



Statement of Work

For

General Materials or Services

Title: Arc Flash Resistant (AR) Protective Clothing Daily and Winter Wear, Shop Towels, Entrance Matting, and Automotive Parts Washer Services

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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 Operations Support is responsible for providing the use of Arc-Rated (AR) Protective Clothing – Daily and Winter Wear, as well as provide shop towels, floor matting and automotive parts washer. The AR clothing, shop towels and floor matting require pick-up, laundering and delivery back to specific locations on the Hanford Site. The automotive parts washers require servicing (solvent change-outs), cleaning products and other maintenance to be performed by the Subcontractor. The Subcontractor shall provide the parts washing equipment to specific locations on the Hanford Site. There are approximately 220 Electricians employed on the Hanford site whom are required by National Fire Protection Association (NFPA) “*Standard for Electrical Safety Requirements for Employee Workplaces*” (NFPA 70E - Latest Edition Adopted by the Hanford Site and DOE -0359, Electrical Safety Program to wear AR clothing while working within a flash protection boundary where they may be exposed to potential electric arc flash hazards.

1.1 OBJECTIVE

HMIS Operations Support requires the services of an experienced subcontractor to provide commercial laundering services and parts cleaning equipment with a payment mechanism made through an Electronic Funds Transfer (EFT) via an “Authorization for Electronic Funds Transfer of Invoice Payments” form that must be completed by the Subcontractor and returned to Buyer. The Subcontractor shall provide virgin rags (white), used laundered rags (blue), and automotive part washers (and maintenance services associated with the parts washers). The Subcontractor shall supply adequate and competent labor, supervision, equipment, materials, services and each and every item of expense necessary for the leasing and laundering of daily and winter AR protective clothing. The Subcontractor shall have the ability to transport and process shop towels (rags) that are designated as dangerous waste under Washington State Dangerous Waste regulations and meet the definition for “solvent-contaminated wipes.” These wipes may include towels contaminated with new and used automotive oils, greases, antifreeze, unleaded gasoline, diesel fuel, non-chlorinated, chlorinated solvents, machine coolants, paints and thinners. The Subcontractor shall have the ability to process parts washer solvents that are contaminated with new and used automotive oils, greases, antifreeze, unleaded gasoline, break cleaners and diesel fuel.

1.2 DESCRIPTION OF WORK – GENERAL

The subcontractor shall provide technically qualified resources that 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: appropriate Daily and Winter Wear that is ARC Flash rated clothing and the necessary laundering of the clothing as well as to provide shop towels, floor matting and automotive parts washer services to specific Hanford locations.

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 includes providing sufficient quantities of AR protective clothing to satisfy the needs of approximately 220 Electricians. The AR protective clothing may be either unlined coveralls or a combination of jeans/pants/bibs and shirts to include the base layer clothing. Buyer employees will determine what combination of coveralls, shirts and jeans/pants/bibs they desire. Supplied AR clothing shall provide protection equivalent to a minimum arc rating of 8 cal/cm², per Hazard/Risk Category (HRC) 1 through 4 per NFPA 70E (latest site adopted edition). Subcontractor shall supply a layering system chart as well as barcoding capabilities. Subcontractor shall supply enough appropriate loaned clothing to consist of unlined coveralls, bibs and button-up shirts in all sizes to be utilized during the time between when a new employee orders their garments, until the clothing arrives at the Hanford site. This requirement will pertain only to employees ordering their first set of clothing. Subcontractor is also responsible for supplying shop towels, floor matting and services to the automotive parts washers to numerous work groups across the Hanford Site.

1.3.1. Arc-Rate (AR) Clothing Lease

As a part of the AR clothing lease, the Subcontractor shall provide up to twelve (12) sets of daily wear to ensure an adequate supply of clothing is available. The number of clothing sets provided to each employee will be based on the individuals job duty and assignment. As a result, not every qualified electrical worker will receive twelve (12) sets but rather an amount that is consistent with their job function. The Buyer's Technical Representative (BTR) will communicate the number of sets applicable for each employee to the Subcontractor.

Similarly to the daily wear requirements, the Subcontractor shall provide the number of winter wear sets, as specified by the BTR in accordance with the employees job function, which may consist of up to four (4) sets per employee.

The Subcontractor shall ensure the daily wear and winter wear clothing is offered in both men and women styles in both, to include both slim and regular fit items and shall include a base layer and outer layer.

Garment options shall include but not limited to the following items:

- Coveralls
- Carpenter jeans
- Duck or canvas jeans
- Denim Jeans
- Cargo pants
- Soft work pants
- Button down long sleeve shirt
- Long sleeve Henley

- Short sleeve Henley
- Short sleeve base T-Shirt
- Long sleeve base T-shirt
- Thermal base pants
- 40 Cal Suit
- Insulated Jacket with standard D-Ring pass through
- Sweatshirt/fleece jacket
- Insulated Coveralls
- Insulated Bibs
- The Subcontractor shall deliver all garments within three (3) weeks of placing order’.
- When garments are required to be ordered directly from the manufacturer, the Subcontractor shall communicate the lead time of the clothing, as provided by the manufacturer as soon as the information is known. The Subcontractor shall deliver the ordered garments within the time as agreed between the BTR and the Subcontractor.
- The Subcontractor shall adhere to the following requirements for all AR clothing provided under the Subcontract.
- All garments issued when an order is placed shall be new, Buyer will not accept reissued/used clothing
- All garments issued shall be constructed of Inherently Arc Flash Resistant (AR) materials, no treated fabrics shall be allowed.
- Subcontractor shall label the garments to include the individual’s name and buyer assigned employee number.
- Subcontract shall have a way to track, pick up and drop off clothing, by means of a bar code scanner or similar technology.
- Subcontractor shall pickup, launder and return AR clothing to Buyer designated locations on a weekly basis. Laundered clothing shall be returned to the Buyer within seven (7) calendar days after being provided to Subcontractor with the exceptions of holidays and site closure days.
- Cleaning, repairing, or altering of the AR clothing is an integral component to the clothing lease and extra charges for this service will not be considered by the Buyer.
- Subcontractor shall alter the AR clothing as required to properly fit the individual Buyer employees. Altered clothing shall be returned to the Buyer within seven (7) calendar days after being provided to Subcontractor. All repairs, alterations and hems must be performed using AR rated materials.
- Subcontractor shall repair or replace AR clothing items as required. The final determination whether the AR clothing has exceeded its useful life and no longer provides the required protection will be at the sole discretion of the Buyer. Replacement/repaired clothing shall be returned to the Buyer within seven (7) calendar days after being provided to the Subcontractor.

- Subcontractor shall provide sample clothing, in a variety of sizes and styles as determined by the BTR, to aide in the ongoing ordering of new/replacement AR clothing, at no charge to the Buyer.
- Subcontractor will not be responsible for altering or repairing clothing purchased outside of the subcontract.
- All ruined garments belong to and shall be returned to the Subcontractor.
- Services shall not be started at any new locations without prior authorization from the BTR and the Contract Specialist (CS).
- All requirements and specifications listed in this SOW shall be flowed down from subcontractor to any sub-tier subcontractors.

The Subcontractor shall submit monthly invoices in a timely manner. The Subcontractor **shall not** bill/invoice the Buyer for the requested garments until the requested garments have been delivered to the designated location as instructed by the BTR.

1.3.2. Shop Towels and Floor Matting

The Subcontractor shall provide the following materials and service in support of shop towels and floor matting:

- 3x10 gray carpet mats
- 3x5 gray carpet mats
- 3x5 safety mats
- Virgin (white) rags
- Used, laundered (red) rags
- First washed/white shop towels
- Used white bar towels
- Blue utility towels

The quantities of the above may vary throughout subcontract; no maximum or minimum amount is guaranteed with this subcontract.

In addition to the above, the following requirements shall apply to this work.

- The subcontractor shall meet all applicable federal, state and local environmental standards such as pretreatment requirements for discharge of wastewater to a Publicly Owned Treatment Works (POTW), requirements for maintaining closed loop systems (for dry cleaners or other recycling systems) and requirements for proper disposal of pretreatment and/or recycling residuals of shop towels and floor mats.
- The Subcontractor shall provide laundry services in compliance with all applicable federal, state and local laws and regulations.
- The subcontractor shall ensure the recycling facility can launder solvent-contaminated wipes (i.e., shop towels that designate as dangerous waste and meet the definition of “solvent-contaminated wipes”) in accordance with the Washington State Department of Ecology Dangerous Waste regulations. Guidance is provided in Ecology’s Focus Sheet on Conditional Exclusions for Solvent-Contaminated Wipes (Ecology Publication [19-04-016](#)).
- The subcontractor shall coordinate with the BTR or BTR’s designee to ensure timely pickup of shop towels to meet requirement for solvent-contaminated wipes to be accumulated for less than 180 days from the accumulations start date before being transported for laundering.

- The subcontractor shall ensure solvent-contaminated wipes, when transported, meet the following requirements:
 - Shall be contained in nonleaking, closed containers that are labeled "Excluded Solvent-Contaminated Wipes."
 - Containers must be able to contain free liquids, should free liquids occur.
 - Container must be sealed with all lids properly and securely affixed to the container and all openings tightly bound or closed sufficiently to prevent leaks and emissions.
 - Shall contain "no free liquids" as defined in WAC [173-303-040](#) at point of being transported off site (note: the Method 9095B Paint Filter Liquids Test is not required, but wipes must be able to pass the test).
 - Shall be sent to a laundry or dry cleaner whose discharge, if any, is regulated under sections 301 and 402 or section 307 of the Clean Water Act.
- The subcontractor shall provide and be responsible for the containers, equipment and vehicles used to transport the items. Subcontractor equipment shall be suitable for performing the total work scope and shall be maintained in good repair. The subcontractor shall be responsible for loading and unloading the items.
- Services shall include pick-up, transportation, laundering and deliveries of used shop towels and floor mats for purposes of commercial laundering.
- Laundering services shall provided on a weekly, biweekly and/or monthly basis.
- The Subcontractor shall provide laundering facility name(s) and locations/address to the Buyer.
- Shop towels and floor matting shall be picked-up, laundered and returned as coordinated between the Subcontractor and the BTR or BTR's designee.
- Shop towels shall be clean, no leftover residuals and contain no holes.
- Upon request of the Subcontractor, the Buyer will provide documentation attesting to confirm the laundering items are not radioactively contaminated.

1.3.3. Ordering Process

The Subcontractor shall follow the below described ordering process for the services as defined in Section 1.3.1 and 1.3.2.

- The BTR will be responsible for coordination of all orders with the Subcontractor.
- The Subcontractor shall coordinate and review any all orders with the BTR prior to placement and entry of the order(s) into handheld
- The Subcontractor shall notify the BTR of any employee who requests the subcontractor order any item, prior to placement of the order.
- The BTR will review the request to ensure proper placement of the order.

Any orders received and fulfilled, which are not authorized by the BTR or BTR's named designee, is considered unapproved and is an unauthorized order. The Subcontractor may be held responsible and will not be reimbursed for any order that is not coordinated by the BTR or BTR's named designee.

1.3.4. Automotive Parts Washer

The Subcontractor shall provide the following materials and service in support of the Automotive Parts Washer services:

- Services shall include servicing and maintaining of automotive parts washer machines and properly regulated transportation of used parts washer solution.
- Servicing of automotive parts washers shall be on an as needed basis.
- The Subcontractor shall supply destination and how wastes are being disposed or recycled.
- The Subcontractor will have the option to complete any field testing when deemed necessary at the various pick-up locations. Any recorded information from those tests, may be requested at any time from HMIS personnel.
- The Buyer will prepare all proper shipping papers (i.e. hazardous waste manifests and/or bill of lading) for the used solvents to be carried by the subcontractor driver while on the Hanford Site.
- The Subcontractor driver shall pick-up the final shipping papers for the used solvents at 2355 Stevens/127/1100 prior to leaving the Hanford Site.
- The Subcontractor shall notify the BTR in advance of any changes to solvent and provide Safety Data Sheet documentation.
- If a new solvent is used that is designated as a hazardous waste, or a Washington state-only dangerous, the subcontractor shall submit a manifest. The subcontractor shall ensure the destination facility sends a copy of the final manifest within 30-days of delivery to the destination.
- HMIS Traffic Management personnel will maintain a copy of the shipping paperwork along with any paperwork the subcontractor generates for the used solvents pick-up.
- The Subcontractor shall return Recycling and/or Disposal certifications within 60-days of receiving at final destination.
- The Subcontractor shall notify the BTR for scheduling the pick-up of used solvents from the parts washers and shall not come onsite without proper notifications and confirmations.
- Subcontractor's transportation vehicle may be inspected by HMIS prior to coming onsite when a scheduled pick-up is required.
- Any wastes generated while in the possession of the subcontractor shall be the responsibility of the subcontractor.
- The Subcontractor shall support HMIS in the designation, characterization and shipping of any hazardous waste generated under this SOW.
- The Subcontractor shall provide re-characterization data for solvent tanks and recycling facility.
- Upon request of the subcontractor, the Buyer will provide documentation attesting to the waste designation of the used spent solvent and that it is not radioactively contaminated.

- There are currently two automotive parts washers to be provided and maintained under this SOW. The parts washers should have a minimum capacity of 15-gallons and have the capability to be moved around within the facilities. Amounts may vary throughout the subcontract; no maximum or minimum amount is guaranteed with this subcontract.
- Packaging of waste shall be determined by the subcontractor and agreed upon by the Buyer trained and certified personnel.
- The subcontractor shall give the buyer options to choose a solvent appropriate for their needs

2 DELIVERABLES/SUBMITTALS

2.1 Deliverables

The specific deliverables, dates for completion, reviews, etc., are as follows:

- The Subcontractor shall provide its bar-code printed report.
Due Date: The report shall be submitted on a weekly basis, consisting of each Thursday of the week.
- The Subcontractor shall provide documentation of the date wipes which were transported off-site for laundering.
Due Date: Documentation shall be provided within one (1) week of pick-up from each site location.
- With each weekly delivery of AR clothing, the Subcontractor shall provide to the BTR for review, a hard copy billing which details the Buyer employee names, clothing and/or services being provided and a line item cost detail for each. An electronic copy of the billing statement will be provided to the Buyer upon request.

Invoices shall indicate the following information for solvent-contaminated wipes:

- A statement that “no free liquids” present at time wipes were transferred for laundering.

2.2 Submittals

If the SOW requires the submittal of Subcontractor Information, the following apply:

- The following items shall be submitted to the submittal e-mail address as indicated on. Appendix A, Submittal Register. The Subcontractor shall include the Contract Specialist and BTR on the transmittal:
 - Signed/completed Uniform Hazardous Waste Manifest (UHWM) or Bill of Lading (BOL), which shall be provided within 30 days of pick-up of used solvents and include:
 - The generator information (i.e. location)
 - Transportation information
 - Quantity picked up
 - Description of material picked up and any test/fees incurred at that location
 - Proper codes for waste and disposal process
 - Dated and signed

- Copies of Licenses and/or applicable certification of recycling/disposal for used solvents, which shall be provided within 60 days of pick-up and include:
 - Location of where material was picked up
 - Quantity and description of material picked up
 - Transported by
 - Date picked up on the Hanford Site
 - Corresponding Bill of Lading (BOL) Identification information
 - Date material was transported for recycling
 - Receiving record number and name of receiving facility
 - Dated and signed
- Re-characterization sample results data for parts washer wastes, if completed. This shall be provided annually by the end of the first Fiscal Year (FY) quarter.
- Product Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS) for chemical products brought onsite.
- Employee Job Task Analysis (EJTA) completed for all personnel coming onsite.
- The Subcontractor submittals identified herein and summarized on the Submittal Register shall be submitted by the Subcontractor using the [Subcontractor Document Submittal Form \(CDSE\)](#)
See: <http://www.hanford.gov/pmm/page.cfm/Construction>.
- Subcontractor information shall be submitted in either hard copy or electronic format (If electronic, it must be viewable using either Microsoft® Windows®, Microsoft® Office, or Adobe® Acrobat® software).

The Submittal Register Appendix A must be used to document all submittals required for the work, including the applicable due dates.

3 PLACE OF PERFORMANCE

Will work be performed on the Hanford site: Yes- For any work performed on the Hanford Site or any HMIS controlled facility, the provisions of the On-Site Services shall apply to the subcontract personnel.

3.1 Onsite Work Location/Potential Access Requirements

The Subcontractor shall perform the services under this subcontract at various work locations across the Hanford Site. The Subcontractor shall pickup from and deliver to all facilities designated by the BTR.

The BTR is located in MO2291/Rm 104 in 200 East

3.2 Site Access And Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 a.m. and 4:30 p.m. with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

3.3 Badging

For any on-site work, see On-Site Services Special Provisions for details. The subcontractor shall wear a Buyer issued security badge identifying themselves. A minimum of two (2) working days advance notice is needed for site badging. 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.

Prior to start of work the Subcontractor shall work with the HMIS BTR to do a Job Hazard Analysis (JHA).

All Subcontractor and sub-tier employees shall have completed OSHA Hazard Communication training that meets the requirements of [HMIS-PRO-SP-13299](#), *Hazard Communication*. See [HMIS-PRO-SP-10468](#), *Chemical Management Process*, for more information.

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/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Unique or specific requirements: **No**

The subcontractor shall own, operate, or have a contract with facilities permitted by the Environmental Protection Agency and/or an appropriate authorized state agency (or be operating under interim status).

The subcontractor shall be responsible for the costs and cleanup of spills that, in the view of the BTR or designee could have been reasonably prevented by the subcontractor.

The subcontractor shall provide information to the Buyer regarding the recycling and disposal processes to be used and the final disposition of all materials in writing as requested by the Buyer. The subcontractor shall accept title to all materials received from the Buyer. The subcontractor shall maintain an auditable file capable of tracking the Buyer's materials to final disposition. The tracking system may be verified during an inspection.

- The Subcontractor shall notify the BTR/CM of all releases or spills of hazardous material (including petroleum products), hazardous substance, and/or dangerous waste as described below.
 - **Emergencies:** If the spill is an emergency, immediately call 911 (regular telephone) or 373-0911 (cellular telephone). Then notify in accordance with "non-emergencies" below.
 - **Non-emergencies:** If the spill is a non-emergency, call the BTR/CM within 30 minutes of discovery.
- The Subcontractor shall perform the cleanup of all spills as directed by the BTR/CM.
- The Subcontractor shall coordinate all waste management activities derived from the subcontractors services through the BTR/CM.
- The Subcontractor shall avoid generation of dangerous waste during performance of this work on the Hanford Site. If dangerous waste generation is necessary, and it is not discussed in "Planned Waste Generation/Disposal Information" of the CIW, the Subcontractor shall submit a *Waste Planning Checklist, Site Form A-6002-827*, for management of such waste to the Buyer for approval prior to performing work. With regards to applying federal and state regulatory requirements, the subcontractor is considered a "large quantity generator" on the Hanford Site.
- The Buyer will dispose of dangerous waste that was generated on the Hanford Site in accordance with Hanford Site requirements after initial accumulation by the Subcontractor.

Shop Towels

Used shop towels contaminated with hazardous substances may designate as dangerous waste under Washington state law and be regulated under the state of Washington's Dangerous Waste Regulations [Washington

Administrative Code (WAC 173-303)]. If used towels that designate as dangerous waste meet the definition of “solvent-contaminated wipes” in [WAC 173-303-040](#), and meet all conditions of Ecology’s exclusion for solvent-contaminated wipes in [WAC 173-303-071\(3\)\(rr\)](#), they are eligible for cleaning and reuse. Solvent-contaminated wipes that do not meet the conditional requirements of WAC 173-303-071(3)(rr) are subject to generator, transporter, and permitted treatment, storage and disposal facility requirements of the Dangerous Waste Regulations. Guidance is provided in Ecology’s Focus Sheet on Conditional Exclusions for Solvent-Contaminated Wipes (Publication [19-04-016](#)).

Parts Washer Solvents

All parts washer solvents that are used in the automotive parts washer machines are regulated under Federal Acquisition Regulation (FAR) 23.1 *Sustainable Acquisition Policy*, 23.4 *Use of Recovered Materials and Biobased Products*, and 23.7 *Contracting for Environmentally Preferable Products and Services*. All products shall meet the biobased requirements for parts washer solutions brought on the Hanford Site for this SOW. A safety data sheet (SDS) or material safety data sheet (MSDS) shall be supplied prior to bringing any chemicals on the Hanford Site.

Spent Parts Washer Solvents

Spent/used parts washer solvent, if designated as a hazardous waste, is regulated under the state of Washington’s Dangerous Waste Regulations (WAC 173-303) and under the federal Resource Conservation and Recovery Act (Title 40 Code of Federal Regulations (CFR) Parts 260-271). The Buyer will be responsible for compliance with generator requirements of those rules and the subcontractor will be responsible for compliance obligations associated with the transportation, storage and processing of the spent solvent after it is transferred to the subcontractor.

The Subcontractor shall be responsible for compliance with any applicable transportation requirements such as United State Department of Transportation (DOT) Hazardous Materials Regulations (49 Code of Federal Regulations (CFR) Parts 100-199). Custody of the material will be transferred to the subcontractor once the material is loaded onto the transport vehicle and the Shipping document is signed.

Table 1. Applicable ES&H Requirements

	Number	Title
1.	WAC 173-303	Washington State Dangerous Waste Regulations
2.	40 CFR Parts 260-271	Resource Conservation and Recovery Act
3.	FAR Subpart 23.7	Contracting for Environmentally Preferable Products and Services
4.	FAR Subpart 23.4	Use of Recovered Materials and Biobased Products
5.	FAR Subpart 23.1	Sustainable Acquisition Policy
6	49 CFR 100-199	DOT Hazardous Materials Regulations
7.	Ecology Publication (19-04-016)	Washington State Department of Ecology Focus Sheet on Conditional Exclusions for Solvent-Contaminated Wipes

4.3 Quality Assurance Requirements

The work activities for this Statement of Work (SOW) has been designated as a Quality Level G - Q Level 0 - GS. 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.

All clothing shall be inspected by the Subcontractor for compliance to this Statement of Work and the Standards/Codes referenced prior to each delivery.

Acceptance Standard:

Any of the following defects in the supplied garments shall be cause for the BTR to return the non-conforming item to the supplier either for repair or replacement.

- AR garments not complying with this SOW and/or referenced codes/standards
- Broken Stitching threads
- Raw Edges
- Defective stitching or drawn seams
- Defective closures

5 ACCEPTANCE CRITERIA

The following shall be used to determine acceptability of the services as described in this SOW.

5.1. AR Clothing

The Subcontractor shall provide and maintain the necessary quantity of garments for each HMIS employee requiring the services. Garments shall be delivered no greater than three (3) weeks after order placement.

All garments provided under this Subcontract shall adhere to and comply with the requirements as further defined in Section 1.3.1.

5.2. Shop Towels and Floor Matting

The Subcontractor shall provide weekly, bi-weekly, and/or monthly laundry services in compliance with all federal, state and local laws and regulations. This shall include ensuring timely pick-up of shop towels and solvent-contaminated wipes to prevent accumulation is no greater than 180 days from the accumulation start date before being transported for laundering. Shop towels, matting, and solvent-contaminated wipes shall adhere to and comply with the requirements as defined in Section 1.3.2 and 4.2.

5.3. Automotive Parts Washer Services

The Subcontractor shall provide servicing of automotive parts washers, including disposal and recycle of waste in accordance with all applicable federal, state and/or local requirements. The Subcontractor shall adhere to and comply with the requirements as defined in Section 1.3.3 and 4.2.

5.4. Communication Practices

The Subcontractor shall communicate, within 24 hours of initial identification, if a garment cannot be delivered and/or provided as ordered including any delays incurred to any garment requested in accordance with the time specification described in Section 1.3.1. The communication shall be provided in verbal as well as written format to the BTR. The communication shall clearly describe the specific item that cannot be delivered or will be delayed, the reason for the impact, and the proposed resolution or alternate recommended.



6 CONFIGURATION MANAGEMENT

6.1 Configuration Management Requirements

Not Applicable

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 associate 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 must have the following qualifications:

- The Subcontractor shall possess the capability to provide, deliver, launder, return, repair, alter, and replace and dispose of AR garments within the designated time periods as identified in the SOW. The Subcontractor shall be fully capable of meeting or exceeding the garment requirements as outlined in Section 1.3.1.
- The Subcontractor shall possess an implemented process for use of bar code scanners with reporting technology, capable to deliver reporting to HMIS on a weekly basis.
- The Subcontractor shall possess the capability to pick-up, transport, launder, deliver, recycle, replace and/or dispose of shop towels, floor matting, and solvent-contaminated wipes within the durations as specified in the SOW.
- The Subcontractor shall possess the capability of meeting all applicable federal, state and local requirements for the recycle and/or disposal of wastewater, solvent-contaminated wipes, as well as used automotive parts washer solution.
- The Subcontractor shall possess the capability to service and maintain automotive parts washer machines, including the provision of regulated transportation of used parts washer solution. The Subcontractor shall be capable of meeting or exceeding the durations required for manifests, certifications, and or re-characterization data for solvent tanks and recycling facility.
- The Subcontractor shall identify a primary and secondary point of contact who will oversee, manage, track and coordinate orders with the Buyer's BTR and/or BTR's designee.



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

Not Applicable

8.1 Training

The following types of training are required:

1. HGET/HMISGET General Employee Training or Hanford Site Orientation.

The subcontractor shall maintain training records for their personnel and ensure all required training is completed prior to work. Additionally, as soon as practical after award, the subcontractor shall submit a badge request for personnel required under the various releases so that they may be scheduled for training and medical evaluation so that crews will be eligible for work on site. The badging request is required, because without it an HID# cannot be assigned, and therefore training and medical evaluations cannot be easily coordinated and scheduled.

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

Not Applicable

9 ACCESS AUTHORIZATION/CLEARANCE REQUIREMENTS

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

10 MEETINGS

10.1 Meetings

After subcontract award, the subcontractor shall participate in a Project Kickoff Meeting, which may be a conference call, an internet meeting, or a meeting to be held at HMIS Site. The time, date, and agenda for the meeting will be provided to the subcontractor by HMIS.

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.

HMIS will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

- **KICKOFF MEETING** - Before start of the Work, HMIS will conduct a conference at a time and Hanford Site location agreed to by Subcontractor and HMIS. Invited attendees will include HMIS, Subcontractor, key lower tier subcontractors and others having an interest in the Work. Purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.
- **PROGRESS MEETINGS** - HMIS will conduct a progress meeting at time and Hanford Site location determined by HMIS. Invited attendees will include HMIS, Subcontractor and key subcontractors. At the progress meeting, Subcontractor shall submit a written report showing actual man-hours expended versus planned and scheduled progress versus actual progress giving details of Work completed in relation to the approved schedule, together with a two (2) week "look ahead" which provides details of how the Work will be completed.
- The purpose of the meetings described above is the exchange of Work-related information.

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

Appendix A: Submittal Register

