

# **United States Environmental Protection Agency**

## **Statement of Work (SOW)**

### **Region 2's**

## **Site Assessment Team (SAT 2)**

Contracts Formerly Referred to as:

Technical Assistance Team (TAT) (pre 1994)

SUPERFUND Technical Assessment & Response Team (START) (1994 - 2001)

SAT - (2000 - present)

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## **I. INTRODUCTION**

### **A. PURPOSE**

The purpose of the Site Assessment Team 2 (SAT 2) contract is to provide scientific/technical support for EPA activities in furtherance of the agency's primary mission: the protection of human health and the environment. The contractor shall provide advisory and assistance services to programs, such as site assessment, and Brownfields. 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**

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 assessment and inspection, technical support, data management support, and training.

Exhibit A, "Specific Tasks Lists," identifies tasks, which may be performed to satisfy contract requirements.

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

## **A. 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. 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.

### **3. 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.

#### **4. 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."

#### **5. 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.

#### **6. 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.

#### **7. 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).

#### **8. 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.

#### **9. 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.

#### **10. 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.

#### **11. 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.

## **12. 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.

## **B. 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 hazardous substance investigation, assessment cleanup, disposal technologies, process activities, operations, problems, and trends.

### **1. 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.

### **2. 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.

### **3. 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.

#### **4. 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.

#### **5. 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.

### **C. 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, and investigations response; and be used routinely to enter, track, or retrieve information and data developed during the performance of the contract.

## D. TRAINING

Training formats may include classroom training and exercises.

### 1. Training Course Descriptions

Duration	Title
40 hours	HRS Training
16 hours	Preliminary Assessment Training
16 hours	Site Inspection Training

### 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; evaluate all training material, content, quality, and effectiveness; recommend to EPA the appropriate additions, deletions and modifications of training material; provide all course attendees with reference material, such as government regulations, and all other reference material used in the course as needed to be loaned to the student for the duration of the class. All reference material will be current; and provide student manuals for each student. The contractor shall 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. QUALITY ASSURANCE REQUIREMENTS

When performing work under this SOW, the contractor shall adhere to the following Quality Assurance references and to all requirements/guidance documents incorporated by reference therein.

The contractor shall evaluate the usability of the data. This will include any uncertainties associated with the data. Where appropriate, the contractor shall perform a data quality assessment in accordance with *Guidance for Data Quality Assessment, EPA/600/R-96/084, July 1996 or most recent version* (<http://www.epa.gov/superfnd/oerr/aoc/download/epaqag9.pdf>) and EPA Region II specific Data Validation Standard Operating Procedures which are available for download at <ftp://clu-in.com/download/rcrasup/>.

### A. Preparation of Generic Project Plans for any Site Investigations Activity

Site Investigation Activities include: Preliminary Assessments (PAs), Site Inspections (SIs), Site Inspection Prioritizations (SIPs), Expanded Site Inspections (ESIs), Expanded Site Inspections/Remedial Investigations (ESI/RI), and Integrated Assessments (IAs).

The contractor shall prepare draft and final versions of the generic project plans for Health and Safety Plan (HASP) and Field Sampling Plan (FSP).

The purpose of preparing these generic plans is to minimize the time and paper work required to prepare the site-specific plans for Site Investigation activities. When directed in writing by the EPA, the contractor shall prepare a simplified Preliminary Findings and Sampling Plan (PFSP) which must include the site-specific portions of the plans to be prepared for each site assignment. These generic plans must document the task activities, field investigation and sampling procedures; and the guidelines, requirements and procedures for health protection, which are applicable to each site assigned. These generic plans must also provide guidelines for gathering and developing the site-specific data and information for a given site, in order to make these project generic plans become site-specific plans. The contractor shall summarize the required site-specific data and information be summarized in the PFSP.

The Generic FSP must include: sampling and decontamination procedures and guidelines for conducting onsite reconnaissance, determining sample numbers and locations, and specifying QA/QC sample requirements.

The Generic HASP must include: the guidelines, requirements and procedures for health protection.

***a. Generic Health and Safety Plan***

The Contractor shall develop a generic plan for all Site Investigation activities in order to simplify the preparation, and to minimize the volume of the site specific Health and Safety Plan for each site assigned for any site investigation activity. The Generic Health and Safety Plan must consist of generic and site specific sections (see Attachment I). The generic sections contain the guidelines, requirements and procedures which are applicable to each of the sites assigned. The site-specific sections must specify the site-related data and information requirements in order to make the Generic Health and Safety Plan become a complete site Health and Safety Plan. Therefore, with the supplement of the Generic Health and Safety Plan, the Health and Safety Plan for a given site assignment will only require the preparation and addition of the site specific sections (see Attachment 1) of the generic plan.

For each site assignment, the Contractor shall prepare a Task Work Plan and incorporate it into a Preliminary Findings and Sampling Plan. The contents of this Task Work Plan must include site

description, site history and contamination, Site Location Map, Site Sketch Map, Previous Work at the Site, Site Reconnaissance Objectives, Sampling Trip Objective (including Technical Approach - Logistics and Team Organization, Sampling Strategy, Decontamination, Documentation, sampling efforts, documentation requirements (Sample Rationale, Analytical Parameter and Site Sampling Plan Map) and a Site Safety Plan. The Task Work Plan (including the Site Safety Plan) must address the data and information requirements of the site-specific sections (see Attachment 1) for a given site assignment. The Contractor shall address some of the site-specific sections (i.e., Items 6, 14, 15, 16, 17 and 18) in the Task Work Plan, and the other sections (i.e., Items 1, 3, 7, 8, 21, 24, 31, 27, 38, 39, 42, 43, and 44) will be addressed in the Site Safety Plan. In short, the Health and Safety Plan for a given site assignment must consist of the Generic Health and Safety Plan and the Task Work Plan (including the Site Safety Plan).

***b. Generic Field Sampling Plan***

The contractor shall develop a Generic Field Sampling Plan (FSP), which will be applied as a generic document for all field operations undertaken by the contractor for any site investigation activity. *This document must be developed in accordance with USEPA Region II Quality Assurance Manual, and is intended to be utilized in conjunction with the site-specific Task Work Plan for a given site.*

The intent of Site Investigations is to provide a preliminary screening approach to facilitate USEPA assignment of site priorities with the objective to determine the potential of a site for its inclusion on the National Priorities List (NPL). These activities will focus on determining USEPA Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) eligibility, documenting the presence or absence of hazardous substances, and collecting area receptor and site characteristics information. The sample strategy listed with this document must emphasize the collection of samples required to evaluate certain pathways of concern to the CERCLA program. The FSP must include, as sections, discussion of the objectives of the initial site reconnaissance, sampling visit and sampling procedures by matrix, Quality Assurance/Quality Control (QA/QC) specifications, and Field Change and Corrective Actions. The following outline must be used to develop this document.

1. Introduction
2. Site Reconnaissance
3. Sampling Visit and Sampling Procedures
  - 3.1 Sample Tracking System
  - Sample Identification System

Sample Bottles  
Sample Packaging and Shipping  
Sample Documentation

**3.2 Sampling Program**  
Surface Soil Sampling  
On-Site Monitoring Well Sampling  
Water Supply Well Sampling  
Surface Water Sampling  
Sediment Sampling

**3.3 Stream Water Flow Measurement**

**3.4 Decontamination**

**4. Quality Assurance/Quality Control**

**4.1 Field Instrument Calibration and Preventive Maintenance**

**4.2 QA/QC Sample Collection**

Trip Blanks  
Field Blanks  
Deionized Water Blanks  
Duplicate Samples  
Split Samples  
Background Samples  
Data Validation

**5. Field Changes and Corrective Actions**

***c. Task Work Plan (TWP)***

This plan contains the site specific information generally required by a WP, a FSP, and a HASP but in a brief form. The contractor shall use a site TWP in conjunction with the generic WP, FSP and HASP developed for any Site Investigation to become, respectively, the site-specific WP, FSP and HASP. The TWP must include descriptions of the site and hazardous waste contamination, sampling strategy, description of site activities and team responsibilities, onsite reconnaissance checklist, Sample Summary Form, and Site Safety Plan. A TWP template will be provided by EPA.

***d. Preliminary Findings and Sampling Plan (PFSP)***

The contractor shall submit a Preliminary Findings and Sampling Plan (or site-specific plan) for any site investigation where sampling is recommended. The PFSP must provide a justification for the proposed sampling event and include the following sections:

1. General Description and Site History
2. Site Location Map
3. Site Sketch Map
4. Evaluation of Existing Information
5. Hazard Assessment
6. Source Description
7. Groundwater Pathway
8. Surface Water Pathway
9. Soil Exposure Pathway
10. Air Pathway
11. Sensitivity Analysis
12. Summary and Conclusion
13. Prescore
14. Task Work Plan for Sampling Visit

A two week review of the draft PFSP is required for EPA. The contractor should receive EPA's comments (specifically, comments on the onsite reconnaissance checklist) at the end of the review period or before the onsite reconnaissance taking place. These plans must be finalized according to EPA's comments and the results of the onsite reconnaissance. The contractor shall submit the final PFSP to EPA one week after the onsite reconnaissance for review and approval. These final plans should be approved by EPA at least one week prior to the date for the sampling visit.

*2. Preparation of Generic Brownfield Field Sampling Plan (BFSP) for Brownfield Site Investigations (BSI) - The BSI is a streamlined site investigation used to adequately characterize site conditions, however, these investigations will not involve collection of data associated with Hazard Ranking System (HRS) preparation. These investigations will be at sites selected by EPA Region II and must be conducted in compliance with EPA and State requirements, (e.g., New Jersey Technical Requirements for Site Remediation).*

The contractor shall prepare draft and final versions of the generic project plans for the Health and Safety Plan (HASP) and Field Sampling Plan (FSP) for Brownfield Site Investigations. *The contractor shall prepare these generic plans in compliance with "Region II Brownfields Generic QAPP" and follow the formats provided in "1. Preparation of Generic Plans for Site Investigation Activity" eliminating any reference to data associated with HRS package preparation.*

The purpose of preparing these generic plans is to minimize the time and paperwork required to prepare site-specific plans for Brownfield Site Investigation activities. When directed in writing by EPA, the contractor shall prepare a simplified BFSP, which must include the site specific portions of the plans, for each site assignment. These generic plans must document the task activities, field investigation and sampling procedures, and guidelines, requirements and procedures for health protection which are applicable to each site assigned. These generic plans will provide guidelines for gathering and developing the site-specific data and information for a given site in order to make these project generic plans become site-specific plans. The required site-specific data and information must be summarized in the BFSP.

**Generic BFSP:** must include sampling and decontamination procedures and guidelines for conducting onsite reconnaissance, determining sampling numbers and locations, and specifying QA/QC sample requirements.

**Generic HASP:** must include the guidelines, requirements and procedures for health protection.

**Site-specific BFSP:** shall be submitted by the contractor for any BSI where sampling is recommend. The BFSP must detail sampling needed to determine the nature, extent, source, and significance of contamination present at the site, and shall include all the sampling and analysis necessary to determine **redevelopment** cleanup alternatives and costs of implementing those cleanup alternatives to meet the redevelopment options identified by EPA. The contractor shall conduct sampling with an emphasis on field screening sampling techniques and innovative technologies.

In all contracts with the Public and Government Officials, contractor personnel shall identify themselves as contractor employees working under a contract with the EPA. Contractor identification badges/visitor badges shall be permanently displayed at all times and shall be clearly visible in all public settings.

#### **IV. DOCUMENTATION REQUIREMENTS**

In the course of performing tasks identified in this Statement of Work (SOW), 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 SOW without EPA's advance 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.

The contractor will not provide any legal services to EPA under this contract, without the advance written approval of EPA's Office of General Counsel.



## **SPECIFIC TASKS LIST**

This list is **not** intended to be all inclusive, but it is a historically based list of tasks which support the SOW requirements. This exhibit structure **does not preclude** using a task in any other contract activity.

SOW Activities:

- A. ASSESSMENT
- B. TECHNICAL SUPPORT
- C. DATA MANAGEMENT
- D. TRAINING

### **A. ASSESSMENT**

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. Identify the pathways to human and environmental exposure.
7. Analyze the potential risk to human health and the environment posed by the release of hazardous substances, contaminants or pollutants.
8. Analyze the potential impact on sensitive areas, natural resources, and property.
9. Develop options to abate, prevent, minimize, stabilize, mitigate, contain, control, eliminate, or remove the release or threat of release.
10. Prepare a sampling plan which describes the number, type, and location of samples and the type of analyses.
11. Coordinate with and assist other federal contractors, as directed by EPA.
12. Review completeness of disposal documentation, such as manifests, waste profile data, and other information.
13. Provide site security to prevent unauthorized access of any persons or animals to preserve public safety.

Exhibit A

14. Provide site communications, for example, radios, repeaters, commercially available radio systems, telephones, and pagers.
15. Monitor and measure environmental conditions on a real-time basis using qualitative and quantitative instrumentation.
16. Identify site characteristics, for example, populations, sensitive environments, site usage, hydrogeological and meteorological conditions, and other pertinent site conditions.
17. Identify pollutant dispersal pathways.
18. Identify the extent of contamination, for example, soil, water, air, groundwater, sediments, and lagoon sludge.
19. Monitor for health and safety compliance.
20. Review and recommend health and safety procedures, such as OSHA levels of protection associated with a site.
21. Develop site specific Health and Safety Plans (HSPs) for field activities which comply with OSHA and EPA requirements.
22. Develop and submit a site sampling and Quality Assurance Project Plan (QAPP) for field activities to ensure the usability of the data.
23. Conduct both on-site and/or off-site environmental sampling activities.
24. 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
25. Perform air monitoring.
26. Perform analytical data validation.
27. Complete and maintain documentation of all contractor actions and costs.
28. 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
29. Perform nuclear/biological/chemical sampling and analysis.
30. 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.
31. Evaluate appropriate decontamination techniques and recommend procedures for setup and implementation.
32. Provide cost analysis/information for response alternatives.
33. Obtain permits from federal, state, or local agencies, associated with the contractors' activities.

Exhibit A

34. 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.
35. 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.
36. Survey, compile, and validate economically and environmentally sensitive area location information in accordance with COR provided criteria.
37. Generate Geographical Information System (GIS) documentation.
38. Generate bilingual documentation.
39. Provide translation services.
40. Locate and review existing site, facility, and/or release data.
41. Conduct off-site perimeter visual observation of the site.
42. Conduct site visits to identify all potential hazards. Document site conditions with written and visual documentation.
43. Conduct waste profile analyses.
44. Assess potential impact to endangered species, historical sites, and other cultural resources.
45. Conduct file reviews, for example, federal, state, and local agency records, to obtain background information to analyze releases of hazardous substances, pollutants, and contaminants.
46. Collect or review data such as site management practices, information from generators, photographs, historical photographic analyses, literature searches, and personal interviews.
47. Identify active or historical facility processes or operations that may contribute to the release or threat of release of hazardous substances, pollutants, and contaminants.
48. Collect, analyze, and validate data in accordance with EPA standard methods for sample collection and analysis.
49. Review and interpret environmental data.
50. Identify and address data gaps required to meet EPA assessment objectives, for example, background levels, applicable or relevant and appropriate requirements (ARARs), groundwater information.
51. Install monitoring wells and/or piezometers.
52. Conduct geophysical surveys/investigations.
53. Dispose of investigation derived wastes in accordance with EPA OSWER Directive 9345.3-02, "Managing IDW for Site Inspections."
54. Determine pathway-specific receptors and surrounding population density.
55. Locate other environmentally sensitive receptors, for example, wetlands and endangered species.

Exhibit A

56. 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
57. Collect or develop data to evaluate the release pursuant to the HRS.
58. Collect additional sampling data to adequately develop the HRS package.
59. Collect data required to better characterize the release for more effective and rapid initiation of the remedial investigation/feasibility Study (RI/FS) or response .
60. Generate preliminary HRS score.
61. 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
62. 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 Superscreen software.
63. Report the draft score to the EPA prior to proceeding with the formal HRS package.
64. Prepare a draft HRS package according to EPA guidance to include the following: site summary, Superscreen HRS score sheets, documentation record, figures, maps, and references.
65. Prepare full HRS documentation packages for review and approval by EPA.
66. Upon receipt of EPA's comments, revise and submit a formal HRS package.
67. Update or revise the preliminary HRS Score.
68. Identify data gaps.
69. Perform desktop data collection and evaluation to support the revised score.

Exhibit A

70. Perform analytical sampling.
71. Conduct site visits and inspections as necessary to identify, evaluate, and delineate habitat types including wetlands.
72. 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.
73. 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.
74. 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.
75. Design, perform, and analyze both field and laboratory bioassay/toxicity tests on plant, invertebrate and vertebrate species.

**B. 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.

Exhibit A

15. Provide health indication sampling and analysis.
16. Provide engineering design products and services.
17. Provide information for Freedom of Information Act (FOIA) request responses and to evaluate facilities' release history for inclusion in COR specified internet websites.
21. Provide technical support to EPA for the identification of PRPs associated with a site, facility, and/or release.
22. Provide technical and administrative support to EPA for notification of PRPs as to their status related to a site, facility, and/or release.
23. 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.
24. 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.
25. Provide technical and administrative support to EPA in the development of an enforcement plan.
26. 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.
27. Analyze and document the extent of an incident, the potential hazards, type of resources needed, and the actions of the PRPs to respond.
28. Document technical meeting minutes.
33. Provide a technical summary of the meeting.
34. 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.
35. 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).
36. Provide technical and administrative support for the preparation of a summary of the responses by interested parties.

Exhibit A

37. Conduct community interviews to develop an understanding of local concerns and desired involvement as part of the development of the Community Relations Plan.
38. Prepare a community relations plan in accordance with Community Relations in Superfund: A Handbook, January 1992.
39. Provide data management for tracking community relations activities, including milestones in community relations plans.
40. Establish and update information repositories at or near the facility.
41. Prepare general or site specific fact sheets.
42. 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.
43. Assist in planning and conducting public briefings, conferences, workshops, community conferences, and training workshops.
44. Write and/or place newspaper notices regarding the availability of site-related documents and public meetings.

**C. DATA MANAGEMENT**

The contractor shall support EPA in the following tasks:

- 1 Provide data input/output services for digital and hard copy formats which meets user-defined Data Quality Objectives (DQO) and standards.
- 2 Identify and incorporate appropriate DQOs for software and application development/maintenance of such programs.
- 3 Develop data dictionary/meta data results for all applications and data collected.
- 4 Identify/develop data sort/report generation capabilities appropriate for all program support activities.
- 5 Provide data and report analysis for all data collected.
- 6 Provide analysis of data utilization.
- 7 Provide information technology support, i.e., web page support

**D. TRAINING**

The contractor shall support EPA in the following tasks:

Exhibit A

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 HRS, Preliminary Assessment, Site Inspection.

**ATTACHMENT I**

**GENERIC AND SITE-SPECIFIC PORTIONS  
OF A HEALTH AND SAFETY PLAN  
FOR  
SCREENING SITE INSPECTIONS**

<b>ITEM</b>	<b>HEALTH AND SAFETY PLAN CONTENTS</b>	<b>GENERIC</b>	<b>SITE SPECIFIC</b>
1	COVER PAGE		X
2	TABLE OF CONTENTS	X	
3	SECTION I: APPROVALS		X
4	SECTION II: GENERAL	X	
5	2.0 Introduction	X	
6	2.1 Proposed Site Activities		X
7	2.2 Emergency Phone Number		X
8	2.3 Contractor Contacts		X
9	SECTION III: HEALTH AND SAFETY PERSONNEL	X	
10	3.0 Health and Safety Personnel Responsibilities	X	
11	3.1 SI, SIP, ESI or IA Manager	X	
12	3.2 Company Health and Safety Supervisor (CHSS)	X	
13	3.3 Health and Safety Officer (HSO)	X	
14	3.4 Designated HSO	X	
15	SECTION IV: SITE HISTORY AND PHYSICAL DESCRIPTION		X

Exhibit A

16	4.0 Location		X
17	4.1 Description		X
18	4.2 History		X
19	SECTION V: SITE RELATED INCIDENTS, COMPLAINTS AND ACTIONS		X
20	SECTION VI: CHEMICAL CONTAMINANTS DATA	X	
21	6.0 Introduction	X	
22	6.1 Chemical Data Sheet		X
23	6.2 Characteristics	X	
24	6.3 Sources	X	
25	SECTION VII: HAZARD ASSESSMENT		X
26	SECTION VIII: TRAINING AND MEDICAL REQUIREMENTS	X	
27	SECTION IX: ZONES, PERSONAL PROTECTION AND COMMUNICATION	X	
28	9.0 Site Zones	X	
29	9.1 Exclusion Zones	X	
30	9.2 Contamination Reduction Zone	X	
31	9.3 Support Zone	X	
32	9.4 Personal Protection		X
33	9.5 Communications	X	
34	SECTION X: MONITORING PROCEDURES	X	
35	SECTION XI: SAFETY CONSIDERATIONS	X	

Exhibit A

36	SECTION XII: STANDARD SAFE WORK PRACTICES	X	
37	SECTION XIII: DECONTAMINATION PROCEDURES	X	
38	SECTION XV: EMERGENCY PLAN		X
39	SECTION XVI: MEDICAL DATA SHEET/FIELD TEAM REVIEW		X*
40	APPENDIX A: CHEMICAL DATA SHEETS		X*
41	APPENDIX B: INCIDENT REPORT		X*
42	APPENDIX C: OSHA POSTER		X*
43	APPENDIX D: H&S WEEKLY REPORT		X*

\* The information required in these sections are site-specific. However, the forms used in these sections are uniformly applicable to each site assessment. Therefore, these forms are included in the Generic Health and Safety Plan.

**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. Federal Response Plan (FRP), 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 20<sup>th</sup> 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>

## ASSESSMENT

### I. Laws -Statutes

### II. CFR

- 40 CFR PART 300 Final rule -Hazard Ranking

### III. Federal Registers

- 55 FR 51532: December 14, 1990 - Hazard Ranking

### IV. Policies and Guidance

- Guidance for Performing Preliminary Assessments Under CERCLA, OSWER Directive 9345.0-01A (September 1991),
- Guidance for Performing Site Inspections Under CERCLA, EPA/540-R-92-021,
- Site Inspection Prioritization Guidance, OSWER Directive 9345.1-15FS (August 1993), as amended,
- Integrating Removal and Remedial Site Assessment Investigations, OSWER Short Sheet 9345.16FS, September 1993;
- Expanded Site Inspection - Transitional Guidance For Fiscal Year - 1988 - OSWER Directive 9345.1-02
- Hazardous Ranking System Guidance Manual, OSWER Directive 9345.1-07
- Guidance for Conducting Remedial Investigations and Feasibility Studies under CERCLA, OSWER Directive 9355.3-01, 10-88
- Integrating Brownfields and Traditional Site Assessment, #9230.0-81, EPA 540-F-96-028, January 1997
- 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 1527-9; and “Environmental Site Assessments: Phase II Environmental Site Assessment
- EPA Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, Interim Final, OSWER Directive No. 9355.3-01

## ***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.

*Part E, Supplemental Guidance for Dermal Risk Assessment.* 2004. EPA 540-R-99-005. OSWER 9285.7-02EP. NTIS PB99-963312.

*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.

*Risk Assessment Guidance for Superfund, Volume I – Supplement to Part A: Community Involvement in Superfund Risk Assessment.* 1989. EPA 540-R-98-042. OSWER 9285.781. NTIS PB99-963303.

*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.

*Guidance for Comparing Background and Chemical Concentrations in Soil for CERCLA Sites*. September 2002. EPA 540-R-01-003. OSWER 9285.7-41.

*Human Health Toxicity Values in Superfund Risk Assessments*. December 2003. OSWER Directive 9285.7-53.

*Land Use in the CERCLA Remedy Selection Process*. May 1995. EPA 540-F-95-052.

*Role of Background in the CERCLA Cleanup Program*. April 2002. OSWER 9285.6-07P.

*Evaluating Vapor Intrusion to Indoor Air Pathway from Groundwater and Soils*. November 2002. EPA 530-F-02-052.

*Role of the Baseline Risk Assessment in Superfund Remedy Selection Decisions*. April 1991. OSWER Directive 9355.0-30.

*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.

*Supplemental Guidance for Developing Soil Screening Levels for Superfund Sites.*  
December 2002. OSWER 9355.4-24.

*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.

*Clarification to the 1994 Revised Interim Soil Lead Guidance for CERCLA Sites and  
RCRA Corrective Action Facilities.* August 1998. EPA 540-F-98-030. OSWER  
Directive 9200.4-27P.

*Recommendations of the Technical Review Workgroup for Lead for an Interim Approach  
to Assessing Risk Associated with Adult Exposures to Lead in Soils.* January  
2003. EPA-540-R-03-001.

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

*ProUCL Version 3.0: User's Guide.* April 2004. EPA 600-R04-079.  
<http://www.epa.gov/esd/tsc/form.htm>.

*Revised Policy on Performance of Risk Assessments During Remedial  
Investigation/Feasibility Studies (RI/FS) Conducted by Potentially Responsible  
Parties.* 1996. OSWER Directive 9340.1-02.

*Data Quality Objectives Process for Superfund.* Interim Final Guidance. 1993.  
EPA 540-R-9-071. OSWER 93559-01.

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 Bulletin Series*

*Generic Ecological Assessment Endpoints for Ecological Risk Assessment EPA/630/P-02/004F, October 2003*

Ecological Soil Screening Levels : <http://www.epa.gov/ecotox/ecossl/>

National Recommended Water Quality Criteria: 2002 EPA-822-R-02-047, November 2002

*Wildlife Exposure Factors Handbook Volumes I & II EPA/600/R-93/187A*

## ACRONYMS

ARARs	Applicable or Relevant and Appropriate Requirements
BA	Brownfields Assessment
CAA	Clean Air Act
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
CWA	Clean Water Act
DIMP	Data Information Management Plan
EE/CA	Engineering Evaluation/Cost Analysis

EPA	Environmental Protection Agency
EPCRA	Emergency Preparedness and Community Right to Know Act
ESI	Expanded Site Inspection
ESI/RI	Expanded Site Inspection and Remedial Investigation
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
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
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NPL	National Priorities List
OEI	Office of Environmental Information
OSC	On-Scene Coordinator
OSHA	Office of Safety and Health Administration
OSWER	Office of Solid Waste and Emergency Response
PA	Preliminary Assessment
PA/SI	Combined Preliminary Assessment and Site Inspection
PDA	Personal Data Assistant
PPE	Personal Protection Equipment
PRP	Potentially Responsible Party
QA	Quality Assurance
QAPP	Quality Assurance Project Plan
QC	Quality Control
RCRA	Resource Conservation and Recovery Act
RI	Remedial Investigation
RI/FS	Remedial Investigation/Feasibility Study
RPM	Remedial Project Manager
RQ	Reportable Quantity
SARA	Superfund Amendments and Re-authorization Act
SI	Site Inspection
SIP	Site Inspection Prioritization
SR	Site Reassessment

START Superfund Technical Assessment & Response Team  
USCG United States Coast Guard

### **EPA Regional Offices**

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

## **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](http://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.