

**DATA ITEM DESCRIPTION**FORM APPROVAL  
OMB NO 0704-0188

1. TITLE Site Specific Removal Report

2. IDENTIFICATION NUMBER OT-030

3. DESCRIPTION / PURPOSE To provide the requirements for final reports for Ordnance and Explosives (OE) projects.

4. APPROVAL DATE  
(YYMMDD)  
9902055. OFFICE OF PRIMARY RESPONSIBILITY  
CEHNC-OE-CX-R

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP: This Data Item Description contains instructions for preparing final reports for OE projects.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

## 10. PREPARATION INSTRUCTIONS

10.1 General. The Contractor shall prepare a Site Specific Removal Report (SSRR) covering all operations and activities and shall certify that the site has been cleared or otherwise completed in accordance with the Task Order's Statement of Work and approved Work Plan.

10.2 General. The SSRR shall be typed on standard size (e.g. 8.5 X 11 inch) white paper. 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. Appendices shall be lettered alphabetically and shall be identified and referenced in the text of the SSRR. Within each appendix, each page shall be numbered sequentially starting with the appendix letter. Every page of the SSRR shall contain a date footer and the task order number. The plan shall be legible and suitable for reproduction. The SSRR shall also be provided in CD-ROM format, including all text, drawings, maps, forms, tables, field notes, and other data gathered during the removal action. Contents of the SSRR shall be as described below.

10.2.1 The front cover of draft SSRRs shall be prepared in accordance with ATTACHMENT 1 of this form and shall bear the following statement in addition to other requirements, "The views, opinions, and/or findings contained in the 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."

10.2.2 Introduction shall consist of a narrative statement of the reasons for clean-up, make reference to statement of work, Technical Instructions, other contract direction, previous related submittals and citation of the Government authorization. It should also state aims, objectives, probability of solution or accomplishment, estimated scope of development effort required and technical approach.

10.2.3 Discussion shall give a detailed discussion of the technical effort or work performed covering procedures, equipment, facilities, data and mathematical computations used (both successful and unsuccessful), and results (both expected and unexpected).

10.2.4 Documentation should be made making reference to all related submittals (drawings, logs, intermediate reports, laboratory reports, conference reports and other research sources.)

10.2.5 Tests. Identify tests conducted, and test results, both QA and QC.

10.2.6 Financial Breakdown. Identify all costs incurred in each task order.

10.2.7 Summary. The main SSRR body shall end with a summary which should be a concise, self-explanatory recapitulation of the report.

10.2.8 Conclusion. The SSRR should contain a logical conclusion based on the contractor's evaluation of data presented in the

11. DISTRIBUTION STATEMENT

report when an evaluation is applicable. The conclusion should be concise and based on supporting arguments presented in the body of the SSRR. Content of the conclusion is optional on less formalized reports and is left to the discretion of the contractor.

10.2.9 Recommendations. The SSRR should contain recommendations, when applicable. The recommendations should be a logical outcome of the conclusions and should provide information necessary for action leading to improvements of a system or the state-of-the-art.

### 10.3 Content:

10.3.1 The SSRR shall contain maps showing the search grids established and records of OE and OE scrap found designated by grid number, type, and quantity. A separate list shall be included which identifies all UXO, ordnance scrap, and other material recovered during the removal or sampling action. The list, arranged by grid numbers, will identify UXO by M number, type and condition, ordnance scrap in pounds (including types of any fragmentation not represented in the list of UXO), and pounds of other material. Other material is defined as non-munitions material found at the ordnance site. The depth to the top of each UXO item recovered will be reported on the list as well as x and y coordinates and the soil type (either sand, clay, loam, or limestone) at which the item was recovered.

10.3.2 The result of quality control sweeps shall be reported separately, but in the same manner as the original sweep.

10.3.3 Any additional sweeps required shall be reported separately but in the same manner.

10.3.4 A description of the methods used to clear ordnance, include lessons learned and advice for future operations.

10.3.5 Defense Reutilization and Marketing Office documentation for turn-in of scrap UXO.

10.3.6 Color photographs of major activities and UXO discoveries. Photos shall be 4" by 6" (10 cm by 15 cm) and shall be color photocopies for draft submittals and copies of final submittal. Original prints and negatives shall be submitted with the original final SSRR.

10.3.7 Breakout all cost as follows: a) Area of the site, b) Task number in the scope of work, c) Cost to accomplish the task order, d) Labor hours and Labor categories used to perform the task order. The information shall be submitted using the format in ATTACHMENT 2.

10.3.8 Video tape showing major activities and UXO discoveries. The video tape shall be hi-grade VHS color tape with voice narration describing the actions being taped and minimum of 45 minutes in length. The original video tape shall be submitted with the original final SSRR.

10.3.9 Description and results of laboratory analyses and maps indicating sample locations.

10.3.10 Daily 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 OE 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.

10.3.11 Dig sheet data for all excavations prepared as a result of geophysical mapping and investigation. Information may be presented in tabular form, to avoid excessive pages within the SSRR. Actual locations versus predicted locations of expected ordnance items will be reported.

10.3.12 Boundaries of actual removal activities and any areas that were avoided.

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

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

10.3.15 Number of acres on which re-vegetation or re-seeding were done.

ATTACHMENT 1

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FINAL REMOVAL REPORT

(Title of project)

(Name of government facility where work is being performed)

(Location of site where work is being performed)

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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)

ATTACHMENT 2

	Contr. No. DACA87- Task Order No: Prepared By:			Location: Project:			
			LABOR HOURS				
SERV CLIN	LABOR CATEGORY	LABOR RATE	TASK 1.....	.....	TASK .....N	TOTAL	COST
				..... ...			
	LABOR TOTALS						
	MATERIALS						
	TRAVEL						
TOTAL COST							