

DATA ITEM DESCRIPTION

Title: Site Specific Final Report

Number: OE-030.01

Approval Date: 20021001

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-OE-CX

Applicable Forms:

Use/Relationship: The Site Specific Final Report will be used to provide the results of Ordnance and Explosives (OE) removal action operations and activities. This Data Item Description (DID) contains instructions for preparing final reports for OE projects.

Requirements:

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/Delivery Order Statement of Work (SOW) and approved Work Plan.
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/Delivery Order number. The plan shall be legible and suitable for reproduction. Contents of the SSFR shall be as described below.
 - 2.1 The front cover of the SSFR shall be prepared in accordance with Attachment A of this DID and shall bear the following statement in addition to other requirements, "The views, opinions, and/or findings contained in this 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." The version of the SSFR (i.e., draft, final, etc.) shall be clearly identified as such on the cover.
 - 2.2 Introduction. The introduction shall consist of a narrative statement of the reasons for the response action and make reference to the Task Order/Delivery Order SOW, Technical Instructions, other contract direction, previous related submittals and citation of the government authorization. It shall also state aims, objectives, probability of solution or accomplishment, estimated scope of development effort required, and technical approach.
 - 2.3 Discussion. The Contractor shall give a detailed discussion of the technical effort or work performed covering procedures, equipment, facilities, data, and results (both expected and unexpected).
 - 2.4 Documentation. Documentation shall be made making reference to all related submittals (drawings, logs, intermediate reports, laboratory reports, conference reports, and other research sources.)
 - 2.5 Tests. Identify tests conducted, and results, both Contractor Quality Control (QC) and Government Quality Assurance (QA).
 - 2.6 Financial Breakdown. Identify all costs incurred in each Task Order/Delivery Order.
 - 2.7 Summary. The main SSFR body shall end with a summary, which should be a concise, self-explanatory recapitulation of the report.
 - 2.8 Conclusion. The SSFR will contain a logical conclusion based on the contractor's evaluation of data presented in the report when an evaluation is applicable. The conclusion will be concise and based on supporting arguments presented in the body of the SSFR.

DID OE-030.01

2.9 Recommendations. The SSFR will contain recommendations, only if specifically required by a Task Order/Delivery 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 process.

3. Content:

3.1 The SSFR shall contain maps showing the search grids established and records of OE and ordnance scrap found designated by grid number, type, and quantity. The SSFR shall also include the total number of digs. 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) from which the item was recovered. The presence of limestone at the location of the item shall also be noted.

3.2 The result of QC sweeps shall be reported separately, but in the same manner as the original sweep. The Contractor shall report the date that each grid passed QC and QA. The SSFR shall include all Forms 948 or similar documentation issued by the Government during the Task Order/Delivery Order's duration with resolution of 948's that report QA failure or safety violation.

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

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

3.5 All documentation/receipts for final disposition of scrap/range residue.

3.6 All Explosives Accountability Records, to include initial receipt documentation, issue and destruct documentation, inventories, etc.

3.7 Digital color photographs of major activities and UXO discoveries. Original prints and negatives shall be submitted with the original final SSFR.

3.8 Breakout all costs 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 B. (DOES NOT APPLY TO FIRM FIXED PRICE ORDERS.)

3.9 A video, if required by a Task Order/Delivery Order, will show major activities and UXO discoveries. The video will be submitted in digital format.

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

3.11 Daily Senior UXO Supervisor (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.

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.

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

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

DID OE-030.01

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

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

4. End of DID OE-030.01.

DID OE-030.01

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 A

DID OE-030.01

	Contr. No. DACA87- Task Order No: Prepared By:				Location: Project:		
			LABOR HOURS				
SERV CLIN	LABOR CATEGORY	LABOR RATE	TASK 1....	TASKN	TOTAL	COST	
	LABOR TOTALS						
	MATERIALS						
	TRAVEL						
TOTAL COST							