

DATA ITEM DESCRIPTION		FORM APPROVAL OMB NO 0704-0188	
1. TITLE Site Specific Final Report		2. IDENTIFICATION NUMBER OE-030	
3. DESCRIPTION / PURPOSE To provide the requirements for final reports for Ordnance and Explosives (OE) projects.			
4. APPROVAL DATE (YYMMDD) 000303	5. OFFICE OF PRIMARY RESPONSIBILITY CEHNC-OE-CX	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description contains instructions for preparing final reports for OE projects.			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS:			
<p>10.1 General. The Contractor shall prepare a Site Specific Final Report (SSFR) covering all operations and activities and stating that the project has been completed in accordance with the task order Scope of Work (SOW) and approved Work Plan.</p> <p>10.2 General. The SSFR shall be typed on standard size (e.g. 8.5 X 11 inch) white paper. Chapters shall be numbered sequentially. Within each chapter the paragraphs shall be numbered sequentially starting with the chapter number. Within each chapter any figures, tables, and charts shall be numbered sequentially starting with the chapter number. Appendices shall be lettered alphabetically and shall be identified and referenced in the text of the SSFR. Within each appendix, each page shall be numbered sequentially starting with the appendix letter. Every page of the SSFR shall contain a date footer and the task order number. The plan shall be legible and suitable for reproduction. The SSFR shall also be provided in CD-ROM format, including all text, drawings, maps, forms, tables, field notes, and other data gathered during the response action. Contents of the SSFR shall be as described below.</p> <p>10.2.1 The front cover of draft SSFR's shall be prepared in accordance with ATTACHMENT 1 of this form and shall bear the following statement in addition to other requirements, "The views, opinions, and/or findings contained in the report are those of the author(s) and should not be construed as an official Department of the Army position, policy, or decision, unless so designated by other documentation."</p> <p>10.2.2 <u>Introduction</u> shall consist of a narrative statement of the reasons for the response action, make reference to the task order SOW, Technical Instructions, other contract direction, previous related submittals and citation of the Government authorization. It should also state aims, objectives, probability of solution or accomplishment, estimated scope of development effort required and technical approach.</p> <p>10.2.3 <u>Discussion</u> shall give a detailed discussion of the technical effort or work performed covering procedures, equipment, facilities, data and mathematical computations used (both successful and unsuccessful), and results (both expected and unexpected).</p> <p>10.2.4 <u>Documentation</u> should be made making reference to all related submittals (drawings, logs, intermediate reports, laboratory reports, conference reports and other research sources.)</p> <p>10.2.5 <u>Tests</u>. Identify tests conducted, and test results, both QA and QC.</p> <p>10.2.6 <u>Financial Breakdown</u>. Identify all costs incurred in each task order.</p> <p>10.2.7 <u>Summary</u>. The main SSFR body shall end with a summary which should be a concise, self-explanatory recapitulation of the report.</p> <p>10.2.8 <u>Conclusion</u>. The SSFR will contain conclusions, only if specifically required by a task order SOW. If required by the task order SOW, the SSFR should contain a logical conclusion based on the contractor's evaluation of data presented in the</p>			
11. DISTRIBUTION STATEMENT			

report when an evaluation is applicable. The conclusion should be concise and based on supporting arguments presented in the body of the SSFR.

10.2.9 Recommendations. The SSFR will contain recommendations, only if specifically required by a task order SOW. If required by the task order SOW, the recommendations should be a logical outcome of the conclusions and should provide information necessary for action leading to improvements of a system or the state-of-the-art.

10.3 Content:

10.3.1 The SSFR shall contain maps showing the search grids established and records of OE and OE scrap found designated by grid number, type, and quantity. A separate list shall be included which identifies all UXO, ordnance scrap, and other material recovered during the response action. The list, arranged by grid numbers, will identify UXO by M number, type and condition, ordnance scrap in pounds (including types of any fragmentation not represented in the list of UXO), and pounds of other material. Other material is defined as non-munitions material found at the ordnance site. The depth to the top of each UXO item recovered will be reported on the list as well as x and y coordinates and the soil type (either sand, clay, or loam) at which the item was recovered. The presence of limestone at the location of the item shall also be noted.

10.3.2 The result of quality control sweeps shall be reported separately, but in the same manner as the original sweep.

10.3.3 Any additional sweeps required shall be reported separately but in the same manner.

10.3.4 A description of the methods used to clear ordnance, including lessons learned and advice for future operations.

10.3.5 All documentation for final disposition of scrap/range residue.

10.3.6 Color photographs of major activities and UXO discoveries. Photos shall be 4" by 6" (10 cm by 15 cm) and shall be color photocopies for draft submittals and copies of final submittal. Original prints and negatives shall be submitted with the original final SSFR.

10.3.7 Breakout all cost as follows: a) Area of the site, b) Task number in the scope of work, c) Cost to accomplish the task order, d) Labor hours and Labor categories used to perform the task order. The information shall be submitted using the format in ATTACHMENT 2. (DOES NOT APPLY TO FIRM FIXED PRICE ORDERS.)

10.3.8 A video tape, if required by a task order, will show major activities and UXO discoveries. The video tape shall be hi-grade VHS color tape with voice narration describing the actions being taped and length as specified in the task order. The original video tape shall be submitted with the original final SSFR.

10.3.9 Description and results of laboratory analyses and maps indicating sample locations.

10.3.10 Daily SUXOS Reports. Reports should be condensed to the maximum extent possible. More than one report may be included on the same page. Daily reports shall contain factual information only concerning locations and activities of UXO teams, discoveries and/or demolition of OE items, work stoppages or interruptions, visitors to the site, unusual site conditions, substantive telephone calls or conversations, accidents, incidents, special training or safety issues, or other unusual happenings.

10.3.11 All Forms 948 or similar documentation issued by the Government during the task order's duration.

10.3.12 Dig sheet data for all excavations prepared as a result of geophysical mapping and investigation. Information may be presented in tabular form, to avoid excessive pages within the SSFR. Actual locations versus predicted locations of expected ordnance items will be reported.

10.3.13 Boundaries of actual response activities and any areas that were avoided.

10.3.14 Description and maps of any archaeology sites and environmentally sensitive areas that were encountered and corrective or protective procedures that were taken.

10.3.15 Description of any damages that were done to trees, utilities, or facilities and corrective actions that were taken to repair these damages.

10.3.16 Number of acres on which re-vegetation or re-seeding was done.

SITE SPECIFIC FINAL REPORT
(Title of project)
(Name of site where work is being performed)
(Location of site where work is being performed)

PREPARED FOR:

U.S. ARMY ENGINEERING AND SUPPORT CENTER, HUNTSVILLE

(US Army Corps of Engineers LOGO)

(Contract number)

(Task Order number)

(Project number)

Geographical District:

PREPARED BY:

(Company name)

(Date of report)

ATTACHMENT 1

