

DATA ITEM DESCRIPTION

Title: Site Specific Final Report

Number: FPRI-030

Approval Date: 20031201

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 (SSFR) will be used to provide the results of Military Munitions Response Program (MMRP) removal/remedial actions. This Data Item Description (DID) contains instructions for preparing SSFRs for MMRP removal/remedial actions.

Requirements:

1. 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. Drawings shall be of engineering quality in drafter 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 report shall be legible and suitable for reproduction. 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. Contents of the SSFR shall be as described below.

1.1 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. The cover will also include the revision/change number (if applicable) and the Day/Month/Year the document was generated.

1.2 Executive Summary. The Executive Summary shall consist of a concise description of the work completed including reference to the approved work plan. Include a statement that work fulfilled the requirements of the Action Memorandum (or other decision document, SOW etc.) Brief discussions concerning unique circumstances or other issues impacting the response should be included.

2. Content:

2.1 The SSFR shall contain maps showing the search grids established and records of Munitions and Explosives of Concern (MEC), munitions debris and range-related debris found designated by grid number, nomenclature (including model number if known), and quantity.

2.2 . The SSFR shall include the final statistical data as reported in the project status report (DID FPRI-085). The SSFR shall also include all Forms 948 and Corrective Action Requests (CAR) issued by the Government during the Task Order's duration.

2.3 Include lessons learned and advice for future operations.

2.4 All documentation/receipts for final disposition of MPPEH.

2.5 Provide final disposition of any unused explosives and/or demolition materials stored on site.

2.6 Digital color photographs of major activities and MEC discoveries.

2.7 Description and results of Munitions Constituents (MC) sampling and laboratory analyses and maps indicating sample locations (refer to DID FPRI-005-10 for data requirements).

2.8 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 MEC 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.

2.9 Dig sheet data for all excavations prepared as a result of geophysical investigations. Information may be presented in tabular form, to avoid excessive pages within the SSFR. The depth to the top of each MEC 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.

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

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

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

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

3. End of DID FPRI-030.

Attachment A
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)