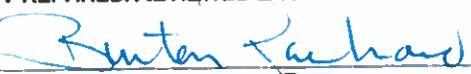
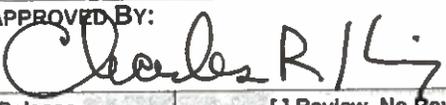


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APPROVAL SIGNATURES		
PREPARED/REVIEWED BY: 	RENEE RODRIGUEZ, DCA BASE OPERATIONS	Date 04/2015
PREPARED/REVIEWED BY: 	BURTON PACKARD, ASSISTANT MANAGER ENVIRONMENTAL	Date 4/7/15
REVIEWED & APPROVED BY: 	HUGH QUALLS, DIRECTOR BASE OPERATIONS	Date 4/7/15
REVIEWED & APPROVED BY: 	TOM ERICKSON, MANAGER ENVIRONMENTAL SERVICES	Date 4/7/15
REVIEWED & APPROVED BY: 	JASON BOYNTON, DEFENSE LOGISTICS AGENCY PROGRAM MANAGER	Date
REVIEWED & APPROVED BY: 	GARY AMUNSON, DLA HAWTHORNE SITE SUPERVISOR	Date 4/7/15
REVIEWED & APPROVED BY: 	CHUCK KING, HWAD GOVERNMENT ENVIRONMENTAL	Date 4/7/15
<input type="checkbox"/> Initial Release	<input type="checkbox"/> Review, No Revision Required	<input checked="" type="checkbox"/> Review, Revision Required (See History)

REVISION HISTORY			
REV	CHANGE DESCRIPTION	AUTHOR	DATE
2	Updated attachments to conform to the CAPP/ NAC requirements.	Burton Packard and Renee Rodriguez	04/2015
1	Change description Crosswalk Between NDEP CAPP Review Comments (dated 2014-12-09, 2015-01-30 and 2015-02-26) and Mercury Storage and Transfer Program Document Contents March 10, 2015	Burton Packard and Renee Rodriguez	03/2015

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BACKGROUND:

The DLA Strategic Materials utilizes fourteen (14) refurbished buildings in the 110 area of the Hawthorne Army Depot (HWAD) for storage of the nations’ supply of commodity grade elemental mercury. The inventory is inspected quarterly and the building and fire protection system are inspected monthly. The mercury is stored in 3-L flasks inside a 30-ga drum, with 6 flasks per drum and 5 drums per pallet. Each set of 5 drums sits on a metal catch pan which sits on a wooden pallet.

DLA Strategic Materials is a tenant on HWAD with responsibly for the stockpile, with SOC responsible for system and building maintenance, Emergency Response, fire protection and management of CAPP.

The HWAD depot operating contractor is SOC. An SOC maintained NDEP CAPP program to ensure health and safety and of the mercury stockpile storage was approved in 2011. Monthly inspections of the buildings and inventory have been conducted since that time per approved procedures.

To further ensure container integrity a separate mercury program activity/project was instituted to consolidate the elemental mercury in new metric ton (MT) containers. The Mobile Mercury Transfer System (MMTS) was designed and built to meet that service. The process includes material handling steps with hoods to enable transfer of elemental mercury from 3-L flasks to new metric ton containers. The end result will be a configuration that includes highly qualified carbon steel containers suitable for direct inspection. The storage buildings required to store the full 4,437 MT inventory reduces to six (6).

The MMTS is an approximately 65’X15’ newly installed mobile facility located next to building 110-66. Building 110-66 is the central operations building for mercury transfer, with single pallet delivery from 110-66 to the MMTS. An office trailer was installed and a septic system was constructed.

The MMTS design through installation and operations is subject to NDEP CAPP requirements. The CAPP has been amended to incorporate mercury transfer operations and is entitled the Mercury Storage and Transfer Program. The Permit to Construct was issued by NDEP in 2013. The Permit to Operate will be issued once the CAPP program is approved by NDEP. This Contractor Plan is a program element.

The responsible organization for maintaining the operation to be compliant with CAPP requirements is SOC LLC, the custodian of the CAPP for the Army at HWAD.

The facility operator of the MMTS is DLA Strategic Materials. SOC LLC is contracted though the Army to provide key support services to DLA Strategic Materials for the MMTS operations. These services include facility and emergency services, maintenance, security, waste management, and origination and maintenance of documents and records required by CAPP.

Due to the close working interface and need for mutual understanding and agreement, this contractor program refers to shared responsibility between DLA Strategic Materials and SOC, LLC in several aspects.

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REFERENCE DOCUMENTS

DOCUMENT NUMBER	DOCUMENT TITLE
NAC 459.95435	Duties of owner or operator concerning contractors; duties of contractors. Emergency Response Programs
NAC 459.9544	Compliance; exemption
NAC 459.95442	Establishment and implementation; review and coordination; written program. Two or More Releases From Facility
NAC 459.95416	Operating procedures
NRS 459.3818	State Environmental Commission to adopt regulations; Division to administer and enforce statutory provisions and regulations; involvement of interested persons; applicability of statutory provisions to dealers of liquefied petroleum gas.
NRS 945.3833	Program to prevent and minimize consequences of accidental release of hazardous substance: Delegation of authority and grant of money from Federal Government; regulations.
SOC.QP.EMP.HG.0002	Mercury Training Program
QP.HRD.TTD.0005	Master Training Plan
SOC.OHS.SP.0002	Safety Program, Safety Hot Work Permit, Chapter 10
SOC.OHS.SP.0002	Safety Program, Confined Space, Chapter 20
SOC.OHS.SP.0002	Safety Program, Lock Out/Tag Out, Chapter 21
BOP.IOP.CAP.0001	Carbon Dioxide Line Breaking Procedure for the Mercury Storage Warehouse
QP.EMS.HG.0005	Mercury Storage Site Inspection
SOC.QP.QMS.0001	Control of Documents
SOC.QP.QMS.000	Control of Quality Records

DOCUMENTS REFERENCED IN THIS PROCEDURE ARE APPLICABLE TO THE EXTENT SPECIFIED HEREIN.

1. PURPOSE

- 1.1 The purpose of the Contractor Program is to ensure that SOC LLC and the Defense Logistics Agency Strategic Materials (DLA Strategic Materials) implement and maintain a system that ensures contractors hired in support of the Mercury Storage and Transfer Program at the Hawthorne Army Depot (HWAD) comply with applicable CAPP requirements.

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2. SCOPE

- 2.1 This Program only covers SOC LLC and DLA Strategic Materials contractors;¹ it does not cover subcontractors hired by SOC LLC or DLA Strategic Materials contractors. Contractors hired by SOC LLC or DLA Strategic Materials are responsible for implementing their own contractor program to meet applicable Chemical Accident Prevention Program (CAPP) requirements. This program applies to contractors who perform maintenance or repair, major renovation, or specialty work on or adjacent to a Mercury Storage and Transfer Program activity. It does not apply to contractors who provide incidental services that do not influence operational safety, including, without limitation, janitorial work, food and drink services, laundry, delivery or other supply services.

Note: ¹ SOC is the NDEP-approved/permitted operator of the Mercury Storage and Transfer Program at HWAD. SOC has an approved International Organization for Standardization Occupational Health and Safety Assessment Series 18001 (Safety) management system. SOC's safety programs and procedures have been reviewed as part of earlier contract awards by the U.S. Department of Defense through the Administrative Contracting Office (ACO).

3. REGULATORY REQUIREMENTS

- 3.1 This program document is designed to meet the criteria of the NDEP CAPP. Specifically, The Mercury Storage and Transfer Program must comply with NAC 459.95435 Duties of owner or operator concerning contractors; duties of contractors. (NRS 459.3818, 459.3833)
- 3.2 The owner or operator of a facility with a process that is subject to CAPP shall
- (a) When selecting a contractor, obtain and evaluate information regarding the safety performance and programs of the contractor;
 - (b) Inform the contractor of known potential fire, explosion or toxic release hazards related to the work of the contractor and to the process on which he is working;
 - (c) Explain to the contractor the applicable provisions of NAC 459.9544 and 459.95442;
 - (d) Develop and implement safe work practices consistent with NAC 459.95416; and
 - (e) Periodically evaluate the performance of the contractor in satisfying the requirements of subsection 2.
- 3.3 The contractor shall
- (a) Ensure that each of his employees who will work on the process is trained in the work practices necessary to perform his job safely;
 - (b) Ensure that each of his employees who will work on the process is instructed in:
 - (c) The known potential fire, explosion or toxic release hazards related to his job and the process on which he is working; and
 - (d) The applicable provisions of the emergency action plan;



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3. REGULATORY REQUIREMENTS (CONTINUED)

(e) Document that each of his employees who will work on the process has received and understood the training required pursuant to this subsection;

- 3.4 Prepare a record that contains
 - (a) The identity of the employee;
 - (b) The date of training; and
 - (c) The means used to verify that the employee understood the training;
 - (e) Ensure that each of his employees who works on the process follows the safety rules of the facility, including, without limitation, the safe work practices required pursuant to NAC 459.95416; and
 - (f) Advise the owner or operator of any unique hazards presented by or found during the work of an employee.

- 3.5 This section applies to contractors who perform maintenance or repair, turnaround, major renovation, or specialty work on or adjacent to a process.

Note: Does not apply to contractors who provide incidental services that do not influence process safety, including, without limitation, janitorial work, food and drink services, laundry, delivery or other supply services.

4. DEFINITIONS AND ACRONYMS

4.1 ACRONYMS

- ACO – Administrative Contracting Officer
- CAPP – Chemical Accident Prevention Program
- DLA Strategic Materials – Defense Logistics Agency – Strategic Materials
- DCA – Document Control Administrator
- HWAD – Hawthorne Army Depot
- NAC – Nevada Administrative Code
- NDEP – Nevada Division of Environmental Protection
- NRS – Nevada Revised Statutes

5. RESPONSIBILITIES

- 5.1 The DLA Strategic Materials Mercury Project Manager has overall responsibility for the development and technical administration of this Contractor Program, as well as issuance and updates of contracts issued to support the Mercury Transfer Program at HWAD.

- 5.1.1 Award contracts that are subject to CAPP regulations to contractors who consistently have strong, well-defined safety work practices (Contractor Safety Performance Evaluation, SOC 693).

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5. RESPONSIBILITIES (CONTINUED)

5.1.2 The SOC LLC Environmental Services Manager and the DLA Strategic Materials Program Manager are administratively responsible for the site-wide integration of the Mercury Storage and Transfer Program at HWAD and for ensuring contractor compliance with CAPP regulations. The SOC LLC Environmental Services Manager and the DLA Strategic Materials Manager are also responsible for implementing systems and assigning staff members to evaluate the safety performance and safety programs, including applicable safe work practices, of contractors who provide services for the Mercury Storage and Transfer Program at HWAD that may influence process safety and to ensure the contractor employees are properly trained and training records are documented.

5.1.3 Periodically evaluate and document the performance of the contractor(s) in satisfying the requirements of CAPP (Contractor Performance Evaluation, SOC 694). A satisfactory score on the evaluation is 70% or higher. A contractor scoring below the satisfactory level must 1) stop work, 2) address the deficiencies, 3) be reevaluated and 4) attain a satisfactory level. Work may not resume until a satisfactory score on the reevaluation is attained.

5.2 The SOC LLC Assistant Environmental Services Manager is responsible for day-to-day operations of the Mercury Storage and Transfer Program at HWAD and for ensuring contractor compliance with CAPP requirements. The DLA Strategic Materials Facility Manager is responsible for day-to-day operations at and around the Mobile Mercury Transfer Facility at HWAD and for ensuring contractor compliance with CAPP requirements.

The SOC LLC Environmental Services Manager and the DLA Strategic Materials Program Manager shall

5.2.1 Obtain, evaluate, and document information regarding the safety performance and programs of proposed contractors for CAPP-regulated operations. (Contractor Safety Performance Evaluation, SOC 693) This review will be conducted prior to contract award and will be repeated periodically (at least annually) after contract award. The SOC LLC and DLA Strategic Materials review schedules may be modified (shortened or lengthened) based on the frequency of unsafe work practices by a contractor. Information to be evaluated includes, but is not limited to

5.2.1.1 The number of recorded safety incidents and near misses by a contractor for work similar to DLA Strategic Materials;

5.2.1.2 The effectiveness of corrective actions taken for such incidents by the contractor;

5.2.1.3 The adequacy of written safety programs and procedures (Safety Program SOC.OHS.SP.0002);

5.2.1.4 Contractor adherence to company-defined safety practices;

5.2.1.5 Adequacy of contractor systems for reporting and tracking safety incidents; and

5.2.1.6 The contractor's approved International Organization for Standardization Occupational Health and Safety Assessment Series 18001:2011 management system.

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5. RESPONSIBILITIES (CONTINUED)

- 5.2.2 Inform the selected contractor(s) of (1) the known potential fire, explosion or toxic release hazards related to the work of the contractor and to the process on which he is working and (2) the applicable provisions of NAC 459.9544 (emergency response) and 459.95442 (review and coordination of emergency response);
- 5.2.3 The contractor(s) must train their workers to notify their supervisor and/or SOC or DLA Strategic Materials personnel of any unique hazards presented by the work they are performing or which they have found while performing their work.
- 5.2.4 Require the contractor(s) to develop and implement safe work practices consistent with NAC 459.95416 (operating procedures); Contractor(s) must train their workers in procedures and actions needed to ensure safety when performing their jobs in or around 1) the mercury storage warehouses that are protected by CO₂ fire prevention systems and within which mercury vapor at low levels is present and 2) the MMTS within which mercury vapor at low levels is present (During routine operations within the MMTS, elemental mercury is transferred from 3-liter flasks to 1-metric ton containers with engineered ventilation protection). Additionally the workers will be instructed that DLA Strategic Materials or SOC workers trained in using mercury vapor analyzers will inform them regarding mercury vapor levels in their work area.
- 5.2.5 The contractor(s) must ensure that their workers are trained in the known hazards related to the work to be performed and to the process where the work is occurring. For the Mercury Storage and Transfer Program, 1) contractor workers must be instructed on the hazards of the CO₂ fire suppression system when working on or around that system and when working within the mercury storage warehouses and 2) the workers must be instructed on the hazards of mercury, particularly mercury vapors, when working in the MMTS or in mercury storage warehouses. The contractor(s) must ensure that their workers are instructed in the elements of the Emergency Response Program (QP.EMS.HG0012) applicable to the work being performed, including but not limited to the following: emergency notifications are made to the Guard Operations Center (GOC) at 775.945.7911; GOC notifies Fire and Emergency Services (FES) of the emergency, and FES responds to the emergency.
- 5.2.6 The contractor(s) must document the training provided to their workers to meet the requirements of §5.2. The contractor(s) will use form DZHC-84E [Training Report (see Attachment 1)] for this documentation. The contractor training records will be maintained by SOC Base Operations DCA. Contractor(s) instruction for their workers must include 1) that the worker may ask for and receive clarification prior to performing the work covered by the training, 2) that by signing form DZHC-84E, the workers are confirming that they received and understand the training subjects listed on the form, and 3) that a worker may withhold his/her signature from DZHC-84E if he/she has any questions or does not understand the content or requirements of the training.

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5. RESPONSIBILITIES (CONTINUED)

- 5.2.7 Training on known process hazards may be conducted by SOC LLC, DLA Strategic Materials or by the contractor via classroom training, on-the-job training, required readings or pre-job briefings. Information concerning the applicable provisions of emergency response plans may be provided via classroom training, required readings or pre-job briefings.
- 5.2.8 Refer to the Mercury Storage and Transfer CAPP Training Plan (SOC.QP.EMP.HG.0002 Mercury Training Program and QP.HRD.TTD.0005 Master Training Plan) for more information. Contractor conducted reviews will be allowed if SOC LLC and DLA Strategic Materials review and approve the content in advance. Contractor training records (DZHC-84-E Training Report) will be maintained by DLA Strategic Materials and the SOC Base Operations DCA.
- 5.2.9 SOC LLC and DLA Strategic Materials-defined or contractor-defined safe work practices must include, as applicable: lockout/tag out and hot work (SOC.OHS.SP.0002, Safety Program, Chapters 10 and 21), confined space entry (SOC.OHS.SP.0002, Safety Program, Chapter 20), equipment operating hazards, (BOP.IOP.CAP.0001, Carbon Dioxide Line Breaking Procedure for the Mercury Storage Warehouse), facility entrance controls (QP.EMS.HG.0005, Mercury Storage Site Inspection), or control of other hazards associated with the process. When contractor safe work practices are utilized, SOC LLC and DLA Strategic Materials shall confirm (1) which safe work practices apply to the Mercury Storage and Transfer Program, (2) whether those contractor practices adequately describe the known hazards and actions to take to ensure contractor employee safety; The contractor(s) must instruct their workers in safe work practices applicable to HWAD with emphasis on the mercury storage warehouses and the MMTS. The instruction material may be taken from SOC LLC and DLA Strategic Materials-defined or contractor-defined safe work practices.
- 5.2.10 Annually evaluate the contractor's performance in implementing the safe work practices that apply to the Mercury Storage and Transfer Program. The SOC LLC and DLA Strategic Materials review schedules may be modified (shortened or lengthened) based on the frequency of identified unsafe work practices by a contractor. The SOC LLC and DLA Strategic Materials will retain these performance evaluations (Contractor Safety Performance Evaluation, SOC 693 and Contractor Performance Evaluation, SOC 694)
- 5.2.11 SOC LLC and DLA Strategic Materials shall evaluate whether the safe work practices applicable to the Mercury Storage and Transfer Program are enforced by the contractor, whether employees are adequately instructed to perform their job safely, whether employees understand the known hazards for their job, whether employees understand their responsibilities toward emergency response and/or emergency action planning, and whether the safe work practices are being followed. Confirmation can be found with the SOC Base Operations, DCA.

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5. RESPONSIBILITIES (CONTINUED)

Note: If a contractor's safety performance has been reviewed, documented and approved by another federal agency, then DLA Strategic Materials may use (but must still document) that review provided it meets the intent of a CAPP-required safety performance review.

6. PROCEDURE

6.1 Contractor Program Implementation

- 6.1.1 This Contractor Program is available to affected personnel via the SOC LLC G-drive in the intranet folder and via the DLA Strategic Materials ESOHMS "IamTheKey" website.
- 6.1.2 SOC LLC Environmental Services Manager and DLA Strategic Materials Program Manager will conduct an internal audit of the Contractor Program a minimum of every three years under the CAPP Compliance Audit Program to assure compliance. The Internal Audit will be performed by a certified "ISO Lead Auditor".
- 6.1.3 This Contractor Program takes effect after NDEP approves the permit to operate for the Mobile Mercury Transfer System under the Mercury Storage and Transfer Program.
- 6.1.4 This procedure is controlled under the Standard Operating Procedure Program, under the DLA Strategic Materials ESOHMS Document Control Procedure and SOC.QP.QMS.0001, Control of Documents.
- 6.1.5 This procedure is subject to the Employee Participation Procedure (QP.EM.HG.0011 Employee Participation).

7. METRICS

- 7.1 No metrics are required

8. RECORDS

- 8.1 The following Quality Records shall be generated and managed in accordance with SOC.QP.QMS.0002, Control of Quality Records.

QUALITY RECORDS			
RECORD REQUIRED	CUSTODIAN	RETENTION	DISPOSITION
Contractor safety and performance evaluation records (pre-award and post-award)	DLA Strategic Materials Mercury Project Manager and SOC Base Operations, DCA	3 Years	Shred
Contractor safe work practices and emergency response evaluation records	DLA Strategic Materials Mercury Project Manager and SOC Base Operations, DCA	3 Years	Shred

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QUALITY RECORDS			
RECORD REQUIRED	CUSTODIAN	RETENTION	DISPOSITION
Contractor Training records	SOC Base Operations, DCA	5 Years	Shred
Compliance Audit Program records	DLA Strategic Materials Mercury Project Manager and SOC Base Operations, DCA	5 Years	Shred

9. FORMS

9.1 The following forms are applicable to this document

APPLICABLE FORMS	
FORM NUMBER	TITLE
DZHC-84-E	Training Report
SOC 693	Contractor Safety Performance Evaluation
SOC 694	Contractor Performance Evaluation

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ATTACHMENT 2 Contractor Safety Performance Evaluation



CONTRACTOR SAFETY PERFORMANCE EVALUATION

Contractor Name: _____ Appraisal Date _____

Contractors Safety Representative _____

Name of Evaluator(s): SOC: _____ DLA: _____

Instructions for Conducting the Contractor Safety Performance Evaluation

At the beginning of the contract and before work begins, SOC/DLA Strategic Materials Representative(s) and Contractors Safety Representative will jointly define specific safety performance objectives and/or key safety responsibilities to be achieved during the contract period.

Progress is monitored against the performance objectives and responsibilities. Both SOC/DLA Strategic Materials Evaluator(s) and Contractor Safety Representative should conduct periodic feedback sessions to ensure that safety performance is "on track".

At the end of the contract, the SOC/DLA Strategic Materials Evaluator(s) and Contractor Safety Representative will measure the Contractor's safety performance against the objectives and/or key safety responsibilities

The SOC/DLA Strategic Materials Evaluator(s), after reviewing ratings selected for safety objectives or responsibilities, will assign an overall rating. This rating will reflect the definition that best describes the Contractor's overall safety performance.

At the end of the safety evaluation, the form will be signed and dated by the Contractors Safety Representative and the SOC/DLA Strategic Materials Representative(s), and then sent on to the Defense Logistics Agency Program Manager for review and signature, then to the Base Operations, Document Control Administrator (DCA) for record retention.

- ✓ Outstanding 95-100%
Results produced in the safety area of job responsibilities far exceeds the expectations
- ✓ Fair 70-79%
Results produced in safety consistently meet expectations. This rating applies to a solid performer who is making a difference in safety performance.

- ✓ Very Good 80-94%
Performance consistently exceeds expectations in safety areas.
- ✓ Poor <70%
Results fall short of meeting expectations in safety areas

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ATTACHMENT 2 (Continued)



**CONTRACTOR SAFETY
 PERFORMANCE EVALUATION**

Instructions

For each of the following questions the designated rater shall score the contractor on a scale of "0" to "10" with a score of "10" being the highest score and a score of "0" shall be the lowest score. To qualify for future consideration, a contractor must have a total of at least 70% or greater. If the score on this evaluation equals less than 70%, the contractor must 1) stop work, 2) address the deficiencies, 3) be reevaluated and 4) attain a satisfactory level. Work may not resume until a satisfactory score on the reevaluation is attained. Justification for the low mark must be documented on the following page of this form.

PERFORMANCE GOALS	GOALS/RESULTS ACHIEVED	RATING (0-10)
Review vehicle and employee accidents under Supervisors responsibility.		
Employee(s) trained up-to-date <input checked="" type="checkbox"/> Employee Safety Orientation <input checked="" type="checkbox"/> Hazard Communications <input checked="" type="checkbox"/> OSHA		
Safety meetings, documented, site specific training such as MMTS and SOC Procedures, forklift, crane safety, etc., for employee safety improvement.		
Be a role model in "Safety Attitude". Wear proper PPE, work safe, etc.		
100% sign in accuracy.		
Work with DLA Strategic Materials Hawthorne Site Supervisor to help Contractor achieve all safety goals		
Provide the DLA Strategic Materials Site Supervisor with Safety Data Sheets (SDS) for all materials brought on to the job site as directed in 29 CFR 1910.1200		
Did the Contractor take all precautions with any hazardous materials and clean up all debris to alleviate any exposure to employees and/or environment?		
Did the Contractor properly report all injuries or damage occurring on this project?		
Did this Contractor provide adequate supervision including an on-site individual responsible for safety, take adequate safety precautions, and respond quickly to any safety issues?		
Total Rating		
Outstanding 100-95%	Very Good 95-80%	Fair 70-80%
Poor 70%<		
Comments:		
Defense Logistics Agency Program Manager: _____		Date: _____

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ATTACHMENT 2 (Continued)

	CONTRACTOR SAFETY PERFORMANCE EVALUATION
<p>ADDITIONAL SAFETY ACCOMPLISHMENTS Describe other significant safety accomplishments which are not reflected in the goals listed (Role model, safety meeting, etc.)</p>	
<p>FACTORS AFFECTING SAFETY PERFORMANCE Describe factors which affected performance (i.e. extenuating circumstances, changed priorities, revised goals, etc.)</p>	
<p>OVERALL SAFETY PERFORMANCE Consider results achieved against pre-set goals, the importance of each goal, and additional accomplishments. Also consider the Contractor's day-to-day safety performance.</p>	
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ATTACHMENT 3 Contractor Performance Evaluation



CONTRACTOR PERFORMANCE EVALUATION

Contractor Name _____ Appraisal Date _____

Contractors Representative _____

Name of Evaluator(s) SOC _____ DLA: _____

Instructions for Conducting the Contractor's Work Performance.

At the beginning of the contract and before work begins, SOC/DLA Strategic Materials Representative(s) and Contractors Representative will jointly define specific performance objectives and/or key responsibilities to be achieved during the contract period.

Progress is monitored against the performance objectives and responsibilities. Both SOC/DLA Strategic Materials Evaluator(s) and Contractor Representative should conduct periodic feedback sessions to ensure that the work performance is "on track".

At the end of the contract, the SOC/DLA Strategic Materials Evaluator(s) and Contractor Representative will measure the Contractor's work performance against the objectives and/or key responsibilities

The SOC/DLA Strategic Materials Evaluator(s), after reviewing ratings selected for the objectives or responsibilities, will assign an overall rating. This rating will reflect the definition that best describes the Contractor's overall work performance.

At the end of the work performance evaluation, the form will be signed and dated by the Contractor's Representative and the SOC/DLA Strategic Materials Representative(s), and then sent on to the Defense Logistics Agency Program Manager for review and signature, then to the Base Operations, Document Control Administrator (DCA) for record retention

- ✓ **Outstanding** 95-100%
Results produced in the Scope of Work far exceeds the expectations.
- ✓ **Fair** 70-79%
Results produced in the Scope of Work consistently meet expectations. This rating applies to a solid work performance that is making a difference in the product/scope.

- ✓ **Very Good** 80-94%
Performance consistently exceeds expectations in the product/scope.
- ✓ **Poor** <70%
Results fall short of meeting expectations in overall product/scope.

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ATTACHMENT 3 (Continued)



CONTRACTOR
PERFORMANCE EVALUATION

Instructions

For each of the following questions the designated rater shall score the contractor on a scale of "0" to "10" with a score of "10" being the highest score and a score of "0" shall be the lowest score. To qualify for future consideration, a contractor must have a total of at least 70% or greater. If the score on this evaluation equals less than 70%, the contractor must 1) stop work, 2) address the deficiencies, 3) be reevaluated and 4) attain a satisfactory level. Work may not resume until a satisfactory score on the reevaluation is attained. Justification for the low mark must be documented on the following page of this form

PERFORMANCE GOALS	GOALS/RESULTS ACHIEVED	RATING (0-10)
Did the contractor submit a complete Proposal package on or before the due date?		
All work adheres to the design and Scope of Work under Contractor's responsibility.		
All work adheres to NFPA, Army Regulations, IBC, OSHA, etc. under Contractor's responsibility.		
Contractor has taken the "Environment" and "Energy" management systems into consideration		
Daily meetings, documented, site specific training such as MMTS and SOC Procedures, etc.,		
Nonconformity from the design/scope of work will be submitted in writing and approved by the SOC/DLA Strategic Materials Representative(s) prior to implementing any change		
Was the Contractor responsible for any repair or damage to SOC/DLA Strategic Materials or Government property, buildings, equipment, etc. resulting from the performance of this design/project?		
Was the Contractor responsible for receiving items ordered for delivery to the work site or to the pre-approved storage areas on the Depot premises?		
Was this Contractor able to avoid any unexpected disruption or halting of normal school activities due to a safety hazard or unsafe conditions encountered on the site?		
Was the site policed on a daily basis? Was the trash from the construction site transported to the HWAD construction landfill?		

Total Rating

Outstanding 100-95%

Very Good 95-80%

Fair 70-80%

Poor 70%<

Comments:

Defense Logistics Agency Program Manager _____

Date _____

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ATTACHMENT 3 (Continued)

	CONTRACTOR PERFORMANCE EVALUATION
<p>ADDITIONAL ACCOMPLISHMENTS</p> <hr/> <p>Describe other significant accomplishments which are not reflected in the design/scope of work listed</p> 	
<p>FACTORS AFFECTING WORK PERFORMANCE</p> <hr/> <p>Describe factors which affected performance (i.e. extenuating circumstances, changed priorities, revised goals, etc.)</p> 	
<p>OVERALL PERFORMANCE</p> <hr/> <p>Consider results achieved against pre-set goals, the importance of each goal, and additional accomplishments. Also consider the Contractor's day-to-day performance.</p> 	
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