

**Final
Quality Control Plan**

**Restoration Advisory Board Support Services
Plum Brook Ordnance Works
Sandusky, Ohio**

Contract Number: W91237-10-C-0001

Prepared for:

**Department of the Army
Huntington District, Corps of Engineers
502 Eighth Street
Huntington, West Virginia 25701**

Prepared by:



TMG Services, Inc.
240 Oliver Street, Suite 1
St. Albans, West Virginia 25177
Phone: (304) 722-6015
Fax: (304)722-6017

TMG Project Number: TMG 09-23

June 2010

**Final
Quality Control Plan**

**Restoration Advisory Board Support Services
Plum Brook Ordnance Works
Sandusky, Ohio**

Contract No. W91237-10-C-0001

TABLE OF CONTENTS

<u>Section</u>	<u>Page No.</u>
DEFINITIONS AND ACRONYMS	ii
1.0 PURPOSE	1
2.0 REFERENCES	1
3.0 GENERAL PROJECT INFORMATION	2
3.1 Project Type	2
3.2 Project Location	2
3.3 Customer/Sponsor	2
3.4 Project Description	2
4.0 QUALITY CONTROL PLAN	2
5.0 INTERNAL QUALITY CONTROL AND INDEPENDENT QUALITY CONTROL TEAM	3
6.0 QUALITY CONTROL WORK PLAN	4
7.0 ORGANIZATIONAL CHART	6
 <u>Appendices</u>	
Appendix A	Resumes of Key Personnel
Appendix B	Authorized Letter to the Quality Control Officer
Appendix C	Quality Control Documentation

DEFINITIONS AND ACRONYMS

CELRH	USACE Huntington District
FUDS	Formerly Used Defense Sites
IQCT	Independent Quality Control Team
ISO	International Organization for Standardization
POC	Point of Contact
QAR	Quality Assurance Review
QC	Quality Control
QCO	Quality Control Officer
QCP	Quality Control Plan
QCR	Quality Control Review
RAB	Restoration Advisory Board
SOW	Scope of Work
TMG	TMG Services, Inc.
USACE	United States Army Corps of Engineers
WVMA	West Virginia Maneuver Area (Dolly Sods)
WVOW	West Virginia Ordnance Works

Final Quality Control Plan

Restoration Advisory Board Support Services Plum Brook Ordnance Works Sandusky, Ohio

Contract No. W91237-10-C-0001

1.0 PURPOSE

This TMG Services, Inc. (TMG) Quality Control Plan (QCP) is based on the professional competence of the employees performing the project tasks and it defines the responsibilities and roles of each member of the project team. TMG has high standards for its employees and subcontractors involved in all projects. Project tasks are assigned in accordance with clearly demonstrated capabilities. Quality Control (QC) is implemented within the project framework by a distinct 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 (QAR).

The Huntington District of the United States Army Corps of Engineers (USACE) has achieved International Organization for Standardization (ISO) 9000 certification. TMG is dedicated to providing quality services to the USACE to support them in continuing to meet the ISO 9000 standards.

2.0 REFERENCES

The general QC program is designed to ensure quality performance, traceable results, 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:

- A. CELRH 5-2-7 Quality Management Plan.
- B. ER 1110-1-2 Engineering and Design Quality Management
- C. CELRDC 5-1-1 Quality Management Plan
- D. Applicable ISO 9000 processes - based on procedures and work instructions from Huntington District Corps of Engineers, Engineering /Construction Division
(<http://www.lrh.usace.army.mil/ct/quality/>)

3.0 GENERAL PROJECT INFORMATION

3.1 Project Type

This project requires the contractor to provide administrative support of the Plum Brook Ordnance Works (PBOW) Restoration Advisory Board (RAB). The RAB is the Department of Defense's mechanism to involve the community, installation representatives, Ohio EPA and other state regulatory agencies, and local officials. The PBOW RAB meets regularly, usually once per quarter or when crucial project-related information is available. The RAB meets at BGSU Firelands College in Huron, Ohio. TMG Services, Inc. is contracted to provide comprehensive administrative support to this RAB effort.

3.2 Project Location

Activities associated with this project will be carried out in Huntington, West Virginia and West Milton and Sandusky, Ohio.

3.3 Customer/Sponsor

USACE, Huntington District (CELRH) (Contract No. W91237-10-C-0001)

3.4 Project Description

TMG will provide RAB technical and administrative support through the following tasks:

- (1) RAB/Public meeting support, including all meeting notices and publications, agendas, minutes and maintenance of the RAB mailing list,
- (2) Coordinating poster sessions and community surveys,
- (3) Development and distribution of quarterly fact sheets,
- (4) Composing PBOW-related articles for the annual FUDS newsletter,
- (5) Coordinate and collect newsletter articles from West Virginia Ordnance Works (WVOW) and West Virginia Maneuver Area (WVMA) projects,
- (6) Publishing and printing the annual FUDS newsletter,
- (7) Annual update of the Community Relations Plan.

4.0 QUALITY CONTROL PLAN

An effective QCP is important to the undertaking of this program due to the various degrees of technical applications. An effective QCP will ensure that high quality products and services will be produced that satisfy USACE standard practices, policies and guidelines.

Project Manager— TMG’s Project Manager provides technical insight and provides corporate level supervision for the project. The Project Manager has overall responsibility to see that the project is completed in accordance with the Scope of Work.

<u>TMG Services, Inc. Project Manager</u>	<u>Contact Information</u>
Helen Owens	Cellular Phone: (419) 504-8008 Email: howens@tmgservicesusa.com

Quality Control Officer—This person is responsible QC for this project. This person has the authority to stop the work if QC is not being met. The QC Officer (QCO) shall be responsible for reviewing the deliverables under this project.

<u>TMG Services, Inc. QC Officer</u>	<u>Contact Information</u>
Matthew Ford	Office Phone: (304) 722-6015 Cellular Phone: (304) 389-5112 Email: mford@tmgservicesusa.com

5.0 INDEPENDENT QUALITY CONTROL TEAM

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. 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 independent 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.

In addition to the review of the plans/report by the project manager, two independent reviewers (1 senior reviewer and 1 peer reviewer) 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. All comments resulting from the various reviews will be resolved and/or incorporated in the project submittals.

The Senior Reviewer for this project is:

<u>Senior Review</u>	<u>Contact Information</u>
Kimberlie Bumgardner	Office Phone: (304) 201-2205 Cellular Phone: (304) 215-0099 Email: kchambers@mctechreadymix.com

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 scope of work, policies and guidelines.

Peer Review

Richard Armstrong

Contact Information

Office Phone: (304) 201-2205

Cellular Phone: (304) 932-5490

Email: rarmstrong@mctechreadymix.com

Appendix A contains resumes for members of the IQCT team, Project Manager, and QCO.

6.0 QUALITY CONTROL WORK PLAN

Quality control (QC) review of all products and services provided by the contractor will be reviewed by the QCO. The QCO will ensure quality within standard USACE practices, policies and guidelines, prior to official submittal.

Independent technical reviews will be conducted by technically qualified professionals, who have not been directly involved with product development and who will ensure that:

- The concepts, assumptions, features, methods, analyses, and details are appropriate, fully coordinated, and correct,
- An appropriate range of feasible alternatives was evaluated,
- The problems, opportunities, and issues are properly defined and scoped,
- The analytical methods used are appropriate and yield reliable results,
- The results and recommendations are reasonable, within policy guidelines, and supported by the presentation,
- Any deviations from policy, guidance, and standards are appropriately identified and have been properly approved,
- The products meet the customers' needs

All reports, documents, products, and related materials that are prepared by the contractor will be on file in their office. All reports, documents, products and related materials will be sent to the USACE Point of Contact (POC) or approved USACE entity for review and approval.

The following QC Work Plan will be followed:

RAB / Public Meeting Support

1. The contractor will make all arrangements for RAB/Public meetings, including preparation and publication of meeting notices and arrangements for appropriate meeting space.
2. The contractor will document minutes of each Team Meeting, RAB Meeting and Public Meeting.
3. The contractor will provide presentation and handout materials as necessary for each RAB/Public meeting, as directed by the POC, and provide necessary presentation

equipment. All materials will be reviewed by the QC team to insure accuracy prior to submittal to POC for approval.

- If POC approves of presentation and handout materials, the contractor will finalize and prepare materials for meeting.
 - If POC disapproves, the contractor will revise the materials based on POC comments and return to step 3.
4. The contractor will provide draft RAB/Public meeting minutes to the POC, after review by QC team, for review and comment, with approved minutes distributed to all RAB members.

Poster Session Support

1. The contractor will provide all equipment, materials and personnel necessary and to erect, and disassemble, display booth at the Erie County Fair.
2. The contractor will complete presentation / information handouts and materials for display and submit recommendations for fair promotional materials, after review by QC team, for review by POC.
 - If POC approves of presentation and promotional materials, finalize for fair.
 - If POC disapproves, note discrepancies and return step 2.
3. Attend each day of fair to provide interested attendees with POC-approved presentation materials, informational handouts and related promotional materials.

Community Surveys

1. The contractor will prepare survey materials, under USACE direction, and conduct survey using personal interviews and/or mailings.
2. The contractor will analyze and tabulate survey results, followed by QC Team review. Reviewed data will be forwarded to POC for review and comment.
 - If POC approves survey results, send data to POC.
 - If POC disapproves, note discrepancies and return to step 2.
3. The contractor will present findings, after approval by USACE, at next RAB/Public meeting.

Fact Sheets

1. Prepare and distribute Fact Sheets of current and/or on-going activities, using monthly project fact sheet updates from USACE.
2. QC Review Team will review each Fact Sheet prior to submittal to USACE to insure accuracy.
 - If POC approves Fact Sheet, send out to RAB mailing list members.
 - If POC disapproves, note discrepancies and return to step 1.

FUDS Newsletter

1. Develop articles for the PBOW portion of the FUDS newsletter, based on the contractor's knowledge of the project and input from POC (items 1 and 2 can be done concurrently).
2. Collect FUDS project-related articles from other FUDS technical coordinators on WVOW and WVMA (items 1 and 2 can be done concurrently).
3. The QC team will review each article for accuracy.

4. The Contractor will use the articles to prepare a draft newsletter layout for approval by POC.
5. Once draft layout is approved by POC, the Contractor will publish and print the newsletter.

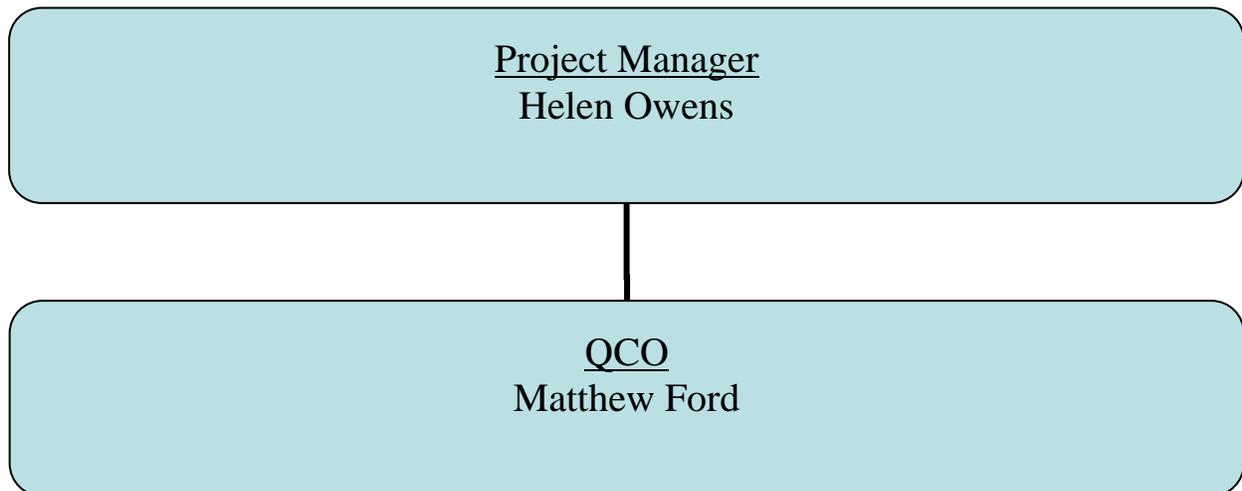
Website Maintenance

1. Coordinate materials to be posted on website with POC and maintain website to reflect the most current information.
2. Coordinate materials to be posted on website for WVOW and WVMA POCs.
3. Coordinate with website support personnel to post material on the website. Website posting will include meeting minutes, fact sheets, newsletters, and technical documents and reports.

Community Relations Plan

1. Update Community Relations Plan to reflect most up-to-date information available.
2. QC team will review Plan for accuracy, followed by submittal to POC.
 - If POC approves Plan, send data to POC.
 - If POC disapproves, note discrepancies and return to step 1.

7.0 ORGANIZATIONAL CHART



Resumes of team members are included in Appendix A of this Quality Control Plan.

APPENDIX A Resumes of Key Personnel

Project Manager

Helen Owens



Helen Owens

Project Manager

Voice: (304) 722-6015

Data: (304) 722-6017

Cellular: (419) 504-8008

Email: howens@tmgservicesusa.com

Education

A.A.S., Environmental Quality Assurance, 1977

B.S., Business Management, June 2004

Training and Certifications

Class I Wastewater Operator, Ohio

Class I Laboratory Analyst, Ohio

Certified – 40 Hour Hazardous Waste Operations and Emergency Response (HAZWOPER)

Current HAZWOPER Refresher

Professional Experience

With over 33 years experience as an environmental consultant and technician, Ms. Owens has diverse experience in air and water pollution evaluations including protocol development, management of field activities, data collection, industrial and municipal wastewater treatment, process evaluations, and compliance consulting.

Ms. Owens is currently providing technical support to the US Army Corps of Engineers (USACE)-Huntington District on the Restoration Advisory Board for the Plum Brook Ordnance Works, Sandusky, Ohio. Her responsibilities include public outreach activities, coordination of public meetings, newsletters, development of the Community Relations Plan, and other tasks as directed by the USACE Project Manager. Also for the Huntington District, Ms. Owens provides technical support in the collection of seasonal groundwater level fluctuations to support groundwater modeling development, and collection and interpretation of monitoring well water levels, coordination and implementation of an off-site well survey to determine migration patterns of contaminants. Ms. Owens provided contractor support in USACE's composting project to reduce TNT and DNT contamination levels. In addition to the Huntington District, Ms. Owens also provides contractor support to USACE-Nashville District on the Remedial



Investigation / Feasibility Study of the former Plum Brook Ordnance Works (PBOW), located in Sandusky, Ohio. PBOW manufactured TNT and DNT in WWII and investigations have identified 16 areas of concern with regard to soil and groundwater contamination.

Ms. Owens currently provides program support to the City of Marysville, Ohio where she is responsible for the implementation of the Industrial Pretreatment Program (IPP). Ms. Owens provides similar support services to the City of Mason, Ohio. Her services include development of an industrial user survey; permit writing, and coordination of industrial compliance activities, enforcement and development of Local Limit parameters. Ms. Owens has served as the Contract Pretreatment Coordinator for the City of Middletown, Ohio.

Ms. Owens provided technical guidance to industrial operations in troubleshooting specific wastewater treatment problems, including the development and implementation of an industrial wastewater operator training seminar, evaluation of industrial wastewater treatment operations and making recommendations to achieve and maintain regulatory compliance. She has also been responsible for the day-to-day operation of sanitary wastewater treatment plants as a contractor to the USACE, and small municipal and industrial facilities.

Ms. Owens' experience includes numerous projects, such as groundwater monitoring well and soil sampling, storm water monitoring, Phase I environmental assessments, preparation of air and wastewater permit applications, development of Spill Prevention, Control and Countermeasure (SPCC) Plans under the direction and review of a Professional Engineer, air emissions monitoring programs and environmental audits of industrial facilities.

In addition to working full-time as a consultant, in 2005 Ms. Owens opened her own business to support USACE in maintaining electronic documents in a database and on the Huntington Districts' Formerly Used Defense Site (FUDS) website. This activity is on-going and is conducted on a part-time schedule.



PROFESSIONAL DEVELOPMENT SUPPORT CENTER
HUNTSVILLE, ALABAMA

CERTIFICATE

This is to certify that

Helen Owens

has completed the Corps of Engineers Training Course

CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS

Given at Dayton, OH By CELRL-CD April 22-23, 2008
Location Instructional District Date

Wesley Barbey
Facilitator

Sponsored by: *Associated General Contractors*

Gregory J. Anderson
Chief, USACE Professional Development Support Center

THIS CERTIFICATE EXPIRES FIVE YEARS FROM DATE OF ISSUE

Quality Control Officer

Matthew Ford



Matthew Ford

Project Manager

Voice: (304) 722-6015

Data: (304) 722-6017

Cellular: (304) 389-5112

Email: mford@tmgservicesusa.com

Education

Marshall University Graduate College, M.S. Environmental Science, 2006

West Virginia University, B.S. Biology, 2004

Greenbrier West High School, Graduate, 2000

Training and Certifications

40 Hour HAZWOPER (with annual refreshers)

OSHA 30-Hour Construction Industry Outreach Training Program

Adult First Aid and CPR

US Army Corps of Engineers, CQM Training

OSHA Lead Awareness

OSHA Asbestos Awareness

OSHA Scaffolding Competent Person

EPA Method 9 Visible Emissions

Hazardous Waste Management and Shipping for Environmental Professionals

Dow Chemical/Bayer CropScience Site-Specific Safety training (with annual refreshers)

WVDEP Stream Monitoring

US Small Business Administration, Level I Cost and Pricing

WEIS Builders - Stormwater Pollution Prevention Plan Writing



Professional Experience

TMG Services, Inc., Saint Albans, West Virginia

Project Manager

April 2008-Present

As a project manager for TMG Services, I perform a wide variety of technical services for federal, state, and private clients including the United States Department of the Army at Fort AP Hill and Fort Pickett in Virginia, the United States Customs and Border Protection Agency at Harpers Ferry, WV, the United States Environmental Protection Agency, Region III in Philadelphia, PA, the West Virginia Department of Environmental Protection, and the United States Army Corps of Engineers, Huntington District.

- Construction and Environmental Project Estimating, Bidding, and Management
- Site planning using AutoCad LT.
- Project sequencing and planning using Microsoft Project Manager and Primavera project management software.
- Environmental permitting and compliance support
- Demilitarization environmental protection monitoring
- Groundwater monitoring and remediation
- Leaking underground storage tank consulting
- Groundwater protection and stormwater management planning and implementation
- Including development, installation, and inspecting of erosion and sediment controls.
- Soil and surface water sampling, monitoring, and remediation
- Air emissions monitoring
- Safety and health planning and on-site supervision
- Quality control planning and on-site supervision
- Website development (www.tmgservicesusa.net)
- FTP site development and management
- Various other technical duties

Mountain State University, College of Arts and Sciences, Beckley, West Virginia

Adjunct Professor

August 2007 - Present

I began teaching traditional, in-classroom biology and environmental science courses at Mountain State University's Beckley Campus as an adjunct professor in the College of Arts and Sciences. Following two successful semesters of traditional instruction, I was asked to work with



Distance Education to develop independent study environmental and safety courses for their associate level degree program in environmental studies. I currently manage and instruct several independent study courses at Mountain State University. The courses that I have instructed include:

- BIO 110 – Introduction to Environmental Science
- BIO 201 – Introduction to Ecology
- ENVR 207 – Chemistry of Hazardous Materials
- ENVR 210 – OSHA Regulations
- ENVR 211 – Map Reading
- ENVR 245 – Respiratory/Personal Protection
- ENVR 301 – Environmental Occupation Health and Safety I
- ENVR 302 – Environmental Occupation Health and Safety II
- ENVR 317 – Environmental Engineering I
- ENVR 318 – Environmental Engineering II
- ENVR 403 – Hazardous Materials Management
- ENVR 415 – Advanced Industrial Hygiene

TEST, Inc., Environmental Scientist/Project Manager
Poca, West Virginia
July 2005-April 2008

Duties included:

- Air Source Emission Sampling, Reporting, and Consulting.
- Title V Operating Permit Compliance Assistance.
- Sample Analysis and Laboratory Management.
- Soil and Water sampling and Remediation Consulting.
- Spill Prevention, Control, and Countermeasure Plans.
- EPA Method 9 and 22 Visible Emission Observations.
- NPDES Permit Applications.
- Hazardous Waste Disposal.
- Environmental Litigation Support
- Groundwater and Storm Water Sampling and Reporting.
- Discharge Monitoring Reports
- Various Federal and State regulation Compliance Assistance
- Various other project management duties including daily operations,
- invoicing, and marketing



TEST, Inc./Wastetron, Inc., Environmental Technician/Technical Writer
Poca, West Virginia
July 2005-January 2006

- United States Army Corps of Engineers environmental field work and reporting
- Air Source emission sampling and reporting

WV Dept. of Agriculture, Plant Industries, Field Technician
Charleston, West Virginia
May 2001-August 2002

- Set Gypsy Moth traps throughout southeastern West Virginia using GPS

West Virginia University-Health Sciences Center, Laboratory Assistant
Morgantown, West Virginia
August 2000-May 2003

- Preparation of solutions involved in Gel Electrophoresis and Western Blot Analysis
- Preparation and manufacture of polyacrylimide gels
- Preparation and analysis of samples
- Maintenance of scanning electron microscope and data entry

Affiliations

Air and Waste Management Association (AWMA)
Member
2006-Present

Society of American Military Engineers, Huntington Post
Member
2008-Present

Meadow River Watershed Association, Inc., Rupert, West Virginia
Founder/President
2008-Present

Western Greenbrier Youth Park, Inc., Rainelle, West Virginia
President
2009-Present



TMG Services, Inc

*240 Oliver Street, Suite One
St. Albans, West Virginia 25177*

Voice : 304-722-6015

Data : 304-722-6017

www.tmgservicesusa.net

Concerned Citizens of Quinwood and Vicinities, Inc., Quinwood, West Virginia

President

2010-Present

Lemelson- MIT, High School Invention Grant, Greenbrier West High School InvenTeam

Environmental and Safety Mentor

2009-Present



PROFESSIONAL DEVELOPMENT SUPPORT CENTER
HUNTSVILLE, ALABAMA

CERTIFICATE

Matthew Ford

has completed the Corps of Engineers Training Course

CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS

is awarded continuing education credits as indicated for 16 hours of organized instruction



Certified Provider #1966309
1.3 CEUs



Registered Provider #1009
39 LUs



Registered Provider
13 PDHs

Given at Huntington, WV By Huntington District 03/10/09
Location Instructional District Date

[Signature]
Facilitator

THIS CERTIFICATE EXPIRES FIVE YEARS FROM DATE OF ISSUE

[Signature]
for Margaret Wilson
Chief, Engineering/Construction Division

**Independent Quality Control Team
Senior Reviewer**

Kimberlie Bumgardner



KIMBERLIE K. BUMGARDNER

480 Roxalana Hills Drive

Dunbar, WV 25064

304-215-0099

kchambers@mctechreadymix.com

Education: **St. Cloud State University, St Cloud, MN**
Bachelor Degree in Earth Science, Geology, Hydrology, Chemistry
1993

Training and Certifications:

All Current

2006 16 Hours – USACE Construction Quality Management for Contractors

2006 30 Hours OSHA Basic Course in Construction Safety

2006 Certified Professional in Erosion and Sediment Control (CPESC)

2006 Visible Emissions Evaluation

2005 First Aid/CPR

2002 Certified Hazardous Materials Manager (CHMM 11519)

2001 Registered Environmental Manager (REM 11203)

1999 40 Hour Lead Inspector/Risk Manager

1996 40 Hour Asbestos Inspector/Management Planner

1995 EPA Certified to sample hazardous materials

1994 40 Hour Hazardous Water Site Operations (HAZWOPER)

Experience: **Project Manager**
McTech Corp, St. Albans, WV
2006 - Present

Project manager for multiple Federal, State and Local Government construction and environmental projects including broadly scoped Department of Army Construction Projects, Soil and Groundwater Remediation Projects, Defense Environmental Restoration Program for Formerly Utilized Defense Sites, Brownsfield Restoration and Redevelopment projects, and Soil and Ground Water Remediation System Designs & Implementations.

Successfully completed and ongoing projects for Department of the Army include:

- **Interim Soil Removal Action TNT B Plum Brook Ordnance Works, Sandusky, OH**

Serving as contractor's Project Manager for this project. This project includes the excavation, sampling, analysis, and disposal of nitroaromatic contaminated soil. Responsible for project oversight and coordination and worked directly with USACE, NASA, Ohio EPA, Erie County Landfill, subcontractors, and the

Restoration Advisory Board. Prepared and implemented Site-specific Safety and Health Plan, Quality Control Plan, and Plan of Operations.

- **Bulkhead Crane Replacement and Service Bridge Rehabilitation, Marmet Lock and Dam, Belle, WV**

Served as contractor's Project Manager during the execution of this project. This project included bridge rehabilitation, rebuilding of the bulkhead carts and building of a bulkhead crane. Responsible for project oversight and coordination with all subcontractors. Prepared and implemented Site-specific Safety and Health Plan and Quality Control Plan.

- **Bulkhead Crane Replacement, Pier 6 Crane Access and Dam Service Bridge Rehabilitation, London Locks and Dam, London, WV**

Serving as contractor's Project Manager for this project. This project included bridge rehabilitation and building of a bulkhead crane. Responsible for project oversight and coordination with all subcontractors. Prepared and implemented Site-specific Safety and Health Plan and Quality Control Plan.

- **Lime Treatment Pilot Study, Pentolite Road Red Water Ponds Area, Plum Brook Ordnance Works, Sandusky, OH**

Served as contractor's Project Manager during the execution of this project. The purpose of this project at Pentolite Road Red Water Ponds (PRRWP) was to study the application of lime for the treatment and reduction of nitroaromatics contamination present in the soil. Responsible for project oversight and coordination with all subcontractors. Prepared and implemented Site-specific Safety and Health Plan and Quality Control Plan.

- **Munitions Management, Former Talon Manufacturing Site, Alpoca, WV**

Served as contractor's Project Manager during the execution of this project. This project involved Mobile Ammunition Renovation, Inspection, and Demilitarization. Details of this project are kept confidential at the request of the Department of the Army Joint Munitions Command. Responsible for project oversight and coordination with all subcontractors.

- **Interim Soil Removal Action PRRWP, Sandusky, OH**

Served as contractor's Project Manager during the execution of this project. This project included the excavation, sampling, analysis, and disposal of nitroaromatic contaminated soil. Responsible for project oversight and coordination with all subcontractors. Prepared and implemented Site-specific Safety and Health Plan and Quality Control Plan.

- **Various construction projects under a Basic Ordering Agreement with the Department of the Army at Fort A.P. Hill near Bowling Green, VA**

Serving as contractor's Senior Project Manager for each project performed under the Basic Ordering Agreement. Responsible for project oversight and coordination with all subcontractors.

- **Interim Soil Removal Action, Soil Excavation and Disposal at Captina Island Erosion Control Dikes 2 &3, Ohio River Mile 108.2**

Served as Quality Control Officer during the execution of this project. This project included the excavation and disposal of contaminated dredge material that was placed in two erosion control dikes, immediately up stream of Captina Island located at Ohio River Mile 108.2. Approximately 700 tons of contaminated soil was removed from the erosion control dikes. Responsible for assuring that all work was completed according to the Scope of Work by performing quality control inspections and completing Daily Quality Control Reports.

Environmental Specialist

WTI, Poca, WV

2005 - 2006

Project manager for Superfund and NPL sites, Phase I and II Investigations, Groundwater Monitoring, Environmental Compliance and Regulatory Negotiations, Underground Storage Tank Removals, Water Treatment Plant Operations. Technical plan and report writing, plans include: Safety and Health, Quality Control, Work, Sampling and Analysis, Accident Prevention, Operations. Reports include: Limited Site Investigation, Remedial Investigation, Underground Storage Tank Closure, Groundwater Monitoring, Asbestos and Lead Abatement.

Environmental Analyst

United States Postal Service, Washington, DC

2004

Managed and directed the collaborative development of the United States Postal Service National Environmental Strategy (2005-2009)

Managed and guided the development of an Environmental Management System, based on the ISO 14001 standard, at Postal headquarters, Environmental Management Policy. Authored letters, guidance materials and other documents for top Postal Executive's signatures. Provided continuous coordination and collaboration with core functional areas at Postal Service Headquarters, Areas and Districts throughout the nation Managed numerous consultants as well as a 3 million dollar consultant budget.

Environmental Compliance Specialist

United States Postal Service, Minneapolis, MN

1998 - 2005

Developed sampling plans and provided interpretations and summary of analytical data including laboratory results from air, asbestos, lead, water, soil and waste testing. Performed Environmental Assessments of properties the Postal Service proposed for

acquisition. Managed Phase I and Phase II investigations and clean ups of petroleum, asbestos and lead contaminated properties. Prepared and provided quarterly and annual monitoring reports of contaminated sites to the Minnesota Pollution control Agency as well, permit and monitoring reports to the Minnesota Department of Health. Ensured compliance at 971 Postal facilities in Minnesota and Wisconsin including maintenance of NPDES permits, air quality permits, hazardous waste generator licenses, SARA Title III tire II reports, SPCC plans, storage tank operation and maintenance plans. Implemented changes to make possible the applications for the conditional exclusion of no exposure certifications. Conducted 337 multimedia compliance reviews in 7 states and 3 EPA regions in at Postal facilities including million square foot processing plants and vehicle maintenance facilities. Developed and delivered environmental training courses to employees. Applied for and received in excess of \$370,000 in reimbursements form the State of Minnesota for remediation at regulated tank sites. Managed asbestos abatements at 208 Postal facilities in 1999 saving 1.1 million dollars in asbestos abatement costs. Managed energy saving projects at 154 Postal facilities generating over 3 million dollars in energy savings.

Pollution Control Specialist

**Minneapolis Department of Transportation, St. Paul, MN
1994-1998**

Collected samples of soil waste and waste including unknown hazardous material at existing facilities and at proposed highway construction expansion sites. Provided analysis, interpretation and made recommendations based on site conditions and analytical results. Profiled waste streams and applied waste minimization practices to reduce. Minnesota Department of Transportation hazardous waste generator requirements by 90%. Conducted business and multimedia audits of waste transport, storage and disposal companies for the State of Minnesota. Authored Minnesota Department of Transportation and Minnesota Pollution Control Agency publications and guidance documents. Planned and presented a conferences sponsored by the Minnesota Pollution Control Agency

Traffic Engineering Technician

Minneapolis Department of Transportation, St. Cloud, MN

Designed Traffic Control Plans using Computer Aided Drafting. Participated in public meetings, inspecting contractor work.

Activities:

Vice Chairman of the Sylvan Township Planning Commission
Member of the Minnesota Planning Association
Girl Scout Leader for the Girl Scouts of St. Croix Valley

U.S. ARMY CORPS OF ENGINEERS



PROFESSIONAL DEVELOPMENT SUPPORT CENTER
HUNTSVILLE, ALABAMA

CERTIFICATE

Kimberlie Chambers

has completed the Corps of Engineers Training Course

CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS

is awarded continuing education credits as indicated for 16 hours of organized instruction



Certified Provider #199309
1.3 CEUs



Continuing Education
Registered Provider #1009
39 LUs



Registered Provider
13 PDHs

Matthew Hunter
Facilitator

Given at Louisville, AB By CELRL-CD-Q 08/23/06
Location Instructional District Date

Gary J. Anderson
Chief, USACE Professional Development Support Center

THIS CERTIFICATE EXPIRES FIVE YEARS FROM DATE OF ISSUE

**Independent Quality Control Team
Peer Reviewer**

Richard Armstrong



8100 Grand Avenue, Cleveland, Ohio 44104-3110 (216)391-7700 FAX (216)391-6951
TOLL FREE WATS 800-391-7445
West Virginia Regional Office Location
240 Oliver Street-Suite 2
Saint Albans, West Virginia 25177-2074
P (304) 201-2205
F (304) 201-2206
www.mctechreadymix.com

Richard E. Armstrong

275 Thomas Road
St. Albans, WV 25177

Office: 304-201-2205
Cell: 304-932-5490

E-mail: rarmstrong@mctechreadymix.com

Objective: To obtain a professional position using my experience, ability and skills obtained throughout my career

Experience: **McTech Corp**
Project Manager
2008-Present

Project Manager for several construction projects for various Government clients including the United States Army Corp of Engineers, Huntington and Pittsburgh District and the United States Army at Fort A.P. Hill in Virginia. Duties include construction oversight, scheduling, and client relations. Projects have included:

- Lead and Asbestos Abatement at Winfield Locks and Dam, Red House, West Virginia.
- Erosion prevention by placing Type D aggregate protection on the upstream/downstream slope of the embankment at Beach City Dam in Tuscarawas County, Ohio.
- Rehabilitation of tanner gates at Fishtrap Lake Dam in Shelbiana, Kentucky.

- Road construction with 304 aggregate at Beach City Dam in Tuscarawas County, Ohio,
- Bulkhead crane replacement at London Locks and Dam in London, West Virginia
- Derrick crane replacement at Bluestone Dam in Hinton, West Virginia.
- Expansion joint repair and waterline replacement at Kinzua Dam in Warren County, Pennsylvania.
- Various other projects and duties as assigned.

Douglas Barrels, Inc.
Machinist
1990-2008

Responsibilities included all heat-treating and quality control of the metals used to craft rifle barrels, including several steps in the manufacturing of the barrels; shipping and receiving of products and materials; and provided informational tours to all visitors and customers to the facility.

H.C. Nutting Co.
Field Supervisor
1989-1990

Operated a core-drilling rig for the geo-technical engineering department of the company and represented the company in daily interaction with clients.

Esmer and Associates
Field Technician

Responsibilities included overseeing the daily construction of all aspects and phases of eleven coarse coal refuge impoundments; liaison between the company and the coal companies building the impoundments; daily communication and supervision of the employees building the impoundments; communicated all phases of the projects to OSHA and MSHA; provided daily written reports to Esmer & Associates; kept a written log of all phases of the construction; performed core-drilling, soil sampling, soil

compaction testing, water sampling, installed water monitoring stations and water decant systems for water overflow; and tested concrete for slump and made cylinders for testing.

Certifications obtained during this position were acquired for the removal and exploration of hazardous materials; to run a Troxler nuclear compaction gauge; and to obtain air samples for hazardous waste.

Education: St. Albans High Scholl, graduated 1982
West Virginia State College (University) 1982-1984

Training: 30 Hour OSHA Construction
Contractor Quality Control Certification – USACE
Asbestos Awareness Certification
Lead Awareness Certification
Scaffold Competent Person Certification
Adult First Aid and CPR

Affiliations: Scoutmaster of Boy Scout Troop 250

References: Available Upon Request



PROFESSIONAL DEVELOPMENT SUPPORT CENTER
HUNTSVILLE, ALABAMA

CERTIFICATE

Richard Armstrong

has completed the Corps of Engineers Training Course

CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS

is awarded continuing education credits as indicated for 16 hours of organized instruction



Certified Provider #196608
1.3 CEUs



Registered Provider #1008
39 LUs



Registered Provider
13 PDHs

Given at Huntington, WV By Huntington District 03/10/09
Location Instructional District Date

[Signature]
Facilitator

[Signature]
Chief, Engineering/Construction Division

THIS CERTIFICATE EXPIRES FIVE YEARS FROM DATE OF ISSUE

APPENDIX B Authorized Letter to the Quality Control Officer



TMG Services, Inc

240 Oliver Street, Suite One
St. Albans, West Virginia 25177
Voice : 304-722-6015
Data : 304-722-6017
www.tmgservicesusa.net

June 29, 2010

TO: Matthew Ford

SUBJECT: Appointment of Quality Control Officer
Restoration Advisory Board Support Services
Plum Brook Ordinance Works
Sandusky, Ohio
Contract Number: W91237-10-C-0001

Dear Mr. Ford,

Please be informed, you are here by appointed as TMG's Quality Control Officer (QCO) for the above mentioned project.

In this role you are responsible for on-site quality control for all field activities performed under this contract. You are granted the authority to stop work at any time should a quality control issue arise. As TMG's QCO, you are responsible for all manners of quality control concerning the tasks of this project and are to ensure all work is done in accordance with the technical specifications and Quality Control Plan (QCP) prepared for this project.

Should you have any questions, please do not hesitate to contact me at 304-722-6015.

Regards,

Rodney Bumgardner
Vice President
rbumgardner@tmgservicesusa.com

Acknowledged:

Matthew Ford

6/29/2010

Date

Environmental Remediation and Consulting
Waste Management
Construction Management
General Contracting



An Equal Opportunity Employer

APPENDIX C Quality Control Documentation

Quality Control Certification

Final Quality Control Plan

Restoration Advisory Board Support Services
Plum Brook Ordnance Works
Sandusky, Ohio

Contract No. W91237-10-C-0001

Assignment

Name

Signature

Date

Senior Review

Kimberlie Bumgardner

Kimberlie Bumgardner 6/28/10

Peer Review

Richard Armstrong

Richard Armstrong 6-28-10

Comments on
Final
Quality Control Plan

Restoration Advisory Board Support Services
Plum Brook Ordnance Works
Sandusky, Ohio

Contract No. W91237-10-C-0001

The following comments were provided by TMG's Independent Quality Control Team. All comments resulting from this review have been resolved and/or incorporated.

Comment 1. Page ii - Missing acronyms FUDS, WVOW, WVMA

Response – Concur. The acronyms and call-out for each have been added to the list.

Comment 2. Page 1 - Left justified and rest of document is full justified; extra space before D.

Response – Concur. The format was changed to justified and space was removed before the letter D.

Comment 3. Page 2 - Extra line space after first paragraph and (7); WVOW and FUDS not defined/written; Inconsistent capitalization in (1)-(7).

Response – Concur. Extra line space was removed in both lines. Call-out for WVOW and WVMA were added. Revised capitalization in items 1-7.

Comment 4. Page 3 - I don't understand the difference between internal QCT and independent QCT - the QC certification is for the independent QCT so it seems it should just be that; Senior Project Manager should not be capitalized and who is the senior project manager? a project manager is referred to at the bottom of the page and in the organization al chart and in resume section

Response – Concur. The reference to the Internal QCT was deleted. Reference to the Senior Project Manager was revised to project manager, without capitalization.

Comment 5. Page 4 - Should contractor manager actually be the project manager to match the organizational chart and resumes ?; the POC needs to be written out point of contact

Response – Concur. The contractor manager was revised to quality control officer. Call-out was added for Point of Contact (POC).

Comment 6. Page 6 - WVMA not written out- what or who is it?; James Russell listed as the Technician but no technician referred to in plan only environmental technician on page 3 and in resume section as Matt. James Russell resume not included - should he be listed on chart?

Response – A call-out for WVMA was added to earlier text, therefore no change was made. The project manager will be responsible for completing the tasks under this contract, with support from the QCO. The reference to the technician was deleted and Mr. Russell was removed from the organizational chart.

CELRH-EC-CE Review Comments on Draft QCP
PBOW RAB Support Services
Sandusky, Ohio
Contract Number W91237-10-C-0001, dated May 2010
07 June 2010

The following comments are offered from Lisa Humphreys, CELRH-EC-CE, 304-399-5953.

1. Pg 3, Section 5.0 Independent QC Team – Please add email addresses to the information.

TMG Response: Concur; email addresses were added to Section 5.0 as requested.

2. Pg 5, Section 6.0 QA Work Plan, Section FUDS Newsletter – Sequencing is off. Please revise section sequencing as follows:

- a. “1. Develop articles for the PBOW portion of the FUDS newsletter, based on the contractor’s knowledge of the project and input from the POC (items 1 and 2 can be done currently).
- b. 2. Collect FUDS project-related articles from other FUDS technical coordinators on WVOW and WVMA (items 1 and 2 can be done concurrently).
- c. 3. The QC team will review each article for accuracy.
- d. 4. The Contractor will use the articles to prepare a draft newsletter layout for approval by POC.
- e. 5. Once draft layout is approved by POC, the Contractor will publish and print the newsletter.”

TMG Response: Concur, Section 6.0 has been revised as requested. Additionally, QA Work Plan has been changed to QC work plan.