Advanced Technologies and Laboratories International, Inc.

GSA Contract Holder

General Services Administration
Professional Services Schedule

Company: Advanced Technologies and Laboratories (ATL) International, Inc.
Contract Number: GS00F067CA
Contract Period: March 13, 2015 to March 12, 2020
Business Size: Small Business
Last Modification: PA-0005 February 18, 2017
NAICS: 562910

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! is:
http://www.GSAAdvantage.gov

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at http://www.fss.gsa.gov
Advanced Technologies and Laboratories (ATL) International, Inc.
555 Quince Orchard Road, Suite 500
Gaithersburg, MD 20878
1.800.416.4285
www.atlintl.com

About Us

Advanced Technologies and Laboratories (ATL) International, Inc., founded in 1989, is a woman owned business. ATL attributes much of its success to its dedication to resolving client challenges. Our firm strives to offer clients timely and value-added management and technical consulting services based on strict requirements and specifications and supporting the use of information in daily and long-term management processes. Since its inception, our firm has aspired to a tradition of superior quality and service. The foundation of this tradition is in our firm's desire to listen to client needs and to recommend and implement realistic solutions for their business problems. ATL will continue to pursue opportunities with clients who seek a solid team of experienced professionals that specialize in management consulting services and in implementing systems technology tools and processes.

Our Mission

ATL's mission is to support the use of information in daily and long-term management processes. We will do this through a process of combining the skills of our business and policy analysts with our technical experts to define the information needs of our clients and to implement systems to satisfy those needs.

ATL's focus and commitment to provide comprehensive products and services to support client needs will always be its highest priority. Recognizing the responsibility to its clients, employees, and other constituents, our firm strives for relationships that prove to be mutually rewarding. The firm will continue to provide its clients with products that will include value-added results, reduced costs, and timely deliveries.

ATL strongly supports the participation of small business concerns in the Federal Supply Schedules Program. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities, please contact ATL's Contracts Administrator

SIN	DESCRIPTION
874-1/RC	Integrated Consulting Services
874-4/RC	Training Services: Instructor Led Training, Web Based Training
874-6/RC	Acquisition Management Support
874-7/RC	Integrated Business Program Support Services
899-1/RC	Environmental Consulting Services
899-3/RC	Environmental Training Services
899-8/RC	Remediation and Reclamation Services

Contents

1 Purpose of this Contract Action

The purpose of this contract action is to migrate (combine) the following Individual Schedule Contracts GS-10F-0092J, GS-10F-0032K into one single contract. As a result, currently awarded services and prices from ATL Individual Schedule Contracts are hereby transferred to GSA's Consolidated Schedule Program and are assigned/awarded under the contract number shown in Block 2 of the SF1449 Contract Award Document. As this action is a transfer of currently awarded services and prices, a re-evaluation of services, prices, and scope was not performed. Any changes to these areas, whether initiated by the Government or the Contractor, will be evaluated under a separate action and if approved, this contract will be modified accordingly.

IMPORTANT: Additional information regarding the status of each migrated Schedule Contract can be found in the SF30 which was issued to recognize the migration or cancellation action.

In accordance with Clause 52.212-3 Offeror Representations & Certifications – Commercial Items, the Contractor has represented that the firm is a small business under the primary NAICS code for this contract 562910 and the representations and certifications cited at www.sam.gov are current, accurate, and complete as of the date of offer submission.

2 Customer Information

1a. Awarded Special Item Numbers: 874-1/RC, 874-4/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC.

1b. See pricing chart on page 8. All pricing in pricing chart is relevant for all awarded SINS. Rates in pricing chart include the 0.75% Industrial Funding Fee (IFF).

2. Maximum Order: The maximum order provided in contract clause 52.216-19, Order Limitations (Oct 1995), is $1,000,000.00. Orders in excess of this amount may be accepted by ATL.

3. Minimum Order: The minimum order provided in contract clause 52.216-19, Order Limitations (Oct 1995), is $100.00.

4. Geographic Coverage (delivery area): Per contract clause I-FSS-103, Scope of Contract – Worldwide (Jul 2002), ATL will provide domestic and overseas delivery.

5. Point(s) of Production (city, county, and State or foreign country): Same as company address.

6. Discounts from List Price or Statement of net price: Prices Shown Herein are NET (discount deducted).

7. Quantity Discounts: It is ATL's practice to review each task order for factors that may allow us to propose discounted labor rates.

8. Prompt Payment Terms: Net 30 days.

9. Government purchase cards are not preferred.

10a. No foreign items are anticipated. If any foreign items are provided, they will be determined by the Delivery/Task Order.

10b. Specific delivery time will be provided on each individual order. Normal delivery time will be 30 days.

10c. Expedited Delivery: Determined by the Delivery/Task Order.

10d. Overnight and 2-day delivery: Determined by the Delivery/Task Order.

10e. Urgent Requirement: The contract includes the clause I-FSS-140-B, Urgent Requirements (Jan 1994). Agencies can contact ATL representative Alice Hwang at (301) 515-6785 to affect a faster delivery.

11. F.O.B. Point(s): As specified by contract clause 52.247-34, FOB Destination (Nov 1991), deliveries will be made to the point of delivery as specified in each order.

12. Ordering Address: Contracts Administrator, Advanced Technologies and Laboratories (ATL) International, Inc., 555 Quince Orchard Rd., Suite 500, Gaithersburg, Maryland 20878

13. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreement (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (www.fsa.gsa.gov/schedules).

14. Payment Address: Advanced Technologies and Laboratories (ATL) International, Inc., 555 Quince Orchard Rd., Suite 500, Gaithersburg, MD 20878

15. Warranty Provision: As provided by contract clause 552.246-73, Warranty – Multiple Award Schedule (Mar 2000), Contractor's standard commercial warranty applies.

16. Export Packing Charges: Not applicable.

17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): Standard Master Card terms apply.

18. Terms and Conditions of Rental, Maintenance, and Repair: Not applicable.

19. Terms and Conditions of Installation: Not applicable.

20a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: Not applicable.

20b. The terms and conditions of this contract apply to all orders.

21. List of Service and Distribution Points: Not applicable.

22. List of Participating Dealers: Not applicable.

23. Preventive Maintenance: Not applicable.

24a. Special Attributes such as Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.

24b. Section 508 Compliance: Not applicable.

25. Data Universal Number System (DUNS) Number: 827013467.

26. ATL is registered in the System for Award Management (SAM) database.

3 Price List

ATL's labor categories and prices are listed below (position descriptions are provided in Section 4). The prices include the required .75% IFF.

3.1 Services Pricing

Item No.	SINs	Service	Minimum Education / Certification Level	Min. Yrs. of Exp.	Site	Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
1	899-1/RC, 899-3/RC, 899-8/RC	Nationally Recognized Expert Consultant- Environmental	Master's	20	Contractor	$ 271.93	$ 276.82	$ 281.81	$ 286.88	$ 292.04
2	874-1/RC, 874-6/RC, 874-7/RC	Nationally Recognized Expert Consultant	Master's	20	Contractor	$ 270.31	$ 275.18	$ 280.13	$ 285.18	$ 290.31
3	874-4/RC	Subject Matter Expert	Master's	15	Contractor	$ 261.87	$ 266.58	$ 271.38	$ 276.27	$ 281.24
4	874-4/RC	Senior Program Manager- Training	Master's	15	Contractor	$ 205.74	$ 209.44	$ 213.21	$ 217.05	$ 220.96
5	899-1/RC, 899-3/RC, 899-8/RC	Senior Program Manager- Environmental	Master's	15	Contractor	$ 216.61	$ 220.51	$ 224.48	$ 228.52	$ 232.63
6	874-1/RC, 874-6/RC, 874-7/RC	Senior Program Manager	Master's	15	Contractor	$ 216.91	$ 220.82	$ 224.79	$ 228.84	$ 232.96
7	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Program Manager	Master's	10	Contractor	$ 189.35	$ 192.75	$ 196.22	$ 199.76	$ 203.35
8	899-1/RC, 899-3/RC, 899-8/RC	Principal - II-Environmental	Bachelor's	15	Contractor	$ 222.49	$ 226.50	$ 230.58	$ 234.73	$ 238.95
9	874-1/RC, 874-6/RC, 874-7/RC	Principal - II	Bachelor's	15	Contractor	$ 224.09	$ 228.13	$ 232.23	$ 236.41	$ 240.67
10	899-1/RC, 899-3/RC, 899-8/RC	Principal - I Environmental	Bachelor's	10	Contractor	$ 186.00	$ 189.35	$ 192.75	$ 196.22	$ 199.76
11	874-1/RC, 874-6/RC, 874-7/RC	Principal - I	Bachelor's	10	Contractor	$ 184.56	$ 187.88	$ 191.26	$ 194.71	$ 198.21
12	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Project Manager	Bachelor's	8	Contractor	$ 158.19	$ 161.04	$ 163.94	$ 166.89	$ 169.90

Item No.	SINs	Service	Minimum Education / Certification Level	Min. Yrs. of Exp.	Site	Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
13	874-4/RC	Corp. Tech. Planning Mgr.	Master's	10	Contractor	$ 194.22	$ 197.71	$ 201.27	$ 204.90	$ 208.58
14	874-4/RC	Training/Project Manager II	Master's	10	Contractor	$ 173.73	$ 176.86	$ 180.04	$ 183.28	$ 186.58
15	874-4/RC	Training/Project Manager I	Bachelor's	8	Contractor	$ 152.22	$ 154.96	$ 157.74	$ 160.58	$ 163.47
16	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Senior Engineer/Scientist	Bachelor's	10	Contractor	$ 149.80	$ 152.50	$ 155.24	$ 158.04	$ 160.88
17	874-4/RC	Advanced Engineer	Bachelor's	15	Contractor	$ 137.51	$ 139.99	$ 142.50	$ 145.07	$ 147.68
18	874-4/RC	Senior Engineer	Bachelor's	10	Contractor	$ 114.42	$ 116.48	$ 118.58	$ 120.71	$ 122.88
19	874-4/RC	Engineer	Bachelor's	5	Contractor	$ 106.03	$ 107.93	$ 109.88	$ 111.86	$ 113.87
20	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Engineer/Scientist	Bachelor's	5	Contractor	$ 95.87	$ 97.60	$ 99.35	$ 101.14	$ 102.96
21	874-4/RC	Associate Engineer	Bachelor's	3	Contractor	$ 88.19	$ 89.78	$ 91.39	$ 93.04	$ 94.71
22	874-4/RC	Assistant Engineer	Bachelor's	2	Contractor	$ 71.39	$ 72.68	$ 73.99	$ 75.32	$ 76.67
23	874-4/RC	Junior Engineer	Bachelor's	1	Contractor	$ 60.88	$ 61.98	$ 63.10	$ 64.23	$ 65.39
24	899-1/RC, 899-3/RC, 899-8/RC	Hydrogeologist	Bachelor's	4	Contractor	$ 107.14	$ 109.07	$ 111.04	$ 113.04	$ 115.07
25	899-1/RC, 899-3/RC, 899-8/RC	Toxicologist/Epidemiologist/Biostatistician	Bachelor's	5	Contractor	$ 90.63	$ 92.26	$ 93.92	$ 95.62	$ 97.34
26	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Senior Management/Program Analyst	Bachelor's	10	Contractor	$ 173.76	$ 176.89	$ 180.07	$ 183.31	$ 186.61
27	874-4/RC	Senior Management/ Program Analyst- Training	Bachelor's	10	Contractor	$ 161.66	$ 164.57	$ 167.53	$ 170.54	$ 173.61
28	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Management/Program Analyst	Bachelor's	5	Contractor	$ 81.49	$ 82.95	$ 84.45	$ 85.97	$ 87.51

Item No.	SINs	Service	Minimum Education / Certification Level	Min. Yrs. of Exp.	Site	Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
29	874-4/RC	Management/Program Analyst-Training	Bachelor's	5	Contractor	$ 75.57	$ 76.93	$ 78.31	$ 79.72	$ 81.16
30	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Senior Environmental Planner	Bachelor's	10	Contractor	$ 182.17	$ 185.44	$ 188.78	$ 192.18	$ 195.64
31	899-1/RC, 899-3/RC, 899-8/RC	Nuclear Materials/Waste Management Specialist	Bachelor's	5	Contractor	$ 131.84	$ 134.21	$ 136.63	$ 139.09	$ 141.59
32	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Principal Instruction Technologist	Bachelor's	8	Contractor	$ 139.01	$ 141.51	$ 144.06	$ 146.66	$ 149.29
33	874-4/RC	Principal Instruction Technologist-Training	Bachelor's	8	Contractor	$ 131.23	$ 133.59	$ 136.00	$ 138.44	$ 140.94
34	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Instruction Technologist	Bachelor's	5	Contractor	$ 87.49	$ 89.06	$ 90.66	$ 92.30	$ 93.96
35	874-4/RC	Instruction Technologist- Training	Bachelor's	5	Contractor	$ 81.88	$ 83.35	$ 84.85	$ 86.38	$ 87.94
36	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Policy Analyst/Regulatory Compliance Specialist	Bachelor's	5	Contractor	$ 113.86	$ 115.91	$ 118.00	$ 120.12	$ 122.28
37	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Principal Programmer	Bachelor's	8	Contractor	$ 149.80	$ 152.50	$ 155.24	$ 158.04	$ 160.88
38	874-4/RC	Principal Programmer- Training	Bachelor's	8	Contractor	$ 138.56	$ 141.05	$ 143.59	$ 146.17	$ 148.81
39	874-4/RC	Adv. Sys Programmer	Bachelor's	15	Contractor	$ 137.51	$ 139.99	$ 142.50	$ 145.07	$ 147.68
40	874-4/RC	Sr. Systems Programmer	Bachelor's	10	Contractor	$ 117.56	$ 119.68	$ 121.83	$ 124.02	$ 126.26
41	874-4/RC	Systems Programmer	Bachelor's	5	Contractor	$ 100.77	$ 102.59	$ 104.43	$ 106.31	$ 108.23
42	874-4/RC	Assoc. Sys Programmer	Bachelor's	3	Contractor	$ 86.08	$ 87.63	$ 89.20	$ 90.81	$ 92.44

Item No.	SINs	Service	Minimum Education / Certification Level	Min. Yrs. of Exp.	Site	Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
43	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Computer Programmer/Database Specialist	Bachelor's	3	Contractor	$ 80.30	$ 81.75	$ 83.22	$ 84.72	$ 86.24
44	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Junior Programmer/Jr. Database Administrator	Bachelor's	1	Contractor	$ 67.12	$ 68.33	$ 69.56	$ 70.81	$ 72.09
45	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Health & Safety Specialist	Bachelor's	5	Contractor	$ 88.68	$ 90.27	$ 91.90	$ 93.55	$ 95.24
46	899-1/RC, 899-3/RC, 899-8/RC	Chemist/Waste Transportation Specialist	High School	3	Contractor	$ 69.46	$ 70.71	$ 71.98	$ 73.28	$ 74.60
47	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Network Engineer	Bachelor's	8	Contractor	$ 129.43	$ 131.76	$ 134.13	$ 136.54	$ 139.00
48	874-4/RC	Network Engineer- Training	Bachelor's	8	Contractor	$ 119.67	$ 121.83	$ 124.02	$ 126.25	$ 128.53
49	874-4/RC	Configuration and Data Mgt. Analyst	Bachelor's	2	Contractor	$ 38.84	$ 39.54	$ 40.25	$ 40.98	$ 41.71
50	874-4/RC	Principal Tech Specialist-Training	Bachelor's	15	Contractor	$ 131.23	$ 133.59	$ 136.00	$ 138.44	$ 140.94
51	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Communication Specialist	Bachelor's	3	Contractor	$ 86.27	$ 87.83	$ 89.41	$ 91.02	$ 92.66
52	874-4/RC	Communication Specialist-Training	Bachelor's	3	Contractor	$ 82.93	$ 84.42	$ 85.94	$ 87.49	$ 89.06
53	874-4/RC	VTC Support Specialist	Bachelor's	5	Contractor	$ 90.27	$ 91.90	$ 93.55	$ 95.24	$ 96.95
54	874-4/RC	Web Applications Specialist	Bachelor's	5	Contractor	$ 108.12	$ 110.07	$ 112.05	$ 114.06	$ 116.12
55	874-4/RC	Web Design Specialist	Bachelor's	3	Contractor	$ 87.13	$ 88.70	$ 90.30	$ 91.92	$ 93.58

Item No.	SINs	Service	Minimum Education / Certification Level	Min. Yrs. of Exp.	Site	Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
56	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Research Associate & Technical Writer/Editor	Bachelor's	5	Contractor	$ 91.06	$ 92.70	$ 94.37	$ 96.07	$ 97.80
57	874-4/RC	Research Associate/Technical Writer/Editor-Training	Bachelor's	5	Contractor	$ 83.97	$ 85.48	$ 87.02	$ 88.59	$ 90.18
58	899-1/RC, 899-3/RC, 899-8/RC	Public Outreach Specialist	Bachelor's	3	Contractor	$ 64.75	$ 65.92	$ 67.11	$ 68.32	$ 69.54
59	874-4/RC	Public Outreach Specialist-Training	Bachelor's	3	Contractor	$ 62.99	$ 64.12	$ 65.28	$ 66.45	$ 67.65
60	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Desktop Publication Specialist/Graphic Artist	Bachelor's	3	Contractor	$ 59.92	$ 61.00	$ 62.10	$ 63.21	$ 64.35
61	874-4/RC	Desktop Publication Specialist/Graphic Artist- Training	Bachelor's	3	Contractor	$ 55.11	$ 56.10	$ 57.11	$ 58.14	$ 59.19
62	874-4/RC	Training Specialist III	Bachelor's	10	Contractor	$ 114.42	$ 116.48	$ 118.58	$ 120.71	$ 122.88
63	874-4/RC	Training Specialist II	Bachelor's	8	Contractor	$ 98.67	$ 100.44	$ 102.25	$ 104.09	$ 105.97
64	874-4/RC	Training Specialist I	Bachelor's	3	Contractor	$ 82.41	$ 83.89	$ 85.40	$ 86.94	$ 88.50
65	874-4/RC	Analyst IV Training	Bachelor's	10	Contractor	$ 96.58	$ 98.31	$ 100.08	$ 101.88	$ 103.72
66	874-4/RC	Analyst III Training	Bachelor's	8	Contractor	$ 82.93	$ 84.42	$ 85.94	$ 87.49	$ 89.06
67	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Analyst - III	Bachelor's	5	Contractor	$ 80.30	$ 81.75	$ 83.22	$ 84.72	$ 86.24
68	874-4/RC	Analyst II Training	Bachelor's	5	Contractor	$ 76.63	$ 78.01	$ 79.41	$ 80.84	$ 82.29
69	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Analyst - II	Bachelor's	3	Contractor	$ 57.53	$ 58.56	$ 59.62	$ 60.69	$ 61.78
70	874-4/RC	Analyst I Training	Bachelor's	1	Contractor	$ 55.63	$ 56.63	$ 57.65	$ 58.69	$ 59.74

Item No.	SINs	Service	Minimum Education / Certification Level	Min. Yrs. of Exp.	Site	Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
71	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Analyst - I	Bachelor's	1	Contractor	$ 44.33	$ 45.13	$ 45.94	$ 46.77	$ 47.61
72	899-1/RC, 899-3/RC, 899-8/RC	Administrative Specialist - III Environmental	High School	10	Contractor	$ 74.16	$ 75.50	$ 76.86	$ 78.24	$ 79.65
73	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Administrative Specialist - III	High School	10	Contractor	$ 74.30	$ 75.64	$ 77.00	$ 78.39	$ 79.80
74	874-4/RC	Administrative Specialist Training - III	High School	10	Contractor	$ 69.98	$ 71.24	$ 72.53	$ 73.83	$ 75.16
75	874-4/RC	Administrative Specialist Training - II	High School	5	Contractor	$ 60.88	$ 61.98	$ 63.10	$ 64.23	$ 65.39
76	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Administrative Specialist - II	High School	5	Contractor	$ 52.74	$ 53.69	$ 54.65	$ 55.64	$ 56.64
77	874-1/RC, 874-4/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC	Administrative Specialist -I/ Clerk-Training	High School	1	Contractor	$ 41.25	$ 41.99	$ 42.75	$ 43.52	$ 44.30

3.2 Training Classes

3.2.1 Maximum Participant Rates

SIN	Course Title	Course Length	Minimum Participants	Maximum Participants	Unit of Issue	Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)

SIN	Course Title	Course Length	Minimum Participants	Maximum Participants	Unit of Issue	Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
Occupational Safety and Health										
874-4/RC	Job Hazard Analysis	2-days	1	8	Per Course	$ 7,581.55	$ 7,718.01	$ 7,856.94	$ 7,998.36	$ 8,142.33
874-4/RC	Industrial Hygiene	3-days	1	8	Per Course	$ 10,497.53	$ 10,686.48	$ 10,878.84	$ 11,074.66	$ 11,274.00
874-4/RC	Toxicology	2-days	1	8	Per Course	$ 7,581.55	$ 7,718.01	$ 7,856.94	$ 7,998.36	$ 8,142.33
874-4/RC	OSHA Standards and Compliance	2-days	1	8	Per Course	$ 7,581.55	$ 7,718.01	$ 7,856.94	$ 7,998.36	$ 8,142.33
874-4/RC	Hazardous Waste Management	1-day	1	8	Per Course	$ 4,082.37	$ 4,155.85	$ 4,230.66	$ 4,306.81	$ 4,384.33
874-4/RC	MSDS and Chemical Hazard Communication	1/2 day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Respirators and Personal Protective Equipment	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Emergency Planning & Community Right to Know Act (EPCRA)	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Confined Space Entry	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Ladder Safety	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Electrical Safety	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Cold and Heat Stress Management	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Fall Protections	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Lockout/Tagout	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Hearing Conservation	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Machine Safety	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Welding, Cutting and	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17

SIN	Course Title	Course Length	Minimum Participants	Maximum Participants	Unit of Issue	Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
	Brazing									
874-4/RC	Air Monitoring Protection	1/2-day	1	8	Per Course	$ 2,041.19	$ 2,077.93	$ 2,115.33	$ 2,153.41	$ 2,192.17
874-4/RC	Laboratory Safety	1-day	1	8	Per Course	$ 4,082.37	$ 4,155.85	$ 4,230.66	$ 4,306.81	$ 4,384.33
Radiological Protection and Radiation Safety										
874-4/RC	Radiological Worker Training	5-days	1	8	Per Course	$ 14,579.90	$ 14,842.34	$ 15,109.50	$ 15,381.47	$ 15,658.33
874-4/RC	Shipping Radioactive Materials with Radiation Fundamentals	1-day	1	8	Per Course	$ 4,082.37	$ 4,155.85	$ 4,230.66	$ 4,306.81	$ 4,384.33
874-4/RC	Characterization, Decontamination, and Decommissioning	5-days	1	8	Per Course	$ 14,579.90	$ 14,842.34	$ 15,109.50	$ 15,381.47	$ 15,658.33
874-4/RC	Radioactive Waste Management and Disposal	3-days	1	8	Per Course	$ 10,497.53	$ 10,686.48	$ 10,878.84	$ 11,074.66	$ 11,274.00
874-4/RC	Basic Radiation Safety	1-day	1	8	Per Course	$ 4,082.37	$ 4,155.85	$ 4,230.66	$ 4,306.81	$ 4,384.33
874-4/RC	Radiation Safety Refresher Training	2-days	1	8	Per Course	$ 7,581.55	$ 7,718.01	$ 7,856.94	$ 7,998.36	$ 8,142.33
874-4/RC	Radioactive Material Package Receipt and Inspection	1-day	1	8	Per Course	$ 4,082.37	$ 4,155.85	$ 4,230.66	$ 4,306.81	$ 4,384.33
Emergency Responders										
874-4/RC	National Incident Management (NIM) System Overview	3-day	1	8	Per Course	$ 10,497.53	$ 10,686.48	$ 10,878.84	$ 11,074.66	$ 11,274.00
874-4/RC	Emergency Operations for Senior	3-day	1	8	Per Course	$ 10,497.53	$ 10,686.48	$ 10,878.84	$ 11,074.66	$ 11,274.00

SIN	Course Title	Course Length	Minimum Participants	Maximum Participants	Unit of Issue	Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
	Federal Official									
874-4/RC	Emergency Classification Decision-Making	2-day	1	8	Per Course	$ 7,581.55	$ 7,718.01	$ 7,856.94	$ 7,998.36	$ 8,142.33
874-4/RC	Emergency Management Hazards Assessment	3-day	1	8	Per Course	$ 10,497.53	$ 10,686.48	$ 10,878.84	$ 11,074.66	$ 11,274.00

3.2.2 Additional Participant's Rates

SIN	Course Title	Course Length	Site	Unit of Issue	Additional Individual Price				
					Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
Occupational Safety and Health									
874-4/RC	Job Hazard Analysis	2-days	Contractor	Per Individual	$ 933.11	$ 949.91	$ 967.01	$ 984.41	$ 1,002.13
874-4/RC	Industrial Hygiene	3-days	Contractor	Per Individual	$ 1,224.71	$ 1,246.76	$ 1,269.20	$ 1,292.04	$ 1,315.30
874-4/RC	Toxicology	2-days	Contractor	Per Individual	$ 933.11	$ 949.91	$ 967.01	$ 984.41	$ 1,002.13
874-4/RC	OSHA Standards and Compliance	2-days	Contractor	Per Individual	$ 933.11	$ 949.91	$ 967.01	$ 984.41	$ 1,002.13
874-4/RC	Hazardous Waste Management	1-day	Contractor	Per Individual	$ 524.88	$ 534.32	$ 543.94	$ 553.73	$ 563.70
874-4/RC	MSDS and Chemical Hazard Communication	1/2 day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85

SIN	Course Title	Course Length	Site	Unit of Issue	Additional Individual Price				
					Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
874-4/RC	Respirators and Personal Protective Equipment	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Emergency Planning & Community Right to Know Act (EPCRA)	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Confined Space Entry	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Ladder Safety	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Electrical Safety	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Cold and Heat Stress Management	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Fall Protections	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Lockout/Tagout	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Hearing Conservation	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Machine Safety	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Welding, Cutting and Brazing	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Air Monitoring Protection	1/2-day	Contractor	Per Individual	$ 262.44	$ 267.16	$ 271.97	$ 276.87	$ 281.85
874-4/RC	Laboratory Safety	1-day	Contractor	Per Individual	$ 524.88	$ 534.32	$ 543.94	$ 553.73	$ 563.70

SIN	Course Title	Course Length	Site	Unit of Issue	Additional Individual Price				
					Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
Radiological Protection and Radiation Safety									
874-4/RC	Radiological Worker Training	5-days	Contractor	Per Individual	$ 1,749.59	$ 1,781.08	$ 1,813.14	$ 1,845.78	$ 1,879.00
874-4/RC	Shipping Radioactive Materials with Radiation Fundamentals	1-day	Contractor	Per Individual	$ 524.88	$ 534.32	$ 543.94	$ 553.73	$ 563.70
874-4/RC	Characterization, Decontamination, and Decommissioning	5-days	Contractor	Per Individual	$ 1,749.59	$ 1,781.08	$ 1,813.14	$ 1,845.78	$ 1,879.00
874-4/RC	Radioactive Waste Management and Disposal	3-days	Contractor	Per Individual	$ 1,224.71	$ 1,246.76	$ 1,269.20	$ 1,292.04	$ 1,315.30
874-4/RC	Basic Radiation Safety	1-day	Contractor	Per Individual	$ 524.88	$ 534.32	$ 543.94	$ 553.73	$ 563.70
874-4/RC	Radiation Safety Refresher Training	2-days	Contractor	Per Individual	$ 933.11	$ 949.91	$ 967.01	$ 984.41	$ 1,002.13
874-4/RC	Radioactive Material Package Receipt and Inspection	1-day	Contractor	Per Individual	$ 524.88	$ 534.32	$ 543.94	$ 553.73	$ 563.70
Emergency Responders Emergency Responders									
874-4/RC	National Incident Management (NIM) System Overview	3-day	Contractor	Per Individual	$ 1,224.71	$ 1,246.76	$ 1,269.20	$ 1,292.04	$ 1,315.30

SIN	Course Title	Course Length	Site	Unit of Issue	Additional Individual Price				
					Year 1 (3/11/15 – 3/10/16)	Year 2 (3/11/16 – 3/10/17)	Year 3 (3/11/17 – 3/10/18)	Year 4 (3/11/18 – 3/10/19)	Year 5 (3/11/19 – 3/10/20)
874-4/RC	Emergency Operations for Senior Federal Official	3-day	Contractor	Per Individual	$ 1,224.71	$ 1,246.76	$ 1,269.20	$ 1,292.04	$ 1,315.30
874-4/RC	Emergency Classification Decision-Making	2-day	Contractor	Per Individual	$ 933.11	$ 949.91	$ 967.01	$ 984.41	$ 1,002.13
874-4/RC	Emergency Management Hazards Assessment	3-day	Contractor	Per Individual	$ 1,224.71	$ 1,246.76	$ 1,269.20	$ 1,292.04	$ 1,315.30

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are in line with the geographic scope of the contract (i.e. nationwide).

SCA Matrix		
SCA Eligible Contract Labor Category	**SCA Equivalent Code Title**	**Current WD# Rev. 12**
Administrative Specialist III	01313 Secretary III	2005-2103
Administrative Specialist II	01312 Secretary II	2005-2103
Administrative Specialist II/Clerk	01311 Secretary I	2005-2103

4 Professional Services Schedule Labor Category Descriptions

4.1 Nationally Recognized Expert Consultant

Recognized expert representing the highest level of technical capabilities in his or her field. Provide high-level functional analysis, design, integration, documentation, and implementation on exceptionally complex problems requiring extensive knowledge on the subject matter. Provides special knowledge or skills in specific areas of endeavor to government and captures all key requirements while providing multiple points-of-view regarding the criticality of the tasks and competencies. Provide expertise on an as-needed basis to all task assignments. Coordinate with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirements.

Title	Minimum/General Experience	Education	SINS
Nat. Rec. Expert Consult – Env.	20 years, or equivalent	Master's from an accredited university or college in subject-matter technical or business area, or equivalent	899-1/RC , 899-3/RC, 899-8/RC
Nat. Rec. Expert Consult	20 years, or equivalent	Master's from an accredited university or college in subject-matter technical or business area, or equivalent	874-1/RC , 874-6/RC, 874-7/RC

4.2 Subject Matter Expert

Provide high-level functional system analysis, design, integration, documentation, and implementation on exceptionally complex problems requiring extensive knowledge of the subject matter. Serve as senior subject matter technical expert in all relevant project areas.

Title	Minimum/General Experience	Education	SINS
SME	Due to emerging technology and or specialized skill, amount of experience is not relevant.	Master's Degree or higher from an accredited university in engineering, computer science, a related technical discipline, or equivalent	874-4/RC

4.3 Program Manager

Responsible for overall management of the contract and supervising the project manager. Manage short and long-term technical projects and personnel at diverse locations and encompassing all facets of project management and quality control, including consulting, scheduling, and financial control of the project budget, monitoring of progress, lead contact with client. Ensures appropriate company resources (personnel and non-personnel) are available to the project manager as required during the execution of the project. Authorized to contractually commit company resources to the contract. Typically has a specialty in which he or she is the lead technical specialist.

Title	Minimum/General Experience	Education	SINS
Sr. Program Mgr. - Training	15 years, or equivalent	Master's from an accredited university or college in a technical discipline or equivalent	874-4/RC
Sr. Program Mgr. - Env.	15 years, or equivalent	Master's from an accredited university or college in a technical discipline or equivalent	899-1/RC, 899-3/RC, 899-8/RC
Sr. Program Mgr.	15 years, or equivalent	Master's from an accredited university or college in a technical discipline or equivalent	874-1/RC, 874-6/RC, 874-7/RC
Program Mgr.	10 years, or equivalent	Master's from an accredited university or college in a technical discipline or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC

4.4 Principal

Manage the technical direction of a project through implementation, enhancement, integration and testing solutions. Provide extensive knowledge base in the support area. Evaluates and assesses new projects. Schedules, monitors and serves as escalation point for project issues. Submits reports and manages personnel. Work closely with client.

Title	Minimum/General Experience	Education	SINS
Prin II- Env.	15 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent	899-1/RC, 899-3/RC, 899-8/RC
Prin II	15 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC
Prin I- Env.	10 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent1.	899-1/RC, 899-3/RC, 899-8/RC
Prin I	10 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent1.	874-1/RC, 874-6/RC, 874-7/RC

4.5 Project Manager

Has authority and responsibility for the planning and production of all contract activities. Organizes, directs, and coordinates the planning and execution of contract support activities, and assembles and recruits resources necessary for the performance of assigned projects. Serve as liaison between Contractor personnel, the Contracting Officer's Technical Representative (COTR), the contracting Officer (CO), and corporate management. Plans, organizes, and controls the overall activities of the project, i.e., project management, technical work, quality of work, schedule, and costs associated with various task orders issued under the contract. Have overall for ensuring that proper methodologies and procedures are followed in accordance with project requirements.

Title	Minimum/General Experience	Education	SINS
Training Project Man II	10 years, or equivalent	Master's Degree from an accredited university in a technical discipline or equivalent	874-4/RC
Training Project Man I	8 years, or equivalent	Bachelor's Degree from an accredited university or college in engineering, computer science, a related technical discipline, or equivalent	874-4/RC
Project Mgr.	8 years, or equivalent	Bachelor's degree from an accredited university or college in a related engineering, computer science, physical science, business, or technical discipline or equivalent1	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC

4.6 Corp. Tech. Planning Mgr.

Under general direction, provides technical assistance to facilitate planning and directing the design, installation, modification, and operation of an information system capability. Evaluate vendor proposals for purchases of hardware, software, and technical services to assure adherence to technical specifications. Analyze proposed and actual projects in terms of the feasibility of using information systems. Prepare long- and short-range plans for application selection, software systems development, system maintenance, production activities, and for necessary support resources. Plans and recommends changes to the capacity of the operating system and its configuration. Prepares cost estimates for current and proposed projects reflecting the equipment and staff requirements.

Title	Minimum/General Experience	Education	SINS
Corp Tech Planning Mgr.	10 years, or equivalent	Master's Degree or higher from an accredited university in engineering, computer science, a related technical discipline, or equivalent	874-4/RC

4.7 Senior Engineer/Scientist

Perform work of a technically complex nature regarding the specific project. Responsible for quality of technical analyses performed on the specific project. Direct and review the work of engineers. Provides leadership and supervision in the development of complex technical solutions for engineered and/or controls systems designs and studies. Perform project coordination and management of design team. Facilitate coordination of trade work with other disciplines. Provide comprehensive technical support to meet project requirements. Has full responsibility for discipline project planning, organization, technical solutions, and successful project completion. Review engineering calculations or drawings. Performs expert analysis and leads report preparation.

Title	Minimum/General Experience	Education	SINS
Sr. Eng./Sci.	10 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Eng./Sci.	5 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC

4.8 Engineer

Plan and evaluate systems and make recommendations for implementing new technologies and for the resources required to maintain and/or expand service levels. Provide highly skilled technical assistance in systems planning, engineering, and architecture. Develop technical standards and interface applications; identifies and evaluates new products; provides resolutions for engineering problems. Primary responsibilities include technical feasibility studies and design phases of projects as well as actual system implementation. Require strong systems engineering and programming skills. Assist in the design, implementation, maintenance, development, installation, testing and monitoring of interface, computer and communication hardware and software programs and operating system software. Involved in the implementation and testing of projects. Interface with vendors to identify and purchase hardware and software. Depending on level, may function as lead position for other engineers or work under supervision.

Title	Minimum/General Experience	Education	SINS
Advanced Eng.	15 years, or equivalent	Bachelor's Degree or higher from an accredited university in engineering, computer science, a related technical discipline, or equivalent	874-4/RC
Sr. Eng.	10 years, or equivalent	Bachelor's Degree or higher from an accredited university in engineering, computer science, a related technical discipline, or equivalent	874-4/RC
Eng.	5 years, or equivalent	Bachelor's Degree or higher from an accredited university in engineering, computer science, a related technical discipline, or equivalent	874-4/RC
Associate Eng.	3 years, or equivalent	Bachelor's Degree or higher from an accredited university or college in engineering, computer science, a related technical discipline, or equivalent	874-4/RC
Assistant Eng.	2 years, or equivalent	Bachelor's Degree or higher from an accredited university or college in engineering, computer science, a related technical discipline, or equivalent	874-4/RC

Title	Minimum/General Experience	Education	SINS
Junior Eng.	1 year, or equivalent	Bachelor's Degree or higher from an accredited university or college in engineering, computer science, a related technical discipline, or equivalent1	874-4/RC

4.9 Hydrogeologist

Performs challenging and progressive work on projects related to site investigations, water quality evaluations and remediation of contaminated groundwater. Work individually or as part of a project team. Work may include, but is not limited to: geologic and hydrogeologic investigations for solid waste facilities; investigations of contaminated soil, sediment and groundwater; field work, collection of soil and groundwater samples; aquifer test performance and analysis; numerical modeling of groundwater flow and transport; preparation of drilling/soil boring logs, cross-sections, geologic maps and technical reports; and project management. Have strong technical, writing and problem solving skills, excellent communication skills, and attention to detail

Title	Minimum/General Experience	Education	SINS
Hydrogeologist	4 years, or equivalent	Bachelor’s degree from an accredited university or college in a related earth science, engineering, physical science, or technical field	899-1/RC , 899-3/RC, 899-8/RC

4.10 Toxicologist/Epidemiologist/Biostatistician

Scientifically and technically competent in at least one of the following technical disciplines: toxicology, chemistry, biostatistics, epidemiology, biology, pharmacology, food science, public health, mathematics, nurse, or risk assessment. Provide thoughtful, scientific analysis and possess critical-thinking, mathematical and statistical skills regarding public health, biology and biostatistics and toxicology environments.

Title	Minimum/General Experience	Education	SINS
Toxic/Epid/Biostat	5 years, or equivalent	Bachelor’s degree from an accredited university or college in a related science, engineering, medical science, physical science, or technical field	899-1/RC, 899-3/RC, 899-8/RC

4.11 Management/Program Analyst

Manage technical direction of the project through design, implementation and testing. Analyzes information processing and design requirements across a range of capabilities including numerous engineering, technical, business, and records management functions. Knowledgeable of the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency. Develop strategic plans and alternative solutions for organizational units. Defines the problem/support needs,

and develops requirements and program specifications. Coordinate closely with scientists and engineers to ensure implementation of program specifications.

Title	Minimum/General Experience	Education	SINS
Sr. Man/ Program Analyst	10 years, or equivalent	Bachelor's degree from an accredited university or college in a related engineering, computer science, physical science, or technical field	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Sr. Man/ Program Analyst-Training	10 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent	874-4/RC
Man /Program Analyst	5 years, or equivalent	Bachelor's degree from an accredited university or college in a related engineering, computer science, physical science, or technical field	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Man /Program Analyst – Training	5 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent	874-4/RC

4.12 Environmental Planner

Manage technical aspects of the project through planning, design, implementation and testing. Analyzes project requirements, sets up milestones, and prepares assessment and reports. Leads the preparation of environmental impact assessments (EIA) and constructs environmental management systems (EMS). Participate in decision making processes required for managing relationships within and between natural systems and industrial systems. Leads environmental planning assessments and analyzes environmental issues that will facilitate critical decision making. Perform work of a technically complex nature regarding the specific project. Responsible for the oversight of compliance of project activities to all applicable environmental laws and regulations.

Title	Minimum/General Experience	Education	SINS
Sr. Env. Planner	10 years, or equivalent	Bachelor's degree from an accredited university or college in a related engineering, computer science, physical science, or technical field	874-1/RC, 874-6/RC, 874-7/RC

4.13 Nuclear Materials/Waste Management Specialist

Technically competent in at least two of the following technical disciplines: environmental sciences, hazardous waste management, radioactive waste management, policy, chemistry, physics, nuclear engineering, environmental restoration, nuclear safety, or risk assessment.

Title	Minimum/General Experience	Education	SINS
Nuc. Mat/Waste Man Spec	5 years, or equivalent	Bachelor's degree from an accredited university or college in a related engineering, science, physical science, or technical field	899-1/RC , 8993/RC, 899-8/RC

4.14 Instructional Technologist

Serve as instructor in delivering training and/or developing programs. Formulates and provides overall direction for the training activities within the task. Works with training specialists, vendors, and clients to ensure that scope of training activities is current and appropriate to meet client requirements. Responsible for adopting new communication technology and the creation of new communications materials, such as a training curriculum, training courses, pamphlets, brochures, booklets, speeches, presentations or magazines. Reviews training programs and identifies training required by law and/or agency policies. Develop technology-based delivery methods of learning activities (Web-based, etc.). Ensure that mandatory training needs are met on time, and utilize the Kirkpatrick Model for training evaluation. Develop criteria for evaluating the effectiveness of these activities.

Title	Minimum/General Experience	Education	SINS
Prin. Instr. Tech	8 years, or equivalent	Bachelor's Degree from an accredited university or college in an instructional systems design, adult education, human resource management, or related field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Prin. Instr. Tech – Training	8 years, or equivalent	Bachelor's Degree from an accredited university or college in an instructional systems design, adult education, human resource management, or related field, or equivalent	874-4/RC
Instr. Tech.	5 years, or equivalent	Bachelor's Degree from an accredited university or college in an instructional systems design, adult education, human resource management, or related field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Instr. Tech-Training	5 years, or equivalent	Bachelor's Degree from an accredited university or college in an instructional systems design, adult education, human resource management, or related field, or equivalent.	874-4/RC

4.15 Policy Analyst/Regulatory Compliance Specialist

Assist in policy development. Researches and gathers data and analyzes safety and public health issues. Study the impact of public policy, legislation, and regulations affecting public health. Reviews, analyzes, and recommends policy, policy formation, alternatives, standards, and procedure standardization. Establish, monitor, and maintain contact with regulatory agencies. Research regulatory requirements and applies technical, engineering, science, and management to ensure regulatory requirements are met. Work with engineers and/or scientists to demonstrate regulatory requirements are in compliance

and adequately documented. Perform project work requiring a familiarity with certain technical skills and a broad knowledge of application environmental laws and standards.

Title	Minimum/General Experience	Education	SINS
Policy Analyst	5 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC

4.16 Programmer/Database

Analyze system requirements and design specifications. Develop and/or maintain operating systems, communications software, database packages, compilers, assemblers, and utility programs. Translate detailed design into computer software. Administer database organizations, standards, controls, procedures, project plans, diagrams and software programs. Provide technical consulting in the definition, design, creation and operation of a database environment. Provide software installation support, testing, systems integration, programming, debugging, modification, and training. Define the logic, test, code, debug, and refine the computer software to produce the required product. Prepare system and program specifications and documentation that include designing report formats, record layouts, screen layouts and algorithms. Assist applications development staff and users on database solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases.

Title	Minimum/General Experience	Education	SINS
Prin. Programmer	8 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Prin. Programmer-Training	8 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-4/RC
Adv. Sys Programmer	15 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-4/RC

Title	Minimum/General Experience	Education	SINS
Sr. Systems Programmer	10 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-4/RC
Systems Programmer	5 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-4/RC
Assoc. Sys Programmer	3 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-4/RC
Computer Programmer / Database Spec	3 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Jr. Programmer / Jr. Database Administrator	1 year, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC

4.17 Health & Safety Specialist

Reviews, evaluates, and analyzes work environments, hazards and impacts from an industrial process or a work place. Designs programs and procedures and implements a HAS&P to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. Develops technical and instructional manuals and guidelines for hazardous substances used in the workspace. Selects alternate control methods (engineering controls, protective equipment) used to protect workers against toxic substances and/or physical agents. Analyzes and interprets guidelines for superfund activities, hazardous substances, and radioactive materials.

Title	Minimum/General Experience	Education	SINS
Health & Safety Spec	5 years, or equivalent	Bachelor's degree from an accredited university or college in a related engineering, computer science, physical science, or technical field	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC

4.18 Chemist/Waste Transportation Specialist

Technically competent in at least two of the following technical disciplines: hazardous waste management, radioactive waste management, environmental compliance, environmental policy, chemistry, biology, physics, general sciences, geology, environmental restoration, safety, or risk management.

Title	Minimum/General Experience	Education	SINS
Chem. / Waste Trans Spec	3 years, or equivalent	High school diploma with eight years relevant experience or Bachelor's degree from an accredited university or college in a related engineering, science, earth science, or technical field	899-1/RC , 8993/RC, 899-8/RC

4.19 Network Engineer

Provide independent services and leadership in specialized technical areas of networking. Provide expert advice and assistance in state-of-the-art software/hardware solutions involving hardware of various capacities, multiple operating environments, database management systems specialized software, data communications facilities and protocols including Value Added Networks, fourth generation technologies, and complex software tools or packages. Performs analyses and studies, enhances or implements system software solutions, performs test and acceptance phases.

Title	Minimum/General Experience	Education	SINS
Network Eng.	8 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Network Eng.-Training	8 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent	874-4/RC

4.20 Configuration and Data Management Analyst

Identifies requirements for and assists clients in developing and implementing configuration management systems. Assist in preparation of basic system specifications, including procedures for establishing change reporting requirements, authorization, and documentation. Analyzes change orders and interprets policies for reporting product design changes. Organizes configuration management documents required for audits and client meetings. Prepares change packages for inspections by client personnel. Maintains appropriate configuration schedules, budgets, and design records; prepares and distributes status accounting reports.

Title	Minimum/General Experience	Education	SINS
Configuration and Data Management Analyst	2 years, or equivalent	Bachelor's Degree from an accredited college or university in a related technical discipline or equivalent	874-4/RC

4.21 Principal Technical Specialist

Plans and evaluates complex systems and makes recommendations for implementing new technologies and the resources required to maintain and/or expand service levels. Provide highly skilled technical assistance in systems planning, engineering, and architecture. Develops technical standards and interface applications; identifies and evaluates new products; provides resolutions for engineering problems. May interface with vendors to identify and purchase hardware and software. May function as lead position for other technical staff members.

Title	Minimum/General Experience	Education	SINS
Principal Technical Specialist	15 years, or equivalent	Bachelor's Degree from an accredited university in a related technical discipline or equivalent	874-4/RC

4.22 Communication Specialist

Analyzes communications protocols, networks, and architectures (e.g., traffic, connect time, transmission speeds, packet sizes and throughput) and recommend procurement, removals and modifications to network components. Designs and optimizes network topologies and site configurations. Advises on installations, transitions and cut-over of communications components and capabilities. Assist other project members with analysis and evaluation and with the preparation of recommendations for improvements, optimization, development and/or maintenance efforts in networking and communications.

Title	Minimum/General Experience	Education	SINS
Comm. Spec.	3 years, or equivalent	Bachelor's degree from an accredited university or college in a related engineering, computer science, physical science, or technical field	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Comm. Spec. - Training	3 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent1	874-4/RC

4.23 VTC Support Specialist

Provides total life cycle VTC solutions to clients, including requirements analysis, ordering, testing, installation, integration, training, and help desk services. Perform new technology and equipment research and development to ensure that the client always has the best possible solution. Recommends and performs upgrades or replacements.

Title	Minimum/General Experience	Education	SINS
VTC Support Specialist	5 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, or technical field, or equivalent1	874-4/RC

4.24 Web Applications Specialist

Formulate/define web application system scope and objectives. Devise or modify procedures to solve complex problems using web-based applications, considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which system web-based programs will be written. Designs, codes, tests, debugs, and documents web based-programs. Require knowledge of applications and systems web-based programming.

Title	Minimum/General Experience	Education	SINS
Web Applications Specialist	5 years, or equivalent	Bachelor's Degree or higher from an accredited university or college in engineering, computer science, a related technical discipline, or equivalent	874-4/RC

4.25 Web Design Specialist

Responsible for web design, coding, implementation, testing, debugging, maintenance, and continued user support. Interface with users to determine scope of project and best web design medium. Executes web design projects and coordinates web production scheduling. Ensure that web design projects are completed on time, within budget, and to user's satisfaction. Train other web designers in proper use of web design software. Troubleshoot websites to ensure proper functionality. Perform regular update and website maintenance.

Title	Minimum/General Experience	Education	SINS
Web Design Specialist	3 years, or equivalent	Bachelor's Degree from an accredited university or college in a related technical discipline, or equivalent	874-4/RC

4.26 Research Associate & Technical Writer/Editor

Perform research and provides preliminary analysis to engineers or scientists on technical projects. Provides support to project personnel in the areas of literature searches, basic analyses, and technical writing. Works with technical personnel such as; engineers and scientists, regarding editing and publication of various types of documents and reports such as; test plans, technical reports, and periodic publications. Oversee in-house production flow of technical publications. Provide final document security check for all documents.

Title	Minimum/General Experience	Education	SINS
Research Associate & Technical Writer/Editor	5 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications, or technical field, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Research Associate & Technical Writer/Editor-Training	5 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications, or technical field, or equivalent	874-4/RC

4.27 Public Outreach Specialist

Provide project related outreach, education and training activities. Coordinate activities and schedules. Develop program related materials. Collate administrative and data report requirements. Public speaking, presentations, briefings, and facilitates group discussions. Use communication technology and social media.

Title	Minimum/General Experience	Education	SINS
Public Outreach Spec	3 years, or equivalent	Bachelor's degree from an accredited university or college in a related general science, liberal art, psychology, communication, science, or business field	899-1/RC, 899-3/RC, 899-8/RC
Public Outreach Spec.-Training	3 years, or equivalent	Bachelor's Degree from an accredited university or college in a related general science, liberal art, psychology, communication, science, or business field, or equivalent1	874-4/RC

4.28 Desktop Publication Specialist/Graphic Artist

Provide support to project personnel in the areas of report layout and design, color selections, and development of graphic materials. Coordinate and oversee production of reports, visual materials, and other documents.

Title	Minimum/General Experience	Education	SINS
Desktop Publication Spec/Graphic Artist	3 years, or equivalent	Bachelor's degree from an accredited university or college in a graphic design, communications, or technical field	899-1/RC , 899-3/RC, 899-8/RC
Desktop Publication Spec/Graphic Artist-Training	3 years, or equivalent	Bachelor's Degree from an accredited university or college in a graphic design, communications, or technical field, or equivalent	874-4/RC

4.29 Training Specialist

Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepare all instructor materials (course outline, background material, and training aids). Prepare all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops, and seminars.

Title	Minimum/General Experience	Education	SINS
Training Specialist III	10 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-4/RC
Training Specialist II	8 years, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-4/RC
Training Specialist I	3 year, or equivalent	Bachelor's Degree from an accredited university or college in a related engineering, computer science, physical science, communications related, or technical field, or equivalent	874-4/RC

4.30 Analyst

Under supervision, performs a variety of tasks that are broad in nature and concerned with design and implementation including concept analysis, feasibility studies, requirements analysis, systems/architecture analysis, development and integration, independent testing and training planning and design of logistics support including material goods, personnel, and operational maintenance. Perform with some latitude for non-reviewed actions and decisions.

Title	Minimum/General Experience	Education	SINS
Analyst IV-Training	10 years, or equivalent	Bachelor's Degree from an accredited university in a technical discipline or equivalent	874-4/RC
Analyst III-Training	8 years, or equivalent	Bachelor's Degree from an accredited university in a technical discipline or equivalent	874-4/RC
Analyst III	5 years, or equivalent	Bachelor's degree from an accredited university or college in a related field	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Analyst II-Training	5 years, or equivalent	Bachelor's Degree and four (4) years of experience; however, four (4) years training experience may be substituted for Degree	874-4/RC

Title	Minimum/General Experience	Education	SINS
Analyst II	3 years, or equivalent	Bachelor's degree from an accredited university or college in a related field	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Analyst I- Training	1 year, or equivalent	Bachelor's Degree from an accredited university or college in a related field	
Analyst I	1 year, or equivalent	Bachelor's degree from an accredited university or college in a related field	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC

4.31 Administrative Specialist

Assist management in all business, cost containment, accounting activities, office administration, contract administration, and facility operation activities. Responsible for providing cost control advice to managers. Responsibilities may also include typing, word processing, key entry, and similar activities. A technical environment and a wide range of office/program management support capabilities including word processing, data management support, spreadsheet, etc. Possess oral and written communication skills as well as office management skills.

Title	Minimum/General Experience	Education	SINS
Admin Spec III	10 years, or equivalent	HS Diploma, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Admin Spec III- Env.	10 years, or equivalent	HS Diploma, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Admin Spec III- Training	10 years, or equivalent	HS Diploma, or equivalent	874-4/RC
Admin Spec II-Training	5 years, or equivalent	HS Diploma, or equivalent	874-4/RC
Admin Spec II	5 years, or equivalent	HS Diploma, or equivalent	874-1/RC, 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC
Admin Spec I/Clerk	1 year, or equivalent	HS Diploma, or equivalent	874-1/RC, 874-4/RC 874-6/RC, 874-7/RC, 899-1/RC, 899-3/RC, 899-8/RC

EQUIVALENCIES

For the purposes of meeting the government's requirements, college Degrees or directly related college-level study may be substituted with and for experience at the rate of one academic years of study for one (1) year of relevant experience, up to a maximum four (4) years of study. Four (4) years of demonstrated relevant experience is Bachelor Degree equivalence. A programming certificate from a technical or vocation school is equivalent to two (2) years of undergraduate study. An AA/AS Degree at an accredited college or university can be substituted for 18 months of experience.

5 Training Course Descriptions SIN: 874-4/RC

5.1 Occupational Safety and Health Training

OSH – 1 Job Hazard Analysis

The prevention of workplace injuries and illnesses are everyone's responsibility. You can prevent workplace injuries and illnesses by using safe and efficient work methods. However, to maintain a safe and healthful workplace, you must have the knowledge necessary to identify, understand, and evaluate hazards. This Job Hazard Analysis course will provide you with information on common hazards and tools that you can use to perform hazard identification and evaluation on a day-to-day basis. During this course, you should focus on the common sense aspects of performing hazard identification.

You can create a safe and healthful workplace by recognizing and evaluating hazards, and then responding by eliminating or controlling the hazard. This is an ongoing process that should be integrated into your day-to-day work.

At the end of the training course, you should be able to:

- Describe the importance of the hazard identification and evaluation process
- Recognize hazards that you may encounter in the workplace
- Evaluate workplace hazard- potential
- Describe the job hazard analysis (JHA) process
- Determine the actions needed to mitigate hazards

OSH – 2 Industrial Hygiene

The Introduction to Industrial Hygiene course provides an introduction to the diverse field of occupational health.

This course covers the following:

- Industrial Hygiene
- Environmental Factors or Stresses
- Routes of Entry
- Types of Air Contaminants
- Threshold Limit Values
- Federal Occupation Safety and Health Standards
- Recognition of Health Hazards

At the end of the training course, you should be able to:

- Identify types of contaminants
- Identify and define the factors or stresses influencing workers
- Identify and define the routes of entry into the body
- Know the precise definitions of terms commonly used in industrial hygiene

OSH – 3 Toxicology

This training course presents general concepts and principles of toxicology. The principles of toxicology are used to ensure safe exposure levels. Toxicology, for the purpose of this course, is the study of the effects of chemicals on living organisms. It is a broad science because of the variety of potential effects and the diversity of chemicals. Toxicity is an inherent characteristic of all chemicals and a certain dose of any substance may cause illness, injury, or death.

At the end of the training course, you should be able to:

- Define basic toxicology fundamentals
- Understand how you may be exposed to hazardous chemicals and substances
- Recognize the effect various chemicals may have on your body
- Explain current occupational exposure guidelines

OSH – 4 OSHA Standards and Compliance

This course will provide the information you need in order to apply the Occupational Safety and Health Administration (OSHA) standards to hazards in your workplace. OSHA Administers the Federal safety and health laws that require employers to provide a safe and healthy workplace for their employees. OSHA regulations can seem difficult to read and understand, but this course will help you overcome those fears.

This course describes the OSHA Act and OSHA standards. The better these are understood, the better they can be applied to protect and improve the quality of life for all employees in the workplace.

This course includes the following:

- OSH Act Coverage
- OSHA Standards
- Horizontal and Vertical Standards
- Code of Federal Regulations
- Paragraph Numbering System
- Color Coding
- Recordkeeping and Reporting
- Workplace Inspections
- Citations and Penalties
- Appeals Process
- OSHA Approved State Programs
- Employer Responsibilities and Rights
- Employee Responsibilities and Rights

At the end of the training course, you should be able to:

- Understand who is covered by the OSH Act
- Understand the general process of standard development
- Know recordkeeping and employee information requirements

- Understand how OSHA inspections are conducted and citations and penalties are issued
- Understand employer and employee rights and responsibilities
- Understand the general process of OSHA standards
- Understand the format to which OSHA standards are written
- Understand a simplified color-coding system to make using OSHA standards easier

OSH – 5 Hazardous Waste Management

Wastes must be properly managed. Waste can be classified as non-hazardous solid, hazardous chemical, infectious, radioactive, special, or polychlorinated biphenyls (PCB). This course presents information on general waste management practices, specific practices for each of the six categories of waste commonly generated, and employee responsibilities in managing the waste from generation to disposal.

Preventing spills, fires, and explosions of hazardous materials during transportation is a major goal for the U.S. Department of Transportation (DOT). Therefore, DOT developed and adopted standards for packaging and identifying hazardous materials that are shipped by any mode of transportation. These standards must be followed if you ship hazardous chemicals or samples.

DOT standards must also be followed for any chemical, sample, or hazardous material you may take with you (or check in your baggage) on aircraft. Some materials (such as nitric acid) are considered so hazardous that they are totally prohibited from being shipped or carried on aircraft.

At the end of the training course, you will be able to:

- Describe general waste management practices that can be used
- Understand the types of waste that are common
- Explain general procedures for identification, storage, transportation, and disposal of the major waste streams
- Classify materials as hazardous
- Assign hazard classes

OSH – 6 MSDS and Chemical Hazard Communication

This course addresses the issues of evaluating and communicating hazards to workers. Evaluation of chemical hazards involves a number of technical concepts and is a process that requires the professional experience of experts. This training course is designed so that employers who simply use chemicals, rather than produce or import them, are not required to evaluate the hazards of those chemicals.

At the end of the training course, you should be able to:

- Understand the requirements for manufacturers, distributors, and employers
- Understand staff responsibilities
- Determine ways to identify hazardous chemicals in the workplace
- Identify the key items/actions that must be implemented as part of the hazardous communication program
- Understand how to use MSDS

OSH – 7 Respirators and Personal Protective Equipment

The content of this course was designed to provide the student with the information as required by OSHA's Standard for Respiratory Protection, which is found in the Code of Federal Regulations as Title 29 Part 1910.134. This course will help the student get the maximum benefit from wearing an air-purifying respirator in the workplace. To accomplish this, the following will be discussed:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator
- What the limitations and capabilities of the respirator are
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions
- How to inspect, put on and remove, use, and check the seals of the respirator
- What the procedures are for maintenance and storage of the respirator
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators

The course outline will include:

- Respirator Selection
- Medical Evaluations
- Fit Testing
- Use of Respirators
- Use of Protective Clothing
- Use of PPE
- Maintenance and Care

OSH – 8 Emergency Planning & Community Right to Know Act (EPCRA)

EPCRA requires that state emergency response commissions and local emergency planning committees be established to develop and implement plans for responding to emergencies.

Employers subject to these requirements must inform the state and local emergency response authorities on EPCRA- regulated chemicals that are present on-site and must work with the LEPC to plan for emergencies associated with the chemicals.

This course presents Emergency Planning and Community Right-to-Know Act (EPCRA) requirements. EPCRA was designed to inform emergency planners and the public of potential chemical hazards, including:

- Chemical quantities at the work site
- The specific hazards presented by the chemicals
- The fate of chemicals (e.g., used, discharged, sold)
- Any unplanned releases

At the end of the training course, you should be able to:

- Identify the EPCRA-regulated chemicals used at your work site

- Understand the types of reporting that may be required under EPCRA
- Assist the Manager in determining whether the types and quantities of EPCRA- regulated chemicals present and/or used on-site exceed threshold amounts and trigger regulatory reporting
- Determine whether the work site has experienced a release of a chemical that requires notification to local emergency officials

OSH – 9 Confined Space Entry

The content of this course was specifically developed for employees working for the petroleum industry. It will give students information to recognize, understand, and develop a fully-functional permit-required confined space program to perform this type of work safely.

This course will help the student:

- Understand the definitions and hazards of confined spaces
- Understand their roles and responsibilities
- Understand the major elements of a confined space entry program

Course Outline will include:

- Roles and Responsibilities
- Identifying, Monitoring and Entering Confined Spaces
- The Permit System
- Your Responsibilities

OSH – 10 Ladder Safety

This course is no longer supported and is being replaced by a new Ladder Safety course with an 'All New Format.' The all new format includes the following enhancements:

- Improved user interface
- Help function
- Ability for the trainee to ask a question to a manager during the training course
- Book marking so the trainee can leave the course and pick up later
- Narration to improve the learning experience
- Closed caption for the hearing impaired

Slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths and are second only to motor vehicles as a cause of fatalities. The OSHA standard for walking and working surfaces applies to all permanent places of employment.

This training course covers the following:

- General Requirements
- Guarding Floor and Wall Openings and Holes
- Fixed Industrial Stairs
- Portable Ladders

- Fixed Ladders
- Safety Requirements for Scaffolding
- Manually Propelled Mobile Ladders, Stands, and Scaffolds (Towers)
- Other Working Surfaces

At the end of the training course, you should be able to:

- Identify the most commonly cited violations
- Understand how to guard against wall and floor openings and holes
- Understand the limitations of fixed industrial stairs and fixed ladders
- Understand the limitations of ladders and scaffolds

OSH – 11 Electrical Safety

This training course deals with OSHA's standards for electrical safety design. These standards cover only electrical system parts that an employee would use or with which she/he could make contact. The purpose is to minimize potential workplace hazards by specifying electrical equipment and systems design characteristics.

This course covers the following:

- General Requirements
- Wiring Design and Protection
- Wiring Methods and Components
- Equipment for General Use

At the end of the training course, you should be able to:

- Identify the general requirements for electrical safety design
- Define proper wiring design and methods
- Define proper installation and protection of electrical equipment and components
- Identify unsafe wiring design, methods, equipment, protection, and components

OSH – 12 Cold and Heat Stress Management

The content of this course has been specifically designed for workers who face the risk of heat-related illnesses on the job. At the conclusion of this course you will:

- Understand the dangers of cold and heat stress
- Recognize the signs and symptoms of the various stages of cold and heat stress
- Understand potential strategies to mitigate the effects of cold and heat and prevent heat stress

The course will teach:

- Overview
- Stages of Cold and Heat Stress
- Controlling Cold and Heat Stress
- Responsibilities

The student's comprehension of the training material is reviewed throughout the course with end of module quizzes to help the learning process.

OSH – 13 Fall Protection

The content of this course was designed to provide employees with the information required by OSHA's standard for Fall Protection in Construction, which is found in the Code of Federal Regulations as Title 29 Part 1926, Subpart M. The content of this course was designed to provide you with information as it relates to slips, trips, and falls. To accomplish this, we will be discussing major components, including:

- How to recognize the major causative factors for slips, trips, and falls
- How to be familiar with strategies that can be implemented in the workplace to reduce slips, trips, and falls

The course will teach:

- Definitions and Causes
- Preventive Measures
- Responsibilities

The student's comprehension of the training material is reviewed throughout the course with end of module quizzes to help the learning process.

Our objective is to give the student the information needed to recognize and understand fall hazards, as well as the work procedures necessary to perform work safely when working at heights. Course Outline will include:

- Fall Protection Strategies
- Equipment Use, Care, and Maintenance
- Responsibilities

The student's comprehension of the training material is reviewed throughout the course with end of module quizzes to help the learning process.

OSH – 14 Lockout/Tagout

This course is no longer supported and is being replaced by a new Control of Hazardous Energy course with an 'All New Format.' The all new format includes the following enhancements:

- Improved user interface
- Help function
- Ability for the trainee to ask a question to a manager during the training course
- Book marking so the trainee can leave the course and pick up later
- Narration to improve the learning experience
- Closed caption for the hearing impaired

OSH – 15 Hearing Conservation

This course was designed to provide the student with the information as required by OSHA's Noise Standard, which is found in the Code of Federal Regulations as Title 29 Part 1910.95. To accomplish this, the following will be discussed:

- The effects of noise on hearing
- The purpose of hearing protectors
- The advantages and disadvantages of various types of hearing protectors
- The proper selection, fitting, use, and care of hearing protectors
- The purpose of audiometric testing

Course Outline will include:

- Hearing Loss
- Measuring Sound
- Your Company's Hearing Loss Program
- Responsibilities

The student's comprehension of the training material is reviewed throughout the course with end of module quizzes to help the learning process.

OSH – 16 Machine Safety

Crushed hands and arms, severed fingers, and blindness are only a few possible machinery-related injuries. The entire list of possible machinery-related injuries is as long as it is horrifying. There seems to be as many hazards created by moving machine parts as there are types of machines. Therefore, safeguards are essential for protecting workers from needless and preventable injuries.

Any machine part, function, or process which may cause injury must be safeguarded. Where the operation of a machine or accidental contact with it can injure the operator or others in the vicinity, the hazard must be either controlled or eliminated.

At the end of this training course, you should be able to:

- Identify and define types of mechanical motions and actions along with where mechanical hazards occur
- Identify the requirements for safeguarding
- Understand how the various methods of machine guarding protect employees

OSH – 17 Welding, Cutting, and Brazing

Welding, cutting, and brazing are exceptionally dangerous. Compressed gases are often used to create an extremely hot flame. Different welding techniques can cause other hazards. The welder can be injured or cause damage to the work area in numerous ways, including fire, explosion, gas, and fume hazards. Good work practices must be followed in all welding, cutting, and brazing techniques to prevent injuries, fires, and explosions.

This course covers the following:

- Compressed Gases
- General Requirements
- Oxygen-Fuel Gas Welding and Cutting
- Arc Welding and Cutting
- Resistance Welding

At the end of the training course, you should be able to:

- Understand the general requirements concerning compressed gases
- Identify the general safety requirements for all types of welding
- Understand the general characteristics for the various types of welding
- Identify the specific safety requirements for:
    - Oxygen-fuel gas welding and cutting
    - Arc welding and cutting
    - Resistance welding

OSH – 18 Air Monitoring Protection

This course presents information on air monitoring to help personnel protect themselves from hazardous contaminants in the air. Air monitoring devices are used to evaluate the following types of atmospheres.

- Flammable/explosive
- Toxic
- Oxygen-deficient and oxygen-enriched
- Radioactive
- Biological

At the end of the training course, you should be able to:

- List the purpose and uses of air monitoring
- Recognize the types of air monitoring methods
- Identify various types of air monitoring equipment
- Recognize the characteristics of the various air monitoring methods
- Identify Air monitoring results

OSH – 19 Laboratory Safety

This training course covers OSHA compliance requirements of Title 29 of the Code of Federal Regulations, Part 1910.1450. Employees conducting laboratory activities encounter a wide variety of potential health and safety hazards. Exposure to hazards will vary depending on the type and duration of the activity. Planning and preparation for laboratory activities is an important part of ensuring a safe and healthful laboratory work environment.

The planning and preparation process includes techniques and procedures for:

- Researching and identifying the potential for occupational hazards and risks
- Evaluating risks/hazards and minimizing the potential for exposure

- Selecting and maintaining appropriate protective equipment, clothing, and other hazard control measures

At the end of the training course, you should be able to:

- Identify key elements that must be considered when planning and preparing for laboratory activities
- Review the laboratory's Chemical Hygiene Plan (CHP)
- Conduct hazard assessments
- Select appropriate control measures (administrative, engineering control measures, personal protective equipment (PPE), etc.)
- Identify emergency procedures

5.2 Radiological Protection and Radiation Safety

RPRS – 1 Radiological Worker Training

The U.S. Department of Energy (DOE) requires DOE staff and contractors to receive radiation safety training commensurate with the level of potential occupational radiological hazards. These courses are offered quarterly and are conducted concurrently. Students would take the course that is appropriate to their facility requirements.

Rad Worker I provides appropriate training for individuals who work with radioactive material or radiation producing devices that do not produce high radiation fields. Students will learn to work safely in areas containing radioactive materials, utilize radiation work permits, and demonstrate radiation monitoring practices. Successful course completion also includes passing a written examination.

Rad Worker II includes all of the training for Rad Worker I plus additional training appropriate for individuals who might enter high radiation or contaminated areas or who may work with unsealed quantities of radioactive materials. This class will include exercises for donning and removing protective clothing and performing radiation frisking.

Course outline will include:

- Introduction and Course Overview
- Radiation Fundamentals
- Biological Effects
- Radiological Limits and Administrative Control Levels
- ALARA Program
- Personnel Monitoring Programs
- Radiological Access Controls & Postings
- Radiation Emergencies
- High & Very High Radiation Area Training Radiological Contamination Control

RPRS – 2 Shipping Radioactive Materials with Radiation Fundamentals

This course is designed to ensure that students receive training in radiation fundamentals, general awareness, and familiarization of DOT's HAZMAT regulations, function-specific training concerning the

preparation for shipment and movement of radioactive materials, general safety training, and security awareness training.

This course is intended to provide training to help meet training requirements specified in Title 49 Code of Federal Regulations, Part 172, Subpart H, and regulations of the U.S. Nuclear Regulatory Commission (NRC), Agreement States, and other governmental agencies.

The responsibilities for HAZMAT safety are shared by everyone who handles HAZMAT shipments from the shipper to the carrier. Training is the best means of preventing hazardous material incidents. HAZMAT Safety begins with you! We hope you choose this course to meet the regulatory training requirements for understanding the rules for shipping radioactive materials.

Course outline will include:

- DOT HAZMAT Training Introduction
- Fundamentals of Radiation Safety
- Principles of Radiation Safety
- Security Awareness
- General Awareness and Familiarization
- Function Specific Requirements for Limited Quantities

The student will be able to answer the following questions:

1. What is required to transport limited quantity of radioactive materials from one location to another?
2. How much radioactivity can I ship in a single package?
3. How do I package limited quantity radioactive material for shipping?
4. Do I need to include a shipping paper?
5. How do I label and mark my package?
6. What are the allowable radiation levels from the package?
7. Do I need special training in order to ship radioactive materials?

RPRS – 3 Characterization, Decontamination, and Decommissioning

This 5-day workshop is designed to enable you to manage a facility through the decommissioning process. The workshop includes environmental and radiological site characterization, site remediation, as well as decontamination and decommissioning. This workshop is comprised of two modules. The Environmental Module can be taken separately as a 3-day course concentrating on the front end of the process (i.e., radiation data collection and environmental site characterization). The Decontamination and Decommissioning (D&D) Module can also be taken separately as a 3-day course on the back end of the process (i.e., site decontamination and decommissioning).

The Environmental Module will cover all aspects of radiological site characterization activities, including radiation detection instrumentation, environmental sampling, and the use of the MARSSIM for survey design. Following site characterization, data are typically evaluated in the form of a radiological risk assessment. Several risk assessment methodologies, including RESRAD, RESRAD-BUILD, and CERCLA risk assessments from EPA's risk assessment guidance, will be covered.

The D&D Module will cover D&D work plan development, a review of remedial technologies, NRC's decommissioning standard and the D&D code, MARSSIM-type final status surveys, and decommissioning report development.

Participants will receive our Site Characterization, Decontamination, and Decommissioning Manual that includes relevant Federal regulations and selected Regulatory Guides. Course outline will include:

- Introduction
- Environmental Remediation, Introduction and Historical Perspective
- Decommissioning Overview
- Radiation Surveys and Sampling
- Radiation Surveys and Sampling (continued)
- Radiation Detection Instrumentation
- Radiation Instrumentation - New Technology Update
- Counting Statistics
- Interpreting Radiation Measurements and Quality Assurance
- Annual Off-site Doses from Release of Reactor Effluents
- Radiological Risk Assessment (USEPA RAGS Methodology)
- RESRAD
- MARSSIM Overview
- MARSSIM Survey Types
- RESRAD-BUILD
- Lessons Learned from Chernobyl Accident
- Remediation Program Components
- Decommissioning Regulations
- Safety and Health for D & D Operations
- Establishing Derived Concentration Guideline Limits (DCGLs)
- Decommissioning Wastes Management
- Low-Track™ Software
- Decommissioning Cost Estimates
- D & D Code
- Final Status Surveys and Compass Software
- D & D Case Studies
- Review and Course Critique

RPRS – 4 Radioactive Waste Management and Disposal

The goal of any radioactive waste management program is to reduce or eliminate health effects caused by exposure to radiation. The generation of radioactive waste is a normal result of the use of unsealed radioactive materials. Equipment and materials used may become contaminated. Unneeded sealed sources may be considered waste. When no longer needed, these items are discarded. The safe and proper disposal of radioactive wastes reduces the chance of the spread of contamination and ensures that workers are not exposed to radiation. It also ensures that members of the public are not

unnecessarily exposed to the radiation emitted from these wastes due to contamination of the environment and ground water.

Course outline will include:

- What is Radioactive Waste?
- Waste Classification
- Low-Level Waste
- Mixed Waste
- TRU Waste
- HLW
- NARM Waste
- Exemptions
- Regulations
- Decay-in-Storage and Re-uses
- Disposal
- Waste Acceptance Criteria
- Waste Forms, Laboratory Analyses, and Survey
- Record Keeping

RPRS – 5 Basic Radiation Safety

This is an introductory level course in the fundamentals of radiation safety intended to meet training requirements for new radiation workers. It is based on the popular 8-hour class presented to several thousand new workers at the Academy's training center and around the country. This course can also be taken in separate modules for annual refresher training (see below).

Basic Radiation Safety includes a review of common perceptions of radiation and an introduction into radiation, radioactivity, and radiation protection. You will gain a solid, basic working knowledge of the origins of radiation, different types of radiation, radiation interactions and health effects, regulations, radiation instruments, how to conduct surveys, and the actions you can take to protect yourself from unnecessary exposure. The course consists of 10 modules. Each module is intended to build upon the previous ones to provide you with the knowledge necessary to use radiation and radioactive material safely.

Course outline will include:

- Radiation Risk Perceptions
- Sources of Radiation
- Atomic Structure and Radioactivity
- Interaction of Radiation with Matter
- Radiation Health Effects
- Radiation Protection Regulations
- Radiation Detection Instruments
- Radiation Safety Surveys

- Radioactive Wastes
- Radiation Safety Programs

RPRS – 6 Radiation Safety Refresher Training

This course reviews common perceptions of radiation and the different types and sources of radiation. You will also gain an understanding of atomic structure, radiation interactions, and health effects. The course consists of five modules. Each module is intended to build upon the previous ones to provide you with an understanding of radiation and its effects.

Course outline will include:

- Introduction
- Sources of Radiation
- Atomic Structure and Radioactivity
- Interaction of Radiation with Matter
- Radiation Health Risks

RPRS – 7 Radioactive Material Package Receipt and Inspection

This course will review the regulations governing the receipt and inspection of radioactive material packages. It will present information on survey techniques, recommend procedures to follow for conducting package inspections, and review actions you are required to take if radioactive contamination or unusual radiation levels are discovered.

This course does not meet DOT Hazardous Material training requirement for shipping or transporting radioactive materials.

Course outline will include:

- What should you do when a package of radioactive material is delivered to your facility?
- Is it the correct material?
- Is the package contaminated?
- Is it leaking radioactive material which may contaminate your facility?
- What are the radiation levels emitted from the package? Is it safe to store without shielding?
- The Do's and Don'ts of receiving a package
- How to respond to receiving a package
- Different practices for different radioactive material
- Time requirements that need to be met and why

5.3 Emergency Responders

ER – 1 National Incident Management (NIM) System Overview

This introductory web-based course addresses basic information on the current requirements, guidance and performance criteria associated with NIMS through text, audio, animations, and interactive review.

NIMS uses a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that will, enable public and private organizations to conduct well-integrated and effective incident management operations.

Upon successful completion of this course, students will be able to:

- Describe key concepts and principles underlying NIMS
- Identify benefits of using ICS as the national incident management model
- Describe when it is appropriate to institute an Area Command
- Describe when it is appropriate to institute a Multiagency Coordination System
- Describe benefits of using a Joint Information System (JIS) for public information
- Identify ways in which NIMS affects preparedness
- Describe how NIMS affects how resources are managed
- Describe the advantages of common communication and information management systems
- Explain how NIMS influences technology and technology systems
- Describe the purpose of the NIMS Integration Center

This course is for DOE/NNSA personnel and DOE/NNSA-contractor and others that are responsible for establishing the site/facility emergency response organization (ERO). Supervisors and personnel that perform response functions would be integrated via Incident Command Management/Incident Command System.

ER – 2 Emergency Operations for Senior Federal Official

This course is a basic introduction to the duties and functions of the Senior Federal Official during an Incident of National Significance. It is a pre-requisite to the Senior Federal Official Practical Application Workshop. The course covers basic legislation and procedures, as well as tracking Senior Federal Official duties and necessary situational awareness through each stage of the response process. The course also provides printable versions of optional checklists and recommended forms used to communicate with team members, the Emergency Response Officer, and to record the situation, team progress, and other important information in the Senior Federal Official log, which serves as a resource for the after-action process. The content of this training course will include:

- General Roles and Responsibilities of the Senior Federal Official
    - Understand and describe the role played by the Senior Federal Official during a response to an Incident of National Significance.
    - Delineate the chain of command for the deployed Senior Federal Official during a crisis.
    - Detail the four conditions under which the Department of Homeland Security will act to coordinate a federal emergency response.
    - Demonstrate an understanding of the types of incidents in which the Federal Agency is the coordinating agency.
- Alert/Activation/Notification
    - Using the Alert checklist as a guide, be able to detail the role of Senior Federal Official in alerting the team and informing the ERO.
    - Using a Warning/Notification Order form, detail the required information for logging the response process.

- Mobilization
    - Using the Mobilization checklist as a guide, be able to detail the role of Senior Federal Official in mobilizing the team and informing the ERO.
    - Using a Situation Report form, detail the required information to continue logging the response process and informing the ERO of status and progress.
- Conduct of Operations
    - Using the Operations checklist as a guide, detail the role of Senior Federal Official in the continuing response of the team and in informing the ERO.
    - Detail the required information and Senior Federal Official responsibilities during initial response activities.
- Redeployment
    - Using the Redeployment checklist as a guide, describe the role of Senior Federal Official in redeploying the team and informing the ERO.

ER – 3 Emergency Classification Decision-Making

This videotaped workshop presents techniques and examples of real-world situations in which necessary information needed for the classification decision is absent, incomplete, inconsistent, or contradictory.

Emergency Action Levels (EALs) derived from hazards assessments are the principal tools for making timely emergency event classifications and initiating protective actions and emergency notifications. However, sometimes information necessary to use EALs is not available, making emergency classification difficult. When event information available to the decision-maker does not relate directly with specific EALs, confusion and indecision are the likely results. Concern about “wrong” decisions delays the decision process further.

Upon successful completion of the workshop, students will:

- Understand the differences between decision-making in day-to-day activities and decision-making in an emergency. Recognize that, even with good EALs and procedures, decision-making may not be straightforward.
- Understand how making decisions during emergencies when information is absent, incomplete, inconsistent, or contradictory can be more straightforward with the use of decision-making tools and techniques designed to help produce logical decisions.
- Make classification decisions using scenarios from actual events from across the DOE complex to demonstrate the effectiveness of the decision-making tools and techniques taught.

The target audience for this workshop is DOE Federal and DOE contractor management (e.g., building emergency directors, incident commanders, shift supervisors). These people are responsible for decisions about emergency classification and personnel protective actions within the first hour of an emergency event. A secondary target audience is emergency planners, emergency response technical staff, and emergency response trainers.

ER – 4 Emergency Management Hazards Assessment

In general, you will receive comprehensive, detailed training in the hazards assessment process and the use of assessment results in emergency planning and preparedness. This includes how to model

hazardous-material releases and how to calculate consequences. Day 1 focuses on applying the DOE Emergency Management Guide (EMG) methods to real-world hazardous-material analysis problems, setting up analyses, and calculating consequences. Day 2 addresses selecting cases for analysis, developing the specific information needed to support emergency planning and preparedness, and using data from SARs and other analyses most effectively. Day 3 covers how to use assessment results to create good emergency action levels (EALs) and support protective action planning.

Upon successful completion of this course, you will be able to do the following:

- Describe the overall concept and purposes of hazards assessment
- Describe the Emergency Management Guide's recommended approach for analyzing potential releases of hazardous material
- Model and analyze the release of toxic chemicals and radioactive materials (including pressurized gases, liquids, packaged waste, and solid materials)
- Select cases for analysis and modify them to produce the desired hazards assessment outputs
- Identify and document the key outputs from an analysis
- Identify and use information from other analyses (SARs, BIOs, EISs) in hazards assessments
- Describe the principles and methods for developing Emergency Planning Zones (EPZs), as outlined in DOE guidance
- Describe how Emergency Action Levels (EALs) are developed and the purpose EALs serve in emergency management programs
- Describe the desirable qualities of EAL statements
- Use hazards assessment results to develop good EALs
- Develop and document the logic for an integrated EAL set
- Describe the principles of protective action planning for hazardous material emergencies
- Develop planned (default) protective actions for specific events/conditions and EALs

The primary audience is DOE and supporting contractor analysts who perform or contribute to hazards assessments and emergency planning and preparedness staff who use the assessment results. The course might also be useful to managers and supervisors responsible for directing hazards assessment or emergency planning efforts, as well as to building/facility managers and facility emergency planning coordinators.

EQUIVALENCIES

For the purposes of meeting the government's requirements, college Degrees or directly related college-level study may be substituted with and for experience at the rate of one academic years of study for one (1) year of relevant experience, up to a maximum four (4) years of study. Four (4) years of demonstrated relevant experience is Bachelor Degree equivalence. A programming certificate from a technical or vocation school is equivalent to two (2) years of undergraduate study. An AA/AS Degree at an accredited college or university can be substituted for 18 months of experience.

6 Information for Ordering Offices

6.1 Geographic Scope of Contract

The geographic scope of this contract is the 48 contiguous states, Alaska, Hawaii, District of Columbia, and Puerto Rico. Services provided outside of the continental United States shall be provided on an as-needed basis and shall include any additional expenses required, such as travel and living expenses.

6.2 ATL Ordering Address and Payment Information

6.2.1 Ordering Information

a. For mailed orders, the postal mailing address where written orders will be received is as follows:

Advanced Technologies and Laboratories (ATL) International, Inc.
555 Quince Orchard Rd., Suite 500
Gaithersburg, Maryland 20878
Attention: Contracts Administrator

b. For orders by facsimile transmission, the point of contact is:

Contracts Administrator
Primary Facsimile Number: (301) 528-2028
Backup Facsimile Number: (301) 972-6904

c. Below are the telephone numbers that can be used by ordering agencies to obtain technical and/or ordering assistance.

Telephone Number: (301) 515-6760
Facsimile Number: (301) 972-6904

6.2.2 Payment Information

All payments shall be submitted to the following remittance address: Payments via wire transfer: Contact:

Accounting Manager
Telephone Number: (301) 515-6784
Primary Facsimile Number: (301) 528-2028
Backup Facsimile Number: (301) 972-6904

Payments via check/U.S. Mail:

ATL International, Inc.
555 Quince Orchard Rd., Suite 500
Gaithersburg, Maryland 20878
Attention: Accounting Manager

Government Commercial Credit Cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

6.3 Liability for Injury or Damage

The contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

6.4 Statistical Data for Government Ordering Office Completion of Standard Form 279

Block 9: G. Order/Modification under Federal Schedule
Block 16: Contractor Establishment Code/Data Universal Numbering Systems (DUNS): 82-701-3467
Block 31: Women-Owned Small Business: No
Block 36: Contractor's Taxpayer Identification Number (TIN): 51-0323647

6.5 FOB Destination

It is expected that all Information Technology Professional Services described herein will be performed either at an ATL facility or at a government designated facility. Place of performance shall be designated on the purchase order or in the Statement of Work.

6.6 Delivery Schedule

6.6.1 Time of Delivery

ATL shall deliver to destination within the number of calendar days after receipt of order (ARO), as agreed to between the ordering agency and contractor.

6.6.2 Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within three (3) workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the Contractor offers an accelerated time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

6.7 Discounts

Prices shown are net prices. Basic discounts have been applied.

a. Prompt Payment: Net 30
b. Quantity: ATL will provide at least 1% discount on task orders greater than or equal to $500,000.00.
c. Dollar Volume: ATL reserves the right to offer discounts in those cases where the value of an order exceeds $1,000,000.00 or when business conditions warrant.
d. Government Educational Institutions: Government educational institutions are offered the same discounts as all other Government clients.
e. Other: None

6.8 Trade Agreement Act of 1979, as Amended

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

6.9 Statement Concerning Availability of Export Packing

Not applicable for services offered under Special Item Number 132-51, Information Technology Professional Services.

6.10 Small Requirements

The minimum dollar value of orders to be issued is $100.00

6.11 Maximum Order

The maximum order for all SIN Numbers (SIN) is $1,000,000.00

6.12 Security Requirements

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will be not exceed ten percent (10%) or $100,000 of the total dollar value of the order, whichever is lesser.

6.13 Contract Administration for Ordering Offices

Any ordering office, with respect to any one or more delivery orders placed under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under the provisions of FAR 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.).

6.14 GSA Advantage!

The GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

a. Manufacturer;
b. Manufacturer's Part Number; and
c. Product categories.

Agencies can browse the GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (e.g., Explorer). The Internet Address is http://www.gsa.gov/.

6.15 Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) – referred to as open market items – to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if:

a. All applicable acquisition regulations pertaining of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14 and 15), and small business programs (Part 19));
b. The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
d. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

6.16 Contractor Commitments, Warranties and Representations

a. For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:
   (1) Time of delivery/installation quotations for individual orders;
   (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design, and/or functional characteristic and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
   (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

6.17 Blanket Purchase Agreements (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "…a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202 (c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of the business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature.

Following is a Suggested BPA Format for consider when using this purchasing tool.

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

[Insert Customer Name]

In the spirit of the Federal Acquisition Streamlining Act, **[Agency]** and ATL enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures:

_____	_____	_____	_____
AGENCY	DATE	CONTRACTOR	DATE

BPA NUMBER _____

[CUSTOMER NAME] BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH **[Ordering Agency]**:

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:
MODEL NUMBER/PART NUMBER DISCOUNT/PRICE _____
*SPECIAL _____
BPA _____

(2) Delivery:
DESTINATION _____
DELIVERY SCHEDULE/DATES _____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:
OFFICE _____
POINT OF CONTACT _____
OFFICE _____
POINT OF CONTACT _____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor
(b) Contract Number
(c) BPA Number
(d) Model Number or National Stock Number (NSN)
(e) Purchase Order Number
(f) Date of Purchase
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

6.18 Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

"BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts. Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements
- Federal Supply Schedule Contractors may individually meet the customer's needs, or
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement
- Customers make a best value selection

6.19 Performance of Services

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6.20 Inspection of Services

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time and Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time and materials and labor hour orders placed under this contract.

6.21 Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General may apply.

6.22 Organizational Conflicts of Interest

a. Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

6.23 Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for services. The ordering office on individual orders if appropriate may authorize progress payments. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

6.24 Payments

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 apply to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor hour orders placed under this contract.

6.25 Resumes

Resumes shall be provided to the GSA Contracting Officer or the user agency upon request.

6.26 Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

6.27 Approval of Subcontracts

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.