

DRAFT Statement of Work
 INSERT DATES HERE 2002
Field Support Services
 INSERT CONTRACT NUMBER HERE

PURPOSE:

The purpose of this contract is to implement indoor sampling to collect settled and airborne dust samples for analysis to determine concentrations of 7 Chemicals Of Potential Concern (COPC): dioxin, lead, PAHs, ceramic fibers, fibrous glass, asbestos, and silica. Sampling will be conducted in 14 buildings known to not be affected by the airborne dusts and plume which emanated from "Ground Zero". Building locations will be selected by the New York City Department of Health.

The contractor shall provide professional technical and field support services to the U.S. Environmental Protection Agency (EPA) under the provisions of the contract Statement of Work (SOW) and other applicable support functions, including equipment and supply purchases, maintenance and repair of equipment, as well as health & safety and environmental compliance activities outlined in this SOW. The contractor shall provide all trained personnel, materials and equipment to perform sampling/monitoring activities as described below or in Technical Direction Forms (TDFs) issued at any time during the duration of this contract.

STATEMENT OF WORK:

TASK 1: Task Order Management:

Sampling team management shall meet with the PO and other designated EPA representatives on an as needed basis, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this contract through a cover letter identifying each document submitted. The contractor shall also maintain a copy of each deliverable and all field documentation submitted under this contract for 365 days.

The contractor shall review all deliverables prior to submission to EPA. The reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors.

All contractor personnel performing field activities as per this contract shall have current OSHA basic 40 hour certification. The contractor shall implement a health and safety program in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA site specific work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed.

Deliverables

Any environmental data collected for the agency must comply with EPA Order 5360.1 CHG 2, Policy and Program Requirements for the Mandatory Agency -wide Quality System. This document provides the requirements for the conduct of quality management practices, including Quality Assurance (QA) and Quality Control (QC) activities, for all environmental data collection and environmental technology programs performed by or for this Agency.

The contractor shall submit to the PO a Quality Assurance Project Plan (QAPP) and a Health and Safety Plan for this project. The contractor shall use the *EPA Requirements For Quality Assurance Project Plans EPA QA/R-5*, (EPA/240/B-01/003) March 2001 for the development of this QAPP.