Statement of Work

For

General Support Services

Title of Scope: Technical Support for Environmental Surveillance Program

Date: 10/1/2020

Revision Number: 0

Requisition Number: 00342519
1.0 INTRODUCTION / BACKGROUND

As a prime contractor to the U.S. Department of Energy (DOE), the Mission Support Alliance (MSA), LLC (Contractor) supports cleanup of the Hanford Site. Under this contract to DOE, the MSA Environmental Surveillance (ES) program collects multi-media environmental samples in support of the site cleanup mission. Technical services are required to support MSA implementation of the ES program. These services include support for implementation and maintenance of the ES program environmental database known as Sample Management and Analytical Results Tracking (SMART) and coordination of environmental data from SMART to the Hanford Environmental Information System (HEIS) database. Additionally, technical expertise related to analytical chemistry and laboratory operations is required.

2.0 OBJECTIVE

The overall objective of this statement of work (SOW) is for the Subcontractor to provide a technically qualified person to support implementation of the Sample Management and Analytical Results Tracking (SMART) database in coordination with the Hanford Environmental Information System (HEIS) database. Additionally, this person will consult on sample handling procedures, laboratory instructions, laboratory evaluations, analytical data management improvements, process and efficiency improvements, and other analytical data related issues associated with the MSA ES program. Perform assessments of data management processes against federal, state, and DOE expectations and requirements.

The Subcontractor shall provide the technical expertise to perform the work scope under the direction of the Contractor and within the project schedule and budget.

3.0 DESCRIPTION OF WORK – SPECIFIC

Specific work activities include the following:

1. Provide technical expertise with the implementation and maintenance of the SMART database in coordination with the analytical laboratories, MSA ES task leads, and data migration to the HEIS database.

2. Provide technical expertise and support for the SMART associated software and formats such as the Data Quality Module (DQM), the Hanford Electronic Data Deliverable (EQEDD), and Sample Receipt Notification (EZSRN).

3. Provide technical expertise related to data quality objectives, sample collection, laboratory analytical methods/procedures, electronic data reporting, data quality assurance, and data evaluation.
4. Provide technical expertise for the evaluation of analytical laboratory performance and qualification.

5. Evaluate and suggest improvements to the MSA ES work processes associated with sample collection, data evaluation, reporting, and data management for the MSA ES program.

6. Evaluate EQEDDs provided by MSA contracted laboratories submitted into the SMART database. Assist with making corrections, as needed, and assist with maintenance of the SMART system EQEDD format.

7. Provide analytical chemistry and laboratory analytical method expertise to support program performance and issue resolutions.

8. Review analytical laboratory result data for issue identification and defensibility.

9. Provide technical direction for final retirement of the environmental databases including but not limited to ABCASH and ERS.

4.0 REQUIREMENTS

4.1 General

Will work be performed on site: Yes

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On-Site Services Special Provisions shall apply to Subcontractor personnel.

4.2 Engineering Requirements

Engineering requirements applicable: No

4.3 Environmental, Safety, and Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations, and directives.

The subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental
and safety functions and activities is an integral and visible part of the Subcontractor’s work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Prior to start of work the Subcontractor shall work with the MSA BTR to do a Job Hazard Analysis (JHA).


Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with MSC-PRO-WP-11058 for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the Subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer’s Safety and Health Procedures are available on the internet at [https://www.hanford.gov/pmm/page.cfm/ContractorForms](https://www.hanford.gov/pmm/page.cfm/ContractorForms). The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.
Unique or specific requirements: No

4.4 Quality Assurance Requirements

The work activities for this Statement of Work (SOW) has been designated as a Quality Level G - Q Level 0 - GS. The subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to referenced codes and standards, and other requirements defined in this SOW.

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<thead>
<tr>
<th>Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>1.</td>
<td>DOE/RL-96-68 <em>Hanford Analytical Services Quality Assurance Requirements Document (HASQARD)</em></td>
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<tr>
<td>2.</td>
<td>MSC-OTHER-QA-26661 <em>MSA Quality Assurance Program Plan (QAPP)</em></td>
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<tr>
<td>3.</td>
<td>DOE O 414.D <em>Quality Assurance</em></td>
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4.5 Government Property

Government property is not required to be used by the Subcontractor for this effort.

5.0 PERSONNEL REQUIREMENTS

5.1 Training

A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer’s Technical Representative (BTR).

B. The following types of training qualification(s) are required:

- Hanford General Employee Training (HGET) and/or MSA General Employee Training (MGET) is required.
- Other site-specific training may be required as determined during this scope of work.

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<tr>
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<tr>
<td>1.</td>
<td>118005 <em>Software Quality Assurance for Testing</em></td>
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<tr>
<td>2.</td>
<td>123419 <em>Hanford General Employee Training (HGET)</em></td>
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5.2 Qualifications
Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements to perform the work as specified in this SOW.

**Required Qualifications**

- Bachelor of Science in Chemistry with 20 years of experience or equivalent combination of education and experience.
- Highly qualified professional chemist with extensive experience evaluating laboratory radiological and chemical analytical methods, data, quality assurance (QA), and quality control (QC).
- Extensive direct experience with environmental data management systems and databases.
- Experience implementing Earthsoft’s Environmental Quality Information Systems (EQuIS).
- Experience developing and maintaining procedures for data verification and data validation.
- Minimum of ten years of experience performing laboratory assessments for the U.S. Department of Energy (DOE) environmental sampling and analytical programs.

**Desired Qualifications**

- Experience using the Hanford Environmental Information System (HEIS) database, including submission and revision of electronic data deliverables into the HEIS database.
- Extensive knowledge and experience implementing sampling and analytical requirements specified in the Hanford Analytical Services Quality Assurance Requirement (HASQARD) Document.
- Experience performing DOE Consolidated Audit Program (DOECAP) audits of commercial analytical laboratories used by the Hanford Site contractors. Maintain participation in one or more programs supporting DOE assessment of analytical laboratories.
- Experience with MSA implementation of the SMART environmental database and use of the EQuIS Data Quality Management (DQM) module.
- Experience migrating data from multiple Hanford database systems to HEIS, including the migration of data from the SMART system to HEIS, and assuring laboratory data flags, data review flags, and data validation flags are appropriately applied.

5.3 **Security and Badging Requirements**
A. For any on-site work, see On-Site Services Special Provisions for details.

B. The subcontractor shall wear a Buyer issued security badge identifying themselves. A minimum of two (2) working days advance notice is needed for site badging.

C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

D. The scope of work will not require access authorization (security clearance).

5.4 Work Location / Potential Access Requirements

The primary work location shall be:

- The subcontractor’s office location with attendance as requested to meetings at contractor occupied facilities in Richland, Washington

5.5 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 a.m. and 4:30 p.m. with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

6.0 MEETINGS AND SUBMITTALS

Subcontractor shall participate in all meetings as required by the Buyer’s Technical Representative (BTR).

In addition, the Subcontractor shall attend the following meetings, as needed, in support of this work and provide MSA updates of applicable aspects to ES personnel during team meetings:

- DOE HASQARD focus team meeting
- HEIS Technical Advisory Group (HTAG) meeting

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables
Work products shall be accurate, comply with established processes and procedures, meet established schedules and be appropriately documented. The Subcontractor shall ensure that personnel perform duties in a manner that meets established schedules as outlined below:

- As requested, consult on sample handling procedures, laboratory instructions, laboratory evaluations, analytical data management improvements, process and efficiency improvements, and other analytical data related issues associated with the MSA ES program
- Participate, advise, and provide evaluations of current activities of the HEIS Technical Advisory Group (HTAG) and the HASQARD Focus Group as they pertain to the MSA ES program
- Submit to the BTR or designee:
  - a weekly report by close of business each Thursday providing a summary of activities supported for the week.
  - a review of the historical environmental surveillance program metadata that has been migrated into the SMART database against the data in HEIS to assure that data within the two systems has been correctly migrated and populated within the systems.
  - on a monthly basis provide a list of issues, with associated recommendations for use by MSA to prioritize modifications that may be needed for the SMART system.
  - provide a quarterly review of data transfers SMART to HEIS to ensure that data within the two systems remain coordinated and synchronized.
  - provide a quarterly summary of reviews and recommendations given for environmental surveillance program analytical chemistry issues.

7.2. Performance Schedule Requirements

Subcontractor shall be responsible for the development and management of its personnel work schedule(s). The Subcontractor shall ensure work schedules align with any specific milestones or schedule requirements as specified below. Once a work schedule is approved by the BTR, the Subcontractor shall communicate any changes to the approved schedule to the BTR in advance of the schedule change.

The following are planned MSA milestones the subcontractor will support:

- MSA testing of the SMART to HEIS data migration tool for deployment no later than February 1, 2021.
• MSA documentation of data management decisions made resulting from transition from the legacy ABCASH and ERS software systems (and use of SDT) to the new SMART software system. This documentation will be compiled during FY21 and finalized by MSA no later than August 30, 2021.