

**SPECIAL PROVISIONS - ON SITE SERVICES**  
**SP-5 REV. 12 MAY 11, 2017**

SPECIAL PROVISIONS – ON SITE SERVICES SP-5 Rev. 12 May 11, 2017.....1

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## 1.0 GENERAL

- A. These Special Provisions are applicable in their entirety unless specifically deleted or amended in the Contract and are in addition to the General Provisions and other Special Provisions that apply to this Contract. In the event of a conflict between these Special Provisions and the General Provisions, these Special Provisions shall take precedence.
- B. These Special Provisions apply to all contractors, contractor personnel and lower-tier contractor personnel assigned to work on the Hanford Site in performance of this CH2M HILL Plateau Remediation Company (CHPRC) contract. All of these provisions including requirements and hazards identified in the Statement of Work (SOW) must be flowed down appropriately to all lower tier contractors and assigned personnel.

## 1.1 DEFINITIONS

1. **“Buyer”** refers directly to the CH2M HILL PLATEAU REMEDIATION COMPANY (CHPRC), the company or organization issuing this Contract.
2. **Buyer’s Technical Representative (BTR)** refers to the person designated in the contract who is responsible for monitoring and providing technical guidance for this Contract. The BTR does not possess any explicit, apparent or implied authority to modify the contract.
3. **Contractor** refers to the company, person or organization performing work under this Contract. For CHPRC contracting purposes, the term "contractor" generally refers to vendors, sellers and suppliers and all lower-tier subcontractors, vendors and suppliers.
4. **Contractor Personnel includes** both Contractor and subcontractor employees, temporary staff and all other persons involved in performance of this contract under the supervision of contractor.
5. **Contract Specialist** refers to the individual responsible for the issuance and administration of this contractual document. Any modification to the contract or contract terms must be performed by the Contract Specialist.
6. **ESH&Q** encompasses Environment, Safety, Health and Quality including pollution prevention, waste minimization, occupational radiation protection, industrial hygiene, fire protection, and nuclear safety.
7. **Site** refers to the Hanford Nuclear reservation north of Richland, WA and all Department of Energy or CHPRC owned, leased or controlled facilities in Richland, WA.
8. **Radiological Work** shall mean any work performed on-Site that requires the handling of radioactive material or which requires access to Soil Contamination Areas, Radiation Areas, High Radiation Areas, Very High Radiation Areas, Contamination Areas, High Contamination Areas or Airborne Radioactivity Areas, involves the use of a Radiation Generating Device, involves disturbing the soil in Underground Radioactive Material Areas, disturbs material fixing contamination in Fixed Contamination Area, or the work affects the radiological conditions of the facility (e.g.; securing ventilation, relocating or modifying shielding material, interrupting power to radiological monitoring systems or components).
9. **Site Services Contractor (SSC)** refers to the DOE designated contractor responsible for providing mission support services, facilities and infrastructure. This includes security, utilities, training, roadway maintenance and other services.
10. **Work** shall mean supplies, services, designs and vendor data provided by Contractor and its subcontractors and all work performed with respect thereto pursuant to this Contract.

## 1.2 PERSONNEL

- A. Contractor shall ensure that all of its supervisory personnel including all sub-tier subcontractors assigned to work on-Site, are familiar with the contract provisions, requirements and identified hazards.
- B. The Contractor is responsible for maintaining and enforcing satisfactory standards for personnel qualifications, performance, conduct, and business ethics.
- C. If the work to be performed under this Contract requires Contractor and/or lower-tier subcontractor personnel to acquire site access, Contractor is responsible for determining personnel suitability prior to making a request for site access.

- D. Contractor has complete responsibility for conduct of the personnel to whom access is granted. Buyer shall be indemnified and held harmless for all liability, claims or controversies arising from conduct of contractor personnel and implementation of personnel qualification requirements.
- E. Contractor agrees and certifies that all (including lower-tier and subcontractor) personnel it has assigned to work on the Hanford Site or in CHPRC or DOE leased facilities;
  - 1. are qualified, suitable and trained to perform the intended work,
  - 2. have undergone appropriate pre-employment and background reviews,
  - 3. are not under the influence of controlled substances, drugs or alcohol, and
  - 4. shall conduct themselves safely, ethically and appropriately for the workplace.
- F. Buyer reserves the right to refuse or withdraw access to the Buyer's facilities or Hanford Site by any person(s) at any time for violation of the contract, contract provisions, inappropriate conduct, unsafe acts, misuse of business sensitive information or misappropriation of DOE owned facilities, equipment or resources.

### **1.3 MOBILIZATION**

- A. No work is to begin on Site until all requirements identified as required prior to the start of work or prior to mobilization are met (e.g., as specified by the several sections of these Special Provisions or in the Statement of Work), unless specifically authorized in writing by Contract Specialist or BTR.
- B. Daily work schedules and facility operations are NOT consistent on the Hanford Site.
  - 1. BEFORE scheduling work, or arriving on Site, the Contractor shall make specific schedule arrangements for the performance of work or the delivery of services with the Contract Specialist and/or BTR.
  - 2. The Buyer will not be liable for the cost of any delays, layover, extra travel days, etc. which result from Contractor's failure to obtain specific schedule approval in advance.

### **2.0 ESH&Q REQUIREMENTS**

#### **2.1 SAFE WORK MANAGEMENT**

- A. Performance of work at the Hanford Site is governed by a set of comprehensive rules, regulations and procedures to assure that work is performed in accordance with Environmental, Safety, Health and Quality requirements intended to protect human health and the environment. The Contractor shall perform work in accordance with the ESH&Q requirements identified in the Statement of Work. In the event Contractor has established its own ESH&Q requirements that it believes are equivalent to any of those set forth in the Contract, then Contractor may request substitution. Such request shall be submitted in writing with documentation (i.e. procedures, plans, processes, etc) for review to the Buyer, and a determination reached before work commences. Buyer's decision regarding equivalency shall be final and is not subject to dispute under the disputes provisions of the Contract.
- B. The Contractor shall comply with, and, as requested, assist the Buyer in complying with, ESH&Q requirements of applicable laws, regulations and directives including Title 10 Code of Federal Regulations (CFR) Part 851, Worker Safety and Health Program.
- C. The Contractor shall ensure that management of ESH&Q functions and activities becomes an integral and visible part of the Contractor's work planning and execution processes
- D. The Contractor shall perform work safely in accordance with Integrated Safety Management System (ISMS) and Environmental Management System (EMS) (ISMS/EMS) principles, in a manner that ensures adequate protection for personnel, the public, and the environment, and shall be accountable for the safe performance of the Work. The Contractor

shall exercise a degree of care commensurate with the work, the associated hazards and potential environmental impact. Contractors should:

1. Thoroughly review the defined scope of work;
  2. Identify hazards and ESH&Q requirements;
  3. Analyze hazards and implement controls;
  4. Perform work within controls; and
  5. Provide feedback on adequacy of controls and continue to improve ES&H management.
- E. The Contractor is expected to help prevent adverse incidents by adopting and sharing good work practices. The Project Hanford Lessons Learned web site shall be reviewed for process experience and process improvement lessons applicable to this work scope. <http://msa.hanford.gov/HILLS/>
- F. The Contractor shall cooperate with Federal and non-Federal agencies having jurisdiction over ESH&Q matters under this Contract. Where a conflict exists between regulations, requirements or standards, the Contractor shall bring the conflict to the attention of the Contract Specialist, and obtain resolution before proceeding.
- G. The Contractor, prior to performing any work on Site, shall ensure that:
1. Contractor's senior management is actively engaged in the implementation, feedback and improvement of the Contractor's ISMS/EMS.
  2. Contractor line management is responsible for the protection of personnel, the public, and the environment from activities arising out of performance under this contract. Contractor and lower tier subcontractor managers share this responsibility
  3. Clear and unambiguous lines of authority and responsibility for ensuring ESH&Q requirements are established and maintained at all organizational levels. This shall be documented and communicated to all Contractor personnel by the Contractor.
  4. Contractor personnel shall possess the experience, qualifications, skills, training and abilities that are necessary to execute their responsibilities under this contract, including any applicable Occupational Safety and Health Administration (OSHA) requirements and standards.
  5. Resources shall be effectively allocated to address ESH&Q programmatic and operational considerations. Protecting personnel, the public, and the environment is a priority whenever Work is planned and performed.
  6. The Contractor shall evaluate foreseeable hazards, determine planned protective measures, and as required, address OSHA requirements and standards. These evaluations shall be prepared by qualified individuals and establish an agreed upon set of ESH&Q controls and requirements that, when properly implemented, provide adequate assurance personnel, the public, and the environment are protected from adverse consequences.
  7. Contractor personnel entering the Hanford Site or CHPRC-controlled facilities shall be dressed appropriately for the Work conditions and potential hazards as required by safety procedures and job hazard(s) analyses. When required by CHPRC policies or directives, personal protective equipment (hard hats, safety glasses, gloves, steel-toed shoes, etc.) must be worn as a condition of continued access to the Hanford Site and contract performance.
  8. The conditions and ESH&Q requirements to be satisfied for Work to be performed are established and agreed upon by CHPRC and the Contractor. These agreed upon conditions and ESH&Q requirements are binding upon the Contractor. The extent of documentation and level of authority for agreement shall be tailored to the complexity and hazards associated with the Work.

9. Administrative and engineering controls to prevent and mitigate hazards are tailored to the Work being performed and any associated hazards. Emphasis must be on designing the Work and controls to reduce or eliminate the hazards, prevent accidents and unplanned releases and exposures.
  10. Contractor's personnel are actively involved in the ISMS/EMS, job hazard analysis, and pre-job safety reviews where personnel are informed of foreseeable hazards and planned protective measures.
  11. Open and effective communication exists between the Contractor and the BTR to support the management of ESH&Q issues and initiatives.
- H. Workers, fieldwork supervisors, and management shall continually ensure the adequacy of work processes, procedures, and equipment and correct deficiencies when identified.
- I. The Contractor shall promptly identify, evaluate and communicate to the Buyer any noncompliance with applicable ESH&Q requirements. If the Contractor fails to provide the necessary communication to Buyer or if, at any time, the Contractor's acts or failure to act causes substantial harm or a danger to the environment or health and safety of personnel or the public, the Buyer may issue a Stop Work Order in whole or in part. Any Stop Work Order issued by the Buyer under this provision shall be without prejudice to any other legal or contractual rights of the Buyer. In the event that the Buyer issues a Stop Work Order, the Buyer must issue an order authorizing the resumption of the work before work may resume. The Contractor shall not necessarily be entitled to an extension of time or additional costs, fee or damages by reason of, or in connection with, any work stoppage ordered in accordance with this provision.
- J. The Contractor is responsible for compliance with the ESH&Q requirements applicable to this Contract regardless of whether the performer of the Work is the Contractor or a lower tier subcontractor.
- K. The Contractor shall include ESH&Q requirements substantially the same as those in this provision in lower tier subcontracts involving work on Site. Such subcontracts shall provide for the right to stop work under the conditions described in this provision.

## 2.2 PERFORMANCE CONTROLS

- A. While working on site, Contractor and its lower tier subcontractors shall comply with the requirements of the implemented Hanford Site Safety Standards unless directed otherwise in writing in the contract. Standards which are issued or revisions made after contract award shall be brought to the attention of the Contract Specialist for direction prior to incorporating to the contract performance. Copies are downloadable at: <http://www.hanford.gov/page.cfm/SiteSafetyStandards> or are available from the Contract Specialist or BTR.
- B. In complying with DOE-0336, the Contractor and affected lower tier subcontractors shall be responsible for the following:
1. Members of the Contractor workforce who are assigned to function as an Authorized Worker or Controlling Organization Worker shall be trained and qualified to the requirements of DOE-0336 to perform lockout/tagout.
  2. The Contractor shall schedule the completion of Initial and Annual Hanford (HAMMER) training through their BTR for Contractor personnel needing to be qualified as Authorized Worker or Controlling Organization to perform lockout/tagout.
  3. The Contractor shall provide express notification to the BTR of plans to perform lockout/tagout to coordinate the work scope activity with the appropriate Controlling Organization.
  4. The Contractor shall perform lockout/tagout (e.g., the hanging and removing of locks and tags) only in the accompaniment of, and under direct oversight of, a qualified member of the Controlling Organization.
  5. A Contractor representative may act as Controlling Organization in the performance of greenfield construction, or as otherwise assigned/designated by the BTR in cases where no physical interface with an existing facility or entity exists.

- C. A walk down of the actual work site shall be conducted by the BTR and the Contractor's Designated Safety Representative prior to work commencing. The purpose of the walk down is to help ensure that the hazards and potential environmental impacts associated with the activity and the surrounding environment are identified and addressed.
- D. Pre-job safety briefings for personnel who work in remote locations or locations that are not normally occupied shall include emergency response actions (safe route and destination) when evacuation or take cover sirens are activated.
- E. While on the Hanford Site, the Contractor shall operate motor vehicles only on hard-surfaced or gravel roads unless prior approval is obtained from the BTR. During high fire hazard periods, the Contractor shall adhere to all restrictions of off-road travel, which include, but are not limited to, requiring vehicles to carry fire extinguishers, shovels and radio communications. The Buyer reserves the right to ban all off-road travel during extreme fire hazard periods.

### **2.3 REQUIRED NOTIFICATIONS**

- A. The Contractor shall immediately notify the BTR of any occupational injury, illness or any "Unusual Occurrence". An Unusual Occurrence is any deviation from the projected events that have ESH&Q protection significance.
- B. Evaluation or treatment by the Site occupational medical service provider to provide proper reporting and documentation may be required for unusual occurrences even when there was no need for medical examinations based on scope of work.
- C. The Contractor shall immediately notify the BTR of any personnel occupational exposure (either measured or estimated) to toxic substances (e.g., chemical hazards) or harmful physical agents (e.g., noise, laser light), etc. that exceed the Occupational Safety and Health Administration (OSHA) Permissible Exposure Limit (PEL) or the American Conference of Governmental Industrial Hygienist (ACGIH) Threshold Limit Value (TLV).
- D. The Contractor shall immediately notify the BTR of any requests from or notifications to external agencies and/or regulators, required as a result of personnel exposure.
- E. The Contractor shall immediately notify the BTR of all spills or releases of hazardous material (including fuel or other petroleum products) on the Hanford Site resulting during performance of or associated with the Contractors completion of the work.
- F. The Contractor shall notify the BTR not less than 24 hours prior to bringing to the Hanford Site any equipment of the type indicated below so that the Buyer may arrange for a safety inspection. Equipment includes, but is not limited to, the following:
  - 1. Cranes, derricks, hoists and man lifts.
  - 2. Earth moving equipment.
  - 3. Off-highway motor vehicles.
  - 4. Pile driving equipment.
  - 5. Rock drilling, core drilling, well drilling and similar equipment.
  - 6. Pressure vessels and/or equipment supplied with pressure vessels, either fired or unfired.
  - 7. Equipment employing "laser" techniques.
  - 8. Powder actuated tools.
  - 9. Equipment employing radioactive materials or that develop ionizing radiation that generates, emits, or utilizes ionizing radiation requires licensing in accordance with 10 CFR 20 or control in accordance with 10 CFR 835.

10. Contaminated or potentially contaminated equipment brought on Site for controlled use, authorized under specific control provisions contained within the Statement of Work or associated radiological specifications approved by the Buyer's Radiation Protection organization.
- G. The following documents must be provided upon request by the Buyer for equipment to be inspected:
1. A copy of the latest certified inspection (as applicable).
  2. Manufacturer's specification and/or recommendations.
  3. Load rating charts and other information as applied to cranes and hoists.
  4. Hydrostatic test certification (if applicable).
  5. Qualified operator certifications (i.e., powder-actuated tools).
  6. A copy of the calibration reports for M&TE equipment (if applicable).

## 2.4 INVESTIGATION SUPPORT

- A. The Contractor shall cooperate in the conduct of accident investigations, and shall cooperate as appropriate in the conduct of investigations relating to all injury/illness and/or property damage.
- B. Equipment involved in an accident shall not be moved until a representative of the Buyer releases such equipment, except where removal is essential to prevent further property damage or serious injury/illness. Where necessary to remove the injured, such equipment may be moved only to the extent of making possible such removal.

## 2.5 REPORTING AND RECORD KEEPING

- A. The Contractor shall ensure all of its personnel who experience an injury or illness while performing work on the Hanford Site, or in connection with work performed for Buyer at any DOE-owned or leased facility, report immediately to supervision to ensure evaluation, proper treatment, and injury/illness documentation.
- B. The Contractor shall submit to Buyer by the fifth (5) working day of each month data required on the electronic Labor Hour Submittal form (<http://chprc.hanford.gov/page.cfm/SubmittalsFormsDocs>), including the total number of personnel and man-hours worked by the Contractor on-Site during the month supporting all discrete task releases. This includes reporting of man-hours worked on Site by the Management Support Contractor (MSC) in support of CHPRC-supervised work activities. Man-hours worked in support of staff augmentation releases where a CHPRC time recording system is used, are exempt from monthly man-hour reporting. Additionally, Contractor must report incurred first aid cases and injuries/illnesses in connection with work performed on the Hanford Site in the "Comments" Section of Labor Hour Submittal form.
- C. The Contractor shall report all property damage to, or losses of, DOE owned or leased property to the Buyer, regardless of cause.
- D. The Contractor agrees to fully comply with the requirements of DEAR 970.524-3 – Access To and Ownership of Records (Oct 2014) (Deviation per Policy Flash 2015-23) for all on-site work that could result in potential exposure to radioactive materials, beryllium, and/or asbestos; or involves a risk associated with chronic or acute exposure to toxic chemicals or substance or other hazardous materials that can cause adverse health impacts, in accordance with 10 CFR Part 851. Contract shall provide the BTR copies of all personnel occupational exposure records generated for work under this contract. Employee occupational exposure records include workplace monitoring or measuring of toxic substance or harmful physical agent including personal, area, grab, wipe or other forms of sampling, as well as, related collection and analytical methodologies, calculations and other background data relevant to interpretation of the results. The Buyer shall provide the Contractor the appropriate exposure data collection forms.

### 3.0 ENVIRONMENTAL PROTECTION

- A. Contractor shall perform work in a manner consistent with Buyer's policy to comply with environmental requirements, prevent pollution, and continually improve environmental performance.  
<http://www.plateauremediation.hanford.gov/index.php/page/154/>
- B. Hazardous materials used and hazardous waste generated onsite by the Contractor shall be managed, handled, and otherwise treated, stored and disposed of in accordance with (1) applicable Federal, State of Washington, and local statutes, rules, regulations, and ordinances; (2) applicable Environmental Protection requirements and processes as described in or referenced by the Statement of Work; and (3) Contractor's established handling and management procedures, which are subject to review and approval by Buyer prior to performance. Buyer also reserves the right to review and approve hazardous materials prior to use on Site and require product substitution of less hazardous or non-regulated materials. Contractor shall minimize waste generation as is practicable, and report the results of such efforts to BTR.
- C. The Contractor shall supply a list of all hazardous materials and their corresponding Material Safety Data Sheets (MSDS) and obtain Buyer's prior approval before bringing any hazardous material onto the Hanford Site. (Prior approval does not apply to fuels and lubricants currently being used for the operation of motor vehicles that are brought onsite.) Contractor shall keep the list current, and shall provide the list to the BTR on a quarterly basis. Contractor shall communicate the information required under the Federal Emergency Planning and Community Right-to-Know Act (including quantities used, dates brought on Site, types of containers, and locations of storage) to Contract Specialist and BTR. Contractor also shall make available at each location, and review with its personnel, information contained in MSDSs for the hazardous materials to be used there. The Contractor shall use Buyer's *Chemical Inventory Worksheet* (form A-6004-750) for purposes of providing the list and required information or a Buyer approved equivalent to compile the list. (form available at: <http://chprc.hanford.gov/page.cfm/SubmittalsFormsDocs> )
- D. If any chemical product will be stored at the job site for more than one day, the Contractor shall inform BTR of the types and amount of material that will need to be stored onsite and obtain BTR's approval of a storage location. The Contractor will be required to complete additional sections of the *Chemical Inventory Worksheet* as directed by BTR. The Contractor shall maintain written inventory of all chemicals stored at the job Site. At job completion, the Contractor shall remove any unused chemical products from the job site.
- E. The Contractor shall avoid unnecessary generation of dangerous waste during performance of this work on the Hanford Site. If the work of the contractor requires submittal of a Chemical Inventory Worksheet (form A-6004-750) per paragraph C above, the Contractor shall complete the "Planned Waste Generation/Disposal Information" section (attach another sheet if necessary) describe the type and amount of waste anticipated to be generated and how the waste would be managed. If dangerous waste generation is necessary, and it is not discussed in "Planned Waste Generation/Disposal Information" section of the worksheet, the Contractor shall submit a plan for management of such waste to Buyer for approval prior to performing work. In addition to federal and state regulatory requirements, waste management requirements specific to the Hanford Site may also apply. Buyer will dispose of dangerous waste that was generated by Contractor's work on the Hanford Site in accordance with Hanford Site requirements after initial accumulation by the Contractor in accordance with Buyer's procedure or direction.
- F. Contractor is responsible for reporting and remediating hazardous material and hazardous waste spills and other releases resulting from Contractor's performance of this work scope. Contractor shall promptly notify Buyer of all spills and releases. The Contractor shall take reasonable measures to prevent spills of petroleum and hazardous substances. The extent of such measures should be based on the risk posed (storage location, volume stored, physical state, toxicity, flammability, etc.) The Contractor shall maintain a spill kit onsite during the use of materials and/or storage of equipment. The kit shall be sufficient in nature to contain, mitigate or cleanup spills that may occur during use or storage of a product, waste or equipment. Contractor personnel shall be familiar with the use of the spill kit and the requirements of this section. Spills shall be cleaned up by Contractor to the satisfaction of the BTR. If Contractor does not have the necessary expertise or authorizations to clean up the spill or to manage materials generated during spill cleanup, Buyer reserves the right to take clean up actions with costs being borne by Contractor
- G. Contractor shall avoid generation of waste and practice pollution prevention during the performance of this work on Site. If the generation of waste onsite is unavoidable by eliminating it at the source, efforts should be made to re-use or recycle. Hanford Site recycling programs shall be utilized if available for Site-generated wastes; lamps, batteries, non-PCB lighting fixture ballasts, mercury switches, mercury thermometers and thermostats, used oil, spent antifreeze, and shop towels. Wastes that cannot be recycled shall be managed in accordance with all regulatory requirements. Contractor shall



accumulate dangerous waste (WAC 173-303), PCB waste (40 CFR 761), asbestos waste (40 CFR 61) and radioactive waste generated on the Hanford Site in accordance with direction from Buyer. After initial accumulation by Contractor, Buyer will dispose of such waste

- H. Contractor shall supply materials in performance of this work which comply with federal, State and local requirements regarding the use of recycled and recycled-content materials. (The intent of this requirement is to encourage the use of materials with recycled content). Categories of materials designated in 40 CFR Part 247 Subpart B include paper, vehicular products, construction products, transportation products, park and recreation products, landscaping products, and office products. See the following links for more information. US EPA Comprehensive Procurement Guidelines (CPG) web site, <http://www.epa.gov/cpg>

#### **4.0 SECURITY AND SITE ACCESS**

#### **4.1 PERSONNEL QUALIFICATIONS**

- A. The Contractor is responsible for maintaining satisfactory standards for personnel qualifications, performance, conduct, and business ethics under its own personnel policies. Contractor is responsible for determining personnel suitability prior to making a request for Site access.

#### **4.2 BADGE REQUIREMENTS**

- A. Requests by an authorized representative of the Contractor for access to the Hanford Site or any Buyer-controlled facility or access to a Federal Information system will only be considered when a valid business reason exists. All personnel for whom access is requested are subject to identity verification and background investigation in accordance with Site access requirements as determined by DOE and its Site Services Contractor (SSC). Access may be denied or revoked by the Buyer or Department of Energy at any time.
- B. The Contractor understands and agrees that DOE and its SSC has a prescribed process with which the Contractor and its personnel must comply in order to receive a security badge that allows such access. The Contractor further understands that it must propose personnel whose background offers the best prospect of obtaining a security badge approval for access. The following circumstances, which are not all inclusive and may vary depending on access requirements should be considered before requesting a badge:
1. Is, or is suspected of being, a terrorist;
  2. Is the subject of an outstanding warrant;
  3. Has deliberately omitted, concealed, or falsified relevant and material facts from any Questionnaire for National Security Positions (SF-86), Questionnaire for Non-Sensitive Positions (SF-85), or similar form;
  4. Has presented false or forged identity source documents;
  5. Has been barred from Federal employment;
  6. Is currently awaiting a hearing or trial or has been convicted of a crime punishable by imprisonment of six (6) months or longer; or
  7. Is awaiting or serving a form of pre-prosecution probation, suspended or deferred sentencing, probation or parole in conjunction with an arrest or criminal charges against the individual for a crime that is punishable by imprisonment of six (6) months or longer.
- C. The Contractor shall assure:
1. That personnel properly completes any forms, and

2. That personnel submit forms to the person designated by the Buyer.
  3. That personnel cooperates with DOE and SSC officials responsible for granting access to DOE owned or -leased facilities and
  4. Provides additional information, requested by DOE officials or their SSC.
- D. The Contractor understands and agrees that DOE or their SSC may unilaterally deny a security badge to anyone and that the denial remains effective for that person unless DOE or their SSC subsequently determines that access may be granted. Upon notice that a person's application for a security badge is or will be denied, Contractor shall notify the Buyer and, if directed, promptly take necessary action to continue contract performance. The denial of a security badge to individual personnel by DOE or its SSC shall not be cause for extension of the period of performance of this Contract or any Contractor claim against Buyer.
- E. Contractor, Contractor's personnel and any lower-tier subcontractors requesting access shall comply with agency personal identity verification procedures implementing Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201. ref. FAR 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2006)
- F. Foreign national access requests require special approval processes before access will be considered and might be granted.
- G. Any person granted access shall be required to wear a Buyer-issued security badge identifying himself / herself. The identification badge shall be worn in plain view, above the waist, on the front of the body. If required, a dosimeter will be issued by CHPRC Dosimetry.
- H. Badging for more than seven (7) days requires Contractor personnel to complete CHPRC General Employee Training (CGET). Buyer will provide CGET except in special circumstances.
- I. Badges will be issued at Buyer Security location(s) during normal working hours. Contractor shall provide Buyer the complete name (as it appears on the photo identification to be used), business address, social security number and citizenship of the individual(s) requiring a security badge(s), at least two working days prior to the date the personnel(s) first require the badge(s) for work performance. Each Contractor personnel requiring a badge shall appear in person with photo identification (e.g., valid driver's license) to identify himself/herself to obtain a badge.
- J. If Contractor personnel lose a badge, he/she shall report the loss immediately upon discovery to the Central Badging Office. If badge is stolen, immediately report it to Hanford Patrol, Central Badging Office, and to local law enforcement.
- K. Upon termination of employment or completion of the Contractor's work, and before final payment shall be made, all badges and dosimeters issued to Contractor personnel shall be returned to Central Badging and CHPRC Dosimetry, respectively. Buyer will charge Contractor \$1,000 for each badge or dosimeter not returned, no show at a scheduled in-vivo/in-vitro radiation bioassay (baseline, periodic or termination), or failure to complete the dosimetry closeout process. The charge shall be deducted from payments otherwise due the Contractor. Refund of charges previously collected for badges and/or dosimetry matters subsequently found may not be made after the date of final payment to the Contractor.

## 2.3 CLEARANCES

- A. When a security clearance will be required, the applicant's job qualifications and suitability shall be established before a request is made to Buyer for a security clearance. Applicants selected will be subject to a government background investigation and must meet eligibility requirements for access to classified matter.
- B. When an applicant is being hired specifically for a position which shall require a DOE security clearance, the applicant shall not be placed in that position prior to the security clearance being granted by the DOE.
- C. Certain information may be required to permit the government to grant the clearance(s). Typical information includes, but may not be limited to, the following:
  1. Verification of U.S. citizenship;

2. A credit check;
3. Proof of negative drug screen;
4. Verification of high school degree/diploma or degree/diploma granted by an institution of higher learning, or a degree that may be specific to the position being applied for within the last 5 years;
5. Personal references (at least three references provided by applicant and one developed by the background investigation agency);
6. Employers for the past 3 years (excluding employment of less than 60 days duration, part-time employment, and craft/union employment and
7. Court searches (criminal convictions) for misdemeanor and/or felony charges when state or local law, statute, or regulation does not prohibit such checks. Checks will include all locations within the United States where the applicant has resided for more than 60 days over the past seven years.
8. Motor vehicle report (when applicable).

#### **4.4 ESCORT REQUIREMENTS**

All uncleared Contractor personnel assigned to perform work in a Protected Area or Limited Area will be required to be escorted at all times by a person possessing a minimum of an "L" access authorization (security clearance). Buyer shall inform the Contractor when an escort is required and shall make the necessary arrangements for escorts.

#### **4.5 PROHIBITED ARTICLES**

- A. Contractor's personnel shall not personally carry, or otherwise transport or transfer, certain items onto the Hanford Site or any DOE-owned or leased facilities off the Site proper at which the Contractor is performing work under this Contract.
- B. The following items are prohibited articles anywhere on Site or in Site-associated facilities (to include vehicle parking areas and pedestrian walkways):
  1. Dangerous weapons, ammunition, explosives, incendiary devices, or similar devices which could cause damage or personal injury.
  2. Controlled substances (e.g., illegal drugs and associated paraphernalia, but not prescription medication).
  3. Alcoholic beverages: Any intoxicating beverage or liquor containing alcohol, including "near" and "non-alcoholic" beer and energy drinks which identify alcohol as an ingredient.
  4. Pets and animals (except trained guide animals)
  5. Other items prohibited by law
  6. Knives
    - i. Spring blade knife, or any knife blade which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by force of gravity, or by an outward, downward, or centrifugal thrust or movement.
    - ii. Knives, folding or straight blade, with a blade exceeding four (4) inches in length.
    - iii. Swords, machetes, hatchets, axes, straight razors, and similar cutting devices.
    - iv. Exceptions:

1. A knife in possession of a person that is recognized as a tool designed for use by the personnel in performance of contract work.
  2. A knife readily recognized as kitchen cutlery, (i.e., carving knife, steak knife, etc.). However, such knives found in locations inconsistent with their use (e.g., vehicle glove box) with blades exceeding four (4) inches will be confiscated.
- C. The following controlled articles are prohibited within Limited Areas and Protected Areas (privately owned items are not authorized within Limited Areas and Protected Areas; government owned items may be authorized if identified on an approved prohibited/controlled article pass):
1. Radio frequency transmitting equipment.
  2. Cellular telephones.
  3. Computers and other devices able to record read or transmit data as standalone units. Other devices include, but are not limited to Apple iPods, MP3 players, and personal electronic devices. Note: government provided desktop computers and associated media are not considered controlled articles.
  4. Recording equipment (audio, video, and data).
  5. Cameras (still, motion-picture, video).
  6. Electronic equipment with a data exchange port capable of being connected to automated information system equipment.
  7. Other items prohibited by law.
- D. All personal protective sprays (e.g. mace, pepper spray, etc.) are prohibited within Protected Areas.
- E. The following items are prohibited in rooms wherein classified information is processed or discussed. These items are prohibited in rooms wherein classified information is processed or discussed even if they are listed on the item owner's valid prohibited/controlled article pass:
1. Cordless and cellular telephones.
  2. Recording equipment (audio, video, and data).
  3. Cameras (still, motion-picture, video).
  4. Electronic equipment with a data exchange port capable of being connected to automated information system equipment.
  5. Radio frequency transmitting equipment.
- NOTE: Government-Owned video conference systems approved for classified use are not considered controlled articles.
- F. If Contractor, or any of its personnel, needs to use a prohibited item to meet a requirement of this Contract, Contractor shall contact Buyer for guidance in acquiring the necessary prohibited/controlled article pass.
- G. Contractor's personnel and their vehicles, packages, or other types of containers are subject to a search for prohibited articles at any time while performing work on the Hanford Site or in any DOE owned or leased facility located off the Site proper. Prohibited articles found in the possession/control of Contractor's personnel which are not listed on a valid prohibited/controlled article pass will be confiscated.

#### 4.6 MATTERS OF COUNTERINTELLIGENCE CONCERN

Contractor shall immediately inform the Buyer of any of the following conditions:

- A. Any and all Contractor/Contractor personnel contacts with individuals of any nationality while either within or outside the United States, and while either within or outside the scope of the Contractor's official activities in which: illegal or unauthorized access is sought to classified or otherwise sensitive information or Special Nuclear Material by any means.
- B. The Contractor/Contractor personnel becomes aware of, through circumstance, observation, third party notice or contact, or other source, while either within or outside the United States; any acts, activity or person(s) attempting to obtain, or obtaining, illegal or unauthorized access to classified or otherwise sensitive information or Special Nuclear Material by any means.
- C. The Contractor/Contractor personnel have concerns that he/she may be a target of actual or attempted exploitation by a foreign national or entity.
- D. The Contractor is intending to employ a foreign national or foreign nationals (a non-U.S. citizen) for work on the Hanford Site, its facilities, grounds, or associated areas for any purpose.
- E. The Contractor is intending to host a meeting for any US-DOE/Hanford Site funded program, activity, or business in which a foreign national(s) (a non-U.S. citizen) will be present. This includes all non-public forums, whether on the Hanford Site proper or held at any off-Site location.
- F. The Contractor/Contractor personnel are traveling, to a DOE declared sensitive country, on official DOE sponsored travel, regardless of clearance level.
- G. The Contractor/Contractor personnel is traveling for pleasure or as sponsored by non-DOE/corporate interests to a DOE declared sensitive country and is in possession of a U.S. DOE security clearance or has held a U.S. DOE security clearance within the past five years, or is currently being processed for a U.S. DOE security clearance.
- H. The Contractor/Contractor personnel are traveling to any country outside the United States to discuss a sensitive subject.
- I. The Contractor/Contractor personnel are traveling to any country outside the United States wherein that travel is sponsored, in part or in whole, by a foreign country.

#### 5.0 MEDICAL SCREENING/MONITORING

- A. Buyer may at any time, require Contractor's personnel to undergo medical examinations including medical qualification and medical monitoring examinations before, during or after working on the Hanford Site.
- B. Employee Job Task Analysis (EJTAs) are required for (1) workers who work on the Hanford Site for more than 30 days in a 12-month period; or (2) workers who may be exposed to any of the chemical/physical hazardous exposures or anticipated work assignments identified in Appendix C, *Determining Contract Required Occupational Medical Examinations*, of PRC-PRO-SH-40078, *Contractor Safety Processes*. Workers who may be exposed to any of the chemical/physical hazardous exposures or anticipated work assignments identified in PRC-PRO-SH-40078 hazards are required to have an approved EJTA (and medical monitoring and qualification exams if determined to be required by the site medical provider ) prior to being assigned to tasks that could expose them to those hazards.
  - 1. If the EJTA identifies a worker requiring a medical qualification exam and the worker has a valid commercial qualification that is accepted by the site medical provider, they are not required to obtain a second exam/qualification.
  - 2. CHPRC's Medical/EJTA policy applies to CHPRC Contractors at any tier doing work at the Hanford Site or in privately owned government leased facilities.
  - 3. Work included in this policy consists of but is not necessarily limited to staff augmentation, design, erection, installation, assembly, demolition, or fabrication activities involved to create a new facility or to alter, add to, rehabilitate, dismantle, or remove an existing facility. It also includes the alteration and repair (including dredging,

excavating, and painting) of buildings, structures, or other real property, as well as any construction, demolition, and excavation activities conducted as part of environmental restoration or remediation efforts.

4. Delivery persons, suppliers, landlords of off-site space, utility providers, etc. may be excluded from this Medical/EJTA policy as permitted by 10 CFR 851.
  - i. Suppliers must engage at most in no more than tangential work at on the Hanford Site or at off-site space leased for DOE work relating to delivery, installation or repair of their products. Examples of Suppliers include but are not limited to Contractors delivering raw material (steel, concrete, gravel, etc.) or commercial products to the Site.
  - ii. Landlords of off-site space leased by CHPRC for DOE work are excluded from this policy as they provide a facility but do not perform work in furtherance of a DOE mission.
  - iii. Utility providers, such as power or communications providers that may have power or communications lines installed on-site operate under supply contracts rather than contracts for services.
- C. Contractors are required to draft the EJTA and submit to the BTR for review and further processing for each person who will be performing work on the Hanford Site in anything more than a staff augmentation role. Contractors may locate a copy of the form and instructions on this web page: <http://chprc.hanford.gov/page.cfm/CHPRCSafetyReferenceDocuments>
- D. The Contractor shall utilize the Hanford Site Occupational Medical Services Provider for medical examinations required for performance of this work scope. The Contractor shall use the Hanford Site Occupational Medical Services Provider for work related injury care, employee assistance program, and return to work evaluations. Hanford Fire Department ambulance service shall be used to provide urgent care and transportation while on the Hanford Site.
- E. In the event Contractor's personnel are medically unable to safely perform the assigned work scope, the Contractor shall be responsible for providing an acceptable replacement as directed by the Buyer.
- F. The contractor shall be charged a fee of \$500 per incident if contractor personnel fail to appear at scheduled medical examination appointments – unless the appointment is cancelled at least 3 working days in advance

## 5.1 BERYLLIUM OR RADIOACTIVE HAZARD EXPOSURE

- A. In the event that performance of this Contract involves exposure to beryllium, radioactive or hazardous materials, work in radiological areas or other hazardous tasks, additional medical screening or related examinations are available to contractor personnel after working on the Hanford Site. Ensure personnel are provided information and access to the following web sites for additional screening information. <http://www.orau.org/nssp/>, <http://www.btmed.org/default.cfm> and <http://www.hanford.gov/amh/page.cfm/beryllium>

## 6.0 RADIATION PROTECTION

- A. The Contractor shall ensure that all personnel and other persons under its control comply with the requirements of the CHPRC Radiological Control Manual (CHPRC-00073) and regulations pertaining to control of occupational radiation and/or contamination as set forth herein. Unless specified otherwise in the contract the Buyer will provide the Occupational Radiation Protection Program. If the Contract involves work in areas that contain irradiated or contaminated equipment, the Contractor and its personnel shall be required to undergo a Buyer-provided orientation and appropriate radiological training.
- B. The Contractor shall ensure that individuals responsible for developing and implementing radiological measures have the appropriate education, training, and skills to discharge these responsibilities. Supporting documentation for each individual must be submitted prior to starting work. The Buyer may identify additional required radiological training.
- C. The Buyer's program requirement is to conduct personnel surveys immediately upon leaving a contamination area, high contamination area, or airborne radioactivity area. The Contractor agrees that its personnel shall submit to such a survey and, if necessary, decontamination procedures. If personnel are appropriately qualified, personnel may perform self-survey for radioactive contamination.
- D. The Contractor shall notify the BTR in writing at least 24 hours in advance of bringing any item, equipment or tool to the Hanford Site that contains radioactive material above background using industry handheld instruments. The Buyer may

conduct radiological surveys to verify compliance with 10 CFR 835 on any equipment, tools or personal property brought on to the Hanford Site at any time during the period of performance of this contract and before allowing any such equipment, tools or personal property to be brought onto the Site or before leaving the Site.

- E. Based on the results of the survey, Buyer may refuse to allow radiologically contaminated materials to be brought onto the Site or to leave the Site. If Contractor's originally uncontaminated equipment, tools or personal property becomes contaminated during performance of the work on Site through no fault or negligence of the Contractor, the buyer may attempt to decontaminate. If the contaminated property cannot be decontaminated so that it can be released, the Buyer reserves the right to destroy or dispose of the property at no cost to the Contractor. In such instance, an equitable adjustment to the contract "may" be made if not already addressed elsewhere in the contract.
- F. The Contractor shall notify the BTR in writing at least 24 hours in advance when a radioactive source that employs radioactive materials or generates, emits, or utilizes ionizing radiation will be used prior to bringing such device(s) on-Site. This includes any source licensed by the Nuclear Regulatory Commission (NRC) or authorized State.
- G. This notification shall contain the off-Site company name, source isotope, source activity, physical nature of the source (liquid, gas or solid), radiation dose rate, whether the source is shielded or unshielded, the planned location of source while on Site, the custodian of the source (point of contact), and the arrival and departure dates. The Contractor will also notify the BTR in writing when the source has been removed from the Hanford Site.
- H. Basic Dosimeter. Each Contractor and lower-tier contractor personnel may be issued a basic dosimeter for performance of the work under this Contract. Dosimeters are issued free of charge by CHPRC Dosimetry. Dosimeters will be issued for the duration of the security badge or for the current calendar year. If a Contract performance period extends beyond the last Friday of the current calendar year, a new dosimeter shall be obtained before that date.
  - 1. Dosimeters, which expire at the end of a calendar year, shall be returned by January 10 of the next calendar year.
  - 2. Dosimeters may be issued for shorter periods of time or to monitor specific locations based on the requirements of the activity. The Contractor agrees to comply with approved CHPRC procedures for assignment of dosimeters, wearing of dosimeters, and return of dosimeters.
  - 3. All dosimeters shall be returned (1) on the last day of work, (2) on or before January 10 of the next calendar year, or (3) prior to final payment under the Contract, whichever is earliest.
- I. Radiological records generated by the Contractor shall be submitted to the Buyer as specified in the SOW or within 30 days of completion of work. No radiological record generated during the performance of work may be disposed of or destroyed without Buyer approval. Contractor may retain copies of any such records. Examples of such radiological records include radiological designs, procurements of equipment use in a radiological environment, radiological survey documentation, work documents, radiological training, and individual occupational radiation exposure records. CHPRC reserves right of inspection during performance of the work.
- J. Instruments not provided by the Buyer for use by the Contractor for radiological monitoring will be approved by the radiological control organization, calibrated, maintained, and operated in accordance with procedures that meet the Buyer program requirements.
- K. Radiological personal protective clothing, including respiratory protection used for radiological purposes, provided by the Contractor must be approved by the Buyer prior to use.
- L. Contractor Radiation Protection Compliance Evaluation
  - 1. The requirements in this Clause apply to any product that has the potential to cause radiological harm for its intended use or radiological activity or service carried out on behalf of DOE and the Buyer by the Contractor that has the potential to result in: (1) occupational exposure to ionizing radiation (as defined in 10 CFR 835.2), (2) exposure of minors and members of the public (as defined in 10 CFR 835.2) to ionizing radiation during direct on-Site access at a DOE Site or facility, (3) planned special exposures (as described in 10 CFR 835.204), (4) emergency exposures (as described in 10 CFR 835.1302), and (5) exposures to the embryo/fetus of a declared pregnant worker (as defined in 10 CFR 835.2). Specific applicability exclusions include those listed in 10 CFR 835.1(b).

2. The Contractor shall: (1) comply with all requirements of CHPRC-00073 and (2) implement, document, and maintain implementing programs (such as administrative controls, procedures, and technical work documents) as necessary to ensure compliance with CHPRC-00073. The Contractor's program is subject to review at all times by the Buyer. Contractor's acceptance of this contract provision signifies that CHPRC-00073 requirements are understood and will be met.
3. When subcontracting any portion of this Contract, the Contractor is required to invoke the requirements of CHPRC-00073 on any subcontractor which shall be involved in the performance of any of the work described in the first paragraph of this Clause. Prior to performing any radiological activity, the Contractor's subcontractor(s) shall certify that the requirements of CHPRC-00073 are understood and that they will be met.
4. The Buyer reserves the right to verify the efficacy of implementing programs and the implementation of CHPRC-00073 requirements at the Contractor's facility and/or Subcontractor's facility to ensure compliance with 10 CFR 835 as defined in the contract. Access to a subcontractor's facility shall be requested through the Contractor and verification may be performed jointly with the Contractor. The Contractor shall, during the performance of this Contract, submit any significant changes to the program documents to the Buyer for review and approval prior to implementation. Significant changes are those changes which, if implemented, may result in unnecessary increases in occupational exposure or loss of control of radioactive materials without a corresponding increase in the scope or effectiveness of radiological work activities performed. The Buyer may impose changes upon the Contractor's program documents as necessary to maintain compliance with CHPRC-00073, which is subject to changes resulting from new or revised provisions of 10 CFR 835.
5. The Contractor, and any of its subcontractors performing portions of the work covered by CHPRC-00073 shall restrict minors (persons under 18 years of age) from Radiologically Controlled Areas and all other Radiological Areas, unless approval has been obtained from the Buyer's Radiological Control Manager to permit entry.

## **7.0 CONTRACTOR-FURNISHED MATERIALS AND/OR TOOLS**

If Contractor is required to furnish and bring on the Hanford Site its own materials and/or tools, Contractor shall keep such materials and/or tools physically segregated from 1) any materials, tools, and/or other property furnished by the Government, and 2) any materials, tools, and/or other property acquired by the Contractor for which cost the Contractor is reimbursed by the Government.

## **8.0 CONTRACTOR PROVIDED INSURANCE**

- A. The Contractor shall procure at his/her own expense and maintain the insurance policies and coverage limits described below unless waived in writing by Buyer. Contractor shall ensure that subcontractor agreements at least duplicate the insurance policies and coverage limits required of Contractor unless waived by Buyer. Buyer's waiver shall not apply to insurance required by statute.
  1. Workers Compensation, Occupational Disease, Disability Benefit, and other similar employee benefit insurance required under the laws of the state that apply to the work to be performed under this Contract.
  2. Commercial General Liability Insurance, including Employers Liability and Owner's and Contractor's Protective and Contractual Liability, with a combined single limit of at least \$1,000,000 per occurrence for bodily injury (including death), property damage, and any other covered loss.
  3. Automobile Liability Insurance for all motor vehicles, including owned, non-owned, and hired motor vehicles, used by or on behalf of Contractor in connection with work to be performed under this Contract with a combined single limit of at least \$1,000,000 per occurrence for bodily injury (including death), property damage, and any other covered loss. If hazardous materials are to be transported, Contractor shall maintain liability insurance evidenced by ISO Form CA001 with MCS-90 and CA9948 endorsements attached.
  4. Tool and Equipment Insurance for all tools and equipment, including rentals, used in connection with the work to be performed under this Contract.



5. The Contractor shall furnish Buyer with satisfactory evidence of Contractor Provided Insurance, unless waived in writing by Buyer, prior to commencing work to be performed under this Contract with the provision that at least thirty (30) days prior written notice be given to Buyer in the event of cancellation or material change. In addition, the following requirements apply: (1) coverage's evidenced by Contractor Provided Insurance policies shall be primary; (2) such policies shall contain a Separation of Insureds clause and Waiver of Subrogation in favor of Buyer; and (3) Contractor shall name Buyer as an additional insured on all such applicable policies.

## **9.0 EMERGENCY SITUATIONS**

- A. The U.S. Department of Energy (DOE) Richland Operations Office (DOE-RL) Manager and/or the DOE Office of River Protection (DOE-ORP) Manager or designee shall have sole discretion to determine when an emergency situation exists at the Hanford Site. In the event that either the DOE-RL or DOE-ORP Manager or designee determines such an emergency exists, the applicable DOE Manager or designee will have the authority to direct any and all activities of the Contractor and subcontractors necessary to resolve the emergency situation. The applicable DOE Manager or designee may direct the activities of the Contractor and subcontractors throughout the duration of the emergency.
- B. The Contractor shall include this Clause in all subcontracts at any tier for work performed at the Hanford Site.

## **10.0 STOP WORK RESPONSIBILITY**

- A. All Buyer and Contractor personnel have the responsibility and authority to stop work IMMEDIATELY, without fear of reprisal, when they are convinced a situation exists which places themselves, their coworker(s), or the environment in danger. "Stop Work" is defined as stopping the specific task or activity that poses danger to human health and/or the environment.
- B. Any person who reasonably believes that his/her safety is in jeopardy or who is convinced a situation exists that places themselves, their coworker(s), or the environment in danger is expected to refuse work without fear of reprisal by management or coworkers and is entitled to have the safety concern resolved prior to participating in the work.
- C. All personnel are expected to report any practice or condition they believe presents an unacceptable risk. Notification should be made to the affected worker(s) and then, to the supervisor or his/her designee, at the location where the practice or condition exists. After notification, resolution of the issue resides with the responsible manager.
- D. The BTR shall also be notified when a Stop Work affects the contract staff and the performance of work. The direction to resume work will be made in writing from the BTR.
- E. The Contractor shall provide for the flow-down of appropriate requirements of this clause to subcontractors performing work on-Site at a DOE-owned or leased facility. Such subcontracts shall provide for the right to stop work under the conditions described herein.

## **11.0 TRAINING**

- A. The Contractor shall ensure that assigned personnel meet and maintain appropriate training, qualification and certification requirements as required in the SOW and/or appropriate for the work to be performed.
- B. Hanford Site-specific training requirements to safely perform this work, to perform radiological work or provide items used for radiological work will be identified by the Buyer.
- C. All Contractor personnel who will be performing work in the field on the Hanford Site must complete or have completed within the past 12 months CH2M HILL PLATEAU REMEDIATION COMPANY orientation course #100099 or a version of CHPRC General Employee Training (CGET # 000006) prior to being issued a badge or being allowed access to the Hanford Site. Office and administrative visits of less than 7 days will be allowed without this course, but access will be limited to office and administrative areas of the Hanford Site. This requirement applies even if Contractor personnel have a valid DOE badge issued by another site. This course can be completed prior to arriving to the Hanford via the Internet. Contact our training organization by sending an e-mail message to eHanford@rl.gov for obtaining access instructions. If you do not complete this course prior to arrival on Site, you will have to complete this orientation course at the CH2M HILL PLATEAU

REMEDICATION COMPANY badging office prior to receiving a Hanford Site badge. In addition, contractor personnel performing duties requiring enrollment in the DOE Workplace Substance Abuse Program (WSAP) are required to complete WSAP training as established by DOE or its SSC. Employees performing WSAP duties complete course #080403, *Workplace Substance Abuse Policy and Testing – CBT*. Supervisors/managers of WSAP enrolled employees complete course #080402, *Workplace Substance Abuse Policy and Testing – Manager Training*.

- D. The contractor shall be charged a fee up to \$500 per incident if contractor personnel fail to appear at scheduled training appointments – unless the appointment is cancelled at least 3 working days in advance.

## **12.0 WORKPLACE SUBSTANCE ABUSE (DEAR 970.5223-4)**

- A. Contractor agrees and certifies that all (including lower-tier and subcontractor) personnel it has assigned to work on the Hanford Site or in CHPRC or DOE leased facilities, are not under the influence of controlled substances, drugs or alcohol.
- B. DEAR 970.5223-4, Workplace Substance Abuse Programs at DOE Sites (DEC 2000), requires that all personnel working on the Hanford Site or in DOE leased facilities are subject to controlled substance testing under standards set by DOE, the SSC, and the Buyer. Upon Buyer's request, Contractor agrees to have assigned personnel screened by a certified testing laboratory. Sole proprietors shall self-certify and are subject to testing requirements as well.

## **13.0 TELECOMMUNICATIONS AND HANFORD LOCAL AREA NETWORK (HLAN)**

- A. Telecommunications and Hanford Local Area Network (HLAN) connectivity and support on the Hanford Site shall be acquired from the CH2M HILL PLATEAU REMEDIATION COMPANY preferred service provider unless approved in advance by the Buyer and CH2M HILL PLATEAU REMEDIATION COMPANY Chief Information Officer. This includes computing, network, radio and paging use, connectivity and integration.

## **14.0 EMPLOYEE CONCERNS**

- A. The CHPRC Employee Concerns Program is available for use by all Contractor personnel working on-Site for the reporting of issues or concerns related to environment, safety, health, quality, security, waste, abuse, corruption, criminal acts and mismanagement. The preferred path for resolving issues is through the CHPRC project management when possible. Concerns can be made directly to the Employee Concerns Office at 376-5422 or submitted anonymously by calling 376-3999. Concerns may also be submitted in writing to the Employee Concerns Program office at 2425 Suite 263 Stevens Center mail stop H3-22.

## **15.0 DEAR 952.203-70 WHISTLEBLOWER PROTECTION - FOR CONTRACTOR EMPLOYEES (DEC 2000)**

- A. The Contractor shall comply with the requirements of the "DOE Contractor Employee Protection Program" at 10 CFR part 708 for work performed on behalf of DOE directly related to activities at DOE-owned or leased sites.
- B. The Contractor shall insert or have inserted the substance of this Clause including this paragraph (b) in subcontracts at all tiers, for subcontracts involving work performed on behalf of DOE directly related to activities at DOE-owned or leased sites.