NAVAL RESEARCH LABORATORY

REQUIREMENTS FOR ON-SITE CONTRACTORS

8 December 2008

1. ACCESS TO NRL

(a) PARKING/DELIVERIES

Parking at all Naval Research Laboratory (NRL) sites may be limited. This may require the Contractor to provide alternate means of transportation to and from the site. Contracts that will require deliveries of construction type building material or heavy equipment and contractor escorts should contact the Security office as identified in the contract to make prior arrangements for admission to the NRL.

(b) BADGES AND VEHICLE PASSES

All contractor personnel who visit or work on any NRL site or facility must comply with all NRL access requirements. Contractor personnel nominated for access to NRL facilities must process through the NRL Personnel Security Section. Processing includes the completion and submission of all forms and background documentation required by the NRL Security Department. The forms and background documentation will be reviewed to determine whether nominated contractor employees meet the requirements for a favorable trustworthiness determination. A favorable trustworthiness determination is required in order for nominated contractor personnel to be granted access to NRL facilities and issued an NRL badge. NRL issued Contractor badges must be worn and readily visible at all times while contractor personnel are on NRL facilities. Having a current foreign passport (among other factors) may result in an unfavorable trustworthiness determination.

NRL badges, vehicle passes, keys and other government property issued to contractor personnel must be immediately returned to NRL upon (1) completion or termination of the contract; and (2) termination of employment. Contractor employees shall comply with the check-in/check-out procedures in NRLINST 12290.1(as revised). In part, this instruction provides the procedures for the return of badges, decals, and parking passes. Failure to return NRL Contractor Badges in accordance with NRLINST 12290.1(as revised) may preclude the issuance of any additional badges to contractor employees supporting the same contract until all unaccounted for badges have been returned.

Contractors may also receive an unfavorable past performance determination or negative responsibility determination as a result of non-compliance with this provision.

(c) NRL HOURS OF OPERATION AND HOLIDAY SCHEDULE

All or a portion of the effort under this contract will be performed on a Government Installation. The normal workweek will be established by the Contracting Officer Representative (COR) or Authorized Government Representative (AGR) identified in the contract. No deviation in the normal established workweek will be permitted without express advance approval in writing by the COR or AGR. In the event the Contractor fails to observe the established workweek, any costs incurred by the Government resulting there from shall be chargeable to the Contractor.

The following federal holidays are authorized exceptions to the normal workweek:

NAME OF HOLIDAY	TIME OF OBSERVANCE
New Years Day	1 January

Martin Luther King Jr. Day	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

Any other day designated by federal statute, Executive Order, or Presidential Proclamation.

In the event that any of the above holidays occur on Saturday or Sunday, the holiday must be observed by the Contractor in accordance with the practice observed by the assigned Government employees at the using activity.

Contractor personnel performing work under this contract at any NRL site shall limit their observation of holidays to those set forth above. In the event Contractor personnel work during a holiday other than those above, no form of holiday or other premium compensation will be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work.

When any NRL site grants emergency administrative leave to its Government employees, Contractor personnel performing effort at that NRL site must also be dismissed. However, the contractor shall continue to provide sufficient personnel to perform requirements of critical efforts already in progress or scheduled at the Laboratory.

2. TEXTBOOKS AND/OR REFERENCE MATERIALS

The Contractor shall return all textbooks and reference materials checked out from any NRL Library to that Library at the completion of the individual's performance or contract performance in accordance with NRLINST 12290.1 (as revised), Check-In, Check-Out, and Intra-Laboratory Reassignment Procedures.

3. CONTRACTOR ACCESS to NRL INFORMATION SYSTEMS

Contractors may have access to NRL information systems based on clearance level, need-to-know, and appropriate restrictions pertaining to competition-sensitive information. Contractors must ensure security by adhering to requirements of NRLINST 5239.1 (as revised) Information Systems Security Plan. Contractor Email addresses must include an identifier that clearly indicates that the email address belongs to a contractor (i.e., FirstLast(Contractor)<email.address@organization>).

Foreign nationals must be identified as such in all communications originating within NRL. Email addresses for foreign nationals shall include the identifier "Forn-Natl" (i.e., FirstLast(Forn-Natl) email.address@organization>).

4. INFORMATION REGARDING NON-US CITIZENS ASSIGNED TO THIS PROJECT

Before allowing a non-U.S. citizen access to information required to perform this contract, to information

generated in performance of the Statement of Work of the contract, or to a Government facility in connection with the work, the Contractor shall obtain written approval from the Security office listed in the contract.

5. ON-SITE PERSONNEL

Within 60 days after date of contract award, the contractor shall submit to their cognizant Defense Contract Audit Agency (DCAA) a list containing the names of personnel working under the contract on the NRL site. The contractor shall submit an updated list to DCAA on an annual basis thereafter.

If the contractor has more than one contract requiring on-site work, the annual updated list may be consolidated to include all contracts by number and the names of the on-site personnel working with each.

This requirement does not apply to firm-fixed-price contracts unless the contract requires a specified level of effort to be provided over a stated period of time.

6. CONTRACTOR PERSONNEL TRAINING

NRL may require contractor personnel on any NRL site to participate in training in rules, practices, procedures, and systems on NRL's requirements. Such NRL training may include: Information Technology Security, Fire Training, Personnel Security, Environmental Awareness, or EEO programs.

7. CONTRACTOR PERSONNEL PARTICIPATION IN INVESTIGATIONS AND LITIGATIONS

If an investigation or litigation needs a contractor employee as a witness, the contractor shall direct the employee to participate. If an NRL investigation or litigation -- one to which the contractor is not a subject or party -- needs information or documents from the contractor, the contractor shall provide them; however, the contractor may ask for the Contracting Officer's authority to mark any documents with appropriate restrictions. If the contractor does restrict the documents, it shall also provide a redacted, unrestricted copy that the Contracting Officer agrees redacts only protectable information.

8. CONTRACTOR OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) PROGRAM COMPLIANCE

(a) GENERAL

The Contractor is responsible for employee’s safety and health and shall comply with OSHA regulations and perform in accordance with applicable regulations including 29 Code of Federal Regulations (CFR) Part 1910, *Occupational Safety and Health Standards*, 29 CFR 1925, *Safety and Health Standards for Federal Service Contracts*, 29 CFR 1926 *Safety and Health Regulations for Construction* and EM-385-1-1, U.S. Army Corps of Engineers' Safety and Health Requirements Manual. The most stringent standards will apply.

The contractor shall submit a written Accident Prevention Plan (APP) as required, when FAR 52.236-13 is included in the contract. The minimum outline for an APP is provided in EM 385-1-1.

The NRL Safety Branch may require the contractor to stop performance, with no additional price or cost to the contract, when it is determined the contractor operation on an NRL site does not comply with an applicable OSHA regulation, and is a threat to the safety and health of on-site personnel and/or the public. Should unforeseen hazards become evident during the performance of work, the contractor shall make a formal request to the Contracting Officer, both verbally and in writing, to provide a resolution as soon as possible. In the interim, all necessary action shall be taken by the contractor to restore and maintain safe

working conditions in order to safeguard on-site personnel, visitors, the public and the environment.

(b) ACCIDENTS

The contractor shall preserve the conditions and evidence of the accident site until the Government investigation team arrives on site and the investigation is conducted.

For recordable injuries and illness, and property damage resulting in at least $2000 in damage, the Prime Contractor shall conduct an accident investigation to establish the root cause(s) of the accident, complete the Navy Contractor Significant Incident Report (CSIR) and provide the report to the COR within one business day of the accident. The Prime Contractor must notify the COR as soon as practical, but no later than 4 hours after the accident. The CSIR form is available at https://www.navfac.navy.mil/safety/site/construc/csir.pdf, through the COR or by contacting the Safety office identified in the contract.

For weight handling equipment accidents, the Prime Contractor shall conduct an accident investigation to establish the root cause(s) of the accident, complete the WHE Accident Report and provide the report to the COR within 30 days of the accident. The form is at http://ncc.navfac.navy.mil/, through the COR or by contacting the Safety office identified in the contract.

(c) CONSTRUCTION TYPE WORK

Any construction type work performed by contractors shall comply with 29 CFR 1926 and EM 385-1-1.

(d) CONFINED SPACE WORK

All confined spaces, as defined in 29 CFR 1910.146, are considered to be permit-required confined spaces. Manholes such as storm drains, sewers, utility vaults, steam pits, crawl spaces, etc. are examples of a permit-required confined space at NRL. Contractors shall comply with 29 CFR 1910.146 for all confined space work and submit a site-specific safety plan for review and approval by Code 3540 prior to the work. In addition, for construction contracts, compliance with EM 385-1-1 is required. The site specific safety plan shall meet the requirements of NRLINST 5100.22 (as revised) Requirements For Entry Into Confined Spaces and OPNAVINST 5100.23 (as revised).

9. RADIATION SAFETY

(a) OCCUPATIONAL EXPOSURE TO RADIATION

In accordance with NAVMED P-5055 (as revised), Radiation Health Protection Manual, medical examinations may be required for contractor personnel being considered for routine assignment to duties or occupations under this contract that requires exposure to ionizing radiation or the handling of radioactive materials.

The Contractor is responsible for ensuring required medical examination(s) is/are conducted. The examinations such as Preplacement Examinations (PE), Situational Examinations (SE), and Termination Examinations (TE) will be conducted in accordance with NAVMED P-5055 (as revised), Radiation Health Protection Manual.

As a result of this examination, a pass/fail determination will be made by the Examining Physician and a written report identifying the type of examination (PE,SE,TE) and the results (pass/fail) forwarded no later than 45 days after each examination to the NRL Safety Branch, Code 3540 (for the NRL-DC site) and to the NRL-SSC, Code 7030.5 (for the NRL site at Stennis Space Center, MS).

For any work to be performed at any NRL site, contractor personnel may be required to wear an NRL

issued radiation dosimeter. A radiation dosimeter will not be issued to any contractor personnel until the written test report indicating that the employee passed the examination is received by the Safety Branch as noted in the above paragraph.

For contracts already in place, a Preplacement Examination shall be performed within 60 days.

(b) RADIOACTIVE MATERIAL OR RADIATION PRODUCING DEVICES

The Contractor shall notify, in writing, the NRL Safety Branch, Code 3540 (for the NRL-DC site) and NRL-SSC, Code 7030.5 (for the NRL Stennis Space Center, MS site) at least two(2) weeks in advance of all shipments to and from any NRL site of radioactive material or radiation producing devices (e.g., x-ray machines). Shipments of radioactive material received without this may be rejected and returned to the point of origin with no additional price or cost to the contract and any costs associated with this rejection borne by the contractor.

(c) LASER SAFETY

In accordance with OPNAVINST 5100.23 (as revised) *Navy Safety and Occupational Health (SOH) Program Manual*, medical examinations are required for contractor personnel being considered for routine assignment to duties or occupations under this contract that requires work with Class IIIb, Class IV, and certain Class IIIa lasers.

The Contractor is responsible for ensuring the required medical examination(s) is/are conducted. The examinations, such as Preplacement Examinations (PE), Situational Examinations (SE), and Termination Examinations (TE) will be conducted in accordance with BUMEDINST 6470.23 (as revised), Medical Management of Non-Ionizing Radiation Casualties. As a result of this examination, a pass/fail determination will be made by the Examining Physician and a written report identifying the type of examination (PE, SE, TE) and the results (pass/fail) forwarded no later than 45 days after each examination to NRL Safety Branch, Code 3540 (for the NRL-DC site) and to the NRL-SSC Code 7030.5 (for the NRL site at Stennis Space Center, MS.).

For contracts already in place, a Preplacement Examination shall be performed within 60 days.

In addition to medical examinations, initial laser safety training is required to work with Class IIIb, Class IV, and certain Class IIIa lasers. Annual refresher training is also required for these systems. Contact the Safety Branch, Code 3540 (for the NRL-DC site) and contact the NRL-SSC, Code 7030.5 (for the NRL site at Stennis Space Center , MS.) for details of the training and medical surveillance programs.

(d) RADIOFREQUENCY SAFETY

In accordance with OPNAVINST 5100.23 (as revised), Navy Safety and Occupational Health (SOH) Program Manual, all contractor personnel being considered for routine assignment to duties or occupations under this contract that require work with systems that emit radio frequency (RF) radiation above the permissible exposure limits of DoDINST 6055.11 (as revised), *Protection of DoD Personnel from Exposure to Radio Frequency Radiation and Military Exempt Lasers* shall receive initial and biennial safety training. Contact the Safety Branch, Code 3540 (for the NRL-DC site) and contact the NRL-SSC, Code 7030.5 (for the NRL site at Stennis Space Center , MS) for details of the training program.

(e) STOP WORK

The NRL Safety Branch Head (Code 3540) or the Health Physics Section Head (Code 3544) may require the contractor to stop performance with no additional price or cost to the contract when either determines

contractor operation on any NRL site does not comply with an applicable radiation safety law, regulation or directive, and is a threat to the health and welfare of NRL employees.

10. ACQUISITION AND HANDLING OF AMMUNITION, ENERGETIC, AND EXPLOSIVE MATERIALS/ORDNANCE/DEVICES, PYROPHORICS, AND INERT ITEMS

When working with ammunition, energetic or explosive materials or devices, the Contractor is responsible for ensuring that its personnel comply with the safety regulations and instructions in NAVSEA OP5, Volume 1 (as revised), *Ammunition and Explosives Ashore*; NAVSEAINST 8020 (as revised), *Ammunition and Explosives Handlers Qualification and Certification Program*; NRLINST 8020.1 (as revised) Explosives Safety Manual; NAVMED P-117 (as revised) *Manual of the Medical Department*; 49 CFR Part 391.41-49, *Physical Qualifications and Examinations*; and 48 CFR DFARs 252.223-7002 and 252.223-7003. The contractor shall forward to the NRL Explosives Safety Officer, Code 3546, acquisition information for these items during the period of performance of the contract including the following information:

(1) Name, nomenclature of the material(s) or device(s);

(2) Quantity (Number and type of material(s) or device(s) being acquired);

(3) Net Explosive Weight (NEW) per item and a total for the shipment;

(4) Location where the materials will be stored;

(5) Personnel involved in the handling of the materials;

(6) Reference Standard Operating Procedures (SOP) for subject items;

(7) Material Safety Data Sheet (MSDS) for each item;

(8) Transportation documentation (to include Interim Hazard Classification(s) or Final Classification information);

(9) Date of shipment and anticipated delivery date to the Naval Research Laboratory (Shipments received without prior approval or notification will be returned to the point of origin);

(10) Contract number;

(11) Name and Code of the COR/AGR/TM, NRL Project Officer, or Point of Contact as listed in the contract

The Contractor shall notify the NRL Explosives Safety Officer, Code 3546, in writing (for all NRL sites) at least 2 weeks in advance of all shipments to NRL of energetic or explosive materials, explosive ordnance/devices, pyrophorics and pyrotechnics. Shipments received without notification may be rejected and returned to the point of origin. Any costs associated with this rejection will be borne by the contractor.

The Contractor shall notify the NRL Explosives Safety Officer, Code 3546, in writing (for all NRL sites) at least 2 weeks in advance of all shipments of empty, inert, or dummy explosive devices. Documentation must accompany each item when shipped or they may be rejected and returned to the point of origin with no additional price or cost to the contract and any costs associated with this rejection borne by the contractor.

The contractor shall:

(a) Certify the required training for his/her employee(s);

(b) Provide a letter to the COR/AGR/TM stating that employees who use explosives (or who supervise employees who work with explosives) are trained and qualified to perform the work;

(c) Renew the certification annually and whenever operations are significantly changed.

The NRL Safety Branch Head (Code 3540) or the Explosives Safety Officer (Code 3546) may require the contractor to stop performance with no additional price or cost to the contract when either determines contractor operation on any NRL site does not comply with an applicable explosive safety law, regulation or directive, and is a threat to the health and welfare of NRL employees.

11. HAZARDOUS MATERIAL CONTROL AND MANAGEMENT

See the contract clause entitled Hazardous Material Identification and Material Safety Data (FAR 52.223-3) for definition of hazardous material.

For purpose of complying with the contract clause entitled Hazardous Material Identification and Material Safety Data, any hazardous material used or stored by the contractor at any NRL site shall be considered to be delivered under this contract.

After contract award, MSDSs required by the contract clause shall be submitted to the COR or AGR identified in the contract and NRL Safety Branch, Code 3540 (for the NRL-DC site) and to the NRL-SSC, Code 7030.5 (for the NRL site at Stennis Space Center , MS).

The contractor shall comply with NRLINST 4110.1 (as revised), *NRL Hazardous Material Control and Management (HMC&M) Program*, when using or storing hazardous material at any NRL site. Copies of the instruction may be obtained from NRL Safety Branch, Code 3540, Telephone (202) 767-2232 (for the NRL-DC site) and from NRL-SSC, Code 7030.5, Telephone (228) 688-5561 (for the NRL site at Stennis Space Center , MS).

If hazardous material is to be used or stored by the contractor at any NRL site, the contractor shall provide the following information to the COR or AGR at the time the material is ordered or no later than the time the materials are delivered to any NRL site.

a). A copy of the Material Safety Data Sheet (MSDS) for each hazardous material (HM) used or stored at NRL. (In addition, contractors must ensure that MSDSs are readily available either in hardcopy form in a central location or by the use of electronic devices (i.e., CD-ROMs or Internet) in the workplace.

b). The precautionary measures implemented to protect personnel using HM.

c). The labeling system used by the contractor. (The labeling system must meet the requirements of 29 CFR 1910.1200 and 29 CFR 1910.1450).

d). The procedures used to evaluate personnel exposure.

e). An inventory (initial and updated annually, thereafter) of all HM used or stored at NRL. The inventory must include the location (building and room) of storage, quantity at NRL, chemical name, manufacturer, MSDS unique identifier, and a point of contact.

12. EXPOSURE TO HAZARDOUS MATERIALS

In accordance with 29 CFR 1910.1200, Hazard Communication, the Contractor is hereby advised that a wide variety of hazardous materials are used and stored at NRL and that some contractor personnel may be exposed to these materials under normal working conditions or foreseeable emergencies. MSDSs for materials currently used at NRL are available at the NRL Safety office. The NRL Safety Branch (Code 3540) may also be contacted for information on the hazardous material labeling system used in the NRL workplace and for required protective measures to be observed by the contractor personnel when working with or near such materials. It is the responsibility of the contractor to provide information and training to their employees as required in 29 CFR 1910.1200(h) (Ref: NRLINST 4110.1 {as revised}) NRL Hazardous Material Control and Management (HMC&M) Program.

13. ON-SITE HOT-WORK

Whenever performing hot work, such as soldering, welding or cutting with open flame torches, on any NRL, Washington , D. C. site, prior to beginning work, the contractor is required to coordinate with:

(1) Resident Officer-in-Charge of Construction (ROICC-9040)

Phone (202) 767-1037

(2) Naval District Washington Fire Department

Fire Protection Inspector, (202) 685-0209/0211.

Whenever performing hot work, such as soldering, welding or cutting with open flame torches on the NRL-SSC site, prior to beginning work, the contractor is required to coordinate with:

(1) National Space and Aeronautics Administration

John C. Stennis Space Center Fire Department

Phone (228) 688-3639

14. ENVIRONMENTAL

(a) Environmental Management System (EMS)

The Contractor shall perform work consistent with the relevant policy and objectives identified in NRL's Environmental Management System (EMS) outlined in NRL Instruction 5090.2. The Contractor shall perform work in a manner that conforms to all appropriate Environmental Management Programs and Operational Controls identified by NRL's EMS, including pollution prevention, waste reduction, energy use, and natural resource protection. The Contractor shall provide monitoring and measurement information as necessary for the organization to address environmental performance relative to the environmental, energy, and transportation management goals. In addition, the Contractor shall advise their employees of their roles and responsibilities identified by the EMS and how these requirements affect their work performed under this contract.

In the event of any environmental nonconformance or noncompliance associated with the contracted services, the contractor shall take corrective and/or preventative actions. In the event of any noncompliance with any federal, state, or local environmental law, regulation or requirement, the Contractor shall immediately respond by taking all appropriate corrective action and notifying the Contracting Officer's Representative (COR) and the EMS Manager. For any nonconformance with the EMS , the Contractor shall take corrective action and initiate further preventative action, as required by the EMS Manager.

All on-site contractor personnel shall complete yearly EPA-sponsored environmental training specified for the type of work conducted on-site. Upon contract award, the COR will notify the EMS Manager to arrange EMS training for appropriate staff.

Additionally, when ordering supplies for use on NRL or for use by NRL personnel, all contractor personnel must favor energy-efficient, recycled or reclaimed material whenever practicable.

The responsibilities of all contractor personnel include, but are not limited to:

(1) Recycling all eligible material, including glass, paper (including magazines), plastic, aluminum, and cardboard to the maximum extent practicable;

(2) Reducing the amount of hazardous material and/or solvent used by purchasing fewer hazardous materials and by increasing the use of products with recycled content;

(3) Reducing the amount of solid waste from construction and demolition debris, and scrap metal sent to municipal and rubble landfills by reducing, reusing, and recycling; and

(4) Conserving energy and water usage by turning off lights and equipment when not in use and using only the necessary amount of water needed to complete the required tasks. Continuous conservation of our natural resources is a must.

Any questions regarding EMS may be directed to the NRL EMS Manager.

(b**) Pollution Protection**

The contractor shall comply with all applicable Federal, state and local environmental laws and regulations including, but not limited to, the Clean Water Act, Clean Air Act, Resource Conservation and Recovery Act, and the National Historic Preservation Act. The contractor shall be aware that Environmental Protection Agency (EPA), Department of Defense, or NRL inspections and audits may include questioning of the contractor personnel that are working with or have knowledge of hazardous materials and hazardous waste. Contractors are required to provide and have environmental training commensurate with their responsibilities and maintain the appropriate environmental documentation for Federal, state and local regulators.

15. WEIGHT HANDLING EQUIPMENT AND OPERATION

Contractor crane and forklift operations shall comply with NAVFAC P-307 (as revised), Management of Weight Handling Equipment and OSHA requirements.

16. BIOLOGICAL SAFETY

Contractors who perform biological research work on site at NRL-DC and /or NRL-CBD shall comply with NRLINST 5100.1 (as revised) *Biological Safety*. These contractors shall provide the COR or AGR and the NRL Biosafety Committee with proof of compliance with OPNAVINST 5100.23 (as revised), 29 CFR 1910.1030, Bloodborne Pathogens and NRL Bloodborne Pathogen Exposure Control Plan and documentation for laboratory specific biological training required under 29 CFR 1910.1450, Occupational Exposure To Hazardous Chemicals In Laboratories