

Statement of Work for Industrial Hygienist

1.0 BACKGROUND. The Naval Research Laboratory (NRL) conducts a broadly based multidisciplinary program of scientific research and advanced technological development directed toward maritime applications of new and improved materials, techniques, equipment, systems, for ocean, atmospheric, space sciences and related technologies. The Safety Branch must ensure that the development, implementation and maintenance of comprehensive safety and environmental compliance programs, in support of the Laboratory's scientific research and advanced technology development, comply with the appropriate federal, District of Columbia, Navy, and NRL regulations. The programs include Safety and Occupational Health (SOH)/Industrial Hygiene (IH), Explosives Safety, Hazardous Material Control Management, Ionizing/Non-Ionizing Radiation Safety, and Environmental Protection.

2.0 SCOPE. The Safety Branch conducts a "Consolidated" Inspection of each Division at NRL. The team consists of members from each section, i.e., SOH/IH, Explosives, Health Physics and Environmental. **The Contractor shall furnish the necessary personnel to perform the following services: evaluations, inspections and audits that will support the Safety and Occupational Health/Industrial Hygiene Program.** The services will be performed at the Naval Research Laboratory (NRL), Washington, D.C. and may include visits to field sites, such as NRL Chesapeake Bay Detachment (CBD, Maryland, MD, Pomonkey, MD, Midway Research Center, VA and Tilghman's Island, MD.

3.0 APPLICABLE DOCUMENTS

- 3.1 29 CFR Part 1910 Occupational Safety and Health Standards for General Industry
- 3.2 OPNAVINST 5100.23G, Navy Safety and Occupational Health Program Manual
- 3.3 NRLINST 5100.13F Safety and Health Occupational Manual
- 3.4 Established Safety and Occupational Health Policy and Procedures
- 3.5 National Fire Protection Association Codes
- 3.6 American National Standards Institute (ANSI)
- 3.7 NRLINST 4110.1B, *NRL Hazardous Material Control and Management (HMC&M) Program*
- 3.8 National Fire Protection Association (NFPA) 55, *Standard for the Storage, Use, and Handling of Compressed Gases and Cryogenic Fluids in Portable and Stationary Containers, Cylinders, and Tanks*
- 3.9 29 CFR 1910.1450, *Occupational Safety and Health Administration (OSHA) Laboratory Standard*
- 3.10 29 CFR 1910.1200, *OSHA Hazard Communication Standard*
- 3.11 29 CFR 1910.106(d)(3)(ii)(a), Occupational Safety and Health Administration (OSHA) Flammable and Combustible Liquid Standard

4.0. REQUIREMENT

- 4.0.1 The Contractor shall provide the necessary personnel to inspect research

laboratories, administrative support work areas and other systems identified by the Safety Branch, conduct industrial hygiene sampling and ventilation surveys and conduct ergonomic evaluations on workstations.

4.0.2 The Contractor shall create computerized reports along with submitting supporting documentation used to compile the computerized reports. Supporting data shall include checklists, notes, memoranda, computer disks, and survey forms.

4.0.3 Computer entry and report tasks shall be accomplished in an Oracle or Microsoft computer software utilized by the Safety Branch.

4.0.4 The Contracting Officer's Representative (COR) will review and approve all inspection survey and reports forms prepared under this contract.

4.1 TASK 1: Safety and Occupational Health/Industrial Hygiene (SOH/IH) Surveys

4.1.1 The Contractor shall follow a pre-established schedule provided by the COR, to meet with and brief workplace representatives before and after performing SOH/IH surveys.

4.1.2 The Contractor shall use the NRL Inspection Notes form to describe findings within the specific laboratories and draft a report describing overall condition of the inspection.

4.1.3 The Contractor shall document deficiencies in the ORACLE Abatement program.

4.1.4 The Contractor shall conduct follow-up on deficiencies until completion.

4.1.5 The Contractor shall file reports within two weeks after completion of Consolidated Inspection.

4.1.6 The Contractor may be the team leader on Consolidated Inspections per the schedule provided by the COR.

4.1.7 The Contractor shall schedule pre and post inspection meetings and present the inspections findings at the meetings.

4.2.0 TASK 2: Standard Operating Procedures

4.2.1 The Contractor shall review and update standard operating procedures (SOP) as directed.

4.2.2 The Contractor shall obtain signatures of approval on the SOP from both the Program manager and the Head, SOH/IH Section.

4.2.3 The Contractor shall file all reports within two weeks, after completion.

4.3.0 TASK : Investigation of SOH/IH complaints or trouble calls

4.3.1 The contractor shall investigate safety and health hazards reported, including indoor air quality as directed by the COR.

4.3.2 The Contractor shall document the complaint in the ORACLE White Log Notes and complete an investigation report within two business days.

4.3.3 The contractor shall utilize commonly used safety inspection and industrial survey equipment in the investigation.

5.0 DELIVERABLES

5.0.1 The Contractor shall provide written status reports monthly on the activities to include funds report. Upon completion of the contract year, provide a written executive summary report.

5.0.2. Meet with the NRL Safety Branch staff within fourteen (14) days after the award of the contract to discuss the effort in general.

5.0.3 The Contractors shall be eligible for security clearance.

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.			B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____		
D. SYSTEM/ITEM				E. CONTRACT/PR NO.		F. CONTRACTOR	
1. DATA ITEM NO. Task 1	2. TITLE OF DATA ITEM Industrial Hygiene Survey Reports				3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY as requested		12. DATE OF FIRST SUBMISSION 7 days		14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES
					Draft	Final	Repro
						Reg	Repro
16. REMARKS Contractor shall perform industrial hygiene sampling as requested by the COR and provide reports within 7 days of sampling. Contractor may be required to perform local exhaust ventilation surveys and provide report within 7 days.					15. TOTAL → 0 0 0		
1. DATA ITEM NO. Task 2	2. TITLE OF DATA ITEM Reports				3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES
					Draft	Final	Repro
						Reg	Repro
16. REMARKS Contractor shall ensure accurate and timely submission of reports of sampling, inspections, surveys, etc. as dictated by the COR.					15. TOTAL → 0 0 0		
1. DATA ITEM NO. 5	2. TITLE OF DATA ITEM Monthly Status Reports & Invoices				3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES
					Draft	Final	Repro
						Reg	Repro
16. REMARKS Provide Monthly Status Reports and Invoices					15. TOTAL → 0 0 0		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM				3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES
					Draft	Final	Repro
						Reg	Repro
16. REMARKS					15. TOTAL → 0 0 0		
G. PREPARED BY			H. DATE	I. APPROVED BY <i>R. Joe Pawlowski, Head, Safety Branch</i>		J. DATE 10/27/2014	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

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