

CEMP-EC  Engineer Pamphlet 415-1-266	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	EP 415-1-266  31 May 2000
	Construction  RESIDENT ENGINEER MANAGEMENT GUIDE (REMG) FOR HAZARDOUS, TOXIC, AND RADIOACTIVE WASTE (HTRW) PROJECT	
	<b>Distribution Restriction Statement</b> Approved for public release; distribution is unlimited.	

CEMP-EC

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, DC 20314-1000

EP 415-1-266

Pamphlet  
No. 415-1-266

31 May 2000

**Construction**  
**RESIDENT ENGINEER MANAGEMENT GUIDE (REMG) FOR**  
**HAZARDOUS, TOXIC, AND RADIOACTIVE WASTE (HTRW) PROJECTS**

**1. Purpose.** This Engineer Pamphlet (EP) provides information regarding remedial design; response actions (remedial actions and removals) involving hazardous, toxic, and radioactive wastes; and ordnance and explosives (OE) response actions. It highlights the many unique requirements which resident engineers must be aware of for successful completion of environmental projects.

**2. Applicability.** This EP applies to U.S. Army Corps of Engineers resident and area offices with delegated authority to administer contracts involving HTRW and OE response actions.


**3. Distribution Statement.** Approved for public release, distribution unlimited.

**4. References.** References are provided in Appendix A.

**5. Discussion.** This EP is intended to highlight aspects of HTRW and OE response actions that differ from or require additional attention compared to traditional military/civil construction projects. This pamphlet applies to all HTRW/OE field activities executed under the Environmental Protection Agency (EPA) Superfund Program, the Defense Environmental Restoration Program (DERP), activities related to civil works, support for others (SFO), the Formerly Utilized Sites Remedial Action Program (FUSRAP), etc. This EP could be used as guidance for overseas environmental work. The resident engineer must use judgment in determining what portions of this EP are applicable to overseas projects.

FOR THE COMMANDER:

6 Appendices  
(See Table of Contents)

  
RUSSELL L. FUHRMAN  
Major General, USA  
Chief of Staff

---

This pamphlet supersedes EP 415-1-266, 15 December 1994.

CEMP-EC

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, D.C. 20314-1000

EP 415-1-266

Pamphlet  
No. 415-1-266

31 May 2000

Construction  
RESIDENT ENGINEER MANAGEMENT GUIDE (REMG) FOR  
HAZARDOUS, TOXIC, AND RADIOACTIVE WASTE (HTRW) PROJECTS

TABLE OF CONTENTS

	Paragraph	Page
<b>SECTION 1. INTRODUCTION</b>		
Purpose .....	1-1	1-1
Applicability .....	1-2	1-1
Distribution .....	1-3	1-1
References .....	1-4	1-2
Background .....	1-5	1-2
<b>SECTION 2. ROLES AND RESPONSIBILITIES</b>		
HQUSACE .....	2-1	2-1
Centers of Expertise (CXs) .....	2-2	2-1
Divisions .....	2-3	2-3
Districts and Centers .....	2-4	2-3
USACE Laboratory Capabilities .....	2-5	2-5
USACE QA and Testing Support .....	2-6	2-7
USACE Guidance/Hyperlinks .....	2-7	2-7
<b>SECTION 3. USACE ADMINISTERED PROJECTS</b>		
General .....	3-1	3-1
Early Involvement .....	3-2	3-1
Real Estate .....	3-3	3-1
Planning .....	3-4	3-4
BCOE Reviews .....	3-5	3-5
Post-Award Activities - General .....	3-6	3-9
Preconstruction Conference .....	3-7	3-10
HTRW Construction Quality Management (QM) .....	3-8	3-10
Accountability .....	3-9	3-12
Chemical Data Quality Management .....	3-10	3-12

TABLE OF CONTENTS (Continued)

	Paragraph	Page
<b>SECTION 3. USACE ADMINISTERED PROJECTS (Continued)</b>		
Submittals – HTRW Specific .....	3-11	3-14
Documentation and Record Keeping Requirements .....	3-12	3-15
Indemnification .....	3-13	3-18
Reporting .....	3-14	3-18
Agreements with Regulatory Agencies .....	3-15	3-19
<b>SECTION 4. HEALTH AND SAFETY</b>		
Purpose .....	4-1	4-1
Authority .....	4-2	4-1
Responsibilities .....	4-3	4-1
Policy .....	4-4	4-1
<b>SECTION 5. TRAINING</b>		
General .....	5-1	5-1
HTRW Health and Safety Training Requirements .....	5-2	5-1
Hazardous Waste Management and Transportation .....	5-3	5-3
Training Requirements		
Asbestos Abatement Training Requirements .....	5-4	5-5
Lead Hazard Control (Abatement) Training Requirements .....	5-5	5-6
Ordnance and Explosives (OE) Training Requirements .....	5-6	5-7
Training Documentation .....	5-7	5-8
Specialized Training .....	5-8	5-8
<b>SECTION 6. FUNDING</b>		
EPA Superfund Program .....	6-1	6-1
DERP Program .....	6-2	6-4
<b>SECTION 7. MANIFESTS, SHIPPING PAPERS AND OTHER TRANSPORTATION RELATED REQUIREMENTS</b>		
Purpose .....	7-1	7-1
Background .....	7-2	7-1

## TABLE OF CONTENTS (Continued)

	Paragraph	Page
<b>SECTION 7. MANIFESTS, SHIPPING PAPERS AND OTHER TRANSPORTATION RELATED REQUIREMENTS (Continued)</b>		
General .....	7-3	7-1
Policy .....	7-4	7-2
Procedures .....	7-5	7-3
DOT Regulated Materials .....	7-6	7-7
Sample Shipments .....	7-7	7-7
Asbestos Waste Shipment Records .....	7-8	7-8
Nuclear Regulatory Commission Manifests .....	7-9	7-10
Other FUSRAP and Radioactive Waste Shipping Requirements .....	7-10	7-10
The Off-Site Rule Requirement .....	7-11	7-12
Certificates of Disposal/Destruction/or Placement .....	7-12	7-12
Spill Reporting Procedures .....	7-13	7-12
Additional Information .....	7-14	7-13
<b>SECTION 8. CLOSEOUT PROCEDURES</b>		
General .....	8-1	8-1
Definitions .....	8-2	8-1
Operable Unit Completion Milestone .....	8-3	8-4
Construction Completion Milestone .....	8-4	8-5
Site Completion .....	8-5	8-7
Site Deletion .....	8-6	8-8
Five-Year Review Program .....	8-7	8-9
<b>SECTION 9. CONTRACT TYPES</b>		
Introduction .....	9-1	9-1
Contract Methods .....	9-2	9-1
Contract Pricing .....	9-3	9-2
Indefinite Delivery/Indefinite Quantity Contracts .....	9-4	9-2
Service Versus Construction Contracts .....	9-5	9-2
Major HTRW & OE Contracts .....	9-6	9-2

TABLE OF CONTENTS (Continued)

	Paragraph	Page
<b>SECTION 10. ORDNANCE &amp; EXPLOSIVES</b>		
Background .....	10-1	10-1
General .....	10-2	10-1
Definitions .....	10-3	10-2
Unplanned Discovery of OE .....	10-4	10-3
OE Safety .....	10-5	10-3
<b>SECTION 11. OVERVIEW OF SPECIFIC REGULATED ACTIVITIES</b>		
General .....	11-1	11-1
UST Removals .....	11-2	11-1
Drum Removals .....	11-3	11-2
Asbestos .....	11-4	11-3
Lead-Based Paint (LBP) .....	11-5	11-4
Bird, Bat and Rodent Droppings .....	11-6	11-5
Incidental Radioactive Sources .....	11-7	11-6
Mercury .....	11-8	11-6
Lighting Fixtures .....	11-9	11-7
PCBs .....	11-10	11-7
Lead in Firing Ranges .....	11-11	11-8
Bioaerosols .....	11-12	11-8
<b>SECTION 12. USACE OVERSIGHT OF RD/RA PROJECTS</b>		
Authority .....	12-1	12-1
Enforcement .....	12-2	12-1
Interagency Agreement (IAG) .....	12-3	12-1
Execution .....	12-4	12-2
<b>SECTION 13. MISCELLANEOUS</b>		
Hazard Pay .....	13-1	13-1
Liability Concerns .....	13-2	13-1
Community Relations .....	13-3	13-2
USACE HTRW Lessons Learned System .....	13-4	13-4
Where to Find Regulations .....	13-5	13-5

TABLE OF CONTENTS (Continued)

	Page
APPENDICES	
Appendix A - References .....	A-1
Appendix B - Acronyms .....	B-1
Appendix C - Glossary .....	C-1
Appendix D - Construction Points of Contact on HTRW Projects .....	D-1
Appendix E - Internet Web Site References .....	E-1
Appendix F - References (Copies Furnished) .....	F-1

## SECTION 1

### INTRODUCTION

**1-1. Purpose.** The purpose of this pamphlet is to provide information regarding remedial design (RD) activities; response actions (remedial action (RA) and removals) involving hazardous, toxic and radioactive wastes (HTRW); and ordnance and explosives (OE) response actions. It highlights the unique requirements which resident engineers (RE) must be aware of for the successful completion of environmental projects.

**1-2. Applicability.**

a. This pamphlet applies to U.S. Army Corps of Engineers (USACE) resident and area offices with delegated authority to administer contracts involving HTRW and OE response actions. It is intended to highlight aspects of HTRW and OE response actions that differ from or require additional attention compared to traditional military/civil construction projects. This pamphlet applies to all HTRW/OE field activities executed under the Environmental Protection Agency (EPA) Superfund Program, the Defense Environmental Restoration Program (DERP), activities related to civil works, support for others (SFO), the Formerly Utilized Sites Remedial Action Program (FUSRAP), etc. This pamphlet is subject to modifications as the HTRW/OE programs evolve.

b. The RE should note that while many of the practices referenced herein and much of the documentation provided are applicable to asbestos abatement, radioactive waste cleanup, and OE activities, the regulations and procedures for these are very specialized and complex. The RE is cautioned to seek out more guidance and assistance when working with asbestos, radioactive material, or when facing potential exposure to ordnance or chemical warfare material; i.e., the HTRW design district, the HTRW Center of Expertise (CX) or the OE Mandatory Center of Expertise (MCX) should be consulted.

c. This EP could be used as guidance for overseas environmental work. The resident engineer must use judgment in determining what portions of this document are applicable to their project. The "Status of Forces Agreement" outlines what regulations must be followed. For additional guidance on overseas environmental projects, refer to the Overseas Environmental Baseline Guidance Document (OEBGD). The OEBGD can be found at:

<http://osiris.cso.uiuc.edu/denix/Public/Library/Intl/OEBGD/toc.html>

**1-3. Distribution.** Approved for public release. Distribution is unlimited.

**1-4. References.** Refer to Appendix A for a list of all references used in the preparation of



31 May 00

this document. Hyperlink addresses are provided where possible for referenced documents. Some references that are not easily obtainable are provided in their entirety in Appendix F.

**1-5. Background.** The background of the environmental restoration programs is very complex, particularly those aspects involving HTRW and OE. Therefore, a general description of the various programs and associated activities is presented below in paragraphs a through g.

a. EPA Superfund Program. In February 1982, USACE entered into an interagency agreement (IAG) with the EPA to provide assistance in executing Public Law 96-510, the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, also known as Superfund. The Superfund legislation was amended by Public Law 99-499, the Superfund Amendments and Reauthorization Act (SARA) of 1986. Superfund legislation mandated that both Federal and non-Federal agencies remedy uncontrolled hazardous and toxic waste (HTW) sites caused by past and unregulated practices. Upon expiration of the first agreement between EPA and USACE, a second IAG was signed in December 1984 which extended the partnership indefinitely. All assignments performed on behalf of the EPA are under the direct control of the regional EPA remedial project manager (RPM). Regular communication between the USACE RE, the USACE project manager (PM), and the EPA RPM is essential. Under these IAGs, the USACE is responsible for execution of activities assigned by EPA. These assignments may include:

- (1) providing technical assistance during EPA's execution of remedial investigations/feasibility studies (RI/FS);
- (2) acting as the contracting officer (CO) for "Federal lead" RD/Remedial Action (RA) activities;
- (3) managing RA and removal projects;
- (4) providing technical assistance during EPA enforcement activities;
- (5) providing technical assistance and oversight of EPA's Alternative Remedial Contracting Strategy (ARCS) contractors;
- (6) assisting in the acquisition of real estate;
- (7) providing operation and maintenance (O&M) support activities; and
- (8) assisting EPA in the implementation of community relation plans and EPA's cost recovery program.

b. DERP. DERP was formally authorized by Congress in 1986 to evaluate and remediate contamination at active and formerly used defense sites (FUDS). However, Congress had provided appropriation since FY 84 (Defense Appropriation Act) for DOD to initiate environmental restoration activities at properties formerly owned/used by the Department of Defense (DOD). DERP is implemented subject to and in a manner consistent with CERCLA and SARA, however, environmental restoration under this program is not limited to only those activities legally required by CERCLA. At the USACE level, the DERP program is considered to be comprised of three elements:

(1) The Installation Restoration Program (IRP) in which active Army installations are investigated and remediated. In addition, USACE is assisting all DOD services and the Defense Logistics Agency (DLA) with a full range of installation restoration support.

(2) The Formerly Used Defense Sites (FUDS) program in which former DOD **properties** (including OE sites) are restored. DOD assigned the Army as the Executive Agent for the FUDS Program. USACE was delegated by the Army, per memorandum dated 30 Nov 83, the responsibility for management and execution of the FUDS program, including negotiations to determine DOD liability as a Potentially Responsible Party (PRP). For FUDS program guidance/information, refer to the "Defense Environmental Restoration Program for FUDS-Program Manual." The USACE internet address for FUDS is located at:  
<http://hq.environmental.usace.army.mil/programs/fuds/fuds.html>

(3) The Defense State Memorandum of Agreement/Cooperative Agreements (DSMOA/CA) Program which involves IRP (all services), FUDS, and Base Realignment and Closure (BRAC) activities. The DSMOA/CA Program was developed to facilitate state involvement in providing technical assistance required for timely execution of DOD activities conducted under the DERP. These DSMOAs/CAs provide the mechanism to involve states in IRP, FUDS, and BRAC activities by establishing the terms and conditions by which they are reimbursed for the cost of providing technical support. Other than at Formerly Used Defense Sites, field offices will have no involvement in DSMOA activities unless specifically requested by the customer (installation/base).

c. BRAC Program. The BRAC program requires closure and subsequent disposal of designated DOD installations. The USACE may be involved in:

(1) preparing National Environmental Policy Act (NEPA) documentation (not generally required if the project is a remedial action done consistent with CERCLA);

(2) preparing National Historic Preservation Act (NHPA) compliance documentation;

(3) performing environmental restoration (including HTRW and OE response

actions); and

(4) performing real property actions.

d. HTRW SFO Program (other than EPA Superfund).

(1) Upon request, the USACE provides environmental restoration support for non-DOD agencies on a reimbursable basis.

(2) Past and present customers include the Department of Commerce (DOC), the Department of Energy (DOE), the Veterans Administration (VA), the General Services Administration (GSA), the Federal Emergency Management Agency (FEMA), the Commodity Credit Corporation (CCC), the Federal Aviation Administration (FAA), the Farm Services Agency (FSA), the Environmental Protection Agency (EPA), and the Bureau of Land Management (BLM). Examples of SFO projects include assisting:

(a) DOE with environmental restoration and waste management activities;

(b) DOC with environmental restoration of contaminated properties acquired through defaults on government guaranteed loans;

(c) FSA in conducting preliminary assessments of properties acquired through foreclosure or bankruptcy;

(d) FAA with their underground storage tank remediation program;

(e) GSA on an as-needed basis for underground storage tank removal and environmental assessments; and

(f) EPA with their Brownfields program.

e. FUSRAP.

(1) FUSRAP was one of several DOE programs created to address radioactive contamination in excess of current guidelines at a number of sites used by two of DOE's predecessor agencies, the Manhattan Engineer District (MED) and the Atomic Energy Commission (AEC). The sites were used for processing and storing uranium and thorium ores from the 1940s through the 1960s. Other sites included foundries, machine shops, research facilities, and nuclear fuel fabrication facilities. Many FUSRAP sites are chemically contaminated as well. Toxic chemicals include heavy metals (e.g., lead and beryllium), polychlorinated biphenyls (PCBs), volatile organic compounds (VOCs), and pesticides. The

Federal Government owned some of these sites; universities, institutions, and certain private entities owned others.

(2) The Energy and Water Development Appropriations Act for FY 1998, signed into law on 13 October 1997, transferred responsibility for the administration and execution of the FUSRAP from DOE to the USACE. USACE is the "responsible agency" and is responsible for the hazardous waste generated from FUSRAP sites.

(3) Overall program management resides within Headquarters (HQ) USACE Directorate of Civil Works. The Directorate of Military Programs is the program manager for current year execution. Program and project management responsibility resides at the geographical civil works divisions and districts. Execution is the responsibility of the geographic civil works districts and the HTRW design districts.

f. Federal Facilities Compliance Support Program. Upon request from a local Federal facility or agency, the USACE can provide environmental compliance support. Examples of types of work include:

- (1) preparing Resource Conservation and Recovery Act (RCRA) Part B permit applications;
- (2) preparing closure plans;
- (3) preparing waste analysis plans;
- (4) preparing spill prevention, control, and countermeasure plans;
- (5) preparing underground storage tank site assessment plans;
- (6) preparing contingency plans;
- (7) preparing National Pollutant Discharge Elimination System (NPDES) Permit applications;
- (8) preparing air quality permit applications; and
- (9) reviewing environmental projects for technical adequacy.

g. Potentially Responsible Party (PRP) Activities.

- (1) Under CERCLA, as amended by SARA, PRPs are those groups or individuals

identified as potentially liable for the costs of cleaning up contaminated sites. When requested, USACE may also assist EPA in their enforcement actions on sites where a PRP is performing cleanup activities. USACE's role on these sites generally consists of technical oversight and quality assurance. This provides assurance to EPA that the technical requirements of the settlement agreement/consent decree will be met. For additional guidance/information on PRP activities, refer to Section 12 of this pamphlet.

(2) In executing the DERP program at FUDS properties and as the operator of civil works facilities, USACE is frequently involved in PRP liability issues. Typically, in those instances where DOD investigations have not provided an indication of its responsibility for site contamination, the DOD may receive notification that it is being considered as a PRP under CERCLA in one of the following ways:

- (a) EPA or state regulator provides notice of PRP status;
- (b) private party files suit seeking contribution, or provides notice to DOD of alleged contamination seeking DOD acknowledgment of CERCLA liability; and
- (c) another Federal agency currently responsible for the property seeks DOD acknowledgment of responsibility for past contamination during time of DOD control of the property, and DOD contribution for remediating the property.

(3) In addition to the normal documents developed during other environmental restoration activities such as the Inventory Project Report (InPR), project execution report, etc., the following documents may be developed as part of the PRP process:

- (a) a Site Ownership and Operation History (SOOH) and Cost Allocation report which serves as the basis for the negotiating position and settlement offer; and
- (b) a settlement agreement.

(4) When requested, USACE may also be involved in assisting other Federal agencies when these agencies become PRPs.

## SECTION 2

### ROLES AND RESPONSIBILITIES

**2-1. HQUSACE.** General responsibilities are contained in Office Memorandum (OM) 10-1-1, Headquarters, U.S. Army Corps of Engineers.

a. Military Programs, Environmental Division (CEMP-R). CEMP-R develops, monitors, coordinates, and generates program execution policies and guidance, and provides funding and manpower requirements to environmental restoration program customers.

b. Civil Works Programs, Engineering and Construction Division (CECW-E). CECW-E issues and maintains technical guidance for the environmental restoration program. Timely guidance to field offices is mainly accomplished through construction bulletins (CBs). All current CBs may be viewed and a copy obtained by accessing the HQUSACE homepage: <http://www.hq.usace.army.mil/cemp/c/library.htm>

CECW-E maintains a frequently updated list of HTRW/OE projects, project type, contract award date, contract type and the point of contact (POC) for the execution phase of each project. The purpose of the list is to facilitate contact and exchange of knowledge and experience among USACE field personnel. The list is provided at Appendix D.

c. HQUSACE Safety and Occupational Health Office (CESO). CESO has overall responsibility for the USACE safety and health program, including developing HTRW/OE safety and health policy, procedures, and oversight in accordance with Engineer Regulation (ER) 385-1-92 and Engineer Manual (EM) 385-1-1.

d. Other. Other major HQUSACE element support includes Office of the Deputy Chief of Staff for Real Estate, Office of the Deputy Chief of Staff for Resource Management, Office of the Chief Counsel, and the Principal Assistant Responsible for Contracting (PARC).

**2-2. Centers of Expertise (CXs).** CXs provide specialized technical capability and support to HQUSACE, divisions, HTRW design districts, OE design centers, and geographic districts. Those specific CXs related to USACE environmental restoration programs include the HTRW CX at the Omaha District (CENWO) in Omaha, Nebraska and the OE MCX at the U.S. Army Engineering and Support Center (CEHNC) in Huntsville, Alabama.

a. The HTRW CX was established to maintain state-of-the-art technical expertise for all aspects of HTRW restoration activities and to support HQUSACE, USACE Commands, FOA and laboratories in performing their HTRW activities by providing technical oversight, review

31 May 00

coordination, and assistance. The HTRW CX performs the following mandatory functions:

(1) provide technical review of "key documents" for Category B projects, as defined in CEMP-RT memorandum of 23 September 1997, Subject: Changes in HTRW Technical Roles and Responsibilities Due to Division Laboratory Closures. A copy of this memorandum is available on the HTRW CX home page at the following internet address:

<http://www.usace.army.mil/inet/functions/cw/cecwe/coexpert/newcoe/mcx/htrw/htrw.htm>

Category B projects include: (a) all "non-routine" projects in the site inspection (SI) phase; (b) all National Priorities List (NPL) sites or BRAC projects in the RI/FS phase; (c) all projects in the RD/RA Construction phase which involve innovative technologies or with RA estimates over \$5 million; and (d) any project that a district, major subordinate command (MSC), or HQUSACE requests to be reviewed due to special concerns. "Key documents" include specified deliverables (including scopes of work and/or work plans, reports, decision documents, and concept designs, as applicable) of each project phase (Refer to Table 2 of referenced memo); and

(2) coordination of all cost tracking procedures for USACE managed EPA financed Superfund projects for use by EPA in their cost recovery effort.

The HTRW CX is capable of providing a wide range of functions and services that are listed on the USACE Internet homepage (see paragraph d. below).

b. The OE MCX was established to assist HQUSACE, USACE Commands, and FOAs in performing their OE activities and maintain state-of-the-art technical expertise for all aspects of OE response activities. The mission of the OE CX is to safely eliminate or reduce risks from ordnance, explosives and recovered chemical warfare materiel at current or formerly used defense sites. The OE CX performs the following mandatory functions: Any USACE activity involving ordnance or explosives, even those planned or performed as an HTRW or construction project, must be coordinated with the OE CX. The OE CX is capable of providing a wide range of functions and services that are listed on the USACE Internet homepage (see paragraph d. below).

c. For additional guidance on the management of OE response actions, refer to ER 1110-1-8153, EP 1110-1-18, and the FUDS Program Manual (for FUDS projects).

d. The detailed roles and responsibilities of the CXs are available on the USACE Internet homepage at:

<http://www.usace.army.mil/inet/centers>

**2-3. Divisions.** Divisions are responsible for providing program and quality assurance oversight for all environmental restoration projects conducted within their areas of responsibility.

**2-4. Districts and Centers.**

a. HTRW Design Districts. USACE HTRW design districts:

(1) Provide specialized HTRW expertise for the design of all aspects of assigned environmental restoration projects. This expertise includes health and safety, chemical and geotechnical data quality management, environmental laws and regulations, contracting and procurement, and environmental technical design and engineering support during construction;

(2) Perform investigations and design projects through in-house expertise and/or architect-engineer (A-E) contracted services; and

(3) Award the subsequent RA contract and transfers it to the geographic district for execution.

b. OE Design Center(s):

(1) prepare OE contract acquisition strategies;

(2) execute OE response activities in accordance with ER 1110-1-8153, EP 1110-1-18, and the FUDS Program Manual (for FUDS projects);

(3) prepare project-specific statements of work (SOW) and independent government estimates for OE response activities;

(4) assist the geographic district approved to execute OE response actions in contracting for removal actions, and serving as CO when contracts are awarded by the OE Design Center;

(5) provide engineering and design support for the final removal action;

(6) oversee the OE safety and occupational health, technical, and administrative aspects of the field work for design and removal actions (the geographic district will assume these responsibilities if the removal action is transferred to the geographic district);

(7) ensure that OE manifest documents (when required) are properly prepared and signed by the appropriate personnel unless the removal action is transferred to the geographic district); and

(8) provide OE public affairs support to the geographic district as needed.



31 May 00

c. Geographic Districts (HTRW):

- (1) provide support to the HTRW design district during RI/FS and RD;
- (2) issue the Notice to Proceed (NTP) and execute the HTRW RA projects within their geographic areas. Other execution responsibilities are identified for the FUDS program. For further information refer to the USACE DERP/FUDS Program Manual;
- (3) operate and maintain completed RA projects; and
- (4) provide technical support and oversight activities.

d. Geographic Districts:

- (1) serve as the PM for the life of OE response projects;
- (2) conduct preliminary assessments (PA) and prepare the Inventory Project Report (InPR) for sites within a district's geographical area;
- (3) perform assigned real estate functions (i.e., obtain right of entry, prepare real property transfer documentation, etc.);
- (4) prepare the community relations plan (CRP) and provide public affairs support for FUDS projects and as required for other projects;
- (5) initiate and maintain the project administrative record for FUDS projects in accordance with (IAW) CERCLA;
- (6) execute OE response activities and review and approve project documents IAW ER 1110-1-8153;
- (7) coordinate with stakeholders, regulators, and customers within the geographic area; and
- (8) perform contractor surveillance outside the exclusion zone and provide administrative support during field work.

e. OE approved Geographic Districts:

- (1) coordinate with the OE Design Center in contracting for OE removal actions;

(2) supervise and administer OE removal action contracts/task orders within assigned areas, including contract administration and OE safety and occupational health IAW ER 385-1-95 (to be published at a later date);

(3) execute administrative and field contract modifications (prior coordination with the OE Design Center and/or the OE MCX is necessary when change orders affect the OE design); and

(4) ensure the OE manifest documents are properly prepared and signed by the appropriate personnel.

**2-5. USACE Laboratory Capabilities.** The Engineer Research and Development Center (ERDC) is the U.S. Army Corps of Engineers' research and development command. ERDC consists of eight unique laboratories: five in Vicksburg, Miss., and one each in Hanover, N.H., Champaign, Ill., and Alexandria, Va. ERDC headquarters is located in Vicksburg, Miss. The ERDC provides world-renowned scientists and engineers utilizing the latest in specialized equipment to address problems facing the military and the nation. Research support includes: mapping and terrain analysis; infrastructure design, construction, operations and maintenance; structural engineering; cold regions and ice engineering; coastal and hydraulic engineering; environmental quality; geotechnical engineering; and high performance computing and information technology. In September 1997, the materials testing mission was assigned to ERDC, and the HTRW chemistry quality assurance mission was assigned to the analytical chemistry laboratory at Omaha. On 15 March 1998, the Omaha laboratory became the newest member of the ERDC team while remaining in Omaha. The laboratory was realigned as the Chemistry Quality Assurance Branch (CQAB) along with the Environmental Chemistry Branch (ECB) under the Environmental Laboratory of the ERDC. The following summarizes the capabilities of ERDC laboratories that are used for environmental work:

a. The U.S. Army Engineer and Development Center Environmental Laboratory. The laboratory has a total capability for QA testing and commercial laboratory inspections. This includes quality assurance testing for HTRW chemistry and water quality testing for the U.S. Army Corps of Engineers civil works, military projects, and support for others. The laboratory conducts commercial chemistry laboratory inspections in support of the USACE HTRW CX Laboratory Validation Program as well as for laboratory inspections for water quality laboratories performing work for the USACE. These services are performed in accordance with ER 1110-1-263, "Chemical Data Quality Management for HTRW Remedial Activities" and ER 1110-1-8100, "Laboratory Investigations and Testing." The laboratory continues to develop and improve methodologies to support USACE and Army environmental programs.

b. The U.S. Army Research and Development Center Construction Engineering Research Laboratory (CERL), located in Champaign, Illinois, is the lead laboratory in the Army

for installation support. ERDC CERL's research is directed towards increasing the Army's ability to more efficiently construct, operate, and maintain its installations and ensure environmental quality and safety at a reduced life-cycle cost. ERDC CERL is involved in:

- (1) protection of threatened and endangered species;
- (2) collection, analysis, curation, and retrieval of archeological and cultural resources;
- (3) hazardous waste and pollution abatement and management systems;
- (4) air pollution control technology;
- (5) water supply, treatment, and distribution;
- (6) wastewater collection and treatment;
- (7) solid waste management; and
- (8) industrial operation pollution control.

c. The U.S. Army Engineer Research and Development Center Cold Regions Research and Engineering Laboratory (CRREL). Located in Hanover, New Hampshire, this is the Army's lead laboratory for research in the physical sciences and engineering for cold regions and winter conditions impacting military and civil works operations, systems and facilities. ERDC CRREL provides expertise on the unique influence of cold regions on a variety of environmental quality research issues including:

- (1) characterization of contaminated sites;
- (2) low temperature bioremediation/biological processes;
- (3) fate and transport processes in frozen ground; and
- (4) development of analytical methods (especially for militarily unique analytes).

d. The U.S. Army Engineer and Development Center Topographic Engineering Center (TEC). ERDC TEC, located in Alexandria, Virginia, supports USACE districts and divisions in several environmental initiatives. ERDC TEC is investigating more efficient, accurate and complete transfer of hydrographic survey data for the production of U.S. nautical charts. One of ERDC TEC's major thrusts is the development of an extremely accurate positioning system incorporating the NAVSTAR Global Positioning System for use by USACE hydrographic

surveyors and the U.S. dredging industry. ERDC TEC can provide computer systems for digitizing recent and historic imagery to detect fill violation of wetlands.

## **2-6. USACE QA and Testing Support.**

a. Within the HTRW Program, analysis is conducted to support two primary functions. These functions are primary laboratory support for in-house projects and QA support for contractor executed work (where the USACE laboratory analyzes split samples on a percentage basis). The RE shall assure that copies of the RA contract plans and specifications and pertinent contract modifications are provided to the QA laboratory. The QA laboratory shall follow the testing procedures as described in the contract specifications so that the USACE and contractor laboratories are both utilizing the same testing procedures.

b. CQAB is the primary HTRW QA chemistry laboratory and is responsible for providing technical support at the request of the districts, the HTRW CX, and HQUSACE. Project services which are available include: (1) technical assistance in development of data quality objectives (DQOs), Sampling and Analysis Plans (SAP), and commercial laboratory standard operating procedures; (2) inspecting QA sample shipments and reporting deficiencies; (3) analyzing QA samples; and (4) providing an independent assessment of the inter-laboratory analytical data in the form of a Chemical Quality Assurance Report (CQAR) or equivalent, including resolution of discrepancies with the primary laboratory.

## **2-7. USACE Guidance/Hyperlinks.**

a. USACE criteria documents and guide specifications are distributed on the National Institute of Building Sciences (NIBS) Construction Criteria Base CD-ROM system. USACE personnel may contact HQUSACE by E-mail at: [rick.dahnke@usace.army.mil](mailto:rick.dahnke@usace.army.mil) for "no fee" subscription requests. USACE criteria documents and guide specifications are also available on the TECHINFO Internet site:

<http://www.hnd.usace.army.mil/techinfo/index.htm>

b. All USACE publications are posted on the Internet site:

<http://www.usace.army.mil/inet/usace-docs/>

c. For HTRW guidance documents only, visit this web site:

<http://www.hq.environmental.usace.army.mil/library/guidance/guidance.html>

d. For OE guidance documents only, visit this web site:

<http://www.hnd.usace.army.mil/oew/policy/regpro.html>

e. Copies of the Quality Assurance Representative's Guide (EP 415- 1-261) volumes 1,

EP 415-1-266  
31 May 00

2, 3, 4, and 5 can be obtained from the:

USACE Publications Depot  
ATTN: CEIM-IM-PD  
2803 52<sup>nd</sup> Ave.  
Hyattsville, MD 20781-1102

You can fax your name, postal address, and the number of copies you want to the Publications Depot, (301) 394-0084. Copies of other publications may be obtained, if still available.

## SECTION 3

### USACE ADMINISTERED PROJECTS

**3-1. General.** As the HTRW and OE programs have evolved, more and more response actions and procurements are being issued as negotiated contracts or task orders on large preplaced contracts. Because of the uncertainties inherent in HTRW remedial activities, more contract pricing is now becoming cost reimbursable and less fixed price. This means that fewer contracts are "bid" and the technical requirements provided to the response contractors may be more general in nature and not in the form of rigid specifications. However, the basic information outlined in this section can be applied to all projects if the meaning of the word "bid" is expanded to encompass submittal of cost proposals in a negotiated procurement and the word "specifications" is expanded to mean the technical requirements provided to the contractor along with his more detailed work plan which has been approved by all stakeholders.

**3-2. Early Involvement.** This subsection covers the functions of the resident engineer/office for HTRW projects that should occur prior to award of the RA contract. The pre-award activities of the RE and staff are primarily that of active assistance to the USACE PM and to the designated design district. The EPA Office of Emergency and Remedial Response (OERR) Directive 9355.0-04B, "Superfund Remedial Design/Remedial Action Handbook," was used in developing a portion of this section on pre-award activities.

a. RI/FS and Record of Decision (ROD). Involvement of the RE at this stage is encouraged in anticipation of performing RA oversight activities and in order to provide the greatest amount of input for selection of an efficient remedy based upon biddability, constructibility, operability, and existing site conditions.

b. RD Phase. Due to USACE mission assignments for the Superfund, DERP, and FUDS programs, the design district may be located in a different geographical area than the HTRW site. In these cases, and in addition to the biddability, constructibility, operability, and environmental (BCOE) reviews during the design stage, the RE may be called upon to perform the quality assurance requirements for the A-E's field investigation activities. The RE can serve as the field point of contact (POC) in order to aid the design district.

### **3-3. Real Estate.**

a. General Considerations. Government and contractor personnel frequently require access to land not owned or controlled by the government during the RI/FS and RD phases of HTRW RA projects. The RE should rely on the Real Estate Division in the appropriate district to obtain the required access and to provide all other real estate support services. However, the

RE should provide local support as needed.

b. Real Estate Planning.

(1) Real Estate representatives will develop a scope of work, cost estimate, and schedule for completing real estate activities for inclusion in a project management plan (PMP), if such a plan is required. The Real Estate representative will also coordinate the analysis of project real estate requirements with other project team members including the RE. This analysis should be provided in the form of a real estate planning report (REPR).

(2) If access to land not owned or controlled by the government is required, it will normally be necessary to obtain a right-of-entry (ROE) or to acquire an interest in real property in order to prevent the occurrence of a trespass or a "taking" of private property under the Fifth Amendment to the U.S. Constitution. The decision whether to obtain a ROE or acquire an interest in real property will depend, in part, upon the purpose for which access is required. If the purpose is to perform survey and exploration work, sampling or short-term construction activities such as the removal of underground storage tanks (UST), then a ROE may be appropriate. However, work involving long-term construction activities or the installation of facilities such as monitoring wells generally requires the acquisition of an interest in real property. Approval to obtain ROEs for any purpose other than survey and exploration work must be obtained from HQUSACE if the acquisition of necessary real property interests has not been authorized.

c. Acquisition of Real Property. The acquisition of any interest in real property, with the exception of non-Superfund leases, must be authorized by HQUSACE through the issuance of a Real Estate Acquisition Directive unless acquisition approval authority has otherwise been specifically delegated to MSCs. Acquisition may be accomplished through negotiations or the initiation of condemnation (eminent domain) proceedings. Persons displaced as a result of the acquisition of real property may be entitled to relocation assistance under Federal law.

d. Additional Considerations for the EPA Superfund Program.

(1) EPA typically obtains access to Superfund sites for design and construction purposes pursuant to its enforcement authority under CERCLA without acquiring an interest in real property. The agency may obtain such access on a voluntary basis through a landowner access agreement or the agency may seek to compel a landowner to provide access by issuing an administrative compliance order or obtaining an injunction or an order in aid of access in Federal district court.

(2) Access to lands adjacent to Superfund sites may be required for support zones, decontamination facilities, stockpile areas, or other purposes. In such cases, EPA may request USACE to acquire appropriate interests in real property pursuant to EPA's acquisition authority

under CERCLA. EPA may also request USACE to perform any temporary or permanent relocations of persons displaced by response actions.

(3) A REPR will be prepared for all projects for which the Corps has been assigned responsibility for RD. The REPR serves as a planning tool to focus project team members on the real estate requirements of a project and any issues, which could lead to cost or schedule growth. The real estate representative, therefore, will coordinate the preparation of the REPR with all team members, including the RE.

(4) The REPR will identify property recommended for acquisition (estate, acreage, ownership); the strategy for relocating individuals, farms and businesses; the estimated cost (lands and damages, relocation assistance, administration, contingencies); and provide a schedule for completing the real estate work. **It is critical** that all real estate requirements be identified as early as possible in the project because a period of 9 months to 1 year is typically required to complete the acquisition process.

e. Additional Considerations for the FUSRAP.

(1) No HQ review or approval of real estate planning documents is required.

(2) To the greatest extent practical, FUSRAP is to be executed utilizing ROEs and without the necessity for real property acquisition. Chiefs of Real Estate at districts and MSCs are authorized to execute ROEs that substantially conform to the approved model.

(3) Any real property interests acquired should, in most instances, be temporary and terminate at the conclusion of remedial action. Chiefs of Real Estate at MSCs are authorized to approve the acquisition of real property interests.

(4) Pursuant to the Memorandum of Understanding (MOU) between USACE and DOE, real property accountability remains with DOE.

f. Additional Guidance. Additional guidance can be found in the following references:

(1) Memorandum, CEMP-RS/CERE-AP, 22 November 1989, Subject: "USACE Real Estate Support for EPA Superfund Program," (Refer to Appendix F);

(2) EPA Publication 9355.5-01/FS, "Real Estate Acquisition Procedures for USACE Projects," (Refer to Appendix F);

(3) HQUSACE DERP/FUDS Program Manual; and

(4) Memorandum, CERE-AP, 6 February 1998, Subject: "Guidance for the Provision of



Real Estate Support to the Formerly Utilized Sites Remedial Action Program and Delegation of Authority to Execute Rights-of-Entry and Acquire Real Property and Interests Therein,” (Refer to Appendix F).

### **3-4. Planning.**

a. The QA plan. Each district office has a generic QA plan that describes projected work load, organization, staffing, responsibilities, training, pre-award activities, post-award activities, testing, and documentation. HTRW considerations should be included in this plan. HTRW training must be included if the office is to conduct any HTRW QA activities. Other areas listed above should also include HTRW specific items unless they are addressed in the supplemental project QA plan (a site-specific supplement to the generic QA plan). A supplemental QA plan should be prepared for each project. For preparation of a QA plan/supplemental project QA plan, (Refer to ER 1180-1-6, "Construction Quality Management").

b. Training. HTRW QA personnel will need additional training to properly carry out their duties. The 40-hour Occupational Health and Safety Administration (OSHA) training and 8-hour recertification (refresher) are required just to get on the job site. Other courses are almost always needed (such as training in technologies, special types of contracts, regulatory compliance, etc.) to properly inspect HTRW work. This training should be identified in the employee's individual development plan.

c. Using Outside Expertise. If the field office administering the HTRW project lacks the necessary experience, coordination should be made for qualified outside personnel to assist. Other construction offices, the district's engineering division, the designated HTRW design district, or A-E services, are all possible sources of qualified personnel. Assistance from competent and qualified industrial hygienist (IH) and safety professionals must be obtained for the review and acceptance of contractor submitted Site Safety and Health Plan (SSHP) and for answering questions concerning project safety and health. It is strongly recommended that the design engineer for engineering and design (E&D) services be included during execution of RA contracts. Confirmation must be made that the required expertise is available. The inability to ensure that engineering division or design district personnel will be available during construction will often dictate that A-E services be obtained. Determining whether or not outside help is needed should be made well in advance to allow necessary transfer of funds. Preferably, this should be done during the design or the BCOE review. This will allow comparison between HTRW training needs and the field office's training plan. Availability of qualified QA personnel should be identified during the design phase of the project.

d. Staffing. Some projects, such as those requiring incineration, may require that QA personnel be on site 24 hours a day, 7 days a week. Others may require more than normal time on site because they have many work features that require QA verification of how something was constructed. Special contract types (i.e., time and materials, cost reimbursable, etc.) may require

more and/or different resources. QA personnel must be prepared to meet these requirements. This may require use of multiple inspectors and payment of hazardous duty, night, holiday, and Sunday differential payments. These requirements must also be identified during the design phase.

e. Chemical Data Quality Management (CDQM). Perhaps the most critical area for QA control is chemical data management. Completion of almost all HTRW projects depends on meeting cleanup standards measured by chemical testing. Strict requirements are placed on the quality of this chemical data. ER 1110-1-263, "Chemical Quality Management for Hazardous, Toxic and Radioactive Waste Remedial Activities," must be used by QA personnel during the RA planning phase. The QA laboratory is a key player in this process and must be involved early on.

### **3-5. BCOE Reviews.**

a. All design reviews should be performed by the individual(s) in the field office who will administer the RA contract. If the field office performing a BCOE review lacks the necessary expertise, assistance should be obtained from other USACE personnel whose expertise matches the project's needs. In this case, the geographical district will be responsible for making arrangements for the experienced personnel to participate in certain activities during design. This effort should be coordinated with the design district that will be funding the effort. Refer to CEMP-CM memorandum, 1 Nov 91, Subject: "Transfer of Knowledge and Experience During Design and Execution of HTRW Projects," for additional information on this subject. A copy of this memorandum is under Appendix F. The following is a suggested list of additional items to be considered by the RE during the BCOE review of HTRW projects:

- (1) Confirm that compliance criteria for selecting an off-site RCRA facility is provided;
- (2) Confirm construction completion, startup, O&M, and transition of facility to follow-on operator requirements are detailed in the contract specifications. The RE should also verify that these requirements are fully coordinated with the facility managers (to whom the completed facility will be turned over; i.e., the state for Superfund projects) before the BCOE review is completed. Specifically, project acceptance criteria, including definition of project completion, must be coordinated, agreed to, and addressed in the contract specifications, to ensure customer satisfaction;
- (3) Confirm that specifications include DQOs required for the preparation of the SAP;
- (4) Confirm that submissions of safety, health and emergency response specifications are sufficient in content and details for the RA contractor to develop a SSHP that is protective of on-site personnel and surrounding communities from the physical, chemical, and/or biological

hazards at the site;

(5) Confirm that specifications include the requirements for the RA contractor (if off-site transportation of hazardous waste is required under the contract) to prepare the manifests and related documents, and to certify that the manifest, packaging, labeling, marking, and placarding of the waste meet all applicable Federal and state regulations. See Section 7 for additional information on manifests, shipping papers and other transportation related requirements;

(6) Review the accuracy of the construction schedule, cost estimate, and any estimated quantities of material. Scheduling considerations include up-front administration and permitting, climate sensitive activities, production rates, etc.;

(7) Confirm that all work area requirements are identified and are adequate for the construction and operation phases;

(8) Ensure permit responsibilities are clearly spelled out in the specifications. Generally, all environmental permits are obtained during the design phase;

(9) Confirm that all field conditions are accurate in the drawings and/or unknown areas are identified. Confirm that representative chemical and geotechnical sampling and analytical data is referenced in the contract documents;

(10) Review the bid schedule for completeness and practicability;

(11) If the work will be performed on a cost reimbursable basis, the RE is advised to become familiar with the content of the following document: A Guide to Best Practices for Cost Reimbursement Contracts. This document is available on the internet at:  
<http://hq.environmental.usace.army.mil/tools/reimburse/reimburse.html>

(12) Review Section 11, "Demolition," for additional BCOE considerations; and

(13) Assure that required easements are secured by Real Estate Division prior to award of contract. Failure to do so can cause delays during contract activities.

b. Acquisition Planning.

(1) Written acquisition plans are required for all HTRW work in accordance with Federal Acquisition Regulation (FAR) Part 7. These plans should consider both contract and in-house acquisitions. The RE should be familiar with the overall acquisition plan and strategy in order to participate knowledgeably during the design and acquisition process. The RE is generally

included in the technical evaluation team for negotiated procurement which are common in HTRW projects. It is also common practice to include the RE in writing the formal acquisition plans and participating in the contractor selection process.

(2) Contracting for HTRW work can be significantly different from normal construction and involves many more uncertainties. Technical and regulatory uncertainties are conditions that must be handled at every site, irrespective of the extent of site characterization accomplished. HTRW work is often very expensive to complete and can be even more costly if the wrong contracting approach is used. Section 9, "Contract Types," addresses non-traditional contracting approaches that are well suited for HTRW projects.

c. Interfacing with Regulatory Agencies.

(1) During the pre-award RD phase, the RE may be contacted by local regulatory agencies about the status, time frame and selected remedy at an HTRW site. These regulatory agencies should be referred to the PM. The RE should become familiar with provisions of any interagency agreements and/or consent decrees that might impact work execution at the site or provide for stipulated penalties in the event of schedule delays.

(2) EPA has set forth procedures for addressing compliance with other environmental statutes. For on-site RAs under CERCLA, permits are not required. However, these actions shall comply with the substantive requirements of all Applicable or Relevant and Appropriate Requirements (ARARs) (Federal, state, and local laws) identified in the ROD/Enforcement Decision Document (EDD). If material is to be taken off-site, the receiving facility must possess all appropriate environmental permits identified in the ROD/EDD. EPA regulations require verification of acceptability by EPA of any facility selected for the treatment, storage, and disposal (TSD) of CERCLA waste (Refer to 40 CFR Part 300, Section 300.440). In general, the construction contractor will be responsible for obtaining any necessary non-environmental construction permits and approvals (i.e., building and electrical permits, etc.).

(3) These responsibilities need to be clearly outlined in the contract specifications in order to avoid delays and disputes during RA activities. The RE's responsibility is to verify that the plans and specifications identify all permit requirements.

d. Project Management Plan (PMP). As with the Acquisition Plan, the RE should be included as an active team member in the development of the PMP. This is especially important if there are any identifiable regulatory milestones that the RA contractor will be responsible for meeting. The RE should also attend any pre-award negotiations to be held with the RA contractor.

e. Value Engineering (VE) During the Design Phase.

(1) For CERCLA funded projects, EPA recommends that the USACE and/or the state include VE screening during the design phase for all RA projects where a potential for substantial cost savings exists. The state may be involved in the VE process because it will ultimately contribute to the RA cost.

(2) VE screening performed during the design phase must be limited to project refinements that would not significantly change or alter the approved remedy, unless otherwise approved by EPA. VE screening will consist of listing high cost items that have a potential for cost savings.

(3) Those RA projects which, as a result of the VE screening, show a reasonable promise for significant cost savings will be recommended to EPA for approval of a formal VE study by the USACE or the state. The USACE or the state will identify potential impacts on the RA project schedule and EPA funding requirements for a formal VE study. The RE as well as the HTRW CX should review all VE studies.

f. Pre-Bid Site Inspections. The HTRW design district may task the geographic construction district with the responsibility for coordinating pre-bid/award site inspections by USACE personnel and/or prospective bidders. All site visitors shall follow all applicable OSHA regulations on training, medical surveillance and Personal Protective Equipment (PPE).

(1) For USACE personnel who are required to enter the exclusion zone, an abbreviated SSHP will be prepared by the design district with review and concurrence by the RE and the geographic district Safety and Occupational Health Office (SOHO). The SSHP will cover entrance procedures that should be followed by all visitors. The SSHP should mandate that a log be kept of all individuals that plan on entering the site.

(2) All prospective bidders entering the exclusion zone or who will handle samples, soil/core borings, etc. are responsible for developing their own abbreviated SSHP for the site visit inspection activities. The SSHP shall address, at a minimum, the training and medical requirements, appropriate PPE, and proper disposal of PPE in conjunction with all potential site hazards. Proof of training and compliance with appropriate medical qualifications as required in accordance with the SSHP shall be made available by the prospective bidders if requested by USACE. Hold harmless agreements, signed by the visitors, shall be provided to the USACE representative prior to the prospective bidders entering the exclusion zone. The release should be part of the solicitation documents; the exact wording should be coordinated with the design district Office of Counsel (Refer to sample of a release at Appendix F). The RE shall ensure that the release documentation is maintained as part of the official contract file.

(3) The RE shall coordinate all site visits with the geographic district SOHO and the

design district IH.

g. Funding of RE Pre-Award Activities. The RE should ensure pre-award tasks, particularly the BCOE review, are properly funded by the design district. In most cases, the Corps is required to maintain detailed cost accounting that can be presented as evidence in cost recovery litigation with responsible parties. (Refer to Section 6, "Funding," for further guidance on funding/cost recovery responsibilities). Consult ER 415-1-16, "Fiscal Management," for further guidance on what pre-award activities should be charged to other than the supervision and administration (S&A) account.

h. Community Relations Plan (CRP). EPA is required to maintain a written CRP for Superfund projects. USACE public affairs officers are required to maintain a written CRP for DERP-FUDS projects. For DERP-IRP projects, the installation is responsible for the CRP. The RE should be aware of the support role that will be provided to the EPA RPM or public affairs officer, as appropriate. It is emphasized here that the RE will only provide a support role and will not become the lead in community relations activities (Refer to paragraph 13-3, "Community Relations").

i. Health and Safety. The RE, as the USACE construction manager, must have input on project safety and health issues at the earliest point. Safety and health are the most important considerations of HTRW projects, and the RE with support from the district SOHO shall ensure that the considerations specified in ER 385-1-92 are addressed. Refer to Section 4, "Health and Safety," for additional information on health and safety policies, responsibilities, and criteria.

**3-6. Post-Award Activities - General.** Just as with any other type of project, the field office will conduct a preconstruction conference, a separate contractor quality control (CQC)/QA coordination meeting, prepare minutes of each, review submittals, conduct inspections, and perform other quality management activities as specified in ER 1180-1-6. HTRW submittals are covered in paragraph 3-11. Some other HTRW aspects of RA implementation are discussed below.

### **3-7. Preconstruction Conference.**

a. The RE on an HTRW project should invite or coordinate the invitations as appropriate for USACE personnel, the respective installation, EPA, state, or local officials, to attend the conference to discuss the scope of work and any pertinent issues on the project. Other invitees may include the QA laboratory and designer.

b. Items that may be discussed, in addition to the items typically discussed at a regular preconstruction conference, are the contractors safety and health program and SSHP to include

31 May 00

activity hazard analyses, inspection/audits, spill and discharge control plan, manifesting, waste and borrow areas, and permits and security. (Note: The SSHP required by the contract satisfies the requirement for submission of an accident prevention plan (Federal Acquisition Regulation (FAR) 52.236-13)).

c. Another item that may be discussed is the SAP. This plan, prepared by the contractor, describes responsibilities and procedures for the specific project to ensure that all data acquired meets the intended purposes of the contract. The SAP is referenced in ER 1110-1-263. This ER also describes a Quality Control Summary Report (QCSR) that is to be prepared by the contractor at completion of the work. This report contains any deviations from the SAP, any problems encountered and corrective actions taken, and data presentation. For sites on the NPL, the QCSR must contain the chemical data required by regulators for deleting the site from the NPL.

d. Frequently, a phased NTP is issued where the contractor may work on submittals or perform nonintrusive site activities, in the support zone or clean areas of the site, pending approval of the SSHP. The SSHP and SAP require acceptance and approval, respectively, before any on-site work commences.

### **3-8. HTRW Construction Quality Management (QM).**

a. Quality Management. QM on HTRW projects is fundamentally the same as on any other project. The CQC system manages and controls the work to ensure it complies with contract requirements. The government QA system ensures that the CQC system is functioning and that the product meets the required level of quality. QM policy and guidance are provided in ER 1180-1-6. While the provisions of ER 1180-1-6 are fully applicable to HTRW work, the nature of HTRW work often presents some unique challenges to QA personnel. QA personnel involved in HTRW work must, therefore, learn how to use some new and different "tools" to ensure that plans and specifications are met. EP 415-1-261, "Quality Assurance Representatives Guide -Volume 5," provides construction representatives with a reliable checklist type reference for each phase of construction for HTRW work.

b. Definable Features of Work. QA personnel must ensure that the defined features of work will allow them to conduct proper QM. The three-phase control system (preparatory, initial, and follow-up inspections) works only if work features have been properly defined. For example, excavation, stockpiling, characterization, transportation, and disposal of contaminated soil might be improperly lumped together under one work feature (such as contaminated soil disposal). The QA personnel might not be able to verify adequacy of field sampling for preliminary separation of soils into hazardous and non-hazardous piles, disposal sampling locations, and loading of trucks (some landfills charge by the truck load regardless of how full the truck is). Without any dishonest intent by the contractor, this could potentially lead to higher disposal costs, improper disposal, or regulatory violations. Both the QA personnel and the contractor must fully understand the critical times at which CQC/QA activities must be

conducted.

c. Three-Phase Control System.

(1) Preparatory Phase. Safety is critical on HTRW projects. QA personnel must ensure the following:

- (a) The site has been set up according to the SSHP;
- (b) The contractor has all prescribed PPE and safety equipment on hand and the equipment is appropriate for the potential on-site hazards. PPE and safety equipment must comply with the requirements of EM 385-1-1. Many specifications require the contractor to provide PPE and safety equipment for QA personnel;
- (c) Calibration and certification of testing and monitoring equipment have been performed;
- (d) Employees performing testing and monitoring have the appropriate training and qualifications; and
- (e) Transportation, disposal, and other required permits have been obtained by the contractor and/or government prior to start of work. Failure to do so could lead to illegal disposal, work delays, and regulatory violations.

(2) Initial and Follow-Up Phases. In most cases, the lack of an obvious sign of contamination will make these inspections challenging. QA personnel must ensure the following:

- (a) Samples are properly taken at the correct locations;
- (b) Samples are handled and transported properly, including chain-of-custody documentation; and
- (c) Procedures outlined in the specifications and approved work plans are strictly followed.

In other words, QA personnel must inspect how contamination is removed and how the site is tested. This again points out the importance of having qualified QA personnel. The activity hazard analysis and spot checks for compliance with safety and health requirements and procedures are revisited during these phases.

**3-9. Accountability.** HTRW inspections must be well documented and the personnel time



31 May 00

properly documented. In some cases a "customer," such as EPA, will have additional or special documentation requirements to ensure enforcement actions are properly conducted. Because they are paying for our work, they will also want accurate time/expense records. In other cases, the Government may be seeking reimbursement from PRPs. Cost recovery requires detailed records (which will stand up to legal review) of contractor and USACE work and expenses. Unsigned, incomplete, or inconsistent inspection reports may allow claims by PRPs that the work was not done, or done inefficiently, and should therefore not be paid for.

**3-10. Chemical Data Quality Management.** Quality management of chemical data is critical to HTRW projects. QA personnel should refer to, and be familiar with, ER 1110-1-263 as well as EM 200-1-1, EM 200-1-3, and EM 200-1-6. These documents define policy for the HTRW CDQM Program. Note that it is the role of the designated project "Chemical QA Function" to perform specified activities which comprise the project-specific approach to CDQM. The Chemical QA Function is performed by USACE personnel (i.e., HTRW Design District technical staff and/or a USACE QA Lab) and can be supplemented or supplanted by contract support under direct management of USACE QA personnel. The Chemical QA Function performs any or all of the following activities: (1) coordinate the request for USACE lab validation for primary laboratory services or evaluate alternative credentials for candidate environmental laboratories; (2) review of contractor personnel qualification documentation contained in the Contractor Quality Control Plan; (3) review of Sampling and Analysis Plans and other reports related to environmental testing; (4) inspection of incoming QA samples to verify that samples have been collected, packaged, and shipped correctly; (5) QA sample analysis; (6) data review as described in EM 200-1-6; (7) generation of the Chemical Quality Assurance Report (CQAR); (8) generation of the Chemical Data Quality Assessment Report; and (9) support audits/oversight of field sampling and laboratory testing activities during RA execution. Further note that both the district construction office's generic Quality Assurance Plan (for HTRW construction projects) and the Supplemental Project QA Plan should establish the project-specific QA compliance monitoring activities as well as the roles and responsibilities for the Chemical QA Function. The project specifications as well as the Sampling and Analysis Plan should reflect these requirements as well. Use of the Chemical Quality Assurance Branch (CQAB) Laboratory (Omaha, Nebraska) for support of the Chemical QA Function is strongly recommended. The Chemical QA Function needs to be coordinated (including transfer of funds) prior to beginning of construction. The following paragraphs discuss details of some key compliance monitoring activities.

a. **Review of Sampling and Analysis Plan.** HTRW projects require a SAP that includes the project-specific DQOs for the work. EM 200-1-3, "Requirements for the Preparation of Sampling and Analysis Plans," contains guidance on the generation of a SAP. The SAP is composed of two parts: the Field Sampling Plan (FSP); and the Quality Assurance Project Plan (QAPP). The FSP defines the field activities, including all requirements for sampling, field documentation, field tests (e.g., conductivity, pH, etc.), sample packaging and shipping, etc. The

QAPP defines the fixed and field measurement analytical protocol and chemical data reporting requirements. If specified, ten percent of samples are split or collected in triplicate for quality control (QC) and QA testing. This frequency can be increased or decreased based on the type of work and the decision of the management team. ER 1110-1-263 and EM 200-1-6, "Chemical Quality Assurance for HTRW Projects," contain guidance on QC/QA sampling frequency.

b. Pre-Construction Laboratory Validation. If specified, the primary and/or the QA laboratory will be validated by the HTRW CX. Validation of a commercial laboratory by the HTRW CX may take 16 to 24 weeks. EM 200-1-1 contains detailed guidance on laboratory validations with which the RE needs to be familiar. Project funding may be required for CX execution, depending on the program for which RA is being conducted (e.g., FUDS, Army BRAC, Army IRP etc).

c. Laboratory Analysis. QA personnel should ensure that appropriate turn-around times are specified for all primary and, if applicable, QA lab analyses. This will ensure that needed data is available in a timely manner in order to make project decisions. In some instances a cost/benefit analysis is used to determine if mobile laboratory services, or expedited fixed laboratory turnaround times, are necessary to meet project objectives. The Chemical QA Function should be consulted to determine if unreasonably short turnarounds are being identified. These short turnaround times may result in poor quality work by project laboratories.

d. Review of Chemical Data. The overall data review process is specified in the project planning documents. When split sample analysis is being performed, the guidance provided in this paragraph must be followed. QA personnel will receive the contractor's test results. At a minimum, they should review the results for proper sampling procedures (as described in the SAP). Normally, the Chemical QA Function will then review the data. QA samples will be sent to the QA laboratory along with daily quality control reports (when sampling or analyses are involved) and all of the contractor's test results or, at a minimum, all data that is necessary to determine chemical data quality. EM 200-1-6 contains guidance on the data package deliverables. The Chemical QA Function will compare the contractor's sample results against the QA sample results. The QA laboratory will report to the field office on a frequent basis the adequacy and acceptability of the data. The Chemical QA Function will generate the CQAR within 30 days of submission of the contractor's test results.

### **3-11. Submittals - HTRW Specific.**

a. General. HTRW projects have many unique submittal requirements that are not required for non-HTRW projects. The following paragraphs describe some of these HTRW specific submittals and identify the required or recommended reviewers and procedures. Due to the unique nature of HTRW projects, it is highly recommended that the designer be one of the primary reviewers of these documents. In addition, mandatory reviewers for CDQM submittals

31 May 00

are covered in detail in ER 1110-1-263. Contractual approval authority of these submittals remains with the area/resident office.

b. Sampling and Analysis Plan (SAP). The SAP is a document prepared for all field and laboratory activities, contract deliverables related to the acquisition and reporting of chemical data for HTRW activities. The plan must be approved prior to initiation of any activities involving sampling and/or chemical analysis. Mandatory reviewers of this document are the QA laboratory and the HTRW design district, with monitoring performed by the HTRW CX.

c. Quality Control Summary Report (QCSR). The QCSR, submitted at the end of the contract, addresses chemical quality control practices employed and summarizes the daily quality control reports prepared throughout the project, including all the chemical data and analyses collected/performed (this document may be called the chemical quality management final report). Review and approval of this document is performed by the HTRW design district and the geographic district/field office respectively, with monitoring by the QA laboratory and the HTRW CX. This submittal is not required by regulation, however, some divisions still require its submission.

d. Site Safety and Health Plan (SSHP). The SSHP establishes policies and procedures for protecting workers and members of the public from the specific hazards of the HTRW site for which the plan was developed. The SSHP includes such programs as medical surveillance, monitoring and sampling, emergency response, spill containment, site control, activity hazard analyses, etc. Mandatory review of the SSHP is required by the HTRW design district, the geographic construction district, and the construction district SOHO. The emergency response plan (sub-component of the SSHP) must be coordinated with local officials prior to initiation of any on-site activities. Refer to CB No. 99-2, "Emergency Responder Agreements for Fund-Lead Remedial Actions - EPA Superfund Program," for additional information on emergency response plans.

e. Material Handling Plan (MHP). The MHP consists of procedures for the safe handling of contaminated material, drummed material, and contaminated liquids in addition to procedures for off-site transportation and disposal of materials. Manifesting, Department of Transportation (DOT) shipping papers, and chain-of-custody procedures should also be included. Review should be performed by the area/resident office with assistance from the design district. The construction district SOHO may also be asked to review the MHP if the potential for personnel or public exposure exists. This MHP may also cover importation of clean fill materials for large, grading projects.

f. Spill and Discharge Control Plan (SDCP). The SDCP consists of contingency measures and reporting responsibilities for potential uncontrolled spills and discharges of contaminated and/or hazardous materials. These spills and uncontrolled discharges may include

leachate decontamination water, sewage, and drummed material. Review should be performed by the area/resident office, with the assistance from the design district, and the construction district SOHO.

g. Dust, Vapor, and Odor Control Plan (DVOCP). This plan consists of site procedures to minimize and control the creation of dust, vapors, and odors. Review of this document should be performed by the area/resident office with assistance from the design district.

### **3-12. Documentation and Record Keeping Requirements.**

a. Record keeping is a critical element of the HTRW/environmental restoration mission. Many of the documents created will be made a part of the permanent administrative record for the site. Project records are often solicited through the Freedom of Information Act (FOIA) and play a key role in the recovery of costs from identified responsible parties. All records associated with environmental restoration programs are to be retained permanently, unless otherwise specified in the latest revision of the Modern Army Record Keeping System (MARKS) standards. Please refer to the MARKS standards for guidance concerning appropriate classification, retention, and safeguarding of all documents.

b. In the case of the administrative record, the lead agency or installation for each program or site will become the office of administrative record. The EPA is the office of administrative record for the Superfund program. For the Installation Restoration program, each installation maintains its own records. For FUDS and FUSRAP sites, the executing district serves as the office of administrative record.

(1) Financial Records. Financial documents consist of all records which substantiate the work performed or costs incurred on a project/site. Under the Corps of Engineers Financial Management System (CEFMS), all financial documents, with the exception of invoices, travel receipts, and cost transfer requests are electronic documents. Prior to transferring their disbursing authority to the Finance Center, each USACE Resource Management Office is responsible for retaining the original invoices. All supporting documentation for Superfund credit card purchases is to be maintained by the supporting activity, in accordance with CEFC-AO, Standard Operating Procedure (SOP) No. UFC-13. Only the total page (a copy is acceptable) is required to be sent to the Finance Center for payment. CERM-F memorandum, Subject: "Policy for Retention of Travel Receipts," dated 7 June 1996, provides guidance for retention of travel receipts. The policy includes special instructions for travel associated with the Superfund program. All other financial documents are facsimile copies of electronic records and the retention and security responsibilities for these records reside with the CEFMS Systems staff under the direction of the Finance Center. Working papers used to establish overhead, indirect and burden rates are required to be retained unless the CEFMS Budget Module is used to compute these rates. In accordance with the revised MARKS standards, financial records for

environmental restoration projects will be retained for 30 years. A CECI-IR/CEMP-R memorandum, Subject: "Environmental Classification Standards," dated 10 August 1999 outlines record keeping requirements (see Appendix F). Additional information related to record keeping requirements can be found at the following Internet site:  
<http://www.rmd.belvoir.army.mil/markstit.htm>

(2) Contract Records. Official contract records consist of, but are not limited to, those documents detailed on the ENG Forms 3726, 3726-1, and 3726-2 (Official Contract Record Checklist - Pre-award, Contract, and Contract Modification/Delivery Order). The contracting division of the performing district is the custodian of these records and is responsible for their safeguarding. Duplicate copies of official records maintained in other offices are considered working documents, subject to destruction when no longer needed. When a field or area office has been designated as an auxiliary "office of record," documents such as construction surveys, daily inspection reports, progress schedules, etc., must be retired under the same MARKS number as the official contract records in the custody of the USACE performing district contracting division. Upon completion of the work, the completed DD Form 1594 (Contract Completion Statement) must be forwarded to the contracting division for incorporation into the official contract records. The field records will then be reviewed and duplicate copies, considered working documents, removed and destroyed when no longer needed. Contract records include record of procurements made under small purchase authority using DD Form 1155 or other comparable form.

c. Safety Records. Those records relating to HTRW/environmental accidents and incidents reported on ENG Form 3394 for which the USACE performing district safety office is the office of permanent record shall be retained and retired in accordance with the revised MARKS classifications and retentions.

d. Laboratory Test Results. Test reports generated as a result of HTRW/environmental restoration efforts will be released to the individual or office requesting the services. For purposes of retirement, these reports will be incorporated into the site-specific files.

e. Site-Specific Environmental Records. These records consist of documents created in connection with the investigation, planning, design, remedial action, technical assistance and maintenance of projects associated with the HTRW environmental restoration program. Also included are program and project management documents, documents associated with the administrative record, remedial design, remedial action, closeout and other related documents. These records may be created by engineering, program & project management, construction, real estate, drill crews, survey crews and laboratories. While many of these documents may also be maintained by the project manager, a local determination must be made concerning which office will be the office of permanent record for consolidation and subsequent retirement. All duplicate records are to be destroyed when no longer required for daily operations. Consolidated site files

will be retired in accordance with the revised MARKS classifications and retentions.

f. Legal Records. Legal documents include PRP negotiations, Freedom of Information Act (FOIA) records, and documents created to assist the U.S. Department of Justice (DOJ) or EPA in representing the government in liability cases. All legal documents will be maintained by the local office of counsel.

g. Manifest Records. The fully executed original manifest records and all records related to the transport of materials shall be permanently retained. The RE should consult with the customer's representative to ensure timely completion of all reporting requirements. Manifest records shall be retained on site for 3 years in accordance with 40 CFR 262.40. After 3 years, the records shall be incorporated with the site/project file and retired with those records consolidated under "Site-Specific Environmental Records." All other waste shipping papers shall be permanently retained in the site/project file.

h. Contractor Records. The contractor is required to maintain and preserve medical records on employees that are permitted in the support zone for 30 years after leaving employment in accordance with 29 CFR 1910.1020. Contractor maintained records forwarded to the Contracting Officer upon completion of the project consist of training logs, daily reports, weekly safety reports, air monitoring results, laboratory test results, manifest documents, chain-of-custody documents, meteorological records, photographs, decontamination of equipment and vehicles and any other documents that are pertinent to the project. In addition, any contractor operating under a cost reimbursable contract is required to maintain all financial records to support cost recovery.

**3-13. Indemnification.** CERCLA, as amended by SARA of 1986, provides the President with discretionary authority to hold harmless and indemnify any response action contractor against any liability for negligence arising out of the response action contractor's performance in carrying out response action activities, unless such liability was caused by the conduct of the remedial action contractor (RAC) which was grossly negligent or which constituted intentional misconduct. This indemnification applies only to RAC liability resulting from a release of a hazardous substance or pollutant or contaminant arising out of response action activities. EPA interprets CERCLA Section 119 as authorization for making indemnification available to response action contractors undertaking remedial actions on NPL facilities or removal actions. This includes response action contractors working for USACE in support of the EPA Superfund program. For future Superfund contracts entered into after the effective date of the final guidelines (25 January 1993), indemnification will not be offered except in rare cases and with written authorization from EPA. DOD has elected not to provide indemnification for USACE contracts entered into under DERP.

**3-14. Reporting.**

31 May 00

a. Superfund. Each RD/RA district is responsible for management reporting of all Superfund projects. The following management information systems and reports that require the RE's input are utilized to monitor this program as managed by USACE:

(1) USACE Programs and Project Management Information System (PROMIS). HQUSACE requires all Superfund RA projects to be reported in PROMIS. Districts utilize the system to prepare and submit monthly Project Executive Summary (PES) reports on USACE-lead Superfund RD and RA assignments. The RE should assist the PM by providing data related to the RA project for incorporation into PROMIS. Refer to CEMP-RS memorandum, 7 Jan 99, on the implementation of PROMIS (see Appendix F);

(2) In a growing number of construction field offices, the Corps of Engineers utilizes a software package known as the Resident Management System (RMS). This Windows based software has been implemented as the Corps' standard nationwide. The USACE RMS is used for automation and reporting and is linked to PROMIS (downloads information until contract award), CEFMS (exchanges financial data on contracts) and, in the future, will be linked to the Standard Procurement System (SPS). Most of the forms required within USACE field offices have been coded within the RMS software package. In addition, the RMS for Windows program is compatible with various Report Writers, which can be used to generate special purpose forms or reporting processes based upon the users need and/or technical ability; and

(3) SF 1080s should be submitted to the EPA monthly for reimbursement of allowable in-house expenses. EPA regions also require a monthly progress report (prepared by the PM with input from the RE if involving management of RA activities). EPA region reporting requirements are found in the site-specific IAG.

b. Defense Environmental Restoration Program (DERP).

(1) USACE Programs and Project Management Information System (PROMIS). HQUSACE requires all DERP projects to be reported in PROMIS. Since PROMIS has currently no upward reporting capability, districts utilize PROMIS data to prepare and submit monthly PES reports which provide senior management at districts, MSCs and HQUSACE with a brief overview of project status including project background, cost information, schedule, and major projects and issues. The RE should assist the PM by providing data related to the RA project for incorporation into PROMIS.

(2) Refer to paragraph 3-14 a. (2) for information on the USACE RMS.

(3) All program and execution data for the FUDS program are reported by the USACE PM in the automated web-based FUDS Management Information System (FUDS MIS) located at the USACE ERDC.

c. Other Projects. All other projects that fall under Support For Others (SFO), FUSRAP, BRAC, FUSRAP etc., will be reported in PROMIS. The REs are responsible to report the status of remedial action projects as soon as contract award is made to RMS.

### **3-15. Agreements with Regulatory Agencies.**

a. Federal Facility Agreements. Environmental restoration work at active DOD facilities, FUDS, FUSRAP, and civil works facilities may involve Federal IAGs and Federal Facility Agreements (FFAs) that establish certain milestone dates for specific actions and also may entail stipulated penalties. Normally, USACE is party to such agreements on FUDS, FUSRAP, and civil works facilities, whereas the installation is the signature party for active DOD facility sites. However, all regulatory milestones must be met or a new milestone developed, negotiated with the regulator, approved by the regulator, and be **in writing** prior to the expiration of the deadline. On FUDS, FUSRAP, and civil works facilities, USACE has the lead in negotiating revisions to the scheduled milestones. On active DOD facility sites, the installation commander will have the lead with USACE as an active participant.

b. Regulatory Milestones. Missing regulatory milestone dates for submittal of primary documents or schedules, etc., can result in stipulated penalties being assessed by the regulatory agency (EPA in the case of NPL sites). It is the PM's responsibility to carefully monitor compliance with milestone dates and ensure that needed extensions are obtained. REs managing projects that have regulated milestones must be aware of the importance of meeting these milestone dates. In view of the potential for assessment of penalties, the Office of Counsel should be consulted promptly in the event of any questions on the legal implications of non-compliance with milestone schedules. If missing a deadline is anticipated, it should be immediately reported to the USACE PM. The RE will be advised to either revise the schedule or take appropriate action to comply with the established milestone schedule. Under these agreements, REs should understand that written milestone schedule revisions are required to avoid the assessment of penalties. Informal verbal agreements between the RE and regulators may prove inadequate to avoid assessment of penalties should a milestone schedule in the agreement be missed. REs do not have the authority to approve revisions to the milestone schedule contained in the agreement nor to approve changes or deviations requested by involved regulators during performance of the work. All matters concerning these types of issues should be referred to the PM and to the design district.



## SECTION 4

### HEALTH AND SAFETY

**4-1. Purpose.** This section describes USACE health and safety policy, responsibilities, and criteria for the effective management of HTRW projects. This includes providing comprehensive and site-specific safety and health criteria to be used by USACE and contractors in developing Safety and Health Programs (SHP) and Site Safety and Health Plans (SSHPs) for all HTRW site activities conducted by USACE or its contractors.

**4-2. Authority.** The development and implementation of appropriate SHPs and SSHPs for HTRW site operations are mandated by OSHA 29 CFR 1910.120/29 CFR 1926.65, and is applicable to all USACE and contractor personnel engaged in on-site activities associated with Superfund, DERP, SFO, civil works projects, and any other HTRW projects.

**4-3. Responsibilities.** HTRW health and safety program execution, document preparation, and the review and approval responsibilities of specific USACE elements (e.g., HQUSACE, OE MCX, HTRW CX, HTRW design districts, divisions, and geographic districts, etc.) shall be implemented as described in ER 385-1-92.

**4-4. Policy.** All USACE elements shall follow ER 385-1-92 and comply with (and specify contractor compliance with) OSHA standards 29 CFR 1910 (general industry) and 29 CFR 1926 (construction). In addition, the Department of the Army, USACE, and its contractors must comply with EM 385-1-1, "Safety and Health Requirements Manual," throughout all investigative, design, and RA phases of HTRW projects.

a. Training.

(1) It is Corps policy that prior to conducting on-site HTRW activities (intrusive or non-intrusive) in contaminated areas (exclusion zone or contamination reduction zone) of an HTRW site, all USACE and contractor personnel shall have successfully completed the following:

(a) formal 40-hour HTRW health and safety training course;

(b) 3 days of actual on-site training under the guidance of a trained and experienced supervisor; and

(c) 8 hours of refresher training annually.

(2) All on-site supervisors shall complete the above requirements and an additional 8-hour supervisor's course covering at least the following topics:

- (a) employer's safety and health program,
- (b) PPE program,
- (c) spill containment program, and
- (d) health hazard monitoring procedures and techniques.

(3) For additional important information on training, refer to CESO-I memorandum dated 13 May 1994, subject: "HTRW Safety and Health Training Courses and Medical Surveillance Required by OSHA standards 29 CFR 1910.120 and 1926.65." This document can be found in Appendix F. Refer also to Section 5, "Training."

b. Medical Surveillance and Record Keeping. All USACE personnel performing on-site HTRW activities (intrusive or non-intrusive) in contaminated areas (exclusion zone or contamination reduction zone) of an HTRW site shall be evaluated for inclusion in a medical surveillance program that meets the requirements of 29 CFR 1910.120 (f), ER 385-1-40, and EP 385-1-58. Generally, if employees meet the medical surveillance inclusion criteria, exams can be given on a biennial frequency (every other year) for most USACE HTRW staff (refer to CESO-I memorandum "HTRW Medical Surveillance Program Inclusion and Frequency Criteria), Located in Appendix F). OSHA standards 29 CFR 1910.120/1926.65 require that occupational exposure monitoring and medical surveillance records be maintained for a period of 30 years. Office of Personnel Management regulation 5 CFR Part 339 specifies personnel record-keeping procedures be consistent with OSHA standards. Such records are to be maintained in the individual's employee medical folder (SF-66D). The geographic district SOHO is the proponent responsible for medical surveillance.

c. Documentation. Copies of certificates of training, medical surveillance, and respirator fit testing of all USACE project personnel required to enter contaminated areas of the site should be available on site for examination by OSHA.

d. Staffing. USACE commands shall staff an Industrial Hygienist and safety professional(s) in the SOHO. These personnel shall support safety and occupational health (SOH) aspects of in-house preliminary assessments and site investigations. They shall also provide support during construction activities. In addition, an IH shall be staffed in the HTRW design district's engineering component to serve as a technical team member in developing and reviewing contractor or in-house investigations and designs.

e. Submittals. ER 385-1-92 requires several SOH documents be developed and implemented, as applicable, for all HTRW activities. The content of the Health and Safety Design Analysis (HSDA) required by ER 385-1-92 is used by the design district along with CEGS 01351, "Safety, Health, and Emergency Response (HTRW/UST)," to develop the final

safety, health, and emergency response specifications for an HTRW construction solicitation. The requirements for the contractor's SSHP are described in the safety, health, and emergency response specification section of the contract. CEGS-01351 and ER 385-1-92 specify that the contractor requirement for a separate accident prevention plan (APP), required by FAR clause 52.236-13, shall be considered met if the contractor has integrated the requirements of the APP into the SSHP submission. Contractor compliance with EM 385-1-1 will be observed.

f. USACE Oversight of "PRP Lead" Projects - EPA Superfund Program. OSHA requirements concerning developing and implementing an SHP and SSHP are applicable to USACE and contractor personnel engaged in on-site activities at PRP enforcement sites. USACE oversight officials on PRP sites must review the PRP's SSHP prior to conducting on-site activities. Comments and concerns regarding the PRP's SSHP must be submitted to the EPA RPM. Site prerequisite training and medical surveillance applicable to USACE oversight officials shall be met prior to any oversight activities taking place. USACE oversight officials shall adopt and comply with all applicable requirements of the PRP SSHP.

g. OE and HTRW Combined Waste Sites. On sites where both OE and HTRW wastes exist, the RE should ensure that the SSHP is properly coordinated among the various Corps and contractor elements. See Section 10, "Ordnance and Explosives," for further information.

## SECTION 5

### TRAINING

#### 5-1. General.

a. Oversight and management of HTRW projects includes additional responsibilities for planning, scheduling, and documentation of the required training. The OSHA standards for hazardous waste operations and emergency response (29 CFR 1910.120 (general industry) and 29 CFR 1926.65 (construction)) require that all employees exposed to hazardous substances, or safety hazards (directly associated with HTRW to be remediated) receive certain minimum training and, when required, medical surveillance. Records of employee training and required medical surveillance must be available at the project site. This training must be received before the employee can work on a hazardous waste site. Managers and supervisors within the RE office have the responsibility for determining which of their staff members will receive the required training and for monitoring their staff to ensure that their training is current. Funding also needs to be considered in advance to maintain a fully trained staff.

b. An individual development plan is an important tool to successfully manage the required training that employees have received, are scheduled to receive, and will need in the future. Special training is required for the duties and responsibilities connected with a hazardous waste site in addition to the basic requirements. Some of the HTRW required training courses also have refresher course requirements.

**5-2. HTRW Health and Safety Training Requirements.** All USACE personnel performing on-site activities at known or suspected HTRW sites (exclusion or contamination reduction zone) shall be trained in accordance with the requirements outlined in Department of Labor/OSHA 29 CFR 1910 and 29 CFR 1926. As a minimum, such training shall include:

a. A minimum of 40 hours of off-site classroom HTRW health and safety instruction (29 CFR 1910.120 (e) and 29 CFR 1926.65(e)). This training is mandatory and is available through the PROSPECT program. The course is entitled "Safety and Health for Hazardous Waste Sites" (PROSPECT course number 351);

b. Three days of actual field experience under the direct supervision of a trained, experienced supervisor (29 CFR 1910.120 (e) and 29 CFR 1926.65(e));

c. Eight hours of supervisory training for those on-site USACE personnel who directly oversee the actions of other USACE employees performing on-site activities (29 CFR 1910.120(e) and 29 CFR 1926.65(e)). The 8-hour supervisory training (a one time requirement) is not available under the PROSPECT program but is usually offered by local universities and

EP 415-1-266  
31 May 00

training organizations. For information on the availability of such training contact your local SOHO;

d. Site-specific training (29 CFR 1910.120 (e) and 29 CFR 1926.65(e) and EM 385-1-1, 01.B.02 and 28.D.03). The site-specific training is provided by the contractor as specified in the contract specification section "Safety, Health and Emergency Response" and through compliance with the project SSHP and project specific work plans;

e. Eight hours of annual refresher training (29 CFR 1910.120 (e) and 29 CFR 1926.65(e)). This is mandatory training and is available through the PROSPECT program, "Safety and Health for Hazardous Waste Sites – 8-Hour Refresher" (766 Exportable) or could be arranged through outside sources. There is also a newly developed web-based 8-hour refresher available through the Huntsville Training Division (refer to CB No. 99-1, Safety and Health HTRW Annual Refresher Course). The refresher training should also include site-specific training as required by paragraph (e)(2) and/or (e)(4) of referenced CFRs;

f. Comprehensive Hazard Communication Training Program for Workers (29 CFR 1910.1200 and 29 CFR 1926.59). The requirement for this training applies to all USACE personnel who could be exposed to hazardous materials (brought on to the site for use rather than the waste being cleaned up) while performing their duties on either HTRW or non-HTRW construction sites. DOD developed the DOD Federal Hazard Communication training program to be implemented and enforced by all DOD components. Training material consists of two DOD publications and a videotape. These are: "Defense Federal Hazard Communication Training Program, Trainer's Guide," "Department of Defense Federal Hazard Communication Training Program, Student's Workbook," and the associated 90-minute videotape. The SOHOs at district levels have developed training sessions utilizing the DOD training materials. This training has to be completed prior to any USACE personnel assuming his/her duties that involve hazardous materials. The training covers the following areas:

- Federal Hazard Communication Standard
- Chemical Forms and Exposure Hazards
- Types of Physical and Health Hazards
- Controlling Chemical Hazards
- Introduction to MSDSs and MSDSs Physical Hazard Information
- MSDS Health Hazard Information
- Using Labels and the Hazardous Chemical Inventory

The SOHO is the responsible proponent for the OSHA-required training; and

g. Respiratory Protection Program for Employees (29 CFR 1910.134 (c) and 29 CFR 1926.103). Employers are required to develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use. OSHA regulations (29 CFR 1910.134(k)) require, as part of this program, the employer to provide effective training to employees who are required to use respirators. The training must be comprehensive, understandable, and recur annually, and more often if necessary. These requirements are not specific to HTRW, but apply whenever respiratory protection is needed. For HTRW projects, site-specific respiratory training requirements should be reiterated in the SSHP and should meet the requirements set forth in the District respiratory protection program. Implementation of the appropriate respiratory protection program for USACE personnel on work sites is the local district's responsibility. For additional information on respiratory protection, refer to Sections 5 and 28 of EM 385-1-1.

### **5-3. Hazardous Waste Management and Transportation Training Requirements.**

a. Personnel who manage hazardous waste for the purpose of shipment are required to complete a program of classroom instruction or on-the-job training that teaches hazardous waste management procedures and contingency plan implementation relevant to the positions in which they are employed, as required by EPA under 40 CFR 262.34 (a) and 40 CFR 265.16. An annual review of initial training material is also required. The training must be designed to ensure that the employees are able to respond effectively to emergencies by familiarizing them with emergency systems, procedures, plans, and equipment. The substantive requirements of the initial training under these standards are met by the initial training under OSHA. The annual review requirements are met by the OSHA 8 hour refresher including the site-specific training.

b. The Department of Transportation (DOT) 49 CFR 172.700, Subpart H requires anyone involved in any activities related to the transportation of HAZMAT to receive an initial training and a recurrent training every three years\*. DOT regulations require the employer to certify that the employees have received the required training. DOT training must cover the following three areas:

(1) General awareness/familiarization training: this training is designed to enable the employee to recognize and identify hazardous materials consistent with the DOT hazard communication standards of 49 CFR Subpart 172. PROSPECT course number 223 (36 hours)

\* DOD 4500.9-R, Defense Transportation Regulation II, Chapter 204, October 1999, requires that all employees who prepare and ship hazardous material by commercial or military vehicle to be trained every two years. USACE is complying with DOD requirement and requires the refresher be taken every two years rather than three as required by DOT. The list of DOD approved courses include USACE PROSPECT courses (223, 429, and 441).

and course number 429 (12 hours) satisfy the initial and refresher training requirements, respectively.

(2) Function-specific training: this training provides employees with functional-specific training concerning requirements of 49 CFR Subpart 172 which are specifically applicable to the functions the employee performs. For USACE personnel, this training focus on activities related to the proper DOT and RCRA classification of hazardous wastes and the proper development and certification of shipping documents. The above PROSPECT courses (223 and 429) are tailored to satisfy this training requirement and are DOD approved courses in accordance with the current DOD 4500.9-R. Employees involved with the shipment of Radioactive Class 7 materials require function-specific training for radioactive material. PROSPECT Course 441, Radioactive Waste Packaging, Transportation & Disposal fulfills the function-specific initial training requirement. The PROSPECT refresher course 429 with the added Radioactive Waste module serves as the corresponding function-specific refresher.

(3) Safety Training: this training provides the employee with knowledge of emergency response information, self-protection measures and accident prevention methods and procedures. The OSHA initial and annual refresher training described in paragraph 3a. above satisfy this DOT training requirement.

c. USACE Policies and Procedures.

(1) It is USACE policy that all USACE members executing hazardous waste manifests and related documents receive the required training before executing such documents. The refresher PROSPECT training course (429) can be provided on site by a PROSPECT instructor or locally by the certified district "train-the-trainer" instructor. The train-the-trainer instructor must be certified by the Professional Development Center (Huntsville), must receive the necessary up-to-date training, must obtain all the refresher course material needed to teach the refresher course through Huntsville, and must only teach employees from within his/her own district. USACE train-the-trainer instructors are only certified to teach the refresher course not the basic 36-hour course.

(2) After receiving the required DOT training, USACE personnel assigned the responsibility of signing hazardous waste manifests and related documents, must submit the training certificate to the district Commander or Deputy Commander to certify that the employee has been trained and is certified in accordance with 49 CFR 172, Subpart H. If USACE personnel receive training from sources other than PROSPECT, the district will be responsible to assure that the training meets DOT requirements and that such training focus on activities related to the proper DOT and RCRA classification of hazardous wastes and the proper development and certification of shipping documents. In addition to the training certification, USACE

personnel must be formally designated and authorized by the district Commander or Deputy Commander to sign Hazardous Waste Manifests and related documents. In the case of radioactive waste, only the District Commander can designate and authorize employees to sign the shipping documents. The authorization letter should also show that the individual is within his or her scope of employment when signing manifests and related documents. The nomination should further provide information that the person has the necessary experience and has satisfactorily performed as a Corps employee. A record of current training, including the preceding three years have to be kept as long as the employee is employed and 90 days after employment ends. The record must include the employee's name; most recent training completion date; a description, copy or location of the training materials; the name and address of the training provider; and a copy of the District Commander/Deputy Commander certification.

**5-4. Asbestos Abatement Training Requirements.** For projects that involve asbestos abatement, the following training requirements shall be met by USACE personnel responsible for project oversight:

- a. Personnel collecting bulk samples shall be trained as an "Inspector" pursuant to EPA 40 CFR 763, subpart E, appendix C, by an accredited provider.
- b. Personnel developing or overseeing asbestos project designs shall be trained as a "Project Designer" pursuant to EPA 40 CFR 763, subpart E, appendix C, by an accredited provider.
- c. Personnel conducting onsite construction QA shall be trained as a "Contractor/Supervisor" pursuant to EPA 40 CFR 763, subpart E, appendix C, by an accredited provider.
- d. Annual refresher training is required to meet the applicable categories above.
- e. All personnel performing typical onsite construction QA of asbestos abatement projects must meet the training requirements for the "competent person" as defined in the OSHA 29 CFR 1926.1101(o)(4).
- f. The EPA asbestos training requirements presented in the above paragraphs are described in the EPA's Model Accreditation Plan (MAP) subpart E, appendix E of 40 CFR Part 763 - Asbestos. The MAP applies to work in public and commercial buildings as well as to work being performed in schools. EPA has another asbestos related training requirement in their National Emission Standards for Hazardous Air Pollutants (NESHAP) at 40 CFR 61.145 (c)(8) of subpart M. This training requirement applies to at least one on-site representative (such as a foreman) for demolition and renovation activities that involve the removal, handling, or disturbance of regulated asbestos containing material. A NESHAP training refresher course is required every two years. NESHAP considers those individuals who have completed EPA MAP



31 May 00

Contractor/Supervisor training and annual refresher training to be in compliance with the NESHAP training requirements.

g. USACE Policy on Asbestos Training Requirements for USACE Personnel. Department of Defense Instruction (DODI) 4715.10, Environmental Education, Training and Career Development specifically includes the EPA asbestos MAP training as environmental-related Federally mandated training for DOD employees. The instruction also requires DOD personnel to be certified as required by Federal or state requirements. AR 420-70, "Buildings and Structures," requires compliance with Federal, state, and local requirements concerning asbestos activities including training. AR 200-1 requires USACE Commanders to comply with legally applicable and appropriate Federal, state, and local environmental regulations and for Army personnel to meet EPA MAP education and training requirements. Compliance with state environmental regulations is required, therefore, USACE personnel must check the requirements of the state in which the work is to be performed (Refer to the legal opinion under Appendix F, which allows USACE Commands to pay for asbestos training, certifications, licenses, and fees).

h. Sources of Asbestos Training Courses and Technical Information. The Huntsville Training Directorate has no asbestos training courses (except for a brief coverage of asbestos waste manifesting that is covered in the 36-hour PROSPECT course entitled "Hazardous Waste Management and Manifesting"). However, 40 CFR Part 763 provides information on EPA-approved MAP asbestos training courses. To obtain a free listing of training providers in your state (or nationally), call the EPA contractor, Vista Computer Services, at (800) 462-6706. The vendor listing is updated quarterly and includes addresses, POCs, phone numbers, and the types of training offered. For additional information, consult your training officer, library, safety and occupational health office, local EPA, or OSHA office. Asbestos related reference material may be obtained by calling the toll-free EPA hotline at (800) 368-5888.

#### **5-5. Lead Hazard Control (Abatement) Training Requirements.**

a. All USACE personnel conducting onsite QA of any lead hazard control (abatement) project shall be trained in accordance with OSHA 29 CFR 1926.62(1)(2).

b. For projects that involve lead hazard control (abatement) activities in public access buildings (including target housing and child-occupied facilities as defined in 40 CFR 745), the following additional training requirements shall be met by USACE personnel responsible for performing project oversight:

(1) Personnel conducting or overseeing the collection of bulk (i.e., paint chips), dust (i.e., dust wipes), or soil samples or taking direct reading samples shall be trained in accordance with EPA 40 CFR 745 and meet the "inspector" qualifications and accreditation requirements;

(2) Personnel developing or overseeing lead hazard control (abatement) project designs shall be trained as a “Project Designer” pursuant to EPA 40 CFR 745.226(c)(1), by an accredited provider; and

(3) Personnel conducting onsite QA of lead hazard control (abatement) projects, shall be trained as a “Supervisor” pursuant to EPA 40 CFR 745.226(b)(1), by an accredited provider.

c. For lead projects that DO NOT involve public access buildings (including target housing and child-occupied facilities), such as lead-based paint abatement on steel and hydraulic structures, USACE personnel responsible for project oversight need only be trained in accordance with OSHA 29 CFR 1926.62.

**5-6. Ordnance and Explosives (OE) Training Requirements.** Personnel involved in OE response activities must receive training on ordnance recognition and safety and must be thoroughly trained regarding the nature of the materials handled, hazards involved, and necessary precautions. All personnel performing on-site work activities, wherein they may be exposed to hazards resulting from hazardous waste site operations, must complete applicable training in compliance with 29 CFR 1910, 29 CFR 1926, EM 385-1-1, and ER 385-1-92. Additional training requirements and qualifications concerning OE response activities will be published, in the near future, in ER 385-1-95. This document will provide guidance concerning both USACE and contractor personnel, and requirements concerning the specific type of work being performed. The following training courses are recommended to acquire a working familiarity with OE policy and procedures:

a. U.S. Army OE Safety Workshops: Typically 3-day workshops (one for conventional OE and one for CWM projects) are provided by CEHNC Design Center and OE MCX personnel. The workshop provides a general background of OE projects, reviews the laws and regulations governing OE projects, provides a comparison of OE and HTRW projects, describes typical OE project flow, and provides background on the various types and components of OE;

b. OE Recognition Training: This weeklong training course provides an in-depth look at the types of OE and the procedures for recognizing OE in the field. The hazards associated with specific ordnance items are explained in a manner to promulgate management of these hazards onsite; and

c. Site-Specific Training: Often it is beneficial to retain the project’s OE support unit (i.e., 52<sup>nd</sup> EOD Group, Army Technical Escort Unit) to conduct site specific training that is focused on the particular OE items of concern and the associated hazards. The training should include a review of the measures to be taken to protect workers from OE hazards. Requests for this support should be made through the OE CX.

**5-7. Training Documentation.** In addition to the mandatory training requirements established under the various environmental and safety laws and regulations, each regulation carries specific training documentation requirements. Many times, employees are properly trained in accordance with Federal and state regulatory training requirements; however, the training was not properly documented in the files or the training files cannot be produced during a regulatory inspection. Thus, this may result in a violation being pursued by the inspector. Documenting that training has been completed is the easiest part of training and must be done in accordance with the specific regulatory requirements. This means that training records must include specifically designated information and in many cases this information must be maintained at specific locations at the facility, depending on the regulatory requirement. Documentation of all health and safety training, including the names of employees trained, the duration of the training, the contents of the training courses, and the dates of training will be appended to the SSHP. Each employee who has successfully completed the training and field experience requirements specified above will be certified as having successfully completed the necessary training and will maintain a copy of the written certification at the project site.

**5-8. Specialized Training.** Other highly recommended specialized training includes confined space entry/rescue and first aid/CPR. There are also many Federal environmental laws that require specialized training, such as for lead abatement activities. The U.S. Army Environmental Awareness Support Center published a directory of environmental training courses in July 1997. Eventually many of the courses in the directory will be part of the Army Environmental Training Master Plan (AETMP). A list of all PROSPECT courses can be found at:  
<http://pdsc.usace.army.mil>

## SECTION 6

### FUNDING

**6-1. EPA Superfund Program.** Funding for the EPA Superfund program is provided from EPA with an IAG EPA Form 1610-1. All IAGs from EPA are forwarded to the HTRW CX for review to ensure compliance with the EPA/USACE National IAG. The HTRW CX is the central POC for funds tracking of the Superfund program and maintains a sole source database of all Superfund IAGs. Accounting information for the IAG will be assigned by the HTRW CX. Once the review is complete and accounting data assigned, the IAG will be forwarded to the performing USACE district for acceptance. The regulations governing the transfer of funds between the EPA and USACE can be found in ER 1110-2-500, "Corps/EPA Superfund Program Funding and Reporting Requirements."

a. The direct fund cite/revised reimbursable funding method for the Superfund program was implemented for IAGs issued after 1 Oct 91 and which provide for the following activities:

- (1) RD;
- (2) RA; and
- (3) rapid response.

b. The scope of work section of the IAG will specify a total dollar amount for direct fund site (for contract payments) and a total amount for revised reimbursable (for in-house payments). Each amount represents a limitation, and the funds are not interchangeable.

c. The direct fund cite/revised reimbursable method does **not** apply to the following:

- (1) Existing IAGs accepted prior to 1 Oct 91 or any amendments to those IAGs;
- (2) Blanket (generic) IAGs and related work authorization forms;
- (3) Technical assistance (RI/FS, phase I, enforcement, O&M, state lead), 5-year reviews, and site assessments;
- (4) Real Estate; and
- (5) VE and cost estimating.

EP 415-1-266  
31 May 00

d. Direct Fund Cite Method: Contracts awarded with direct fund cite funding will cite the EPA Appropriation, 68/20X8145, and will identify the EPA Cincinnati Financial Management Center (CFMC) as the payment office. A copy of the contract documents and signature cards (for personnel authorized to approve contractor's requests for payment) must be forwarded by the USACE district procurement office (responsible for the RA contract award) to EPA at the following address within two weeks of award. Copies of all contract modifications will also be distributed to EPA CFMC and to the EPA RPM. All contract documents forwarded to EPA CFMC will use a transmittal sheet and must include the IAG number, site name, contractor's name, contract number, fund cite, amount, statement of award, and Contracting Officer's dated signature. CFMC will acknowledge receipt of the transmittal within three days after receipt:

Environmental Protection Agency  
Cincinnati Financial Management Center  
Cincinnati, OH 45268-7002

The construction division at the executing district will coordinate with the procurement office and establish proper procedures and delegate responsibilities to ensure that the signature cards and copies of future contract modifications are forwarded to CFMC and to the EPA RPM in a timely manner.

(1) The original ENG Form 93, Payment Estimate - Contract Performance, will be express mailed by the USACE district billing office to the following address with a transmittal sheet within two business days of signature:

Environmental Protection Agency  
Cincinnati Financial Management Center  
Attn: Accounting Operations, Suite 300  
4411 Montgomery Road  
Cincinnati, OH 45212

A copy of the signed payment estimate will be clearly marked "COPY" and forwarded separately to the EPA RPM. The final payment estimate will be clearly marked "FINAL" and will be forwarded by the USACE PM to the EPA RPM and to CFMC. The EPA RPM must approve the contractor final payment estimate before CFMC makes the payment. EPA will comply with the guidelines established by the Prompt Payment Act and will make the payment to the contractor. (A sample of ENG Form 93 is included in ER 37-2-10, "Accounting and Reporting Civil Works Activities.")

(2) In the case of indefinite delivery type contracts using the direct cite method, a payment estimate will address one delivery order only. If a contractor has performed work on

more than one delivery order during a billing period, each delivery order will require a separate ENG Form 93.

(3) For Direct Fund Cite contract awards subject to a Defense Contract Audit Agency (DCAA) audit, such as a Total Environmental Restoration Contract (TERC) delivery order contract award, a Public Voucher for Payment (SF1034) is signed and certified by the USACE Contracting Officer's Representative (COR).

(a) The contractor's request for payment will be reviewed, certified by the billing office and express mailed to the cognizant audit office (DCAA, EPA, or other cognizant audit agency). Refer to the Memorandum of Agreement (MOA) between DCAA and USACE for USACE Civil Works Funded Contracts under Appendix F. This agreement changes yearly. The HQUSACE Audit office issues a memorandum to all audit and procurement offices at the districts that contain the annual financial agreement (hourly billing rate) between DCAA and USACE.

(b) A cover letter will be used by the billing office for transmittal of the SF1034 to the cognizant audit office. The letter will identify a POC with a telephone number, the contract number, contractor name, pay estimate number, and identify the EPA CFMC as the payment office. The cover letter will request the audit office to express mail the approved payment request directly to CFMC at the address shown under paragraph d.(1) above.

(c) The cover letter to the audit office will be copy furnished to CFMC to monitor receipt of the payment request. If CFMC does not receive the approved request within 14 days of receipt of the copy-furnished cover letter, the POC identified in this letter will be contacted. Requests for payment received in EPA without the audit office certification will be returned to the POC. EPA will not forward documents to the audit office.

(4) The contractor earnings (during the reporting period) and a summary of the contractor's activities will be reported in the monthly status report (which accompanies the SF 1080 for in-house billings). The monthly status report will be submitted by the USACE PM to the EPA RPM as standard procedure.

(5) Contract financing payments made under cost-type contracts are not subject to interest penalties for payment delays per Paragraph (b) "Contract Financing Payments" of FAR 52.232-25(b)(4), "Prompt Payment" (Mar 94), and 52.232-27(b)(2), "Prompt Payment for Construction Contracts." "Contract Financing Payments" means a government disbursement of monies to a contractor under a contract clause or other authority prior to acceptance of supplies or services by the government. Final payments fall under "Invoice Payments" and are subject to interest penalty assessment. "Invoice Payments" means a government disbursement of monies to a contractor under a contract or other authorization for supplies or services accepted by the government. This includes payments for partial deliveries that have been accepted by the

EP 415-1-266  
31 May 00

government and final cost or fee payments where amounts owed have been settled between the government and the contractor. Although contract-financing payments are not subject to interest penalty for payment delays, every effort should be made to expedite payments to contractors.

e. Revised Reimbursable Method (for in-house activities). With the direct fund cite/revised reimbursable method of payment, the revised reimbursable funding is limited to in-house activities such as labor, travel, small purchase orders and other miscellaneous in-house costs. The USACE district will forward a monthly **certified** SF 1080 billing (signature cards for personnel authorized to approve request for payments for in-house activities are required for EPA files) with a status report (see paragraph d.(4) above) to the following address:

Environmental Protection Agency  
Cincinnati Financial Management Center  
Cincinnati, OH 45268-7002

EPA will process a payment to USACE within 5 days of receipt of the SF 1080 billing. The USACE PM will provide a copy of the SF 1080 billing and status report marked "COPY" to the EPA RPM. The EPA RPM will discuss any discrepancies with the USACE PM, and any mutually agreed adjustments will be documented in a memorandum from the EPA RPM to the USACE PM. The final SF 1080 billing must be clearly marked "FINAL" and will be approved by the EPA RPM before the payment is processed.

f. IAGs Not Funded Under Direct Fund Cite/Revised Reimbursable Method. For any EPA Superfund IAGs that are **not** funded under the direct fund cite/revised reimbursable method, the revised reimbursable method and SF 1080 billing system will be used for processing contract payments and payment for in-house activities. The certified SF 1080 billing and status report procedures, as stated in paragraph e. above, will apply.

**6-2. DERP Program.** DERP funding generally follows the same financial guidelines as other defense programs. Funding for DERP programs are provided from the Defense Environmental Restoration Account (DERA). Although these are "no-year" appropriations, they are transferred to other service accounts for obligation purposes. Once transferred, the funds take on all the characteristics of the appropriation to which they are transferred. Therefore, environmental restoration account funds transferred to the O&M, Army appropriation have a one-year life and will expire at the end of the fiscal year, unless the funds have been obligated by contract award.

a. Army Installation Restoration Program. The Major Army Command (MACOM) manages funding for the IRP program. All project funding requests must be submitted by the PM to the installation and forwarded through their MACOM for approval. Once approved, the MACOM will either authorize the installation to MIPR the funds to the district or send the request to the HTRW CX to prepare the Work Authorization Directive (WAD) and distribution

of the funds by Funds Authorization Document (FAD) through HQUSACE. Once the FAD is received, funds are obligated and expended the same as other direct funded programs. Contingency funds (2 percent of the contract at award) will be provided on contracts awarded for \$5 million or more. For contracts less than \$5 million, no contingency will be provided. Additional funds will be provided on an as-needed basis. All fund requests should be processed through the PM.

b. FUDS. FUDS program managers at the divisions control the distribution of funds allocated by CEMP-RF. Accounts are established in the HQUSACE budget office for each division (quarterly) based on requirements stated in the DERP-FUDS workplan. Division program managers will then determine the amount of in-house and contract funding to issue to their districts and to Huntsville for the execution of OEW projects. No contingency funds are provided for FUDS projects. However, divisions have complete flexibility in transferring funds among approved projects as deemed necessary.

c. Fiscal Year-End Closing. In early September of each FY, funding (including S&A) on all DERP projects must be reviewed and excess funds returned. Excess funds must be returned to the DERA account to avoid expiration. Funds left in the O&M, Army appropriation and similar accounts will expire. The RE should identify the needs of the project to the funding district (particularly during the beginning of the FY) in order to ensure that sufficient funds are made available for continuous operation.



## SECTION 7

### MANIFESTS, SHIPPING PAPERS AND OTHER TRANSPORTATION RELATED REQUIREMENTS

**7-1. Purpose.** When shipping hazardous waste, hazardous materials, or other remediation materials and wastes, typically the Environmental Protection Agency (EPA), the Department of Transportation (DOT) and/or the Nuclear Regulatory Commission (NRC) regulations must be followed. In addition, state environmental offices may have more stringent requirements with respect to manifesting hazardous waste. The purpose of this section is to identify USACE policy with respect to hazardous waste manifesting, NRC manifesting, and the use of other shipping papers such as asbestos waste shipping records, chain-of-custody forms, etc. In addition, other transportation related requirements are discussed. USACE policy and guidance on hazardous waste manifests and hazardous material shipping has been issued under the following references:

- a. ER 1110-1-263, "Chemical Data Quality Management for Hazardous, Toxic, and Radioactive Waste Remedial Activities;"
- b. ER 1180-1-6, "Construction Quality Management."
- c. EP 200-1-2, "Process and Procedures for RCRA Manifesting;" and

**7-2. Background.** The RCRA addresses the "cradle-to-grave" management of hazardous waste. This includes the generation, storage, treatment, transportation and disposal of hazardous wastes. The EPA implementing regulations (40 CFR 262) require a generator who transports, or offers for transportation, hazardous waste for off-site treatment, storage, or disposal to prepare and sign the EPA Uniform Hazardous Waste Manifest Form 8700-22. This form quantifies and describes the hazardous waste in detail. The DOT also requires a shipping document that describes the transported hazardous material to accompany the shipment to its final destination. Unless the receiving state or the state where the shipment has originated from has its own manifest, the EPA Uniform Manifest is used. The manifest satisfies both EPA and DOT requirements. EPA, OSHA, and DOT regulations further require various aspects of contingency planning by hazardous waste generators.

**7-3. General.** With the exception of hazardous waste generated as the result of USACE response actions on FUSRAP, Formerly Used Defense Sites, or facilities operated and maintained by USACE, USACE is not considered to be the owner or generator of the hazardous waste it transports as part of response activities. The customer agency is the generator for purposes of execution of the hazardous waste manifest. However, due to logistic complexities, a customer may not be able to provide an individual to sign hazardous waste manifests in a timely

31 May 00

manner. The customer may then request USACE to sign project manifests on their behalf. The EPA regulations (40 CFR 262 appendix, item 16.) makes clear that generators may have an agent act on their behalf in signing manifest forms. Specifically the instructions say, "Generators may preprint the words "on behalf of" in the signature block or may hand write this statement in the signature block prior to signing the generator certifications." As explained in the Federal Register Notice (51 Fed. Reg. 35192), EPA did not intend to impose personal liability on the individual who actually signs the certification. Further, EPA clarified that "employees or other individuals may sign the manifest certification for a generator who is a legal entity, such as a corporation." This statement makes clear that the generator may permit persons on-site to sign on behalf of the generator, as long as the signer has clear authority from the generator to do so.

#### **7-4. Policy.**

a. It is USACE policy, if requested by its customers, to execute hazardous waste manifests and related documents on behalf of those customers when not precluded by state statutes or regulations. Currently, USACE is signing manifest forms and related documents on behalf of EPA, FEMA, and FSA.

b. Manifest execution and related responsibilities will be performed by USACE at sites or facilities where USACE is considered the owner/generator of the hazardous waste. Examples of such sites include civil works facilities or where USACE is considered the agency responsible for the waste such as DERP-FUDS and FUSRAP sites.

c. With regard to DERP-Installation Restoration (IR) and BRAC environmental restoration activities, manifest execution and related responsibilities ordinarily belong to the customer (i.e., the installation or the base).

d. With regard to OE response actions on FUDS sites, if the OE Design Center is responsible for the execution (not the geographical district), a representative from the OE Design Center or the contractor shall be responsible for meeting all regulatory requirements and signing the manifests and related documents.

e. When the additional cost of sending a qualified USACE representative to a remote location for a small clean up project is unwarranted, the option of requiring the on-site contractor to sign the manifests on behalf of the generator is permitted and should be considered. This option can only be exercised on a project-specific basis after written authorization from the customer and approval of the Chief of Construction Division at the executing district have been given. Requirements for the contractor to sign the manifests must be approved, as noted above, prior to the solicitation process and be incorporated into the technical provisions of the contract solicitation.

f. In the past, FUSRAP contractors were executing manifests and other shipping documents on the government's behalf. As new contracts are awarded by the USACE, the USACE will assume these responsibilities.

**7-5. Procedures.** Where USACE personnel execute Uniform Hazardous Waste Manifest forms and related documents, procedures will be adopted by the executing districts and centers as described below:

a. In the Generator's Name and Mailing Address box (block #3) on the Uniform Hazardous Waste Manifest form, USACE authorized personnel shall enter the following information: "Environmental Protection Agency/Superfund Program," "DOD (DERP/FUDS)," "FEMA," or "Department of Agriculture/FSA" as appropriate followed by "c/o" and then the name and address of the USACE office that manages the returned manifest forms. In the generator's certification box (Block #16), for Superfund sites, the authorized USACE employee would then sign his or her name, followed by "USACE" after writing or printing the phrase "On behalf of the Environmental Protection Agency." On FUDS sites, USACE personnel should follow the same procedure after typing or printing the phrase "On behalf of the Department of Defense." For FEMA sites the authorized USACE employee would sign his or her name, followed by "USACE" after writing or printing the phrase "On behalf of the Federal Emergency Management Agency," and so on. All other manifest related documents executed by USACE members on behalf of a customer shall be executed by signature followed by USACE after writing or printing the phrase "On behalf of the (customer's name)."

b. On facilities where USACE is the "owner/generator" of hazardous wastes or the "responsible agency," such as civil works facilities or FUSRAP sites, USACE personnel shall enter in block #3 on the manifest form "U.S. Army Corps of Engineers," followed by the name and address of USACE office that manages the returned manifest forms. In the generator's certification block (block #16), the USACE authorized employee would sign his or her name after typing or printing the phrase "On behalf of the U.S. Army Corps of Engineers."

c. When the contractor signs the manifest form on behalf of the USACE or a customer, the contractor will enter, in block #3, the name and address of its organization. In the generator's certification box (block #16), the contractor's authorized employee would sign his or her name after typing or printing the phrase "On behalf of the U.S. Army Corps of Engineers" or "On behalf of (the name of the customer/agency)," as appropriate.

d. USACE personnel authorized to execute manifest forms and related documents shall ensure compliance with all reporting requirements (e.g., exceptions reports, biennial reports and state reports) as well as follow-on requirements, including the assembly and retention of all appropriate documentation and certifications.

e. USACE personnel executing hazardous waste manifests and related documents must ensure that the USACE is authorized by its customers to execute hazardous waste manifests and related documents on their behalf prior to such documents being executed. The customer request and authorization must acknowledge that the customer retains all responsibilities for the hazardous waste as a generator. This shall extend to the execution of the hazardous waste manifests, land disposal restriction notification and certifications, waste profile sheets, and other forms necessary for the completion of manifests for transportation and disposal of hazardous waste. This authorization, as well as a customer statement retaining all generator responsibilities, is most appropriately incorporated as a specific provision within a Memorandum of Agreement, IAG, or correspondence signed by a recognized agency official. Authorization for executing and certifying manifest forms and related documents on behalf of EPA is delegated in EPA's letter dated 18 October 1990 (a copy of the letter is in Appendix F). Authorization for executing and certifying manifest forms and related documents on behalf of FSA must be obtained on a project-by-project basis. FEMA's authorization is provided in the MOA between the U.S. Army and FEMA, signed in 1991.

f. Approval to undertake the delegated responsibility of signing manifest forms and related documents for customers other than EPA, FEMA, and FSA rests with the chief of construction division at the executing district. If state statutes or regulations do not permit the USACE to sign such documents on behalf of the customer, the RE or other designated USACE representative is to contact the PM for further guidance.

g. All USACE employees executing hazardous waste manifests and related documents must receive appropriate training before executing such documents. Training records fulfilling all regulatory requirements must be documented and maintained onsite during the life of the project in the event of a regulatory inspection. Once the contract is closed, these should become part of the official contract file. Training requirements and PROSPECT courses that satisfy these requirements are presented in paragraph 5-3b. of Section 5, "Training."

h. Only USACE members formally designated and authorized by a MSC or district commander/deputy commander shall be allowed to execute hazardous waste manifests and related documents for that site. The authorization letter should identify that the individual is within his/her scope of employment when executing manifests and related documents. In order to document appropriate training and the scope of an individual's signature authority, a nomination and authorization procedure must be implemented. All persons nominated to be manifest certifying officials must have completed the required training and obtained certification. The nomination package should contain a one-page summary of the person's training and experience in HTRW and manifesting. The nomination package should also have the authorization letter (to be coordinated with the local counsel) ready for signature. The authorization letter must clearly state that the execution of manifests and related documents are within the scope of the individual's official duties. The nomination should further provide

information that the person has satisfactorily performed as a USACE employee. For FUSRAP sites, only the District Engineer with delegated FUSRAP responsibility for a particular site shall authorize USACE personnel to sign manifests and shipping documents for that site. Prior to offsite transport of waste, the responsible USACE District must ensure that the waste has been adequately characterized for the potential presence of radioactive contaminants and hazardous waste. Waste will be transported only to facilities that may lawfully accept the contaminants present in the waste.

i. Where USACE employees are executing hazardous waste manifests and related documents, the contract under which the waste is being transported must address supporting chemistry-related requirements and procedures. These items are imposed by the specifications and addressed by the contractor in the Sampling and Analysis Plan (SAP). The SAP addresses among other things, laboratory activities, chemical data documentation, equipment, sampling documentation, quality control, sample custody and shipment, analytical methods and document preparation. The project specific supplement to the QA Plan, developed by the RE, must define the USACE quality assurance role in the manifesting process. Area and Resident Engineers are encouraged to periodically request a review (by qualified in-house project support staff such as regulatory specialists, chemists, industrial hygienists or the HTRW CX) of project specific transportation and disposal related documents prior to signature. This is especially true in the case of a large and variable number of waste streams.

j. When USACE or customers are going to be signing hazardous waste manifests, but contractors are going to be preparing materials for shipment, the contractor should be required by contract to certify that materials have been properly packaged, labeled, and marked in accordance with all Federal and state regulations. This will enable the USACE/customer representative to certify on the manifest that the materials are properly packaged, labeled, and marked even though these activities were conducted by other persons. Likewise, the contractors should be required to certify as accurate any other documents he prepares relative to the shipment of hazardous waste including the manifest, the Land Disposal Restriction Notifications and waste profile sheets. All contractor certifications should be retained by USACE as supporting documentation in accordance with paragraph 3-12 of Section 3, "USACE Administered Projects."

k. For FUSRAP sites, a large volume of soil will be moved by rail. In such a case, the words "and rail" must be added to the language currently found in block 16 of the hazardous waste manifest. The two words should be added after the word "highway" in the certification block as described in the instructions for completing the manifest in the appendix to Part 262. The word "highway" should be crossed out if the shipment from the site to the disposal facility is entirely by rail. In addition, when transporting by rail, the manifest is not handled in the same manner as for the highway mode. Section 49 CFR 172.205(f) should be consulted for the additional requirements pertaining to manifest dissemination when waste is transported by rail. In addition to RCRA manifest requirements, there may be instances when a NRC Uniform Low

31 May 00

Level Radioactive Waste Manifest is required. In general this NRC manifest will be required on sites with low level radioactive wastes as defined by the NRC or it may be required by the recycling or disposal facility for shipments of low activity radioactive material. The NRC manifest and associated requirements can be found in Appendix G to 10 CFR 20. This NRC manifest, when properly completed, will fulfill the NRC and DOT requirements. It should be noted that there will be situations when neither a NRC nor a hazardous waste manifest is required, however a DOT shipping paper may be required (most likely due to a reportable quantity of radionuclides in the package). Conversely, there may be situations when both a NRC and a hazardous waste manifest will be required. Lastly, there may be situations when the FUSRAP remediation waste is not regulated by EPA, NRC or DOT. For example, if the waste contains less than 2000 picocuries per gram and there is not a reportable quantity of any hazardous substance in the shipment and the waste does not contain a hazardous waste, then the shipment would not be regulated by the EPA, NRC, or DOT. In those cases, while not required by Federal regulations, the USACE requires a chain-of-custody form be developed and used to track all FUSRAP shipments to treatment and/or disposal facilities (See paragraph 7-10a. of this section).

l. As per 49 CFR 172 subpart G, a person who offers a hazardous material for transportation must provide a 24-hour emergency response telephone number for use during the event of an emergency. This number must be monitored at all times the hazardous material is in transportation and the person must be either knowledgeable about the material and has comprehensive emergency information or has immediate access to a person who possesses such knowledge and information. This number must be entered on the shipping papers (hazardous waste manifests, NRC manifests, Bills of Lading, Asbestos Waste Shipment Records, etc.). The Corps may retain this duty or contractually require the contractor to perform this duty.

m. For all wastes shipped on a hazardous waste manifest (including TSCA regulated PCBs), a copy of the hazardous waste manifest with the written signature of the owner or operator of the designated treatment/storage/disposal (TSDF) facility should be received within 35 days of the date the waste was accepted by the initial transporter. If this copy is not received from the TSDF within this period, the USACE signatory of the manifest must contact the transporter and/or owner or operator of the designated facility on the 35th day to determine the status of the waste. If a copy of the signed hazardous waste manifest is not received within 45 days of the date the waste was accepted by the initial transporter, an Exception Report must be filed on the 45th day with the EPA and/or authorized state hazardous waste office as required in 40 CFR 262.42. The RE must assure that office procedures are in place for manifest signatory to track receipt of the TSDF manifest copy and provide for timely issuance of the Exception Report as required.

**7-6. DOT Regulated Materials.** For DOT regulated hazardous materials that are not transported with EPA hazardous waste manifests or NRC manifests, either the contractor (if

required by the contract) or a USACE member formally designated as specified above may sign the DOT shipping papers with the exception of any FUSRAP waste. DOT training is mandatory to perform this function.

#### **7-7. Sample Shipments.**

a. There are instances when analytical samples may be considered RCRA regulated hazardous wastes, TSCA PCB wastes, and/or DOT regulated hazardous materials. However, RCRA and TSCA provide an important exclusion for analytical samples being transported to and from the laboratory if the sample meets the conditions outlined below. If the samples meet the terms specified below, a hazardous waste manifest is not needed. If the terms are not met, a manifest is required for transporting these samples to and from the laboratory.

(1) Under Federal EPA regulations, a sample of solid waste or a sample of water, soil, or air, which is collected for the sole purpose of testing to determine its characteristics or composition, is not subject to the manifesting requirements of RCRA or TSCA, when:

- the sample is being transported to a laboratory for the purpose of testing; or
- the sample is being transported back to the sample collector after testing; or
- the sample is being stored by the sample collector before transport to a laboratory for testing; or
- the sample is being stored in a laboratory before testing; or
- the sample is being stored in a laboratory after testing but before it is returned to the sample collector; or
- the sample is being stored temporarily in the laboratory after testing for a specific purpose (for example, until conclusion of a court case or enforcement action where further testing of the sample may be necessary).

(2) In order to qualify for the exemption from manifesting under RCRA and/or Toxic Substances Control Act (TSCA) regulations, a sample collector shipping samples to a laboratory and a laboratory returning samples to a sample collector must:

- comply with U.S. Department of Transportation (DOT), U.S. Postal Service (USPS), or any other applicable shipping requirements; or
- comply with the chain-of-custody and packaging requirements found in either 40 CFR 261.4(d)(2)(ii) or 40 CFR 761.65(i)(3) (e.g., include sample collector's name, mailing address, and telephone number; laboratory's name, mailing address, and telephone number; quantity; date of shipment; sample description; and package the sample so that it does not leak, spill, or vaporize).

31 May 00

b. While a sample may be excluded from the RCRA and/or TSCA manifesting requirements, the sample may still be considered a DOT regulated hazardous material if the sample collector anticipates that the sample meets a DOT hazardous class. For example, a sample preserved with acid may exhibit a corrosive hazard class (class 8), a sample of TNT contaminated soil may be explosive (class 1) or a flammable solid (class 4.1), a sample involving chemical agent may be toxic (class 6.1) or may be an irritant (class 9). For samples suspected to be regulated hazardous materials, compliance with the DOT regulations in 49 CFR 171-180 is mandatory. This includes the appropriate requirements for the preparation of shipping papers, marking, labeling, packaging and placarding. In addition, if these samples are to be shipped by air, the International Air Transport Association (IATA) regulations must be followed. Companies routinely used to ship samples will have a Dangerous Goods Bill of Lading or similar shipping document that should be used when transporting samples that may potentially be DOT hazardous materials. In addition, persons offering these shipments must be DOT trained and emergency response information must be provided to the shipper.

c. Detailed guidance pertaining to the transportation of samples that are potentially hazardous materials can be found in Appendix F of EP 200-1-3.

#### **7-8. Asbestos Waste Shipment Records.**

a. Asbestos-containing waste material is regulated by EPA under the Clean Air Act. DOT also regulates Asbestos Containing Material (ACM) as a hazardous material during the course of transportation. OSHA has also established worker protection standards (including training requirements) for all activities that involve ACM such as manufacturing, fabricating, and demolition and renovation of structures that contain ACM. Many states have been authorized by EPA (EPA agreement states) to act as the regulatory authority for asbestos abatement activities. The state regulations may be more stringent than the Federal regulations but as a minimum should meet the Federal requirements.

b. The EPA requires the use of an asbestos Waste Shipment Record (WSR) or a similar form when ACM is transported offsite (40 CFR 61.150(d)). Though not a federally regulated hazardous waste, a hazardous waste manifest could be used when shipping asbestos if all the WSR required information is placed on the manifest. The following additional information is required to be placed on any form used to transport asbestos:

- (1) name, address, and telephone number of the waste generator;
- (2) name and address of the local, state, or EPA regional office responsible for administering the NESHAP program;
- (3) approximate quantity of asbestos in cubic meters or yards;



- (4) name and telephone number of the disposal site operator;
- (5) name and physical site location of the disposal site;
- (6) transport date;
- (7) name, address, and telephone number of the transporter(s); and

(8) a certification that the contents are fully and accurately described by the proper shipping name and are classified, packed, marked, placarded, and labeled and are in all respects in proper condition for transport by highway according to applicable regulations.

c. In addition to the information required on the WSR or similar form, asbestos is a DOT regulated hazardous material thus all DOT shipping paper, labeling, marking, packaging and placarding requirements must be met. The WSR, manifest, or a similar form may be used as the DOT shipping paper if all the required DOT information (49 CFR 172 subpart C) is also included on the form.

d. Unless specified otherwise in the asbestos demolition and renovation contract, the prime contractor is considered to be both the operator and authorized agent for the waste generator and will be required to complete and sign the generator portion of the WSR (Operator's certification, line 9 of the WSR form), and be responsible for ensuring that both the transporter and the waste disposal site owner/operator complete and sign their sections of the form. This is in line with the NESHAP regulations, 40 CFR Part 61.

e. NESHAP (40 CFR 61.150(a)) specifies that containers or wrapped materials that contain asbestos-containing waste material must have warning labels specified by OSHA under 29 CFR 1926.1101(k)(8). Labels will indicate the name of the waste generator and location where the waste was generated. NESHAP 40 CFR 61.150(c) requires that vehicles used to transport asbestos-containing waste material be marked with a warning sign during loading and unloading of the waste. The specific EPA marking requirements for vehicles are found in 40 CFR 61.149(d). In addition, compliance with the DOT regulations in 49 CFR 171-180 is required when transporting asbestos as asbestos is a DOT regulated hazardous material.

f. This WSR will be provided to the owner or operator of the waste disposal facility at the time the waste is delivered to that facility. Upon completion of this "cradle-to-grave" reporting procedure, the contractor must return the original completed and signed WSR to the USACE RE within the timeframe established by the contract. The RE must maintain a copy of the completed WSR for the contract file and provide the original to the facility owner/waste generator.

- g. EPA regulations (40 CFR 61.150(d)(3) and (4)) state that if the WSR signed by the

31 May 00

disposal site owner or operator is not received by the waste generator (or its authorized agent) within 35 days of the date the waste was accepted by the initial transporter, the waste generator/authorized agent shall contact the transporter and/or disposal site owner/operator to determine the status of the waste shipment. NESHAP directs the waste generator to submit an exception report to EPA if the signed WSR is not received within 45 days of the date the waste was accepted by the initial transporter. The prime contractor is responsible for completing the exception report on behalf of the waste generator and submitting it to the NESHAP office with a copy to the RE. WSRs must be kept on-site by the generator for at least two years as specified in 40 CFR 61.150(d)(5).

h. For demolition and renovation contracts, designated Corps personnel shall be assigned the responsibility of overseeing contractor actions and assuring that the WSR is properly prepared, signed by all parties, and returned within the established timeframes. USACE personnel must be trained as described in paragraph 5-4 of Section 5, "Training."

i. The Abatement Contractor must provide a person or persons who are both trained in NESHAP/state regulations and DOT regulations as per 49 CFR 172, Subpart H and capable of complying with them. That person is required to be onsite whenever regulated ACM is stripped, removed, or disturbed. EPA training requirements are provided in 40 CFR 61.145 (c)(8). AR 200-1, Chapter 8, also requires that Army personnel involved in asbestos abatement activities meet the EPA's Model Accreditation Plan training requirements found in 40 CFR 763, Appendix C to Subpart E. For a complete discussion of training requirements, see Section 5, "Training," of this pamphlet.

**7-9. Nuclear Regulatory Commission Manifests.** For Nuclear Regulatory Commission (NRC) manifests, the policies and procedures outlined for hazardous waste manifests, training, and record keeping are applicable.

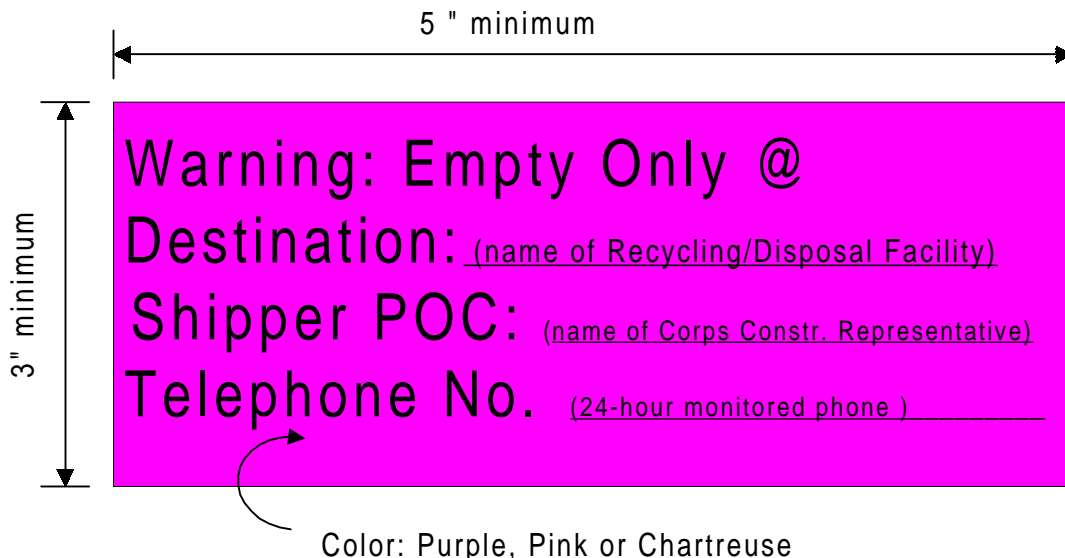
**7-10. Other FUSRAP and Radioactive Waste Shipping Requirements.**

a. In some cases, FUSRAP and radioactive wastes will not be regulated during the course of transportation by the DOT, EPA or the NRC. In these instances, a chain-of-custody form shall be developed and used for each shipment of waste in order to track the waste from the original site to ultimate placement/disposal. A copy of that document shall be placed in the project file. An example chain-of-custody form can be found in EP 200-1-2.

b. There is a basic Corps of Engineers disposal notification requirement for all radioactive and FUSRAP wastes. HQUSACE requires all USACE disposal of Low Level Radioactive Waste (LLRW) (both DOD and non-DOD generated) to be reported to the HTRW CX prior to shipment. This is strictly for record keeping purposes. The HTRW CX maintains the data and reports this data to HQUSACE. The notification requirements found in the

memorandum can be found in EP 200-1-2.

c. In addition to the DOT markings and labels, a specially designed label shall be placed on all containers of FUSRAP waste regardless of whether the material is a hazardous material or not. The label indicates the Disposal/Recycling Facility destination and a telephone number of a USACE point of contact with knowledge of the contents. This additional label duplicates existing information that is required on shipping papers for DOT hazardous materials. Therefore it must not violate any DOT requirements or create any confusion (e.g., label color). Several highly visible labels must be placed on top of the container liner (e.g., burrito bags in gondolas) or exterior sides of transport vehicles, to ensure workers observe the information. The label should read as shown. Labels may be ordered through any commercial label manufacturing company; however, the label specification should adhere to the design shown at Figure 7-1.



**Figure 7-1, FUSRAP Waste Label**

d. Since a majority of the FUSRAP waste is shipped via railroad, FUSRAP Districts should obtain access rights to the NetREDI internet system. The NetREDI system, developed by the American Association of Railroads, receives input from over 300 railroads for shipments. The NetREDI system is an immediately available resource for the construction representatives or project managers if they want an instant method to verify tracking information supplied by their contractors. Free registration can be obtained by calling (800) 872-1045 ext 65403 or <http://registration.railnetredi.com/>

#### **7-11. The Off-Site Rule Requirement.**

31 May 00

a. **CERCLA Requirement.** Besides the waste profile, manifest, and land disposal restriction notification paperwork, there is an additional obligation found under the implementing regulations of CERCLA. That requirement is the "Off-Site Rule" found at 40 CFR 300.440 *Procedures for planning and implementing off-site response actions*. Basically, the regulation requires that when CERCLA waste is to be managed off-site, the waste must be managed in a permitted facility that is not releasing hazardous waste, hazardous constituents, or hazardous substances into the environment. Further, the authority of this regulation applies to entities conducting removals and remedial actions under CERCLA authority at any type of site (Superfund, FUDS, IRP, BRAC, FUSRAP, etc.).

b. **Verification of Facility Status.** The treatment and disposal facility compliance is determined by the EPA Regional Administrator in which the facility resides. Thus, it is necessary that prior to shipping CERCLA remediation wastes off-site that the EPA regional point of contact be called to verify the facility status. The Regional POCs can be obtained from the EPA Hotline (1-800-424-9346). While there is no regulatory requirement to maintain a record of the conversation, it is highly recommended that the call be documented so that you can prove to a regulator that you did indeed make the phone call if questioned.

**7-12. Certificates of Disposal/Destruction/Placement.** While not a Federal regulatory requirement, USACE requires that for all hazardous wastes, CERCLA remediation wastes, FUSRAP wastes, asbestos, PCBs, etc., a "Certificate of Disposal/Destruction/Placement" be required from the ultimate disposal facility. The certificate must correlate to each shipment of waste to the facility. This certificate will be a requirement of the contract. The certificate shall be placed in the project/site file.

**7-13. Spill Reporting Procedures.** USACE spill reporting procedures can be found on the Internet at:

<http://www.environmental.usace.army.mil/info/technical/comply/complys/complys.html>

Each district currently has an Emergency Operations Center (EOC) or an Emergency Management Office (EMO). USACE ER 500-1-1, chapter 11, requires all districts to have a designated EOC/EMO and a plan outlining the upward reporting requirements should a natural disaster or hazardous material spill occur. It is recommended that the district (MSCs) build upon the existing emergency response structure by including any additional hazardous waste and/or FUSRAP reporting requirements within their existing plans.

**7-14. Additional Information.**

a. EP 200-1-2 outlines the requirements for proper disposal of RCRA waste and shipment of hazardous materials. The pamphlet covers the following subjects and more:

- (1) obtaining a generator number;
- (2) properly describing the waste;
- (3) shipping paper requirements;
- (4) signature requirements;
- (5) record-keeping requirements;
- (6) marking, labeling and placarding requirements;
- (7) spill reporting requirements;
- (8) responsibilities as a generator and as QA personnel;
- (9) liabilities associated with transporting hazardous materials;
- (10) technical assistance hotline numbers, web sources, and sources of training; and
- (11) manifest preparation checklists.

The EP can be found on the Internet at:

<http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep.htm>

b. The HTRW CX publishes a newsletter titled "Environmental Compliance and Transportation Information Bulletin" for distribution to districts and divisions. The document disseminates changes in hazardous material transportation requirements and regulations. The Bulletin is available on the Internet at:

<http://www.environmental.usace.army.mil/info/technical/comply/complpub/complpub.html>

c. The HTRW CX also has a web site that contains additional HTRW regulatory compliance information. Most helpful would be the Environmental Regulatory Fact Sheets and Frequently Asked Questions. The web address is as follows:

<http://www.environmental.usace.army.mil/info/technical/comply/comply.html>

d. In addition, all field offices that transport hazardous materials must have access to the latest federal and state regulations in order to keep current with all requirements. The Code of Federal Regulations is now available on the Internet at:

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

e. Field personnel also need to review state regulations for appropriate requirements as they often differ from the Federal requirements. State regulations are available to government

EP 415-1-266

31 May 00

employees at no cost on the Internet at:

<http://www.denix.osd.mil/>

## SECTION 8

### CLOSEOUT PROCEDURES

**8-1. General.** This section provides procedural information on accomplishing operable unit completion, construction completion, site completion, and site deletion. This guidance applies only to those sites that are on the NPL. Additional guidance on closeout and 5-year review of sites is provided in the following documents:

- a. OSWER Directive 9320.2-09A-P, "Close Out Procedures for National Priorities List Sites", January 2000.
- b. OSWER Directive 9355.7-02, "Structures and Components of Five-Year Reviews;" and
- c. OSWER Directive 9355.7-03B-P, "Comprehensive Five-Year Review Guidance;"

### **8-2. Definitions.**

a. Section 105 of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), requires EPA to maintain a National Priorities List (NPL) on uncontrolled hazardous waste sites that have released or pose a threat of release of hazardous substances into the environment. Sites on the NPL are eligible for Superfund-financed remedial actions.

b. Superfund addresses NPL sites through early and long-term actions using removal and/or remedial authority. **Early actions** are cleanup actions that take less than five years to complete. They achieve prompt risk reduction and are performed under either removal or remedial authority. Cleanup actions that take more than five years to implement are called long-term actions. Long-term actions are conducted under remedial authority and achieve risk reduction through more extensive remediation activities.

c. Cleanup activities under remedial authority are called remedial actions (RA). An RA typically begins at an NPL site after completion of the remedial investigation/feasibility study (RI/FS). The RI/FS determines the nature and extent of contamination, and identifies alternatives for the remedy. EPA's Record of Decision (ROD) documents the remedial activities selected to achieve protectiveness. RAs are designed to protect human health and the environment, and they include treating, containing, and removing contaminated material; providing alternate water supplies; and/or imposing institutional controls that address site use.

Treatment that reduces waste toxicity, mobility, or volume is the preferred cleanup action. However, not all the waste needs to be treated or removed as long as protectiveness is achieved.

d. A Superfund site may require several RAs to address all the site hazards. In that case, the site is divided into distinct segments known as operable units. Completion of an operable unit (OU) can be achieved through early actions, long-term actions, or a combination of both.

e. Long-Term Remedial Actions (LTRAs) are typically response actions undertaken for restoring ground or surface water quality and require a long period of operation and maintenance.

f. EPA introduced the site construction completion date to capture a milestone in site remediation prior to site deletion and to communicate more accurately the progress of NPL site cleanups. Construction completion at a site occurs when: (1) the physical construction of the last OU (or the single OU) is complete (whether or not final cleanup levels have been achieved), and (2) the preliminary closeout report has been prepared and signed. The signature date of the report marks the construction completion milestone date. Construction completion criteria are satisfied when the final remedy or remedies have been constructed at the site in accordance with design plans and specifications and a pre-final inspection has been conducted to document punch list items. The punch list items (in this context) are described as activities that are part of the contract specifications that do not affect the functioning of the remedy. Typical punch list items that allow a construction completion determination include items such as: revegetation of disturbed areas, removing construction debris, installing support equipment such as fire extinguishers, demobilizing activities, installing monitoring wells, etc.

g. A remedy becomes operational and functional (O&F) when the remedy is determined to be functioning properly and is performing as designed. For O&M transfer purposes, the remedy becomes operational and functional either one year after the construction is accepted (the one year period is known as the shake down period) or when EPA and the state concur that it is performing as designed, whichever occurs first. The shake down period enables minor modifications in the remedy to ensure the remedy is operating as designed.

h. Remedial Action Report (RA). The RA Report documents the cleanup activities that took place at a single operable unit and is prepared upon completion of the shake down period (when the remedy is determined to be operational and functional). For multiple OUs, an RA report must be completed for each OU, including the final operable unit. For LTRAs, an interim RA Report is prepared when the physical construction of the system is complete and the OU is operating as designed. The report is amended and completed when the LTRA cleanup standards specified in the ROD are achieved. The RA report includes information of all early and long-term actions within the OU. In addition, it documents that the cleanup standards specified in the Record of Decision (ROD) have been met. At PRP-Lead sites, the RA report also certifies that the requirements in all applicable enforcement documents have been satisfied. The RA report



becomes part of the site completion documentation. The elements of the RA report are as follows:

- (1) Description of the site and remedies selected;
- (2) Chronology of events;
- (3) Performance standards and construction quality control;
- (4) Construction activities;
- (5) Final inspection;
- (6) Certification that the remedy is O&F;
- (7) O&M plan; and
- (8) Summary of project costs.

i. Operation and maintenance (O&M) activities are performed to protect the integrity of the remedy at the site. At fund-lead sites, the state performs O&M after the remedy is declared to be operational and functional. Exceptions to this are LTRAs where EPA operates the system for up to 10 years.

j. Site completion occurs when no further response is required at the site (except for O&M activities that are performed or controlled by the state or responsible parties), the constructed remedies are operational and performing according to engineering design specifications, all cleanup goals have been achieved, and the site is deemed protective of human health and the environment. When site completion requirements are achieved the RPM prepares a draft Final Closeout Report (COR). The RPM sends the draft report to EPA Headquarters for comments, and requests the Regional Administrator's signature of the final report after incorporating Headquarters' comments. Once site completion is achieved, the site becomes a candidate for NPL deletion.

k. When no further response is required after site completion, the site is eligible for deletion from the NPL. This stage is known as site deletion. Essentially, this process entails documenting the response activities for the site, verifying that activities have been conducted and documented, and offering the public an opportunity for notice and comment before the site is formally deleted from the NPL.

l. Preliminary Closeout Report. A Preliminary Closeout Report (PCOR) is required when site construction completion is achieved prior to site completion (i.e., when cleanup levels

31 May 00

specified in the ROD have not been met when construction completion is achieved). The PCOR demonstrates and documents that construction at a site has been completed. The PCOR focuses on site conditions, construction activities, construction QA/QC, and a detailed schedule of steps remaining for site completion. The report is prepared by the EPA RPM and is sent to EPA Headquarters for comments. After incorporating Headquarters' comments and obtaining the signature of the EPA Superfund Regional Division Director, the report is forwarded to EPA Headquarters. The construction completion milestone is achieved on the date the PCOR is signed. A PCOR may not be needed when construction and site completion are achieved simultaneously. In these cases, the Final Closeout Report satisfies documentation requirements for both events.

m. Final Closeout Report. When site completion requirements are achieved, a Final Closeout Report is prepared. The final COR consolidates the results of all previous site activities and ensures that all issues regarding site completion have been addressed (e.g., O&M assurances, cleanup concentrations, and implementation of institutional controls).

### **8-3. Operable Unit Completion Milestone.**

a. Operable unit completion is achieved when:

- (1) All construction activities within the OU are complete;
- (2) The contractual final inspection (attended by EPA, state, customer, etc. has been conducted and the work has been accepted;
- (3) The remedy is operational and functional; and
- (4) The designated regional or state official signs a letter accepting the RA Report.

b. The NCP requires an additional set of inspections at fund lead sites to satisfy the operable unit completion milestone criteria. An inspection is conducted jointly by EPA and the state at the end of all construction activities to concur that the remedy has been constructed in accordance with the ROD and the remedial design. This inspection can be conducted in conjunction with the contractual final inspection. This requirement applies mostly to sites requiring O&M. During this inspection, EPA and the state determine concurrently the beginning of the shake down period or O&M testing period. The remedy becomes operational and functional either one year after the construction is accepted or when the EPA and the state concur that the remedy is performing as designed, whichever occurs first. In the latter case, the NCP requires an additional EPA/state joint inspection to declare the remedy operational and functional.

c. Normally, the primary contracting/oversight party is tasked with preparing the RA report. For USACE projects, this responsibility will be included in the work assignment or the Interagency Agreement (IAG). The RA report is prepared by an individual who is familiar with both the design and construction efforts associated with the RA (usually the RE) and should be signed and dated by the preparer. The report will then be submitted to the RPM for review and comment. Once the RPM's comments are incorporated, the designated regional official signs a letter accepting the final RA Report.

d. For LTRAs, an interim RA Report is prepared when the construction of the system is complete and the unit is operating as designed. The report is amended and completed when the LTRA cleanup standards specified in the ROD are achieved.

e. Completion of the final operable unit frequently means the site is eligible for construction completion and eventually site completion. Initiation of the operable unit completion and construction completion process can be simultaneous requiring the preparation of many reports. However, an RA Report for the final operable unit must still be prepared.

#### **8-4. Construction Completion Milestone.**

a. When the physical construction at the NPL site is complete, the RE will assist the EPA RPM in completing the PCOR report by providing any requested documentation, information and data.

b. NPL sites that are fully addressed by early actions under removal authority (i.e., removal actions) can meet the construction completion and site completion simultaneously. In such cases, a PCOR may not be needed. The Final Closeout Report can satisfy documentation requirements for both events.

c. Construction completion criteria at LTRAs sites is met when the physical construction of the remedy (e.g., construction of the treatment plant, pumps, and initial extraction wells) is complete and a pre-final inspection has been conducted to document punch list items. The PCOR should address five-year review requirements even though this milestone is independent from site completion and site deletion.

d. The process of achieving construction completion for final OUs with bioremediation and in-situ soil vapor extraction remedies is similar to that for LTRAs. When the remedy is constructed, and no further construction is anticipated, these sites may qualify for inclusion on the Construction Completion List. The key criterion is whether the follow-on work necessary to operate the remedy is minor. If significant post construction activity is likely, the site is not candidate for construction completion.

e. A site may be included in the Construction Completion List before monitoring

activities or institutional controls are in place if those activities are included in the PCOR. Although future RAs may or may not result from such monitoring, the need for monitoring (as long as it is not significant or is considered part of O&M activities) does not prohibit listing a site as a construction completion. Institutional controls are legal and administrative measures to prevent exposure to contaminants at concentrations above health-based risk levels that may remain at a site. Usually institutional controls limit activities at or near sites. Examples are: land and natural resource restrictions, deed restrictions, prohibition of well drilling, building permits, etc. Institutional controls may constitute a remedy by themselves or supplement containment and treatment remedies to reduce potential threats to human health and the environment.

f. If the site is a No-Action ROD site where EPA has not previously undertaken a RA, the construction completion and site completion milestones may be achieved when the ROD is signed. A No-Action ROD results when the lead agency determines that no remedial action is necessary to protect human health and the environment. If the site is a No-Action ROD site, no Preliminary or Final COR is needed and the following certification of completion is included in the declaration section of the No-Action ROD: "EPA has determined that its response at this site is complete and no action/no further action is necessary at this site. Therefore, the site now qualifies for inclusion on the Construction Completion List."

g. No-Action RODs where EPA has previously conducted RAs triggers statutory documentation requirements. At those sites, the RPM may choose to either prepare a Final COR or a No-Action ROD that: (a) Incorporates the information normally included in the Final COR and (b) includes the above certification of completion. The construction completion and site completion milestones are achieved upon signature of either the No-Action ROD or the Final COR.

h. A site with a final operable unit ROD requiring passive remediation only may achieve construction completion when the delegated regional official approves the ROD. Implementation of institutional controls is an example of passive remedies as are some types of bioremediation and natural attenuation. No-Action RODs requiring monitoring only (for other than O&M purposes) fall within this category. These No-Action RODs do not meet the requirements of construction completion and site completion simultaneously as site completion is not achieved until such time as all cleanup levels and other ROD requirements have been met. The RPM does not need to prepare a PCOR to meet the construction completion criteria. Instead, the following certification of completion is placed in the declaration section of the ROD: "EPA has determined that its future response at this site does not require physical construction. Therefore, the site now qualifies for inclusion on the Construction Completion List."

i. Construction completion criteria for PRP projects are identical to those for fund lead projects. Inclusion of a site on the Construction Completion List does not have any legal significance and does not affect any enforcement agreement with PRPs.

j. Construction completion procedures for Federal sites are identical to those for PRP-financed RAs. A signed PCOR or No-Action ROD generally documents construction completion.

k. For state-lead sites with no ROD and sites where the state assumes all responsibility for overseeing PRP response actions, additional documentation is required. EPA includes these sites on the Construction Completion List based on a determination by the state that all response action is complete. To initiate the construction completion process, EPA must receive a letter from the state's Division Director (or equivalent) certifying completion as follows: "The state of \_\_\_\_\_ has determined this site is protective of human health and the environment. Therefore, all response action at this site is complete and no further construction is anticipated." In most instances, the state prepares the PCOR and EPA concurs with this decision by signing the PCOR and by including the site in the Construction Completion List.

**8-5. Site Completion.** A site is eligible for site completion following successful implementation of the final operable unit RA. Approval of the final COR signifies that all cleanup levels specified in the RODs have been achieved and the site has entered O&M. A Remedial Action Report for each operable unit, including the final, is required to document that the work was performed according to design specifications. An RA report, however, cannot document site completion. Only the Final COR satisfies completion requirements. The following describes NPL site completion requirements for cleanup activities under removal and remedial authority:

a. NPL sites addressed entirely by early actions under removal authority reach the construction completion and site completion simultaneously when: (1) the RPM documents in the final Pollution Report (POLREP) that the site contractor has demobilized and left the site or that the PRP's contractor has completed the early action in accordance with the enforcement document, and (2) a No-Action ROD or a Notice of Intent to delete (NOID) states that all necessary remediation is complete. In general, cleanup actions under removal authority will not have a ROD.

c. Sites addressed under remedial authority are eligible for site completion when all early and long-term actions have been implemented and the site completion criteria are met. When site completion requirements are achieved, the RPM prepares a draft final COR. The RPM sends the draft report to EPA Headquarters for comments and requests the Regional Administrator's signature of the final COR (after incorporating Headquarters' comments). If the ROD for the final operable unit requires no additional cleanup activities, site completion can be documented through either a final COR or a No-Action ROD. The No-Action ROD, however, should address all the components of a final COR including information on previous site activities. RODs requiring passive remediation or monitoring for other than O&M purposes do not meet the site completion criteria immediately following the ROD signature. Once the

institutional controls are in place, natural attenuation has reached the clean-up concentrations, or all monitoring requirements specified in the ROD are met, the site is eligible for site completion and site deletion. If a site requires no response action, the EPA RPM prepares either a No-Action ROD or a final COR (in an abbreviated form because there was no cleanup activities).

c. The final COR provides the overall technical justification for site completion. Usually the RPM prepares the final COR, but the RPM may task the state to prepare it at state-lead sites.

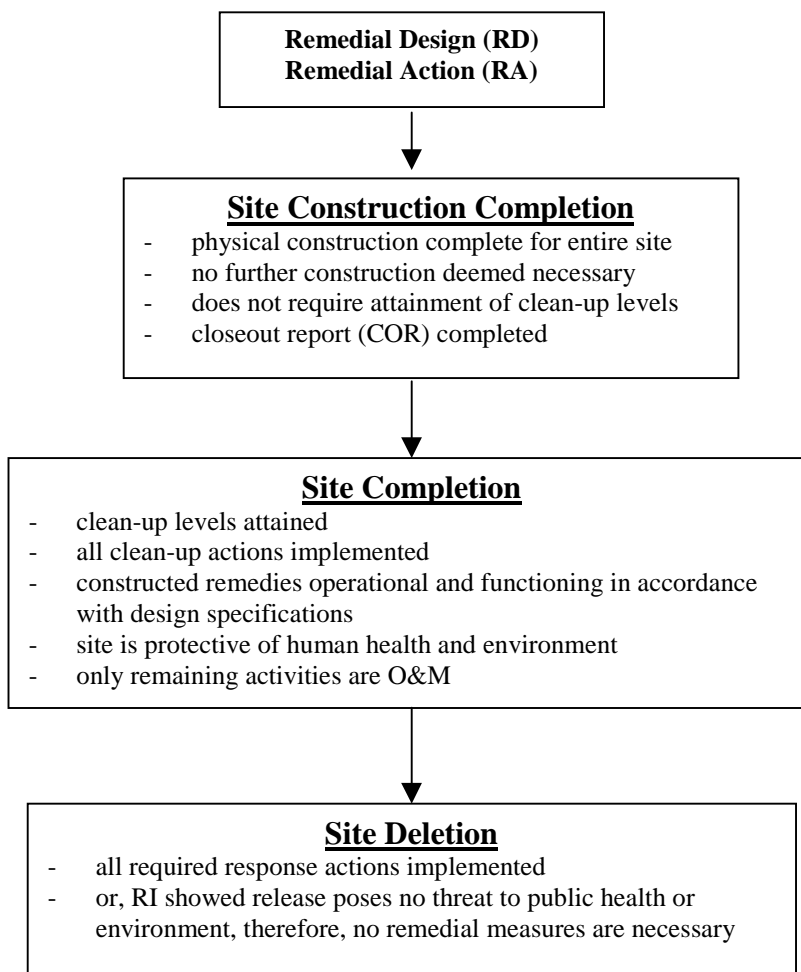
#### **8-6. Site Deletion.**

a. The NPL deletion process begins at most sites once the site completion milestone has been achieved. Site deletion requirements ensure that: (1) the documentation of activities and decision making at the site is complete, (2) the activities conducted and documented are verified, and (3) the public has an opportunity for notice and comment before a site is formally deleted from the NPL. O&M activities which are performed (after the remedy is determined to be operational and functional) to protect the integrity of the remedy at the site do not bar deletion. LTRAs meet the requirements of site completion and site deletion when the LTRA cleanup standards specified in the ROD are achieved.

b. The deletion process is divided into three steps: process initiation, publication of Notice of Intention to Delete, and preparation of a responsiveness summary.

c. The following flow diagram (Figure 8-1) summarizes the CERCLA NPL Site Closeout Process.

### **NPL SITE CLOSEOUT PROCESS**



**Figure 8-1, NPL Site Closeout Process**

#### **8-7. Five-Year Review Program.**

a. Sites Subject To Review. EPA will conduct a statutory review at any site at which a Post-SARA remedy, upon attainment of the cleanup levels, will not allow unlimited use and unrestricted exposure (i.e., the remedy will leave waste onsite after response is complete). EPA will conduct a policy review of (1) sites where no hazardous substances will remain above levels that allow unlimited use and unrestricted exposure after completion of the RA, but the cleanup levels specified in the ROD will require five or more years to attain (such as LTRAs); and (2) pre-SARA sites at which the remedy, upon attainment of the ROD cleanup levels, will not allow

31 May 00

unlimited use and unrestricted exposure. Although a site may have a No-Action ROD or a no further action ROD, if waste remains onsite, and continued monitoring and/or access and institutional controls are required, the site is subject to five-year review.

b. Timing. The events that trigger reviews differ for statutory and policy reviews. Statutory reviews are triggered by the initiation of the RA (actual RA onsite construction start date); policy reviews are now triggered by construction completion. All subsequent statutory and policy reviews are due five years after the completion date of the previous review. If a site has multiple OUs, the triggering event for a statutory review is the initiation of the RA at the first OU at which substances will remain above levels that allow for unlimited use and unrestricted exposure after completion of the RA. In cases where separate five-year review reports are written for different OUs, the trigger appropriate to that OU should be used.

c. Prioritization. If an EPA Region has a backlog of uncompleted reviews the region should prioritize them. The first priority should be for all statutory five-year reviews, the second priority should be policy five-year reviews at sites where the lead agency has completed the RA and is no longer onsite, and third priority should be all remaining policy sites.

d. Discontinuation. CERCLA does not provide for the discontinuation of statutory reviews. Sites are subject to statutory reviews if hazardous substances, pollutants or contaminants will remain at the site above levels that allow for unlimited use and unrestricted exposure after the completion of RA. In other words, if the remedy upon completion will not meet health-based standards such as chemical-specific ARARs, five-year reviews cannot be discontinued. EPA may discontinue policy five-year reviews when no hazardous substances, pollutants or contaminants remain at the site above levels that allow for unlimited use and unrestricted exposure. Upon determination that a five-year policy review is no longer necessary, a cover letter from the Regional Administrator to EPA Headquarters should accompany the five-year review report, stating that the region has decided to discontinue reviewing the site. The report should document that contaminants of concern are below appropriate levels and that the remedy meets ARARs.

e. Deletion of Sites From the NPL. Deletion of a site from the NPL has no bearing on whether or not five-year reviews can be discontinued. It is EPA's policy to delete sites from the NPL when applicable NPL deletion criteria have been satisfied. EPA will not retain sites on the NPL solely because they are subject to five-year review. The five-year review requirement is separate from, and unaffected by, the deletion process. Sites requiring a five-year review must have that review regardless of whether they are still on the NPL.

f. Responsibility for Five-Year Reviews. EPA is responsible for the conduct of all five-year reviews of NPL sites, except those sites under the responsibility of DOD, DOE, or the Coast Guard. For other Federal facilities where EPA and the pertinent agency or department has entered into a site-specific Federal Facility Agreement (FFA), EPA may delegate the conduct of



five-year reviews to that agency or department. Federal agencies are responsible for planning and funding the costs of five-year reviews at Federal facilities under their jurisdiction, custody, and control. When EPA incurs substantial expenses (e.g., for data review and analysis, or oversight) in connection with a five-year review being conducted pursuant to a FFA, that agreement may require or otherwise set forth, the procedure for the other Federal agency to reimburse EPA for those expenses. EPA has the final responsibility to review and comment on any Federal agency recommendations contained in the five-year review to ensure protectiveness consistent with its statutory and regulatory duties. Thus, even if EPA has delegated its conduct of a five-year review to a Federal facility, EPA remains responsible for ensuring the remedy is protective of human health and the environment. In most cases, EPA will maintain a limited oversight and concurrence role where it is not the lead Federal agency. In the absence of an agreement specifying which agency should perform the review, the responsibility for conducting the review rests with the EPA.

g. Overview of the Five-Year Review Process. The five-year review process is summarized in the following steps: (1) planning for the review which includes assembling the five-year review team, establishing a schedule, notifying the site manager/local authorities, and obtaining site documents; (2) as part of a five-year review, a number of documents are typically reviewed. These include the examination of ROD or equivalent remedial and enforcement documents, O&M documents, legal and regulatory standards, toxicology databases, and other scientific data; (3) interviews conducted with individuals and groups such as the O&M Site Manager, O&M staff, local authorities and response agencies, community action groups, and other stakeholders. The interviews should address any problems or successes with the implementation of the remedy and provide suggestions for future reference; (4) a site visit to observe site conditions and review documents at the site; (5) evaluation of findings - information gathered through document reviews, interviews, site visits and other review activities are used to develop conclusions supporting the protectiveness determination, identify deficiencies, and develop recommendations; (6) a report is prepared for each five-year review. The report documents whether the remedy remains protective of human health and environment and what actions are needed to achieve or continue to assure protectiveness; (7) follow-up on recommendations - the five-year report includes recommended actions necessary to achieve or continue to assure protectiveness and a timetable for implementing them. The EPA regions follow-up on the implementation of recommended actions, and report progress to EPA HQ within one year of the signature date of the five-year review report; and (8) involving the community - EPA informs the public when a five-year review is to be performed and initiates community involvement in the five-year review process.

## SECTION 9

### CONTRACT TYPES

**9-1 Introduction.** The very nature of HTRW remediation not only creates the need for more innovative methods for cleaning up hazardous sites, but also requires innovative types of contracts to accomplish cleanup missions. This section summarizes the various contracts used by the USACE for remediation services and presents an overview of their advantages over traditional contracting methods. It is the policy of the USACE to maximize use of sealed bid procedures for execution of its contracts. The policy is in accordance with 10 U.S.C. 2304 (a) and FAR 36.103. Most construction contracts follow the typical sequence of completion of design before initiation of construction. Most of these same contracts are executed by sealed bid procedures and awarded as a firm-fixed price (FFP) contract. However, remediation activities typically include many unknowns, and do not always involve construction. Most criteria are performance based and involve subsurface conditions, quantities, and concentrations that are difficult to define. These uncertainties make it impossible, in many cases, for technical planners and the contracting community to accurately define the remediation requirements. Characterization of sites presents special contracting problems, as does the need for continuity of the entire work effort. Federal, state, and local regulatory agencies significantly impact the contracting strategy as does the potential threat to life and property. Therefore, when developing contracting strategies, project objectives, client organization, and external influences/pressures should be considered. Contracting strategies should also consider the number of contracts, criteria for award, and type of contract to be utilized. The contract delivery strategy should include a review of the contract options available by comparing all project requirements with the contracting methods available. For this reason, contract forms other than Invitation for Bid (IFB) are commonly used to achieve environmental restoration. Any contract type other than an IFB negotiated. Negotiated contracts can be either cost-reimbursable or firm fixed price. Some contracts are specific to the job, others are indefinite delivery/indefinite quantity (ID/IQ) with the flexibility to issue task orders specific to the job. These features are described in the following paragraphs.

**9-2 Contract Methods.** Negotiation is one of two major methods of arriving at a price for a project. The other method is "sealed bidding" which requires contracts be awarded to responsive and responsible offerors only on the basis of price and price-related factors. Negotiation can be utilized with competitive or other-than competitive proposals. Any contract awarded without the use of sealed bidding is a negotiated contract. The key benefit of the negotiated contract is that it is a flexible, but orderly, procedure that includes the receipt of proposals from offerors, permits bargaining, and usually affords offerors an opportunity to revise their offers before the award of a contract. Negotiation is used for both fixed price and cost-reimbursable contracts.

31 May 00

**9-3 Contract Pricing.** Contract pricing arrangements can either be "fixed price" or "cost-reimbursable." If the nature and quantity of unknowns is such that a fixed price contract can not be defined, the contractor's accounting system is adequate for the determination of costs applicable to the contract, and the government surveillance during performance will be such to provide reasonable assurance that efficient methods and cost controls are used, then a cost-reimbursable contract can be used. For information on USACE procedures for administration of cost contracts refer to the following web site:

<http://hq.environmental.usace.army.mil/tools/reimburse/reimburse.html>

**9-4 Indefinite Delivery/Indefinite Quantity Contracts.** Indefinite delivery/indefinite quantity (ID/IQ) contracts are basic contracts against which task orders are issued. The task orders are issued and treated as separate projects. Basic contract management procedures or advance agreements may govern matters related to all task orders under the basic contract. Dollar ceilings are established for the total value of all task orders to be issued and can be established for individual task orders.

**9-5 Service Versus Construction Contracts.** Many procurements for remediation actions are actually "service" not "construction" contracts. It is fairly common for task orders of contracts, or full contracts, to be issued as "service" with separable "construction" items within the broader service contract. The impact is, that a portion of the workers on site will be covered by the Service Contract Act wage determination and others will be covered by the Davis Bacon Act, construction wage determination. In addition, there is no requirement for a performance bond on a service contract. There is also no requirement for a performance bond on a cost reimbursable construction contract except for the portion of the contract that comprises a fixed price subcontract greater than \$100,000. Finally, the warrants held by most area/resident/project engineers are for construction contract actions and are not applicable to service contract actions. Incineration, disposal, and operations and maintenance contracts have been appropriately classified as service contracts.

**9-6 Major HTRW and OE Contracts.** USACE utilizes many different contract strategies to execute its HTRW and OE missions. Table 9-1 compares and contrasts several contracting methods for remediation services which have proved to be especially effective in dealing with the uncertainties of HTRW and OE work:

**Table 9-1**  
**Major HTRW and OE Contract Tools**

<b>Contract Tool</b>	<b>ID/IQ or project specific</b>	<b>Ceilings</b>	<b>Typical Use</b>	<b>Contract Pricing</b>	<b>Authority Delegated to Field</b>
Invitation for Bid	Project Specific	None – determined by bid	Construction/ Service	Firm Fixed Price	ACO
Request for Proposal	Project Specific	None – determined by bid	Construction/ Service	Firm Fixed Price/Cost-Reimbursable	ACO/COR
Preplaced Remedial Action Contract (P-RAC)	ID/IQ	Typically \$50 M ceiling  Typically no task order limit  One year base contract with four 1-yr options	Construction/ Service (only incidental A-E services)	Cost-Reimbursable - with - Fixed Fee Award Fee or Incentive Fee  - or - Fixed Price	ACO, unless service, then COR only
Total Environmental Restoration Contract ( TERC)	ID/IQ	Typically greater than \$200 M  Typically no task order limit  One four year base contract with two 3-yr options	Cradle to Grave Investigation, Design, Construction/ Service	Cost-Reimbursable - with - Fixed Fee Award Fee or Incentive Fee	COR
Multiple Award Remediation Contract (MARC)	ID/IQ	Collective ceiling is established for multiple contracts. i.e., One award could be \$100 M for four contracts. One contractor could get the bulk of that.	Construction/ Service (only incidental A-E services)	Cost-Reimbursable - with - Fixed Fee Award Fee or Incentive Fee  - or - Fixed Price	ACO, unless Service, then COR only

<b>Table 9-1 Major HTRW and OE Contract Tools (Continued)</b>					
<b>Contract Tool</b>	<b>ID/IQ or project specific</b>	<b>Ceilings</b>	<b>Typical Use</b>	<b>Contract Pricing</b>	<b>Authority Delegated to Field</b>
Small Action Remedial Tool Contract (SmART)	ID/IQ	Less than \$3M contract ceiling  \$500,000 or no task order limit  One two year base with one three year option	Construction/ Service (only incidental A-E services)	Firm Fixed Price	ACO, unless Service, then COR only
Rapid Response	ID/IQ	Typically \$50M  Typically no task order limit  One base year with four one-yr options.	Emergency or Time Critical Construction/ Service	Cost Reimbursable with Fixed Fee/ Fixed Price	None, retained in Omaha
Miscellaneous	ID/IQ	Varies extensively	Drilling, Analytical Services, Sampling, Geophysical Services, Tank Removal, Long Term O & M, Asbestos/Lead Removal	Typically Fixed price/Cost Reimbursable	COR
Time and Materials	ID/IQ	Varies by contract	Typically has been used for ordnance removal or emergency situations	Reimbursement of labor at fixed hourly rates (which include profit) and cost only for material	ACO, unless service, then COR only

## **SECTION 10**

### **ORDNANCE AND EXPLOSIVES (OE)**

#### **10-1. Background.**

a. In conjunction with its other missions, the USACE is responsible for managing environmental restoration projects in the specialized field of OE at Formerly Used Defense Sites (FUDS) and for providing OE services to other customers (e.g., BRAC, IR, etc.) as requested.

b. The U.S. Army Engineering and Support Center, Huntsville (CEHNC) is designated, in ER 1110-1-8158, as the USACE OE Mandatory Center of Expertise (MCX) for OE and is also an OE Design Center. Current MCX guidance documents can be found on the OE Homepage: <http://www.hnd.usace.army.mil/>

c. Typically, the OE Design Center designs the OE project and then conducts the OE Removal through existing contracts. The district is the Project Manager (PM) during removal actions and coordinates all project activities with engineering, safety and contract expertise provided by the OE Design Center through project completion.

d. Districts may execute final removal actions when approved by the MSC Commander after receiving written concurrence from the OE MCX. This process is described in ER 1110-1-8153 and the FUDS Program Manual (for FUDS projects).

#### **10-2. General.**

a. The OE Response process is defined in ER 1110-1-8153, EP 1110-1-18 (Chapter 5), and the FUDS Program Manual (for FUDS projects).

b. For projects under the management of an active or transferring installation, the installation may want to retain some degree of management control. In such cases, the PM will hire the appropriate OE Design Center to provide USACE assistance in a manner that is transparent to the customer, but the PM will remain the interface with the installation.

c. Districts preparing to work on a project (FUDS, BRAC, IR, SFO, etc.) with known or suspected OE (including Civil Works) will coordinate the project with the OE Design Center and the OE MCX as defined in ER 1110-1-8153. Once notified, safety issues will be addressed and a determination will be made concerning the appropriate actions to be taken.

d. OE concerns will be addressed before initiating any work on a project. The type of OE action required (i.e., OE removal, anomaly avoidance, OE support during construction, etc.) will be determined on a case-by-case basis. The district is responsible for preparing the scope of work and work plans for ordnance/anomaly avoidance and OE support during construction. These documents require OE MCX review. The OE MCX will provide written concurrence or non-concurrence.

### **10-3. Definitions.**

a. Ordnance and Explosives (OE). OE consists of either (1) ammunition, ammunition components, chemical or biological warfare material or explosives that have been abandoned, expelled from demolition pits or burning pads, lost, discarded, buried, or fired. Such ammunition, ammunition components, and explosives are no longer under accountable record control of any DOD organization or activity, or (2) explosive soil (see below).

b. Explosive Soil. Explosive soil refers to mixtures of explosives in soil, sand, clay, or other solid media at concentrations such that the mixture itself is explosive. Typically, this means in concentrations of 10% or more by weight. This is not defined for all types of explosives. See ER 1110-1-8153 for a complete definition and contact the OE MCX for current guidance on this issue.

c. Ordnance/Anomaly Avoidance. This refers to techniques employed by Explosive Ordnance (EOD) or Unexploded Ordnance (UXO) personnel at sites with known or suspected OE to avoid any potential surface UXO and any subsurface anomalies. This usually occurs at mixed hazard sites when HTRW investigations must occur prior to execution of an OE removal action. Intrusive anomaly investigation **is not authorized** during ordnance avoidance operations.

d. OE Support During Construction. This is support provided by qualified UXO personnel during construction activities at potential OE sites to ensure the safety of construction personnel. Coordination with the OE MCX to determine the type of support is required. See ER 1110-1-8153 for complete definition.

e. Unexploded Ordnance (UXO). UXO refers to military munitions that have been primed, fuzed, armed, or otherwise prepared for action, and have been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installations, personnel, or material and remain unexploded either by malfunction, design, or any other cause.

f. Chemical Warfare Materiel (CWM). This refers to items configured as a munition containing a chemical substance that is intended to kill, seriously injure, or incapacitate a person through its physiological effects. It also includes V- and G- series nerve agent, H- series blister

agent and lewisite in other-than-munition configurations. Due to their hazards, prevalence, and military-unique application, chemical agent identification sets (CAIS) are also considered CWM. CWM does not include: riot control agents, chemical herbicides, smoke and flame producing agents, or soil, water, debris or other media contaminated with chemical agent.

g. Removal Action (RA). A RA is the actual cleanup or removal of OE from the environment to include the disposal of removed material. The term includes, in addition, without being limited to, security fencing or other measures to prevent, minimize, or mitigate damage to the public health or welfare or to the environment.

**10-4. Unplanned Discovery of OE.** The OE Design Center typically performs removals when OE is known, or suspected to be present, during the planning stage. In cases when OE, or suspected OE, is unexpectedly discovered during construction or everyday operations at any USACE project site, the following steps will be taken:

- Cease all operations;
- Contact the local EOD unit (for BRAC, IR etc.) or local law enforcement officials for FUDS projects) who will respond and dispose of the item(s); and
- Notify the OE MCX to determine the conditions under which work may be resumed.

**10-5. OE Safety.**

a. Explosive safety requirements are contained in DOD 6055.9-STD, AR 385-64, and AR 385-61. Projects involving OE will not begin field work until the appropriate plans and explosive safety submissions are reviewed and approved by the proper authority.

b. OE Safety and Occupational Health requirements are found in ER 385-1-92. These requirements will be covered in (ER 385-1-95) which will be published in the near future.

c. OE activities will be conducted by qualified UXO contractor personnel or USACE OE Safety Specialists. Qualifications and work standards for conducting UXO work may be obtained from the OE MCX. Some work practices are peculiar to UXO work such as number of hours that may be worked while conducting UXO activities. Currently there is a limit of 40 hours per week with two consecutive days' rest between work weeks.

d. The OE MCX may conduct spot checks of field operations at project sites where OE is a concern.

e. Specific training requirements for OE project personnel are contained in Section 5 of this pamphlet.



EP 415-1-266  
31 May 00

- f. Personnel without appropriate training, and non-essential personnel, will not be allowed into an exclusion zone during UXO operations.
- g. Points of contact for OE concerns and questions are located on the OE homepage.

## SECTION 11

### OVERVIEW OF SPECIFIC REGULATED ACTIVITIES

**11-1. General.** This section describes common HTRW issues such as regulatory concerns, worker safety, and disposal practices that arise during the demolition of facilities.

**11-2. UST Removals.** Underground Storage Tank (UST) removals must comply with applicable Federal, state, and local regulations. The Federal Government has delegated the authority to regulate UST's to the states that in turn may delegate control to local governments that have more stringent regulations than the state. However, many states do not yet have EPA approved state programs and project personnel should check the most current volume of 40 CFR 282 to check the status of EPA's approval for the state UST program in which the project is located. Regulations vary by location and the responsible implementing agency (IA). Multiple agencies are often involved in different aspects of a single project. The appropriate agency approvals must be obtained for UST closures. Typically, the IA will provide regulatory and closure information to anyone closing a UST. The RE must also keep the IA informed of unforeseen contamination or other problems encountered during UST removal and closure activities. Under no circumstances should a project be stopped and contamination left in the ground without consulting with the IA.

a. References and Information. The following USACE references, in addition to the appropriate IA regulations and guidelines, provide information concerning removal and closure of UST's:

(1) RE's involved in UST projects should reference EM 1110-1-4006, "Removal of Underground Storage Tanks." This document contains USACE guidance on all phases of UST work;

(2) The HTRW lessons learned database, described in Section 13, provides lessons learned from USACE UST projects;

(3) USACE Personnel. USACE has extensive UST and drum handling experience. This experience may be found in other construction offices, the designated HTRW design district, the HTRW CX, and the OE MCX. See the list of HTRW projects/POCs in Appendix D;

(4) CEGS 01351, "Safety, Health, and Emergency Response (HTRW/UST)" and CEGS 01450, "Chemical Data Quality Control," should be used for all UST removal projects; and

(5) CEGS 02115, "Underground Storage Tank Removal," should be used for all UST removal projects.

31 May 00

b. Construction. Care needs to be exercised during tank excavation so that contaminated material is not mixed with clean material. Keep surface water out of excavations to avoid additional disposal costs. The RE should be familiar with all confined space safety requirements and require strict compliance with current procedures. Plan with the contractor how your partnership will react to the potential unknowns including notification requirements for leakage/spills.

c. Regulatory Concerns. When removing underground storage tanks, the following potential regulatory issues must be taken into consideration:

(1) The tank contents and any rinsate generated in the process of cleaning the tank may be hazardous waste and/or Department of Transportation (DOT) regulated hazardous material. However, any product in the tank, which can still be used for its original intended purpose, for example, fuel would not be a hazardous waste. All wastes should be characterized per 40 CFR 261 or corresponding state regulations. All shipments, whether products or waste, should be evaluated to determine whether they are DOT regulated hazardous materials;

(2) The tank, if transported offsite intact and containing residue of a hazardous material, may be subject to DOT packaging, marking, labeling, and/or placarding requirements as well as shipping papers. It may be beneficial to clean and cut up the tank not only to render it non-regulated, but also to ensure it is not put back into service at another location;

(3) Tanks exhibiting hazardous characteristics D018 - D043 may be able to take advantage of an exclusion from hazardous waste regulations found in 40 CFR 261.4(b)(10). This is a limited exclusion, however, and would not apply to tanks exhibiting an ignitability characteristic or failing TCLP for lead;

(4) Tanks constituting hazardous waste, which do not qualify for an exclusion, can be rendered non-hazardous via debris treatment standards in 40 CFR 268.45. However, treatment may be subject to permit requirements unless cleaning takes place prior to the point of generation of the waste; and

(5) Tank coatings sometimes contain regulated substances such as PCBs or asbestos. This can impact disposal requirements.

**11-3. Drum Removals.** There are a number of unique safety and environmental hazards associated with drum handling at hazardous waste sites. The Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980 established a national program for the cleanup of hazardous waste sites. When large numbers of buried drums are encountered, it may be cost effective to perform compatibility testing and bulk drum contents on-site. The bulk drums are subsequently shipped off-site for disposal. Information on drum handling can be

found in EPA publication EPA/600/2-86/013, "Drum Handling Practices at Hazardous Waste Sites."

**11-4. Asbestos.** Asbestos-containing materials (ACM) must be identified and quantified prior to renovation or demolition of any structure. ACM are defined as materials containing more than one percent (1%) asbestos. Suspect materials installed prior to 1980 must be assumed to contain asbestos unless inspected and analyzed using Asbestos Hazard Emergency Response Act (AHERA) protocol (refer to references below).

a. Types of Asbestos. ACM are divided into two broad categories: friable and non-friable. Friable is defined as ACM that can be crumbled in the hand. Friable asbestos is far more dangerous since virtually any action including wind can stir up breathable fibers. Usually all friable asbestos materials must be removed from a building prior to demolition. Friable materials must be disposed of in a landfill approved by either the state or EPA and which is in compliance with the requirements of 40 CFR 61.154 or an EPA approved site that converts asbestos-containing waste materials into non-asbestos containing materials according to 40 CFR 61.155. Materials that often contain asbestos include the following: pipe and boiler insulation; sprayed-on or troweled-on fireproofing, plaster and stucco; caulks and mastics; floor tile and linoleum; and cement asbestos (transite) pipe, sheets, and shingles. Roofing materials have relaxed requirements, but should be tested prior to disposal. Previously unidentified materials found once demolition/renovation has begun usually result in a contract modification.

b. Asbestos Surveys. If no asbestos survey exists for the building(s) to be demolished or renovated, one must be conducted by a certified asbestos inspector so that correct specifications can be developed. If a survey exists, but was done more than 3 to 4 years ago, a confirmatory inspection is required.

c. Regulations. The following paragraphs briefly describe some of the Federal regulations which pertain to ACM. Local regulations must also be checked because they may contain more stringent criteria than Federal requirements.

(1) NESHAP 40 CFR Part 61, Subpart M, requires the owner or operator of a facility to determine the presence or non-presence of ACM prior to conducting renovation or demolition activities. It also specifies requirements for the handling, shipping and disposal of regulated ACM.

(2) OSHA standard 29 CFR 1926.1101 pertains to asbestos exposure in construction, renovation, and building maintenance work places. Building owners are required to notify employees, tenants, and prospective employers (e.g., bidding contractors) of the descriptions, locations, and quantities of ACM at their facilities.

(3) The AHERA contains rules and regulations (40 CFR Part 763) addressing issues of identifying, evaluating, and controlling asbestos containing materials in schools. The AHERA

inspections must be conducted by certified individuals using specific guidelines which include analysis of a minimum number of samples per material type to prove that a suspect material does not contain asbestos. The majority of requirements found in 40 CFR Part 763 do not apply to work being conducted at non-school structures. The requirements of the Model Accreditation Plan (MAP) found in Appendix C to Subpart E of 40 CFR 763 apply to work done in public or commercial buildings as well as to work done in schools.

d. **Quality Assurance Personnel Responsibilities for Asbestos Abatement.** It is USACE construction policy that construction QA personnel enter the asbestos abatement areas and fully QA the work performed. Two USACE documents, the newly revised CEGS 13280, "Asbestos Abatement" and EP 1110-1-11, "Asbestos Abatement Guideline Detail Sheets," provide comprehensive guidance for asbestos abatement activities. The CEGS requires that, upon completion of the final cleaning, the contractor and the USACE authorized representative conduct a visual inspection of the cleaned area and document the results of the final cleaning and visual inspection as specified in the Setup Detail Sheet 19. Training is required before a person enters an area where regulated asbestos abatement activities are taking place. Refer to paragraph 5-4 for training requirements. In addition, requirements for medical surveillance, personnel protective equipment, respirators, and heat stress prevention must be observed. EP 1110-1-11 complements the guide specification and contains detail sheets pertaining to the asbestos abatement process.

**11-5. Lead-Based Paint (LBP).** LBP should be identified prior to renovation or demolition primarily for worker protection. Buildings that were built prior to 1978 are particularly suspect. LBP is defined by the EPA and Housing and Urban Development (HUD) at  $\geq 0.5$  percent by weight or  $\geq 1.0$  mg/cm<sup>2</sup> by area. Paint should be sampled and tested prior to renovation or demolition, either with a direct-reading instrument (X-ray fluorescence) or by lab analysis of a bulk sample.

a. **LBP Removal.** Generally, LBP need not be removed prior to demolition of a structure. If the paint is peeling or flaking, it may require removal for worker protection. However, there is no environmental regulatory requirement (EPA or TSCA) for paint removal prior to demolition. The decision to remove LBP prior to demolition should be carefully considered, as the unnecessary removal of LBP prior to demolition can be costly. If the decision to remove LBP prior to demolition is made, it can be done by either pressure washing and wet scraping to remove the paint that is not intact, or by spraying the structure with an encapsulate. LBP becomes particularly hazardous whenever heated, sanded, or abraded. Coated items should be stripped before applying heat, such as in cutting and soldering. Debris containing intact paint can currently be disposed of as general construction debris. On 18 December 1998, EPA proposed new regulations for the management and disposal of LBP debris. Final regulations were not available at the time of the finalization of this guide; therefore, project personnel should check with an environmental regulatory specialist prior to disposal of LBP debris to ensure current regulatory requirements are being met. Paint that is removed by pressure washing or

scraping could potentially be classified as a RCRA hazardous waste. Proper waste characterization should be conducted prior to the disposal of paint related wastes. Soils that have been contaminated from peeling lead-based paint should be handled according to HUD guidelines for housing and EPA guidelines for non-housing projects.

b. Worker Safety. Generally, workers not exposed to lead paint demolition debris for more than 30 days annually require only LBP orientation. A contractor specializing in demolition (greater than 30 days/year) will likely need to have workers trained in lead hazards and placed in a medical surveillance program. LBP abatement should be done only by contractors who are properly trained and certified.

c. Regulations. The following paragraphs briefly describe some of the Federal regulations that pertain to LBP.

(1) The OSHA Lead Exposure in Construction Standard, 29 CFR 1926.62, applies to employers of persons potentially exposed to lead from construction operations. Where the lead exposure resultant from a given work activity is not known, the use of personal protective equipment and engineered controls, coupled with exposure monitoring are generally required until the exposure level is established. OSHA has stated that any detectable concentration of lead may trigger certain provisions of 29 CFR 1926.62.

(2) HUD ACCN-5646, (1990; Rev May 1991) Lead-Based Paint: Interim Guidelines for Hazard Identification and Abatement in Public and Indian Housing may also apply when LBP is present during demolition activities.

(3) Toxic Substances Control Act Regulations, 40 CFR 745, Lead-Based Paint Poisoning Prevention in Certain Residential Structures. These regulations contain training and certification requirements for LBP abatement activities in target housing and child-occupied facilities.

(4) RCRA regulations for the Identification and Listing of Hazardous Wastes (40 CFR 261) and Standards Applicable to Generators of Hazardous Waste (40 CFR 262). These regulations contain requirements for generators of waste to determine whether or not the waste is a RCRA hazardous waste and establish required disposal requirements.

**11-6. Bird, Bat, and Rodent Droppings.** Bird, bat, and rodent droppings accumulate in and on structures and machinery, creating an environment favorable to the development of disease organisms. Infections from droppings typically occur by inhaling the pathogenic spores. Droppings are most dangerous when they are dry and subject to becoming airborne as a fine dust, such as when disturbed by sweeping or scraping.

a. Safety. Demolition of buildings containing droppings may cause pathogens to become airborne in the breathing zone. When entering a building where excessive droppings have accumulated, disposable shoe covers and protective gloves should be worn. Hands should be

washed thoroughly after removal of the gloves. U. S. Army Environmental Hygiene Agency, TG 142, Managing Health Hazards Associated With Bird and Bat Excrement provides additional information on applicable safety procedures when dealing with droppings.

b. Cleanup. Safe cleanup of droppings is based on protection from spore inhalation and minimization of spore dispersal. Although droppings are usually easier to remove when they are dry, saturating them with water prior to removal is recommended to prevent the debris and any pathogens from becoming airborne. This should be done with a low-velocity mist spray. Using high pressure and/or a concentrated stream may scatter the droppings before they can be adequately wetted. A portable, hand pressurized sprayer is satisfactory for applying limited amounts of water. A vacuum with a high efficiency particulate air (HEPA) filter can be used to pick up the accumulated debris. Disposal can be accomplished in a Class III landfill.

**11-7. Incidental Radioactive Sources.** The following paragraphs provide examples of incidental radioactive sources that may be encountered during demolition activities. Regulatory requirements for protection, monitoring, storage, and disposal of incidental radioactive sources are described in 10 CFR 20, "Standards for Protection Against Radiation."

a. Gauges and Instruments. The military used radium in gauges and instruments in vehicles and aircraft. Radium was also occasionally used in compasses and radar devices. Residue can be found in instrument shops and motor pools. Gauges typically contained between 1 and 15 microcuries of radium-226 per device. The average dose rate on contact with a radium gauge may range from 50 microR/hr to 2 milliR/hour. The exposure to a worker's extremity (such as the hand) cannot exceed 50,000 millirem/year (assume 1 millirem = 1 milliR).

b. Smoke Detectors. Many smoke detectors use a radioactive element to screen for smoke. If crushed or disposed of improperly, these smoke detectors can release dangerous amounts of contamination. Disposal should be in accordance with the manufacturer's recommendations.

**11-8. Mercury.** Mercury may be encountered during building demolition and may require special handling and disposal. Mercury is commonly found in fluorescent light tubes, thermostats, circuit boards, rectifiers, manometers, thermometers, and batteries. It is also likely to be found wherever mercury has been routinely used such as in dental clinics using mercury amalgams or in laboratories. Mercury is found in laboratories not only in equipment, but also as a result of analysis. For example, a mercury compound is used in some test methods for analyzing phosphorous and total kjeldahl nitrogen.

a. Regulations. Mercury is one of the hazardous constituents on the toxicity characteristic leaching procedure (TCLP) table, 40 CFR 261.24, which may cause a waste to exhibit a hazardous characteristic. Therefore, mercury-containing wastes are potentially subject to requirements for generators of hazardous waste (40 CFR 262) and land disposal restriction

treatment requirements (40 CFR 268). Mercury containing hazardous wastes have different treatment requirements depending upon whether it is classified as high concentration or low concentration mercury.

b. **Regulatory Exceptions.** Some mercury containing wastes may be excluded from hazardous waste regulation. 40 CFR 261.9 allows mercury thermostats and fluorescent light tubes to be managed as “universal waste” in accordance with regulations in 40 CFR 273. Many states have adopted similar requirements. Through the universal waste program, they can be collected and recycled in lieu of being managed as hazardous waste. Certain batteries may also be managed as universal waste rather than hazardous wastes as stipulated by the Mercury-Containing and Rechargeable Battery Management Act, Public Law 104-142.

**11-9. Lighting Fixtures.** Spent fluorescent light tubes and high intensity discharge (HID) lamps contain mercury which, when disposed in a municipal landfill, can leach into the soil and ground water. Spent fluorescent light tubes can be recycled, allowing for the recovery of the mercury, glass, and aluminum end caps. These lighting fixtures must be managed in one of two ways. Either they must be managed as a RCRA hazardous waste or as Universal Waste as per 40 CFR 273. 40 CFR 273 provides alternative management provisions using the more stringent RCRA generator provisions. In order to utilize the provisions in 40 CFR 273, the applicable state agency must adopt similar regulations within the generator’s state as well as the disposal state. Light ballasts may also contain PCBs that can pose potential problems when good disposal practices are not used. See paragraph 11-10 for additional information on PCBs in light ballasts.

**11-10. PCBs.** Polychlorinated biphenyl containing wastes may be encountered during building demolition and may require special handling and disposal. PCB dielectric fluid is commonly found in electrical equipment manufactured prior to 2 July 1979 including transformers, light ballasts, large and small capacitors, circuit breakers, reclosers, voltage regulators, switches, oil-filled cable, and electromagnets. It has also been found in other areas such as in household and industrial appliances, motors, and hydraulic equipment. PCBs were also widely found in manufactured products. EPA has termed these as “PCB bulk product waste.” They are PCBs in solids including but not limited to applied dried paints, sealants, caulking, adhesives, coal tar coatings on underground tanks, plastic insulation from wire or cable, furniture laminates, sound deadening or other types of insulation, and potting material within fluorescent light ballasts.

a. **Restrictions on Storage.** Once removed from service for disposal, PCB containing wastes must be disposed of within one year. During this time, storage is limited to only 30 days unless conforming storage is provided. See 40 CFR 761.65 for requirements.

b. **Disposal Options.** In lieu of disposal, PCB contaminated metal may be recycled by sending it to a scrap metal recovery oven or smelter after all free-flowing PCBs have been removed. Conditions and requirements for scrap metal recovery are specified in 40 CFR 761.72. Flushing to remove high concentration PCBs prior to recovery may be required.



31 May 00

(1) Disposal of PCBs is contingent primarily on concentration and leachability of the PCBs. High concentration liquids, greater than or equal to 500 ppm PCBs must be incinerated. Lower concentration PCBs liquids, greater than 50 ppm but less than 500 ppm PCB, can be incinerated or burned in a high efficiency boiler. PCBs in oil at or above 2 ppm, but less than 50 ppm PCBs can be burned as off-specification used oil in an off-specification used oil boiler or industrial furnace.

(2) Chemical waste landfills, which are TSCA approved landfills, can be used to dispose of solids such as drained equipment. Equipment formerly containing high concentrations of PCBs must usually be flushed to remove excess PCBs prior to being placed in the landfill. Equipment formerly containing lower concentrations of PCBs (less than 500 ppm) can typically be landfilled directly after draining in accordance with regulations in 40 CFR 761.60.

(3) Municipal solid waste landfills can be used to dispose of small, non-leaking capacitors (those containing less than three pounds of PCBs); drained PCB contaminated equipment formerly containing less than 500 ppm PCB; and PCB bulk product wastes (dried applied paints, sealants, caulking, adhesives, etc.). However, prior to disposing of PCB bulk product waste at a solid waste landfill, written notice must be provided to the landfill a minimum of 15 days prior to the first shipment of waste. Depending upon the type of PCB bulk product waste being disposed of, it may also be necessary to establish the leachability of the bulk product waste because leachable wastes must be segregated from organic liquids in the landfill and the landfill must be monitored for PCBs.

**11-11. Lead in Firing Ranges.** Facilities that are, or previously were, used as indoor firing ranges pose a particular problem due to lead contamination. These facilities must be cleaned prior to being used for something other than a firing range. Soil or sand that contains spent ammunition could potentially be classified as a RCRA hazardous waste. Proper waste characterization should be performed prior to disposal of firing range sands or soils. Surfaces of the facility must be cleaned and sealed with paint or wax prior to reuse for purposes other than as a firing range. Cleaning and sealing is not required for demolition.

**11-12. Bioaerosols.** Disturbance of air handling systems may cause the release of bioaerosols. Bioaerosols include viruses, bacteria, fungi, molds, algae, and protozoa and their products. Some bioaerosols cause infectious disease, and others produce toxins which may act as sensitizing agents in allergic persons. The ideal breeding ground for bacterial molds and fungi is an enclosed, dark, humid, controlled environment. Highly allergic individuals may react to extremely small concentrations.

## SECTION 12

### USACE OVERSIGHT OF RD/RA PROJECTS

**12-1. Authority.** This section covers USACE oversight of RD/RA projects on non-USACE contracts. The oversight is provided to other governmental agencies such as DOE, EPA, etc. This section will focus on specifics of oversight for the EPA (under CERCLA/SARA), although it may apply to other agencies (and programs) as well. Pertinent documents relating to this subject which may be consulted for further information are as follows:

a. OSWER Directive 9355.5.01, Feb 1990, "Interim Final Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties;" and

b. The site-specific IAG for oversight of RA.

**12-2. Enforcement.** When non-Federal Potentially Responsible Parties (PRP) elect to conduct the RD/RA activities at a Superfund site, they must do so in accordance with the terms of the negotiated Settlement Agreement (either as an administrative order on consent or ordered as a judicial consent decree). These serve as legally binding documents to enforce the commitment by the PRPs (or the EPA's order) to finance and perform the RD and/or RA in accordance with the provisions set forth. To fulfill these requirements PRPs develop work plans, QA/QC plans, and/or contract documents, which are reviewed and accepted (and/or approved) by EPA prior to implementation.

**12-3. Interagency Agreement (IAG).** The site-specific IAG is an agreement signed by the USACE geographical district and the EPA region. It lists specific tasks and responsibilities of the parties, and provides a proposed budget for the oversight activities. Oversight tasks may include:

a. review and evaluation of proposed plans (work plans, QA/QC plans), contract documents, design analyses, etc.;

b. site visits and inspections;

c. review of proposed design/construction plan changes; and

d. oversight of RA. The specific tasks and responsibilities should be reviewed with the EPA's RPM prior to the start of an individual task identified above. A USACE work plan is recommended to document the details of the work tasks. This should include tasking details such as reporting format and period, staffing levels, etc. The reporting requirements for RA oversight should be established before the pre-construction conference.

31 May 00

**12-4. Execution.** The responsibilities of USACE officials performing oversight on behalf of EPA, on PRP enforcement projects, are very different from typical USACE contract administration. The following paragraphs outlines some of these differences:

a. The PRP is responsible for enforcement of all laws, regulations, and requirements and to meet all performance standards required by EPA. The USACE has no contractual relationship with the PRP and is limited to the role/authorities outlined in the site-specific IAG.

b. The USACE official's oversight responsibility is to provide technical support to the EPA RPM in monitoring PRP compliance with EPA requirements and report directly to the EPA RPM.

c. Construction oversight is limited to serving construction activities and comparing the work to the approved documents or applicable laws and regulations, and reporting the findings to the EPA. The necessary technical documents (i.e., IAG, plans and specifications, change orders, SSHP, etc.) must be obtained to accomplish the monitoring. The USACE representative should also attend the weekly progress meeting.

d. USACE oversight officials on PRP enforcement projects are not authorized to provide directions to the RA contractors. They only provide recommendations and evaluations to the EPA RPM. USACE oversight personnel are *not* authorized to change the contract documents or consent decree in any way; only the EPA RPM has the authority to do so.

e. Imminent safety hazards are the most controversial issue on any enforcement site. The site-specific IAG should spell out exactly what the USACE representatives should do if a safety hazard is observed. The language must be carefully crafted to ensure that a responsible PRP representative is immediately notified of the situation, and that if the representative fails to act, the EPA RPM has a contingency plan in place to provide adequate direction and to protect the USACE and EPA from potential third party liability.

f. It should be noted that the EPA RPM is not required to utilize USACE for oversight activities; the RPM may choose an A-E or an ARCS contractor for this service. For this reason, the USACE needs to "satisfy the customer" and reach agreement on what the RPM (our customer) expects.

g. Standard USACE guide specifications, the safety manual (EM 385-1-1), ERs, etc., do not apply. PRPs generally use standard commercial American Institute of Architects (AIA) contracts and are governed by OSHA and other Federal/state/local regulations. For additional guidance on compliance with SSHP requirements on PRP or technical assistance assignments,

refer to Section 4, Health and Safety.

h. Since the EPA generally seeks to recover oversight costs from PRPs, accurate and detailed records of labor and other costs are essential.

## SECTION 13

### MISCELLANEOUS

**13-1. Hazard Pay.** Hazard pay is required for duty involving unusual physical hardships, hazards, or working conditions of an unusually severe nature. Hazard pay is considered to be warranted if the following conditions exist:

a. The employee must perform duty that is subject to eligible physical hardships or hazards criteria as described in the CEHR-E/CESO-I memorandum regarding supplemental guidance on hazard pay differentials for civilian work at HTRW sites, dated 9 October 1990. A copy of this document can be found in Appendix F. This guidance specifies that workers required to wear level "A" or level "B" personal protective equipment (PPE) automatically are entitled to hazard pay. Workers who wear level "C" PPE require an assessment by the district SOHO of the hazards and the procedures to mitigate the hazard. If this review assessment concludes that adequate controls are provided so that the degree of risk to the worker is "practically eliminated," no hazard pay is authorized.

b. The duty must not affect the grade of the Federal wage system position or the classification of the position. The USACE human resources office will be responsible for determining whether the hazardous work constitutes an element in determining the grade of the position.

**13-2. Liability Concerns.**

a. Personal Liability. The Office of Counsel should be contacted immediately in all instances where a USACE employee becomes aware of, or has reason to suspect, a violation of CERCLA, RCRA, or any other law has occurred. The Office of Counsel will provide guidance to USACE employees regarding the availability of legal representation from the Department of Justice (DOJ) relating to any such violation. The DOJ is responsible for determining whether Federal employee requests for government legal representation will be approved in such matters.

b. CERCLA. Substantial civil and criminal penalties are authorized by CERCLA. Two categories of administrative civil penalties are authorized. One category (Class I) provides for penalties of up to \$25,000 per violation. The second category (Class II) provides for penalties of up to \$25,000 per day for each violation, which may be increased to \$75,000 per day for a second or subsequent violation. These administrative penalties relate, among other things, to failure to provide notice of a reportable quantity release of a hazardous substance, or destruction or alteration of records required to be maintained by CERCLA. Moreover, upon conviction for

knowing failure to report a hazardous substance release, or for destruction or alteration of records required by CERCLA under section 103, criminal penalties under the Federal Criminal Code and imprisonment of up to 3 years (5 years for subsequent convictions) can also be imposed.

c. RCRA. Civil and criminal penalties may also be imposed under RCRA. Stiff criminal enforcement provisions providing for substantial penalties (\$50,000 per day) and multi-year imprisonment terms (2 to 5 years) are possible for knowing violation of RCRA's transport, treatment, storage, disposal, export, reporting, or record requirements associated with hazardous waste. The Conference Report on the 1980 RCRA Amendments indicated congressional intent that these criminal provisions not be aimed at punishing minor or technical variations from permit regulations or conditions if the facility operator is acting responsibly. However, where a violation is committed by a person with knowledge that such action will place another person in imminent danger of death or serious bodily injury, RCRA provides for fines of not more than \$250,000, or imprisonment for not more than 15 years, or both. Civil penalties assessed through the use of administrative compliance orders are also permitted by RCRA. Violation of a compliance order may result in civil penalties of up to \$25,000 per day for non-compliance, and suspension or revocation of any permits issued to the violator. Moreover, under RCRA's citizen suit provision, any person may bring a lawsuit on his or her behalf against any other person including the U.S. based on allegations of violation of any permit, standard, regulation, condition, requirement, or order under RCRA. RCRA specifically provides that agents, employees and officers of the U.S. shall not be personally liable for any civil penalty under Federal, state, interstate, or local solid or hazardous waste law with respect to any act or omission within the scope of their official duties; but, notes that such agent, employee, and officer is subject to criminal sanctions under Federal or state solid or hazardous waste law, including but not limited to fines and imprisonment.

### **13-3. Community Relations.**

a. General. Community relations play a critical role at most HTRW sites. Every site has the potential for public concern about government actions and sensationalism by special interest groups, individuals, and the news media. When construction work starts, the level of public concern and media interest may rise. The level of sensitivity and public interest is not always related to the technical complexity of the problems at the site. Community opposition to government plans has led to delays, work stoppage, cost overruns, and the obstruction of technically sound remedies.

b. Public Affairs. The Public Affairs Office (PAO) from the RE's district, the local military installation, or the EPA regional office is a key player in the cleanup effort. The staff members from these offices are trained to effectively work with the public and media and can be of great assistance to the RE's staff. The PAO should be involved at the earliest time, including

pre-construction conference and partnering workshops, to aid in the preparation of community relation's plans and the assignment of responsibility for responding to queries from the media and general public. Community relation's plans are recommended for every site, but are required by CERCLA for all sites on or being considered for inclusion on the NPL. The more complex the site, the more comprehensive the plan. A site in the middle of a military installation which has never attracted concern by the public may require very little community relations effort. A FUDS project on which an elementary school has been built may require a substantial effort. The public affairs staff can also support the RE in a variety of other ways. These include:

- (1) preparing, staffing, and distributing news releases, fact sheets, project updates, and other pertinent materials for the information repository;
- (2) assisting in planning, scheduling, arranging, and conducting public meetings;
- (3) assisting with tours of the site when appropriate; and
- (4) planning, developing, and conducting workshops about environmental activities, characteristics and concerns.

c. RE Responsibilities. As a general rule, the EPA is responsible for community relations at Superfund sites. The local military public affairs office is responsible for IRP sites, and the USACE district public affairs office for FUDS and FUSRAP projects. Queries from the media and public should be directed to the appropriate public affairs office for response. However, RE's may find themselves in the position of being the only USACE representative available when members of the media or public come calling. Procedures for dealing with this must be coordinated during the early planning stages of the project. These procedures should address the day-to-day contact with the public and private property owners and should be clearly and concisely addressed with the RPM. Every attempt should be made for the RE to be responsible for the daily contact with the public for the coordination of the RA work. Special emphasis must be given to ensure that in dealing with sites where PRP negotiations are underway, under the auspices of another PRP negotiation district, no actions are taken or comments are made by the executing district which might be detrimental to the successful resolution of the PRP negotiations. When it falls to the RE to respond, listen to the question and answer it:

- (1) Honestly: Tell the truth. If you don't know the answer, say so. Talk only about what you know. Don't speculate;
- (2) Ethically: Don't play games with a reporter or a member of the public. Don't withhold significant information just because the person failed to ask exactly the right question;

(3) Accurately: Don't speculate or guess. If you don't know the answer, try to find it and then get back to the questioner; and

(4) Responsibly: This means answering the question or explaining why the question cannot be answered. Don't be evasive.

d. Community Relations Plan (CRP). See Appendix F for an example copy of a CRP.

#### **13-4. USACE HTRW Lessons Learned System.**

a. Introduction. The HTRW CX is the home for the nationwide USACE HTRW & Environmental Lessons Learned System. The CX was mandated by HQUSACE to develop and maintain the official HTRW Lessons Learned System for the USACE. The original HTRW Lessons Learned System, developed in the early 1990s, was revamped in 1997 and changed to the HTRW & Environmental Lessons Learned Informational System. The purpose of this system is to ensure that USACE employees involved in HTRW and environmental programs such as compliance, pollution prevention and conservation are provided with the tools to enable them to document and share problems, solutions, and experience gained while performing their job related duties, improve efficiency, and enhance the cost effectiveness of USACE processes and operations.

b. Accessing the System. This system serves as a central repository for HTRW and environmental lessons learned. Individuals having access to the world wide web can access the system through the following address:

<http://hq.environmental.usace.army.mil/tools/lessons/lessons.html>

This address takes you to the USACE Environmental Division home page. From there click on "Initiatives," then "Environmental Lessons Learned Program." This screen is the home page for the HTRW & Environmental Lessons Learned Program.

c. Browsing the Web Site. Once linked to the system, individuals will have the capability to search and retrieve information, submit a lessons learned, view the lessons learned data base, link to other lessons learned systems/servers, view standard operating procedures for the system or browse the USACE organization. Individuals can also browse other news events or hot topics in the environmental arena. This site is accessible to all individuals having access to the world wide web.

d. Lessons Learned Submittals. The process of submitting lessons learned is relatively simple, and can be accomplished via the world wide web, e-mail, fax, or regular mail. If you are using the Internet, once at the appropriate address, go to the "Submitting a Lessons Learned" icon



and complete the required data in the template. Next, click on the “submit” window to review your data. If correct, click on “submit” again. Your completed submittal will then be forwarded to the program manager at the CX. Individuals who do not have access to the world wide web may e-mail, fax or mail the information to the program manager at the HTRW CX. The e-mail address is: claudia.d.wiethop@usace.army.mil. The fax number is (402) 697-2639. The mailing address is U.S. Army Corps of Engineers, HTRW CX, ATTN: CENWO-HX-T (Lessons Learned PM), 12565 West Center Road, Omaha, NE 68144.

e. Lessons Learned Review Process. All lessons learned submittals are reviewed by subject matter experts at the HTRW CX, and are also reviewed and validated by HQUSACE personnel prior to dissemination on the system. The system program manager is assigned to the Environmental, Cost and Compliance Branch at the CX, and is the point of contact for the system.

### **13-5. Where to Find the Environmental Regulations.**

<u>Environmental Act</u>	<u>Code of Federal Regulations</u>
Nuclear Regulatory Commission (NRC)	10 CFR Parts 1-199
Department of Energy (DOE)	10 CFR Parts 200-1099
Occupational Safety and Health Act (OSHA)	29 CFR Parts 1900-1999
Surface Mining Control and Reclamation Act (SMCRA)	30 CFR Parts 301-999
Department of Defense (DOD)	32 CFR Parts 1-190
Clean Air Act	40 CFR Parts 50-87
Clean Water Act (CWA)	40 CFR Parts 104-140, 401-471
Safe Drinking Water Act (SDWA)	40 CFR Part 150
Federal Insecticide, Fungicide and Rodenticide Act (FIFRA)	40 CFR Parts 150-186

EP 415-1-266  
Mar 00

Radiation Protection Programs (Environmental)	40 CFR Parts 190-195
RCRA - Solid Waste	40 CFR Parts 240-259
Resource Conservation and Recovery Act (RCRA) - Hazardous Waste	40 CFR Parts 260-279
Underground Storage Tanks (USTs)	40 CFR Parts 280-282
Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and Superfund Amendments and Reauthorization Act (SARA)	40 CFR Parts 300-372
Emergency Planning, Community Right-To-Know Act (EPCRA)	40 CFR Parts 355-374
Toxic Substances Control Act (TSCA)	40 CFR Parts 700-799
National Environmental Policy Act (NEPA)	40 CFR Parts 1500-1508
Hazardous Materials Transportation Act (HMTA)	49 CFR Parts 100-180

## **APPENDIX A**

### **REFERENCES**

#### **A-1. Public Laws (PL).**

PL 94-580, "Resource Conservation and Recovery Act (RCRA) of 1976"

PL 96-510, "Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980"

PL 99-499, "Superfund Amendment and Reauthorization Act (SARA) of 1986"

PL 104-142, "Mercury-Containing and Rechargeable Battery Management Act"

PL 97-177, "Prompt Payment Act of 1982"

#### **A-2. Code of Federal Regulations (CFR).**

5 CFR 339, "Medical Qualification Determinations"

10 CFR 20, "Standards for Protection Against Radiation"

28 CFR 50.15, "Representation of Federal officials and employees by Department of Justice attorneys or by private counsel furnished by the Department in civil, criminal, and congressional proceedings in which Federal employees are sued, subpoenaed, or charged in their individual capacities"

29 CFR 1910, "Occupational Safety and Health Standards" (refer to 29 CFR 1910.120, "Hazardous Waste Operations and Emergency Response" which is applicable to site inspections and investigations during RD)

29 CFR 1910.120, "OSHA Hazardous Waste Operations and Emergency Response"

29 CFR 1910.120(e), "Training"

29 CFR 1910.134, "Respiratory Protection"

EP 415-1-266  
31 May 00

29 CFR 1910.1020, "Access to Employee Exposure and Medical Records"

29 CFR 1910.1200, "Occupational Safety and Health Standards - Hazard Communication"

29 CFR 1926, "Safety and Health Regulations for Construction" (refer to 29 CFR 1926.65, "Hazardous Waste Operations and Emergency Response" Federal Register, 30 June 1993, which is applicable to remedial action activities)

29 CFR 1926.59, "Hazard Communication"

29 CFR 1926.62, OSHA "Lead Exposure in Construction Standard"

29 CFR 1926.65(e), "Hazardous Waste Operations and Emergency Response – Training"

29 CFR 1926.103, "Respiratory Protection"

29 CFR 1926.1101, "Asbestos"

32 CFR 203, "Technical Assistance for Public Participation (TAPP) in Defense Environmental Restoration Activities"

40 CFR Part 61, "National Emission Standards for Hazardous Air Pollutants"

40 CFR 61.145, "Standard for Demolition and Renovation"

40 CFR 61.150, "Standard for waste disposal for manufacturing, fabricating, demolition, renovation, and spraying operations"

40 CFR 261, "RCRA Regulations for the Identification and Listing of Hazardous Wastes"

40 CFR 261.4, "Exclusions"

40 CFR 261.9, "Requirements for Universal Waste"

40 CFR 261.24, "Toxicity Characteristic"

40 CFR 262, "Standards Applicable to Generators of Hazardous Waste"

40 CFR 262.34 (a)(4) and 40 CFR 265.16, "Personnel Training"

40 CFR 262.40, "Record Keeping"

40 CFR 265.16, "Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities - Personnel Training"

40 CFR 268, "Land Disposal Restrictions"

40 CFR 268.45, "Treatment Standards for Hazardous Debris"

40 CFR 273, "Standards for Universal Waste Management"

40 CFR 282, "Approved Underground Storage Tank Programs"

40 CFR 300, "EPA National Oil and Hazardous Substance Pollution Contingency Plan"

40 CFR 300.440, "Off-Site Rule"

40 CFR 745, Toxic Substances Control Act Regulations, Lead-Based Paint Poisoning Prevention in Certain Residential Structures

40 CFR 761.60, "Disposal Requirements"

40 CFR 761.65, "Storage for Disposal"

40 CFR 761.72, "Scrap Metal Recovery Ovens and Smelters"

40 CFR 763, "Asbestos - Model Accreditation Plan"

49 CFR 171-180, "Subchapter C- Hazardous Materials Regulations"

49 CFR 172, Subpart G, "Emergency Response Information"

49 CFR 172, Subpart H, "Training for Hazardous Materials Transportation"

49 CFR 172.205, "Hazardous Waste Manifest"

49 CFR 172.700, "Purpose and Scope"

49 CFR 173.1, "Purpose and Scope"

EP 415-1-266  
31 May 00

**A-3. Federal Acquisition Regulations (FAR).**

FAR Subpart 7 and applicable supplements there to, "Acquisition Planning"

FAR 36.103, "Construction and Architect-Engineer Contracts-Methods of Contracting"

FAR 52.232-25(b)(4), "Prompt Payment" (Mar 94),

FAR 52.232-27(b)(2), "Prompt Payment for Construction Contracts"

FAR 52.236-13, "Accident Prevention"

**A-4. Army Regulations (AR).**

AR 200-1, "Environmental Protection and Enhancement"

AR 385-61, "The Army Chemical Agents Safety Program" 27 Feb 97

AR 385-64, "Ammunition and Explosives Safety"

AR 420-70, "Buildings and Structures"

**A-5. USACE Engineering Regulations (ER).**

[ER 5-1-11](#), "Program and Project Management"

[ER 37-2-10](#), "Accounting and Reporting--Civil Works Activities"

[ER 385-1-40](#), "Occupational Health Program"

[ER 385-1-92](#), "Safety and Occupational Health Document Requirements for Hazardous, Toxic and Radioactive Waste (HTRW) and Ordnance and Explosive Waste (OEW) Activities"

[ER 415-1-16](#), "Fiscal Management"

[ER 500-1-1](#), "Natural Disaster Procedures"

[ER 1110-1-263](#), "Chemical Data Quality Management for Hazardous, Toxic, and Radioactive

Waste Remedial Activities"

[ER 1110-1-8100](#), "Laboratory Investigations and Testing."

[ER 1110-1-8153](#), "Ordnance and Explosives Response"

[ER 1110-1-8158](#), "Corps-Wide Centers of Expertise Program"

[ER 1110-2-500](#), "Corps/EPA Superfund Program, Funding and Reporting Requirements"

[ER 1180-1-6](#), "Construction Quality Management"

#### **A-6. USACE Engineering Pamphlets (EP).**

[EP 200-1-2](#), "Process and Procedures for RCRA Manifesting"

[EP 200-1-3](#), "Environmental Restoration at Formerly Used Defense Sites"

[EP 385-1-58](#), "Medical Surveillance Handbook"

[EP 415-1-260](#), "Resident Engineer Management Guide"

[EP 415-1-261](#), "Quality Assurance Representatives Guide – Volume 5"

[EP 1110-1-11](#), "Asbestos Abatement Guideline Detail Sheets"

[EP 1110-1-18](#), "Ordnance and Explosives Response"

#### **A-7. USACE Engineering Manuals (EM).**

[EM 200-1-1](#), "Validation of Analytical Chemistry Laboratories"

[EM 200-1-2](#), "Technical Project Planning"

[EM 200-1-3](#), "Requirements for the Preparation of Sampling and Analysis Plans"

[EM 200-1-6](#), "Chemical Quality Assurance for HTRW Projects"

EP 415-1-266  
31 May 00

[EM 385-1-1](#), "Safety and Health Requirements Manual"

[EM 1110-1-4006](#), "Removal of Underground Storage Tanks (USTs)"

**A-8. USACE Guide Specifications (CEGS).**

CEGS 01351, "Safety, Health, and Emergency Response (HTRW/UST)"

CEGS 01450, "Chemical Data Quality Control"

CEGS 02115, "Underground Storage Tank Removal"

CEGS 13280, "Asbestos Abatement"

**A-9. USACE Construction Bulletins (CB).**

CB No. 99-1, "Safety and Health HTRW Annual Refresher Course"

CB No. 99-2, "Emergency Responder Agreements for Fund-Lead Remedial Actions - EPA Superfund Program"

**A-10. USACE Office Memorandums (OM).**

OM 10-1-1, "Headquarters, U.S. Army Corps of Engineers"

**A-11. USACE Memorandums and Other Documents.**

ASA(CW) memorandum, 7 Dec 84, "Corps/EPA Superfund Agreement"

CECC-J memorandum, 13 Mar 98, "Fees for Licensing, Certification, Training, and Professional Engineers Stamps" (CF: Appendix F)

CECI-IR/CEMP-R memorandum, 10 Aug 99, "Environmental Classification Standards" (CF: Appendix F)

CEHNC 1105-3-9, 10 Aug 92, "Management Plan for OEW MCX and Design Center"



CEHR-E/CESO-I memorandum, 19 Oct 90, "Supplemental Guidance on Hazard Pay Environmental Differentials regarding Hazardous and Toxic Waste (HTW) Sites" (CF: Appendix F)

CEMP-CM memorandum, 1 Nov 91, "Transfer of Knowledge and Experience During Design and Execution of HTRW Projects"

CEMP-M memorandum, 7 Jan 99, "Implementation of the Program and Project Management Information System (PROMIS) for Environmental Programs" (CF: Appendix F)

CEMP-M memorandum, 28 April 97, on the implementation of PROMIS (see Appendix F).

CEMP-RS/CERE-AP memorandum, 22 Nov 89, "USACE Real Estate Support for EPA Superfund Program" (CF: Appendix F)

CEMP-RT memorandum, 3 Mar 93, "USACE Hazardous, Toxic, and Radioactive Waste (HTRW) Lessons Learned System"

CEMP-RT memorandum, 30 Apr 93, "Signatory Responsibility for Hazardous Waste Manifests and Related Documents-Policy Guidance"

CEMP-RT memorandum, 23 Sep 1997, "Changes in HTRW Technical Roles and Responsibilities Due to Division Laboratory Closures" (CF: Appendix F)

CERE-AP memorandum, 6 Feb 98, "Guidance for the Provision of Real Estate Support to the Formerly Utilized Sites Remedial Action Program and Delegation of Authority to Execute Rights-of Entry and Acquire Real Property and Interests Therein" (CF: Appendix F)

CERM-F memorandum, 7 June 96, "Subject: Policy for Retention of Travel Receipts"

CESO-I memorandum, 13 May 94, "HTRW Safety and Health Training Courses and Medical Surveillance Required by OSHA Standards 29 CFR 1910.120 and 1926.65"

CESO-I (40-5) memorandum, 23 Sep 99, "HTRW Medical Surveillance Program Inclusion and Frequency Criteria" (CF: Appendix F)

A Guide to Best Practices for Cost Reimbursement Contracts

Annual Financial Agreement Between the Defense Contract Audit Agency and the U.S. Army Corps of Engineers, Fiscal Year 2000, Agreement Number 002900 (CF: Appendix F)

EP 415-1-266  
31 May 00

Defense Environmental Restoration Program (DERP) for Formerly used Defense Sites (FUDS) - Program Manual

OE CX Interim Guidance, Safety Concepts and Basic Considerations for Unexploded Ordnance Operations, 16 Feb 96

Pre-Award Site Visit Agreement, "Liability Release for Contractor Site Visit" (CF: Appendix F)

USACE Management Plan, Pre-Placed Remedial Action Contracts (PPRA), 8 Sep 89

**A-12. EPA Guidance Documents and Correspondence.**

EPA/600/2-86/013, 1986, "Drum Handling Practices at Hazardous Waste Sites"

EPA OSWER 9320.2-09A-P, Jan 2000, "Close Out Procedures for National Priorities List Sites"

EPA OSWER Directive 9355.0-4A, Jun 86, "Superfund Remedial Design and Remedial Action Guidance" (to be replaced by OSWER 9355-22; in final draft)

EPA OSWER Directive 9355.0-04B, "Superfund Remedial Design/Remedial Action Handbook,"

EPA OSWER Directive 9355.5-01, Feb 90, "Interim Final Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties"

EPA OSWER Directive 9355.5-01/FS, Feb 90, "Real Estate Acquisition Procedures for USACE Projects" (CF: Appendix F)

EPA OSWER Publication 9355.5-01/FS, Feb 90, "EPA Oversight of Remedial Designs and Remedial Actions Performed by PRPs"

EPA OSWER Directive 9355.5-05/FS, Dec 89, "USACE Preplaced and Rapid Response Contracts"

EPA OSWER Directive 9355.5-14/FS, May 90, "EPA/USACE Payment Process-Direct Cite/Revised Reimbursement Methods"

EPA OSWER Directive 9355.7-02, "Structures and Components of Five-Year Reviews"

EPA OSWER Directive 9355.7-03B-P, "Comprehensive Five-Year Review Guidance"

EPA Superfund Construction Completion Care Package, May 93.

EPA Five-Year Guidance (Second Interim Draft), March 16, 1998.

OERR, EPA Office of Emergency and Remedial Response - Directive 9355.0-04B

U.S. EPA letter, 18 Oct 90, Authorizing CE personnel to sign manifests on their behalf (CF: Appendix F)

**A-13. Housing and Urban Development Guidance.**

HUD ACCN-5646, 1990; Rev May 1991, "Lead-Based Paint: Interim Guidelines for Hazard Identification and Abatement in Public and Indian Housing"

**A-14. Miscellaneous References.**

DODI 4715.10, Environmental Education, Training and Career Development

Federal Register (FR) 51-35192, "Hazardous Waste Management System: Standards for Generators of Hazardous Waste"

OEBGD, Overseas Environmental Baseline Guidance Document

TG 142, "Managing Health Hazards Associated With Bird and Bat Excrement", U. S. Army Environmental Hygiene Agency

## APPENDIX B

### ACRONYMS

**\*All of these acronyms do not appear in the text of this pamphlet but are provided as a reference for the RE to illustrate terms commonly used in HTRW work.**

#### A

ACM.....	Asbestos-Containing Material
ACGIH .....	American Conference of Governmental Industrial Hygienists
ACO .....	Administrative Contracting Officer
A-E .....	Architect-Engineer
AEA.....	Atomic Energy Act
AEC .....	Army Environmental Center
AEDA.....	Ammunition, Explosives, and Dangerous Articles
AEO.....	Army Environmental Office
AEHA.....	Army Environmental Hygiene Agency
AETMP .....	Army Environmental Training Master Plan
AF.....	U.S. Air Force
AFARS .....	Army Federal Acquisition Regulation Supplement
AG .....	Attorney General (U.S.)
AHERA.....	Asbestos Hazard Emergency Response Act
AIA .....	American Institute of Architects
AMC.....	U.S. Army Materiel Command
AMPRS .....	Automated Management and Progress Reporting System

ANSI.....American National Standards Institute

AO .....Administrative Order

AOAC .....Association of Official Analytical Chemists

AOC .....Area of Contamination

AOR .....Area of Responsibility

APP .....Accident Prevention Plan

AR .....Army Regulation

ARAR.....Applicable or Relevant and Appropriate Requirements

ARCS .....Alternative Remedial Contracting Strategy (EPA)

ARMS .....Automated Review Management System

ARNG .....Army National Guard

ASA (IL&E) .....The Assistant Secretary of the Army (Installations, Logistics, and Environment)

ASD.....Assistant Secretary of Defense

ARSTAF .....Army Staff

ATS .....Air Toxic Standard

ATSDR.....Agency for Toxic Substances and Disease Registry

## **B**

BCO.....Biddability, Constructibility, Operability

BCOE .....Biddability, Constructibility, Operability, and Environmental

BD .....Base Detonating

BD/DR.....Building Demolition/Debris Removal

BDAT.....Best Demonstrated Available Technology

BLM.....Bureau of Land Management

BMP.....Best Management Practices

BRAC.....Base Realignment and Closure

BTU.....British Thermal Unit

## **C**

CA.....Cooperative Agreement

CAA.....Clean Air Act

CAIS.....Chemical Agent Identification sets

CAMU.....Corrective Action Management Unit

CAP.....Corrective Action Plan (RCRA)

CAS.....Chemical Abstracts Service

CASRN.....Chemical Abstracts Service Registry Number

CB.....Construction Bulletin

CCC.....Commodity Credit Corporation

CD.....Consent Decree

CDAP.....Chemical Data Acquisition Plan

CDQM.....Chemical Data Quality Management

CDQMP.....Chemical Data Quality Management Plan

CDR.....Commander

CE.....Corps of Engineers

CECER.....U.S. Army Construction Engineering Research Laboratory

EP 415-1-266

31 May 00

CECRL.....U.S. Army Cold Regions Research and Engineering Laboratory

CECPW .....U.S. Army Center For Public Works

CECW .....U.S. Army Corps of Engineers, Civil Works Directorate

CEFMS.....Corps of Engineers Financial Management System

CEGS.....Corps of Engineers Guide Specification

CEHNC .....U.S. Army Engineering and Support Center, Huntsville

CEIG.....U.S. Army Corps of Engineers, Inspector General

CELDS .....Computer-Aided Environmental Legislative Data System

CEMP .....U.S. Army Corps of Engineers, Military Programs Directorate  
(CEMP-R - Environmental Restoration Division)

CENAD .....U.S. Army Corps of Engineers, North Atlantic Division

CENWO .....U.S. Army Corps of Engineers, Omaha District

CEPOD.....U.S. Army Corps of Engineers, Pacific Ocean Division

CEQ.....Council on Environmental Quality

CERCLA .....Comprehensive Environmental Response, Compensation, and Liability  
Act (Superfund)

CERCLIS .....CERCLA Information System

CERE.....U.S. Army Corps of Engineers, Directorate of Real Estate

CESO.....HQUSACE Safety and Occupational Health Office

CETEC .....U.S. Army Topographic Engineering Center

CEWES .....U.S. Army Engineer Waterways Experiment Station

CFC's .....Chlorofluorocarbons

CFMC.....EPA Cincinnati Financial Management Center

CFR .....Code of Federal Regulations

CG .....Commanding General

CHEMTREC.....Chemical Transportation Emergency Center

CINC .....Commander in Chief

CLP.....Contract Laboratory Program

CMI .....Corrective Measures Implementation

CMS .....Corrective Measures Study

CO .....Contracting Officer

COE.....Chief of Engineers

CON/HTW .....Containerized Hazardous and Toxic Waste

CONUS .....Continental U.S.

COR.....Contracting Officer's Representative

CPAF.....Cost Plus Award Fee

CPFF .....Cost Plus Fixed Fee

CQA .....Construction Quality Assurance

CQAB.....Chemistry Quality Assurance Branch

CQAR.....Chemical Quality Assurance Report

CQC.....Chemical/Quality Control

CQCP .....Contractor Quality Control Plan

CQI.....Command Quarterly Inspections



CR.....Community Relations

CRA.....Continuing Resolution Authority

CRDEC .....Chemical Research, Development, and Engineering Center

CRP .....Community Relations Plan

CSI.....Construction Specification Institute

CSM .....Chemical Surety Material

CWA .....Clean Water Act

CWM.....Chemical Warfare Materiel

CX .....Center of Expertise

CY .....Calendar Year

CZMA .....Coastal Zone Management Act

## **D**

DA.....Department of the Army

DCAF .....Design/Construction Analysis Feedback

DASA(ESOH) .....Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health)

DASD(E).....Deputy Assistant Secretary of Defense for Environment

DASAF.....Director of Army Safety

DCAA .....Defense Contract Audit Agency

DEH.....Director of Engineering and Housing (at installations)

DEIS .....Draft Environmental Impact Statement

DERA .....Defense Environmental Restoration Account

DERP.....Defense Environmental Restoration Program

DERPMIS .....DERP Management Information System

DESOH .....Deputy for Environment, Safety, and Occupational Health

DESR.....Defense Environmental Status Report

DFARS .....Defense Federal Acquisition Regulation Supplement

DLA.....Defense Logistics Agency

DOA .....Department of Agriculture

DOC .....Department of Commerce

DOD .....Department of Defense

DODI.....DOD Instruction

DOE.....Department of Energy

DOI.....Department of Interior

DOJ .....Department of Justice

DOL.....Department of Labor

DOS.....Department of State

DOT.....Department of Transportation

DPM .....Defense Priority Model

DPW .....Director of Public Works (at installations)

DQCR.....Daily Quality Control Report

DQO .....Data Quality Objectives

DRMO.....Defense Reutilization and Marketing Organization

EP 415-1-266

31 May 00

DRMR.....Defense Reutilization and Marketing Region

DRMS .....Defense Reutilization and Marketing Service

DSHE .....Director of Safety, Health, and Environment

DSMOA/CA .....DOD and State Memorandum of Agreement/Cooperative Agreement

DVOCP .....Dust, Vapor, and Odor Control Plan

DWSP.....Drinking Water Surveillance Program

## **E**

EA.....Environmental Assessment (Endangerment)

E&D .....Engineering and Design

EBS.....Environmental Baseline Study

EC.....Engineering Circular EC

ECAS.....Environmental Compliance Assessment System

ECB .....Environmental Chemistry Branch

ECC .....Environmental Chemistry Center

EDD.....Enforcement Decision Document

EE/CA .....Engineering Evaluation/Cost Analysis

EED .....Electroexplosive Devices

EFARS .....Engineering Federal Acquisition Regulation Supplement

EHS .....Extremely Hazardous Substance

EIS .....Environmental Impact Statement

EM.....Engineer Manual

EMM .....Earth Moving Machinery

EMO ..... Emergency Management Office

EMR ..... Electromagnetic Radiation

ENG ..... Engineer

EO ..... Executive Order

EOD ..... Explosive Ordnance Disposal

EOC ..... Emergency Operations Center

EP ..... Extraction Procedure  
Engineer Pamphlet

EPA ..... U.S. Environmental Protection Agency

EPCRA ..... Emergency Planning and Community Right-To-Know Act

EQCC ..... Environmental Quality Control Committee

ER ..... Engineer Regulation

ERA ..... Expedited Response Action

ERCS ..... Emergency Response Cleanup Services

ERDA ..... Environmental Restoration Defense Account

ERDC ..... U.S. Army Engineer Research Development Center

ERGO ..... Environmental Review Guide for Operations (Civil)

EROD ..... Enforcement Record of Decision

ERRIS ..... Emergency and Remedial Response Information System

ERT ..... Environmental Response Team (EPA)

ESA ..... Endangered Species Act

EP 415-1-266  
31 May 00

ESD .....Environmental Services Division (EPA)  
Environmental Support District  
Explanation of Significant Difference

ESS .....Explosives Safety Submission

ETAB .....Environmental Technical Advisory Board

ETIS .....Environmental Technical Information System

ETL.....Engineer Technical Letter

## **F**

FAA.....Federal Aviation Administration

FACA .....Federal Advisory Committee Act

FAD .....Funding Authorization Document

FAR .....Federal Acquisition Regulations

FARES .....Federal Activities Regional Evaluation System

FDE .....Finding and Determination of Eligibility

FEIS .....Final Environmental Impact Statement

FEMA.....Federal Emergency Management Agency

FEPCA .....Federal Environmental Pesticide Control Act

FFA.....Federal Facilities Agreement

FFCA .....Federal Facilities Compliance Act

FFIS .....Federal Facilities Information System

FFP .....Firm Fixed Price

FIFRA.....Federal Insecticide, Fungicide, and Rodenticide Act

FINDS .....Facility Index System

FIP .....Federal Implementation Plan

FIT .....Field Investigation Team (EPA)

FmHA.....Farmers Home Administration

FMO .....Facilities Management Officer

FMS .....Financial Management System

FNSI .....Finding of No Significant Impact

FOA.....Field Operating Activity

FOIA.....Freedom of Information Act

FORSCOM .....U.S. Army Forces Command

FPI .....Fixed Price Incentive

FR .....Federal Register

FS .....Feasibility Study

FSA.....Farm Services Agency

FSP .....Field Sampling Plan

FTE.....Full-Time Equivalent

FUDS.....Formerly Used Defense Site

FUSRAP.....Formerly Utilized Sites Remedial Action Program

FWCA .....Fish and Wildlife Coordination Act

FWPCA.....Federal Water Pollution Control Act

FWS.....Federal Wage Service

FY .....Fiscal Year

## **G**

GAO .....General Accounting Office

GDQM .....Geotechnical Data Quality Management

GIS.....Geographic Information System

GMD .....Geographic Military District

GOCO .....Government Owned, Contractor Operated

GSA.....General Services Administration

## **H**

HAZMAT.....Hazardous Materials

HAZMIN.....Hazardous Waste Minimization

HEA.....Health Effects Assessment

HEPA .....High Efficiency Particulate Air

HHI.....Health Hazard Inventory

HHS.....Department of Health and Human Services

HID .....High Intensity Discharge

HM .....Hazardous Material

HMTA.....Hazardous Materials Transportation Act

HMR.....Hazardous Materials Regulation

HMTC .....Hazardous Materials Technical Center

HMTUSA.....Hazardous Materials Transportation Safety Act

HQ.....Headquarters

HQDA .....Headquarters, Department of the Army

HQUSACE.....Headquarters, U.S. Army Corps of Engineers  
HRS .....Hazard Ranking System  
HSC .....Health Services Command  
HSDA.....Health and Safety Design Analysis  
HSL .....Hazardous Substance List  
HSWA.....Hazardous and Solid Waste Amendments of 1984 (RCRA)  
HTM.....Hazardous and Toxic Materials  
HTRW .....Hazardous, Toxic, and Radioactive Waste  
HTRW CX .....Hazardous, Toxic and Radioactive Waste Center of Expertise  
HTW .....Hazardous and Toxic Waste  
HTW-MP .....Hazardous and Toxic Waste Management Plan  
HW .....Hazardous Waste  
HWM .....Hazardous Waste Management  
HUD .....Housing and Urban Development

## **I**

I-DERPMIS.....Interim DERP Management Information System  
IA.....Implementing Agency  
IAG.....Interagency Agreement  
IATA .....International Air Transport Association  
IAW .....In Accordance With  
IC .....Installation Commander  
ID/IQ .....Indefinite Delivery/Indefinite Quantity



EP 415-1-266

31 May 00

IDT .....Indefinite Delivery Type Contract

IFB .....Invitation For Bids

IG .....Inspector General

IH .....Industrial Hygienist

IHW .....Installation Hazardous Waste

IHWM .....Installation Hazardous Waste Manager

IIA .....Initial Installation Agreement

I/M .....Inspection and Maintenance

INPR .....Inventory Project Report

IOSC .....Installation On-Scene Coordinator

IR .....Interim Report Installation Restoration

IRA .....Interim Remedial Action

IRIS .....Integrated Risk Information System

IRP .....Installation Restoration Program

IR/RR .....Immediate Response/Rapid Response

IRT .....Installation Response Team

ISCP .....Installation Spill Contingency Plan

ITA .....Innovative Technology Advocate

IWTP .....Industrial Wastewater Treatment Plant

## **L**

LBP .....Lead-Based Paint

LC .....Lethal Concentration

LCED .....Life Cycle Environmental Documentation

LCPM .....Life Cycle Project Management

LD .....Lethal Dose

LD50 .....Lethal Dose Where Fifty Percent of Animals Tested Die

LEPC .....Local Emergency Planning Commission

LLRW .....Low Level Radioactive Waste

LOE .....Level of Effort

LQMM .....Laboratory Quality Management Manual

LRS .....Life Cycle Project Management Reporting System

LTM .....Long Term Measure

LTRA .....Long-Term Response Action

LUST .....Leaking Underground Storage Tank

MACOM .....Major Army Command

MACT .....Maximum Achievable Control Technology

MAJCOM .....Major Air Force Command

MAP .....Model Accreditation Plan

MARC .....Multiple Award Remediation Contract

MARKS .....Modern Army Record Keeping System

MBE .....Minority Business Enterprise

MCA .....Military Construction, Army

MCL .....Maximum Contaminant Level (Maximum Concentration Limit)

EP 415-1-266  
31 May 00

MCLG .....Maximum Contaminant Level Goal

MCS .....Media Cleanup Standard

MCX .....Mandatory Center of Expertise

MED .....Manhattan Engineers District

MEDCOM .....Medical Command

MHP .....Materials Handling Plan

MILCON .....Military Construction

MIPR .....Military Interdepartmental Purchase Request

MOA .....Memorandum of Agreement

MOSCA .....McNamara-O'Hara Service Contract Act

MPRSA .....Marine Protection, Research, and Sanctuaries Act

MOU .....Memorandum of Understanding

MSC .....Major Subordinate Command

MSCCES .....MSC Commander Executive Summary

MSDS .....Material Safety Data Sheet

MTC .....Materials Testing Center

MUSARC .....Major U.S. Army Reserve Command

## **N**

NAAQS .....National Ambient Air Quality Standards

NCLP .....National Contract Laboratory Program

NCP .....National Contingency Plan [National Oil and Hazardous Substances  
Pollution Contingency Plan (40 CFR 300)]

NADI.....No Defense Action Indicated

NEIC.....National Enforcement Investigation Center

NEPA .....National Environmental Policy Act

NESHAP .....National Emission Standards for Hazardous Air Pollutants

NGB .....National Guard Bureau

NGR .....National Guard Regulation

NHPA.....National Historic Preservation Act

NIBS .....National Institute of Building Sciences

NIOSH.....National Institute of Occupational Safety and Health

NOA .....Notice of Availability

NOAA .....National Oceanic and Atmospheric Administration

NOI.....Notice of Intent

NOID .....Notice of Intent to Delete

NOV .....Notice of Violation

NPDES .....National Pollutant Discharge Elimination System

NPL .....National Priorities List

NPS .....Non-Point Source

NRC.....National Response Center (EPA)

NRC.....Nuclear Regulatory Commission

NRT .....National Response Team

NSF.....National Strike Force; National Science Foundation

EP 415-1-266

31 May 00

NSN.....National Stock Number

NSPS .....New Source Performance Standards

NTIS .....National Technical Information Service

NTP .....Notice to Proceed

## **O**

OASA.....Office of the Assistant Secretary of the Army

OB/OD .....Open Burning or Open Detonation

OCE.....Office of the Chief of Engineers

OCLL .....Office of Congressional Legislative Liaison

OCONUS .....outside of continental U.S.

OCPA .....Office of the Chief of Public Affairs

OE.....Ordnance and Explosives

OE MCX .....Ordnance and Explosives Mandatory Center of Expertise

OERR .....Office of Emergency and Remedial Response (EPA)

OEW .....Ordnance and Explosive Waste

O&F.....Operational and Functional

O&M .....Operation and Maintenance

OFA .....Office of Federal Activities

OGC .....Office of General Counsel

OHW .....Other Hazardous Waste

OIG .....Office of the Inspector General

OM .....Operations Manual

OMA .....Operation and Maintenance, Army  
OMB.....Office of Management and Budget  
OM&M.....Operations, Maintenance, and Monitoring  
O/O .....Owner/Operator  
O&F.....Operational and Functional  
ORC.....Office of Regional Counsel  
ORD .....Office of Research and Development (EPA)  
ORTA.....Offices of Research and Technology Applications  
OSC .....On-Scene Coordinator  
OSD.....Office of the Secretary of Defense  
OSHA.....Occupational Safety and Health Administration  
OSWER.....EPA Office of Solid Waste and Emergency Response  
OTSG .....Office of Surgeon General  
OU .....Operable Unit

## **P**

PA.....Preliminary Assessment  
PA/SI.....Preliminary Assessment/Site Inspection  
PAO .....Public Affairs Office  
PARC .....Principle Assistant Responsible for Contracting  
PCBs.....Polychlorinated Biphenyls  
PCOR .....Preliminary Closeout Report  
PE .....Professional Engineer

EP 415-1-266

31 May 00

PES .....Project Executive Summary

PESR .....Project Executive Summary Report

PHRED .....Public Health Risk Evaluation Database

PIRP .....Public Involvement and Response Plan

PL .....Public Law

PM .....Project Management  
Project Manager

PMP .....Project Management Plan

PO .....Project Officer

POC .....Point of Contact

POL .....Petroleum, Oils, and Lubricants

POLREP .....Pollution Report

POM .....Program Objective Memorandum

POTW .....Publicly Owned Treatment Works

PPBES .....Planning, Programming, Budgeting, and Execution System

PPE .....Personal Protective Equipment

PPM/PPB .....Parts Per Million/Parts Per Billion

PPRA .....Pre-Placed Remedial Action

PR .....Procurement Request (Public Relations)

PRAC .....Pre-Placed Remedial Action Contract

PRB .....Project Review Board

PROMIS .....Project Management Information System

PROSPECT.....Proponent Sponsored Corps of Engineers Training

PRP.....Potentially Responsible Party

PTS.....Project Tracking System

PSD.....Prevention of Significant Deterioration

PWSS.....Public Water Supply System

PZ.....Piezoelectric

## **Q**

QA.....Quality Assurance

QAP.....Quality Assurance Personnel

QAPP.....Quality Assurance Project Plan

QA/QC.....Quality Assurance/Quality Control

QC.....Quality Control

QCSR.....Quality Control Summary Report

QM.....Quality Management

## **R**

R&D.....Research and Development

RA.....Remedial Action  
Regional Administrator

RAB.....Restoration Advisory Board

RAC.....Remedial Action Contractor

RAGS.....Risk Assessment Guidance for Superfund

RAP.....Remedial Action Plan



EP 415-1-266

31 May 00

RCRA.....Resource Conservation and Recovery Act

RD .....Remedial Design

RD/RA .....Remedial Design/Remedial Action

RE.....Resident Engineer

REC .....Record of Environmental Consideration

REL .....Recommended Exposure Limit (NIOSH)

REM/FIT .....Remedial Planning/Field Investigation Team

REMG .....Resident Engineer Management Guide

REPR.....Real Estate Planning Report

RF .....Radio Frequency

RFA .....RCRA Facility Assessment

RFI.....RCRA Facility Investigation

RFP .....Request For Proposals

RI .....Remedial Investigation

RIA .....Regulatory Impact Analysis

RI/FS .....Remedial Investigation/Feasibility Study

RMA.....Rocky Mountain Arsenal

RMS .....Resident Management System

ROD .....Record of Decision

ROE.....Right of Entry

RPM .....Remedial Project Manager

RPMA .....Real Property Maintenance Activities  
RPO .....Regional Project Officer  
RQ .....Reportable Quantity  
RR/IR .....Rapid Response/Immediate Response  
RRC .....Regional Response Center  
RRT .....Regional Response Team (EPA)  
RS .....Responsiveness Summary  
RSCRC .....Regional Superfund Community Relations Coordinator  
RSPA .....Research and Special Program Administration  
RTC .....Response to Comments  
  
**S**  
SA .....Secretary of the Army  
SAB .....Science Advisory Board  
SAC .....Support and Coordination  
S&A .....Supervision and Administration  
SADBU(S) .....Small and Disadvantaged Business Utilization (specialist)  
SAP .....Sampling and Analysis Plan  
SARA .....Superfund Amendments and Reauthorization Act  
SB .....Statement of Basis Small Business  
SBA .....Small Business Administration  
SCAP .....Superfund Comprehensive Accomplishments Plan (EPA)  
SCP .....State Contingency Plan

SDBE.....	Small and Disadvantaged Business Enterprise
SDCP .....	Spill and Discharge Control Plan
SDWA .....	Safe Drinking Water Act
SERC.....	State Emergency Response Commission
SF .....	Standard Form
SFO.....	Support for Others
SHP .....	Safety and Health Program
SI .....	Site Inspection
SIP .....	State Implementation Plan
SITE .....	Superfund Innovative Technology & Evaluation (EPA)
SMCRA.....	Surface Mining Control and Reclamation Act
SMR .....	Senior Management Review
SNC .....	Significant Noncomplier
SOFA.....	Status of Forces Agreement
SOH.....	Safety and Occupational Health
SOHO .....	Safety and Occupational Health Office
SOOH .....	Site Ownership and Operation History
SOP .....	Standard Operating Procedure
SOW .....	Scope of Work Statement of Work
SPCC .....	Spill Prevention Control & Countermeasure System
SPHEM .....	Superfund Public Health Evaluation Manual

SPL ..... State Priorities List  
SPO ..... State Project Officer  
SPS ..... Standard Procurement System  
SSA ..... Staff Support Activity  
SSC ..... Superfund State Contract  
SSHP ..... Site Safety and Health Plan  
SWMU ..... Solid Waste Management Unit

## **T**

T&E ..... Test and Evaluation  
TA ..... Technical Assistance  
TAC ..... Technical Advisory Committee  
Tactical Air Command  
TAP ..... Technical Assistance Program  
TAT ..... Technical Assistance Team (EPA)  
TBC ..... To Be Considered  
TC ..... Toxicity Characteristic  
TCL ..... Target Compound List  
TCLP ..... Toxicity Characteristic Leaching Procedure  
TCX ..... Technical Center of Expertise  
TDA ..... Table of Distribution and Allowances  
TERC ..... Total Environmental Restoration Contract  
TEU ..... Technical Escort Unit

TFO ..... Transactions for Others

TJAG ..... The Judge Advocate General

TLM ..... Technical Liaison Manager

TM ..... Technical Manual  
Technical Manager

TPQ ..... Threshold Planning Quantity

TQM ..... Total Quality Management

TRADOC ..... U.S. Army Training and Doctrine Command

TRC ..... Technical Review Committee

TSCA ..... Toxic Substances Control Act

TSD ..... Treatment, Storage, and Disposal

TSDF ..... Treatment, Storage, and Disposal Facility

TSG ..... The Surgeon General

## U

UAO ..... Unilateral Administrative Order

USACE ..... U.S. Army Corps of Engineers

USAF ..... U.S. Air Force

USAEHA ..... U.S. Army Environmental Hygiene Agency

USC ..... U.S. Code

USCG ..... U.S. Coast Guard

USE ..... Used Solvent Elimination

USGS ..... U.S. Geological Survey

USPS ..... U.S. Postal Service

UST ..... Underground Storage Tank

UXO ..... Unexploded Ordnance

## **V**

VA ..... Veterans Administration

VE..... Value Engineering

VOC ..... Volatile Organic Compound

## **W**

WA ..... Work Assignment

WAD ..... Work Authorization Document/Directive

WAM..... Work Assignment Manager

WFO ..... Work for Others (now Support for Others)

WP ..... White Phosphorus

WSR ..... Waste Shipment Record

WSRA ..... Wild and Scenic Rivers Act

## APPENDIX C

### GLOSSARY \*

**\*All of these terms do not appear in the text of this pamphlet but are provided as a reference for the RE to illustrate terms commonly used in HTRW work.**

Administrative Order - A legal document signed by EPA directing an individual, business, or other entity to take corrective action or refrain from an activity. It describes the violations and actions to be taken, and can be enforced in court.

Administrative Order of Consent - A legal and enforceable agreement signed between EPA and private potentially responsible parties for site contamination, whereby the responsible parties agree to perform or pay the cost of site cleanup. The agreement describes actions to be taken at a site and may be subject to a public comment period. Unlike a consent decree, an administrative order does not have to be approved by a judge. An administrative order can be required for both CERCLA and RCRA sites.

Administrative Record - A compilation of documents that records the decision-making process regarding the selection of a response action to be taken at a site.

Air Stripping - A treatment system that removes, or "strips" volatile organic compounds from contaminated ground water or surface water for forcing an air stream through the water and causing the compounds to evaporate.

Applicable or Relevant and Appropriate Requirement (ARAR) - Requirements that are legally applicable or relevant and appropriate under site-specific circumstances. ARARs may include, but are not limited to, cleanup standards, standards of control, and other environmental protection requirements, criteria, or limitations. ARARs may also be Federal, state, or local in origin.

Aquifer - A water bearing geologic formation composed of soil or rock that can supply groundwater to wells and springs.

Baseline Risk Assessment - An evaluation of the potential threat to human health and the environment in the absence of any remedial action at a site.

Byproduct Material - Means "any radioactive material, except special nuclear material, yielded in or made radioactive by exposure to the radiation incident to the process of producing or utilizing special nuclear material". [H&S Code, Chapter 7.6, Section 25805 (d)].

Carcinogen - A substance that causes cancer.

Carbon Adsorption - A treatment system where contaminants are removed from groundwater, surface water, or air when the water/air is forced through tanks containing activated carbon, a specially treated material that attracts the contaminants.

Categorical Exclusion - A category of actions which do not individually or cumulatively have a significant effect on the human environment and for which neither an environmental assessment or an environmental impact statement is required.

Chemical Data Acquisition Plan - A written plan, utilized for all contract and in-house HTRW projects, which describes all details regarding sampling and analysis for chemical parameters. It is prepared in accordance with ER 1110-1-263 and is functionally equivalent to the EPA's Quality Assurance Project Plan (QAPP).

Chemical Warfare Material(CWM) - This refers to items configured as a munition containing a chemical substance that is intended to kill, seriously injure, or incapacitate a person through its physiological effects. It also includes V- and G- series nerve agent, H- series blister agent and lewisite in other-than-munition configurations. Due to their hazards, prevalence, and military-unique application, chemical agent identification sets (CAIS) are also considered CWM. CWM does not include: riot control agents, chemical herbicides, smoke and flame producing agents, or soil, water, debris or other media contaminated with chemical agent.

Cleanup - Actions taken to deal with a release or threatened release of hazardous substances that could affect public health and/or the environment. The term "cleanup" is often used broadly to describe various response actions or phases of remedial responses such as the remedial investigation/feasibility study.

Clean Air Act (CAA) - The Clean Air Act was enacted in 1970 to protect and enhance the quality of the nation's air resources in order to protect and maintain the public health and welfare. Through the Clean Air Act, National Ambient Air Quality Standards (NAAQS) were established for six criteria pollutants: carbon monoxide, sulfur dioxide, nitrogen dioxide, ozone, particulates and lead. Monitoring data for these pollutants are used to measure the air quality around the country. In areas that meet the NAAQSs, "Prevention of Significant Deterioration" programs are required to maintain air quality standards. In non-attainment areas, programs are required to reduce air pollutants to meet NAAQSs. To control air emissions, notification and permitting programs have been instituted which evaluate and monitor air pollution activities. In addition to establishing NAAQSs, the CAA also regulates toxic air pollutants. There are specific regulations on a limited number of toxics such as asbestos, mercury, and vinyl chloride. However, under the new CAA of 1990, regulations for an extensive list of toxic chemicals are to be developed.

Clean Water Act (CWA) - The Clean Water Act was enacted in 1972 as a means to restore and maintain the chemical, physical, and biological integrity of the nations' waters. This is primarily



accomplished through the National Pollutant Discharge Elimination System (NPDES) Program and the Section 404 Permit Program.

Closure (as stated in RCRA) - The process in which the owner/operator of a hazardous waste management facility discontinues active operation by treating, removing from the site, or disposing of onsite, all hazardous wastes in accordance with an approved closure plan. Closure entails specific financial guarantees and technical tasks that are included in a closure plan and which must be implemented. Under RCRA, the facility must be closed in a way that (1) minimizes the need for further facility maintenance; and (2) controls, minimizes, or eliminates post-closure escapes of hazardous waste, its Constituents, or byproducts to groundwater or surface water or to the atmosphere.

Closure Plan - A written plan, subject to approval by authorized regulatory agencies, which the owner/operator of a hazardous waste management facility must submit with the RCRA permit application or for interim status closure. The approved plan becomes part of the permit conditions subsequently imposed on the applicant. The plan identifies steps required to (1) completely or partially close the facility at any point during its intended operating life, and (2) completely close the facility at the end of its intended operating life.

Combined Waste - Waste that is not mixed waste and contains both (1) radioactive material and (2) hazardous waste.

Comment Period - A time period during which the public can review and comment on various documents and EPA actions. For examples, a comment period is provided when EPA proposes to add sites to the National Priorities List. Also, a minimum 3-week comment period is held to allow community members to review and comment on a draft feasibility study.

Community Relations - EPA and/or DOD program to inform and involve the public in the site remediation process and respond to community concerns.

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund) - A Federal law passed in 1980 and amended in 1986 by the Superfund Amendments and Reauthorization Act (SARA). The law created a special tax that goes into a Trust Fund, commonly known as Superfund, to investigate and clean up abandoned or uncontrolled hazardous waste sites. Under the program, EPA can either:

- Pay for site cleanup when parties responsible for the contamination cannot be located or are unwilling or unable to perform the work.
- Take legal action to force parties responsible for site contamination to cleanup the site or pay back the Federal government for the cost of cleanup.

Consent Decree - A legal document, approved and issued by a judge, that formalized an agreement reached between EPA and potentially responsible parties (PRPs) where PRPs will perform all or part of a Superfund site cleanup. The consent decree describes actions that PRPs are required to perform and is subject to a public comment period.

Containerized HTW (CON/HTW) - HTW which is contained within an underground storage tank, aboveground storage tank, transformer, hydraulic system, etc. If a release is discovered, the project category becomes HTW rather than containerized HTW.

Contract Lab Program - Laboratories under contract to EPA which analyze soil, water, and waste samples taken from areas at or near Superfund sites.

Contracting Officer - An individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Contracting Officer's Representative (COR) - An individual trained to prepare procurement requests and to monitor contractor performance. The COR is not authorized to sign contracts or to make changes and modifications to a contract.

Corrective Action Management Unit (CAMU) - A contiguous area within a facility (as designated by EPA) for the purpose of implementing RCRA Corrective Action, and which may contain discrete, engineered land-based sub-units.

Corrective Measures Implementation - Phase IV of the RCRA Corrective Action Process. Involves designing, constructing, operating, maintaining, and monitoring selected corrective measures.

Corrective Measures Study - Phase III of the RCRA Corrective Action Process. Required if the need for corrective measures is identified during the RFI phase and involves identifying, investigating, and selecting measures to clean up contamination.

Cost-Effective Alternative - The cleanup alternative selected for a site on the National Priorities List based on technical feasibility, permanence, reliability, and cost. The selected alternative does not require EPA to choose the least expensive alternative. It requires that if there are several cleanup alternatives available that deal effectively with the problems at a site, EPA must choose the remedy on the basis of permanence, reliability, and cost.

Cost Recovery - A legal process where potentially responsible parties can be required to pay back the Federal government for money it spends on any cleanup actions.

Data Quality Objectives - Quantitative and qualitative statements that specify the data needed to

support decisions regarding remedial response activities.

Decision Document - Documentation of response action decisions for all actions at non-NPL sites and for interim response actions at NPL sites.

Defense Environmental Restoration Account (DERA) - A transfer account, established by the defense Appropriation Act of 1984, that funds the Installation Restoration Program for active installations and the Formerly Used Defense Sites Program for formerly owned or used installations. The account also funds the other goals of the Defense Environmental Restoration Program.

Defense Environmental Restoration Program (DERP) - Provide centralized program management for the cleanup of DOD hazardous waste sites consistent with the provisions of CERCLA. The goals of the program are: (1) the identification, investigation, research and development and cleanup of contamination from hazardous substances, pollutants, and contaminants, (2) correction of other environmental damage which creates an imminent and substantial endangerment to the public health, welfare, or to the environment and (3) demolition and removal of unsafe buildings and structures.

Delisting - The exclusion (or petitioning for exclusion) of a solid waste from the definition of "hazardous waste" even though that waste is listed as hazardous under RCRA. To have a waste delisted, the owner/operator of a facility must petition for a regulatory amendment. The amendment would exclude only the waste generated at the specific facility for which the applicant provides demonstrations (sampling, testing, and other procedures subject to strict requirements under RCRA). To be successful in having a waste delisted, the applicant must satisfy EPA and/or state authorities that the waste does not meet any of the criteria under which the waste was listed as "hazardous" or have other harmful constituents.

Endangered Species Act (ESA) - The Endangered Species Act serves to protect species threatened with extinction.

Endangerment Assessment - A study conducted as a supplement to a remedial investigation to determine the nature and extent of contamination at a Superfund site and the risks posed to public health and/or the environment. EPA or State agencies conduct the study when legal action is pending to require potentially responsible parties to perform or pay for the site cleanup.

Enforcement - EPA's efforts, through legal action if necessary, to force potentially responsible parties to perform or pay for a Superfund site cleanup.

Enforcement Decision Document - A public document that explains EPA's selection of a cleanup alternative at a Superfund site through an EPA enforcement action. Similar to a Record of Decision.

31 May 00

Environmental Response Team - EPA hazardous waste experts who provide 24-hour technical assistance to EPA Regional Offices and States during all types of emergencies involving releases at hazardous waste sites and spills of hazardous substances.

Environmental Assessment - A concise public document for which a Federal agency is responsible that serves to provide evidence for determining whether to prepare an environmental impact statement of a finding of no significant impact.

Environmental Impact Statement - A public document with a primary purpose of ensuring that NEPA policies and goals are incorporated early into the programs and actions of Federal agencies.

Facility (as stated under CERCLA) - (1) Any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft; or (2) any site or area where a hazardous substance has been deposited, stored, disposed of or placed, or has otherwise come to be located.

Feasibility Study (FS) - A study undertaken to develop and evaluate alternatives for remedial action.

Federal Agency Hazardous Waste Compliance Docket - A list, maintained by EPA of Federal hazardous waste treatment, storage, disposal, and spill sites. The Docket include information submitted by Army installations under Sections 3005, 3010, and 3016 of the Solid Waste Disposal Act and Sections 103 and 120 of CERCLA.

Federal Facilities Compliance Act (FFCA) - The Federal Facilities Compliance Act of 1992 amended the Solid Waste Disposal Act to clarify provisions concerning the application of certain requirements and sanctions to Federal Facilities. Important aspects of this Act are:

- The United States has waived sovereign immunity with respect to certain substantive or procedural requirements of the Solid Waste Disposal Act.
- Federal facilities are now subject to administrative orders, civil and administrative penalties and fines.
- No Federal employee, or officer of the U.S. shall be personally liable for any civil penalty under any Federal, State, interstate, or local solid or hazardous waste law with respect to any act or omission within the scope of the official duties of the agent, employee or officer.

- The Act does not provide Federal employee protection for criminal penalties or fines.
- Federal facilities are subject to reasonable service charges for fees assessed in connection with the processing and issuance of permits, renewal of permits, amendments to permits, review of plans, studies, and other documents, and inspection and monitoring of facilities, as well as any other nondiscriminatory charges that are assessed in connection with a Federal, state, interstate, or local solid waste or hazardous waste regulatory program.

Finding of No Significant Impact - A document prepared by a Federal agency presenting reasons why an action will not have a significant effect on the human environment and for which an environmental impact statement will not be prepared.

First Line Review - A detailed review of a deliverable by all technical disciplines at one level up from the production of the deliverable. For the HTRW CX, all appropriate technical disciplines will provide a review, with or without comments.

Formal Project Management - Project management in accordance with ER 5-1-11.

FUDS Project - For the purposes of "project management", a FUDS project is defined as all activities at an eligible site necessary to cleanup the site in accordance with all applicable environmental laws, regulations, and policies.

Generator (as stated in RCRA) - Any person, by site, whose process produces a hazardous waste or whose actions first cause a hazardous waste to become subject to regulation.

Groundwater - Water found beneath the earth's surface and located in voids between soil and rock.

Hazardous Material - A Department of Transportation term used to describe materials regulated under the Hazardous Materials Transportation Act (HMTA). Materials designated as hazardous for the purpose of transportation are listed in 49 CFR 172. This list of hazardous materials includes hazardous substances, hazardous wastes, and petroleum products.

Hazardous and Solid Waste Amendments (HSWA) - Modifications to RCRA that were enacted on November 8, 1984.

Hazardous Chemical [as defined in CERCLA Title III, Section 311(e)] - Any chemical that is a physical hazard or a health hazard, except:

- Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug

31 May 00

Administration;

- Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use;
- Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public;
- Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual; and
- Any substance to the extent it is used in routine agricultural operations or as a fertilizer held for sale by a retailer to the ultimate customer.

Hazardous Constituent (as defined in RCRA, Appendix VIII to 40 CFR 261 or Appendix IX of 40 CFR 264) - chemicals which have been shown in reputable scientific studies to have toxic, carcinogenic, mutagenic or teratogenic effects on humans or other life forms.

Hazard Ranking System - A scoring system used to evaluate potential relative risks to public health and the environment from releases or threatened releases of hazardous substances. EPA and States use the HRS to calculate a site score, from 0 to 100, based on the actual or potential release of hazardous substances from a site through air, surface water, or groundwater to affect people. This score is the primary factor used to decide if a hazardous waste site should be placed on the National Priorities List.

Hazardous Substance (as stated in CERCLA) - Any substance designated pursuant to Section 311(b) (2) (A) of the Clean Water Act; any element, compound, mixture, solution or substance designated pursuant to Section 102 of CERCLA@ any hazardous wastes having the characteristics identified under or listed pursuant to Section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act has been suspended by Act of Congress) ; any toxic pollutant listed under Section 307 (a) of the Clean Water Act; any hazardous air pollutant listed under Section 112 of the Clean Air Act and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to Section 7 of the Toxic Substances Control Act. The definition specifically excludes petroleum, including crude oil or any fraction thereof which is not otherwise specifically listed or designated as a hazardous substance in the first sentence of this paragraph, and the term does not include natural gas, natural gas liquids, liquefied natural gas of synthetic gas usable for fuel (or mixtures of natural gas and such synthetic gas). The list of hazardous substances is found in 40 CFR 302.

## Hazardous Waste

a. General Definition - in general, the term "hazardous waste" is used to cover all hazardous wastes and toxic chemicals. However, "hazardous waste" has a specific meaning under RCRA. Alternately, CERCLA governs "hazardous substances, pollutants, and contaminants" which includes more than just RCRA "hazardous waste".

b. RCRA Definition (as defined in Title 40 CFR 261) - hazardous waste is a waste material that is:

(1) "listed" on one of the four predetermined hazardous waste lists; the (F, K, P, or U lists)

F - Specific Source Waste

K - Non-specific Source Waste

P - Acutely toxic wastes from discarded commercial chemical products, off specification species, container residues, and spill residues.

U - Toxic wastes from discarded commercial chemical products, off-specification species, container residues, and spill residues.

or

(2) one that possesses one of four hazardous characteristics:

(a) ignitability

(b) corrosivity

(c) reactivity

(d) toxicity

Health Assessment - An assessment of existing risk to human health posed by NPL Sites, prepared by the Agency for Toxic Substances and Disease Registry.

Hazardous, Toxic and Radioactive Waste (HTRW) - A USACE idiom referring to substances which because of their properties, occurrence, concentration, or regulatory status, may potentially pose a threat to human health and welfare, or the environment. This includes, but is not limited to, PCBs regulated by TSCA, radioactive wastes, and materials - defined as hazardous waste,

hazardous substances, and pollutants by Federal regulation. Refer to ER 1165-2-132 for Civil Works limitations on this definition.

High Level Radioactive Waste - Means "(1) irradiated reactor fuel, (2) liquid waste resulting from the operation of the first cycle solvent extraction system, or equivalent, and the concentrated wastes from subsequent extraction cycles, or equivalent, in a facility for processing irradiated reactor fuel, and (3) solids into which such liquid wastes have been converted". [H&S Code, Chapter 7.6, Art.2, Section 25805 (1)].

HTRW Program - Activities managed by USACE involving the cleanup of HTRW and OEW sites, UST removals, implementation of the ECAS program, and other related activities.

Hydrology - The science dealing with the properties, movement, and effects of water on the earth's surface, in the soil and rocks below, and in the atmosphere.

Incineration - Burning of certain types of solid, liquified, or gaseous materials under controlled conditions to destroy hazardous waste.

Information Repository - A file containing current information, technical reports, and reference documents regarding a Superfund site. The information repository is usually located in a public building that is convenient for local residents - such as a public school, city hall, or library.

In-House Project - A project or portions of a project that are planned and executed by in-house technical staff at the HTRW design district.

Innovative Technology - Technology for which the design criteria are still under development and for which there are few full-scale demonstrations. In functional terms, innovative technologies are defined "as those treatment technologies for source control other than incineration and solidification/stabilization and pumping with conventional treatment for groundwater." Consideration of innovative and alternatives technology was mandated by SARA.

Interim Status (as stated in RCRA) - The period during which the owner/operator of an existing TSD facility is treated as having been issued a RCRA permit even though he/she has not yet received a final determination. Owner/operator of new facilities cannot by definition qualify for interim status. An existing facility may automatically qualify for interim status if the owner/operator files both timely "notification" and the first part (Part A) of the RCRA permit application. Interim status continues until the permit is issued. Interim status should not be confused with interim authorization that relates to state programs, not to permit applicants.

IRP Project - For the purposes of "project management", an IRP project consists of all remedial activities executed by USACE on an installation. Remedial activities may occur on one or more



operable units, contiguous areas, or a group of contaminated areas defined on a workplan.

Leachate - A contaminated liquid resulting when water percolates, or trickles, through waste materials and collects components of those wastes. Leaching may occur at landfills and may result in hazardous substances entering soil, surface water, or ground water.

Lead Quality Assurance (QA) Laboratory - A laboratory capable to provide QA analytical support for all needed analytical methods in all required matrices. Able to provide QA support for analytical work being performed in-house by other division laboratories. Develop procedures and protocols for adoption by other division laboratories.

Low-Level Radioactive Waste - Means "any radioactive waste except high-level radioactive waste and transuranic wastes". [H&S Code, Chapter 7.6, Art. 2, Section 25805 (1)].

Management - The act of directing or supervising the activities of others to accomplish a mission.

Mandatory Review - First or second line review of "key" deliverable documents as delineated in appendices D, E, F, and G. All mandatory reviews are concurrent or within established project schedules. The CX will provide disposition of review and comments in the form of official correspondence to the district for this type of review.

Manifest (as stated in RCRA) - Shipping document EPA form 8700-22 and, if necessary, EPA form 8700-22A, originated and signed by the generator in accordance with the instructions included in the Appendix to 40 CFR 262.

Matrix Management - Utilizing USACE corporate resources for execution support (i.e., assets of HTRW CX, design districts," divisions, etc.).

Mixed Waste - Means "waste that contains both hazardous waste and source, special nuclear, or byproduct material subject to the Atomic Energy Act of 1954". [Federal Facility/Compliance Act, Section 3021 (b)(41)]

Monitor (review function) - Deliverables are provided for information. No time critical mandatory review is required.

Monitoring Wells - Special wells drilled at specific locations on or off a hazardous waste site where groundwater can be sampled at selected depths and studied to determine such things as the direction in which groundwater flows and the types and amounts of contaminants present.

National Environmental Policy Act (NEPA) - The National Environmental Policy Act was established in 1969 to ensure Federal activities safeguard against environmental degradation.

Federal agencies are required to include NEPA in their planning process.

National Priorities List - EPA's list of the most serious uncontrolled or abandoned hazardous waste sites identified for possible long-term remedial response using money from the Trust Fund. The list is based primarily on the score a site receives on the Hazard Ranking System (HRS). EPA is required to update the NPL at least once a year.

National Oil and Hazardous Substance Contingency Plan [National Contingency Plan (NCP)] - A plan that provides for efficient, coordinated and effective response to discharges of oil and releases of hazardous substances, pollutants and contaminants in accordance with CERCLA and the Clean Water Act. Its full title is the "National Oil and Hazardous Substance Pollution Control Plan" and is found at 40CFR 300.

National Response Center (NRC) - The Federal operations center that receives notification of all releases of oil and hazardous substances into the environment. The Center is operated by the U.S. Coast Guard, which evaluates all reports and notifies the appropriate agency. The NRC can be contacted 24 hours a day, toll-free at (800) 424-8802.

National Response Team (NRT) - Representatives of 13 Federal agencies who, as a team, coordinate federal response to nationally significant incidents of pollution and provide advice and technical assistance to the responding agencies before and during a response action.

Non-Time-Critical Removal Action - A removal action with six months or more available for planning (compares to Time-Critical Removal Action).

Notice of Intent - A notice that an environmental impact statement will be prepared and considered.

On-Scene Coordinator (as stated in the NCP) - A Federal official predesignated by EPA or the US Coast Guard to coordinate and direct Federal responses under Subpart D (Operational Response Phase for Oil Removal), or the Official designated by the lead agency to coordinate and direct removal actions under Subpart E (Hazardous Substance Response), of the NCP.

Operable Unit (as stated in the NCP) - A discrete portion of a remedial response that by itself eliminates or mitigates a release, threat of a release or pathway of exposure and that requires no additional action to accomplish its objective. The cleanup of a site can be divided into a number of "operable units", depending on the complexity of the problems associated with the site. Operable units may consist of any set of actions performed over time or any actions that are concurrent but located in different parts of a site.

Operation and Maintenance - Activities conducted at a site after a response action occurs, to

ensure that the cleanup or containment system is functioning properly.

Ordinance and Explosive Waste (OEW) - Bombs and warhead; guided and ballistic missiles; artillery, mortar, and rocket ammunition; small arms ammunition; anti-personnel and anti-tank land mines; demolition charges; pyrotechnics; grenades; torpedoes and depth charges; containerized or uncontainerized high explosives and propellants; chemical agents; and all similar or related items or components explosive in nature or otherwise designed to cause damage to personnel or material. Soils contaminated with explosives will be considered OEW if the concentration is sufficient to present an imminent safety hazard due to explosion or exposure to chemical warfare agents. Soils contaminated with explosives that do not constitute an imminent safety hazard due to explosion or exposure to chemical warfare agents will be evaluated following HTRW procedures. Surface water and groundwater contaminated with explosives will be evaluated following HTRW procedures.

Part A (as stated in RCRA) - The first part of the two-part RCRA permit application. To satisfy application requirements for Part A, an applicant must complete and submit the appropriate federal and/or state Consolidated Permit Application Forms. The Part A (and Part B) deadline for new facilities is at least 180 days before construction of a facility is scheduled to begin.

Part B (as stated in RCRA) - The second and more complicated part of the two-part RCRA permit application. Applicants must submit Part B in narrative form to the designated agency and include detailed treatment of a wide range of activities and procedures needed for their facilities to demonstrate proper protection of human health and the environment. To satisfy requirements for Part B, there may be a state form, but there is no federal form to guide you as in Part A. For existing facilities, HSWA defines the deadlines for submitting Part B which will be called at the discretion of regulatory authorities.

Parts Per Billion/Parts Per Million - Units commonly used to express low concentrations of contaminants. For example, 1 ounce of trichloroethylene (TCE) in 1 million ounces of water is 1 ppm; 1 ounce of TCE in 1 billion ounces of water is 1 ppb. If one drop of TCE is mixed in a competition-size swimming pool, the water will contain about 1 ppb of TCE.

Pollutant and Contaminant (as stated in the NCP) - Any element, substance, compound or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation or assimilation onto any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions (including malfunctions in reproduction) or physical deformations, in such organisms or their offspring. The term does not include petroleum, including crude oil or any fraction thereof which is not otherwise specifically listed or designated as a hazardous substance under Section 101(14) (a) through (f) of CERCLA, nor does it include natural gas, liquefied natural gas or synthetic gas of pipeline quality (or mixtures of natural gas and such synthetic gas).

31 May 00

For purposes of Subpart E (Hazardous Substance Response) of the NCP, the term pollutant or contaminant means any pollutant or contaminant that may present an imminent and substantial danger to public health or welfare.

Post-Closure Plan (as stated in RCRA) - Like a closure plan, except that this plan identifies the activities (monitoring, maintenance, etc.) to be carried on after closure of a hazardous waste management facility.

Potentially Responsible Party (PRP) - Current and former owners or operators and persons who may be accountable for having generated hazardous substances or were involved in transport, treatment, or disposal of hazardous substances at a site under litigation.

Predesign - Activities involved in defining the problems on a site and in determining the most feasible solution(s) which ultimately lead to the preparation of a design (i.e., plans and specifications) for remediation of the problem.

Preliminary Assessment (PA) - An initial analysis of existing information to determine if a release may require additional investigation or action.

Program Management - A systematic way of making certain a program is conducted efficiently. Program management includes Providing adequate resources and guidance, conducting audits, and continually reviewing the program to ensure the success of the program.

Project - For the purpose of project management, a "project" is defined as all activities at an HTRW site necessary to clean up the site in accordance with all applicable environmental laws, regulations, and policies.

Project Management - A systematic way of integrating all aspects of a project including technical, contractual, real estate, regulatory, and policy considerations to make certain a quality project is completed and delivered to the customer within budget and on schedule.

Quality Assurance/Quality Control (QA/QC) - A system of procedures, checks, audits, and corrective actions used to ensure that field work and laboratory analysis during the investigation and cleanup of Superfund sites meet established standards.

Radioactive Material - Means "any material or combination of materials that spontaneously emits ionizing radiation". [H&S Code, Chapter 7, Section 256000.5(f)].

Radioactive Waste - Equipment or materials, which are radioactive or have radioactive contamination and which are required, pursuant to any governing laws, regulations, or licenses, to be disposed of as radioactive waste. For handling and disposal purposes radioactive waste is

categorized as high level, transuranic, or low level. Low level waste that also contains chemically hazardous components is termed mixed waste. The category most likely to be encountered on USACE projects is low level radioactive waste including mixed waste. Low level waste is divided into classes based on the degree of rigor required of the disposal method. Refer 10 CFR, Part 61. Also, radioactive waste means "any radioactive material that is discarded as nonusable". [H&S Code, Chapter 7, Section 256000.5(g)].

RCRA Facility Assessment - Phase I of the RCRA Corrective Action process. An evaluation of a RCRA-regulated site performed by EPA or a State agency to establish the likelihood of a threat at the site and the need for subsequent corrective action.

RCRA Facility Investigation - Phase II of the RCRA Corrective Action process. A technical phase that follows a RCRA facility assessment, executed to thoroughly characterize the nature and extent of releases at a site.

Record of Decision - A public document that explains which cleanup alternative(s) will be used at National Priorities List sites where the Trust Fund pays for the cleanup. The Record of Decision is based on information and technical analysis generated during the remedial investigation/feasibility study and consideration of public comments and community concerns.

Regional Response Team - Representatives of Federal, State, and local agencies who may assist in coordination of activities at the request of the On-Scene Coordinator or Remedial Project Manager before and during response actions.

Release (as stated in CERCLA) - Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing, into the environment (including the abandonment or discarding of barrels, containers and other closed receptacle containing any hazardous substance or pollutant or contaminant), but excludes (A) any release which results in exposure to persons solely within a workplace, with respect to a claim which such persons may assert against the employer of such persons, (B) emissions from the engine exhaust of a motor vehicle, rolling stock, aircraft, vessel, or pipeline pumping station engine, (C), release of source, by-product, or special nuclear material from a nuclear incident, as those terms are defined in the Atomic Energy Act of 1954, if such release is subject to requirements with respect to financial protection established by the Nuclear Regulatory Commission under Section 170 or such Act or, for the purposes of Section 104 of this title or any other response action, any release of source by-product, or special nuclear material from any processing site designated under Section 102(1) or 302(a) of the Uranium Mill Tailings Radiation Control Act of 1978, and (D) the normal application of fertilizer.

Remedial Action (RA) - The actual construction or implementation phase that follows the remedial design of the selected cleanup alternative at a site on the National Priorities List.

Remedial Design (RD) - An engineering phase that follows the Record of Decision when technical drawings and specifications are developed for the subsequent remedial action at a site on the National Priorities List.

Remedial Investigation (RI) - The process undertaken to determine the nature and extent of the problem presented by a release which emphasizes data collection and site characterization. The remedial investigation is generally performed concurrently and in an interdependent fashion with the feasibility study.

Remedial Investigation/Feasibility Study - Two distinct but related studies. They are usually performed at the same time, and together referred to as the "RI/FS". They are intended to:

- Gather the data necessary to determine the type and extent of contamination at a Superfund site;
- Establish criteria for cleaning up the site;
- Identify and screen cleanup alternatives for remedial action; and
- Analyze in detail the technology and costs of the alternatives

Remedial Project Manager (RPM) - An individual, designated within an EPA Region, who directs Federal fund-financed remedial actions and coordinates all other Federal actions at the scene. The RPM is the counterpart of the On-Scene Coordinator for removal actions.

Remedial Response - A long-term action that stops or substantially reduces a release or threatened release, of a hazardous substance, that is serious, but does not pose an immediate threat to public health and/or environment.

Removal Action (RA) ( as stated in CERCLA) - The cleanup or removal of released hazardous substances from the environment, such actions as may be necessary taken in the event of the threat of release of hazardous substances into the environment, such actions may be necessary to monitor, assess and evaluate the release or threat of release of hazardous substances, the disposal of removal material, or the taking of such other actions as may be necessary to prevent, minimize or mitigate damage to the public health or welfare or to the environment, which may otherwise result from a release or threat of release. The term includes, in addition, without being limited to, security fencing or other measures to limit access, provision of alternative water supplies, temporary evacuation and housing of threatened individuals not otherwise provided for, action taken under Section 104(b) of this Act and any emergency assistance which may be provided under the Disaster Relief Act of 1974.

Reportable Quantity (RQ) - The quantity of hazardous substance considered reportable under CERCLA in the event of a release. Reportable quantities are identified in 40 CFR 302.5 and may be 1, 10, 100, 1,000, or 5,000 pounds. Quantities are to be measured over a 24-hour period.

Resource Conservation and Recovery Act (RCRA) - A Federal law passed in 1976 and modified in 1984 by the Hazardous and Solid Waste Amendments (HSWA). RCRA has established a regulatory system to track hazardous waste from the time of generation to disposal, (cradle-to-grave). The law requires safe and secure procedures to be used in treating, transporting, storing, and disposing of hazardous waste. RCRA is designed to prevent new, uncontrolled hazardous waste sites.

Response Action - Any remedial action, removal action, or cleanup at a site under CERCLA 101 (25). Includes, but is not limited to:

- Enforcement-related activities.
- Removing hazardous materials from a site to an EPA approved, licensed hazardous waste facility for treatment, containment, or destruction.
- Containing the waste safely on-site to eliminate further problems.
- Destroying or treating the waste on-site using incineration or other technologies.
- Identifying and removing the source of ground-water contamination and halting further movement of the contaminants.

Responsiveness Summary - A summary of oral and/or written public comments received by EPA during a comment period on key EPA documents, and EPA's responses to those comments. The responsiveness summary is especially valuable during the Record of Decision phase at a site on the National Priorities List when it highlights community concerns for EPA decision-makers.

Risk Assessment - A qualitative and quantitative evaluation performed to determine the risk posed to human health and/or the environment by the presence or potential presence and/or use of specific pollutants. Baseline risk assessments are performed as part of the RI.

Safety and Health Program/Plan (SHP) - A written safety and health program/plan for employees involved in hazardous waste operations meeting the criteria contained in 29 CFR 1910.120 (b), and EM 385-1-1, Section 1, paragraph 01.A. Safety and health programs developed and implemented to meet other Federal, State, or local government regulations are considered acceptable if they cover or are modified to fully cover the applicable topics in these criteria.

Safe Drinking Water Act (SDWA) - The Safe Drinking Water Act was enacted in 1974 to ensure

the quality of the nations drinking water. Water quality standards have been established to achieve this goal. Primary drinking water standards, are either maximum contaminant levels (MCLs) that must be attained, or specific treatment technologies that must be applied. Secondary drinking water standards are aesthetic standards dealing with properties such as color and odor that are a measure of water quality, but are not enforceable standards. Whereas water exceeding primary drinking water standards can not be distributed for consumption, water exceeding secondary drinking water standards can be distributed. In addition to establishing primary and secondary standards, EPA also promulgates maximum contaminant level goals (MCLGs). These are risk-based goals toward which water quality is aimed, but attainment is not mandatory.

Sampling and Analysis Plan (SAP) - A contractor is required to prepare and submit a SAP for acceptance prior to commencement of sampling activities. A SAP is comprised of a Field Sampling Plan (FSP) and a Quality Assurance Project Plan (QAPP). The FSP defines requirements for sampling, field documentation, onsite chemical analysis, sample packaging, etc. The QAPP defines the laboratory analytical and chemical data reporting requirements.

Second Line Review - At a minimum, second line review takes the form of a QA review. A QA review involves a limited review of the deliverable and/or review of the first line review comments.

Site Safety and Health Plan (SSHP) - A written plan, separate and distinct from the SHP (although considered a site-specific component of the SHP), prepared by USACE contractors (either AE or Construction Services Contractor) or developed by qualified USACE occupational health/industrial hygiene/safety personnel for in-house HTRW field activities which describes the methods by which the contractor or USACE personnel will meet the safety and health requirements of OSHA standards, 29 CFR 1910 and 1926 (specifically 1910.120, EM 385-1-1, and the technical contract specification provision - SAFETY, HEALTH, AND EMERGENCY RESPONSE, if applicable). The SSHP will be considered to satisfy the provision for an Accident Prevention Plan required by FAR clause 52.236-13 if it incorporates the requirements of EM 385-1-1, specifically section 01.A to include activity hazard analyses. (In addition to construction contracts, service, supply, or research and development contracting actions for HTRW site investigation, design, or remediation activities shall specify the use of FAR 52.236-13).

Site Inspection (SI) - An on-site inspection to determine whether there is a release or potential release and the nature of the associated threats. The purpose is to augment the data collected in the preliminary assessment and to generate, if necessary, sampling and other field data to determine if further action or investigation is appropriate. The information is used to score the site with the Hazard Ranking System.

Small Quantity Generator (as stated in RCRA) - A regulated facility that generates more than 100



kilograms and less than 1,000 kilograms (about 1 ton) of hazardous waste in a calendar month. However, even if a small quantity generator avoids the permitting process itself, the facility may still be subject to certain RCRA conditions (e.g., if the quantity of acutely hazardous wastes generated in a calendar month exceeds quantities specified under RCRA).

Solid Waste (as stated in RCRA) - Any garbage, refuse, sludge, or other waste materials not excluded by definition. Exclusions (materials not defined as "solid wastes") include domestic sewage and any mixture of other wastes that pass through a sewer system to a publicly owned treatment works; industrial wastewater discharges that are point source discharges subject to regulation under the Clean Water Act, as amended; irrigation return flows; material defined by the Atomic Energy Act of 1954, as amended; and in-situ mining material. Note: EPA defines hazardous waste as a subset of solid waste.

Solid Waste Management Unit (SWMU) - Any discernable waste management unit from which hazardous constituents may migrate, irrespective of whether the unit was intended for the management of solid or hazardous wastes. The types of units considered SWMUs are landfills, surface impoundments, waste piles, land treatment units, incinerators, injection wells, tanks, container storage areas, wastewater treatment systems, and transfer stations. In addition, areas associated with production processes at facilities that have become contaminated as a result of routine, systematic, and deliberate releases of wastes (which may include abandoned or discarded product), or hazardous constituents from wastes, are considered SWMUs.

Source Material - Means "(1) uranium or thorium, or any other material which the department declares by rule to be source material after the United States Nuclear Regulatory Commission, or any successor thereto, has determined the material to be such, or, (2) areas containing one or more of the foregoing materials, in such concentration as the department declares by rule to be source material after the United States Nuclear Regulatory Commission, or any successor thereto, has determined the material in such concentration to be source material. [H&S Code, Chapter 7.6, Art. 2, Section 25805 (e)].

Special Nuclear Material - Means "(1) Plutonium, uranium 233, uranium enriched in the isotope 233 or in the isotope 235; and any other material which the department declares by rules to be special nuclear material after the United States Nuclear Regulatory Commission or any successor thereto, has determined the material to be such, but does not include source material; or, (2) any material artificially enriched by any of the foregoing; but does not include source material". [H&S Code, Chapter 7.6, Art. 2, Section 25805 (f)].

Subtitle C (of RCRA) - A principal regulatory provision of RCRA which establishes a comprehensive "cradle to grave" program to regulate hazardous wastes from generation through disposal.

Surface Water - Bodies of water that are above ground, such as rivers, lakes, and streams.

Superfund - The common name used for the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), also referred to as the Trust Fund, and any amendments thereafter.

Superfund Amendments and Reauthorization Act (SARA) - Modifications to CERCLA enacted on October 17, 1986.

Superfund Project - For the purposes of "project management", a Superfund project is a Federal lead project executed by USACE. A project consists of all phases (RD and RA) and all operable units at a site.

Technical Review - The review of those aspects of a project relating to the application of scientific, engineering, regulatory, and legal principles to solve a problem or achieve a goal.

Time-Critical Removal Action - A removal action with less than six months available for planning (compare to Non-Time-Critical Removal Action).

Toxic Substances Control Act - Whereas RCRA controls the disposal of hazardous wastes after they have been generated, TSCA was enacted in 1976 to evaluate toxic substances before they are used and to control the manner in which they are used.

Transuranic Waste - Means "any waste containing more than 100 nanocuries of alpha-emitting transuranic elements per gram of waste material". [H&S Code, Chapter 7/6, Art. 2, Section 25805 (1)]

Treatability Study - A bench or pilot scale study conducted during the pre-design or design phase to demonstrate the feasibility of and to refine operational parameters for a candidate remedial technology.

Treatment, Storage, and Disposal (TSD) Facility - Any building, structure, or installation where a hazardous waste has been treated, stored, or disposed. TSD facilities are regulated by EPA and States under the Resource Conservation and Recovery Act.

Trust Fund - A fund set up under CERCLA to help pay for cleanup of hazardous waste sites and to take legal action to force those responsible for the sites to clean them up.

Underground Storage Tank (UST) - One or more tanks, including underground connective piping, that stores "regulated substances" and that is more than 10%, by volume, below the surface of the ground. Regulated substances include hazardous chemical products regulated under CERCLA and petroleum products. The UST program, under Subtitle I of RCRA, for the

first time applies the RCRA program for storage of products and hazardous substances. Underground tanks containing hazardous waste are regulated under Subtitle C of RCRA.

Volatile Organic Compound - An organic (carbon-containing) compound that evaporates (volatilizes) readily at room temperature.

Water Purveyor - A public utility, mutual water company, county water district, or municipality that delivers drinking water to customers, (i.e., Publicly Owned Treatment Works (POTW)).

**Appendix D**  
**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
<b><u>D-1. BALTIMORE DISTRICT</u></b>							
Bruin Lagoon SUPERFUND	Bruin, PA	Ex-Situ Stabilization	Geo-Con, Inc.	FFP/UP	22 Nov 88	Gary J. Lang	(412) 472-0256
Groundwater Extraction System SUPERFUND	Erie, PA	Pump & Treat	IT Corp.	FFP	13 Oct 89	Gary J. Lang	(412) 472-0256
Water Treatment Plant SUPERFUND	Erie, PA	Pump & Treat	YWC, Inc. (Wheelabrator, Inc.)	FFP	06 Jun 90	Gary J. Lang	(412) 472-0256
Drake Chemical SUPERFUND	Lock Haven, PA	Incineration	OHM	CPFF	Nov 94	David Modricker	(717) 748-4505
Waldick SUPERFUND	Sea Girt, NJ	Low Temp. Incineration	Rust	FFP	Nov 92	David Modricker	(717) 748-4505
Aberdeen Proving Ground IRP/BRAC	Aberdeen, MD	UXO&CWM removal, groundwater groundwater pump & treat, RCRA cap, Sand cap cover, low level radiation fragmentation barriers	Weston Foster Wheeler (IDT) Kaiser (TERC) Weston	T&M CPFF CPIF CPFF	89 94 95 95	Robert Rizzieri Craig Maurer Billy Sanders Craig Mauer	(410) 671-6003
Halby Chemical Site SUPERFUND/Removal Action	Wilmington, DE	In-Situ Oxidation of Reactive Lagoon soil, capture and Incineration Of reaction off-gas, drum Disposal, Soil stabilization	TERRA Construction Ltd.	-	-	Craig Maurer	(410) 671-6003
Croyden TCE SUPERFUND/PRP	Croyden, PA	Waterline construction	-	-	05 Oct 89	Lawrence J. Piazza	(717) 895-7052
Heleva Landfill SUPERFUND/PRP	Lehigh Cty, PA\	Landfill Cap	CWM	FFP	14 Mar 89	Lawrence J. Piazza	(717)895-7052
Palmerton Zinc SUPERFUND/PRP	Palmerton, PA	Land reclamation Beneficial use of waste Products (sewage sludge & Flyash)	Horsehead Resource	-	90	Lawrence J. Piazza	(717) 895-7052
Heleva SUPERFUND/PRP	Lehigh Cty, PA	Groundwater Pump & Treat	McLaren Hart	FFP	98	Lawrence J. Piazza	(717) 895-7052
Revere Chemical Site SUPERFUND.PRP	PA	Onsite Incineration, Excavation & Grading, use Synthetic leaching procedure	Foster Wheeler	-	97	Lawrence J. Piazza	(717) 895-7052

**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u> (in lieu of TCLP)	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
Revere Chemical Site SUPERFUND/PRP	PA	Landfill Cap, use synthetic leaching procedure (in lieu of TCLP)	OHM	-	98	Lawrence J. Piazza	(717) 895-7052
Taylor Borough Landfill SUPERFUND/PRP	Taylor, PA	Landfill Containment Drum Removal, Excavation, Offsite Disposal	-	-	87	Lawrence J. Piazza	(717) 895-7052
Warrington Nike Site FUDS	Warrington, PA	Asbestos Removal, USTs	OHM	CPFF	89	Lawrence J. Piazza	(717) 895-7052
913 <sup>th</sup> Air Wing BRAC	Willow Grove, PA	USTs	Env. Const. & Remediation Inc.	FFP	97	Lawrence J. Piazza	(717) 895-7052
C&D Recycling SUPERFUND/PRP	Foster township, PA	In-Situ, Ex-Situ Stabilization Demolition, Excavation, Offsite Disposal, TCLP/SLP Reduction using proprietary Additive (Enviroblend)	Earth Tech/ERM	-	98	Lawrence J. Piazza	(717) 895-7052
Moyers Landfill SUPERFUND/PRP	Montgomery, PA	Cap	-	-	13 Oct 89	Jim Harbert	(717) 894-7052
Delaware Sand and Gravel SUPERFUND/PRP	New Castle, DE	Cap	Sevenson Env.	Oversight	27 Sep 89	Craig Maurer	(410) 671-6003
Lagoon Closure IRP	Letterkenney Army Depot Chambersburg, PA	On-site Low Temp Thermal Desorption/Landfill Containment	Associated Chemical & Env. Services (ACES)	FFP	20 Sep 88	Bill Werntges	(717) 782-3750
East Mt Zion Landfill SUPERFUND	York, PA	Landfill Containment (Cap)	Republic Env. (Philips Services)	FFP	30 May 97	Bill Werntges	(717) 782-3750
Rodale SUPERFUND/PRP	Lehigh Valley, PA	Groundwater Pump & Treat, Onsite Incineration Uses thermal desorption To clear gas stream	Square D	-	-	Lawrence J. Piazza	(717)895-7052
Tacony Warehouse BRAC	Philadelphia, PA	Groundwater Pump & Treat, Asbestos Removal, Drum Removal	Radian Intl / Env. Constr.&Remediation Inc.	FFP/ CPFF	95	Lawrence J. Piazza	(717)895-7052

**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
Tyson's Dump SUPERFUND/PRP	Tyson, PA	Vapor Extraction	TERRA VAC / ERM	-	89	Lawrence J. Piazza	(717)895-7052
Dorney Road SUPERFUND/PRP	Allentown, PA	Landfill Containment	Four Seasons	-	98	Lawrence J. Piazza/ James M. Harbert	(717) 895-7052
Former Frankford Arsenal FUDS	Philadelphia, PA	Demolition, Asbestos Removal, USTs, ASTs	Env. Constr & Remediation Radian International	FFP/ CPFF	95	Lawrence J. Piazza	(717)895-7052
Moyer Landfill SUPERFUND/PRP	Montgomery County, PA	Landfill Containment	Chemical Waste Management		90 & 93	James M. Harbert	(717) 895-7052
Moyer Landfill Treatment SUPERFUND/PRP	Montgomery County, PA	Groundwater Pump & Treat Biological Reduction of VOC & COD	-	-	98	James M. Harbert	(717) 895-7052
Tacony Warehouse BRAC	Tacony, PA	Groundwater Pump & Treat, Asbestos Removal, USTs	Env. Restoration Co./ Radian Int'l	FP/ CPFF	93	James M. Harbert	(717) 895-7052
Strasburg Landfill SUPERFUND	Chester County, PA	Landfill Containment, Groundwater Pump & Treat, use UV oxidation to destroy VOCs, AOP treatment of groundwater	Smith Tech. (bankrupt) Reliance National (Surety Earth Tech completion KR)	FFP	97	James M. Harbert/ Roger A. Moore	(717) 895-7052
Philadelphia Naval Gear Industrial Facility FUDS/PRP	Lester, PA	USTs	Radian Int'l	FFP	96	James M. Harbert	(717) 895-7052
Austin Ave. Radiation SUPERFUND/PRP	Landsdown, PA	Demolition, Radioactive Removal/Cleanup Rebuild of homes (used Argonne Nat'l Lab for QA testing)	Sevenson Env.	FFP	95	James M. Harbert	(717) 895-7052
Valley Forge General Hospital FUDS/PRP	Phoenixville, PA	Landfill Containment, Mercury, AST/UST, Transformers	Various	FFP	97	James M. Harbert	(717) 895-7052
Tonolli SUPERFUND/PRP	Nesquehoming, PA	Ex-situ Stabilization, Demolition Asbestos Removal, Lead Abatement Excavation, offsite disposal, USTs TCLP Reduction of lead contaminated with enviroblend	Nactec	-	98	James M. Harbert	(717) 895-7052
Lackawana Refuse	Lackawana, PA	Landfill Containment (cap),	Chemical Waste	FFP	87	James M. Harbert	(717) 895-7052

**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
SUPERFUND		Drum Removal, Excavation, Offsite Disposal	Management				
Stanley Kessler SUPERFUND/PRP	King of Prussia, PA	Groundwater Pump & Treat	Advanced Geo Services	-	98	Roger A. Moore	(610) 486-0570
Recticon/Allied Steel EPA/PRP	Parker Ford, PA	Groundwater Pump & Treat Drum Removal	Dames & Moore	PRP	98	Roger A. Moore	(610) 486-0570
Cryochem EPA/O&M	Pottstown, PA	Groundwater Pump & Treat	ETA	CPFF	98	Roger A. Moore	(610) 486-0570
Havertown PCP SUPERFUND/PRP	Havertown, PA	Landfill Containment, Groundwater Pump & Treat, Excavation, Offsite Disposal Extraction well install., AOP Treatment for GW	Radian Int'l	CPFF	97	Tim Gallagher/ James M. Harbert	(610) 853-5492
Paoli Railyard SUPERFUND/PRP	Paoli, PA	Landfill Containment, In-Situ Stabilization, Ex-Situ Stabilization, Demolition, Asbestos Removal, Excavation, Offsite Disposal, USTs	-	-	-	Tim Gallagher	(610) 853-5492
<b><u>D-2. NEW ENGLAND DISTRICT.</u></b>							
New Bedford Harbor Hot Spot OU II SUPERFUND	New Bedford, MA	Dredge PCB/Dewater	Perland Env.	FFP	92	Moe Beaudoin	(508) 990-2550
Nyanza Chemical SUPERFUND	Ashland, MA	Consolidation/Capping (Mercury, Pesticides)	Foster Wheeler Env. Corp.	CPFF	13 Oct 88	Christopher Turek	(508) 990-2550
Baird & McGuire OU #1 SUPERFUND	Holbrook, MA	Groundwater Treatment O&M	Metcalf & Eddy Services	FFP	20 Feb 91	Jack Connolly	(617) 767-0085
Baird & McGuire OU #2 SUPERFUND	Holbrook, MA	Incineration (Pesticides, Dioxin)	OHM Remediation Services Corp.	FFP	30 Mar 92	James Doucakis	(978) 318-8691
Charles George Landfill SUPERFUND	Tyngsboro, MA	Leachate/Groundwater Treatment	Roy F. Weston, Inc.	CPFF	01 Nov 96	David O'Connor	(978) 772-0148
Silresim Superfund Site	Lowell, MA	Groundwater Treatment	Foster Wheeler Env.	CPFF	21 Jul 94	Chris Zevitas	(978) 441-9009

**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
SUPERFUND		(Solvents)	Corp.				
Silresim Superfund Site SUPERFUND	Lowell, MA	Soil Vapor Extraction	Foster Wheeler Env. Corp.	CPFF	Aug 96	Chris Zevitas	(978) 441-9009
Norwood Superfund Site SUPERFUND	Norwood, MA	Groundwater Treatment (PCB)	Foster Wheeler Env. Corp.	CPFF	19 Aug 94	Christopher Turek	(508) 990-2550
Army Material Testing Lab BRAC	Watertown, MA	Building Decontamination (Chemicals & Radium)	Roy F. Weston, Inc.	CPFF	93-97	William Haynes	(978) 318-8691
Stratford Superfund Site SUPERFUND	Stratford, CT	Residential soil removal (Asbestos, Lead)	Foster Wheeler Env. Corp.	CPFF	May 94	Ray Goff	(413) 593-6791
Pre-Treatment Facilities Charles George Landfill SUPERFUND	Tyngsboro, MA	Groundwater Pump&Treat Sewerline, Pumping Stations (Ion Bacteria)	Roy F. Weston, Inc.	CPFF	07 Mar 97	Dave O'Connor	(978) 772-0148
Alternative Water Supply Davis Liquid Superfund Site SUPERFUND	Smithfield, RI	Water Supply System	Process Const. Management	FFP	12 Jun 96	Moe Beaudoin	(508) 990-2550
Demolition of Raymark Buildings SUPERFUND	Stratford, CT	Landfill Containment, Groundwater Pump&Treat, Demolition, Drum Removal, Lagoon Remediation, USTs, Asbestos Removal	Foster Wheeler Env. Corp.	CPFF	29 Mar 95	Ray Goff	(413) 593-6791
Lonczak Drive Area Former Westover AFB FUDS	Chicopee, MA	Air Sparging (Jet Fuel)	Env. Chemical Corp.	CPFF	12 Feb 98	Ray Goff	(413) 593-6791
Remedial Action FUDS	Prudence Island, RI	Bioremediation, Air Sparging	Roy F. Weston, Inc.	CPFF	24 Jun 97	Christine Johnson- Battista	(978) 772-0148
Various Remedial Actions Fort Devens BRAC	Ayer, MA	Ordnance Explosives, Landfill Containment, Drum Removal, USTs, Excavation, Offsite Disposal	Roy F. Weston, Inc.	CPFF	05 Feb 96	Steve Umbrell	(978) 772-0148
Former Fuel Farm FUDS	Long Island, ME	Excavation, Offsite Disposal	Roy F. Weston, Inc.	CPFF	16 Jul 97	Christine Johnson- Battista	(978) 772-0148
PCB Remediation Picillo Farm SUPERFUND	Coventry, RI	Excavation, Offsite Disposal (PCB)	Roy F. Weston, Inc.	CPFF	10 Jul 97	Joe Ferrari	(978) 772-0148



**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
Aqua Tank Farm FUDS	Quonset Point, RI	Air Sparging	Roy F. Weston, Inc.	CPFF	26 Jun 97	Joe Ferrari	(978) 772-0148
Restore Camp Avenue Dump Site FUDS	Quonset Point, RI	Landfill Containment, Drum Removal, Excavation, Offsite Disposal	Coastal Env. Corp.	FFP	15 Oct 97	Joe Ferrari	(978) 772-0148
Demolition/Closure of Unsafe Structures FUDS	Hingham, MA	Ammunition/Bunkers Demolition, Asbestos Removal	J&W Company, Inc.	FFP	16 Jul 97	Joe Ferrari	(978) 772-0148
Remedial Action, Hope Island FUDS	Portsmouth, RI	Excavation, Offsite Disposal (PCB)	Stone & Webster Env. Technical Services	CPFF	24 Sep 97	Christine Johnson- Battista	(978) 772-0148
Building 105, Charles Navy Yard FUDS	Boston, MA	Asbestos Removal, Lead Abatement, Excavation, Offsite Disposal, Cleanup of former chain forge shop, blacksmith & locomotive shops for future museum	Stone & Webster Env. Technical Services	CPFF	25 Jun 97	Steve Umbrell	(978) 772-0148
Remedial Action at Campbell School FUDS	Bourne, MA	Excavation/Offsite Disposal (pesticides), PCB Removal (calking), Demolition	Stone & Webster Env. Technical Services	CPFF	Jul 98	Larry Davis	(508) 759-8270
Blue Beach Landfill, Quonsett Point	North Kingston, RI	Landfill Containment, Excavation, Offsite Disposal	Env. Chemical Corp.	CPFF	Jul 98	Joe Ferrari	(978) 772-0148
Dow Pines Recreation Area FUDS	Great Pond, ME	Demolition, Drum Removal, Excavation, Offsite Disposal, Aboveground Storage Tanks	Coastal Env. Corp.	FFP	Aug 98	Dave O'Connor	(978) 772-0148
Demolish Building 108, Charleston Navy Yard FUDS	Boston MA	Power Plant Demolition, Asbestos Removal	Stone & Webster Env. Technical Services	CPFF	Jul 98	Steve Umbrell	(978) 772-0148
Ordnance Removal, Cohen Property SUPERFUND	Taunton, MA	Ordnance/Explosives	Env. Chemical Corp.	CPFF	Jul 98	Moe Beaudoin	(508) 990-2550
Asbestos Remediation Nashua River SUPERFUND	Nashua, NH	Excavation/Offsite Disposal (asbestos in river & banks)	Stone & Webster Env. Technical Services	CPFF	Feb 98	Joe Ferrari	(978) 772-0148

Construction Points of Contact on HTRW Projects

<u>Project</u> <u>D-3. NEW YORK DISTRICT.</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
Fried Industries SUPERFUND	East Brunswick, NJ	Contaminated Building Demolition	IT Corp.	FFP	1998	Eugine Urbanik	(732) 846-5830
Middlesex FUSRAP Site FUSRAP	Middlesex, NJ	Radioactive Waste Removal Cleanup, Excavation, Offsite Disposal	Bechtel National, Inc.	CPFF	1998	Eugine Urbanik	(732) 846-5830
Maywood FUSRAP Site FUSRAP	Maywood, NJ	Radioactive Waste Removal Cleanup, Excavation, Offsite Disposal	Bechtel National, Inc.	CPFF	1998	Eugine Urbanik	(732) 846-5830
Wayne FUSRAP Site FUSRAP	Wayne, NJ	Radioactive Waste Removal Cleanup, Excavation, Offsite Disposal	Bechtel National, Inc	CPFF	1998	Eugine Urbanik	(732) 846-5830
Higgins Farm Site SUPERFUND	Franklin Township, NJ	Groundwater Pump & Treat	Radian Int'l	FFP	1997	Eugine Urbanik	(732) 846-5830
Metaltec/Aerosystems Site SUPERFUND	Franklin Borough, NJ	Low Temp Volatilization System, Excavation, Offsite Disposal	Sevensen Env. Services, Inc.	FFP	1996	Eugine Urbanik	(732) 846-5830
U.S. Radium Site SUPERFUND	Orange, NJ	Radioactive Waste Removal, Cleanup, Excavation, Offsite Disposal	Sevensen Env. Services, Inc.	FFP	1996	Eugine Urbanik	(732) 846-5830
Asbestos Dump Site SUPERFUND	Milington, NJ	Excavation, Offsite Disposal, Asbestos Contaminated Soil	CDM	FFP	1997	Eugine Urbanik	(732) 846-5830
Kin-Buc Landfill SUPERFUND	Edison, NJ	Landfill Containment (cap& slurry wall), drum removal	Chemical Waste Management	FFP	1995	Eugine Urbanik	(732) 846-5830
Montclair, Glen Ridge, and West Orange Radium Sites SUPERFUND	Essex County, NJ	Radioactive Waste Removal Cleanup, Excavation, Offsite Disposal	Sevensen Env. Services, Inc.	FFP	1990	Eugine Urbanik	(732) 846-5830
Bog Creek Farm Site SUPERFUND	Howell Township, NJ	On-Site Incineration	Chemical Waste Management	FFP	1989	Eugine Urbanik	(732) 846-5830
Metaltec Aerosystems Site SUPERFUND	Franklin Borough, NJ	Excavation, Offsite Disposal	Sevensen Env. Services, Inc.	FFP	1988	Eugine Urbanik	(732) 846-5830
Industrial Latex Site	Wellington, NJ	Contaminated Building	Sevensen Env.	FFP	1986	Eugine Urbanik	(732) 846-5830

**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
SUPERFUND		Demolition, Asbestos	Services, Inc.				
Former Raritan Arsenal FUDS	Edison, NJ	Excavation, Offsite Disposal USTs	Depot Road Leasing	FFP	1997	Eugine Urbanik	(732) 846-5830
Kilmer Reserve Center FUDS	Edison, NJ	USTs	Abatement Env. Resources Inc.	FFP	1997	Eugine Urbanik	(732) 846-5830
Great Swamp National Refuge SFO (Fish & Wild Life Services)	Great Swap, NJ	Excavation, Offsite Disposal	R&R International	FFP	1996	Eugine Urbanik	(732) 846-5830
Bog Creek Farm, Long Term O&M (year 2) SUPERFUND	Howell Township, NJ	Groundwater Treatment	Wleelabrator EOS, Inc.	FFP	23 Sep 96	George Paprocki	(732)389-3040
Circuitron OU2 SUPERFUND	Farmingdale, NY	Groundwater Treatment	Radian International	FFP	27 Jul 98	Vincent Monaster	(516) 794-2913
Claremont Polychemical Corp. SUPERFUND	Bethpage, NY	Groundwater Treatment	Radian International LLC	FFP	29 Sep 95	Mark Kucera	(516) 249-8912
Glenzale Plating D.O. 18 SUPERFUND	Franklin Square, NY	Excavation, Offsite Disposal	Sevensen Inc.	FFP	5 Aug 97	Shewen Bian	(516) 794-2913
Lang O&M Task Order 2 SUPERFUND	Pemberton, NJ	O&M GW Treatment Plant	Sevensen Inc.	FFP	14 Nov 97	Tom Roche	(609) 893-0983
Vestal 1-1 D.O. 8 SUPERFUND	Vestal, NY	Soil Vapor Extraction	Sevensen Inc.	FFP	26 Mar 96	Nick Patsis	(914) 938-8313
GCL Tie & Treating SUPERFUND	Sidney, NY	Soil Treatment	National Env. Serv. Co.	FFP	31 Mar 98	John Canby	(914) 938-4701
Brewster Weldfield O&M SUPERFUND	Brewster, NY	O&M of Groundwater Extraction Treatment/ Discharge System	Kemron	FFP	Dec 97	Nick Patsis	(914) 938-8313
Colonie Site FUSRAP	Colonie, NY	Designated Area TCE & PCE	ICF Kaiser Engineers Inc.	CPFF	29 Apr 98	Randy Battaglia	(607) 869-1523
<b><u>D-4. OMAHA DISTRICT.</u></b>							
Methyl Parathyon Pesticide Contamination	Jackson County, MS	Pesticide Removal/Cleanup	OHM Corp.	CPFF	1997	Joe Shields	(402) 293-2535

### Construction Points of Contact on HTRW Projects

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
EPA Removal Action							
Geothermal Test Facility Brine Bond DOE Removal Action	El Centro, CA	Excavation, Offsite Disposal	OHM Corp.	CPFF	1996	Andy Winslow	(402) 293-2533
Joliet Army Ammunition Plant BRAC	Joliet, IL	Excavation, Offsite Disposal Oil Sludge Pit, UXO Removal	OHM Corp.	CPFF	1996	Jim O'Neil	(402) 293-2516
Low Level Radioactive Waste Removal DOE Removal Action	Ames, IA	Radioactive Waste Removal/ Cleanup	OHM Corp.	CPFF	1995	Tim Gouger	(402) 293-2514
National Wood Preservative Site SUPERFUND	Havertown, PA	Demolition/Excavation, Offsite Disposal/Landfill Cap	OHM Corp.	CPFF	1996	Waleed Shaheen	(402) 293-2517
Selma Products Wood Preservative Site SUPERFUND	Fresno, CA	Groundwater Pump and Treat	IT Corp.	CPFF	1997	Waleed Shaheen	(402) 293-2517
Tennessee Products Site EPA Removal Action	Chattanooga, TN	Excavation, Offsite Disposal of Coal Tar Waste	IT Corp.	CPFF	1997	Matt Ellender	(402) 293-2534
Fawick Park EPA Removal Action	Sioux Falls, SD	Excavation, Offsite Disposal of Coal Tar Waste	IT Corp.	CPFF	1997	Mary Darling	(402) 293-2513
Westbank Asbestos Site EPA Removal Action	New Orleans, LA	Residential Asbestos Removal Action	IT Corp.	CPFF	1996	Jude Hobza	(402) 293-2533
Palos Forest Preserve, Site A DOE Removal Action	Chicago, IL	Low Level Radioactive Waste Stabilization and Removal	IT Corp.	CPFF	1996	Tim Gouger	(402) 293-2514
Denver Federal Center Interim Corrective Measures WFO	Denver, CO	In-Situ Remediation Through Gate and Funnel Technology	IT Corp.	CPFF	1996	Tom Westenburg	(402) 293-2530
Hazardous Landfill Cap March AFB BRAC	March AFB, CA	Landfill Containment RCRA Cell Construction	IT Corp.	CPFF	1994	Jude Hobza	(402) 293-2533
AF Plant 85 WFO (AF & GSA)	Columbus, OH	PCB Removal Action	IT Corp.	CPFF	1995	Larry Leahy	(402) 293-2531
Oconomowoc Electroplating	Ashippun, WI	Excavation, Offsite Disposal	IT Corp.	CPFF	1994	Jude Hobza	(402) 293-2533

Construction Points of Contact on HTRW Projects

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
Superfund Site SUPERFUND		from contaminated wetlands					
<b><u>D-5. PHILADELPHIA DISTRICT.</u></b>							
Bridgeport Rental and Oil Services	Bridgeport, NJ	Incineration on-site	Ebasco (Foster- Wheeler)	FFP	01 Mar 89	Mark Wheeler	(609) 241-1671
Helen Kramer Landfill	Mantua Twp, NJ	Capping & slurry wall, pump & treat	IT-Davy Joint Venture	FFP	06 Oct 89	John Poserina III	(609) 569-0124
Lipari Landfill Phase I	Mantua Twp, NJ	Capping/slurry wall	D'Appolonia (IT Corp)	FFP	26 Jul 83	Scott Fritzinger	(215)656-6670
Lipari Landfill	Mantua Twp, NJ	Pump and treat	Bechtel Corp	FFP	12 Jul 89	Howie Klei	(609) 485-2145
Lipari Landfill O&M	Mantua Twp, NJ	Pump & Treat O&M	Radian	CPFF	92	Steve Creighton	(609) 582-7396
DeRewal Chemical Site	Frenchtown, NJ	Contaminated soil removal/ disposal	R&R International	RFP/FFP	97	Brian Duffy	(609) 485-2145
FAA Technical Center, Area D Fuel Farm	Pomona, NJ	Free product recovery, O&M treatment facility	Aguilar	FFP/UP	19 Mar 96	Clyde Lake	(609) 485-2145
FAA Technical Center, Area 20 Groundwater	Pomona, NJ	Pump/treat/reinjection	M.L. Ruberton	FFP	96	"Murphy" Flynn	(609) 485-2145
FAA Technical Center, Area 20 PCB Soil Removal	Pomona, NJ	PCB Contaminated soil removal/disposal	Radian	FFP	26 May 98	Clyde Lake	(609) 485-2145
Vineland Chemical Demolition	Vineland, NJ	Demolition/disposal	Castle Abatement	FFP	95	Joseph Hoag	(609) 241-1671
Vineland Chemical Soils/GW	Vineland, NJ	Arsenic treatment	Black & Veatch	FFP	97	Mark Wheeler	(609) 241-1671
South Jersey Clothing Co.	Buena Boro, NJ	Pump/treat/reinjection	Sevenson	RFP/FFP	97	Joseph Hoag	(609) 241-1671
DuPont Chemical Plant	Deepwater, NJ	FUSRAP site				Lee Phillips	(609) 241-1671
Krysowaty Farm Site	Hillsborough Twp, NJ	Disposal of excav soil	Sevenson	FFP/UP	27 Sep 85	Lee K. Phillips	(609) 241-1671
D'Imperio Property Site Phase I	Hamilton Twp, NJ	Disposal of excav soil/drum	Sevenson	FFP/UP	21 Jul 86	Mark Wheeler	(609) 241-1671
D'Imperio Property Site Phase II	Hamilton Twp, NJ	Groundwater pump, treat, reinjection	WATEC	Oversight	1995	Clyde Lake	(609) 485-2145

Construction Points of Contact on HTRW Projects

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
Industrial Latex	Wallington, NJ	Low Temp Thermal Desorption, PCB Soil	ECC Inc	RFP/FFP	31 Aug 98	John Poserina III	(609) 485-2145
Pepe Field	Boonton, NJ	In-Situ Stabilization Off-Site Disposal	Radian	CPFF	Jun 98	Brian Duffy	(609) 485-2145
Cosden Chemical Demolition	Beverly, NJ	Demolition/disposal	CATI Inc.	FFP	97	Ray Morgan	(609) 241-1671
Diamond State Salvage	Wilmington, DE	Soil removal/Disp	OHM	Oversight	98	Ray Morgan	(609) 241-1671
<b><u>D-6. TULSA DISTRICT.</u></b>							
Remediation of Burning Grounds and Unlined Evaporation Pond IRP	Longhorn Army Ammo Plant, TX	Low temp thermal desorp for soils, air stripping for groundwater (TCE), (water collection in trenches)	Radian International, LLC	CPAF	09 May 93	Dudley Beene Vic Heister	(318) 676-3365 (918) 669-7244
Groundwater extraction & treatment plus ground water reinjection, Tower Area & Southwest Landfill (T.O. 6, Design and Phase I) BRAC	Reese AFB, TX	Various incl. air stripping for groundwater	OHM Remediation Svcs., Inc.	CPAF	15 Mar 95	Frank Roth Ramona Wagner	(918) 669-7413 (918) 669-7505
Groundwater extraction & treatment plus ground water reinjection, Tower Area & Southwest Landfill (T.O. 20, Phase II) BRAC	Reese AFB, TX	Various incl. air stripping for groundwater	OHM Remediation Svcs., Inc.	CPAF	26 Sep 96	Frank Roth Ramona Wagner	(918) 669-7413 (918) 669-7505
Tar Creek Superfund Site (T.O. 11, Residential Removal Action) SUPERFUND	Ottawa Cty, OK	Soil excav, removal to repository, and replace w/clean soil	Morrison Knudsen	CPAF	01 May 96	Frank Roth Ramona Wagner	(918) 669-7413 (918) 669-7505
Tar Creek Superfund Site (T.O. 20, Remedial Action) SUPERFUND	Ottawa Cty, OK	Soil excav, removal to repository, and replace w/clean soil	Morrison Knudsen	CPAF CPIF	10 Nov 97	Frank Roth Ramona Wagner	(918) 669-7413 (918) 669-7505

**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
Ft. Sill (T.O. 16, Group A Tank Removals) IRP	Ft. Sill, OK	Tank removal, soil excav, landfarming	IT Corporation (IT)	CPAF	12 Aug 93	Vic Heister Ramona Wagner	(918) 669-7244 (918) 669-7505
Ft. Sill (T.O. 20, Group B Tank Removals) IRP	Ft. Sill, OK	Tank removal, soil excav landfarming	IT	CPAF	27 Sep 93	Vic Heister Ramona Wagner	(918) 669-7244 (918) 669-7505
Ft. Sill (T.O. 10, POL Site Remediation) IRP	Ft. Sill, OK	Tank removal, soil excav landfarming	OHM Remediation (OHM) Svcs., Inc.	CPAF	17 Apr 95	Vic Heister Ramona Wagner	(918) 669-7244 (918) 669-7505
Low Level Radioactive Waste IRP	Tinker AFB, OK	Waste excav, shipment to Envirocare, thermal desorption, landfill grading, RCRA cover	IT	CPAF	31 Jul 97	Rex Ostrander James Allard	(918) 669-4916 (918) 669-7158
<b><u>D-7. LOS ANGELES DISTRICT.</u></b>							
Oil Spill & Tank Closure IRP	Davis Monthan AFB & Titan Missile Museum, AZ	Bioremediation, In-Situ Stabilization, Ex-Situ Stabilization, USTs Removal	Morrison Knudson	FFP PRAC	98	Melvin S. Weiss	(602) 988-9340
UST Removal/Upgrades & Misc. Cleanup FUDS	FT Huachuca, AZ	Ordnance Explosives, Bioremediation, In-Situ Stabilization, Demolition, USTs Removal, Radioactive Waste Cleanup	Morrison Knudson	FFP PRAC	98	Melvin S. Weiss	(602) 988-9340
KTAR/KAAA SFO (FEMA)	FEMA Sites, AZ	USTs Removal	Maness Env.	FFP ID/IQ	98	Melvin S. Weiss	(602) 988-9340
Hassayampa Landfill Closure EPA Oversight	Buckeye, AZ	Landfill Containment, Groundwater Pump & Treat	PRP Oversight	N/A	96	Melvin S. Weiss	(602) 988-9340
Dateland Army Airfield Closure FUDS	Dateland, AZ	Bioremediation, Ex-Situ Stabilization, USTs Removal	Morrison Knudson	FFP PRAC	97	Melvin S. Weiss	(602) 988-9340
US Border Patrol Aviation Tanks SFO	Various Locations, AZ	USTs Removal	Maness Env.	FFP ID/IQ	98	Melvin S. Weiss	(602) 988-9340
Luke AFB JP-8 Tanks	Luke AFB, AZ	Lead Abatement,	Morrison Knudson	FFP	98	Melvin S. Weiss	(602) 988-9340

**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
IRP		Asbestos Removal		PRAC			
Tank Replacement/LBP Removal SFO (US Border Patrol)	Yuma & Douglas AZ	Lead Abatement, USTs	Morrison Knudson	FFP PRAC	97	Melvin S. Weiss	(602) 988- 9340
Las Vegas AFS Closure FUDS	Angel Peak, NV	Demolition, PCB, Drum Removal, USTs	Maness Env.	FFP ID/IQ	98	Melvin S. Weiss	(602) 988-9340
Del Amo Superfund Site SUPERFUND	Torrance, CA					John Smock	
McColl Superfund Site SUPERFUND (PRP)	Fullerton, CA	Landfill Containment,	Parsons Env.			Frank Hubel	(626) 401-4044
UST Removal – Bldg 358, 380, 1577, 12000, 7425, Facility 1987	Vandenberg AFB, CA	UST Removal	Morrison Knudsen	FFP IDIQ	97	John Moreno	(805) 734-4670
Stringfellow Hazardous Waste Site SUPERFUND	Riverside, CA	Groundwater Pump & Treat	Metcalf & Eddy	FFP		Richard Magruder	(626) 401-4044
Operating Industries, Inc. SFO	Monterey Park, CA	Landfill Containment Corp.	CDM-Federal Programs	CPAF	93	Richard Magruder	(626) 401-4044
Montrose Superfund Site SUPERFUND	Torrance, CA	Excavation, Offsite Disposal	Env. Chemical Corp.	FFP	98	Eleanor E. Nevarez	(626) 401-4044
Ft. Irwin Range Maintenance IRP	Ft. Irwin, CA	Ordnance/Explosives, Demolition	ATI/OES	T & M	97	Jim Reed	(760) 386-2097
East Elliot, Time Critical	Santee, San	Ordnance/Explosives Applications	Human Factors	T & M	98	BJ Allen	(619) 674-6766
Removal Action FUDS	Diego, CA						
Uranium Mine Investigation SUPERFUND	Navajo Nation, NV	Radioactive Waste Removal/ Cleanup		T & M	98	Glen Alsup	(626) 401-4044
Brown & Bryant SUPERFUND	Arvin, CA	Vapor Extraction	Morrison Knudsen	FFP	98	John Smock	(805) 277-9927
<b><u>D-8. LOUISVILLE DISTRICT.</u></b>							
Incineration of Explosives Contaminated Soils	Savanna Army Depot, IL	Excavation/Onsite Incineration of Explosives Contaminated	Roy F. Weston	FFP	90	Don Peterson	(309) 782-2198



**EP 415-1-266**  
**31 May 00**

**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
BRAC		Soils					
Thermal Vitrification Demonstration Project SFO (CERL)	Rock Island Arsenal, IL	Demonstration Project, Thermal Vitrification Technology for Removal of Lead based paint	Midwest Foundation Corp.	FFP	97	Don Peterson	(309) 782-2198
Garfield Navel Weapons Plant FUDS	Decatur, IL	Removal of Free Product in Ground Water and Cleanup of Hazardous from Several Pits	Aneptek Corp.	FFP	98	Don Peterson	(309) 782-2198
RCRA Closure, APE-1236 Deact Furnace BRAC	Savanna Army Depot, IL	Ordnance/Explosives (sweep/ clearance of area prior to work), Stabilization of lead Contaminated soil	Westinghouse Remediation Services	FFP	95	Don Peterson	(309) 782-2198
Open Burning Grounds Demonstration Project BRAC	Savanna Army Depot, IL	Sifting/Screening technology to remove UXOs and other related ordnance debris from soils	Env. Science&Eng., Inc. Ordnance/Explosives Env.Services	FFP	94	Don Peterson	(309) 782-2198
Firing Training Pit, Soils Remediation BRAC	Savanna Army Depot, IL	Clearance/Removal of Unexploded Ordnance, onsite Incineration of Petroleum Contaminated Soils	Four Seasons Environmental	FFP	93	Don Peterson	(309) 782-2198
Removal of Fill Material BRAC	Fort Sheridan, IL	Excavation/Disposal of Fill Containing Coal Fragments, Removal of USTs.	International Technologies	CPFF	97	Chris Karem/ Don Mangialardo	(502) 625-7248 (847) 266-1160
Interim RA for Landfill 6 & 7 BRAC	Fort Sheridan, IL	Demolition, Landfill Containment, Excavation/Disposal, Leachate Pump & Treat, Gas Pump & Treat	Stone & Webster	CPFF	96	Bob Fileccia/ Don Mangialardo	(502) 625-7541 (847) 266-1160
<b><u>D-9. NEW ORLEANS DISTRICT.</u></b>							
Bayou Bonfouca Source Control OU SUPERFUND	Slidell, LA	Incineration of Creosote Contaminated Waste	IT and OHM	FFP	31 May 91	Joseph Sensebe/ Ted Eilts	(504) 862-2861
American Creosote Works SUPERFUND	Winnfield, LA	Incineration/in-situ bioremediation	IT	FFP	01 Jul 94	Joseph Sensebe Ted Eilts	(504) 862-2861
Southern Shipbuilding	Slidell, LA	Incineration	OHM	CPAF	16 Aug 95	Joseph Sensebe	(504) 862-2861

Construction Points of Contact on HTRW Projects

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
SUPERFUND						Ted Eilts	
Popile Superfund Site SUPERFUND	El Dorado, AR	Bioremediation (land treatment)	Morrison-Knudsen	CPAF	29 Aug 97	Joseph Sensebe Ted Eilts	(504) 862-2861
Agriculture Street Landfill SUPERFUND	New Orleans, LA	Removal of Contaminated Soil & 2 feet Barrier	OHM	CPAF	19 Sep 97	Joseph Sensebe Ted Eilts	(504) 862-2861
Defense Information Systems Agency SFO	Slidell, LA	Asbestos removal	OHM	CPAF	Pending	Joseph Sensebe Ted Eilts	(504) 862-2861
<b><u>D-10. HUNTINGTON DISTRICT.</u></b>							
New Lyme Landfill SUPERFUND	Ashtabula City, OH	Landfill Containment, Pump & Treat	Sevensen Env. Services, Inc.	FFP	Sep 88	Wren Wilson	(304) 529-5282
Old Mill Landfill SUPERFUND	Rock Creek, OH	Pump & Treat, Excavation, Offsite Disposal	Aptus Corp.	FFP	Mar 88 25 Mar 88	Wren Wilson Joseph R. Turner	(304) 529-5282 (304) 529-5282
West Virginia Ordnance Works FUDS	Pt. Pleasant, WV	Landfill Containment, Pump& Treat, Demolition, Asbestos Removal	OH Materials Bhatt Contracting	FFP	28 Aug 90	Wren Wilson	(304) 529-5282
Lockborne AF Base FUDS	Columbus, OH	Excavation, Offsite Disposal, USTs	Petro Env.	FFP	92	Wren Wilson	(304) 529-5282
Summit Equipment SFO (DRMS)	Akron, OH	Excavation, Offsite Disposal (PCB)	ECC	FFP, CPFF	Jul 98	Wren Wilson	(304) 529-5282
<b><u>D-11. NASHVILLE DISTRICT.</u></b>							
Tennessee Products SUPERFUND	Chattanooga, TN	Excavation/Offsite Disposal Pesticide/Herbicide, Thermal Destruction	Int. Technology Corp./ Kipin Industries, Inc.	CFF	1997	Bill DeBruyn	(615) 885-0010
WSM Transmitter AST Upgrade SFO/FEMA	Brentwood, TN	Upgrade Above Storage Tank	Env. Chemical Corp./ PMI	CPAF	1998	Bill DeBruyn	(615) 885-0010
Pineville SFO/Army Reserve	Pineville, KY	Lead Abatement, USTs, Excavation/Offsite Disposal	Chemical Corp.	CPAF	1998	Dan Farrell	(606) 337-6162

**Construction Points of Contact on HTRW Projects**

<u>Project</u>	<u>Location</u>	<u>Technology</u>	<u>Const. Contractor</u>	<u>Contract Type</u>	<u>Award Date</u>	<u>POC</u>	<u>Phone</u>
202 Non Structural Program USACE/CW	Several Sites, KY	Asbestos Removal/ Demolition	ASTECH Corp./ Asbestos&Env. Services	FFP	1995	Dan Farrell	(606) 337-6162
Asbestos, Lead Abatement Tank Removal SFO/Army Reserve	Several Sites, KY	Asbestos Removal, Lead Abatement, Excavation/ Offsite Disposal, USTs	ASTECH	FFP	1992	Dan Farrell	(606) 337-6162
FAA UST Removal SFO (FAA)	Gray, TN	Excavation/Offsite Disposal, USTs	Marion Env.	FFP	1996	Dan Farrell	(606) 337-6162
Asbestos Removal SFO/ Army Reserve Center	Knoxville/Greenville, TN	Asbestos Removal	American Env. Protection	FFP	1991	Dan Farrell	(606) 337-6162
FAA Emergency Generator Backup for Radar Station SFO (FAA)	Lynch, KN	USTs	Ferfusion-Harbour, Inc.	FFP	1995	Dan Farrell	(606) 337-6162
FAA UST Removals SFO (FAA)	Several Sites, KY	Excavation/Offsite Disposal USTs	Four Seasons Industrial Services, Inc.	FFP	1992	Dan Farrell	(606) 337-6162
FAA UST Removals SFO (FAA)	Several Sites (TN, NC, VA)	Excavation/Offsite Disposal, USTs	Four Seasons Industrial Services, Inc.	FFP	1991	Dan Farrell	(606) 337-6162
Lead Abatement SFO/Army Reserve Center	Several Sites, KY	Lead Abatement	ASTECH Corp.	FFP	1993	Dan Farrell	(606) 337-6162

## **APPENDIX E**

### **INTERNET WEB SITE REFERENCES**

<b>Subject</b>	<b>Internet Address</b>
All USACE Publications	<a href="http://www.usace.army.mil/inet/usace-docs/">http://www.usace.army.mil/inet/usace-docs/</a>
USACE Criteria Documents and Guide Specifications	<a href="http://www.hnd.usace.army.mil/techinfo/index.htm">http://www.hnd.usace.army.mil/techinfo/ index.htm</a>
USACE HTRW Guidance Documents	<a href="http://hq.environmental.usace.army.mil/library/guidance/guidance.html">http://hq.environmental.usace.army.mil/ library/guidance/guidance.html</a>
USACE Environmental Division Home Page	<a href="http://hq.environmental.usace.army.mil/">http://hq.environmental.usace.army.mil/</a>
USACE FUDS Website	<a href="http://hq.environmental.usace.army.mil/programs/fuds/fuds.html">http://hq.environmental.usace.army.mil/ programs/fuds/fuds.html</a>
USACE Spill Reporting Procedures	<a href="http://www.environmental.usace.army.mil/info/technical/comply/complys/complys.html">http://www.environmental.usace.army.mil/info/ technical/comply/complys/complys.html</a>
USACE Procedures for Administration of Cost Contracts and Guide to Best Practices for Cost Reimbursement Contracts	<a href="http://hq.environmental.usace.army.mil/tools/reimburse/reimburse.html">http://hq.environmental.usace.army.mil/ tools/reimburse/reimburse.html</a>
USACE Construction Bulletins	<a href="http://www.hq.usace.army.mil/comp/c/library.htm">http://www.hq.usace.army.mil/comp/c/library.htm</a>
USACE CX Roles and Responsibilities	<a href="http://www.usace.army.mil/inet/centers">http://www.usace.army.mil/inet/centers</a>
USACE PROSPECT Courses	<a href="http://pdsc.usace.army.mil">http://pdsc.usace.army.mil</a>
HTRW CX	<a href="http://www.environmental.usace.army.mil/">http://www.environmental.usace.army.mil/</a>
HTRW CX Review Responsibilities	<a href="http://www.usace.army.mil/inet/functions/cw/cecwe/coexpert/newcoe/mcx/htrw/htrw.htm">http://www.usace.army.mil/inet/functions/cw/ cecwe/coexpert/newcoe/mcx/htrw/htrw.htm</a>

EP 415-1-266  
31 May 00

HTRW and Environmental  
Lessons Learned

[http://hq.environmental.usace.army.mil/  
tools/lessons/lessons.html](http://hq.environmental.usace.army.mil/tools/lessons/lessons.html)

Environmental Compliance and  
Transportation Information Bulletin

[http://www.environmental.usace.army.mil/  
info/technical/comply/complpub/complpub.html](http://www.environmental.usace.army.mil/info/technical/comply/complpub/complpub.html)

Environmental Regulatory Fact Sheets  
and Frequently Asked Questions

[http://www.environmental.usace.army.mil  
/info/technical/comply/comply.html](http://www.environmental.usace.army.mil/info/technical/comply/comply.html)

OE MCX Homepage

<http://www.hnd.usace.army.mil>

OE Guidance Documents

[http://www.hnd.usace.army.mil/oew/  
policy/regpro.html](http://www.hnd.usace.army.mil/oew/policy/regpro.html)

EP 200-1-2 Process and Procedures  
for RCRA Manifesting

[http://www.usace.army.mil/inet/  
usace-docs/eng-pamphlets/ep.htm](http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep.htm)

Modern Army Record Keeping  
System (MARKS)

<http://www.rmd.belvoir.army.mil/markstit.htm>

The Code of Federal Regulations

[http://www.access.gpo.gov/  
nara/cfr/cfr-table-search.html](http://www.access.gpo.gov/nara/cfr/cfr-table-search.html)

Federal Acquisition Regulations  
(FAR)

<http://farsite.hill.af.mil/>

State Regulations

<http://www.denix.osd.mil/>

Overseas Environmental Baseline  
Guidance Document (OEBGD)

[http://osiris.cso.uiuc.edu/denix/Public/  
Library/Intl/OEBGD/toc.html](http://osiris.cso.uiuc.edu/denix/Public/Library/Intl/OEBGD/toc.html)

NetREDI system

<http://registration.railnetredi.com>

## **APPENDIX F**

### **REFERENCES (Copies Furnished)**

CECC-J memorandum, 13 Mar 98, "Fees for Licensing, Certification, Training, and Professional Engineers Stamps"(pg.F-2)

CEHR-E/CESO-I memorandum, 19 Oct 90, "Supplemental Guidance on Hazard Pay Environmental Differentials Regarding Hazardous and Toxic Waste (HTW) Sites" (pg. F-5)

CECI-IR/CEMP-R memorandum, 10 Aug 99, "Environmental Classification Standards" (pg. F-28)

CEMP-RS/CERE-AP memorandum, 22 Nov 89, "USACE Real Estate Support for EPA Superfund Program" (pg. F-53)

CERE-AP memorandum, 6 Feb 98, "Guidance for the Provision of Real Estate Support to the Formerly Utilized Sites Remedial Action Program and Delegation of Authority to Execute Rights-of-Entry and Acquire Real Property and Interests Therein (pg. F-62)

CESO-I (40-5) memorandum, 23 Sep 99, "HTRW Medical Surveillance Program Inclusion and Frequency Criteria" (pg. F-67)

EPA OSWER Directive 9355.5-01/FS, Feb 90, "Real Estate Acquisition Procedures for USACE Projects" (pg. F-72)

Pre-Award Site Visit Agreement, "Liability Release for Contractor Site Visit" (pg. F-78)

U.S. EPA letter, 18 Oct 90, authorizing CE personnel to sign manifests on EPA's behalf (pg. F-79)

Annual Financial Agreement Between the Defense Contract Audit Agency and the U.S. Army Corps of Engineers, Fiscal Year 2000, Agreement Number 002900 (pg. F-82)

CEMP-RS memorandum, 7 Jan 99, "Implementation of the Program and Project Management Information System (PROMIS) for Environmental Programs" (pg. F-89)

CESO-I memorandum, 13 May 94, "HTRW Safety and Health Training Courses and Medical Surveillance Required by OSHA Standards 29 CFR 1910.120 and 1926.65" (pg. F-94)

EP 415-1-266  
31 May 00

CECC-J

13 MAR 1998

MEMORANDUM FOR CHIEF, GENERAL ENGINEERING BRANCH, DIRECTORATE OF  
CIVIL WORKS (ATTN: CECW-EP/Charles Pearre)

SUBJECT: Fees for Licensing, Certification, Training, and Professional Engineers Stamps

1. Reference:

- a. Electronic Mail from Charles Pearre to Robert Nichols, September 5, 1997, subject: Help;
- b. Memorandum from Chief, Engineering Division, Louisville District, USACE, for Commander, USACE, Attn: CECW, 14 January 1997, subject: Request for determination under 1110-1-8152, sec. 5.e(3) and waiver of ER 1110-1-8152, sec. 5.f;
- c. ER 1110-1-8152, Engineering and Design, Professional Registration, 8 August 1995; and
- d. EC 1110-1-76, Appendix B, Legal Opinion, 6 November, 1992.

2. Pursuant to your request, our office reviewed two issues involving the use of appropriated funds to pay fees associated with Corps employees performing their jobs. This memorandum addresses those issues.

3. Fees for Licenses, Certifications, and Associated Training. The first issue, discussed in your reference 1b memorandum, is whether the Louisville District may pay state and local licensing and certification fees for Corps asbestos inspectors, asbestos management planners, lead-based paint risk assessors, and water management engineers. Further questions have also been raised concerning the applicability and restrictions of ER 1110-1-8152 with regard to this issue.

a. Legality of Paying Expenses. The Comptroller General (CG) addressed the issue of using appropriated funds to pay such licensing and certification fees (and associated fees for training) in two opinions, B-257895, Oct. 28, 1994, and B-252467, June 3, 1994. In those cases, the CG stated that such expenses generally are personal expenses not properly chargeable to agency appropriations. However, an exception to this general rule exists when: (1) the primary interest in obtaining the license or certification lies with the Federal agency; (2) the Federal employees are required by law to comply with licensing or certification requirements; and (3) the license or certification is not being obtained for the purpose of qualifying the employee for the employee's position. B-257895; B-252467. According to the information provided by your office, each of these three conditions has been met for the Corps asbestos inspectors, asbestos

management planners, and lead-based paint risk assessors; thus, the Corps may, at its discretion, pay the licensing and certification (and related education) expenses of those employees. This exception, however, would not apply to the licensing and certification expenses of the Corps water management engineers. As the CG stated in B-252467, engineers and other professional personnel are fully aware of the licensing requirements of their professions from the time they begin their professional education, and, in that sense, the licensing and certification requirements are considered to be more for the personal benefit of the individuals than for their employers. *Id.* Thus, the Corps may not use appropriated funds to pay the licensing and certification fees for water management engineers.

b. ER 1110-1-8152. In the reference 1b memorandum, the Louisville District asserted that a waiver of ER 1110-1-8152, section 5f was necessary to pay the licensing and certification fees discussed in the preceding paragraph. The Louisville District also requested a determination as to whether ER I 110-1-8152, section 5e(3), permitted the payment of fees for the requisite training for such licensing or certification. This section addresses those requests.

(1) The express purpose of ER 1110-1-8152 is to provide "policy and guidance concerning professional registration for engineer, architect, landscape architect, surveyor and geologist team members in all functional areas of the U.S. Army Corps of Engineers . . . ." Thus, of the employment positions discussed in your requests, only water management engineers fall within the scope of ER 1110-1-8152; the regulation does not apply to asbestos inspectors, asbestos management planners, and lead-based paint risk assessors.

(2) Section 5f provides as follows: "Payment by the Government for the cost of any (initial or subsequent) licensing examination is permitted only in two rare cases, inapplicable to the Corps." This section does not establish a Corps policy; it restates the CG's position that appropriated funds may not be used to pay the licensing and certification requirements of engineers. Therefore, a waiver of this provision is infeasible.

(3) Section 5e(3) of ER 1110-1-8152 provides as follows:

There are limited circumstances under which an agency may pay for the costs of training for additional licenses beyond the initial license that qualifies an employee for a position. The "head of the agency" must determine, under the Employees-Training Act, that members of a particular professional staff should take a course, and the course must be directly related to the performance by the employee of official duties for the Government.

Thus, although the Corps may not use appropriated funds to pay the licensing and certification fees of Corps engineers, the Corps may pay for continuing education of such engineers, provided that the agency makes the noted necessary determinations. This position is consistent with the CG's rule described in paragraph 3a.



EP 415-1-266  
31 May 00

4. Fees for Professional Engineers Stamp. The reference 1 a e-mail raised the issue of whether the Corps may use appropriated funds to pay for professional engineers stamps for Corps employees. In accordance with the principles described in paragraph 3a of this opinion, the Corps may not use appropriated funds to pay such fees, as the primary benefit would accrue to the employee engineer.
5. If you have further questions, please contact Robert Nichols or me at (202) 761-4931

/s/  
RUPERT JENNINGS  
Senior Counsel  
For Military Programs

EP 415-1-266  
31 May 00

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEHR-E/CESO-I

19 October 1990

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Supplemental Guidance on Hazard Pay Environmental  
Differentials Regarding Hazard Toxic Waste (HTW) Sites

1. Enclosed is supplemental guidance regarding the payment of hazard pay for GS/GM positions and environmental differential for FWS positions specifically assigned/detailed to on-site HTW site predesign, design and construction activities where exposure' conditions identified in paragraphs 5 and 9 of the guidance are met. This guidance should be implemented upon receipt. We are continuing to work towards publishing this guidance in a more permanent format.

2. Questions regarding this guidance should be directed to Millie Edwards, CEHR-E, (202) 475-9029, or to Robert Stout, CESO-I, (202) 272-0091.

FOR THE COMMANDER:

Encl

R. LOSCHIALPO  
Director of Human Resources

JOHN E. GEIGLEIN  
Chief, Safety and Occupational  
Health Office

DISTRIBUTION:

Division Commander, ATTN: Civilian Personnel Offices  
District Commander, ATTN: Civilian Personnel Offices  
Commander, Toxic and Hazardous Materials Agency, ATTN: Civilian  
Personnel Office  
Director, Humphreys Engr Center Support Activity, ATTN: Civilian  
Personnel Office  
Commander/Director, Construction Engineering Research

EP 415-1-266

31 May 00

Laboratory, ATTN: Civilian Personnel Office  
Commander/Director, Cold Regions Research and Engineering  
Laboratory, ATTN: Civilian Personnel Office  
Commander/Director, Waterways Experiment Station, ATTN:  
Civilian Personnel Office  
Division Commanders, ATTN: Safety and Occupational Health  
Offices  
District District Commanders, ATTN: Safety and Occupational  
Health Offices  
Commander, Toxic and Hazardous Materials Agency, ATTN: CETHA-SO  
Director, Humphreys Engr Center Support Activity,  
ATTN: CEHEC-SO  
Commander/Director, Construction Engineering Research  
Laboratory, ATTN: CECER-SO  
Commander/Director, Cold Regions Research and Engineering  
Laboratory, ATTN: CECRL-SO  
Commander/Director, Waterways Experiment Station, ATTN: Safety  
and Occupational Health Office

SUPPLEMENTAL GUIDANCE  
Civilian Personnel Policy on Hazard Pay  
Environmental Differentials

1. References.

- a. AR 690-532-1
- b. ER 37-1-20
- c. EP 37-2-1, Chapter 7
- d. 5 U.S. Code 5545(d) and 5548(b)
- e. 5 C.F.R. 550.901 et. seq.
- f. 29 CFR 1910.120, Appendix B
- g. Federal Personnel Manual Supplement 532-1, Paragraph 8-7 and Appendix J
- h. Federal Personnel Manual Supplement 990-2, Book 550, Subchapter S.9, and Appendices A and E
- i. USACE Hazard Toxic Waste Management Plan, June 1988

2. The purpose of this document is to provide supplemental guidance for the payment of pay differentials for irregular or intermittent duty involving unusual physical hardships, hazards, or working conditions of an unusually severe nature.

3. This guidance is generally applicable to all USACE GS/GM and Federal Wage System (FWS) positions specifically assigned/detailed to on-site hazard toxic waste (HTW) site predesign, design and construction activities where exposure conditions identified in paragraph 5 and 9 are met. HTW sites are sites as defined in the USACE HTW Management Plan (reference li). Also, for ease of reference, both hazard pay (GS/GM) and environmental differential (FWS) are collectively referred to as hazard pay.

4. Paragraph 1 lists the references governing payment of hazard pay. However, there has been a difference of interpretation among the various USACE servicing personnel offices as to when hazard pay should be granted at hazardous waste sites. As a result, some of our employees receive hazard pay. Others, in seemingly comparable situations, do not. This is intended to provide clear USACE-wide guidance for Field Operating Agencies (FOA) to use when determining eligibility for hazard pay at HTW site activities.

5. References 1a through 1e, 1g, and 1h provide authoritative guidance on the payment of hazard pay for GS/GM and FWS employees respectively. Applying this guidance to USACE HTW positions, hazard pay is considered to be warranted if ALL of

31 May 00

the following three conditions exist:

a. The employee must perform duty that is subject to eligible physical hardship or hazards criteria as described in references 1a, 1g, and 1h.

b. The duty must be irregular or intermittent as described in paragraph 7.

c. The duty must not affect the grade of the FWS position or the classification of the GS/GM position.

d. In order to establish a common interpretation of the three conditions listed above, the explanations in paragraphs 6 through 9 shall apply.

6. Those conditions that warrant hazard pay are described in references 1a, 1g, and 1h. The most common hazard would include exposure to hazardous agents, e.g., toxic chemical materials, when there is a possibility of leakage or spillage or physical hazard such as described in the examples found in Appendix A.

b. Hazard pay is not permitted for work activities of GS/GM or FWS employees not listed in references 1a, 1g, and 1h. When FCA who identify exposure to unusual physical hardships or hazards not eligible for hazard pay as described in the references above, they may request that such unusual hardship or hazard conditions be added to the list of eligible categories. Such requests shall be submitted to the Director of Personnel, ATTN: CEHR-E. Such requests will be processed through the Army civilian personnel channels to the Office of Personnel Management for evaluation.

7. a. Time Administration. Irregular or intermittent means that the duties are not performed on a regular basis in accordance with an established schedule. Most USACE employees concerned with on-site HTW pre-design, design and construction activities involving physical hardship or hazardous conditions do not normally perform this work in accordance with an established schedule. Rather, the work is performed on an as-required basis. The bulk of such USACE employees concerned with physical hardship or hazardous duty situations are in professional and technical occupations that involve responsibility for program development and management, preliminary assessments and site inspections, predesign evaluations, technical analyses, on-site design efforts and construction management oversight. Therefore, USACE employees who are exposed to physical hardships or hazardous conditions on a sporadic basis can be considered to fall within this

definition of irregular or intermittent.

b. Position Classification.

(1) The opposite of irregular or intermittent is regular and recurring. Performing HTW predesign, design and construction tasks involving physical hardships or hazardous conditions can, be considered irregular or intermittent if exposure to physical hardship or hazards is infrequent, i.e., normally consisting of less than a substantial amount of the time. The rationale for this is rooted in the classification concept of "major duty" which is generally defined as one that recurs periodically and occupies a substantial amount of the incumbent's time. Therefore, if involvement in physical hardship or hazardous duty situations occupies less than a substantial amount of an employee's time, it could be considered a minor rather than a major duty and, consequently, irregular or intermittent. However, there may be situations where hazard pay can be granted even if physical hardship or hazardous duty situations occupy more than a substantial amount of the employee's time. Such rare cases could occur, for example, when an employee suddenly encounters a "catastrophic" type situation, and exposure to physical hardship or hazardous situations dramatically increases. In such cases, hazard pay could be granted, if warranted, because emergency one-time "catastrophic" situations are, by definition, infrequent and unusual.

(2) The definition of what is "substantial" is not included in law or OPM regulation. Ten percent or more of an employees time (per annum) provides a useful benchmark. Servicing personnel offices involved in tracking hazard pay for GS/GM employees should see to it that the time actually spent in exposure to physical hardship or hazard situations counts as part of the overall total and not the time for which hazard pay is received. This is because a GS/GM employee who is exposed to a physical hardship/hazard situation of one hour, for example, normally receives eight hours hazard pay. However, only the one hour of exposure to the physical hardship/hazard situation should be counted in making the determination of whether the duty is irregular or intermittent. This is in contrast to FWS employees, who receive hazard pay for hours of actual exposure.

8. Hazard pay may not be granted to FWS employees when duties involving exposure to physical hardship or hazard have been taken into account in the grading of their positions. For GS/GM employees, a hazardous duty differential is not payable when the hazard has been taken into account in the classification process, whether or not the duty has resulted in a change in the grade of the position.

a. In the USACE, virtually all wage system and GS/GM positions concerned with HTW on-site predesign, design and construction activities are graded on the basis of their professional, technical, and/or administrative responsibilities rather than on the basis of being exposed to physical hardship or hazardous duty situations. GS/GM positions classified by FES standards address both "physical demands" and "work environment." When 50 points are granted for these factors, it may be considered that the hazard has been taken into account in the classification process. Positions granted 20 points or less for these factors would be eligible for hazard pay for the HTW conditions described elsewhere in this circular. Consequently, it is almost inconceivable that GS/GM employees could be deprived of hazard pay on account of the classification of their positions.

b. Working conditions are included in the grading of FWS jobs. However, if exposure to conditions of any unusual nature is regular and recurring, any related skill and knowledge, and responsibility should be taken into account in grading the jobs. This may or may not result in changes in the basic grades of the jobs as shown by applicable classification standards.

## 9. Safety.

a. (1) The Command's safety and occupational health policy is that no USACE employee be exposed to physical hardship or hazardous duty situations without protective safeguards. In consonance with the objectives of the Hazard Pay/Environmental Differential Pay Procedures, the overwhelming number of potentially hazardous job exposures can and must be adequately controlled. Through operation of the Army and USACE safety and occupational health programs, safety and health hazards can be adequately controlled and pose little significant hazard if controls are provided and properly used. Where the job-related hazard or environmental condition is "practically eliminated" by provision of personal protective measures, standard operating procedures, or devices, hazard pay is not warranted and should not be paid. Where effective measures are provided but are not utilized because of inconvenience to the employee, no basis exists for payment, and disciplinary action should be considered.

(2) When payment for a job-related hazard or environmental condition is questionable, the servicing civilian personnel office will, request a hazard survey and/or determination by FOA safety and occupational health authorities. For industrial hygiene/occupational health related exposures the hazard

determination shall be made by the FOA safety and occupational health office's industrial hygienist. The opinions of these authorities on whether the conditions can be or are controlled to the extent that personal hazard to the individual employee is "practically eliminated" will be a major consideration.

(3) Most adverse working conditions can be avoided by providing adequate protection to remove physical and health hazards. Such protection, however, may not be technically feasible, may require considerable time for engineering controls to be provided, or may create other adverse environmental conditions. In such cases local safety or occupational health authorities will determine the practicality of additional environmental or hazard controls. The findings will serve as a key consideration for determining the requirement for additional payment pending provision of such controls.

(4) Where environmental differential is currently being paid and safety and/or occupational health authority findings have not been obtained, such authorities will be promptly consulted. Results will be documented and the Personnel office will determine whether to continue or discontinue payment.

b. If a HTW predesign, design or construction activity involving eligible hazardous conditions requires the wearing of personal protective equipment (PPE) as described in 29 CFR 1910.120, Appendix B, Part A.I and A.II (reference 1f), then it can be considered that no safety precautions can be taken which will reduce the degree of risk to a negligible level. In such situations, hazard pay should be authorized, provided all other regulatory requirements are met. Hazard pay shall not be granted for a HTW predesign, design or construction activity involving eligible hazardous conditions that requires the wearing of PPE as described in 29 CFR 1910.120, Appendix B, Part A.III (reference 1f), unless a formal site-specific hazard determination has been conducted by the FOA Safety and Occupational Health Office, and that determination clearly demonstrates that the wearing of such PPE will not "practically eliminate" all the potential eligible physical hardships or hazards to be encountered during the conduct of that activity.

c. If the PPE as described in subparagraph 9b are worn at a site of unknown hazard as a precautionary measure only and the situation later turns out to be nonhazardous, as determined by the FOA Safety and Occupational Health Office's hazard evaluation, hazard pay may not be granted.

d. If the PPE as described in 9b are not worn at a site presumed to be nonhazardous, which later turns out to be



EP 415-1-266

31 May 00

hazardous to the extent that such protective equipment should have been worn, and the FOA Safety and Health Office has determined that the wearing of such PPE would not have practically eliminated all the potential physical hardship or hazards, then hazard pay should be granted.

10. a. Implementation of the time, labor and accounting procedures for providing hazard pay to employees meeting eligible conditions shall be IAW provisions of references 1b and 1c.

b. Each servicing personnel office is encouraged to develop local procedures to supplement this USACE guidance, and provide whatever training may be required to implement the hazard pay policy effectively.

c. Explanatory information regarding this policy memorandum is included at Appendix A.

d. An example procedure for the determination and documentation of HTW hazard duty eligible for hazard pay is included at Appendix B. This information can be used in developing local differentiate between time spent exposed to physical hardship or hazardous conditions and time for which hazard pay is granted. (see paragraph 7b(2) above).

e. Policy and responsibilities for requesting a hazard determination to evaluate the physical hardship or hazardous duty exposure conditions and authorizing hazard pay shall be in accordance with the guidance contained in Appendix C.

f. The effective date of this policy is the date of receipt in the local personnel office. Retroactive pay for exposure to hazardous conditions may NOT be granted except in accordance with the provisions of applicable law or regulations, e.g., 5 U.S.C. 5596 or 5 C.F.R. 550.801 et. seq. You should seek the advice of your legal counsel in such cases.

### 3 Appendices

APP A-Hazard Pay/

Environmental Differential

APP B-Local Procedures

APP C-Auth of Performance  
of Hazardous Duty

APPENDIX A  
HAZARD PAY/ ENVIRONMENTAL DIFFERENTIAL  
EXPLANATORY INFORMATION

INTRODUCTION

This Appendix provides explanatory information about Hazard Pay/Environmental Differentials. The purpose is to help users better understand and apply the concepts of Hazard Pay Environmental Differential and help explain them to employees and supervisors.

ISSUES THAT MAY BE RAISED

Issues that may be raised that require further explanation are discussed below in order of the subject matter of the circular.

1. PURPOSE.

a. Issue. Is the stated purpose appropriate?

b. Response. In order to apply this guidance in the spirit in which it is intended, good judgment must be applied. It is not possible to describe every specific circumstance within the context of the hazard pay universe. Emergency conditions are frequently amorphous and unsettled and just are not susceptible to precise regulatory application. Therefore, the entire situation must be considered when determining whether hazard pay should be granted. Decisions should be rendered considering the philosophy or sense of the Agency and the spirit of the law and regulations governing hazard pay. Technical assistance regarding a hazard determination is available from the FOA safety and occupational health office professionals (designated officials). These designated officials are the individuals responsible for determining if hazardous work conditions exist. The personnel officer is responsible for coordinating supervisory recommendations with the designated official and assuring that the other requirements of law and regulation are met.

2. APPLICABILITY.

a. Issue. Are commissioned officers included in Hazard Pay/Environmental Differentials covered by this policy?

APPENDIX A (Cont.)

b. Response. Hazard Pay/Environmental Differential under 5 U.S. Code 5545 et. seg. does not apply to commissioned officers.

3. NO COMMENTS PROVIDED

4. NO COMMENTS PROVIDED

5. NO COMMENTS PROVIDED

6. CONDITIONS.

a. Issue. Is there provision of sufficient objective criteria to determine hazard pay authorizations?

b. Response. Subchapter S.8-7 and Appendix J of (FPM) Supplement 532-1 and S.9. and Appendices A and E of Book 550 of Federal Personnel Manual Supplement (FPM) 990-2 includes the OPM guidance concerning environmental differential and hazard pay. The appendices provide examples of hazardous duty situations. Most of these examples are sufficient to enable any reasonable person to make hazard pay determinations. Two work situations are identified below that constitute reasonable interpretations as to what can be considered as exposure to toxic materials and other related conditions warranting hazard pay. In addition, the Headquarters, OPM maintains files of approved hazard pay requests and these files contain a large amount of supplemental material that augment the examples described in the Appendices. At our request, the OPM hazard pay expert will research these files to determine if the examples contained therein can reasonably apply to the USACE. Therefore, if a hazardous condition exists for which existing guidance is insufficient to warrant hazard pay, it should be referred to CEHR-E who can then discuss it with the Army Civilian Personnel Office and OPM to obtain a decision. The work situation examples referred to above include:

(1) The storage site contained hundreds of drums of toxic materials with some leakage noted. There was potential for fire and explosion if strong oxidizing materials were to contact organic materials that were both present.

APPENDIX A (Cont)

(2) The warehouse contained 400 drums of organic solvents and acids. Drums were rusty and leaking, improperly stacked, deteriorating at their base, and not segregated to avoid incompatibles next to one another. The building was poorly ventilated and puddles of unknown material were on the floor. A drum of nitric acid was fuming. There was imminent danger of fire or explosion.

7. NO COMMENTS PROVIDED

8. NO COMMENTS PROVIDED

9. SAFETY.

a. Issue. Does paragraph 9c prevent employees from receiving hazard pay for exposure to heat while wearing Level A protective equipment, even if a determination was later made that such equipment was not necessary with regard to the site hazards?

b. Response. Not necessarily? OPM authorizes a 4% hazard pay differential for hot work when an employee is subjected to temperatures in excess of 110 degrees Fahrenheit while working in a confined space. (Wearing Level A protective equipment (fully encapsulated suit) can be reasonably interpreted as "working in a confined space."). A hazard determination would have to be made regarding the temperature inside the suit the employee was wearing to determine if heat exposure was a factor even though environmental monitoring conducted in the work area showed that the levels of contamination did not warrant the wearing of Level A protective equipment.

10. IMPLEMENTATION.

a. Issue. Concerns about training of supervisors, retroactive back pay, records, and the date of implementation will undoubtedly surface.

b. Response. Retroactive back pay issues are especially complex and should be referred to your legal counsel. Advice and assistance is also available from the Office of General Counsel in HQUSACE.

APPENDIX B  
LOCAL PROCEDURE  
DETERMINATION AND DOCUMENTATION OF HTW HAZARD  
DUTY ELIGIBLE FOR HAZARD PAY

1. FOA Safety and Occupational Health Official.

a. In accordance with criteria in Appendix C, FOA Safety and Occupational Health Officials shall conduct a formal site-specific hazard determination, upon request from supervisors, where USACE employees will/have perform(ed) HTW work activities that meet eligible conditions for hazard pay and requires the wearing of level C PPE. Hazard determinations are NOT required for HTW work activities that meet eligible conditions for hazard pay and requires the wearing of level A or B PPE. Such HTW eligible work activities conducted while wearing level A or B PPE in accordance with paragraph 9b of this EC may receive hazard pay.

b. If possible, hazard determinations shall be conducted prior to the performance of the hazard duty. However, at times, this is not possible due to time constraints, scheduling of work, etc; and, therefore, the determination is made following completion of the work activity. A sample checklist, "Safety and Occupational Health Checklist for HTW Site-Specific Hazard Determinations," has been developed to be used as a guide to conduct the formal hazard determination. (See sample format at pages B-3 and B-4.) A similar checklist should be completed by: the responsible FOA Safety and Occupational Health Office official in documenting the site-specific hazard determination. The checklist should document the specific management factors, hazardous conditions and safeguards regarding the hazardous work activity to be performed. Upon completion, the checklist should be signed and dated by the FOA Safety and Occupational Health Office official who conducted the hazard determination (Industrial Hygienist, Safety and Health Manager, Safety Engineer). A copy shall be provided to the supervisor that requested the hazard determination and a copy shall be maintained on file in the FOA Safety and Occupational Health Office.

2. Supervisors.

a. Supervisors shall notify the FOA Safety and Occupational Health Office to request the conduct of a formal hazard evaluation when they have determined that HTW eligible

APPENDIX B (Cont.)

hazardous work conditions exist that will require/required the wearing of level C PPE and the wearing of that PPE will not/did not "practically eliminate" the potential physical hardship(s) or hazard(s) during the performance of that activity. Supervisors are not required to request this formal determination when similar work conditions exist that require the wearing of level A or B PPE.

b. Supervisors shall ensure the documentation of the performance of hazardous duty eligible for hazard pay on a record sheet. (See sample format, Hazardous Duty Record Sheet, at page F-20. A Hazard Duty Record Sheet shall be utilized on all HTW projects to document actual time spent performing eligible hazardous duty (as opposed to the time for which hazard pay is recorded for CS/GM employees on the time card).

c. To complete a Hazard Duty Record Sheet, record the name/date/actual time spent conducting the work activity that required the wearing of the PPE. Under the "PPE" column, indicate the type of respiratory and/or dermal protection used. For example: "Level B: SCBA and Saran Coated Tyvek." Under "Zone Entered," cite area of site entered and/or degree of exclusion (if any). For example: "Sludge Mixing Pits, Exclusion Zone" Under the "Work in Progress" column, describe the activity which produced the requirement for PPE. For example: "Hauling/Stabilizing Acid Sludge."

d. A Hazard Duty Record Sheet shall be retained at all HTW project sites and shall be filled out by all USACE employees who engage in eligible hazardous duty.

e. To document eligible hazard duty time into the CETAL/timekeeping system, employee time shall be transmitted to the timekeeper via whatever local form is utilized. All hazardous duty shall be documented on this form and signed by the supervisor (see references 1b and 1c of memorandum). When recording eligible hazard duty time, it is important to note that, for GS/CM employees, hazard pay is paid for all duty hours in pay status on the calendar day of work, not just those hours during which the actual duty was performed.

f. At Pages F-21 and F-22 is an example of a CETAL time and attendance report which shall be used to document time and

EP 415-1-266  
31 May 00

APPENDIX B (Cont.)

attendance (including hazardous duty).

g. At Page F-23 is an example of a CETAL labor cost report which shall be used to document the hours worked on any project including HTW projects. It will require signature verification by the supervisor. This report is used to satisfy cost recovery efforts (Superfund, etc.).

SAMPLE FORMAT  
SAFETY AND OCCUPATIONAL HEALTH CHECKLIST  
FOR  
HTW SITE-SPECIFIC HAZARD DETERMINATIONS

A. BEFORE ACTIVITY PERFORMED:

1. HAZARD LOCATION: SITE \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_
2. HTW MISSION ASSIGNMENT: \_\_\_ predesign \_\_\_ design \_\_\_ construction \_\_\_  
 a. Type of activity performed: drilling \_\_\_\_\_ excavation \_\_\_\_\_  
 design investigations \_\_\_\_\_ safety & health surveys \_\_\_\_\_ emergency  
 response actions \_\_\_\_\_ construction oversight \_\_\_\_\_ other \_\_\_\_\_
3. SITE-SPECIFIC SAFETY AND HEALTH PLAN:  
 a. Available on site: Yes \_\_\_ No \_\_\_ Not developed  
 b. Adequate for task(s) to be performed? Yes \_\_\_ No \_\_\_
4. SUSPECTED OR IDENTIFIED PHYSICAL HARDSHIP(S) OR HAZARD(S):  
 (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_  
 (D) \_\_\_\_\_ (E) \_\_\_\_\_ (F) \_\_\_\_\_
5. PFE LEVEL REQUIRED TO BE WORN FOR ACTIVITY:  
 a. Level A \_\_\_\_\_ Level B \_\_\_\_\_ Level C \_\_\_\_\_ Level D \_\_\_\_\_  
 b. If Levels A, B or C required, indicate reason in comment section below.
6. IF LEVELS A, B OR C REQUIRED, IDENTIFY PERSON(S) WHO WILL WEAR THIS EQUIPMENT (USE CONTINUATION SHEET IF NECESSARY):

NAME	OFFICE SYMBOL	HTW					
		PAY		TRAINING		MEDICAL EVAL. CURRENT	RESPIRATOR FIT-TEST CURRENT
		CATEGORY		COMPLETED			
		WAGE SYSTEM	CS/GM	INITIAL ( 40HR )	ANNUAL ( 8HR )		

7. HAZARD DETERMINATION~REQUIRED FOR WORK ACTIVITIES WHERE LEVEL C IS TO BE WORN:  
 a. Do site-specific eligible hazardous work conditions exist?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 b. If yes, are existing safeguards (SOPs, PPE, Engineering controls adequate to "practically eliminate" the eligible physical hardship(s) or hazard(s)? Yes \_\_\_\_\_ No \_\_\_\_\_  
 c. If no, what additional safeguards are necessary?



31 May 00

=====

d. Will the existing or additional safeguards "practically eliminate" all the potential hardships or hazards that may be encountered during the performance of the work activity? Yes\_\_\_\_\_ No \_\_\_\_\_

(1) If no, explain: \_\_\_\_\_

=====

=====

B. AFTER ACTIVITY PERFORMED:

1. PROTECTIVE LEVEL USED: (A)\_\_\_\_\_ (B)\_\_\_\_\_ (C)\_\_\_\_\_ (D)\_\_\_\_\_
- a. If Level A, B or C was used, provide reason in comment section.
- b. Upon hazard evaluation (air monitoring, etc.) of actual site conditions during use, should Levels A, B or C protective equipment have been required? Yes\_\_\_\_\_ No \_\_\_\_\_
- c. If Level A, B or C protection was not required initially, and a lower level of protection was worn (Level D or general work clothing), should Level A, B or C have been used based on the hazard evaluation of site conditions during the performance of the work? Yes\_\_\_\_\_ No \_\_\_\_\_

2. LIST IDENTIFIED PHYSICAL HARSHIPS OR HAZARDS:

(A)\_\_\_\_\_ (B)\_\_\_\_\_ (C)\_\_\_\_\_

(D)\_\_\_\_\_ (E)\_\_\_\_\_ (F)\_\_\_\_\_

3. Equipment: (a) Clothing (b) Respirator (c) Monitoring  
Decontamination

Disposed:

Cleaned:

No Action:

4. APPROXIMATE TIME SPENT IN LEVEL A, B OR C PROTECTION:  
Information provided on local hazardous duty record sheet. Obtain from supervisor.

5. WAS MEDICAL ATTENTION/EXAMINATION REQUIRED FOLLOWING WORK  
ACTIVITY? Yes\_\_\_\_\_ No\_\_\_\_\_

HAZARD DETERMINATION PREPARED BY FOA SAFETY AND OCCUPATIONAL HEALTH OFFICE:  
Industrial Hygienist \_\_\_\_\_ Safety & Health Mgr\_\_\_\_\_ Safety Engineer

NAME OF PREPARER \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

### SAMPLE FORMAT

## HAZARDOUS DUTY RECORD SHEET

FOA NAME \_\_\_\_\_ OFFICE SYMBOL \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_ LOCATION \_\_\_\_\_  
CONTRACT NUMBER \_\_\_\_\_ IN-HOUSE \_\_\_\_\_  
WORK ACTIVITY: Predesign \_\_\_\_\_ Design \_\_\_\_\_ Construction \_\_\_\_\_ Other \_\_\_\_\_  
Superfund \_\_\_\_\_ DERP \_\_\_\_\_ Other \_\_\_\_\_  
Corps Lead \_\_\_\_\_ IRP \_\_\_\_\_  
State Lead \_\_\_\_\_ FUDs \_\_\_\_\_  
PRP Lead \_\_\_\_\_

[illegible]

EP 415-1-266  
31 May 00

PROGRAM-ID-P5FATE  
RCS-EXEMPT  
PCN YFA-01R

DATE 09/23/87  
TIME 13:42:39

COEMIS ENTRY OF TIME, ATTENDANCE AND LABOR (CETAL)  
\*EMPLOYEE TIME AND ATTENDANCE\*

\*\*FOR OFFICIAL USE ONLY - PRIVACY ACT DATA \*\*

ORGANIZATION TITLE: CIVILIAN PAYROLL BRANCH

TIMEKEEPER 11 NAME SSN: 123-45-6789  
PAY-BLK PAY-LOC-CODE 06F0 FLSA: N TIME/ATTENDANCE THRU 09/26/87

DATE	DAY	HOURS	TYPE	S	HOURS	TYPE	S	HOURS	TYPE	S
09/14	MON	8.00	REG	1						
09/15	TUE	7.50	REG	1	0.50	ALV	1			
09/16	WED	8.00	REG	1						
09/17	THU	8.00	REG	1						
09/18	FRI	8.00	REG	1						
09/21	MON	8.00	ALV	1						
09/22	TUE	8.00	ALV	1						
09/23	WED	8.00	REG	1						
09/24	THU	8.00	REG	1						
09/25	FRI	8.00	REG	1						

REGULAR = 63.50 OVERTIME = 0.00 P-LEAVE = 16.50 NP-LEAVE = 0.00  
TOTAL HOURS = 80.00 NDF HOURS = 0.00

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

\*\* ALL HOURS HAVE BEEN REVIEWED AND ARE CERTIFIED CORRECT  
AS OF THE END OF THE REPORTING PERIOD. ALL PREMIUM HOURS  
HAVE BEEN APPROVED AND WORKED ACCORDING TO THE APPROPRIATE  
LAWS AND REGULATIONS.

REMARKS:

09/14/87 "REQ TOD: 0700-1530 "  
09/14/87 "ENG 4704 ON FILE "  
09/15/87 "SF 71 ON FILE "  
09/15/87 ".50 ALV 0830-0900 "  
09/21/87 "SF 71 ON FILE "  
09/22/87 "SF 71 ON FILE "

EP 415-1-266  
31 May 00

COEMIS ENTRY OF TIME, ATTENDANCE AND LABOR (CETAL)  
SUPERVISOR'S CERTIFICATION PAGE

FOR

CERTIFIED LABOR REPORTS

LABOR-COST FROM: 07/19/87  
TIMEKEEPER NO. 1  
EMPLOYEE COUNT 03

LABOR-COST TO: 08/01/87

THE FOLLOWING EMPLOYEES LABOR-COST REPORTS ARE CERTIFIED AS CORRECT:

EMPLOYEE 1  
EMPLOYEE 2  
EMPLOYEE 3

SUPERVISOR'S SIGNATURE

=====

T= HAZARD DUTY COLUMN

EP 415-1-266  
31 May 00

PROGRAM-ID P5FATJ  
RCS - EXEMPT  
PCN YFA-02R

VERSION 87166

DATE 07/28/87  
TIME 09:42:57  
PAGE 1

COEMIS ENTRY OF TIME, ATTENDANCE AND LABOR (CETAL)  
\*CERTIFIED LABOR COST REPORT\*  
\*\* FOR OFFICIAL USE ONLY - PRIVACY ACT DATA \*\*

ORGANIZATION TITLE: F&A CONTROL SECTION  
TIMEKEEPER: 11 NAME: EMPLOYEE 1 SSN: 315-48-5626  
PAY-BLK: C2E PAY-LOC-CODE: 06D3 FLSA: E LABOR COST THRU: 08/01/87

ADP WORKCODE  
VW550200002000000  
VW550200002000000  
VW550200002000000

REGULAR = 77 OVERTIME = 2 P-LEAVE= 3 NP-LEAVE = SP-RATE-HR S=  
TOTAL 40 HOURS=82

\*\*\*\*\*

ORGANIZATION TITLE: F & A CONTROL SECTION  
TIMEKEEPER: 1 NAME: EMPLOYEE 2 SSN:478-86-6905  
PAY-BLK: C2E PAY-LOC-CODE: 06D3 FLSA: N LABOR COST THRU: 08/01/87

ADP WORKCODE  
VW5502000020000  
VW5502000020000  
VW5502000020000

REGULAR = 56 OVERTIME = 8 P-LEAVE = NE-LEAVE = 24 SP-RATE-HRS=  
TOTAL HOURS = 88

\*\*\*\*\*

ORGANIZATION TITLE: F & A CONTROL SECTION  
TIMEKEEPER: 11 NAME: EMPLOYEE 3 SSN:504-60-5427  
PAY-BLK: C2E PAY-LOC-CODE: 06D3 FLSA: N LABOR COST THRU: 08/01/87

ADP WORKCODE  
VW5502000020000

REGULAR = 80 OVERTIME = P-LEAVE = NE-LEAVE = SP-RATE-HRS=  
TOTAL HOURS = 80 T = HAZARD DUTY COLUMN

APPENDIX C  
AUTHORIZATION OF PERFORMANCE OF HAZARDOUS DUTY

1. PURPOSE. This Appendix defines hazardous duty and sets forth USACE policy and management responsibility for identification and authorization of hazardous work performed by Agency personnel.

2. BACKGROUND. The Army and USACE Occupational Safety and Health requirement documents set forth policies, responsibilities, and procedures for implementation of the Agency's health and safety program. The purpose of the program is to assure safe and healthful working conditions for all USACE employees under Section 19(a) of P.L. 91-56, Occupational Safety and Health Act of 1970 and 5 U.S.C. 7902(c) (1), Executive Order 12196 and other Federal, DOD, DA and USACE requirements. For work, which involves identifiable potential hazards, USACE management provides safety and occupational health, environmental and procedural controls necessary to protect employees from harmful or unsafe working conditions. Infrequently, it may be necessary to consider the performance of essential work which is hazardous and for which the provision of adequate safeguards is not practicable.

3. DEFINITION. Hazardous duty is the performance of assigned, essential work on an intermittent or irregular basis which involves an occupational health and/or safety hazard for which a determination has been made that the provision of safeguards adequate to reduce the hazard to a negligible level is not practicable.

4. POLICY. It is USACE policy to:

a. Provide adequate Safeguards against potential hazards for USACE employees in the work place;

b. Provide that hazardous work which is not adequately safeguarded is identified and that appropriate action is subsequently taken; and

c. Permit the performance of hazardous duty by USACE employees only after:

(1) The duty to be performed has been identified as hazardous;

APPENDIX C (Cont.)

(2) It has been determined that the provision of adequate safeguards is impracticable;

(3) It has been determined that the hazardous duty is essential; and

(4) The employee or employees who are to perform the hazardous work are fully informed in advance regarding the potential hazards of the work.

This policy is not intended to foster or approve the frequent, regular, or recurring performance of hazardous duty by any USACE employee.

5. RESPONSIBILITIES.

a. Supervisors. Supervisors at all levels are responsible for:

(1) Identifying potentially hazardous work for which safeguards may be inadequate;

(2) Notifying the FOA Safety and Occupational Health (SOH) Manager or person designated for such purpose by SOH Manager; and

(3) Notifying the servicing personnel office when an employee has performed or will perform hazardous duty in accordance with procedures outlined in this circular.

b. FOA Safety and Occupational Health Managers. FOA Safety and Occupational Health Managers or persons designated for such purpose is responsible for:

(1) Determining if a site-specific eligible hazardous work condition exists;

(2) Determining whether existing safeguards are adequate;  
or

(3) Determining what additional safeguards are necessary;  
and

(4) Determining whether the existing or additional

APPENDIX C (Cont.)

safeguards will practically eliminate the physical hardship or hazard to be encountered in the performance of the work.

c. FOA Commanders and Laboratory Commanders/Directors.  
FOA Commanders and Laboratory Commanders/Directors or their designees are responsible for:

- (1) Installing or implementing the necessary safeguards;
- (2) Determining that the hazardous work to be performed is essential in the event that adequate safeguards are impracticable;
- (3) Authorizing the performance of hazardous duty and hazard pay; and
- (4) Assuring that the employees who are to perform the work are fully informed regarding its potential hazards and are willing to accept them.



EP 415-1-266  
31 May 00



**DEPARTMENT OF THE ARMY**  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CECI-IR/CEMP-R (25-400-2d)

10 Aug 99

**MEMORANDUM FOR Commanders, Major Subordinate Commands, Staff Principles and  
HQUSACE**

**SUBJECT: Environmental Classification Standards**

1. Reference CEIM-IR/CEMP-R memorandum, dated 11 February 1998, subject: Continued Moratorium on Destruction of Environmental Restoration Records.
2. This memorandum lifts the moratorium on destruction of environmental restoration records as referenced in paragraph 1. The National Archives and Records Administration (NARA) has approved the environmental restoration Modern Army Recordkeeping System (MARKS) standards.
3. Action is being taken by Department of the Army to incorporate these standards into MARKS. In the interim, it is critical that the records relating to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) environmental actions reflect these new MARKS disposition standards. Enclosure 1 contains an executive summary of the MARKS file numbers affected by this change. Enclosure 2 contains the detailed technical recordkeeping requirements.
4. The HQUSACE technical point of contact is Ms Nancy Porter at (202) 761-5245. The recordkeeping point of contact is Ms Dianne Barnes at (202) 761-5021.

**FOR THE COMMANDER:**

/s/

**2 Enclosures**  
as

**RUSSELL L. FUHRMAN**  
Major General, USA  
Chief of Staff

## **5 Management**

<b>File Category</b>	<b><u>New Dispositions</u></b>
5c USACE Environmental Restoration Agreements	Originals - Permanent Copies – Destroy after 3 years

## **37 Financial Administration**

<b>File Category</b>	<b><u>New Dispositions</u></b>
37-1f Accounting Documents	HTRW – 30 years
37-2-1b COEMIS, F&A Site Audit Outputs	HTRW – 30 years
37-2-10d Basis and Intermediate Cost Media Files	HTRW – 30 years
37-2-10r Civil Works Site Audits	HTRW – 30 years
37-2-10s Disbursing Officers Vouchers (CW)	HTRW – 30 years
37-2-10u Fiscal Accounting Files	HTRW – 30 years
37-103dd Original Disbursing Officers Accounts (Mil)	HTRW – 30 years

NOTE: EPA Superfund Only - Must obtain authorization from EPA before destruction of documents.

## **200 Environmental Quality**

<b>File Category</b>	<b><u>New Dispositions</u></b>
200-1d Environmental Restoration Remedial Assessment Files	Permanent
200-1e Army Environmental Restoration Administration Record	Permanent
200-1f Environmental Restoration Project Files	Permanent

EP 415-1-266  
31 May 00

### **385 Safety**

<b>File Category</b>	<b><u>New Dispositions</u></b>
385-10f Accident and Incident Cases	HTRW – 50 Years (Field) HTRW – 30 Years (HQ)

### **405 Real Estate**

<b>File Category</b>	<b>New Disposition</b>
405-90h Real Property Title/Historical Files	No Time Event - permanent

### **415 Construction Contracts (Military)**

<b>File Category</b>	<b><u>New Disposition</u></b>
415-10c Military Construction Contracts	HTRW – 30 years

### **715 Procurement Contracts**

<b>File Category</b>	<b><u>New Dispositions</u></b>
715c Master, Open-end, and Call-type Contracts	HTRW – 30 years
715j Small Purchase Categories	HTRW – 30 years
715k Contract Actions	HTRW – 30 years
715p Contract Clause Deviations	HTRW – 30 years

Note: EPA Superfund Only - Must obtain authorization from EPA before destruction of documents.

### 1110 Corps of Engineers Engineering and Design Files

<b>File Category</b>	<b><u>New Dispositions</u></b>
1110-1-8100e Environmental Restoration – Raw Data Files	Destroy samples after 1 year or when regulatory requirements are met. Laboratory backup analytical data, destroy after 2 years
1110-1-8100f Environmental Restoration Quality Assurance and Quality Control (QA/QC) Files	Permanent
1110-1-8100g Environmental Restoration Waste Identification, Tracking, and Disposal Files	Permanent

### 1180 Corps of Engineers Contracts

<b>File Category</b>	<b>New Dispositions</b>
1180-1-1a Civil Works Contracts	HTRW – 30 years
1180-1-1q Civil Works Construction and Maintenance Contracts	HTRW – 30 years

Note: EPA Superfund Only - Must obtain authorization from EPA before destruction of documents.

**ENVIRONMENTAL RESTORATION FILE CATEGORY**  
(AR 25-400-2, 26 February 1993, The Modern Army Recordkeeping Systems (MARKS))

**File Category 5 – Agreements**

**Pertinent Background Information**

This is a new classification description and disposition standard for **File Category 5 - Agreements** relating to environmental restoration clean-up actions. These records are necessary for litigation and possible cost recovery actions. In order to follow the retention period of the Environmental Protection Agency (EPA) classification standard and for the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), a permanent disposition is the proposed retention period. Included in this classification standard are agreements for Superfund, Defense Environmental Restoration Program (DERP) and DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operational and Maintenance.

**File Number:** 5c (or next available suffix) (MARKS Page #33)

**Title:** Environmental Restoration Agreements

**Authority:** To be assigned

**Privacy Act:** Not Applicable

**ADD NEW RECORD CATEGORY AND DISPOSITION STANDARD:**

**Description:** Includes the original life cycle documentation establishing agreements for environmental restoration work through financial and contractual closeout. Specific types of agreements may include national agreements, interagency agreements, cooperative agreements with Federal, State and local government agencies, access agreements, implementation agreements, technical assistance agreements and other types of environmental restoration agreements, agreement oversight documentation, and other sharing of agency resources and services. Other types of records include documentation of significant actions and decisions, applications, agreement oversight activities, correspondence relating to the agreement, non-compliance/dispute documentation, and closeouts documentation for completed agreements.

**Disposition:**

- a. Original Agreement Documents: Permanent.
- b. Copies: Retain in CFA 3 years after project completion and destroy.

## **File Category 37: FINANCIAL ADMINISTRATION**

### **Pertinent Background Information**

These are updated classification standards for the **File Category: 37 Financial Administration**. The current descriptions, authorities, and Privacy Act standards remain the same. Additional descriptions and disposition standards are being proposed to cover the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), to cover Superfund cost recovery actions, and provides descriptions and disposition instructions for environmental restoration appropriations involving either Civil Works; Air Force; Department of Defense; and Non-Department of Defense. Programs include records generated in support of the Defense Environmental Restoration Program (DERP), and DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, and all other Support Work for Others.

**File Number:** 37-1f (MARKS Page #79)

**Title:** Accounting Documents

**Authority:** NC1-AU-86-55

**Privacy Act:** Not Applicable.

### **ADD NEW DISPOSITION INSTRUCTIONS: l and m:**

l. File documents supporting USACE mission which are not environmental restoration in nature; Retain in CFA 2 years, Retire FRC, and Destroy 6 years 3 months after end of Fiscal Year in which payment or collection is effected, providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

m. HQUSACE environmental restoration mission related records; retain in CFA 2 years Retire FRC; Destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**File Number:** 37-2-1b (MARKS Page #82)

**Title:** COEMIS, F&A Site Audit Outputs

**Authority:** NC1-AU-76-25 & GRS 6, Item 1a

**Privacy Act:** Not Applicable

**ADD NEW RECORDS DESCRIPTIONS AND DISPOSITION INSTRUCTIONS:  
c through e:**

**c. Description:** USACE accounts and supporting documents generated in support of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) recovery actions for the U.S. Environmental Protection Agency's (EPA), Superfund Program will be reviewed for financial closeout per ER 37-5-3 for site-specific cost recovery documentation prior to transferring from the current file are (CFA). EPA Superfund Cost Recovery documents may not be destroyed unless authorized by EPA. This category is not applicable to records generated after February 1998. The USACE was fully deployed on CEFMS after February 1998.

**c. Disposition:** Retain in CFA 2 years after financial closeout per ER 37-5-3. Transfer to RHA for 5 years, Retire to FRC: Destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Cost Recovery (NA Form 13001) Request for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**d. Description:** Documents generated in support of Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and other non-superfund environmental restoration programs.

**d. Disposition:** Retain in CFA 2 years after final billing and transfer to RHA 5 years and retire FRC: Destroy 30 years after end of Fiscal Year in which payment or collection is effected, providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**e. Description:** HQUSACE environmental restoration mission related records for Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and all other Support Work for Others.

**e. Disposition:** Retain in CFA 2 years after final billing and Retire FRC: Destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**File Number:** 37-2-10d (MARKS Page #83)

**Title:** Basic and Intermediate Cost Media Files

**Authority:** GRS 22, Item 1b and GRS 23, Item 5

**Privacy Act:** Not Applicable

**ADD NEW RECORDS DESCRIPTION AND DISPOSITION INSTRUCTIONS:**

**b through d:**

**b. Description:** USACE accounts and supporting documents generated in support of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) recovery actions for the U.S. Environmental Protection Agency's Superfund Program will be reviewed for financial closeout per ER 37-5-3 for site-specific cost recovery documentation prior to transferring from the current file area (CFA). EPA Superfund Cost Recovery documents may not be destroyed unless authorized by EPA. May also, include documents in support of the Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operational and Maintenance.

**b. Disposition:** Retain in CFA 2 years after financial closeout per ER 37-5-3. Transfer to RHA for 5 years. Retire to FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Cost Recovery (NA Form 13001) Request for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**c. Description:** Documents generated in support of Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and other non-superfund environmental restoration programs.

**c. Disposition:** Retain in CFA 2 years after final billing and destroy 6 years and 3 months after end of Fiscal Year in which payment or collection is effected, providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**d. Description:** HQUSACE environmental restoration mission related records for Superfund, Defense Environmental Restoration Program (DERP) and DOD Base Realignment and Closure (BRAC) Environmental Restoration Program related records.

**d. Disposition:** Retain in CFA 2 years after final billing and retire to FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**File Number:** 37-2-10r (MARKS Page #84)

**Title:** Civil Works Site Audits



EP 415-1-266  
31 May 00

**Authority:** NC1-AU-76-39

**Privacy Act:** Not Applicable

**ADD NEW RECORDS DESCRIPTION AND DISPOSITION INSTRUCTIONS:**

**c through e:**

**c. Description:** USACE accounts and supporting documents generated in support of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) recovery actions for the U.S. Environmental Protection Agency's Superfund Program will be reviewed for financial closeout per ER 37-5-3 for site-specific cost recovery documentation prior to transfer from the current file area (CFA). EPA Superfund Cost Recovery documents may not be destroyed unless authorized by EPA.

**c. Disposition:** Retain in CFA 2 years after financial closeout per ER 37-5-3. Transfer to RHA for 5 years. Retire to FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Cost Recovery (NA Form 13001) Request for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**d. Description:** Documents generated in support of Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and other non-superfund environmental restoration programs.

**d. Disposition:** Retain in CFA 2 years after final billing; Destroy 30 years after end of Fiscal Year in which payment or collection is effected, providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**e. Description:** HQUSACE environmental restoration mission related records for Superfund, Defense Environmental Restoration Program (DERP) and DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and all other Support Work for Others.

**e. Disposition:** Retain in CFA 2 years after final billing and retire to FRC; Destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**File Number:** 37-2-10s (MARKS Page #84)

**Title:** Disbursing Officer's Vouchers

**Authority:** GRS 6, Item 1a

**Privacy Act:** Not Applicable

**ADD NEW RECORDS DESCRIPTION AND DISPOSITION INSTRUCTIONS: b through d:**

**b. Description:** USACE accounts and supporting documents generated in support of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), which may include the Defense Environmental Restoration Program (DERP) and DOD Base Realignment and Closure (BRAC) Environmental Restoration Program. Recovery actions for the U.S. Environmental Protection Agency's Superfund Program will be reviewed for financial closeout per ER 37-5-3 for site-specific cost recovery documentation prior to transferring from the current file area (CFA). EPA Superfund Cost Recovery documents may not be destroyed unless authorized by EPA.

**b. Disposition:** Retain in CFA 2 years after financial closeout per ER 37-5-3. Transfer to RHA for 5 years then retire to FRC: Destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Cost Recovery (NA Form 13001) Request for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**c. Description:** Documents generated in support of Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and other non-superfund environmental restoration programs.

**c. Disposition:** Retain in CFA 2 years final billing: Destroy 30 years after end of Fiscal year in which payment or collection is effected, providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**d. Description:** HQUSACE environmental restoration mission related records for Superfund, Defense Environmental Restoration Program (DERP) and DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and all other Support Work for Others.

**d. Disposition:** Retain in CFA 2 years after final billing then retire to FRC: Destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**File Number:** 37-2-10u (MARKS Page #84)

**Title:** Fiscal accounting files

**Authority:** GRS 7, Item 2

**Privacy Act:** Not Applicable

**ADD NEW RECORDS DESCRIPTION AND DISPOSITION INSTRUCTIONS: b through d:**

**b. Description:** USACE accounts and support documents generated in support of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) recovery actions for the U.S. Environmental Protection Agency's Superfund Program will be reviewed for financial closeout per ER 37-5-3 for site-specific cost recovery documentation prior to transfer from the current file area (CFA). EPA Superfund Cost Recovery documents may not be destroyed unless authorized by EPA.

**b. Disposition:** Retain in CFA 2 years after financial closeout per ER 37-5-3. Transfer to RHA for 5 years then retire to FRC: Destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Cost Recovery (NA Form 13001) Request for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**c. Description:** Documents generated in support of Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and other non-superfund environmental restoration programs.

**c. Disposition:** Retain in CFA 2 years after final billing: Destroy 30 years after end of Fiscal Year in which payment or collection is effected, providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**d. Description:** HQUSACE environmental restoration mission related records for Superfund, Defense Environmental Restoration Program (DERP) and DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and all others Support Work for Others.

**d. Disposition:** Retain in CFA 2 years after final billing then retire to FRC: Destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**File Number:** 37-103dd (MARKS Page #89)

**Title:** Original Disbursing Officer Accounts

**Authority:** GRS 2, Item 1; GRS 6, Item 1a, and NC1-AU-84-42

**Privacy Act:** A0037-104-1bSAFM

**ADD NEW RECORDS DESCRIPTION AND DISPOSITION INSTRUCTION c:**

**c. Description:** Documents generated in support of Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and other military environmental restoration programs.

**c. Disposition:** USACE retain in CFA 2 years after final billing. Transfer RHA 5 years then retire to FRC: Destroy 30 years after end of Fiscal Year in which payment or collection is effected, providing there are no outstanding claims; exceptions; or pending litigation in connection therewith.

**File Category 200: Environmental Quality**

**Pertinent Background Information**

These are new classification standards for the file category **200 Environmental Quality**. The authority will be assigned by the National Archives and Records Administration (NARA), and the Privacy Act does not pertain. A permanent disposition standard is being proposed to address the preservation of environmental restoration records necessary to protect the legal and financial interests of the Federal Government.

**Proposed File Number:** 200-1d (MARKS Page #181)

**Title:** Environmental Restoration Remedial Assessment Files

**Authority:** To be assigned.

**Privacy Act:** Not Applicable.

**Description:** Example of records are correspondence, memorandums, quality assurance project plans (QAPPs), endangerment assessment, risk assessment, health and safety plans, potentially responsible party (PRP) searches and investigations, projects management plans (PMP), pre-remedial reports, remedial investigation (RI) reports, feasibility study (FS) reports, proposed plans for selected remedial action, and applicable or relevant and appropriate requirements (ARARs), congressional inquiries, community relation plans and other public awareness records.

**Disposition:**  
Permanent.

**Proposed File Number:** 200-1e (MARKS Page #181)

**Title:** Army Environmental Restoration Administrative Record

**Authority:** To be assigned

**Privacy Act:** Not Applicable

**Description:** The Administrative Record is a subset of the remedial assessment file compiled

made available to the public as the basis for selected Defense Environmental Restoration

Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, and Work for Others response actions. Example of records include: site discovery documentation, health and endangerment assessments, action memoranda, administrative orders, consent orders, applicable or relevant and appropriate requirements (ARAR), the preliminary assessment, site inspection, site investigation, the remedial investigation reports, feasibility study, community relations plans, correspondence, fact sheets, news clippings, work plans, natural resource trustee information, site reports, the proposed and approved remedial action, potentially responsible party (PRP) letters, PRP steering committee documents, letters, the Record of Decision (ROD) and ROD briefing documents, technical assistance documentation, technical issue papers, technical assistance grants, natural resources trustee release, trustee notification form and selection guide, public meeting transcripts, public comments on the development of the administrative Record, and an index of the record.

**Disposition:** Permanent.

**Proposed File Number:** 200-1f (Page 180)

**Title:** Environmental Restoration Project Files

**Authority:** To be Assigned

**Privacy Act:** Not Applicable

**Description:** Documents and videotapes created in connection with the investigation, planning, design, remedial actions, technical assistance operations, and maintenance of projects associated with environmental restoration of sites contaminated. These environmental restoration actions may include Civil Works sites; and sites designated by the Environmental Protection Agency (EPA), or sites designated by other agencies, assigned to Army; Air Force; Department of Defense; Non-Department of Defense; active military installations; DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Defense Environmental Restoration Program (DERP). Included are program and project management documents, as well as documents associated with the administrative record, remedial design, remedial action and

EP 415-1-266  
31 May 00

closeout, operations and maintenance, and other related documents.

**Disposition:** Permanent.

### **File Category 385: SAFETY**

#### **Pertinent Background Information**

This is an updated classification standard for the file category **385: Safety**. The description, authority and Privacy Act standards remain the same. Based on possible litigation, a permanent disposition standard is being proposed to address recordable accidents and incidents reports relating to environmental restoration work performed for Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program and other environmental restoration program accidents or incidents. The current MARKS regulation rescinded file number 385-40b, Accidents and Incidents Cases. The proposal recommends file number 385-40b be reinstated because the responsibilities are better defined in this regulation. Recommend File Number 385-10f be disestablished and the updated description and disposition standards as discussed below be moved to FN 385-40b. Recommend the time event disposition identified as 385-10f b, "OCE records created prior to 1 Jan 82: Destroy after 30 years" be changed from a time event disposition standard to a straight 30 year file to read as described in b below. A new disposition standard for environmental restoration is being added at paragraph d below.

#### **ADD NEW DESCRIPTION AND DISPOSITION b through d:**

**File:** 385-10f (MARKS Page #226)

**Title:** Accident and Incident Cases

**Authority:** NC1-AU-82-8

**Privacy Act:** A385-10/400SA

**Description:** Information relating to individual accidents and incidents. Included are reports of accidents and incidents and investigation thereof, involving Army missile systems, Army and non-Army motor vehicles, Army marine equipment, fires, explosives, and damage to Army property; harmful chemical, biological, radiological, **environmental restoration clean-up and accidents**; occupational injuries, illnesses, or death of military, Army civilian employees, or contractor personnel, injury or illness to non-Army personnel or damage to non-Army property as a result of Army operation, artillery **misfires** or accidents, and similar information.

**Disposition:**

- a. No change.**
- b. Change to read: USACE retain in CFA and destroy after 30 years.**
- c. No change.**
- d. Environmental restoration reports, retain in CFA 5 years, transfer RHA 5 years, 50 years.**



## **File Category 405: Real Estate**

### **Pertinent Background Information**

This is a major change to the classification standard for the file category **405: Real Estate**. The description for 405-90h has been significantly changed. The Privacy Act standard remains the same. The proposed disposition standard is permanent rather than the current time event disposition standard. We are proposing this new disposition standard because of potential environmental liabilities relating to real property transactions.

**File Number:** 405-90h (MARKS Page # 233)

**Title:** Real Property Title/Historical Files

**Authority:** NC1AU-83-5 and GRS 4

**Privacy Act:** Not Applicable

**Description:** Information documenting the condition of title and the life cycle of the acquisition, management, and disposal of real property. The acquisition documents include directives, real estate planning reports, title evidence, deeds and judgments; disposal documents include deeds, grants and papers relating to transfer, assignment or relinquishment; documents relating to the extent of Federal jurisdiction; documents of permanent value relating to relocations; general correspondence and miscellaneous environmental restoration documents including those relating to claims; final project maps, and documents relating to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, or other remediation program documents which may substantiate potential environmental claims or liabilities resulting from the acquisition, use or occupancy of real property or interests in real property; and similar materials.

**Disposition:**

- a. U.S. Army Corps of Engineers Division and Districts having operational real estate responsibilities: Offer all records and indexes to NARA 10 years after unconditional disposal of property, Permanent.
- b. Other Offices: Destroy copies when no longer needed for current business.

## **File Category 415: Construction**

### **Pertinent Background Information**

These are updated classification standards for the file category 415 Construction. The description, authority, and Privacy Act standard remain the same. A 30 year disposition standard is being proposed when the contract relates to Environmental Restoration cleanup actions.

**File Number:** 415-10c (MARKS Page #233)

**Title:** Military Construction Contracts

**Authority:** NC-AU-75-19

**Privacy Act:** Not Applicable

#### **Add new Description e, f and Disposition Standard c, d:**

**e. Description:** Military contracts relating to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operational and Maintenance. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**c. Disposition:** Retain in CFA 2 year after closeout of the contract in which final payment is effected. Transfer to RHA for 5 years. Retire to FRC, Destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Request for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**f. Description:** HQUSACE environmental restoration mission correspondence relating to contract records. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**d. Disposition:** Retain in CFA 2 years and retire FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

## **File Category 715: Procurement Contracts**

### **Pertinent Background Information**

These are updated classification standards for the file category 715 Procurement Contracts. The description, authority, and Privacy Act standards remain the same. A 30 year disposition standard is being proposed when the contracts relates to Environmental Restoration cleanup actions.

**File Number:** 715c (MARKS Page #294)

**Title:** Master, Open-End, and Call-Type Contracts

**Authority:** NC-64-75-4

**Privacy Act:** Not Applicable

### **ADD NEW DESCRIPTION b, c and DISPOSITION c, d:**

**b. Description:** Records relating to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operational and Maintenance. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**c. Disposition:** Retain in CFA 2 years after closeout of the contract in which final payment is effected. Transfer to RHA for 5 years. Retire to FRC, and destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**c. Description:** HQUSACE environmental restoration contract correspondence records. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**d. Disposition:** Retain in CFA 2 years and retire FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**File Number:** 715j (MARKS Page #295)

**Title:** Small Purchase Categories

**Authority:** NC1-330-78-13

**Privacy Act:** Not Applicable

**ADD NEW DESCRIPTION AND DISPOSITION b & c:**

**b. Description:** Records relating to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operational and Maintenance. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**b. Disposition:** Retain in CFA 1 year after closeout of the contract in which final payment is effected. Retire to FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Request for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**c. Description:** HQUSACE environmental restoration contract correspondence records. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**c. Disposition:** Retain in CFA 2 years and retire FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**File Number:** 715k (MARKS Page #295)

**Title:** Contract Actions

**Authority:** NC-217-75-8

**Privacy Act:** Not Applicable

**ADD NEW DESCRIPTION b, c, and DISPOSITION c, d:**

31 May 00

**b. Description:** Records relating to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operational and Maintenance. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**c. Disposition:** Retain in CFA 1 year after closeout of the contract in which final payment is effective. Retire to FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**c. Description:** HQUSACE environmental restoration contract correspondence records. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**d. Disposition:** Retain in CFA 2 years and retire FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**File Number:** 715p (MARKS Page #295)

**Title:** Contract Clause Deviations

**Authority:** NC1-AU-80-45

**Privacy Act:** Not Applicable

**ADD NEW DESCRIPTION b & c AND DISPOSITION b & c:**

**b. Description:** Records relating to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operational and Maintenance. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**b. Disposition:** Retain in CFA 1 year after closeout of the contract in which final payment is effected. Retire to FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Request for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**c. Description:** HQUSACE environmental restoration contract correspondence records: USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**c. Disposition:** Retain in CFA 2 years and retire FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

### **File Category 1110: Corps of Engineers, Engineering and Design**

#### **Pertinent Background Information**

These are new classification standards for the file category 1110: Corps of Engineers, Engineering and Design.

**File Number:** 1110-1-8100e (Page #317)

**Title:** Environmental Restoration - Raw Data Files

**Authority:** To be assigned

**Privacy Act:** Not Applicable

**Description:** Records relate to chemical analysis services performed to support the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), for Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operations and Maintenance. Examples of documentation include: QA/QC laboratory Chemical Quality Assurance reports. Chemical Data Quality Assessment reports, raw data inventory forms, field sheets, chain of custody documents, data worksheets, analyst logbooks, sample logbooks, correspondence, and QA/QC data logs.

**Disposition:**

EP 415-1-266  
31 May 00

- a. Dispose of all raw test samples within 90 days after regulatory holding times, but not to exceed 1 year, whichever is sooner.
- b. Raw test data reports shall be retained for 2 years from date of generation.

**File Number:** 1110-1-8100f (Page #317)

**Title:** Environmental Restoration Quality Assurance and Quality Control (QA/QC) Files

**Authority:** To be assigned.

**Privacy Act:** Not Applicable

**Add New Description and Disposition Standards:**

**Description:** Records relate to chemical analysis QA/QC final reports supporting the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), for Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operations and Maintenance. Examples of documentation include: QA/QC laboratory Chemical Quality Assurance reports, Chemical Data Quality Assessment reports, raw data inventory forms, field sheets, chain of custody documents, data worksheets, analyst logbooks, sample logbooks, correspondence, QA/QC data logs, and independent data validation reports (if generated).

**Disposition:**

- a. Permanent.
- b. Cutoff logbooks on completion of project: Destroy after 30 years if listed on the National Priorities List; all others will be destroyed after 5 years.

**File Number:** 1110-1-8100g

**Title:** Environmental Restoration Waste Identification, Tracking, and Disposal Files

**Authority:** To be assigned

**Privacy Act:** Not Applicable

**Add New Description and Disposition Standard:**

**Description:** Records relate to waste identification, tracking and disposal documentation supporting the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), for Superfund, Defense Environmental Restoration Program, Work for Others, and Operations and Maintenance. Examples of documentation includes, generator knowledge determination, waste analysis reports and associated waste profile sheets, waste shipping records and hazardous waste manifests, land disposal restriction notifications and certificates of disposal.

**Disposition:** Permanent.

### **File Category 1180: Corps of Engineers Contracts**

#### **Pertinent Background Information**

These are updated classification standards for the file category 1180 Corps of Engineers Contracts. The description, authority, and Privacy Act standards remain the same. A 30 year disposition standard is being proposed when the contracts relate to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operational and Maintenance.

**File Number:** 1180-1-1a (MARKS Page #326)

**Title:** Civil Works Contracts (CE)

**Authority:** NC1-AU-76-75

**Privacy Act:** Not Applicable

#### **ADD NEW DESCRIPTION c AND DISPOSITION INSTRUCTIONS c, d:**

**c. Description:** USACE Civil Works contracts relating to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund, Defense Environmental Restoration Program (DERP), DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operational and Maintenance or any other contracts relating to environmental restoration clean-up actions. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**c. Disposition:** Retain in CFA 2 years after closeout of the contract in which final payment is effected. Transfer to RHA for 5 years, retire to FRC, destroy after 30 years providing there are



EP 415-1-266  
Mar 00

no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**d. Disposition:** HQUSACE environmental restoration contract correspondence records; retain in CFA 2 years and retire FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**File Number:** 1180-1-1q (MARKS Page #327)

**Title:** Civil Works Construction and Maintenance Contracts

**Authority:** NC1-AU-76-47

**Privacy Act:** Not Applicable

**ADD NEW DESCRIPTION f AND DISPOSITION STANDARD b & c:**

**f. Description:** USACE Civil Works contracts relating to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Superfund, Defense Environmental Restoration Program (DERP), and DOD Base Realignment and Closure (BRAC) Environmental Restoration Program, Work for Others, and Operational and Maintenance. USACE contracts and supporting documents generated in support of the Environmental Protection Agency (EPA), Superfund Program, may not be destroyed unless authorized by EPA IAW EPA Managers Financial Guide.

**c. Disposition:** Retain in CFA 2 year after closeout of the contract in which final payment is effected. Transfer to RHA for 5 years and retire to FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

**c. Disposition:** HQUSACE environmental restoration contract correspondence records; retain in CFA 2 years and retire FRC, destroy after 30 years providing there are no outstanding claims; exceptions; or pending litigation in connection therewith. Forward all Superfund Contract (NA Form 13001) Requests for Disposal of Records to the USACE Cost Recovery Coordinator to obtain disposal authorization.

EP 415-1-266  
Mar 00

DEPARTMENT OF THE ARMY  
U S. Army Corps of Engineers  
Washington, DC, 20314.1000

REPLY TO  
ATTENTION OF:

CEMP-RS/CERE-AP

22 Nov 1989

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USACE Real Estate Support for EPA Superfund Program

1. The purpose of this memorandum is to provide guidance and procedures for preparation of Real Estate Planning Reports (REPR) and Real Estate support for the EPA Superfund Program. The attached draft guidance is for immediate implementation. Request you provide copies to all Superfund district project managers and real estate offices for action. This guidance has been concurred in by HQEPA.

2. Points of contact at this headquarters are Jim Gibson, CEMP-RS, (202) 504-4709 and Laura Norman, CERE-AP, (202) 272-0495.

FOR THE COMMANDER:

/s/

BARRY J. FRANKEL  
Director of Real Estate

/s/

GEORGE R. ROBERTSON  
Major General, USA  
Assistant Commander and Director  
Military Programs

Encl

EP 415-1-266  
Mar 00

DISTRIBUTION:  
ALL DIVISION SUPERFUND COORDINATORS  
COMMANDER,  
HUNTSVILLE DIVISION  
LOWER MISSISSIPPI VALLEY DIVISION  
MISSOURI RIVER DIVISION  
NEW ENGLAND DIVISION  
NORTH ATLANTIC DIVISION  
NORTH CENTRAL DIVISION  
NORTH PACIFIC DIVISION  
OHIO RIVER DIVISION  
PACIFIC OCEAN DIVISION  
SOUTH ATLANTIC DIVISION  
SOUTH PACIFIC DIVISION  
SOUTHWESTERN DIVISION  
CEMRD-ED-EA (Winnike)

CF:  
ASA(CW), ATTN: Ms. Tornblom  
HQEPA, ATTN: CDR William Zobel

## REAL ESTATE SUPPORT PROCEDURES FOR EPA SUPERFUND PROJECTS

1. Purpose. Describe Real Estate procedures and provide guidance for conducting real estate planning and acquisition in support of Superfund projects.

2. Background.

a. The Corps of Engineers is supporting the Environmental Protection Agency (EPA) in its mission to clean up hazardous and toxic waste sites. This support has principally taken the form of engineering, construction, and related contract management activities. However, EPA now envisions a need for real estate support, including Real Estate Planning Reports (REPRs), acquisition activities, and other real estate support for enforcement actions.

b. To obtain the necessary real estate interests to perform remedial actions, EPA will normally either exercise its enforcement power on contaminated/threatened lands, pursuant to 42 U.S.C. Section 104(e) without just compensation to a landowner, or acquire non-contaminated/threatened lands, pursuant to 42 U.S.C. Section 104(j), with just compensation to a landowner. Enforcement activities will generally be handled by EPA and acquisition will generally be handled by USACE Real Estate for USACE assigned projects; however, there will be times when USACE will provide support activities to EPA in obtaining the necessary real estate under EPA enforcement powers. The following paragraphs describe the duties and responsibilities of relevant USACE and EPA offices in REPR, enforcement, and acquisition activities.

3. REPRs General.

a. REPRs will be required for all Corps lead projects. The need for a REPR is established between the Corps and EPA pursuant to paragraph 4a(1). Appropriate USACE and EPA elements will then follow the procedures set out below for initiating, developing, and completing REPRs.

b. Typically, REPRs will take no more than 60 days to draft depending on the complexity of the project and the type and amount of land involved. The Real Estate FOA responsible for producing a REPR shall coordinate any delays in REPR production with the USACE FOA Design Project Manager (PM) in Kansas City or Omaha and the EPA Regional Project Manager (RPM).

Mar 00

c. In addition to the information outlined in Figure 2-1 of ER 405-1-12, REPRs shall in all cases identify those areas of contaminated, threatened, and clean lands and should include such other information as is necessary and desirable for project purposes. (See Appendix A for more guidance on REPR contents.)

4. REPR Procedures. The following paragraphs describe the process for initiating, developing, and completing REPRs in support of EPA Superfund projects.

a. Requests for REPRs.

(1) As soon as feasible during the design phase of all Corps projects, the FOA Design PM and the EPA RPM will establish real estate requirements to be incorporated in the project budget for remediation of the Superfund site. The point for determining real estate requirements may vary by project. For example, the need for off-site real estate may be adequately identified in the Remedial Investigation/Feasibility Study (RI/FS). Other projects may undergo design changes affecting the location and amount of real estate needed for the project. Normally, a REPR should be initiated by 0% design (i.e. when the design commences). Once real estate needs have been reasonably identified, the FOA Design PM will record these requirements on a map or maps and forward this information to CEMRD-ED-E to determine the adequacy of the project's scope in relation to real estate needs.

(2) CEMRD-ED-E will review and concur on project documentation to support the limits of work. CEMRD-ED-E will then coordinate real estate needs with CEMRD-RE. After these real estate needs have been coordinated, CEMRD-RE will formally notify the Chief of Real Estate for the relevant geographical divisions that a REPR must be initiated. Additionally, CEMRD-RE will forward a copy of the REPR tasking to HQUSACE CERE-AP, the FOA Design PM, and the USACE Superfund Division Coordinator in the appropriate geographical division.

(3) The Chief of Real Estate for the appropriate geographical division will task appropriate Real Estate FOA to produce REPRs. The division will forward a copy of this tasking to CEMRD-RE.

b. REPR Processing.

(1) The relevant Real Estate FOA will produce REPRs according to division tasking instructions. REPRs should be

completed no later than 60 days from receipt of tasking unless there is sufficient justification for extending the REPR completion deadline. Extensions will be granted by CEMRD-RE.

(a) EPA Regions will provide the necessary funding for preparation of REPRs by maintaining and ensuring funding is available through USACE/EPA Inter Agency Agreements (IAGs)

(b) Real Estate FOA will maintain documentation of REPR production costs for later cost recovery actions by the Department of Justice (DOJ) on behalf of EPA.

(c) Real Estate FOA will coordinate with the FOA Design PM and the appropriate EPA RPM as necessary during production of the REPR.

(2) Real Estate FOA will submit final draft REPRs to their respective command division for review.

(3) Divisions will timely review and forward final draft REPRs to CEMRD-RE for approval. An information copy of the REPR will be furnished from the division to HQUSACE CERE-AP. In no case will REPRs be forwarded to EPA until they are commented upon by HQUSACE and reviewed and approved by CEMRD-RE. CEMRD-RE will approve REPRs within 15 days of receipt.

(4) CEMRD-RE will review and approve final draft REPRs before they are distributed outside USACE channels. If CEMRD-RE approves the REPR, CEMRD-RE will forward a copy of the approved final draft REPR to the FOA Design PM, the USACE Superfund Division Coordinator, HQUSACE CERE-AP, and two copies to the appropriate EPA RPM. If any changes are required before distributing the REPR beyond CEMRD-RE, CEMRD-RE will request such changes through appropriate geographical divisions to the responsible Real Estate FOA.

(5) REPRs may also be refined and enhanced after EPA review. In such cases, EPA will coordinate any changes or refinements through the FOA Design PM to the appropriate Real Estate FOA. Upon completion, the Real Estate FOA will distribute the refined or enhanced REPRs to the following activities: division, CEMRD-RE, HQUSACE CERE-AP, the FOA Design PM, the USACE Superfund Division Coordinator, the EPA RPM, and Headquarters EPA as necessary.

5. Real Estate Support. EPA Regions will determine whether land required for projects will be obtained through EPA's enforcement power, or by the acquisition of an interest in real property. After receiving the approved final draft REPR, EPA will determine how it will obtain real estate for the project as well as the need for subsequent Corps real estate support. If EPA determines to use its enforcement powers to obtain necessary real property interests, Real Estate FOA may assist EPA as outlined in paragraph 6 below. On the other hand, if EPA determines real property acquisition is necessary, and wishes USACE assistance in performing such acquisitions, the procedures set out below in paragraph 7 shall be followed. In some cases EPA may request real estate support where no REPR has been prepared. In such cases, the following procedures will also apply.

6. Enforcement. EPA Regions may request USACE to provide support on EPA enforcement actions as outlined below.

a. The EPA RPM will request assistance from the FOA Design PM for real estate support for enforcement activities. Such support may include surveying, mapping, title evidence, legal descriptions, rights-of-entry etc., but shall not include discussions or negotiations leading to the implementation of enforcement actions (i.e., landowner access agreements) without approval from HQUSACE CERE-AP.

b. The FOA Design PM will refine and coordinate requests for real estate support from EPA Regions and then forward these requests for real estate support to CEMRD-RE for action and implementation.

c. CEMRD-RE will coordinate all requests for real estate support from the FOA Design PM and task appropriate divisions to provide real estate support.

d. Divisions will receive real estate tasking from CEMRD-RE and will task appropriate Real Estate FOA to perform real estate support activities.

e. Real Estate FOA will perform real estate support in

response to EPA Region tasking received through CEMRD-RE and division. Such support shall include surveying, mapping, title evidence, rights-of-entry etc.; however, Real Estate FOA will not participate in negotiations leading to the implementation of enforcement actions (i.e., landowner access agreements) without HQUSACE CERE-AP approval.

(1) Real Estate FOA will maintain documentation of real estate support activities for later cost recovery actions by DOJ on behalf of EPA.

f. In the event the EPA Region requests expanded USACE real estate support in an enforcement action, (such as negotiations, for landowner access agreements), this expansion must first be approved by HQUSACE CERE-AP. All requests for expansion of USACE activities shall be forwarded from the EPA Region to CEMRD-RE who will then forward the request to HQUSACE CERE-AP for approval.

7. Acquisition. Pursuant to a directive from HQUSACE CERE-AP, Real Estate FOA shall perform real estate acquisition in accordance with established laws and regulations applying to USACE Real Estate acquisitions.

a. If land shall be acquired by acquisition pursuant to PL 91-646, EPA Regional Offices must obtain EPA Headquarters approval prior to acquiring real property at the project. Where a REPR has been prepared, the REPR will accompany any request to acquire real property, and will become part of the acquisition strategy plan for the project, which must be approved by EPA Headquarters.

b. EPA Headquarters will approve the EPA Region's request for acquisition of real property and will then issue a real estate directive to HQUSACE CERE-AP authorizing the Corps to acquire real estate. However, EPA Headquarters will not issue a directive to acquire real estate until the State Superfund Contract (SSC) with the relevant real estate provisions is in place. Without a SSC containing language indicating the State will take title to the land once the remedial action is completed, EPA has no authority to acquire any interest in real property.



EP 415-1-266  
Mar 00

c. HQUSACE CERE-AP will issue real estate directives to relevant divisions to perform real estate acquisition at Superfund sites.

d. Divisions will receive tasking from HQUSACE CERE-AP to acquire real estate at Superfund projects and will then task appropriate Real Estate FOA to acquire real estate based on the directive from HQUSACE ERE-AP.

e. Real Estate FOA will perform real estate acquisition only pursuant to a directive from HQUSACE CERE-AP.

(1) Real Estate FOA will coordinate acquisition of real property with the FOA Design PM.

(2) Real Estate FOA will maintain documentation of real estate acquisition costs for later cost recovery actions by DOJ on behalf of EPA.

f. In the event condemnation proceedings are instituted to acquire the real estate specified in the directive to the Real Estate FOA, the Real Estate FOA will prepare the necessary documents for assembly of the Declaration of Taking (DT) to implement condemnation proceedings. The Real Estate FOA, through the appropriate geographical division, will then forward the DT "package" to HQUSACE CERE-AP. HQUSACE CERE-AC will review and transmit the DT "package" to Headquarters EPA, who will approve, sign and return the DT "package" to HQUSACE CERE-AC for forwarding to DOJ.

REAL ESTATE PLANNING REPORT

1. Purpose: Brief description of the project and reason for real estate access at the project.
2. Scope: Estimated acreage requirements.
3. Contaminated/Noncontaminated Lands: Identify whether necessary real estate is contaminated/noncontaminated/threatened.
4. Estate: Recommended estate to be acquired (e.g. Fee Title, Easement, License, etc.)
5. Ownership: Brief discussion of number and names of owners, and if known, their attitudes concerning the proposed acquisition.
6. Value: Estimated value of real estate interests to be involved.
7. Problems: Discuss any known or potential problem areas.

Exhibits:

- A. REPR authorizing letter
- B. Map of area to be acquired
- C. Summation of how real estate values were derived

EP 415-1-266  
Mar 00

CERE-AP (405-10)

6 February 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for the Provision of Real Estate Support to the Formerly Utilized Sites Remedial Action Program and Delegation of Authority to Execute Rights-of-Entry and Acquire Real Property and Interests Therein

1. References:

a. Energy and Water Development Appropriations Act, 1998, Pub. L. No. 105-62, 111 Stat. 1326 (1997).

b. Memorandum, CECW-B, 31 Oct 97, subject: Formerly Utilized Sites Remedial Action Program (FUSRAP) Operations Order (OPORD) 98-01.

c. Letter from Chairmen, House and Senate Subcommittees on Energy and Water Development, Committees on Appropriations, to Secretaries of Energy and Defense dated 6 November 1997.

d. *Uniform Appraisal Standards for Federal Land Acquisitions*, Interagency Land Acquisition Conference (1992).

e. Uniform Relocation Assistance and Real Property Acquisition Regulations for Federal and Federally Assisted Programs, 49 C.F.R. Part 24.

f. Memorandum, CERE-E, 27 Nov 90, subject: Delegation of Approval Authority for Real Estate Appraisal Reports.

g. Memorandum, CERE-AP, 6 Oct 95, subject: Delegation of Authority to Accept Offers to Sell, Approve Administrative Settlements and Settlement Offers in Condemnation Actions and Establishment of Performance Measures.

h. Office of Federal Procurement Policy, Policy Letter on Inherently Governmental Functions, 57 Fed. Reg. 45,096 (1992).

2. Reference 1a, above, transferred program execution responsibility for the Formerly Utilized

CERE-AP

SUBJECT: Guidance for the Provision of Real Estate Support to the Formerly Utilized Sites Remedial Action Program and Delegation of Authority to Execute Rights-of-Entry and Acquire Real Property and Interests Therein.

Sites Remedial Action Program (FUSRAP) from the Department of Energy to the Army Corps of Engineers. Reference 1b, above, charged Divisions and Districts with responsibility for executing the program. This memorandum is intended to provide guidance on the provision of CERE-AP real estate support activities. We have been given an opportunity to demonstrate our creativity, our ability to work in an uncertain environment and respond quickly to change, and our partnering skills. We have imposed relatively few constraints on Districts in order to meet this challenge.

3. District real estate elements shall take appropriate steps to plan the real estate aspects of FUSRAP projects within their Civil Works geographic boundaries. This planning effort should include the identification of project real estate requirements, a determination of whether existing Government rights are sufficient to permit the Corps to construct, operate and maintain the projects, and the development of a strategy to meet any unsatisfied requirements including the development of costs and schedules to a level of detail consistent with the complexity of the project. No Headquarters review or approval of District real estate plans is required. Districts shall execute approved real estate plans in a timely fashion. It is critical that program momentum be maintained. Relevant program data should be entered into the Real Estate Management Information System (REMIS).
4. Chiefs of Real Estate at Major Subordinate Commands (MSC's) and Districts are authorized to execute rights-of-entry which substantially conform to enclosed model (Encl 1). This authority may be further delegated to the section chief level. It is desired that, to the greatest extent practicable, the FUSRAP program be implemented utilizing rights-of-entry and without the necessity for real estate acquisition.
5. Chiefs of Real Estate at MSC's are authorized to approve the acquisition of real property and interests therein in connection with FUSRAP. This authority may be further delegated to District Chiefs of Real Estate. Any real property interests acquired should, in most cases, be temporary and terminate at conclusion of remedial action. Should condemnation of real property interests be required, citation should be made to 33 U.S.C. § 591, 40 U.S.C. §§ 257-258a, and the Energy and Water Development Appropriations Act, 1998, Pub. L. No. 105-62, 111 Stat. 1326 (1997).
6. Where a detailed appraisal of any real property interests to be acquired is required, such interests shall be appraised in accordance with reference 1d, above. It is anticipated, however,

CERE-AP

SUBJECT: Guidance for the Provision of Real Estate Support to the Formerly Utilized Sites Remedial Action Program and Delegation of Authority to Execute Rights-of-Entry and Acquire Real Property and Interests Therein.

that most real property interests required to implement FUSRAP will not require the in-depth analysis and presentation necessary in a detailed appraisal by virtue of their low value or simplicity. *See* 49 C.F.R. §§ 24.102(c), 24.103. Authority to approve appraisals is as delegated in reference 1f, above, or subsequent delegations.

7. Authority to accept offers to sell, approve administrative settlements and settlement offers in condemnation actions is as delegated in reference 1g, above.

8. Chiefs of Real Estate at MSC's and Districts are authorized to approve payment of nominal consideration for rights-of-entry and licenses required in connection with FUSRAP. The following language may be inserted after "in consideration of" in the first paragraph of the form: "the payment of \$[INSERT AMOUNT], receipt of which is hereby acknowledged, and". Chiefs of Real Estate at MSC's and Districts are authorized to extend existing DOE licenses and access agreements containing terms which, if not contrary to law, are not consistent with USACE policy if deemed reasonable, prudent and in the Government's interest.

9. Our current position is that real property accountability remains with DOE consistent with the expression of legislative intent contained in reference 1c, above. DOE project real estate records have been obtained by the Oak Ridge Transition Team and distributed to the appropriate geographic Districts. Real property records should be returned to DOE upon site closeout.

10. Districts may determine the nature and extent of contract real estate support, if any, to be provided by Bechtel National, Inc. under its existing contract with the Government for projects within their area of responsibility. Districts shall not contract for the performance of inherent Government functions such as appraisal review and approval. *See* reference 1h, above.

CERE-AP

SUBJECT: Guidance for the Provision of Real Estate Support to the Formerly Utilized Sites Remedial Action Program and Delegation of Authority to Execute Rights-of-Entry and Acquire Real Property and Interests Therein.

11. Real estate issues which cannot be resolved locally should be elevated through command channels to CERE-AP. Our point of contact for this guidance is Mr. Cribbin at (202) 761-1704.

FOR THE COMMANDER:

Enclosure  
as

B. J. FRANKEL  
Director of Real Estate

DISTRIBUTION:  
COMMANDER,  
GREAT LAKES AND OHIO RIVER DIVISION, ATTN: CELRD-OR-ET-R  
MISSISSIPPI VALLEY DIVISION, ATTN: CEMVD-ET-R  
NORTH ATLANTIC DIVISION, ATTN: CENAD-ET-R  
NORTHWESTERN DIVISION, ATTN: CENWD-MR-ET-A  
CECW-B (Augustine)  
CEMP-R (Huston)  
CECC-T (Simpson)  
CECS

EP 415-1-266  
Mar 00

**DEPARTMENT OF THE ARMY**  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

**DEPARTMENT OF THE ARMY**

**RIGHT OF ENTRY**

\_\_\_\_\_  
(Site Name)

\_\_\_\_\_  
(Tract Number)

1. This Right of Entry is granted for purposes of performing surveys and investigations, collecting samples and making test borings, and remediating radiological and chemical contamination of soils, groundwater and structures including, but not limited to, the right to store, move and remove equipment and supplies; excavate and dispose of contaminated soil and backfill with suitable soil and restore the property to its previous condition; construct, operate, maintain, repair, replace, and remove groundwater extraction, treatment and injection systems and monitoring wells; and perform such other work as may be necessary and incident to implementation of the Formerly Utilized Sites Remedial Action Program for a period not to exceed \_\_\_\_\_ beginning with the date of this instrument.

2. This Right of Entry includes the right of ingress and egress on other lands of the Grantor provided that such ingress and egress is necessary and not otherwise conveniently available to the Government.

3. All tools, equipment, and other property taken or placed upon the land by the Government shall remain the property of the Government and may be removed by the Government at any time within a reasonable period after the expiration of this Right of Entry.

4. The Government shall have the right to patrol and police the land during the period of this Right of Entry.

5. If any action of the Government in the exercise of the rights granted herein results in damage to the real property, the Government will, in its sole discretion, either repair such damage or make an appropriate settlement with the Grantor. In no event shall such repair or settlement exceed the fair market value of the fee simple title to the real property at the time immediately preceding such damage. The Government's liability under this clause is subject to the availability of appropriations for such payment, and nothing contained in this agreement may be considered as implying that Congress will at a later date appropriate funds sufficient to meet any deficiencies. The provisions of this clause are without prejudice to any rights the Grantor may have to make a claim under applicable laws for any damages other than those provided for herein.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of \_\_\_\_\_, 199\_\_.

\_\_\_\_\_  
(SEAL)  
[Typed Name]

Accepted

\_\_\_\_\_  
(SEAL)  
[Typed Name]

UNITED STATES OF AMERICA

By: \_\_\_\_\_  
[Typed Name]  
[Title]

CESO-I (40-5)

23 SEP 1999

MEMORANDUM FOR COMMANDERS, USACE COMMANDS

SUBJECT: HTRW Medical Surveillance Program Inclusion and Frequency Criteria

1. References:

- a. Title 29 CFR 1910.120 / 29 CFR 1926.65, Hazardous Waste Operations and Emergency Response.
- b. Engineer Pamphlet (EP) 385-1-58, Safety and Occupational Health, Industrial Hygiene and Occupational Health Handbook (Draft).
- c. Position Paper, U.S. Army Corps of Engineers, HTRW-CX; Criteria for the Application of 29 CFR 1910.120.
- d. Memorandum; Medical Examination Frequency for Hazardous Waste Operations Personnel, Washington Occupational Health Associates, dated 12 March 1999.

2. After reviewing the data contained in reference 1.b., and evaluating the requirements of reference 1.a. and 1.c., the HQUSACE Medical Advisor (Contract Occupational Health Physician), has recommended to the HQUSACE Safety and Occupational Health Office (CESO) that the frequency of Hazardous, Toxic and Radioactive Waste (HTRW) examinations for USACE personnel meeting OSHA inclusion criteria, as stated in 29 CFR 1910.120 and 29 CFR 1926.65, should, in general, be performed **on a biennial** basis (reference 1.d.). The memorandum stating this is enclosed.

3. The Occupational Health physician recommendations are as follows:

- a. Only "covered" personnel (personnel who meet the OSHA inclusion criteria) shall receive medical examinations. USACE Commands are advised to review criteria for employee participation in the local HAZWOPER medical surveillance program. We advise comparing each HTRW employees' recent work activities and potential future workload to the following criteria to determine need for program participation and associated examination frequency. We also advise team (employee, employee supervisor, local SOHO with support of the local occupational physician) participation when performing the evaluation.

- (1) Generally those employees participating in an HTRW medical surveillance program are those that enter into an exclusion or contamination reduction zone (who may be exposed at or above the established permissible exposure limits) for more than 30 days per year, or those who



may be exposed to high concentrations of contaminants over a brief period, such as those individuals working on investigative drill crews where unknown contaminants and concentrations may be encountered.

(2) Employees who wear a respirator for more than 30 days or more per year shall be included in the program.

(3) All employees who are injured, become ill or develop signs or symptoms due to possible overexposure involving hazardous substances or health hazards from an emergency response or hazardous waste operation shall also be included in the program.

b. In general, covered personnel should be examined only every other year. This decision is based on a review of information that indicates that for most types of work activities USACE employees perform on HTRW sites (contract managers with some in-house execution), there is a lack of exposures that even approach OSHA Permissible Exposure Limits (PELs) or Action Levels (usually considered one-half of the PEL).

c. There are local conditions, however, that may warrant more frequent examinations.

(1) Should an employee demonstrate signs or symptoms that may be associated with increased exposure, the local examining physician may make a professional judgment for that individual to be provided with more frequent examinations;

(2) when the USACE Command (design or geographic executing District) determines that a project's site safety and health requirements (either in-house or contractor plan that USACE employees follow) require more frequent examinations or specific medical tests (example: blood lead determinations);

(3) when an OSHA substance specific standard is invoked which requires a more frequent medical examination;

(4) as otherwise determined by the local examining physician based on individual employee circumstances.

4. Under the updated OSHA standard for respiratory protection 29 CFR 1910.134, there is no frequency or periodicity required after the initial medical evaluation. There are, however, criteria established where medical reevaluation might be required. As stated in 29 CFR 1910.134(e)(7) medical clearance to wear a respirator may be required beyond the initial evaluation for one of the following reasons:

- a. The employee reports medical signs or symptoms that are related to the ability to wear a respirator;
  - b. the health care professional, supervisor or respirator administrator informs the employee that a more frequent reevaluation is necessary;
  - c. information from the respiratory protection program, including observations made during fit testing and program evaluation indicate a need for reevaluation; or
  - d. a change occurs in workplace conditions (e.g. physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on the employee.
5. USACE Commands should ensure that contractors executing HTRW work receive notice of this policy.
6. If there are any questions please contact Mr. Robert Stout, 202-761-8566 or Mr. Richard Wright, 202-761-8565.

FOR THE COMMANDER:

Encl

CONNIE K. DEWITTE  
Chief, Safety and Occupational  
Health Office

CF: Chief, SOHO, USACE Commands

EP 415-1-266  
Mar 00

**WASHINGTON OCCUPATIONAL HEALTH ASSOCIATES, INC.**  
**Suite 410**  
**1120 19th Street N.W.**  
**Washington, D.C. 20036**

*Consultants in Occupational  
and Environmental Health*

**Telephone (202) 463-6696**  
**Telecopier (202) 223-6625**

March 12, 1999

Mr. Robert Stout  
U. S. Army Corps of Engineers  
CESO-I  
I Room 4124C  
20 Massachusetts Avenue N.W.  
Washington, D.C. 20314-1000

Subject: Medical Examination Frequency for Hazardous Waste Operations Personnel

References:

1. Position Paper, U.S. Army Corps of Engineers; Criteria for the Application of 29 CFR 1910.120 (HAZWOPER).
2. 29 CFR 1910.120 (f), Hazardous Waste Operations and Emergency Response; Medical Surveillance
3. 29 CFR 1926.65 (f), Hazardous Waste Operations and Emergency Response, Medical Surveillance
4. EP 385-1-58 (October 1998) Safety and Occupational Health, Industrial Hygiene and Occupational Health Handbook (Draft)
5. EP 385-1-58, Appendix D - 1, Medical Examination Requirements for Potentially Hazardous Chemical Agents ( Draft)
6. EP 385-1-58, Appendix D - 2, Medical Examination Requirements for Potentially Hazardous Work (Draft)

Dear Mr. Stout:

Based upon reviews of potential occupational exposures (ref 1), the regulations for hazardous waste workers (ref 2, 3), and medical examination protocols (ref. 4, 5, 6) it is recommended that the normal **frequency** of periodic medical examinations for occupationally exposed USACE personnel engaged in hazardous waste operations be established on a biennial frequency. The biennial frequency shall prevail unless a specific OSHA standard is invoked which requires a more frequent medical examination be conducted.

Under the applicable OSHA standards medical surveillance shall be instituted for "...employees who are or may be exposed to hazardous substances or health hazards at or above the permissible exposure limits or, if there is no permissible limit, above the published exposure levels for these substances, without regard to the use of respirators, for 30 days or more a year; .". A review of the exposure levels of USACE personnel (ref. 1) has shown that very few persons would be included within the group for whom medical surveillance is mandated due to exposures at or near the PEL. The frequency of periodic examination for covered workers described by the regulations should be "...At least once every twelve months for each employee covered unless the attending physician believes a longer interval (not greater than biennially) is appropriate;. .".

Based upon review of historical information regarding USACE employees given hazardous waste operations assignments, it is our professional opinion that a biennial frequency for periodic examinations should be instituted for the general case. Should certain individuals demonstrate signs or symptoms that may be associated with increased exposure, the local examining physician may make a professional judgment for that individual to be provided more frequent examinations. The reasons for such deviations from the normal examination frequencies shall be noted in the individual's medical files.

Sincerely,

Samuel J. Scott, Jr., M.D., M.P.H.  
Senior Clinical Associate

cc: Dr. Neil Juriniski

# EPA

## Real Estate Acquisition Procedures for USACE Projects

Office of Emergency and Remedial  
Hazardous Site Control Division OS-220

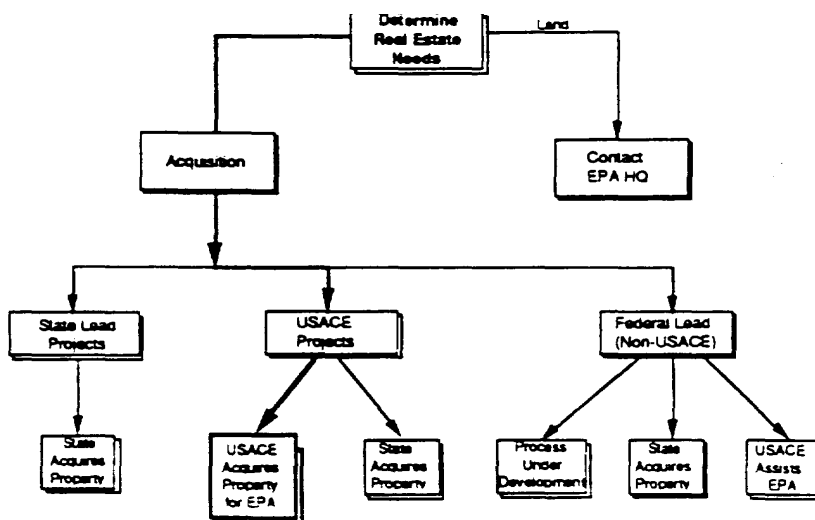
Quick Reference Fact Sheet

### Introduction

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) as amended, authorizes the US Environmental Agency (EPA) to cleanup the nation's hazardous waste sites. Prior to planning and implementing a remedial action (RA), EPA will select one delivery mechanism from among several available options. The US Army Corps of Engineers (USACE), because of their extensive experience in real estate activities has been asked to assist EPA where EPA has determined that USACE is the appropriate supporting agency and that health based relocation is not required. Health based relocations (or emergency relocations) are beyond the scope of this document and will be addressed at a later date.

EPA, under Section 104(j)(1) of the Superfund Statute, is authorized to acquire by purchase, lease, donation, condemnation, or otherwise, any real property needed to conduct a remedial action. Recent experience with real property acquisitions for the Superfund program has emphasized the need for Remedial Project Managers (RPMs) to anticipate that:

**Superfund Real Estate  
Alternatives Flow Chart**



- Time frames for acquisitions may be long in duration.
- Site activities may be delayed due to acquisition issues.
- Initial planning must begin early in the remedial design process.

The process by which property is acquired for the remediation depends upon the remedy selected, the design of the remedy, the parties involved in implementation of the remedy, and the role of the state in which the site is located. Generally, EPA will only acquire through purchase, lease, donation, or condemnation, property which is not contaminated. The Enforcement Access Provisions of 104(e) grants EPA the authority to access any real property which is contaminated or threatened with contamination.

## **Initial Planning**

During the initial planning phase of the acquisition process, the Region must determine the real estate needs based on the requirements of the Record of Decision (ROD). In order to make this determination, the Region must task USACE with the development of a Real Estate Planning Report (REPR) in the Interagency Agreement (LAG). The REPR, completed during the design phase of the project, summarizes specific characteristics of the properties needed for the remedial action (see Summary of the REPR in the sidebar). REPRs are to be developed for all USACE designs, even if acquisitions are not anticipated.

Upon reviewing the REPR, the Region in consultation with the Regional Counsel (RC), 'will determine those interests to be acquired and then develop a strategy for acquiring those interests (see Real Estate Decision Flow Chart). The following issues would be considered in the Region's acquisition strategy:

- Method of acquisition (purchase, lease, donation, or condemnation).
- Summary of criteria for determination of acquisition method.
- Federal funding availability
- Acquisition schedule
- Plan for public involvement related to acquisition (coordinated with overall site community relations effort).

## Request and Approval Process

Once the Site Acquisition Strategy has been developed, the Region (with USACE assistance as needed) will submit a formal request for acquisition to the Assistant Administrator, Office of Solid Waste and Emergency Response (OSWER).

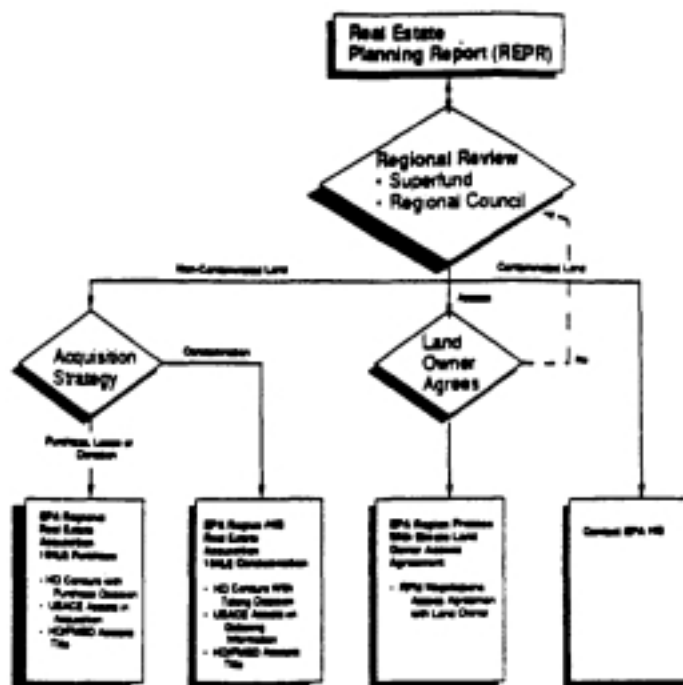
This request, based on the site acquisition strategy, must include:

- A rationale for the required acquisition.
- The legal description of all parcels.
- Estimated cost of acquiring the interest.
- The REPR.

Prior to initiating the request, the Region must verify that the State will agree to accept title to the property on or before the completion of the remedial action. The acquisition cannot be completed until the Superfund State Contract (SSC) is signed.

Real Estate Decision Flow Chart

Headquarters review is coordinated by the Hazardous Site Control Division (HSCD) within OSWER. OSWER will evaluate the Region's Request to determine if the acquisition is technically feasible and cost effective. Before OSWER approves the request, the Region must be able to demonstrate that all reasonable attempts have been made to limit the acquisition. Prior to formal approval by OSWER, the request will be sent to the Office of General Counsel (OGC) whose role is to concur with the strategy ensuring that the acquisition does not violate or contradict any current EPA policies or regulations. Upon OGC concurrence, and OSWER's approval, a transmittal memo will be sent from HSCD to the Facilities and Management Services Division (FMSD) to complete the acquisition.



## **Acquisition**

The Facilities Management and Services Division (FMSD), an EPA Headquarters organization, has the sole authority in the Agency to accept titles and record deeds on behalf of the Federal Government. This division, with their specialists in real estate, will facilitate USACE support in the actual acquisition phase of the project by formally transmitting the Region's request to the USACE Headquarters' real estate division. USACE Headquarters will determine what support is available and then make the appropriate assignments.

In order for FMSD to perform their role adequately, they will examine the acquisition request and supporting documentation provided by the Region to determine whether any additional information such as detailed property descriptions, surveys, or appraisals are necessary to complete the acquisition in accordance with existing Federal regulations. Once the USACE district is formally tasked, they will prepare and submit an acquisition implementation plan complete with scheduling requirements to FMSD with a copy to the Region. FMSD, with assistance from the Region, will review the plan and use it in assessing the status of the project. After the Region and FMSD review the final acquisition documents prepared by USACE, then USACE will send the offer to the property owner, negotiate, and settle, at which time FMSD will accept the title.

Upon or before the completion of remedial activities, EPA will transfer the title to the State. The Region prepares a memo to FMSD explaining any deed restrictions referenced in the Record of Decision. FMSD, upon receipt of the memo, will proceed with the transfer.

The acquisition process for USACE performed projects is detailed in the "Real Estate Acquisition Flow Chart".

## **Summary of the Major Roles and Responsibilities**

- Region requests REPR through the Remedial Design IAG.
- Region review the REPR and devises a strategy for site acquisition.
- Region submits the request to the Assistant Administrator, OSWER.
- OSWER (thru HSCD) coordinates EPA-HQ response.
- OGC concurs/nonconcurs with the request.
- OSWER approves/disapproves the request.
- State provides assurances of its intent to accept title.
- OSWER prepares transmittal memo to FMSD
- FMSD tasks USACE to offer support
- USACE prepares the final offer and title for EPA review



EP 415-1-266  
Mar 00

- USACE makes the offer, negotiates and conducts the closing
- FMDS signs and accepts the title

### **Timetable for 104 (j) Acquisitions**

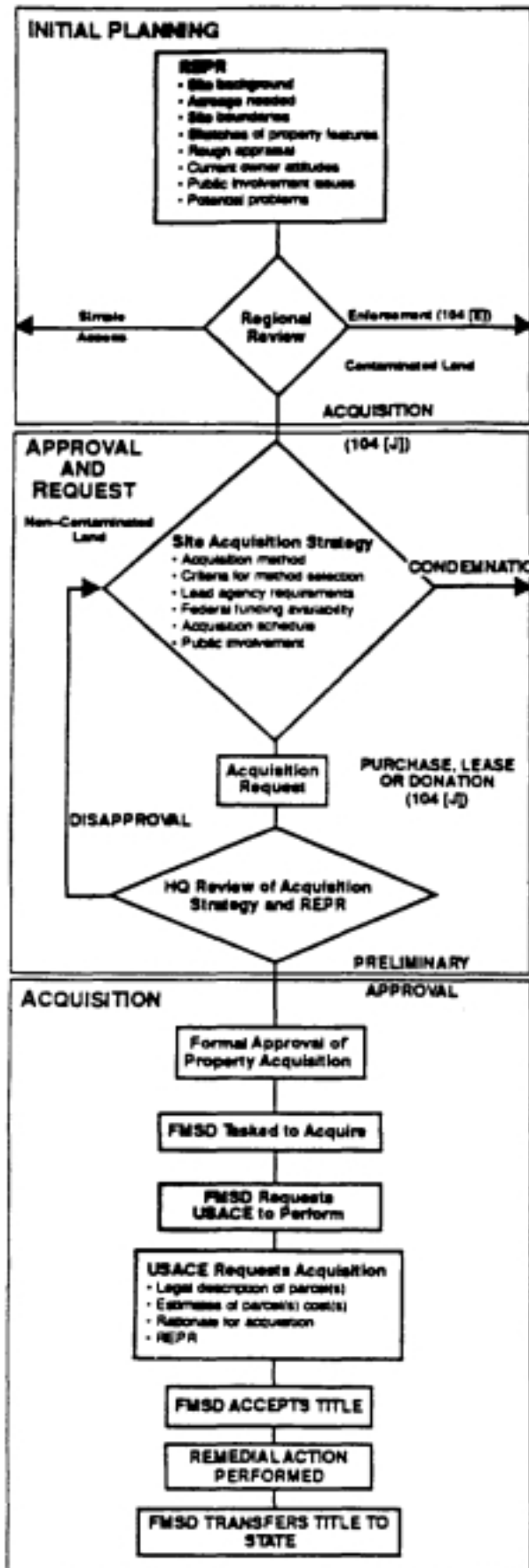
The following real estate acquisitions activities required by the “Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970” (PL 91-646) normally require the listed durations to complete. These time frames should be incorporated into any planning schedules for real estate acquisitions.

ACTIVITY	DURATION
TITLE EVIDENCE	90 DAYS
APPRAISAL	90 DAYS
FAIR MARKET LETTER	FOLLOWING APPRAISAL
NEGOTIATIONS	60 DAYS
CLOSING	30 DAYS
TOTAL ESTIMATED TIME	9-10 Months

Real estate needs must be identified early in the design phase of the project to prevent any unnecessary delays. The RPM can receive real estate support from USACE by requesting a Real Estate Planning Report in the RD/RA LAG.

This guidance covers the most basic type of acquisitions for EPA involving non-contaminated properties. When contaminated property is needed to carry out the remedial action, then the Region must contact EPA-HQ directly for further guidance.

For additional information, please contact Ms. Jo Ann Griffith, EPA-HQ, OSWER, HSCD at FTS-475-6704 or commercially at (202) 475-6704.



### Summary of REPR

Site Background Information  
Acreage Needed  
Site Boundaries  
Sketches of Property Features  
Rough Appraisal on Interest to be Acquired  
Current Owner Attitudes on Access/  
Acquisition  
Public Involvement Issues

### *Real Estate Definitions*

“Access” a right to enter, pass to and from, obtain or make use of a property interest or parcel of land.

“Acquisition” obtaining an interest in real property by means of purchase, donation, transfer, or condemnation activities.

“Assessment” a limited right to use another party’s land or property interest for a special purpose such as construction during a remedial action or for purposes of exploration (surveys, appraisals, test borings, etc.) necessary to the design of a public works project.

“Enforcement Access” the use of SARA 104(e) to gain access to a contaminated property.

“Interest” share, right or title in property.

“Short-term Interest” a need for involvement at a site of duration limited to completion of the Remedial Action (RA) phase of site cleanup.

“Long term interest” an extended (past duration of RA construction) limited to completion of the Remedial Action (RA) phase of site cleanup.

“Real Estate Planning Report” (REPR): a research report describing a parcel of land including land title, ownership, estimated value and acreage prepared by USACE to assist EPA Regions in decisions regarding necessary real estate for Remedial Actions.

“Right of Entry” a permit to enter in, on, over, and across property or land for a limited period of time.

EP 415-1-266  
Mar 00

**LIABILITY RELEASE  
FOR  
CONTRACTOR SITE VISIT**

Site Name: \_\_\_\_\_

Solicitation No.: \_\_\_\_\_

I \_\_\_\_\_ of \_\_\_\_\_ hereby release from liability and agree to hold harmless the U.S. Government, its officers, employees, and agents of all consequences, including personal injury or disease, death, or property damage, related to or in any way arising from potential or actual hazards or conditions present or encountered at the site during my visit(s) on \_\_\_\_\_.

I further certify that, pursuant to 29 CFR 1910.120 and 29 CFR 1926.65, my employer has reviewed all documents related to the subject solicitation and has developed the appropriate safety and health program, including a site-specific portion, related to my activities during the site visit. I will furnish and properly utilize my own personal protective equipment, in accordance with this plan, and be responsible for my own decontamination and/or disposal of used personal protective equipment. I also certify that I currently, (on the date of the visit(s)), meet all health and safety training, medical surveillance, and other requirements of 29 CFR 1910.120 and 29 CFR 1926.65, and, if requested, will produce evidence of these, along with a copy of my employer safety and health program, before site entry.

\_\_\_\_\_ Name (print)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

EP 415-1-266  
Mar 00

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

##### ENCLOSURE FOR CONSTRUCTION BULLETIN NO. 13 DATED 7/3/91 #####

OFFICE OF  
SOLID WASTE AND EMERGENCY RESPONSE

OCT 18, 1990

Colonel Wayne J. Scholl  
Acting Chief  
Environmental Restoration Division  
U.S. Army Corps of Engineers  
20 Massachusetts Avenue NW  
Washington, DC 20314-1000

Dear Colonel Scholl:

The purpose of this letter is to provide guidance on authorizing the U.S. Army Corps of Engineers (USACE) to sign uniform hazardous waste manifests on the Environmental Protection Agency's (EPA) behalf without becoming a generator. Since signature of land ban notifications and certifications presents the same issue of generator and transporter liability, we will address land ban records as well. It is the Agency's intent that USACE personnel will routinely sign manifests and land ban records.

It has come to our attention that EPA Regional Superfund staff are being designated to sign manifest forms far off-site transport of hazardous waste. This requires their presence during the remedial action when off-site transportation of hazardous waste is anticipated. It also requires Regional Project Managers to spend many hours at the site, diverting them from their appropriate program management roles.

EP 415-1-266  
Mar 00

The applicable Federal regulation associated with this issue is 40 CFR 262, Appendix, Uniform Hazardous Waste Manifest Instructions, Item 16, it describes the uniform hazardous waste manifest certification requirements which are applicable to generators of hazardous wastes who initiate a shipment of hazardous waste from a treatment, storage or disposal facility. This instruction makes clear that generators may have an agent on their behalf in signing the manifest forms. Specifically, the instructions say, "Generators may preprint the words, 'on behalf of' in the signature block or may hand write this statement in the signature block prior to signing the generator certifications." As explained in the Federal Register Notice on October 1, 1986 (51 Fed. Reg. 35192) , EPA did not intend to impose personal liability on 'the individual who actually signs the certification. Further, EPA clarified that "employees or other individuals may sign the manifest certification for a generator who is a legal entity, such as a corporation". This statement makes clear that the generator, so long as the signer has clear authority from the generator to do so.

Under the Federal regulations, USACE, when tasked by EPA to perform on-site remedial actions that initiate the off-site shipment of hazardous waste (such as excavation, dewatering, and packaging of contaminated soils), may sign the manifests for the EPA after receiving clear authority from EPA to do so, and after writing or printing the phrase "On behalf of the United States Environmental Protection Agency" or "On behalf of U.S.E.P.A." in the signature block of the manifest. USACE acting on behalf of EPA in this situation at Superfund sites does not become a generator of hazardous waste solely as a result of having signed the manifests. USACE would merely be performing a technical confirmation for EPA in signing the manifest form.

With this letter, we are directing USACE to sign the manifest after writing or printing the phrase "On behalf of the United State Environmental Agency" or "On behalf of U.S.E.P.A." in the signature block of the manifest and land ban record for remedial actions assigned to USACE for construction management. However, if State regulations will not permit USACE to sign such documents on behalf of EPA, the USACE should not sign for the Agency and contact the Region for further guidance on signature

EP 415-1-266  
Mar 00

of manifests and land ban records.

Your assistance in this matter is greatly appreciated.  
Should you have any questions regarding this matter, please  
contact CDR William Zobel at 703/308/8354

Sincerely,

/s/

Kenneth W. Ayers, Chief  
Design and Construction Management Branch

cc: Regional Branch Chiefs

ANNEX II  
Annual Financial Agreement  
Between  
The Defense Contract Audit Agency  
and  
U.S. Army Corps of Engineers

FISCAL YEAR 2000

AGREEMENT NUMBER: 002900

I. PURPOSE

This annex, known as the Annual Financial Agreement to the Memorandum of Understanding (MOU) between the Defense Contract Audit Agency (DCAA) and the U.S. Army Corps of Engineers sets forth the financial provisions under which reimbursable audit services are provided.

II. AUTHORITY

DCAA reimbursable audit services will be provided under the authority of the Economy Act of 1932, as amended (31 U.S.C. 1535).

III. SCOPE OF WORK

Services are to be provided under the provisions stated in the standard MOU between the DCAA and the U.S. Army Corps of Engineers. This annex defines the amount of the annual effort agreed to by the parties concerned and establishes reimbursement policies for audit effort performed.

IV. DURATION OF THE AGREEMENT

This annex is operative for work to be performed during FY 2000. It is effective on 1 October 1999 through 30 September 2000. An annual renewal for each subsequent fiscal year may be made by the written mutual consent of both parties.

V. RATES FOR AUDIT SERVICES

DCAA will provide audit services on a reimbursable basis. Reimbursement will be based on applying billable audit hours to the billing rate approved by the Secretary of Defense. The hourly rate, which is computed annually is reviewed in detail by the

Accounting Policy level of the Department of Defense and, upon approval by the Secretary of Defense, remains in effect for each respective fiscal year.

#### VI. BILLING PROCEDURES

Each month, U.S. Army Corps of Engineers will be sent a request for payment for DCAA's reimbursable audit services. The request will be either:

1. Online Payment And Collection (OPAC) Transaction
2. Billing Invoice mailed from DFAS, Columbus (SF 1080)

With all requests for payment, DCAA will provide supporting detail to U.S. Army Corps of Engineers. To the extent possible, the supporting detail will be transmitted electronically to: \_\_\_\_\_ (provide e-mail address). In the event that electronic transmission is not possible, the supporting detail will be mailed to the address shown on the attached "*CoE Billing Address List*" dated 10/28/1999.

#### VII. PAYMENT PROCEDURES

Under the provisions of 31 CFR 208, The Debt Collection Improvement Act of 1996 Federal payments are to be made electronically, this is the preferred method of payment. Until such time as Online Payment And Collection (OPAC) procedures have been established between U.S. Army Corps of Engineers and DCAA's accounting service provider (DFAS - Columbus Center) your payments should be sent to:

DFAS-Columbus Center  
DFAS-CO-FPDD  
PO Box 182267  
Columbus, OH 43218-2267

A copy of the request for payment should be included with your check. The check must reference the specific DCAA bill number being paid, and there should be one check per request for payment.

#### VIII. RESPONSIBILITIES

A. DCAA will provide contract audit coverage and related services to the U.S. Army Corps of Engineers.



EP 415-1-266  
Mar 00

B. The U.S. Army Corps of Engineers will promptly reimburse DCAA for services rendered and billed not later than 45 days from the date the bill was issued.

IX. SPECIAL BILLING PROVISIONS

DCAA agrees to provide the U.S. Army Corps of Engineers the following specific billing information:

No special provisions.

X. CONTESTED BILLINGS

In the event a bill is unclear or in dispute:

A. The billing office shown on the supporting documentation should be contacted when question(s) pertains to audit services, authorization for audit services, or other non-administrative details.

B. If, after taking the action shown above, questions cannot be resolved, the issue in question must be submitted in writing to the following address:

DCAA Headquarters  
Attention: CFO  
8725 John J. Kingman Road, Suite 2135  
Fort Belvoir, VA 22060-6219

Adjustments in billings can only be made through this office in DCAA Headquarters.

C. If payment has not been made within 60 days of our official request for payment, DCAA will take action that could result in discontinuation of audit services.

XI. FY 2000 WORKHOUR AND COST ESTIMATE

ESTIMATED HOURS	APPROVED HOURLY RATE	ESTIMATED COST
22,000	\$74.77	\$1,644,940

If the FY 2000 hours change after consummation of this agreement, the following steps will

be taken:

A. DCAA will immediately notify the U.S. Army Corps of Engineers if the hours appear likely to increase.

B. The recipient of DCAA audit services will take immediate advance action to provide the funding necessary for the increased audit work, or notify DCAA to terminate audit services, as appropriate.

## XII. SIGNATORIES

Your organization should provide a copy of your funding document and return it to DCAA Headquarters, Attention: CFB, as an enclosure to this signed agreement. If you choose not to provide a funding document, the signature on this agreement (Number 002900) will authorize DCAA to utilize it as the funding and obligational instrument.

This agreement (Number 002900) and any subsequent changes thereto will be effective when executed by the Chief, Financial Management Division, DCAA and an authorized representative of the U.S. Army Corps of Engineers within 30 days of receipt.

U.S. Army Corps of Engineers

Department of Defense  
Defense Contract Audit Agency

/s/  
Russell Fuhrman  
Major General, USA  
Deputy Commander  
6 Dec 1999

NAME

DATE

/s/  
Gary H. Gloinsky  
Chief, Financial Management Division  
23 Nov 1999

EP 415-1-266  
Mar 00

CoE Billing Address List

10/28/99

USA Engineer Dist, Mobile  
ATTN:CESAM-CT  
PO Box 2288  
Mobile, AL 36628-0001

USA Eng Dist, San Francisco  
ATTN:CESP14-CT  
211 Main Street  
San Francisco, CA 94105-1905

USA Engineer Dist, Savannah  
ATTN:CESAS-CT  
PO Box 889  
Savannah, GA 31402-0869

USA Engineer Dist, Louisville  
ATTN: CEORL-CT (Kathy Dole)  
PO Box 59  
Louisville, KY 40201-0059

USA Engineer Dist, New England  
ATTN: CENED-CT  
424 Trapelo Road  
Waltham, MA 02254-9149

USA Eng Dist, Vicksburg  
ATTN:CELMK-CT  
3515 I-20 Frontage Rd  
Vicksburg, MS 39180-5191

USA Engineer Dist, St Louis  
ATTN: CELMS-CT  
1222 Spruce Street  
St Louis, MO 63101-2833

USA Engineer Dist, Buffalo  
ATTN:CENC3-CT (Cont Div)  
1776 Niagara Street  
Buffalo, NY 14207-3199

USA Eng Dist, Tulsa  
ATTN:CESWT-CT  
PO Box 61  
Tulsa, OK 74121-0061

USA Eng Dist, Charleston  
ATTN:CESAC-CT  
PO Box 919  
Charleston, SC 0919

USA Eng Dist, Forth Worth  
ATTN:CESWF-CT  
PO Box 17300

USA Engineer Dist, Little Rock  
ATTN: CESWL-CT  
PO Box 867  
Little Rock, AR 72203-0867

USA Engineer Dist, Los Angeles  
ATTN: CESPL-CT  
PO Box 2711  
Los Angeles, CA 90053-2325

USA Engineer Dist., Chicago  
ATTN: CENCRC-CT  
111 North Canal Street  
Chicago, IL 60606-7206

USA Engineer Dist, New Orleans  
ATTN: CELMN-CT  
PO Box 60267  
New Orleans, LA 70160-0267

USA Engineer Dist, Detroit  
ATTN: CENCE-CT  
PO Box 1027  
Detroit, MI 48231-1027

USA Eng Waterways Exp Sta  
ATTN: CEWES-CT-Z ( Cont Div)  
3909 Halls Ferry Rd  
Vicksburg, MS 39181-6199

USA Engineer Dist, Omaha  
ATTN: CEMRO-CT  
215 North 17<sup>th</sup> Street  
Omaha, NE 68102-4978

USA Eng Dist, NY  
Cont. Div, ATTN: CENAN-CT  
26 Federal Plaza  
New York, NY 10028-0090

USA Engineer Dist, Portland  
ATTN: CENPP-CT  
PO Box 2946  
Portland, OR 97208-2946

USA Eng Dist, Phil  
ATTN: CENAP-CT, Cont Div  
110 Penn Square East, Wanamaker Bldg  
Phil, PA 19107-3390

USA Eng Dist, Galveston  
ATTN:CESWG-CT  
PO Box 1229

USA Engineer Dist, Sacramento  
ATTN: CESPK-CT  
1325 J Street  
Sacramento, CA 95814-2922

USA Engineer Dist, Jacksonville  
ATTN: CESAJ-CT  
PO Box 4970  
Jacksonville, FL 32232-0019

USA Engineer Dist, Rock Island  
Clock Tower Building, ATTN: CENCRC-CT  
PO Box 2004  
Rock Island, IL 61202-2004

USA Eng Dist, Baltimore Contracting Div  
ATTN: CENAB-CT  
PO Box 1715  
Baltimore, MD 21203-1715

USA Eng Dist, St. Paul  
ATTN: CENCS-CT  
190 Fifth Street East  
St. Paul, MN 55101-1638

USA Engineer Dist, Kansas City  
700 Federal Bldg, ATTN: CEMRK-CT  
601 East 12<sup>th</sup> Street  
Kansas City, MO 64106-2896

USA Engineer Dist, Albuquerque  
ATTN: CESWA-CT  
PO Box 1580  
Albuquerque, NM 87103-1580

USA Engineer Dist, Wilmington  
ATTN: CESAW-CT  
PO Box 1890  
Wilmington, NC 28402-1890

USA Eng Dist, Pittsburgh  
ATTN: CEORP-CT-SADBUS  
1000 Liberty Avenue  
Pittsburgh, PA 15222-4186

USA Eng Dist, Nashville  
ATTN:CEORN-CT  
PO Box 1070  
Nashville, TN 37202-1070

USA Eng Dist, Norfolk  
Contracting Div, ATTN:CENAO-CT  
803 Front Street

EP 415-1-266  
Mar 00

Forth Worth, TX 76102-0300

USA Eng Dist, Memphis  
ATTN: CEIMM-CT  
B-202 Clifford Davis Fed Bldg  
Memphis, TN 38103-1894

USA Eng Dist, Huntington  
ATTN:CEORH-CT  
502 8th Street  
Huntington, WV 25701-2070

USA Eng Topog Laboratories  
ATTN:CETEC-CT  
Cude Bldg#2592  
Fort Belvoir, VA 22060-5546

USA Engineer Dist, Far East  
APO, AP 96205-0610

USA Eng Dist, Huntsville  
ATTN:CEHND-CT  
PO Box 1600  
Huntsville, AL 35807-4301

USA Engineer Div, Europe  
ATTN:CETAE-CT  
Unit 25727  
APO, AE 09242-5301

Galveston, TX 77553

USA Engineer Dist, Seattle  
ATTN:CENPS-CT  
PO Box C-3755  
Seattle, WA 98124-2255

USA Humphreys Engineer Center  
Support Activity, ATTN: CEHEC-CT  
Kingman Bldg  
Fort Belvoir, VA 22060-5580

USA Eng Transatlantic Div  
ATTN:CETAD-CT-P  
201 Prince Frederick Dr  
Winchester, VA 22604

USA Eng Dist, Pacific Ocean  
ATTN: CEPOD-CT  
Bldg 230

USA Construction Engineering  
Research Laboratory  
ATTN:CECER-CT, PO Box 4005  
Champaign, IL 61820-1305

Norfolk, VA 23510-1096

USA Eng Dist, Walla Walla  
ATTN: CENPW-CT  
201 N. Third Street  
Walla Walla, WA 99362-1876

USA Eng Ord Prog Div  
ATTN:CETAD-OP-C  
APO, AE 09803-1303

USA Eng Dist, Japan  
ATTN:CEPOJ-CT  
Unit 45010  
APO, AP 96343-0061

USA Engineer Dist, Alaska  
PO Box 895  
Anchorage, AK 99506-0898

USA Cold Region Research and  
Engineering Laboratory  
ATTN: CECRL-LM-CT, 72 Lyme Rd  
Hanover, NH 03755-1290

EP 415-1-266  
Mar 00

**SAMPLE**  
**On-Line Payment and Collection (OPAC)**  
**Trading Partnership Agreement**

**OPAC Trading Partners:**

**DFAS-Columbus Center, Accounting Directorate** (ALC: 00006551)

(ALC: \_\_\_\_\_)

**Reimbursable billings** (SF 1080) will be generated by DFAS-Columbus, Accounting Directorate on behalf of the Defense Contract Audit Agency (DCAA) for collection from your agency. OPAC is the preferred method of collection for these receivables. This agreement states your agencies data requirements for all collections processed-by DFAS-Columbus, Accounting Directorate.

The required data elements to be submitted by DFAS-Columbus, Accounting Directorate for all collection transactions are as follows:

1. Bill Number.

DFAS-Columbus, Accounting Directorate point of contact and phone number.

2. Your agency has the right to reverse any transaction that does not contain the required information referenced above or exceeds authorized funding.

\*DFAS-CO agrees not to process any transactions during the last five working days of the month.

This agreement will commence immediately. Any amendments must be agreed upon by,DFASColumbus, Accounting Directorate and your agency.

**SAMPLE**

**SAMPLE**

<i>Your organization name</i>	Date	Ron R. Holloway	Date
Chief, Financial Officer		OPAC Project Officer	
<i>Your Office Symbol</i>		DFAS-CO-F	

**SAMPLE**

**SAMPLE**

Your POC name	Date	Charla Haney	Date
OPAC Project Officer		Chief, Reimbursable Branch	
POC Office Symbol		DFAS-CO-AAR	

CEMP-RS (200-1a)

07 JAN 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of the Program and Project Management Information System (PROMIS) for Environmental Programs

1. References:

a. Memorandum, CEDC dated 28 February 1997, subject: PROMIS Implementation Guidance Memorandum Number 1.

b. Memorandum, CEMP-M dated 28 April 1997, subject: PROMIS Implementation Guidance Memorandum Number 2.

c. E-mail message, CEDC dated 29 April 1998, subject: PROMIS.

2. Headquarters, U.S. Army Corps of Engineers (HQUSACE) formed a Program and Project Management (PM) Tiger Team to research, develop a Course of Action analysis and decision brief for Automated Information System(s) AIS(s) to support the USACE PM process. The PM Tiger Team recently recommended and the Chief of Engineers concurred that PROMIS will be the PM AIS.

3. The enclosure provides instructions to enter and maintain environmental projects in PROMIS.

4. The point of contact for this action is Mr. Jim Strait (202) 761-0414, fax (202) 761-0525.

FOR THE COMMANDER:

Encl

//s//  
MILTON HUNTER  
Major General, USA  
Director of Military Programs

DISTRIBUTION:

COMMANDER,

U.S. ARMY ENGINEER DIVISION, MISSISSIPPI VALLEY

U.S. ARMY ENGINEER DIVISION, NORTH ATLANTIC

EP 415-1-266  
Mar 00

CEMP-RS

SUBJECT: Implementation of the Program and Project Management Information System (PROMIS) for Environmental Programs

DISTRIBUTION: (CONT)

U.S. ARMY ENGINEER DIVISION, GREAT LAKES AND OHIO RIVER  
U.S. ARMY ENGINEER DIVISION, NORTHWESTERN  
U.S. ARMY ENGINEER DIVISION, PACIFIC OCEAN  
U.S. ARMY ENGINEER DIVISION, SOUTH ATLANTIC  
U.S. ARMY ENGINEER DIVISION, SOUTH PACIFIC  
U.S. ARMY ENGINEER DIVISION, SOUTHWESTERN

CF:

CEMVD-PM (D. Herndon)  
CEMVD-PM-E (D. Sills)  
CENWD-MR-PM (L. Turney)  
CENWD-MR-PM-H (D. Tosoni)  
CENWD-PM-H (T. Matula)  
CENAD-PM (J. Tyler)  
CENAD-PM-M (J.D'Agosta)  
CENAD-PM-M (A. Jimenez)  
CELRD-GL-P (L. Hiipakka)  
CELRD-GL-P (B. McPherson)  
CELRD-GL-E (S. Nakib)  
CELRD-GL-P-M (R. Warda)  
CENAE-DD-PM (W. Scully)  
CENAE-PP-E (M. Otis)  
CENWD-NP-PM (C. Barnhill)  
CENWD-NP-PM-M (L. Anderson)  
CENWD-NP-PM (M. White)  
CELRD-OR-DL-MS (D. Spellman)  
CELRD-OR-DL-MS (P. Bertsch)

CEPOD-PM (T. Ushijima)  
CEPOD-PM (G. Kitkowski)  
CESAD-PM (C. Dever)  
CESAD-PM-M (J. Sanders)  
CESAD-PM-M (S. Taylor)  
CESPD-PM (W. Dawson)

CESPD-PM (J. Wharry)  
CESPD-PM-M (J. Davidson)  
CESPD-PM-C (J. Hritz)  
CESPD-PM-R (A. Mei)

CEMP-RS  
SUBJECT: Implementation of the Program and Project Management Information System  
(PROMIS) for Environmental Programs

CF: (CONT)  
CESWD-PM (R. Armstrong)  
CESWD-PM-M (T. Hudspeth)  
CESWD-PM-C (J. Medlock)



## **Instructions for Entering and Maintaining Environmental Projects in the Program and Project Management Information System (PROMIS)**

1. **General.** All work managed by USACE will be entered and maintained in PROMIS with appropriate links to the Corps of Engineers Financial Management System (CEFMS). Specific guidance for PROMIS implementation is provided below for each of the major Environmental programs. Each district executing any portion of a project where other portions are executed by another district must manage their portion separately in their district's PROMIS database. This is necessary because PROMIS, like CEFMS, is a District level system and information is not exchanged corporately between district systems. Districts are encouraged to develop customized WBS templates and virtual projects that can be quickly retrieved and edited for specific project requirements resulting in shorter loading time.

CENWD has initiated an Internet based PROMIS, CEFMS and RMS reports application at URL - <http://wpc21.usace.army.mil:9713/>. Districts, Divisions, and HQUSACE can access this application for project and program reports. The reports application is maintained by Robert E. Taylor, CENWP, 503-808-4977, and Karen L. Morgan, CENWS, 206-764-6086. They can be contacted regarding report specifications currently available and for creating additional reports. The following conventions for entering project narrative information in PROMIS comment fields will allow for consistent retrieval of that information for reports: project background and scope will be entered as a Synopsis comment; project status will be entered as a General comment; and, project issues will be entered as Issue comments.

2. **Lowest Reasonable Cost Line Charts.** Environmental Division requires that project cost estimates as well as actual costs be tracked over time with the goal of reducing project costs. Total Estimated Project Cost Estimates and Actual Project Cost verses time are graphically depicted as lines over the life of the project. Various graphical approaches may be used. One suggestion shown on enclosure 1 is for the Southern Maryland Wood Treating project. The initial total estimated project cost was created at the beginning of the project. The negotiated total project cost estimate was subsequently prepared that saved \$17M of the initial \$47M cost estimate and saved 145 days of the initial 945 days. The negotiated project costs are now \$30M and time to complete is now 800 days. Actual project costs are also plotted so management can compare to the projected costs and make appropriate adjustments. The lowest reasonable cost line charts are to be prepared by the executing district in PowerPoint or Excel and submitted to HQ semi-annually via e-mail.

3. **Intergovernmental and Superfund Support Projects.** Intergovernmental and Superfund

programs define a project in PROMIS as an operable unit where one or more phases (i.e. remedial investigation/feasibility study, remedial design, remedial action, real estate, etc) are executed for the same scope of work. Each phase is required to be resourced to the third level of the Hazardous, Toxic and Radioactive Waste (HTRW) Work Breakdown Structure (WBS). Enclosure 2 provides a diagram of the PROMIS HTRW WBS elements and CEFMS HTRW Work Category Elements with appropriate links at the third level. Project Managers may resource at lower levels if desired. Minimum Milestones include Start RI, Final RI submitted, Start FS, Final FS report completed, Design started, Pre-final (90%) design submittal, Advertise (IFB) or issue RFP for RA, Award RA (Construction contract), RA NTP Issued, RA physically complete, RA contract complete, Start Real Estate Planning Report (REPR), Complete REPR, Start RE Acquisition for RD, Complete RE Acquisition for RD, Start RE acquisition for RA, and Complete RE Acquisition for RA.

4. **Installation Restoration Program (IRP) Projects.** Enclosure 3 provides detailed guidance for entering IRP into PROMIS.

5. **Army Base Realignment and Closure (BRAC) Environmental Restoration (ER) Projects.** Enclosure 4 provides detailed guidance for entering BRAC-ER projects into PROMIS.

6. **The Formerly Used Defense Sites (FUDS) Projects.** Enclosure 5 provides detailed guidance for entering FUDS projects into PROMIS.

7. **Formerly Utilized Sites Remedial Action Program (FUSRAP).** Detailed guidance for entering FUSRAP projects in PROMIS is provided in Enclosure 6.



DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

EP 415-1-266  
31 May 00

REPLY TO  
ATTENTION OF:

CESO-I (690-400a)

MAY 13 1994

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HTRW Safety and Health Training Courses and Medical Surveillance Required by OSHA Standards 29CFR 1910.120 and 1926.65

1. This policy letter is provided to reiterate that USACE personnel are required to take the initial 40-hour formal OSHA required HTRW safety and health training course, initial 8-hour supervisor course (for on-site supervisors), annual 8-hour refresher training and associated medical surveillance when conducting work activities at HTRW sites.

2. The following requirements are provided. USACE personnel:

a. who conduct on-site work (not as a visitor) in support of USACE HTRW mission activities as specified in ER 385-1-92 dated 18 March 1994, shall have completed an initial OSHA mandated formal 40-hour HTRW safety and health course prior to coming on-site. On-site work includes tasks such as Preliminary Assessments(site visits), Site Inspections, Remedial Investigations/Feasibility Studies, Designs, Remediation and other on-site HTRW mission activities. Prior to taking the 40-hour course, each employee shall have completed medical surveillance to ensure they are able to successfully perform all of the hand-on exercises included in the course such as the donning and wearing of personal protective equipment including respirators. See enclosure 1 for details regarding the medical surveillance for this training. In addition, medical surveillance required by the local command and the site safety and Health Plan (SSHP) developed for each site shall be observed prior to conducting on-site work.

b. who have completed the initial 40-hour HTRW course and any subsequent 8-hour refresher course annual updates but currently are not and will not be assigned to work at HTRW sites within the next year and who will not enter contaminated areas of HTRW sites during any visits, are not required to be up-to-date regarding the annual 8-hour refresher training requirement. OSHA has issued several interpretations regarding this issue. A letter from the HQ OSHA's Directorate of Compliance is provided at enclosure 2. For such personnel who will not be working at HTRW sites and who will be not be exposed to site contaminants and not wear personal protective equipment including respirators, there is no continued requirement for work-related HTRW medical surveillance.

31 May 00

CESO-I

SUBJECT: HTRW Safety and Health Training Courses and Medical Surveillance Required by OSHA Standards 29CFR 1910.120 and 1926.65

c. who have completed the 40-hour course shall also take an initial 8-hour supervisor course if they will be working on-site and be responsible for the continuous or occasional on-site supervision of USACE employees conducting work at the site.

d. who perform on-site activities in the contaminated areas of a HTRW site (i.e. exclusion zone, contamination reduction zone) on a regular recurring or an occasional basis shall have completed the 40-hour course, the initial 8-hour supervisor course (if assigned on-site supervisory responsibilities) and be up-to-date regarding the 8-hour refresher training requirement before they perform that work activity. Medical surveillance as specified in the SSHP for the work to be performed shall be observed. OSHA states, "It is not necessary for Program Managers or Technical Managers, in absentee, who issue directives or work order changes, which will be applied by the on-site supervisor, to receive the additional 8-hours of supervisor training".

e. who visit a site and do not enter contaminated areas of the site (stay in the non-contaminated areas such as the support zone) are not required to have the 40-hour or be up-to-date regarding the 8-hour refresher training. Medical surveillance specific to the site SSHP requirements is not warranted.

3. USACE personnel who's 8-hour annual HTRW refresher training has lapsed past its anniversary date are not required to repeat the initial 40-hour training course before they can perform work in contaminated areas of the site. They are, however, required to have completed the 8-hour refresher course update prior to conducting such work. In enclosure 2, HQ OSHA's Directorate of Compliance states, "The time frame within which it would be necessary to provide extensive retraining for an individual who has not worked in the hazardous waste industry (on-site) for some time must be determined on a case-by-case basis . . . . . In many cases, a two year absence from hazardous waste work (on-site) would not necessitate repetition of the 40-hour training, and refresher training by itself would be sufficient. However, a seven year absence would clearly indicate a need for extensive retraining; with particular emphasis given to new technologies. In such cases, the employer may wish to consider repeating the initial training course".

4. The determination of when it will be necessary to have an employee, whose refresher training has lapsed, repeat a 40-hour course will be handled on a case-by-case basis by the local safety and occupational health office. A number of factors identified in enclosure 2 shall be considered in making the determination. As a minimum, local commands shall not require

CESO-I

31 May 00

CESO-I

SUBJECT: HTRW Safety and Health Training and Medical  
Surveillance Required by OSHA Standards 29 CFR 1910.120 and  
1926.65

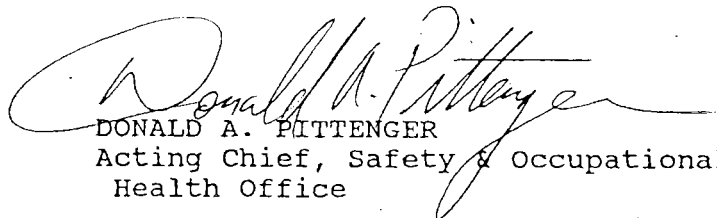
the repeat of the initial 40-hour course when the anniversary date of the last training certificate (either initial 40-hour course if no refresher courses have been taken or the latest 8-hour refresher course) has not lapsed by more than 3 years.

5. An employee who takes an 8-hour refresher course cannot use that course to fulfill the requirement for meeting the initial 8-hour supervisor OSHA training requirement. In response to a written request, HQ OSHA's Directorate of Compliance stated, "In general, OSHA would expect a general hazardous waste site worker who is becoming a supervisor or manager to receive at least 16 hours of training the year they become a supervisor: 8 hours of supervisory training in addition to 8 hours of employee refresher training" (See enclosure 3).

6. In addition to formal training, OSHA requires the employee have on-site training including the requirement for 24 hours of On-The-Job Training (OJT) in the tasks being conducted by a trained experienced person.

7. POC for this action is Mr. Robert Stout. He may be reached at 202 272-8566.

Encls 3

  
DONALD A. PITTENGER  
Acting Chief, Safety & Occupational  
Health Office

## DISTRIBUTION:

Major Subordinate Commanders, ATTN: Safety & Occ Health Office  
District Commanders, ATTN: Safety and Occ Health Office  
Director, Humphreys Engr Center Support Activity, ATTN: CEHEC-SO  
Commander/Director, Construction Engineering Research Laboratory,  
ATTN: CECER-SO  
Commander/Director, Cold Regions Research and Engineering  
Laboratory, ATTN: CECRL-SO  
Commander/Director, Waterways Experiment Station, ATTN: Safety  
and Occupational Health Office  
All Major Subordinate Commanders, ATTN:  
Construction-Operations Division  
Engineering Division  
Human Resources, Training  
All District Commanders, ATTN:  
Construction-Operations Division  
Engineering Division  
Human Resources, Training