

DATA ITEM DESCRIPTION		FORM APPROVAL OMB NO 0704-0188	
1. TITLE Type I Work Plan		2. IDENTIFICATION NUMBER OE-001	
3. DESCRIPTION / PURPOSE To provide the format, content, and preparation instructions for Engineering Evaluation/Cost Analysis (EE/CA) Work Plans for Ordnance and Explosives projects.			
4. APPROVAL DATE (YYMMDD) 000303	5. OFFICE OF PRIMARY RESPONSIBILITY CEHNC-ED-CS-G	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS			
<p>10.1 Format - This plan shall be printed on standard size (e.g. 8 ½ by 11 inch) white paper, with drawings folded, if necessary, to this size or to fit within pockets of this size. Pages shall be sequentially numbered. Drawings shall be of engineering quality in drafted form with sufficient detail to show interrelations of major features. When drawings are required, data may be combined to reduce the number of drawings. All attachments shall be identified and referenced in the text of the report. The plan shall be legible and suitable for reproduction.</p> <p>10.1.1 Chapters shall be numbered sequentially. Within each chapter each page shall be numbered sequentially, starting with the specific chapter number. Within each chapter the paragraphs shall be numbered sequentially starting with the chapter number and using a decimal system, with each section and paragraph having a unique decimal designation. Within each chapter any figures, tables, and charts shall be numbered sequentially starting with the chapter number. Work plans shall be bound in a three-ring binder. Binders shall hold pages firmly while allowing easy removal, addition, or replacement of pages.</p> <p>10.1.2 Appendices shall be lettered alphabetically. Within each appendix, each page shall be numbered sequentially starting with the appendix letter.</p> <p>10.1.3 A title sheet will be provided on the front of the binder and also inside the binder which includes the the name of the project (site), contractor's name and address, the contract number, the task order number, the project number, the date of the plan, and the title of the plan. The title sheet shall identify the contracting agency and shall name the Geographical Corps District where the project is located. The title sheet shall be signed by a principle of the company or the person performing quality control on the document. Draft versions of the Work Plan shall be clearly identified as such on the title sheet.</p> <p>10.1.4 Each page of the Work Plan shall contain a date footer and the contract/task order number. When revisions to the Work Plan are required, a revision date, revision number, contract/task order and amendment/modification number (if applicable) shall be included in the date footer. A dated summary page listing all revised pages shall be submitted with each revision.</p> <p>10.2 The contractor shall determine inapplicable requirements, or requirements in addition to those listed below, that should be included in the Work Plan. When an issued Task Order does not require a specific chapter or sub plan, the chapter shall be included with a declaration that the information is not required by the Task Order. Chapters shall be organized as follows:</p> <p>10.2.1 Chapter 1. Introduction. At a minimum the following information shall be included:</p> <p style="padding-left: 40px;">10.2.1.1 Project Authorization</p> <p style="padding-left: 40px;">10.2.1.2 Purpose and Scope</p>			
11. DISTRIBUTION STATEMENT			

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10.2.2 Chapter 2. Site Description.

10.2.2.1. Location

10.2.2.2. Physical Description

10.2.2.3. History

10.2.2.4. Previous Investigations

10.2.2.5. Initial Summary of OE Risk (summarize OE potentially on site, and characteristic hazard presented by those items.

10.2.3 Chapter 3. Project Management

10.2.3.1. Project Objectives

10.2.3.2. Project Organization

10.2.3.3. Project Personnel

10.2.3.4. Project Communication and Reporting

10.2.3.5. Project Deliverables

10.2.3.6. Project Schedule

10.2.3.7. Periodic Reporting

10.2.3.8. Costing and Billing

10.2.3.9. Project Public Relations Support

10.2.3.10. Subcontractor Management

10.2.3.11. Management of Field Operations

10.2.4. Chapter 4. Overall Approach to OE EE/CA

10.2.4.1. Preliminary Removal Action Goals

10.2.4.2. Identification of Data Quality Objectives

10.2.4.3. Required Data

10.2.4.4. Data Reduction and Evaluation

10.2.4.5. Data Incorporation into EE/CA Reports

10.2.4.6. OE Exposure Analysis

10.2.4.7. Alternatives Identification and Analysis, including:

10.2.4.7.1 No Action Options

10.2.4.7.2 Institutional Control Options

10.2.4.7.3 OE Removal Options

10.2.4.8 EE/CA Report (See DID OE-010)

10.2.4.9 EE/CA Approval Memorandum

10.2.4.10 EE/CA Completion and Close-out

10.2.4.11 Use of Time Critical Removal Actions During the EE/CA Process

10.2.4.12 Follow-on Activities

10.2.5 Chapter 5. Scope of Work by Task. The contractor shall describe each task contained in the scope of work and describe the approach to be taken to accomplish each task. Guidance, regulations, or other policy under which the work will be done will be identified. Assumptions and procedures will be discussed. Tools and software to be used will be described.

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10.2.6 Chapter 6. Site Characterization Planning and Operations. The contractor shall describe how the site will be investigated. Potential investigation methods include, but are not limited to, evaluations of archival data, evaluations of historical aerial photographs provided by the Government or obtained by the contractor from public sources, geophysical investigations, and excavation of representative areas. The contractor shall propose and justify methods and procedures that are well suited to the anticipated site conditions and project objectives. The contractor shall consider technical requirements for site characterizations as well as safety and security regulations applicable to the site. The plan shall describe the goals, methods, procedures, and personnel used for field sampling and data gathering activities in accordance with the following outline:

10.2.6.1 Site Characterization Goals.

10.2.6.2 Site Characterization Procedural Overview

10.2.6.3 OE Sampling Locations

10.2.6.4 OE Sampling Procedures

10.2.6.5 Surveying and Site Layout and Control. The contractor shall provide a map, zone delineation, minimum separation distances, on/off-site communications, site access controls, and security (physical and procedural). If applicable, the contractor will determine three areas; exclusion, contamination reduction, and support, for each work site in accordance with the requirements of 29 CFR 1910. (See also DID OE-005-07)

10.2.6.6 Geophysical Investigations (See also DID OE-005-05)

10.2.6.7 Risk Characterization and Analysis

10.2.6.8 Institutional Analysis (See also DID OE-100)

10.2.6.9 Geographical Information System (GIS), if required (See also DID OE-005-14)

10.2.6.10 Others, as required

10.2.7 Chapter 7. OE Planning and Operations. The contractor shall describe how OE operations will be planned and implemented utilizing appropriately qualified personnel, equipment, and procedures. All OE operations must be performed utilizing qualified OE personnel, equipment, and procedures as defined in DID OE-025 and ETL 385-1-1, Safety Concepts and Basic Considerations for UXO Operations. No substitute experience or qualifications will be accepted. The Work Plan shall describe the following:

10.2.7.1 Operations in OE Areas

10.2.7.2 OE Accountability and Records Management

10.2.7.3 OE Identification

10.2.7.4 OE Removal

10.2.7.5 OE Transportation

10.2.7.6 OE Storage

10.2.7.7 OE Disposal Procedures

10.2.7.8 OE Disposal Range, if used

10.2.7.9 OE Personnel and Qualifications

10.2.7.10 Disposal Alternatives. If OE destruction cannot take place on site by detonation, include disposal alternatives and recommendation as described in DID OE-040.

10.2.7.11 Management and storage of demolition explosives

10.2.8 Chapter 8. Site Safety and Health Plan (See DID OE 005-06).

10.2.9 Chapter 9. Environmental Protection. (See also DID OE-005-12)

10.2.10 Chapter 10. Data Management Plan.

10.2.11 Chapter 11. Quality Control (See DID OE-005-11)

10.2.12 Chapter 12. References shall be listed.

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10.2.13 Appendices

10.2.14 Resumes of Key Personnel Not Listed on USAESCH Database.