

Deliverables

The Contractor shall make site observation notes in the comments section provided on the COC form and in the daily field sampling log.

Reporting and Communication Requirements

The following reports shall be prepared by the contractor and distributed to the designated recipients in accordance with each specified requirement. Times are specified in the calendar periods. Reports submitted under this contract shall cite the contract number in addition to identifying the Environmental Protection Agency (EPA) as the sponsoring agency.

Technical Reports

Documents/reports required in the performance of contract activities shall be submitted by the contractor to the Project Officer (i.e. Productivity Reports, QA/QC Reports, Weekly Project Status Reports..etc)

Health and Safety Plans

The contractor shall prepare a project specific Health and Safety Program Plan that complies with State and Federal Requirements. A copy of the Health and Safety Plan shall be submitted to the Project Officer within ten (10) days following contract award.

Health and Safety Plans shall be prepared in accordance with Federal Register, "Safety and Health Program" 40 CFR 1910.120(b), and with Washington State General Occupational Health Standards, WAC 296-62-3010, Safety and Health Program.

Contractor Communication

Upon approval of the Task Order Statement of Work, the Contractor shall maintain at least weekly communication with the PO regarding the status of the work on this Task Assignment.

Inherently Government Functions

The contractor shall not perform any inherently government functions (IGF) under this Task Assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment, any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the Project Officer and the Contracting Officer.

Occupational Health and Safety

Facility site visits conducted under this Task Assignment which involves on-site inspections or sampling must be conducted in full compliance with the Department of Labor Occupational Safety and Health Administration rules under 29 CFR Part 1910 and EPA Order 1440 (Occupational Health and Safety Manual).

Documents

Documents shall be prepared using WordPerfect (versions 6.1 or later) of a comparable system. Electronic media materials delivered to the Agency shall be on 1.44" disks, unless specified otherwise. All written deliverable shall, to the extent possible, be double-sided copies, and shall be delivered in reusable/recyclable envelopes.

Upon issuance of written direction the contractor shall submit for inspection copies of all work in progress at any time under this contract. The contractor shall develop and maintain files.