

DATA ITEM DESCRIPTION		FORM APPROVAL OMB NO 0704-0188	
1. TITLE Engineering Evaluation/Cost Analysis (EE/CA) Report		2. IDENTIFICATION NUMBER OE-010	
3. DESCRIPTION / PURPOSE To provide the requirements for EE/CA Reports 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 report 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. Reports 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 cover sheet will be provided on the front of the binder and also inside the binder which includes 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 report. The cover sheet shall identify the contracting agency and shall name the Geographical Corps District where the project is located. Draft versions of the report shall be clearly identified as such on the cover sheet. The Cover Sheet shall be repeated inside the document</p> <p>10.1.4 Each page of the Report shall contain a date footer and the contract/task order number. When revisions to the Report are required, a revision date, contract/task order and 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>10.1.5 The final EE/CA report shall contain a professional engineer certification.</p> <p>10.1.6 The report shall be written in common language easily understood by the general public.</p> <p>10.2 The contractor shall determine inapplicable requirements, or requirements in addition to those listed below, that should be included in the Report. The Report should contain only those data necessary to support the selection of a response alternative and future recurring reviews. Existing documentation should be relied on whenever possible. Chapters shall be organized as follows:</p> <p>10.2.1 Executive Summary.</p> <p>10.2.2 Chapter 1. Introduction. At a minimum the following information shall be included:</p> <p>10.2.2.1 Background</p>			
11. DISTRIBUTION STATEMENT			

Data Item Description OE-010 (Continued)

10.2.2.2 Project Authorization

10.2.2.3 Purpose and Scope

10.2.2.4 Project Team

10.2.2.5 Project Objectives

10.2.3 Chapter 2. Site Description and History

10.2.3.1. Location

10.2.3.2. Physical Description

10.2.3.3. History

10.2.3.4 Demographic Profile

10.2.3.5. Current and Future Site Use

10.2.3.6 Analysis of Historical Records

10.2.3.7 Previous Investigations

10.2.3.8 Previous Removal Actions

10.2.4 Chapter 3. Site Characterization

10.2.4.1. Site Investigations

10.2.4.2. Source, Nature, and Extent of OE

10.2.4.3. Description of Hazards of Specific OE Encountered. Summarize OE on site and characteristic hazard presented by each of those items. Include photographs and/or schematics of all significant items.

10.2.4.4 Update of Archives Search Report (ASR) findings (if necessary).

10.2.5. Chapter 4. Risk Evaluation. Describe the level of safety risk that exists at a site as a result of the OE contamination, using the risk characterization tools identified in the Task Order.

10.2.6 Chapter 5. Institutional Analysis. Refer to DID OE-100.

10.2.7 Chapter 6. Identification of Response Action Objectives.

10.2.8 Chapter 7. Identification and Analysis of Response Action Alternatives.

10.2.8.1 Effectiveness (Overall protection to human health and the environment, compliance with ARAR's, long-term effectiveness, short-term effectiveness).

10.2.8.2 Implementability (technical feasibility, administrative feasibility, availability of services and materials, stakeholder acceptance).

10.2.8.3 Cost (capital costs, post-removal site control costs).

10.2.9 Chapter 8. Comparative Analysis of Response Action Alternatives. Compare the feasible alternatives that survive the analysis in Chapter 7.

10.2.10 Chapter 9. Recommended Response Action Alternative (to be included only when specifically required by a task order SOW).

10.2.11 Chapter 10. Recurring Reviews.

10.2.12 References and appendices (as required)