

DATA ITEM DESCRIPTION

Title: Type II Work Plan

Number: MR-005-01

Approval Date: 20031201

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 Munitions Response remedial or removal actions or other munitions related actions.

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 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 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/Task Order number. When revisions to the work plan are required, a revision date, revision number, Corps of Engineers' contract/Task 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. When an issued Task 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 MR-005-01

- c. Site History
- d. Topography
- e. Climate
- 2.2 Chapter 2. Technical Management Plan (refer to DID MR-005-02).
- 2.3 Chapter 3. Explosives Management Plan (refer to DID MR-005-03).
- 2.4 Chapter 4. Explosives Siting Plan (refer to DID MR-005-04).
- 2.5 Chapter 5. Geophysical Prove-out Plan and Report, including Contracting Officer Approval Letter (refer to DID MR-005-05A).
- 2.6 Chapter 6. Geophysical Investigation Plan (refer to DID MR-005-05).
- 2.7 Chapter 7. Geospatial Information and Electronic Submittals (refer to DID MR-005-07).
- 2.8 Chapter 8. Work, Data, and Cost Management Plan (refer to DID MR-005-08).
- 2.9 Chapter 9. Property Management Plan (refer to DID MR-005-09).
- 2.10 Chapter 10. Quality Control Plan (refer to DID MR-005-11).
- 2.11 Chapter 11. Environmental Protection Plan (refer to DID MR-005-12).
- 2.12 Chapter 12. Investigative Derived Waste Plan (refer to DID MR-005-13).
- 2.13 Chapter 13. Interim Holding Facility Siting Plan for RCWM Projects (refer to DID MR-005-16).
- 2.14 Chapter 14. Physical Security Plan for RCWM Project Sites (refer to DID MR-005-17).
- 2.15 Chapter 15. References.
- 2.16 Appendices. The work plan shall contain the following documents as appendices in the order shown:
 - a. Appendix A. Task Order Scope 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 and 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

DID MR-005-01

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

g. Appendix G. MSD Calculation Sheets

h. Appendix H. Resumes. Resumes of key personnel other than those listed on USAESCH's database shall be submitted in accordance with DID MR-025.

3. End of DID MR-005-01.