

DATA ITEM DESCRIPTION

Title: Type I (EE/CA) Work Plan

Number: OE-001.01

Approval Date: 20021001

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-ED-SY-T

Applicable Forms:

Use/Relationship: The Type I Work Plan will be used to describe the goals, methods, procedures, and personnel used for field investigation and data gathering activities for the Engineering Evaluation/Cost Analysis (EE/CA) phase of the Non Time Critical Removal Action (NTCRA) process. This Data Item Description provides the format, content, and preparation instructions for Type I (EE/CA) Work Plans for Ordnance and Explosives (OE) projects.

Requirements:

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.

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.

1.2 Appendices shall be lettered alphabetically. Within each appendix, each page shall be numbered sequentially starting with the appendix letter.

1.3 A title 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 Corps of Engineers' contract number, Task Order/Delivery Order number, and project number, the date of the plan, and the title of the plan. The contractor's name/logo shall not dominate the title sheet. 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 the Corporate Quality Management representative. The version of the Work Plan (i.e., draft, final, etc.) shall be clearly identified on the title sheet.

1.4 Each page of the Work Plan shall contain a date footer and the Corps of Engineers' contract/Task Order/Delivery Order number. When revisions to the Work Plan are required, a revision date, revision number, Corps of Engineers' contract/Task Order/Delivery 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. This summary page shall be identified as such and placed directly behind the title page.

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/Delivery Order does not require a specific chapter or sub plan, the chapter headings, as listed below, shall be retained with a declaration that the information is not required by the Task Order/Delivery Order. Chapters shall be organized as follows:

2.1 Chapter 1. Introduction. At a minimum the following information shall be included:

a. Project Authorization

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- b. Purpose and Scope
- c. Work Plan Organization
- d. Project Location
- e. Site Description to include site location, topography, climate, vegetation, and site geology
- f. Site History
- g. Current and Projected Land Use
- h. Previous Investigations of Site
- i. Initial Summary of OE Risk (Summarize OE potentially on site, and characteristic hazard presented by those items.)

2.2 Chapter 2. Technical Management Plan.

- a. Project Objectives
- b. Project Organization
- c. Project Personnel
- d. Project Communication and Reporting
- e. Project Deliverables
- f. Project Schedule
- g. Periodic Reporting
- h. Costing and Billing
- i. Project Public Relations Support
- j. Subcontractor Management
- k. Management of Field Operations

2.3 Chapter 3. Field Investigation Plan.

- a. Overall Approach to OE EE/CA.
 - (1) Site Characterization Goals
 - (2) Data Quality Objectives
 - (a) Required Data
 - (b) Data Reduction and Evaluation
 - (3) Data Incorporation into EE/CA Reports
 - (4) OE Exposure Analysis

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- (5) Alternatives Identification and Analysis, including:
 - (a) No Action Options
 - (b) Institutional Control Options
 - (c) OE Removal Options
 - (6) EE/CA Report (refer to DID OE-010.01).
 - (7) EE/CA Action Memorandum (refer to Chapter 10, EP 1110-1-18).
 - (8) EE/CA Completion and Close-out
 - (9) Use of Time Critical Removal Actions During the EE/CA Process
 - (10) Follow-on Activities
- b. Identification of Areas of Concern
- c. Geophysical Prove Out Plan and Report (refer to DID OE-005-05A.01).
- d. Geophysical Investigation Plan (refer to DID OE-005-05.01).
- e. Location Surveys and Mapping Plan (refer to DID OE-005-07.01).
- f. Geographic Information Systems (GIS) Plan (refer to DID OE-005-14.01).
- g. Intrusive Investigation
- (1) General Methodology – Reference all applicable safety standards and procedures.
 - (2) OE Accountability and Records Management
 - (3) OE Personnel Qualifications (refer to DID OE-025.01).
 - (4) OE Sampling Locations
 - (5) OE Sampling Procedures
 - (6) Most Probable Munition (MPM) (list all munitions, by area of concern, that records indicate may be found and from this list determine the MPM for each area of concern)
 - (7) Minimum Separation Distances (MSDs) (For each area of concern, determine an MSD for both intrusive work and intentional detonations based on the MPM for the area of concern.)
 - (8) OE Identification
 - (9) OE Removal
 - (10) OE Storage
 - (11) OE Disposal
 - (a) General Procedures
 - (b) Unexploded Ordnance
 - (c) Ordnance Scrap
 - (d) Other

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(12) Disposal Alternatives

- h. Investigative Derived Waste Plan (refer to DID OE-005-13.01).
- i. Risk Characterization and Analysis (refer to Chapter 10, EM 1110-1-4009 and Interim Guidance Document 01-01, “OE Risk Impact Analysis for OE EE/CA Evaluations”).
- j. Analysis of Institutional Controls (refer to DID OE-100.01).
- k. Discussion on the preparation of the Recurring Review Plan (refer to DID OE-110.01).
- 2.5 Chapter 4. Quality Control Plan (refer to DID OE-005-11.01).
- 2.6 Chapter 5. Explosives Management Plan (refer to DID OE-005-03.01).
- 2.7 Chapter 6. Explosives Siting Plan (refer to DID OE-005-04.01).
- 2.8 Chapter 7. Environmental Protection Plan (refer to DID OE-005-12.01).
- 2.9 Chapter 8. Property Management Plan (refer to DID OE-005-09.01).
- 2.10 Chapter 9. Interim Holding Facility Siting Plan for RCWM Projects (refer to DID OE-005-16.01).
- 2.11 Chapter 10. Physical Security Plan for RCWM Project Sites (refer to DID OE-005-17.01).
- 2.10 Chapter 11. References (to include guidance, regulations, or other policy under which the work will be done).
- 2.11 Appendices. The work plan shall contain the following documents in the order shown as appendices:
 - a. Appendix A. Task Order Scope of Work
 - b. Appendix B. Site Maps
 - c. Appendix C. Local Points of Contact
 - d. Appendix D. Site Safety and Health Plan (refer to DID OE-005-06.01 for conventional OE projects or DID OE-005-15.01 for RCWM projects)
 - e. Appendix E. Environmental Sampling and Analysis Plan (refer to DID OE-005-10.01)
 - f. Appendix F. Contractor forms for collecting and recording the following data:
 - (1) Quality Control Log
 - (2) Safety Meeting Attendance Log
 - (3) Site Visitors Log
 - (4) Safety Inspections Log
 - (5) Daily Report of OE Operations
 - (6) Explosives Accountability Forms
 - (7) Spreadsheet of Work Status (Intrusive/QC/QA).

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g. Appendix G. MSD Calculation Sheets

h. Appendix H. Resumes. Resumes of key personnel not listed on USAESCH's database shall be submitted in accordance with the requirements of DID OE-025.01.

i. Appendix I. Technical Project Planning (TPP) Work Sheets. Documentation from all TPP meetings shall be provided, to include the Conceptual Site Model.

3. End of DID OE-001.01.