

DATA ITEM DESCRIPTION

Title: EE/CA, RI, and FS Reports

Number: WERS-010.01

Approval Date: 20100428

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-CX-MM

Applicable Forms:

Use/Relationship: The Engineering Evaluation/Cost Analysis (EE/CA) Report, the Remedial Investigation (RI) Report and the Feasibility (FS) Report will be used to document the methods employed during site characterization and present the results of the site characterization, an analysis of response action alternatives, and the recommended response alternative. This Data Item Description provides the requirements for preparing these reports as part of the MMRP response process and other munitions related actions.

Requirements:

1.0 Reports 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.

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/logo 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.

1.4 Each page of the report shall contain a dated 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.

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

1.6 The contractor shall revise the report to incorporate appropriate comments received during regulatory and/or public review periods.

1.7 All versions (i.e., draft, draft-final, and final) of reports shall be signed by the Corporate Quality Management representative attesting that the report is accurate and complies with contractual requirements.

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

WERS-010.01

2.0 Content: report content is given under the Appendices of EP 1110-1-18.

3. End of DID WERS-010.01.