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September 30, 2011

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SUBJECT: DRAFT Quality Assurance Surveillance Plan (QASP) for the Open Detonation (OD) Grounds at Seneca Army Depot Activity, Romulus, New York; Contract W912DY-08-D-0003, Task Order 0013

Dear Mr. Alexander and Mr. Nohrstedt:

Parsons Infrastructure & Technology Group Inc. (Parsons) is pleased to provide you with the Draft Quality Assurance Surveillance Plan (QASP) for the Munitions Response Action at the Open Denotation (OD) Grounds at the Seneca Army Depot Activity (SEDA) in Romulus, New York. This document was prepared in accordance with the Scope of Work for Task Order 0013 under Contract No. W912DY-08-D-0003.

Parsons appreciates the opportunity to provide you with this QASP. Should you have any questions, please do not hesitate to call me at (617) 449-1405 to discuss them.

Sincerely,

Todd M. Heino, P.E.
Vice President

Enclosures

cc: S. Absolom, SEDA
R. Battaglia, USACE, NY District
K. Hoddinott, CHPPM

US Army, Engineering & Support Center
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Seneca Army Depot Activity
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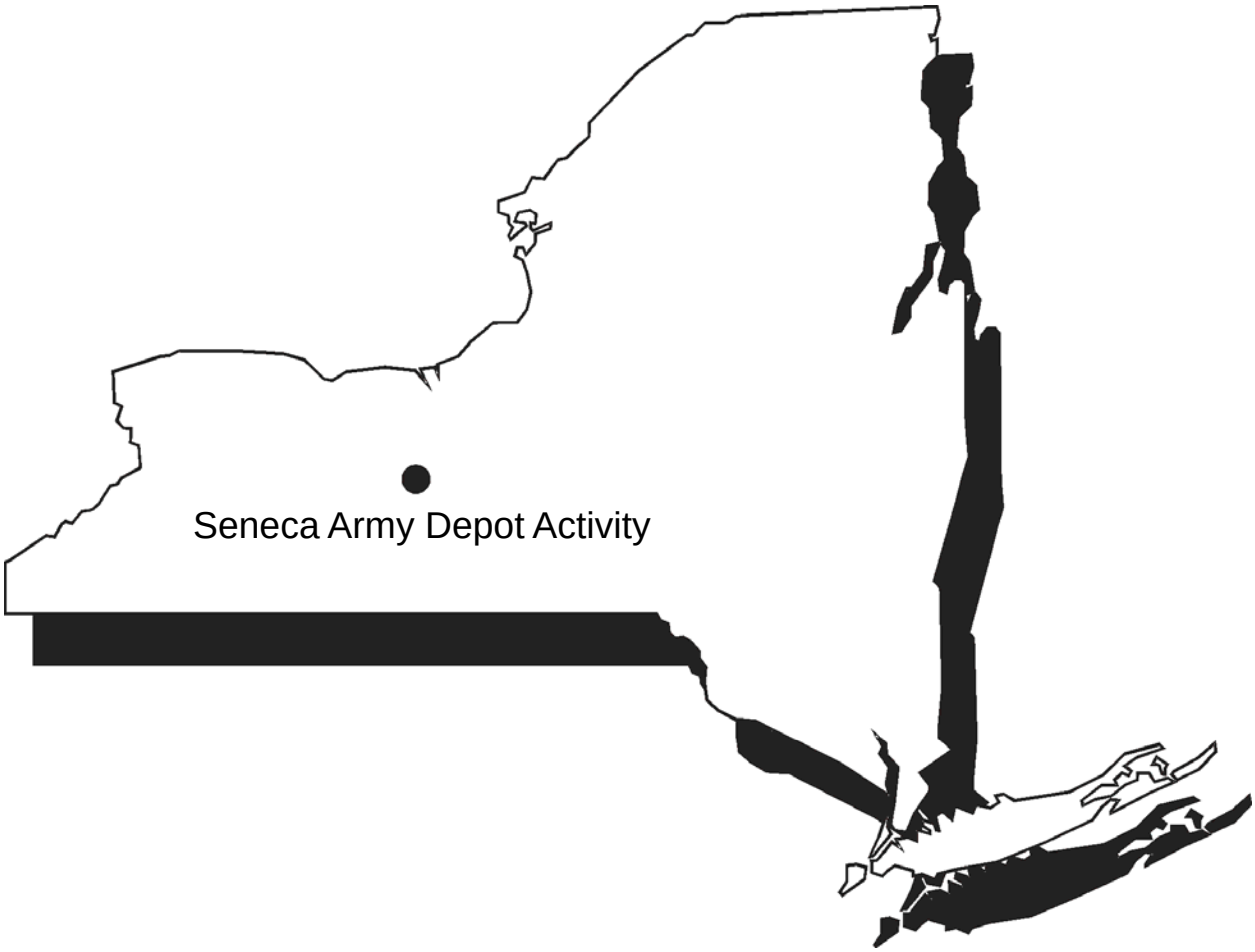

DRAFT
QUALITY ASSURANCE SURVEILLANCE PLAN
OPEN DETONATION GROUNDS MUNITIONS RESPONSE ACTION
SENECA ARMY DEPOT ACTIVITY

Contract No. W912DY-08-D-0003
Task Order No. 0013
EPA Site ID# NY0213820830
NY Site ID# 8-50-006

PARSONS
SEPTEMBER 2011

DRAFT

QUALITY ASSURANCE SURVEILLANCE PLAN

MUNITIONS RESPONSE ACTION

OPEN DETONATION GROUNDS

SENECA ARMY DEPOT ACTIVITY
ROMULUS, NEW YORK

Prepared for:

U.S. Army Engineering and Support Center, Huntsville

Prepared by:

PARSONS
100 High Street, 4th Floor
Boston, Massachusetts

September 2011

Contract No. W912DY-08-D-0003
Task Order 0013
Parsons Project No. 748268

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QUALITY ASSURANCE SURVEILLANCE PLAN

1.0 OVERVIEW

1.1 Introduction

This performance-based Quality Assurance Surveillance Plan (QASP) sets forth the procedures and guidance that the Contracting Officer's Representative (COR) will use in evaluating the technical performance of Parsons, as the Contractor, in accordance with the terms and conditions of the Performance Work Statement (PWS), dated July 20, 2011, under W912DY-08-D-0003, Task Order 0013 for work at the Open Detonation (OD) Grounds located at Seneca Army Depot Activity (SEDA or the Depot) in Romulus, New York. The Final QASP will be furnished to Parsons so that Parsons will be aware of the methods the COR will use in evaluating performance for DO 0013.

This QASP sets out Parsons' responsibility, as Contractor, for the completeness and accuracy of all work performed under DO 0013, and for compliance with all parts of the contract W912DY-08-D-0003. As part of the professional quality of Parsons' work, all submittals will go through an internal review process before being submitted to the Government. Parsons shall correct all deficiencies relating to completeness, accuracy of work, compliance with the contract, task order, laws and regulations which are identified from their own quality control review, or by the Government.

1.2 Purpose

The QASP objective is to explain Government procedures to be used to verify that appropriate performance and quality assurance methods are used in the management of this performance-based contract. The purpose of the QASP is to assure that performance of specific activities and completion of milestones are accomplished in accordance with all requirements set forth in the PWS.

This QASP describes the mechanism for documenting noteworthy accomplishments or discrepancies for work performed by the Contractor. Information generated from COR's surveillance activities will directly feed into performance discussions with the Contractor. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the PWS documents, the Army receives the quality of services called for in the contract, and the Army only pays for the acceptable level of services received.

The QASP details how and when the COR will monitor, evaluate, and document Contractor performance on the contract. The QASP is intended to accomplish the following (which are described in the sections indicated):

1. Define the role and responsibilities of participating Army officials (Section 2);
2. Define the key milestones/deliverables that will be assessed (Section 3);
3. Define Exceptional, Very Good, Satisfactory, Marginal, and Unsatisfactory performance standards for key milestones/deliverables (Table 1);

4. Describe the surveillance methodology that will be employed by the Army in assessing the Contractor's performance (Section 4);
5. Describe the surveillance documentation process and provide copies of the form that the Army will use in evaluating the Contractor's performance (Section 5);
6. Outline corrective action procedures (Section 6); and
7. Describe payment procedures (Section 6).

The QASP will be revised and finalized by the COR and Contractor in accordance with Section 3.0.2 of the PWS.

2.0 SITE BACKGROUND

The OD Grounds is located in the northwestern corner of the Depot in Seneca County, New York and is designated as SEAD-45. The OD Grounds encompass approximately 60 acres and, together with the Open Burning (OB) Grounds, comprise the 90-acre demolition area at SEDA. Access into the greater OD and OB Grounds demolition area is possible via a paved road that enters the area from the southeast and roughly parallels the path of Reeder Creek along its western bank. The unnamed access road branches off North-South Baseline Road near Building 2104, which is located in the southeastern corner of the greater OD/OB Grounds complex.

The OD Grounds is used to destroy munitions. Operations at the OD Grounds began circa 1941 when the Depot was first constructed and continued at regular intervals until circa 2000 when the military mission of the Depot ceased. Detonations have occurred intermittently since the Depot closed as part of continuing munitions response activities being performed at the Depot. During operations, waste munitions are placed in a hole created in the hill with additional demolition material, covered with a minimum of 8 feet of soil, and detonated remotely. After demolition was completed, explosively displaced portions of the mound were reconstructed by bulldozing displaced and native soils back into the central earthen mound.

3.0 ROLES AND RESPONSIBILITIES OF ARMY OFFICIALS

3.1 Contracting Officer

The Contracting Officer (CO) has overall responsibility for overseeing the Contractor's performance. The CO is responsible for the day-to-day monitoring of the Contractor's performance in the areas of contract compliance, and contract administration; reviewing the COR's assessment of the Contractor's performance; and resolving all differences between the COR's assessment and the Contractor's assessment of performance. It is the CO that assures the Contractor receives impartial, fair, and equitable treatment under the contract. The CO is ultimately responsible for the final determination of the adequacy of the Contractor's performance. The CO is the only one authorized to obligate the Government on this contract.

3.2 Contracting Officer's Representative

The COR is responsible for technical administration of the project and assures proper Army surveillance of the Contractor's performance. The COR is responsible for monitoring, assessing, recording, and reporting on the technical performance of the Contractor on a day-to-day basis.

3.3 Ordnance and Explosives Safety Specialist

3.3.1 The Ordnance and Explosives (OE) safety specialist (OESS) will provide safety and quality oversight in accordance with the provisions of EM 385-1-97. The OESS is responsible for:

3.3.1.1 Conducting reviews of MMRP project documents for proper application of explosives safety requirements.

3.3.1.2 Conducting periodic quality assurance inspections (QAI) of contractor MMRP operations with regard to applicable explosives safety requirements. Attachment C contains the Generic QC Onsite QA checklist.

3.3.1.3 Periodically review contractor UXO personnel to ensure they meet minimum qualifications for the positions and duties being performed.

3.3.1.4 Coordinate and integrate EOD and TEU responses with the contractor operations, as required.

3.3.1.5 Conduct other quality assurance as defined in the project Quality Assurance Surveillance Plan (QASP) to ensure that the contractor is complying with the project WP, Quality Control Plan (QCP) and Site Safety Health Plan (SSHP).

Ensure accidents are reported IAW contract requirements and DA PAM 385-40.

3.3.2 Procedures.

3.3.2.1 The OESS has stop-work authority on project sites for any life threatening situations.

a. If at any time during daily operations at the project site, the OESS observes a condition or practice that poses a safety hazard, he will:

(1) Instruct the person to immediately stop the hazardous activity;

(2) Identify the violation of the established safety procedure and notify the contractor's on-site safety supervisor;

(3) Notify his/her supervisor of the incident;

(4) Document the incident on the appropriate form for the district/division IAW paragraph 2.3.2.3;

(5) Ensure that acceptable corrective action has been taken by the contractor before permitting work to resume; and

(6) Document both the situation and the corrective action taken in the daily report.

b. The OESS does not have the authority to:

(1) Waive safety standards; and/or

(2) Remove personnel from the job site.

3.3.2.2 The OESS will exercise good judgment when determining whether an observed safety violation requires formal documentation or verbal reporting to the contractor's safety officer.

3.3.2.3 Safety violations will be documented using HNC Form 948, or other district/division specific forms and in the daily Quality Assurance Report, as appropriate.

3.3.2.4 Periodically conduct reviews of on-site contractor personnel files for compliance with task order requirements regarding UXO personnel qualifications.

3.3.2.5 Periodically perform reviews of the contractor's on-site records to ensure that any required periodic refresher safety training and routine safety briefings have been conducted.

3.3.2.6 Conduct Quality Assurance surveillance activities, as required, to ensure contractor compliance with policies and regulation regarding:

a. EZ activities;

b. Work standards;

c. Intrusive activities;

d. Explosives storage and management practices;

e. Explosives Safety Submission/Chemical Safety Submission;

f. Interim Holding Facility;

g. Communications;

h. Sanitation;

i. Weather;

j. Security;

k. Equipment maintenance and use; and

l. Other issues, as requested by the PDT.

3.3.2.7 The OESS is responsible for providing factual information concerning the progress of a project by keeping accurate records including:

a. Daily Quality Assurance Report (QAR), as prescribed by the district/division. See Attachment D.

b. CEHNC Form 948. > See Appendix C, or district/division form; and

c. CAR, as appropriate. > See Appendix F.

3.3.1.1 The OESS is not authorized to provide specific direction to the contractor unless designated as a Contracting Officer's Representative (COR) and as specified in the appointment memorandum.

3.3.2 QA procedure for removal/remedial actions initial pre-operations checks, Requirements: During the first week of operations at a project site, and when

changes are made that affect paragraphs 2.3.3.1 – 2.3.3.3, the following reviews/activities will be performed:

3.3.2.1 Ensure Contractor and OESS copies of the WP, SSHP, and ESS have been approved and are current (including all applicable changes/revisions).

3.3.2.2 Ensure contractor personnel have been approved/authorized to be on-site.

a. Does contractor have copy of contracting officer letter?

b. Spot-check status of employee medical surveillance history and HAZWOPER training.

3.3.2.3 I.3.B.01.03 Perform Magazine Inspection prior to use.

a. Do explosives magazines meet the following criteria as defined in the cited reference?

(1) Magazine sited IAW explosives siting plan? (WP/ESS)

(2) Proper Magazines (Type) being utilized (ESS)

(3) Magazine properly grounded/bonded IAW DA Pam 385-64.

(a) Visually inspect for evidence of grounding/bonding.

(b) Verify contractor documentation that grounding/bonding tests conducted and meet requirements (< 25 ohms).

(4) Lightning protection meets minimum standards and tests meet requirements IAW DA Pam 385-64.

(5) Proper fire control placards on hand, or appropriate coordination with local fire department made IAW DA Pam 385-64.

(6) Magazine physical security meets minimum standards IAW AR 190-11, AR 190-51 and or ATF Regulations.

(7) 50 Feet firebreak created around magazine IAW DA Pam 385-64.

3.3.3 Documentation. These reviews/activities, at a minimum, will be documented in the QAR. See Attachment D, in the "quality control inspection (QCI) Conducted" section submitted by the OESS. The QAR is distributed to the District PM, the Design Center POC, and the Chief OE Safety Group, (or the appropriate OE Design Center Safety Administrator/Lead if working for other than HNC DC). At a minimum, the following will be reported:

a. The review/activity that was conducted (in QCI Conducted section);

b. Date review conducted;

c. Name of Reviewer;

d. Title, Date and change/revision number of documents reviewed;

e. Corrective Action Taken and date action taken (if required);

f. Date corrective action completed/verified (if required).

3.3.4 Deficiencies Requiring Corrective Action. The following are some possible deficiencies associated with this review:

a. WP, SSHP not approved;

b. ESP//ESS not HQUSACE approved, if required;

c. WP, SSHP not current/complete;

d. ESP//ESS not current/complete;

e. Contractor personnel not authorized to be on-site;

(1) Contracting Officer letter not available.

f. Contractor Medical surveillance program and/or HAZWOPER training not being maintained;

(1) Periodic physicals not being conducted.

(2) HAZWOPER training not being maintained.

g. Magazine Inspection deficiencies include: > See EM 1110-1- 4009 and DA PAM 385-64.

(1) No HQUSACE approved siting plan. > See ER 385-1-95 and DoD 6055.09-M. .

(2) Magazine not sited IAW the siting plan.

(3) Incorrect type of magazine used on site, the type of magazine may vary, but the actual physical security measures, lightning protection, measures will vary.

(4) If the magazine type is not the same type as documented in the ESS, assess the impact it has on:

(a) The explosives limits of items to be stored;

(b) The physical security requirements; and

(c) The lightning protection requirements.

(5) Magazine not grounded/bonded properly. > See Figure 11-1, EM 1110-1-4009, NFPA 780 for ATF Type II magazines.

(6) Lightning protection system not present (if needed). > See EM 1110-1-4009 for a description of when lightning protection is not required.

(7) Lightning protection system not tested properly IAW DA PAM 385-64.

(a) Visual inspection on installation and every 12 months thereafter;

(b) Electrical check on installation and every two years thereafter; and

(c) Required resistance is 25 ohms.

(8) Lightning protection system test fail, as documented.

(9) Incorrect placards on hand, or coordination not made with local fire department.

(10) Physical security inadequate, dependent upon results of physical security survey.

(11) No 50 foot fire-break around magazine.

3.3.5 Corrective Action. The following is the corrective action that will be taken in the event any of the deficiencies listed above are identified:

3.3.5.1 For 2.3.5.a: Stop, or do not begin, intrusive work. Did contractor have approval, but simply did not have copy of KO letter on-site?

a. If YES, verify and continue work.

b. If NO, document on CEHNC Form 948 or district/division form (Quality Control) and annotate Daily QAR.

3.3.5.2 For 2.3.5.b: Is change/revision critical?

a. If YES, stop work and document on CEHNC Form 948 or district/division form (Quality Control) and annotate Daily QAR.

b. If NO, continue/begin work, request contractor acquire change/revision. Annotate Daily QAR.

3.3.5.3 For 2.3.5.c: Can contractor produce contracting officer letter?

a. If YES, verify and continue work.

b. If NO, Document on CEHNC Form 948 or district/division form (Quality Control). Annotate Daily QAR.

3.3.5.4 For 2.3.5.d: Document on CEHNC Form 948 or district/division form (Other). Annotate Daily QAR.

3.3.5.5 For 2.3.5.e. and 2.3.5.e.(1): Do not allow explosives to be stored, do not allow intrusive operations to begin. Document on CEHNC Form 948 or district/division form (Other). Annotate Daily QAR.

3.3.5.6 NOTE: CEHNC Form 948 or district/division form and Daily QAR's are records used to support official contractor evaluations and may indicate a need for the project team or the Chief of OE-S to take formal corrective action through the contracting officer should there be persistent deficiencies.

3.3.6 QA procedure for explosives and work place safety, Requirements: During on-going field operations, the contractor's explosives and work place safety practices will be verified by conducting the following reviews/activities:

3.3.6.1 General Work Place Safety.

a. Spot check to ensure Site Safety and Health Officer (UXOSO) is performing safety functions as defined in the approved SSHP and EM 385-1-1.

b. Spot check UXOSO documentation to verify compliance with SSHP and EM 385-1-1 and to ensure accurate reflection of safety activities being performed.

3.3.6.2 Explosives Safety.

a. Spot check to ensure UXOSO is performing explosives safety functions as defined in the approved WP.

b. Spot check UXOSO documentation to verify compliance with requirements of the approved WP.

3.3.6.3 Perform independent spot checks of work teams for compliance with the SSHP, EM 385-1-1 and appropriate explosives safety requirements.

3.3.7 Documentation. These activities will be documented in the QAR, in the "QCI Conducted" section submitted by the OESS. The QAR is distributed to the District PM, the Design Center POC, and the Chief OE Safety Group, (or the appropriate OE Design Center Safety Administrator/Lead if working for other than HNC DC), and the EM CX. At a minimum, the following will be reported:

3.3.8 The review/activity that was conducted (in QCI Conducted section);

3.3.8.1 Date activity/review conducted;

3.3.8.2 Name of Reviewer;

3.3.8.3 Title, Date and change/revision number of documents reviewed;

3.3.8.4 Corrective Action Taken and date action taken (if required);

3.3.8.5 Date corrective action completed/verified;

3.3.8.6 Specific reference for Safety failures noted. Example:

"Toilet facilities do not meet requirements of EM 385-1-1, section 2. With 15 workers, both male and female on-site, the single toilet provided cannot be locked from the inside, therefore two toilets are required, one for each sex."

This should also be annotated on the associated CEHNC Form 948 or other appropriate form. > See Attachment E.

3.3.9 Deficiencies Requiring Corrective Action. The following are some possible deficiencies associated with verification of explosives and general work place safety practices:

3.3.9.1 General Work Place Safety.

a. UXOSO is not performing required safety inspections/checks.

b. UXOSO is not accurately documenting safety inspections conducted.

3.3.9.2 Explosives Safety.

a. UXOSO is not performing required explosives safety inspections/checks.

b. UXOSO is not accurately documenting safety inspections conducted.

3.3.9.3 Work teams and/or individuals are not complying with explosives or general work safety practices.

3.3.10 Corrective Action. The following is the corrective action that will be taken in the event any of the deficiencies listed above are identified:

3.3.10.1 For 2.3.10.1: Notify contractor PM/SUXOS to initiate corrective action. Document on CEHNC Form 948 or district/division form (Safety Comments), and Daily QAR.

3.3.10.2 For 2.3.10.2: Notify contractor PM/SUXOS to initiate corrective action. Document on CEHNC Form 948 or district/division form (Safety Comments), and Daily QAR.

3.3.10.3 For 2.3.10.3:

a. For all serious explosives safety violations and/or serious or life-threatening work safety violations (e.g., working in hole with improper slope, backhoe with back-up warning signal broken, worker standing under raised forklift load, etc.), Stop Work immediately. Document on CEHNC Form 948 or district/division form, or other appropriate form (Safety Violation), and Daily QAR.

b. For all other violations (not wearing work gloves, face shields, seat belts etc.), inform team/individual and appropriate supervisor. Document on CEHNC Form 948 (Safety Violation) or other appropriate form, and Daily QAR.

3.3.11 NOTE: CEHNC Form 948 or district/division form and Daily QAR's are records used to support official contractor evaluations and may indicate a need for the project team to take formal corrective action through the contracting officer should there be persistent deficiencies. Other USACE organizations may use forms specific to their organizations.

3.3.12 QA PROCEDURE FOR CONTRACTOR QUALITY CONTROL, Requirements. During on-going field operations, the contractor's Quality Control process will be verified by conducting the following reviews/activities:

3.3.12.1 Spot check to ensure the quality control specialist (QCS) is performing quality checks of equipment maintenance checks, field operations etc., as defined in the approved QC plan. > See WP Chapter 11.

3.3.12.2 Spot check QCS documentation to verify compliance with QC plan and to ensure accurate reflection of QC activities being performed.

3.3.12.3 Spot check QCS performance of final grid QC (typically this is the contractor's 10% magnetometer check of the grid/area).

3.3.12.4 Spot check QCS documentation of final grid QC prior to your independent QA check.

3.3.12.5 Perform independent QA verification of grid/area as defined in project documents. Historically this has been a magnetometer check of at least 10% of each grid, or 10% of the total project area.

3.3.13 Documentation. These activities will be documented in the Daily Quality Assurance Report (QAR), in the "QCI Conducted" section submitted by the OESS. The QAR is distributed to the District PM, the Design Center POC, and the Chief OE Safety Group, (or the appropriate OE Design Center Safety Administrator/Lead if working for other than HNC DC), and the EM CX. As a minimum, the following will be reported:

3.3.13.1 The review/activity that was conducted (in QCI Conducted section);

3.3.13.2 Date review conducted;

3.3.13.3 Name of reviewer;

3.3.13.4 Title, date and change/revision number of documents reviewed;

3.3.13.5 Corrective action taken and date action taken (if required);

3.3.13.6 Date corrective action completed/verified (if required); and

3.3.13.7 Specific reference for QC failures noted, for example:

"Weekly observation of equipment maintenance not conducted by QCS as required by paragraph 11-3a of WP dated date/month/year."

This should also be annotated on the associated CEHNC Form 948 or district/division form.

3.3.14 Deficiencies Requiring Corrective Action. The following are some possible deficiencies associated with verification of contractor QC activities:

3.3.14.1 QCS is not performing required quality inspections/checks.

3.3.14.2 QCS is not accurately documenting QC inspections conducted.

3.3.14.3 QCS is not performing final grid QC functions properly.

3.3.14.4 Final grid QC not documented properly before being turned over for QA check.

3.3.14.5 Items found during QA check.

3.3.14.6 Requested observations/magnetometer checks identify potential problems with geophysical data and/or the geophysical process.

3.3.15 Corrective Action. The following is the corrective action that will be taken in the event any of the deficiencies listed above are identified:

3.3.15.1 For 2.3.15.1: Document on CEHNC Form 948 or district/division form (Quality Control) and Daily QAR.

3.3.15.2 For 2.3.15.2: Notify QCS and have documentation corrected.

3.3.15.3 For 2.3.15.3: Document on CEHNC Form 948 or district/division form (Quality Control) and Daily QAR.

3.3.15.4 For 2.3.15.4: Notify QCS and have documentation corrected.

3.3.15.5 For 2.3.15.5: Did item meet established failure criteria (for example, was it a target item IAW SOW/WP requirements?).

a. If YES, then document on CEHNC Form 948 or district/division form (Quality Control) and Daily QAR.

b. If NO, and item is MEC, then discuss finding with USACE project geophysicist and the Design Center POC to determine if project objectives need to be modified and how this may impact safety for clearance issues.

3.3.15.6 For 2.3.15.6: Coordinate with USACE project geophysicist and Chief of OE-S to determine if CEHNC Form 948 or district/division form is warranted.

3.3.15.7 NOTE: CEHNC Form 948 or district/division form and Daily QAR's are records used to support official contractor evaluations and may indicate a need for the project team to take formal corrective action through the contracting officer should there be persistent deficiencies.

3.3.16 QA procedure for mag/flag or mag/dig operations, Requirements. During mag/flag and mag/dig operations, the contractor's field work will be verified by conducting the following reviews/activities:

3.3.16.1 Spot check to ensure teams are testing equipment prior to use as defined in the geophysical investigation plan. > See WP.

3.3.16.2 Spot check field operations to ensure proper use of geophysical equipment, such as, "high sticking", lane width, etc. as defined in the geophysical investigation plan or by standard practices.

3.3.16.3 NOTE: Final QA verification of finished grids is covered in the QA Procedure for Contractor Quality Control.

3.3.17 Documentation. These activities will be documented in the QAR, in the "QCI Conducted" section submitted by the OESS. The QAR is distributed to the District PM, the Design Center POC, and the Chief OE Safety Group, (or the appropriate OE Design Center Safety Administrator/Lead if working for other than HNC DC), and the EM CX. At a minimum, the following will be reported:

3.3.17.1 The review/activity that was conducted (in QCI Conducted section);

3.3.17.2 Date activity/review conducted;

3.3.17.3 Name of reviewer;

3.3.17.4 Title, date and change/revision number of documents reviewed;

3.3.17.5 Corrective action taken and date action taken (if required);

3.3.17.6 Date corrective action completed/verified; and

3.3.17.7 Specific reference for process/WP failures noted. For example:

"Lane width investigated is not IAW WP paragraph 5.4c. Team was using 5 feet lanes, WP requires 3 feet lanes."

This should also be annotated on the associated CEHNC Form 948 or district/division form.

3.3.18 Deficiencies Requiring Corrective Action. The following are possible deficiencies associated with mag/flag and mag/dig operations:

3.3.18.1 Work teams are not testing geophysical equipment as required.

3.3.18.2 Work teams not using equipment properly.

3.3.18.3 Work teams geophysical process (lane width etc.) incorrect.

3.3.19 Corrective Action. The following is the corrective action that will be taken in the event any of the deficiencies listed above are identified:

3.3.19.1 For 2.3.19.1, 2.3.19.2, and 2.3.19.3: Notify contractor PM to initiate corrective action. Document on CEHNC Form 948 or district/division form (WP), and Daily QAR.

3.3.19.2 NOTE: CEHNC Form 948 or district/division form and Daily QAR's are records used to support official contractor evaluations and may indicate a need for the project team to take formal corrective action through the contracting officer should there be persistent deficiencies.

3.3.20 QA procedure for digital geophysical mapping operations. See EM 1110-1-4009 for detailed description of process.

3.4 Technical Expertise and Subject Matter Experts

The COR and CO may call upon the technical expertise of other Army officials and subject matter experts (SME) as required. These Army officials/SMEs may be called upon to review technical documents and products generated by the Contractor. Contracting Agency representatives will also conduct review of contract documentation such as invoices, status reports, and work plans.

4.0 KEY MILESTONES/DELIVERABLES

4.1 Key Milestones/Deliverables to be Assessed

At a minimum, the following milestones and associated deliverables will be evaluated in accordance with this QASP**:**

Milestones and associated deliverables

- Project Kick-off Meeting Minutes
- Proposed Schedule
- Draft QASP
- Field Work Kick-Off Meeting Minutes – Draft and Final
- Work Plan including Accident Prevention Plan (APP) – Draft, Draft Final, and Final
- FS Report - Draft, Draft Final, and Final
- Proposed Plan (PP) - Draft, Draft Final, and Final
- PP Meeting Transcripts with Final PP
- Record of Decision (ROD) - Draft, Draft Final, and Final
- Responsiveness Summary with ROD submittals
- Completion Report - Draft, Draft Final, and Final

Other associated deliverables:

- Community Relations Support including Pre-Public Meeting Materials, Final Public Meeting Materials, presentations, Q&A sessions, newspaper notices, and transcripts of public meetings; and Reacquisition and intrusive results tables, including necessary QC documentation/anomaly resolution.

Additionally, the Army will evaluate performance on the key quality control activities and events specified by the Contractor through their Quality Assurance (QA) strategy (see Section 3.0.2: Quality Monitoring and Measurement, of the SWP).

4.2 Performance Standards for Key Milestones/Deliverables

Since price is fixed in the performance-based acquisitions utilized by the Army, the Contractor's performance will be evaluated by assessing the key milestones/deliverables described above according to five standards: quality, schedule, safety, management of key personnel and resources, and stakeholder concurrence. For each of these performance standards, the COR will assign one of five ratings of the Contractor's performance: exceptional, very good, satisfactory, marginal, or unsatisfactory (as shown in Table 1). Note: These performance standards may be modified to meet the needs of the Army.

4.3 Timeliness

If a milestone/deliverable as described in QASP is rated as being of marginal/unsatisfactory quality at the time that the deadline for the milestone/deliverable expires, the milestone/deliverable will automatically receive a marginal or unsatisfactory rating for timeliness. At no point will a milestone/deliverable receive an exceptional, very good, or satisfactory rating for timeliness if it is rated as being of marginal or unsatisfactory quality. Overall satisfactory performance on a milestone/deliverable requires ratings of satisfactory, very good, or exceptional for the quality, timeliness, and safety standards.

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Table 1 Performance Standards and Ratings Definitions

Performance Standard	***Exceptional***	***Very Good***	***Satisfactory***	***Marginal***	***Unsatisfactory***
Basic Definition	Performance *meets* contractual requirements and *exceeds many* to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with *few minor problems* for which corrective actions taken by the Contractor were *highly effective*..	Performance *meets* contractual requirements and *exceeds some* to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with *some minor problems* for which corrective actions taken by the Contractor were *effective*.	Performance *meets* contractual requirements. The contractual performance of the element or sub-element contains *some minor problems* for which corrective actions taken by the Contractor *appear or were satisfactory*.	Performance *does not meet all* contractual requirements. The contractual performance of the element or sub-element being assessed reflects a *serious problem* for which the Contractor has *not yet identified corrective actions*. The Contractor's proposed actions appear only *marginally effective or were not fully implemented*.	Performance *does not meet most* contractual requirements and *recovery is not likely* in a timely manner. The contractual performance of the element or sub-element contains *serious problems* for which the Contractor's corrective actions *appear or were ineffective*
PAR Category: Quality of Product or Service					
Performance indicator: Document reviews					
Draft Plans, Reports, and documents [Plans, documents and reports are considered draft until accepted as final by the Government]	All contract milestone documents accepted as submitted	No substantive comments (i.e. limited to grammar, spelling, terminology) to any of the documents, but a few exceptions were noted and corrected	Contractor met Acceptance Criteria	One or more documents required revisions to be resubmitted for approval prior to proceeding. Two backchecks were required on one or more documents before original comments were resolved satisfactorily.	One or more documents did not comply with contract requirements, or one or more documents required more than two backchecks before original comments were resolved satisfactorily, or more than one document was rejected.

Performance Standard	*Exceptional*	*Very Good*	*Satisfactory*	*Marginal*	*Unsatisfactory*
Performance indicator: Document reviews					
Process Compliance	Zero Corrective Actions Requests (CARS) or 948s	(2) CARs for non-critical violations to WP requirements	Contractor met Acceptance Criteria	(6) CARs for non-critical violations and/or(2) CARs for critical violations	(>6) CARs for non-critical violations and/or (>2) CARs/948s for critical violations, or any unresolved CARs
Projection Execution	Zero letters of reprimand, grievances, or formal complaints AND one or more unsolicited letters of commendation		Contractor met Acceptance Criteria	(One) letter of reprimand, grievance, or formal complaint that was resolved through negotiation	More than (one) letter of reprimand, grievance, or formal complaint that were resolved through negotiation
Task Completion			Contractor met Acceptance Criteria		Final data and QC documentation submitted but not accepted
PAR Category: Schedule					
Performance indicator: Document reviews					
Final Plans, Reports, project milestones, T.O. invoices	All document submittals and task order milestones and invoices complete and accepted by T.O. date, project closed out/final invoice approved ahead of schedule	Project closed out/final invoice accepted ahead of schedule	Project closed out/final invoice accepted on T.O. date	Project closed out/final invoice accepted within 30 calendar days after T.O. date	Project closed out/final invoice more than 30 calendar days after T.O. date
Project status reports accurate			Yes		Yes

Performance Standard	*Exceptional*	*Very Good*	*Satisfactory*	*Marginal*	*Unsatisfactory*
Performance indicator: Impacts to schedule					
Impacts caused by Contractor or other causes identified, in writing to HNC CO.PM, in a timely manner to apply acceptable corrective actions.			Yes		No
PAR Category: Cost Control (Not Applicable for Firm Fixed Price)					
Performance indicator: No unauthorized cost overruns					
Unauthorized cost overruns Total Project Costs	Total contract invoices less than 98% of T.O. authorized amount	Total contract invoices greater than 98% but less than 99.99% of T.O. authorized amount	No Total contract invoices between 99.99% and 100% of T.O. authorized amount	Total contract invoices greater than 100% but less than 105% of T.O. authorized amount	No Total contract invoices greater than or equal to 105% of T.O. authorized amount
Performance indicator: Monthly cost report					
Monthly cost reports accurate			No		No
Performance indicator: Impacts to cost					
Impacts caused by Contractor or other causes identified, in writing to HNC CO/PM, in a timely manner to apply acceptable corrective actions.			Yes		Yes

Performance Standard	*Exceptional*	*Very Good*	*Satisfactory*	*Marginal*	*Unsatisfactory*
PAR Category: Business Relations					
Performance indicator: Met contractual obligations					
Corrective Actions taken were timely and effective (Refer to CARs issued to Contractor)			Yes		Yes
Performance indicator: Professional and Ethical Conduct					
Meetings and correspondences with Public, project delivery team and other stakeholders	Zero letters of reprimand, grievances, or formal complaints AND one or more unsolicited letters of commendation		Contractor met Acceptance Criteria	One letter of reprimand, grievance, or formal complaint that was resolved through negotiation	More than one letter of reprimand, grievance, or formal complaint that was resolved through negotiation OR removal of one or more project personnel as a results of a letter of a reprimand, grievance or formal compliant
Performance indicator: Customer has overall satisfaction with work performed					
Customer survey results for rating period	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	<1.0
Performance indicator: Personnel responsive and cooperative					
Key personnel responsive and cooperative	Always		Most times		Almost never

Performance Standard	*Exceptional*	*Very Good*	*Satisfactory*	*Marginal*	*Unsatisfactory*
PAR Category: Management of Key Personnel and Resources					
Performance indicator: Personnel Knowledgeable and effective in their areas of responsibility					
Personnel assigned to tasks	All personnel proposed by the contractor were assigned to the project. Some personnel were substituted by higher qualified individuals.		All personnel proposed by the contractor were assigned to the project. Some personnel were substituted by equally qualified individuals.	All personnel proposed by the contractor were assigned to the project. Some personnel were substituted by equally qualified individuals.	All personnel proposed by the contractor were assigned to the project. Some personnel were substituted by lesser qualified individuals.
Performance indicator: Personnel able to manage resources efficiently					
Instances when resources management had negative impact on project execution	0	1-2	3-4	5-6	>6

Performance Standard	*Exceptional*	*Very Good*	*Satisfactory*	*Marginal*	*Unsatisfactory*
PAR Category: Safety					
Performance indicator: Accidents and Violations					
*No Class A Accidents, Contractor at fault	0 accidents IAW AR 35-10	No class A accidents IAW AR 35-10	Contractor met Acceptance Criteria	(<2) non-explosive related Class C accidents, or (1) non-explosive Class B accident, IAW AR 385-10	(1) Any Class A accidents IAW AR-385-10, or any explosive related accident.
Major safety violations	0 accidents/injuries, No safety violations	0 accidents/injuries, No safety violations		(2) non-explosive safety violations	(>1) any violation of procedures for handling, storage, transportation, or use of explosive IAW the WP, and all Federal, State, and local laws/ordinances
*Minor safety violations	No safety violations	1 safety violation		(3) safety violation	(>3) safety violations
*From Section C of Solicitation Number W912DY-08-R-0016, Amendment 0007					

5.0 SURVEILLANCE METHODOLOGY

The surveillance methods listed below will be used in the execution of this QASP:

5.1 100% Inspection

All key milestones and deliverables will be evaluated through 100% inspection (*e.g.*, on-site inspection, document review), not to include 100% inspection of all geophysical data submitted by Contractor. The COR will document performance for each completed milestone/deliverable prior to payment, as described in Section 5.0 of the QASP.

5.2 Periodic Progress Inspection

At the COR's discretion, periodic inspections may be conducted to evaluate progress toward and/or completion of key milestones and deliverables. The COR may complete a periodic progress inspection if s/he believes that deficiencies exist that must be addressed prior to milestone/deliverable completion. While corrective action or re-performance will be required if necessary, the Contractor will not be financially penalized for unsatisfactory performance recorded in periodic progress reports, provided that final performance evaluation of the milestone/deliverable is deemed satisfactory.

5.3 Customer Feedback

Additional feedback will be obtained through random customer feedback. To be considered valid, input must set forth clearly and in writing the detailed nature of the feedback, must be signed, and must be forwarded to the CO. The CO will maintain a summary log of all formally received customer feedback as well as a copy of each feedback in a documentation file.

6.0 SURVEILLANCE DOCUMENTATION

6.1 Quality Assurance Monitoring Form

The COR will use a performance evaluation form to record evaluation of the Contractor's performance for each milestone and deliverable in accordance with the methodology described in Sections 3.0 and 4.0 of the QASP. The COR must substantiate, through narratives in the form, all exceptional, very good, marginal, and unsatisfactory ratings. Performance at the satisfactory level is expected from the Contractor. At a minimum, the evaluation form will indicate actual and scheduled delivery times and number of reviews required to achieve the final product. The COR will forward copies of all completed performance evaluation forms to the CO and Contractor within one week of performing the inspection.

6.2 Corrective Action Process

When a milestone/deliverable receives an overall marginal or unsatisfactory rating, the Contractor will explain, within 15 days, in writing to COR why performance was marginal or unsatisfactory, how performance will be returned to satisfactory levels, and how recurrence of the problem will be prevented in the future.

6.3 CO Role in the Surveillance Process

The CO will review each performance evaluation form prepared by the COR. When appropriate, the CO may investigate further to determine if all the facts and circumstances surrounding the event were considered in the COR opinions outlined on the form. The CO will

immediately discuss any marginal or unsatisfactory rating with the Contractor to assure that corrective action is promptly initiated.

6.4 Annual Performance Assessment

At the end of every year, the COR will prepare a written Contractor Performance Assessment Report (CPAR) for the CO summarizing the overall results of his/her surveillance of the Contractor's performance during the previous 12 months. This report will become part of the formal QA documentation.

6.5 QA File

The COR will maintain a complete QA file. This file will contain copies of all performance evaluation forms and any other related documentation. The COR will forward these records to the CO at termination or completion of the contract. All performance assessment forms, attachments, and working papers must be marked "FOR OFFICIAL USE ONLY/SOURCE SELECTION INFORMATION – SEE FAR 2.101 AND 3.104" according to Freedom of Information Act Program, FAR 3.104, and 41 USC Sect. 423. Assessment reports may also contain information that is proprietary to the contractor. Information contained on the CPAR, such as trade secrets and protected commercial or financial data obtained from the contractor in confidence, must be protected from unauthorized disclosure. COR's shall annotate on the assessment report if it contains material that is a trade secret, etc., to ensure that future readers of the evaluations are informed and will protect as required. Contractor performance information is privileged source selection information. It is also protected by the Privacy Act and is not releasable under the Freedom of Information Act.

7.0 PAYMENT AND CORRECTIVE ACTION

7.1 Satisfactory Performance

Full payment for a milestone/deliverable will be provided upon verification of overall satisfactory performance, as rated on quality and schedule. This verification will be recorded in a performance evaluation form submitted to the CO specifying overall Contractor performance as satisfactory, very good, or exceptional for the milestone/deliverable.

7.2 Marginal or Unsatisfactory Performance

If a milestone/deliverable receives a marginal or unsatisfactory rating for the quality performance standard, re-performance is required until the milestone/deliverable receives a rating of satisfactory or better. This re-performance is required regardless of cost or schedule constraints that may result from the marginal or unsatisfactory performance, unless the CO has opted to terminate the contract. If a rating of satisfactory or better is not achieved, the Government may reduce the contract price to reflect the reduced value of the services in accordance with FAR 52.246-4(e).

7.3 Minimum Key Elements

Table 2 provides a sample of the minimum key elements planned for the QASP. The final QASP will be developed with the COR and the contractor. Additional Government surveillance activities may include, but are not limited to, the following:

- Work plan review and approval
- Participation in RAB or BCT sessions
- Oversight of geophysical survey & analysis activities
- Oversight of drilling, field sampling activities
- Oversight of all waste management functions/responsibilities
- Review of waste management documentation
- Separate/split laboratory QA samples
- Review and approval of all access agreements associated with off-site areas
- Review and approval of meeting minutes from RAB/BCT meetings
- Review and approval of deliverables to regulatory agencies
- Review and approval of FS options to be considered
- Review of quality control documentation
- Review of project safety record
- Adherence to the project work plan

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Table 2 Performance Requirements Summary

Task Application	Objectives	Performance Standard	Minimum Acceptable Criteria	Measurement/Monitoring	Incentive/Disincentive
1	Prepare, submit and gain acceptance of a WP, munitions constituent (MC) UFP-QAPP and QASP that are detailed and comprehensive plans covering all aspects of the project execution. A UFP-QAPP applies only to environmental sampling.	Prepare the WP in accordance with DID WERS-001 and EM 1110-1-4009, EM 385-1-1, EM 385-1-97 and Interim Guidance (Draft Army Regulation XXX) Chemical Warfare Materiel Responses and Related Activities as appropriate. Prepare the sampling and analysis plan, field sampling, and UFP-QAPP in accordance with EM 1110-1-4009, DID WERS-009.01, and UFP-QAPP, as appropriate. UFP-QAPP content shall also meet the requirements of DoD Quality Systems Manual for Environmental Laboratories (current version). Draft QASP includes requirements in regulations, guidance, DIDs and the Quality Control Plan in the WP.	Acceptance of WP and UFP-QAPP with two revisions. Draft QASP reflects requirements and QCP with one revision required.	Review of WP, UFP-QAPP and QASP per guidance to verify that the minimum acceptable content has been provided.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.

Task Application	Objectives	Performance Standard	Minimum Acceptable Criteria	Measurement/Monitoring	Incentive/Disincentive
2	Conduct field activities, remove MEC contamination at the required munitions response site (MRS) meeting the project DQOs. This task shall include all field activities necessary to execute this task except MC sampling. MC sampling requirements are covered under Task 8, Environmental Sampling & Analysis (*which is a not a part of this scope).*	Field work, data quantity and quality, and analysis of said data provides the results detailed in Paragraph 3.2.8 above.	Conduct the field sampling activities in accordance with the accepted/approved WP. QC data submitted meets Work Plan requirements. No more than 3 CARs for non-critical violations and/or 1 CAR for critical violations. No unresolved Corrective Action Requests. All final data and QC tests/documentation submitted. Government QA acceptance QC tests/documentation gained. No Class "A" Safety, contractor at fault, violations during execution of work, <1 non-explosive related Class D, accidents, or <2 non-explosive Class C accidents IAW AR 385-40. Major safety violations, 1 non-explosive related safety violation. Minor safety violations, 2 safety violations. Zero letters of reprimand, grievances, or formal complaints.	Period inspection/review of field work. Verify compliance with accepted WP and other Plans as required. Quality control tests/documentation submitted per the QASP for government review. Additionally, statistical confidence will be calculated using the Visual Sampling Plan software, UXO Estimator or other approved statistical method. Boundary precision will be determined by evaluation of the sampling footprint as it relates to the reported contaminated/uncontaminated areas in question. Anomaly density profile and other remediation cost driver precision will be verified by QA of methods used.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.

Task Application	Objectives	Performance Standard	Minimum Acceptable Criteria	Measurement/Monitoring	Incentive/Disincentive
3	Conduct a feasibility study and prepare, submit and gain acceptance of a FS report in accordance with EM CX Interim Guidance 06-04. Feasibility study will be completed based upon existing data and newly acquired data. It will be focused toward no action and presumptive remedies only. These presumptive remedies include Waste-in-Place (capping, etc), and Excavate/Dispose.	The FS report shall document the result of the feasibility study and be in accordance with EP 1110-1-18, EM CX Interim Guidance 06-04 and EPA guidance.	Acceptance of FS with two revisions.	Review of FS against guidance to verify that the minimum acceptable content has been provided.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
4	Prepare, submit and gain acceptance of a Proposed Plan (PP).	Prepare the PP in accordance with CERCLA, ER 200-3-1, EP 1110-1-18, EM-CX Interim Guidance 06-04, and EPA 540-R-98-031.	Acceptance of PP with two revisions.	Review of PP against guidance to verify that the minimum acceptable content has been provided.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
5	Prepare, submit and gain acceptance of the Record of Decision for the site.	Prepare the DDs /Record of Decision in accordance with CERCLA, ER 200-3-1, EP 111011-18, Appendix C, and EPA 540-R-98-031.	Acceptance of DDs /Record of Decision with two revisions.	Review of DDs /Record of Decision against guidance to verify that the minimum acceptable content has been provided.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.

Task Application	Objectives	Performance Standard	Minimum Acceptable Criteria	Measurement/Monitoring	Incentive/Disincentive
6	The Completion Report shall be submitted after completion of the mapping, investigatory and earthmoving activities have been completed. The Completion Report shall certify that all items identified in the Work Plans have been completed.	Acceptance of the Final Completion Report with no more than 20 minor comments and no more than 3 major comments.	Acceptance of all report documents (with two revisions) by the Project Team.	Review of reports per guidance to verify that the minimum acceptable content has been provided.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
7	Successfully complete public meetings and support the New York District with community relations.	Contractor attends and participates in meetings. Meeting transcripts PP meeting are accurate. Meeting materials are accepted by the government as required.	Acceptance of meeting materials with two revisions. Acceptance of PP meeting transcripts in one revision. Meetings held are organized; and professional in nature. Personnel are thoroughly familiar with the project. Zero letters of reprimand, grievances, or formal complaints	Review of required materials for meetings. Government will attend and evaluate contractor's attendance, participation and professional demeanor.	Satisfactory or greater CPARS rating/poor CPARS rating.

Task Application	Objectives	Performance Standard	Minimum Acceptable Criteria	Measurement/Monitoring	Incentive/Disincentive
8	Collect sufficient data that meets the project DQOs, of known quality and quantity to determine the nature and extent of munitions constituents (MC) and HTRW to support and perform a human health and ecological baseline risk assessment, as may be required.	Perform field activities in accordance with the Work Plan. MC analyses shall be performed in accordance with the requirements of the Department of Defense (DoD) Quality Assurance Manual (QAM), WERS-009.01 Munitions Constituents Chemical Data Quality Deliverables, and the approved project specific plans.	Sampling field work and data meets established criteria within the accepted Work Plan.	Periodic inspection/review of field work, and data. Verify compliance with the accepted WP. Quality control tests/documentation submitted per the QASP for government review.	Satisfactory or greater CPARS rating/poor CPARS rating and/or re-performance of work at contractor's expense.
9	The Contractor shall manage the task order in accordance with the basic contract statement of work. All project management associated with the task order, with the exception of the direct technical oversight of the work described in the preceding tasks, shall be accounted for in this task.				

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ATTACHMENTS

Attachment A	QASP Performance Objectives, Acceptance Criteria, and Monitoring Methods
Attachment B	Quality Assurance Forms
Attachment C	OESS Quality Assurance Inspections
	Generic On-Site QA Checklist from EM-385-1-97
Attachment D	Quality Assurance Report (QAR) Format from EM-385-1-97
Attachment E	CEHNC Form 948 from EM-385-1-97
Attachment F	Corrective Action Request (CAR) from EM-385-1-97
Attachment G	DGM Surveillance Forms

ATTACHMENT A

QASP PERFORMANCE OBJECTIVES, ACCEPTANCE CRITERIA, AND MONITORING METHODS

Task 1

Performance Objectives, Acceptance Criteria, and Monitoring Methods

Performance Objectives	*Performance Standards*	*Acceptable Quality Levels*
Prepare, submit and gain acceptance of a WP, munitions constituent (MC) UFP-QAPP and QASP that are detailed and comprehensive plans covering all aspects of the project execution. A UFP-QAPP applies only to environmental sampling. • Draft WP within 30 days of award • Draft Final WP within 14 days of receipt of comments • Final WP within 14 days of receipt of comments	Prepare the WP in accordance with DID WERS-001 and EM 1110-1-4009, EM 385-1-1, EM 385-1-97 and Interim Guidance (Draft Army Regulation XXX) Chemical Warfare Materiel Responses and Related Activities as appropriate. Prepare the sampling and analysis plan, field sampling, and UFP-QAPP in accordance with EM 1110-1-4009, DID WERS-009.01, and UFP-QAPP, as appropriate. UFP-QAPP content shall also meet the requirements of DoD Quality Systems Manual for Environmental Laboratories (current version). Draft QASP includes requirements in regulations, guidance, DIDs and the Quality Control Plan in the WP.	Acceptance of WP and UFP-QAPP with two revisions. Draft QASP reflects requirements and QCP with one revision required.

Monitoring Method:

- Review of WP, UFP-QAPP (if applicable) and QASP per guidance to verify that the minimum acceptable content has been provided.

Specific Task Requirements:

- The sampling and analysis plan (SAP) (if applicable) shall include the Contractor's phased approach and address contaminants of interest and sample media (soil/groundwater/sediment/surface water). The Contractor shall provide a discussion on data evaluation. It is not anticipated that a SAP is required for this work.

Task 2

Performance Objectives, Acceptance Criteria, and Monitoring Methods

Performance Objectives	*Performance Standards*	*Acceptable Quality Levels*
Conduct field activities, remove MEC contamination at the required munitions response site (MRS) meeting the project DQOs. This task shall include all field activities necessary to execute this task.	Field work, data quantity and quality, and analysis of said data provides the results in the FS: • Demonstrate that the work was performed in accordance with the applicable laws, regulations, and guidance documents; • Demonstrate that the boundaries of all identified MEC contaminated areas have been delineated to an accuracy of at least +/- half the transect spacing, maximum 250 feet. • Perform the field sampling activities in accordance with the accepted Work Plans (prepared previously). • Proper processing and disposition of UXO, DMM and MC encountered in accordance with approved Work Plan(s). • All Material Potentially Presenting an Explosive Hazard (MPPEH) and munitions debris processed in accordance with Chapter 14, EM 1110-1-4009 and Errata Sheet No. 2. • Meet the project DQOs. • All geophysics shall be IAW the approved Work Plans. For this task order 1 acre of transects equals 14,520 lf • (2.75 miles) of transects 3 feet wide. One acre's worth of grids equals seventeen (17) 2,500 sf grids or four (4) 10,000 sf grids	Conduct the field sampling activities in accordance with the accepted/approved WP. QC data submitted meets Work Plan requirements. No more than 3 CARs for non-critical violations and/or 1 CAR for critical violations. No unresolved Corrective Action Requests. All final data and QC tests/documentation submitted. Government QA acceptance QC tests/documentation gained. No Class "A" Safety, contractor at fault, violations during execution of work, <1 non-explosive related Class D, accidents, or <2 non-explosive Class C accidents IAW AR 385-40. Major safety violations, 1 non-explosive related safety violation. Minor safety violations, 2 safety violations. Zero letters of reprimand, grievances, or formal complaints.

Monitoring Method:

- Period inspection/review of field work. Verify compliance with accepted WP and other Plans as required. Quality control tests/documentation submitted per the QASP for government review. Additionally, statistical confidence will be calculated using the Visual Sampling Plan software, UXO Estimator or other approved statistical method. Boundary precision will be determined by evaluation of the sampling

footprint as it relates to the reported contaminated/uncontaminated areas in question. Anomaly density profile and other remediation cost driver precision will be verified by QA of methods used.

Specific Task Requirements:

- Restore all areas to their original condition; all access/excavation/detonation holes shall be backfilled.
- Maintain a detailed accounting of all UXO, DMM, MD and range-related debris encountered. This accounting shall include: amounts of UXO, DMM and MD; nomenclature; location and depth of UXO/DMM; location of MD; and final disposition. The accounting system shall also account for all demolition materials utilized on site. Digital photographs of UXO and DMM and examples of MD found during the investigation are to be taken. All UXO, DMM and MC encountered during this effort shall be processed in accordance with the approved work and safety plans.
- Hazardous, Toxic and Radiological Waste (HTRW) Disposal: The Contractor shall collect, secure, store, and arrange for disposal of any HTRW generated as a result of field activities. The HW containers shall be staged, secured, labeled, sampled and analyzed (if required) IAW the approved work plan. The Contractor shall recommend appropriate disposal actions for all waste items. The Contractor shall perform the HW disposal in a timely manner.

Task 3

Performance Objectives, Acceptance Criteria, and Monitoring Methods

Performance Objectives	*Performance Standards*	*Acceptable Quality Levels*
Conduct a feasibility study and prepare, submit and gain acceptance of a FS report in accordance with EM CX Interim Guidance 06-04. Feasibility Study will be completed based upon existing data and newly acquired data. It will be focused toward no action and presumptive remedies only. These presumptive remedies include Waste-in-Place (capping, etc), and Excavate/Dispose.	The FS report shall document the result of the feasibility study and be in accordance with EP 1110-1-18, EM CX Interim Guidance 06-04 and EPA guidance.	Acceptance of FS with two revisions.

Monitoring Method:

- Review of FS against guidance to verify that the minimum acceptable content has been provided.

Specific Task Requirements:

- None.

Task 4

Performance Objectives, Acceptance Criteria, and Monitoring Methods

Performance Objectives	*Performance Standards*	*Acceptable Quality Levels*
Prepare the Proposed Plan in accordance with CERCLA, ER 200-3-1, EP 1110-1-18, EM-CX Interim Guidance 06-04, and EPA 540-R-98-031. • Draft submitted 14 days after acceptance of the FS Report • Draft Final submitted 14 days after receipt of comments • Final submitted 14 days after PP public meeting	Prepare the PP in accordance with CERCLA, ER 200-3-1, EP 1110-1-18, EM-CX Interim Guidance 06-04, and EPA 540-R-98-031.	Acceptance of PP with two revisions.

Monitoring Method:

- Review of PP against guidance to verify that the minimum acceptable content has been provided.

Specific Task Requirements:

- After government & regulator review, the revised draft-final version of the Proposed Plan will be subject to a minimum 30-day public review. A public meeting shall be held to present the Proposed Plan to the public. This public meeting falls under Task 6, Community Relations Support.

Task 5

Performance Objectives, Acceptance Criteria, and Monitoring Methods

Performance Objectives	*Performance Standards*	*Acceptable Quality Levels*
Prepare, submit and gain acceptance of the Record of Decision for the site. • Draft submitted 14 days after acceptance of the PP • Draft Final submitted 7 days after receipt of comments • Final submitted 7 days after receipt of comments	Prepare the DDs /Record of Decision in accordance with CERCLA, ER 200-3-1, EP 111011-18, Appendix C, and EPA 540-R-98-031.	Satisfactory, Very Good, or Exceptional performance, as defined in Table 1 of the QASP.

Monitoring Method:

- Review of DDs /Record of Decision against guidance to verify that the minimum acceptable content has been provided.

Specific Task Requirements:

- PWS Appendix C provides new formatting requirements for the Decision Documents/ Record of Decision. For formatting of Decision Documents/Record of Decision, Attachment C supersedes MM CX Interim Guidance 06-04.

Task 6

Performance Objectives, Acceptance Criteria, and Monitoring Methods

Performance Objectives	*Performance Standards*	*Acceptable Quality Levels*
The Completion Report shall be submitted after completion of the mapping, investigatory and earthmoving activities have been completed. The Completion Report shall certify that all items identified in the Work Plans have been completed	Acceptance of the Final Completion Report with no more than 20 minor comments and no more than 3 major comments.	Acceptance of all report documents (with two revisions) by the Project Team.

Monitoring Method:

- Review of reports per guidance to verify that the minimum acceptable content has been provided.

Specific Task Requirements:

- The Completion report will include:
    1. Discussion of project history and the goals of the current effort
    2. A summary of previous efforts, data and information
    3. Discussion of the effort completed
    4. Summary of the data and information developed under this effort
    5. Presentation of all data developed to date to form the basis of conclusions
    6. Conclusions and Recommendations

Task 7

Performance Objectives, Acceptance Criteria, and Monitoring Methods

Performance Objectives	*Performance Standards*	*Acceptable Quality Levels*
Successfully complete public meetings and support the New York District with community relations.	Contractor attends and participates in meetings. Meeting transcripts PP meeting are accurate. Meeting materials are accepted by the government as required.	Acceptance of meeting materials with two revisions. Acceptance of PP meeting transcripts in one revision. Meetings held are organized; and professional in nature. Personnel are thoroughly familiar with the project. Zero letters of reprimand, grievances, or formal complaints

Monitoring Method:

- Review of required materials for meetings. Government will attend and evaluate contractor's attendance, participation and professional demeanor.

Specific Task Requirements:

- The Contractor shall attend and participate in Three (3) public meeting(s). These meetings will be held at {Location}. The support shall include, but is not limited to: preparation and delivery of briefings, graphics, maps, posters, and support of question and answer sessions. The Contractor shall also obtain the meeting site, perform public notification and prepare any correspondence necessary to meeting the objectives of this task. The government shall approve all correspondence, public notices and all other materials prior to being presented/distributed to the public. These actions are independent of the field activities that involve interaction with the community. The meeting for the Proposed Plan shall be covered under this task. Transcripts of the public meeting for the Proposed Plan shall be prepared and submitted with the Final Proposed Plan.

Task 8

Performance Objectives, Acceptance Criteria, and Monitoring Methods

Performance Objectives	*Performance Standards*	*Acceptable Quality Levels*
Collect sufficient data that meets the project DQOs, of known quality and quantity to determine the nature and extent of munitions constituents (MC) and HTRW to support and perform a human health and ecological baseline risk assessment, as may be required.	Perform field activities in accordance with the Work Plan. MC analyses shall be performed in accordance with the requirements of the Department of Defense (DoD) Quality Assurance Manual (QAM), WERS-009.01 Munitions Constituents Chemical Data Quality Deliverables, and the approved project specific plans.	Sampling field work and data meets established criteria within the accepted Work Plan.

Monitoring Method:

- Periodic inspection/review of field work, and data. Verify compliance with the accepted WP. Quality control tests/documentation submitted per the QASP for government review.

Specific Task Requirements:

- This sampling effort will be used in the event additional data is required to support conclusions/recommendations to be presented. The contractor shall propose on two Sample Delivery Groups; one for soils and the second for surface water. The Contractor shall assume that each SDG will be composed of twenty samples, including all required QC. The sampling rationale, and methods that will be utilized will ensure that data generated are of an acceptable quality for its intended use and address contaminants of interest in the recommended sample media (soil/surface water). The contractor shall also propose on the quantity, quality and the methods used to verify adherence to the PARCCS parameters for sample collection, handling, laboratory analysis, verification and validation. Any deviations from the accepted SAP shall be documented in the Daily Quality Control Reports (DQCR) and conveyed to USAESCH personnel immediately. The contractor will provide an independent laboratory to analyze QA samples separate from the contractor's primary laboratory.

Task 9

Performance Objectives, Acceptance Criteria, and Monitoring Methods

Performance Objectives	*Performance Standards*	*Acceptable Quality Levels*
The Contractor shall manage the task order in accordance with the basic contract statement of work. All project management associated with the task order, with the exception of the direct technical oversight of the work described in the preceding tasks, shall be accounted for in this task.	None	None

ATTACHMENT B
QUALITY ASSURANCE FORMS

QUALITY ASSURANCE MONITORING FORM

Date: ___/____/_____

Work Task (Milestone/Activity): _____

Survey Period: ___/____/_____ through ___/____/_____

Method of Surveillance: COR Review

Evaluation of Contractor's Performance: _____

Evaluation

Corrective Action Required: ☐ Yes ☐ No

Narrative Discussion of Contractor's Performance During Survey Period:

Discussion

CORRECTIVE ACTION FORM FOR QASP

1) Work Task (Milestone/Activity): _____

2) Survey Period: ___/____/_____ through ___/____/_____

3) Description of the failure/deficiency that precipitated the corrective action:

Description

4) Description of the criterion that the failure/deficiency was evaluated against:

Description

5) Personnel involved in the identification of the failure/deficiency, determination of the appropriate corrective action, approval of the corrective action, and implementation of the corrective action:

Description

6) Description of the corrective action that was required:

Description

7) Date/time of implementation of the corrective action: ___/____/_____

Description

8) Follow-up information to prevent recurrence of failure/deficiency (i.e., need for revision of procedures or specifications):

Description

9) Personnel responsible for follow-up work:

Description

10) Planned date for follow-up surveillance: ___/____/_____

11) Other notes:

ATTACHMENT C
OESS QUALITY ASSURANCE INSPECTIONS

GENERIC ON-SITE QA CHECKLIST

Project Name/Contract No. _____

Audit Date (Start): _____ **Audit Date (End):** _____

CHECKPOINTS:

1. Review Scope of Work (DO/TO & WP)	**YES**	**NO**	**N/A**	**COMMENTS**
a. Objectives Clearly Identified	☐	☐	☐	
b. Check for Changes to WP & Up To Date	☐	☐	☐	
c. Proper Depth of Clearance Identified	☐	☐	☐	
d. Proper Target Ordnance Identified	☐	☐	☐	
e. Detection & Target Depth(s) Specified	☐	☐	☐	
f. Exclusion Zone Identified in WP	☐	☐	☐	
2. Documentation Requirements	**YES**	**NO**	**N/A**	**COMMENTS**
a. Notice to Proceed from KO	☐	☐	☐	
b. Approval Letter for Work Plan/SSHP	☐	☐	☐	
c. Approval Letter, FAA (If Required)	☐	☐	☐	
d. Certificate of Grounding, Lightning Protection (if required)	☐	☐	☐	
e. Explosive Permits/License (if required)	☐	☐	☐	
f. GFE Transfer Documentation (if required)	☐	☐	☐	

2. Documentation Requirements (Continued)	YES	NO	N/A	COMMENTS
g. Approval Letter, Public/Personnel Withdraw Distance (e.g., 1 Frag in 600 sq. ft.)	☐	☐	☐	
h. Dig Permits for Utilities (if required)	☐	☐	☐	
i. Current copy of the Work Plan on site. Review the new contract to determine if approval of the work plan is required. If not, then delete the requirement to have an approval letter on site	☐	☐	☐	
3. CEHNC QA Files Established	**YES**	**NO**	**N/A**	**COMMENTS**
a. Quality Assurance Reports	☐	☐	☐	
b. Approval Letter's (NTP, Personnel & WP/SSHP) for Contractor Operations	☐	☐	☐	
c. Weekly Contractor Reports SUXOS/QC	☐	☐	☐	
(if provided)				
4. Site-Specific Safety & Health Plan (SSHP)	**YES**	**NO**	**N/A**	**COMMENTS**
a. Emergency Notification List Posted & Available	☐	☐	☐	
b. Emergency Routes/Maps Available & Issued to Each Team	☐	☐	☐	
c. Work Task Identified in Hazard Analysis, Approved SSHP	☐	☐	☐	
d. MSDS(s) On-Site Approved SSHP	☐	☐	☐	

4. Site-Specific Safety & Health Plan (SSHP) (Continued)	YES	NO	N/A	COMMENTS
e. Visitors/Safety Briefing Log Current and Updated	☐	☐	☐	
f. All Personnel On-Site in the Proper PPE	☐	☐	☐	
g. Minimum of Two Personnel On-Site First Aid/CPR Trained, EM 385-1-1, Section 3, Page 19, Paragraph 03.A.02	☐	☐	☐	
h. 16-Unit First Aid Kits or Kits Approved by a Licensed Physician in the Ratio of one for every 25 persons or less. EM 385-1-1. Section 3, Page 19, Paragraph 03.A.03	☐	☐	☐	
5. Technical Management	**YES**	**NO**	**N/A**	**COMMENTS**
a. Procedures Established for the Discovery of RCWM	☐	☐	☐	
b. Procedures Developed for Discovery of MEC which cannot be destroyed in place	☐	☐	☐	
c. Project Grid Size, Layout, Lane Width (e.g., 5' or Less) Established	☐	☐	☐	
d. Established Procedures for Changed Site Conditions	☐	☐	☐	
e. Organizational Chart current and indicates Assignment, Duties, Responsibilities to include Geophysical Teams	☐	☐	☐	
f. Procedures for Reporting and Disposition of MPPEH	☐	☐	☐	
g. Procedures Established for Disposal of MEC in Populated/Sensitive Areas	☐	☐	☐	

5. Technical Management (Continued)	YES	NO	N/A	COMMENTS
h. Procedures Established for Managing, Reporting, Venting and Disposing of munitions debris and range-related debris.	☐	☐	☐	
i. Additional Task and Procedures being Followed (e.g., PAO, Community Relations, Weekly & Monthly Project Status Reports)	☐	☐	☐	
j. Procedures Established for Recording, Reporting and Implementing Lessons Learned	☐	☐	☐	
k. Limitations Posed and Ability of Detection System(s) Chosen	☐	☐	☐	
l. Proper Use of Geophysical Detections Systems Used	☐	☐	☐	
m. Procedures Established for Disposal of MEC in non-populated/non-sensitive areas	☐	☐	☐	
6. Facilities. Reference EM 385-1-1	**YES**	**NO**	**N/A**	**COMMENTS**
a. Adequate Work Space & Facilities (Restrooms, etc.)	☐	☐	☐	
b. Good Housekeeping (No Fire Hazards, Tripping Hazards, etc.)	☐	☐	☐	
c. Approved and Suitable Containers for Flammable Toxic or Explosive Materials	☐	☐	☐	
d. Approved/Adequate Explosive Storage Facilities	☐	☐	☐	
e. Fire/Emergency Exits Clear & Unbarred	☐	☐	☐	
f. Personnel Limits Maintained	☐	☐	☐	
g. Site Security Adequate	☐	☐	☐	

6. Facilities. Reference EM 385-1-1 (Continued)	YES	NO	N/A	COMMENTS
h. Toilets. EM 385-1-1, Section 2, Page 14, Paragraph 02.B Toilets	☐	☐	☐	
i. Washing Facilities. EM 385-1-1, Section 2, Page 16, Paragraph 02.C Washing Facilities	☐	☐	☐	
7. Equipment, Reference Approved WP/Manufacture Operators Manual	**YES**	**NO**	**N/A**	**COMMENTS**
a. Tools Appropriate and Serviceable	☐	☐	☐	
b. Proper Personnel Protective Equipment (PPE) Present, Serviceable & Utilized	☐	☐	☐	
c. Equipment Calibrated (Last Call Date _____ Next Call Date _____)	☐	☐	☐	
d. Survey Equipment Inspected & Serviceable	☐	☐	☐	
e. Heavy Equipment Inspected & Serviceable IAW EM 385-1-1, Section 16	☐	☐	☐	
f. Are Equipped with at Least One Dry Chemical or CO2 Fire Extinguisher-Minimum rating of 5-BC – IAW EM 385-1-1, Section 16	☐	☐	☐	
g. Two Separate Means of Communications, Radio(s) Cell Phone, Land Line(s)	☐	☐	☐	
h. Geophysical Equipment On-Hand & Serviceable	☐	☐	☐	

8. Explosive Storage Requirements. Reference EP 1110-1-18 (Continued)	YES	NO	N/A	COMMENTS
g. Lightning Protection. Magazine constructed of metal that has 3/16 inch steel or thicker in accordance with National Fire Protection Association (NFPA) 780.	□	□	□	
h. Lightning Protection. Magazine grounded in accordance with NFPA.	□	□	□	
i. Lightning Protection. Magazine is located at least 6.5 feet from the nearest fence.	□	□	□	
j. Lightning Protection. BRAC, IRP, FUDS and Active Installation will meet the provisions of DOD 6055.09-STD. Army installations will also meet the provisions of DA Pam 385-64.	□	□	□	
k. Fire Protection. Extinguishers of appropriate size (minimum 10 BC) and type will be located in all explosives storage facilities.	□	□	□	
l. Explosive Limits Maintained. .	□	□	□	
m. Waiver. MACOM approval for storage of commercial of explosives on-site (if required).	□	□	□	
9. Explosive Management Plan. Reference Approved WP/49 CFR	**YES**	**NO**	**N/A**	**COMMENTS**
a. Signature Authority On-Hand	□	□	□	
b. Periodic Inventories Conducted On-Schedule	□	□	□	

Installation should meet the provisions of DOD 6055-9. M, not DOD 6055.9-STD. This is a PDF file taken from EM 11101-1-4009, Appendix G and cannot be changed to the correct reference of DOD 6055-9. M.

9. Explosive Management Plan. Reference Approved WP/49 CFR (Continued)	**YES**	**NO**	**N/A**	**COMMENTS**
c. Accountability Records Maintained	☐	☐	☐	
d. Lost/Stolen Reporting Procedures in Place	☐	☐	☐	
e. Final Disposition Procedures Documented	☐	☐	☐	
f. Key Control/Security	☐	☐	☐	
10. Transportation of MEC. Reference EP 1110-11-18. Chapter 15/49 CFR	**YES**	**NO**	**N/A**	**COMMENTS**
a. Hazardous Waste Manifest (EPA Form 8700-22) (if required)	☐	☐	☐	
b. Hazard Classification of MEC IAW TB 700-2	☐	☐	☐	
c. Training of Transporting MEC IAW 49 CFR, Part 172 & State Applicable State Requirements	☐	☐	☐	
d. Documented Organizational Responsibilities for Transportation of MEC	☐	☐	☐	
e. Approved Transportation Plan	☐	☐	☐	
f. Pre-operational checks of vehicles being conducted	☐	☐	☐	
g. All operators licensed for vehicle	☐	☐	☐	
h. Fire Fighting & First Aid Equipment on board	☐	☐	☐	
i. Cargo properly segregated/blocked and braced and in proper container	☐	☐	☐	
j. Proper DOT Placards/Fire Fighting Symbols Used	☐	☐	☐	

11. UXO Operational Plan, Reference Approved WP & EP 1110-1-18	YES	NO	N/A	COMMENTS
a. Contractor following methodology defined in WP	☐	☐	☐	
(1) SUXOS conducted physical check prior to sweep operations	☐	☐	☐	
(2) Daily Safety Meeting Conducted by SUXOS/SSHO	☐	☐	☐	
b. Geophysical Detection/Magnetometer Used	☐	☐	☐	
(1) Pre-Operational Checks Performed Prior to Sweep Operations	☐	☐	☐	
(2) Operational Condition Annotated in Log Book	☐	☐	☐	
(3) UXO Teams	☐	☐	☐	
(4) Quality Control	☐	☐	☐	
(5) Quality Assurance	☐	☐	☐	
c. Operational Teams Operating IAW WP	☐	☐	☐	
(1) UXO Supervisor Conducted Physical Check Prior to Sweep Operation	☐	☐	☐	
(2) Pre-Sweep Operational/Safety Brief Conducted	☐	☐	☐	
(3) Individual Sweep Lanes/Transects Marked IAW WP	☐	☐	☐	
(4) Contacts Marked & Investigated Properly	☐	☐	☐	
(5) Results of Sweep Operation Recorded	☐	☐	☐	
(6) All MEC, Inert Items & Scrap Examined by at Least Two UXO Personnel	☐	☐	☐	

11. UXO Operational Plan, Reference Approved WP & EP 1110-1-18 (Continued)	**YES**	**NO**	**N/A**	**COMMENTS**
(a) AEDA (Range Residue) IAW PWS/SOW and Properly Addressed in WP	☐	☐	☐	
(7) All UXOs Clearly Marked	☐	☐	☐	
d. QC Operations IAW WP	☐	☐	☐	
e. Non-Munitions Debris Being Collected (as required)	☐	☐	☐	
f. Munitions Debris Inspected/Vented/Segregated	☐	☐	☐	
g. Geophysical Test Grids Appropriate and IAW PWS/SOW	☐	☐	☐	
12. Disposal Operations Planned On-Site IAW the Approved WP	**YES**	**NO**	**N/A**	**COMMENTS**
a. Disposal Method IAW WP	☐	☐	☐	
13. Location Survey & Mapping Plan. Reference Contract DIDs	**YES**	**NO**	**N/A**	**COMMENTS**
a. Professional Land Surveyor	☐	☐	☐	
b. Surveyors Received Safety Briefing	☐	☐	☐	
c. UXO Escort Provided	☐	☐	☐	
d. Grid Stake, Locations Swept with Geophysical Equipment prior to Driving Stakes	☐	☐	☐	
e. Survey Notes Being Recorded	☐	☐	☐	
14. Quality Control Plan. Reference PWS/SOW/DID(s)	**YES**	**NO**	**N/A**	**COMMENTS**
a. QC Operational/Checks Being Conducted IAW WP	☐	☐	☐	

14. Quality Control Plan. Reference PWS/SOW/DID(s) (continued)	**YES**	**NO**	**N/A**	**COMMENTS**
b. QC Grid/Transect Established IAW WP	☐	☐	☐	
c. Results of QC Checks Being Recorded	☐	☐	☐	
d. Pass/Fail Criteria Clearly Defined IAW PWS/SOW	☐	☐	☐	
15. Vegetation Removal Reference WP/SSHP & OSHA Req.	**YES**	**NO**	**N/A**	**COMMENTS**
a. Vegetation Removal & Localized, if required	☐	☐	☐	
b. Equipment Operation to Prevent Impact with Possible Surface UXO	☐	☐	☐	
c. Cutting does not Present Impalement Hazard	☐	☐	☐	
d. UXO Personnel Monitoring Cutting Operation	☐	☐	☐	
e. UXO Discovered Marked/Handled Appropriately	☐	☐	☐	
f. Equipment Being Operated Safely & IAW Equipment Operators Manual/WP	☐	☐	☐	
16. Munition Constituents (MC) Sampling and Analysis Plan, if required	**YES**	**NO**	**N/A**	**COMMENTS**
a. Key Personnel Identified	☐	☐	☐	
b. Quality Assurance Responsibilities Identified	☐	☐	☐	
c. Procedures for Collection of Samples	☐	☐	☐	
d. Local Carrier Location Identified	☐	☐	☐	

ATTACHMENT D
QUALITY ASSURANCE REPORT (QAR) FORMAT

QUALITY ASSURANCE REPORT (QAR) FORMAT

USACE ORDNANCE AND EXPLOSIVE PROJECT
QUALITY ASSURANCE REPORT

CONTRACT WITH DELIVERY ORDER:

SITE:

DATE:

TELEPHONE NUMBER:

FAX NUMBER:

WEATHER:

USACE UXO SME:

GRIDS COMPLETED BY CONTRACTOR:

QA CHECKS CONDUCTED:

GRIDS THAT PASSED QA INSPECTION:

CORRECTIVE ACTION REQUEST:

CONTRACTOR PERSONNEL ON-SITE: *Total Number on-site*

*Not On-Site Today

GENERAL OBSERVATIONS:

LESSONS LEARNED:

DISTRIBUTION:

ATTACHMENT E
CEHNC FORM 948

U.S. ARMY ENGINEERING AND SUPPORT CENTER, HUNTSVILLE
ORDNANCE AND EXPLOSIVE GROUP
MEMO

TO:	DATE:	TIME:

CONTRACT NUMBER:	PROJECT LOCATION:
DO #:	

SUBJECT ITEM(S) (Check all that apply):

- ☐ Work Plan
- ☐ Safety Violation
- ☐ Safety Comments
- ☐ Quality Control
- ☐ Other

DESCRIPTION: _____

☐ Prompt correction or compliance with contract specifications is requested.

_____
USACE Site Representative

RECEIPT ACKNOWLEDGED: _____
Contractor's Representative

ACTION TAKEN:

CEHNC FORM 948 (Revised) 1 APR 96 — **COPY 1 - Contractor's Representative**

ATTACHMENT F
CORRECTIVE ACTION REQUEST

CORRECTIVE ACTION REQUEST	**NO.** *(1,2,3, etc. for the T.O.)*
USACE Representative:	
Date Issued:	
Issued to: (*Contractor*)	
Response Due: (*Based on type of nonconformance*)	
Contract # and T.O. #	
Project Name/Location:	
Nonconformance Type (circle one): Critical Major Minor	
Description of Condition Found:	
Apparent Cause:	
(The Contractor will provide the following information to the Contracting Officer and USACE PM by the "Response Due" date above. Please contact the USACE Representative listed above if you have any questions)	
Actual Cause: (Contractor will investigate and determine cause of condition reported above. Actual cause should be stated as specifically as possible)	
Action Taken to Correct Condition: (Corrective Action should address root cause, not the symptom)	
Action Taken to Prevent Recurrence:	
Action Taken to Monitor Effectiveness of Corrective Action: (Generate data as proof. State the monitoring method put in place and who is responsible for reviewing data.)	
Contractor Representative Signature/Title/Date Signed: (Form must be signed before returning)	

CORRECTIVE ACTION REQUEST	**NO.** *(1,2,3, etc. for the T.O.)*

(USACE Project Team Use Only)

Review of Corrective Action:

1) Has condition improved? ___ Yes ___ No

2) Additional corrective action required? ___ Yes ___ No

Comments:

Completed form provided to Contracting Officer: (Date)

ATTACHMENT G
DGM SURVEILLANCE FORMS

DIGITAL GEOPHYSICAL MAPPING QUALITY ASSURANCE FORM ***(Anomaly Resolution)***

U.S. Army Engineering & Support Center, Huntsville
[Project Name, Location, Phase, Contractor]
Lot ID:

Recommend Acceptance: Yes ☐ No ☐
QA Reviewer: _____
Date: _____

	Pass	*Fail*	*See Comments*	*Field Observation*	*N/A*
1) Submittal Ontime/Complete (updated Access Tables)	☐	☐	☐	☐	☐
2) Reacquisition Results (offset within allowable distance, reacquisition amplitude >= 80% original, No contacts with original values >x, etc.)	☐	☐	☐	☐	☐
3) Acceptance Sampling (no unresolved anomalies in sample) (post-dig amplitude < criteria or fully documented rationale)	☐	☐	☐	☐	☐
4) Blind Seed Items Recovered	☐	☐	☐	☐	☐
5) Root Cause Analyses/Non-conformances Reported & Accepted	☐	☐	☐	☐	☐
6) Any additional field observations/QA (add notes below)	☐	☐	☐	☐	☐

Quality Assurance Comments:

DIGITAL GEOPHYSICAL MAPPING QUALITY ASSURANCE FORM ***(DATA SUBMITTAL)***

U.S. Army Engineering & Support Center, Huntsville
[Project Name, Location, Phase, Contractor]
Lot ID:

Recommend Acceptance: Yes ☐ No ☐
QA Reviewer: _____
Date: _____

	Pass	*Fail*	*See Comments*	*Field Observation*	*N/A*
1) Submittal Ontime	☐	☐	☐	☐	☐
2) Submittal Complete (raw/processed data files (mapping & QC), maps, field data sheets, updated Access DB (includes QC results, target selection tables, etc.)	☐	☐	☐	☐	☐
3) Performance Requirements/Quality Results (all results documented & failures have RCAs: Static Repeatability, Along line measurement spacing, Speed, Coverage, Dynamic Detection & Positioning Repeatability [IVS and Blind Seeds], Geodetic Equipment Functionality)	☐	☐	☐	☐	☐
4) Periodic Recalculation of Performance Requirements (include details in comments section)					
(a) Static Repeatability	☐	☐	☐	☐	☐
(b) Along Line Measurement Spacing	☐	☐	☐	☐	☐
(c) Speed	☐	☐	☐	☐	☐
(d) Coverage	☐	☐	☐	☐	☐
(e) Dynamic Detection Repeatability (IVS & Blind Seeds)	☐	☐	☐	☐	☐
(f) Dynamic Positioning Repeatability (IVS & Blind Seeds)	☐	☐	☐	☐	☐
5) Review of Maps/Gridded data (Assess Potential Field) (visual check: background levelling, striping, latency, noise, in particular view seed items for dynamic detection repeatability)	☐	☐	☐	☐	☐
6) Target Selection (following selection criteria for anomaly & dig lists, each single anomaly has one unique ID, cultural features noted/not selected to dig, no gridding artifacts, reporting of anomaly characteristics accurate)	☐	☐	☐	☐	☐
7) Root Cause Analyses/Non-conformances Reported & Accepted	☐	☐	☐	☐	☐
8) Any additional field observations/QA (add notes below)	☐	☐	☐	☐	☐

Quality Assurance Comments: