor must show statistical procedure for determination and periodic verification of detection limits).

I. Quality Control Guidelines

The laboratory shall follow all quality control guidelines specified in the analytical method. If no specific quality control is specified in the method, at a minimum the laboratory shall perform the following quality control operations:

1. GC and LC instrument linearity calibration for the method analysis.
2. Surrogate spike analysis (as required).
3. Intra-laboratory QC spike/QC spike duplicate and/or matrix spike/matrix spike duplicate analysis.
4. Method blank analysis.
5. GC/MS performance checks.

J. Laboratory Facilities

All instrumentation/technologies required in this contract should be present and effectively operating at the contract laboratory prior to the contract award. Minimum requirements for contract laboratory facilities include:

1. Reagent water to meet ASTM Type II classification.
2. Class A volumetric glassware for all analyses.
3. Adequate fume hood system to provide safe storage of hazardous materials.

K. Compliance with Applicable Federal Environmental Statute Law

Nothing in this contract shall in any way abrogate, supersede, or in any way modify the contractor's responsibility to comply with applicable Federal, state, or local Environmental Statute/s or Law/s.

L. Wide Area Work Flow (WAWF)

The contractor must attach an invoice and all analytical results for all samples taken during the invoiced period when entering payment requests into Wide Area Work Flow for payment. Currently, the monthly billing cycle starts on the 14th of the month and ends on the 13th of the following month (i.e., the period January 14 – February 13 accounts for the February invoice).

End of Statement of Work (SOW)