

Marine Acoustics, Inc. is proud to be featured as a subcontractor for the following, “Environmental, Safety and Occupational Health, Operational Security and Facility-related Services for NUWC,” contract N66604-04-D-0003. For more information, please call the MAI Contracts Dept. at 401-847-7508.

STATEMENT OF WORK

1.0 BACKGROUND: The Naval Undersea Warfare Center Division, Newport (NUWC DIVNPT) must ensure compliance with all federal, state and local environmental, safety, occupational health and security laws and regulations governing facility operations at all NUWC DIVNPT sites. Additionally, NUWC DIVNPT must ensure compliance with all Department of Defense (DoD) and Department of the Navy (DoN) directives, instructions and policies as they relate to environmental protection, safety, occupational health, and security.

Therefore, NUWC DIVNPT must comprehensively address pollution prevention; integrated natural, historical and archeological resource management and multimedia compliance issues at all of its facilities. It must provide a secure, safe and healthful work place.

2.0 SCOPE: The Contractor shall provide technical and administrative services in the areas of environmental engineering, safety, occupational health, operational security, and facility-related support for NUWC DIVNPT as follows:

- Environmental, Safety and Security Program Management Assessment and Strategic Planning
- Environmental, Safety and Security Risk Management and Assessment
- Environmental, Safety and Security Compliance Evaluations and Site Inspections
- Environmental, Safety and Security Technical Support
- National Environmental Policy Act (NEPA) Documentation and Implementation
- Pollution Prevention
- Training Support
- Environmental, Safety and Security Facility Data Management
- Hazardous Material Management
- Hazardous and Solid Waste Management
- Air Compliance Management
- Potable, Storm and Waste Water Management
- Tank Management
- Confined Space Entry
- Asbestos Abatement
- Lead Abatement
- Energy Conservation
- Facility Surveys
- Drafting Services for Development of Facility and Systems Drawings

3.0 APPLICABLE DOCUMENTS:

All documentation identified will be provided as Government Furnished Information (GFI) as required for individual Task Orders.

3.1 OPNAVINST 5090.1B- Environmental and Natural Resources Program Manual N66604-3101-11X6

3.2 Code of Federal Regulations (CFR) 29, 40 and 49

3.3 Applicable state environmental regulations

3.4 MIL-STD-810E Environmental Test Methods and Engineering Guidelines

3.5 NUWCDIVNPT Environmental , Safety and Security Program Plans and Instructions

3.6 Facility data including Computer Aided Design data

3.7 MIL HDBK 1000/1A – Engineering and Design Criteria for Navy Facilities

3.8 MIL HDBK 1006/1A - Policy and Procedures for Project Drawing and Specification Preparation

4.0 REQUIREMENTS: Specific tasks shall be defined by individual Task Orders to be placed against the contract by the Contracting Officer. Services shall meet the performance standards specified in the Performance Requirements Summary Table, Attachment 1A. The tasks shall be accomplished within the scope of the Basic Tasks specified below.

4.1 Task A: Environmental, Safety, Occupational Health, and Security Program Management and Strategic Planning

4.1.1 Program Management

The Contractor shall support the formulation, preparation and maintenance of environmental program/project management plans and manuals. The Contractor shall provide input such as research material, milestone charts, editing and draft reviews in support of the publication and distribution of these plans.

The Contractor shall support the continued implementation and sustainment of NUWCDIVNPT's Environmental Management System (EMS) and ISO 14001. The Contractor shall provide guidance, implementation plans, milestone charts, EMS documentation, risk assessments, and gap analysis in support of a comprehensive EMS program.

The Contractor shall maintain and develop the Environmental, Safety and Security Department Intranet web pages and the NUWCDIVNPT common database management system.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.1.1, Attachment 1A.

4.1.2 Compliance Planning and Risk Assessment

The Contractor shall provide recommendations regarding the impact of all federal, state, local and Navy environmental regulations on NUWCDIVNPT activities. In addition, the Contractor shall research new regulations and identify and analyze any that impact NUWCDIVNPT's compliance objectives.

The Contractor shall evaluate environmental and safety data for completeness and scientific validity, and shall conduct analyses for risk assessments based on this data. The Contractor shall prepare the analyses based on all applicable federal, state, local and Navy regulations.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.1.2, Attachment 1A

4.2 Task B: Environmental and Safety Quality and Compliance Evaluations

The Contractor shall perform environmental and safety analyses and/or studies at various NUWCDIVNPT facilities and sites in support of environmental and safety quality and compliance evaluations. The Contractor shall determine the applicable federal, state, and local regulations prior to conducting the analyses of a facility. Using the most current federal and local environmental and safety regulations, the Contractor shall identify current and potential problem areas and recommend corrective and preventive action to ensure compliance with those regulations.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.2, Attachment 1A

4.3 Task C: Environmental , Safety, Security and Facility-related Technical Support

The Contractor shall provide technical support to NUWCDIVNPT environmental compliance programs. Specific tasks may include: preparing draft permit applications, characterizing waste streams, performing modeling and exposure assessments, preparing engineering design specifications, developing draft environmental compliance documents, developing asbestos removal plans, developing lead abatement procedures, providing energy conservation analyses, developing mold abatement specifications, and providing air emission calculations.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.3, Attachment 1A

4.4 Task D: Environmental, Safety and Facility-related Engineering Field Work

The Contractor shall perform environmental, safety, and facility-related engineering fieldwork as delineated in the individual Task Orders that support other NUWCDIVNPT technical efforts. Fieldwork includes sampling, chemical analysis, site surveying, and computer aided design and drafting (CADD).

4.4.1 Chemical Analysis

The Contractor shall conduct sampling and laboratory analysis on samples provided by the Government or taken by the Contractor as required by the Government in the task statement. The Contractor shall use certified laboratories and approved EPA test methods.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.4.1, Attachment 1A

4.4.2 Site Inspections/Assessments

The Contractor shall conduct site inspections/assessments as specified in individual Task Orders. Inspections/assessments may include but are not limited to topographical surveys, asbestos inventories, lead inventories, PCB surveys and storm water surveys, air and bulk

mold sampling. The Contractor shall use the data obtained to update or develop graphic information or other data bases, remediation plans and to develop reports.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.4.2, Attachment 1A

4.5 Task E: National Environmental Policy Act (NEPA) Implementation and Compliance

The Contractor shall analyze proposed Government actions and ensure that a systematic, interdisciplinary approach is used in identifying environmental factors to be considered in the planning stage. The Contractor shall identify and outline all potential adverse environmental effects of the proposed actions and recommend alternative plans and/or mitigation measures to reduce or eliminate impacts. The Contractor shall be familiar with DoD and specific Navy policies and procedures regarding NEPA. The Contractor shall develop draft and final environmental assessments and environmental impact statements in compliance with NEPA requirements. The Contractor shall update and maintain the graphic information system that is used in conjunction with the NEPA program.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.5, Attachment 1A

4.6 Task F: Pollution Prevention and Hazardous Material Management

The Contractor shall support Government efforts to minimize the life-cycle environmental impacts of undersea warfare system research, development, testing, production, operational use, and disposal. Specific Contractor tasks shall include pollution prevention assessments, pollution prevention plan and program manual updates and revisions, and assessment of hazardous material consolidation and reuse implementation to achieve P2 goals mandated by Navy Policy. The Contractor shall also provide hazardous material management support in the form of data base management, bar code maintenance and implementation.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.6, Attachment 1A

4.7 Task G: Environmental Safety, Occupational Health and Security Training Support

The Contractor shall develop training plans and instructional media.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.7, Attachment 1A

4.7.1 Develop Training Plans

The Contractor shall develop personnel training courses with schedules and locations and provide on-site training, classroom training, and training of instructors associated with relevant environmental, safety, occupational health, and security programs and regulations. The Contractor shall recommend site specific training requirements and provide a draft environmental training plan,

4.7.2 Instructional Media Development

The Contractor shall develop and provide appropriate training and communication tools to enhance environmental, safety, occupational health, and security awareness and regulatory compliance.

4.8 Task H: Environmental, Safety, Occupational Health and Security Data Management
The Contractor shall provide data management, and data support in the areas of database system development, and schedule development/maintenance and process quality management improvement for environmental, safety, occupational health, and security programs.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.8, Attachment 1A

4.8.1 Data Management

The Contractor shall maintain environmental, safety, occupational health, and security program documents in accordance with all applicable federal, state, local, and Department of Defense regulations. Specific tasks may include the management of: permitting records; hazardous waste disposal records; Environmental, Safety and Security training records; Personnel Security records; Safety Deficiency records; Asbestos and PCB disposal records; regulated process data; laboratory test result data; regulations library and other records. The Government may require the documents to be maintained in original print form and in electronic media format.

4.8.2 Database System Development/Maintenance

The Contractor shall develop, implement, and maintain database management systems on a variety of computers including mainframe, mini-, and personal computers. Specific tasking may include database feasibility studies, determination of functional requirements, development of program and system specifications, application development, documentation, testing, training, and maintenance of database systems. The Contractor shall collate, transfer and maintain environmental safety and security data to these systems.

4.8.3 Environmental, Safety, Occupational Health and Security Programs Schedule Development/Maintenance and Process Quality Management Improvement Support

The Contractor shall support the formulation, preparation, and maintenance of environmental, safety, occupational health, and security program compliance scheduling and costing using techniques such as Program Evaluation Review Techniques (PERT) and cost-benefit analysis. The Contractor shall support the formulation, preparation, and maintenance of environmental, safety, occupational health, and security program Process Quality Management and Improvement.

4.9 Task I: Hazardous Waste Management and Spill Response

The Contractor shall support the management of hazardous waste including storage and satellite accumulation areas in accordance with applicable federal, state, and DoN regulations including 29, 40 and 49 CFR. The Contractor shall maintain inventories, recommend replenishment actions and process requests for materials to maintain spill response material inventory and hazardous and solid waste containment and receptacles.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.9, Attachment 1A

4.10 Task J: Multi-Media Graphics

The Contractor shall develop environmental, safety, occupational health, and security program presentations and briefing materials and communication tools. The Contractor shall provide multimedia graphics for management meetings and conferences.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.10, Attachment 1A

4.11 Task K: Drafting Services for Development of Facility and Systems Drawings

The Contractor shall provide technical services and materials for the development of plans, drawings, specifications, and cost estimates for laboratory repair, modifications, and additions to systems and structures. The Contractor shall conduct site surveys and document existing conditions. Drawing packages shall be prepared in accordance with MIL HDBK 1006/1A. Cost estimates shall be prepared on Government-provided cost-estimate forms.

Performance Requirements: Refer to Performance Requirements Summary, Task 4.11, Attachment 1A

5.0 PROGRESS REPORTS:

The Contractor shall deliver monthly cost and performance reports in accordance with the basic contract Clause C16 COST AND PERFORMANCE REPORTING (MAY 2001).

Performance Requirements: Refer to Performance Requirements Summary, Task 5.0, Attachment 1A

6.0 Contract Deliverable Compatibility

6.1 Product Deliverables

All data deliverables and work products shall be in electronic format that may be edited by the Government. The specific format and application will be identified in the appropriate contract data requirement attached to specific task orders. The format requirements may specify CD ROM, applicable application tool and also hard copy.