

SECTION 11

SITE CONTROL MEASURES

The purpose of site control is to minimize potential contamination of workers, protect the public, and prevent unauthorized entry. Site control involves the physical arrangement of, and controlling access into, established work zones. At the RI/FS site, work zones will be established for activities requiring Level D PPE.

To reduce the spread of possibly hazardous materials by the field team from the site to the clean areas, zones will be delineated to aid in controlling the flow of personnel and equipment. The establishment of the work zones will help ensure that personnel are properly protected against the hazards present where they are working, that work activities and contamination are confined to the immediate area, and that personnel can be located and evacuated in an emergency. The two work zones, designated the EZ and the support zone (SZ) are described in greater detail below.

11.1 EXCLUSION ZONE

The Exclusion Zone (EZ) is the area where contamination does or could occur. Within the EZ, personnel performing intrusive operations will wear Level D PPE. An EZ will be established during these operations to prevent personnel from entering the active work areas without proper PPE. The size of the EZ will generally not exceed 200 feet in all directions beyond the intrusive location. This boundary may be physically marked by tape or temporary barriers or defined by physical and geographic boundaries.

All site personnel will be properly trained in controlling and minimizing access to the EZ. Should an unauthorized person enter the EZ, he or she will be stopped and escorted out of the EZ and to the SZ. In addition, site control measures will be re-evaluated. Unauthorized entry will be recorded in the field record.

11.2 SUPPORT ZONE

The SZ is considered a clean area. The SZ will be located at sufficient distance from the intrusive activity that SZ operations do not interfere with EZ tasks being performed. Public access beyond the EZ control line will be prevented during intrusive operations.

The SZ contains the command post, which will include the site vehicle and other support supplies. Level D PPE is appropriate apparel within this zone. Since activities may be conducted during the winter months, safety equipment susceptible to freezing (such as eye wash and decontamination solutions) will be stored in a heated space, such as within a site vehicle in the SZ.

11.3 EMERGENCY PROTOCOL

If an emergency occurs while personnel are in site work zones, voice alarms or three blasts on an air horn will be used to alert site personnel that an emergency exists. The alarm will indicate to site personnel that they are to cease work activities, secure the site, and proceed back through the marked ingress/egress corridor (if they are in the EZ) and assemble at the site vehicle located in an upwind location.

SECTION 12

PERSONAL HYGIENE AND DECONTAMINATION

This section discusses decontamination of personnel and equipment. There are no decontamination requirements anticipated for this portion of the project. However, requirements are included in the event they are needed. To prevent harmful materials from being transferred into clean areas or to protect unprotected personnel from exposure, all field personnel exiting an area of potential contamination will undergo decontamination.

12.1 EMERGENCY DECONTAMINATION PROCEDURES

The only decontamination anticipated to be performed by the field team is the washing of hands and equipment and removal and collection of disposable PPE. Therefore, a personnel decontamination station does not need to be established. The decontamination will occur within the ingress/egress corridor to the site. In an emergency, the primary concern is to prevent loss of life or severe injury to site personnel. If immediate medical treatment is required to save a life, decontamination should be delayed until the person is stabilized. If decontamination can be performed without interfering with essential life-saving techniques or first aid, or if a worker has been contaminated with an extremely toxic or corrosive material that could cause severe injury or loss of life, decontamination must be performed immediately.

12.1.1 Physical Injury

Physical injuries can range from a sprained ankle to a compound fracture, from a minor cut to massive bleeding. Depending on the seriousness of the injury, treatment may be given at the site by personnel trained in first-aid. For minor medical problems or injuries that involve chemical agent, the normal decontamination procedure should be followed. Following decontamination procedures, onsite support personnel will stabilize the victim for transport to a medical facility, if necessary.

For more serious injuries, additional assistance may be required at the site or the victim may need to be transported to a medical facility. Life-saving care should be started immediately, without considering decontamination. The outside garments need not be removed unless they cause delays, interfere with treatment, or aggravate the problem. Chemical-resistant clothing can be cut away. If the outer contaminated garments cannot be safely removed, the individual should be wrapped in plastic, rubber, or blankets to help prevent contaminating medical personnel and the inside of the ambulance. Outside garments can be removed and decontamination performed at the medical facility. Should any decontamination of injured personnel be required after

transport from the site, site personnel will accompany the injured person to notify and assist the receiving medical facility.

12.1.2 Heat Stress

Heat-related illnesses range from mild heat fatigue to life-threatening heat stroke. Heat stroke requires prompt treatment to prevent irreversible damage or death. Less serious stages of heat stress also require prompt attention because they can progress to heat stroke. Unless the victim is obviously contaminated, decontamination should be omitted or minimized and treatment started immediately. Protective clothing should be cut off.

12.1.3 Hypothermia, Frostbite

Cold-related illnesses range from mild to severe forms of hypothermia and frostbite. Both illnesses should be easily detected at mild stages of development. Decontamination procedures should be conducted as normal. However, staff should work as quickly as possible in order to begin proper treatment.

12.1.4 Chemical Exposure

Exposure to chemicals can be divided into two categories:

- Injuries from direct contact, such as acid burns or inhalation of toxic chemicals; and
- Injuries caused by gross contamination of clothing or equipment.

For inhaled contaminants, only qualified physicians can perform treatment. If the contaminant is on the skin or in the eyes, first-aid treatment generally includes flooding the affected area with water.

When protective clothing is grossly contaminated, contaminants may be transferred from the wearer to treatment personnel and cause injuries. Unless severe medical problems have occurred simultaneously with the chemical splash, the protective clothing should be washed off as rapidly as possible and then carefully removed.

12.2 CONTAMINATION CONTROL

This section outlines the measures that will be taken to control contamination and prevent it from leaving the EZ.

The decontamination procedures described above will be the primary sources of contaminant control. For the most part, all equipment will merely need to be washed off and not require any decontamination.

Eating, drinking, smoking, chewing, and application of cosmetics shall be restricted to the SZ, except drinking of replacement fluids, which shall be permitted in the EZ.

12.3 GENERAL SANITATION

Section 2 of EM 385-1-1 lists and describes sanitation issues, to include the following:

12.3.1 Drinking (Potable) Water

Drinking water will be provided in plastic, screw cap, sanitary, portable containers at all sites by the individual field team members.

12.3.2 Toilet Facilities

No chemical toilets will be provided based on regulations of the park that includes part of the former Trabuco Bombing Range. Therefore field team members will use public facilities in the vicinity of the project site.

12.3.3 Hand-Washing Facilities

Hand-washing facilities will be provided with potable water, soap, and single use towels. At a minimum, a water jug, liquid soap, and paper towels will be provided and field team personnel will ensure that hand cleaning is performed prior to eating or drinking.

12.3.4 Trash and Debris

Any trash generated by the field team will be placed in plastic bags and carried off the site at the end of each day's activities. The trash will be disposed of in a convenient dumpster. The intent is to leave the site as undisturbed as possible and to ensure that none of the wastes that the team generates, such as drinking water bottles, food wrappers, and cans, are left onsite.

12.3.5 Designated Smoking Areas

Smoking is only permitted at the site vehicle or in areas designated by the UXOSO while in the field.

12.4 EQUIPMENT DECONTAMINATION

Equipment will be decontaminated by washing the item to remove any dirt or mud from the item and then it will be dried prior to being put away or returned to the vendor.

SECTION 13

EMERGENCY EQUIPMENT AND FIRST AID

13.1 FIRST AID EQUIPMENT

First aid kits for the treatment of minor injuries and burns will be maintained on site by the UXOSO. The first aid kits will meet the requirements for Type III 16 unit kits contained in EM 385-1-1, paragraph 03.B, and will comply with ANSI Z308.1. A kit will be located in the site vehicle and carried with the field team when away from the vehicle for extended periods of time.

13.2 EYEWASH KIT

A portable eyewash system meeting ANSI requirements, with a minimum capacity of one pint, will be located in the site vehicle. As with the first aid kit, if the field team is to be away from the site vehicle for an extended period of time the kit will accompany the field team into the field.

13.3 FIRE FIGHTING EQUIPMENT

Portable fire extinguishers will be maintained onsite by the UXOSO in accordance with EM 385-1-1. All site vehicles will carry a fire extinguisher which is easily accessible in the event of an emergency. The extinguisher will have a minimum rating of 2A:10B:C, will be fully charged, and will be maintained by the UXOSO as required.

SECTION 14

EMERGENCY RESPONSE AND FIRE PREVENTION PLAN

The purpose of the Emergency Response and Fire Prevention Plan (ERFPP) is to define the general procedures to protect human health and the environment in the event of an accident or emergency during the field activities. The emergency response procedures developed for this investigation comply with 29 CFR 1910.120(1) and address the following elements:

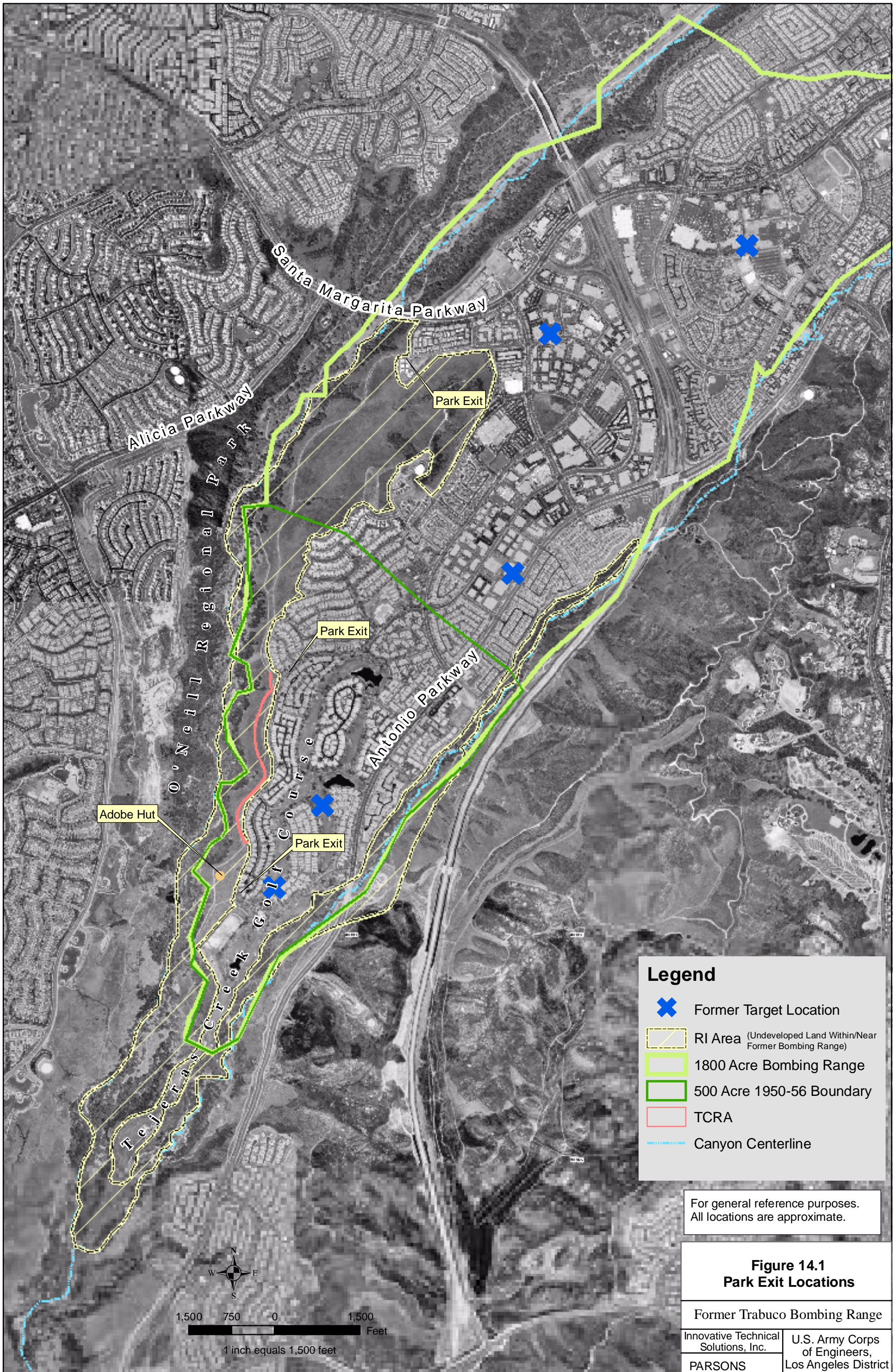
- Pre-emergency planning;
- Personnel roles, lines of authority, training, and communications;
- Posted instructions and emergency contacts;
- Emergency recognition and prevention;
- Criteria and procedures for site evacuation;
- Procedures for decontamination and medical treatment;
- Evacuation routes and procedures;
- Emergency alerting and response procedure; and
- Critique of emergency responses and follow-up.

Emergency telephone numbers for the closest hospitals capable of providing emergency service, Poison Control Center, local police and fire department, and key management personnel from the USACE, ITSI, and Parsons will be available to the UXOSO and will be kept immediately available in the site vehicle and on the UXOSO. The UXOSO will be responsible for keeping the list current and for taking necessary action and contacting the appropriate emergency resources in the event of an emergency.

The route from the site to the nearest park exit is shown on Figure 14-1.

14.1 EMERGENCY RESPONSE

The overall responsibility during emergencies rests with the UXOSO. In case of emergency, the UXOSO will implement the site emergency procedures. The UXOSO is specifically responsible for the following:



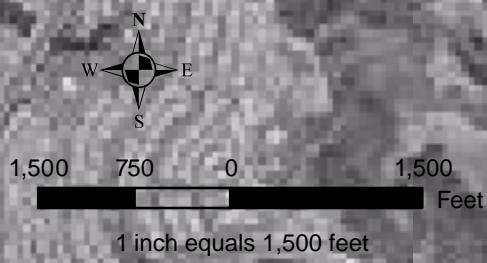
Legend

- ✕ Former Target Location
- RI Area (Undeveloped Land Within/Near Former Bombing Range)
- 1800 Acre Bombing Range
- 500 Acre 1950-56 Boundary
- TCRA
- Canyon Centerline

For general reference purposes.
All locations are approximate.

Figure 14.1
Park Exit Locations

Former Trabuco Bombing Range	
Innovative Technical Solutions, Inc. PARSONS	U.S. Army Corps of Engineers, Los Angeles District



- Assessing the situation and determine the existing hazards, potential for additional hazards, and need for additional response. Ensure the hazardous condition is stabilized, eliminated, or permanently fixed. If personnel or properties are jeopardized, a determination must be made to alert the local community.
- Locating all victims, assessing their conditions, and making an on-scene determination of the resources needed to stabilize and transport.
- Implementing the site ERFPP, including ordering site evacuations, coordinating fire fighting efforts, and directing spill control and cleanup;
- Supervising site evacuation and decontamination procedures;
- Contacting emergency services such as the fire department, ambulance, and security services, as may be required or requested by the emergency rescue team;
- Assisting in providing first aid services and medical support or evacuation for injured or exposed personnel;
- Determining the cause of the incident and ways to prevent future occurrences; and
- Preparing a 3394 Accident Report Form for submission to the USACE. A copy of this form is provided in Attachment C.

14.2 ALL ON-SITE PERSONNEL

Onsite personnel are responsible for reporting emergencies immediately to their supervisors, alerting other employees, helping injured personnel, and assisting as directed to mitigate the incident.

Prior to initiating RI/FS field activities, the following training will occur under the direction of the UXOSO:

- Hazard communication;
- Emergency numbers; and
- Emergency procedures.

14.3 FIREFIGHTING PLAN

Upon detecting a fire or explosion, employees will determine whether the fire is small enough to readily extinguish with immediately available portable extinguishers or water, or if other fire-fighting methods are necessary. Non-essential personnel will be directed away from the area of the fire. Procedures for the firefighting plan are provided in Attachment B (SOPs) of the APP/SSHP.

14.4 WILD LAND FIRE PREVENTION PLAN

The range and wildfire operations SOP (Attachment B SOPs) will apply and be used by personnel to avoid inadvertently creating fires. These methods will also be followed by site personnel in the notification and treatment of fires should they arise.

Depending on the time of year, it may be necessary to take extra precautions in preventing wild fires. This can be accomplished by keeping vehicles on roadways and off the grassy areas, restricting smoking to one small area, and ensuring that any power equipment is not placed down in the grass.

SECTION 15

PLANS REQUIRED BY EM 385-1-1

This section reviews the plans, programs, and procedures enumerated in EM 385-1-1, indicates their applicability to the activities associated with this project, and identifies the locations of those items included in or attached to this SSHP.

15.1 LAYOUT PLAN

Layout plans are not anticipated for this scope of work since temporary facilities construction will not occur on site. Work zones are identified in Section 11.0 of the APP/SSHP.

15.2 EMERGENCY RESPONSE PLAN

Chapter 14 of this APP/SSHP provides the emergency response plan for this project.

15.3 HAZARD COMMUNICATION PROGRAM

The OSHA Hazard Communications Standard (29 CFR 1910.1200) was promulgated to ensure that all chemicals would be evaluated and information regarding the hazards associated with these chemicals would be communicated to employers and employees. The goal of the standard is to reduce the number of chemically related occupational illnesses and injuries.

MSDSs will be kept on site for all hazardous chemicals. The MSDSs will be kept in the site vehicle.

Additional discussion of hazard communications-related items is provided in:

- Section 4.3 for MSDSs;
- Section 4.0 for training records; and
- Section 7.0 for maps to the nearest hospital.

15.4 RESPIRATORY PROTECTION PLAN

The primary objective of respiratory protection is to prevent employee exposure to atmospheric contamination. When engineering measures to control contamination and

respiration hazards are not feasible, or while they are being implemented, personal respiratory protective devices will be used.

It is highly unlikely that a respiratory protection plan will be required. The tasks required do not include the necessity to use respiratory protection. If the presence of dust or sand becomes a problem, the field team will either cease operations for the day or wet down the immediate area to minimize the generation of particulates.

The criteria for determining respirator need have been evaluated based on the scope of work and potential contamination. Respiratory protection is not anticipated based on the scope of work. However, in the event that conditions change, the UXOSO, in conjunction with the consulting CIH, will determine the appropriate extent of personal exposure monitoring and/or mitigation measures necessary for site operations. All respirator users will be OSHA-trained in proper respirator use and maintenance. The SUXOS and UXOSO will observe workers during respirator use for signs of stress. The SUXOS and UXOSO will periodically evaluate the implementation of the APP/SSHP to determine its continued effectiveness with regard to respiratory protection. All persons assigned to use respirators will have medical clearance to do so.

15.5 HEALTH HAZARD CONTROL PROGRAM

Health hazard controls are detailed in Chapter 2 of the APP/SSHP. The AHAs discussed in Section 2.0 address the hazard evaluations for proposed site activities. These AHAs have been approved by the HSD and serve as the initial certification of hazard assessments. The AHA process is ongoing from initiation of the APP/SSHP to implementation and completion of field work.

15.6 LEAD ABATEMENT PLAN

A lead abatement plan is not required based on the current scope of work for this project.

15.7 ASBESTOS ABATEMENT PLAN

Contact with asbestos is not anticipated during any of the project field activities. In the unlikely event that asbestos is encountered during operations, workers will be required to avoid the area of contamination and inform the UXOSO and/or USACE Safety Representative of the problem. Since asbestos is a hazardous, toxic waste (HTW) issue, it will be avoided during RI/FS activities.

15.8 ABRASIVE BLASTING

Abrasive blasting activities are not anticipated based on the current scope of work for this project.

15.9 CONFINED SPACE

Confined space entry is not anticipated during any of the project field activities. In the unlikely event that a confined space is encountered during operations, workers will be required to avoid the area and will consult with the PHSM for further instruction.

15.10 HAZARDOUS ENERGY CONTROL PLAN

The use of electrical equipment is not anticipated during RI/FS field activities. However, should it become necessary, a lockout/tagout procedure shall be followed by site personnel. The lockout/tagout procedure will ensure that the machine or equipment being worked on is isolated from all potential hazardous energy sources, and locked out or tagged out before any servicing or maintenance activity where the unexpected energization, start-up, or release of energy could cause an injury.

15.11 CRITICAL LIFT PROCEDURES

Crane lift operations are not likely to be conducted. If required, development of lift plans will be in accordance with EM 385-1-1. All hoisting operations will be preplanned. Exact size and weights of loads to be lifted will be evaluated based on the manufacturing maximum load limits for the entire range of the lift. Lift geometry, including crane position, height of lift, load radius, and boom length and angle, for the entire range of lift will be documented. Crane operators will be checked for qualification with proper certification.

15.12 CONTINGENCY PLAN FOR SEVERE WEATHER

Severe weather is defined as high winds, electrical storms, tornadoes, extremely hot weather (>100°F), or extremely cold weather (<0°F). In the event of such conditions, it may be necessary to cease operations and evacuate the site. The UXOSO will be responsible for monitoring the weather. Should severe weather threaten, the UXOSO is responsible for deciding if site operations should be stopped. Procedures for action during severe weather are detailed in Section 2.4.2 of this APP/SSHP and in the Severe Weather SOP in Attachment B.

15.13 ACCESS AND HAUL ROAD PLAN

All roads used during RI/FS field activities will be used in a safe manner to reduce any potential hazards involving vehicles. No construction of new roadways will be performed during any of the field work. Site vehicles will be driven in a safe manner by a licensed driver. All speed limits on public roads will be observed, and speed on the site will be adjusted as appropriate for existing road conditions. The roads within the project site are either dirt or gravel and are to be driven at no greater than 25 miles per hour (MPH). Vehicles will not be permitted off road unless it is an emergency.

15.14 DEMOLITION PLAN

Project activities will not involve any structures or improvements; thus, no structural demolition will be required. In the unlikely event that demolition of UXO or MEC is

required, the Demolition SOP included in Attachment B of this APP/ SSHP will be followed. An explosives distributor has been subcontracted to provide demolition material and conduct demolition operations under the direct supervision of the UXOSO.

15.15 EMERGENCY RESCUE (TUNNELING)

No tunneling is anticipated as part of operations during this project.

15.16 UNDERGROUND CONSTRUCTION FIRE PREVENTION AND PROTECTION PLAN

Underground construction will not be required during this project.

15.17 COMPRESSED AIR PLAN

Compressed air will not be used during project field activities.

15.18 FORMWORK AND SHORING ERECTION AND REMOVAL PLAN

Project field activities will not involve construction or significant excavation. Thus, a formwork and shoring plan is not required based on the current scope of work.

15.19 JACKING PLAN (LIFT)

Jacking operations are not anticipated during this project.

15.20 SITE SAFETY AND HEALTH PLAN

This document is the APP/SSHP for the Trabuco Bombing Range RI/FS.

15.21 BLASTING PLAN

See Section 15.14 above and the Demolition SOP in Attachment B.

15.22 DIVING PLAN

Diving will not be required as any part of the project field activities.

15.23 PLAN FOR PREVENTION OF ALCOHOL AND DRUG ABUSE

Consistent with Parsons' Corporate Statement of Policy (outlined below), Parsons will institute and maintain its program for achieving the objective of a drug free workspace. Parsons ensures consistent and uniform application of this policy and, when required, interfaces with supervisor and employee to evaluate performance and behavior.

15.23.1 Parsons' Corporate Statement of Policy

Parsons expects all employees to report to work in a fit condition in order to perform their duties at the utmost levels of safety and efficiency. To that end, Parsons expressly

prohibits the unlawful manufacture, distribution, dispensing, possession, use, or sale of a controlled substances or alcohol on its premises at any time. Employees are prohibited from being at work under the influence of these substances. Parsons will reasonably accommodate the efforts of an employee to obtain medical treatment for substance abuse and to return to employment thereafter. However, no provisions of this policy will contravene the provision of the Employee Personal Conduct Policy or preclude the corporation from terminating an employee in accordance with this policy.

Parsons has an obligation to safeguard the privacy rights of all employees; however, it is also committed to provide a healthy and safe work environment for all employees and to take reasonable steps to safeguard the health and safety of others and protect the environment in conducting its business.

15.23.2 Safety And Environmental Provisions

In some instances employees may be required to undergo random toxicological tests to ensure their continuing fitness for duty to comply with contract mandated requirements or government regulations, or if performing work at locations where the nature of their duties is such that there is the potential for serious physical injury to themselves, to others, or the general public, or potential for significant damage to property or the environment.

Assignment of employees to such job sites will be done on a voluntary basis. Employees who refuse to participate in the random testing program and whose job duties would normally expose them to random testing, will be considered for placement in other positions not requiring random testing. Every reasonable effort will be made to accommodate such transfers; however if suitable work for which the employee is qualified is not available, the employee will be subject to termination. A positive test result will lead to immediate removal from the site, retesting, and to either corrective action in accordance with this policy or the employee's termination in accordance with the Employee Personal Conduct Policy.

Searches are another means of protecting the safety of individuals and property at those locations where the nature of the work has the potential for serious injury or damage. Reasonable searches may be conducted of individuals, their vehicles, personal effects, and other areas under the individual's control while at such work sites, or engaged in Parsons business at such sites.

Employees will not be detained or searched without their consent. An employee's cooperation in a search at such work sites is a condition of employment. The employee will be required to sign an Acknowledgment and Consent for Random Toxicological Tests and Searches Form. Such testing will be performed by the company using qualified contracted agents or trained employees.

15.23.3 Substance Abuse Testing - Employment Offer

Offers of employment, regardless of employment category, must contain a contingency regarding satisfactory completion of substance abuse testing. Failure to

submit to or pass an examination will result in immediate disqualification from consideration for placement.

15.23.4 Employee Personal Conduct

Employees bear the primary responsibility for their own job performance and for taking any action or undergoing treatment necessary to maintain performance at a satisfactory level.

In addition, the corporation may require an employee to submit to a test for alcohol or illegal drugs, based upon reasonable suspicion that the employee's performance or behavior is being adversely affected by use of such substance(s). Reasonable suspicion will be based upon physical manifestations of impairment, or unsatisfactory behavior or job performance (including on-the-job accident or injury) which causes the supervisor and Human Resources Representative to reasonably believe that alcohol or drug abuse may be a contributing factor. Refusal by an employee to take such a test will be viewed as an admission of such use by the employee.

15.23.5 Confidentiality of Records

All information concerning an applicant's or employee's medical condition or test results will be kept strictly confidential, with information released only upon a legitimate need-to-know basis.

15.24 FALL PROTECTION PLAN

Activities to be performed at the former Trabuco Bombing Range are not expected to require fall protection. However, if workers become exposed to fall hazards, proper precautions will be implemented to ensure safety. Standard guardrail, catch platforms, temporary floors, and safety nets will be utilized based on evaluations by the PHSM. In addition, full-body harnesses with a shock absorbing lanyard will be worn by any personnel working at risk of falling more than 6 feet. The lanyard will be adjusted to limit free-fall to no more than 6 feet. Lanyards must be secured to strong structural components (breaking strength of 5,000 pounds per attached employee) or lifelines.

15.25 STEEL ERECTION PLAN

There are no plans for steel erection during project activities, based on the current scope of work.

15.26 NIGHT OPERATIONS LIGHTING PLAN

Work will be performed only during daylight hours (dawn to dusk).

15.27 SITE SANITATION PLAN

The sanitation provisions specified in Section 2 of EM 385-1-1 will be established and maintained as outlined in the following paragraphs.

15.27.1 Drinking Water

Cool potable drinking water will be provided in sanitary, portable containers.

15.27.2 Toilets

Due to the O'Neill Regional Park requirements, portable chemical toilets will not be staged at the site. Arrangements will be made for personnel to use public toilets in the vicinity of the work areas.

15.27.3 Hand-Washing Facilities

Hand-washing facilities will be provided with potable water, soap, and single use towels. At a minimum, a water jug, liquid soap, and paper towels will be provided and field team personnel will wash their hands prior to eating or drinking, and prior to leaving the site.

15.28 FIRE PREVENTION PLAN

Portable fire extinguishers will be located on site and in project vehicles as indicated in Sections 2.1.2 and 13.3, this APP/ SSHP. The fire prevention procedures outlined in the Emergency Response Fire Prevention Plan (ERFPP) included in Section 14 of the APP/SSHP will be followed.

SECTION 16

LOGS, REPORTS, AND RECORDKEEPING

This section delineates the requirements for the keeping of records and logs while performing the RI/FS.

16.1 LOGBOOK

The UXOSO will keep a log recording all of the following aspects related to safety at the site. This information will be maintained in a logbook or personal digital assistant (PDA). The log will include, at a minimum, but not limited to:

Safety

- Date and recorder of log;
- Training (kickoff, tailgate, and other);
- Issues or problems encountered;
- Tailgate safety briefing (time conducted and by whom);
- Significant site events relating to safety;
- Accidents, incidents, and near misses;
- Stop work due to safety; and
- Safety audits.

16.2 DAILY FIELD ACTIVITY RECORDS

A field activity log will be maintained daily by the SUXOS/SM, and all entries will be recorded in a logbook or PDA. The daily field log will contain information regarding activities, quality control, and any ordnance observed. The information will include, at a minimum, but is not limited to:

Activities

- Date and recorder of field information;
- Start and end time of work activities, including breaks, lunch, and down times;
- Visitors and contacts;
- Weather conditions;

- Relevant events;
- Important phone calls; and
- Changes from approved or planned work instructions.

Quality control (QC)

- Equipment testing;
- Equipment monitoring results;
- QC audits; and
- Nonconformance reports.

Ordnance

- Assigned identification number;
- Type, condition, and location; and
- Disposition/destruction.
- Problems needing resolution.

16.3 RECORD KEEPING

The UXOSO will establish a filing system onsite for health and safety records, reports, and information such as individual training and medical surveillance. Folders included in the health and safety filing system will include:

- Personnel Records: Certificates for training (or copies) required by 29 CFR 1910.120; medical examination summary letters or certifications; signed SS-WP acceptance forms; exposure monitoring results; etc.
- Training: Sign-in sheets for onsite training with topics and dates.
- Visitor Logs: Sign-in sheets for site visitors.
- Inspection Reports: Reports of daily inspections by UXOSO and others concerning health and safety issues.
- Accident Prevention: Include copies of all hazard analyses performed on new tasks or activities, copies of any accident/incident reports and follow-up reports, and any other pertinent correspondence.
- Photographic Records: Photographic records will be maintained by field team personnel. Significant activities will be documented by digital photography. Photographic records will be used to supplement information recorded in the daily activity logs, including photographs of equipment prior to use, ordnance items encountered, and the condition of sites prior, during, and after any activity. Photographs will be maintained in a photograph logbook with appropriate labels

identifying the negative or electronic record and a complete description of the photograph subject.