

1.4.2 Contractor Personnel List

Within 20 calendar days of contract award, provide to the Contracting Officer a [list of Contractor's personnel](#) who will have the responsibility for the transfer, sharing and management of electronic [design](#), technical submittals and documents and will require access to the eCMS. Project personnel roles to be filled in the eCMS include the Contractor's Project Manager, [Designer of Record](#), Superintendent, Quality Control (QC) Manager, and Site Safety and Health Officer (SSHO). Personnel must be capable of electronic document management. Notify the COR immediately of any personnel changes to the project. The Contracting Officer reserves the right to perform a security check on all potential users. Provide the following information:

- First Name
- Last Name
- E-mail Address
- Office Address
- Project Role (e.g. Project Manager, QC Manager, Superintendent)

1.4.3 Field Administration

Within 30 days of Contract Award, provide a tablet computer with a Common Access Card (CAC) reader at the job site for Government use only. The tablet computer must have a web-browser, built-in camera, and cellular data connectivity. Provide tablet computer with a rugged case suitable for use in a construction environment. The tablet computer must be fully charged and made available at all times for Government use to facilitate the input of construction data at the job site. After completion of the work, reset the tablet computer to factory default settings. The tablet computer remains the property of the Contractor and must be removed from the site. There are restrictions on use of WIFI on military bases. Cellular data connectivity and availability, and use of WIFI requires coordination with and approval by the Contracting Officer.

1.5 SECURITY CLASSIFICATION

In accordance with Department of Navy guidance, all military construction contract data are unclassified, unless specified otherwise by a properly designated Original Classification Authority (OCA) and in accordance with an established Security Classification Guide (SCG). Refer to the project's OCA when questions arise about the proper classification of information.

The eCMS and tablet computer must only be used for the transaction of unclassified information associated with construction projects. In conformance with the Freedom of Information Act (FOIA), Department of Defense Manual 5200.01-V4: DoD Information Security Program: Controlled Unclassified Information (CUI), and DoD requirements, any unclassified project documentation uploaded into the eCMS must be designated either "U - UNCLASSIFIED" (U) or "FOUO - UNCLASSIFIED-FOR OFFICIAL USE ONLY" (FOUO).

1.6 ECMS UTILIZATION

Establish, maintain, and update data and documentation in the eCMS throughout the duration of the contract.

Personally Identifiable Information (PII) transmittal is not permitted in the eCMS.

1.6.1 Information Security Classification/Identification

The eCMS must be used for the transmittal of the following documents. This requirement supersedes conflicting requirements in other sections, however, submittal review times in Section 01 33 00 SUBMITTAL PROCEDURES remain applicable. Table 1 - Project Documentation Types provides the appropriate U and FOUO designations for various types of project documents. Construction documents requiring FOUO status must be marked accordingly. Apply the appropriate markings before any document is uploaded into eCMS. Markings are not required on U documents.

Table 1 also identifies which eCMS application is to be used in the transmittal of data (these are subject to change based on the latest software configuration). If a designated application is not functional within 4 hours of initial attempt, defer to the Submittal application and submit the required data as an uploaded portable document (e.g. PDF), word processor, spreadsheet, drawing, or other appropriate format. Hard copy or e-mail submission of these items is acceptable only if eCMS is documented to be not available or not functional. After uploading documents to the Submittal application, transmit the submittals and attachments to the COR via the Transmittal application. For Submittals, select the following:

Preparation by = Contractor personnel assigned to prepare the submittal
Approval by = Contracting Officer Representative (COR)
Returned by = Design Lead/Manager
Forwarded to = Contractor project manager

Table 1 - Project Documentation Types

SUBJECT/NAME	CLASS	REMARKS	ECMS APPLICATION
As-Built Drawings	U	Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager	Submittals and Transmittals
Building Information Modeling (BIM)	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals
Construction Permits	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals

SUBJECT/NAME	CLASS	REMARKS	ECMS APPLICATION
Construction Schedules (Activities and Milestones)	U	After the schedule submittal is approved by the COR, import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Submittals, Transmittals and Scheduling App
Construction Schedules (Cost-Loaded)	FOUO	After the schedule submittal is approved by the COR, import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Submittals, Transmittals and Scheduling App
Construction Schedules (3-Week Lookahead)	U	Import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Scheduling App
DD 1354 Transfer of Real Property	U		Submittals and Transmittals
Daily Production Reports	FOUO	Provide weather conditions, crew size, man-hours, equipment, and materials information	Daily Report
Daily Quality Control (QC) Reports	FOUO	Provide QC Phase, Definable Features of Work Identify visitors	Daily Report
Designs and Specifications	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals
Environmental Notice of Violation (NOV), Corrective Action Plan	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals
Environmental Protection Plan (EPP)	FOUO		Submittals and Transmittals

SUBJECT/NAME	CLASS	REMARKS	ECMS APPLICATION
Invoice (Supporting Documentation)	FOUO	Applies to supporting documentation only. Invoices are submitted in Wide-Area Workflow (WAWF)	Submittals and Transmittals
Jobsite Documentation, Bulletin Board, Labor Laws, SDS	U		Submittals and Transmittals
Meeting Minutes	FOUO		Meeting Minutes
Operations & Maintenance Support Information (OMSI/eOMSI), Facility Data Worksheet	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals
Photographs	U	Subject to base/installation restrictions	Submittals and Transmittals
QCM Initial Phase Checklists	FOUO		Checklists (Site Management)
QCM Preparatory Phase Checklists	FOUO		Checklists (Site Management)
Quality Control Plans	FOUO		Submittals and Transmittals
QC Certifications	U		Submittals and Transmittals
QC Punch List	U		Punch Lists (Testing Logs)
Red-Zone Checklist	U		Checklists (Site Management)
Rework Items List	FOUO		Punch Lists (Testing Logs)
Request for Information (RFI) Post-Award	FOUO		RFIs

SUBJECT/NAME	CLASS	REMARKS	ECMS APPLICATION
Safety Plan	FOUO		Daily Report
Safety - Activity Hazard Analyses (AHA)	FOUO		Daily Report
Safety - Mishap Reports	FOUO		Daily Report
SCIF/SAPF Accreditation Support Documents	FOUO	Note: Some Construction Security plans may be classified as Secret. Classified information must not be uploaded into eCMS. Refer to the Site Security Manager, as applicable.	Submittals and Transmittals
Shop Drawings	U	Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager	Submittals and Transmittals
Storm Water Pollution Prevention (Notice of Intent - Notice of Termination)	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals
Submittals and Submittal Log	U		Submittals and Transmittals
Testing Plans, Logs, and Reports	FOUO		Submittals and Transmittals
Training/Reference Materials	U		Submittals and Transmittals
Training Records (Personnel)	FOUO		Submittals and Transmittals
Utility Outage/Tie-In Request/Approval	FOUO		Submittals and Transmittals
Warranties/BOD Letter	FOUO		Submittals and Transmittals

SUBJECT/NAME	CLASS	REMARKS	ECMS APPLICATION
Quality Assurance Reports	FOUO		Checklists (Government initiated)
Non-Compliance Notices	FOUO		Non-Compliance Notices (Government initiated)
Other Government-prepared documents	FOUO		GOV ONLY
All Other Documents	FOUO	Refer to FOIA guidelines and contact the FOIA official to determine whether exemptions exist	As applicable

1.6.2 Markings on FOUO documents

- a. Only FOUO documents being electronically uploaded into the eCMS (.docx, .xlsx, .pptx and others as appropriate), and associated paper documents described in the paragraph CONTRACT ADMINISTRATION require FOUO markings as indicated in the subparagraphs below.
- b. FOUO documents that are originally created within the eCMS application using the web-based forms (RFIs, Daily Reports, and others as appropriate) will be automatically watermarked by the eCMS software, and these do not require additional markings.
- c. FOUO documents must be marked "UNCLASSIFIED//FOR OFFICIAL USE ONLY" at the bottom of the outside of the front cover (if there is one), the title page, the first page, and the outside of the back cover (if there is one).
- d. FOUO documents must be marked on the internal pages of the document as "UNCLASSIFIED//FOR OFFICIAL USE ONLY" at top and bottom.
- e. Where Installations require digital photographs to be designated FOUO, place the markings on the face of the photograph.
- f. For visual documentation, other than photographs and audio documentation, mark with either visual or audio statements as appropriate at both the beginning and end of the file.

1.7 QUALITY ASSURANCE

Requested Government response dates on Transmittals and Submittals must be in accordance with the terms and conditions of the Contract. Requesting response dates earlier than the required review and response time, without concurrence by the Government COR, may be cause for rejection.

Incomplete submittals will be rejected without further review and must be resubmitted. Required Government response dates for resubmittals must

reflect the date of resubmittal, not the original submittal date.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --

SECTION 01 32 16.00 20

SMALL PROJECT CONSTRUCTION PROGRESS SCHEDULES

08/18

PART 1 GENERAL

1.1 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submittals with an "S" are for inclusion in the Sustainability eNotebook, in conformance with Section 01 33 29 SUSTAINABILITY REPORTING. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Baseline Construction Schedule; G

Baseline Design Schedule; G

SD-07 Certificates

Monthly Updates

1.2 PRE-CONSTRUCTION SCHEDULE REQUIREMENT

Prior to the start of work, prepare and submit to the Contracting Officer a Baseline Design Schedule and Baseline Construction Schedule in the form of a Network Analysis Schedule (NAS) Bar Chart Schedule in accordance with the terms in Contract Clause FAR 52.236-15 Schedules for Construction Contracts, except as modified in this contract. The approval of a Baseline Construction Schedule is a condition precedent to:

- a. The Contractor starting demolition work or construction stage(s) of the contract.
- b. Processing Contractor's invoice(s) for construction activities/items of work.
- c. Review of any schedule updates.

Submittal of the Baseline Design and Construction Schedule, and subsequent schedule updates, is understood to be the Contractor's certification that the submitted schedule meets the requirements of the Contract Documents, represents the Contractor's plan on how the work will be accomplished, and accurately reflects the work that has been accomplished and how it was sequenced (as-built logic).

1.3 SCHEDULE FORMAT

1.3.1 Network Analysis Schedule (NAS)

Use the critical path method (CPM) to schedule and control project activities. Prepare and maintain project schedules using Primavera P6

Microsoft Project 2010.Importing data into the scheduling program using data conversion techniques or third party software is cause for rejection of the submitted schedule.

Within 15 calendar days after approval of the Initial Schedule or approval of the final design for a design build project, submit to the Contracting Officer a final NAS schedule.

1.3.1.1 Activity Requirements

a. At a minimum, identify the following in the schedule:

- (1) Design and Construction time for major systems and components
- (2) Each activity assigned with its appropriate Responsibility Code
- (3) Each activity assigned with its appropriate Phase and Area Codes
- (4) Major submittals and submittal processing time
- (5) Major equipment lead time

b. Build the Schedule as follows:

- (1) Show design periods, submittals, Government review periods, material/equipment delivery, utility outages, on-site construction, inspection, testing, and closeout activities. Government and Contractor on-site work activities must be driven by calendars that reflect Saturdays, Sundays and all Federal Holidays as non-work days for 5-day work week calendars.
- (2) With the exception of the Contract Award and End Contract milestone activities, use of open-ended activities is not allowed; each activity must have predecessor and successor ties. No activity must have open start or open finish (dangling) logic. Minimize redundant logic ties. Once an activity exists on the schedule it must not be deleted or renamed to change the scope of the activity and must not be removed from the schedule logic without approval from the Contracting Officer. While an activity cannot be deleted, where said activity is no longer applicable to the schedule but must remain within the logic stream for historical record, it can be changed to a milestone. Document any such change in the milestone's "Notebook," including a date and explanation for the change. The ID number for a deleted activity must not be re-used for another activity.
- (3) Assign each activity its appropriate Responsibility Code and Area Code, indicating location and responsibility to accomplish the work indicated by the activity, Phase Code, and Work Location Code. Include anticipated tasks to be assigned Government responsibility.
- (4) Date/time constraints or lags, other than those required by the contract, are not allowed unless approved by the Contracting Officer. Include as the last activity in the contract schedule, a milestone activity named "Contract Completion Date".

(5) Include the following Contract Milestones:

(a) Include as the first activity on the schedule a start milestone titled "Contract Award", which must have a Mandatory Start constraint equal to the Contract Award Date;

(b) Include Interim or Phased Completion Milestones required by the Contract or as approved by the Contracting Officer;

(c) Include Facility Turnover Planning Meeting Milestones;

(d) Include an unconstrained finish milestone on the schedule titled "Substantial Completion". Substantial Completion is defined as the point in time the Government would consider the project ready for beneficial occupancy wherein by mutual agreement of the Government and Contractor. Government use of the facility is allowed while construction access continues in order to complete remaining items (e.g. punch list and other close out submittals).

(e) Include an unconstrained finish milestone on the schedule titled "Projected Completion". Projected Completion is defined as the point in time the Government would consider the project complete. This milestone must have the Contract Completion Date (CCD) milestone as its only successor.

(f) Include as the last activity on the schedule a finish milestone titled "Contract Completion (CCD)" with constraint type "Must Finish No Later Than". Calculation of schedule updates must be such that if the finish of the "Projected Completion" milestone falls after the contract completion date, then negative float will be calculated on the longest path and if the finish of the "Projected Completion" milestone falls before the contract completion date, the float calculation must reflect positive float on the longest path. This milestone must be set to 5:00 pm.

(6) Provide lead time for major equipment.

1.3.1.2 Anticipated Weather Lost Work Days

Assign the Weather Calendar to any activity that could be impacted by adverse weather. The Contracting Officer will issue a modification in accordance with the contract clauses, giving the Contractor a time extension for the difference of days between the anticipated and actual adverse weather delay if the number of actual adverse weather delay days exceeds the number of days anticipated for the month in which the delay occurs and the adverse weather delayed activities are critical to contract completion. A lost workday due to weather conditions is defined as a day in which the Contractor cannot work at least 50 percent of the day on the impacted activity.

1.3.1.3 Activity Identification

- a. Identify Government, Construction Quality Management (CQM), Construction activities planned for the project and other activities that could impact project completion if delayed.

- b. Identify administrative type activity/milestones including pre-construction submittal and permit requirements prior to demolition or construction stage.
- c. Create separate activities for each Phase, Area, Floor Level, and Location the activity is occurring.
- d. Do not use construction category activity to represent non-work type reference (Such as, Serial Letter or Request for Information) in NAS.
- e. Place non-work reference within P6 activity details notebook. Activity categories included in the schedule are specified below.

1.3.1.4 Responsibility Code

Assign each activity its appropriate Responsibility Code indicating responsibility to accomplish the work indicated by the activity, Phase Code and Work Location Code.

1.3.1.5 Primavera P6 Settings and Parameters

Use the following Primavera P6 settings and parameters in preparing the Baseline Schedule. Deviation from these settings and parameters, without prior consent of the Contracting Officer, is cause for rejection of schedule submission.

- a. General: Define or establish Calendars and Activity Codes at the "Project" level, not the "Global" level.
- b. Admin Drop-Down Menu, Admin Preferences, Time Periods Tab:
 - (1) Set time periods for P6 to 8.0 Hours/Day, 40.0 Hours/Week, 172.0 Hours/Month and 2000.0 Hours/Year.
 - (2) Use assigned calendar to specify the number of work hours for each time period: Must be checked.
- c. Admin Drop-Down Menu, Admin Preferences, Earned Value Tab: Earned Value Calculation: Use "Budgeted values with current dates".
- d. Project Level, Dates Tab: Set "Must Finish By" date to "Contract Completion Date", and set "Must Finish By" time to 05:00pm.
- e. Project Level, Defaults Tab:
 - (1) Duration Type: Set to "Fixed Duration & Units".
 - (2) Percent Complete Type: Set to "Physical".
 - (3) Activity Type: Set to "Task Dependent".
 - (4) Calendar: Set to "Standard 5 Day Workweek". Calendar must reflect Saturday, Sunday and all Federal holidays as non-work days. Alternative calendars may be used with Contracting Officer approval.
- f. Project Level, Calculations Tab:

- (1) Activity percent complete based on activity steps: Must be Checked.
- (2) Reset Remaining Duration and Units to Original: Must be Checked.
- (3) Subtract Actual from At Completion: Must be Checked.
- (4) Recalculate Actual units and Cost when duration percent (%) complete changes: Must be Checked.
- (5) Link Actual to Date and Actual This Period Units and Cost: Must be Checked.
- (6) Price/Unit: Set to "\$1/h".
- (7) Update units when costs change on resource assignments: Must be Unchecked.

g. Project Level, Settings Tab:

- (1) Define Critical Activities: Check "Longest Path".

h. The NAS must have a minimum of 30 construction activities. No on-site construction activity may have durations in excess of 20 working days.

1.3.2 Schedule Submittals and Procedures

Submit Schedules and updates in hard copy and on electronic media that is acceptable to the Contracting Officer. Submit an electronic back-up of the project schedule in an import format compatible with the Government's scheduling program.

1.4 SCHEDULE MONTHLY UPDATES

Update the Design and Construction Schedule at monthly intervals or when the schedule has been revised. Keep the updated schedule current, reflecting actual activity progress and plan for completing the remaining work. Submit copies of purchase orders and confirmation of delivery dates as directed by the Contracting Officer.

a. Narrative Report: Identify and justify the following:

- (1) Progress made in each area of the project;
- (2) Longest Path: Include printed copy on 11 by 17 inch paper, landscape setting;
- (3) Date/time constraint(s), other than those required by the contract;
- (4) Listing of changes made between the previous schedule and current updated schedule including: added or removed activities, original and remaining durations for activities that have not started, logic (sequence, constraint, lag/lead), milestones, planned sequence of operations, longest path, calendars or calendar assignments, and cost loading.
- (5) Any decrease in previously reported activity Earned Amount;

- (6) Pending items and status thereof, including permits, changes orders, and time extensions;
- (7) Status of Contract Completion Date and interim milestones;
- (8) Current and anticipated delays (describe cause of delay and corrective actions(s) and mitigation measures to minimize);
- (9) Description of current and future schedule problem areas.

For each entry in the narrative report, cite the respective Activity ID and Activity Name, the date and reason for the change, and description of the change.

1.5 CONTRACT MODIFICATION

Submit a Time Impact Analysis (TIA) with each cost and time proposal for a proposed change. TIA must illustrate the influence of each change or delay on the Contract Completion Date or milestones. No time extensions will be granted nor delay damages paid unless a delay occurs which consumes all available Project Float, and extends the Projected Finish beyond the Contract Completion Date.

- a. Each TIA must be in both narrative and schedule form. The narrative must define the scope and conditions of the change; provide start and finish dates of impact, successor and predecessor activity to impact period, responsible party, describe how it originated, and how it impacts the schedule. The schedule submission must consist of three native files:
 - (1) Fragnet used to define the scope of the changed condition
 - (2) Most recent accepted schedule update as of the time of the proposal or claim submission that has been updated to show all activity progress as of the time of the impact start date.
 - (3) The impacted schedule that has the fragnet inserted in the updated schedule and the schedule "run" so that the new completion date is determined.
- b. For claimed as-built project delay, the inserted fragnet TIA method must be modified to account for as-built events known to occur after the data date of schedule update used.
- c. TIAs must include any mitigation, and must determine the apportionment of the overall delay assignable to each individual delay. Apportionment must provide identification of delay type and classification of delay by compensable and non-compensable events. The associated narrative must clearly describe analysis methodology used, and the findings in a chronological listing beginning with the earliest delay event.
 - (1) Identify and classify types of delays as follows:
 - (a) Force majeure delay (e.g. weather delay): Any delay event caused by something or someone other than the Government (including its agents) or the Contractor, or the risk of which has

not been assigned solely to the Government or the Contractor. If the force majeure delay is on the critical path, in absence of other types of concurrent delays, the Contractor is granted an extension of contract time, classified as a non-compensable event.

(b) A Contractor-delay: Any delay event caused by the Contractor, or the risk of which has been assigned solely to the Contractor. If the contractor-delay is on the critical path, in absence of other types of concurrent delays, Contractor is not granted extension of contract time, and classified as a non-compensable event. Where absent other types of delays, and having impact to project completion, provide a Corrective Action Plan, identifying plan to mitigate delay, to the Contracting Officer.

(c) A Government-delay: Any delay event caused by the Government, or the risk of which has been assigned solely to the Government. If the Government-delay is on the longest path, in absence of other types of concurrent delays, the Contractor is granted an extension of contract time, and classified as a compensable event.

- (2) Use functional theory to analyze concurrent delays, where: Separate delay issues delay project completion, do not necessarily occur at same time, rather occur within same monthly schedule update period at minimum, or within same as-built period under review. If a combination of functionally concurrent delay types occurs, it is considered Concurrent Delay, which is defined in the following combinations:

(a) Government-delay concurrent with Contractor-delay: Excusable time extension, classified non-compensable event.

(b) Government-delay concurrent with force majeure delay: Excusable time extension, classified non-compensable event.

(c) Contractor-delay concurrent with force majeure delay: Excusable time extension, classified non-compensable event.

- (3) A pacing delay, reacting to another delay (parent delay) equally or more critical than paced activity, must be identified prior to pacing. Contracting Officer will notify Contractor prior to pacing. Contractor must notify Contracting Officer prior to pacing. Notification must include identification of parent delay issue, estimated parent delay time period, paced activity(s) identity, and pacing reason(s). Pacing Concurrency is defined as follows:

(a) Government-delay concurrent with Contractor-pacing: Excusable time extension, classified compensable event.

(b) Contractor-delay concurrent with Government-pacing: Inexcusable time extension, classified non-compensable event.

1.6 3-WEEK LOOK AHEAD SCHEDULE

Prepare and issue a 3-Week Look Ahead schedule to provide a more detailed day-to-day plan of upcoming work identified on the Construction Schedule. Key the work plans to activity numbers when a NAS is required and update

each week to show the planned work for the current and following two-week period. Additionally, include upcoming outages, closures, preparatory meetings, and initial meetings. Identify critical path activities on the Three-Week Look Ahead Schedule. The detail work plans are to be bar chart type schedules, maintained separately from the Construction Schedule on an electronic spreadsheet program and printed on 8-1/2 by 11 inch sheets as directed by the Contracting Officer. Activities must not exceed 5 working days in duration and have sufficient level of detail to assign crews, tools and equipment required to complete the work. Deliver three hard copies and one electronic file of the 3-Week Look Ahead Schedule to the Contracting Officer no later than 8 a.m. each Monday, and review during the weekly CQC Coordination or Production Meeting.

1.7 CORRESPONDENCE AND TEST REPORTS:

Correspondence (e.g., letters, Requests for Information (RFIs), e-mails, meeting minute items, Production and QC Daily Reports, material delivery tickets, photographs) must reference Schedule Activities that are being addressed. Test reports (e.g., concrete, soil compaction, weld, pressure) must reference Schedule Activities that are being addressed.

1.8 ADDITIONAL SCHEDULING REQUIREMENTS

Any references to additional scheduling requirements, including systems to be inspected, tested and commissioned, that are located throughout the remainder of the Contract Documents, are subject to all requirements of

this section.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

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SECTION 01 33 29.05 20

SUSTAINABILITY REPORTING FOR DESIGN-BUILD

03/19

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS (ASHRAE)

ASHRAE 90.1 - IP (2013) Energy Standard for Buildings Except Low-Rise Residential Buildings

ASHRAE 90.1 - SI (2013) Energy Standard for Buildings Except Low-Rise Residential Buildings

ASHRAE 189.1 (2014) Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings

COUNCIL ON ENVIRONMENTAL QUALITY (CEQ) (WHITE HOUSE)

HPSB Guiding Principles (2016) Guiding Principles for Sustainable Federal Buildings and Determining Compliance with the Guiding Principles for Sustainable Federal Buildings

GREEN BUILDING INITIATIVE (GBI)

GBI GP Compliance (2016) GBI Guiding Principles Compliance Program for New Construction (DOD Version)

GBI Green Globes for NC (2017) Green Globes(tm) for New Construction Technical Reference Manual

GREEN BUSINESS CERTIFICATION INC. (GBCI)

GP Assessment (DOD) Guiding Principles Assessment for Department of Defense

SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION (SMACNA)

ANSI/SMACNA 008 (2007) IAQ Guidelines for Occupied Buildings Under Construction, 2nd Edition

U.S. DEPARTMENT OF AGRICULTURE (USDA)

FSRIA 9002 Farm Security and Rural Investment Act Section 9002 (USDA BiopREFERRED Program)

U.S. DEPARTMENT OF DEFENSE (DOD)

FC 1-300-09N

(2014; with Change 4, 2018) Navy and Marine Corps Design

U.S. DEPARTMENT OF ENERGY (DOE)

Energy Star

(1992; R 2006) Energy Star Energy Efficiency Labeling System (FEMP)

U.S. GREEN BUILDING COUNCIL (USGBC)

LEED v4 BDC

LEED v4 Building Design and Construction

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

10 CFR 433.300

Subpart C - Green Building Certification for Federal Buildings

40 CFR 247

Comprehensive Procurement Guideline for Products Containing Recovered Materials

1.2 SUMMARY

This specification includes general requirements and procedures for this project to be designed, constructed, and documented per the federally mandated High Performance and Sustainable Building or "HPSB Guiding Principles" (GP), , UFC 1-200-02 High Performance and Sustainable Building Requirements, and other requirements identified in this specification.

1.3 SUBMITTALS

Submittals requirements are specified in the technical sections using Submittal Description (SD) numbers and titles. Submittals requiring Government approval use a "G" or submittal designator in the UFGS sections. In addition, submit the GPV-required sustainability documentation in this specification as "S" submittals. Submittals not having a "G" designation are for Contractor Quality Control approval.

Submittals with an "S" are for inclusion in the Sustainability eNotebook, in conformance with the requirements of this Section.

Government approval is required for submittals in RFP Part 2 with a "G" designation. Additional construction submittals reserved for Government approval are listed in the Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES. Submittals with a "G" designation found in the sections used by the Contractor to create construction specification, require DOR approval.

DOR approved submittals are also listed in the "Construction Submittals" paragraph in each RFP PART 4, Performance Technical Specifications. Provide required certification or validation submittals in accordance with Section 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES, Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES, FC 1-300-09N, Navy and Marine Corps Design Procedures, and as identified below.

SD-01 Preconstruction Submittals

Preliminary High Performance and Sustainable Building Checklist G

SD-05 Design Data

Final Design High Performance and Sustainable Building Checklist G

Final Design Sustainability eNotebook; G

SD-11 Closeout Submittals

Final High Performance and Sustainable Building Checklist; G

Final Sustainability eNotebook; G

Amended Final Sustainability eNotebook; G

Amended Final High Performance and Sustainable Building Checklist;
G

1.4 GUIDING PRINCIPLES VALIDATION (GPV)

Provide sustainability documentation to verify achievement of
HPSB Guiding Principles Validation (GPV).

Provide the following for GPV:

- a. Refer to HPSB Checklist at the end of this specification section. These requirements are based on legislative mandates that must be met by all projects. (Multiple checklists indicate multiple buildings that require individual HPSB Checklist tracking.)
- b. No changes to the HPSB Checklist are allowed without approval from the Contracting Officer, in accordance with Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and Section 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES, paragraph DESIGN CHANGE AND VARIATION. Immediately bring to the attention of the Contracting Officer any project changes that impact meeting the approved HPSB Guiding Principles Requirements for this project.
- c. All work, including "S" submittals, required to incorporate the applicable HPSB Guiding Principles Requirements indicated on the HPSB Checklist and in this contract.
- e. Design and construction related documentation for the project Sustainability eNotebook, and keep updated with regularly-scheduled construction meetings. Include design and construction related documentation containing the following components;

(1) HPSB Checklist

(3) Documentation illustrating HPSB Guiding Principle Requirements compliance (including "S" submittals)

1.4.1 Costs

Bear all costs associated with designing, constructing, demonstrating and documenting that project complies with approved HPSB Guiding Principles Requirements.

1.4.2 Calculations

Provide all design data, calculations, product data, labels and product certifications required in this specification to demonstrate compliance with the HPSB Guiding Principles Requirements.

1.5 SUSTAINABILITY ENOTEBOOK

The Sustainability eNotebook is an electronic organizational file that serves as a repository for all required sustainability submittals. To support documentation of compliance with an approved HPSB checklist, provide and maintain a comprehensive and current Sustainability eNotebook. Sustainability eNotebook must contain all required data to support full compliance with the HPSB Guiding Principles Requirements, including:

- a. HPSB checklist
- b. Sustainable Action Plan
- c. calculations
- d. labels
- e. "S" submittals (sustainability documentation requirements)
- f. Certifications, assessments, or validations

Provide Sustainability eNotebook in the form of an Adobe PDF file; bookmark each HPSB Guiding Principles Requirement and sub-bookmark at each document. Match format to HPSB Guiding Principles numbering system indicated herein. Maintain up-to-date information, such as spreadsheets, templates, with each current submittals.

Contracting Officer may deduct from the monthly progress payment accordingly if Sustainability eNotebook information is not current, until information is updated and on track per project goals.

1.5.1 High Performance Sustainable Building (HPSB) Checklist

Provide documentation that provides proof of and supports compliance with the completed HPSB Checklist.

1.5.1.1 HPSB Checklist Submittals

Submit updated HPSB Checklist with each Sustainability eNotebook submittal. Attach final HPSB Checklist to each DD1354 Real Property Record Submittal.

1.5.2 Sustainability Action Plan

Include the following information in the Sustainability Action Plan:

- a. Planned method to achieve each GP requirement.
- b. Provide analysis of each HPSB Guiding Principles Requirement and how project will comply. Final government approved narrative(s) must be included in the HPSB Checklist submittal.
- c. Name and contact information for: Contractor's Point of Contact (POC) ensuring sustainability goals are accomplished and documentation is assembled. For TPC that include on-site visit by third party representative, provide list of required attendees.
- d. Include the Indoor Air Quality plan with the Sustainability Action Plan.

1.5.3 "S" Submittals for Sustainability Documentation

Submit the GPV sustainability documentation required in this specification as "S" submittals in all affected UFGS Sections.

- a. Highlight GPV compliance data in "S" submittal.
- b. Add "S" submittals to the Sustainability eNotebook only after submittal approval, and bookmark them as required in paragraph SUSTAINABILITY ENOTEBOOK below.
- c. Ensure all approved "S" submittals (the sustainability documentation requirements) are included in each Sustainability eNotebook submittal.

1.5.4 Sustainability eNotebook Submittal Schedule

Provide Sustainability eNotebook Submittals at the following milestones of the project:

- b. [Final Design Sustainability eNotebook](#)

Submit updated Sustainability eNotebook with updated [Final Design High Performance and Sustainable Building Checklist](#) with the final design, in accordance with Section [01 33 10.05 20](#) DESIGN SUBMITTAL PROCEDURES. If issues relating to achieving the sustainability goals of the project are subsequently identified, identify reasons and mitigation from DOR, and resubmit² electronic copies on DVDs to the Contracting Officer for approval.

- c. Construction Progress Meetings.

Provide up-to-date GP documentation in the Sustainability eNotebook for

each meeting.

d. **Final Sustainability eNotebook**

Submit updated Sustainability eNotebook with updated **Final High Performance and Sustainable Building Checklist** [with TPC Checklist], in accordance with Section **01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES** at Beneficial Occupancy Date (BOD). Final progress payment retainage may be held by Contracting Officer until Final Sustainability construction phase documentation is complete. Obtain DOR approval and submit **2** electronic copies on DVDs to the Contracting Officer for approval.

e. **Amended Final Sustainability eNotebook**

Amend and resubmit the Amended Final Sustainability eNotebook with **Amended Final High Performance and Sustainable Building Checklist**, to include post-occupancy corrections, updates, and requirements. Final progress payment retainage may be held by Contracting Officer until amended final sustainability documentation is complete. Submit **2** final electronic copies of the Amended Final Sustainability eNotebook Submittal on DVDs to the Contracting Officer no longer than 30 days after the GPdesignated data collection period.

1.6 DOCUMENTATION REQUIREMENTS

- a. Incorporate each of the following **HPSB Guiding Principles** requirements into project and provide documentation that proves compliance with each listed requirement. Items below are organized by **HPSB Guiding Principles**. For life-cycle cost analysis requirements, one document with all analyses is acceptable, with Contracting Officer approval.
- b. For each of the following paragraphs that require the use of products listed on Government-required websites, provide documentation of the process used to select products, or process used to determine why listed products do not meet project performance requirements.

1.6.1 Integrated Design Process

For the submittal documentation below, follow the steps of design optimization, as applicable, in **ASHRAE 189.1** Section F1.1.1 (Charrette Process), with the exception that F1.1.1, b. does not apply.

1.6.1.1 Design Submittal Documentation

- a. Provide listing the sustainability integrated design team, and a description of their roles in all stages of a project's planning and delivery:
 - (1) Include Contractor's Sustainability Coordinators; Architecture and Engineering disciplines involved on the project, and the DOR in charge of the overall project and each discipline; Construction Subcontractors and the company representatives that align with each architectural and engineering discipline, Planning, Public Works, Environmental Specialist and other appropriate installation personnel.

(2) Describe their roles and responsibilities and plan-of-action for how each team member will be involved to achieve the project sustainability requirements, and how the Contractor will coordinate with Government personnel.

(3) Maintain the list and descriptions up-to-date throughout the project.

b. Provide narratives that:

(1) Indicate performance goals for siting, energy, water, materials, and indoor environmental quality along with other comprehensive design goals and ensures incorporation of these goals throughout the design and lifecycle of the building.

(2) Demonstrate integration of the goals into design and construction.

1.6.2 Commissioning (Cx)

Develop and incorporate Commissioning requirements into the documents. Submit Final Commissioning Report required by Section 01 91 00.15 TOTAL BUILDING COMMISSIONING as proof of this tracking requirement.

1.6.3 Optimize Energy Performance

[Reduce measured building energy use by at least 30 percent compared to building energy use in 2003 or a year thereafter with metered energy use data.

If none of the reduction choices is life-cycle cost-effective, modify the design of the proposed building system(s) to achieve an energy consumption level at the highest level of energy efficiency that is life-cycle cost-effective.

1.6.3.1 Design Submittal Documentation

a. Narrative that provides a summary of:

(1) The decision making process leading to the selection of at least three energy-efficient solutions (for each individual building energy system) to be analyzed; and the selected design solution(s)

(2) The specific energy standard and version utilized; and the software used in the analysis

(3) The calculated energy consumption and energy use intensity (EUI in kBtu/sf/yr) of the baseline building and the proposed design alternatives

b. A minimum of the following energy modeling files and summaries for the baseline and proposed alternatives:

(1) Input, schedules and libraries; and output

(2) Calculated energy use by energy type

(3) Calculated energy use by building system

- c. The life-cycle cost-analysis input and output files for the baseline and the proposed alternatives

1.6.3.2 Construction Submittal Documentation

Provide revised energy modeling for actual system constructed.

1.6.4 Energy Efficient Products

Provide only energy-using products that are **Energy Star** rated or have Federal Energy Management Program (FEMP) recommended efficiency. Where **Energy Star** or FEMP recommendations have not been established, provide most efficient product that are life-cycle cost effective. Provide only energy using product that meets FEMP requirements for low standby power consumption. Energy efficient products can be found at: <http://www1.eere.energy.gov/femp/> and <http://www.energystar.gov/>.

For construction submittal documentation, provide proof that product is labeled energy efficient and complies with the cited requirements.

1.6.5 On-site Renewable Energy Generation

Provide project energy needs thru on-site renewable energy generation, when life-cycle cost effective.

1.6.5.1 Design Submittal Documentation

- a. Provide design drawings and calculations that demonstrate total on-site renewable energy as an annual percentage of proposed building energy consumption in kBTU/year.
- b. Provide design drawings, equipment ratings, and calculations that demonstrate the generation capacity of the system in mmbtu/year for thermal and kwAC for electricity
- c. Provide life cycle cost analysis (LCCA).

1.6.6 Solar Domestic Hot Water (SDHW)

Provide 30 percent or more of domestic hot water needs through solar thermal water heating, when life-cycle cost effective.

1.6.6.1 Design Submittal Documentation

- a. Provide design drawings and calculations that demonstrate total on-site renewable energy as an annual percentage of proposed building energy consumption in kBTU/year.
- b. Provide design drawings, equipment ratings, and calculations that demonstrate the generation capacity of the system in mmbtu/year for thermal and kwAC for electricity
- b. Provide life cycle cost analysis (LCCA).

1.6.7 Building-level Power Metering

Provide building-level meters for electricity, natural gas (and steam where applicable) use.

1.6.7.1 Design Submittal Documentation

- a. Provide design drawings that highlight meter locations on the site.
- b. Provide manufacturers data validating compatibility with base-wide system and component advanced meter requirements.

1.6.8 Indoor Water Use

- a. Meet the requirements of [ASHRAE 189.1](#) Section 6.3.2 (Building Water Use Reduction), which incorporates USEPA WaterSense-labeled products. Water closet replacements in renovations may have a flush value of up to 1.6 GPF (6.1 LPF) to accommodate existing plumbing capacity.
- b. Meet the requirements of [ASHRAE 189.1](#) Section 6.4.2 (Building Water Use Reduction).
- c. Meet the requirements of [ASHRAE 189.1](#) Section 6.4.3 (Special Water Features).

1.6.8.1 Construction Submittal Documentation

Provide proof that fixtures are labeled EPA WaterSense or [Energy Star](#), for products available with EPA WaterSense or Energy Star labeling; for all other fixtures, proof they comply with the cited efficiency requirements.

1.6.9 Indoor Water Metering

- a. Provide building-level meters for potable water use.

1.6.9.1 Design Submittal Documentation

- a. Provide design drawings that highlight meter locations on the site.
- b. Provide manufacturers data validating compatibility with base-wide system and component advanced meter requirements.

1.6.10 Outdoor Water Use

Potable water use is prohibited for irrigating new landscaping, other than for plant establishment. When non-potable water is life cycle cost effective and is used for new, permanent irrigation, provide the following:

1.6.10.1 Design Submittal Documentation

- a. Provide design drawings and analysis that identify the non-potable water source used and demonstrate the non-potable water source is appropriate for landscape irrigation.
- b. Provide life cycle cost analysis (LCCA).

1.6.11 Outdoor Water Meters

- a. Provide building-level meters for potable water used for existing irrigation systems using potable water and serving more than 25,000 square feet of landscape, when life-cycle cost effective.
- b. Provide manufacturers data validating compatibility with base-wide system and component advanced meter requirements.

1.6.11.1 Design Submittal Documentation

- a. Provide design drawings that highlight meter locations on the site.
- b. Provide life cycle cost analysis (LCCA).

1.6.12 Alternative Water

Use alternative sources of water to replace potable water usage, when life-cycle cost effective and to the extent permitted by local laws and regulations.

1.6.12.1 Design Submittal Documentation

- a. Provide design drawings and calculations that demonstrate the alternative water sources used, potable water savings as compared to non-alternative water sourcing, and projected annual potable water savings.
- b. Provide life cycle cost analysis (LCCA).

1.6.13 Stormwater Management

Develop and incorporate stormwater requirements into the documents. Submit design and construction documentation required by UFC 3-210-10 and Agency processes, as proof of this tracking requirement.

1.6.14 Ventilation and Thermal Comfort

Meet the requirements of UFC 3-410-01.

1.6.14.1 Design Submittal Documentation

- a. Provide design drawings and calculations that demonstrate HVAC systems and the building envelope have been designed to meet the requirements.

1.6.15 Daylighting

Achieve the minimum daylighting requirements of [ASHRAE 189.1](#), Section 8.4.1.2 "Minimum Sidelighting effective Aperture for Office Spaces and Classrooms" or Section 8.5.1.2 "Usable Daylight Illuminance in Office Spaces and Classrooms". Provide automated lighting controls in accordance with UFC 3-530-01.

1.6.15.1 Design Submittal Documentation

- a. Provide floor plans and elevations.
- b. Provide design analysis delineating requirements, to include compliant reflective surface locations and shading devices (where applicable).

1.6.16 Moisture Control

Meet the requirements of [ASHRAE 189.1](#) Section 10.3.1.5 (Moisture Control), UFC 3-410-01, Chapter 3, Sections 3-2 and 3-3 (Ventilation Air), and UFC 3-101-01 Chapter 3 (Building Envelope Requirements).

1.6.16.1 Design Submittal Documentation

- a. Provide drawings of building envelope details and HVAC humidity controls.
- b. Provide plan for construction material storage and protection, humidity controls during construction, and operation and maintenance plan for ongoing building moisture control.

1.6.17 Reduce Volatile Organic Compounds (VOC) (Low-Emitting Materials)

Meet the requirements of Table 3-1 at the end of this specification.

For Construction submittal documentation, provide certifications or labels that demonstrate compliance with cited requirements, based on the attached TABLE 3-1.

1.6.18 Indoor Air Quality During Construction

Prior to construction, create indoor air quality plan. Develop and implement an IAQ construction management plan during construction and flush building air before occupancy.

For renovation of occupied existing buildings, meet the requirements of [ANSI/SMACNA 008](#) IAQ Guidelines for Occupied Buildings Under Construction.

Provide documentation showing that after construction ends and prior to occupancy, HVAC filters were replaced and building air was flushed out in accordance with the cited standard.

1.6.19 Recycled Content

Comply with [40 CFR 247](#). Refer to: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program> for assistance identifying products cited in [40 CFR 247](#). Selected products must comply with non-proprietary requirements of the Federal Acquisition Regulation and must meet performance requirements.

1.6.19.1 Construction Submittal Documentation

- a. Provide manufacturers' documents stating the recycled content by material, or written justification for claiming one of the exceptions allowed on the cited website.
- b. Substitutions: Submit for Government approval for proposed alternative products or systems that provide equivalent performance and appearance and have greater contribution to project recycled content requirements. For all such proposed substitutions, submit with the Sustainability Action Plan accompanied by product data demonstrating equivalence.

- c. In order to complete compliance with FAR 52.223-1 Biobased Product Certification, refer to submittal requirement for recycled/recovered material content in UFGS 01 78 00 "CERTIFICATION OF EPA[AND USDA] DESIGNATED ITEMS."

1.6.20 Bio-Based Products

Provide products and materials composed of the highest percentage of bio-based materials (including rapidly renewable resources and certified sustainably harvested products), consistent with **FSRIA 9002** USDA BioPreferred Program, to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. Use only supplies and materials of a type and quality that conform to applicable specifications and standards.

Comply with **FSRIA 9002** USDA BioPreferred Program. Refer to www.biopreferred.gov for the product categories and BioPreferred Catalog. Selected products must comply with non-proprietary requirements of the Federal Acquisition Regulation, and must meet performance requirements. Provide the following documentation:

- a. USDA BioPreferred label for each product; for bio-based products used on project but not listed with BioPreferred program, provide bio-based content and percentage.
- b. In order to complete compliance with FAR 52.223-1 Biobased Product Certification, refer to submittal requirement for biobased products in UFGS 01 78 00 "CERTIFICATION OF EPA[AND USDA] DESIGNATED ITEMS."

1.6.21 Waste Material Management (Recycling – Design)

Meet the requirements of **ASHRAE 189.1** Section 9.3.4.1 (Storage and Collection of Recyclables – Recyclables), where markets or onsite recycling exist.

For design submittal documentation, provide drawing showing an appropriately sized and placed storage area has been dedicated for recyclables.

1.6.22 Waste Material Management (Recycling – Construction)

Divert construction debris from landfill disposal where markets or on-site recycling exists.

Submit in accordance with Section **01 74 19.05 20** CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT FOR DESIGN-BUILD.

1.6.23 Validation and Certification Restrictions

The purchase of renewable energy credits (RECs) specifically to meet project sustainability goals is prohibited.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.1 SUSTAINABILITY COORDINATION

3.1.1 Coordinating Sustainability Documentation Progress

Provide sustainability focus and coordination at the following meetings to achieve sustainability goals. Coordinate meeting requirements below with other UFGS meeting requirements in this project. The designated [TPC accredited] sustainability professional responsible for GP documentation must participate in these meetings to coordinate documentation completion.

3.1.1.1 Design Review Meetings

Review progress towards meeting Sustainability requirements and completeness of Sustainability eNotebook at the following meetings:

- a. Post Award Kick-Off Meeting: Refer to Section 01 31 19.05 20 POST AWARD MEETINGS. Discuss the following: [TPC and] HPSB Checklist[s], Sustainability Action Plan, Design submittal and Construction submittal requirements and schedule, individuals responsible for achieving each Guiding Principle Requirement.
- b. Design Quality Assurance Meetings: Refer to Section 01 31 19.05 20 POST AWARD MEETINGS for requirements. Discuss progress toward accomplishing Sustainability goals and obtaining sustainability documentation at each design submittal review. Refer to RFP Part 2 Section 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES for designated design submittals.
- c. Design Complete Review Meetings (No later than 60 days after final design complete submission): Review HPSB Checklist, Sustainability eNotebook for completeness and identify any outstanding issues relating to final score and documentation requirements.

3.1.1.2 Construction Progress Meetings

Review GP sustainability requirements with project team including contractor and sub-contractor representatives. Demonstrate HPSB Checklist documentation is being collected and updated to the Sustainability eNotebook.

- a. Facility Turnover Meetings: Refer to Section 01 31 19.05 20 POST AWARD MEETINGS for further requirements. Review HPSB Checklist, Sustainability eNotebook for completeness and identify any outstanding issues relating to final documentation requirements.
- b. Final Sustainability eNotebook Review

3.2 TABLE 3-1 VOLATILE ORGANIC COMPOUNDS (VOC) (LOW EMITTING MATERIALS) REQUIREMENTS

TABLE 3-1 Volatile Organic Compounds (VOC) (Low Emitting Materials) Requirements

Source: ASHRAE 189.1 section 8.4.2(Materials)(Interior Applications Only)

MATERIAL CATEGORY	EMISSIONS REQUIREMENT		MATERIALS WITH ADDED VOC REQUIREMENT	MATERIAL CATEGORY
Adhesives and Sealants	CDPH/EHLB/Standard method V1.1 (California Section 01350) (Use "office" or "classroom" space limits for all applications)	or	Adhesives (carpet, resilient, wood flooring; panel; primers) Sealants (acoustical; firestop; HVAC Air duct; primers) Caulks	SCAQMD Rule 1168 (Use "other" category for HVAC duct sealant) (for firestop adhesive, UFC 3-600-01 overrides conflicting requirements)
			Aerosol adhesives	Section 3 of Green Seal Standard GS-36 (except: cleaners, solvent cements, and primers used with plastic piping and conduit in plumbing, fire suppression, and electrical systems; HVAC air duct sealants when the application space air temp is less than 40
Paints and Coatings	CDPH/EHLB/Standard method V1.1 (California Section 01350) (Use "office" or "classroom" space limits for	or	Flat and nonflat topcoats, primers, undercoaters, and anti-corrosive coatings	Green Seal Standard GS-11

TABLE 3-1 Volatile Organic Compounds (VOC) (Low Emitting Materials) Requirements

Source: ASHRAE 189.1 section 8.4.2(Materials)(Interior Applications Only)

MATERIAL CATEGORY	EMISSIONS REQUIREMENT		MATERIALS WITH ADDED VOC REQUIREMENT	MATERIAL CATEGORY
Paints and Coatings	CDPH/EHLB/Standard method V1.1 (California Section 01350) (Use "office" or "classroom" space limits for all applications)	or	Concrete/masonry sealers (waterproofing concrete/masonry sealers), concrete curing compounds, dry fog coatings, faux finishing coatings, fire resistive coatings, floor coatings, graphic arts (sign) coatings, industrial maintenance coatings, mastic texture coatings, metallic pigmented coatings, multicolor coatings, pretreatment wash primers, reactive penetrating sealers, recycled coatings, shellacs (clear and opaque), specialty primers, stains, wood coatings (clear wood finishes), wood preservatives,	California Air Resources Board (CARB) Suggested Control Measure for Architectural Coatings or SCAQMD Rule 1113

TABLE 3-1 Volatile Organic Compounds (VOC) (Low Emitting Materials) Requirements

Source: ASHRAE 189.1 section 8.4.2(Materials)(Interior Applications Only)

MATERIAL CATEGORY	EMISSIONS REQUIREMENT		MATERIALS WITH ADDED VOC REQUIREMENT	MATERIAL CATEGORY
Paints and Coatings	CDPH/EHLB/Standard method V1.1 (California Section 01350) (Use "office" or "classroom" space limits for all applications)	or	Basement specialty coatings, high-temperature coatings, low solids coatings, stone consolidants, swimming-pool coatings, tub- and tile-refining coatings, and waterproofing membranes	California Air Resources Board (CARB) Suggested Control Measure for Architectural Coatings
Floor Covering Materials	For carpet, all locations: CDPH/EHLB/Standard Method V1.1 (California Section 01350) or label for Section 9 of CDPH/EHLB/Standard Method V1.1 (California Section 01350)		none	none

TABLE 3-1 Volatile Organic Compounds (VOC) (Low Emitting Materials) Requirements

Source: ASHRAE 189.1 section 8.4.2(Materials)(Interior Applications Only)

MATERIAL CATEGORY	EMISSIONS REQUIREMENT		MATERIALS WITH ADDED VOC REQUIREMENT	MATERIAL CATEGORY
Composite Wood, Wood Structural Panel, and Agrifiber Products particleboard medium density fiberboard (MDF) wheatboard strawboard panel substrates door cores no added urea-formaldehyde resins including laminating adhesives for composite wood and agrifiber assemblies	Third-party certification (approved by CARB) of California Air Resource Board's (CARB) regulation , Airborne Toxic Control Measure to Reduce Formaldehyde Emissions from Composite Wood Products CDPH/EHLB/Standard method V1.1 (California Section 01350) (Use "office" or "classroom" space limits for all applications) (except: Structural panel components such as plywood, particle board, wafer board, and oriented strand board identified as "EXPOSURE 1," "EXTERIOR," or "HUD-APPROVED" are considered acceptable for interior use.)		none	none

TABLE 3-1 Volatile Organic Compounds (VOC) (Low Emitting Materials) Requirements

Source: ASHRAE 189.1 section 8.4.2(Materials)(Interior Applications Only)

MATERIAL CATEGORY	EMISSIONS REQUIREMENT		MATERIALS WITH ADDED VOC REQUIREMENT	MATERIAL CATEGORY
Office Furniture Systems and Seating installed prior to occupancy	ANSI/BIFMA X7.1 ANSI/BIFMA X7.1: (95 percent of installed office furniture system workstations and seating units) Section 7.6.2 of ANSI/BIFMA e3 (50 percent of office furniture system workstations and seating units)		none	none
Ceiling and Wall Systems ceiling and wall insulation acoustical ceiling panels tackable wall panels gypsum wall board and panels wall coverings	CDPH/EHLB/Standard method V1.1 (California Section 01350) (Use "office" or "classroom" space limits for all applications)		none	none

-- End of Section --

SECTION 01 35 26.05 20

GOVERNMENT SAFETY REQUIREMENTS FOR DESIGN-BUILD
12/15

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

AMERICAN SOCIETY OF SAFETY PROFESSIONALS (ASSP)

ASSP A10.34	(2001; R 2012) Protection of the Public on or Adjacent to Construction Sites
ASSP A10.44	(2014) Control of Energy Sources (Lockout/Tagout) for Construction and Demolition Operations
ASSP A1264.1	(2017) Safety Requirements for Workplace Walking/Working Surfaces and Their Access; Workplace, Floor, Wall and Roof Openings; Stairs and Guardrail/Handrail Systems
ASSP Z244.1	(2016) The Control of Hazardous Energy Lockout, Tagout and Alternative Methods
ASSP Z359.0	(2012) Definitions and Nomenclature Used for Fall Protection and Fall Arrest
ASSP Z359.1	(2016) The Fall Protection Code
ASSP Z359.2	(2017) Minimum Requirements for a Comprehensive Managed Fall Protection Program
ASSP Z359.3	(2017) Safety Requirements for Lanyards and Positioning Lanyards
ASSP Z359.4	(2013) Safety Requirements for Assisted-Rescue and Self-Rescue Systems, Subsystems and Components
ASSP Z359.6	(2016) Specifications and Design Requirements for Active Fall Protection Systems
ASSP Z359.7	(2011) Qualification and Verification Testing of Fall Protection Products
ASSP Z359.11	(2014) Safety Requirements for Full Body Harnesses

ASSP Z359.12	(2009) Connecting Components for Personal Fall Arrest Systems
ASSP Z359.13	(2013) Personal Energy Absorbers and Energy Absorbing Lanyards
ASSP Z359.14	(2014) Safety Requirements for Self-Retracting Devices for Personal Fall Arrest and Rescue Systems
ASSP Z359.15	(2014) Safety Requirements for Single Anchor Lifelines and Fall Arresters for Personal Fall Arrest Systems
ASSP Z490.1	(2016) Criteria for Accepted Practices in Safety, Health, and Environmental Training

ASME INTERNATIONAL (ASME)

ASME B30.3	(2016) Tower Cranes
ASME B30.5	(2014) Mobile and Locomotive Cranes
ASME B30.8	(2015) Floating Cranes and Floating Derricks
ASME B30.9	(2014; INT Feb 2011 - Nov 2013) Slings
ASME B30.20	(2013; INT Oct 2010 - May 2012) Below-the-Hook Lifting Devices
ASME B30.22	(2016) Articulating Boom Cranes
ASME B30.26	(2015; INT Jun 2010 - Jun 2014) Rigging Hardware

ASTM INTERNATIONAL (ASTM)

ASTM F855	(2015) Standard Specifications for Temporary Protective Grounds to Be Used on De-energized Electric Power Lines and Equipment
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HUMAN FACTORS AND ERGONOMICS SOCIETY

ANSI/HFES 100	(2007) Human Factors Engineering of Computer Workstations
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INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE 1048	(2003) Guide for Protective Grounding of Power Lines
IEEE C2	(2017; Errata 1-2 2017; INT 1 2017) National Electrical Safety Code

NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)

NEMA Z535.2 (2011) Environmental and Facility Safety Signs

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 1 (2018) Fire Code

NFPA 10 (2018; TIA 18-1) Standard for Portable Fire Extinguishers

NFPA 51B (2014) Standard for Fire Prevention During Welding, Cutting, and Other Hot Work

NFPA 70 (2017; ERTA 1-2 2017; TIA 17-1; TIA 17-2; TIA 17-3; TIA 17-4; TIA 17-5; TIA 17-6; TIA 17-7; TIA 17-8; TIA 17-9; TIA 17-10; TIA 17-11; TIA 17-12; TIA 17-13; TIA 17-14; TIA 17-15; TIA 17-16; TIA 17-17) National Electrical Code

NFPA 70E (2018; TIA 18-1; TIA 81-2) Standard for Electrical Safety in the Workplace

NFPA 241 (2013; Errata 2015) Standard for Safeguarding Construction, Alteration, and Demolition Operations

NFPA 306 (2019) Standard for the Control of Gas Hazards on Vessels

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 (2014) Safety and Health Requirements Manual

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

10 CFR 20 Standards for Protection Against Radiation

29 CFR 1910 Occupational Safety and Health Standards

29 CFR 1910.146 Permit-required Confined Spaces

29 CFR 1910.147 The Control of Hazardous Energy (Lock Out/Tag Out)

29 CFR 1910.333 Selection and Use of Work Practices

29 CFR 1915 Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment

29 CFR 1915.89 Control of Hazardous Energy (Lockout/Tags-Plus)

29 CFR 1919 Gear Certification

29 CFR 1926	Safety and Health Regulations for Construction
29 CFR 1926.16	Rules of Construction
29 CFR 1926.450	Scaffolds
29 CFR 1926.500	Fall Protection
29 CFR 1926.1400	Cranes and Derricks in Construction
49 CFR 173	Shippers - General Requirements for Shipments and Packagings
CPL 2.100	(1995) Application of the Permit-Required Confined Spaces (PRCS) Standards, 29 CFR 1910.146

1.2 DEFINITIONS

1.2.1 Competent Person (CP)

The CP is a person designated in writing, who, through training, knowledge and experience, is capable of identifying, evaluating, and addressing existing and predictable hazards in the working environment or working conditions that are dangerous to personnel, and who has authorization to take prompt corrective measures with regards to such hazards.

1.2.2 Competent Person, Cranes and Rigging

The CP, Cranes and Rigging, as defined in EM 385-1-1 Appendix Q, is a person meeting the competent person, who has been designated in writing to be responsible for the immediate supervision, implementation and monitoring of the Crane and Rigging Program, who through training, knowledge and experience in crane and rigging is capable of identifying, evaluating and addressing existing and potential hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.3 Competent Person, Fall Protection

The CP, Fall Protection, is a person meeting the competent person requirements as defined in EM 385-1-1 Appendix Q and in accordance with ASSP Z359.0, who has been designated in writing by the employer to be responsible for immediate supervising, implementing and monitoring of the fall protection program, who through training, knowledge and experience in fall protection and rescue systems and equipment, is capable of identifying, evaluating and addressing existing and potential fall hazards and, who has the authority to take prompt corrective measures with regard to such hazards.

1.2.4 Competent Person, Scaffolding

The CP, Scaffolding is a person meeting the competent person requirements in EM 385-1-1 Appendix Q, and designated in writing by the employer to be responsible for immediate supervising, implementing and monitoring of the scaffolding program. The CP for Scaffolding has enough training, knowledge and experience in scaffolding to correctly identify, evaluate and address

existing and potential hazards and also has the authority to take prompt corrective measures with regard to these hazards. CP qualifications must be documented and include experience on the specific scaffolding systems/types being used, assessment of the base material that the scaffold will be erected upon, load calculations for materials and personnel, and erection and dismantling. The CP for scaffolding must have a documented, minimum of 8-hours of scaffold training to include training on the specific type of scaffold being used (e.g. mast-climbing, adjustable, tubular frame), in accordance with EM 385-1-1 Section 22.B.02.

1.2.5 Competent Person (CP) Trainer

A competent person trainer as defined in EM 385-1-1 Appendix Q, who is qualified in the material presented, and who possesses a working knowledge of applicable technical regulations, standards, equipment and systems related to the subject matter on which they are training Competent Persons. A competent person trainer must be familiar with the typical hazards and the equipment used in the industry they are instructing. The training provided by the competent person trainer must be appropriate to that specific industry. The competent person trainer must evaluate the knowledge and skills of the competent persons as part of the training process.

1.2.6 High Risk Activities

High Risk Activities are activities that involve work at heights, crane and rigging, excavations and trenching, scaffolding, electrical work, and confined space entry.

1.2.7 High Visibility Accident

A High Visibility Accident is any mishap which may generate publicity or high visibility.

1.2.8 Load Handling Equipment (LHE)

LHE is a term used to describe cranes, hoists and all other hoisting equipment (hoisting equipment means equipment, including crane, derricks, hoists and power operated equipment used with rigging to raise, lower or horizontally move a load).

1.2.9 Medical Treatment

Medical Treatment is treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even though provided by a physician or registered personnel.

1.2.10 Near Miss

A Near Miss is a mishap resulting in no personal injury and zero property damage, but given a shift in time or position, damage or injury may have occurred (e.g., a worker falls off a scaffold and is not injured; a crane swings around to move the load and narrowly misses a parked vehicle).

1.2.11 Operating Envelope

The Operating Envelope is the area surrounding any crane or load handling equipment. Inside this "envelope" is the crane, the operator, riggers and crane walkers, other personnel involved in the operation, rigging gear between the hook, the load, the crane's supporting structure (i.e. ground or rail), the load's rigging path, the lift and rigging procedure.

1.2.12 Qualified Person (QP)

The QP is a person designated in writing, who, by possession of a recognized degree, certificate, or professional standing, or extensive knowledge, training, and experience, has successfully demonstrated their ability to solve or resolve problems related to the subject matter, the work, or the project.

1.2.13 Qualified Person, Fall Protection (QP for FP)

A QP for FP is a person meeting the requirements of [EM 385-1-1](#) Appendix Q, and [ASSP Z359.0](#), with a recognized degree or professional certificate and with extensive knowledge, training and experience in the fall protection and rescue field who is capable of designing, analyzing, and evaluating and specifying fall protection and rescue systems.

1.2.14 Recordable Injuries or Illnesses

Recordable Injuries or Illnesses are any work-related injury or illness that results in:

- a. Death, regardless of the time between the injury and death, or the length of the illness;
- b. Days away from work (any time lost after day of injury/illness onset);
- c. Restricted work;
- d. Transfer to another job;
- e. Medical treatment beyond first aid;
- f. Loss of consciousness; or
- g. A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (a) through (f) above.

1.2.15 Load Handling Equipment (LHE) Accident or Load Handling Equipment Mishap

A LHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents, even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident

solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, or roll over). Document any mishap that meets the criteria described in the Contractor Significant Incident Report (CSIR) [using the NAVFAC prescribed Navy Crane Center \(NCC\) form.](#)

1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submittals with an "S" are for inclusion in the Sustainability eNotebook, in conformance with Section [01 33 29.05 20](#) SUSTAINABILITY REPORTING FOR DESIGN-BUILD. Submit the following in accordance with Section [01 33 00.05 20](#) CONSTRUCTION SUBMITTAL PROCEDURES and [01 33 10.05 20](#) DESIGN SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

APP - Pre-Design Submittal; G

APP - Pre-Construction Submittal; G

SD-06 Test Reports

Monthly Exposure Reports

Notifications and Reports

Accident Reports; G

LHE Inspection Reports

SD-07 Certificates

Contractor Safety Self-Evaluation Checklist

Crane Operators/Riggers

Standard Lift Plan; G

Critical Lift Plan ; G

Naval Architecture Analysis; G

Activity Hazard Analysis (AHA)

Confined Space Entry Permit

Hot Work Permit

Certificate of Compliance

Third Party Certification of Barge-Mounted Mobile Cranes

License Certificates

Radiography Operation Planning Work Sheet; G

1.4 MONTHLY EXPOSURE REPORTS

Provide a Monthly Exposure Report and attach to the monthly billing request. This report is a compilation of employee-hours worked each month for all site workers, both Prime and subcontractor. Failure to submit the report may result in retention of up to 10 percent of the voucher.

1.5 CONTRACTOR SAFETY SELF-EVALUATION CHECKLIST

Contracting Officer will provide a "Contractor Safety Self-Evaluation checklist" to the Contractor at the pre-construction conference. Complete the checklist monthly and submit with each request for payment voucher. An acceptable score of 90 or greater is required. Failure to submit the completed safety self-evaluation checklist or achieve a score of at least 90 may result in retention of up to 10 percent of the voucher.

1.6 REGULATORY REQUIREMENTS

In addition to the detailed requirements included in the provisions of this contract, comply with the most recent edition of USACE EM 385-1-1, and the following federal, state, and local laws, ordinances, criteria, rules and regulations. Submit matters of interpretation of standards to the appropriate administrative agency for resolution before starting work. Where the requirements of this specification, applicable laws, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirements govern.

1.6.1 Subcontractor Safety Requirements

For this contract, neither Contractor nor any subcontractor may enter into contract with any subcontractor that fails to meet the following requirements. The term subcontractor in this and the following paragraphs means any entity holding a contract with the Contractor or with a subcontractor at any tier.

1.6.1.1 Experience Modification Rate (EMR)

Subcontractors on this contract must have an effective EMR less than or equal to 1.10, as computed by the National Council on Compensation Insurance (NCCI) or if not available, as computed by the state agency's rating bureau in the state where the subcontractor is registered, when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier. The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable EMR range cannot be achieved. Relaxation of the EMR range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain the certified EMR ratings for all subcontractors on the project and make them available to the Government at the Government's request.

1.6.1.2 OSHA Days Away from Work, Restricted Duty, or Job Transfer (DART) Rate

Subcontractors on this contract must have a DART rate, calculated from the

most recent, complete calendar year, less than or equal to 3.4 when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier. The OSHA Dart Rate is calculated using the following formula:

$$(N/EH) \times 200,000$$

where:

N = number of injuries and illnesses with days away, restricted work, or job transfer

EH = total hours worked by all employees during most recent, complete calendar year

200,000 = base for 100 full-time equivalent workers (working 40 hours per week, 50 weeks per year)

The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable OSHA Dart rate range cannot be achieved for a particular subcontractor. Relaxation of the OSHA DART rate range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain self-certified OSHA DART rates for all subcontractors on the project and make them available to the Government at the Government's request.

1.7 SITE QUALIFICATIONS, DUTIES, AND MEETINGS

1.7.1 Personnel Qualifications

1.7.1.1 Site Safety and Health Officer (SSHO)

Provide an SSHO that meets the requirements of EM 385-1-1 Section 1. The SSHO must ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes one (1) person function as the Site Safety and Health Officer (SSHO). The SSHO must be at the work site at all times to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The SSHO and Alternate SSHO must have the required training, experience, and qualifications in accordance with EM 385-1-1 Section 01.A.17, and all associated sub-paragraphs.

If the SSHO is off-site for a period longer than 24 hours, an equally-qualified alternate SSHO must be provided and must fulfill the same roles and responsibilities as the primary SSHO. When the SSHO is temporarily (up to 24 hours) off-site, a Designated Representative (DR), as identified in the AHA may be used in lieu of an Alternate SSHO, and must be on the project site at all times when work is being performed. Note that the DR is a collateral duty safety position, with safety duties in addition to their full time occupation.

1.7.1.2 Contractor Quality Control (QC) Manager:

The Contractor Quality Control Manager can be the SSHO on this project.

1.7.1.3 Competent Person Qualifications

Provide Competent Persons in accordance with EM 385-1-1, Appendix Q and herein. Competent Persons for high risk activities include confined space, cranes and rigging, excavation/trenching, fall protection, and electrical work. The CP for these activities must be designated in writing, and meet the requirements for the specific activity (i.e. competent person, fall protection).

The Competent Person identified in the Contractor's Safety and Health Program and accepted Accident Prevention Plan, must be on-site at all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the the Contracting Officer for information in consultation with the Safety Office.

1.7.1.3.1 Competent Person for Scaffolding

Provide a Competent Person for Scaffolding who meets the requirements of EM 385-1-1, Section 22.B.02 and herein.

1.7.1.3.2 Competent Person for Fall Protection

Provide a Competent Person for Fall Protection who meets the requirements of EM 385-1-1, Section 21.C.04, 21.B.03, and herein.

1.7.1.4 Crane Operators/Riggers

Provide Operators meeting the requirements in EM 385-1-1, Section 15.B for Riggers and Section 16.B for Crane Operators. In addition, for mobile cranes with Original Equipment Manufacturer (OEM) rated capacities of 50,000 pounds or greater, designate crane operators qualified by a source that qualifies crane operators (i.e., union, a government agency, or an organization that tests and qualifies crane operators). Provide proof of current qualification.

1.7.2 Personnel Duties

1.7.2.1 Duties of the Site Safety and Health Officer (SSHO)

The SSHO must:

- a. Conduct daily safety and health inspections and maintain a written log which includes area/operation inspected, date of inspection, identified hazards, recommended corrective actions, estimated and actual dates of corrections. Attach safety inspection logs to the Contractors' daily production report.
- b. Conduct mishap investigations and complete required accident reports. Report mishaps and near misses.
- c. Use OSHA's Form 300 to log work-related injuries and illnesses occurring on the project site for Prime Contractors and subcontractors. Post and maintain the Form 300 on the site Safety Bulletin Board.
- d. Maintain applicable safety reference material on the job site.

- e. Attend the pre-construction conference, pre-work meetings including preparatory meetings, and periodic in-progress meetings.
- f. Review the APP and AHAs for compliance with EM 385-1-1, and approve, sign, implement and enforce them.
- g. Establish a Safety and Occupational Health (SOH) Deficiency Tracking System that lists and monitors outstanding deficiencies until resolution.
- h. Ensure subcontractor compliance with safety and health requirements.
- i. Maintain a list of hazardous chemicals on site and their material Safety Data Sheets (SDS).
- j. Maintain a weekly list of high hazard activities involving energy, equipment, excavation, entry into confined space, and elevation, and be prepared to discuss details during QC Meetings.
- k. Provide and keep a record of site safety orientation and indoctrination for Contractor employees, subcontractor employees, and site visitors.

Superintendent, QC Manager, and SSHO are subject to dismissal if the above duties are not being effectively carried out. If Superintendent, QC Manager, or SSHO are dismissed, project work will be stopped and will not be allowed to resume until a suitable replacement is approved and the above duties are again being effectively carried out.

1.7.3 Meetings

1.7.3.1 Pework Conference

- a. Contractor representatives who have a responsibility or significant role in accident prevention on the project must attend the Pework Conference. This includes the project superintendent, Site Safety and Occupational Health officer, quality control manager, or any other assigned safety and health professionals who participated in the development of the APP (including the Activity Hazard Analyses (AHAs) and special plans, program and procedures associated with it).
- b. Discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the contract. This list of proposed AHAs will be reviewed at the conference and an agreement will be reached between the Contractor and the Contracting Officer as to which phases will require an analysis. In addition, establish a schedule for the preparation, submittal, and Government review of AHAs to preclude project delays.
- c. Deficiencies in the submitted APP, identified during the Contracting Officer's review, must be corrected, and the APP re-submitted for review prior to the scheduling the Pework Conference. Work is not permitted to begin until an APP is established that is acceptable to the Contracting Officer.

1.7.3.2 Safety Meetings

Conduct safety meetings to review past activities, plan for new or changed operations, review pertinent aspects of appropriate AHA (by trade), establish safe working procedures for anticipated hazards, and provide pertinent Safety and Occupational Health (SOH) training and motivation. Conduct meetings at least once a month for all supervisors on the project location. The SSHO, supervisors, foremen, or CDSOs must conduct meetings at least once a week for the trade workers. Document meeting minutes to include the date, persons in attendance, subjects discussed, and names of individual(s) who conducted the meeting. Maintain documentation on-site and furnish copies to the Contracting Officer on request. Notify the Contracting Officer of all scheduled meetings 7 calendar days in advance.

1.8 ACCIDENT PREVENTION PLAN (APP)

1.8.1 Plans and Submissions

1.8.1.1 APP - Pre-Design Submittal

Provide a site-specific Accident Prevention Plan (APP), including Activity Hazard Analyses (AHA), in accordance with the US Army Corps of Engineers Safety and Health Manual [EM 385-1-1](#) Appendix A, paragraph 3.k for the design team to follow during site visits and investigations. For subsequent visits, update the form if there are changes in the personnel who will be attending, or the tasks to be performed. Submit the APP for review and acceptance by the Government at least 15 calendar days prior to the start of the design field work. Field work may not begin until the pre-design APP is accepted by the Contracting Officer.

If the design scope includes borings or other subsurface investigations, as part of the APP identify the type of field investigation and verification techniques, such as visual, local utility locating service scanning and third party/subcontractor scanning, potholing, or hand digging within two feet of a known utility. Mark underground utilities before starting any ground-disturbing actions. Notify the Contracting Officer 15 days prior to the start of soil borings or sub-surface investigations.

Prior to the start of construction incorporate the Pre-Design APP into the Pre-Construction APP so that one site specific APP exists for the project and submit to the Contracting Officer for acceptance

1.8.1.2 APP - Pre-Construction Submittal

A qualified person must prepare the written site-specific APP. Prepare the APP in accordance with the format and requirements of [EM 385-1-1](#), Appendix A, and as supplemented herein. Cover all paragraph and subparagraph elements in [EM 385-1-1](#), Appendix A. The APP must be job-specific and address any unusual or unique aspects of the project or activity for which it is written. The APP must interface with the Contractor's overall safety and health program referenced in the APP in the applicable APP element, and made site-specific. Describe the methods to evaluate past safety performance of potential subcontractors in the selection process. Also, describe innovative methods used to ensure and monitor safe work practices of subcontractors. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other

crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out. The APP must be signed by an officer of the firm (Prime Contractor senior person), the individual preparing the APP, the on-site superintendent, the designated SSHO, the Contractor Quality Control Manager, and any designated Certified Safety Professional (CSP) or Certified Health Physicist (CHP). The SSHO must provide and maintain the APP and a log of signatures by each subcontractor foreman, attesting that they have read and understand the APP, and make the APP and log available on-site to the Contracting Officer. If English is not the foreman's primary language, the Prime Contractor must provide an interpreter.

Submit the APP to the Contracting Officer 15 calendar days prior to the date of the preconstruction conference for acceptance. Work cannot proceed without an accepted APP. Once reviewed and accepted by the Contracting Officer, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP is cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified. Continuously review and amend the APP, as necessary, throughout the life of the contract. Changes to the accepted APP must be made with the knowledge and concurrence of the Contracting Officer, project superintendent, SSHO and Quality Control Manager. Incorporate unusual or high-hazard activities not identified in the original APP as they are discovered. Should any severe hazard exposure (i.e. imminent danger) become evident, stop work in the area, secure the area, and develop a plan to remove the exposure and control the hazard. Notify the Contracting Officer within 24 hours of discovery. Eliminate and remove the hazard. In the interim, take all necessary action to restore and maintain safe working conditions in order to safeguard onsite personnel, visitors, the public (as defined by [ASSP A10.34](#)), and the environment.

1.8.2 Names and Qualifications

Provide plans in accordance with the requirements outlined in Appendix A of [EM 385-1-1](#), including the following:

- a. Names and qualifications (resumes including education, training, experience and certifications) of site safety and health personnel designated to perform work on this project to include the designated Site Safety and Health Officer and other competent and qualified personnel to be used. Specify the duties of each position.
- b. Qualifications of competent and of qualified persons. As a minimum, designate and submit qualifications of competent persons for each of the following major areas: excavation; scaffolding; fall protection; hazardous energy; confined space; health hazard recognition, evaluation and control of chemical, physical and biological agents; and personal protective equipment and clothing to include selection, use and maintenance.

1.8.3 Plans

Provide plans in the APP in accordance with the requirements outlined in Appendix A of [EM 385-1-1](#), including the following:

1.8.3.1 [Standard Lift Plan](#) (SLP)

Plan lifts to avoid situations where the operator cannot maintain safe control of the lift. Prepare a written SLP in accordance with EM 385-1-1, Section 16.A.03, using Form 16-2 for every lift or series of lifts (if duty cycle or routine lifts are being performed). The SLP must be developed, reviewed and accepted by all personnel involved in the lift in conjunction with the associated AHA. Signature on the AHA constitutes acceptance of the plan. Maintain the SLP on the LHE for the current lift(s) being made. Maintain historical SLPs for a minimum of 3 months.

1.8.3.2 Critical Lift Plan - Crane or Load Handling Equipment

Provide a Critical Lift Plan as required by EM 385-1-1, Section 16.H.01, using Form 16-3. Critical lifts require detailed planning and additional or unusual safety precautions. Develop and submit a critical lift plan to the Contracting Officer 30 calendar days prior to critical lift. Comply with load testing requirements in accordance with EM 385-1-1, Section 16.F.03.

In addition to the requirements of EM 385-1-1, Section 16.H.02, the critical lift plan must include the following:

- a. For lifts of personnel, demonstrate compliance with the requirements of 29 CFR 1926.1400 and EM 385-1-1, Section 16.T.
- c. Multi-purpose machines, material handling equipment, and construction equipment used to lift loads that are suspended by rigging gear, require proof of authorization from the machine OEM that the machine is capable of making lifts of loads suspended by rigging equipment. Demonstrate that the operator is properly trained and that the equipment is properly configured to make such lifts and is equipped with a load chart.

1.8.3.3 Fall Protection and Prevention (FP&P) Plan

The plan must comply with the requirements of EM 385-1-1, Section 21.D and ASSP Z359.2, be site specific, and address all fall hazards in the work place and during different phases of construction. Address how to protect and prevent workers from falling to lower levels when they are exposed to fall hazards above 6 feet. A competent person or qualified person for fall protection must prepare and sign the plan documentation. Include fall protection and prevention systems, equipment and methods employed for every phase of work, roles and responsibilities, assisted rescue, self-rescue and evacuation procedures, training requirements, and monitoring methods. Review and revise, as necessary, the Fall Protection and Prevention Plan documentation as conditions change, but at a minimum every six months, for lengthy projects, reflecting any changes during the course of construction due to changes in personnel, equipment, systems or work habits. Keep and maintain the accepted Fall Protection and Prevention Plan documentation at the job site for the duration of the project. Include the Fall Protection and Prevention Plan documentation in the Accident Prevention Plan (APP).

1.8.3.4 Rescue and Evacuation Plan

Provide a Rescue and Evacuation Plan in accordance with EM 385-1-1 Section 21.N and ASSP Z359.2, and include in the FP&P Plan and as part of the APP.

Include a detailed discussion of the following: methods of rescue; methods of self-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility.

1.8.3.5 Hazardous Energy Control Program (HECP)

Develop a HECP in accordance with EM 385-1-1 Section 12, 29 CFR 1910.147, 29 CFR 1910.333, 29 CFR 1915.89, ASSP Z244.1, and ASSP A10.44. Submit this HECP as part of the Accident Prevention Plan (APP). Conduct a preparatory meeting and inspection with all effected personnel to coordinate all HECP activities. Document this meeting and inspection in accordance with EM 385-1-1, Section 12.A.02. Ensure that each employee is familiar with and complies with these procedures.

1.9 ACTIVITY HAZARD ANALYSIS (AHA)

Before beginning each activity, task or Definable Feature of Work (DFOW) involving a type of work presenting hazards not experienced in previous project operations, or where a new work crew or subcontractor is to perform the work, the Contractor(s) performing that work activity must prepare an AHA. AHAs must be developed by the Prime Contractor, subcontractor, or supplier performing the work, and provided for Prime Contractor review and approval before submitting to the Contracting Officer. AHAs must be signed by the SSHO, Superintendent, QC Manager and the subcontractor Foreman performing the work. Format the AHA in accordance with EM 385-1-1, Section 1 or as directed by the Contracting Officer. Submit the AHA for review at least 15 working days prior to the start of each activity task, or DFOW. The Government reserves the right to require the Contractor to revise and resubmit the AHA if it fails to effectively identify the work sequences, specific anticipated hazards, site conditions, equipment, materials, personnel and the control measures to be implemented.

AHAs must identify competent persons required for phases involving high risk activities, including confined entry, crane and rigging, excavations, trenching, electrical work, fall protection, and scaffolding.

1.9.1 AHA Management

Review the AHA list periodically (at least monthly) at the Contractor supervisory safety meeting, and update as necessary when procedures, scheduling, or hazards change. Use the AHA during daily inspections by the SSHO to ensure the implementation and effectiveness of the required safety and health controls for that work activity.

1.9.2 AHA Signature Log

Each employee performing work as part of an activity, task or DFOW must review the AHA for that work and sign a signature log specifically maintained for that AHA prior to starting work on that activity. The SSHO must maintain a signature log on site for every AHA. Provide employees whose primary language is other than English, with an interpreter to ensure a clear understanding of the AHA and its contents.

1.10 DISPLAY OF SAFETY INFORMATION

1.10.1 Safety Bulletin Board

Within one calendar day(s) after commencement of work, erect a safety bulletin board at the job site. Where size, duration, or logistics of project do not facilitate a bulletin board, an alternative method, acceptable to the Contracting Officer, that is accessible and includes all mandatory information for employee and visitor review, may be deemed as meeting the requirement for a bulletin board. Include and maintain information on safety bulletin board as required by EM 385-1-1, Section 01.A.06. Additional items required to be posted include:

a. Hot work permit.

1.10.2 Safety and Occupational Health (SOH) Deficiency Tracking System

Establish a SOH deficiency tracking system that lists and monitors the status of SOH deficiencies in chronological order. Use the tracking system to evaluate the effectiveness of the APP. A monthly evaluation of the data must be discussed in the QC or SOH meeting with everyone on the project. The list must be posted on the project bulletin board and updated daily, and provide the following information:

- a. Date deficiency identified;
- b. Description of deficiency;
- c. Name of person responsible for correcting deficiency;
- d. Projected resolution date;
- e. Date actually resolved.

1.11 SITE SAFETY REFERENCE MATERIALS

Maintain safety-related references applicable to the project, including those listed in paragraph REFERENCES. Maintain applicable equipment manufacturer's manuals.

1.12 EMERGENCY MEDICAL TREATMENT

Contractors must arrange for their own emergency medical treatment. Government has no responsibility to provide emergency medical treatment.

1.13 NOTIFICATIONS and REPORTS

1.13.1 Mishap Notification

Notify the Contracting Officer as soon as practical, but no more than twenty-four hours, after any mishaps, including recordable accidents, incidents, and near misses, as defined in EM 385-1-1 Appendix Q, any report of injury, illness, load handling equipment (LHE) or rigging mishaps, or any property damage. The Contractor is responsible for obtaining appropriate medical and emergency assistance and for notifying fire, law enforcement, and regulatory agencies. Immediate reporting is required for electrical mishaps, to include Arc Flash; shock; uncontrolled release of hazardous energy (includes electrical and non-electrical); load handling equipment or rigging; fall from height (any level other than same

surface); and underwater diving. These mishaps must be investigated in depth to identify all causes and to recommend hazard control measures.

Within notification include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (for example, type of construction equipment used and PPE used). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted. Assist and cooperate fully with the Government's investigation(s) of any mishap.

1.13.2 Accident Reports

- a. Conduct an accident investigation for recordable injuries and illnesses, property damage, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. Complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS). The Contracting Officer will provide copies of any required or special forms.
- b. Near Misses: For Navy Projects, complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS). Near miss reports are considered positive and proactive Contractor safety management actions.
- c. Conduct an accident investigation for any load handling equipment accident (including rigging gear accidents) to establish the root cause(s) of the accident. Complete the LHE Accident Report (Crane and Rigging Gear) form and provide the report to the Contracting Officer within 30 calendar days of the accident. Do not proceed with crane operations until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer. The Contracting Officer will provide a blank copy of the accident report form.

1.13.3 LHE Inspection Reports

Submit LHE inspection reports required in accordance with EM 385-1-1 and as specified herein with Daily Reports of Inspections.

1.13.4 Certificate of Compliance and Pre-lift Plan/Checklist for LHE and Rigging

Provide a FORM 16-1 Certificate of Compliance for LHE entering an activity under this contract and in accordance with EM 385-1-1. Post certifications on the crane.

Develop a Standard Lift Plan (SLP) in accordance with EM 385-1-1, Section 16.H.03 using Form 16-2 Standard Pre-Lift Crane Plan/Checklist for each lift planned. Submit SLP to the Contracting Officer for approval within 15 calendar days in advance of planned lift.

1.14 HOT WORK

1.14.1 Permit and Personnel Requirements

Submit and obtain a written permit prior to performing "Hot Work" (i.e. welding or cutting) or operating other flame-producing/spark producing devices, from the Fire Division. A permit is required from the Explosives Safety Office for work in and around where explosives are processed, stored, or handled. CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA BEFORE A PERMIT IS ISSUED. Provide at least two 20 pound 4A:20 BC rated extinguishers for normal "Hot Work". The extinguishers must be current inspection tagged, and contain an approved safety pin and tamper resistant seal. It is also mandatory to have a designated FIRE WATCH for any "Hot Work" done at this activity. The Fire Watch must be trained in accordance with NFPA 51B and remain on-site for a minimum of one hour after completion of the task or as specified on the hot work permit.

When starting work in the facility, require personnel to familiarize themselves with the location of the nearest fire alarm boxes and place in memory the emergency Fire Division phone number. REPORT ANY FIRE, NO MATTER HOW SMALL, TO THE RESPONSIBLE FIRE DIVISION IMMEDIATELY.

1.14.2 Work Around Flammable Materials

Obtain services from a NFPA Certified Marine Chemist for "HOT WORK" within or around flammable materials (such as fuel systems or welding/cutting on fuel pipes) or confined spaces (such as sewer wet wells, manholes, or vaults) that have the potential for flammable or explosive atmospheres.

Whenever these materials, except beryllium and chromium (VI), are encountered in indoor operations, local mechanical exhaust ventilation systems that are sufficient to reduce and maintain personal exposures to within acceptable limits must be used and maintained in accordance with manufacturer's instruction and supplemented by exceptions noted in EM 385-1-1, Section 06.H

1.15 SEVERE STORM PLAN

In the event of a severe storm warning, the Contractor must:

- a. Secure outside equipment and materials and place materials that could be damaged in protected areas.
- b. Check surrounding area, including roof, for loose material, equipment, debris, and other objects that could be blown away or against existing facilities.
- c. Ensure that temporary erosion controls are adequate.

PART 2 PRODUCTS

PART 3 EXECUTION

3.1 CONSTRUCTION AND OTHER WORK

Comply with EM 385-1-1, NFPA 70, NFPA 70E, NFPA 241, the APP, the AHA, Federal and State OSHA regulations, and other related submittals and activity fire and safety regulations. The most stringent standard prevails.

PPE is governed in all areas by the nature of the work the employee is performing. Use personal hearing protection at all times in designated noise hazardous areas or when performing noise hazardous tasks. Safety glasses must be worn or carried/available on each person. Mandatory PPE includes:

- a. Hard Hat
- b. Long Pants
- c. Appropriate Safety Shoes
- d. Appropriate Class Reflective Vests

3.1.1 Worksite Communication

Employees working alone in a remote location or away from other workers must be provided an effective means of emergency communications (i.e., cellular phone, two-way radios, land-line telephones or other acceptable means). The selected communication must be readily available (easily within the immediate reach) of the employee and must be tested prior to the start of work to verify that it effectively operates in the area/environment. An employee check-in/check-out communication procedure must be developed to ensure employee safety.

3.1.2 Hazardous Material Use

Each hazardous material must receive approval from the Contracting Office or their designated representative prior to being brought onto the job site or prior to any other use in connection with this contract. Allow a minimum of 10 working days for processing of the request for use of a hazardous material.

3.1.3 Hazardous Material Exclusions

Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint, and hexavalent chromium, are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further Contracting Officer approval. Notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on base.

3.1.4 Unforeseen Hazardous Material

Contract documents identify materials such as PCB, lead paint, and friable and non-friable asbestos and other OSHA regulated chemicals (i.e. 29 CFR Part 1910.1000). If material(s) that may be hazardous to human health upon disturbance are encountered during construction operations, stop that portion of work and notify the Contracting Officer immediately. Within 14 calendar days the Government will determine if the material is hazardous.

If material is not hazardous or poses no danger, the Government will direct the Contractor to proceed without change. If material is hazardous and handling of the material is necessary to accomplish the work, the Government will issue a modification pursuant to FAR 52.243-4, "Changes" and FAR 52.236-2, "Differing Site Conditions."

3.2 UTILITY OUTAGE REQUIREMENTS

Apply for utility outages at least 14 days in advance. At a minimum, the written request must include the location of the outage, utilities being affected, duration of outage, any necessary sketches, and a description of the means to fulfill energy isolation requirements in accordance with EM 385-1-1, Section 11.A.02 (Isolation). Some examples of energy isolation devices and procedures are highlighted in EM 385-1-1, Section 12.D. In accordance with EM 385-1-1, Section 12.A.01, where outages involve Government or Utility personnel, coordinate with the Government on all activities involving the control of hazardous energy.

These activities include, but are not limited to, a review of HEC and HEC procedures, as well as applicable Activity Hazard Analyses (AHAs). In accordance with EM 385-1-1, Section 11.A.02 and NFPA 70E, work on energized electrical circuits must not be performed without prior government authorization. Government permission is considered through the permit process and submission of a detailed AHA. Energized work permits are considered only when de-energizing introduces additional or increased hazard or when de-energizing is infeasible.

3.3 OUTAGE COORDINATION MEETING

After the utility outage request is approved and prior to beginning work on the utility system requiring shut-down, conduct a pre-outage coordination meeting in accordance with EM 385-1-1, Section 12.A. This meeting must include the Prime Contractor, the Prime and subcontractors performing the work, the Contracting Officer, and the Installation Representative. All parties must fully coordinate HEC activities with one another. During the coordination meeting, all parties must discuss and coordinate on the scope of work, HEC procedures (specifically, the lock-out/tag-out procedures for worker and utility protection), the AHA, assurance of trade personnel qualifications, identification of competent persons, and compliance with HEC training in accordance with EM 385-1-1, Section 12.C. Clarify when personal protective equipment is required during switching operations, inspection, and verification.

3.4 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

Provide and operate a Hazardous Energy Control Program (HECP) in accordance with EM 385-1-1 Section 12, 29 CFR 1910.333, 29 CFR 1915.89, ASSP A10.44, NFPA 70E, and paragraph HAZARDOUS ENERGY CONTROL PROGRAM (HECP).

3.4.1 Safety Preparatory Inspection Coordination Meeting with the Government or Utility

For electrical distribution equipment that is to be operated by Government or Utility personnel, the Prime Contractor and the subcontractor performing the work must attend the safety preparatory inspection coordination meeting, which will also be attended by the Contracting Officer's Representative, and required by EM 385-1-1, Section 12.A.02. The meeting will occur immediately preceding the start of work and following the

completion of the outage coordination meeting. Both the safety preparatory inspection coordination meeting and the outage coordination meeting must occur prior to conducting the outage and commencing with lockout/tagout procedures.

3.4.2 Lockout/Tagout Isolation

Where the Government or Utility performs equipment isolation and lockout/tagout, the Contractor must place their own locks and tags on each energy-isolating device and proceed in accordance with the HECF. Before any work begins, both the Contractor and the Government or Utility must perform energy isolation verification testing while wearing required PPE detailed in the Contractor's AHA and required by [EM 385-1-1](#), Sections 05.I and 11.B. Install personal protective grounds, with tags, to eliminate the potential for induced voltage in accordance with [EM 385-1-1](#), Section 12.E.06.

3.4.3 Lockout/Tagout Removal

Upon completion of work, conduct lockout/tagout removal procedure in accordance with the HECF. In accordance with [EM 385-1-1](#), Section 12.E.08, each lock and tag must be removed from each energy isolating device by the authorized individual or systems operator who applied the device. Provide formal notification to the Government (by completing the Government form if provided by Contracting Officer's Representative), confirming that steps of de-energization and lockout/tagout removal procedure have been conducted and certified through inspection and verification. Government or Utility locks and tags used to support the Contractor's work will not be removed until the authorized Government employee receives the formal notification.

3.5 FALL PROTECTION PROGRAM

Establish a fall protection program, for the protection of all employees exposed to fall hazards. Within the program include company policy, identify roles and responsibilities, education and training requirements, fall hazard identification, prevention and control measures, inspection, storage, care and maintenance of fall protection equipment and rescue and evacuation procedures in accordance with [ASSP Z359.2](#) and [EM 385-1-1](#), Sections 21.A and 21.D.

3.5.1 Training

Institute a fall protection training program. As part of the Fall Protection Program, provide training for each employee who might be exposed to fall hazards. Provide training by a competent person for fall protection in accordance with [EM 385-1-1](#), Section 21.C. Document training and practical application of the competent person in accordance with [EM 385-1-1](#), Section 21.C.04 and [ASSP Z359.2](#) in the AHA.

3.5.2 Fall Protection Equipment and Systems

Enforce use of personal fall protection equipment and systems designated (to include fall arrest, restraint, and positioning) for each specific work activity in the Site Specific Fall Protection and Prevention Plan and AHA at all times when an employee is exposed to a fall hazard. Protect employees from fall hazards as specified in [EM 385-1-1](#), Section 21.

Provide personal fall protection equipment, systems, subsystems, and components that comply with EM 385-1-1 Section 21.I, 29 CFR 1926.500 Subpart M, ASSP Z359.0, ASSP Z359.1, ASSP Z359.2, ASSP Z359.3, ASSP Z359.4, ASSP Z359.6, ASSP Z359.7, ASSP Z359.11, ASSP Z359.12, ASSP Z359.13, ASSP Z359.14, and ASSP Z359.15.

3.5.2.1 Additional Personal Fall Protection

In addition to the required fall protection systems, other protection such as safety skiffs, personal floatation devices, and life rings, are required when working above or next to water in accordance with EM 385-1-1, Sections 21.0 through 21.0.06. Personal fall protection systems and equipment are required when working from an articulating or extendible boom, swing stages, or suspended platform. In addition, personal fall protection systems are required when operating other equipment such as scissor lifts. The need for tying-off in such equipment is to prevent ejection of the employee from the equipment during raising, lowering, travel, or while performing work.

3.5.2.2 Personal Fall Protection Harnesses

Only a full-body harness with a shock-absorbing lanyard or self-retracting lanyard is an acceptable personal fall arrest body support device. The use of body belts is not acceptable. Harnesses must have a fall arrest attachment affixed to the body support (usually a Dorsal D-ring) and specifically designated for attachment to the rest of the system. Snap hooks and carabiners must be self-closing and self-locking, capable of being opened only by at least two consecutive deliberate actions and have a minimum gate strength of 3,600 lbs in all directions. Use webbing, straps, and ropes made of synthetic fiber. The maximum free fall distance when using fall arrest equipment must not exceed 6 feet, unless the proper energy absorbing lanyard is used. Always take into consideration the total fall distance and any swinging of the worker (pendulum-like motion), that can occur during a fall, when attaching a person to a fall arrest system. All full body harnesses must be equipped with Suspension Trauma Preventers such as stirrups, relief steps, or similar in order to provide short-term relief from the effects of orthostatic intolerance in accordance with EM 385-1-1, Section 21.I.06.

3.5.3 Fall Protection for Roofing Work

Implement fall protection controls based on the type of roof being constructed and work being performed. Evaluate the roof area to be accessed for its structural integrity including weight-bearing capabilities for the projected loading.

a. Low Sloped Roofs:

- (1) For work within 6 feet of an edge, on a roof having a slope less than or equal to 4:12 (vertical to horizontal), protect personnel from falling by use of personal fall arrest/restraint systems, guardrails, or safety nets. A safety monitoring system is not adequate fall protection and is not authorized. Provide in accordance with 29 CFR 1926.500.
- (2) For work greater than 6 feet from an edge, erect and install warning lines in accordance with 29 CFR 1926.500 and EM 385-1-1, Section L.

- b. Steep-Sloped Roofs: Work on a roof having a slope greater than 4:1 (vertical to horizontal) requires a personal fall arrest system, guardrails with toe-boards, or safety nets. This requirement also applies to residential or housing type construction.

3.5.4 Horizontal Lifelines (HLL)

Provide HLL in accordance with [EM 385-1-1](#), Section 21.I.08.d.2. Commercially manufactured horizontal lifelines (HLL) must be designed, installed, certified and used, under the supervision of a qualified person, for fall protection as part of a complete fall arrest system which maintains a safety factor of 2 ([29 CFR 1926.500](#)). The competent person for fall protection may (if deemed appropriate by the qualified person) supervise the assembly, disassembly, use and inspection of the HLL system under the direction of the qualified person. Locally manufactured HLLs are not acceptable unless they are custom designed for limited or site specific applications by a Registered Professional Engineer who is qualified in designing HLL systems.

3.5.5 Guardrails and Safety Nets

Design, install and use guardrails and safety nets in accordance with [EM 385-1-1](#), Section 21.F.01 and [29 CFR 1926](#) Subpart M.

3.5.6 Rescue and Evacuation Plan and Procedures

When personal fall arrest systems are used, ensure that the mishap victim can self-rescue or can be rescued promptly should a fall occur. Prepare a Rescue and Evacuation Plan and include a detailed discussion of the following: methods of rescue; methods of self-rescue or assisted-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility. Include the Rescue and Evacuation Plan within the Activity Hazard Analysis (AHA) for the phase of work, in the Fall Protection and Prevention (FP&P) Plan, and the Accident Prevention Plan (APP). The plan must comply with the requirements of [EM 385-1-1](#), [ASSP Z359.2](#), and [ASSP Z359.4](#).

3.5.7 Fall Prevention During Design Phase

During design phase the Contractor must consider and eliminate fall hazards anticipated during the operation and maintenance evolutions of the facility. If it is not feasible to eliminate or prevent the need to work at heights with the subsequent exposure to fall hazards, control measures must be included in the design to protect personnel conducting maintenance work after completion of the project. In addition to the detailed requirements included in the provisions of this contract, the design work must incorporate the requirements of [29 CFR 1910](#) and [ASSP Z359.0](#), [ASSP Z359.1](#), [ASSP Z359.2](#), [ASSP Z359.3](#), [ASSP Z359.4](#), [ASSP A1264.1](#), and [NFPA 1](#).

3.6 ERGONOMICS CONSIDERATIONS DURING DESIGN PHASE

Design Facilities, processes, job tasks, tools and materials to reduce or eliminate work-related musculoskeletal (WMSD) injuries and risk factors in the workplace. Ensure that facility maintenance access is designed to reduce WMSD risk factors to the lowest level possible. In addition to the detailed requirements included in the provisions of this contract, the design work must incorporate the requirements of MIL-STD-1472, DoD-HDBK 743

and ANSI/HFES 100.

3.7 WORK PLATFORMS

3.7.1 Scaffolding

Provide employees with a safe means of access to the work area on the scaffold. Climbing of any scaffold braces or supports not specifically designed for access is prohibited. Comply with the following requirements:

- a. Scaffold platforms greater than 20 feet in height must be accessed by use of a scaffold stair system.
- b. Ladders commonly provided by scaffold system manufacturers are prohibited for accessing scaffold platforms greater than 20 feet maximum in height.
- c. An adequate gate is required.
- d. Employees performing scaffold erection and dismantling must be qualified.
- e. Scaffold must be capable of supporting at least four times the maximum intended load, and provide appropriate fall protection as delineated in the accepted fall protection and prevention plan.
- f. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward.
- g. Special care must be given to ensure scaffold systems are not overloaded.
- h. Side brackets used to extend scaffold platforms on self-supported scaffold systems for the storage of material are prohibited. The first tie-in must be at the height equal to 4 times the width of the smallest dimension of the scaffold base.
- i. Scaffolding other than suspended types must bear on base plates upon wood mudsills (2 in x 10 in x 8 in minimum) or other adequate firm foundation.
- j. Scaffold or work platform erectors must have fall protection during the erection and dismantling of scaffolding or work platforms that are more than six feet.
- k. Delineate fall protection requirements when working above six feet or above dangerous operations in the Fall Protection and Prevention (FP&P) Plan and Activity Hazard Analysis (AHA) for the phase of work.

3.7.2 Elevated Aerial Work Platforms (AWPs)

Workers must be anchored to the basket or bucket in accordance with manufacturer's specifications and instructions (anchoring to the boom may only be used when allowed by the manufacturer and permitted by the CP). Lanyards used must be sufficiently short to prohibit worker from climbing out of basket. The climbing of rails is prohibited. Lanyards with built-in shock absorbers are acceptable. Self-retracting devices are not

acceptable. Tying off to an adjacent pole or structure is not permitted unless a safe device for 100 percent tie-off is used for the transfer.

Use of AWP's must be operated, inspected, and maintained as specified in the operating manual for the equipment and delineated in the AHA. Operators of AWP's must be designated as qualified operators by the Prime Contractor. Maintain proof of qualifications on site for review and include in the AHA.

3.8 EQUIPMENT

3.8.1 Material Handling Equipment (MHE)

- a. Material handling equipment such as forklifts must not be modified with work platform attachments for supporting employees unless specifically delineated in the manufacturer's printed operating instructions. Material handling equipment fitted with personnel work platform attachments are prohibited from traveling or positioning while personnel are working on the platform.
- b. The use of hooks on equipment for lifting of material must be in accordance with manufacturer's printed instructions. Material Handling Equipment Operators must be trained in accordance with OSHA 29 CFR 1910, Subpart N.
- c. Operators of forklifts or power industrial trucks must be licensed in accordance with OSHA.

3.8.2 Load Handling Equipment (LHE)

- a. Equip cranes and derricks as specified in EM 385-1-1, Section 16.
- b. Notify the Contracting Officer 15 working days in advance of any LHE entering the activity, in accordance with EM 385-1-1, Section 16.A.02, so that necessary quality assurance spot checks can be coordinated. Prior to cranes entering federal activities, a Crane Access Permit must be obtained from the Contracting Officer. A copy of the permitting process will be provided at the Preconstruction Conference. Contractor's operator must remain with the crane during the spot check. Rigging gear must comply with OSHA, ASME B30.9 Standards safety standards.
- c. Comply with the LHE manufacturer's specifications and limitations for erection and operation of cranes and hoists used in support of the work. Perform erection under the supervision of a designated person (as defined in ASME B30.5). Perform all testing in accordance with the manufacturer's recommended procedures.
- d. Comply with ASME B30.5 for mobile and locomotive cranes, ASME B30.22 for articulating boom cranes, ASME B30.3 for construction tower cranes, ASME B30.8 for floating cranes and floating derricks, ASME B30.9 for slings, ASME B30.20 for below the hook lifting devices and ASME B30.26 for rigging hardware.
- e. Under no circumstance must a Contractor make a lift at or above 90 percent of the cranes rated capacity in any configuration.
- f. When operating in the vicinity of overhead transmission lines,

operators and riggers must be alert to this special hazard and follow the requirements of [EM 385-1-1](#) Section 11, and [ASME B30.5](#) or [ASME B30.22](#) as applicable.

- g. Do not use crane suspended personnel work platforms (baskets) unless the Contractor proves that using any other access to the work location would provide a greater hazard to the workers or is impossible. Do not lift personnel with a line hoist or friction crane. Additionally, submit a specific AHA for this work to the Contracting Officer. Ensure the activity and AHA are thoroughly reviewed by all involved personnel.
- h. Inspect, maintain, and recharge portable fire extinguishers as specified in [NFPA 10](#), Standard for Portable Fire Extinguishers.
- i. All employees must keep clear of loads about to be lifted and of suspended loads.
- j. Use cribbing when performing lifts on outriggers.
- k. The crane hook/block must be positioned directly over the load. Side loading of the crane is prohibited.
- l. A physical barricade must be positioned to prevent personnel access where accessible areas of the LHE's rotating superstructure poses a risk of striking, pinching or crushing personnel.
- m. Maintain inspection records in accordance by [EM 385-1-1](#), Section 16.D, including shift, monthly, and annual inspections, the signature of the person performing the inspection, and the serial number or other identifier of the LHE that was inspected. Records must be available for review by the Contracting Officer.
- n. Maintain written reports of operational and load testing in accordance with [EM 385-1-1](#), Section 16.F, listing the load test procedures used along with any repairs or alterations performed on the LHE. Reports must be available for review by the Contracting Officer.
- o. Certify that all LHE operators have been trained in proper use of all safety devices (e.g. anti-two block devices).
- p. Take steps to ensure that wind speed does not contribute to loss of control of the load during lifting operations. At wind speeds greater than [20 mph](#), the operator, rigger and lift supervisor must cease all crane operations, evaluate conditions and determine if the lift may proceed. Base the determination to proceed or not on wind calculations per the manufacturer and a reduction in LHE rated capacity if applicable. Include this maximum wind speed determination as part of the activity hazard analysis plan for that operation.

3.8.3 Machinery and Mechanized Equipment

- a. Proof of qualifications for operator must be kept on the project site for review.
- b. Manufacture specifications or owner's manual for the equipment must be on-site and reviewed for additional safety precautions or requirements that are sometimes not identified by OSHA or USACE [EM 385-1-1](#).

Incorporate such additional safety precautions or requirements into the AHAs.

3.8.4 USE OF EXPLOSIVES

Explosives must not be used or brought to the project site without prior written approval from the Contracting Officer. Such approval does not relieve the Contractor of responsibility for injury to persons or for damage to property due to blasting operations.

Storage of explosives, when permitted on Government property, must be only where directed and in approved storage facilities. These facilities must be kept locked at all times except for inspection, delivery, and withdrawal of explosives.

3.9 ELECTRICAL

Perform electrical work in accordance with [EM 385-1-1](#), Appendix A, Sections 11 and 12.

3.9.1 Conduct of Electrical Work

As delineated in [EM 385-1-1](#), electrical work is to be conducted in a de-energized state unless there is no alternative method for accomplishing the work. In those cases obtain an energized work permit from the Contracting Officer. The energized work permit application must be accompanied by the AHA and a summary of why the equipment/circuit needs to be worked energized. Underground electrical spaces must be certified safe for entry before entering to conduct work. Cables that will be cut must be positively identified and de-energized prior to performing each cut. Attach temporary grounds in accordance with [ASTM F855](#) and [IEEE 1048](#). Perform all high voltage cable cutting remotely using hydraulic cutting tool. When racking in or live switching of circuit breakers, no additional person other than the switch operator is allowed in the space during the actual operation. Plan so that work near energized parts is minimized to the fullest extent possible. Use of electrical outages clear of any energized electrical sources is the preferred method.

When working in energized substations, only qualified electrical workers are permitted to enter. When work requires work near energized circuits as defined by [NFPA 70](#), high voltage personnel must use personal protective equipment that includes, as a minimum, electrical hard hat, safety shoes, insulating gloves and electrical arc flash protection for personnel as required by [NFPA 70E](#). Insulating blankets, hearing protection, and switching suits may also be required, depending on the specific job and as delineated in the Contractor's AHA. Ensure that each employee is familiar with and complies with these procedures and [29 CFR 1910.147](#).

3.9.2 Qualifications

Electrical work must be performed by QP personnel with verifiable credentials who are familiar with applicable code requirements. Verifiable credentials consist of State, National and Local Certifications or Licenses that a Master or Journeyman Electrician may hold, depending on work being performed, and must be identified in the appropriate AHA. Journeyman/Apprentice ratio must be in accordance with State, Local requirements applicable to where work is being performed.

3.9.3 Arc Flash

Conduct a hazard analysis/arc flash hazard analysis whenever work on or near energized parts greater than 50 volts is necessary, in accordance with NFPA 70E.

All personnel entering the identified arc flash protection boundary must be QPs and properly trained in NFPA 70E requirements and procedures. Unless permitted by NFPA 70E, no Unqualified Person is permitted to approach nearer than the Limited Approach Boundary of energized conductors and circuit parts. Training must be administered by an electrically qualified source and documented.

3.9.4 Grounding

Ground electrical circuits, equipment and enclosures in accordance with NFPA 70 and IEEE C2 to provide a permanent, continuous and effective path to ground unless otherwise noted by EM 385-1-1.

Check grounding circuits to ensure that the circuit between the ground and a grounded power conductor has a resistance low enough to permit sufficient current flow to allow the fuse or circuit breaker to interrupt the current.

3.9.5 Testing

Temporary electrical distribution systems and devices must be inspected,

tested and found acceptable for Ground-Fault Circuit Interrupter (GFCI) protection, polarity, ground continuity, and ground resistance before initial use, before use after modification and at least monthly. Monthly inspections and tests must be maintained for each temporary electrical distribution system and signed by the electrical CP or QP.

-- End of Section --

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