

DATA ITEM DESCRIPTION

Title: Site Specific Final Report

Number: HNC-011.01

Approval Date: 20150211

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-EDC-E

Applicable Forms:

Use/Relationship: The Site Specific Final Report (SSFR) will be used to provide the results of Munitions Response Remedial and Removal Actions, or other munitions related operations and activities as required. This Data Item Description (DID) contains instructions for preparing SSFRs to document the completion of Munitions Response Remedial and Removal Actions or other munitions related projects.

Requirements:

1. Format. This report shall be printed on standard size (e.g. 8 ½ by 11 inch) white paper, with drawings folded, if necessary, to this size or to fit within pockets of this size. Pages shall be sequentially numbered. Drawings shall be of engineering quality in drafted form with sufficient detail to show interrelations of major features. When drawings are required, data may be combined to reduce the number of drawings. All attachments shall be identified and referenced in the text of the report. The report shall be legible and suitable for reproduction. An electronic copy (CD or DVD) of the report will be secured, to prevent loss, within each hard copy report submitted. All data files create during the task order shall be included on the CD or DVD submitted Final document Where printing of large files, tables, charts etc. would require more than one binders be used, an electronic copy may be substituted for the additional binders provided that it is clearly labeled and included in the report index.

1.1 Chapters shall be numbered sequentially. Within each chapter, each page shall be numbered sequentially, starting with the specific chapter number. Within each chapter, the paragraphs shall be numbered sequentially starting with the chapter number and using a decimal system, with each section and paragraph having a unique decimal designation. Within each chapter, any figures, tables, and charts shall be numbered sequentially starting with the chapter number. Reports shall be bound in a three-ring binder. Binders shall hold pages firmly while allowing easy removal, addition, or replacement of pages.

1.2 Appendices shall be lettered alphabetically. Within each appendix, each page shall be numbered sequentially starting with the appendix letter.

1.3 A title sheet will be provided on the front of the binder and also inside the binder which includes the name of the project (site), contractor's name and address, the Corps of Engineers' contract number, Task Order number, and project number, the date of the report, and the title of the report. The contractor's name shall not dominate the title sheet. The title sheet shall identify the contracting agency and shall name the Geographical Corps District where the project is located. The version of the report (i.e., draft, final, etc.) shall be clearly identified on the title sheet. The contractor shall not place a company logo on Reports.

1.4 Each page of the report shall contain a date footer and the Corps of Engineers' contract/Task Order number. When revisions to the report are required, a revision date, revision number, Corps of Engineers' contract/Task Order and amendment/modification number (if applicable) shall be included in the date footer. A dated summary page listing all revised pages shall be submitted with each revision. This summary page shall be clearly identified as such and placed directly behind the title page. The front cover of the SSFR shall be prepared in accordance with Attachment A of this DID. The front cover will be marked to indicate the version of the document, as Draft or Draft-Final. The Final version will simply be identified as the "Site Specific Final Report".

1.5 The report shall be written in common language easily understood by the general public.

1.6 All versions of the SSFR shall be signed by the Corporate Quality Management representative attesting that the report is accurate and complies with contractual requirements and accurately represents work completed.

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1.9 The Final SSFR shall be signed by a principle of the company, attesting to the completeness of the report and conformance of the report to contractual requirements.

2. The Contractor shall determine inapplicable requirements, or requirements in addition to those listed below, that should be included in the report. Existing documentation shall be relied on whenever possible. See EP 1110-1-18, paragraph 11-8 for minimum report contents. Chapters shall be organized as follows:

2.1 Executive Summary. The Executive Summary shall consist of a brief discussion of the reasons for the response action and make reference to the Task Order Statement of Work (SOW), Technical Instructions, other contract direction, previous related submittals and citation of the government authorization. It shall list project objectives and whether those project objectives were met. Include discussion of any unresolved or outstanding issues and concerns.

2.2 Chapter 1. Project Activities and Operations. Describe the overall approach and methods used. Provide beginning and end dates for field activities. Reference the associated decision documents authorizing the work to be completed. Describe any public involvement activities conducted. Describe any future activities planned or required to attain project and property closeout.

2.3 Chapter 2. MEC and MC Removal/Remedial Action Results. Provide a listing of all reportable material discovered (see EP 1110-1-18, Appendix I, Material Reporting Requirements) by site, whether Munitions Response Site (MRS), sub area MRS or Range. Appropriate maps will be included describing boundaries of actual response activities and areas avoided, search areas and locations of material found, all anomalies associated with known or suspected cultural features (e.g., utility assets, roads, sidewalks, septic systems, etc.), archaeology sites and environmentally sensitive areas where corrective or protective measures were taken. Describe damages to trees, utilities, or facilities, and corrective actions taken to repair these damages. Also include number of acres on which re-vegetation or reseeded was done.

2.4 Chapter 3. Quality Control Activities and Results. Describe the results of contractor QC activities conducted for all aspects of the project, including lessons learned. Supporting QC documentation shall be included as an appendix to this report.

2.5 Chapter 4. Quality Assurance Activities and Results. Describe results of government QA activities including documented QA failures and corrective actions taken by the contractor. QA documentation issued by the government shall be included as an appendix to this report.

2.6 Chapter 5. MC Sampling Activities and Results. Describe results of MC sampling and laboratory analyses conducted including maps of sample locations.

2.7 Chapter 6. Exposure Data. Provide final exposure data for the entire project as defined in DID HNC-009.

2.8 Appendices (additional data generated shall be provided as applicable).

2.8.1 Appendix A. Documentation for Final Disposition of MPPEH.

2.8.2 Appendix B. Explosives Accountability Records.

2.8.3 Appendix C. Dig Sheet Data.

2.8.4 Appendix D. Daily Reports/Logs.

2.8.5 Appendix E. Breakout of Project Costs. (See Attachment B for format. Cost Plus Fixed Fee only.)

2.8.6 Appendix F. Project Photographs

3.0 End of DID HNC-011.01.

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Attachment A
SITE SPECIFIC FINAL REPORT
(Title of project)
(Name of site where work is being performed)
(Location of site where work is being performed)

PREPARED FOR:

(US Army Corps of Engineers LOGO)

Geographical District:

Implementing Design Center:

(Contract number)

(Task Order number)

(Project number)

PREPARED BY:

(Company name)

(Date of report)

Attachment B

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	Contr. No: Task Order No: Prepared By:		Location: Project:				
			LABOR HOURS				
SERV CLIN	LABOR CATEGORY	LABOR RATE	TASK 1....		TASK	TOTAL	COST
		N			
	LABOR TOTALS						
	MATERIALS						
	TRAVEL						
TOTAL COST							