

DATA ITEM DESCRIPTION

Title: Type II Work Plan

Number: OE-005-01.01

Approval Date: 20021001

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-OE-CX

Applicable Forms:

Use/Relationship: The Type II Work Plan will be used to describe the goals, methods, procedures, and personnel used for field activities for all Ordnance and Explosives projects or response actions (i.e., removal actions, site characterizations, etc.) EXCEPT Engineering Evaluation/Cost Analysis (EE/CA) projects. Refer to DID OE-001.01 for requirements for Type I (EE/CA) Work Plans.

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. Work Plans shall be organized by chapters containing the sub plans unless specifically excluded by the Task Order/Delivery Order. When an issued Task Order/Delivery Order does not require a specific sub plan, the chapter heading shall be retained with a declaration that the sub plan is not required by the task order. Chapters shall be organized as follows:

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

a. General Information deemed appropriate by the contractor

b. Site Location

DID OE-005-01.01

- c. Site History
- d. Topography
- e. Climate
- 2.2 Chapter 2. Technical Management Plan (refer to DID OE-005-02.01).
- 2.3 Chapter 3. Explosives Management Plan (refer to DID OE-005-03.01).
- 2.4 Chapter 4. Explosives Siting Plan (refer to DID OE-005-04.01).
- 2.5 Chapter 5. Geophysical Prove-out Plan and Report (refer to DID OE-005-05A.01).
- 2.6 Chapter 6. Geophysical Investigation Plan (refer to DID OE-005-05.01).
- 2.7 Chapter 7. Location Surveys and Mapping Plan (refer to DID OE-005-07.01).
- 2.8 Chapter 8. Work, Data, and Cost Management Plan (refer to DID OE-005-08.01).
- 2.9 Chapter 9. Property Management Plan (refer to DID OE-005-09.01).
- 2.10 Chapter 10. Quality Control Plan (refer to DID OE-005-11.01).
- 2.11 Chapter 11. Environmental Protection Plan (refer to DID OE-005-12.01).
- 2.12 Chapter 12. Investigative Derived Waste Plan (refer to DID OE-005-13.01).
- 2.13 Chapter 13. Geographical Information Systems (GIS) Plan (refer to DID OE-005-14.01).
- 2.14 Chapter 14. Interim Holding Facility Siting Plan for RCWM Projects (refer to DID OE-005-16.01).
- 2.15 Chapter 15. Physical Security Plan for RCWM Project Sites (refer to DID OE-005-17.01).
- 2.16 Chapter 16. References.
- 2.17 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

DID OE-005-01.01

- (4) Safety Inspections Log
- (5) Daily Report of OE Operations
- (6) Explosives Accountability Forms

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.

3. End of DID OE-005-01.01.