CHEMICAL STORAGE AND REGULATED WASTE PROGRAM SUPPORT SERVICES

CLIN 3 ACTIVITY 7

PERFORMANCE WORK STATEMENT

1.0 Type of Activity: The Chemical Storage and Regulated Waste Program Support Services Activity is a firm fixed-price Activity.

1.1 Description: Chemical Storage and Regulated Waste Program Support Services

1.2 Location: Albany, OR (ALB); Morgantown, WV (MGN); Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.

1.3 Travel: Travel is anticipated among the ALB, MGN, and PGH sites and for training (as required by current regulations) for this Activity and associated administrative oversight but will be coordinated to minimize overall travel costs.

1.4 Training: Employees working with hazardous substances and wastes shall have appropriate Hazardous Waste Operations and Emergency Response (HAZWOPER) and other training as prescribed by regulations, including 40 CFR
265.16. Other training is anticipated related to maintaining certifications required to perform scope of work requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer's Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel. Sound judgement to defer training as cost saving measures shall be implemented as approved by the ACOR.

2.0 GENERAL REQUIREMENTS

2.1 This Activity is covered by the Service Contract Act.

2.2 This Activity includes supporting NETL in implementing associated permitting, compliance, monitoring, ES&H training, and surveillance requirements in accordance with applicable regulations, codes and standards.

2.3 This Activity includes all labor, training, travel, consulting, and reporting associated with this Activity and CLIN 5 Activity 2 –Waste Disposal Services. Materials, supplies, and subcontracted work/vendor activities are provided under CLIN 5 Activity 2 –Waste Disposal Services.

2.4 The Government shall supply a cart for the on-site transportation of chemicals and wastes. The use of GSA vehicles off- site shall be limited to official Government business as coordinated with the ACOR. The Contractor shall be responsible for identifying any major maintenance requirements and shall report these requirements to the ACOR/Contracting Officer's Representative (COR). All major maintenance work shall be coordinated and approved by the COR. The necessary documentation and recordkeeping (including a thorough maintenance log) shall be maintained and submitted to NETL annually or as requested.

3.0 SCOPE

3.1 The Contractor shall implement the Chemical Storage and Regulated Waste Programs as described in NETL Policies and in accordance with DOE, Federal, state, and local requirements. Regulated wastes include Resource Conservation and Recovery Act (RCRA) hazardous waste, universal wastes, radioactive waste, Toxic Substances Control Act (TSCA) waste, medical waste,

nanoparticle waste, and other hazardous substances or industrial waste generated at the NETL sites.

3.2 The Contractor shall maintain a safe and clean environment in the facilities it maintains and operates.

3.3 The Contractor shall use appropriate containers for chemicals and wastes as described in NETL policies and respective Federal, State, and local regulations.

3.4 The Contractor shall comply with all record keeping and reporting requirements specified in 40 CFR 262.40-44. All records shall be kept on the NETL Sites and made available upon request or per regulations.

3.5 The Contractor shall immediately report to the ACOR all activities that are suspected to be non-compliant with applicable Federal, State, and local regulations. The Contractor shall recommend to the ACOR methods to better assure compliance and safe handling of chemicals and wastes.

3.6 The Contractor shall be responsible for the following:

3.6.1 Operation and Maintenance of the Hazardous Waste Facilities at the ALB, MGN, and PGH sites. The MGN and PGH sites are large quantity generators. The ALB site is a small quantity generator. Elements include:

3.6.1.1 Support of Hazardous Waste Accumulation Areas

3.6.1.1.1 The Contractor shall accumulate hazardous waste in each site's identified hazardous waste central accumulation area to allow for efficient and economical waste management and disposal in accordance with regulations.

3.6.1.1.2 The amount of waste permitted to accumulate will be based on the types and quantities of waste.

3.6.1.1.3 Hazardous waste will be accumulated and stored in designated hazardous waste central accumulation areas including Building 19 at ALB, Building 33 at MGN, Building 92 at PGH, the compressed gas storage areas, and the drum storage pads. Access to these areas shall be restricted to authorized personnel only.

3.6.1.1.4 The Contractor shall ensure compliance with all requirements specified in 40 CFR
262.16-17 and any other applicable regulations.

3.6.1.1.5 Hazardous waste accumulated shall not exceed the allowable accumulation time limits or the amounts specified in 40 CFR 262.16-17. The Contractor shall conduct weekly inspections of all designated hazardous waste central accumulation areas. Inspections shall be documented using the Central Accumulation Area Weekly Inspection Form (NETL Form 435.1-2), and the checklists will be maintained in an inspection log for at least 3 years from the date of inspection.

3.0.1.1.1 The Contractor shall maintain NETL Chemical Inventory Waste Module to maintain the hazardous waste inventories for each hazardous waste central accumulation area as described in the regulations. At the ALB site, the Contractor shall also inventory the wastes in the satellite accumulation areas (SAAs) and determine the ALB site's generator status at the end of every month. When waste arrives at the hazardous waste central accumulation areas, the Contractor shall enter the waste into the internal hazardous waste inventories for each hazardous waste central accumulation area. The initial entry shall at least document:

- a description or name of the waste

- the physical state
- the point of generation and responsible person
- the quantity
- the date the waste arrived at the designated hazardous waste central accumulation area

3.0.1.1.2 The Contractor shall comply with NETL's chemical inventory process and provide timely updates to the site's chemical inventory system or Chemical Inventory Site Manager. The Contractor shall have available a Safety Data Sheet or specific characterization analytical results for each hazardous waste stored or handled.

3.0.1.1.3 The Contractor shall ensure compliance with all requirements specified in 40 CFR 265.17 for storage/accumulation of ignitable, reactive, or incompatible wastes. The Contractor shall ensure that all hazardous wastes are properly contained, stored, and identified per the regulations. Proper containment includes placing the hazardous waste in a compatible container that can be closed tightly and properly labeling the container to reflect its contents (secondary containment may also be necessary). The Contractor shall ensure all wastes are stored in appropriate environments and shall address compatibility issues among wastes.

3.0.1.1.4 The Contractor shall ensure that all containers are appropriately labeled for all waste in the hazardous waste central accumulation areas and all SAAs. The Contractor shall ensure that the containers are suitable for onsite transportation and interim storage at the designated hazardous waste central accumulation areas and must comply with all of the requirements specified in 40 CFR 265.170-177. Containers used for hazardous waste must be in good condition, free of leaks or defects, and made of or lined with materials that will not react with, and are otherwise compatible with, the stored hazardous waste.

3.0.1.2 Support of Satellite Accumulation Areas (SAAs)

3.0.1.2.1 SAAs will comply with all requirements specified in 40 CFR 262.15. The Contractor shall recommend appropriate locations for new SAAs if needed, and ensure appropriate containers, labels, and signs are being used as stated in all applicable NETL policies and hazardous waste Federal, state, and local regulations. The Contractor shall ensure that SAAs are labeled "Satellite Accumulation Area — Hazardous Waste" ~~or "Hazardous Waste – Satellite Accumulation Area."~~ These labels can be obtained from the hazardous waste coordinator.

3.0.1.2.2 The Contractor shall maintain a list of current SAAs with Responsible Persons designated, supplies used, and wastes generated.

3.0.1.2.3 The Contractor shall provide detailed instruction for new operators (based on R&D SARS package requirements) and input for annual training to NETL personnel who generate waste and/or use the SAAs. The training shall include the process described in NETL policies and relevant regulations.

3.0.1.2.4 The Contractor shall collect wastes from SAAs as needed to meet hazardous waste regulations or when the generator requests a pick up.

3.0.1.2.5 The Contractor shall safely transport the waste from the SAAs to the hazardous waste central accumulation area. The Contractor shall use appropriate secondary transport containers.

3.0.1.3 Elementary Neutralization of Corrosive Waste

3.0.1.3.1 The Contractor shall operate and maintain the hazardous waste neutralization

process in Building 35 at the ALB site. An elementary neutralization unit is used to neutralize corrosive wastes before disposal to the sanitary sewer, as allowed by 40 CFR 270.1(c)(2)(v). The Contractor shall ensure that these systems meet the definition of elementary neutralization as defined in 40 CFR 260.10, and shall log all operational and maintenance activities associated with the process. ~~The Contractor shall notify the ACOR five days in advance of discharge of the tank.~~

3.0.1.3.2 The Contractor shall provide for processing of wastes via elementary neutralization via the Clarifier at the MGN site and Building 74 at the PGH site to the sanitary sewer, as allowed by 40 CFR 270.1(c)(2)(v). The Contractor shall log all operational and maintenance activities associated with the process.

3.0.1.4 Hazardous Waste Sample Analysis Collection and Preparation

3.0.1.4.1 Chemical/sample analysis is necessary to identify, characterize, and classify a waste or regulated substance. The collection and preparation of a sample of waste for chemical analysis shall be performed in compliance with the requirements specified 40 CFR 261 and EPA Standard SW-846.

3.0.1.5 Hazardous Waste Preparation for Transportation and Disposal

3.0.1.5.1 The Contractor shall prepare hazardous waste for transportation offsite to appropriate treatment, storage, and disposal facilities (TSDFs) or other appropriate facilities (e.g., recovery or recycling facilities) in accordance with the pre-transport requirements specified in 40 CFR 262.30-33. This effort will normally be performed via subcontractor hazardous waste transporter. The Contractor shall package the hazardous waste in accordance with the applicable DOT regulations on packaging under 49 CFR 173, 178, and 179. In addition, the Contractor shall label and mark each package of hazardous waste in accordance with the applicable DOT regulations on hazardous materials under 49 CFR 172. Each container of 110 gallons or less used for the transportation of hazardous waste offsite must be marked with the following words and information displayed in accordance with the requirements specified in 49 CFR 172.304:

HAZARDOUS WASTE — Federal law prohibits improper disposal. If found, contact the nearest police or public safety authority or the U.S. Environmental Protection Agency.
Generator's name and address .
Manifest document number .

3.0.1.5.2 For each waste shipment, the Contractor shall prepare hazardous waste manifests, land disposal restriction documents, accurate and complete waste profiles for each waste stream at each NETL Site, and all other required documents per regulations and NETL policies for waste transportation and disposal to appropriate treatment, storage, and disposal facilities. The Contractor shall ensure that NETL complies with all manifest requirements applicable to generators of hazardous waste as specified in 40 CFR 262.20-23. All manifests will be approved and signed by NETL's Hazardous Waste Site Manager. All Waste shipment records shall be maintained on an NETL common drive that the ACOR has access to.

3.0.1.6 Hazardous Waste Regulatory Compliance and NETL Report Generation

3.0.1.6.1 NETL will comply with all requirements specified in 40 CFR 265, Subpart D, with regard to contingency plans and emergency procedures.

3.0.1.6.2 The Contractor shall generate regulatory waste reports as required by Federal, state, local, and DOE requirements. All required reports shall be submitted to

the ACOR 20 days before they are due to the regulator or DOE HQ. If the ACOR requires changes, the Contractor shall process the changes within five days of the request.

3.0.1.6.3 The Contractor shall maintain internal inventories for all waste stored in the hazardous waste central accumulation areas as described in the regulations.

3.0.1.6.4 The Contractor shall coordinate with the site's Chemical Inventory and Safety Data Sheet Manager (CISM) regarding each site's chemical inventory and shall work in conjunction with the CISM to ensure that the Waste Module portion of the chemical inventory system is maintained/updated with information pertaining to waste management and removal, as necessary.

3.0.1.6.5 The Contractor shall prepare and submit the Biennial Reports, annual Pennsylvania Waste Residual Summary Report, annual Oregon Waste Report, and quarterly waste reports. The quarterly waste reports include a categorized list with descriptions and quantities of all wastes handled at each Site (14-15 reports annually).

3.0.1.6.6 The Contractor shall maintain the RCRA Contingency Plan that meets the requirements of 40 CFR 264. Subpart D. The contingency plan shall be updated annually or as necessary.

3.0.1.6.7 The Contractor shall implement the Chemical Storage & Hazardous Waste Programs as described in NETL policies and in accordance with DOE, Federal, state, and local requirements. In the context of NETL P 436.1-02.09 (or subsequent procedure/manual/policy), the Contractor shall perform the duties of the Hazardous Waste Coordinator and the Hazardous Waste Management Personnel. Wastes shall include RCRA hazardous waste, universal wastes, radioactive waste, TSCA waste, medical waste, nanoparticle waste, and other hazardous substances or industrial waste generated at the NETL site.

~~3.0.1.6.8 The Contractor shall complete NETL Form 435.1-6, Pre-Transport Hazardous Waste Manifest Checklist, quarterly or as needed, prior to any shipments. Any issues with the shipment must be corrected before the shipment occurs.~~

3.0.1.6.9 The Contractor shall update the appropriate sections of the Annual Site Environmental Report (ASER), including figures and tables. The update shall be provided to the ACOR.

3.0.1.6.10 The Contractor shall inspect all spill kits on a quarterly basis and complete NETL Form 450.1-10 for each inspection.

3.0.2 Operation and Storage of Non-Waste Chemicals elements include:

3.0.2.1 Operation of the Chemical Storage Areas

3.0.2.1.1 The Contractor shall operate and maintain a chemical storage area, as appropriate, and as facility capabilities allow.

3.0.2.1.2 The Contractor shall safely store chemicals using appropriate containment (i.e., secondary containers), and dispense chemicals as requested per the NETL ES&H Handbook and all other applicable NETL policies.

3.0.2.2 Chemical Storage Area Support, Regulatory Compliance, and Report Generation

3.0.2.2.1 The Contractor shall conduct weekly inspections of the designated chemical storage areas in conjunction with the hazardous waste central accumulation area inspections (see section 3.6.1.1.6). Results of these inspections shall be included with results of the hazardous waste central accumulation area inspections on NETL Form 435.1-2 (Central Accumulation Area Weekly Inspection Form). The checklists will be maintained in an inspection log for at least 3 years from the date of inspection.

3.0.2.2.2 The Contractor shall maintain internal chemical inventories for all chemicals stored and dispensed as described in the regulations.

3.0.2.2.3 The Contractor shall comply with NETL's chemical inventory process and provide timely updates to the site's chemical inventory system or Chemical Inventory Site Manager per NETL M 440.1-02.02, Chemical Inventory and NETL M 440.1-02.04, SARA Title III (Emergency Planning and Community Right-to-Know Act) Notification and Reporting (or subsequent procedure/manual) for any chemicals received and/or dispensed. The Contractor shall have available a Safety Data Sheet or specific characterization analytical results, as appropriate, for each chemical stored, handled, or dispensed.

3.6.3 Waste Disposal Services Support

3.6.3.1 All labor associated with regulated waste identification, characterization, classification, packaging and shipping/disposal activities will be provided under this Activity. Close coordination between this Activity and CLIN 5 Activity 2 –Waste Disposal Services will be required.

4.0 SUPPORTING FUNCTIONS

4.1 Policy Support

4.1.1 The Contractor shall assist with reviewing and revising NETL policies to ensure that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures.

4.2 Hazardous Waste Annual Program Review/Audit

4.2.1 The Contractor shall use NETL Form 435.1-7, Final Hazardous Waste Management Program Inspection Checklist, to review NETL's Hazardous Waste Program and Procedure 436.1-02.09, RCRA Hazardous Waste Management, at least annually. This audit and any findings shall be entered into the Corrective and Preventative Action Tracking System. This is generally done under the environmental task CLIN 4 Activity 1.

4.3 Corrective Actions

4.3.1 The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.

4.4 International Organization for Standardization (ISO) 14001/OHSAS 18001/ISO 45001 Certification Initiatives and Internal Audits

4.4.1 The Contractor shall support NETL's efforts to maintain ISO 14001 and OHSAS 18001/ISO 45001 certifications as part of the ES&H Management System and shall participate in NETL's internal audits and assessments. Support activities include participating in planning and closeout meetings of internal audits and assisting in identifying and implementing aspects, targets, objectives, and ES&H Management Plans.

4.5 Consulting Support

4.5.1 The Contractor shall provide consulting services related to the services rendered and products delivered or to be delivered under this Activity. Consulting shall be provided by telephone, teleconference, e-mail, or in face-to- face meetings if there are incidental or no travel costs involved. Consulting service might include providing presentations, providing waste disposal or chemical storage data, attending relevant Activity Hazard Analysis meetings or other ES&H meetings, providing input during a spill or leak of hazardous substances, providing input to or conducting relevant training, conducting inspections of waste activities, and being the subject of internal or external audits, reviews, or inspections.

4.5.2 The Contractor shall review SDSs related to construction activity. Providing the ACOR with waste handling/disposal requirements, regulatory concerns, and any additional comments, as deemed appropriate.

4.5.3 The Contractor shall review the construction activity waste management plan and provide recommendation and guidance to ACOR about the various waste stream generated for the specific construction activity.

1.1 5.0 DELIVERABLES

The following table contains the deliverables associated with this Activity. The list is not all inclusive and additional deliverables may be necessary as requirements change. A copy of each deliverable shall be provided to the ACOR and ES&H Records, as well as stored on the common drive, as appropriate. The format of each deliverable shall be approved by the ACOR.

DELIVERABLE	FORMAT	FREQUENCY
Training records for Activity personnel	Hard copy maintained on-site. Email notification when training has been completed	Annually
Reports		
Hazardous Waste Biennial Reports (one per Site)	Regulatory Report	Once every two years
Pennsylvania Waste Residual Summary Report	Regulatory Report	Once every two years
Oregon Department of Environmental Quality Waste Report	Regulatory Report	Annually
RCRA Contingency Plan Updates (one per Site)	Report updates (Word, Excel, or as appropriate)	Annually or as needed
Other Deliverables		
Records associated with discharge of process wastes processed via elementary neutralization through industrial wastewater systems	Email/Spreadsheet	As needed
Hazardous Waste Transportation - Sub-Contractor Audit Report shall include annual audit results and any necessary corrective actions.	Report updates (Word, Excel, or as appropriate)	Annually
Planning and Completion (Evaluation/Processing) Reports concerning Non-Routine Excess Chemicals from the NETL Sites	Email/Spreadsheet	As requested by the ACOR for Non-Routine Excess Chemicals
Other Records (as required by regulation)	As specified by ACOR	As required
Review of Construction SDSs	Email to the ACOR	As needed
Review the Construction Project Waste Management Plan	Email to the ACOR	As needed