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QUALITY CONTROL PLAN RESOURCE CONSERVATION AND RECOVERY ACT CLOSURE OF BUILDINGS 1973, 2009, 2009A, 2009B, 2009C AND 2009D DEFENSE REUTILIZATION AND MARKETING OFFICE NAVAL ACTIVITY PUERTO RICO

5/1/2004

AGVIQ/CH2M HILL

QUALITY CONTROL PLAN
RCRA Closure of Buildings 1973, 2009, & 2009A through 2009D
NAVAL ACTIVITY PUERTO RICO
Ceiba, Puerto Rico

Prepared for:

Department of the Navy
Atlantic Division
Naval Facilities Engineering Command

Contract No. N62470-03-D-4401

May 2004

Prepared by:

AGVIQ-CH2M HILL JOINT VENTURE I
VIRGINIA BEACH, VIRGINIA

TABLE OF CONTENTS

LIST OF EXHIBITS

LIST OF FIGURES

QUALITY CONTROL PLAN

AGVIQ-CH2M HILL Joint Venture I (JV I) will provide and maintain an effective Quality Control (QC) Program. This program will be performed in accordance with the approved Quality Control plan as developed to specifically respond to contract and task order requirements. JV I will perform the inspections and tests required to ensure that materials, workmanship, and construction conform to drawings, specifications, and contract requirements.

Quality Control is not to be considered a person or an organization, but a concept to perform in such a manner that the end results and efforts meet established criterion, primarily the customer needs.

It should be noted by all JV I associates that the documentation requirements of JV I procedures, plans, and the task order specifications are considered equally as important as the end product.

Our livelihood as a Team depends on how well we satisfy our customer, and to accomplish this requires our diligence and attention to detail by all contributors.

1.0 INTRODUCTION

AGVIQ-CH2M HILL Joint Venture I (JV I) has been contracted by the Department of the Navy, Atlantic Division, Naval Facilities Engineering Command to provide all labor, equipment, and materials required to complete the activities pursuant to the RCRA closure of the permitted hazardous waste storage facility at Defense Reutilization and Marketing Office (DRMO), Naval Activity Puerto Rico (NAPR). Prior to March 31, 2004, NAPR was designated as Naval Station Roosevelt Roads (NSRR). A detailed description of the work activities for this task order is presented in the Work Plan (WP). This site specific Quality Control Plan (QCP) describes the QC procedures to be followed during the execution of the work.

1.1 BACKGROUND

The NSRR RCRA Part B Permit was in the process of being renewed. However, due to the NSRR closure and Naval Activity Puerto Rico (NAPR) transfer, NSRR withdrew its permit renewal request and the 1994 permit is in effect. Closure of the permitted buildings (Buildings 1973, 2009, 2009A, 2009B, 2009C, 2009D) is scheduled for May 2004.

1.1.1 Building 1973

Building 1973 consists of a one-story warehouse building constructed of concrete block with a concrete slab floor. The building contains administrative offices, a non-hazardous waste storage area, and a hazardous waste storage area. The total area of Building 1973 is 11,150 square feet (sf), and the hazardous waste storage area occupies 2,400 sf.

The hazardous waste storage area (or conforming area) is located on the south side of the building is secured with a locked gate and isolated from administrative offices and non-hazardous waste storage areas in the front (or north side) of the building. It includes four storage bays for acids, caustics, general toxics, and oxidizers. It also includes a reactive waste storage room.

The conforming area is separated from the rest of the building by concrete block walls extending to the roof, and the storage bays for acids, caustics, general toxics, and oxidizers are separated from each other by 8-foot (ft) high concrete block walls. The reactive waste storage area is an enclosed room with the walls extending to the roof.

The bays and the reactive waste room each have their own spill containment structure consisting of a concrete sump along the entrance to each bay and along the inside of the doorway leading into the reactive waste storage room. The sumps are covered with removable steel grates, and are self-contained with no outlet pipes. The floor in each bay/room slopes 0.25 inches per ft toward the floor sump to collect potential waste spills and leaks for subsequent removal and disposal. The surface of the floor and sumps in the entire hazardous waste storage area is coated with an epoxy sealant to prevent potential releases of hazardous wastes from soaking into the underlying concrete.

Metal racks are located along the sides of each bay and in the reactive waste storage room, and were used to store hazardous waste containers. No hazardous wastes are currently stored in Building 1973.

1.1.2 Building 2009

Building 2009 consists of a 1-story building constructed with a concrete slab floor and corrugated metal walls. The building contains a sump in the center with drum storage space against the interior walls. Building 2009 occupies 360 square sf in one continuous open area.

Building 2009 was constructed and designated for the storage of ignitable hazardous wastes in containers. The structure conforms to the standards required for storage of hazardous wastes in containers. The building is equipped with a spill containment structure, consisting of concrete curbing around its perimeter and a floor sump, covered by a steel grate. The floor in the building slopes toward the sump so that any spills or leaks are collected in the sump. The sump is fully contained with no outlet pipes. The floor and sump are coated with an epoxy sealant to protect the concrete surface. Expansion joints were constructed in the floor slab to minimize cracking and the floor joints have been filled with a weatherproofing epoxy sealant. The floor joints are not evident as they are covered with the epoxy coating.

Hazardous waste containers were stored either on pallets or directly on the floor surface in Building 2009. No hazardous wastes are currently stored in Building 2009.

1.1.3 Building 2009A

Building 2009A is prefabricated, portable storage building constructed of heavy gauge steel. The building rests on concrete pavement adjacent to the western side of Building 2009. The floor of the structure consists of metal grating equipped with secondary containment beneath the grating. Building 2009A is 198 sf in size and is separated into three compartments with three exterior doors on one side of the building.

Building 2009A was designed for the storage of containerized ignitable hazardous waste. The structure conforms to the standards required for storage of hazardous wastes in containers. The drums were stored without pallets directly on the metal grate. This configuration allowed for a maximum equivalent storage capacity of 24 55-gallon drums of ignitable wastes. The drums were stacked single height along the walls. Spill containment was provided by an 830-gallon sump located beneath the grating floor. The sump is fully contained with no outlet pipes.

No hazardous wastes are currently stored in Building 2009A.

1.1.4 Buildings 2009B, C, and D

Buildings 2009B, C, and D are prefabricated, portable storage buildings constructed of heavy gauge steel. The buildings rest on concrete supports adjacent to the eastern side of Building 2009 and are surrounded by unpaved, gravel areas with patches of grass. Buildings 2009B, C, and D are each 67 sf in size with one exterior door on one side of the building. The floors of the buildings consist of metal grating equipped with secondary containment beneath the grating.

Buildings 2009B, C, and D were designed for the storage of containerized ignitable hazardous waste. The structures conform to the standards required for storage of hazardous wastes in containers. The drums were stored without pallets directly on the metal grate. This configuration allowed for a maximum equivalent storage capacity of 495 gallons of ignitable wastes (or nine 55-gallon drums) in each building. The drums were stacked single height along the walls. Spill containment was provided by a 175-gallon sump located beneath each grating floor. The sumps are fully contained with no outlet pipes.

No hazardous wastes are currently being stored in Buildings 2009B, C, and D.

2.0 QUALITY CONTROL PLAN

2.1 QUALITY CONTROL ORGANIZATION

The QC organization is depicted in the Organizational Chart, Figure 2-1. Other positions are reflected to demonstrate organizational interface and lines of communication. Within the structure, the QC organization may administratively report to the Project Manager, but will functionally report to the Program Manager for all matters involving quality. For small or routine projects, the Site QC Representative may perform the duties of project superintendent or project engineer, providing this approach is acceptable to the Contracting officer and or ROICC representative.

2.2 NAMES AND QUALIFICATIONS

JV I will provide only qualified QC staff members that possess familiarity with the task at hand.

2.3 DUTIES, RESPONSIBILITIES, AND AUTHORITIES

The Site QC Representative shall be responsible for enforcing the implementation of the quality control program for on site and off site activities. General duties shall include, but not be limited to attending the Coordination and Mutual Understanding meeting, conducting the regularly scheduled QC meetings, implementing the three phase control process for each definable feature of work, performing QC inspection and test verification activities, reviewing and certifying submittals, identifying and verifying the correction of rework items, ensuring that all required sampling and tests are performed, and preparing QC documentation as required by this plan. The QC Representative Profile is provided as Figure 2-2.

Specifically, the QC Representative shall:

- Have no job related responsibilities that interfere with the QC function
- Be on site as warranted by the progress of work, with authority to take action as necessary to ensure conformance with the contract requirements.
- Has the authority to immediately stop any segments of work, which do not comply with the contract plans and specifications, and directs the removal and replacement of any defective work.
- Conduct inspection of work performed for compliance with plans and specifications
- Certify that all materials and equipment delivered/installed comply with contract plans and specifications.
- Supervise and coordinate the inspection and tests made by the members of the QC organization, including subcontractors.
- Maintain a copy of the approved QC plan on file at the project location, complete with current and approved revisions of submittals. Maintain a current QC submittal register.

- Ensure that the QC organization is adequately staffed with qualified personnel to perform all the detailed inspections and testing specified in the plans and specifications.

2.4 OUTSIDE ORGANIZATIONS

A list for identifying outside organizations such as architectural and consulting engineering firms, and subcontractors employed by JV I for work under this task order is provided in Exhibit 1. Once procurement commitments have been established, the list will be completed, maintained current and available for review.

2.5 APPOINTMENT LETTERS

The Site QC Representative appointment letter is provided as Figure 2-2. Similar letters will be provided when necessary to describe the duties and authorities assigned as QC alternates.

2.6 SUBMITTAL PROCEDURES AND INITIAL SUBMITTAL REGISTER

The initial Submittal Register is provided as Exhibit 2. The register will be maintained current and complete by the Site QC Representative in accordance with the contract specification.

Personnel authorized to review and certify submittals other than the Site QC Representative will be identified on Exhibit 3.

Testing laboratory accreditation requirements are addressed in the contract specifications.

2.7 TESTING LABORATORY INFORMATION

Testing laboratory accreditation requirements are addressed in the contract specifications.

2.8 TESTING PLAN & LOG

A testing plan and log, Exhibit 4, shall be completed and maintained current by the Site QC Manager/Representative. Instructions are provided in the Program QC Plan and the contract specifications.

2.9 PROCEDURES TO COMPLETE REWORK ITEMS

The Site QC Manager/Representatives shall maintain a list of work that does not comply with the contract, identifying what items need to be reworked, the date the item was originally discovered, and the date the item was corrected. There is no requirement to report a rework item to the Navy that is corrected the same day it is discovered. The Rework Items List is provided in the contract specification. This list shall also contain those rework items identified by the ROICC.

2.10 DOCUMENTATION PROCEDURES

The Site QC Manager/Representative shall be responsible for delivering the following documentation:

- QC Meeting Minutes – The Site QC Manager/Representative shall document QC meetings by delivering copies of the minutes to the ROICC NTR within 3 calendar days after each QC meeting. The submittals shall comply with the basic contract.
- Test Results Summary Report – A summary report of field tests and laboratory analytical results shall be submitted to the ROICC NTR within 30 days after laboratory receipt of samples and in accordance with the basic contract. A separate report shall be required for each set of analytical data.
- Contractor Production Report (CPR) – A CPR shall be prepared and submitted daily to the ROICC NTR in accordance with the basic contract.
- QC Report – The QC Report shall be submitted by the Site QC Manager/Representative to the ROICC NTR every day work is performed, material is delivered, direction is pending, or a labor force is present in accordance with the basic contract.
- Rework Items List – The Site QC Manager/Representative shall deliver a copy of the Rework Items List to the ROICC NTR on a monthly basis in accordance with the basic contract.

2.11 QC INSPECTION PLANNING AND PERFORMANCE

QC inspection activities will be performed by the site QC Manager/Representative and documented in accordance with the requirements of the program. An inspection plan, Exhibit 5, will be maintained and completed as the work progresses. A checklist will be developed and completed for each definable feature of work.

The Site QC Manager/Representative shall perform the three phases of control to ensure that work complies with contract requirements. The three phases of control shall adequately cover both on-site and off-site activity for each definable feature of work.

Figure 2-1
JVI
QC Organizational Chart

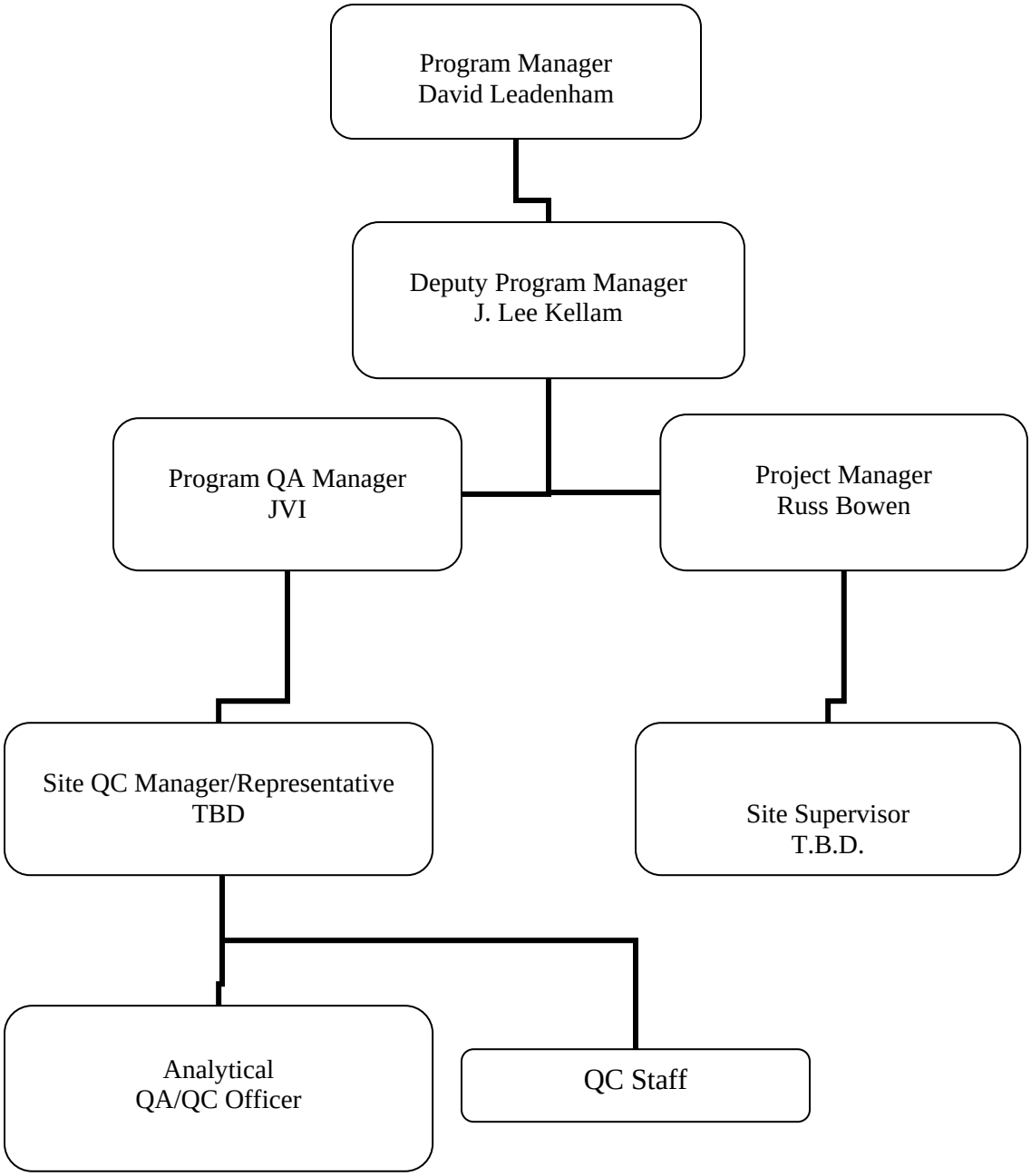

Figure 2-2
Site QC Representative Profile
(To Be Provided in Resume Format)

Figure 2-3
Site QC Representative Appointment Letter

JVI
4663 Haygood Rd. Suite #208
Virginia Beach, VA 23455

RE: Site QC Manager

Dear (Name):

This letter will serve as your appointment as the Site Quality Control Manager on the referenced project and will also clarify your duties and authority in this position. In this position, you will be authorized to use available resources to satisfy all applicable requirements of the Program and Task Order Quality Control Plan.

This authorization specifically gives you the authority to direct removal and replacement or correction of nonconforming materials or work and stop work authority when continuation would be unsafe to personnel, harmful to the environment, or result in a significant degradation of quality.

You will be expected to work closely with the project Manager and other project personnel, but you will not be directly responsible to anyone but myself for resolution of quality issues when working in the capacity of Quality Control Manager.

If you have any questions in this matter, please call me.

Sincerely,

Manager of Quality Assurance/Quality Control
JVI

EXHIBITS

EXHIBIT 1
APPROVED CONSULTANT & SUBCONTRACTOR LIST

COMPANY NAME & ADDRESS:	DESCRIPTION OF SERVICES PROVIDED:
TBD	TBD

EXHIBIT 2
SUBMITTAL REGISTER

Task order 025 Project Number: Naval Activity, Puerto Rico Contractor: JVI

Submittal No.	Spec Section No.	SD No and Type and Submittal	Spec Para No.	Classification Approval by Contracting Officer	Government or A/E Reviewer	Transmittal Control Number	Planned Submittal Date	Contractor Action			Approving Authority Action				Contractor	Remarks
								Action Date	Date of Action	Date Forward to Approved Authority Date Record from Contractor	Date Forwarded to other Reviewer	Date Record from other Reviewer	Action Code	Date of Action	Mailed to Contractor / Record from Approved Authority	
(a)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)
	Sampling Plan															
	Work Plan															
	QC Plan															
	Health & Safety Plan															
	Erosion Sediment Control Plan															
	Environmental Protection Plan															
	As-built Records															Project completion
	Status Reports															See TO/Monthly
	Q C Meeting Minutes															
	Test Results Summary Report															
	Contractor Production Report															
	QC Reports															
	Rework Items List															
	Contractor Close-out Report															Project completion
	Testing Laboratory Qualifications															
	Backfill & Fill Materials															
	Confirmatory Sample Results															
	Wash Water Samples															
	Initial rinse samples															
	Second rinse sample															
	Wipe samples															
	Concrete core samples															
	Soil samples															

Action Codes: (others may be prescribed by Transmittal Form)
NR = Not Reviewed AN = Approved as Noted
A = Approved RR = Disapproved, Revise and Submit

EXHIBIT 3
LIST OF PERSONNEL AUTHORIZED TO REVIEW & CERTIFY SUBMITTALS

SPECIFICATION SECTION:	SUBMITTAL TYPE:	AUTHORIZED PERSONNEL:

EXHIBIT 4
TESTING PLAN AND LOG

CONTRACT NUMBER			**PROJECT TITLE AND LOCATION**								**CONTRACTOR**	
Specification Section and Paragraph Number	Item of Work	Test Required	Accredited/ Approved Lab		Sampled By:	Tested By:	Location of Test		Frequency	Date Complete	Date Forwarded to Contractor Office	Remarks
			Yes	No			on-site	Off-site				

EXHIBIT 5
QUALITY CONTROL INSPECTION PLAN

Specification Section	Definable Feature of Work	Activity Number*	Control Check Verification		
			Preparatory Phase Checklist/Report No.	Initial Phase Checklist/Report No.	Follow-up Phase Checklist/Report No.

* Include schedule date, if a CPM network is invoked