



DEPARTMENT OF THE NAVY  
FLEET READINESS CENTER EAST  
PSC BOX 8021  
CHERRY POINT NC 28533-0021

FRCEASTINST 5000.1A CH-1  
Code 6.3-TLB

NOV 19 2014

FRC EAST INSTRUCTION 5000.1A  
CHANGE TRANSMITTAL 1

From: Commanding Officer, Fleet Readiness Center East

Subj: VISITOR/CONTRACTOR SITE SPECIFIC RULES AND  
COMPLIANCE

Encl: (1) Revised page 1 of Enclosure (1)

1. Purpose. To transmit new page 1 of Enclosure (1), this provides clarification of emergency call procedures.
2. Action. In the basic instruction, remove page 1 of enclosure (1) and insert the revised page.

  
LEANNA E. RADFORD  
By direction

Distribution: II



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MAY 27 2014

FRC EAST INSTRUCTION 5000.1A

From: Commanding Officer, Fleet Readiness Center East

Subj: VISITOR/CONTRACTOR SITE SPECIFIC RULES AND  
COMPLIANCE

Ref: (a) FRCEASTINST 4855.1N  
(b) FRCEASTINST 5500.1F  
(c) FRCEASTINST 11200.1E  
(d) FRCEASTINST 5100.2J  
(e) FRCEASTINST 5102.2A  
(f) FRCEASTINST 5100.7  
(g) United States Army Corps of Engineers Safety and  
Health Requirements Manual (EM 385-1-1)  
(h) 29 Code of Federal Regulations 1926, Safety and  
Health Regulations for Construction  
(i) CSP 03-01-003, Voluntary Protection Programs:  
Policies and Procedures  
(j) 29 Code of Federal Regulations 1904, Recording and  
Reporting Occupational Injuries and Illnesses  
(k) OPNAVINST 5100.23  
(l) FRCEASTINST 5090.1D  
(m) FRCEASTINST 4790.11H  
(n) FRCEASTINST 10290.1N

Encl: (1) Fleet Readiness Center East Information Brochure  
(2) Contract Performance Requirements

1. Purpose. The Commanding Officer of the Fleet Readiness Center East (FRC East) has established a goal of providing a safe, secure, and environmentally sound workplace for every civilian, military, contractor, and visitor at all FRC East facilities. This instruction serves in providing guidance concerning the communication and compliance with safety, environmental, and security rules by all visitors and nested contractors prior to authorization of entry into the FRC East. This instruction defines visitors as those who are not performing tasks under a contract and not a full time employee at FRC East. Visitors include vendors who are coming in for a job purchased via a credit card or purchase card, military, auditors, instructors, family, and friends. Visitors are not issued payroll numbers. A nested contractor is defined

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as a contractor who reports at FRC East on a daily basis and works side-by-side federal employees. All other non-nested contractors are considered visitors. All rules documented in this instruction are in accordance with references (a) through (n).

2. Cancellation. FRCEASTINST 5000.1.

3. Summary of Changes. References and organizational codes were changed as required. Requirements for Contractor Work Notice and internal methods for communication of noncompliance issues in regards to contractor work performance have been incorporated.

4. Scope and Applicability

a. This instruction applies to all FRC East supervisors, managers, and individuals involved in the contracting process, such as, but not limited to, individuals who provide requirements for the Performance Work Statements or those involved in the Source Selection process.

b. All individuals who enter the facility are required to comply with all federal, state, local, and site specific safety, environmental, and security requirements and the terms and conditions of the FRC East Information Brochure and enclosure (1). FRC East supervisors, managers, and employees are to report issues of non-conformance through the proper chain of command and the appropriate Contract Project Manager, Contracting Officer Representative, Contracting Officer Technical Representative, and/or sponsor.

c. Any visitor/contractor not willing to acknowledge receipt of the FRC East Information Brochure and document willingness to comply will state such prior to submission into the visitor request database and shall not be authorized to enter. Any individual found to not comply with this instruction and the rules herein will be asked to immediately halt work and referred to the appropriate Contract Project Managers, Contracting Officer Representative, Contracting Officer Technical Representative, and/or sponsor. Actions that may be taken by FRC East due to visitor/contractor noncompliance may include removal of authorization to enter the facility, an unsatisfactory rating via the Contractor

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Performance Assessment Reporting System (CPARS) and/or addition of company into "Excluded Parties List System" maintained on the intranet or internet by General Services Administration.

## 5. Responsibilities

a. Documentation of Non-compliance. All FRC East supervisors/managers who observe or are advised of non-compliance regarding safety, environmental, quality, or security rules will notify the Industrial Plant Services Division Call Desk (Code 6.3.3) at 464-7654. The ticket number annotated on the shop posted FRC East 5000/10, "Contract Work Notice," must be known and referred to during the call. This work ticket number communicates the Contract Project Manager, Contracting Officer Representative, and/or sponsor by name and allows for documentation and feedback.

b. Individuals with Purchase Cards. All levels of supervision and employees of this Command with purchase cards will be thoroughly familiar with the contents of this instruction and its enclosures. They will ensure implementation and enforcement of this instruction if the purchase includes visitor/contractor site visit.

### c. All Individuals Writing Statements of Work

(1) Inclusion of Requirements into Contract. Individuals providing requirements to be included in Performance Work Statements or contracts will review enclosure (2) and request that any relevant provisions be included in the Performance Work Statement, the contract, and/or the Source Selection Plan. The individual will check the relevant provision on enclosure (2) and forward it to the appropriate Procurement Office with the Procurement package or include the verbatim language listed in the quotations. All requirements in enclosure (1) must be included.

(2) Ensure Safety and Health Considerations are Addressed. Safety and health considerations shall be addressed during the process of selecting contractors.

(3) Ensure Environmental Considerations are Addressed. Environmental considerations shall be addressed during the process of selecting contractors.

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(4) Ensure Quality Considerations are Addressed.

Quality considerations such as Tool Control and control of Foreign Object Debris (FOD) shall be addressed during the process of selecting contractors.

(5) Ensure Documentation of All Certification

Training/Licensing are Addressed. A statement requiring that documented proof of all certification training/licensing listed in the contract, be available while on the job site, shall be included in each FRC East Performance Work Statement, Contract, or Source Selection Plan.

d. Managers who Utilize Nested Contractors(1) Verification of Nested Contractor Required

Training. Nested contractors shall be entered into the Employee Master Maintenance Application (EMMA) training database and complete FRC East required security, safety, and environmental training, as well as area/specific training. Documentation of completion of training for nested contractors will be accomplished via EMMA. FRC East management will report any non-compliance through the normal chain of command and to the appropriate Contract Project Manager, Contracting Officer Representative, and/or sponsor.

(2) Accident Reporting of Nested Contractors.

Management will report accidents of nested contractors in accordance with accident reporting procedures. Job hazard analysis requirements will be performed as needed.

e. All Individuals who Submit Visit Requests into FRC East Visitor Entry Database. All individuals who are authorized to submit data into the FRC East Visitor database will ensure distribution of enclosure (1) to the visitor prior to annotating visitor information into the database. Annotating the completion of distribution and agreement of compliance with enclosure (1) is a required field in this database. Enclosure (1) may be communicated via FRC East visitor brochure. These documents can be found on the external and internal web pages for the facility.

**MAY 27 2014**f. All Contract Project Managers For FRC East Projects

(1) Communicate Contract Work Being Performed. Ensure a MAXIMO work ticket is submitted prior to assigning any type of maintenance activity to a contractor within FRC East.

(2) Accomplish Contract Work Notice. Complete all items on FRC East 5000/10 except for "Shop Point of Contact Receipt" lines, prior to contractors accomplishing any type of maintenance activity within FRC East. Provide the original of this form to the contractor and attach a copy to the MAXIMO work ticket.

(3) Notification of Shop Point of Contact. Ensure that the contractor is aware that the shop copy of the FRC East 5000/10 must be signed by a shop point of contact located in the work area prior to initiation of work. In cases where there is no shop point of contact available (i.e. roof work/construction of new facility), the project manager is permitted to sign as the shop point of contact. FRC East Contractor Project Managers shall provide any guidance necessary to ensure that the notice is signed and posted conspicuously in the area where work is being performed. The duplicate lower half FRC East 5000/10 must be available by the contractor upon request.

(4) Investigate Non-compliance. Investigate and assess severity of non-compliance issues in communication and coordination with the Contracting Officers Representative (COR). Take actions consistent with the nature and severity of the non-compliance issue(s), including communication and coordination of the investigation of non-compliance issues with the appropriate FRC East compliance department. Document investigation and corrective actions taken via an attachment to the related MAXIMO work ticket. Depending upon the results of a severity assessment, documentation may also be required in CPARS and/or Excluded Parties List System.

(5) Notification to the FRC East Hazardous Material Program Manager. The FRC Project Manager shall notify FRC East Hazardous Material Program Manager prior to work on all industrial above ground storage tanks and process tanks.

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g. Security Department (Code 7.4)

(1) Maintaining Agreements. Security will maintain the FRC East Visitor database to document contractor/visitor notice of the requirements in enclosure (1).

(2) Investigate Noncompliance of Security Requirements. Security shall investigate reports of visitor, contractor, or nested contractor noncompliance of security related issues in accordance with references (a) through (c) and document the allegations, facts, and findings in an FRC East 5521/7, "Incident Complaint Report (ICR) Worksheet." Copies of FRC East 5521/7 shall be forwarded to the Contract Project Manager and/or sponsor with a severity assessment.

(3) Providing Expertise. Security will provide expertise in security requirements for developing statements of work/contract development.

h. Integrated Support Division (Code 7.10.1)

(1) Investigate Noncompliance of Health and Safety Requirements. The Integrated Support Division will promptly investigate any report of a visitor/contractor noncompliance with safety issues in accordance with references (d) through (k). The specific provision(s) as well as enclosures (1) and (2) may need to be reviewed. Forward a copy of the findings to the contract project manager or sponsor with a severity assessment.

(2) Provide Expertise. The Integrated Support Division will provide expertise in safety and occupational health requirements for developing statements of work/contract development.

i. Industrial Environmental Division (Code 6.3.5)

(1) Investigate Noncompliance of Environmental Requirements. The Industrial Environmental Division will promptly investigate any report of a visitor/contractor noncompliance with environmental issues in accordance with reference (1). The specific provision as well as enclosures (1) and (2) may need to be reviewed. Forward a copy of the findings to those who are administrating the contract or

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sponsor of said visitor/contractor; forward a copy of the findings to the contract project manager or sponsor; and provide severity assessment.

(2) Provide Expertise. The Industrial Environmental Division will provide expertise in environmental requirements for developing statements of work/contract development.

(3) Training. The Industrial Environmental Division shall make relevant FRC East Environmental training and Environmental Management System/ISO 14001 training available for contractors.

j. Quality Management Division (Code 6.4.1). The Quality Management Division will promptly investigate any report of a visitor/contractor noncompliance with FOD and Tool Control issues in accordance with references (m) and (n). The specific contract as well as enclosures (1) and (2) may need to be reviewed. Forward a copy of the findings to the contract project manager or sponsor with a severity assessment.

k. Industrial Plant Services Division Code 6.3.3)

(1) Document and Forward Contractor Complaints. The Industrial Plant Services Division Maintenance Call Desk shall document customer complaints of contractors via a child work ticket and forward the child work ticket to the project manager. All contractor work tickets will have a copy of FRC East 5000/10 attached to provide Call Desk personnel of information for forwarding of complaints.

(2) Report Inadequate MAXIMO Documentation. If a complaint is received and proper documents are not annotated in MAXIMO, the Maintenance Call Desk will notify the Code 6.3.3 Branch Head for investigation. The Branch Head will utilize eCAM to serve as the database to document internal noncompliance issues with this instruction.

6. Review. The Industrial Plant Services Division (Code 6.3.3) shall maintain this instruction in a current status.

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7. Forms

a. FRC East 5000/10, "Contract Work Notice" is available at Naval Forms Online.

b. FRC East 5521/7, Incident Complaint Report Worksheet is available at Naval Forms Online. This is a controlled form and can only be accessed with a password.

c. FRC EAST 5090/20, "Maintenance Contractor Hazardous Material Inventory" is available at Naval Forms Online.



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**Fleet Readiness Center East Information Brochure**

Fleet Readiness Center East (FRC East) wishes to welcome you and ensure that all personnel are aware of the conditions and factors that affect the well-being of all those within this facility. This information brochure contains important information that is vital to the safety and health of yourself, and all others of this facility. If personnel are non-compliant with this information brochure they may be asked to leave the facility.

FRC East is registered to the ISO 9001, AS9100, AS9110, ISO 14001, and OHSAS 18001 standards. To adhere to the standards required of these programs, the FRC East must ensure that all individuals accessing the facility are aware of the conditions and factors that affect the well-being of all employees, temporary workers, contractor personnel, visitors, and any other person in the workplace.

The "Business Policy" of FRC East is:

**"Unsurpassed Service to the Fleet and Relentless Focus on Quality, Environment, and Occupational Health and Safety."**

**ALL PERSONNEL**

In the event of an emergency, including hazardous material spills, the individual discovering the emergency shall call 911 from any FRC East phone or approved cell phone. If dialing from an FRC East phone, relay the grid number listed on the phone. If calling from a cell phone, state that this is a MCAS Cherry Point emergency at FRC East and relay the location.

Badges will be displayed at all times and shall be returned upon completion of visit/work. Every badge is considered Government Property and all lost badges will be reported to the Badge and Decal Office, located in Trailer 32.

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- Report any injury/illness occurring on site to the FRC East Safety Office immediately via e-mail or phone number listed in this brochure.
- The facility must be kept clean and orderly at all times. Ensure that you place all waste in proper receptacles so that the facility is maintained in a "Clean as you go" condition.
- When in the FRC East industrial areas, wear the personal protective equipment (PPE) required for that area. PPE requirements are generally marked but if there is uncertainty, check with the area supervisor. Typically, safety glasses with side shields and steel toed shoes are required in most shops.
- Smoking is NOT authorized while traveling from one facility location to another while walking or in a vehicle being operated anywhere within the FRC East compound. **Absolutely No Smoking** on the property except in the "Designated Smoking Areas."
- Extra caution shall be taken around the flight line and aircraft turn-up areas to control trash, debris, and materials. Additionally all personnel on the flight line must be continuously alert and stay clear of helicopter and jet operations in progress.
- Vehicles must not obstruct aircraft movement or other daily operations.
- Safety, security, and environmental infractions shall be reported to the appropriate office immediately via the telephone number provided herein.
- If an emergency situation occurs which would endanger the health or safety of personnel, the area shall be evacuated. Reentry to affected buildings will be at the direction of uniformed guards, fire department, or safety office personnel only.
- Decisions to evacuate will be from FRC East Commanding Officer or his/her representative. Visitors/contractors along with non-essential facility personnel, south of Harrison

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Drive, adjacent to Building 4224, will evacuate the facility first. Fifteen minutes later, the visitors/contractors south of Curtiss Road, between buildings 83 and 84, will evacuate the facility. Fifteen minutes later the visitor/contractors north of Curtiss Road will evacuate the facility.

- Cellular phones and photographic equipment are not authorized within FRC East unless they are approved in advance by the Security Office. Cellular phones may be used on roof areas for emergency purposes only.

- All vehicles must have proper passes, and no pass may be transferred between vehicles.

- All vehicles will follow posted speed limits which are 5 mph on the outside of buildings and 3 mph inside of any building."

- Vehicle headlights must be on at all times within the facility.

- All vehicles are required to slow down, sound horn, and proceed with caution at all cross aisles and other locations where vision is obstructed.

- Personnel are strictly forbidden to introduce any substance into the storm drain system including catch basins, roof drains, and floor drains.

- All facility entrants are responsible for all materials they bring into the facility and shall handle them in such a manner to ensure they are not left as "foreign objects" anywhere in the facility.

- In case of a utility emergency on weekends or after normal work hours, call the Facilities Maintenance trouble call desk, 466-4363.

- The use of gasoline is prohibited for any purpose other than fueling motor vehicles. All gasoline-powered vehicles are prohibited inside FRC East buildings.

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- Buildings 137, 188, 4224, 131, 4247 and 245 are classified as hazardous areas and have special requirements. Do not utilize any ignitable items, items powered by electric motors or internal combustion engines unless they are determined to be suitable to the conditions of the buildings.
- The recharging of mobile equipment shall not take place inside any FRC East building.

**Points of Contact**

- Safety Office- 464-7015
- Fire Department- 911
- Fire Department Dispatch- 466-3616
- Plant Engineering- 464-7640
- Quality Department-464-9397
- ISO 14001 Management Rep- 464-9814 or 464-8412
- Security- 464-7999
- Hazardous Material Program Manager- 464-8051
- Environmental Office 464-8042

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**SPECIAL NOTES FOR WORK PERFORMED UNDER GOVERNMENT PURCHASE CARD:**

1. Access requirements applicable to visitors are identified as a condition for entry to the facility and not as work performance requirements. As such, they apply to all persons entering the facility for all purposes.

2. Purchase card transactions do not provide for special terms and conditions. Therefore, any work performed under a purchase card that encounters work site risks involving safety, health, security, foreign object debris, and environmental concerns shall be immediately halted and the appropriate office identified in this brochure shall be immediately contacted/notified of the issue. Also, the purchase card holder shall be contacted for guidance before returning to work.

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**Contract Performance Requirements**

All personnel drafting Performance Work Statements (PWSs) or other contract work requirements documents shall ensure that all requirements identified herein are included in all PWSs and forwarded with the Procurement Package to the cognizant Procurement Office

1. Enclosures (1) and (2) to FRCEASTINST 5000.1A must be included as an attachment or referred to and made available in all contracts requiring on-site performance at Fleet Readiness Center East (FRC East). A statement in all contracts will state that "Documented proof of all required certification training/licensing listed in the contract shall be available upon request by their Contracting Officer Representative or any auditor."

a. All personnel working on site at the FRC East under this contract must document their receipt and review of the information listed in FRCEASTINST 5000.1A annually.

b. All contractors performing work on our behalf and who have 10 employees at any time during the past calendar year, whose employees worked 1,000 or more hours in any quarter shall furnish FRC East their Total Case Incidence Rate for recordable nonfatal injuries and illnesses and their Days Away from Restricted work activity, and/or Job Transfer Rate for the past three years."

c. Foreign object (FO) is defined as any article or substance alien to the aircraft or assembly which is allowed to invade the product. Foreign object damage (FOD) is the damage that occurs due to these FOs. All FRC East work sites shall be maintained in such a manner as to prevent FOD to aircraft and/or aircraft components. Work sites shall be kept clean at all times. All debris, scrap material, tools, and equipment will be cleared from the work site as work progresses. At no time shall hoses, power cords, materials, etc. be permitted to create tripping hazards in areas of the work site.

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d. In those cases where a contractor supervisor determines that solving a safety or health problem is beyond their control, but within the control of the FRC East, the contractor shall notify the appropriate point of contact identified in the contract.

e. All contractor employees performing work on site at FRC East shall immediately report any safety, security, or environmental violation to their contractor supervisor, as well as the cognizant FRC East Safety/Security/Environmental Office. The initial FRC East notification can be made via phone or e-mail and should include as many applicable details as possible (date, time, identification numbers, tags, company, etc.). This initial notification shall be made as soon as possible. A safety incident will require the contractor to complete and submit an incident memo to the appropriate point of contact identified in the contract, with a copy to FRC East Safety Office within twenty-four hours of the accident/incident). This incident memo will the full name of the person involved in the incident, age, sex, job title, the name of the employing company and the contract number and title. In addition, this memo will include the severity of the illness or injury, indirect cause(s) or the accident and whether personal protective equipment was available and used.

f. Contractor supervisors shall take the FRC East Environmental Management System Annual Refresher and convey the information to their personnel annually.

g. All contractors and sub-contractors working within FRC East shall develop and operate effective safety and health programs.

2. Optional Items. Check all that apply.

If work being performed can be considered a maintenance/construction activity, work documents shall include the following language: "Work areas utilized by contractors shall be provided an FRC East 5000/10, Contract Work Notice by their project manager. This work notice requires the contractor to notify a point of contact in the shop where they

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will be accomplishing work and document this notification on the appropriate portion of this notice. One completed notice shall be posted conspicuously in the area prior to performance of work. A copy of this notice will be available by the contractor upon request at all times. Contact project managers will address any issues regarding completion or duplication of this form."

If work being performed requires tasks performed above occupied areas, work documents shall include the following language: "Work above or anywhere near aircraft or passageways shall be avoided whenever possible. If this is not possible, the cognizant shop supervisor shall be informed so arrangements can be made to protect, move, or evacuate assets from the area to minimize foreign object debris potential. The area below the elevated work area shall be adequately marked and barricaded at all times. Under no circumstances shall work be performed over unprotected spaces. Standards listed in the Department of the Navy Fall Protection Guide for Ashore Facilities shall be complied with."

If work being performed takes place in the following critical areas: Shop 91107 Rotor Head Shop; Shop 91110 Ordinance/Survival Shop; Shop 91109 Aircraft Paint Shop and Aircraft Clean Shop; Shops 91104 Aircraft Engine Shops; all shops in Building 4225 (Blade Vane); and all 6.2.1 aircraft hangers, work documents will include the following language: "Constant control of tools and materials is required at all times."

If work takes place in other than the above listed areas, work documents shall include the following language: "Tools and hardware will be controlled at all times to prevent migration out of the work site. Lost tools shall be reported to the tool control manager at 464-9741. Tools found unattended will be confiscated and reported to the contracting officer."

If the work taking place is construction work, work documents shall include the following language: "You must

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comply with the Safety and Health Requirements Manual published by the U.S. Army Corps of Engineers (EMM 385-1-1)."

If work performed includes hot work, work documents shall include the following language: "Contractors will not perform hot work until the MCAS Fire Department issues a Hot Work Permit. The Fire Department number is 466-2241."

If work causing airborne hazards will take place, work documents shall include the following language: "Work causing airborne hazards shall be controlled as directed by EM 385-1-1, section 06.A.04b."

If work performed is considered construction, repair or maintenance work, the work documents shall include the following language: "Construction, repair, or maintenance work requires the contractor designation of an on-site safety representative in accordance with EM 385-1-1."

If work performed includes construction, demolition, roofing, scaffolding; high voltage electrical, confined space, painting, paint removal, asbestos and other high hazards work, the work documents shall include the Accident Prevention Clause as stated in Federal Acquisition Regulation and require compliance with reference (j). By adding this requirement, the contractor is to implement EM-385-1-1 and provide an Accident Prevention Plan and develop an Activity Hazard Analysis for each phase of work at least fifteen days prior to the scheduled pre-construction meeting. Additionally, as directed by reference (g), all contractors requiring Lock-out/Tag-out processes and entering a confined space are required to submit their Lock-out/Tag-out Program and Confined Space Program to the FRC East Program Managers for review. These FRC East Program managers will also share any required information of FRC East like programs as required. Contact numbers for these items is included on FRCEASTINST 5000.1A, enclosure (1).

If work on the flight line is performed, the work documents shall include the following language: "Personnel working on the flight line must be continuously alert, and stay clear of helicopter and jet operations in progress."

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If work performed requires use of hazardous materials, the work document shall include the following language: "The contractor shall maintain an inventory of hazardous material used on the FRC EAST 5090/20, "Maintenance Contractor Hazardous Material Inventory". A copy of this shall be submitted to the Hazardous Material Program Manager in the Industrial Environmental Division (Code 6.3.5), Building 154, monthly, or at the completion of the job, whichever occurs first. Copies of all Material Safety Data Sheets (MSDS) shall be maintained on site at all times and in the contractor's on site office or in the contractor's work truck (if used as a field office). These MSDSs are required in the event of emergency or spill incident."

If work performed requires any modification to an air pollution control device, the work document shall include the following language: "Work requiring any modification to an air pollution control device must be approved in advance by the Air Quality Program Manager. These devices are marked with a 5" x 9" red placard and a contact number, 464-7690 or 464-8412."

If work performed shall impact ventilation systems or fans, the work document will include the following language: "Work accomplished that will impact ventilation systems or fans will require prior notification of the Air Quality program manager; at 464-7690 or 464-8412. These systems are continuously monitored."

If work will be performed by a nested contractor, the work document shall include the following language: "The contractor will report completion of required training as well as area/task specific training by nested contractors. Information on completion of this training will be forwarded to the FRC East shop supervisor of the area where the contractor is nested within. A nested contractor is defined as a contractor that has a payroll number and performs/clocks work in the same manner dictated of permanent shop employees."

If work performed entails the use of fuels, work documents:

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shall include the following language: "Gasoline is prohibited for any purpose other than fueling motor vehicles. All gasoline-powered vehicles/equipment are prohibited inside the FRC East buildings. In addition/ diesel or propane-powered equipment or vehicles used inside must have an approved Exposure Control Plan in place before work can begin. Approval of this Exposure Control Plan is accomplished through the contractors Accident Prevention Plan, reviewed by FRC East Industrial Hygiene, 464-7037."

If work performed generates a hazardous waste, work documents shall include the following language: "The contractor is responsible for collection, storage, and disposal of all hazardous waste generated. Additionally all hazardous waste shipped off site, requires a Hazardous Waste Manifest. This manifest must be signed by The Marine Corps Air Station Cherry Point's Environmental Affairs Department. The Marine Corps Air Station Cherry Point's Environmental Affairs Department's phone number is 466-3631. Contractor's requiring additional information regarding the proper collection, storage and disposal of hazardous waste can contact the FRC East Industrial Environmental Division (Code 6.3.5) at 464-8042 or 464-8412."

If work performed is to take place in either hangar 1 or 3 of building 137, the hangar in building 188, the hangar in building 4224, hangar 131 south, or identified areas warehouse 4247 the following language shall be included be included in the work documents, "The work on this document is to take place in a Class I Division 2 location up to a level of 18 inches above the floor. Items powered by electric motors or internal combustion engines that are not marked as approved by the manufacturer (DS, EE, DY, DX, EX, LPS, GS, CNC, GS/CNC or GS/LPS) will not be permitted for use."

If work performed is to take place in building 245, Paint Hangar, the following language shall be included be included in the work documents, "The work listed on this document is to take place in a Class I Division 1 hazardous area. Items powered by electric motors or internal combustion engines that are not marked and approved by the manufacturer as DX or EX will not be

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permitted for use."

If work performed is to take place in an area that is listed on the Heavy Metals Industrial Hygiene (IH) Survey, HMC-004, located on FRC East Safety Web page HMC-001 through HMC-007 shall be included in the work documents and the following language shall be included, "The work listed on this document is to take place in an area where exposure to airborne concentrations of a heavy metal exceeds, or can reasonably be expected to exceed, the permissible exposure limit. Fleet Readiness Center compliance documents have been included in this work package and shall be complied with."

If work performed concerns FRC East Industrial Pipe Systems, the following language shall be included, "All pipe systems at Fleet Readiness Center (FRC) East shall be labeled per the American Society of Mechanical Engineers (ASME) A13.1, Scheme for the Identification of Piping Systems. The contractor shall contact FRC East Hazardous Material Program Manager at 464-8051 for any deviation from the ASME 13.1 prior to construction and inspection of labeling by FRC East Hazardous Material Program Manager. This inspection is required prior to government acceptance."

If work performed concerns FRC East Industrial High Pressure piping containing compressed gases, high pressure air, high-pressure hydraulic fluid or other high pressure contents, the following language shall be included, "Identification of the pressure of contents in pipe must be labeled using Dura Label Premium Vinyl Tape, or equivalent with prior approval by the FRC East Hazardous Material Program. Labels shall be applied to clean dry surfaces. Inspection of labeling by the Fleet Readiness Center East Hazardous Material Program Manager is required prior to government acceptance."

If work performed concerns existing FRC East Industrial Piping Surfaces the following language must be included, Surfaces exhibiting deteriorated paint or deteriorated insulation and surfaces exhibiting rust/corrosion should be properly repaired prior to placement of labels. Abandoned piping shall be labeled "Not in Use" and inspection of labeling

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by Fleet Readiness Center East Hazardous Material Program Manager is required prior to government acceptance."

If work performed concerns existing FRC East Industrial Piping the following language must be included, "Prior to construction, the contractor shall contact the FRC East Hazardous Program Manager for piping systems containing industrial waste and modifications to existing pipe systems."

Enclosure (2)

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