

# DATA ITEM DESCRIPTION

**Title:** Type I Work Plan

**Number:** MR-001

**Approval Date:** 20031201

**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 Site Inspection (SI), Remedial Investigation/ Feasibility Study (RI/FS), or Engineering Evaluation/Cost Analysis (EE/CA) phase of a Munitions Response or other munitions related project. This Data Item Description provides the format, content, and preparation instructions for Type I Work Plans for Munitions Response or other munitions related 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 shall 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 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 will name the Geographical Corps District where the project is located. The Corporate Quality Management representative shall sign the title sheet. 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 and Task Order numbers. When revisions to the work plan are required, a revision date, revision number, Corps of Engineers' contract and Task Order numbers, 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 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. Chapters shall be organized as follows:

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

a. Project Authorization

## **DID MR-001**

- 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 Risk from Munitions and Explosives of Concern (MEC) (Summarize MEC or other munitions 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 Munitions Response Activities.
  - (1) Site Characterization Goals
  - (2) Data Quality Objectives
  - (3) Data Incorporation into SI, RI/FS, or EE/CA Reports
  - (4) MEC Exposure Analysis
  - (5) Use of Time Critical Removal Actions During the Munitions Response project

## DID MR-001

- (6) Follow-on Activities
- b. Identification of Areas of Concern
- c. Geophysical Prove Out Plan and Report, including Contracting Officer Approval Letter (refer to DID MR-005-05A).
- d. Geophysical Investigation Plan (refer to DID MR-005-05).
- e. Geospatial Information and Electronic Submittals (refer to DID MR-005-07).
- f. Intrusive Investigation
  - (1) General Methodology – Reference all applicable safety standards and procedures.
  - (2) Accountability and Records Management for MEC
  - (3) Personnel Qualifications.
  - (4) MEC Sampling Locations
  - (5) MEC Sampling Procedures
  - (6) Munition with the Greatest Fragmentation Distance (MGFD) (List all munitions, by area of concern, that records indicate may be found, and from this list determine the MGF D for each area of concern.)
  - (7) Minimum Separation Distances (MSDs) (For each area of concern, determine a MSD for both intrusive work and intentional detonations based on the MGF D for the area of concern.)
  - (8) MEC Identification
  - (9) MEC Removal
  - (10) MEC Storage
  - (11) MEC Disposal
    - (a) General Procedures
    - (b) MEC
    - (c) Material Potentially Presenting an Explosive Hazard (MPPEH)
    - (c) Munitions Debris
    - (d) Other
  - (12) Disposal Alternatives. When on-site disposal is not possible, include: a description of at least three technical alternatives for disposal; an analysis of the alternatives according to regulatory requirements, geographical proximity, and packaging and handling requirements; an estimated cost associated with each alternative; and a summary and recommendation on the preferred alternative.
- g. Investigative Derived Waste Plan (refer to DID MR-005-13).
- h. Risk Characterization and Analysis (refer to EM 1110-1-4009 and Interim Guidance Document 01-01, “OE Risk Impact Analysis for OE EE/CA Evaluations”).
- i. Discussion on the Analysis of Institutional Controls (refer to EP 1110-1-24 and DID MR-100).
- j. Discussion on the preparation of the Recurring Review Plan (refer to EP 75-1-4 and DID MR-110).

## DID MR-001

- 2.4 Chapter 4. Quality Control Plan (refer to DID MR-005-11).
  - 2.5 Chapter 5. Explosives Management Plan (refer to DID MR-005-03).
  - 2.6 Chapter 6. Explosives Siting Plan (refer to DID MR-005-04).
  - 2.7 Chapter 7. Environmental Protection Plan (refer to DID MR-005-12).
  - 2.8 Chapter 8. Property Management Plan (refer to DID MR-005-09).
  - 2.9 Chapter 9. Interim Holding Facility Siting Plan for RCWM Projects (refer to DID MR-005-16).
  - 2.10 Chapter 10. Physical Security Plan for RCWM Project Sites (refer to DID MR-005-17).
  - 2.11 Chapter 11. References (to include guidance, regulations, or other policy under which the work will be done).
  - 2.12 Appendices. The work plan shall contain the following documents as appendices in the order shown:
    - a. Appendix A. Task Order Statement of Work
    - b. Appendix B. Site Maps
    - c. Appendix C. Local Points of Contact
    - d. Appendix D. Accident Prevention Plan (refer to DID MR-005-06 for conventional Munitions Response projects or DID MR-005-15 for RCWM projects)
    - e. Appendix E. Munitions Constituents Sampling and Analysis Plan (refer to DID MR-005-10)
    - 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 MEC Operations
      - (6) Explosives Accountability Forms
      - (7) Spreadsheet of Work Status (Intrusive/QC/QA).
    - 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 MR-025.
    - 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 MR-001.