

FINAL
Quality Control Plan

**Mowing of Areas for Access to Groundwater Monitoring Wells,
Obtaining Water Level Elevations and Well Maintenance**

**Former Plum Brook Ordnance Works (PBOW)
Sandusky, Ohio**

**Contract DACW69-D-00-0021
Work Order 19**

Prepared for:

**Department of the Army
Huntington District, Corps of Engineers
Huntington, WV**

Prepared by:

**WasteTron Inc.
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APRIL 2002

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1.0 Purpose

This WasteTron Quality Control Plan (QCP) is based on the professional competence of the employees performing the project tasks and consists of checklists and documentation to provide a final report of high standards. WasteTron has high standards for its employees and subcontractors involved in all projects. Project tasks are assigned in accordance with clearly demonstrated capabilities. Quality Assurance/Quality Control (QA/QC) is implemented within the project framework by a distinct QA/QC organization functioning under established guidelines. This QCP ensures the development of a high quality technical product that requires little revision prior to the Final Quality Assurance Review.

2.0 Scope of QA/QC Services

The general QA/QC program is designed to ensure quality performance, traceable results, proper implementation of field activities, and confidence in the documents prepared for all projects completed by the firm. This project will adhere to the following guidelines established by the Department of the Army, Corps of Engineers:

CELRHR 5-2-7, "Quality Management Plan," U.S. Army Corps of Engineers, May 1999

EM 385-1-1, Safety and Health Requirements Manual," U.S. Army Corps of Engineers, September 1996

ER 1110-1-12 Engineering and Design Quality Management," U.S. Army Corps of Engineers, June 1993

CELRDC 5-1-1, "Quality Management Plan," U.S. Army Corps of Engineers, May 1999

All field procedures and reporting requirements as identified in the Scope of Work are monitored and reviewed as shown in the attached checklists (Appendix B). The final document is subject to internal peer review and senior personnel review prior to completion. All project deliverables are subject to review by the United States Army Corps of Engineers (USACE).

2.1 Training

All field personnel performing intrusive activities on this project have received forty (40) hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training. All field personnel performing intrusive activities meet the training requirements as cited in 29 Code of Federal Regulations (CFR) 1910.120. At least two personnel on-site have received first aid and cardiopulmonary resuscitation (CPR) training. Appendix B of the Site Specific Safety and Health Plan (SSHP) contains copies of all training certifications and dates of refresher training for employees who may work on this project.

2.2 Project Planning

Project planning encompasses the preparation of a series of procedures that specify the manner in which project activities will be conducted. The purpose of these procedures is to provide step-by-step control on how and when tasks will be completed. In general, the following procedures are followed for USACE projects:

- The project is assigned to a Project Manager experienced in the type of work to be completed.
- The Project Manager reviews the Scope of Work (SOW) to determine the extent of work required and to determine the best personnel to be assigned to the project.
- The Project Manager discusses his personnel requirements with an Administrator who authorizes the use of those personnel.
- The Project Manager then notifies the field coordinator that a project is in the planning status and informs the field coordinator what personnel he would like to use for the project.
- An initial project team will be formed consisting of the Project Manager, an administrative assistant, and a technical support person.
- The project team will discuss the project objectives, data requirements, and identify the possible regulatory requirements associated with all aspects of the project.
- The project team will gather and evaluate site information. This would include a site reconnaissance and review of any available background data including previous site assessments.
- After plan preparation, an Independent Quality Control Team (IQCT) will review the plans and make comments, which will be resolved or incorporated into the plans.
- Draft Plans will be submitted to the USACE.
- During the IQCT and USACE reviews, the Project Manager tentatively schedules equipment, personnel for the project, and subcontractors.
- Upon receipt of comments from the USACE, the technical support person will review comments with the Project Manager.
- Comments from the USACE will be incorporated in the plans or resolved prior to beginning work.
- The Project Manager notifies all appropriate parties of concern (utilities, property owners, and so forth) of the intended project schedule.

- The Project Manager confirms the scheduling of equipment and personnel for the project and then performs the project.
- The Project Manager supplies copies of all field documentation and gives a narrative of field activities to the technical support person who will prepare the report.
- After the report is prepared, an Independent Quality Control Team (IQCT) will review the report and make comments, which will be resolved or incorporated into the report.
- A Draft Report will be submitted to the USACE.
- Upon receipt of comments from the USACE, the comments will be resolved or incorporated into the report and the final report will be issued.

2.3 Technical Reviews

This includes issuance of all project-related documents controlled by a technical review system. Reports will be reviewed by qualified, independent reviewers to ensure proper documentation. All project submittals will be independently reviewed by at least two WasteTron personnel (one senior reviewer and one peer reviewer). Reviews will be performed by personnel who are knowledgeable concerning regulatory requirements and who are experienced in performing field related procedures associated with this project. All comments resulting from the technical reviews shall be resolved and/or incorporated in the project submittals.

A Senior Project Manager will serve as the senior reviewer and shall review all project submittals. The Senior Reviewer will perform a review of all plans for precision, accuracy, representativeness, comparability, completeness, and verification that the work has been conducted in accordance with the SOW, policies, and guidelines. A Peer Review of the plans and reports is performed to determine their adequacy, completeness, and verification that the work was conducted in accordance with the scope of work, policies and guidelines.

2.4 Document Control

Project technical and administrative files will be maintained at the WasteTron office located in Poca, West Virginia.

2.5 Quality Evaluation/Audit Surveillance

Qualified personnel who are independent of project activities will perform quality control evaluations at predetermined intervals. The purpose of evaluations and audits is to ensure compliance with technical procedures and to document quality control. The Senior Project Manager performing technical reviews will perform quality evaluations of technical procedures and paperwork documentation during the course of the project. The quality evaluations may take the form of site visits to evaluate personnel's field procedures and/or review of field documents. The Senior Project Manager will document in writing the findings of the quality evaluation and any recommendations to enhance or correct quality control procedures. This information will be discussed with the Project Manager responsible for the project. The Project Manager will be responsible for changing quality control procedures or performing corrective action, if necessary.

Finally, an administrative review is performed to ensure that project submittals are performed in a timely manner. If project submittals are not completed in a timely manner, the Project Manager will be informed of the necessity of performing corrective action to prevent future late submittals. Information resulting from evaluations and audits will be documented and placed in the project file.

2.6 Project Management

The WasteTron Project Manager will oversee the project and ensure that all details are followed and that project activities are on track. The WasteTron Project Manager, or his designee, will perform oversight of the work performed by ICI. Any project problems will be directed to the client for quick resolution. A listing of functional areas and qualified personnel are given for this project.

- A. **Government Technical POC** -- This is the technical point of contact (POC) representing the USACE who will serve as a liaison between the USACE and the contractor.

<u>USACE POC</u>	<u>Phone Number</u>
Lisa Humphreys	(304) 529-5953

- B. **Contractor's Project Manager** -- provides technical insight and will have overall responsibility for this project. Gary Cooper will serve as Project Manager and Quality Control Officer for this project. If Mr. Cooper is not on-site then QC duties will be performed by Rodney Roberts.

<u>WasteTron Inc. Project Manager</u>	<u>Phone Number</u>
Gary Cooper	(304) 755-8448

- C. **Site Safety and Health Officer (SSHO)** -- This person is responsible for safety on-site. The Project Manager, or Rodney Roberts, will serve as the SSHO for this project.

- D. **Field Personnel** -- These personnel are responsible for assisting the Project Manager in completing the tasks required under this contract. One or more of the following personnel will perform work on-site and may be appointed by the Project Manager to oversee work performed by ICI on-site.

<u>WasteTron Field Personnel</u>	<u>Phone Number</u>
Rodney Roberts	304-755-8448
Chester Porter	
Lynn Moles	
George Linville	

E. **International Consultants Incorporated (ICI)** - - Personnel from ICI will be responsible for the monitoring well elevation measurements and well maintenance activities. ICI personnel will prepare a spreadsheet on Microsoft Excel for the well elevation measurements. This spreadsheet will be provided to WasteTron for Quality Control review. WasteTron will submit all information to the USACE. The following person is the contact at ICI.

<u>ICI personnel</u>		<u>Phone Number</u>
Helen Owens	Extension 121	(937) 252-0341

2.7 Quality Control (QC)

Field quality control for site activities is important to the proper completion of a project. The Project Manger or the on-site Supervisor, Rodney Roberts, is responsible for ensuring that personnel and subcontractors perform work in accordance with the specifications of the SOW and the approved plans. Quality Control Field Oversight Checklists to be used for field activities are provided in Appendix B.

The Project Manager or his designee will be responsible for overseeing the work performed by WasteTron and ICI personnel. Written records will be kept of all materials brought on-site, their condition at time of delivery, storage methods, and condition of the material at time of use. The work performed by subcontractors will be inspected to ensure that it meets contract requirements. Work not meeting contract specifications will be immediately stopped and remedied.

2.8 Daily Quality Control Reports (QCR)

During the field activities, Daily Quality Control Reports (QCR) will be prepared daily, dated, and signed by the Project Manager or his/her designee. WasteTron will utilize the USACE's QCR forms for the daily reports. The following information will be recorded on the QCR:

- Weather information
- Field instrument measurements
- Departures from the approved plans
- Any problems encountered
- Instructions from government personnel
- On-site personnel shall be listed by work category and number of hours worked.
- Hours of equipment operation and type of equipment operated shall be noted on the QCR.
- Detailed description of work accomplished for the work day.
- Any visitors to the site shall be listed on the QCR.
- The field over site checklist, daily safety meeting form, and personnel log sheet will be attached to the QCR.
- Any information obtained on materials testing, certifications of materials, equipment safety inspections shall be attached to the QCR.

- Information concerning materials received (how much, type, and usage) must be recorded on the QCR or attached to it.

2.9 Corrective Action

Corrective action procedures may be required in the event a discrepancy is discovered during field activities and during an audit. The Project Manager will address discrepancies relating to field procedures. Any deviations from the approved plans shall be fully documented. The USACE shall be notified of deviations from the approved plans.

3.0 General Project Information

3.1 Project Type

Military and Defense Environmental Restoration Program for Formerly Used Defense Sites (DERP-FUDS)

3.2 Project Location

Former Plum Brook Ordnance Works, Sandusky, Ohio

3.3 Customer/Sponsor

U.S. Army Corps of Engineers (USACE), Huntington District (Contract No. DACW69-00-D-0021, Work Order Number 0019)

3.4 Project Description

3.4.1 Project Objectives

The project objectives under this Scope of Work (SOW) include mowing of areas for access to groundwater monitoring wells, obtaining water level elevations of the monitoring wells, and well maintenance activities at the former Plum Brook Ordnance Works.

3.4.2 Mowing

The PBOW site contains 95 groundwater monitoring wells. This contract requires that the areas surrounding the wells must be mowed three times during the year 2002. The mowing is tentatively scheduled for May, August, and November 2002. WasteTron personnel shall perform the mowing activities. In keeping with past efforts, an approximate 10-foot radius around each well shall be mowed to an approximate height of at least four inches. Additionally, a ten foot wide path from the nearest cleared road to the well shall also be mowed. All wells are to be cleared with hand tools (weed trimmers), and portable weed cutters (i.e. 30" walk behind brush hog type mowers). All mowing shall be completed prior to November 30, 2002. All field

activities shall be coordinated with the USACE POC prior to mobilization. Additionally, WasteTron personnel will notify Robert (Bob) Lallier of NASA prior to mobilizing to site. Mr. Lallier may be reached at the Plum Brook Station at 416-621-3234.

WasteTron shall utilize existing access paths, roads, gates, and shall limit mowing activities to the areas specified by the USACE. WasteTron shall mow around all guardrail gates that are used for access into the mowing sites. No existing hedgerows, brush, or other vegetation that restricts vehicular traffic shall be cleared, mowed or driven over. Such barriers are to be left undisturbed since they serve to control public access. WasteTron shall exercise extreme caution at all areas of the site. Concrete rubble, miscellaneous debris, possible open manholes, exposed tank cradles, hidden stumps, and other physical hazards are present throughout the mowing area. WasteTron shall take care not to damage any existing warning signs within the various areas under investigation. Additionally WasteTron shall take care not to damage other items, such as NASA property and any field stakes being used for other investigation efforts.

3.4.3 Maintenance of Monitoring Wells

All wells may require some level of maintenance effort. These activities may involve painting the well numbers on the wells, purchasing and replacing caps, loosening hinges, purchasing and placing locks on the wells, and so forth. Past contracting efforts entailed that 85 of the 95 wells have their numbers stenciled on the casings with weather resistant black paint or black vinyl lettering with each letter or number at least two inches high. Therefore, the remaining ten wells will need numbering. Whenever well maintenance is required, WasteTron and ICI shall coordinate material requirements with the USACE POC and shall ensure that new materials purchase match with existing well materials. ICI will perform the well maintenance activities. A WasteTron representative shall verbally report (followed by an e-mail) any required well maintenance and seek approval from the USACE POC to perform the well maintenance activity. Discussions concerning well maintenance activities and requirements will be relayed to ICI personnel who will complete the work. ICI will take digital photos of the pre-existing and post condition of the wells. ICI will also submit a Well Condition Inspection Report, which will detail the condition of each well before maintenance, the maintenance and/or repair performed, and the condition of the well after maintenance or repair. Any maintenance efforts shall be performed during the mowing efforts that are tentatively scheduled for May, August, and November 2002. WasteTron will utilize the services of ICI to perform the monitoring well maintenance.

3.4.4 Gauging of Monitoring Well Water Elevations

WasteTron will utilize the services of ICI to perform the monitoring well water elevation measurements. ICI shall obtain the water elevations from each of the 95 wells located at the site. The elevation shall be measured from top of riser (most wells have a black tic mark inside the

polyvinyl chloride piping for reading purposes). Information collected and submitted by ICI to WasteTron shall be as follows:

- Monitoring well number
- Water elevation in feet to the nearest tenth

The data shall be compiled in MS Excel and provided to WasteTron on a virus-free CD ROM.

4.0 Internal Quality Control

The project will be conducted under the guidance of the Project Manager. The Project Manager will be responsible for ensuring a quality product in the functional area through internal checks and reviews. The Project Manager shall serve as the Quality Control Officer for the project. The Project Manager or his designee shall perform oversight on all work performed by ICI. WasteTron personnel will be mobilized to the field to perform QC checks when ICI personnel perform work. An internal quality control team will independently review the work plans and reports. This work will be conducted with full communication between team members. Review of problems shall be in writing. Comments from the internal quality control team will be resolved or incorporated in the work plans and reports generated for this project. Only quality products will be released from the review team after signoffs.

4.1 Independent Quality Control Team (IQCT)

A Senior Project Manager will review all project submittals. The Senior Project Manager will perform a review of all plans for precision, accuracy, representativeness, comparability, completeness, and verification that the work has been conducted in accordance with the SOW, policies, and guidelines. All comments resulting from the various reviews will be resolved and/or incorporated in the project submittals. The Senior Project Manager reviewing this project is:

<u>Senior Review</u>	<u>Phone Number</u>
David Beam	740-574-6144

A Peer Review of the plans will be performed to determine their adequacy, completeness, and verification that the work was conducted in accordance with the SOW, policies and guidelines.

<u>Peer Review</u>	<u>Phone Number</u>
Chris Burke	740-574-6144

Appendix A contains resumes for members of IQCT teams.

5.0 Project Schedule

The proposed project schedule is as follows:

Submission of 3 copies of the Draft Site-Specific Safety and Health Plan (SSHP) and Quality Control Plan (QCP)	10 days after award of Work Order
Submission of three copies of the Final SSHP and QCP	5 days after receipt of comments, and prior to beginning field activities
Draft Well Condition Report	30 days after initial well inspection
Final Well Condition Report	10 days after final well inspection

APPENDIX A Resumes of IQCT Team

DAVID F. BEAM

*22 Jason Lane
Wheelersburg, Ohio 45694
(614) 574-6144*

EDUCATION:

**University of Kentucky in Lexington, Kentucky
August 1975 to May 1977**

Chemistry Major completed over 60 semester hours including general inorganic and organic chemistry, biology, physics, calculus, and general studies.

**Portsmouth High School in Portsmouth, Ohio
Graduated May 1975**

EXPERIENCE:

March 1990 -Present

WasteTron, Inc.
Wheelersburg, Ohio
Environmental Project Manager

Direct and manage new branch office of environmental services company; Provide consultation for industrial, municipal, and commercial clients in the areas of industrial and hazardous waste management, environmental permitting, assessment, remediation, and negotiations with regulatory agencies. Market company services to existing and new clients; Develop and expand business opportunities; Environmental project management; Report preparation; Branch office business management.

Jan. 1989-March 1990

City of Ashland
Ashland, Kentucky
Pretreatment Administrator

Execution of pretreatment program that embodies 10 permitted industrial dischargers; Laboratory manager; Municipal representative to industrial users, State and Federal EPA; Technical advisor to wastewater plant. Converted all pretreatment and plant data to IBM PC integrated computer system. Budget management.

Oct. 1989-March 1990

Loss Control Industrial Hygiene Lab
Lexington, Kentucky
Environmental Consultant

Complete implementation of PCB analysis including instrument selection, computer software set-up, instrument installation, method development, and quality control and data interpretation. Provided training for technicians.

May 1988-Jan 1989

Frankfort Municipal Sewer Board
Frankfort, Kentucky
Pretreatment Coordinator-Chemist

Administration of industrial pretreatment program; Purchasing and various other administrative duties; Communication with industrial officials; Conducted required inspections for permit compliance. Supervisor of analytical laboratory and sampling program; Chemical analysis of wastewater, soil, sludge, and ground and surface water.

March 1987-May 1988

Commonwealth Technology
Lexington, Kentucky
Environmental Chemist

Chemical analysis of a diversity of environmental samples using wet bench and instrumental techniques. Gas chromatographic analysis for pesticides, herbicides, PCB's, THM's, volatiles, aromatics, gasoline, diesel, fuel oils. Designated "special projects" chemist. Troubleshooting and method development. Computer programming for laboratory use.

March 1987-May 1988

Loss Control Laboratory
Lexington, Kentucky
Concurrent Part-Time Analyst-Quality Assurance Officer

Qualitative analysis of structural bulk samples for asbestos using PLM. Developed and implemented quality control program for industrial hygiene laboratory.

David F. Beam

Page 3

March 1986-Feb. 1987

DataBeam Corporation
Lexington, Kentucky
Research and Development Chemist

Completely responsible for phosphor laboratory; Production and quality assurance of sodalite phosphor used in proprietary cathodochromic image storage tube; Research and development improve product quality and yield; Developing new application, processing, and crystal growth techniques.

Nov. 1977-March 1986

Mallinckrodt Chemicals
Paris, Kentucky
Quality Control Chemical Analyst

Responsible for assuring all products comply with company, governmental, and industry standards; Chemical analysis of over 1000 different acid, dry, solvent, and pharmaceutical products using standard wet bench chemistry and modern instrumental analysis. All environmental testing.

May 1977-Nov. 1977

T. M. Regan Environmental Engineers
Lexington, Kentucky
Laboratory Technician

Wastewater analysis; Laboratory and glassware cleaning

REFERENCES:

Available upon request

CHRISTOPHER W. BURKE

*Wheelersburg, Ohio
(740) 574-6144*

EDUCATION:

**Shawnee State University in Portsmouth, OH
Bachelor of Science, Natural Science, 1995**

**Hocking Technical College in Nelsonville, OH
Associate in Forestry 1975/1976**

EXPERIENCE:

July 2001-Present

**WasteTron Inc.
Wheelersburg, OH
Project Manager**

Responsible for managing all of the various phases of a broad range of environmental projects. Typical responsibilities include: coordinating and supervising field activities; Environmental consulting and; writing technical reports. Some of the types of projects that I am responsible for include: Site assessments; sampling and analysis; Transportation and disposal of hazardous and non-hazardous wastes; UST removals and installations; Soil and groundwater remediation.

December 1999-July 2001

**WasteTron Inc.
Jacksonville, Florida
Project Manager/Office Manager**

Responsible for setting up and operating Florida branch office of WasteTron Inc. Responsible for managing all of the various phases of a broad range of environmental projects. Typical responsibilities include: working with clients and regulatory agencies; coordinating and supervising field activities; Environmental consulting and; writing technical reports. Some of the types of projects that I am responsible for include: Site assessments; sampling and analysis.

APPENDIX B

QC Documentation

Quality Control Certification

Mowing of Areas for Access to Groundwater Monitoring Wells, Obtaining Water Level Elevations and Well Maintenance

**Former Plum Brook Ordnance Works (PBOW)
Sandusky, Ohio**

**Contract DACW69-D-00-0021
Work Order 19**

This document is provided to certify that the Independent Quality Control Team (IQCT) have reviewed the Quality Control Plan. All comments resulting from the various reviews have been resolved and/or incorporated.

Assignment

Name

Signature

Date

Senior Review

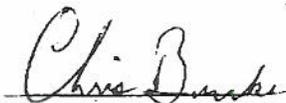
David Beam



3-13-02

Peer Review

Chris Burke



3-13-02

QUALITY CONTROL REVIEW CHECKLIST

Quality Control Plan

Mowing of Areas for Access to Groundwater Monitoring Wells, Obtaining Water Level Elevations and Well Maintenance

Former Plum Brook Ordnance Works (PBOW) Sandusky, Ohio

Contract DACW69-D-00-0021 Work Order 19

The following checklist is provided for QC review of the QCP for this project.

1. Purpose
2. Scope of QA/QC Services
3. General Project Information
4. Independent Quality Control
5. Project Schedule

✓
✓
✓
✓
✓

APPENDICES

- APPENDIX A Resumes of the IQCT
- APPENDIX B QC Documentation

✓
✓

QUALITY CONTROL REVIEW CHECKLIST

Mowing of Areas for Access to Groundwater Monitoring Wells, Obtaining Water Level Elevations and Well Maintenance

Former Plum Brook Ordnance Works (PBOW)
Sandusky, Ohio

Contract DACW69-D-00-0021
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The following checklist is provided for QC review of the SSHP for this project.

- | | | |
|-----|--|---|
| 1. | Introduction | ✓ |
| 2. | Project Description | ✓ |
| 3. | Hazard/Risk Analysis | ✓ |
| 4. | Contractor Project Organization and Training | ✓ |
| 5. | Safety Procedures/PPE Program | ✓ |
| 6. | Site Control Measures | ✓ |
| 7. | Decontamination Plan | ✓ |
| 8. | Emergency Response and Contingency Plan | ✓ |
| 9. | Record Keeping | ✓ |
| 10. | References | ✓ |

APPENDICES

- | | | |
|------------|---------------------------------------|---|
| APPENDIX A | Activity Hazard Analysis | ✓ |
| APPENDIX B | Training Certificates | ✓ |
| APPENDIX C | PPE Checklist, Misc. Forms | ✓ |
| APPENDIX D | Medical Data Sheet/Medical Monitoring | ✓ |
| APPENDIX E | Map | ✓ |
| APPENDIX F | WasteTron Inc. General Safety Policy | ✓ |
| APPENDIX G | QA/QC Review | ✓ |

CONTRACTOR'S QUALITY CONTROL REPORT (QCR) (ER 1180-1-6)		DATE:	REPORT NO.
CONTRACT NUMBER AND NAME OF CONTRACTOR		DESCRIPTION AND LOCATION OF THE WORK:	
WEATHER CLASSIFICATION: CLASS A No interruptions of any kind from weather conditions occurring on this or previous shifts. CLASS B Weather occurred during this shift that caused a complete stoppage of all work. CLASS C Weather occurred during this shift that caused a partial stoppage of work. CLASS D Weather overhead excellent or suitable during shift. Work completely stopped due to results of previous adverse weather. CLASS E Weather overhead excellent or suitable during shift but work partially stopped due to previous adverse manner. OTHER Explain.		CLASSIFICATION: CLASS _____ TEMPERATURE: MAX ___ MIN ___ PRECIPITATION: INCHES _____	
CONTRACTOR/SUBCONTRACTORS AND AREA OF RESPONSIBILITY FOR WORK PERFORMED TODAY: (<i>Attach list of items of equipment either idle or working as appropriate.</i>) a. _____ b. _____ c. _____ d. _____ e. _____ f. _____ g. _____			
1. WORK PERFORMED TODAY: (<i>Indicate location and description of work performed. Refer to work performed by prime and /or subcontractors by letter in Table above.</i>)			
2. TYPE AND RESULTS OF INSPECTION: (<i>Indicate whether: P-Preparatory, I-Initial, or F-Follow-up and include satisfactory work completed or deficiencies with action to be taken.</i>)			
3. TESTS REQUIRED BY PLANS AND/OR SPECIFICATIONS PERFORMED AND RESULTS OF TESTS:			

4. VERBAL INSTRUCTIONS RECEIVED: *(List any instructions given by Government personnel on construction deficiencies, retesting required, etc., with action to be taken.)*

5. REMARKS: *(Cover any conflicts in plans, specifications or instructions: acceptability of incoming materials; offsite surveillance activities; progress of work, delays, causes and extent thereof; days of no work with reasons for same.)*

6. SAFETY: *(Include any infractions of approved safety plan, safety manual or instructions from Government personnel. Specify corrective actions taken.)*

INSPECTOR

CONTRACTOR'S CERTIFICATION: I certify that the above report is complete and correct and that all material and equipment used, work performed and tests conducted during this reporting period were in strict compliance with the contract plans and specifications except as noted above.

CONTRACTOR'S APPROVED AUTHORIZED REPRESENTATIVE

Quality Control Field Oversight Checklist General Procedures

The following checklist is provided for use in the field to assure that general QC procedures are followed. The Project Manager or his designee should complete and sign a checklist for the project site.

Project Site _____

Date: _____

Personnel on-site: _____

Signature: _____

		Yes	No	N/A
1.	Did the Field Supervisor or Project Manager Discuss the following items with the field Crew prior to beginning field activities?			
	Contents of Site-Specific Safety and Health Plan	_____	_____	_____
	Contents of Quality Control Plan	_____	_____	_____
	Field equipment to be used at project site	_____	_____	_____
	Proper equipment decontamination procedures	_____	_____	_____
	Schedule for work to be performed	_____	_____	_____
2.	Was a daily safety meeting held?	_____	_____	_____
3.	Did personnel wear PPE as required?	_____	_____	_____
4.	Were digital photos of the pre-existing and post conditions of the wells taken?	_____	_____	_____
5.	Were well maintenance records kept?	_____	_____	_____
6.	Was the water level checked in each well to the nearest tenth?	_____	_____	_____
7.	Was the grass mowed to an approximate height of 4 inches?	_____	_____	_____
8.	Was an approximate 10-foot radius around each well mowed?	_____	_____	_____

Comments on Quality Control Plan
Mowing of Areas for Access to Groundwater Monitoring Wells, Obtaining Water Level
Elevations and Well Maintenance

Former Plum Brook Ordnance Works (PBOW)
Sandusky, Ohio

Contract DACW69-D-00-0021
Work Order 19

The following comments were provided by the WasteTron Independent Quality Control Team (IQCT). All comments resulting from this review have been resolved and/or incorporated.

1. TABLE OF CONTENTS; page i: Consider inserting a space between "SECTION" and "1.0 Purpose".

Response: Concur, change made

2. Section 2.5; sixth sentence; top of page 4: Please insert another space after this sentence.

Response: Concur, change made

3. Section 2.6; lettered items (A – F): The dashes after each of the titles in this section are different. Please change to make them all the same.

Response: Concur, change made

4. Section 2.7; first paragraph; second sentence: Please change "subcontractor's" to "subcontractors".

5. Section 2.7; second paragraph; first sentence: Consider rewriting end of sentence to say: "...WasteTron and ICI personnel."

5. Section 2.8; second sentence: Please change "WasteTron's" to "WasteTron".

Response: Concur, change made

6. Section 2.8; seventh bullet: Should "DCQCR" be "QCR". If so, please change.

Response: Concur, change made

7. Section 2.8; tenth bullet: Consider rewording to say: "The field over site checklist, daily safety meeting form, and personnel log in sheet will be attached to the QCR."

Response: Concur, change made

9. Section 3.4.2; first paragraph; second sentence: Consider changing end of sentence to say "...the year 2002".

Response: Concur, change made

10. Section 3.4.2; first paragraph; sixth sentence: Consider adding "shall also be mowed" to the end of this sentence.

Response: Concur, change made

11. Section 3.4.2; second paragraph; fourth sentence: Consider changing "act" to "serve".

Response: Concur, change made

12. General – It is not clear who the responsible party is for reporting to the USACE. Is the WasteTron Project Manager going to prepare all submittals, or are they going to be submitted directly from the subcontractor? Also, how are safety and qc issues going to be handled in the field? Are WasteTron personnel going to be present for all field activities, or are the supervisory and qc matters also the responsibility of the subcontractor?

Response: Additional information has been added in an attempt to clarify that WasteTron will perform QC oversight of ICI's work and that ICI will make submittals to WasteTron and WasteTron will in turn make submittals to the USACE.

Comments on Quality Control Plan
Mowing of Areas for Access to Groundwater Monitoring Wells, Obtaining Water Level Elevations and Well Maintenance

Former Plum Brook Ordnance Works (PBOW)
Sandusky, Ohio

Contract DACW69-D-00-0021
Work Order 19

The following comments were provided by the Huntington District of the USACE. All comments resulting from this review have been resolved and/or incorporated.

1. Section 2.0. The first three references listed do not appear to be applicable to this project. Additional references that could be noted are:
 - CELRDC 5-1-1 Quality Management Plan
 - EM 385-1-1 Safety and Health Requirements Manual
 - ER 1110-1-2 Engineering and Design Quality Management (possibly)

Response: Concur, the first three references were removed and the above references were added.

2. Section 2.6.,B & C. These sections reference the Project Manager as also being not only the QC Officer but the SSHO as well. Later sections mention that the Project Manager may designate another person as the QC Officer but does not mention if the SSHO duties will also be transferred if he is not at the site. Since the SSHO is responsible for the on-site safety, if the responsibility is to be transferred, that person would have to have the proper safety training. With this in mind, please address who the alternate will be for this responsibility if the Project Manager will not be at the site.

Response: Section 2.6 B & C were changed to indicated that if the Project Manager was not present on site that Rodney Roberts would serve as SSHP and QC Officer.

3. Section 2.9. The references to “by the laboratory”, “laboratory discrepancies”, and “laboratory personnel”, in the 1st and 2nd sentences are not applicable to this project and should be deleted.

Response: Concur, the 1st and 2nd sentence were removed.

4. Section 3.1. The project type should be defined as “Military”, and “Defense Environmental Restoration Program for Formerly Used Defense Sites/DERP-FUDS”. The statement currently shown in this section relates to the project description and is already covered in Section 3.4.1 as is necessary.

Response: Concur, the project type is now shown as Military”, and “Defense Environmental Restoration Program for Formerly Used Defense Sites/DERP-FUDS”.

5. Section 3.4.2.

- 1st paragraph, last sentence. Is coordination with NASA also required, or does the Government technical POC perform this task? Due to the strict site security, it may be advisable to list all chain of contacts.

Response: Concur, Bob Lailier of NASA has been added as a contact person in this section.

- 2nd paragraph, last sentence. It is noted that the contractor shall take care to not damage other items, such as NASA property and field stakes (for other investigative efforts).

Response: Concur, information was added indicating that care shall be taken not to damage other items, such as NASA property and field stakes from other investigative efforts.

6. Section 3.4.3, general comment. The potential need for various maintenance items is stated in the 1st and 2nd sentences; however, the only definite work appears to be stenciling numbers on 10 wells. Since it appears that these other maintenance activities may be performed, the manner in which QC will/would be performed should be noted. QC would involve coordination of material requirements with the Government technical representative, matching existing well materials, etc. The procedure for reporting a well’s condition and then receiving approval for its repair should be stated. The *Well Condition Report*, listed in Section 5.0, should be referenced here, or in another section, and report requirements defined.

Response: Concur, several sentences were added indicating that WasteTron would contact the USACE POC concerning well maintenance activities and appropriate materials. Information was also added concerning the Well Condition Report.