

**NAVAL RESEARCH LABORATORY
STATEMENT OF WORK
ANALYSIS AND TECHNICAL OPERATIONAL SUPPORT
FOR EXPLOSIVES SAFETY PROGRAM**

1.0 BACKGROUND

The Naval Research Laboratory (NRL) conducts a multiplicity of diverse research projects and activities, which involve the use of energetic, explosives, explosive materials, and/or explosives devices, all having potential hazardous (safety) and environmental impacts. The Research and Development Services Division (R&DSD), Safety Branch (Code 3540) supports the research community and its programs by ensuring compliance with regulatory regulations and requirements. Due to the extensive investigative and documentary processes involved, this role requires, and is fulfilled by, responsible management of technical and operational support resources to ensure effective program accomplishment and quality end products.

1.1 SCOPE

As the current demand for support of research programs and projects exceeds the available personnel resources, this statement of work provides for Contractor support of operations, engineering analyses, and technical services to assist the NRL in meeting its commitment to support and fulfill research requirements.

This tasking includes onsite, expert specialist support to review, evaluate, implement, and document specified data packages to demonstrate an adequate degree of explosives safety, thereby ensuring the consequential programs at the NRL and its associated laboratory and field test sites, continue to meet all regulatory requirements. Such program support shall incorporate, but not be limited to, providing technical assistance, as well as field and program support, for all stipulated Explosives Safety Program elements.

2.0 APPLICABLE DOCUMENTS

2.1 REFERENCES

Code of Federal Regulations Title 29 - Occupational Safety and Health Standards

DOD Instruction 6055.9 Explosives Safety Management and the DOD Explosives Safety Board

Executive Order (EO) 13423 *Strengthening Federal Environmental, Energy, and Transportation Management*

NRLINST 5090.2, *NRL Environmental Management System*

Military Munitions Rule

OPNAVINST 5100.23 (Series) *Navy Safety and Occupational Health Program Manual*

OPNAVINST 5530.13 (Series) *Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)*

OPNAVINST 8020.14 *Department of the Navy Explosives Safety Policy*

OPNAVINST 8023.24 *Navy Personnel Ammunition and Explosives Handling Qualification and Certification (Qual/Cert) Program*

NOSSAINST 8020.14 (Series) *Shore Station Explosives Safety Compliance Program*

NOSSAINST 8023.11 (Series) *Standard Operating Procedures Development, Implementation and Maintenance for Ammunition and Explosives*

NAVFACINST 11010.45 *Comprehensive Regional Planning Instruction*

NAVSEA OP5, Volume 1 Seventh Revision (Series) *Ammunition and Explosives Safety Ashore Regulations*

3.0 REQUIREMENTS

3.1 PERSONNEL

3.1.1 The Contractor shall provide technical assistance to support requirements set forth in this contract, as required.

3.1.2 Personnel shall be trained, qualified, and certified as specified in the requiring documents. Personnel shall maintain the required level of certification for the duration of their employment.

3.2 SECURITY CLASSIFICATION

3.2.1 A security clearance is not required; however, personnel must have, and maintain, eligibility for a security clearance for work at NRL. Personnel will be required to complete the required security paperwork for access to NRL. The NRL Commanding Officer (CO) may deny access to any applicants who do not meet the eligibility requirements.

3.2.2 The Government and the Contractor shall ensure that personnel assigned to each task are properly briefed on NRL security policies, and advised on restrictions concerning the use of electronics devices, photographic equipment, and any other security-related issues.

3.2.3 The Government and the Contractor shall ensure that ensuing documentation and regulatory paperwork is properly verified, approved and filed.

3.2.4 The Government shall ensure that all personnel who enter the NRL shall be

issued and maintain a security badge as so designated by the NRL Security Manual.

3.2.5 The Contractor is required to possess a Common Access Card (CAC) issued by the government for access to assigned bases and service website so as to provide the appropriate level of support as directed. At no time will the Contractor use the subject CAC for personal use.

3.2.6 All reports and documents provided by the Contractor shall be UNCLASSIFIED.

3.3 PHYSICAL WORKPLACE

3.3.1 The primary workplace for full-time personnel is designated at the NRL Safety Branch located at 4555 Overlook Ave., SW, Washington DC 20375-5322. Work may be conducted at other offices (places) as determined by individual task requirements.

3.3.2 The NRL shall provide the office space and equipment necessary for full-time Contract personnel to complete tasks in support of all required elements.

3.3.3 The Government shall provide the Contractor full access to unclassified, current NRL Safety Program manuals, publications, policies, and documentation as Government Furnished Equipment (GFE).

3.4 TRAVEL

3.4.1 Travel may be required for successful execution of principle elements under specified delivery orders. The Government shall determine the requirement for Contractor travel and shall ensure modification of the delivery order, as required.

3.4.2 All travel to NRL field sites or other points as designated shall be for the purpose of completion of a delivery order(s) or tasks. All travel to Contractor sites shall be so designated and reimbursed in accordance with Contractor's internal policy.

3.4.3 Travel may be required by support personnel for technical assistance and/or training as required by designated program elements. The extent of travel shall either be identified under this delivery order or shall be a modification to this delivery order as required.

3.4.4 The Government does not allow for daily travel reimbursement to and from the worksite. This delivery order shall recognize NRL as the primary worksite for each delivery order. When support elements are not available for assignment to NRL, government contracting and travel guidelines shall prevail.

3.5 SUPPLIES

3.5.1 The Government shall address special requirements and need for equipment,

supplies, and/or materials as required to complete the performance of various contract element(s). The Government shall furnish such articles as deemed necessary for successful performance of task(s) and in accordance with the appropriate regulation(s).

3.5.2 The Government shall furnish appropriate computer equipment and software as required in the performance of the intended work.

3.5.3 The Contractor shall notify and advise the Government on any required software and supplies. The Government shall take the action necessary to secure the required equipment.

3.5.4 The Government shall modify this delivery order as required to ensure appropriate support is retained and consistent with the required task(s).

4.0 TASKS

4.1 EXPLOSIVES SAFETY TASKS

4.1.1 The Contractor shall provide qualified engineering expertise to conduct explosives safety site approval investigations. The primary focus of work shall commence with a hazard assessment of all explosives (energetics, devices, and de minimis quantities) as proposed for identified storage and operational areas; and the development of the procedural steps to initiate the research. The analysis shall include development of criteria and recommendations to address human factors elements as well as for appropriate equipment, shielding, engineering controls, and protective clothing, which may be used by personnel for safety and facility protection. The Contractor shall prepare and submit (as required) each analysis in government-directed format (WEBSAR) to allow for the completion of required site approval statements, facility drawings and modification specifications, and site maps with regulation quantity-distance arcs documented.

4.1.2 The Contractor shall maintain explosives safety qualification and certification in compliance with mandatory regulatory requirements in order to support necessary, requested elements of the NRL program. The Contractor shall remain certified to all Standard Operating Procedures germane to the Contractor's qualification(s) and specified operations. All paperwork shall be forwarded to the NRL Explosives Safety Officer and verified by the Contracting Supervisor.

4.1.3 The Contractor shall provide the qualified expertise necessary to certify compliance of the Explosive Safety Program and other current explosives safety procedures and instructions at the Naval Research Laboratory.

4.1.4 The Contractor shall provide technical assistance to evaluate Standard Operating Procedures (SOPs). The Contractor shall evaluate assigned explosive SOPs for compliance with specified safety regulations, references and local formatting elements. The Contractor shall evaluate the procedures for identification of, and compliance with, the regulations as determined by the area or type of operation. The Contractor shall evaluate work processes to

determine and/or verify that appropriate, safe work processes and procedures are followed. The Contractor shall perform assigned work process reviews with the requesting explosives handling personnel.

4.1.5 The Contractor shall provide engineering analyses and technical assistance to NRL to review, evaluate and comment on the inspection of laboratories. Support shall be provided to review workplaces and systems (where ordnance and/or display items are found) for possible exposures to potentially harmful gases and chemicals. The Contractor shall perform workplace safety audits to ensure that ordnance display items are inert and do not contain the presence of harmful materials or regulated substances. All deficiencies shall be formally identified and notices shall be issued for non-compliance with safety regulations or other regulatory guidance. All site audits shall be reported in the format directed by the Explosives Safety Officer.

4.1.6 The Contractor shall develop and present specialized explosives safety and hazard analysis training programs for NRL research divisions as specified by the NRL Explosives Safety Officer. Each course and its curriculum shall be in compliance with the governing directive and shall be approved by the Explosives Safety Officer prior to presentation. Each course participant shall be properly tested and certified at the completion of training, and shall receive a certificate of completion.

4.1.7 The Contractor shall maintain and provide (upon request) engineering expertise to identify and ensure that ordnance and/or ordnance display items are inert and do not contain other harmful materials. The Contractor (upon request) shall evaluate all currently inert-loaded or empty ammunition and their components for certification to be classified as inert ordnance and ensure that they are properly labeled as such. Should ordnance or suspect (not certified) ordnance be found, the Contractor shall take appropriate actions to identify and/or certify the item(s). The Contractor shall acquire inert certification status for all items, through the preparation and submission of sufficient documentation to allow for the completion of appropriate documents. Reports shall be submitted on each action taken involving ordnance display (inert devices) in accordance with the Standard Operating Procedure.

4.1.8 The Contractor shall provide engineering expertise required to ensure that all current ordnance has been hazard classified. The Contractor shall analyze the documentation and verify the current status and reclassify, as necessary, all NRL ordnance and ordnance related equipment. The Contractor shall verify and document actions taken in the designated files. This action will be fulfilled upon special request from the NRL Explosives Safety Officer.

4.1.9 The Contractor shall be aware of the NRL Environmental Management System (EMS) and the Commanding Officer's Environmental Policy. All work performed shall be in compliance with NRL EMS.

5.0 REPORTS/DELIVERABLES

5.1 CDRL ITEM A001, Funds Expenditure Report: The Contractor shall provide a monthly funds expenditure report that provides an overall synopsis of the project's funds status during the reporting period relative to all efforts which are currently active. The report shall be prepared and delivered (15) working days after the first of each month.

5.2 CDRL ITEM A002, Monthly Accomplishment Report: The contractor shall provide a monthly Accomplishment Report detailing the performance of assigned programs and projects, as well as a listing of outstanding assignments.

6.0 PERIOD OF PERFORMANCE

6.1 The period of performance shall be for eight (8) months.