Native American, Woman-Owned Business

General Services Administration

Authorized Federal Supply Schedule Price List
Prices Shown Herein are Net (discount deducted)

Contract No.: GS-10F-0222R
Through Mod. PS-0002
Option Period 1: March 4, 2010 to March 3, 2015
Business size: Other than small.

Environmental Management Resources, Inc.

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Schedule 899: Environmental Services
Special Item Numbers (SINs):
899-1 & 1RC: Environmental Consulting Services
899-3 & 3RC: Environmental Training Services
899-7 & 7RC: Geographic Information System Services
899-8 & 8RC: Remediation & Reclamation Services

Environmental Management Resources, Inc.

When you're seeking **environmental assistance**,
the value is in the knowledge and qualifications of the people you select.

EMR is a **team** of more than 100 scientists and engineering professionals dedicated to providing customer-valued service by applying **creative** strategies, **innovative** technologies and **cost-effective** solutions to environmental needs.

Founded in 1988, EMR has assembled a unique blend of talented professionals with solid backgrounds in the varied disciplines required to evaluate and mitigate environmental problems for our government and private sector clients.

EMR has completed more than 5,400 environmental and construction projects at sites located in 34 states, generating annual gross revenues in excess of $11 million. We have seven primary service locations and a dozen field offices from which our scientists and engineers provide comprehensive environmental consulting, testing and engineering services.

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!, a menu-driven database system. The Internet address is http://www.GSAAdvantage.gov.

Contents

Examples of EMR's Government Projects

Environmental Compliance Support for Storage Tanks and Spill Preventions

Client and Location: Whiteman AFB, Missouri

EMR provided environmental compliance support for multiple aspects of the environmental compliance program at Whiteman AFB, including asset management action schedules, monitoring, permitting, reporting, inspections, and maintenance of records for storage tanks and spill prevention.

The objective was to develop permit and storage tank compliance and reporting processed tailored to meet the applicable requirements. EMR developed base and shop-specific procedures, created and implemented a filing record keeping program, developed process-specific training materials, and provided meeting support with the EPA and Missouri Department of Natural Resources. EMR regularly coordinated with the Base point of contact to ensure and maintain compliance with federal, state, and local requirements. EMR also developed a "continuity book" that fully and concisely documented storage tanks, compliance points, schedules, permits, and record keeping requirements.

In March 2010 an environmental, safety and occupational health compliance assessment was conducted by the USAF Combat Command ESOHCAMP. The assessment determined that the storage tank compliance program was worthy of "Model Program" ranking. According to Mr. Drew Francis, Air Combat Command ESCHCAMP Protocol Lead, "The Storage Tank protocol is on track to maintain compliance with state and federal regulations. The petroleum operations office is very effective in pursuing DESC funding for many needed secondary containment projects. Storage tank management personnel are well trained on their responsibilities for leak detection, record keeping, and organizational tank management. It is particularly noteworthy that the Whiteman Environmental Element has engaged a contractor (EMR, Inc.) to address many of the tank deficiencies identified in a previous command-wide study, a unique and effective means to achieve tank compliance. The storage tank program reflects the commitment Whiteman AFB has for the program."

Lake Superior Barrels Investigation

Client: Red Cliff Band of Lake Superior Chippewa in Cooperation with US Army Corps of Engineers, Omaha District

Location: Western Arm of Lake Superior

For the Red Cliff Band of Lake Superior Chippewa, EMR prepared and began implementing a CERCLA-compliant remedial investigation/feasibility study (RI/FS) under the USACE Native American Lands Environmental Mitigation Program (NALEMP). EMR's subcontractors included ATS, and the University of Minnesota-Large Lake's Observatory. The goal of this investigation was to determine if over 1,000 barrels and possibly 400 tons of crates deposited by the US Army into Lake Superior posed a threat to human health and/or the aquatic ecosystem (crates possibly deposited in 1945; barrels deposited 1959-1962). Project complexities included locating barrels/crates in a potential dump site area of approximately 100 square miles within Lake Superior, collecting samples from 100 to 300 feet below the surface of

Lake Superior with full consideration for Munitions Potentially Presenting Explosive Hazards (MPPEH), managing public issues/media, dealing with Non-Government Organizations (NGOs), including environmental activist groups, and effectively working with tribal representatives and local municipalities to ensure that sensitive cultural and natural resource issues were managed appropriately.

Phase 1 included all project planning activities, such as development of a FSP, SSHP, Explosives Siting Plan (ESP), Explosives Management Plan (EMP), and QAPP. EMR was awarded Phase 2 ($422,812) based on our success on Phase 1. Phase 2 included detailed mapping of dumped materials, confirming depths and locations of targets, and assessing barrel conditions. Innovative solutions were implemented in Phase 002 including 1) side-scan and sector-scan sonar technology 2) Remotely Operated Vehicle (ROV) technology and 3) GIS mapping technology. Phase 3 will involve sampling barrel contents, water, and sediments using a working class ROV, analyzing data, conducting a human health risk and ecological risk assessment, and analyzing options through the CERCLA RI/FS process (2009-2010) to ensure the prevention of potential pollution associated with the waste.

Environmental Remediation Services for Long-Term Monitoring and Analyses

Client: US Army Corps of Engineer, Omaha District
Location: MacDill AFB, Florida

EMR managed two projects addressing long-term monitoring and analysis of multiple sites on MacDill Air Force Base in Tampa, Florida. These contracts (awarded in September and December 2009) represent the first two task orders awarded by the USACE-Omaha District under the ERS MATOC Contract. EMR is conducted groundwater sampling, sample analysis, evaluation of sampling data, preparation of monitoring reports, waste management and disposal, monitoring well installation / repair /abandonment, and remedial process optimization (RPO) evaluation, to include technical recommendations for potential RPO initiative. Groundwater Monitoring and Site Rehabilitation Completion Reports included groundwater isoconcentration maps and trend analyses for the contaminants of concern (COCs). The performance objective of the project was to provide the required groundwater monitoring activities at a firm-fixed price while reducing life cycle remediation costs through site closures, and minimizing the contracting and administrative requirements.

Why Select EMR?

Environmental Management Resources, Inc. (EMR) is an award winning, 8(a) environmental services firm. Since 1989, EMR has been providing environmental services including consulting (SIN 899-1), training (SIN 899-3), geographic information services (SIN 899-7), and remediation (SIN 899-8). EMR and its CEO, Connie Cook, were SBA Regional and National Award winners as minority-owned small business and business owner in 2002.

EMR provides superior environmental services. Also as a Native American, woman-owned small disadvantaged business, issuing GSA Task Orders to EMR counts towards agencies' socio-economic goals.

We have earned a reputation for generating exceptional results for our clients. Whether it is because of our track record of tackling and solving tough environmental problems and issues, our ability to provide effective training and knowledgeable counsel, or our unwavering dedication to cost-effectiveness, our clients find us to be proactive, thoughtful, and highly effective partners. We understand the unique challenges of serving federal government agencies and have a proven record of meeting their needs. We are fully conversant in federal government contractual and administrative protocols and procedures.

Scope of Services

Under our GSA Schedule Contract, we can offer a wide range of environmental services to federal agencies. The Scope of Work of our contract includes the "Special Item Numbers" (SINs), listed below. The tasks listed within each SIN are examples only, and are not meant to limit or exclude any services within the scope of the contract.

Having created a culture of creativity and respect, a system that is based on abilities and that inspires employees and clients alike, we provide environmental services in areas such as:

SIN 899-1: Environmental Consulting Services

- Disaster Recovery Planning
- Restoration Planning
- Remedial Action Planning
- Asbestos/Vermiculite Program Management
- Environmental Impact Statements under NEPA

SIN 899-3: Environmental Training Services

- Disaster Recovery Planning & Emergency Restoration Planning Training
- SPCC Training
- Storm Water Training
- Pollution Prevention Training
- Hazardous Waste Training
- Universal Waste Training
- Environmental Awareness Training
- OSHA §1926.1101 Asbestos Training

SIN 899-7: Geographic Information System (GIS) Services

- GIS Surveying
- GIS Surface and Subsurface Mapping
- AutoCAD
- ESRI ARC GIS
- Environmental Visualization (3-Dimensional)

SIN 899-8: Remediation & Reclamation Services

- Remedial Investigations/Feasibility Studies
- Risk Assessments
- Fate and Transport Studies
- Engineering Evaluation/Cost Analysis
- Unexploded Ordnance Services
- 24-Hour Emergency Response
- Waste Water Treatment Design and Operations
- Long-Term Monitoring/Long-Term Operations
- Wetlands Restoration
- Remedial System Installation
- *In situ* Chemical Oxidation
- Free Product Recovery
- Asbestos Consulting and Testing
- Lead-Based Paint Assessment and Testing
- Heavy Metals Detection
- Indoor Air Quality
- Respiratory Protection Programs
- Mold Consulting and Testing

Courses Offered

Under our GSA contract, EMR is approved to offer the following training courses. For more information on our courses, please give us a call at (785) 842-9013, or drop us an e-mail at noonan@emr-inc.com.

Courses Offered by EMR under our GSA Contract (SIN 899-3 & 3RC)

Course Description/Length	GSA Rate per Trainee	Min./ Max. No. of Partici-pants
AHERA Certified Worker (32 Hours) *Practices and procedures for asbestos abatement workers, including Hazard Recognition and Control, Uses and Types of Asbestos, Health Effects, Medical Surveillance, Regulatory Review, Personal Protection, Air Sampling, and Hands-On Procedures.*	$555.13	5/20
AHERA Worker Refresher (8 Hours) *Annual refresher training for re-accreditation. Reviews regulatory developments, latest health information and state-of-the-art developments. Practices and procedures for asbestos abatement workers, including Hazard Recognition and Control, Uses and Types of Asbestos, Health Effects, Medical Surveillance, Regulatory Review, Personal Protection, Air Sampling, and Hands-On Procedures.*	$172.28	5/20
AHERA Contractor/Supervisor (40 Hours) *Practices and procedures for asbestos abatement contractors and supervisors, including Hazard Recognition and Control, Uses and Types of Asbestos, Health Effects, Medical Surveillance, Regulatory Review, Legal and Insurance Issues, Personal Protection, Air Sampling, Recordkeeping, and Hands-On Procedures. Covers topics of the NESHAP training requirement for regulated asbestos-containing material (RACM) renovation or demolition on-site supervisor.*	$650.85	5/20
AHERA Contractor/Supervisor Refresher (8 Hours) *Annual refresher training for re-accreditation. Reviews regulatory developments, latest health information, and state-of-the-art developments. Practices and procedures for asbestos abatement contractors and supervisors, including Hazard Recognition and Control, Uses and Types of Asbestos, Health Effects, Medical Surveillance, Regulatory Review, Legal and Insurance Issues, Personal Protection, Air Sampling, Recordkeeping and Hands-On Procedures. Covers topics of the NESHAP training requirement for regulated asbestos-containing material (RACM) renovation or demolition on-site supervisor.*	$172.28	5/20
AHERA Project Designer (24 Hours) *Practices and procedures for asbestos project designers including Abatement Options and Evaluations; Regulations; Budgeting and Cost Estimation; Field Trip; Preparation of Contracts, Specs, and Drawings and Project Administration and Closeout.*	$650.85	5/20
AHERA Project Designer Refresher (8 Hours) *Annual refresher training for re-accreditation. Reviews regulatory developments, latest health information, and state-of-the-art developments. Practices and procedures for asbestos project designers including Abatement Options and Evaluations; Regulations; Budgeting and Cost Estimation; Preparation of Contracts, Specs, and Drawings; and Project Administration and Closeout.*	$181.85	5/20
AHERA Asbestos Building Inspector (24 Hours) *Fulfills training requirements for persons to become accredited to perform inspections by EPA AHERA regulations. Includes Uses and Types of Asbestos, Health Effects, ACM Identification, Regulatory Review, Legal and Insurance Issues, Personal Protection, Sampling and Analysis, Building Systems, Assessment Techniques, Recordkeeping, and an Inspection Field Trip.*	$459.42	5/20

Course Description/Length	GSA Rate per Trainee	Min./ Max. No. of Partici-pants
AHERA Asbestos Building Inspector Refresher (4 Hours) *Annual refresher training for re-accreditation. Reviews regulatory developments, latest health information, and state-of-the-art developments. Fulfills refresher training requirements for persons accredited to perform inspections by EPA AHERA regulations. Includes Uses and Types of Asbestos, Health Effects, ACM Identification, Regulatory Review, Legal and Insurance Issues, Personal Protection, Sampling and Analysis, Building Systems, Assessment Techniques, and Recordkeeping.*	$105.28	5/20
AHERA Management Planner (16 Hours) *Fulfills training requirements for persons to become accredited to develop management plans as required by EPA AHERA regulations. Completion of Inspector Course is a pre-requisite. Includes Regulatory Review, Hazard Assessment, Cost Estimation, Selection of Control Options, Operations and Maintenance, and Management Plan Development. Covers topics of the NESHAP training requirement for on-site manager.*	$263.21	5/20
AHERA Management Planner Refresher (4 Hours) *Annual refresher training for re-accreditation. Reviews regulatory and state-of-the-art developments. Fulfills training requirements for refresher training of persons accredited to develop management plans as required by EPA AHERA regulations. Completion of Inspector Course is a pre-requisite. Includes Regulatory Review, Hazard Assessment, Cost Estimation, Selection of Control Options, Operations and Maintenance, and Management Plan Development. Covers topics of the NESHAP training requirement for on-site manager.*	$105.28	5/20
NIOSH 582 Equivalency (40 Hours) *This course consists of three days of Air Monitoring Technician training requirement including Asbestos Health Effects, Regulations, Sampling, Evaluation, Pump Calibration, and Testing Procedures PLUS lab and microscopy training required by OSHA asbestos regulations for Construction and General Industries (29 CFR § 1926.1101 and § 1910.1001). Persons successfully completing the five-day course will receive certificates for NIOSH 582 Equivalency.*	$717.84	5/10
Asbestos Awareness (2 Hours) *Covers general topics required by EPA and OSHA on Asbestos and its Uses, Health Effects, and Recognition of Damage, but will not cover site-specific information regarding location and contact persons. Awareness training for large groups can be provided on site. Please call for more specific information. EMR can also provide a training video tape program meeting all requirements.*	$47.50	10/40
AHERA Certified Operations and Maintenance Worker (16 Hours) *Covers general topics required by EPA and OSHA on Asbestos Practices and procedures for asbestos abatement Class III Operations and Maintenance workers, including Hazard Recognition and Control, Uses and Types of Asbestos, Health Effects, Medical Surveillance, Regulatory Review, Personal Protection, Air Sampling, and Hands-On Procedures.*	$277.57	5/20
Environmental Awareness (1 Hour) *Covers general topics required by EPA on Spill Prevention Control and Countermeasure (SPCC) Plans, Storm Water Pollution Prevention Plans, Universal Waste, and Environmental Awareness.*	$38.29	10/70
Disaster Recovery Planning and Emergency Restoration Planning (8 Hours) *Covers topics related to disaster planning and emergency restoration planning including disaster recovery team composition, critical needs, risk assessment, vulnerability analysis, mitigating strategies, business resumption, and emergency management elements.*	$191.43	10/20

Prices shown are per person (student).

GSA Hourly Labor Rates

SINs 899-1 & 1RC; 899-3 & 3RC; 899-7 & 7RC; and 899-8 & 8RC

GSA Labor Category	GSA Rate per Hour
Engineer/Geologist/Scientist VII	$100.00
Engineer/Geologist/Scientist VI	$80.00
Engineer/Geologist/Scientist V	$80.00
Engineer/Geologist/Scientist IV	$65.00
Engineer/Geologist/Scientist III	$65.00
Engineer/Geologist/Scientist II	$60.00
Engineer/Geologist/Scientist I	$53.00
Health and Safety Officer	$99.99
Certified Industrial Hygienist	$94.99
Program Manager III	$112.99
Program Manager II	$100.99
Program Manager I	$91.99
Project Manager V	$107.99
Project Manager IV	$97.99
Project Manager III	$85.00
Project Manager II	$75.00
Project Manager I	$60.00
Asbestos Project Designer/Management Planner	$75.00
Asbestos Field Manager	$65.00
Project Coordinator/Specialist	$65.00
Lead/Asbestos Building Inspector/Project Site Manager	$60.00
Project Technician III	$55.00
Project Technician II	$54.00
Project Technician I	$45.00
Draftsman/CADD Operator II	$65.00
Draftsman/CADD Operator I	$52.00
Clerical	$38.00

GSA Hourly Labor Rates (cont'd.)

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

EMR SCA Eligible Contract Labor Category	SCA Equivalent Code-Title	WD Number
Project Technician III	30083-Enginering Technician III	05-2307
Project Technician II	30082-Engineering Technician II	05-2307
Project Technician I	30081-Engineering Technician I	05-2307
Draftsman/CADD Operator II	30062-Drafter/CAD Operator II	05-2307
Draftsman/CADD Operator I	30061-Drafter/CAD Operator I	05-2307
Clerical	01113-General Clerk III	05-2307

Other Direct Costs

Other Direct Costs Applicable to SINs 899-1 & 1RC; 899-3 & 3RC; 899-7 & 7RC; and 899-8 & 8RC

GSA Item	GSA Rate	Unit
Level B Personal Protective Equipment	$33.50	Man-hour
Level C Personal Protective Equipment	$19.14	Man-hour
Geoprobe*	$813.56	Day
Photoionization Detector	$119.64	Day
Explosimeter Four-Gas Meter	$65.00	Day
Global Positioning System	$23.93	Day
Radiation Survey Meter (Geiger-Mueller)	$47.86	Day
Niton 700 Series Heavy Metals Detector (XRF)	$119.64	Day
2” or 4” PVC Bailer	$23.93	Each
Disposable Bailer/Drum Thief	$9.57	Each
Turbidity Meter	$38.29	Day
Oxygen Meter	$62.21	Day
Hi-Flow Submersible Purge Pump	$23.93	Day
Peristaltic Pump	$47.86	Day
55-Gallon Drum	$43.07	Each
Property Survey Equipment	$191.43	Day
Water Quality Meter (pH, Conductivity, Temp)	$47.86	Day
Water Quality Meter (multiple parameters)	$119.64	Day
Oil/Water Interface Probe	$55.00	Day
Sampling Supplies	$23.93	Day
Stainless Steel Hand Auger	$38.29	Day
Gas Stream Sampler	$143.57	Day
Purge Pump	$23.93	Day
Pressure Injection System	$957.13	Day
Product Level Meter	$95.71	Day
Submersible Pump	$95.71	Day
Water Level Meter	$23.93	Day
Datalogger/Laptop	$143.57	Day
Drum Lift, Powered	$95.71	Day

* Price does not include mobilization/demobilization costs. These costs will be negotiated at the task order level.

Advantages of GSA Contracts

Does your agency need the services of a contractor to provide environmental services? Would you like to select and activate a contractor quickly, while minimizing your administrative and paperwork burdens, and ensuring that you will pay fair and reasonable prices?

The GSA Schedule program for Environmental Services might be an excellent solution. Under this program, GSA has negotiated and signed contracts with many contractors, at favorable prices and with long periods of performance. The base period in our contract, for example, lasts until 2015, with options to extend the contract until 2025.

Any federal agency can order services under these task order-type contracts, using streamlined procedures. You can select a contractor, issue a task order, and have the contractor begin work, typically within a few weeks, for small projects or large, multi-million dollar efforts.

Key advantages of using GSA contractors include the following:

- Dozens of **highly qualified firms,** with task order contracts that are signed and in place. You choose which contractor will best meet your unique needs. GSA does not get involved in your selection process.
- Dramatic **time savings**. You can typically select and activate a contractor within a few weeks.
- **Minimal administrative burden** on your agency. When your agency places an order with a GSA contractor, the order will be considered to have been placed using "full and open competition."
  - You are not required to synopsize the requirement in FedBizOpps.
  - GSA has already determined contractor pricing to be "fair and reasonable."
  - All applicable federal procurement laws and regulations, including socioeconomic preference rules, already have been applied.
- **No maximum dollar limits** on task orders.
- **Flexibility.** For example, you can set up a "Blanket Purchase Agreement" (BPA) with a GSA contractor, in the event that you do not know the precise timing and level of effort of individual tasks that you would like the contractor to perform. You can use a BPA as an ordering device that your offices nationwide can participate in, allowing them to place orders directly.
- **Direct relationship** with the contractor.
  - Your agency will not have to transfer funds to GSA and will not have to set up an interagency agreement.
  - Your contractor will deliver services and associated progress reports and invoices directly to your agency. GSA does not inject itself into your client/contractor relationship.
- GSA contractors have wide latitude to select and use **subcontractors**.

3 Easy Steps

It is relatively easy for agencies to use GSA Schedule Contractors. There are 3 basic steps, which can be accomplished in a few weeks:

1. Prepare a Statement of Work and give it to your Contracting Officer (CO).
2. Select a GSA Schedule Contractor. For example, your CO can ask several Schedule Contractors to submit brief proposals and budgets within, say, 10 days. You and your CO will select a contractor using "best value" criteria. Except in rare circumstances, your selection is not subject to protest.
3. Place your order directly with your selected contractor.

And remember: GSA does not get involved in your procurement process. You can, however, always ask GSA for assistance.

Customer Information

1a. Awarded Special Item Numbers

Under this contract, Environmental Management Resources is authorized to provide services under the following Special Item Numbers (SINs):

899-1 & 1RC: Environmental Consulting Services

899-3 & 3RC: Environmental Training Services

899-7 & 7RC: Geographic Information System (GIS) Services

899-8 & 8RC: Remediation & Reclamation Services

1b. Pricing

See the Pricing sections of this catalog for prices for labor categories, training courses, and other direct costs (ODCs).

1c. Labor Category Descriptions

Labor category descriptions are presented in Appendix A.

2. Maximum Order

$1 million. There is no upper limit on the size of a task order. The contractor has the option of declining orders in excess of $1 million.

3. Minimum Order

$100.00

4. Geographic Coverage

Domestic.

5. Points of production

Same as company address.

6. Discount from List Prices of Statement of Net Price

All prices in this catalog are net.

7. Quantity Discounts

None offered.

8. Prompt Payment Terms

0.25% 10 days; net 30 days.

9. Government Commercial Credit Card

a. Acceptance at or below the micro-purchase threshold: Yes. Environmental Management Resources will accept payment by government commercial credit cards for purchases at or below the micro-purchase threshold.

b. Acceptance above the micro-purchase threshold: Yes.

10. Foreign Items

Not applicable.

11. Delivery

a. Time of Delivery: To be negotiated with the ordering agency on each task order.

b. Expedited Delivery: Available. Contact Environmental Management Resources for rates for expedited delivery.

c. Overnight and 2-day Delivery: Available. Contact Environmental Management Resources for rates for such delivery.

d. Urgent Requirements: Contact Environmental Management Resources for faster delivery or rush requirements.

12. F.O.B. Points

Destination.

13. Ordering

a. Mailing address: Same as company address.

E-mail: noonan@emr-inc.com

b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Addresses

Should the ordering agency wish to use Electronic Funds Transfer (EFT) payment, the ordering agency should contact Bernard Noonan for routing instructions.

Mr. Noonan's e-mail address is: noonan@emr-inc.com. Should EFT not be available, the remittance address is the same as the company address.

15. Warranty Provision

EMR's standard commercial warranty.

16. Export Packaging Charges

Not applicable.

17. Terms and Conditions of Government Commercial Credit Card Acceptance

Contact EMR.

18. Terms and Conditions of Rental, Maintenance, and Repair

Not applicable.

19. Terms and Conditions of Installation

Not applicable.

20. Terms and Conditions of Repair Parts

Not applicable.

20a. Terms and Conditions of Any Other Services

Not applicable.

21. List of Service and Distribution Points

Not applicable.

22. List of Participating Dealers

Not applicable.

23. Preventive Maintenance

Not applicable.

24. Special Attributes Such as Environmental Attributes

Not applicable.

25. Data Universal Numbering System (DUNS) Number

61-335-6591

27. Central Contractor Registration (CCR)

Registered.

Contact Us

Bernard T. Noonan

Environmental Management Resources, Inc.

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E-mail: noonan@emr-inc.com

Visit http://www.emr-inc.com to learn more.

Appendix A

Labor Category Descriptions

This appendix presents the minimum qualifications for personnel in each of the labor categories in EMR's GSA Schedule Contract.

Engineering/Geologist/Scientist categories include civil, sanitary, geological, chemical, geophysical, mechanical, structural, and environmental engineers; geologists, hydrogeologists, biologists, chemists, soil scientists, ecologists, environmental scientists, toxicologists, physicists, regulatory analysts, and wetlands scientists.

Engineer/Geologist/Scientist VII

Minimum Qualifications..... BS/MS/PhD degree in engineering, biology, chemistry, or related science
20 or more years of applicable experience
Engineers and geologists typically require registration or licensure

Job Description..... Works on complex environmental projects. Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive environmental activities. Initiates and maintains extensive contacts with key engineers and officials of other organizations and companies requiring skill in persuasion and negotiation of critical issues. Demonstrates creativity, foresight, and mature judgment in anticipating and solving unprecedented problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse environmental activities. Supervises several subordinate organizational segments or teams.

Typical Job Duties .....

- Supervises Engineering Design/Review
- Recommends Requirements
- Recognized Leader in Organization
- Furthers Organization's Objectives
- Develops New Designs or Techniques
- Consulted by Associates
- Scientific Interpretation
- Scientific Advice
- Conceives and Plans Research

Engineer/Geologist/Scientist VI

Minimum Qualifications..... BS/MS/PhD degree in engineering, geology, biology, chemistry, or related science
15 or more years of applicable experience
Engineers and geologists typically require registration or licensure

Job Description..... Works on complex environmental projects. Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops projects. Maintains liaison with individuals and units within and outside his/her organization, with responsibility for acting independently on technical matters pertaining to his/her field. Requires extensive progressive experience. Plans, organizes, and supervises the work of a staff of engineers, other professionals, and technicians. Evaluates progress of the staff and results obtained. Plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance.

Typical Job Duties .....

- Supervises Engineering Design/Review
- Recommends Requirements
- Recognized Leader in Organization
- Furthers Organizations Objectives
- Develops New Designs or Techniques
- Consulted by Associates
- Scientific Interpretation
- Scientific Advice
- Conceives and Plans Research

Engineer/Geologist/Scientist V

Minimum Qualifications..... BS/MS degree in engineering, biology, chemistry, or related science
10 or more years of applicable experience
Engineers and geologists typically require registration or licensure

Job Description..... Works on complex environmental projects. Applies intensive and diversified knowledge of environmental principles and practices in broad areas of assignments and related fields. Makes decisions independently on engineering problems and methods. Resolves important questions, plans and coordinates work. Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of his/her field and related sciences and disciplines. Consults with supervisor concerning unusual problems and developments. Supervises, plans, develops, coordinates, and directs a large and important engineering project or a number of small projects with many complex features. Carries out complex or novel assignments requiring development of new or improved techniques and procedures. Develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment. Usually performs as a staff advisor and consultant to a technical specialty. Estimates personnel needs, and schedules and assigns work to meet project milestones.

Typical Job Duties .....
- Engineering Design/Review
- Report Preparation
- Report Review
- Data Review/Analysis
- Corresponds with Federal Regulators
- Equipment Specifications
- Periodic Site Inspection
- Directs Contaminant Modeling
- Work Plan Preparation
- Project Estimation

Engineer/Geologist/Scientist IV

Minimum Qualifications..... BS/MS degree in engineering, typically but not necessarily registered or licensed engineer; biology, chemistry, or related science
6 or more years of applicable experience

Job Description..... Works on complex environmental projects. Works under general direction of Project Manager or Program Manager. Responsible for engineering design and standard operating procedures for remediation and other environmental projects, estimating costs within the project, and assisting in project budget development on projects where more complex engineering and procedural issues exist. Identifies and develops approaches for site remediation. Prepares equipment specifications and installation procedures. Serves as technical resource to on-site personnel, analyzes and interprets data, and may prepare limited or technical sections of reports. Reviews permit applications as necessary. Engineers supervise work of other engineers and technical professionals. Geologists and scientists typically will not supervise work of engineers and technical professionals.

Typical Job Duties .....
- Engineering Design/Review
- Report Preparation
- Report Review
- Data Review/Analysis
- Corresponds with Federal Regulators
- Equipment Specifications
- Periodic Site Inspection
- Directs Contaminant Modeling
- Work Plan Preparation
- Project Estimation

Engineer/Geologist/Scientist III

Minimum Qualifications — BS/MS degree in engineering, typically but not necessarily registered or licensed engineer; geology, biology, chemistry, or related science
3 to 6 years of applicable experience

Job Description..... Works on more complex environmental projects under supervisor's direction. Responsible for engineering design and standard operating procedures for remediation and other environmental projects, estimating costs within the project, and assisting in project budget development on projects where more complex engineering and procedural issues exist. Identifies and develops approaches for site remediation. Prepares equipment specifications and purchases and installation procedures. Serves as technical resource to on-site personnel, analyzes and interprets data, and may prepare limited or technical sections of reports. Reviews permit applications as necessary. Typically will not supervise work of other engineers and technical professionals.

Typical Job Duties .....

- Engineering Design
- Report Preparation
- Report and Permit Review
- Data Review/Analysis
- Project Estimation
- Corresponds with State Regulators
- Conducts Environmental Audits
- Conducts Environmental Training
- Equipment Specifications
- Periodic Site Inspection
- Contaminant Modeling
- Work Plan Preparation
- Crew Supervision
- Peer Review
- Develops Site Safety Plans
- Organizes Subcontractors

Engineer/Geologist/Scientist II

Minimum Qualifications..... BS/MS degree in engineering, biology, chemistry, or related science
1 to 3 years of applicable experience

Job Description..... Works on environmental projects of average complexity under general supervision. Prepares engineering designs and standard operating procedures for remediation and other environmental projects, and prepares preliminary estimating costs within the project. Prepares equipment specifications and installation procedures. Reviews data and may draft limited or technical sections of reports. Will not supervise work of other engineers and technical professionals.

Typical Job Duties .....

- Engineering Design
- Report Preparation
- Data Review/Analysis
- Prepares Permit Applications
- Conducts Daily Safety Briefings
- Field Training
- Equipment Specifications
- Periodic Site Inspection
- Project Estimation
- On-Site Safety
- Risk Assessment
- GIS Management

Engineer/Geologist/Scientist I

Minimum Qualifications..... BS/MS degree in engineering, geology, biology, chemistry, or related science
Less than 2 years of applicable experience.

Job Description..... Works on environmental projects of basic complexity under supervision. Prepares simple engineering designs and standard operating procedures for remediation and other environmental projects, and prepares preliminary estimating costs within the project. Prepares basic equipment specifications and installation procedures. Reviews data and may draft limited or technical sections of reports. Will not supervise work of other engineers and technical professionals.

Typical Job Duties .....
- Engineering Design
- Report and Permit Draft Preparation
- Data Review/Analysis
- Soil and Water Sampling
- Obtain Utility Clearances
- Equipment Specifications
- Periodic Site Inspections
- Project Estimation
- Phase I ESA

Health and Safety Officer

Minimum Qualifications..... BS/MS degree in industrial hygiene or related science
5 to 10 years of applicable experience

Job Description..... Responsible for the development and implementation of Corporate Health and Safety Program, ensuring compliance with OSHA safety standards and addressing public health concerns

Typical Job Duties .....
- Develops Health and Safety Program
- Oversees Health and Safety Monitoring
- Approves or Develops Site Safety Plan
- Serves as Health and Safety Coordinator
- Participates on Company-Wide Health and Safety Team

Certified Industrial Hygienist

Minimum Qualifications..... BS degree in Occupational Safety and Health, Chemistry, Biology, Environmental Sciences or equivalent. Certified Industrial Hygienist (CIH) certification required. A thorough understanding of Environmental Health and Safety issues required. Three years of verifiable experience in Environmental Health and Safety profession required.

Job Description Responsible for recommending and implementing goals, objectives, and practices for providing an effective and efficient hazardous material program. Reviews industrial hygiene compliance of projects. Responsible for developing procedures, processes, standards, specifications, and systems to achieve optimal control or reduction of hazards and exposures, which may harm people, property, and/or the environment. Interprets and applies local, state, and Federal laws pertaining to industrial hygiene and the handling of hazardous materials. Communicate clearly and concisely, both orally and in writing. Establish and maintains effective working relationships with project managers and site personnel contacted in the course of work.

Typical Job Duties .....
- Project Management
- Report Preparation
- Data Review and Analysis
- On-Site Coordination
- Periodic Site Inspection
- IH Design Review

Work Plan Preparation	Project Specifications
Containment Modeling	Report Review

Program Manager III

Minimum Qualifications..... BS/MS degree in geology, engineering, or related science
More than 10 years of applicable experience

Job Description..... Responsible for the development and implementation of one or more programs offered to clients with aggregate annual revenues in excess of $1M million. Responsible for identifying and obtaining approval for resources and corporate commitment to a program. Resources and corporate commitment includes equipment, personnel, and program funding. Programs may include services offered under broad categories such as industrial hygiene or technical services including geological and engineering and remediation.

Typical Job Duties .....

Develops Program Level Budget	Manpower Planning
Oversees Projects within Program Services	Client Contact
Identifies Training Requirements	Project Level Budget Approval
Preliminary Subcontractor Approval	

Program Manager II

Minimum Qualifications..... BS/MS degree in geology, engineering, or related science
More than 8 years of applicable experience

Job Description..... Responsible for the development and implementation of one or more programs offered to clients with aggregate annual revenues of $500K to $1M. Responsible for identifying and obtaining approval for resources and corporate commitment to a program. Resources and corporate commitment include equipment, personnel, and program funding. Programs may include services offered under broad categories such as industrial hygiene or technical services including geological and engineering and remediation.

Typical Job Duties .....

Develops Program Level Budget	Manpower Planning
Oversees Projects within Program Services	Client Contact
Identifies Training Requirements	Project Level Budget Approval
Preliminary Subcontractor Approval	

Program Manager I

Minimum Qualifications..... BS/MS degree in geology, engineering or related science
More than 6 years of applicable experience

Job Description..... Responsible for the development and implementation of one or more programs offered to clients with aggregate annual revenues of less than $500,000. Responsible for identifying and obtaining approval for resources and corporate commitment to a program. Resources and corporate commitment include equipment, personnel, and program funding. Programs may include services offered under broad categories such as industrial hygiene or technical services including geological and engineering and remediation.

Typical Job Duties .....

Develops Program Level Budget	Manpower Planning

	Oversees Projects within Program Services	Client Contact
	Identifies Training Requirements	Project Level Budget Approval
	Preliminary Subcontractor Approval	

Project Manager V

Minimum Qualifications..... BA/BS degree in geology, engineering, or related science
More than 15 years of applicable experience

Job Description..... Responsible for managing assessment and remediation projects, estimating costs within the project, and controlling project budgets on projects in excess of $1M. Identifies and develops approaches for site remediation. Serves as on-site technical expert, analyzes and interprets data, and may perform hydrogeological site characterizations, supervise hydraulic tests, and prepare limited or technical sections of reports.

Typical Job Duties	Project Management	On-Site Coordination
	Report Preparation	Report Review
	Site Inspection	Data Review/Analysis
	Client/Sub Coordination	Budget Management
	Equipment Design/Review	Field Work Planning
	Contaminant Modeling	Work Plan Preparation

Project Manager IV

Minimum Qualifications..... BA/BS degree in geology, engineering, or related science
More than 10 years of applicable experience

Job Description..... Responsible for managing assessment and remediation projects, estimating costs within the project, and controlling project budgets on projects with values in excess of $500K. Identifies and develops approaches for site remediation. Serves as on-site technical expert, analyzes and interprets data, and may perform hydrogeological site characterizations, supervise hydraulic tests, and prepare limited or technical sections of reports.

Typical Job Duties	Project Management	On-Site Coordination
	Report Preparation	Obtain Off-Site Access
	Report Review	Periodic Site Inspection
	Data Review/Analysis	Client/Sub Coordination
	Budget Management	Equipment Design/Review
	Field Work Planning	Contaminant Modeling
	Work Plan Preparation	

Project Manager III

Minimum Qualifications..... BA/BS degree in geology, engineering, or related science
More than 6 years of applicable experience

Job Description..... Responsible for managing assessment and remediation projects, estimating costs within the project, and controlling project budgets on projects with values less than $500K. Identifies and develops approaches for site remediation. Serves as on-site technical expert, analyzes and interprets data, and may perform hydrogeological site

characterizations, supervise hydraulic tests, and prepare limited or technical sections of reports.

Typical Job Duties ..... Project Management
Report Preparation
Report Review
Data Review/Analysis
Budget Management
Field Work Planning
Work Plan Preparation
On-Site Coordination
Obtain Off-Site Access
Periodic Site Inspection
Client/Sub Coordination
Equipment Design/Review
Contaminant Modeling

Project Manager II

Minimum Qualifications..... BA/BS degree in geology, engineering, or related science
3 to 6 years of applicable experience

Job Description..... Responsible for managing assessment and remediation projects, estimating costs within the project, and controlling project budgets on projects with values $25K to $50K. Identifies and develops approaches for site remediation. Serves as on-site technical expert, analyzes and interprets data, and may perform hydrogeological site characterizations, supervise hydraulic tests, and prepare limited or technical sections of reports.

Typical Job Duties ..... Project Management
Report Preparation
Report Review
Data Review/Analysis
Budget Management
Field Work Planning
Work Plan Preparation
On-Site Coordination
Obtain Off-Site Access
Periodic Site Inspection
Client/Sub Coordination
Equipment Design/Review
Contaminant Modeling

Project Manager I/Field Superintendent

Minimum Qualifications..... BA/BS degree in geology, engineering, or related science
0 to 3 years of applicable experience

Job Description..... Responsible for managing assessment and remediation projects, estimating costs within the project, and controlling project budgets on projects with values $25K or provides on-site project oversight responsibility for larger projects. Identifies and develops approaches for site remediation. Serves as on-site overseer of operations, gathers data on larger projects, analyzes and interprets data on smaller projects and may perform hydrogeological site characterizations, supervises hydraulic tests, and drafts limited or technical sections of reports.

Typical Job Duties ..... Project Management
Report Preparation
Data Review/Analysis
Budget Management
Field Work Planning
Work Plan Preparation
On-Site Coordination
Obtain Off-Site Access
Client/Sub Coordination
Equipment Design/Review
Contaminant Modeling

Asbestos Project Designer/Asbestos Management Planner

Minimum Qualifications..... BA/BS degree in geology, engineering, or related science or equivalent experience. Specialized training licenses and certifications in asbestos, lead, and indoor air quality. An understanding of Environmental Health and Safety issues required for work involving asbestos, lead, and indoor air quality. Three years of verifiable experience in Environmental or Health and Safety profession required.

Job Description..... Performs more complex technical field Industrial Hygiene work and provides general project supervision including complete site and building inspection surveys, pre-design inspections, field drafting activities, and project abatement for industrial hygiene abatement projects including building demolition and building alterations. Performs duties involved in field surveys; field report preparation for construction, demolition, and remodeling project activities; and providing assistance to professional level Industrial Hygiene staff. Provides field site management and coordination and participates in the work of staff responsible for providing environmental industrial hygiene surveys, abatements, and other industrial hygiene programs and pre-designs required of the abatement activities associated with asbestos, lead, and indoor air quality. Performs a variety of technical tasks relative to assigned area of field management responsibility as well as general project supervision.

Typical Job Duties .....

- Project Management
- Report Preparation
- Field Inspections
- Work Plan Preparation
- Containment Design
- Air Monitoring
- Project Record Maintenance
- On-Site Coordination
- Site Inspections
- Abatement Design
- Project Specifications
- Report Review
- Site Recommendation
- Compliance Monitoring

Asbestos Field Manager

Minimum Qualifications..... BA/BS degree in geology, engineering, or related science or equivalent experience. Specialized training licenses and certifications in asbestos, lead, and indoor air quality. An understanding of Environmental Health and Safety issues required for work involving asbestos, lead, and indoor air quality. One year of verifiable experience in Environmental or Health and Safety profession required.

Job Description..... Performs more complex technical Industrial Hygiene work including complete site and building surveys, project abatement design and drafting activities for industrial hygiene abatement projects including building demolition and building alterations; performs duties involved in field surveys, report preparation, and construction demolition project inspection activities; and provides assistance to professional level Industrial Hygiene staff. Coordinates, assigns, reviews, and participates in the work of staff responsible for providing environmental industrial hygiene surveys, abatements, and other industrial hygiene programs and designs required of the abatement activities associated with asbestos, lead, and indoor air quality; and performs a variety of technical tasks relative to assigned area of responsibility.

Typical Job Duties.....

- Project Field Management
- Field Report Preparation
- Performs Field Inspections
- Reviews Field Plan Preparation
- Monitors Containment Integrity
- On-Site Coordination
- Conducts Building Inspections
- Implements Abatement Design
- Monitors Specification Compliance
- Monitor Project Compliance

Air Monitoring	Prepares Field Air Data Review
Monitors Health and Safety	Maintain Field Records
Conducts Visual Inspections	Signs Certificate of Completion

Project Coordinator

Minimum Qualifications..... BA degree in business administration, engineering, accounting, or equivalent experience in a construction or engineering position. Specialized project documentation management or project management training in asbestos, lead, and indoor air quality, construction, or engineering. Must possess an understanding of project management issues required for work involving construction, engineering, or related activities. Three years of verifiable experience in coordination management in environmental, engineering, construction, or related project management is required.

Job Description..... Performs more complex technical office project management and Industrial Hygiene work and general project coordination. Coordinates, schedules, and handles all contracts for projects for the Industrial Hygiene Group and others as directed. Project scheduling for all department personnel, project file data tracking; preparation of EMR invoices, contractor and subcontractor invoices for approval by department head. Position may also include electronic data management of all project records. Management of building or facility inspection MIS data. Development and preparation of reports from MIS records.

Typical Job Duties

Project Management	Office Coordination
Report Preparation	Manage Project Records
Contract Document Preparation	Contract Records Compliance
Invoice Preparation	Subcontractor Invoice Review
Staff Schedule Coordination	Client/Sub Coordination
MIS Data Management	Report Production
Create MIS Data Storage Programs	

Lead/Asbestos Building Inspector/Project Site Manager

Minimum Qualifications..... High School diploma and specialized training in environmental, engineering, or related construction or equivalent experience. Specialized training licenses and certifications in asbestos, lead, and indoor air quality. An understanding of Environmental Health and Safety issues required for work involving asbestos, lead, and indoor air quality.

Job Description..... Performs technical Industrial Hygiene work including complete site and building inspection surveys, and field drafting activities for industrial hygiene inspections. Provides project site management for asbestos abatement projects including building demolition and building alterations; performs duties involved in field inspection, field report preparation, and project construction or demolition inspection activities; provides assistance to professional level Industrial Hygiene staff. Participates in environmental abatements and other industrial hygiene programs required of abatement activities associated with asbestos, lead, and indoor air quality; performs a variety of technical tasks relative to assigned area of responsibility including air monitoring and sample collection.

Typical Job Duties .....

Project Field Management	On-Site Coordination
Prepares Field Reports	Conducts Building Inspections
Performs Sample Collections	Performs Air Sampling
Monitors Sub Abatement Activities	Monitors Subcontractors

Monitors Specification Compliance
Monitors Project Compliance
Monitors Health and Safety
Monitors Containment Integrity
Prepares Field Air Data
Maintain Field Records

Project Technician III

Minimum Qualifications..... May or may not have a BS/MS degree in science
5 or more years of applicable experience

Job Description..... Works under direction of the Project Manager or Site Project Manager. Responsible for project site field activities on complex environmental sites. May supervise a crew of other field technicians or subcontractors. Handles complex project field tasks and makes competent field decisions.

Typical Job Duties ..... Soil and Water Sampling
Obtains Utility Clearance
Waste Sampling
Leads Installation of Remediation Systems
Containerizes Waste and Prepares Waste for Shipping
Prepares Waste Manifest Documentation
Operates Waste Water Treatment System

Project Technician II

Minimum Qualifications..... May or may not have a BS/MS degree in science
1 to 6 years of applicable experience

Job Description..... Works under supervision. Handles most project field tasks.

Typical Job Duties ..... Soil and Water Sampling
Obtains Utility Clearance
Waste Sampling
Installs Remediation Systems
Containerizes Waste and Prepares Waste for Shipping
Prepares Waste Manifest Documentation
Operates Waste Water Treatment Systems

Project Technician I

Minimum Qualifications..... May or may not have a BS/MS degree in science
0 to 2 years of applicable experience

Job Description..... Works under close supervision. Handles only the simplest field tasks.

Typical Job Duties ..... Soil and Water Sampling
Obtains Utility Clearance
Waste Sampling
Installs Remediation Systems
Containerizes Waste and Prepares Waste for Shipping
Prepares Waste Manifest Documentation
Operates Waste Water Treatment Systems

Draftsman/CADD Operator II

Minimum Qualifications..... Technical training in drafting and CADD instruction
3 or more years of applicable experience

Job Description..... Operates a CADD workstation to prepare finished drawings under general supervision.

Typical Job Duties ..... Prepares complicated designs, drawings, and layouts
Calculates dimensions, weights, capacities, or quantities

Draftsman/CADD Operator I

Minimum Qualifications..... Technical training in drafting and CADD instruction
1 or more years of applicable experience

Job Description..... Operates a CADD work station to prepare finished drawings under supervision.

Typical Job Duties ..... Prepares less complicated drawings or layouts
Performs scaling, dimensioning, or line locating
Combines various details from sketches and drawings
Makes required calculations

Clerical

Minimum Qualifications..... May or may not have a BS/MS degree in Business or Accounting
3 years of applicable experience

Job Description..... Provides broad range of project support to Project Manager and/or Program Manager by coordinating with accounting, contracts, and administration.

Typical Job Duties Reviews subcontract, equipment, and material invoices prior to approval
Prepares invoice data prior to approval
Tracks project activities against project schedule
Assists in procurement process
Assists in contracting and subcontracting process
Other clerical duties as required

EMR recognizes six years of relevant experience as equivalent to a Bachelor's Degree.