M60050.000165
MCAS EL TORO
SSIC #5090.3

5090
Ser 1141B/281
DEC 23 1985

From: Commander, Western Division, Naval Facilities Engineering Command
To: Commander, Naval Facilities Engineering Command

Subj: ENVIRONMENTAL POLLUTION CONTROL REPORT (PCR), MARINE CORPS AIR STATION, EL TORO, CALIFORNIA, NAVAL ASSESSMENT AND CONTROL OF INSTALLATION POLLUTANTS (NACIP) CONFIRMATION STUDY

Ref: (a) MARCORP Order 6280.1, 30 Jan 81

Encl: (1) Environmental Pollution Control Report (PCR) Proposed Project Report Exhibit (1) Information
(2) Scope of Work Verification Step I and Characterization Step II of Confirmation Study
(3) Verification Step A-E Fee Estimate
(4) Characterization Step A-E Fee Estimate

1. Enclosure (1) is submitted per reference (a). Prompt approval is recommended to ensure that work be started in the third quarter of FY 86.

2. The remaining enclosures (2, 3 and 4) provide information regarding the NACIP study at MCAS El Toro.

3. The point of contact for this Command will be Ernest Cerini, Code 1141B at Autovon 958-5461.

VILLI JEPSEN
By direction

Blind copy to:
114

DRAFTER: E. CERINI/1141B/5461
TYPIST: L. MULLIGAN/12/20/85
FILE: MCAS El Toro ←
X NACIP/MCAS El Toro

POLLUTION CONTROL REPORT (PCR)
PROPOSED SPECIAL PROJECT
EXHIBIT I INFORMATION

MEDIA: CERCLA EFD: WESTNAVFACENGCOM UIC: M60050
PROJECT NO.:

PROJECT NAME: NACIP CONFIRMATION STUDY

FACILITY: MARINE CORPS AIR STATION, EL TORO
ADDRESS: SANTA ANA, CALIFORNIA 92709 USE THE ZIP + 4
AGENCY CONTACT: VILLI JEPSEN, HEAD, SOUTHWEST ENV. ENGR. SEC. A/V 958-5461

FUND CMD: NAVFAC APPN: O&M,N
STATUS: PP

INTERNAL PROJECT NO.: S86-04

COST OF POLLUTION CONTROL MEASURES IN THOUSANDS OF DOLLARS:

FY	DESIGN	FUNDED	CONSTR	FUNDED
86	$0	NO	$689	NO

TOTAL COST: $689

AGENCY PROJECT SCHEDULE DATES

DESIGN (START):	01	APR	86	VERIFICATION
DESIGN (COMPLETION):		DEC	86	VERIFICATION
CONSTR (START):		MAR	87	CHARACTERIZATION
CONSTR (COMPLETION):		SEP	87	CHARACTERIZATION
FINAL COMPLIANCE:		DEC	87	
REG FINAL COMPLIANCE:				

CONGRESSIONAL AUTHORITY DATES: MCON
(MO / YEAR)

SCHEDULED:
REQUESTED:
RECEIVED:
35% DESIGN COMPLETION:

OTHER PCR DATES

APPROVED:
PREPARED: DEC 85
REVISED:

INFO FOR NEESA USE

POLLUTANT CATEGORY: HAZD
POLLUTANT SOURCE:
CORRECTIVE ACTION:
NAVFAC PROGRAM ELEMENT
EPA CODE NOP PCS
ACEL OCNS
PRIORITY:
VARIOUS LOCATIONS: NO
MAJOR REVISION:
LEGAL ACTION CODE:
LEGAL CITATION: 1141B

POLLUTION CONTROL REPORT (PCR)
PROPOSED SPECIAL PROJECT
EXHIBIT I INFORMATION

MEDIA: CERCLA **EFD:** WESTNAVFACENGCOM **UIC:** M60050
PROJECT NO.:

PROJECT NAME: NACIP CONFIRMATION STUDY

1. PROBLEM STATEMENT

0001 DEVELOP/INITIATE A PLAN OF ACTION FOR CONFIRMATION OF HAZARDOUS
0002 WASTE (HW) SITES.
0003
0010 DEVELOP/INITIATE A PLAN OF ACTION TO CONFIRM THE EXISTENCE OF HAZARDOUS WASTE
0020 (HW) SITES IDENTIFIED IN THE MCAS EL TORO INITIAL ASSESSMENT STUDY.
0030
0040

2. REMEDIAL ACTION

0001 DETERMINE THE SEVERITY OF THE PROBLEM AND RECOMMEND
0002 MITIGATIVE PROCEDURES.
0003
0010 DETERMINE THE SEVERITY OF THE PROBLEM AND RECOMMEND MITIGATIVE PROCEDURES. THE
0020 STUDY WILL INCLUDE HISTORICAL, PHYSICAL AND ANALYTICAL DOCUMENTATION AND
0030 RECOMMEND CORRECTIVE ACTIONS THAT ARE REQUIRED TO COMPLY WITH APPLICABLE
0040 REGULATIONS.

3. APPLICABLE STANDARDS

0001 CERCLA SEC 109 (b) PERTAINS TO SUPERFUND RCRA 40 CFR 265
0002 USC 6926 TITLE 22 DIV 4 CHAP 30 TITLE 23 CHAP 3 SUBCHAP 15
0003 SEC 2500
0010 CERCLA SEC 109 (b) PERTAINS TO SUPERFUND RCRA 40 CFR 265 42 USC 6926 INDICATES
0020 EPA ENFORCEMENT AUTHORIZATION TO THE STATE OF CA FOR HW DISPOSAL. TITLE 22
0030 DIV 4 CHAP 30 CA ADMINISTRATIVE CODE IMPLEMENTS STATE HW CONTROL LAW TITLE 23
0040 CHAP 3 SUBCHAP 15 SEC 2500 CA ADMINISTRATIVE CODE ESTABLISHED DISCHARGE
0050 REQUIREMENTS UNDER THE WATER QUALITY ACT.

4. OTHER PCR INFORMATION

0001 OPNAVINST 5090.1 DIRECTS THE STUDY OF PAST DISPOSAL SITES ON
0002 NAVY FACILITIES. FEDERAL REGULATIONS ALSO REQUIRE THESE SITES
0003 TO BE CLEANED UP AND ENFORCEMENT ACTION MAY RESULT IF THEY ARE
0010 NOT. THE IAS HAS RECOMMENDED THAT 8 SITES UNDERGO A CONFIRMATION STUDY. FOLLOWING
0020 ARE THE AREAS TO BE STUDIED: EXPLOSIVE ORDNANCE DISPOSAL AREA, MAGAZINE ROAD
0030 LANDFILL, ORIGINAL LANDFILL, PERIMETER ROAD LANDFILL, ORIGINAL CRASH CREW PIT,
0040 TRANSFORMER STORAGE AREA, BATTERY ACID DISPOSAL AREA, CURRENT CRASH CREW PIT.

APPENDIX "A" - STATEMENT OF ARCHITECT ENGINEERING SERVICES

N62474-85-C-5592

DATE: DECEMBER 1985

To:
Please Return Comments to: 1141 by ASAP
PM: 1141
EIC: 1141B
JO#: AAV3 K231
Schedule Negotiations:

WESTERN DIVISION
NAVAL FACILITIES ENGINEERING COMMAND
SAN BRUNO, CALIFORNIA

FY 86 CONFIRMATION STUDY
MARINE CORPS AIR STATION
EL TORO, CALIFORNIA

This scope of work shall be as outlined below, and as described elsewhere in this requirements contract. All engineering services shall be accomplished in accordance with this scope, the Design Guide for A-E firms dated August 1981, with revisions, and detailed instructions furnished by the Officer in Charge (OIC), Western Division, Naval Facilities Engineering Command (WESTNAVFACENGCOM), San Bruno, California. Further the scope of the contract covers the provisions of additional A-E services, for accomplishment of engineering studies and investigations, and preparation of draft and final reports as may be required. In general, the additional services required will be confined to the development of the confirmation study as outlined in enclosure (1).

The contract will be negotiated and awarded on the basis of final engineering and geotechnical services for all identified steps. Initial contract award will include:

1. Preparation of Work Plan
2. Preparation of a Site Specific Health and Safety Plan
3. Preparation of a QA/QC Plan
4. Field Work, Topo Survey, Subsurface Investigation
5. Verification Step Report
6. Characterization Step Report (if required)

This is an indefinite quantity contract not to exceed two million, without further authorization. The minimum contract price shall be that negotiated price for specific services and bid items as outlined in enclosure (2) of this scope. However, direct labor is a function of actual manhours, overhead, and profit.

CONFIRMATION STUDY SCOPE OF WORK
MARINE CORPS AIR STATION
EL TORO, CALIFORNIA

This scope of work provides a Confirmation Study to determine if specific toxic or hazardous materials, identified in the Initial Assessment Study, (IAS), have contaminated the environment at the Marine Corps Air Station, El Toro, California. Contamination abatement actions may subsequently be conducted depending on findings of this study.

BACKGROUND. This Confirmation Study is part of the Navy Assessment and Control of Installation Pollutants (NACIP) program designed to identify contamination of Navy lands resulting from past operations and to institute corrective measures, as needed. The NACIP program consists of three distinct phases:

Initial assessment...performing record searches and personnel interviews to collect and evaluate all evidence supporting the existence of a contamination problem at an installation.

Confirmation...performing on-site investigations including physical and analytical monitoring to confirm or refute the existence of contamination, and if contamination is present, to quantify the extent of the problem, and if necessary, recommending corrective measures.

Corrective measures...instituting remedial measures to control and mitigate contamination.

The Confirmation Study is a phased effort to: determine the existence, concentration, extent, and rate of migration of previously identified contaminants of health and environmental concern; develop economically feasible alternatives to meet applicable health and environmental standards where required; prepare site operation plans; prepare Government project documentation with supporting costs estimates for project funding approval. The sequential efforts of the Confirmation Study are termed steps and include:

Step	Description
I	Verification--verify the existence of contamination.
II	Characterization--characterize the extent and rate of migration of contaminants with regard to geohydrological, geophysical, and other parameters.

III Feasibility--evaluate alternatives to achieve compliance, prepare cost estimates, and project effectiveness of alternatives.

IV Project Documentation--prepare site operation and Government project documentation with cost estimate satisfactory for project funding requests.

Results of the Initial Assessment Study (IAS) at Marine Corps Air Station (MCAS), El Toro shows the presence of contamination which may pose an immediate health or environmental threat on or off the Naval facility. Eight (8) sites were recommended for study in the IAS. Background information on MCAS El Toro and specific sites is in the IAS.

A.0 SERVICES

A.1 GENERAL. All engineering services should be done following this scope, the Design Guide for Architect Engineer (A-E) firms dated August 1981, and criteria and requirements furnished by the Officer in Charge. The services shall include investigation of the following sites:

(1) Explosive Ordnance Disposal Area
(2) Magazine Road Landfill
(3) Original Landfill
(4) Perimeter Road Landfill
(5) Original Crash Crew Pit
(6) Transformer Storage Area
(7) Battery Acid Disposal Area
(8) Current Crash Crew Pit

Additional sites may be added later subject to negotiation of fee and scope.

A.2 PURPOSE. This study will determine if and to what extent specific toxic and hazardous materials, identified in the IAS, and possibly other contaminants, are present at each site. Efforts may include sampling sediment, soil, surface water, and groundwater. Study results will be used for determining if contamination exists, evaluating the chemical and physical characteristics of the site, and recommending whether a site should undergo a characterization study.

A.2.1 Pre-Site Investigation--Plan of Action. During the pre-site investigation, the (A-E) is responsible for the following actions:

A.2.1.1 Reviewing the IAS and other records provided by the EIC.

A.2.1.2 Visiting MCAS El Toro. The A-E will be accompanied by personnel from Western Division, Naval Facilities Engineering Command (WESTNAVFACENGCOM), and activity personnel. A command briefing to discuss the NACIP Program and the Confirmation Study with activity command representatives will be held during this visit. During this initial visit, the following tasks will be accomplished:

(1) Touring the activity and the confirmation study sites.

(2) Inspecting each site to be studied to prepare a detailed plan of action.

A.2.1.3 Developing a detailed plan of action for sampling the sites. The A-E must incorporate the findings and recommendations of the IAS and other information provided by the EIC in developing the plan of action. Establish milestones for accomplishing the major steps of the study. The milestones must show completion of the verification step within nine months.

A.2.1.4 Implementing a Medical Safety Plan which governs all aspects of the contract. The program should conform to the guidelines set forth in Paragraph B.1. To prevent accidents, the on-site portion of the study shall not begin until the Safety Program has been reviewed by the EIC. Develop and implement a QA/QC Plan as outlined in the Scope of Work for NACIP Contract Laboratory Quality Assurance (encl (3)).

A.2.2 <u>On-Site Investigation</u>

A.2.2.1 Sampling will be kept to a minimum and will be based on the findings and recommendations of the IAS. Specific sampling requirements will be determined by the A-E. Samples will be taken over a limited time period or on a one-time only basis. Sampling procedures and preservation methods shall be in accordance with standard practices and must be reviewed by the EIC.

A.2.3 <u>Chemical Analyses</u>

A.2.3.1 Analyze for parameters identified in the IAS or as determined necessary by the A-E. Required chemical analysis methods must be in accordance with standard procedures. A Navy certified laboratory must be used to perform analyses (see encl (3)).

A.2.3.2 To ensure the reliabilty and cost effective analysis of all samples and results, a quality control program that has been reviewed by the EIC shall be implemented and maintained.

A.2.4 <u>Draft Report</u>. Upon completion of the field work, the A-E will evaluate all data and determine whether contamination has

the potential to or is presently affecting the environment or human health. The A-E shall furnish the EIC with a draft report per section B.4.

A.2.5 Characterization Step Work Plan. Upon completion of the Verification Step, the A-E shall prepare a characterization study work plan if further work is recommended. The plan shall include: a description of further sampling recommended, monitoring programs, geotechnical efforts, and a list of compounds for quantification.

A.2.6 Final Reports. If the characterization study is not required, the final confirmation study report shall be furnished according to section B.5. In addition, the A-E shall present a command briefing of the study's findings, conclusions, and recommendations to the activity.

B.0 SUBMISSIONS

B.1 SAFETY PROGRAM PLAN. A safety plan shall be prepared by the contractor and submitted to the EIC within forty-two (42) calendar days after contract award. A Safety and Health Program will be developed from the site safety plan in coordination with the Safety/Health Officer of the station.

The safety plan shall conform with OSHA requirements and will:

(1) Identify and evaluate the hazards and risks associated with each site being studied.

(2) Identify key personnel and alternates involved in site safety/response operations.

(3) Determine levels of personnel protection to be worn for various site operations.

(4) Establish work zones (exclusion area, contamination area, and support area).

(5) Establish decontamination protocol and procedures.

(6) Determine the number of personnel required to enter the contamination zones during the study.

(7) Establish emergency procedures such as: escape routes, signals for withdrawing work parties from site, emergency communication, wind indicators, etc.

(8) Arrange with nearest medical facilities for emergency medical care for both routine-type injuries and toxicological problems.

(9) Establish continual air and personnel monitoring protocols.

(10) Establish procedures for drilling wells, and obtaining and handling potentially contaminated samples.

B.2 SUBMIT A QA/QC PLAN.

B.3 PROGRESS REPORT. The contractor shall furnish a monthly progress report to the EIC by the fifteenth (15th) day of each calendar month for the duration of the contract. The first progress report will be due on the fifteenth (15th) day of the second complete calendar month following the contract award date. The progress report shall be prepared in the form of a letter and shall include, but is not limited to, a brief statement of the following:

(1) Work accomplished during the reporting period, including results of quantitative chemical analysis.

(2) Special problems encountered and unsolved.

(3) Percentage of work completed.

(4) Plans for the following month.

(5) Confirmation of any clarifications or technical guidance reached as a result of meetings or discussions with Government technical representatives.

B.4. DRAFT VERIFICATION STEP REPORT. The A-E shall furnish the EIC with fifteen (15) copies of a draft report detailing study results. The report should include: a description of all sampling and chemical analysis methods used, a presentation and evaluation of the analytical data, an assessment of actual/potential contamination and migration, water levels in all existing wells, the location of suspected contaminant sources, and known toxicity information on contaminants found. After the Navy has reviewed the draft report, the A-E shall present a briefing of findings, conclusions and recommendations at WESTNAVFACENGCOM. The A-E will then receive comments and recommendations on the draft report. Comments shall be considered for incorporation in the final draft report.

B.5 FINAL VERIFICATION STEP REPORT. Within twenty-one (21) calendar days after receipt of the Government comments and recommendations, the A-E shall furnish one (1) original manuscript and thirty (30) copies of a final document to the EIC. The document shall be prepared in accordance with paragraph B.6.

B.6. PREPARATION OF THE FINAL DOCUMENT. The original of the document shall be typed on white bond paper and shall be unbound. Text, which does not contain mathematics, shall be single-spaced with double spaces between paragraphs. Any graphs, charts or illustrations shall be submitted as unscreened glossy, single-weight prints (8-1/2" x 11" preferred) on white stock. The original shall be prepared in the proper format with sufficient clarity and definition to allow reproduction by any contact copying process.

C.0 SPECIAL CONSIDERATIONS

C.1 GENERAL

(1) Procedure (I) will apply to this contract in accordance with Section II, Paragraph 2-108 of the A-E Design Guide.

(2) Topographic Surveys may be required. See Paragraphs H of this scope.

(3) Subsurface Investigations may be required. See Paragraphs Q of this scope.

(4) The Truth in Negotiation Act and cost accounting standards will apply to this contract if the estimated fee exceeds $100,000. See Paragraph V of this scope.

C.2 REFERENCES

The following documents should be used in performing the Verification Step. These documents will be made available to the contractor on a loan basis for copying purposes.

(1) Initial Assessment Study of Marine Corps Air Station, El Toro, California.

(2) "NACIP Program Management Plan," NESO 20.2-033.

(3) "Procedures Manual for Groundwater Monitoring at Solid Waste Disposal Facilities," EPA/530/SW-611, August 1977.

(4) U.S. Army Toxic and Hazardous Materials Agency, "Minimum Requirements for Boring Logs, Drilling Procedures and Monitor Well Installation."

(5) "NEPSS Pesticide Residue Sampling Guide, Naval Energy and Environmental Support Activity," NESO 20.1-012, December 1976.

(6) "Methods for Chemical Analysis of Water and Wastes," EPA/600/4-79-020.

(7) "Procedures for Handling and Chemical Analysis of Sediment and Water Samples," Technical Report EPA/CE-81-1.

(8) Standard Methods for the Examination of Water and Wastewater, American Public Health Association, 14th edition, 1975.

(9) "Ambient Monitoring Guidelines for Prevention of Significant Deterioration (PDS), "EPA-450/2-78-019, May 1978 (OAOPS No. 1.2-0.96).

C.3 CONTRACT OPTIONS

If further work is recommended and the Government decides to continue the Confirmation Study, the Characterization Step, will be started subject to requirements as set forth.

BID ITEMIZATION

BID ITEMS	QUANTITY	UNIT COST
Per Diem		
QA/QC Program		LS
Manhours:		
Engineer		
Technician		
Geotechnical		
Surveyor		
Safety Equipment		LS
Monitoring Wells		
Soil Borings		
Chemical Analysis (in soil/in water):		
Fluoride		
pH		
PCB		
Priority Pollutants Total		
Priority Pollutants BNA Extractable		
Priority Pollutants Metals		
Organo and Total Lead		
Tox		
Toc		
Specific Conductance		
Total Cyanide		
Total Oil and Grease		
Phenol		

Enclosure (2)

STATEMENT OF WORK
FOR
NACIP CONTRACT LABORATORY QUALITY ASSURANCE

1.0 INTRODUCTION

The Navy Assessment and Control of Installation Pollutants (NACIP) program has been established to identify, assess and control contamination of the environment at Naval and Marine installations. This program includes provisions for performing a field investigation (i.e., confirmation study (CS)) at a site to establish the presence or absence of contamination and, when appropriate, to quantify the extent of contamination. Analytical laboratory support for a CS is contracted for directly by the engineering field divisions (EFD) and the Navy Energy and Environmental Support Activity (NEESA). However, NEESA is responsible for ensuring that the quality of the laboratory analyses performed during the CS is acceptable.

This statement of work, which is designed to be an attachment to the contractual agreement negotiated between the EFD and the contract laboratory, describes the performance and reporting requirements expected of the contract laboratory with respect to the Navy's Laboratory Quality Assurance (QA) program.

1.1 Objective of the QA Program

This program is designed to ensure that quality data are generated during the CS. This is of particular importance, since these data will be used as the foundation upon which subsequent scientific and engineering decisions, affecting potentially significant future actions, will be based.

1.2 Responsibilities for the QA Program

Prior to beginning any field investigations or analysis of samples acquired from the field, the CS contract, or subcontract, laboratory shall prepare a quality assurance/quality control (QA/QC) plan, submit to a laboratory facilities inspection, and conduct proficiency sample(s) analysis. The laboratory shall identify a Laboratory Quality Assurance Coordinator (LQAC), who will be responsible for overall QA/QC for the laboratory.

Review of the QA/QC plan and the results of proficiency sample analysis and inspection of the laboratory facilities will be performed by The MITRE Corporation. The MITRE Corporation will communicate directly to NEESA and to the EFD engineer-in-charge (EIC) concerning the performance of the laboratory and MITRE's recommendation concerning Navy approval for the laboratory. Satisfactory completion of these activities by the laboratory

will result in the laboratory receiving Navy approval, at which time CS sampling and analysis may begin at the direction of the EFD EIC.

After the CS has been initiated, The MITRE Corporation will continue to monitor laboratory QA/QC performance. This will be accomplished through analysis of reports prepared by the laboratory and submitted to The MITRE Corporation during the course of sampling and analysis.

2.0 APPLICABLE REFERENCE MATERIAL

The following document will be supplied to the laboratory by the EFD EIC: Sampling and Chemical Analysis Quality Assurance Guide for Naval Assessment and Control of Installation Pollutants (NACIP) Program, NEESA 20.2-047 (referred to in the rest of this statement of work as the NACIP QA program document).

3.0 PERFORMANCE REQUIREMENTS

The LQAC shall coordinate satisfactory completion of all performance requirements with the representative of The MITRE Corporation.* This includes all the requirements specified herein as well as those contained in the NACIP QA program document. In the following paragraphs detail is provided concerning specific actions required of the LQAC.

3.1 Submit Work Plan

Within five working days of contract award the laboratory shall submit a work plan for their efforts on the CS to The MITRE Corporation. The name, address and telephone number(s) of the LQAC must be identified in the work plan. This work plan shall include numbers and types of samples to be acquired and identify all analytical requirements specified in the contract with the EFD. In addition, the work plan shall contain a schedule indicating planned times for acquiring samples and conducting analyses. One of the purposes of this work plan is to schedule visits to the laboratory and another is to indicate the spectrum of analyses the laboratory will be required to perform during the CS so that appropriate proficiency samples (see Section 3.2) can be supplied to the LQAC by MITRE.

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*Mr. Robert Clerman
The MITRE Corporation
1820 Dolley Madison Blvd.
McLean, Virginin 22102
(703) 883-6623

3.2 Program Proficiency Sample Analyses

Within five working days of receipt of the laboratory's work plan, The Mitre Corporation will supply samples to the LQAC to be used to test the laboratory's proficiency for trace analysis. When possible, the proficiency samples provided will mimic the types of materials the laboratory expects to analyze during conduct of the CS. The results of these proficiency tests shall be returned to The MITRE Corporation at least five working days prior to laboratory inspection (see Section 3.4). Scoring of the results of these analyses will be by peer group and/or referee analysis comparisons. Proficiency tests in the form of limits-of-detection (LOD) exercises (described in the NACIP QA program document) for the materials may also be required.

3.3 Submit QA/QC Plan

Within 30 calendar days of contract award, the LQAC shall submit to The MITRE Corporation a QA/QC plan according to the directions and specifications contained in the NACIP QA program document. In brief, this plan shall:

- discuss provisions for acquiring, preserving and transporting samples;
- indicate the plan for sample tracking and/or chain-of-custody;
- detail procedures for all analytical methods to be employed;
- provide samples of quality control charts and tables to be used for routine reporting purposes; and
- outline procedures for determining and reporting any out-of-control episode in the laboratory.

The discussion of acquiring, preserving and transporting samples should: include an indication of the sampling protocols and kinds of devices and containers to be used, indicate the method(s) for and timing of preservation, and describe the mode and timing of shipment. The objective to be achieved is appropriate samples arriving in an uncompromised condition at the laboratory so that analysis can be performed within the established EPA limits for holding times, as indicated in the NACIP QA program document.

The discussion of analytical methods to be employed must be detailed and thorough. These methods may include those approved by EPA or other federal agencies, but all must be documented and

validated. During laboratory inspection, personnel expected to use these methods should be thoroughly familiar with and conversant concerning them.

Sample quality control charts and tables will be examined for the appropriateness of the quality control measure being employed for each procedure and the presence of all data necessary to make a determination concerning quality of the analytical results. These charts and tables should be in routine use at the time of laboratory inspection. These charts should have clearly identified action limits.

With respect to procedures for out-of-control episodes, these will be reviewed for completeness - particularly with regard to documenting the event as well as any corrective actions taken.

The MITRE Corporation will notify the LQAC and the EFD EIC concerning the acceptability of the QA/QC plan within two weeks after receipt.

3.4 Submit to Laboratory Inspection

Within 45 calendar days of contract award the laboratory will be inspected by a QA team from The MITRE Corporation, possibly accompanied by representatives of NEESA and/or the EFD. The purpose of this inspection will be, as indicated above, to ascertain that procedures and methods described in the laboratory's QA/QC plan are in place and functioning prior to laboratory analysis of NACIP field samples. Guidance concerning issues that will be of interest to MITRE during the inspection are dicussed in the NACIP QA Program document. The results of this inspection will be discussed with the LQAC and any Navy representatives present at the conclusion of the inspection. A written report will be provided by MITRE within ten working days of the inspection to the LQAC, the EFD EIC and NEESA. In the event that a laboratory has not successfully demonstrated its ability to adequately control the quality of samples analysis, The MITRE Corporation, in concern with NEESA, will prescribe a course of corrective action. This may involve repeating, to the point of satisfactory completion, any or all of the performance requirements listed above or in the NACIP QA Program document. Satisfactory completion of all performance requirements will result in NEESA conferring Navy approval on the laboratory. At this point the laboratory may begin analysis of NACIP samples at the direction of the EFD EIC.

3.5 Maintain Approved Level of QA/QC

After receipt of Navy approval, the LQAC is responsible for maintaining the QA/QC procedures outlined in the laboratory's approved QA/QC plan. In addition, the LQAC is responsible for ensuring that monthly written progress reports, described in

Section 4.0, are delivered to MITRE and that any out-of-control episode is reported by telephone to MITRE and the EFD EIC as soon as it is observed. Each out-of-control situation will be handled individually. However, any analytical procedure affected by the out-of-control episode shall be interrupted until the situation is resolved to the satisfaction of the LQAC and MITRE. After the problem is resolved, The MITRE Corporation shall make a recommendation to the EFD EIC that analysis may begin again. MITRE will also recommend to the EFD EIC whether it is necessary to re-analyze any samples. At the discretion of the EFD EIC work may be resumed. In addition, the EFD EIC shall determine whether samples affected by the out-of-control episode shall be re-analyzed by the laboratory at no additional cost to the government.

3.6 Submit Required Reports

As a final performance requirement, all reports listed in Section 4.0 must be submitted by the LQAC.

4.0 REPORTING REQUIREMENTS

The LQAC is responsible for preparing all of the following reports and delivering them to The MITRE Corporation. MITRE will make recommendations to NEESA concerning the acceptability of all delivered products; however, NEESA retains the responsibility and authority to accept or reject any product.

4.1 Work Plan

This product is discussed in Section 3.1 and one copy is due to both The MITRE Corporation and the EFD EIC five working days after contract award.

4.2 QA/QC Plan

This product is discussed in Section 3.3 and one copy is due to both The MITRE Corporation and the EFD EIC within 30 calendar days of contract award. This plan must comply with the guidelines presented in the NACIP QA Program document.

4.3 Results of Proficiency Testing

Proficiency testing is discussed in Section 3.2. The results of these analysis are due to The MITRE Corporation five working days prior to the laboratory inspection.

4.4 Progress Report

A written progress report, summarizing NACIP sampling and analysis activities of the previous month, is due on the 15th of each month. One copy shall be delivered to The MITRE Corportion

and one copy to the EFD EIC for each month that NACIP sampling and analysis occurs. This report shall contain at least the following information:

- Work Accomplished During the Reporting Period - Include statistics for each procedure involving NACIP samples (e.g., number of samples, controls and standards; identity of samples). Sufficient information must be provided to reflect level of activity and QC performance.

- QC Data Produced During the Reporting Period - Include a copy of each QC chart containing one or more new data point(s). The objective is to reflect QC performance in the context of earlier trends.

- Events Affecting Good Laboratory Practices - Include a discussion of any QC difficulties, particularly out-of-control episodes. In addition, any problems with analytical procedures or methods should be discussed with an indication of corrective actions taken. If the use of any new methods is contemplated, include a discussion of the method and document its validity.

- Work Forecast for Next Reporting Period - Indicate number and types of NACIP samples expected, any changes in overall workload affecting analytical equipment, projections for equipment downtime and other estimates of factors which could affect the activity level.

4.5 Draft Quality Assurance/Quality Control Report

When all NACIP sampling and analysis is completed a report summarizing the effort shall be prepared by the LQAC. This report is due as a draft 60 calendar days after the last NACIP sample has been analyzed. Two copies shall be delivered to The MITRE Corporation, one to NEESA, one to COMNAVFACENGCOM, one to the EFD EIC, and one to the activity being evaluated. This report will contain, at a minimum, the following:

- Forward - signed by the Laboratory Director, any Supervising Chemists and the LQAC;

- Executive Summary;

- Table of Contents;

- Introduction - indicate the sites from which samples were acquired, the period during which sampling and analysis occurred, the objectives of the QA/QC plan with respect to these activities;

- QA/QC Plan - indicate any changes made in the plan over the period and when those changes were implemented. The objective of this section is to provide a complete understanding of QA/QC as it was undertaken at any point during the contract;

- QA/QC Performance and Trends - summarize QA/QC results for each procedure over the time of the contract. Discuss any persistent or troublesome QC problems as well as any anomalies or unexpected observations. Include an indication of any out-of-control episodes and corrective actions taken;

- Archive Inventory - Indicate where the following materials are stored: all raw data, QC charts, corrective action logs, sample lists, chain-of-custody information, notebooks, worksheets, chart paper, ADP system output and calibration charts.

4.6 Final Quality Assurance/Quality Control Report

The LQAC will receive comments from the government and The MITRE Corporation within 30 calendar days of draft QA/QC report submission. These comments will be compiled and delivered to the LQAC by NEESA. The LQAC will incorporate these comments and complete the final report within 30 calendar days of receiving comments. This final report, bound with covers, will be distributed by the LQAC as follows: one copy to The MITRE Corporation, three copies to the EFD EIC, one copy to NEESA and one copy to COMNAVFACENGCOM.

5.0 TIMING OF SIGNIFICANT ACTIVITIES

Table 5-1 and 5-2 indicate the significant events leading to laboratory acquisition of Navy approval as well as those occurring after approval, with an estimate of the time expected for each event.

TABLE 5-1

MILESTONES FOR LABORATORIES PARTICIPATING IN THE NACIP PROGRAM

Working Days After Contract Award	Action
-X	EFD EIC notifies NEESA of intent to contract with a "not approved" lab, in about X days.
-Y	NEESA notifies MITRE that a new lab will require approval actions in Y days.
0	Negotiations complete and contract awarded.
0	EFD EIC informs MITRE by phone and letter of completed contract award. The letter includes a copy of the contract statement of work.
5	LQAC submits work plan to MITRE.
10	Proficiency samples are delivered to LQAC by MITRE.
22	LQAC submits QA/QC plan to MITRE and the EFD EIC.
25	MITRE schedules laboratory inspection with LQAC and the EFD EIC.
30	LQAC submits results of proficiency testing to MITRE.
32	MITRE notifies LQAC, EFD EIC and NEESA concerning acceptability of QA/QC plan.
35	MITRE inspects laboratory and delivers verbal results of inspection and proficiency testing.
36-44	LQAC corrects any deficiencies cited during laboratory inspection.

TABLE 5-1

MILESTONES FOR LABORATORIES PARTICIPATING
IN THE NACIP PROGRAM (Concluded)

Working Days After Contract Award	Action
45	MITRE submits written laboratory inspection report, results of proficiency testing and recommendation concerning NEESA approval to NEESA and EFD EIC.
46	NEESA and EFD EIC confer and determine whether to issue Navy approval.
47	EFD EIC directs LQAC to begin analysis.
80 (estimate)	LQAC submits first monthly progress report to MITRE and the EFD EIC.

TABLE 5-2

MILESTONES FOR LABORATORIES PARTICIPATING
IN THE NACIP PROGRAM

Calendar Days After Last NACIP-Sample Analyzed	Action
60	LQAC submits draft QA/QC report.
90	LQAC receives comments compiled by NEESA on draft QA/QC report.
120	LQAC delivers final QA/QC report.

ENVIRONMENTAL ENGINEERING BRANCH A&E FEE ESTIMATE

12ND DESTDIV 11010/24 (REV. 3-74)

PROJECT TITLE AND LOCATION

Confirmation Study First Study Verification MCAS El Toro

A&E FIRM NAME AND ADDRESS

CONTRACT NO

N62474-85-C-5592

	WORK ITEMS	UNIT	QUANTITY	UNIT COST	SUB-TOTAL	TOTAL COST
PART I DIRECT LABOR	FIELD WORK	MANHOURS	612	25	15,300	
	PLANNING ANALYSIS AND DEVELOPMENT	MANHOURS	100	22	2,200	
	PREPARATION OF DRAWINGS	MANHOURS	65	22	1,430	
	PREPARATION OF COST ESTIMATES	MANHOURS	40	22	880	
	PREPARATION OF REPORT	MANHOURS	200	27	5,400	
	PREPARATION OF PRESENTATIONS	MANHOURS	40	27	1,080	
	PREPARATION OF WORK PLAN	MANHOURS	110	27	2,970	
	MEDICAL SAFETY PLAN	MANHOURS	40	27	1,080	
	CLERICAL	MANHOURS	150	10	1,500	
	TOTAL DIRECT LABOR				31,840	31,840
PART II SUPPORT SERVICES	TOPOGRAPHIC SURVEY	MANHOURS	80	24	1,920	
	MAPPING	MANHOURS	80	15	1,200	
	REQUIREMENTS STUDY	MANHOURS				
		LS				
		LS				
	SOILS INVESTIGATION	LS				
	CONCEPT	MANHOURS				
			TOTAL SUPPORT SERVICES		3,120	3,120
	OVERHEAD 150% x $34,960					17,480
	TOTAL DIRECT LABOR AND OVERHEAD, AND SUPPORT SERVICES					52,440
	PROFIT 10% x $52,440					5,244
	TOTAL FEE FOR DIRECT LABOR AND SUPPORT SERVICES					57,684
PART III OTHER COSTS	SOIL BORINGS	LS			12,000	
	MONITORING WELLS	LS	16		22,500	
	PROTECTIVE CLOTHING	LS			1,500	
	PROTECTIVE EQUIPMENT	LS			1,000	
	REPRODUCTION AND PRINTING	LS			500	
	CHEMICAL ANALYSIS	LS			315,932	
			TOTAL OTHER COSTS		356,432	
	TOTAL FEE FOR DIRECT LABOR, SUPPORT SERVICES AND OTHER COSTS					411,116
PART IV TRAVEL AND PER DIEM	TRAVEL - FIELD WORK	LS			500	
	PER DIEM FIELD WORK	DAYS	60	75	4,500	
	TRAVEL FOR PRESENTATIONS	LS	1000 mi	$0.21/mi	210	
	PER DIEM FOR PRESENTATIONS	DAYS	4	75	300	
			TOTAL TRAVEL AND PER DIEM		5,510	5,510
					TOTAL FEE	416,626

Prepared by (Signature) Title and Organization

ERNEST R. CERINI, ENVR. ENGR, WESTNAVFACENGCOMBRO

DATE 19 December 1985

Approving Official (Signature)

VILLI JEPSEN Villi Jepsen

Enclosure (3)

ENVIRONMENTAL ENGINEERING BRANCH A&E FEE ESTIMATE

12n: WESTDIV 11010/24 (REV. 9-74)

PROJECT TITLE AND LOCATION

Confirmation Study 2nd Step Characterization MCAS El Toro

A&E FIRM NAME AND ADDRESS

CONTRACT NO.

N62474-85-C-5592

	WORK ITEMS	UNIT	QUANTITY	UNIT COST	SUB-TOTAL	TOTAL COST
PART I DIRECT LABOR	FIELD WORK	MANHOURS	1,700	25	42,500	
	PLANNING ANALYSIS AND DEVELOPMENT	MANHOURS	100	25	2,500	
	PREPARATION OF DRAWINGS	MANHOURS	30	22	660	
	PREPARATION OF COST ESTIMATES	MANHOURS	40	22	880	
	PREPARATION OF REPORT	MANHOURS	200	27	5,400	
	PREPARATION OF PRESENTATIONS	MANHOURS	40	27	1,080	
	PREPARATION OF WORK PLAN	MANHOURS	50	27	1,350	
	MEDICAL SAFETY PLAN	MANHOURS	10	27	270	
	CLERICAL	MANHOURS	300	15	4,500	
	TOTAL DIRECT LABOR				59,140	59,140
PART II SUPPORT SERVICES	TOPOGRAPHIC SURVEY	MANHOURS	100	24	2,400	
	MAPPING	MANHOURS	100	15	1,500	
	REQUIREMENTS STUDY	MANHOURS				
		LS				
		LS				
	SOILS INVESTIGATION	LS				
	CONCEPT	MANHOURS				
			TOTAL SUPPORT SERVICES		3,900	3,900
	OVERHEAD 150% x $ 63,040					31,520
	TOTAL DIRECT LABOR AND OVERHEAD, AND SUPPORT SERVICES					94,560
	PROFIT 10% x $ 94,560					9,456
	TOTAL FEE FOR DIRECT LABOR AND SUPPORT SERVICES					104,016
PART III OTHER COSTS	SOIL BORINGS	LS			77,800	
	CHEMICAL ANALYSIS	LS			36,410	
	GROUND MONITORING WELLS	LS	12		16,500	
		EACH				
	REPRODUCTION AND PRINTING	LS			500	
	PROTECTIVE CLOTHING	LS			2,000	
	PROTECTIVE EQUIPMENT	LS			1,500	
			TOTAL OTHER COSTS		134,710	134,710
	TOTAL FEE FOR DIRECT LABOR, SUPPORT SERVICES AND OTHER COSTS					238,726
PART IV TRAVEL AND PER DIEM	TRAVEL - FIELD WORK	LS			1,000	
	PER DIEM FIELD WORK	DAYS	160	75	12,000	
	TRAVEL FOR PRESENTATIONS	LS	1,000 mi	$0.21/mi	210	
	PER DIEM FOR PRESENTATIONS	DAYS	4	75	300	
			TOTAL TRAVEL AND PER DIEM		13,510	13,510
					TOTAL FEE	252,236

Prepared by (Signature) Ernest Cerini

Title and Organization: ERNEST R. CERINI, ENVR. ENGR, WESTNAVFACENGCOMBRO

DATE: 19 December 1985

Approving Official (Signature) Villi Jepsen

VILLI JEPSEN

Enclosure (4)

NAVMAT FORM 4380/1 (Rev. 9-73) OTHER EDITIONS ARE OBSOLETE

SMALL BUSINESS/LABOR SURPLUS SET-ASIDE REVIEW FORM

CASE NO.

P.R. NO.

REQN. NO. N62474- 85-C-5592

TOTAL EST. $ VALUE $689,000

DATE REC.

ITEM DESCRIPTION

The Confirmation Study consists of previously identified sites to determine whether significant concentrations of toxic or hazardous materials are present and to accurately define the extent of surface and subsurface contamination.

QTY.

PUR. CODE	FSC NO.	CLAIMANT PROG.	PRIORITY

RECOMMENDATION:

YES	NO		
☐	☐	Labor Surplus Set-Aside ASPR 1.800 _____ %	$ _____
☐	☐	Small Business Set-Aside ASPR 1.700 _____ %	$ _____
☐	☐	Synopsize *(if "No" Cite ASPR Exception ASPR 1-1003.1)*	_____
☐	☐	Additional Sources Added	

SIC CODE _____

Small Business Size Standard

Employees # _____

Dollar $ _____

SET-ASIDE NOT INITIATED BECAUSE:

- ☐ SOLE SOURCE/PROPRIETARY
- ☐ NO REASONABLE EXPECTATION OF RECEIVING A SUFFICIENT NUMBER OF BIDS FROM SB/LS SOURCES TO ASSURE AWARD AT REASONABLE PRICES
- ☐ COMPLEXITIES OF AND/OR COST TO MFR. PRECLUDE COMPETITION
- ☐ R & D PROCUREMENT WITH INSUFFICIENT SB COMPETITION TO PROVIDE REASONABLE ASSURANCE OF RECEIVING HIGHEST COMPETENT TECHNICAL PROPOSAL
- ☐ CONTINUING PROGRAM
- ☐ NOT ECONOMICALLY SEVERABLE
- ☐ OPL ITEM WITH INSUFFICIENT SOURCES
- ☐ BulPROCUREMENT
- ☐ OTHER*

*Explanation Required

EXPLANATION/ADDITIONAL COMMENT

REVIEWED BY SBA

SBA Representative _____ *Date* _____

NOTE: Any change in the procurement plan described herein will require return for re-evaluation by the Small Business Specialist

Small Business Specialist _____ *Date* _____

The Procurement Officer ☐ Concurs ☐ Rejects

RECOMMENDATIONS *(Document Rejections on Reverse Side)*

Procurement Officer _____ *Date* _____

The Small Business Specialist ☐ Accepts ☐ Appeals

REJECTION *(Appeal Detailed on Reverse Side)*

Small Business Specialist _____ *Date* _____

SYNOPSIS REQUEST
WESTNAVFACENGCOM 11013/29 (Rev. 6-83)

From: Code 114 Name Ernest R. Cerini Ext. 5461 Date: 20 December 1985

Via: (1) Code 09A2A.10/20/40/60 Date:
(2) Code 09J (If non set-aside request) Date:

To: Code 023

All requests for non set-aside A-E contracts are to be evaluated and approved by Code 09J. Enclosure (1) must accompany all synopsis requests.

Encl: (1) NAVMAT FORM 4380/1, Small Business/Labor Surplus Set-Aside Review Form.

Ref: (a) DAR 1-1003

Subj: Contract N62474-85-C-5592, FY 85 Project No. _____, Title: Confirmation Study Location: Marine Corps Air Station, El Toro

1. As required by reference (a), please synopsize the following project for the selection of an A-E firm.

a. (P/S) (E/S) (PD/DS) are required to (provide brief description of the project): The Confirmation Study consists of an evaluation of previously identified sites to determine whether concentrations of toxic or HM are present and to accurately define the extent of surface and subsurface contamination and recommend alternatives for cleanup.

b. Est. start date: April 1986
c. Est. completion date: December 1987
d. ECC:
e. Est. A-E Fee: $689,000
f. Option for Title II: Yes _____ No _____
g. Selection will be based on the following criteria which are numbered in order of importance.

(1) Recent specialized experience of the firm in the preparation ~~of~~ of Analysis and identification of toxic and HM including field investigations and preparation of cleanup activities.
(2) Professional qualifications of the staff to be assigned to this project.
(3) Volume of work previously awarded to the firm by the Department of Defense.
(4) Location of the firm in the general geographical area of the project.
(5) Past experience, if any, of the firm with respect to performance on Department of Defense contracts.
( ) Cost control effectiveness.
(6) Ability of the firm to accomplish the contemplated work within a minimum reasonable time limit.
( ) Innovative design capability.
(7) Ability of the firm to obtain security clearance.
( ) Present workload.

The EIC for this project is: Name Ernest R. Cerini Code 1141B

Point of contact at the station: Name Steve McDonald Comm. Tel. (714) 651-2821