



**Professional Services Schedule**  
Federal Supply Schedule Industrial Group  
00CORP

Contract No. GS-10F-0168J

SINS: 899-1, 899-1RC, 899-3, 899-3RC, 899-7,  
899-7RC, 899-8, 899-8RC

Contract Period: July 12, 2014 through July 11, 2019

Current through:  
Modification 17 approved on July 21, 2014



14500 Avion Parkway  
Suite 300  
Chantilly, Virginia 20151

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-drive database system. The INTERNET address for GSA Advantage! is: <http://www.gsa.gov>

# Professional Services Schedule

## Federal Supply Schedule Industrial Group 00CORP

**TechLaw, Inc.**

**14500 Avion Parkway  
Suite 300  
Chantilly, Virginia 20151**

**Contract No. GS-10F-0168J**

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Maximum Order:	\$100
Minimum Order:	Domestic
Geographic Coverage: email:	<a href="mailto:gsainfo@techlawinc.com">gsainfo@techlawinc.com</a>

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## Company Overview

TechLaw provides environmental consulting services to the public and private sectors nationwide. Our team of dedicated, innovative and accredited professionals offers a unique blend of hands-on, scientific, management and technical field knowledge with nationally recognized engineering, regulatory and legal expertise. We have more than 150 consultants, including chemists, ecologists, toxicologists, geologists, engineers, risk assessors, industrial hygienists, attorneys, and explosives experts. We have a 30-year history of trust, integrity and commitment to our clients and to the sustainability of the communities where we work and live.

**BUILDING SUSTAINABILITY** with strategies for cost-effective management of resources and personnel to promote responsible environmental stewardship, from the executive office to the field.

**RESOLVING UNCERTAINTY** to find the best ways to quickly and effectively protect human health and the environment.

**FACILITATING REMEDIES** to efficiently and effectively implement green remediation and environmental compliance programs.

**DELIVERING DIRECTION** by developing and providing training, laboratory management, public outreach, regulatory analysis, and enforcement case support.

**EXPEDITING RESPONSES** to emergency situations by providing valued and tested disaster planning, training, and response-team support.

**ASSURING QUALITY** of historical and real-time data collection and analysis, making sure our clients have the right data.

The experience to lead

The know-how to succeed

The compassion to care

Working together to create the environment we need.

For additional information on TechLaw, please visit our website at [www.techlawinc.com](http://www.techlawinc.com)

Atlanta, Boston, Chicago, Denver, New York, San Francisco, Sacramento, Seattle, Chantilly VA, Wheeling

## GREEN BUSINESS PRACTICES

TechLaw incorporates Green Practices into our everyday business activities. We are committed to being environmentally friendly and routinely pursue new ways to make additional contributions to our overall goal of protecting human health and the environment. The following are examples of our Green Practices:

- We recycle paper, plastics, glass and aluminum in all our offices.
- We recycle toner and other electronic equipment.
- Our personnel make use of mass transit where possible and we offer a Qualified Transportation Program to encourage environmentally responsible commuting.
- We use paperless practices whenever possible. Under the majority of our contracts, deliverables are delivered in electronic formats.
- At conferences we organize, we arrange for recycling and paperless distribution of conference materials.
- We limit our use of disposable cups, plates, and plastic utensils in office kitchens.
- When printing is necessary we use recycled paper.
- Many employees telecommute on some basis.
- TechLaw encourages the use of environmentally friendly hotels.

## Placing an Order

For orders under the micro-purchase threshold (\$2,500), agencies can place an order directly with the contractor of choice. For orders more than \$2,500, the following procedures should be used:

- Prepare a Statement of Work/Request for Quote including the following:
  - Work to be Performed
  - Period of Performance
  - Deliverable Schedule
  - Special Requirements, such as Past Performance
  - Type of Task Order (fixed price, ceiling price, labor hours, time and materials)
  - Evaluation Criteria
- Send the Request for Quote to at least three contractors (may use GSA's web-based system e-buy)
- Conduct a "best value" evaluation of responses
- Place Order with selected awardee
- Awardee undertakes work and invoices agency directly

Ordering activities may establish Blanket Purchasing Agreements to fill repetitive needs for services using the above process.

## SIN 899-1, 1RC – Environmental Consulting Services

- **Technical and Risk Analyses**
- **Sustainability Solutions**
- **Environmental Sampling**
- **Emergency Preparedness Planning**
- **Vulnerability Assessments**
- **PRP Searches/Liability Analysis/Cost Evaluation**
- **Remediation Oversight**
- **Corrective Action Oversight**
- **RCRA Permitting Support**
- **Environmental Compliance Audits**
- **Site Assessments**
- **Environmental Management Systems**
- **Spill Prevention and Preparedness Planning (SPCC/FRP)**
- **Contingency Planning**
- **Risk and Feasibility Analysis**
- **CERCLA/RCRA Site Investigation**
- **Waste Characterization and Source Reduction Studies**
- **Waste Minimization/Pollution Prevention Initiatives**
- **Development of Emergency Response Plans**

### Technical and Risk Analyses

TechLaw has the expertise and experience to conduct analyses of all environmental action options. Services offered by TechLaw under this SIN include:

- data collection
- data development
- analyses of comments
- regulatory and economic analyses
- feasibility analyses
- hazard assessments
- exposure assessments
- risk analyses

For decades, TechLaw has served as the prime senior technical oversight contractor to EPA and the states for various risk assessment projects nationwide. In this role, we have provided developmental and technical oversight on human health and ecological risk assessments at hundreds of facilities under the RCRA and CERCLA programs, in addition to regulatory and technical critique of documents and analyses. This support role has also encompassed literature reviews, development of guidance, outreach and technology transfer, expert witness and meeting support, computer and other technology-based modeling, economic analysis, and the provision of risk assessment and risk management decisions that are translated into terms and concepts that are readily recognizable, so that they are the most valuable—and meaningful—to clients and the public.

## Sustainability Solutions

Our sustainability services are focused on organizational strategies which integrate environmental, energy and economic approaches to development, planning and documentation of environmental initiatives and mandates (such as implementation of Executive Order 13514). TechLaw services include data quality protocols and tools such as Environmental Management Systems (EMS) to drive continuous improvement and enable annual evaluation of performance. We provide government agencies with solutions for the following:

- Greenhouse Gas Inventory and Reduction (Facilities, Construction, Remediation)
- EMS/Development of Sustainable Performance Measures
- Carbon Neutrality and Net Zero Energy Building Strategies
- Pollution Prevention and Waste Elimination
- Sustainable Acquisition/Supply Chain Management
- Community Outreach and Conferences
- Training (see SIN 3), Facilitation and Webinars
- Results Tracking

## Environmental Sampling

The appropriate handling, preparation, and analysis of hazardous samples, and the validation and evaluation of the resulting analytical data, are crucial elements in many Federal agency remedial activities and enforcement actions. TechLaw has demonstrated its sampling skills and experience in the performance of the following sampling activities:

- Groundwater
- Surface water
- Soil
- Sediment
- High Hazard Wastes
- Complex Biological
- Air Emissions
- Soil Gas

TechLaw has collected thousands of environmental samples under current and former EPA contracts from a wide range of sites, including manufacturing, waste management and natural disaster sites. Examples of sampling technologies and events evaluated and/or used include: direct push sampling; XRF field screening; volatile organic compound soil sampling using SW-846 methods 5021 and 5035; and groundwater monitoring-well installation and abandonment.

### **Quality and Cost Efficiency:**

*“This is in reference to TechLaw’s work under contract with EPA Region 4 RCRA Program and Materials Branch in Atlanta, Georgia. The RPMMB has found TechLaw to be extremely effective at producing quality deliverables in a timely and cost-effective manner. The RPMMB values TechLaw’s work and continues to utilize their expertise due to their ability to produce quality work and remain competitively priced.”*

E-mail, Pamela Swingle,  
EPA Region 4

## **Emergency Preparedness Planning/Vulnerability Assessments**

Within the realm of Homeland Security and Domestic Preparedness, TechLaw has extensive experience in all-hazards planning and a thorough understanding of the requirements of HSPD-5 and how it affects all phases of local and state government. Some areas where TechLaw has provided services to state emergency management agencies, either through our Superfund Technical Assessment and Response Team (START) contracts with EPA, or directly with agencies such as the Office of Homeland Security–Georgia Emergency Management Agency (OHS-GEMA), include the following:

- All-Hazards, Long-Range Strategic Planning
- Emergency Management Resource Assessment/Gap Analysis
- Vulnerability Assessments
- NIMS/NRP Compliant Training for Responders and Incident Management Teams
- Local and state HSGP/UASI grant applications to the US Department of Homeland Security
- Continuity of Operations Plans
- Business Continuity Planning

## **PRP Searches/Liability Analysis/Cost Evaluation**

A PRP Search is the collection of information to establish evidence of liability for environmental contamination. The PRP Search process compiles information to identify responsible parties, and to apportion the costs of investigation and response among these responsible parties. TechLaw has performed more than 1,500 PRP searches for government clients at a variety of sites. TechLaw performs tasks necessary to conduct a thorough PRP search, including:

- Search of Public and Private Records
- Development of a Site Ownership/ Occupational History
- Review of Site-Specific/Regional Data
- Interviews
- Analysis of Contract Types and Requirements
- Aerial Photograph Interpretation
- Data Analysis and Validation
- Liability Analysis
- Cost Allocation Formula Development
- Record Compilation/Administrative Records
- Cost Evaluation

## **Remediation Oversight and Corrective Action Oversight**

The Remediation Oversight and Corrective Action process consists of activities necessary to characterize and develop response actions to uncontrolled releases at CERCLA or RCRA- regulated facilities. TechLaw provides oversight activities for this process. The services provided under CERCLA and RCRA are listed in the table below.

## Remediation and Corrective Action Oversight Process

ACTIVITY ELEMENTS	TASKS
RCRA Facility Assessment (RFA)/ Preliminary Assessment – Visual Site Inspection (PA/VSI)	<ul style="list-style-type: none"> <li>▪ File Search</li> <li>▪ Preliminary Review</li> <li>▪ VSI</li> <li>▪ Report Preparation</li> <li>▪ Sampling Visits</li> <li>▪ PA/VSI Alternative</li> </ul>
Enforcement Orders or Hazardous Solid Waste Amendments (HSWA) Permits	<ul style="list-style-type: none"> <li>▪ Draft Order or Permit Condition</li> <li>▪ Draft Public Notices and Fact Sheets</li> <li>▪ Compile Administrative Record</li> <li>▪ Coordination of Public Participation Activities</li> <li>▪ Draft Responses to Public Comments</li> <li>▪ Draft Full Order Amendment to HSWA</li> </ul>
RCRA Facility Investigation (RFI)/Remedial Investigation (RI)	<ul style="list-style-type: none"> <li>▪ Work Plan Reviews</li> <li>▪ Field Oversight</li> <li>▪ Split Sampling and Sample Analysis</li> <li>▪ Risk Assessments</li> <li>▪ Treatability Study Oversight</li> <li>▪ Report Review</li> </ul>
Corrective Measures Studies (CMS)/Feasibility Study (FS)	<ul style="list-style-type: none"> <li>▪ Work Plan Reviews</li> <li>▪ Progress Report Reviews</li> <li>▪ Final Report Reviews</li> </ul>
Modification to Enforcement Orders or HSWA Permits	<ul style="list-style-type: none"> <li>▪ Draft Public Notices and Fact Sheets</li> <li>▪ Draft Proposed Modifications to Orders and Permits</li> <li>▪ Compile Administrative Record</li> <li>▪ Draft Statement of Basis</li> <li>▪ Coordinate Public Participation</li> <li>▪ Draft Responses to Public Comments</li> <li>▪ Draft Final Order Amendments or Permit Modification</li> </ul>
Corrective Measures Implementation (CMI)/ Remedial Action (RA)	<ul style="list-style-type: none"> <li>▪ Work Plan Reviews</li> <li>▪ Design Reviews</li> <li>▪ Construction Oversight</li> <li>▪ Operations and Maintenance Oversight</li> <li>▪ Report Reviews</li> </ul>

### RCRA Permitting Support

TechLaw performs or provides oversight of the many components of RCRA Permitting, and has done this for more than 900 projects. Our experience shows that in the preparation of a permit, the key is to provide all the information required by the permit process. In the review process, the first step is to determine if the required information

has been provided—the completeness review. The next step, the adequacy review, determines if the information is sufficient to enable proper technical review. The third step, the technical review, requires a preliminary review of the document, a site visit, verification of the accuracy of the information provided, compliance assessment, and deliverable product development. Compliance assessment and the professional assessment of information, assumptions and methodology to identify any weaknesses in the permit are critical to the technical review. Any issues are documented through the development of a Notice of Deficiency (NOD) and checklist, and the process of revision, submission and review may be repeated.

*"Most WAMs view TechLaw as proactive, responsive, and highly effective, with good communication skills . . . ."*  
ROC Region 9 NIH Evaluation

The entire permit process requires public participation and input including: conducting public meetings and workshops; preparing and finalizing all written and verbal materials; providing expert witness support; and preparing responses to public comments.

### Environmental Compliance Audits/Site Assessments

**Environmental Site Assessments:** TechLaw has performed more than 500 Environmental Site Assessments (ESAs) to protect clients from purchasing or leasing properties that may be contaminated. The scope of these assessments is based on standards promulgated by the American Society of Testing and Materials (ASTM). TechLaw performs historical research, a site inspection, interviews, and reviews of governmental agency data to fully determine the history of property usage, and to evaluate the presence of recognized environmental conditions.

**Preliminary Assessments:** TechLaw has conducted hundreds of PAs at sites nationwide. Assessments include a review of existing, readily available information about a site and the surrounding area. PAs are used to assess the relative threat associated with actual or potential releases of hazardous substances to groundwater, surface water, soil, and air, by generating a preliminary hazard ranking system (HRS) score. Based on the review, TechLaw uses PAScore software to generate PA score sheets, the Potential Hazardous Waste Site PA Form with associated documentation, and a narrative report that includes maps and background information.

**Removal Assessments:** TechLaw has provided support to EPA in Regions 1, 3, 6, 8, and 10 by conducting Removal Assessments to determine if conditions at a site warrant a Removal Action under the National Contingency Plan (NCP). TechLaw designs the Removal Assessment to assist EPA to determine if the site poses a threat to human health or the environment, if there is an imminent and substantial threat, and to determine the presence and volume of hazardous waste/substances.

**Compliance Assessments:** TechLaw has conducted more than 150 compliance audits for the Bureau of Land Management (BLM) involving 22 environmental regulatory areas. TechLaw conducted Environmental Compliance Assessment System (ECAS) Assessments to evaluate the compliance status of U.S. Army installations in relation to U.S. Army policies and programs, as well as to Federal, state, and local environmental regulations. ECAS involved the evaluation of 18 environmental regulatory areas, including asbestos, hazardous materials, the Clean Water Act, the Safe Drinking Water Act, the CAA, RCRA-C (hazardous wastes), RCRA-D (solid waste), natural resources, and the Endangered Species Act.

## Environmental Management Systems (EMS)

TechLaw also provides services in developing EMS that cover policy, planning; implementation and operation; checking and corrective action; and management review. For example, in response to a multi-million dollar consent order, a \$6 billion, 15,000-employee U.S. electric utility adopted TechLaw's Stages of Excellence (a proprietary tool) to integrate environmental management across all of its corporate and line operations and facilities. Within 18 months of embarking upon our program, environmental violations dropped 59%, water exceedances dropped 37%, and air exceedances dropped 52%. Millions of dollars were saved using the new EH&S management processes we helped to design, resulting in reported dramatic improvement in the coordination and management of environmental issues at every level of the organization. As a result, the company requested TechLaw institute a similar initiative for their company-wide health & safety programs.

## Spill Prevention and Preparedness Planning (SPCC/FRP)

TechLaw personnel have reviewed facility response plans (FRPs) and SPCC plans, and have conducted FRP and SPCC inspections. We have developed generic safety plans for SPCC and FRP field inspections to assist in supporting EPA's Oil Pollution Prevention (OPP) activities. TechLaw also provides support for SPCC Plan inspections through technical review of SPCC plans, and participation in field inspections at regulated facilities for compliance with the OPP requirements and facility SPCC plans. TechLaw has reviewed more than 3,200 SPCC plan and inspection checklist forms. Also, TechLaw personnel have attended EPA training regarding the use of personal digital assistant (PDA) units for data input for completion of electronic SPCC inspection forms in the field during SPCC inspections and subsequent daily download of data into a computer.

## Contingency Planning

TechLaw personnel have demonstrated experience with Area and Subarea contingency plans. These personnel have assisted EPA in writing draft area contingency plans, and they have conducted drills with state and local responders to test these plans. For example, TechLaw staff members assisted EPA Region 3 in the re-development of the subarea contingency plans for a majority of the region. These plans are used during emergency response operations to determine if sensitive areas are located downstream of the release. The information extracted from the contingency plans was provided to the OSC to form a stronger, more comprehensive response strategy, and to allow more efficient allocation of Federal resources during the response.

TechLaw staff members also assisted EPA in planning and implementing exercises under the National Preparedness for Response Exercise Program (PREP). We assisted in drafting Exercise Plans and attended planning meetings. The primary purposes of the preparedness exercises are to test a FRP and deploy equipment, activate and observe the response infrastructure in the area, and gauge the ability of the entire response community to effectively conduct a spill response. The focus was on the interaction of the facility plan holder with the federal, state, and local governments in exercising the Area Contingency Plan and the FRP.

## Risk and Feasibility Analysis

Under this sub-category, TechLaw provides risk assessment support such as: data gathering and assessment activities; validating data proposed for use in risk assessment calculations; preparing exposure assessments, field oversight support and split sampling of environmental media; sediment depositional studies; preparing and reviewing human health and ecological risk assessments; and providing meeting support.

TechLaw has prepared and/or reviewed hundreds of risk assessments and provided support at more than 130 public meetings. We also provide support for Feasibility Analysis projects. For example, TechLaw provided support to EPA by performing research and analysis of mercury treatment and disposal options. The technology assessment consisted of evaluating potential alternative treatments for mercuric waste, focusing on technical feasibility, compliance with applicable regulations, potential to reduce exposure to humans and the environment, and cost/benefit issues for each alternative disposal option.

“Mr. Kline [TechLaw Risk Assessor] has been widely praised among EPA risk assessment staff as one of the most qualified individuals they have ever worked with. His passion for the subject is quite evident and serves as an asset during site related discussions.”

ROC Region 2 Evaluation

## CERCLA/RCRA Site Investigations

TechLaw has strong qualifications regarding CERCLA and RCRA support, conducting investigation and remediation support activities at thousands of sites nationwide. Our services have ensured site cleanups are conducted in accordance with regulations, as well as facilitating stakeholder cooperation and property transfers. We work to ensure compliance with the regulatory process, while promoting a balance of environmental, social, and cost benefits. TechLaw provides an extensive array of services related to remediation oversight support. These include:

- Environmental Assessments, including Site Inspections (SIs) and Pre-CERCLIS Screenings
- Responsible Party Searches and Cost Allocations
- CERCLA Site HRS Prioritization
- Oversight of Time-Critical Removal Actions, Non-Time-Critical Engineering Evaluations/Cost Analysis (EE/CA), and Sampling Activities
- Preparation/review of work plans, Health & Safety Plans (HASPs), Quality Assurance Project Plans (QAPPs), Community Relations Plans, and Sampling and Analysis Plans (SAPs)
- Field Oversight for RI/FS, Remedial Design/Remedial Action (RD/RA), CMI, and RFI activities
- Review of RI/FS reports, RD/RA reports, human health and ecological risk assessments, Records of Decision (RODs), and RFI reports
- Field sampling and on- and off-site laboratory analytical support
- Geographic Information System (GIS) and Computer Assisted Drafting and Design (CADD)
- Drilling, Direct Push Technology, and laboratory subcontracting coordination
- Evaluation of Findings of Suitability to Transfer (FOST), Findings of Suitability to Lease (FOSL), and Findings of Suitability to Early Transfer (FOSET) documents
- Technical support in meetings with local, state, federal, and regulated facility representatives during the planning, implementation, and reporting stages of work

- Evaluation of Stabilization and Interim Measures (IM) work plans and reports, and oversight of RCRA Voluntary Corrective Actions.

### **Waste Characterization and Source Reduction Studies**

At DOE's Waste Isolation Pilot Plant (WIPP) site, TechLaw participated in the development of EPA's Rule to certify opening of the Site, and performed reviews of Technical Support Documents for Waste Characterization. TechLaw evaluated waste characterization data to evaluate DOE identification of waste streams designated for disposal at the WIPP site.

### **Waste Minimization/Pollution Prevention Initiatives**

TechLaw has provided support to EPA in various waste minimization and P2 initiative projects. For example, in response to the Resource Conservation Challenge (RCC), EPA Region 4 requested TechLaw's assistance with the preparation of a report on municipal solid waste (MSW) generation, diversion, and recycling for the eight states in EPA Region 4. TechLaw designed and distributed a survey to obtain information from these EPA Region 4 states. The information obtained from the survey and additional sources was compiled into the MSW Report. The MSW Report included a section for each state, with subsections for the following: Waste Reduction/Diversion and Recycling; Beneficial Use; Green Initiatives/Electronics Recycling (E-Wastes); Disposal Facilities; and General. The MSW Report also contained a listing of all recyclable commodities measured by each state, the state recycling programs, and a summary of state landfills/disposal facilities.

### **Development of Emergency Response Plans**

TechLaw personnel have extensive experience with Emergency Response Plans. TechLaw provided staff members during the Super Bowl as part of the response team on standby to monitor or respond to any threat of terrorism during the game. TechLaw was part of the team that developed a regional counter-terrorism response plan.

TechLaw staff members have also reviewed the current USPS Emergency Response Plans including, but not limited to, the Continuity of Operations Plan (COOP), the Emergency Action Plan (EAP), the Crisis Management Plan (CMP) and Contingency Plans. The gap analysis cut across the USPS horizontal and vertical management and operation lines. The gap analysis was intended to identify both areas of overlap and issues not addressed by the current emergency response plans.

## SIN 899-3, 3RC – Environmental Training Services

TechLaw has conducted more than 700 training programs and seminars for EPA and state agencies, covering more than 210 topics, including web-based training modules. Additionally, TechLaw frequently develops supplementary guidance and material to further support training efforts. This has included best management practices documents; manuals such as the CEI field manual, which assists in applying newly-learned skills after leaving the classroom; and RBCA guidance developed for the Puerto Rico Environmental Quality Board (PREQB) to assist in evaluating Underground Storage Tanks (USTs). We have also conducted bilingual training, developed training and outreach materials in English, Spanish and Korean, and provided translators for international conferences and training courses. Examples of topics presented by TechLaw trainers include:

- Basic, Intermediate and Advanced Permit Writing
- Advanced and Basic Subpart X Permit Writing
- Air Dispersion Modeling
- Air Emission Controls at Waste Management Facilities
- Basic and Advanced Corrective Action Training
- Building Deconstruction for Material Reuse
- Chemistry Made Simple
- Closure Cost/Financial Assurance
- Combustion Risk Assessment
- Compliance Assistance—Subparts AA, BB and CC
- Comprehensive Groundwater Monitoring Evaluation and Operations & Maintenance
- Developing Permit Conditions for Open Burn/Open Detonation Units
- Emergency Management
- EMSs
- Environmental Statistics
- Hazardous Waste Combustion Permitting and Setting Permit Conditions
- Hazardous Waste Identification
- Munitions and Explosives
- Operation of a Solid Waste Landfill
- Project Management
- RCRA Public Participation
- RCRA Inspections
- RCRA Miscellaneous Units Permitting and Compliance
- RCRA Organic Air Emission Standards
- RCRA Sampling
- Risk Assessment for Toxic Air Pollutants
- Risk Communication and Decision-Making Workshop
- Used Oil Management Standards
- UST Inspections
- Waste Minimization

## SIN 899-7, 7RC – Geographic Information Services

TechLaw provides a full suite of GIS services, including geospatial data development, management, analysis, and integration; relational database design and programming; custom desktop and Web-based application development; field data collection (using GPS equipment); high-end cartography; automation of spatial and non-spatial data handling; and image processing and analysis using data from a wide range of disciplines (chemistry, hydrology, toxicology, biology, geography and geology). We use ArcGIS for managing geographic information from a variety of different sources, such as maps, well logs, soil testing, population data, natural resource information, and topographical data.

TechLaw has produced building layouts, sewer and storm water layouts, site layouts, and site location maps. We have used maps to highlight plumes, building construction or demolition, topography changes over time, well sampling location, groundwater flow, and areas of alleged or potential waste disposal.

During GIS projects, we have:

- Developed a web-based GIS system for DOD on land use impacts from historic ordnance operations.
- Graphically displayed groundwater and soil contamination of radionuclides in and around National Forest lands and residential areas.
- Collected GPS data for a variety of sites, identifying property locations, sample grids, and well points.
- Plotted waste hauler routes from points of origin to destinations across the United States for a hazardous waste site, helping identify liable parties.
- Developed large datasets for analysis and cartographic purposes such as oil and gas wells and infrastructure, river and stream data, and road and highway layers.

## SIN 899-8, 8RC – Remediation and Reclamation Services

- **Remediation/Removal Oversight**
- **Remediation-related Laboratory Testing**
- **Site Characterization**
- **Emergency Response Cleanup**
- **UST/AST Removal**
- **Air Monitoring**
- **Soil Vapor Extraction**
- **Unexploded Ordnance Services**

TechLaw has the experience and ability to support Remediation Services as a result of our support to EPA and other Government clients for 30 years under contracts such as RCRA Enforcement, Permitting, and Assistance (REPA), Environmental Services Assistance Team (ESAT), START, and Regional Oversight Contract (ROC). Under these programs, TechLaw has conducted and supported investigations, RDs, RAs, long-term monitoring, and long-term operations under CERCLA, RCRA and other

environmental regulations, including CERCLA removal actions, RCRA closures, and RCRA Interim Measures.

## Remediation/Removal Oversight

TechLaw has provided a broad range of services related to the investigation and remediation of contaminated properties nationwide. We have prepared hundreds of HASPs, QAPPs, Community Relations Plans, and SAPs, conducted field sampling and on- and off-site laboratory analytical support, and performed oversight of drilling, direct push technology, and laboratory subcontracting coordination.

TechLaw is a documented expert in compliance oversight of RCRA and CERCLA projects. Oversight activities have included:

- Technical reviews of more than 1,000 RCRA and CERCLA investigation/remediation documents, including work plans, reports, and public participation documents such as RODs.
- Field oversight during remedial investigation activities and remedial construction. TechLaw ensures that field activities are conducted in accordance with Agency-approved plans and designs.
- Split sampling to verify the results generated by government or facility representatives.
- Technical and logistical meeting support during negotiations between federal and state agencies and site owners.
- Estimating site response costs.
- Developing language for draft orders and permits.
- Providing technical support at public meetings.
- Maintaining and tracking correspondence, reports, interviews, and records.
- Providing subject matter experts, often using qualified internal personnel.
- Oversight of remedial contractors, including preparation of specifications and RFPs; review of proposals, plans and work products; and oversight of remedial activities.

### **Quality of Service:**

*“TL has been particularly effective in shaping and enhancing major sampling plans and remedial design plans, which will ultimately lead to performance of more effective clean ups.”*

Evaluation for ROC Region 9  
Contract with EPA

## Remediation-related Laboratory Testing

TechLaw’s remediation-related laboratory experience includes the following:

**General Laboratory Sample Analysis:** Full spectrum of environmental sample analyses, including metals, organics, and classic chemistry parameters for soil, drinking water, wastewater, and product samples. Thoroughly familiar with the operation of GC (ECD and FID detectors with purge and trap, if needed), GC/MS, HPLC, ICP-AES, ICP/MS, AA, GFAA, CVAA, XRF, IC, potentiometric devices, Elemental Analyzers, and gravimetric equipment.

**Biological Laboratory Support:** Biomonitoring samples, including fish, scat, bird blood and freeze-dried tissue samples have been analyzed for a variety of waste sites, including instrument qualification and method qualification samples.

**Field Analytical Support:** Field support on more than 100 projects has consisted of sample collection, well installation, and management and operation of a mobile laboratory. Provided on-site sample testing and analyses for constituents such as metals, VOCs, PAHs, PCP and TPH; *provided same- day or next-day reporting, enabling EPA to make near real-time decisions.*

**Data Validation:** TechLaw has performed routine data validation of CLP data packages on different sample delivery groups representing thousands of samples, including soils and waters for metals analysis and organics analysis. We have also conducted completion/evidentiary audits of CLP data packages.

**Analytical Logistical Support:** TechLaw performs sample log-in, tracking, reporting and data archival support functions; maintains its own computers and maintains its use of the LIMS system, in cooperation with EPA IT personnel. On multiple field projects, we have collected and shipped samples to CLP laboratories and have used FORMS II Lite™ and Scribe software to track samples.

**Development and/or Review of Analytical Methodologies:** TechLaw has prepared Standard Operating Procedures (SOPs), determined Method Detection Limits (MDLs) and demonstrated capability for compounds such as organo-tin analyses and analysis of explosive compounds.

## Site Characterization

TechLaw provides comprehensive site investigation characterization. Our personnel have successfully completed thousands of sampling, monitoring, and site characterization projects throughout the United States. They remain current with requirements and technological innovations, and use state-of-the-art tools to delineate the source, nature, and extent of environmental contaminants. TechLaw offers the following:

- Proven ability to design and implement large-scale complex field sampling projects—within budget and on time
- Trained and OSHA/HazMat-certified field scientists
- Specialists trained for environmental sampling and analysis of air, sediment, soil sampling, soil gas sampling, and groundwater monitoring
- Strict EPA protocol adherence, with compliant QA/QC and field log documentation
- Extensive field analytical capabilities and sample monitoring equipment

TechLaw provides sampling, assessment and data analysis and review support for the majority of our federal contracts, in addition to work performed in support of state and local clients. TechLaw's assessments generally address:

- Screening-level assessments for sites that have had wastes and contaminated soils removed, and the assessment focus is on confirmation sample results.
- Contaminated sites where no waste or soil has been removed and a risk assessment is used to justify no further action at the site.
- Assessments for active-use sites that have been contaminated by past activities.

TechLaw also evaluates whether additional samples are needed to fill any data gaps in the risk assessment. Sample data are used to decide whether site data quality objectives (DQOs) such as risk-based cleanup goals are met. At a minimum, we evaluate precision, accuracy, completeness, representativeness, and other data quality indicators.

## Emergency Response Cleanup

TechLaw has honed our emergency response capabilities through extensive support responding to a range of small and large-scale events in coordination with federal, state, and local agencies. We provide these entities with the comprehensive knowledge and key technical expertise necessary to support disaster response, according to the National Response Plan, Federal Response Plan, and other federally adopted response plans. TechLaw's variety of responses in support of our current and previous START contracts in EPA Regions 1, 3, 6, 8, and 10 have included such notable events as Hurricane Katrina in 2005 and the Columbia Space Shuttle disaster in 2003, as well as oil spill and chemical spill responses, air monitoring, and various small-scale incidents. We are experienced in CERCLA, RCRA, and OPA regulatory guidance, and our personnel are trained in ICS with regulatory knowledge of the NCP and OPA. We possess the prerequisite ability to provide technically proficient staff members, efficient analytical support, current containment expertise, Contingency Plan knowledge, and OPA 311 cost documentation paperwork support. Additionally, we provide practical, hands-on experience that is needed to respond to and evaluate oil and hazardous substance spills during response activities. TechLaw also has highly trained technical support staff members to support emergency removal activities.

## UST/AST Removal

Our UST support has come from our extensive background in EPA's RCRA program and associated state program support. TechLaw has assisted with issues related to USTs, including compliance, training, and outreach. We are familiar with the most current regulatory initiatives and guidance, and our staff members offer a broad range of UST support capabilities. Services include the following:

**Inspections:** Our inspectors have conducted approximately 1,000 inspections, ranging from complete and/or follow-up UST compliance inspections to multimedia facility inspections at which USTs are just one consideration.

**Training and Workshops:** First-hand experience with field inspections and program support allows TechLaw to readily develop and provide targeted training. For the Rhode Island Department of Environmental Management (DEM), TechLaw provided compliance assistance training to members of the regulated community. For the PREQB, TechLaw trainers provided program, inspection, and RBCA training to field and management staff.

**Technical Document Review Support:** As state programs work to meet aggressive program goals, TechLaw can provide support to assist with backlogged technical review activities. For a project recently completed for EPA, supporting the New York State Department of Environmental Conservation (NYSDEC), TechLaw provided research and document scanning staff, as well as all required equipment, to collect and copy more than 80,000 pages of UST documents. Staff members then conducted technical reviews of the Remedial Action Progress Reports that had been collected.

## Air Monitoring

Particles less than 2.5 micrometers in diameter (PM<sub>2.5</sub>) are referred to as "fine" particles and are believed to pose the largest "particulate matter" health risks. Since April 2001, TechLaw field scientists have performed more than 1,900 PM<sub>2.5</sub> audits in 22 states. Filters collected during these audits were gravimetrically analyzed at one of the two weighing laboratories in the country. Laboratory support for PM<sub>2.5</sub> has included pre-weighing, post-weighing, conditioning, archiving air filters, and maintaining the performance evaluation database (PED). TechLaw laboratory personnel processed more than 18,000 filters in support of the PM<sub>2.5</sub> field efforts of Regions 5, 7, 8, 9, 10, and tribes in Region 10.

In support of other air-related projects, TechLaw has also conducted National Performance Audit Program (NPAP) evaluation audits for ozone, carbon monoxide, and nitrogen oxides. A total of 107 audits have been completed in Region 10; 567 audits in Region 5; and 12 audits were completed in Region 1 through a GSA contract. TechLaw has field scientists who are trained and certified to perform PM<sub>2.5</sub> and NPEP audits.

## Unexploded Ordnance Services

TechLaw has the expertise and experience to successfully support clients faced with the environmental, regulatory, and safety challenges that munitions and explosives of concern (MEC) present at former DOD sites. Our services include:

**Technical Support:** TechLaw designed and conducted a non-intrusive geophysical survey to study the presence of a suspected underground tunnel system at an Ordnance Depot site in Virginia.

**Field Oversight:** TechLaw has provided support to EPA related to the detection and removal of MEC at Federal Facility sites. We have coordinated field audits to assess MEC field geophysical survey protocols, and performance of MEC survey methods and geophysical mapping procedures. We have also provided input for remedial action documents, including Ordnance Detection and Discrimination Studies, OE RI/FS Work Plans, Prescribed Burn Air Sampling and Analysis Plans, and Reconnaissance Plans.

**Research:** TechLaw has conducted research on Formerly Used Defense Sites (FUDS) located in all Region 3 and 5 states, and then gathered and used the research information to develop a FUDS Inventory Database for each Region. TechLaw designed the FUDS Inventory Database to meet requirements of the FUDS policy, as well as the region-specific data requirements.

**Training:** TechLaw conducted a Safety, Technology, and Regulations training course for state and federal regulators and the public in New Mexico. This is an example of many of the courses TechLaw has developed and presented, which includes multiple internal and web-based training courses to federal, state, and tribal representatives on reviewing permit applications, developing enforcement permit conditions, and conducting inspections for munitions treatment and disposal units, such as detonation chambers, burning pads, open detonation areas, and RMPT units.

### **Contractor Key Personnel**

*"Mr. Hall [TechLaw UXO expert] is a true asset to EPA on this contract. His experience places us on an even level with contractors serving the federal facilities."*

Evaluation for ROC Region 2

## Customer Information – Terms and Conditions

1. A) Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

Special Item Number	Services
<b>889-1. 1RC</b>	Environmental Consulting Services
<b>889-3. 3RC</b> Services	Environmental/Occupational Training
<b>889-7. 7RC</b> Services	Geographic Information Systems (GIS)
<b>889-8. 8RC</b>	Remediation and Reclamation Services

B) Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Not Applicable

C) If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

See Labor Category Descriptions Below

2. Maximum order.  
    \$1,000,000
3. Minimum order  
    \$100
4. Geographic coverage (delivery area).  
    Domestic Only
5. Point(s) of production (city, county, and State or foreign country)  
    TLI Solutions offices nationwide and at customer sites where applicable
6. Discount from list prices or statement of net price.  
    Discounts may be negotiated at the task order level
7. Quantity discounts  
    Discounts may be negotiated at the task order level
8. Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

- Net 30 Days
9. A) Notification that Government purchase cards are accepted at or below the micro-purchase threshold.  
Government purchase cards are accepted at or below the micro-purchase threshold
- B) Notification whether Government purchase cards are accepted or not accepted above the micro purchase threshold.  
To be determined at the task order level
10. Foreign items (list items by country of origin)  
None
11. A) Time of delivery. (Contractor insert number of days.)  
To be determined at the task order level
- B) Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.  
To be determined at the task order level
- C) Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.  
To be determined at the task order level
- D) Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.  
To be determined at the task order level
12. F.O.B. point(s).  
To be determined at the task order level
13. A) Ordering address(es).  
TLI Solutions, Inc.  
Judy Manley  
14500 Avion Parkway, Chantilly, VA 20151  
(703) 818 3213 – jmanley@techlawholdings.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.  
Refer to our ordering procedures page listed above on page 17
14. Payment address(es).  
14500 Avion Parkway, Chantilly, VA, 20151
15. Warranty provision.  
Not Applicable
16. Export packing charges, if applicable.  
Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level)

- To be determined at the task order level
18. terms and conditions of rental, maintenance, and repair (if applicable).  
Not Applicable
19. Terms and conditions of installation (if applicable).  
a. Not Applicable
20. A) Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).  
Not Applicable  
B) Terms and conditions for any other services (if applicable).  
Not Applicable
21. List of service and distribution points (if applicable).  
Not Applicable
22. List of participating dealers (if applicable)  
Not Applicable
23. Preventive maintenance (if applicable).  
Not Applicable
24. A) Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).  
Not Applicable  
B) If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:  
[www.Section508.gov/](http://www.Section508.gov/)  
Not Applicable
25. Data Universal Number System (DUNS)  
number.116211863
26. Notification regarding registration in Central Contractor Registration (CCR) database.  
TLI Solutions is registered in the CCR database, which has been incorporated in the SAM database

<b>Price List</b>	<b>Year 16 7/12/2014 to 7/11/2015</b>	<b>Year 17 7/12/2015 to 7/11/2016</b>	<b>Year 18 7/12/2016 to 7/11/2017</b>	<b>Year 19 7/12/2017 to 7/11/2018</b>	<b>Year 20 7/12/2018 to 7/11/2019</b>
<b>Analyst, Economic</b>	\$121.29	\$123.59	\$125.94	\$128.33	\$130.77
<b>Assessor, Environmental</b>	\$84.67	\$86.28	\$87.92	\$89.59	\$91.29
<b>Assessor, Environmental, Expert</b>	\$161.34	\$164.40	\$167.52	\$170.71	\$173.95
<b>Biologist/Ecologist</b>	\$72.09	\$73.46	\$74.85	\$76.27	\$77.72
<b>Biologist/Ecologist, Junior</b>	\$52.63	\$53.63	\$54.65	\$55.69	\$56.75
<b>Biologist/Ecologist, Senior</b>	\$109.85	\$111.93	\$114.06	\$116.23	\$118.43
<b>Chemist</b>	\$70.94	\$72.29	\$73.66	\$75.06	\$76.49
<b>Chemist, Expert</b>	\$148.75	\$151.58	\$154.46	\$157.39	\$160.38
<b>Chemist, Junior</b>	\$53.78	\$54.80	\$55.84	\$56.90	\$57.98
<b>Chemist, Senior</b>	\$107.56	\$109.60	\$111.68	\$113.80	\$115.97
<b>Clerical**</b>	\$35.47	\$36.14	\$36.83	\$37.53	\$38.24
<b>Community Relations Specialist</b>	\$65.22	\$66.46	\$67.72	\$69.01	\$70.32
<b>Community Relations Specialist, Expert</b>	\$176.21	\$179.56	\$182.97	\$186.45	\$189.99
<b>Community Relations Specialist, Senior</b>	\$76.66	\$78.12	\$79.60	\$81.12	\$82.66
<b>Data Entry**</b>	\$33.18	\$33.81	\$34.46	\$35.11	\$35.78
<b>Engineer**</b>	\$74.37	\$75.79	\$77.23	\$78.69	\$80.19
<b>Engineer, Expert**</b>	\$157.90	\$160.90	\$163.96	\$167.08	\$170.25
<b>Engineer, Senior**</b>	\$104.12	\$106.10	\$108.12	\$110.17	\$112.27
<b>Expert Environmental Consultant</b>	\$183.08	\$186.55	\$190.10	\$193.71	\$197.39
<b>Expert Environmental Management Specialist</b>	\$204.82	\$208.71	\$212.67	\$216.71	\$220.83
<b>Geologist</b>	\$88.11	\$89.78	\$91.49	\$93.22	\$94.99
<b>Geologist, Expert</b>	\$157.90	\$160.90	\$163.96	\$167.08	\$170.25
<b>Geologist, Junior</b>	\$60.64	\$61.80	\$62.97	\$64.17	\$65.39
<b>Geologist, Senior</b>	\$123.58	\$125.92	\$128.32	\$130.75	\$133.24
<b>GIS Project Manager</b>	\$160.19	\$163.23	\$166.34	\$169.50	\$172.72
<b>GIS Specialist</b>	\$77.81	\$79.29	\$80.79	\$82.33	\$83.89
<b>GIS Specialist, Senior</b>	\$107.56	\$109.60	\$111.68	\$113.80	\$115.97
<b>Industrial Hygienist, Expert</b>	\$119.00	\$121.26	\$123.56	\$125.91	\$128.30
<b>MEC/UXO Expert**</b>	\$165.91	\$169.06	\$172.28	\$175.55	\$178.89
<b>MEC/UXO Specialist**</b>	\$116.71	\$118.93	\$121.19	\$123.49	\$125.84
<b>Program Manager</b>	\$141.88	\$144.58	\$147.33	\$150.13	\$152.98
<b>Project Manager</b>	\$110.99	\$113.10	\$115.25	\$117.44	\$119.67
<b>Regulatory Specialist</b>	\$66.36	\$67.63	\$68.91	\$70.22	\$71.55
<b>Regulatory Specialist, Junior</b>	\$46.91	\$47.80	\$48.71	\$49.64	\$50.58
<b>Regulatory Specialist, Senior</b>	\$121.29	\$123.59	\$125.94	\$128.33	\$130.77
<b>Researcher</b>	\$69.80	\$71.12	\$72.48	\$73.85	\$75.26

TechLaw, Inc.

<b>Price List</b>	<b>Year 16 7/12/2014 to 7/11/2015</b>	<b>Year 17 7/12/2015 to 7/11/2016</b>	<b>Year 18 7/12/2016 to 7/11/2017</b>	<b>Year 19 7/12/2017 to 7/11/2018</b>	<b>Year 20 7/12/2018 to 7/11/2019</b>
Researcher, Senior	\$81.24	\$82.78	\$84.36	\$85.96	\$87.59
Risk Assessor	\$96.11	\$97.94	\$99.80	\$101.70	\$103.63
Risk Assessor, Junior	\$62.93	\$64.13	\$65.35	\$66.59	\$67.85
Risk Assessor, Senior	\$114.42	\$116.60	\$118.81	\$121.07	\$123.37
Scientist, Environmental	\$94.97	\$96.77	\$98.61	\$100.49	\$102.40
Scientist, Environmental, Junior	\$62.93	\$64.13	\$65.35	\$66.59	\$67.85
Scientist, Environmental, Senior	\$119.00	\$121.26	\$123.56	\$125.91	\$128.30
Senior Project Assistant	\$78.95	\$80.45	\$81.98	\$83.54	\$85.12
Trainer, Environmental	\$74.37	\$75.79	\$77.23	\$78.69	\$80.19
Trainer, Environmental, Senior	\$113.28	\$115.43	\$117.62	\$119.86	\$122.14
Word Processor**	\$44.62	\$45.47	\$46.34	\$47.22	\$48.11
<b>Support Products</b>					
Computer Charge, per on-site hour	\$1.27	\$1.27	\$1.27	\$1.27	\$1.27
Computer Charge, per off-site hour	\$0.53	\$0.53	\$0.53	\$0.53	\$0.53
Photocopying per page	\$0.09	\$0.09	\$0.09	\$0.09	\$0.09

All Rates include .75% Industrial Funding Fee.

\*\*Indicates Service Contract Act (SCA) eligible categories. See the SCA Matrix below for additional information regarding these labor categories.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Clerical	01111-General Clerk I	05-2167
Word Processor	01611-Word Processor I	05-2167
Data Entry	01151-Data Entry Operator I	05-2167
Engineer	30081-Engineering Technician I	05-2167
Engineer, Senior	30083-Engineering Technician III	05-2167
Engineer, Expert	30084-Engineering Technician IV	05-2167
MEC/UXO, Expert	30491-Unexploded Ordnance (UXO) Technician I	05-2167
MEC/UXO Specialist	30492-Unexploded Ordnance (UXO) Technician II	05-2167

The 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 SCA matrix. 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.

TechLaw, Inc.

## Labor Category Descriptions

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
1.	<p><b>Program Manager –</b>  <b>Duties:</b> Assumes responsibility for day-to-day operational management of all activities and functions in a designated program area within a line or staff department.  <b>Functional Responsibilities:</b> Develops, implements, and evaluates program policies, procedures, and standards. Develops and monitors program budgets. Provides technical advice and supervision to staff and other departments, and performs related work as required. Manages the delivery order process, reporting requirements, and contract specific requirements. Consults with Contracting Officer and other government personnel to minimize costs and maximize efficiency in achieving stated requirements.  <b>Supervision:</b> Reports to Corporate Sponsor.</p>	10 or more years of related experience and 5 years of management experience	Masters of Science (MS)/Arts (MA) degree or 2 years additional related training and experience.
2.	<p><b>Project Manager –</b>  <b>Duties:</b> Creates and executes project management plans and project work plans, and revises as appropriate to meet changing needs and requirements.  <b>Functional Responsibilities:</b> Creates project timeline to meet schedule; generates project status reports; allocates staff needed to meet deadlines; tracks project progress; drafts project work flow and control documentation; attends project meetings with client; determines supplies, space, and resource requirements; recommends project staff configuration; samples work quality and evaluates QA reviews; reviews pilot and final work product prior to client delivery; acts as client liaison on production and project status issues; checks for conflict and ensures confidentiality of work product; communicates with programming staff regarding project requirements and scheduling; conducts project meetings.  <b>Supervision:</b> Works independently, reports to Program Manager; supervises project staff.</p>	6 or more years of experience related to the described functional responsibilities.	Bachelor of Science (BS)/Arts (BA) degree or 4 years additional related training and experience.
3.	<p><b>Word Processor –</b>  <b>Duties:</b> Sets up and prepares reports, letters, mailing labels, and other materials on a computer using a keyboard and word processing software.  <b>Functional Responsibilities:</b> Uses word processing software to format the material and correct spelling or grammar errors, number pages, adjust the margins or line length, and perform a host of other document processing functions. After inspecting the completed document, prints out and arranges copies of the document for presentation or for filing. Perform other clerical duties such as copying documents and answering telephones.  <b>Supervision:</b> Supervised by Project Manager. May monitor and direct the work of clerical staff.</p>	1 year of experience related to the described functional responsibilities.	High School Diploma (HSD)/ General Education Degree (GED)

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
4.	<p><b>Clerical–</b>  <b>Duties:</b> Answers telephones and performs typing or <a href="#">word processing</a>, copying and filing, shipping, and other duties as assigned by the Program/Project Manager.  <b>Functional Responsibilities:</b> Answers telephones, directs calls, and takes messages. Compiles, copies, sorts, and files records of office activities, business transactions, and other activities. Operates office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers. Maintains and updates filing, inventory, mailing, and database systems, manually or using a computer. Opens, sorts, and routes incoming mail; answers correspondence; and prepares outgoing mail. Inventories and orders materials, supplies, and services. Completes work schedules, manages calendars and arranges appointments.  <b>Supervision:</b> Supervised by Project Manager.</p>	0.5 year of experience related to the described functional responsibilities.	High School Diploma (HSD)/ General Education Degree (GED)
5.	<p><b>Senior Project Assistant–</b>  <b>Duties:</b> Provides project specific support including monthly report preparation, budget and deliverable tracking, client contact, document control functions and other duties as assigned by the Program/Project Manager.  <b>Functional Responsibilities:</b> Compiles, copies, sorts, and files project documents. Maintains the document control log. Makes travel and conference arrangements. Tracks deliverable schedules and budget expenditures. Conducts editorial reviews of deliverables. Prepares monthly reports. Responds to client requests for information. Inventories and orders materials, supplies, and services. Completes work schedules, manages calendars and arranges appointments.  <b>Supervision:</b> Supervised by Project Manager. May monitor and direct the work of Clerical or Word Processing staff.</p>	12 or more years of experience related to the described functional responsibilities.	HSD/GED
6.	<p><b>Researcher, Senior –</b>  <b>Duties:</b> Plans, conducts, and supervises historical or technical research assignments. Assignments are varied and require originality and ingenuity.  <b>Functional Responsibilities –</b> Serves as a senior QA/QC reviewer. Researches and performs historical analysis; studies policy issues; prepares analytical reports; coordinates interdisciplinary studies; and develops, collects, processes, manages and analyzes a variety of technical quantitative and qualitative data. Typical work activities include: advising on the nature of the research required; sourcing materials and documents through detailed searches; and collating and reporting findings. Key responsibilities include: data collection and management; writing of memos that document conclusions and summarize the quality of data; conducting other types of analysis; and contributing to sections of reports. Responsible for identifying information sources and information acquisition. Conducts interviews and record collection. May supervise other researchers and manage multiple projects.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	12 or more years of experience related to the described functional responsibilities.	BS/BA degree or 4 years additional related technical training and experience.

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
7.	<p><b>Researcher–</b>  <b>Duties:</b> Plans, conducts, and supervises historical or technical research assignments. Assignments are varied and require some originality and ingenuity.  <b>Functional Responsibilities</b> – Researches and performs historical analysis; studies policy issues; prepares analytical reports; coordinates interdisciplinary studies; and develops, collects, processes, manages, and analyzes a variety of technical quantitative and qualitative data. Typical work activities include: sourcing materials and documents through detailed archival and technical searches; and collating and reporting findings. Key responsibilities include: data collection and management; writing of memos that document conclusions and summarize the quality of data; conducting other types of analysis; and contributing to sections of reports. Responsible for identifying information sources and information acquisition. Conducts interviews and record collection.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Project Manager or Senior Researcher. Supervises other project staff members.</p>	Up to 11 years of experience related to the described functional responsibilities.	BS/BA degree or 4 years additional related technical training and experience.
8.	<p><b>Data Entry –</b>  <b>Duties:</b> Receives information and other data from various sources, and prepares and enters it into a computer system.  <b>Functional Responsibilities:</b> Reviews data to ensure accuracy. Enters data to update records following the required codes and standards. May receive and respond to inquiries. Accesses files through knowledge of computer terminal and file system. Updates and enters data into the data processing system and prints copies for review. Performs related duties as required. May provide a variety of clerical and administrative support as necessary. Performs quality control checks on data and corrects erroneous information in accordance with established procedures.  <b>Supervision:</b> Supervised by Project Manager or Senior Researcher.</p>	2 years of experience related to the described functional responsibilities	HSD/GED
9.	<p><b>Community Relations Specialist, Expert –</b>  <b>Duties:</b> Plans and directs development and execution of the publicity, public outreach, and graphics program.  <b>Functional Responsibility:</b> Provides expert consultation, expert witness and meeting support. Manages the operation of public relations activities. Plans and oversees special events. Prepares for and attends public meetings. Maintains personal contact with government officials, community leaders, and community organizations.  <b>Supervision:</b> Works independently and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	20 or more years of experience related to the described functional responsibilities	BS/BA

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
10.	<p><b>Community Relations Specialist, Senior –</b>  <b>Duties:</b> Plans and directs continuous development and execution of the publicity, public outreach, and graphics program.  <b>Functional Responsibility:</b> Serves as a senior QA/QC reviewer. Oversees design and printing of newsletter, fliers, brochures, annual reports and other publication or promotional materials. Plans and oversees special events. Maintains personal contact with government officials, community leaders, and community organizations. Prepares direct responses to requests by telephone, mail, and other media for general information. Prepares, edits, and places news releases and other written information for newspapers, radio and television.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	12 or more years of experience related to the described functional responsibilities	BS/BA or 4 years additional related technical training and experience
11.	<p><b>Community Relations Specialist –</b>  <b>Duties:</b> Assists in planning and directing development and execution of the publicity, public outreach, and graphics program.  <b>Functional Responsibility:</b> Assists in managing the operation of public relations activities. Oversees design and printing of newsletter, fliers, brochures, annual reports, and other publication or promotional materials. Assists with special events. Prepares responses to requests by telephone, mail, and other media for general information. Prepares drafts of news releases and other written information for newspapers, radio and television.  <b>Supervision:</b> For less complex tasks, works independently. Coordinates the activities of junior personnel. May supervise other project staff. Reports to the Senior Community Relations Specialist or Project Manager.</p>	Up to 11 years of experience related to the described functional responsibilities	BS/BA or 4 years additional related technical training and experience
12.	<p><b>Analyst, Economic–</b>  <b>Duties:</b> Undertakes economic and financial analyses.  <b>Functional Responsibilities:</b> Analyzes, investigates, monitors, forecasts, and reports on expenditures and incomes. Develops general analytical and policy frameworks for application to specific issues. Prepares written and oral presentations and reports.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	10 or more years of experience related to the described functional responsibilities.	BS/BA in regulatory policy, environmental studies, or related field or 4 years additional related experience
13.	<p><b>Engineer, Expert –</b>  <b>Duties:</b> Performs engineering duties in a variety of disciplines including civil, chemical, geotechnical, and environmental.  <b>Functional Responsibilities:</b> Provides expert consulting, expert witness and meeting support activities. Prepares and reviews technical reports. Prepares budgets and plans. Develops and performs investigations. Collects and analyzes data. Visits project sites. Creates analytical two and three-dimensional models. Makes complex calculations in planning or assessing structures. Proposes solutions to environmental problems such as water and air pollution, waste disposal, and public health issues. Consults on the environmental effects of various construction projects.  <b>Supervision:</b> Works independently and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	25 or more years of experience related to the described functional responsibilities	BS/BA in engineering

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
14.	<p><b>Engineer, Senior –</b>  <b>Duties:</b> Performs duties in a variety of engineering disciplines. For civil engineers work includes planning, designing, and overseeing construction and maintenance of building structures and facilities. Chemical engineers are responsible for leading technical staff activities in the areas of process engineering, process control, quality assurance, ISO activities, and customer support. Geotechnical engineers perform geotechnical engineering investigation and design, evaluation, and implementation. Applies the sciences of soil and rock mechanics, engineering geology, and other disciplines to civil engineering design and construction, while working to preserve and protect the physical environment.</p> <p><b>Functional Responsibilities:</b> Serves as a senior QA/QC reviewer. Civil--Prepares budgets, drafts, surveys, and plans. Performs feasibility studies, construction management, utilities operations, energy and environmental programs, land management, real property accounting, fire protection, explosive ordnance disposal (EOD), and disaster preparedness (DP) programs. Works with architects, other engineers, and construction personnel. Chemical--Monitors process trials, measures process parameters, collects samples for testing, arranges analyses, and collates data on all measurements and results. Geotechnical--Develops and performs geotechnical investigations. Collects and analyzes data. Visits project construction sites. Prepares reports. Participates in client/agency meetings. Creates analytical two and three-dimensional models. Makes complex calculations in planning or assessing structures. Environmental--Conducts environmental impact assessments. Manages natural resources, pollution control, or waste minimization. Solves environmental problems such as water and air pollution, waste disposal, and public health issues. Designs municipal water supply and industrial wastewater treatment systems. Assesses recycling and reclamation processes. Conducts hazardous waste management studies. Consults on the environmental effects of various construction projects. Inspects and evaluates industrial and municipal facilities and programs to assess their compliance with environmental regulations.</p> <p><b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	12 or more years of experience related to the described functional responsibilities	BS/BA in engineering or 4 years additional related training and experience.
15.	<p><b>Engineer–</b>  <b>Duties:</b> Performs engineering duties in a variety of disciplines as noted under Senior Engineer.</p> <p><b>Functional Responsibilities:</b> Assists and at times leads the variety of tasks noted under Senior Engineer.</p> <p><b>Supervision:</b> For less complex tasks, works independently. May supervise other project staff. Reports to the Senior Engineer or Project Manager.</p>	Up to 11 years of experience related to the described functional responsibilities	BS/BA in engineering or 4 years additional related training and experience.

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
16.	<p><b>Biologist/Ecologist, Senior –</b>  <b>Duties:</b> Investigates, analyzes, and evaluates biological information and related reports. Studies basic principles of plant and animal life, such as origin, relationship, development, anatomy, and functions.  <b>Functional Responsibilities:</b> Serves as a senior QA/QC reviewer. Conducts field oversight and technical document reviews. Collects and analyzes biological data to determine environmental effects of present and potential use of land and water areas; records data; and informs public, State, and Federal representatives regarding test results. Prepares environmental impact reports. May specialize in research centering on particular types of plant, animal, or aspect of biology. May specialize in wildlife research and management.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	12 or more years of experience related to the described functional responsibilities.	BS/BA in biology, or a related field of science underlying ecological research or 4 years additional related training and experience
17.	<p><b>Biologist/Ecologist -</b>  <b>Duties:</b> Investigates, analyzes, and evaluates biological information and related reports. Studies basic principles of plant and animal life, such as origin, relationship, development, anatomy, and functions.  <b>Functional Responsibilities:</b> Conducts field oversight and technical document reviews. Collects and analyzes biological data to determine environmental effects of present and potential use of land and water areas; records data; and informs public, State, and Federal representatives regarding test results. Prepares environmental impact reports. May specialize in research centering on particular types of plant, animal, or aspect of biology. May specialize in wildlife research and management and be designated Wildlife Biologist.  <b>Supervision:</b> For less complex tasks, works independently. Coordinates the activities of junior personnel. Reports to Senior Biologist/Ecologist or Project Manager.</p>	4 to 11 years of experience related to the described functional responsibilities.	BS/BA in biology, or a related field of science underlying ecological research or 4 years additional related training and experience
18.	<p><b>Biologist/Ecologist, Junior –</b>  <b>Duties:</b> Supports the investigation, analysis, and evaluation of biological information and related reports. Studies basic principles of plant and animal life, such as origin, relationship, development, anatomy, and functions.  <b>Functional Responsibilities:</b> Under close supervision, assists with field oversight and technical document reviews. Also assists in the collection and analysis of biological data to determine environmental effects of present and potential use of land and water areas; records data; and informs public, State, and Federal representatives regarding test results. Assists in the preparation of environmental impact reports.  <b>Supervision:</b> Works under the close supervision of the Senior Biologist/Ecologist, Biologist/Ecologist, or Project Manager.</p>	Up to 3 years of experience related to the described functional responsibilities.	BS/BA in biology, or a related field of science underlying ecological research or 4 years additional related training and experience

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
19.	<p><b>Industrial Hygienist, Expert –</b>  <b>Duties:</b> Completes or oversees a variety of investigative, inspection, and consultative assignments to prevent occupational diseases and protect and improve the health and work environment. Inspects and evaluates work operations, production methods, and engineering controls.  <b>Functional Responsibilities:</b> Provides expert consulting, expert witness and meeting support. Determines potential contaminant emission sources or related health hazards associated with work place conditions. Conducts investigations of working conditions for the prevention of occupational disease and industrial health hazards with specific reference to toxic substances, noise, and harmful physical agents. Measures airborne concentrations of dust, gases, and mists; uses air sampling instruments and collection devices. Collects samples of work materials to detect and evaluate employee exposure to toxic substances. Determines effectiveness of engineering control methods and makes recommendations regarding location, design, structure, operations, and maintenance of contaminant and physical agent control systems. Reviews plans for health hazard control procedures. Interprets rules and regulations to officials of industry and others. Evaluates investigation findings, proposed corrective measures, and compliance with health rules and standards. Consults with management, industrial engineers, employee representatives, and other agencies regarding industrial health problems and solutions. Participates in follow-up investigations to ensure corrective measures are carried out where required. Examines, for approval, plans and specifications of proposed contaminant and physical agent control. Participates in special studies and monitoring programs to determine environmental conditions. May participate in the training of new staff members.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	12 or more years of experience in the prevention of occupational diseases and the protection and improvement of the industrial health environment	BS/BA in the physical sciences, biological sciences, or engineering with an Industrial Hygienist Certification.
20.	<p><b>Risk Assessor, Senior –</b>  <b>Duties:</b> Responsible for the development of environmental criteria, monitoring programs, data analyses, assessments of impact due to physical stressors and environmental pollutants, fate and transport modeling, and writing technical reports.  <b>Functional Responsibilities:</b> Serves as a senior QA/QC reviewer for environmental assessments and may be the technical risk assessment lead for environmental programs. Provides leadership to multi-disciplinary teams and participates in meetings with clients and regulatory agencies. Evaluates environmental background data, exposure assessments, quantification of exposure, and risk characterization. Evaluates exposure and risk from inhalation of chemical vapors released from soil and groundwater. Uses both U.S. EPA and State cancer slope factors in estimating the risk presented by chemicals. Communicates complex risk concepts to stakeholders.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	More than 16 years of experience related to the described functional responsibilities.	BS/BA in human health and ecological assessment, toxicology, earth science, biology, chemistry, environmental science, or environmental engineering

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
21.	<p><b>Risk Assessor –</b>  <b>Duties:</b> Assists or leads in the development of environmental criteria, monitoring programs, data analyses, assessments of impact due to physical stressors and environmental pollutants, fate and transport modeling, and writing technical reports.  <b>Functional Responsibilities:</b> With the client’s approval, may be the risk assessment lead for environmental programs. Provides assistance to multi-disciplinary teams and participates in meetings with clients and regulatory agencies. Evaluates environmental background data, exposure assessments, quantification of exposure, and risk characterization. Evaluates exposure and risk from inhalation of chemical vapors released from soil and groundwater. Uses both EPA and State cancer slope factors in estimating the risk presented by chemicals. Communicates complex risk concepts to stakeholders.  <b>Supervision:</b> For less complex tasks, works independently. Coordinates the activities of junior personnel. May supervise other project staff members. Reports to Senior Risk Assessor or Project Manager.</p>	9 to 16 years of experience related to the described functional responsibilities.	BS/BA in human health and ecological assessment, toxicology, earth science, biology, chemistry, environmental science, or environmental engineering or 4 years additional related training and experience
22.	<p><b>Risk Assessor, Junior –</b>  <b>Duties:</b> Assists in the development of environmental criteria, monitoring programs, data analyses, assessments of impact due to physical stressors and environmental pollutants, fate and transport modeling, and writing technical reports.  <b>Functional Responsibilities:</b> Provides assistance to multi-disciplinary teams and participates in meetings with clients and regulatory agencies. Evaluates environmental background data, exposure assessments, quantification of exposure, and risk characterization. Evaluates exposure and risk from inhalation of chemical vapors released from soil and groundwater. Uses both U.S. EPA and State cancer slope factors in estimating the risk presented by chemicals. Communicates complex risk concepts to laypersons.  <b>Supervision:</b> Works under the close supervision of the Senior Risk Assessor, the Risk Assessor, or Project Manager.</p>	Up to 8 years of experience related to the described functional responsibilities.	BS/BA in human health and ecological assessment, toxicology, earth science, biology, chemistry, environmental science, or environmental engineering or 4 years additional related training and experience
23.	<p><b>Scientist, Environmental, Senior –</b>  <b>Duties:</b> Plans, conducts, and supervises large complex projects pertaining to such areas as industrial hygiene, ecology, toxicology, biology, and health physics (radiation), necessitating advanced knowledge and the ability to apply new and unique methods and procedures.  <b>Functional Responsibilities:</b> Serves as a senior QA/QC reviewer. Conducts document reviews and field oversight. Directs performance of tasks, and review of deliverables. Analyzes and reports measurements or observations of air, food, water, soil, and other sources and make recommendations on how best to clean and preserve the environment.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	More than 16 years of experience related to the described functional responsibilities.	BS/BA in environmental studies, biology, or a related field of science or 4 years additional related training and experience

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
24.	<p><b>Scientist, Environmental –</b>  <b>Duties:</b> Plans, conducts, and supervises smaller projects; pertaining to such areas as industrial hygiene, ecology, toxicology, biology, and health physics (radiation).  <b>Functional Responsibilities:</b> Provides direct assistance, review progress, and evaluates results; makes changes in methods or project design where necessary; applies professional training and knowledge of discipline to assigned projects; gathers and correlates basic data. Conducts technical document reviews and field oversight. Assists in the analysis and reporting of measurements or observations of air, food, water, soil, and other sources and make recommendations on how best to clean and preserve the environment.  <b>Supervision:</b> For less complex tasks, works independently. May supervise other project staff. Reports to the Senior Environmental Scientist or Project Manager.</p>	9 to 16 years of experience related to the described functional responsibilities.	BS/BA in environmental studies, biology, or a related field of science or 4 years additional related training and experience
25.	<p><b>Scientist, Environmental, Junior –</b>  <b>Duties:</b> Supports projects pertaining to such areas as industrial hygiene, ecology, toxicology, biology, and health physics (radiation).  <b>Functional Responsibilities:</b> Supports field oversight and technical document reviews. Assists in the analysis and reporting of measurements or observations of air, food, water, soil, and other sources and make recommendations on how best to clean and preserve the environment.  <b>Supervision:</b> Works under the close supervision of the Senior Environmental Scientist, the Environmental Scientist or Project Manager.</p>	Up to 8 years of experience related to the described functional responsibilities.	BS/BA in environmental studies, biology, or a related field of science or 4 years additional related training and experience
26.	<p><b>Assessor, Environmental, Expert –</b>  <b>Duties:</b> Prepares permit applications, Environmental Site Assessments, and Environmental Impact Statements for a broad range of projects.  <b>Functional Responsibilities:</b> Provides expert consulting, expert witness and meeting support. Requires communication with regulatory agencies and working knowledge of environmental regulations. Works directly with clients to meet defined scope, schedule, and budget requirements for environmental projects; coordinates with wetlands, hazardous waste, real estate, ecology, and economics specialists to determine the environmental effects of projects; helps facilitate meetings with, and coordinates communications with, regulatory agencies, local stakeholders, and the public. Prepares documentation and presentations to assist clients with policy, regulatory, and permitting requirements at Federal, State, and local levels.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	16 or more years of experience related to the described functional responsibilities	BS/BA in a natural science
27.	<p><b>Assessor, Environmental –</b>  <b>Duties:</b> Conducts environmental assessments and research.  <b>Functional Responsibilities:</b> Conducts background research, data collection and interpretation, and analysis and mapping. Prepares technical documentation for Environmental Site Assessments and Environmental Impact Statements.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Project Manager or Expert Environmental Assessor. Supervises other project staff members.</p>	Up to 15 years of experience related to the described functional responsibilities	BS/BA in a natural science or 4 years additional related training and experience

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
28.	<p><b>Chemist, Expert –</b>  <b>Duties:</b> Provides expert-level support or guidance pertaining to chemistry, QA, and evaluation of analytical data.  <b>Functional Responsibilities:</b> Provides expert consulting, expert witness and meeting support. Investigates, analyzes, and evaluates chemical information and related reports. Collects and analyzes samples, streamlines processes, operates and maintains a variety of types of equipment, manages and motivates a team of chemists, and/or meets strategic and budgetary goals.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	31 or more years of experience related to the described functional responsibilities.	BS/BA in chemistry
29.	<p><b>Chemist, Senior –</b>  <b>Duties:</b> Investigates, analyzes, and evaluates chemical information and related reports. Conducted QA reviews and prepares plans. Performs environmental analyses, including testing of volatiles, semi volatiles, herbicides, pesticides, PCBs using HAA5 and HPLC methods.  <b>Functional Responsibilities:</b> Serves as a senior QA/QC reviewer. Collects and analyzes samples, streamlines processes, operates and maintains a variety of types of equipment, manages and motivates a team of chemists, and meets strategic and budgetary goals. Prepares and reviews Quality Assurance Project Plans (QAPPs), Quality Management Plans (QMPs) and Sample and Analysis Plans (SAPs). Reviews data validation reports.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	21 to 30 years of experience related to the described functional responsibilities.	BS/BA in chemistry or 4 years additional related training and experience
30.	<p><b>Chemist –</b>  <b>Duties:</b> Investigates, analyzes, and evaluates chemical information and related reports. Performs field activities and environmental analyses, including testing of volatiles, semi volatiles, herbicides, pesticides, PCBs using HAA5 and HPLC methods.  <b>Functional Responsibilities:</b> Prepares and reviews Quality Assurance Project Plans (QAPPs), Quality Management Plans (QMPs) and Sample and Analysis Plans (SAPs). Conducts field sampling. Performs approved analyses on hazardous waste samples. Accepts/rejects wastes for disposal based on laboratory data. Provides analytical support to Operations. Prepares samples to be shipped to an outside analytical laboratory for specified parameter testing. Complies with all laboratory sample management procedures. Performs general maintenance of sample inventory and properly disposes of expired samples. Performs inventory control, QA/QC, record keeping, and ordering supplies. Conducts data validation.  <b>Supervision:</b> For less complex tasks, works independently. Coordinates the activities of junior personnel. May supervise project staff. Reports to the Senior Chemist or Project Manager.</p>	11 to 20 years of experience related to the described functional responsibilities.	BS/BA in chemistry or 4 years additional related training and experience.

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
31.	<p><b>Chemist, Junior–</b>  <b>Duties:</b> Supports the investigation, analyses, and evaluation of chemical information and related reports. Performs field activities and environmental analyses, including testing of volatiles, semi volatiles, herbicides, pesticides, PCBs using HAA5 and HPLC methods.  <b>Functional Responsibilities:</b> Assists in field sampling and performing approved analyses on hazardous waste samples; prepares samples to be shipped to an outside analytical laboratory for specified parameter testing; performs general maintenance of sample inventory and properly disposes of expired samples. Conducts data validation.  <b>Supervision:</b> Works under the close supervision of the Senior Chemist, Chemist, or Project Manager.</p>	Up to 10 years of experience related to the described functional responsibilities.	BS/BA in chemistry or 4 years additional training and experience.
32.	<p><b>Geologist, Expert –</b>  <b>Duties:</b> Investigates, analyzes, and evaluates hydrologic, watershed, geologic and soils conditions and reports.  <b>Functional Responsibilities:</b> Provides expert consulting, expert witness and meeting support. Prepares and presents reports and comprehensive studies. Utilizes and maintains a computer data base for groundwater basins; reads and analyzes aerial photographs. Provides technical guidance on soils, geologic, seismic, or hydrologic issues associated with individual projects and comprehensive plan updates. Compiles data on groundwater basins to overdraft utilizing computer-assisted programs and other collected documentation. Reviews adequacy of groundwater hydrology reports, watershed yield studies, and soils and geology reports. Interprets aerial photographs to assist in determining water consumption factors, drainage patterns, or soils and geologic features in planning studies. Supervises consultants in the collection of field data and preparation of complex studies involving water, soils, or geology. Conducts site investigations to determine structural stability, seismic risk, and drainage and slope stability requirements. Evaluates building and grading plans to determine compliance with geologic requirements. Prepares and reviews geological reports and makes recommendations. Provides project direction to staff, contractors, and consultants. Assists in budget preparation.  <b>Supervision:</b> Works independently and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	25 or more years of experience related to the described functional responsibilities	BS/BA in geology

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
33.	<p><b>Geologist, Senior –</b>  <b>Duties:</b> Investigates, analyzes, and evaluates hydrologic, watershed, geologic and soils conditions and reports.  <b>Functional Responsibilities:</b> Serves as a senior QA/QC reviewer. Prepares and presents reports and comprehensive studies. Utilizes and maintains a computer data base for groundwater basins; reads and analyzes aerial photographs. Provides technical guidance to staff on soils, geologic, seismic, or hydrologic issues associated with individual projects and comprehensive plan updates. Compiles data on groundwater basins to overdraft utilizing computer-assisted programs and other collected documentation. Reviews adequacy of groundwater hydrology reports, watershed yield studies, and soils and geology reports. Supervises consultants in the collection of field data and preparation of complex studies involving water, soils, or geology. Conducts site investigations to determine structural stability, seismic risk, and drainage and slope stability requirements. Evaluates building and grading plans to determine compliance with geologic requirements. Prepares and reviews geological reports and makes recommendations. Serves as resident geologist on complex projects. Provides project direction to staff, contractors, and consultants. Assists in budget preparation.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	17 to 24 years of experience related to the described functional responsibilities	BS/BA in geology or 4 years additional related training and experience.
34.	<p><b>Geologist –</b>  <b>Duties:</b> Investigates, analyzes, and evaluates hydrologic, watershed, geologic, and soils conditions and reports.  <b>Functional Responsibilities:</b> Assists in the preparation of reports and comprehensive studies. Utilizes and maintains a computer data base for groundwater basins; reads and analyzes aerial photographs. Compiles data on groundwater basins to overdraft utilizing computer assisted programs and other collected documentation. Reviews adequacy of groundwater hydrology reports, watershed yield studies, and soils and geology reports. Prepares and reviews geological reports and makes recommendations. Assists in budget preparation.  <b>Supervision:</b> For less complex tasks, works independently. Coordinates the activities of junior personnel. May supervise other project staff members. Reports to the Senior Geologist or Project Manager.</p>	9 to 16 years of experience related to the described functional responsibilities	BS/BA in geology or 4 years additional related training and experience.
35.	<p><b>Geologist, Junior –</b>  <b>Duties:</b> Assists in the investigation, analysis, and evaluation of hydrologic, watershed, geologic, and soils conditions and reports.  <b>Functional Responsibilities:</b> Assists in the preparation of reports and comprehensive studies. Utilizes and maintains a computer data base for groundwater basins; reads and analyzes aerial photographs. Compiles data on groundwater basins to overdraft utilizing computer assisted programs and other collected documentation. Reviews adequacy of groundwater hydrology reports, watershed yield studies, and soils and geology reports. Assists in the preparation and review of geological reports.  <b>Supervision:</b> Works under the close supervision of the Senior Geologist, Geologist, or Project Manager.</p>	Up to 8 years of experience related to the described functional responsibilities	BS/BA in geology or 4 years additional related training and experience.

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
36.	<p><b>Trainer, Environmental, Senior –</b>  <b>Duties:</b> Organizes, develops, and conducts environmental training.  <b>Functional Responsibilities:</b> Prepares, updates and presents curricula for environmental topics that include necessary administrative information, an overview of the specific operations of each section, report writing, investigative techniques, communications skills, how to document, and sampling protocols. Prepares course descriptions and training curricula and delivers training as requested. Coordinates and develops necessary training manuals. Conducts training needs assessments, analyzes results, identifies training available to meet those needs, and makes appropriate recommendations.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	9 or more years of experience related to the described functional responsibilities	BS/BA degree related to subject matter being taught
37.	<p><b>Trainer, Environmental –</b>  <b>Duties:</b> Assists in organizing, developing, coordinating, and conducting environmental training.  <b>Functional Responsibilities:</b> Assists in the preparation, updating, and presenting of basic curricula for environment topics that include necessary administrative information, an overview of the specific operations of each section, report writing, investigative techniques, communications skills, how to document, and sampling protocols. Prepares course descriptions, training curricula and delivers training as requested. Coordinates and develops necessary training manuals. Conducts training needs assessments, analyzes results, identifies training available to meet those needs, and makes appropriate recommendations.  <b>Supervision:</b> For less complex tasks, works independently. Coordinates the activities of junior personnel. May supervise other project staff. Reports to the Senior Environmental Trainer or Project Manager</p>	Up to 8 years of experience related to the described functional responsibilities	BS/BA degree related to subject matter being taught
38.	<p><b>Expert Environmental Consultant –</b>  <b>Duties:</b> Provides expert consulting and meeting support in hazardous and radioactive waste, remediation projects, wastewater projects and has experience as an expert witness. Is knowledgeable in due diligence, regulatory analysis, policy development, compliance strategies, litigation support, and presentation development.  <b>Functional Responsibilities:</b> Collects and interprets data from a variety of sources, presenting it as written scientific reports and policy statements (these reports will examine areas such as the effects on human health, groundwater and the surrounding environment); leads the production of Environmental Statements and provides technical input to individual projects' environmental works as they develop.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	16 or more years of experience related to the described functional responsibilities.	MS/MA in an environmental related discipline or 2 years additional related training and experience

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
39.	<p><b>Expert Environmental Management Specialist –</b>  <b>Duties:</b> Testifies before courts of law and administrative courts on matters of Environmental Management.  <b>Functional Responsibilities:</b> Evaluates the coordination of the management of environmental performance and development of environmental strategies to ensure sustainable operations. Reviews and evaluates the implementation of environmental policies and practices and the coordination of all aspects of resource use, pollution reduction, waste management, environmental health, risk assessment and employee involvement. Audits compliance with environmental legislation, pollution control, pollution prevention, and recycling programs. Applies expert opinion to the identification, assessment, and reduction of environmental risks and financial costs. Audits the development and implementation of environmental management systems.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager. Supervises other project staff members.</p>	16 or more years of experience related to the described functional responsibilities	MS/MA in an environmental related discipline or 2 years additional related training and experience
40.	<p><b>GIS Project Manager –</b>  <b>Duties:</b> Creates and executes project management plans and project work plans and revises as appropriate to meet changing needs and requirements of GIS projects.  <b>Functional Responsibilities:</b> Creates project timeline to meet schedule; generates project status reports; allocates staffing needed to meet deadlines; tracks project progress; drafts project work flow and control documentation; attends project meetings with client; determines supplies, space, and resource requirements; recommends project staff configuration; samples work quality and evaluates QA reviews; reviews work product prior to client delivery; checks for conflict and ensures confidentiality of work product; communicates with programming staff regarding project requirements and scheduling.  <b>Supervision:</b> Works independently and reports to Program Manager. Supervises project staff members.</p>	8 or more years of experience related to the described functional responsibilities including experience in GIS operations and the use of digitized data	BS/BA in Geography, GIS or Computer Science, or 4 years additional related technical training and experience
41.	<p><b>GIS Specialist, Senior –</b>  <b>Duties:</b> Designs and creates complex special products including maps, digital data, reports, and statistics utilizing GIS.  <b>Functional Responsibilities:</b> Serves as a senior QA/QC reviewer. Prepares and maintains metadata documentation for GIS Databases. Teaches desktop GIS software skills to users and provides support for related applications questions and problems. Participates in user GIS needs analysis, customizes desktop GIS software for user applications, and aids in the design of standard products. Maintains specialized GIS databases as required. Assists in maintaining GIS data on Internet and Intranet sites. Understands applicable Federal and State GIS standards. Designs and creates special map and digital products as assigned utilizing knowledge of GIS data and required GIS skills. Writes formal metadata documentation, according to standard, as well as informal documentation for GIS data resources and publishes such work.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	8 or more years of experience related to the described functional responsibilities including experience in GIS operations and the use of digitized data	BS/BA in Geography, GIS or Computer Science, or 4 years additional related technical training and experience

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
42.	<p><b>GIS Specialist –</b>  <b>Duties:</b> Designs and creates complex special products including maps, digital data, reports and statistics utilizing GIS.  <b>Functional Responsibilities:</b> Prepares and maintains metadata documentation for GIS databases. Teaches desktop GIS software skills to users and provides support for related applications questions and problems. Participates in user GIS needs analysis, customizes desktop GIS software for user applications and aids in the design of standard products. Maintains specialized GIS databases as required. Assists in maintaining GIS data on Internet and Intranet sites. Understands applicable Federal and State GIS standards. Designs and creates special map and digital products as assigned, utilizing knowledge of GIS data and required GIS skills. Writes formal metadata documentation, according to standard, as well as informal documentation for GIS data resources and publishes such work.  <b>Supervision:</b> For less complex tasks, works independently. Coordinates the activities of junior personnel. Reports to the Senior GIS Specialist or Project Manager.</p>	Up to 8 years of experience related to the described functional responsibilities including experience in GIS operations and the use of digitized data	BS/BA in Geography, GIS or Computer Science, or 4 years additional related technical training and experience
43.	<p><b>Regulatory Specialist, Senior –</b>  <b>Duties:</b> Utilizes a general knowledge of natural, physical, and social sciences theories, practices, and methodologies, as they relate to the natural and human environment to evaluate and comply with regulatory requirements.  <b>Functional Responsibilities:</b> Serves as a senior QA/QC reviewer. Evaluates permit applications, compliance, and enforcement issues or actions. Assists in the development of general permits and procedures to implement directives. May serve as a representative on groups and task forces with missions of interest to the client and the regulatory program, and to complete assignments related to special regulatory initiatives directed toward effective, efficient, and consistent application of a regulatory program. May coordinate the activities of subject matter specialists to produce timely and quality products which meet the overall objectives.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	8 or more years of experience related to the described functional responsibilities	BS/BA in regulatory policy or environmental studies, or 4 years additional related training and experience.
44.	<p><b>Regulatory Specialist –</b>  <b>Duties:</b> Utilizes a general knowledge of natural, physical, and social sciences theories, practices, and methodologies, as they relate to the natural and human environment to evaluate and comply with regulatory requirements.  <b>Functional Responsibilities:</b> Develops, manages, and reports on regulatory programs; creates and implements regulatory strategies for global registrations and compliance activities; serves as a team expert in promotional material review, experimental designs, data analysis and product labeling as related to registration and commercialization of medical devices; collaborates with the regulatory staff from other development centers to develop harmonized policies, procedures and work instructions for emerging regulatory topics.  <b>Supervision:</b> For less complex tasks, works independently. Coordinates the activities of junior personnel. May supervise other project staff. Reports to the Regulatory Specialist or Project Manager.</p>	2 to 8 years of experience related to the described functional responsibilities	BS/BA in regulatory policy or environmental studies, or 4 years additional related training and experience.

No.	Labor Category Descriptions	Minimum Experience	Minimum Education
45.	<p><b>Regulatory Specialist, Junior –</b>  <b>Duties:</b> Utilizes a general knowledge of natural, physical, and social sciences theories, practices, and methodologies, as they relate to the natural and human environment to evaluate and comply with regulatory requirements.  <b>Functional Responsibilities:</b> Assists in the development and reporting on regulatory programs; creation and implementation of regulatory strategies for global registrations and compliance activities.  <b>Supervision:</b> Works under the close supervision of the Senior Regulatory Specialist, Regulatory Specialist or Project Manager.</p>	Up to 2 years of experience related to the described functional responsibilities	BS/BA in regulatory policy or environmental studies, or 4 years additional related training and experience.
46.	<p><b>MEC/UXO Expert –</b>  <b>Duties:</b> Conducts Munitions Response investigations, removals, and controlled detonation chamber operations. Has extensive knowledge of the MEC/UXO accreditation process, knowledge of consulting to the Federal government, and significant experience in all aspects of munitions response actions or range clearance activities.  <b>Functional Responsibilities:</b> Performs oversight of investigations, removals, and controlled detonation chamber operations. Supervises all contractor on-site MEC/UXO activities. Implements MEC/UXO specific sections of the Site-Specific Health and Safety Plan for all MR related evolutions.  <b>Supervision:</b> Works independently with a minimum of supervision and reports to the Program Manager or Project Manager. Supervises other project staff members.</p>	20 or more years of experience related to the described functional responsibilities	EOD Basic and Advanced Courses. Graduate of either the U.S. Army Bomb Disposal School, Aberdeen Proving Ground, MD; the U.S. Naval EOD School, Indian Head, MD; or the U.S. Naval EOD School, Eglin AFB, FL; BS/BA in an environmental related discipline
47.	<p><b>MEC/UXO Specialist –</b>  <b>Duties:</b> Assists in MR investigations, removals, and controlled detonation chamber operations.  <b>Functional Responsibilities:</b> Performs oversight of investigations, removals, and controlled detonation chamber operations. Supervises all contractor on-site MEC/UXO activities. Performs all functions enumerated for MEC/UXO Sweep Personnel, MEC/UXO Technicians I, II, and III and be able to implement MEC/UXO specific sections of the Site-Specific Health and Safety Plan for all MR related evolutions.  <b>Supervision:</b> For less complex tasks, works independently. Coordinates the activities of junior personnel. May supervise other project staff members. Reports to the Senior MEC/UXO Specialist or Project Manager.</p>	6 to 20 years of experience related to the described functional responsibilities	EOD Basic and Advanced Courses. Graduate of either the U.S. Army Bomb Disposal School, Aberdeen Proving Ground, MD; the U.S. Naval EOD School, Indian Head, MD; or the U.S. Naval EOD School, Eglin AFB, FL; HSD/GED