

DATA ITEM DESCRIPTION		FORM APPROVAL OMB NO 0704-0188	
1. TITLE Type II Work Plan		2. IDENTIFICATION NUMBER OE-005-01	
3. DESCRIPTION / PURPOSE To provide the format, content, and preparation instructions for Work Plans for all Ordnance and Explosives projects or response actions (i.e., removal actions, site characterizations, etc.) EXCEPT Engineering Evaluation/Cost Analysis (EE/CA) projects.			
4. APPROVAL DATE (YYMMDD) 000303	5. OFFICE OF PRIMARY RESPONSIBILITY CEHNC-OE-CX	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP Refer to DID OE-001 for requirements for EE/CA (Type I) Work Plans.			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
<p>10. PREPARATION INSTRUCTIONS</p> <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 plan. 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 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>10.1.4 A title sheet will be provided on the front of the binder and also inside the binder which includes the contractor's name and address, the contract number, the task order number, the project number, the name of the project, 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 principal 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>10.2 Each work plan shall contain the sub plans specified in the Contract Task Order.</p> <p>10.3 Work Plans shall be organized by chapters containing the sub plans unless specifically excluded by the Task Order. When an issued Task Order does not require a specific sub plan, the chapter shall be included with a declaration that the sub plan is not required by the Task Order. Chapters shall be organized as follows:</p> <p>10.3.1 Chapter 1. Introduction. At a minimum the following information shall be included:</p> <p>10.3.1.1 General Information deemed appropriate by the contractor</p> <p>10.3.1.2 Site Location</p>			
11. DISTRIBUTION STATEMENT			

Data Item Description OE-005-01 (Continued):

10.3.1.3 Site History

10.3.1.4 Topography

10.3.1.5 Climate

10.3.2 Chapter 2. Technical Management Plan. Refer to DID OE-005-02.

10.3.3 Chapter 3. Explosives Management Plan. Refer to DID OE-005-03.

10.3.4 Chapter 4. Explosives Siting Plan. Refer to DID OE-005-04.

10.3.5 Chapter 5. Geophysical Plan. Refer to DID OE-005-05.

10.3.6 Chapter 6. Site Safety and Health Plan. Refer to DID OE-005-06.

10.3.7 Chapter 7. Location Surveys and Mapping Plan. Refer to DID OE-005-07.

10.3.8 Chapter 8. Work, Data, and Cost Management Plan. Refer to DID OE-005-08.

10.3.9 Chapter 9. Property Management Plan. Refer to DID OE-005-09.

10.3.10 Chapter 10. Sampling and Analysis Plan. Refer to DID OE-005-10.

10.3.11 Quality Control Plan. Refer to DID OE-005-11.

10.3.12 Environmental Protection Plan. Refer to DID OE-005-12.

10.3.13 Investigative Derived Waste Plan. Refer to DID OE-005-13.

10.3.14 Geographical Information System. Refer to DID OE-005-14.

10.4 Appendices. The work plan shall contain the following documents as appendices.

10.4.1 Task Order Scope of Work

10.4.2 Site Maps

10.4.3 Local Points of Contact

10.4.4 Contractor Forms for collecting and recording the following data:

10.4.4.1 Quality Control Log

10.4.4.2 Safety Meeting Attendance Log

10.4.4.3 Site Visitors Log

10.4.4.4 Safety Inspections Log

10.4.4.5 Daily Report of OE Operations

10.4.4.6 Explosives Accountability Forms

10.4.5 Resumes. Resumes shall be submitted in accordance with the requirements of DID OE-025. The format for resumes is contained in Section J.