

**WATERVLIET ARSENAL (WVA)**  
**INFORMATION FOR CONTRACTORS**  
(17 February 2011)

1. This Information is intended to provide general guidelines and instructions to contractors who will be providing various services on the Watervliet Arsenal Installation. These guidelines include general as well as specific information dealing with Security, Fire, Facilities, Environmental, Industrial Hygiene and Safety issues. These should not be considered as all-inclusive but as a guide as to what is expected when performing work at the arsenal. Questions should be directed to the Contracting Officer, the Contracting Officer's Representative (COR), or the WVA Project Manager.
2. The Watervliet Arsenal personnel from Safety, Industrial Hygiene, Security, Fire Department, and Facilities Engineering will perform periodic inspections at the work site. WATERVLIET ARSENAL RESERVES THE RIGHT TO STOP WORK OR THE USE OF EQUIPMENT NOT IN COMPLIANCE WITH APPLICABLE LAWS, STANDARDS, OR REGULATIONS.
3. **EMERGENCIES:** All emergencies must be reported. All fires must be reported regardless of size. All spills (oils, chemicals, fuels, coolants, etc.) must be reported regardless of size. Discovery of all pre-existing spills must also be reported regardless of size. First aid is available at the Arsenal Fire House 24 hours/day. Emergency phone numbers at the arsenal (prefix 266) are:

Fire – 5222

Ambulance – 5333

Security – 5444

Safety Office - 5730/5648/5638/5635

Industrial Hygiene – 4517/4516

To Report a Spill - 5888

4. **WORK HOURS:** Visitors will only be allowed access to Watervliet Arsenal during normal duty hours, which are 7:00 AM through 4:00 PM, Monday through Thursday, and 7:00 AM through 3:00 PM work Fridays (the arsenal is closed every other Friday). Work may be performed on shutdown Fridays, after normal duty hours, Saturdays, Sundays or holidays only after **the contractor has submitted their request 48 hours in advance through the project COR or technical point of contact for request evaluation and approval by the Contracting Officer. (Note: request approval is not guaranteed).** If a federal holiday falls on a Saturday or Sunday, the preceding Friday or following Monday is the work holiday. The COR or Arsenal Point of Contact will submit a request to the Security Office and arrange for a responsible arsenal POC to be on post at all times when the visitor is on post.
5. **CONTRACTOR'S PROJECT WORK ATTENDANCE:** The contractor is responsible to inform the COR and/or Project Inspector of their presence on post at all times. At the beginning of each workday, the Contractor is required to notify the COR and/or Project Inspector of location(s) on Post where work is being performed.
6. **SUB-CONTRACTORS:** It is the responsibility of the Contractor to inform all their sub-contractors of all the instructions contained in this information sheet. Subcontractors are responsible to report project work attendance through the prime contractor to the COR whenever they are on post.
7. **OIL AND CHEMICALS:** The contractor shall furnish and utilize secondary containment measures for all storage activities. The contractor shall protect oils and chemicals from rainwater at all times.

Containers shall be appropriately closed; the load shall be adequately secured during all transportation on post. The contractor shall not abandon any oil and/or chemicals on post at WVA.

8. **BADGES:** All personnel will report to the South Gate Guard House daily to be issued a pass. They must return the pass when they leave for the day by dropping it off in the drop box by the Guard House. All personnel must show a driver's license (picture ID) to the security guard in order to get the pass. If the personnel will be working on the arsenal for over 30 days, they may be authorized a WVA picture badge which will allow them access during normal work hours without getting a daily pass.

**PICTURE BADGES:** The contractor may request through the Contracting Officer a picture badge if the term of the contract warrants. Requests must be made in writing on company letter head to the Contracting Officer listing the following:

- a. Contract Number
- b. Indicate that the individual(s) work for said company
- c. Project name and location of worksite (i.e. Bldg. #)
- d. Duration of performance (start and stop dates)
- e. All personnel being issued a picture badge shall present a passport or original birth certificate (with a raised seal) and drivers license. (A social security card is not an acceptable form of identification).
- f. During performance of the contract, the contractor is responsible for prompt return of badges for any employee who no longer requires access to the work site.
- g. Upon completion or termination of the contract or expiration of badge(s), the contractor shall ensure that they are returned to the issuing office.
- h. Final payment on the contract will be held until all badges are properly returned.
- i. Possession of a picture badge does not relieve the badge holder from the responsibility to notify the COR of project work attendance.

9. **NON-CITIZENS:** Non-citizens of the U.S. may not be approved for access.

10. **CAMERAS:** The Security Office must approve any camera use prior to any pictures being taken, to include using a photographic-capable cell phone as a photographic device. Requests must be submitted to the WVA COR then routed to Security. Violations may result in the camera and film being confiscated and a citation being issued for an appearance before the U.S. Magistrate in Albany, NY.

11. **TRAFFIC CONTROL:** Post Speed Limit is 15 mph. Parking is allowed in valid spaces only. All valid spaces are clearly marked with white lines on both sides of the space. Vehicles parked in other than valid spaces are subject to being issued traffic citations requiring a monetary fine and/or an appearance before the U.S. Magistrate in Albany, N.Y. Motorists within the confines of WVA are subject to all New York State Vehicle and Traffic Laws. Any moving or nonmoving violation may result in a traffic citation being issued. Loading and unloading of vehicles will be allowed only for the amount of time required to perform the function. Vehicles cannot be left unattended in other than valid parking spaces. If a patrol officer can approach a vehicle, write a traffic citation, affix that citation to the vehicle, and depart the area with no one present at the vehicle, that vehicle is considered to be unattended. Both the Fire Department and Security Department must be notified prior to blocking of streets. The contractor must coordinate through the COR for approval to block or close streets.

12. **DELIVERIES:** Deliveries to contractors shall enter the post through the South Gate. Contractors expecting deliveries should notify the South Gate (266-5821) prior to the arrival of the delivery. The contractor's representative must accept deliveries. Materials, which are delivered to the site, are the responsibility of the contractor. Storage and special conditions must be coordinated with the COR.

13. **EXPLOSIVE MATERIALS:** The use of explosive materials is prohibited.
14. **CONTRABAND:** Alcohol, illegal drugs, and any firearms are prohibited. Violations may result in the items being confiscated and a citation being issued for an appearance before the U.S. Magistrate in Albany, NY.
15. **RESTRICTION OF WVA PROVIDED DOCUMENTS:** Documents provided by WVA contain proprietary information and are to be used only in support of their current authorized release. Other requests for documents must be referred to the Contracting Officer, Army Contracting Command – Warren (ACC-WRN) (WVA), 1 Buffington Street, Watervliet, NY 12189. Documents shall be destroyed to prevent disclosure and reconstruction of the contents upon completion of contracted work.
16. **SECURITY OF EQUIPMENT:** Contractors are responsible for securing all of their equipment. WVA is not responsible for stolen or lost items.
17. **VEHICLES IN BUILDINGS:** Contractors' vehicles and equipment using fuel shall receive clearance from the Fire Chief before entering the building. Refueling of vehicles in a building requires Fire Department standby.
18. **STORAGE SHED/TRAILERS/TEMPORARY OFFICES:** The placement of all storage shed/trailers/temporary offices are subject to the approval of the Public Works Division, the Watervliet Arsenal Fire department, and the Watervliet Arsenal Security Department. The contractor shall submit their placement request in writing 10 business days in advance to the project COR or technical POC for request evaluation and approval. (Note: request approval is not guaranteed.)

All temporary sheds, trailers or offices within thirty feet of any Arsenal structure must be equipped with a temporary sprinkler system as required by NFPA 13. The Fire Inspection Staff will assist contractors in determining sprinkler requirements on site, upon request. Call extension 5990 for fire inspector assistance.
19. **EQUIPMENT, DUMPSTER, STORAGE CONTAINER/SHED, TRAILER, and OFFICE IDENTIFICATION:** Contractor shall prominently display the following information on all contractor and subcontractor, owned, leased or rented motorized and wheeled equipment, dumpsters, storage containers/sheds, trailers, and offices:
  - a. Contractor Company Name
  - b. Project Number/Contract Number or Equivalent (information will be provided to contractor by the Watervliet Arsenal, the Arsenal Partnership (AP), or the AP's Construction Manager)
  - c. Contractor Project Point of Contact (POC) with phone number or Arsenal/AP Project POC with phone number (information will be provided to contractor by the Watervliet Arsenal, the AP, or the AP's Construction Manager)
20. **FLAME PERMITS:** A flame permit is required daily for the use of any open flame device (blowtorches, portable furnaces, tar kettles, welding, cutting devices, etc.). Call extension 5990 for request of a flame permit to be issued; give exact location of the job site, and the name of the contractor that will use the permit.
21. **FIRE EXTINGUISHERS:** Whenever open flame devices are used, the contractor will provide an approved fire extinguisher. Minimum size will be a 10-pound chemical (A-B-C) powder or CO<sub>2</sub>.
22. **FIRE WATCH PERSONNEL (OVERHEAD WELDING OR CUTTING):** The contractor will retain a worker at floor level at all times during cutting/welding operations with proper extinguishers

to assure that sparks are properly controlled. Fire Watch personnel must also be provided for hot tar kettles while in operation, with approved fire extinguisher and sandbag (dike) around tar kettle. Contractor must have a fire blanket to cover flammable material that cannot be moved.

23. **GASOLINE CONTAINERS AND FLAMMABLES:** Gasoline will be stored in safety containers equipped with self closing lids and other features as certified by the Underwriters' Laboratories. Flammable liquids will be kept in National Fire Protection Association or UL approved containers; Fire Department (extension 5990) will be called in event of a question. If gasoline or any other type fuel is kept in a portable tank it must have secondary containment or the tank be double walled and the product labeled on the side of the tank (i.e. flammable).
24. **FIRE HYDRANTS:** Fire hydrants shall not be used without the permission of Facilities Engineering and notification of the Fire Department (extension 5990). If permission is granted to use hydrants, the contractor will provide adapters, valves and hoses. A backflow preventer will also be required of the contractor. It is the responsibility of the contractor to insure the hydrants are shut off and have drained properly. The Fire Department must be notified when finished.
25. **WATER:** Backflow prevention is required for any connections to the arsenal water system throughout construction work.
26. **DISCHARGES:** Unless granted prior written approval, there shall be no discharge to the sanitary sewer, the storm sewer, the industrial sewer system, or the Industrial Waste Treatment Plant (IWTP). Except when WVA has established with the contractor a prior written agreement regarding discharge of "purge water" originating from groundwater monitoring wells and/or "decontamination water" originating from activities associated with groundwater monitoring wells, there shall be no dumping of oil or chemicals or fluids to the ground.
27. **DOCUMENTATION OF DISPOSITION OF MATERIALS AND ITEMS REMOVED FROM WATERVLIEET ARSENAL:** The contractor shall furnish documentation of the final disposition of all materials and items leaving Watervliet Arsenal. If an item is resold intact, indicate such action for the item and the name and address of purchaser. If oil is drained from an item, provide documentation for both the oil and the item by identifying final disposition location and management method for each (e.g., recycled, incinerated, land filled). All materials and items leaving Watervliet Arsenal shall be managed strictly in accordance with all applicable environmental regulations. The contractor shall indicate intentions for all such materials and items at the pre-construction meeting, for approval by Watervliet Arsenal.
28. **WASTE DISPOSAL:** All hazardous waste shall be relinquished to WVA at a location on post as designated by the COR, thereafter WVA will be responsible for management of such hazardous waste. Hazardous waste shall be relinquished to WVA in accordance with the RCRA "three day" rule. Drums of hazardous waste shall not remain outdoors overnight. Other wastes include any spent material such as garbage, packaging, residues, construction and demolition debris, excavated soils and earthen materials not designated for immediate reuse, etc., which is known by WVA and/or demonstrated by the contractor via appropriate sampling and analysis to not be hazardous waste (such demonstration shall be to the satisfaction of WVA). The contractor is responsible for disposal of other wastes. Disposal of wastes at private sites such as sites advertising clean fill wanted, etc. is prohibited. The contractor shall comply with 6 NYCRR Part 364 for all waste hauling activities. The contractor shall furnish copies of documents for each waste shipment, such as Bills of Lading, etc. (Including "light weight" upon entering WVA, and "heavy weight" upon exiting WVA), through the COR to Facilities Engineering. Contractor shall furnish and properly label new, unused, appropriate drums and/or containers (including, but not limited to, compliance with DOT's Performance Oriented Packaging Standards [POPS]) for containerizing waste. Contractor supplied dumpsters shall be covered with water proof covers to prevent precipitation

from entering the dumpster. Covers shall be secured in place whenever the contractor leaves the job site, and whenever precipitation is possible or occurring.

29. **INDUSTRIAL WASTE TREATMENT:** Remediation work and/or hazardous waste work shall be performed in accordance with the requirements of the Resource Conservation and Recovery Act (RCRA) and OSHA's Hazardous Waste Operations and Emergency Response (HAZWOPER), including, but not limited to:
  - a. Documentation of appropriate training.
  - b. Submittal for approval of a Site Specific Work Plan.
  - c. Submittal for approval of a Health & Safety Plan.
  - d. Except when WVA has established with the contractor a prior written agreement whereby WVA agrees to furnish drums and/or containers, contractor shall furnish and properly label new, unused, appropriate drums and/or containers (including, but not limited to, compliance with DOT's Performance Oriented Packaging Standards (POPS) for containerizing hazardous waste.
  - e. Contractor shall appropriately containerize all hazardous waste, consolidating the waste to minimize the number of containers as appropriate. Contractor shall not overload containers. Each container which has some hazardous waste shall be appropriately labeled, and shall be closed at all times except when waste is actually being added to the container ("closed" means sealed in a manner appropriate for shipment).
  - f. All hazardous waste generated shall be relinquished to WVA.
30. **INDUSTRIAL WASTE TREATMENT PLANT (IWTP):** Due to OSHA Process Safety Management rule requirements, the contractor shall coordinate with the IWTP Leader regarding IWTP-specific requirements when work is to be performed in and/or around the IWTP.
31. **ASBESTOS:** Both OSHA Regulation 29CFR1910 and NY State Industrial Code Rule 56, Asbestos (12NYCRR56) will be followed with regard to asbestos removal. If asbestos material is unexpectedly encountered during work, the contractor must contact the COR immediately. The contractor shall sign and submit the "Contractor Asbestos Notification Record" prior to starting work on any facility project. All asbestos waste, except where WVA provides written authorization to do otherwise, will be turned over to WVA for disposal.
32. **UTILITIES:** Active utility services to the area of work, which are to remain, or services through the area feeding other areas, shall be rerouted, redirected or otherwise maintained. Required utility shutdowns shall be performed at such times as coordinated with Arsenal personnel and shall provide a minimum of shutdown time. Requests for shutdown shall be made at least 7 days prior to desired shutdown and be approved by the Contracting Officer prior to Contractor's work. Arsenal personnel shall perform actual shutdown of utilities. The contractor's work schedule shall be well planned and accomplished as expeditiously as possible. Service no longer required shall be removed.
33. **ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)** - Watervliet Arsenal (WVA) has implemented an Environmental Management System (EMS) to proactively deal the environmental impacts of its processes, activities and services. Watervliet Arsenal uses the ISO 14001:2004 as the standard for its Environmental Management System (EMS). All personnel performing work for or on behalf of Watervliet Arsenal must be aware and understand Watervliet Arsenal's Environmental Policy. The contractor, to include any subcontract that a contractor uses, is responsible to ensure that all goods and services do not deviate from installation environmental policy. Watervliet Arsenal's Environmental Policy can be viewed by going to <http://www.wva.army.mil/>
34. **UTILITY CLEARANCE PERMIT (UCP):** All contracted work is subject to the WVA Regulation

on utility clearance permits, WVAR 420-02. The contractor will assist the COR in preparing the UCP. The contractor shall review the project site, project documents and utility record plans to determine the presence of concealed utilities within the area(s) of the project work. The contractor is required to sign the UCP and concur / non-concur with the project UCP.

35. **MARKING UNDER GROUND UTILITIES:** All contract work, which involves the installation or unearthing of underground utilities, shall include the marking of these utilities as part of the required project work. The tape shall be detectable by a metal detector when buried up to 3 feet deep. The tape shall be of a type specifically manufactured for marking and locating underground utilities. The metallic core of the tape shall be encased in a protective jacket or provided with other means to protect it from corrosion. Tape color shall be as specified below and shall bear a continuous printed inscription describing the specific utility.

**RED:** ELECTRIC

**BLUE:** WATER SYSTEM

**GREEN:** SEWER SYSTEM

**YELLOW:** GAS LINE OR PIPELINE (FOR NATURAL GAS, OIL, STEAM/CONDENSATE OR OTHER DANGEROUS MATERIALS)

**ORANGE:** FIBER OPTIC (TELEPHONE, TELEVISION, SECURITY OR FIRE ALARM)

36. **HISTORICAL ITEMS:** The Contracting Officer or the COR reserves the right to declare any item or items resulting from removals, excavation, demolition, cleanup, or any other contract operation, as historically significant items. Included in this category are items of weaponry, ammunition, uniforms, equipment, relics, architectural features, archeological features or any other item that represents a part of the past history of the Arsenal. It is incumbent upon the contractor to report the finding of any item that may have historical significance. If the contractor discovers any item, which could be from the above category, all work will cease and the Contracting Officer or the COR will be contacted. These items shall remain in the property of the Arsenal and be delivered by the contractor to an area designated by the Contracting Officer or the COR. Historical items shall be carefully removed and carefully handled to prevent damage.
37. **ASBESTOS AND MERCURY FREE:** All materials utilized in the contract work shall be asbestos and mercury free. An asbestos material is any material containing more than one percent by weight of asbestos.
38. **LEAD-FREE/CHROMIUM-FREE PAINT:** All paints applied shall be lead-free and chromium free. Lead based paint is paint that contains more than six one hundredths of one percent, 0.06%, lead in weight.
39. **PCB's:** To the extent that the project introduces fluids or equipment, such fluids and equipment shall not contain any polychlorinated biphenyls (PCBs). PCB-Free is a level of contamination less than 2 PPM using EPA approved methodologies.
40. **CONFINED SPACE ENTRY:** All contracted work is subject to WVA Regulation 385-02, Confined Space Entry Procedure. Contractors shall provide proof of training in confined space entry procedures. Contractor shall provide the COR a completed WVA Form 385-17-E, Confined Space Entry Permit or equivalent company form. prior to starting any work within a confined space. Contractors shall provide their own calibrated confined space monitors when entering all confined spaces.
41. **ACCIDENT PREVENTION PLAN:** Prior to commencement of contract work, the Contractor shall submit for approval to the COR, an Accident Prevention Plan if required per Federal

Acquisition Regulation construction clause 52.236-13(f).

42. **MATERIAL SAFETY DATA SHEETS (MSDS):** When material safety data sheets (MSDS's) or labels are required, failure to submit them prior to award, or when requested to do so, may result in the contractor being considered non-responsive. When providing MSDS's at any time, provide 7 copies to the Contracting Officer. Material Safety Data Sheets for all chemicals/paints are to be made available at the work site and all containers of chemicals will be labeled for identification.
43. **LASER OPERATIONS:** All laser operations must be in accordance with ANSI Z13.6.1. The Radiation Safety Officer must be notified when a laser will be used on a worksite.
44. **SOUND LEVELS:** Sound levels in the vicinity of equipment installed under any project shall not exceed 85 dBA following construction when the equipment is in use (measured by a sound level meter set for A scale, slow response). The vicinity of installed equipment is defined as a distance not to exceed 1 meter from the equipment. Techniques such as sound level averaging or exposure time weighting shall not be used to meet this requirement. If an 85-dBA limit is beyond the state of art for the equipment, documentation verifying the minimum level achievable shall be submitted to WVA for review and acceptance at time of equipment submittals. This documentation shall be provided and reviewed/approved prior to ordering any materials.
45. **SAFETY REGULATIONS:** The contractor shall comply with all provisions of U.S. Department of Labor and Occupational Safety and Health (OSHA) standards.
46. **SAFETY PRECAUTIONS:** The contractor shall be responsible for instructing his workers and sub-contractors in appropriate safety measures and shall not permit them to place tools, machines and other equipment in traffic lanes or other locations in such a manner as to create safety hazards.
47. **SAFETY RULES:** Contractors must adhere to the following:
  - a. Work area will be barricaded and appropriately marked.
  - b. The work area will be kept clean and orderly. Waste materials are to be located so as not to create a hazard.
  - c. Dust and noise are to be kept to a minimum and within allowable limits (OSHA AND ACGIH TLV's and PEL's). (To be determined by the contracting representatives with the assistance of Industrial Hygiene and Safety).
  - e. Existing means of egress will be adequately maintained during construction.
  - f. Compressed gas cylinders shall be secured in an upright position.
  - g. Flashback protection is required for oxygen and acetylene welding.
  - h. Hand and portable power tools shall be maintained and used in a safe manner.
  - i. Ground fault circuit interrupters are to be used with portable electric powered tools.
  - j. Proper protective clothing & equipment (PPE) must be provided and worn where necessary.
  - k. Safety glasses must be worn in designated areas in the arsenal and within any designated construction work area.
  - l. Hard hats must be worn when overhead work is being performed.
  - m. Ladders are to be free of defects and secured from movement.
  - n. Scaffolds or elevated work platforms are to be properly erected and adequately guarded. (Guardrails, toe boards, etc.).
  - o. Fall protection will be used whenever work is elevated above 6 feet.
  - p. Sides of all excavations in which employees are exposed to danger from moving ground shall be guarded by sloping, shoring, or other equivalent means.
  - q. Wheeled equipment (trailers, carts, etc.) must be free of defects and secured from movements.
  - r. Internal combustion engine exhausts are to be vented to the outside.
  - s. Bi-directional vehicles (fork trucks, dump trucks, shop carts, etc.) will be equipped with

backup alarms.

- t. Vehicular traffic flow in and out of building (work site) will be such so as to not endanger safety of personnel.
- u. Material Safety Data Sheets for all chemicals/paints are to be made available at the work site and all containers of chemicals will be labeled for identification.
- v. Lock-out/tag-out procedures per OSHA will be used as required.

48. **SUBMISSION OF RECORDABLE INJURIES AND ILLNESS CASES:** Watervliet Arsenal is pursuing OSHA Voluntary Protection Program (VPP) recognition. The VPP impacts all contractors whose employees cumulatively work more than 1000 hours per quarter within a calendar year at Watervliet Arsenal (herein referred to as “applicable contractors”). It is the contractor’s responsibility to ensure its employees and managers are in full compliance with OSHA requirements and have a general understanding of VPP. Detailed information on VPP is available on the OSHA website at <http://www.osha.gov/dcsp/vpp/index.html> . All contractors, whether regularly involved in routine site operations or engaged in temporary projects such as construction or repair, must follow the safety and health rules of Watervliet Arsenal.

Applicable contractors are required to annually submit to Watervliet Arsenal, ATTN: TAWV-XO-S/Safety Office, 1 Buffington Street, Watervliet, NY 12189-4000 or email: [wate.safety@conus.army.mil](mailto:wate.safety@conus.army.mil) the following documents (covering the previous calendar year quarters) by 15 January:

- Total Case Incidence Rate (TCIR) - the number of recordable injuries and illness cases per 100 full-time employees that a site has experienced in a given time frame.
- Days Away, Restricted, and/or Transfer Case Incident Rate (DART) - Number of recordable injuries and illness cases per 100 full-time employees resulting in days away from work, restricted work activity, and/or job transfer that a site has experienced in a given time frame.
- OSHA Form 300A

Applicable contractors may submit the above immediately following the completion of a quarter, if desired.

49. **RADIOACTIVE SOURCES:** Contractor must comply with U.S. Army requirements for Radioactive Sources and local WVA requirements. Watervliet Arsenal's Radiation Safety Officer (RSO), in the Safety Office, phone: 518-266-5638, must be notified when any radioactive sources are to be brought into WVA and must be given a copy of required licenses. No one will be allowed to bring any radioactive source on post until an Army Radiation Permit is issued by the Commanding Officer through the WVA RSO.
50. **MEDIA:** The Arsenal public affairs officer must approve any media announcement or press release that mentions the Watervliet Arsenal in either the headline or in the text of the release. Additionally, no media activity may occur on the Arsenal without prior coordination with the public affairs officer. Coordination or requests for approval must be submitted to the public affairs officer at least two working days prior to the event.