



Statement of Work
For
General Materials or Services

**Title: MANAGEMENT OF PCBS & CERCLA TRAINING FOR HANFORD SITE WORKERS
AT HAMMER**

Date: 6/4/2022

Revision Number: 0

Requisition Number: 358796

Table of Contents

1	INTRODUCTION / BACKGROUND	3
1.1	OBJECTIVE	3
1.2	DESCRIPTION OF WORK – GENERAL	3
1.3	DESCRIPTION OF WORK – SPECIFIC.....	4
2	DELIVERABLES/SUBMITTALS.....	8
2.1	Deliverables	8
2.2	Submittals	8
3	PLACE OF PERFORMANCE	8
3.1	Onsite Work Location/Potential Access Requirements	9
3.2	Site Access And Work Hours.....	9
3.3	Badging	9
4	REQUIREMENTS.....	9
4.1	Engineering Requirements	9
4.2	Environmental, Safety, and Health Requirements	10
4.3	Quality Assurance Requirements	11
5	ACCEPTANCE CRITERIA	11
6	CONFIGURATION MANAGEMENT	11
6.1	Configuration Management Requirements	11
6.2	Applicable Standards	12
6.3	Verification/Hold Points	12
7	QUALIFICATIONS	12
8	SPECIAL REQUIREMENTS.....	13
8.1	Training.....	13
8.2	Use of Government Vehicles	13
8.3	Government Property	14
8.4	Hanford System Access Requirements	14
8.5	Electrical Components	14
8.6	Section 508 of Rehabilitation Act Applicability	14
9	ACCESS AUTHORIZATION/CLEARANCE REQUIREMENTS	14
10	MEETINGS	14
10.1	Meetings.....	14
11	INTERFACE/NOTIFICATIONS	15
12	APPENDICES	15



1 INTRODUCTION / BACKGROUND

The Department of Energy, Richland Operations Office, (DOE-RL) manages the Hanford Site working toward protecting the workers, public, and environment by further reducing risk, as well as providing the necessary infrastructure for continued safe and effective cleanup operations, access and use. This is accomplished by work performed by contractors and subcontractors, to ensure the safety of Hanford cleanup.

As a Prime Contractor to the U.S. Department of Energy, Hanford Mission Integration Solutions (HMIS) is responsible for providing direct support to the DOE-RL and its contractors with cost effective infrastructure and site services integral and necessary to accomplish the Hanford Site environmental cleanup mission.

HMIS, in support of its prime contract with the U.S. DOE, and HAMMER Training are responsible for providing Hanford Site training. The Volpentest HAMMER Federal Training Center (HAMMER) is a U.S. DOE federal training facility specializing in hands-on training for the Hanford Site.

HMIS and HAMMER Training are responsible for providing Hanford Site-wide training and sponsors environmental restoration training for Hanford Site contractors.

1.1 OBJECTIVE

HMIS HAMMER requires the services of an experienced Subcontractor to provide in person, on-site training, **customized for Hanford Site needs**, for the environmental restoration topics identified in Section 1.3 below. This training shall directly support the HMIS's commitment to the Hanford cleanup mission while reducing the risk to employee health, the environment, and the public.

1.2 DESCRIPTION OF WORK – GENERAL

The Subcontractor shall provide technically qualified resources who work as a part of a team under the direct oversight of HMIS. Subcontractor resources shall be responsible for independently planning, organizing, and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables. Additionally, the Subcontractor shall furnish all necessary labor, technical and professional services, supervision, materials, tools, equipment, consumables, and payment of any applicable taxes to perform all operations necessary and required to perform the scope as directed by HMIS.

Unless otherwise approved, the Subcontractor shall work in accordance with HMIS subcontract requirements, operating policies and procedures and shall be responsible for execution of the work in accordance with the quality standards and requirements specified for assigned project and facility.

Specifically, HMIS requires a Subcontractor to provide in-person, on-site training, **customized for Hanford Site needs**, for the identified environmental restoration topics as requested at the HAMMER facility.



1.3 DESCRIPTION OF WORK – SPECIFIC

The work products and services to be provided, including any specific HMIS standards and requirements, required for the successful completion of this work activity include the Subcontractor instructor providing training, specifically, instructional services to the DOE, DOE's prime contractors, and these agencies' and companies' subcontractors under the provisions of this Statement of Work as directed and scheduled in collaboration with the Buyer.

HMIS/HAMMER requires 1) Management of Polychlorinated Biphenyls (PCBs) and 2) Comprehensive Environmental Response Compensation & Liability Act (CERCLA) Orientation and Remedial Investigation/Feasibility Study Training - as described in Section 1.3 of this Statement of Work to be delivered at the Volpentest HAMMER Federal Training Center (HAMMER), 2890 Horn Rapids Road, Richland, Washington 99354.

The Subcontractor shall provide the training courses outlined in Section 1.3 of this Statement of Work at HAMMER. The specific dates shall be confirmed with the HAMMER individual identified by the Buyer's Technical Representative (BTR). The specific dates will be agreed upon at least 30 calendar days in advance of each course – when possible.

MANAGEMENT OF POLYCHLORINATED BIPHENYLS – Length: 3 days

Course Description:

The course shall provide an overview of the PCB regulations with an emphasis on PCB disposal. Participants will learn the Toxic Substances Control Act (TSCA) rules for proper identification and characterization of PCBs and PCB Items as well as the associated requirements for inspecting, marking, storing, and recordkeeping. Participants will also learn about the disposal provisions for the various categories of PCB wastes, including liquid PCBs, PCB-containing equipment, PCB remediation waste, PCB bulk product waste, PCB/radioactive waste, and wastes from research and development activities. A quiz after each section offers in-class opportunities to apply the knowledge acquired and to evaluate student learning.

Learning Modules shall include the following:

- Background PCB information (physical, chemical, and toxicological properties),
- 40 CFR 761 Subpart A - General (applicability, categorizing PCBs, establishing the PCB concentration, and determining whether material is a PCB waste),
- 40 CFR 761 Subpart B - Prohibitions and Authorizations (manufacture, processing, distribution in commerce, and use; servicing, reclassification, and inspection),
- 40 CFR 761 Subpart C - Marking,
- 40 CFR 761 Subparts B and D - Storage for Reuse and Storage for Disposal,
- 40 CFR 761 Subpart B - Burning Used Oil,
- 40 CFR 761 Subpart D - Disposal (general requirements, bulk PCB liquids, and PCB Items),
- 40 CFR 761.61 - PCB Remediation Waste,
- 40 CFR 761 Subpart D - PCB Bulk Product Waste and Other Wastes,
- 40 CFR 761.79 - Decontamination,
- TSCA PCB Coordinated Approvals, Subpart G – PCB Spill Cleanup Policy,
- 40 CFR 761 Subparts J and K – Record keeping, Reporting, and Notification.

Target Audience:

This course is intended for persons, particularly those in the regulated community, involved in environmental compliance, waste characterization and waste management activities, environmental remediation and cleanup activities, and facility decontamination and deactivation activities where PCBs are known or suspected to be present.

Course Materials

- Agenda
- A copy of the latest version of 40 CFR 761 – POLYCHLORINATED BIPHENYLS (PCBs) MANUFACTURING, PROCESSING, DISTRIBUTION IN COMMERCE, AND USE PROHIBITIONS for each registered student (Subcontractor to provide)
- Student workbook and handouts (Subcontractor to provide)
- Pencils and note paper (Buyer to provide)
- Calculator (Student to provide)

This course will be taught over three days, including breaks and 30 minutes for lunch. This course will start promptly at 6:30am each day. The minimum number of students per training session is sixteen (16) students; the maximum number of students per training session is fifty (50) students.

CERCLA ORIENTATION AND REMEDIAL INVESTIGATION/FEASIBILITY STUDY -

Length: 2 days

Course Description:

The course shall provide participants with a basic understanding of CERCLA, and an in-depth review of the Remedial Investigation/Feasibility Study (RI/FS) process **as it applies to DOE's environmental restoration program**. Day One shall consist of an overview of the CERCLA process. Day Two shall focus on the RI/FS process and addresses site characterization, risk assessment, and remedy selection issues confronting **DOE CERCLA sites**. Attention shall be given to public involvement in the cleanup process. The course includes a final comprehensive exam.

Target Audience:

This course is intended for DOE, contractor, or commercial personnel who have little or no familiarity/experience in the basic background and implementation of CERCLA.

Course Materials

- Agenda
- CERCLA Standard for each registered student (Subcontractor to provide)
- Student workbook and handouts (Subcontractor to provide)
- Pencils and note paper (Buyer to provide)
- Calculator (Student to provide)

This course will be taught over two days, including breaks and 30 minutes for lunch. This course will start promptly at 6:30am each day. The minimum number of students per training session is sixteen (16) students; the maximum number of students per training session is fifty (50) students.

Subcontractor requirements:

For the courses identified in Section 1.3, the Subcontractor shall:

- Provide all copies of 40 CFR 761 and CERCLA Standard, student manuals, workbooks, and training materials for all students enrolled based on course registrations.
- Arrive at least 30 minutes prior to the scheduled start of the class and earlier if necessary to 1) ensure that the classroom, equipment, and course documents are in order for a prompt start and 2) greet students and ensure they are properly signed into class.
- Ensure that all students listed on the roster (Note: HAMMER Training Logistics will provide the student roster) have a charge code entered in the appropriate area on the roster prior to turning the roster to HAMMER Training Logistics at completion of the training.
- Verify all students successfully completed the training and indicate any students who did not successfully complete the course.
- Return the course roster to HAMMER Training Logistics at the completion of the training. (Please Note: Subcontractor should make a copy of roster provided by HAMMER Training Logistics to include with the invoice for each class taught.)

It is preferred that completed rosters be submitted to HAMMER Training Logistics prior to the Close of Business on the given class date. At a minimum, completed rosters shall be submitted to HAMMER Training Logistics for entry into the HAMMER Learning Management System (LMS) no later than the next business day after the date of the class. If this deadline cannot be made, a notification stating the extenuating circumstance shall be made to the HAMMER individual identified by the BTR and HAMMER Training Logistics. Completed rosters will consist of the Course Completion Roster, HAMMER Training Course Evaluations, and any other course specific documents as determined by the HAMMER individual identified by the BTR or HAMMER Training Logistics.

- Notify the HAMMER individual identified by the BTR if they are unable to conduct the training as scheduled for any reason. This notification should be done prior to the course delivery date if possible.
- Notify the HAMMER individual identified by the BTR prior to the course delivery date if the contracted course lesson plans and/or curriculum cannot be followed as originally submitted or noted in the contractual statement of work.
- Identify any additional equipment or materials needed and coordinate any special room setup arrangements with the HAMMER individual identified by the BTR, a minimum of ten (10) calendar days in advance of scheduled training dates.
- Coordinate and confirm training date(s) and time(s), room location, and room arrangements with the HAMMER individual identified by the BTR at least two working days prior to the scheduled course date(s).



Training materials should be shipped or delivered to:

Name (HAMMER individual identified by the BTR)
Volpentest HAMMER Federal Training Center
2890 Horn Rapids Road
Richland, WA 99354

Clearly mark the following information on the shipping label:

Attn: Name (HAMMER individual identified by the BTR)
Course Name
Scheduled Date(s) for delivery of course

Subcontractor shall ensure all training materials are received by the HAMMER individual identified by the BTR at least 3 working days prior to scheduled start date for delivery of course.

The Buyer shall:

- Provide a suitable room to comfortably accommodate the attendees of each day of the in-house course;
- Provide a computer with USB port, audio-visual (A/V) equipment, including HDMI-compatible LCD projector, screen, a wireless lavalier microphone, sound system, speakers, and projector cart to facilitate the course presentation
- Make available an A/V specialist to ensure all equipment works properly.
- Make any classroom space setup and arrangements to facilitate a successful presentation.
- Provide facility space, props, course roster, flipcharts & writing markers for use on the flipcharts, and classroom materials including student evaluations and pens.
- Ensure that Subcontractor course materials, course roster, and classroom materials have been placed in classroom where delivery of course is to take place.

Enrollments and Billing:

Enrollments will be performed by HAMMER Training Records, authorized Training Coordinators, or HAMMER Training Logistics staff via the Learning Management System (LMS) only. HAMMER Training Logistics staff will provide personnel who will be able to process payments via check and/or credit card. As there are no means to manage an “Accounts Receivable” system, payment will be required prior to performance (class date) unless the entity is a Hanford Subcontractor or using an approved Cost Account Charge Number (CACN).

The Subcontractor shall submit billing to the Buyer for courses taught.

Subcontractor is not authorized to make enrollments or collect billing for HAMMER Training classes. Inquiries as to class availability must be referred to HAMMER Training Logistics personnel or the HAMMER individual identified by the BTR.



Course enrollments will be closed 20 calendar days before the scheduled session to ensure that 1) all students get registered and 2) that the HAMMER individual identified by the BTR provides the Subcontractor with a student count. That is needed so that the Subcontractor can ensure that they have sent the necessary quantity of training materials spelled out in the statement of work to the HAMMER individual identified by the BTR ahead of the course delivery date.

Rosters and Training Records:

HAMMER Training Logistics will produce the Course Completion Roster and Training Completion Records (TCR) for each class and student. Official class rosters will be provided to instructors with their class supplies in the classroom where delivery of the course is to take place.

Completed rosters will consist of the Course Completion Roster, all individual Training Completion Records, and HAMMER Training Course Evaluations.

If a Subcontractor instructor receives a request from a student or believes that there is a need to deviate from established training plans, the Subcontractor instructor shall contact HAMMER Training Logistics. Approvals for deviation will be sought from the student’s manager and/or training department by HAMMER Training Logistics staff. The student’s training department will be notified in the event of a deviation so that adjustments may be made to the student’s training plan, if necessary.

If a “walk-in” is received for a class **and there is a seat available in the classroom**, the Subcontractor instructor shall contact HAMMER Training Logistics staff to verify that training prerequisites are met and that the proper student materials/evaluations are identified. HAMMER Training Logistics will provide notification to the Subcontractor instructor as to whether or not the student has met the class prerequisites and/or other requirements to remain in the session.

2 DELIVERABLES/SUBMITTALS

2.1 Deliverables

Will deliverables be required to be furnished by the Subcontractor: Yes

If deliverables are required, the specific deliverables, dates for completion, reviews, etc., are as follows:

The Subcontractor instructor shall provide a course roster to HAMMER Training Logistics at the completion of class – for each course they teach. See **Section 1.3 Subcontractor Instructor Expectations** of this statement of work for specifics.

2.2 Submittals

Submittals are not required under this statement of work.

3 PLACE OF PERFORMANCE

Will work be performed on the Hanford site: Yes.



Please see sections below for specifics.

3.1 Onsite Work Location/Potential Access Requirements

The primary location, under this subcontract, where this work scope shall be completed is the HAMMER Facility. The work to be completed at the HAMMER Facility will be performed in an office environment/conference/classroom/training props.

No special access requirements or hazardous conditions exist at the HAMMER facility. Any special requirements for the HAMMER facility are to be coordinated with HAMMER individual identified by the BTR

3.2 Site Access And Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consists of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch - with Mondays through Thursdays as Site work days; however, non-standard hours of support may be required. In addition, some preparation/take down time may be required before and after a course is taught.

Work performed outside normal operating hours shall be coordinated and/or approved through the HAMMER individual identified by the BTR prior to performing the work.

The HAMMER Facility is open from 5:30am to 5:30pm, Monday through Thursday. As deemed necessary, HAMMER is open non-standard hours (including Fridays) to support Hanford Site Training needs. Work is to be performed during those hours unless special arrangements are made through HAMMER Operations.

3.3 Badging

For any on site work, see Special Provisions – On Site Services for details.

A Hanford Site badge is not required for work conducted on the HAMMER campus. Thus, the Subcontractor instructors who would perform work under this statement of work shall not be required to get a Hanford Site badge.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

4 REQUIREMENTS

The requirements listed below are to identify specific standards the subcontractor and subcontractor personnel will be obligated to work to in support of this statement of work.

4.1 Engineering Requirements

Engineering requirements applicable: No.

4.2 Environmental, Safety, and Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations, and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

The Subcontractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area.

The Subcontractor shall take appropriate action, up to and including stopping work, and immediately notify the BTR if an unplanned risk or hazard is discovered that is not covered by directions provided by Buyer. For emergencies while on the HAMMER campus, Subcontractor shall contact 9-1-1 on a land line phone (or 373-0911 on cell phones) then HAMMER Operations Desk at (509) 376-5353. The Buyer will then determine whether to modify the safety requirements of this statement of work.

Safety is the first priority at HAMMER and all Subcontractors shall strictly adhere to the policies and procedures for the Hanford Site and the HAMMER facility. Every instructor is responsible to use safe work habits, identify safety issues, be cognizant of surrounding situations, especially in and around training and prop areas while at HAMMER and report any issues to HAMMER personnel immediately.

Subcontractors shall not bring any prohibited articles or substances onto the Site without prior written permission. The prohibited articles include, but are not limited to, all hazardous materials, illegal drugs, explosives or incendiary devices, and firearms.

Every instructor shall use safe work habits, identify safety issues, be cognizant of surrounding situations, especially in and around training and prop areas while at HAMMER and shall report any issues to HAMMER personnel immediately.



Prior to start of work, the Subcontractor personnel shall have read the *HMIS General Hazard Analysis (GHA) Procedure* [HMIS-OTHER-SP-1200369](#).

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [HMIS-PRO-SP-11058](#) for any of the following situations:

- For any Subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any Subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any Subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the Subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <https://hmis.hanford.gov/page.cfm/SubcontractorForms>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Unique or specific requirements: No.

4.3 Quality Assurance Requirements

The work activities for this Statement of Work have been designated as a Quality Level G: Q Level 0 – General Service.

The Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to referenced codes and standards, and other requirements defined in this SOW.

5 ACCEPTANCE CRITERIA

Provide quality services as described in this statement of work and provide identified deliverables as described in this statement of work.

6 CONFIGURATION MANAGEMENT

6.1 Configuration Management Requirements

There are no specific Configuration Management requirements applicable to this SOW.



6.2 Applicable Standards

There are no specific applicable standards identified for this SOW.

6.3 Verification/Hold Points

Not applicable.

7 QUALIFICATIONS

The Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements to perform the work as specified in this SOW. The Subcontractor is expected to provide appropriately trained and qualified staff to perform the type of work associated with their work at the Hanford site. Additionally, the Subcontractor shall perform work in accordance with the specifications, exhibits, and other documents, which made by reference, are a part of the SOW.

In order to determine the Subcontractor qualified to perform the scope of work as outlined, the Subcontractor shall have the following qualification:

Minimum of 18 months experience providing instructional support.

Subcontractor Instructor Required Qualifications:

- Personnel shall have previous experience teaching the course material described in Section 1.3 of this Statement of Work.

Desired Qualifications

- Comfortable speaking in front of groups
- Basic use of Microsoft Office suite
- Basic use of Audio/Visual (A/V) equipment
- Strong customer service skills
- Strong presentation skills

Subcontractor instructors who do not adhere to established HMIS/HAMMER procedure, policy or training plans will have their class specific qualifications revoked (removed from the TAS) by the HAMMER individual identified by the BTR with approval from a HAMMER Training Manager.

In addition to the above, the Subcontractor shall provide qualified personnel throughout the period of performance of the Subcontract. Subcontractor shall be responsible for ensuring its personnel meet and/or maintain current and valid training requirements, certifications and are fully capable to complete the duties described through the entirety of the Subcontract period of performance.

8 SPECIAL REQUIREMENTS

In accordance with the HAMMER Weapons Policy, non-law enforcement/U.S. Military personnel or law enforcement/U.S. Military personnel who are not representing their agency/branch in an official capacity may not possess weapons or ammunition within HAMMER, i.e., all areas within the HAMMER perimeter fence.

Travel expenses may be incurred for this work scope.

8.1 Training

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements for training courses being taught.

The following types of training qualification(s) are required:

- All instructors provided under this statement of work shall complete Hanford Site Orientation (HSO) training before the first time they deliver training at the HAMMER facility and annually thereafter (available on Internet). HSO consists of a web-based training course. To enroll in the CBT course, contact HAMMER at (509) 372-3143 for log-in instructions.

This training covers the following topics:

- Basic Safety
 - Emergency Response
 - Basic Security
 - Prohibited Articles
 - Basic Environmental Management
 - General Employee Radiological Training
- All instructors provided under this statement of work shall complete a HAMMER facility orientation before the first time they deliver training at the HAMMER facility and annually thereafter (available on Internet).

The Subcontractor shall maintain training records for their personnel and ensure all required training is completed prior to work.

8.2 Use of Government Vehicles

There is no anticipated need for any Subcontractor employees to use a Government-furnished vehicle in the performance of this statement of work. The Subcontractor's employees, therefore, are specifically prohibited from driving any Government-furnished vehicles under the performance of this statement of work unless this statement of work is formally so modified by the parties and the employee(s) will present a valid driver's license to the BTR for review.



8.3 Government Property

Government Property is not anticipated to be furnished to or acquired by Subcontractor under this SOW.

8.4 Hanford System Access Requirements

Not applicable.

8.5 Electrical Components

Not applicable.

8.6 Section 508 of Rehabilitation Act Applicability

Section 508 of the Rehabilitation Act requires federal agencies to develop, procure, maintain, and use information and communications technology (ICT) that is accessible to people with disabilities - regardless of whether or not they work for the federal government. Section 508 requires federal agencies to make their ICT such as technology, online training, and websites accessible for everyone. This means that personnel with disabilities are able to do their work on the accessible computers, phones and equipment in their offices, take online training or access internal website to locate needed information. Additional information regarding the applicability of this section can be found via the following link: <https://www.epa.gov/accessibility/what-section-508>.

Not applicable.

9 ACCESS AUTHORIZATION/CLEARANCE REQUIREMENTS

The scope of work will not require access authorization (security clearance).

10 MEETINGS

10.1 Meetings

The Subcontractor shall interface with various HMIS (and other) organizations through HMIS's Contract Specialist (or designated BTR for in-scope work), as required, or at points and frequency determined by the Contract Specialist. The person or persons designated by the Subcontractor to attend all meetings shall have all required authority to make decisions and commit subcontractor to technical decisions made during meetings.

Subcontractor instructor(s) shall participate in all meetings as required by the BTR or the HAMMER individual identified by the BTR.



11 INTERFACE/NOTIFICATIONS

- A. A BTR will be designated for the subcontract/ subcontract release.
- B. Designation of BTR

The BTR is responsible for monitoring and providing technical guidance for this subcontract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate surveillance of the subcontractor's representative while on site. In no event, however, will an understanding or agreement, modification, change order, or any deviation from the terms of this subcontract be effective or binding upon HMIS unless formalized by proper subcontract documents executed by the Contract Specialist prior to completion of this subcontract. On all matters that pertain to the subcontract terms, the subcontractor shall contact the Contract Specialist specified within this subcontract. When in the opinion of the subcontractor, the BTR requests or directs efforts outside the existing scope of the subcontract; the subcontractor shall promptly notify the Contract Specialist in writing. The BTR does not possess any explicit, apparent or implied authority to modify the subcontract. No action should be taken until the Contract Specialist makes a determination and/or modifies the contract.

- C. The work will be inspected daily/periodically by the BTR.
- D. The subcontractor shall immediately notify the field Contract Release BTR (who will contact HMIS Safety) of any injuries or incidents; to include damage to subcontractor-owned property or equipment. The subcontractor will follow this up within 24 hours with a written explanation to the Contract Specialist of the occurrence.
- E. In the event that there is an abnormal or unusual situation associated with this contract work scope, the subcontractor is to immediately contact the BTR. If, after several attempts, the subcontractor is unable to contact either the BTR or the Contract Specialist, the Contractor is to contact HMIS Occurrence Notification Center at (509) 376-2900, which is available 24 hours a day, seven days a week, and provide them with: Contract Number, Contract Specialist's name, BTR's name and a short summary of the abnormal or unusual situation. If after making contact with HMIS, the subcontractor is advised to suspend activities, the subcontractor is not to proceed until such direction to proceed has been expressly issued by the Contract Specialist. If there is an emergency situation, the subcontractor is to make the appropriate immediate emergency call to 911 or 373-0911 for cell phones and then make the notifications to HMIS as set forth herein.
- F. Prior to work in the field, subcontractor shall ensure each employee has been cleared by HMIS and verify all training is complete in accordance with this statement of work.

12 APPENDICES

Not applicable.