

ATTACHMENT C-1

United States Environmental Protection Agency

Performance Work Statement (PWS)

Superfund Technical Assessment & Response Team
(START III)

Contracts Formerly Referred to as:
Technical Assistance Team (TAT) (pre 1994)
SUPERFUND Technical Assessment & Response Team (START) (1994 - 2001)
START - 2 (2000 - present)

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I. INTRODUCTION

A. PURPOSE

The purpose of the Superfund Technical Assessment and Response Team (START) contract is to provide nationally consistent advisory and assistance services to EPA On-Scene Coordinators (OSCs) and other federal officials implementing Environmental Protection Agency's (EPA) responsibilities under the national response system. These responsibilities are described in the background below. The contractor shall fulfill these responsibilities within the region as well as outside the region on a backup regional response, cross regional response, national response, and international response. The contractor shall be prepared to provide scientific/technical support for EPA activities in furtherance of the agency's primary mission: the protection of human health and the environment. Additionally, the contractor shall provide advisory and assistance services to other programs, such as site assessment, Brownfields, and remedial support activities. For each assigned task, the contractor shall provide appropriately experienced, trained, and accredited personnel with current credentials/certifications as well as all supplies, materials, tools, and equipment necessary to complete the job.

B. BACKGROUND

Under the authority of legislation, Presidential Directives, and promulgated regulations, EPA is responsible for protecting human health and the environment. EPA is delegated authority to undertake removal and remedial response actions with respect to the release or threat of release of oil, hazardous substances, or pollutants and contaminants. The national response system is the principle federal mechanism for responding to releases of hazardous substances and oil, utilizing a multi-layered network of individuals and teams for federal, state and local agencies, and industry.

EPA's role under the national response system is to respond to emergencies within its area of jurisdiction, with respect to the release/dischARGE or threat of release/dischARGE of oil, hazardous substances, pollutants, contaminants, or fire or explosion hazard. Under several federal and regional contingency plans, EPA has the responsibility for coordinating all federal, state, local, and private efforts associated with responding to environmental emergencies. EPA is required to respond to nuclear, biological, chemical, radiological (NBCR) events as part of a disaster or counter terrorism/weapons of mass destruction (CT/WMD) incident. EPA supports states and communities in their preparedness and response activities. EPA is responsible for conducting evaluations and cleanups of uncontrolled hazardous substance disposal sites and placing those that are considered to pose a significant threat to human health or the environment on the National Priorities List (NPL).

Site assessment is the first step in determining whether a site meets the criteria for

placement on the NPL. Listing a site on the NPL is one tool among many that are available to EPA and state cleanup program managers to accomplish the cleanup of contaminated waste sites. For additional information, see EPA OSWER Directive 9203.1-06, "Guidance on Setting Priorities for NPL Candidates sites."

Brownfields means real property, the expansion of, re-development or reuse of which may be complicated by presence or potential presence of a hazardous substance, pollutant, or contaminant. The definition of a Brownfields site is found in Public Law 107-118 "Small Business Liability Relief and Brownfields Revitalization Act" of January 11, 2002.

II. TECHNICAL REQUIREMENTS

The technical requirements under this PWS include response, preparedness and prevention, assessment and inspection, technical support, data management, and training. Exhibit A, "Specific Tasks Lists," identifies tasks, which may be performed to satisfy contract requirements.

A. RESPONSE ACTIVITIES

Response activities shall support EPA's obligations for the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Oil Pollution Act (OPA), Stafford Act, Homeland Security Act of 2002, as well as any future laws or regulations promulgated pertaining to EPA's obligations.

The contractor shall maintain a 24 hour, seven day a week, year round response capability to respond to EPA's needs pursuant to the terms of this contract on a regional, backup regional, cross regional, national, and international response (See Exhibit E); provide a list of approved personnel who will perform assigned tasks according to the approved tasking documents; provide appropriately qualified personnel with the appropriate levels of personal protection equipment (PPE) for each response situation (See Exhibit D); provide all necessary equipment in good working condition and trained staff to operate equipment; support the Regional Response Centers (RRC) and Emergency Response Notification System (ERNS) during spills/releases, and periods of multiple emergencies, disasters, and terrorist acts. This includes support for Emergency Operation Centers (EOC) and Disaster Field Offices under the Federal Response Plan (FRP) and National Contingency Plan (NCP).

The contractor shall adhere to the requirements regarding EPA's Background Check and Drug Screening Policy identified in Exhibit F.

The contractor shall monitor and oversee response activities, workers, and public

safety; be knowledgeable about the Incident Command System (ICS) and assist Federal, state and local responding agencies with the implementation of ICS; and adhere to appropriate safety procedures and advise the On-Scene Coordinator (OSC) on Health and Safety matters.

The contractor shall provide sampling, analytical, field detection/monitoring and Quality Assurance/Quality Control (QA/QC) support, in accordance with applicable methods, procedures and guidelines; document site conditions and compile information and data in a clear and concise manner; conduct data management activities to facilitate documents being readily available for distribution; provide technical advice, findings, facts, recommendations; suggest technical options and review technical submissions, including work plans for EPA and other federal, state and local officials as directed; assist with coordination and communication between Federal, state and local responding agencies, and the public; and be proficient in National Pollution Fund Center (NPFC) Forms.

1. Emergency Response

The contractor shall assist EPA in helping state and local responders plan for emergencies; and maintain response capability to respond to discharges or threatened discharges as defined in Subparts D and E of the NCP.

2. Counter Terrorism Response

The contractor shall provide qualified response personnel proficient in sampling and analysis of NRCB threats; provide personnel proficient in operating/monitoring NRCB equipment and technologies; provide NRCB monitoring and testing equipment and supplies; provide appropriate level of PPE and decontamination methods; provide EPA with expert guidance and recommendations on NRCB response equipment, technologies and protocols; assist EPA in coordinating with key federal partners; and assist EPA in training first responders and providing resources in the event of terrorist incident(s).

3. Oil Spill Response

The contractor shall provide technical advice, findings, facts, recommendations, and options to the EPA's Contracting Officer's Representative (COR); provide technical support to EPA to achieve the cleanup or removal of released hazardous substances from the environment; support EPA in responding to the release or threat of release of oil or petroleum products; be familiar with oil containment and recovery techniques for inland and coastal waterways; be familiar with Area Plans/Subarea Plans, including sensitive areas; and oversee proper placement and deployment of containment boom, skimming and recovery operations.

4. National Disaster Response

The contractor shall provide technical support to EPA in conjunction with other federal, state or local agencies in the planning and preparedness for natural and man-made disaster response under the NRP or other federally adopted national response plans; provide technical support to EPA in performing Federal Disaster Assistance surveys of damage caused by disasters or assessment of damages to public water or sewage treatment facilities or related environmental problems; and have response personnel trained in EPA CERCLA assessment procedures which support Federal Emergency Management Agency mission assignments for EPA disaster response actions.

5. Fund-Lead Removal

The contractor shall provide appropriate technical information that details strategies to mitigate the threat to human health and the environment from hazardous substances; provide EPA with technical support in monitoring on-site activities by federal, state, local agencies, and contractor(s) (ie ERRS contractor(s)); and provide cost oversight during fund lead removal actions, including EPA, OPA, and USCG NPFC funded responses.

6. Potential Responsible Parties (PRP)

The contractor shall be knowledgeable of CERCLA§107, Potentially Responsible Parties (PRP) and Clean Water Act (CWA) (See Exhibit B); provide technical and administrative support to EPA for identification and notification of PRP related to a release on a site or facility (See Exhibit A); assist in preparing PRP objectives for site cleanup and work requirements (See Exhibit A); and review PRP work plans, monitor work to ensure that the assessment or cleanup activities are performed correctly and in accordance with applicable statute(s), the NCP, agency goals, and any other relevant law or regulations (See Exhibit B).

7. Minor Containment

Minor containment responses require all necessary response actions completed at the site or provide temporary stabilization prior to the mobilization of other responders. A minor containment response usually does not exceed 40 hours per assignment. The minor containment is a result of CERCLA 104(b) activities (pre-removal and investigatory activities) or NCP 300.305 (Phase II activities) for oil spill responses.

The contractor shall contain and stabilize minor releases of oil or hazardous substances, such as leaking containers (55 gallon drums, barrels, and smaller containers), oil discharged to waterways, or spills to soil; be capable of deploying

sorbent booms in water bodies, building small dams to interrupt the flow of contaminants; be capable of emergency pumping over packing, hand bailing, or hand excavation; identify and advise EPA that a minor containment will either entirely address/complete the response or will provide necessary short-term stabilization until other responders arrive; and have EPA preapproval for initial minor containment activities and containment activities which exceed 40 hours.

B. PREPAREDNESS AND PREVENTION ACTIVITIES

Preparedness and planning activities involve contingency planning, counter terrorism/domestic preparedness and prevention, chemical emergency preparedness and prevention, risk management planning, voluntary chemical safety review, chemical safety audits, oil spill preparedness and prevention, and continuous release. Generally, the requirements under this section involve non-transportation related facilities that produce, store, process, refine, handle, transfer, distribute, or consume oil or hazardous substances. The contractor shall provide support with audits or inspections to identify and document violations of environmental laws or non-compliance with regulations; and assess physical security conditions for all field activities.

1. Contingency Planning

The contractor shall provide technical support to EPA with reviewing and analyzing Federal, state, local and regional response contingency plans regarding applicable laws and regulations. EPA shall approve all final contingency plans developed and/or revised. Contingency plan activities shall meet contingency plan requirements for both government and industry outlined in federal and state statutes. This includes, OPA, NCP, Regional Contingency Plans (RCPs), Area Contingency Plans (ACPs), and Sub-Area Contingency Plans, and any other contingency plans created by statute, i.e. FRP, Federal Radiological Emergency Response Plans (FREPs), as well as any other region-specific plans.

2. Counter Terrorism/Domestic Preparedness and Prevention

The contractor shall provide technical support in EPA's counter terrorism planning and response efforts; perform tasks to increase awareness and preparedness among federal, state and local responders of the potential threat posed by nuclear, biological, incendiary, chemical, and explosive terrorism; participate in regional, cross regional, national, and international drills, exercises, and training; assist EPA in the Crisis Management and Consequence Management phases of a terrorist incident response; and develop programs and procedures to prevent and prepare for deliberate releases resulting from terrorist incidents in accordance with the following guidance documents:

- Presidential Decision Directives#39, #62, #63, and #67;
- U.S. Policy on Counter-terrorism, dated June 21, 1999 (www.cia.gov/resources.html);
- Title XIV of Public Law 104-201, The Defense Against Weapons of Mass Destruction Act, also know as Nunn-Lugar-Domenici;
- Other programs, such as the NCP and the FRP; and
- EPA 550-F-98-014, “EPA’s Role in Counter-Terrorism Activities”, dated February 1998, (www.epa.gov/swercepp/factsheet/ct-fctsh.pdf)

3. Chemical Emergency Preparedness and Prevention

The contractor shall review Federal, state and local contingency and response plans prepared under the CAA, EPCRA, CERCLA, OPA, FRP, and NCP to ensure compliance with the requirements described in “National Response Team Criteria For Review of Hazardous Material Emergency Plan,” dated May 1988, (NRT-1A) (www.nrt.org) and integrated contingency plan guidelines available from the regional office.

4. Risk Management Planning/General Duty Inspections

The contractor shall perform activities in accordance with the guidelines for the Risk Management Program/General Duty Inspection activities required under Section 112(r) of the Clean Air Act (CAA) Amendments of 1990 and 40 CFR Part 68. Section 112(r) can be found at <http://www.epa.gov/air/caa/caa112.txt>.

5. Voluntary Chemical Safety Reviews

The contractor shall provide technical support to EPA in the performance of voluntary chemical safety reviews. CERCLA section 104(b) and 104(e) is the primary authority for EPA and its designated representatives to enter a facility and audit its records and operations. The audits are intended to be non-confrontational and positive so that information on safety practices, techniques, and technologies can be identified and shared between EPA and the facility. EPA can also enter a facility and conduct an audit at the invitation or voluntary consent of the facility’s management. Chemical Safety Audit (CSA) program information is available in EPA publication 550-F-93-005, March 1993, at www.epa.gov/swercepp/factsheets/csa.txt.

6. Chemical Safety Audits - Accident Investigations

The contractor shall provide technical support with respect to EPA’s authority to investigate chemical accidents pursuant to CERCLA section 104 and CAA sections 103, 112, 114, and 307; have the capability to arrive on-site within 24 hours of notification by EPA; provide EPA with a summary report describing the accident, root

cause determination, and recommendation for prevention; and review safety and accident prevention systems and records of equipment involved in accident(s).

7. Oil Spill Prevention and Preparedness

EPA's Oil Pollution Prevention (OPP) Regulation, 40 CFR §112, requires facilities that are subject to the regulation to prepare and implement a Spill Prevention, Control and Countermeasures (SPCC) Plan. In addition, a facility with the potential to cause substantial harm to the environment by discharging of oil, must prepare a facility response plan. For more information on EPA's Oil Spill Prevention Program, see EPA's website at www.epa.gov/oilspill.

a. Spill Prevention, Control and Countermeasures (SPCC) Inspections

The contractor shall provide technical support to EPA for SPCC inspections. The SPCC program applies to non-transportation-related facilities that have a large oil storage capacity and could be reasonably expected to discharge oil into navigable waters of the United States. SPCC regulations require each owner or operator of a regulated facility to prepare an SPCC plan. The plan must address the facility's design, operation, and maintenance procedures established to prevent spills from occurring, as well as countermeasures to control, contain, clean up, and mitigate the effects of an oil spill that could affect navigable waters. EPA regional personnel periodically go on-site to inspect facilities subject to the OPP regulation. The inspections help to ensure oil storage facilities comply with the regulations. On-site inspections also give EPA personnel the opportunity to educate owners and operators about the regulations and methods for ensuring compliance.

b. Facility Response Plans and Inspections

The contractor shall provide technical support to EPA for substantial harm facility inspections and review of Facility Response Plans. In accordance with the CWA, as amended by OPA certain facilities that store and use oil are required to prepare and submit plans to respond to a worse case discharge of oil and to a substantial threat of such discharge. EPA has established regulations that define who must prepare and submit Facility Response Plans and what must be included in the plan. EPA also conducts inspections of facilities that are identified as substantial harm facilities.

c. Outreach and Technical Assistance

The contractor shall assist EPA with informing regulated facilities,

tribal, state, local agencies and the public about the requirements of OPP regulations at 40 CFR§112; provide assistance to support regional initiatives when required; and provide outreach support.

8. Continuous Release

The contractor shall provide technical support to EPA for activities involving continuous release. CERCLA section 103(a) requires facilities to immediately notify the federal government whenever a Reportable Quantity (RQ) or more of a CERCLA hazardous substance is released unless the release is permitted. Likewise, Section 304 of EPCRA requires that facilities immediately notify state and local officials whenever a RQ or more of a CERCLA hazardous substance is released. The purpose of this requirement is to notify officials of potentially dangerous releases so that they can evaluate the need for a response action. See EPA's website for general information at www.epa.gov/oerrpage/superfund/web/resources/release/faciliti.html.

C. ASSESSMENT/INSPECTION ACTIVITIES

The primary objective of the site assessment phase is to obtain the data necessary to identify the priority sites posing threats to human health or the environment. The site assessment phase begins with site discovery or notification to EPA of possible release of hazardous substances.

1. Pre-CERCLIS Screening

The contractor shall preform pre-CERCLIS screening activities in accordance with EPA OSWER Directive 9200.4-05, "Pre-CERCLIS Screening Guidance," dated September 30, 1996. Pre-CERCLIS screening is the process of reviewing data on a potential site to determine whether the site should be entered into CERCLIS for further evaluation.

2. Removal Assessment

The contractor shall provide technical support to EPA on removal assessment activities; and perform removal assessment activities in accordance with EPA OSWER Directive 9360.3-08, "Superfund Removal Procedures/The Removal Response Decision: Site Discovery to Response Decision" dated September 1994, and the NCP.

A removal assessment focuses on determining the potential immediate threat a site may pose on human health and the environment. The results of this assessment are used by EPA to determine whether a removal action or some other response is warranted.

3. Preliminary Assessment (PA)

The contractor shall provide technical support to EPA on PA activities; review past and present facility waste handling practices and permit history; document the presence, quantity, type, or absence of uncontrolled or un-contained hazardous substance(s) on-site; document releases to the environment; identify pollution disposal pathways; determine pathway specific receptors and surrounding population density; locate other environmentally sensitive receptors (e.g., wetlands and endangered species); and perform PA activities in accordance with EPA OSWER Directive 9345.0-01A, "Guidance for Performing Preliminary Assessment Under CERCLA," dated September 1991; EPA OSWER Directive 9375.2-09FS, "Improving Sites Assessment: Abbreviated Preliminary Assessments," and the NCP.

A PA is the first step in determining whether a site warrants a Superfund response after the site has been entered into CERCLIS. A PA focuses on determining/verifying whether a site is eligible for a response action under CERCLA and the need for immediate and/or long-term response actions.

4. Site Inspection (SI)

The contractor shall provide technical support to EPA on SI activities; and perform SI activities in accordance with EPA/540-R-92-021, "Guidance for Performing Site Inspections Under CERCLA," dated September 1992.

SI incorporates and builds upon the objectives of the PA and may require the collection of samples or the evaluation of existing analytical data to evaluate site conditions.

5. Combined PA/SI

The contractor shall perform preliminary search and field activities outlined in section 4.2, PA and 4.3, SI, simultaneously, in accordance with EPA OSWER Directive 9375.2-10FS, "Improving Site Assessment Combined Preliminary Assessment/Site Inspection Assessments."

6. Site Inspection Prioritization (SIP)

The contractor shall perform SIP activities, in accordance with EPA OSWER Directive 9345.1-15FS, "Site Inspection Prioritization Guidance," dated August 1993, as amended.

The goal of SIP is to gather any additional information necessary

following the completion of the SI to help set priorities among sites for NPL listing or to screen sites from further Superfund attention.

7. Site Reassessment (SR)

The contractor shall perform site assessment activities as described in sections 4.2(c) and 4.3. of this PWS. A SR represents the gathering and evaluation of new information on a site previously assessed under the Superfund program to determine whether further Superfund attention is needed. A SR serves as a supplement to previous assessment work and not a replacement for traditional assessment activities. The scope of work for SR activity is flexible but will usually represent a component of a traditional site assessment action, PA, SI, and SIP. The purpose of this action is to document the expenditure of Superfund resources on older sites where EPA has received new information or learned that the site conditions have changed.

8. Expanded Site Inspections (ESI)

The contractor shall perform ESI activities, in accordance with EPA 540-R-92-021, "Guidance for Performing Site Inspections Under CERCLA," dated September 1992. The ESI has a two fold purpose to provide additional information required to support preparation of an HRS package for NPL listing which requires scoring of the site; and to further characterize and define a site for a potential response action, i.e. to begin a Remedial Investigation (RI).

9. Expanded Site Inspections/Remedial Investigation (ESI/RI)

The contractor shall perform ESI/RI activities. The ESI/RI is used to expedite remedial response by gathering site characterization data common to both ESI and RI activities in one step, thereby expediting the later collection of data when comprehensive RI activities are preformed.

10. Hazard Ranking System (HRS) - National Priorities List (NPL) Packages

The contractor shall perform HRS/NPL activities in accordance with EPA's HRS regulation contained in the NCP, Final Rule dated December 14, 1990, and EPA OSWER Directive 9345.1-07, "The Hazard Ranking System Guidance Manual," dated November 1992.

The HRS is the scoring system used by EPA's Superfund program to assess the relative threat associated with actual or potential release of hazardous substances. The HRS is the primary screening tool for determining whether a site is to be included on the NPL, and if response action is necessary under CERCLA.

11. Integrated Assessments (IA)

The contractor shall assess the potential for short or long term clean-up actions; and perform IA activity in accordance with EPA OSWER Short Sheet 9345.16FS, “Integrating Removal and Remedial Site Assessment Investigations,” dated September 1993, and Removal Site Evaluation and Site Inspection documents referenced in Sections 1(b) Removal Assessments and 2(b) Site Inspections.

The purpose of an IA is to gather data that meet the requirements of both a RA and a SI at the same site. The data gathering effort at these sites may require field screening and full Contractor Laboratory Programs (CLP) analysis of samples.

12. Brownfields Assessments (BA)

The “Small Business Liability Relief and Brownfields Revitalization Act,” dated January 11, 2002, defines a Brownfields site. The purpose of the BA is to streamline site investigation and to characterize site conditions. The BA does not involve collection of data associated with Hazard Ranking System (HRS) package preparation. (See section 4.4(e)) The objectives of a BA are to identify the nature and the extent of contamination on-site, identify the risks posed by the contamination, identify potential alternatives for cleanup, and determine costs of cleanup options for site redevelopment.

The contractor shall perform BA activities in accordance with the following guidance:

- “Integrating Brownfields and Traditional Site Assessment,” #9230.0-81, EPA 540-F-96-028, January 1997;
- “Guidance for Performing Site Inspections Under CERCLA,” EPA 540-R-92-021, September 1992;
- “Road Map to Understanding Innovative Technology Options for Brownfields Investigation and Cleanup,” EPA 542-B-97-002;
- “Brownfields Quality Assurance” document (EPA 540-R-98-038);
- “Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process,” ASTM, E 1527-94; and
- “Environmental Site Assessments: Phase II Environmental Site Assessment Process,” ASTM, E 1903-97.

13. Remedial Investigation/Feasibility Study (RI/FS)

The contractor shall perform RI/FS tasks in accordance with EPA OSWER Directive 9355.301.h, “EPA Guidance for Conducting Remedial Investigation and Feasibility Studies under CERCLA,” dated October 1988.

An RI/FS is an extensive assessment conducted at a site which is proposed/added to the NPL. The purpose of conducting an RI/FS is to develop the data necessary to support the selection of a remedy to eliminate, reduce, or control risks to human health and the environment.

D. TECHNICAL SUPPORT ACTIVITIES

The requirements under this section include the gathering and analysis of technical information and related data, the preparation of draft technical reports and related materials on oil and hazardous substance investigation, assessment cleanup, disposal technologies, process activities, operations, problems, and trends.

1. Multi-media Surveys and Inspections

The contractor shall provide technical support to EPA for multi-media surveys and inspections activities. EPA conducts multi-media surveys and inspections at facilities where hazardous substances are managed, treated, stored, or disposed. EPA also conducts these activities at the release of environmental hazardous substances. These activities may support multiple environmental regulations and/or programs.

2. Treatability Studies

The contractor shall perform treatability studies in accordance with EPA 540-R-92-071A, "Guide for Conducting Treatability Studies Under CERCLA," and OSWER Directive 9380-.3-10, NTIS Order Number# PB93-126787IN; and provide for laboratory, bench, and /or pilot scale treatability studies. The treatability study provides waste treatment and site specific response data to support the feasibility and use of technologies at a site.

3. Engineering Evaluation and Cost Analysis (EE/CA)

After EPA issues the EE/CA approval memorandum, the contractor shall conduct EE/CA activity in accordance with EPA 540-R-93-057, "Guidance on Conducting Non-Time Critical Removal Actions Under CERCLA," dated August 1993. EE/CA's are required for non-time critical removal actions.

The purpose of the Engineering Evaluation and Cost Analysis (EE/CA) is to allow public participation in the removal decision process, if time permits, and give consideration to alternatives to land disposal. The goal of an EE/CA is to identify the objectives of the removal action and to analyze various alternatives.

4. Public Participation Support

The contractor shall perform public participation activities in accordance with EPA OSWER Directive 9360-05, "Public Participation Guidance for On-Scene Coordinators: Community Relations and the Administrative Record," dated June 1992, and "Community Relations in Superfund: A Handbook," dated January 1992; and provide technical support to EPA in the development, planning, and implementation of community relations and public support activities.

5. Site Discovery Program

The contractor shall support EPA's determination of whether sites require additional site assessment activities by collecting, recording, and analyzing detailed information about the site; and perform site discovery activity in accordance with EPA OSWER Directive 9200.4-05, "Pre-CERCLIS Screening Guidance," dated September 30, 1996. The purpose of the Site Discovery Program is to determine whether sites require additional site assessment activities.

6. Human Health/Ecological Risk Assessment

The contractor shall perform human health and ecological risk assessments in accordance with relevant guidance. Toxicity values can be sought using the Integrated Risk Information System (IRIS), Health Effects Summary Tables, and other sources. Risk assessment may include, but is not limited to data collection and evaluation, exposure assessment, toxicity assessment, and risk characterization.

7. Administrative Records Support

The contractor shall provide technical support to EPA for compiling information for inclusion in the Administrative Record, as defined in Section 113(k) of CERCLA. As Administrative Record included records, data, and guidance that EPA used to determine the federal response action.

8. Equipment Maintenance

The contractor shall provide support for equipment maintenance of government owned property or equipment, which is not government furnished property (GFP). The equipment shall be calibrated and maintained in accordance with manufacturer's instructions.

9. Regional Response Center (RRC) Support

The contractor shall provide support to the RRC as described under

Section A, "Response Activities," of this PWS.

10. Regional Response Team (RRT) Support

The contractor shall provide technical support to the RRT. The RRT is comprised of federal and state entities, as well as representatives of the response community, local governmental agencies, and interested members of the public.

11. Enforcement Support

The contractor shall provide EPA with technical support for government enforcement at sites. The primary goal of EPA's enforcement program is to identify PRPs and to obtain voluntary settlement or, if necessary, to compel PRPs to implement site cleanups. Once the PRP has agreed to take response actions, the goal of the enforcement program is to ensure that the assessment or cleanup activities are performed in accordance with applicable statute(s), the NCP, and any other relevant guidance.

12. Cost Recovery

The contractor shall provide technical and administrative support to EPA in collecting and securing evidence to aid EPA in its cost recovery efforts. This may include compiling cost documentation packages and gathering information, which may be used to establish liability and support EPA's response decisions.

The contractor shall collect and organize data in defense of claims, such as claims for reimbursement under CERCLA and other applicable environmental statutes. This service will be in support of preparation by EPA for civil and administrative settlements, including pre-trial and auxiliary services, leading to formal negotiations/meetings with private parties, and trial.

The contractor shall analyze government furnished documents (e.g., provide support for data analysis of the overall cost recovery program). Government furnished documentation may include a description of work performed, site specific cost summaries, tracking of oversight costs, billings and payments received, statutes of limitations, and status of past removals and remedial actions.

If EPA is unable to provide access to documents needed in the performance of cost recovery activities, the contractor shall obtain specific cost information from firms whose EPA contracts have expired.

The contractor shall copy, organize, summarize, maintain, and track evidentiary materials, which are stored in a non-site specific manner to facilitate review of liability determinations.

The contractor shall have a document storage technology, which reflects EPA's technology.

13. General Technical Support

The contractor shall provide information, analysis, options, and recommendations for implementing emerging technologies and maintaining program currency.

The contractor shall provide information and options, which will enable EPA to draft specifications for EPA program activities. The specifications are used in connection with the provision of technical and cleanup support.

The contractor shall provide information for EPA's review and approval. EPA will make the final determination of the acceptability of the information the contractor submits. Examples of technical specifications include data for developing site safety plans for response personnel and the public, information on local contingency planning, methods of hazard mitigation, containment, countermeasures, on-site treatment systems, removal and disposal options, and personnel and equipment requirements.

E. DATA MANAGEMENT SUPPORT

The contractor shall provide data management support; utilize hardware and software to provide information technology support in the form of web applications; Geographical Information Systems (GIS); Personal Data Assistant (PDA) application development; maintenance of data applications utilized for inspections, investigations response, and contingency planning; and be used routinely to enter, track, or retrieve information and data developed during the performance of the contract.

F. TRAINING

Training formats may include classroom training, exercises, field training, response/practice drills, and simulations. Work may be required beyond the contractor's normal work week, and evenings and weekends may be necessary to accommodate the schedules of volunteer fire departments and emergency response personnel. Training may require frequent travel, including occasional travel outside the primary regional area.

The requesting agency is required to provide suitable class room space. Class room space varies from community college class rooms and laboratories to training in fire bays. The contractor shall adapt to any physical limitation of the provided classroom space. Class size will range from 12-35 persons, but 40 hours Hazardous Waste Operations and Emergency Response (HAZWOPER) classes may be limited to 20 persons. If a minimum of 12 students do

not attend, classes may be cancelled at the last moment. The contractor shall communicate directly with the requesting agency on class schedule, room arrangements, class agenda, etc.

1. Training Course Descriptions

Duration	Title
40 hours	HAZWOPER Operation Level Class
40 hours	HAZWOPER Technician Level Class
8 hours	Annual Refresher Classes
40 hours	Methamphetamine (METH) Class
24 hours	Hazard Categorization (HAZCAT) Class
16 hours	METH HAZCAT Class
16 hours	Air Sampling Class

2. General Training Requirements

The contractor shall provide technical support to EPA for training activities, both presentation and development; develop classes which incorporate new regulations and issues pertinent to the response community; accommodate specific training needs of the organizations to be trained; continually evaluate all training material, content, quality, and effectiveness; recommend to EPA the appropriate additions, deletions and modifications of training material; provide more than one class during the same time period, if required. provide adequate manpower, equipment and reference materials to class attendees; coordinate class schedules with the requesting agency and EPA as far in advance as possible; provide EPA with a proposed monthly training calendar; provide all course attendees with reference material, such as NIOSH pocket guides, Orange DOT guidebook, government regulations, and all other reference material used in the course as needed to be loaned to the student for the duration for the class. All reference material will be current; and provide student manuals for each student.

3. Training Equipment Requirements

The contractor shall provide current and operational equipment, which is in calibration, necessary to support the training courses; be responsible for disposing of any hazcat chemicals and waste chemicals/PPE in accordance with all Federal, state and local regulations; present course material to EPA for review and approval prior to delivery; and refer any questions relating to the interpretation of EPA policy, guidance, or regulation to EPA training staff.

III. DOCUMENTATION REQUIREMENTS

In the course of performing tasks identified in this Performance Work Statement (PWS), the contractor shall submit all analyses, options, recommendations, reports, training materials, and any other work products in draft form for review by the Contracting Officer (CO) or the Contracting Officer's Representative (COR) prior to use or distribution.

The contractor shall not publish, release, use, or disclose any work product generated under this PWS without EPA's written approval; interpret EPA policies or regulations when conducting any training, seminars, or presentations; and/or provide any legal advice or legal interpretations.

The Government will make all final regulatory, policy, and interpretative decisions resulting from contractor provided advice and assistance; and will also make all final decisions regarding compliance determinations, or the violations of an order, law, regulation, etc.

The contractor shall submit documents that demonstrate a good command and correct usage of the English language (e.g, discussion of facts flow in a coherent and organized manner); use proper grammar (noun and verb tense correspond, etc.); and are free of incomplete sentences and misspelled words.

For deliverables that contain recommendations, the contractor shall explain or rank policy; explain or rank alternative actions; describe procedures used to arrive at recommendations; summarize the substance of deliberation; report any dissenting views; and cite sources relied upon.

SPECIFIC TASKS LIST

This list is **not** intended to be all inclusive, but it is a historically based list of tasks which support the PWS requirements. For ease of organization, tasks are arranged by the activity where they have typically occurred first, for example, identification of local and elected officials could be performed as either a Response or Assessment activity. Therefore, since Response is the first activity in the PWS the task is listed under Response. This exhibit structure **does not preclude** using a task in any other contract activity.

PWS Activities:

- A. RESPONSE
- B. PREPAREDNESS AND PREVENTION
- C. ASSESSMENT
- D. TECHNICAL SUPPORT
- E. DATA MANAGEMENT
- F. TRAINING

A. RESPONSE

The contractor shall support EPA in the following tasks:

1. Identify local and elected officials.
2. Obtain site access documentation from affected parties.
3. Collect and document facts regarding the discharge/release or threat of discharge/release to include its source and cause.
4. Analyze the nature, amount, and location of discharged or released materials.
5. Analyze the probable direction and time of travel of discharged or released materials.
6. Analyze whether the discharge is a worst case discharge, in accordance with Sec. 300.324 of the NCP.
7. Identify the pathways to human and environmental exposure.
8. Analyze the potential risk to human health and the environment posed by the release of hazardous substances, contaminants or pollutants, and discharge of oil.
9. Identify the pathway and nexus to navigable waters.
10. Analyze the potential impact on sensitive areas, natural resources, and property.
11. Develop options to abate, prevent, minimize, stabilize, mitigate, contain, control, eliminate, or remove the release or threat of release.
12. Prepare a sampling plan which describes the number, type, and location of samples and the type of analyses.
13. Monitor work of other federal contractors.

14. Coordinate with and assist other federal contractors, as directed by EPA.
15. Recommend waste disposal options.
16. Review completeness of disposal documentation, such as manifests, waste profile data, and other information.
17. Provide site security to prevent unauthorized access of any persons or animals to preserve public safety.
18. Provide site communications, for example, radios, repeaters, commercially available radio systems, telephones, and pagers.
19. Monitor and measure environmental conditions on a real-time basis using qualitative and quantitative instrumentation.
20. Identify site characteristics, for example, populations, sensitive environments, site usage, hydrogeological and meteorological conditions, and other pertinent site conditions.
21. Identify pollutant dispersal pathways.
22. Identify the extent of contamination, for example, soil, water, air, groundwater, sediments, and lagoon sludge.
23. Identify and confirm locations of areas of oil deposition/collection.
24. Identify locations for optimal for oil recovery.
25. Identify and develop strategies to protect sensitive areas.
26. Monitor for health and safety compliance.
27. Review and recommend health and safety procedures for response activities, such as OSHA levels of protection associated with a site.
28. Develop site specific Health and Safety Plans (HSPs) for field activities which comply with OSHA and EPA requirements.
29. Develop and submit a site sampling and Quality Assurance Project Plan (QAPP) for field activities to ensure the usability of the data.
30. Conduct both on-site and/or off-site environmental sampling activities.
31. Provide analytical services to include the following: Contract Laboratory Program (CLP) (via sample coordinator); non-CLP (including EPA regional laboratory and regional analytical services contracts); field screening; and mobile laboratories
32. Perform air monitoring.
33. Perform analytical data validation.
34. Complete and maintain documentation of all contractor actions and costs.
35. Provide information to federal and state natural resource trustees to assist the trustees in the determination of actual or potential natural resource injuries. Documentation shall provide the following: the source and circumstances of the release; the identity of responsible parties; the response action taken; an accounting of contractor costs incurred in support of EPA response actions; and the impacts and potential impacts to the public health and welfare and the environment
36. Assist in search and rescue efforts.
37. Perform nuclear/biological/chemical sampling and analysis.

38. Decontaminate equipment and personnel. This includes not only the contractor's but also Government-owned and operated equipment that is used exclusively by the Government, as well as any shared equipment.
39. Evaluate appropriate decontamination techniques and recommend procedures for setup and implementation.
40. Provide for emergency transportation services.
41. Acquire specialized transportation during emergencies and time critical events.
42. Provide transportation of emergency equipment via air and/or land support during emergencies and time critical events.
43. Procure office facilities during emergencies and time critical events.
44. Report to and work within the incident command structure.
45. Provide minor containment, transport, and disposal actions (generally not exceeding 40 hours per assignment).
46. Provide temporary stabilization prior to the mobilization of other responders.
47. Coordinate with state and Federal Natural Resource Trustees.
48. Provide cost analysis/information for response alternatives.
49. Document site-specific contractor costs incurred for response actions.
50. Observe and document federal, state, and private actions taken to conduct a response action.
51. Obtain permits from federal, state, or local agencies, associated with the contractors' response activities.
52. Develop and/or evaluate plans for the remediation of habitats affected by the release of hazardous substances and/or other aspects of site remediation activities. EPA will evaluate recommendations of the contractor and any final plans will be prepared by EPA.

B. PREPAREDNESS AND PREVENTION

The contractor shall support EPA in the following tasks:

1. Conduct SPCC and/or FRP inspections and plan reviews and prepare reports to support enforcement case development.
2. Conduct economic benefit analyses and supplemental environmental project cost analyses utilizing EPA's applicable software (BEN and PROJECT) to support enforcement case development.
3. Collect and review available data and background information from a site or facility, and/or from local, state, or other federal agencies and prepare reports to support enforcement case development.
4. Review OPA information request responses and prepare reports to support OPA enforcement case development.
5. Maintain and update with information provided by EPA model enforcement documents.

6. Procure and place EPA prepared public notices in newspapers of general circulation for the purpose of notification of violators as to their status related to a facility, site, or release, after receiving pre-approval from the Task Monitor.
7. Assist EPA in searching and compiling information from databases to identify facilities not in compliance with oil spill prevention regulations or to identify dischargers of oil or Clean Water Act hazardous substances to U.S. waters.
8. Provide technical support activities to include providing information, analyses, options, and recommendations for implementing and maintaining OPA enforcement program currency.
9. Draft updates to the RCPs in accordance with the NCP.
10. Provide technical support in developing draft area contingency plans and/or revising state/local contingency plans. Plans shall incorporate Area Committee comments and changes.
11. Compile a list of response resources.
12. Survey, compile, and validate economically and environmentally sensitive area location information in accordance with COR provided criteria.
13. Review and analyze response technologies, including innovative and alternative technologies.
14. Design, analyze, and participate in drills and exercises using the appropriate guidelines, such as the National Strike Force Coordinating Center Pollution Response Emergency Preparedness Guidelines.
15. Provide threat assessment, hazard, risk, and vulnerability analyses for spills into the environment.
16. Perform plume modeling for releases into water and air.
17. Provide technical and logistical support in the development of site specific contingency plans for state or local response organizations.
18. Provide information to support websites, as appropriate for storage, or linkage to, contingency plans of other organizations.
19. Support state and local responders in planning for emergencies associated with weapons of mass destruction.
20. Provide logistical support for key federal partners during meetings and/or training exercises.
21. Research and analyze state-of-the-art response technology for application and utilization in a potential or actual terrorist threat or act.
22. Research and analyze available counter-terrorism training.
23. Conduct and participate in counter-terrorism drills, exercises, training, and document lessons learned.
24. Identify, review, and provide technical support to utilize existing preparedness and emergency response management systems and capabilities at the federal, regional, state, tribal, and local levels and offer options for utilization.
25. Provide technical support to the agency Counter-Terrorism Program Coordination Team as it defines and implements EPA's regional counter-terrorism program.

26. Provide technical support to utilize existing preparedness and emergency response program infrastructures and capabilities at the federal, regional, state, tribal, and local levels.
27. Provide preparedness, on-scene coordination, and technical/training expertise to newly created interagency mechanisms focused on counter-terrorism efforts.
28. Provide technical support to evaluate and research state-of-the-art technology, as it relates to the counter-terrorism response activities.
29. Coordinate national response system activities, including drills, which may involve government/private parties and U.S./Mexico and U.S./Canada border cities (if appropriate and authorized).
30. Generate Geographical Information System (GIS) documentation.
31. Generate bilingual documentation.
32. Provide translation services.
33. Conduct outreach activities for regulated facilities, federal, state, tribal, and local agencies, and the public about the requirements associated with the Chemical Emergency Preparedness and Prevention program.
34. Provide training, as authorized by EPCRA, for federal, state, tribal, and local response personnel, such as preparedness exercises, earthquake planning and preparedness, and other contingency plans.
35. Provide technical support/review in support of activities related to FRPs and regional interagency planning committees.
36. Provide technical support to ensure the enforcement of EPCRA.
37. Provide technical support for local, regional, national, and international preparedness planning.
38. Analyze spill history data and provide support in conducting EPCRA inspections for use in EPCRA enforcement case support.
39. Provide technical information directed at the regulated community to regulated facilities, federal, state, tribal, and local agencies, and the public.
40. Conduct reviews of facility Risk Management Plans (RMPs) and General Duty Inspection reports to assess compliance and identify deficiencies (e.g., internal inconsistencies in data submitted, potential problems based on facility accident histories, unusual data, and failure to list appropriate hazards under the prevention program).
41. Complete a RMP audit checklist and provide a draft report, referencing violations in regard to the CAA Section 112(r) and 40 CFR Part 68 and options for corrective actions at the facility. EPA will make all determinations regarding violations and corrective actions.
42. Conduct RMP/General Duty field inspections to include an on-site analysis and documentation of processes and storage areas, employee interviews, manager and supervisor interviews, training and maintenance records, operating procedures of engineering processes, and release prevention measures and hazards.
43. Provide safety plans for site visits.

44. Interview facility personnel regarding background information, facility processes, and standard operating procedures.
45. Review and document observations and conclusions of on-site facility operations to include the following:
 - employee awareness of chemical and process hazards
 - process characteristics
 - emergency planning and preparedness
 - hazard evaluation and release detection techniques
 - operations and emergency response training
 - facility/corporate management structure
 - preventive maintenance and inspection programs
 - community notification mechanisms and techniques
 - on-site physical security
44. Assist in performing chemical safety audits as defined in EPA 550-B99-008, "EPA Guidance for Auditing Risk Management Plans/Programs under Clean Air Act Section 112(r)," and compile information and report findings to EPA.
45. Provide the necessary safety and monitoring equipment to ensure safe site visits in conjunction with audits and other activities.
46. Provide safety plans for site visits for the purpose of conducting accident investigations.
47. Investigate and compile information on major chemical accidents to include the following:
 - provide information to document violations of law(s) and recommend actions to correct the violations
 - examine facility records
 - analyze equipment design, drawings, specifications, and records
 - record and analyze the engineering basis for chemical process safety systems
 - document evidence of the cause(s)
 - assess safety and accident prevention systems
 - record the equipment involved in the accident
 - provide options for corrective measures
48. Draft accident investigation reports to include the following:
 - description of the accident
 - description of the response to the accident
 - further planned activities
 - laboratory test results
 - discussion of the probable root cause(s) of and contributing factors to the accident
 - observations and findings
 - recommendations for enhancing chemical safety, emergency preparedness, and prevention of chemical accidents, both facility-specific and industry-wide.
49. Assist in targeting facilities for inspection, which may include gathering prior spill history of the facility; conducting aerial reconnaissance; drive by windshield surveys;

- and/or interviews of government personnel, industry representatives, and/or private citizens; database searches; or any other acceptable means of obtaining relevant information about regulated facilities.
50. Conduct an on-site inspection of the facility to determine if the facility is in compliance with the OPP Regulation at 40 CFR §112. The inspection shall also include a review and evaluation of the facility's SPCC plan. Such inspections may be preplanned, or instituted upon the discovery of a potential violation. The inspectors shall use an SPCC Plan Review and Inspection Checklist provided by or approved by EPA. All inspections shall be conducted in general accordance with EPA guidance, "Conducting Environmental Compliance Inspections, Inspector's Manual", 7th ed., 1996, which can be downloaded at the following website:
<http://www.epa.gov/r10earth/offices/oea/ieu/manual/ceci.pdf>. Online compliance inspection training is available at
<http://www.epa.gov/r10earth/offices/oea/ieu/manual/title.htm>.
 51. Prepare a brief narrative report covering each facility inspection performed which highlights any apparent violations and supporting evidence. All inspection reports should include supporting photographs and a completed SPCC Plan Review and Inspection Checklist. Copies of field notes and other supporting documentation should be submitted to EPA.
 52. Provide technical support for the preparation of a draft Notice of Violation, Notice of Inspection Findings, or Notice of Warning for violations detected during a facility inspection.
 53. Provide testimony regarding inspection findings during SPCC pre-hearing conferences, during SPCC hearings, and during court actions.
 54. Document cases and provide testimony during hearings and court proceedings for oil spill prevention and release violations.
 55. Conduct amendment inspections when a facility is required to submit its SPCC Plan to EPA for review because of continuing pollution problems (see 40 CFR §112.4). Review the submitted SPCC plan and prepare a report which includes recommendations for amending the SPCC plan to prevent further discharges. EPA will review and make final decisions regarding those recommendations.
 56. Provide storage space for plans submitted by facilities.
 57. Provide support for screening facilities for planning and compliance with OPA. This shall include providing technical support in the determination of a facility's designation as substantial harm or a significant or substantial harm facility (see 40 CFR §112.20).
 58. Review FRPs to verify that all of the response plan elements have been addressed. The contractor shall use a checklist provided by or approved by EPA for reviewing FRPs. This review shall, at a minimum, verify if the plan is in accordance with the NCP; if the plan identifies a qualified individual having full authority to implement removal actions; if the plan identifies and ensures the availability of resources to remove a worst case discharge; if the plan describes training, unannounced drills, and response actions of

- persons at the facility; if the plan has been updated; and if the plan has been resubmitted for each significant change.
59. Provide technical support in planning and participating in announced or unannounced inspections, drills, and/or simulations at oil storage facilities. Conduct an on-site inspection of the facility to determine if the facility is in compliance with the OPP Regulation at 40 CFR §112.20. Such inspections may be preplanned, or instituted upon the discovery of a potential violation. The inspectors shall use an Facility Response Plan Review and Inspection Checklist provided by or approved by EPA. All inspections shall be conducted in general accordance with EPA guidance, "Conducting Environmental Compliance Inspections, Inspector's Manual," 7th ed., 1996, which can be downloaded at the following website:
<http://www.epa.gov/r10earth/offices/oea/ieu/manual/ceci.pdf>. Online compliance inspection training is available at the following website:
<http://www.epa.gov/r10earth/offices/oea/ieu/manual/title.htm>.
 60. Prepare a brief narrative report covering each facility inspection performed which highlights any apparent violations and supporting evidence. All inspection reports shall include supporting photographs and a completed FRP Plan Review and Inspection Checklist. Copies of field notes and other supporting documentation should be submitted to EPA.
 61. Provide technical support for the preparation of a draft Notice of Violation, Notice of Inspection Findings, or Notice of Warning for violations detected during a substantial harm facility inspection.
 62. Provide testimony regarding inspection findings during pre-hearing conferences, during hearings, and during court actions.
 63. Provide subject matter support for the development of databases to facilitate response plan review and outreach programs.
 64. Provide support in communicating with facilities to provide technical assistance and compliance assistance.
 65. Participate in community outreach activities such as table top exercises or workshops with industry and community representatives.
 66. Prepare fact sheets, brochures, or manuals on a range of subjects related to compliance EPA must review and approve all fact sheets, brochures, or manuals prior to finalization and distribution to the public and/or regulated community.
 67. Provide support in preparing general SPCC, FRP, or specific industry sector mailings.
 68. Provide support with obtaining facilities suitable for workshops, meetings, or other appropriate outreach activities.
 69. Provide support with regional community outreach activities.
 70. Analyze facility reports.
 71. Develop summary reports of evaluated facilities.
 72. Perform facility inspections to verify accuracy of facility evaluation reports.
 73. Monitor reporting of continuous releases.
 74. Communicate with facilities to provide technical assistance and compliance assistance.

75. Preparing publications relating to compliance such as fact sheets, brochures, or manuals. (EPA must review and approve all publications prior to finalization and distribution to the public or regulated community).

C. ASSESSMENT

The contractor shall support the EPA in the following tasks:

1. Locate and review existing site, facility, and/or release data.
2. Conduct off-site perimeter visual observation of the site.
3. Conduct site visits to identify all potential hazards. Document site conditions with written and visual documentation.
4. Conduct waste profile analyses.
5. Assess potential impact to endangered species, historical sites, and other cultural resources.
6. Conduct file reviews, for example, federal, state, and local agency records, to obtain background information to analyze releases of hazardous substances, pollutants, contaminants, or oil.
7. Collect or review data such as site management practices, information from generators, photographs, historical photographic analyses, literature searches, and personal interviews.
8. Identify active or historical facility processes or operations that may contribute to the release or threat of release of hazardous substances, pollutants, contaminants, or discharge of oil.
9. Collect, analyze, and validate data in accordance with EPA standard methods for sample collection and analysis.
10. Review and interpret environmental data.
11. Identify and address data gaps required to meet EPA assessment objectives, for example, background levels, applicable or relevant and appropriate requirements (ARARs), groundwater information.
12. Install monitoring wells and/or piezometers.
13. Conduct geophysical surveys/investigations.
14. Dispose of investigation derived wastes in accordance with EPA OSWER Directive 9345.3-02, "Managing IDW for Site Inspections."
15. Determine pathway-specific receptors and surrounding population density.
16. Locate other environmentally sensitive receptors, for example, wetlands and endangered species.
17. Provide recommendations and options regarding the following:
 - identify releases that pose no significant threat to public health or the environment
 - whether an immediate threat to public health or the environment exists
 - potential need for a removal action

- further investigation
 - no further action
 - state referral
 - referral to other federal agencies
 - referral to other EPA programs
 - facility actions
 - other actions
18. Collect or develop data to evaluate the release pursuant to the HRS.
 19. Collect additional sampling data to adequately develop the HRS package.
 20. Collect data required to better characterize the release for more effective and rapid initiation of the remedial investigation/feasibility Study (RI/FS) or response .
 21. Generate preliminary HRS score.
 22. Analyze site risks regarding whether site contaminants pose a current or potential risk to human health and the environment in the absence of any response action to include the following:
 - contaminant identification
 - exposure assessment
 - toxicity assessment
 - risk characterization
 - provide information necessary to determine whether or not a response is necessary at the site, provide justification for any response action proposed, and explain what exposure pathways need to be addressed
 22. Provide a hazard ranking system screening in accordance with EPA OSWER Directive 9345.1-07, “The Hazard Ranking System (HRS) Guidance Manual,” dated November 1992, using the PReScore software.
 23. Report the draft score to the EPA prior to proceeding with the formal HRS package.
 24. Prepare a draft HRS package according to EPA guidance to include the following: site summary, PReScore HRS score sheets, documentation record, figures, maps, and references.
 25. Prepare full HRS documentation packages for review and approval by EPA.
 26. Upon receipt of EPA’s comments, revise and submit a formal HRS package.
 27. Update or revise the preliminary HRS Score.
 28. Identify data gaps.
 29. Perform desktop data collection and evaluation to support the revised score.
 30. Perform analytical sampling.
 31. Conduct site visits and inspections as necessary to identify, evaluate, and delineate habitat types including wetlands.
 32. Collect, review, and/or analyze topographic, photographic, and available relevant data from scientific publications, federal, state and local agencies, and academic institutions to provide support in the identification of physical and biological factors to be considered in the determination of areas and resources (physical and biological) that have potentially been affected by the release of hazardous substances.

33. Evaluate site data, media, habitats, and ecological relationships to identify, analyze, and document pathways of contaminant migration and concentration. This may include the use of computerized information systems and models.
34. Collect, preserve, identify, and prepare terrestrial and/or aquatic biological specimens for population and community analysis. Evaluation of gross pathology and individual organs and/or cells on a histological or sub-cellular basis for any pathological changes resulting from the release of hazardous substances, oil, or petroleum products.
35. Design, perform, and analyze both field and laboratory bioassay/toxicity tests on plant, invertebrate and vertebrate species.

D. TECHNICAL SUPPORT

The contractor shall support EPA in the following tasks:

1. Locate and review files of waste generator(s), site owner(s), site operator(s), and other documents relating to past operator(s), for example, deeds, court transcripts.
2. Interview site owner(s), operator(s), state/local officials, residents, and other interested parties.
3. Provide a written record of PRP identification efforts to assist EPA in determining cost liability.
4. Identify PRPs.
5. Analyze the accuracy, timeliness, and completeness of PRP reports.
6. Document PRP activities and provide negotiation support.
7. Verify PRP compliance with enforcement orders.
8. Analyze PRP documents and actions for compliance with enforcement actions.
9. Conduct deed and title searches.
10. Provide appraisals of real property.
11. Provide financial analysis and corporate research.
12. Develop public information summaries for internet distribution.
13. Disseminate EPA-approved information to the public.
14. Provide expert testimony.
15. Provide health indication sampling and analysis.
16. Provide engineering design products and services.
17. Collect and compile data from spill reports, pollution reports (POLREPS) and spill notification phone lines.
18. Provide COR-approved information to the state, local, or natural resource trustee agencies.
19. Input data from spill reports.
20. Provide information for Freedom of Information Act (FOIA) request responses and to evaluate facilities' release history for inclusion in COR specified internet websites.

21. Maintain an electronic emergency information system that contains all contingency plans, databases, and geographic information necessary to support emergency operations. This system must be accessible from field locations via the internet.
22. Provide technical support to EPA for the identification of PRPs associated with a site, facility, and/or release.
23. Provide technical and administrative support to EPA for notification of PRPs as to their status related to a site, facility, and/or release.
24. Provide technical support to EPA in connection with proceedings against owners or operators of facilities operating in violation of reporting requirements and uncontrolled hazardous substances present. Such technical support will include providing background technical information to EPA in obtaining an injunction against continued use of the site, an order to undertake remedial action, or recovery of cost incurred by the government in undertaking such action.
25. Provide technical support to EPA in enforcement case development support including well drilling and sampling, field sampling, geophysical surveys, well inventories and other support to provide evidence to support EPA litigation or negotiation with PRPs. Work may be undertaken to fill a variety of data gaps related to extent of contamination and damages or to augment enforcement investigation efforts.
26. Provide technical and administrative support to EPA in the development of an enforcement plan.
27. Collect and review available data and background information about a site, facility, or release. This shall include information about the nature of the waste present, waste management at the site, environmental data, and health data. Collection of data also includes photographic and cartographic documentation of site conditions.
28. Analyze and document the extent of an incident, the potential hazards, type of resources needed, and the actions of the PRPs to respond.
29. Draft lessons learned reports.
30. Design, develop, prepare, analyze, and report observations of planning, training, and drills/exercises to provide options for preparedness and operational readiness of the RRT and the response community within the region.
31. Analyze responses to discharges of oil and releases of hazardous substances, pollutants or contaminants, assess equipment availability, readiness, and coordination among RRT member agencies, and other public and private agencies.
32. Document and analyze plans and planning efforts for the Regional Contingency Plan, Area Plans, and special subject plans.
33. Provide logistical support for scheduled RRT meetings.
34. Select and reserve meeting space.
35. Arrange site tours and meetings.
36. Develop visual aids to include computer driven presentations.
37. Document technical meeting minutes.
38. Provide a technical summary of the meeting.
39. Attend scheduled RRT meetings.

40. Develop and update the RRT mailing list, an RRT e-mail list, and an e-mail group distribution capability to send EPA approved and EPA-authorized notices.
41. Accompany the EPA during on-site facility surveys and inspections at sites, facilities or releases where hazardous waste contaminants or pollutants are managed, treated, stored or disposed.
42. Record and document compliance with applicable or relevant and appropriate federal and state requirements related to environmental statutes such as the Resource Conservation and Recovery Act or the Clean Water Act (CWA).
43. Compile multi-media checklists to be used at sites, facilities, or releases. During the performance of multi-media surveys and inspections the contractor may have access to CBI. The contractor shall treat all CBI in accordance with the CBI clauses in the contract.
44. Perform literature surveys including the use of the Alternative Treatment Technology Information Center (ATTIC), the Superfund Innovative Technology Evaluation (SITE) Program, the Record of Decision Systems (RODS) database, and the Risk Reduction Engineering Laboratory (RREL) Treatability Database. Access to be provided by EPA, if necessary.
45. Prepare project planning documents to include the following: work plan, field operations plan, health and safety plan, and/or quality assurance project plan specifically for treatability study efforts.
46. Perform laboratory, bench, and/or pilot-scale testing of established, emerging, and/or innovative technologies.
47. Evaluate the effectiveness and compliance of the tested or proposed technologies with federal and state requirements. EPA will review all evaluations and make any and all decisions or determinations regarding the proposed technologies.
48. Report the findings of the studies to EPA.
49. Oversee and review treatability studies being performed by PRPs.
50. Provide technical and administrative support in the preparation of a draft EE/CA approval memorandum. All final EE/CA approval memoranda will be prepared by EPA.
51. Provide technical and administrative support in preparing a draft EE/CA report, which shall include the following sections: site characterization, identification of removal action objectives, identification of ARARs, identification and initial screening of removal action alternatives, analysis of removal action alternatives, comparative analysis, and selection of the removal action. While the contractor will analyze the alternative removal actions, final decisions, determinations and judgements will be made by EPA.
52. Provide technical and administrative support for the preparation of a summary of the responses by interested parties.
53. Conduct community interviews to develop an understanding of local concerns and desired involvement as part of the development of the Community Relations Plan.

54. Prepare a community relations plan in accordance with Community Relations in Superfund: A Handbook, January 1992.
55. Provide data management for tracking community relations activities, including milestones in community relations plans.
56. Establish and update information repositories at or near the facility.
57. Prepare general or site specific fact sheets.
58. Provide support in planning and conducting public meetings and technical discussions involving PRPs and the public. This support will include the provision of audio-visual aids and reports as required by EPA.
59. Assist in planning and conducting public briefings, conferences, workshops, community conferences, and training workshops.
60. Write and/or place newspaper notices regarding the availability of site-related documents and public meetings.
61. Provide recording/transcript services for public meetings or for the administrative record.
62. Prepare studies and reports evaluating the effectiveness of community relations efforts and other topics of general interest, such as how incineration is perceived, and how to improve on communication regarding alternative and innovative technologies.
63. Provide for a complete and operating public information office at locations specified by task orders. Such a public information office shall be maintained and operated by the contractor to provide the public with access to EPA generated informational documents concerning sites.
64. Assemble EPA-provided records.
65. Organize, maintain, and duplicate materials.
66. Compile documents for the administrative record.
67. Publicize location of the repository in local newspapers.
68. Coordinate records compilation with state offices and federal facilities.
69. Organize and compile records for enforcement cases.
70. Operate government-owned equipment at the direction of the OSC, to include vehicles.
71. Maintain and calibrate government equipment in accordance with OSC and/or manufacturer's instructions, to include vehicles.
72. Pick up, transport, and deliver necessary government equipment to and from response sites, to include vehicles.
73. Decontaminate equipment operated by the government at a response site prior to its being transported away from that location.
74. Collect and summarize all incurred cost documentation in support of costs incurred, using existing cost documentation systems and adjust media storage to reflect EPA implementation of advances in automated methods.
75. Perform an audit of cost documentation based upon EPA provided guidance.
76. Produce a documentary audit trail to establish proof of costs incurred using existing systems and other documentation guidance.
77. Ensure that the cost document compilation is complete.

78. Provide technical support in developing proof to support allocation of non-site specific charges on a site specific basis.
79. Accumulate and verify all costs incurred in connection with a site or sites by reconciling all supporting documentation with data in agency financial and documentation systems.
80. Provide technical support in reviewing all cost documentation or accounting procedures for deficiencies and/or potential sources of challenge.
81. Maintain an organized cost package or cost document file that includes cost summaries for each cost element claimed together with organized supporting documentation.
82. Research state or other federal agency accounting procedures to the extent necessary to enable a complete audit of costs incurred by the state or other agency in connection with Superfund sites.
83. Review and analyze audits or technical reports for relevance to cost claims.
84. Provide technical support in the review of pertinent EPA files and documents necessary to substantiate a close-out memorandum. The close-out memorandum will be prepared by EPA, with technical support from the contractor, when appropriate.
85. Gather documents from EPA that authorized the work and documents that provide evidence that work was performed.
86. Provide support in collating, refileing, and organizing the above information as needed.

E. DATA MANAGEMENT

The contractor shall support EPA in the following tasks:

1. Keep informed of all current/new information technologies and provide analysis and evaluation of these technologies in support of emergency response activities which include prevention, preparedness, and response.
2. Provide data input/output services for digital and hard copy formats which meets user-defined Data Quality Objectives (DQO) and standards.
3. Identify and incorporate appropriate DQOs for software and application development/maintenance of such programs.
4. Develop data dictionary/meta data results for all applications and data collected.
5. Identify/develop data sort/report generation capabilities appropriate for all program support activities.
6. Provide data and report analysis for all data collected.
7. Provide analysis of data utilization.

F. TRAINING

The contractor shall support EPA in the following tasks:

1. Develop and provide training to federal, state, and local response organizations related to the activities described in this SOW.

2. Support EPA with schedule preparation and conducting training sessions.
3. Provide EPA specific classes such as EPCRA, CAMEO, and CAA 112(r) training, etc.
4. Provide industry standard classes such as 40 Hour HAZWOPER and 8 hour Annual Refresher training, etc.

STATUTORY and REGULATORY FRAMEWORK ***SUPERFUND - GENERAL***

This list is a representative sample and is not intended to be all inclusive.

I. Laws - Statutes

- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund) (1980), (42 U.S.C. s/s 9601 et. seq.), as amended
- Superfund Amendments and Reauthorization Act (SARA) (1986)
- Community Environmental Response Facilitation Act (CERFA) (1992)
- Asset Conservation, Lender Liability, and Deposit Insurance Protection Act of 1996 (1996)
- The Small Business Liability Relief and Brownfields Revitalization Act (2002)
- Clean Water Act (CWA) (1972), (33 U.S.C. s/s 1251 et. seq.) - particularly Section 311
- Oil Pollution Act (OPA) (1990)
- Resource Conservation and Recovery Act (RCRA), particularly Subtitle I
- Emergency Preparedness and Community Right-to-Know Act (EPCRA)
- Robert T. Stafford Natural Disaster Act (Stafford Act), (42 USC 5121, et. seq.), as amended
- Homeland Security Act, Public Law 107-296
- Clean Air Act, (42 USC 85), as amended

II. Code of Federal Regulations (CFR)

- National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR Part 300

III. Federal Registers (significant notices)

- 50 FR 47912; November 20, 1985 - NCP Final Rule (revisions added by CERCLA)
- 55 FR 8666; March 8, 1990 - NCP Final Rule (revisions added by SARA)
- 59 FR 47384; September 15, 1994 - NCP Final Rule (revisions added by OPA)

IV. Presidential Decision Directives (PDD)

- PDD - 39, U.S. Policy on Counter terrorism, June 21, 1995
- PDD - 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas, 22 May 1998
- PDD - 63, Critical Infrastructure Protection, 22 May 1998

V. National Response Plan (NRP), 9230.1-PL, Supersedes FEMA 229 (April 1999), January 2003

VI. Policies and Guidance

- CERCLA/Superfund Orientation Manual, EPA Document Number: 542-R-92-005, URL:
<http://www.epa.gov/superfund/action/guidance/remedy/remedies/principles.htm>

Other References and Resources

- Superfund Home Page, URL: <http://www.epa.gov/superfund>
- Superfund 20th Anniversary Report, URL:
<http://www.epa.gov/superfund/action/20years/index.htm>

DISCOVERY & NOTIFICATION

I. Laws - Statutes

- Section 103 of CERCLA as amended
- Section 304 of the Emergency Planning and Community Right-to-Know Act (EPCRA) (1986)
- Section 311 of CWA, as amended by the OPA

II. CFR

- 40 CFR Part 302 - Designation, Reportable Quantities, and Notification
- 40 CFR Part 355 - Emergency Planning and Notification
- 40 CFR Part 110 - Discharge of Oil
- 40 CFR 300.405 - Discovery and Notification (Hazardous Substances)
- 40 CFR 300.300 - Phase 1 - Discovery or notification (Oil)

III. Federal Registers (significant notices)

- 46 FR 22144 - April 15, 1981 - Hazardous Substances Notification of Treatment, Storage, and Disposal Facilities
- 50 FR 13456 - April 4, 1985 - Release Notification Requirements for CERCLA
- 52 FR 13378 - April 22, 1987 - Release Notification Requirements for EPCRA
- 55 FR 45039 - August 25, 1993 - Oil Discharge Regulations
- 61 FR 7421 - February 28, 1996 - Oil discharge Regulations

IV. Other Resources

- Emergency Response Program Reporting Triggers URL:
<http://www.epa.gov/superfund/programs/er/triggers/index.htm>.

REMOVAL PROCESS

I. Laws - Statutes

- Sections 101 and 104 of CERCLA (definition of and authority for removal response)
- Section 113 of CERCLA (documentation requirements)
- Section 311 of the CWA, as amended by the OPA

II. CFR

- 40 CFR 300.410 - Removal Site Evaluation (Hazardous Substances)
- 40 CFR 300.415 - Removal Action (Hazardous Substances)
- 40 CFR Part 300 Subpart D - Operational Response Phases for Oil Removal

III. Federal Registers (significant notices)

- 55 FR 8666: March 8, 1990 - NCP Final Rule (revisions added by SARA)
- 59 FR 47384: September 15, 1994 - NCP Final Rule (revisions added by OPA)

VI. Policies and Guidance

- Superfund Removal Procedures OSWER, Directive Number: 9360.0-03B
- Guidance on Conducting Non-Time Critical Removal Actions Under CERCLA, Document Number: EPA 540-R-93-057, OSWER Directive Number: 9360.0-32
- Guide to Developing Action Memorandums, OSWER Directive Number: 9360.3-01FS
- Model Program for Removal Site File Management, OSWER Directive Number: 9360.2-01
- Superfund Fact Sheet: The Removal Program, OSWER Directive Number: 9320.0-05FSg
- Consideration of ARARs during Removal Actions, OSWER Directive Number: 9360.3-02 FS

IV. Other Resources

- Superfund Office of Emergency and Remedial Response,
<http://www.epa.gov/superfund/partners/oerr/index.htm>

COMMUNITY INVOLVEMENT

I. Laws - Statutes

- Section 113 of CERCLA

II. CFR

- 40 CFR 300.415(n) - Community Relations in Removal Actions
- 40 CFR 300.430(c) - Community Relations in Remedial Actions

- 40 CFR 300.430(e)(2)(iv) - Technical Assistance for Communities
- 40CFR 300.800 - Administrative Record

III. Federal Registers (significant notices)

- 55 FR 8666; March 8, 1990 - NCP Final Rule (revisions added by SARA)

IV. Policies and Guidance

- Superfund Community Involvement Handbook, Document Number: 540-K-01-003
- Superfund Removal Procedures: Public Participation Guidance for On-Scene Coordinators: Community Relations and the AR, OSWER Directive Number 9360.3-05
- Risk Assessment Guidance for Superfund: Volume 1, Human Health Evaluation Manual, Part A: Community involvement in Superfund Risk Assessments, Document Number: EPA 540-R-98-042
- Superfund Technical Assistance Grants, OSWER Directive Number: 9230.1-05FSA

V. Other Resources

- Superfund Community Involvement Home Page URL:
<http://www.epa.gov/superfund/action/community/index.htm>

Human Health/Ecological Risk Assessment

For Baseline Human Health Risk Assessments:

Risk Assessment Guidance for Superfund (RAGS), Volume I: Human Health Evaluation Manual: Part A, Baseline Risk Assessment. Interim Final. December 1989. EPA 540/1-89/002. NTIS PB90-155581.

Supplement to Part A: Community Involvement in Superfund Risk Assessments. March, 1999. EPA 540-R-98-042. OSWER Directive 9285.7-01E-P. NTIS PB99-963303.

Part B, Development of Risk-Based Preliminary Remediation Goals. December, 1991. EPA 540/R-92/003. OSWER Directive 9285.7-01B. NTIS PB92-963333.

Part C, Risk Evaluation of Remedial Alternatives. December 1991. EPA/540/R-92/004. OSWER Directive 9285.7-01C. NTIS PB92-963334.

Part D, Standardized Planning, Reporting and Review of Superfund Risk Assessments. January 1998. EPA 540-R-97-033. OSWER Directive 9285.7-01D. NTIS PB97-963305.

Risk Assessment Guidance for Superfund, Volume III - Part A, Process for Conducting

Probabilistic Risk Assessment. December, 2001. EPA 540-R-02-002. OSWER Directive 9285.7-45. NTIS PB2002 963302.

Supplemental Guidance to RAGS: Calculating the Concentration Term. June 22, 1992. OSWER Directive 9285.7-08I.

Standard Default Exposure Factors. Interim Final. OSWER Directive 9285.6-03. March 25, 1991.

Final Guidance Data Useability in Risk Assessment (Part A). April 1992. OSWER Directive 9285.7-09A. NTIS PB92-963356.

Guidance for Data Useability in Risk Assessment (Part B). May 1992. OSWER Directive 9285.7-09B. NTIS PB92-963362.

Dermal Exposure Assessment: Principles and Applications. January 1992. EPA 600/8-91/011B.

Exposure Factors Handbook, Volume 1. 1997. EPA/600/P-95/002Fa.

Exposure Factors Handbook, Volume 2. 1997. EPA/600/P-95/002Fb.

Exposure Factors Handbook, Volume 3. 1997. EPA/600/P-95/002Fc.

Air/Superfund National Technical Guidance Study Series, Volumes I, II, III, and IV. 1989. EPA 450/1-89-001,002,003,004.

Final Soil Screening Guidance, May 17, 1996. Soil Screening Guidance User's Guide. Office of Solid Waste and Emergency Response. EPA/540/R-96/018.

Soil Screening Guidance: Technical Background Document. EPA 540/R-94/126.

EPA Risk Characterization Program. Memorandum from Administrator Carol Browner. Office of the Administrator, Washington, DC. March 21, 1995.

Provisional Guidance for Quantitative Risk Assessment of Polycyclic Aromatic Hydrocarbons. Office of Research and Development, Washington, DC. EPA/600/R-93/C89.

PCBs: Cancer Dose-Response Assessment and Application to Environmental Mixtures. Office of Research and Development, Washington, DC. EPA/600/P-96/001A.

Revised Interim Soil Lead Guidance for CERCLA Sites and RCRA Corrective Action Facilities. July 14, 1994. OSWER Directive 9355.4-12.

Calculating Upper Confidence Limits for Exposure Point Concentrations at Hazardous Waste Sites. December, 2002. OSWER Directive 9285.6-10.

For Baseline Ecological Risk Assessments:

Guidelines for Ecological Risk Assessment, Final. April 1998. EPA/630/R-95-002F.

Ecological Risk Assessment Guidance for Superfund, Process for Designing and Conducting Ecological Risk Assessments. June 1997. EPA/540-R-97-006. OSWER Directive 9285.7-006. NTIS PB97-963211.

Ecological Risk Assessment / Management Principles. October, 1999. OSWER Directive 9285.7-28P.

Ecological Assessment of Hazardous Waste Sites: A Field and Laboratory Reference Document. EPA 600/3-89/013. March 1989.

EcoUpdate: Intermittent Bulletins, Supplemental Guidance to RAGS, Vol. II. EPA Publications 9345.0-051.

ACRONYMS

ACP	Area Contingency Plan
ARARs	Applicable or Relevant and Appropriate Requirements
BA	Brownfields Assessment
CAA	Clean Air Act
CAMEO	Computer-Aided Management for Emergency Officials
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CERCLIS	Comprehensive, Environmental Response, Compensation & Liability System
CFR	Code of Federal Regulations
CLP	Contract Laboratory Program
CO	Contracting Officer
COR	Contracting Officer's Representative
CRP	Community Relations Plan
CSA	Chemical Safety Audit
CT	Counter Terrorism
CWA	Clean Water Act
DIMP	Data Information Management Plan
ECP	Electronic Contingency Plan
EE/CA	Engineering Evaluation/Cost Analysis
EOC	Emergency Operation Center
EPA	Environmental Protection Agency
EPCRA	Emergency Preparedness and Community Right to Know Act
ERNS	Emergency Response Notification System
ERRS	Emergency and Rapid Response Services
ESI	Expanded Site Inspection
ESI/RI	Expanded Site Inspection and Remedial Investigation
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
FREP	Federal Radiological Emergency Plans
GFP	Government Furnished Property
GIS	Geographical Information System
HASP	Health and Safety Plan
HRS	Hazard Ranking System
HAZWOPER	Hazardous Waste Operations and Emergency Response
IA	Integrated Assessment
ICP	Integrated Contingency Plan
ICS	Incident Command System

IRIS	Integrated Risk Information System
JIC	Joint Information Center
LDP	Locational Data Policy
MOU	Memorandum of Understanding
NBCR	Nuclear, Biological, Chemical, Radiological
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NPFC	National Pollution Fund Center
NPL	National Priorities List
NRP	National Response Plan
NRT-1	National Response Team Hazardous Materials Emergency Planning Guide, March 1987
NRT-1A	National Response Team Criteria For Review Of Hazardous Materials Emergency Plans, May 1988
OEI	Office of Environmental Information
OPA	Oil Pollution Act
OPP	Oil Pollution Prevention
OSC	On-Scene Coordinator
OSHA	Office of Safety and Health Administration
OSWER	Office of Solid Waste and Emergency Response
POLREP(s)	Pollution Report(s)
PA	Preliminary Assessment
PA/SI	Combined Preliminary Assessment and Site Inspection
PDA	Personal Data Assistant
PDD	Presidential Decision Document
PPE	Personal Protection Equipment
PRP	Potentially Responsible Party
QA	Quality Assurance
QAPP	Quality Assurance Project Plan
QC	Quality Control
RA	Removal Assessment
RCP	Regional Contingency Plan
RCRA	Resource Conservation and Recovery Act
RI	Remedial Investigation
RI/FS	Remedial Investigation/Feasibility Study
RPM	Remedial Project Manager
RQ	Reportable Quantity
RRC	Regional Response Center
RRT	Regional Response Team
SARA	Superfund Amendments and Re-authorization Act
SI	Site Inspection
SIP	Site Inspection Prioritization

SPCC	Spill Prevention Controls and Countermeasures
SR	Site Reassessment
START	Superfund Technical Assessment & Response Team
USCG	United States Coast Guard
WMD	Weapons of Mass Destruction

PERSONAL PROTECTIVE EQUIPMENT TYPES BY LEVELS

Personal Protection Equipment requirements are determined by the NIOSH/OSHA USCG/and the EPA Occupational-Safety and Health Guidance Manual for Hazardous Waste Site Activities issued in October 1985. Additional guidance is given in EPA Standard Operating Safety Guides, Publication 9285.1-03, dated June 1992. These guidance documents, or their updated versions, will be the final determination for personal protection guidance in this contract. All equipment associated with a particular level of protection, or modified level of protection, is to be supplied by the contractor for each site. Details of the appropriate level of protection will be covered in the HASP.

In an explosive atmosphere, intrinsically safe equipment is a requirement. Optional equipment must be available, depending upon site exigencies.

1. LEVEL A^{1,2}

Pressure-demand, 4500 psi self contained breathing apparatus (MSHA/NIOSH approved)
Fully encapsulating chemical-resistant suit
Coveralls*
Underwear, long cotton underwear*
Gloves (outer), chemical-resistant
Gloves (inner), chemical-resistant
Boots, chemical-resistant, steel toe and shank.
(Depending on suit boot, worn over or under suit boot)
Hard hat* (under suit)
2-way radio communications (intrinsically safe)
Disposable protective suit, disposable gloves, and disposable boots* (Worn over fully encapsulating suit)

2. LEVEL B

Pressure-demand, self-contained breathing apparatus (MSHA/NIOSH approved)
Chemical-resistant clothing (overalls and long sleeve jacket; coveralls; hooded, one or two-piece chemical-splash suit; disposable chemical-resistant coveralls)
Coveralls*
Gloves (outer) chemical-resistant
Gloves (inner) chemical-resistant
Boots (outer) chemical-resistant, steel toe and shank
Boots (outer) chemical-resistant (disposable)*
Hard hat (face shield*)
2-way radio communication (intrinsically safe)

¹ Must also meet the NFPA Standard 1991 as amended in 1994 (and as subsequently updated).

² Note: Offeror shall maintain an adequate supply of Level A protective gear for both industrial chemical and chemical and biological warfare agent responses.

3. LEVEL C

Full-face, air purifying respirator
(MSHA/NIOSH) approved)
Chemical-resistant clothing (one piece coverall;
hooded, two piece chemical splash
suit; chemical resistant hood and
apron; disposable chemical
resistant coveralls)
Coveralls*
Gloves (outer) chemical-resistant
Gloves (inner) chemical-resistant
Boots, steel toe and shank, chemical-resistant
Boots (outer) chemical-resistant (disposable)*
Hard hat (face shield*)
Escape mask*
2-way radio communications (intrinsically safe)

4. LEVEL D

Coveralls
Gloves
Boots/shoes, safety or chemical-resistant steel
toe and shank
Boots (outer) chemical-resistant disposable*
Safety glasses or chemical splash goggles*
Hard hat (face shield*)
Escape mask*

* Optional at the discretion of the OSC or RPM.

EPA has ten regional offices, each of which is responsible for several states and territories. Each Regional Office is responsible within its states for the execution of the Agency's programs.

Region 1	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut
Region 2	New York, New Jersey, Puerto Rico, and Virgin Islands
Region 3	Pennsylvania, West Virginia, Virginia, Maryland, Delaware, and District of Columbia
Region 4	Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, and Florida
Region 5	Minnesota, Wisconsin, Michigan, Illinois, Indiana, and Ohio
Region 6	Texas, Oklahoma, New Mexico, Arkansas, and Louisiana
Region 7	Iowa, Nebraska, Kansas, and Missouri
Region 8	Colorado, Montana, North Dakota, South Dakota, Wyoming, and Utah
Region 9	California, Nevada, Arizona, Hawaii, Guam, Trust Territories, American Samoa, and Northern Mariana Islands
Region 10	Washington, Oregon, Idaho, and Alaska

EPA Crossover and Backup Regional Network

Every Region has established a Memorandum of Understanding with its backup Regions for the purposes of providing and receiving cross-regional support during significant incidents that may exhaust the personnel or resources of one Region. Each EPA Region should have access to, and the ability to accommodate, a primary and a secondary backup Region, as well as other Regions' and National assets, as needed.

The EPA Core Emergency Response program includes the following standard for backup Regions:

Region	Primary Backup Region	Secondary Backup Region
1	2	8
2	1	6

Performance Work Statement Attachment C-1
 Exhibit F

3	4 and 5	-
4	3 and 5	-
5	3, 4 and 6	7
6	7	5 and 2
7	5	6
8	9	10 and 1
9	8	10
10	9	8

Notes:

- Regions 1 and 2 have an agreement for mutual primary support.
- Regions 1 and 8 have an agreement for mutual secondary support.
- Regions 2 and 6 have an agreement for mutual secondary support.
- Regions 3, 4 and 5 have a 3-way agreement for primary support.
- Regions 5, 6, and 7 have a 3-way agreement for primary and secondary support.
- Regions 8, 9, and 10 have a 3-way agreement for primary and secondary support.

**Levels of Personnel Background Checks and Drug Screening
 for Contractor Employees**

The contractor shall provide qualified personnel that meet the background check and drug screening requirements established below. The EPA has established 2 levels of criteria. Level 1 contains background check criteria applies to all contractor employees working at a response site. Level 2 contains background check criteria and drug screening requirements that apply to all contract employees working at sites that are designated by EPA as "Sensitive Sites." Examples of such sites include those that involve law enforcement activities, apparent or suspected terrorist activities, any indoor cleanups (including private residences), drug lab cleanups, and response actions at geographically sensitive locations such as military installations and government buildings. The Contracting Officer or On-Scene Coordinator will notify the Contractor whenever EPA designates a response site as a sensitive site. The designation will be provided to the Contractor in the task order, work assignment, or verbally, as the situation warrants. If a background check has been performed within one (1) year prior to the requirement for the background check, the contractor need not conduct another background check.

LEVEL 1 - EPA Background Check Criteria:

- Can be a non U.S. citizen with a valid visa,
- No convictions for crimes involving issues of National Security. A "national security crime" is defined as any criminal activity involving espionage or foreign aggression against the United States, intelligence or counterintelligence activities, including development of defense plans or policies, concerned with undermining or overthrowing the government of the United States and unlawful handling or disclosure of classified information.
 - No weapons offense in the last five (5) years,
 - No felony conviction in the last three (3) years,
 - Not a fugitive from justice,
 - Not listed in the Excluded Parties Listing System (EPLS). EPLS is a web-based database that identifies parties excluded throughout the U.S. Government from receiving federal contracts or subcontracts. The EPLS is available at:
<http://epls.gov>

LEVEL 2 - EPA Background Check Criteria For Sensitive Sites:

- Must be a U.S. citizen,
- No convictions for crimes involving issues of National Security. A "national security crime" is defined as any criminal activity involving espionage or foreign aggression against the United States, intelligence or counterintelligence activities, including development of defense plans or policies, concerned with undermining or overthrowing the government of the United States and unlawful handling or disclosure of classified information.
 - No weapons offense in the last ten (10) years,
 - No felony conviction in the last seven (7) years,
 - No misdemeanor conviction in the last five (5) years,

- No convictions for three (3) separate offenses in the last ten (10) years (excluding traffic offenses),
- Not a fugitive from justice,
- Not listed in the Excluded Parties Listing System (EPLS). EPLS is a web-based database that identifies parties excluded throughout the U.S. Government from receiving federal contracts or subcontracts. The EPLS is available at:
www.epls.gov

- Drug Screening at Sensitive Sites:

Contractor employees working at designated “Sensitive Sites” must pass, within the previous 90 calendar days, a drug test for the presence of marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP) in conformance with the Mandatory Guidelines for Federal Workplace Drug Testing Programs first published by the Department of Health and Human Services in the Federal Register on April 11, 1988 (53 FR 11979, and revised on June 9, 1994 (59 FR 29908), on November 13, 1998 (63 FR 63483), and on April 13, 2004 (69 FR 196440); and Procedures for Transportation Drug Testing Programs, 49 CFR Part 40. References to “DOT “ shall read, as “EPA” and the split sample method of collection shall be used.

The requirements in Level 1 or 2 may be waived by the Contracting Officers, on a case-by-case basis, at a specific location, or for a specific individual.

If the results of an employee’s background check or drug screening do not meet the criteria in either level 1 or 2, as required, the Contractor may apply for a waiver. To initiate the waiver process, the contractor must submit, in writing, the background report or drug test on the employee and an explanation of the need for the employee for approval by the Agency before the employee performs contract services for EPA. The contracting officer will notify the contractor of the Agency decision within five (5) days of receipt of the contractor’s request for a waiver. The contractor shall submit its request to the Director, Superfund/RCRA Regional Procurement Operations Division at:

By Mail:

U.S. Environmental Protection Agency
Director, Superfund/RCRA Regional Procurement Operations Division
Mail Code 3805R
1200 Pennsylvania Avenue, NW
Washington, DC 20460

By Courier/Hand Carried:

U.S. Environmental Protection Agency
Yvette Garner, Director
Superfund/RCRA Regional Procurement Operations Division (SRRPOD)

Bid and Proposal Room

Ronald Reagan Building, 6th floor, Room 61107

1300 Pennsylvania Avenue, NW

Washington, DC 20004

The Bid and Proposal Room hours of operation are 8:00 AM - 4:30 PM weekdays, except Federal holidays.