

DATA ITEM DESCRIPTION	FORM APPROVAL OMB NO 0704-0188
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1. TITLE Work Plan	2. IDENTIFICATION NUMBER OT-FMC-005-01
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3. DESCRIPTION / PURPOSE To provide the format, content, and preparation instructions for Work Plans for ordnance response projects.

4. APPROVAL DATE (YYMMDD) 990205	5. OFFICE OF PRIMARY RESPONSIBILITY CEHNC-OE-CX	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
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7. APPLICATION / INTERRELATIONSHIP

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
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<p>10. PREPARATION INSTRUCTIONS</p> <p>10.1 Format - This plan shall be typewritten on standard size (e.g. 8 2 by 11 inch) white paper. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The plan shall be legible and suitable for reproduction.</p> <p>10.1.1 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. 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.</p> <p>10.1.2 Appendices shall be lettered alphabetically. Within each appendix, each page shall be numbered sequentially starting with the appendix letter.</p> <p>10.1.3 Each page of the Work Plan shall contain a date footer and the task order number. When revisions to the Work Plan are required, a revision date, task order and/or amendment number shall be included in the date footer.</p> <p>10.1.4 Each work plan shall contain a front cover sheet which includes the contractor's name and address, the contract number, the task order number, the project number, the name of the project, the date of the plan, and the title of the plan. The cover sheet shall identify the Huntsville Center as the contracting agency and shall name the Geographical Corps District where the project is located. Draft versions of the work plan shall be clearly identified as such on the cover sheet.</p> <p>10.2 Each work plan shall contain the sub plans specified in the Contract Task Order.</p> <p>10.3 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 shall be included with a declaration that the sub plan is not required by the Task Order. Chapters shall be organized as follows:</p> <p>10.3.1 Chapter 1. Introduction. At a minimum the following information shall be included:</p> <ul style="list-style-type: none"> 10.3.1.1 General Information deemed appropriate by the contractor 10.3.1.2 Site Location 10.3.1.3 Site History 10.3.1.4 Topography 10.3.1.5 Climate
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Data Item Description OT-FMC-005-01 Continued:

- 10.3.2 Chapter 2. Technical Management Plan. Refer to DID OT-005-02.
- 10.3.3 Chapter 3. Explosives Management Plan. Refer to DID OT-005-03.
- 10.3.4 Chapter 4. Explosives Siting Plan. Refer to DID OT-005-04.
- 10.3.5 Chapter 5. Geophysical Plan. Refer to DID OT-005-05.
- 10.3.6 Chapter 6. Site Safety and Health Plan. Refer to DID OT-005-06.
- 10.3.7 Chapter 7. Location Surveys and Mapping Plan. Refer to DID OT-FMC-005-07.
- 10.3.8 Chapter 8. Work, Data, and Cost Management Plan. Refer to DID OT-005-08.
- 10.3.9 Chapter 9. Property Management Plan. Refer to DID OT-005-09.
- 10.3.10 Chapter 10. Sampling and Analysis Plan. Refer to DID OT-005-10.
- 10.3.11 Quality Control Plan. Refer to DID OT-005-11.
- 10.3.12 Environmental Protection Plan. Refer to DID OT-005-12.
- 10.3.13 Investigative Derived Waste Plan. Refer to DID OT-005-13.
- 10.3.14 Geographic Information Systems Plan. Refer to DID OT-FMC-005-14.
- 10.4 Appendices. The work plan shall contain the following documents as appendices.
 - 10.4.1 Task Order Scope of Work
 - 10.4.2 Site Maps
 - 10.4.3 Local Points of Contact
 - 10.4.4 Contractor Forms for collecting the following data:
 - 10.4.4.1 Quality Control Log
 - 10.4.4.2 Safety Meeting Attendance Log
 - 10.4.4.3 Site Visitors Log
 - 10.4.4.4 Safety Inspections Log
 - 10.4.4.5 Daily Report of OE Operations
 - 10.4.5 Resumes. Resumes shall be submitted in accordance with the requirements of DID OT-025. The format for resumes is contained in Section J.