



August 13, 2014

2DB00-MMG-14-045

Dear Prospective Offerors:

**SOLICITATION NUMBER 268403 “INDUSTRIAL HYGIENE SAMPLE ANALYSIS”**

Washington River Protection Solutions, LLC (WRPS) requests proposals for sample analysis services. The requested work is in support of WRPS’s Prime Contract DE-AC27-08RV14800 with the U.S. Department of Energy, Office of River Protection.

Information regarding the submission of a proposal is contained in the attached Solicitation.

The proposal is due by 4:00 p.m. on September 4, 2014 as indicated in Section 2.1 of this solicitation.

WRPS looks forward to your response.

Very truly yours,

A handwritten signature in black ink that reads "Melissa Garrard". The signature is written in a cursive style.

Melissa Garrard,  
Senior Procurement Specialist

Attachment

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## **PART A – SOLICITATION**

### **1.0 Introduction**

Washington River Protection Solutions, LLC (WRPS) acting under its contract with the U.S. Department of Energy – Office of River Protection, requests Offeror to submit a proposal for a Fixed Unit Rate type of subcontract to provide Industrial Hygiene Sample Analysis. Part A of this Solicitation describes the proposal submittal requirements, instructions, and applicable exhibits/certifications. Part B contains all of the solicitation exhibits. Part C is the Model Subcontract, which contains all of the terms and conditions, attachments, and references that will govern performance of the work.

### **1.1 Buyer Not Obligated – Irregularities and Notifications**

WRPS is not obligated to pay any costs incurred in the preparation and submission of Offeror's proposal, nor required to enter into a subcontract or any other arrangement with Offeror.

### **1.2 Solicitation Amendments**

The Procurement Specialist may issue one or more amendments to the solicitation to make changes or to resolve any problems regarding the solicitation. The Procurement Specialist will issue the amendment in time for prospective Offerors to incorporate any changes into their proposals. If this solicitation is amended, then all terms and conditions that are not amended will remain unchanged. **YOUR FAILURE TO ACKNOWLEDGE THE RECEIPT OF THE AMENDMENT AT THE DESIGNATED LOCATION BY THE SPECIFIED DATE AND TIME MAY RESULT IN REJECTION OF YOUR OFFER.**

### **2.0 Proposal Submittal**

WRPS prefers that the proposal be submitted via e-mail provided that it includes appropriate signatures where required. If Offeror does not have the capability to transmit a signed electronic proposal, Offeror may submit an unsigned proposal via e-mail, however, a signed original or fax must also be submitted. If an e-mail proposal (without signature) is submitted in order to meet the deadline, Offeror must also transmit a signed original and 2 copies via U.S. Postal Service or delivery service. Identify the name of the Procurement Specialist and the Solicitation number to which Offeror is responding on the fax or e-mail transmittal document.

### **2.1 Deadline**

The proposal is due by **4:00 p.m.** on Thursday, September 4, 2014.

## 2.2 Identification and Delivery

Address a proposal sent via the U.S. Postal Service to:

Response to Solicitation No. 268403  
Melissa Garrard, MSIN H3-03  
Washington River Protection Solutions, LLC  
P.O. Box 850  
Richland, WA 99352

The address for a proposal sent via another delivery service is:

2425 Stevens Center Place  
Richland, WA 99354

### **Procurement Specialist Contact Information:**

Name: Melissa Garrard  
Phone Number: (509) 376-4871  
Fax Number: (509) 376-0825  
Email Address: Melissa\_Garrard@rl.gov

## 2.3 Withdrawal

Offeror may withdraw its proposal by written or electronic notice received at any time prior to award.

## 2.4 Notification of Intent to Propose

WRPS requests that each prospective Offeror notify the procurement specialist by email no later than August 25, 2014 whether the Offeror intends to submit a proposal in response to this Solicitation. The Offeror may transmit the notification to the Procurement Specialist via e-mail or fax.

## 2.5 Questions/Comments Regarding the Solicitation

The Offeror must submit any comments or questions regarding the solicitation to the Procurement Specialist **no later than August 21, 2014**. The Offeror shall transmit questions and comments via fax or e-mail per Section 2.2 above. The Procurement Specialist will answer all questions in writing for the benefit of all prospective Offerors.

### **3.0 Basis for Award**

WRPS may award one or more subcontracts as a result of this solicitation. Separate awards may be made for sample analysis capabilities and/or certification requirements adherence. Award will be made to the Offeror whose proposal meets the technical requirements, and offers the lowest overall cost to WRPS and the government. This solicitation provides the basis for WRPS's evaluation and is keyed to the selection process. WRPS seeks offeror innovations in minimizing the cost of per unit sample analysis and method development costs.

Offerors are also advised that WRPS reserves the right to award a subcontract based upon initial offers and without further discussions with offerors. Offeror should provide their best price and technical offers initially.

### **3.1 Qualification Standards**

Offerors who do not possess the minimum qualifications and resources necessary to perform the proposed work are not encouraged to incur proposal and other expenses involved in competitive submissions. The following Qualification Standards must be met in their entirety in order for an Offeror to be considered for award.

#### **3.1.1 Standard No. 1**

The offeror must be able to meet the reporting requirements as described and defined in the Statement of Work.

#### **3.1.2 Standard No. 2**

The laboratory must have a current radiological materials license and procedures addressing receipt, handling and storage of radiological contaminated samples.

#### **3.1.3 Standard No. 3**

The laboratory must hold a current AIHA Laboratory Accreditation at all times and have an implemented Quality Assurance Program in compliance with the most recent version of the DOECAP Quality System Manual (QSM) for Environmental Laboratories.

### **3.2 Lowest-Price, Technically-Acceptable (LPTA) Selection Process**

WRPS will award a subcontract to the responsible offeror(s) whose proposal is the lowest price per sample analysis and is technically acceptable, price and other factors considered. Proposals will be screened using the pass/fail based on the qualifications demonstrated within the offer.

## **4.0 Proposal Instructions**

### **4.1 General Proposal Requirements**

Organize the proposal as outlined below. Prepare the proposal simply and economically and provide a straightforward and concise presentation of the information requested in the Solicitation Request. Proposals submitted electronically must consist of separate files for the Technical Proposal and the Business and Price Proposal.

#### **4.1.1 Volume I – Technical Proposal**

WRPS will evaluate Offeror's technical capabilities/qualifications as well as its pricing for the requirements specified in the Statement of Work. Offeror's proposal must contain a brief discussion of its technical qualifications and capabilities for each sample analysis for which it is proposing. This discussion should briefly address:

- An acknowledgement that the Statement of Work is fully understood and that Offeror has resources qualified and capabilities to perform the work.
- Approach to accomplishing the requirements of Section 7.2 of the Statement of Work regarding the Price Anderson Amendment Act (PAAA), including a discussion of the offeror's proposed approach for complying with PAAA requirements.
- Past Performance Experience and Data. Complete and submit the Past Performance form (Exhibit 2) including a discussion of at least three projects similar in size, scope and duration.
- Firm's capabilities and resources for completing and complying with the requirements. Utilization of affiliated laboratories must be identified and indicate which laboratory complies with the requirements.
- Quality Assurance Plan, applicable accreditation certificates and rad license.

#### **4.1.2 Volume II – Business and Price Proposal**

Please provide detailed description on cost/pricing information (i.e., fixed unit per sample analysis rate, expedite fees, media rates, etc.). Standard payment terms are Net 30. Prompt payment discounts will be considered and should be included in the proposal. Please note that unit pricing is requested for four terms: 1) BASE Period (10/1/14 – 9/30/15); 2) Option 1 (10/1/15 – 9/30/16); 3) Option 2 (10/1/16-9/30/17); 4) Option 3 (10/1/17 – 9/30/18). Also, expedited turnaround-time surcharges associated with other than standard turnaround time requests, volume discounts, sample media, handling fees, etc., shall be clearly identified.

It is recommended that pricing be submitted utilizing the example format provided (Exhibit 1). Offeror can submit pricing sheet, lists, or catalogs, provided pricing sheet includes sample description with method, sample analysis unit pricing and any additional pricing that may be applicable and clearly identified. Pricing information provided as standard published price lists, or fee catalogs shall be identified as such and include copies of lists/catalogs.

#### **4.1.2.1 Representations and Certifications**

WRPS requires the electronic submission of the Representations and Certifications through its [vendor registration web site](#). To start the submission, the offeror will need to be registered with WRPS and have obtained a vendor identification number and form number (password). Both vendor registration and representations and certifications must be current within the last six months. If assistance is required, please contact WRPS Contract Support at [WRPS\\_Procurement@rl.gov](mailto:WRPS_Procurement@rl.gov).

For this solicitation, an offeror is required to have an electronic Representations and Certifications on file with WRPS for the North American Standard Coding System (NAICS) code identified in the paragraph entitled “North American Industry Classification System (NAICS) Code and Size” below. The certification of a specific NAICS code will be valid for twelve (12) months from its submission. If the offeror’s business conditions change within the twelve (12) month validity period, the offeror shall submit an updated Representations and Certification prior to submittal of the proposal.

#### **4.1.2.2 Additional Information**

In order for WRPS to adequately evaluate the proposal, some additional information is required. Please complete and return all forms and documents listed below:

- Compensation Schedule (Exhibit 1).
- Past Performance Data Form (Exhibit 2).
- Agreement Exceptions (Exhibit 4).
- Vendor ESH&Q Requirements Questionnaire. (Exhibit 5).

#### **4.2 Acceptance of Terms and Conditions**

The subcontract resulting from this Solicitation will be substantially the same as the Model Subcontract that is contained in Part C of the Solicitation. Unless otherwise noted in the proposal, Offeror’s submission of a proposal signifies unqualified acceptance of all of the technical requirements and other terms and conditions of the subcontract that are contained in or referenced in this Solicitation. Interpretations established by Offeror to any part of this Solicitation may be considered an exception.

#### **4.2.1 Exceptions to Technical Requirements and Other Terms and Conditions**

Offeror must describe any exceptions (on the Agreement Exceptions form in Part B of this Solicitation) to the technical requirements and other terms and conditions of the Model Subcontract in Part C on which the proposal is based. WRPS considers compliance with the technical requirements and terms and conditions of the Subcontract to be essential. In case of doubt, Offeror should request clarification from the Procurement Specialist. If any exceptions are taken to the requirements of the Solicitation, the pricing shall be based on the requirements of the Solicitation and the exception(s) priced as alternates. If the proposal is based only on the proposed exceptions, WRPS may determine the proposal to be non-responsive.

#### **4.3 Proposal Validity Period**

Offeror's proposal shall remain firm for 120 days after the proposal due date.

#### **5.0 Notices**

##### **5.1 Identification of Proprietary Data**

If the Offeror submits any data which it considers proprietary data as part of its proposal, the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included is considered to be proprietary.

##### **5.2 Financial Capability Determination Information**

WRPS reserves the right, prior to award, to require Offeror to submit information which WRPS will use to make a determination whether Offeror has the financial capability to perform the contemplated subcontract. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; and any other information that may be required to make the appropriate determination.

##### **5.3 North American Industry Classification System (NAICS) Code and Size Standard**

The Buyer has determined that North American Industry Classification System (NAICS) Code 541380 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this solicitation is \$15 million.

**PART B – SOLICITATION EXHIBITS**

<b>Exhibit</b>	<b>Description</b>
1	Compensation Schedule
2	Past Performance Data Form
3	Agreement Exceptions
4	Vendor ESH&Q Requirements Questionnaire

**EXHIBIT 1. PER UNIT PRICE PROPOSAL FORM**

**Sample Analysis Schedule - FY15 Base**

Line	Sample Analysis Description	Method	Instrument/Medium	Unit Rate
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00
9	Please identify TATs both standard and Expedited			\$0.00
10	Please identify Volume Discounts			\$0.00

**Sample Analysis Schedule - FY16 Option 1**

Line	Sample Analysis Description	Method	Instrument/Medium	Unit Rate
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00
9	Please identify TATs both standard and Expedited			\$0.00
10	Please identify Volume Discounts			\$0.00

**Sample Analysis Schedule - FY17 Option 2**

Line	Sample Analysis Description	Method	Instrument/Medium	Unit Rate
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00
9	Please identify TATs both standard and Expedited			\$0.00
10	Please identify Volume Discounts			\$0.00

**Sample Analysis Schedule - FY18 Option 2**

Line	Sample Analysis Description	Method	Instrument/Medium	Unit Rate
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00
9	Please identify TATs both standard and Expedited			\$0.00
10	Please identify Volume Discounts			\$0.00

**EXHIBIT 2. PAST PERFORMANCE**

Rev. 0

1/1/03

Please type or print at least two (2) and as many as five (5) references to recently completed or substantially complete contracts with requirements similar to those described within this solicitation.

<b>CLIENT NAME</b> <b>CONTACT NAME</b> <b>TELEPHONE NO.</b>	<b>CONTRACT NO.</b> <b>CONTRACT DATE</b>	<b>START DATE</b> <b>END DATE</b> <b>CONTRACT VALUE</b>	<b>CONTRACT TERMINATED?</b> <i>(Y/N) Explain in attachment</i>

<b>NAME AND ADDRESS OF OFFEROR</b>	<b>NAME OF SIGNER</b>
	<b>TITLE OF SIGNER</b>
<b>OFFEROR</b> <i>(Signature of person authorized to sign)</i>	<b>DATE</b>



**EXHIBIT 4. VENDOR ESH&Q QUESTIONNAIRE**

**Subcontractor Name:**

**Subcontractor Address:**

**City: State: Zip:**

**Subcontractor Point of Contact:**

**Email:**

All contractors working on the Hanford Site are expected to safely perform in a quality manner while protecting worker health and the environment. Please answer the following questions about how your company implements ESH&Q.

#	Question
1.	Does your company have a documented environmental, occupational safety, healthy and quality program that complies with applicable local, state, federal, and DOE regulatory requirements?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
2.	Are your employees trained and equipped to perform their assigned work?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
3.	Do you have an established orientation program for new hires that includes ESH&Q?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
4.	Does your company have policies and procedures in place to eliminate accidents, injuries/illness, and damage to property and equipment?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
5.	Are company ESH&Q records adequately and properly maintained?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
6.	Are accidents/incidents investigated promptly and reports generated?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
7.	If the investigation discovers inadequacies in either the work process or the policies and procedures, are the appropriate processes in place to avert the accident/incident in the future and are personnel provided proper training?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
8.	Are hazards identified and appropriate measures taken to ensure that personnel and equipment are adequately protected as a result of identified hazards.  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
9.	Do your employees have the right to report unsafe conditions and to interrupt or stop work without fear of reprisal?

	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
10.	Is the frequency of ESH&Q meetings with employees scheduled to discuss the work to be performed hazards associated with the work based on the scope of work and commensurate with the work hazards?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
11.	Are ESH&Q inspections/audits conducted to evaluate the effectiveness of your program?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
12.	Does your company have an average Experience Modification Rate (EMR) of 1.0 or less for the previous three years?  Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your EMR?
13.	Does your company have an average Occupational Safety and Health Administration (OSHA) Recordable Case Rate of 3.2 or less for the previous three years?  Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your Recordable Case rate?
14.	Does your company have an average OSHA Lost Workday case rate of 0.64 or less for the previous three years?  Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your OSHA Lost Workday case rate?
15.	Does your construction company have an average OSHA Lost Workday case rate of 3.0 or less for the previous three years?  Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your OSHA Lost Workday case rate?
16.	Does your company have an established, written Hazard Communication Program?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
17.	Does your company have a system within the Hazard Communication Program to maintain Material Safety Data Sheets (MSDS)?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
18.	Has your company been cited for a(n) willful violation(s) from any regulatory agency during the previous three years?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
19.	Has your company been fined for Nuclear Regulatory Commission or agreement state non-compliance during the previous three years?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>

**PART C – MODEL SUBCONTRACT**

Subcontract No.	Effective Date:
Issued By: Washington River Protection Solutions, LLC P.O. Box 850 Richland, WA 99352	Subcontractor: Insert Name and Address

This Subcontract is effective as of \_\_\_\_\_, between Washington River Protection Solutions (WRPS) and (“SUBCONTRACTOR”) who hereby agree that all Work specified below, which is a portion of the goods and services to be provided by WRPS for the United States Department of Energy, shall be performed by the SUBCONTRACTOR in accordance with all the provisions of the Subcontract.

1. **Work to be Performed:** Except as specified elsewhere in the Subcontract, SUBCONTRACTOR shall furnish all labor and materials necessary and required to satisfactorily perform in accordance with Attachment No. 1, Statement of Work.
2. **Period of Performance:** The Subcontract period of performance is specified as: Base Period: October 1, 2014 to September 30, 2015, with Options as outlined in Item 9.3 below.
3. **Contract Type:** Fixed Unit Rate
4. **Total Value of Subcontract:** \$ TBD
5. **Compensation:** As full consideration for the satisfactory performance by SUBCONTRACTOR of this Subcontract, WRPS shall pay to SUBCONTRACTOR compensation in accordance with the prices set forth in the attached Compensation Schedule consistent with the payment provisions of this Subcontract.
6. **Payment Terms:** As stated in *Article 16.0, Invoicing and Payment, of Commercial General Provisions*, payment will be made within 30 calendar days after receipt of a properly prepared invoice unless otherwise agreed to between SUBCONTRACTOR and WRPS.
7. **Authorized Personnel:** Only the following named WRPS individuals are authorized to make changes to this document:  
 Melissa Garrard, Senior Procurement Specialist  
 J. M. Robinson, Manager, Procurement Services
8. **Designation of Technical Representative:** WRPS hereby designates the following as the Buyer's Technical Representative (BTR), for this Subcontract:  
 Name: TBD  
 Phone: (509) -

Mail Stop:

## **9. Special Provisions**

### **9.1 Subcontract Release Procedure**

WRPS may request work to be performed by the SUBCONTRACTOR under the Blanket Master Agreement (BMA) as separate Subcontract Releases using the following process:

- The Procurement Specialist will notify SUBCONTRACTOR of the dates and location of where the service is to be performed, the level of effort required, the assigned contract release number and the not-to-exceed ceiling amount.
- A formal Subcontract Release document will be issued in accordance with the terms of the BMA.

### **9.2 Subcontract Release Ceiling Price**

A ceiling price shall be specified in each individual Subcontract Release. WRPS shall not be obligated to pay the SUBCONTRACTOR any amount in excess of the individual Subcontract Release ceiling price, and SUBCONTRACTOR shall not be obligated to continue performance if to do so would exceed the Subcontract Release ceiling price, unless and until WRPS has issued a Subcontract Release amendment increasing the ceiling price.

### **9.3 Option to Extend the Term of the Subcontract**

This Subcontract includes the option(s) to extend the term identified herein. The total period of performance of the Subcontract includes the base period plus the optional period(s) exercised by WRPS. WRPS will exercise the option(s) by providing written notice to the SUBCONTRACTOR prior to expiration of the current effective period.

Option 1 – October 1, 2015 through September 30, 2016

Option 2 - October 1, 2016 through September 30, 2017

Option 3 - October 1, 2017 through September 30, 2018

### **9.4 Options**

WRPS may exercise its option to acquire the optional services prior to the expiration of this Subcontract. WRPS shall issue a written notice of its intent to exercise the option thirty (30) days prior to the option's effective date. The actual exercise of the option shall be formalized via a Subcontract modification.

## **10. List of Subcontract Attachments**

The following attachments are hereby incorporated into and made a part of this Subcontract. They shall have the same force and effect as if written into the body of the Subcontract.



**ATTACHMENT NO. 1****STATEMENT OF WORK****Requisition #: 268403****Title: Industrial Hygiene Sample Analysis****Revision Number: 0****Date: June 11, 2014****Prior SOW or Revision Date: N/A****1.0 Objective:**

Washington River Protection Solutions, LLC (WRPS) manages the activities of the 200 East and West Area tank farms at the Hanford Site for the U.S. Department of Energy. The underground waste storage tanks in the tank farms produce and release noxious vapors. Workers have reported odors and illness symptoms associated with noxious vapor exposures. In addition other constituent are required by Industrial Hygiene (IH) to be analyzed. WRPS has a need to obtain information from field and personal samples to monitor for hazardous chemicals. Work has been done to define the target analytes to be monitored and is listed in Attachment B. Other analytes may be requested as the need is defined based on the contractor's catalog of analyses.

**2.0 Background/Introduction:**

WRPS (Buyer) has been performing work to understand the chemical hazards in the tank farms. A peer-reviewed list of target analytes is designated as high priority constituents for consideration in the Industrial Hygiene program. Characterization work has been performed in some tank farms. Additional personal monitoring of employees remains to be performed.

**3.0 Scope:**

This work involves analysis of samples for the lists of analytes in Attachment B.

The samples will be shipped overnight to the Laboratory (Subcontractor) under a chain of custody (COC). In most cases, standard turnaround time (ten (10) working days) will be required; however; an expedited turnaround time may be requested. Expedited turnaround time requirements will be communicated on the COC form. Expedited turnaround time will also require Subcontractor approval prior to shipment. If turnaround times cannot be met by the Subcontractor, the Buyer shall be contacted for sample disposition. Methods are taken from the Catalog of Analyses provided by the Subcontractor.

The ability of the Subcontractor to receive radiologically contaminated samples must be verified. The Subcontractor must have a current radiological materials license and procedures addressing receipt, handling and storage of radiologically contaminated samples.

### **3.1 Special Instructions – Asbestos Samples**

The following apply to all requests for airborne asbestos sample analysis:

- a. The Buyer will send the volume for each sample on the translated COC (blanks show on SWIHD COC as Volume N/A).
- b. Every survey's samples must be analyzed and reported in a single data group.
- c. The Subcontractor must perform blank corrections using the blanks (volume marked N/A) associated to that group.

#### **3.1.1 TEM Analysis of Resilient Flooring Materials:**

When Polarized Light Microscopy (PLM) results are indeterminate for asbestos, samples will be sent for follow-up Transmission Electron Microscopy (TEM) analysis using the Chatfield, or equivalent, method.

#### **3.1.2 PLM Point Count of Bulk Materials between 1-4% Asbestos:**

When PLM results for a bulk material are  $\geq 1\%$  and  $\leq 4\%$  asbestos, samples will be sent for follow-up PLM Point Counting.

### **3.2 Special Instructions – Beryllium Samples**

Beryllium testing involves analysis of bulk material (e.g., soil), wipes collected on Ghost Wipes (or similar wipe sample materials) and air samples for beryllium. The required analytical method(s) to be used, consisting of one of the following; NIOSH methods 7300, 7303, 7704 or 9110, will be indicated on the COC accompanying the samples.

The necessary reporting detection levels are 0.2  $\mu\text{g/g}$  for bulk samples, 0.02  $\mu\text{g/sample}$  for wipe samples and 0.004  $\mu\text{g/sample}$  for air samples. For bulk samples that exceed 2  $\mu\text{g/g}$  beryllium and wipe samples that exceed 0.2  $\mu\text{g/sample}$  beryllium, a metals scan using inductively coupled plasma/mass spectrometry using EPA methods EPA 200.8 or 6020A may be required as a follow-up analysis.

### **3.3 Submittals:**

Any updates to operating procedures or QA manuals, etc. as updated and implemented or requested.

#### **4.0 Deliverables:**

##### **4.1 Analytical Reports**

The final analytical results shall be transmitted in analytical reports that include, at a minimum, the following:

- a. Reference to the method of analysis.
- b. Documentation of any quality control (QC), sample, shipment and/or analytical problems encountered, or any modifications to the test method required during processing of the samples.
- c. Analytical results and associated identifications/interpretations, identified by both the Buyer's and the Subcontractor's sample identifiers.
- d. Analytical reporting limits.
- e. Batch QC data for chemical analyses as part of the consecutively numbered final analytical report.
- f. Each page number and total page number of the analytical report, along with the unique report identifier, on each page, and a clear identification of the end of the analytical report.
- g. Date samples were collected, date samples were received by the Subcontractor, date of analysis, and date the report was issued.
- h. Contain the following Certification Statement, signed with original signature by the Laboratory Director or a designee:

*I certify that this analytical report is in compliance with the Hanford SOW, both technically and for completeness. Release of the data contained in this hard copy report has been authorized by the laboratory director or a designee as verified by the following signature;*

- i. Printed name and title of the person certifying the report by signature, as described above.
- j. A title (e.g., "Test Report," "Certificate of Results," or "Laboratory Results").
- k. The name and address of the laboratory, the location where the tests were carried out (if different from the address of the Subcontractor), and phone number.
- l. Name of contact person for questions.
- m. Name and address of the client and project name.

- n. Description of, the condition of, and unambiguous identification of the sample(s) including the client identification code.
- o. Statement to the effect that the results relate only to the samples.
- p. Include the name, e-mail address, and phone number of the Subcontractor’s representative, to whom questions about the report may be directed;

A 10-day turnaround is requested for all analyses; however, pricing should be provided for the Subcontractor’s normal (standard price) turnaround as well.

Expedited turnaround time may be requested on the COC with notification prior to sample shipment. The Subcontractor should advise the Buyer of expedited turnaround-time options and the surcharges associated with the shorter times.

Copies of all sample receipt and shipping documentation (COC, packing list, air bill, sample receipt and analysis request forms, activity screen results, etc.) shall be sent, with the hard copy report, to the Buyer. Reports are to be reviewed by the Subcontractor for completeness prior to submittal to the Buyer.

Corrected or revised analytical reports shall be clearly marked as such and shall have a revision number attached to the document number.

The analytical report shall be sent to the requestor identified on the COC form to the following address:

c/o Washington River Protection Solutions, LLC  
PO Box 850, T6-02  
Richland, WA 99352

The Subcontractor shall maintain a legible copy of all analytical deliverables, for submittal to the Buyer, at no additional cost, for one (1) year following the original submittal of the hard copy report.

#### 4.2 Electronic Deliverables

In addition for each set of samples, an electronic final deliverable is required in the form of a Microsoft® Excel file. The Excel deliverable will conform to the following format:

A	B	C	D	E	F	G	H
Lab Number	Lab Group	Sample ID	Analyte	CAS	RDL	RDL_UOM	Range
I	J	K	L	M	N	O	

Result	Result UOM	Flags	Lab	Analysis DT	Report DT	Comments
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Further specifications for the electronic deliverable are provided as an attachment A.

The final electronic deliverable shall be sent to: [Robert W Sosa@rl.gov](mailto:Robert.W.Sosa@rl.gov) and [Melissa Garrard@rl.gov](mailto:Melissa.Garrard@rl.gov).

#### 4.3 Additional Deliverable

At Buyer's option a full data package containing all raw data may be requested from the Subcontractor.

The Buyer may request the following additional information from the Subcontractor as a special request as part of the final data package:

- a. Laboratory control sample/standard concentrations and all raw data (including logbook pages) needed to check the calculation of the percent recovery.
- b. All raw data needed to check the calculation of the reported samples and blanks.
- c. All raw data needed to check the relative percent differences (RPD) and percent recoveries reported.
- d. Initial and continuing calibration verification raw data.
- e. Initial calibration raw data.
- f. Instrument tuning data and instrument run logs.

#### 5.0 Acceptance Criteria:

Analytical services provided by the Subcontractor will be considered acceptable when a summary data report, containing the items listed in section 4.0, "Deliverables," has been provided to the Buyer for each sample delivery group submitted to the Subcontractor and has been determined to be in compliance with this SOW. Each analytical report shall be based on data obtained from properly analyzed samples and shall not contain any inconsistencies or errors.

#### 6.0 Configuration Management and Standards

There are no specific Configuration Management requirements applicable to this SOW.

#### 7.0 ESH&Q Requirements

##### 7.1 Quality Assurance Requirements:

The work activities for this statement of work have been designated as Enhanced Quality Level 3.

The Subcontractor shall hold current AIHA Laboratory Accreditation and participate in and maintain proficiency in all applicable performance evaluation (PE) programs.

*The Subcontractor shall notify the Buyer immediately if it fails to maintain proficiency accreditation in the applicable PE. If this happens, the Buyer, at its discretion, may choose to discontinue use of this Contract without penalty.*

#### **7.1.1 Quality Assurance Plan**

The Subcontractor shall ensure the integrity and validity of all analytical results through implementation of a written internal QAP. The Subcontractor's implemented QA program shall comply with the most recent version of the DOECAP Quality System Manual (QSM) for Environmental Laboratories. Copies of Analytical Methods and SOPs used for Hanford analyses shall also be available to the Buyer on request.

All analytical activities shall be performed using Standard Operating Procedures (SOPs) that are written and approved in accordance with the Subcontractor's QAP. Analysis activities shall be performed by qualified personnel using properly maintained and calibrated equipment.

#### **QAP Approval:**

The Subcontractor's QAP shall be subject to review at all times by Buyer, including prior to award.

#### **7.1.3 Contamination Control**

The Subcontractor shall have documented procedures in place to prevent contamination or cross-contamination of samples from the time of receipt through the final analysis. These procedures shall specify the type of air monitoring, surface wipes, analytical blanks, or other types of activities used to demonstrate that contamination control is in place.

#### **7.1.4 Client Communications**

The Subcontractor shall have policies and procedures as necessary to ensure client communications and issues are appropriately addressed.

Management of contracts, handling client complaints, maintenance of confidentiality, and routine communications should all be addressed. The subcontractor is required to report any anomalies affecting holding times and turnaround times as soon as discovered. These include but are not limited to method outages, equipment malfunction, and operational upsets.

## **7.2 Price-Anderson Amendments Act Requirements:**

The Subcontractor shall comply with the Article entitled *Price-Anderson Amendments Act (PAAA)* contained in the General Provisions and shall have a process in place to ensure compliance with the applicable nuclear safety rules.

This process may either include an internal PAAA evaluation of the nuclear safety rule noncompliance with a recommendation of reportability to WRPS or provide data/information to WRPS for the PAAA evaluation determination. At a minimum, the form for nuclear safety rule noncompliance reporting shall include the following information:

- Title, location, and description of the noncompliant condition.
- Date, time, and organization that discovered the noncompliant condition.
- Subcontractor point of contact for the noncompliant condition.
- Nuclear safety rules/requirement not satisfied.
- List of all compensatory measures taken.
- Causal factors identified.
- List of planned corrective actions.

Subcontractor personnel shall be trained to the nuclear safety rules consistent with their specific position and assigned work.

## **7.3 Applicable ES&H Requirements:**

Hanford Site access is not authorized for work to be completed under this SOW.

## **8.0 Verification/Hold Points:**

There are no verification or hold points associated with this SOW.

## **9.0 Reserved**

## **10.0 Work Location/Potential Access Requirements:**

Work to be performed at Subcontractor's lab. No on site access is anticipated. Access to the Subcontractor's facilities for the purpose of audits and related activities shall be provided upon written request from the Buyer.

**11.0 Training:**

The personnel performing activities under this contract shall have the necessary training and indoctrination to ensure correct performance of their assigned tasks.

**12.0 Qualifications:**

The personnel performing activities under this contract shall have the necessary education, experience, and other qualifications to ensure correct performance of their assigned tasks.

**13.0 Special Requirements:****Use of Government Vehicles**

There is no anticipated need for any Subcontractor employees to use a Government-furnished vehicle in the performance of this statement of work. The Subcontractor's employees, therefore, are specifically prohibited from driving any Government-furnished vehicles under the performance of this statement of work unless this statement of work is formally so modified by the parties and a copy of any applicable driver's license provided to the BTR.

**Government Property**

The results obtained for samples analyzed under this contract shall be considered Government Property. Under no circumstances shall the Subcontractor release reports or analytical data to a third party (outside of the Buyer) without the prior written permission of the Buyer.

**Subcontracting**

No portion of this SOW shall be subcontracted by the Subcontractor.

**14.0 Reporting/Administration:**

All reporting requirements are discussed above in Section 4.0, "Deliverables."

**15.0 Workplace Substance Abuse Program Requirements:**

A Workplace Substance Abuse Program is not required for this SOW.

## Attachment A

## Electronic Deliverable Guidelines

<b>Field Name</b>	<b>Type and Max Size</b>	<b>Required</b>	<b>Example</b>
Lab Sample ID	Char(10)	Yes	W04I000651
Lab Group Number	Char(25)	Yes	20040215
Field Sample ID	Char(25)	Yes	04-00123-1-KDB-001
Analyte Name	Char(100)	Yes	Ammonia
CAS Number	Char(25)	Yes	7664-41-7
Reporting Limit	Number	Yes	0.5
Reporting Limit Units	Char(10)	Yes	mg ng
Range	Char(10)	No <sup>1</sup>	<
Result	Number	No <sup>2</sup>	0.005
Result Units	Char(10)	No <sup>1</sup>	mg ng
Flag(s)	Char(25)	No	U
Laboratory	Char(25)	Yes	Your Lab Name Here
Analysis – Date/Time	Date/Time	Yes	4/20/2004 10:51:00 AM
Reported – Date/Time	Date/Time	Yes	4/20/2004 10:51:00 AM
Comments	Char(1000)	No	A QC parameter for ammonia was out of range

<sup>1</sup> A “less-than” symbol (<) is required for results less than the reporting limit; otherwise, blank.

<sup>2</sup> Blank if the sample was voided by the laboratory

Attachment B

Approved IH Sample Analyte List

<u>Analyte List</u>	<u>CAS #</u>
<b><u>Inorganic Analytes</u></b>	
Ammonia	7664-41-7
Mercury	7439-97-6
Beryllium	7440-41-7
Asbestos (Airborne Fiber)	000-00-007
Asbestos (All Forms)	1332-21-4
Nitrous Oxide	10024-97-2
Nitrogen Dioxide	10102-44-0
Nitric Oxide	10102-43-9
<b><u>Hydrocarbons</u></b>	
1,3-Butadiene	106-99-0
Benzene	71-43-2
Biphenyl	92-52-4
Aromatic Hydrocarbons	Compound Specific
<b><u>Alcohols</u></b>	
1-Butanol (n-Butanol)	71-36-3

Methanol	67-56-1
<b><u>Ketones</u></b>	
2-Hexanone	591-78-6
<b><u>Aldehydes</u></b>	
Formaldehyde	50-00-0
Acetaldehyde	75-07-0
Butanal	123-72-8
<b><u>Phthalates</u></b>	
Diethyl Phthalate	84-66-2
<b><u>Nitriles</u></b>	
Acetonitrile	75-05-8
<b><u>Amines</u></b>	
Ethylamine *	75-04-7
<b><u>Nitrosamines</u></b>	
N-Nitrosodimethylamine *	62-75-9
N-Nitrosomethylethylamine *	10595-95-6
N-Nitrosomorpholine *	59-89-2
N-Nitrosodiethylamine *	55-18-5

<b><u>Organophosphates and Organophosphonates</u></b>	
Tributylphosphate	126-73-8
Dibutylbutylphosphonate	78-46-6
<b><u>Halogenated Hydrocarbons</u></b>	
	Compound
Chlorinated Biphenyls	Specific
<b><u>Pyridines</u></b>	
Pyridine	110-86-1
2, 4-Dimethylpyridine	108-47-4
<b><u>Isocyanates</u></b>	
Methyl Isocyanate	624-83-9

\*Backup sample analysis support

**EXHIBIT A**

***IH Sample Analysis Request***

Supporting Project - Title:

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**WRPS requests the following IH Sample Analysis**

<b><u>Type</u></b>	<b><u>Quantity</u></b>
<hr/>	<hr/>

Point-of-Contact (POC): 

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POC Phone: 

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Specified Requirements (if any):

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