

# MMRP-09 -001

## DATA ITEM DESCRIPTION

**Title:** Work Plans

**Number:** MMRP-09-001

**Approval Date:** 20090819

**AMSC Number:** 00

**Limitation:** None

**DTIC Applicable:** N

**GIDEP Applicable:** N

**Office of Primary Responsibility:** CEHNC-CX-MM

### Applicable Forms:

**Use/Relationship:** Work Plans will be used to describe the goals, methods, procedures, and personnel used for field activities for all Munitions Response remedial or removal responses and other munitions related actions.

### Requirements:

1.0 This plan shall be printed on standard size (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 dated 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.

2.0 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. EM 1110-1-4009, Chapter 4, and EP 75-1-3 (for RCWM requirements) provide minimum description of chapter contents. Chapters shall be organized as follows:

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

2.2 Chapter 2: Technical Management Plan

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2.3 Chapter 3: Field Investigation Plan

2.4 Chapter 4: Quality Control Plan

2.5 Chapter 5: Explosives Management Plan

2.6 Chapter 6: Environmental Protection Plan

2.7 Chapter 7: Property Management Plan

2.8 Chapter 8: Interim Holding Facility Siting Plan for RCWM Projects (see EP 75-1-3)

2.9 Chapter 9: Physical Security Plan for RCWM Project Sites (see EP 75-1-3)

2.10 Chapter 10: References

2.11 Appendices: The work plan shall contain the following documents as appendices in the order shown:

2.11.1 Appendix A: Task Order Scope of Work

2.11.2 Appendix B: Site Maps

2.11.3 Appendix C: Points of Contact

2.11.4 Appendix D: Accident Prevention Plan (EM 385-1-1 (Conventional) or EP 75-1-3 (RCWM)) refer to DID MMRP-09-005 for conventional Munitions Response projects and DID MMRP-09-006 for RCWM projects)

2.11.5 Appendix E: Munitions Constituents Sampling and Analysis Plan

2.11.6 Appendix F: Contractor Forms for collecting and recording the following data:

2.11.6.1 Quality Control Log

2.11.6.2 Safety Meeting Attendance Log

2.11.6.3 Site Visitors Log

2.11.6.4 Safety Inspections Log

2.11.6.5 Daily Report of MEC-related Operations

2.11.6.6 Explosives Accountability Forms

2.11.7 Appendix H: Contractor Personnel Qualifications Certification Letter: A certification letter will be included and submitted in accordance with DID MMRP-09-012.

2.11.8 Appendix I: TPP Work Sheets.

3.0 End of DID MMRP-09-001.