RMEC Environmental, Inc.
785 North 400 West
Salt Lake City, Utah 84103
Main: 1-801-467-3661
Fax: 1-801-583-1463

Business Status:
Small Business

Contract Administration Source:
Daryl Hancock, CHMM, CEM, President
1-801-467-3661
dhancock@rmec.net

Contract Period:
January 5, 2019 through January 4, 2024

Email Address:
info@rmec.net

Website (Internet) Address:
www.rmec.net

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 for GSA Advantage! is: GSA Advantage.gov
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
Price list current as of Modification #PS-A812 effective February 4, 2020
1a. **Special Identification Numbers (SINs):**
   541620, 541620RC, 562910REM, & 562910REMRC
   611430 & 611430RC
   OLM, OLMRC, & OLMSTLOC

1b. **Labor Rates:**
   See pages 8 & 9

1c. **Labor Category Descriptions:**
   See pages 10-15

2. **Maximum Order Threshold:**
   $1,000,000

3. **Minimum Order Threshold:**
   $100

4. **Geographic Coverage (Delivery Area):**
   Worldwide

5. **Point of Production:**
   Salt Lake City, Utah

6. **Discounts from List Prices:**
   None

7. **Quantity Discounts:**
   0.50% for task orders of $150,000 - $299,000
   1.0% for task orders $300,000 - $499,000
   1.5% for task orders >$500,000

8. **Prompt Payment Terms:**
   Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. **Foreign Items:**
   None

10a. **Time of Delivery:**
    Specified in each task order.

10b. **Expedited Delivery:**
    Not Applicable

10c. **Overnight and 2-day Delivery:**
    Not Applicable
10d. **Urgent Requirement:**
As required by task orders.

11. **F.O.B Points:**
Destination.

12a. **Ordering Address:**
RMEC Environmental, Inc.
Att: Daryl Hancock
785 North 400 West
Salt Lake City, Utah 84103
Main: 1-801-467-3661
Fax: 801-583-1463
Email: info@rmec.net

12b. **Ordering Procedures:**
For supplies and services, the ordering procedures on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment Address is as Follows:**
RMEC Environmental, Inc.
Att: Accounts Receivable
785 North 400 West
Salt Lake City, Utah 84103

14. **Warranty Provision:**
Not Applicable

15. **Export Packing Charges:**
Not Applicable

16. **Terms and Conditions of Rental, Maintenance, and Repair:**
Not Applicable

17. **Terms and Conditions of Installation:**
Not Applicable

18. **Terms and Conditions of Repair of Parts:**
Not Applicable

19. **Terms and Conditions for Any Other Services:**
Not Applicable

20. **List of Service and Distribution Points:**
Not Applicable

21. **List of Participating Dealers:**
Not Applicable
22. Preventive Maintenance:  
   Not Applicable

23a. Special Attributes:  
   Not Applicable

23b. Section 508:  
   Not applicable as per I-FSS-600.

24. Data Universal Numbering System (DUNS) Number:  
   05-046-7849

25. Notification Regarding Registration in System for Award Management (SAM)  
   Database:  
   Registered

Purchase of Incidental, Non-schedule Items:  
For administrative convenience, open market (non-contract) items may be added to a Federal  
Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the  
items are clearly labeled as such on the order, all applicable regulations have been followed, and  
price reasonableness has been determined by the ordering activity for the open market (non-  
contract) items.
RMEC COMPANY PROFILE

RMEC Environmental, Inc. (RMEC) is a full-service occupational and environmental health consulting firm with an office located in the Salt Lake City, Utah. RMEC is comprised of a multi-disciplinary team of occupational and environmental health professionals. RMEC is experienced in all aspects of chemical and physical agent exposure assessments, indoor air quality investigations, environmental site assessments, due diligence transactions, Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulatory compliance auditing and consulting, environmental toxicology, and risk assessments. The founding partners of RMEC have advanced degrees, board certifications as Certified Industrial Hygienists (CIHs), Certified Hazardous Materials Managers (CHMMs), and Certified Environmental Managers (CEMs), and possess over 50 combined years of professional experience.

ENVIRONMENTAL CONSULTING SERVICES

ENVIRONMENTAL COMPLIANCE SUPPORT, AUDITING AND OVERSIGHT
RMEC is fully qualified and experienced in conducting environmental compliance audits and inspections in a wide selection of facilities, ranging from heavy industrial facilities to high-tech pharmaceutical facilities. Our past project experience includes municipal government facilities, military bases, wastewater treatment plants, refineries, RCRA hazardous waste sites, smelters, mines, foundries, chemical manufacturing plants, electrical and geothermal utility power plants, solvent recovery and recycling facilities, coating operations and many types of industrial manufacturing plants. RMEC’s environmental compliance services include:

- CAA Compliance Services: NOIs, permitting assistance, emission inventories, stack testing, emission tracking program development, and dispersion modeling
- CWA Compliance Services: discharge permitting, development of treatment technology, site and facility auditing, SWPPP and SPCCP development, training and oversight
- Pollution prevention program development and PPOAs
- Hazardous waste management, disposal and lab packing services
- Phase I and II ESAs
- Vapor intrusion studies and investigations
- CERCLA site assessments and removal actions
- UST closure/removal and remediation
- Aboveground storage tank (AST) inspection services
- RCRA facility auditing and Tier I and II reporting
- Emergency Planning and Community Right-to-Know Act (EPCRA) and toxic release inventory (TRI) reporting (Form R reporting)

ENVIRONMENTAL PERMITTING AND REPORTING
RMEC has assisted public and private clients in obtaining the various local, state and federal permits required by the CAA, CWA and RCRA. RMEC provides comprehensive permitting consultation services to guide clients through the elaborate and ever-changing environmental permitting and reporting requirements. RMEC environmental permitting and reporting experience includes, but is not limited to, the following:
• Emission inventories, registration notices, NOIs, AO, operating permits and air quality and dispersion modeling under the CAA
• Tier I Tier II and Form R/TRI reporting under the EPCRA
• Storm water and sanitary sewer discharge permitting under the CWA

SPILL PREVENTION, CONTROL AND COUNTERMEASURES (SPCC) PLANNING AND COMPLIANCE
In general, the EPA’s SPCC rule requires non-transportation-related facilities with an aggregate aboveground storage capacity greater than 1,320 gallons, to have a facility SPCC plan in place. The development, implementation, and maintenance of a facility SPCC Plans can be very complicated and involved. RMEC has the regulatory knowledge and the experience to provide guidance in making determinations regarding the applicability of the SPCC rules and we can assist in the development, implementation and management of facility SPCC plans when required.

POLLUTION PREVENTION SURVEYS
RMEC has the capability to develop hazardous waste management and pollution prevention plans, in addition to surveys, including:

• Hazardous waste stream inventories and characterization
• RCRA permit review or preparation
• Program review and critique
• Recycling program development

OCCUPATIONAL SAFETY, HEALTH AND INDUSTRIAL HYGIENE
Continual advancements in technology and regulatory changes create an atmosphere of never-ending demands for employers. With these demands, employers have increasing amounts of responsibility, ranging from workplace hazard identification and associated risk assessments, to compliance and liability issues surrounding the numerous regulations in place. RMEC’s staff includes CIHs, CHMM and other safety and health professionals. RMEC can provide expertise and guidance in areas such as:

• Exposure assessment research and investigations
• Construction and industrial safety and compliance
• Accident and illness prevention and incident investigations
• Facility safety and health inspections
• OSHA audits and inspections
• Fire safety and explosive atmosphere surveys
• OSHA VPP auditing and assistance
• Safety and health program development, review and training
• Heat and cold stress monitoring and assessment
• Hazard communication program management and training
• Ergonomic consulting, training and design

IAQ INVESTIGATION
Chemical and/or biological contaminants in indoor environments and improperly designed and operated ventilation systems have often been cited as the cause of health complaints from building occupants. RMEC personnel have extensive experience in performing IAQ investigations to identify potential causal factors related to these types of complaints. RMEC performs comprehensive assessments of air and surface samples for pesticides, solvents, molds, allergens
and other agents of a chemical and/or biological origin. In addition to IAQ investigations, RMEC offers services for:

- Mold abatement specification development, project management and oversight
- Sick Building Syndrome and building-related illnesses
- Exposure evaluations and risk assessments
- Nuisance and unknown odor investigations

**ASBESTOS AND LEAD-BASED PAINT INSPECTION, RISK ASSESSMENT, PROJECT DESIGN AND MANAGEMENT**

Lead-based paint and asbestos are present in building construction materials, machinery and other products. RMEC's asbestos and lead-based paint inspection services assist clients in proactively approaching problems posed by these sources. RMEC’s team includes EPA-certified inspectors and personnel capable of providing the following services:

- Facility and building asbestos surveys
- Asbestos awareness training and seminars
- Risk and exposure assessments
- Lead-based paint inspections and risk assessments
- Development of management plans and strategies
- Development of abatement specifications
- Oversight and management of abatement projects

**ENVIRONMENTAL TRAINING SERVICES**

RMEC is comprised of a multi-disciplinary team of occupational and environmental health professionals. RMEC’s staff has extensive experience in providing all forms of occupational and environmental training programs through all types of media and formats. RMEC understands the need to provide consistent, accurate environmental, health and safety information to a diverse audience in an expeditious manner. RMEC has proven expertise in transforming complex ideas and topics into clear and accessible information that targets and responds to a diverse audience using a wide variety of media. The following is a listing of some of the environmental, health and safety topics covered by RMEC in various training programs:

- OSHA 40-hour & 8-hour Refresher Training in HAZWOPER
- Hazard Communication
- Emergency Preparedness and Contingency Plan Training
- Respiratory Protection
- RCRA/Hazardous Substance Management
- Lock-out/Tag-out
- Confined Space Entry
- Noise and Other Physical Agents
- Process Safety Management
- Industrial Safety
- Hearing Conservation, Noise and Other Physical Agents
- Asbestos Awareness
REMEDIATION AND RECLAMATION SERVICES

ENVIRONMENTAL SITE ASSESSMENT (ESA) SERVICES

RMEC has extensive experience in the conduct of Phase I/II ESAs in accordance with the EPA’s final regulations governing All Appropriate Inquiries, as set forth in 40 CFR 312 and/or the American Society for Testing and Materials (ASTM) International’s E1527-05 Standard. RMEC has performed due diligence services for lending institutions, landowners, government agencies and other stakeholders. All Phase I ESA work is conducted under the responsible charge of an environmental professional, as defined in §312.10 of 40 CFR 312. In addition, the RMEC team has the capability to conduct assessments for the presence of asbestos-containing materials (ACMs) and other environmental liabilities, such as methamphetamine contamination, mold, or lead-based paint that may not meet the definition of an REC per ASTM E1527-05. When a Phase II ESA is required, either as a follow up on findings from an initial Phase I ESA or due to the presence of known RECs, the following steps will be performed in accordance with ASTM’s E1903-97 Standard for Phase II ESAs. In addition, RMEC will perform due diligence to identify other potential RECs that may be outside the scope of ASTM E1903-97. Any time environmental sampling is performed as part of a Phase II ESA, a senior staff or higher will prepare a SAP and a quality assurance project plan in accordance with the EPA quality assurance guidelines.

SITE MANAGEMENT, REMEDIATION AND CLOSURE

In addition to our due diligence services, RMEC has extensive experience in implementing corrective actions and delivering site remediation oversight services for landowners, government organizations, banks, and various stakeholders. Services include:

- Vapor intrusion investigations
- Human health and ecological risk assessments
- Remedial feasibility studies
- Facility closure strategies
- Probabilistic cost estimating of various remediation scenarios
- Risk-based and natural attenuation approaches
- Technical impracticability waivers In-situ and ex-situ technologies Remediation design and construction
- Groundwater, soil and sediment remediation
- Operation, maintenance and monitoring of site controls and remediation systems
- Regulatory negotiations, community relations, and stakeholder engagement
- Litigation technical support
# RMEC Professional Rate Schedule; GSA MAS Contract No. GS-10F-0147P

<table>
<thead>
<tr>
<th>PROFESSIONAL TITLE</th>
<th>APPLICABLE SINS</th>
<th>OPTION PERIOD 3: HOURLY RATES BY OPTION YEAR (INCLUDES 0.75% IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Scientist / Program Administrator</td>
<td>541620, 541620RC, 562910REMRC, 611430, 611430RC, OLM, OLMRC, OLMSTLOC</td>
<td></td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td></td>
<td>YEAR 16</td>
</tr>
<tr>
<td>Project Manager</td>
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<td>$142.98</td>
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<tr>
<td>Senior Environmental Engineer</td>
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<td>$115.64</td>
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<td>Mid-level Environmental Engineer</td>
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<td>$88.11</td>
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<td>Junior Environmental Engineer</td>
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<td>$99.12</td>
</tr>
<tr>
<td>Senior Environmental Scientist</td>
<td></td>
<td>$99.12</td>
</tr>
<tr>
<td>Mid-level Environmental Scientist</td>
<td></td>
<td>$81.66</td>
</tr>
<tr>
<td>Junior Environmental Technician</td>
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<td>$66.08</td>
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<tr>
<td>Senior Geologist</td>
<td></td>
<td>$99.12</td>
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<tr>
<td>Mid-level Geologist</td>
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<td>$81.66</td>
</tr>
<tr>
<td>Junior Geologist</td>
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<td>$66.08</td>
</tr>
<tr>
<td>Senior Industrial Hygienist</td>
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<td>$99.12</td>
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<tr>
<td>Mid-level Industrial Hygienist</td>
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<td>$81.66</td>
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<tr>
<td>Junior Industrial Hygienist</td>
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<td>Asbestos Specialist/Certified Inspector</td>
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<tr>
<td>Environmental / Hazmat Specialist</td>
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<tr>
<td>*CADD Operator / Draftsperson</td>
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<td>$57.27</td>
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<tr>
<td>*Word Processing / Computer Operator</td>
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<td>$41.86</td>
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<tr>
<td>*Administrative Assistant</td>
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<td>$38.54</td>
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</table>

* The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices offered are in line with the geographic scope of the contract (i.e. nationwide).
### SCLS Matrix for GSA MAS Contract No. GS-10F-0147P

<table>
<thead>
<tr>
<th>Professional Title</th>
<th>SCLS Equivalent Code &amp; Title</th>
<th>WD #</th>
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</thead>
<tbody>
<tr>
<td>*Administrative Assistant</td>
<td>01115 – General Clerk II</td>
<td>2015-5489</td>
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</tbody>
</table>

### RMEC Equipment Fee Schedule for GSA MAS Contract No. GS-10F-0147P

<table>
<thead>
<tr>
<th>Description</th>
<th>Manufacturer/Model</th>
<th>Applicable SINS</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo-ionization Detector (PID)</td>
<td>Rae Systems ppb-Rae</td>
<td>541620, 541620RC, 562910REM, 562910REMRC, 611430, 611430RC, OLM, OLMRC, OLMSTLOC</td>
<td>$78.75</td>
</tr>
<tr>
<td>4 Gas Meter</td>
<td>Rae Systems Entry Rae</td>
<td></td>
<td>$60.00</td>
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<tr>
<td>Sampling Pumps (Low Volume)</td>
<td>SKC Pocket Air</td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>Air Sampling Pumps (High Volume)</td>
<td>SKC AirChek Mod. #52 &amp; 224</td>
<td></td>
<td>$30.00</td>
</tr>
</tbody>
</table>
PROFESSIONAL STAFF LABOR CATEGORY DEFINITIONS

**Principal Scientist / Program Administrator**

**Education:** Bachelors degree and/or advanced degree in science or engineering.

**Experience:** Fifteen (15) or more years of professional experience in environmental sciences, engineering, and/or public health disciplines. At least 10 years experience must encompass the direction of large, multi-disciplined teams in the planning, development and execution of large, complex, projects for a diverse client set. Extensive technical knowledge and excellent past-performance in project planning, detailed analysis, execution, testing and program support. The Principle Scientist/Program Administrator will hold board certifications and professional licenses in related disciplines, such as: Professional Geologist (PG), Certified Industrial Hygienist (CIH), Certified Hazardous Materials Management (CHMM), Certified Environmental Manager (CEM), and Professional Engineer (PE).

**Functional Responsibility:** Directs the corporate staff in the completion of projects for the firm. Provides leadership and lends high-level scientific and/or engineering skills for all project management and technical services, with routine interaction as an expert witness in legal cases or as the lead advisor on technical projects of major significance. Acts as the authorized contracting officer for signing project documents. Establishes and alters (as necessary) corporate management structures to direct effective contract support activities.

**Senior Project Manager**

**Education:** Bachelors degree and/or advanced degree in science or engineering.

**Experience:** Twelve (12) or more years of professional experience in strategic project management, planning, and delivery of turnkey projects and client-oriented services according to contract terms. Extensive technical knowledge and excellent past-performance in project planning, implementation, and execution according to project specifications and deadlines. Experienced manager who can define project scope from abstract or conceptual definitions, develop a set of tasks to accomplish the project, coordinate and monitor the work involved in the tasks and deliver a final product on schedule and within a prescribed budget. Have the ability to establish and maintain an effective working relationship with other employees, clients and public agencies.

**Functional Responsibility:** Provides professional and leadership support in management of turnkey projects and client-oriented services on other complex and large-scale contracts, including strategic project management, planning and delivery of contracted services. Serves as the primary point of contact for customer and facilitates timely completion of project milestones and ensures client goals, quality, standards, timelines and expectations are being achieved. Identifies project-specific improvements and implements client-oriented solutions as dictated by the customer and overall project needs.

**Project Manager**

**Education:** Bachelors and/or Masters of Science degrees in science or engineering.

**Experience:** Seven (7) or more years of professional experience in strategic project management, planning, and delivery of contracted services according to contract terms.
**Functional Responsibility:** Provides overall professional and leadership support in management of contract-specific tasks. Serves as the primary point of contact for customer and facilitates timely completion of project milestones and ensures client goals, quality, standards, timelines and expectations are being achieved. Identifies project-specific improvements and implements client-oriented solutions as dictated by the customer and overall project needs.

**Senior Environmental Engineer**

**Education:** Bachelors and/or Masters of Science degrees in engineering.

**Experience:** Twelve (12) or more years of professional experience in engineering field and licensed as a Professional Engineer (PE)

**Functional Responsibility:** Working independently, provides high-level scientific skills for effective completion of environmental engineering projects, investigations and/or studies. Coordinate, assign and review the efforts of the technical staff. Work on and manage a variety of technical tasks, to include review of policy and statutory requirements and requisite strategic project planning and/or design activities. Monitor the progress of work within the technical team and assist/advise the project manager in revising the scope or services to meet budget. Assist in the education and development of professional staff and act as a resource for technical issues and questions.

**Mid-Level Environmental Engineer**

**Education:** Bachelors and/or Masters of Science degrees in engineering.

**Experience:** One (1) to six (6) years of professional experience in engineering.

**Functional Responsibility:** Working independently or under minimal supervision, provides engineering support for effective execution of environmental/engineering tasks. Assists Senior Engineers with client/project coordination for the completion of task/document preparation under the overall supervision of the Project Manager. Promote adherence to office procedures and policies and promote the firm’s reputation through client relations. Assist staff in the accomplishment of special assigned tasks and be responsible for the quality of the work performed.

**Junior Environmental Engineer**

**Education:** Associates degree or High School diploma or GED

**Experience:** Two (2) to five (5) years of related experience or education in engineering discipline.

**Functional Responsibility:** Under direct or indirect supervision of senior and mid-level engineering staff, provides technical services, fieldwork and other support towards fulfillment of contract-related tasks.

**Senior Environmental Scientist**

**Education:** Bachelors and/or Masters of Science degrees in environmental sciences and/or public health disciplines.

**Experience:** Twelve (12) or more years of professional experience in environmental sciences and/or public health compliance and consulting and will hold board certifications and professional licenses in related public health or environmental science disciplines such as: Certified
Environmental Manager (CEM), Certified Hazardous Materials Manager (CHMM), or Registered Environmental Assessor (REA).

**Functional Responsibility:** Working independently, provides high-level scientific skills for effective completion of environmental projects, investigation and/or studies. Coordinate, assign and review the efforts of the technical staff. Work on and manage a variety of technical tasks, to include review of policy and statutory requirements and requisite strategic planning to implement such, formulating and developing advanced scientific concepts. Monitor the progress of work within the technical team and assist/advice the project manager in revising the scope or services to meet budget. Assist in the education and development of professional staff and act as a resource for technical issues and questions. Be the responsible party for the quality of the work of the team under their control.

**Mid-Level Environmental Scientist**

**Education:** Bachelors and/or Masters of Science degrees in environmental sciences and/or public health disciplines.

**Experience:** One (1) to six (6) years of professional experience in environmental sciences and/or public health compliance and consulting and working toward attaining board certifications and professional licenses in related disciplines, such as: CEM, CHMM, or REA.

**Functional Responsibility:** Working independently or under minimal supervision, provides scientific support for effective execution of environmental tasks. Assists Senior Environmental Scientists with client/project coordination for the completion of task/document preparation under the overall supervision of the Project Manager. Promote adherence to office procedures and policies and promote the firm’s reputation through client relations. Assist staff in the accomplishment of special assigned tasks and be responsible for the quality of the work performed.

**Junior Environmental Technician**

**Education:** Associates degree or High School diploma/GED

**Experience:** Two (2) to five (5) years of related experience or education in environmental sciences and/or public health discipline.

**Functional Responsibility:** Under direct or indirect supervision of senior and mid-level environmental scientist staff, provides technical services, fieldwork and other support towards fulfillment of contract-related tasks.

**Senior Geologist**

**Education:** Bachelors and/or Masters of Science degrees in geology/hydrogeology disciplines.

**Experience:** Twelve (12) or more years of professional experience in the practice of geology/hydrogeology and will hold license(s) as a Professional Geology (PG) or a Registered Geologist (RG).

**Functional Responsibility:** Working independently, provides high-level scientific skills for effective completion of geological/hydrogeological projects, investigation and/or studies. Coordinate, assign and review the efforts of the technical staff. Work on and manage a variety of technical tasks, to include review of policy and statutory requirements and requisite strategic planning to implement such, formulating and developing advanced scientific concepts. Monitor the progress...
of work within the technical team and assist/advise the project manager in revising the scope or services to meet budget. Assist in the education and development of professional staff and act as a resource for technical issues and questions. Be the responsible party for the quality of the work of the team under their control.

**Mid-Level Geologist**

**Education:** Bachelors and/or Masters of Science degrees in geology/hydrogeology disciplines.

**Experience:** One (1) to six (6) years of professional experience in the practice of geology/hydrogeology.

**Functional Responsibility:** Working independently or under minimal supervision, provides engineering support for effective execution of geology/hydrogeology tasks. Assists Senior Geologists with client/project coordination for the completion of task/document preparation under the overall supervision of the Project Manager. Promote adherence to office procedures and policies and promote the firm’s reputation through client relations. Assist staff in the accomplishment of special assigned tasks and be responsible for the quality of the work performed.

**Junior Geologist**

**Education:** Associates degree or High School diploma/GED

**Experience:** Two (2) to five (5) years of related experience or education in geology/hydrogeology discipline.

**Functional Responsibility:** Under direct or indirect supervision of senior and mid-level geologist staff, provides technical services, fieldwork and other support towards fulfillment of contract-related tasks.

**Senior Industrial Hygienist**

**Education:** Bachelors and/or Masters of Science degrees in public health, occupational safety and/or industrial hygiene disciplines and will hold board certification as a Certified Industrial Hygienist (CIH).

**Experience:** Twelve (12) or more years of professional experience in industrial hygiene, safety, and/or public health compliance and consulting.

**Functional Responsibility:** Working independently, provides high-level scientific skills for effective completion of public health and industrial hygiene-related projects. Coordinate, assign and review the efforts of the technical staff. Work on and manage a variety of technical tasks, to include review of policy and statutory requirements and requisite strategic planning to implement such, formulating and developing advanced scientific concepts. Monitor the progress of work within the technical team and assist/advise the project manager in revising the scope or services to meet budget. Assist in the education and development of professional staff and act as a resource for technical issues and questions. Be the responsible party for the quality of the work of the team under their control.
**Mid-Level Industrial Hygienist**

**Education:** Bachelors and/or Masters of Science degrees in public health, occupational safety and/or industrial hygiene disciplines.

**Experience:** One (1) to six (6) years of professional experience in public health, occupational safety and/or industrial hygiene disciplines.

**Functional Responsibility:** Working independently or under minimal supervision, provides scientific and engineering support for effective execution of public health, occupational safety and/or industrial tasks. Assists Senior Industrial Hygienists with client/project coordination for the completion of task/document preparation under the overall supervision of the Project Manager. Promote adherence to office procedures and policies and promote the firm’s reputation through client relations. Assist staff in the accomplishment of special assigned tasks and be responsible for the quality of the work performed.

**Junior Industrial Hygienist**

**Education:** Associates degree or High School diploma/GED

**Experience:** Two (2) to five (5) years of experience or education in the public health, occupational safety and/or industrial hygiene disciplines.

**Functional Responsibility:** Under direct or indirect supervision of senior and mid-level industrial hygiene staff, provides technical services, fieldwork and other support towards fulfillment of contract-related tasks.

**Asbestos Inspector / Specialist**

**Education:** High School graduate or GED and AHERA Asbestos Inspector license.

**Experience:** One (1) year of experience in asbestos compliance related services, including review of survey data.

**Functional Responsibility:** Conduct asbestos compliance survey and related project management services. Work includes collection of representative materials, risk assessments, preparation and implementation of existing facility maintenance plans, asbestos abatement work plans, and abatement project management.

**Environmental / Hazmat Specialist**

**Education:** High-school degree or GED.

**Experience:** One (1) year of experience in the environmental field.

**Functional Responsibility:** Provides field services for site remediation and waste management projects. Assists with operation of site remediation activities and systems along with documentation, packaging, identification, labeling of hazardous and non-hazardous wastes.

**CADD Operator / Draftsperson**

**Education:** High-school degree or GED.

**Experience:** Three (3) years of experience as a CAD operator and must be familiar with appropriate computer software.

**Functional Responsibility:** Provides CADD services for development of site plans, maps, and facility diagrams related to project reports and other project deliverables
**Word Processing/Computer Operator**

**Education:** High-school degree or GED

**Experience:** Three (3) years of experience working with related computer software programs.

**Functional Responsibility:** Assists with data entry and work processing in the development and formatting of project-required documents and reports/deliverables.

**Administrative Assistant**

**Education:** High-school degree or GED

**Experience:** Two (2) years of experience working in an office setting performing clerical duties. Must have a basic understanding of management services, strategic planning, financial planning, budgeting, and logistical support necessary to activate a large technical team and field it to requisite site. Must also possess working knowledge of reporting tools and software for the purpose of presenting plans, concepts, strategies, theories, etc. to clients in a coherent and efficient manner. Must be able to execute assignments of a complex nature with minimal technical guidance.

**Functional Responsibility:** Assists professional staff with clerical and administrative tasks as required by project requirements. Tasks include binding reports and providing support for the delivery and tracking of project submittals.