



Environmental Business Partners, LLC

*-A Qualified Service Disabled Veteran Owned Small Business-*

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**GSA CONTRACT NUMBER: GS-10F-0363T**

**Environmental Services Schedule 899  
Special Item Numbers:**

**899-1& 899-1RC, Environmental Consulting Services**

**CONTACT INFORMATION**

**Environmental Business Partners, LLC**

**901 Blackberry Lane  
Jacksonville, Florida 32259**

**Phone: (904) 287-4200**

**Email: [bdecker@ebpartners.us](mailto:bdecker@ebpartners.us)**

**Website: [www.ebpartners.us](http://www.ebpartners.us)**



**Click the following links for additional information about EBP**

- About EBP [EBP](#)
- Cornerstone Environmental Compliance Services [Services](#)
- GSA Contract Administrative Information [Contract](#)
- GSA Rates [Rates](#)
- Terms and Conditions – Elements 1 - 26
- Description of Labor Categories [Labor](#)

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# INTRODUCTION TO ENVIRONMENTAL BUSINESS PARTNERS

SERVING A WIDE RANGE OF GOVERNMENT & PRIVATE SECTOR CLIENTS



EBP's primary focus is to provide quality, cost-effective environmental services that support mission readiness and ensure a sustainable environment for the future. Clients that choose EBP can expect to receive innovative solutions at competitive costs. Since inception, teamwork and client-focus have been the driving motivators to our teaming approach and have fueled our proactive approach to problem solving. Through our business partners, EBP offers and leads a specialized team of engineers, scientists, researchers and analysts that will work from project conception through completion; emphasizing quality, efficiency, and customer satisfaction.

EBP's founder, Mr. Bill Decker, PE, established the company based upon a desire to provide forward- thinking and innovative solutions that recognize and address the unique challenges and demands created by each clients unique working environment. Upon this foundation, EBP is quickly emerging as a small business with a reputation for quality service that is dedicated to the needs of each client.



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## Cornerstone Environmental Compliance Services

Additional information about select bolded services are available via the links provided.

### **Clean Water Related Support Services:**

- **Spill Prevention, Control and Countermeasure (SPCC) Plans** [SPCC](#)
- Facility Response Plans (FRP)
- Spill Prevention and Response (SPR) Plans [SWPPP](#)
- **Storm Water Pollution Prevention Plans (SWPPP)**
- Above and Underground- Storage Tank Management Plans
- Industrial Wastewater Discharge Surveys
- Surface Water Quality Sampling Programs
- Wash Rack and Oil Water Separator Operational Management and Maintenance Plans
- Water Resource Management Plans
- Integrated Contingency Plans

### **RCRA Related Support Services**

- **Hazardous Waste Management Plans** [HWMP](#)
- Integrated Solid Waste Management Plans
- Waste Analysis Plans
- Pollution Prevention Plans & Waste Reduction Plans
- Pollution Prevention Opportunity Assessments
- Large and Small Quantity Generator Waste Accumulation Operations Manuals
- Chemical Pharmacy Operations Manuals
- Field Support: Technical Representatives Working Directly with Military Personnel to Implement Compliance Programs
- Waste Consolidation Site and Chemical Pharmacy Management
- On-site Preparation of Waste Disposal Documentation

### **Clean Air Related Support Services**

- Clean Air Pollutant Emission Inventories
- Title V Permitting and “Synthetic Minor” Source Permitting
- NESHAPs Compliance Analyses and Program Development
- Non-Attainment New Source Review (NSR) Permitting
- Emissions and Compliance Database/Tracking System Development
- Health Risk Assessments (HRAs)
- Air Toxics “Hot Spots” Inventories and Plans
- Risk Management Programs (RMPs)

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# Hazardous Waste Management Plans



An effective Hazardous Waste Management Plan will do more than restate the applicable regulations; it will provide instruction that shows personnel how to properly manage & handle waste!!!

**Key features of EBP's Hazardous Waste Management Plans Include:**

*Detailed Step-by-step procedures*

*Quick reference checklist*

MDARNG Hazardous Waste Management Plan:  
Shop-Level Field Guide

### 3-9 HOW TO TURN-IN HAZARDOUS & UNIVERSAL WASTE

Once you have determined that it is necessary to turn-in waste that may be Hazardous, Universal Waste, or Special Waste, the following actions must be taken:

**Step 1. Close and seal the container(s).**

- For boxes, seal with strapping or packing tape.
- For open head drums, seal the drum ringbolts down so that they can be stacked if necessary.
- For closed head drums, ensure that both bung plugs are securely closed.

**Step 2. Determine the weight of each container:**

**Step 3. Complete the DA Form 2765-1 as follows:**

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Quick Reference Guide

## Waste Accumulation Checklist

- Select Container** Select a waste accumulation container based upon the recommendation provided in Column 2 of the Waste Matrix in the Hazardous Waste Management Plan (HWMP).
- Place Label** Place the proper label on the container dictated in Column 3 of the Waste Matrix.
- Write Name** Write the Descriptive Name of the waste provided in Column 4 of the Waste Matrix on the label or directly on the container.
- Write Start Date** If the waste is HW or UW, place the Accumulation Start Date on the container as directed in Section 3 of the HWMP. LQGs need to place the ASD on the container when the container is moved to the HWAA, not while it is at the SAP.
- Inspect Container** On a weekly basis, inspect the waste accumulation container in accordance with Section 3 of the HWMP Shop-Level Field Guide.
- Monitor Weight** If your facility is a Small Quantity Generator (all facilities, except those located in Havre de Grace), monitor the total weight of all HW at your facility to ensure that it remains less than 220 lbs (approximately 1/2 drum).
- Monitor Time** If your facility is a Large Quantity Generator (only Havre de Grace), monitor the length of time that the waste is allowed to remain on-site. Ensure that it is hauled off-site for proper disposal within 90 days of the Accumulation Start Date.
- Submit Log** Submit a copy of the Monthly Waste Inventory Log to the Hazardous Waste Program Manager.

MDARNG Hazardous Waste Management Plan

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# Storm Water Pollution Prevention Plans



*Illustrated plans make clear your pollution prevention objectives and strategy.*

**Part 2: Site-Specific Information**  
Morrisville AASF #1 and Armory

**Site-Specific Potential Storm Water Pollution Sources**

**Waste Accumulation Areas**

- The secondary containment in the 3-bay storage building.
- Put used batteries in yellow cabinets, out on the ground, and maintain waste containers.
- Maintain spill kits adjacent to building.
- Monitor pumping of used oil tanks and movement of waste containers.
- Inspect integrity of double-walled used oil tank.

**8,000-Gallon UST at AASF #1:**

- Inspect surface area around fill port to ensure residual fuel does not accumulate.
- Monitor fuel delivery from service truck.
- Maintain spill kit in PCL Room east of UST.
- Inspect UST leak detection monitoring system and double-walled construction integrity.

**Bulk Fuel Storage & Transfer:**

- Inspect storage tank and piping system.
- Inspect spill area in Above-ground Storage Tank (AST) secondary containment before refueling.
- Maintain roof at Fuel Transfer Station to prevent rain from falling onto surface areas.
- Support piping to prevent sagging.
- Monitor fuel delivery and AIT gauges.
- Maintain spill kit in Fuel Transfer Station.

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**Part 2: Site-Specific Information**  
Morrisville AASF #1 and Armory

**Site-Specific Potential Storm Water Pollution Sources**

**Mobile Refueler Parking & Operation:**

- Park mobile refueler in localized containment pads when storing fuel.
- NONN personnel monitor fueling.
- Maintain spill kit located in Fuel Transfer Station and Waste Accumulation Building.
- Ensure drainage valves on containment pad are kept in closed position, unless rainwater is being discharged in accordance with the SPCO Plan.

**Aircraft Parking and Servicing:**

- Monitor fueling of aircraft.
- Maintain spill kit located in the hangar, Fuel Transfer Station, and Waste Accumulation Building.
- Monitor concrete pad surfaces for accumulations of fuel and lubricants, use absorbents to clean surfaces.
- Perform aircraft maintenance inside the hangar when possible.

**Aircraft Washing:**

- Wash aircraft on designated wash rack; allow water to drain through OWS before discharging to sanitary sewer.
- Shut off wash rack drain if a spill occurs on the wash rack so that the spill does not enter the sewer.
- Maintain spill kits in the hangar, Fuel Transfer Station, and the Waste Accumulation Building.
- Monitor wash rack surfaces for fuel and lubricant accumulations, use absorbents to clean surfaces.

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*Step-by-step instructions explain what to look for when inspecting out-falls.*

**Part 1: SWPP Program Level Guidance**

**Step-by-Step Procedures for Semi-Annual Visual Inspections:**

Actions to be taken *prior* at the storm event:

Step 1. Identify the location of the SDO to be evaluated during the visual inspection.

Step 2. Clear brush and other obstacles from the area where the visual inspection will be performed.

Actions to be taken *during* the storm event:

Step 1. Shortly after rainfall begins, rainwater will start to flow through the outfall(s). After a discharge has been flowing approximately 2 to 10 minutes, walk up to the outfall and observe the storm water that is being discharged. When making your observations, avoid walking through the water upstream of the observation point; this will kick up solids that will interfere with the water.

Step 2. Once you have observed the discharge, document your observations. The following table identifies the characteristics to be evaluated; refer to this table as a guide for describing your specific observations.

Discharge Characteristic	Explanation of Discharge Characteristics
Color	Examples of color descriptions include light red, or dark brown.
Odor	Examples of odor descriptions include strong smell of rotten eggs, or faint smell of gasoline.
Clarity	Clarity is a measure of the cloudiness of the water. Examples of clarity descriptions include clear, murky, very cloudy, or opaque. Floating solids are things like trash, pieces of plastic, shavings or other items that float and can cause stream degradation. Grass clippings should also be reported on the form; dumping yard debris into the storm drainage system is not allowed.
Suspended solids	Suspended solids are typically small particles such as grit or sediment suspended within the water column.

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**Part 1: SWPP Program Level Guidance**

Foam	Foam can be caused by detergents and other chemicals, as well as from a natural occurrence due to the area's soil microbiology. Check "yes" if foam is present.
Oil sheen	Any amount of oil sheen is technically a violation of the Clean Water Act (40 CFR 112.3). Reclamation's incidental oil sheen from parking lot runoff cannot be readily eliminated. If oil sheen is visible, check "yes."
Erosion or deposition at the outfall	The accumulation of solids such as sand, gravel, and mud are a clear indication that erosion is occurring within the drainage area discharging through the outfall. If signs of erosion are evident, check "yes" and inspect the drainage area in clearly visible areas where erosion is clearly occurring.
Other indicators of pollution	Other possible indicators of storm water pollution include decreased vegetation at the outfall, odors, deformed amphibians, a dry weather flow, slick connections, or improper discharges.

Step 3. Sign and date the observation form.

Step 4. Insert the completed form into the facility SWPP file that is maintained by the TEC.

Note: The NPDES Permit does not require a copy of this form to be sent to "CDD" but the form must be kept on-site with the SWPP Plan. Also e-mail, fax or mail a copy of the completed Inspection Form to the Environmental Compliance Manager in the Environmental Office.

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# Spill Prevention, Control & Countermeasure Plans



*In the event of a spill, you can expect an SPCC Plan developed by EBP to prompt key actions that should be taken to safe guard personnel and to minimize the impact that the spill has on the environment!!!*

Quick reference spill cards that can be posted within your facility alert facility personnel of what they should be doing in the event of a spill.

**Actions taken immediately following discovery of a spill are critical.**  
**Do your people know what they should be doing?**



**Aboveground Storage Tanks  
SPILL RESPONSE PROCEDURES**

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**MAJOR SPILL  
TOO LARGE TO HANDLE SAFELY!**

**Step 1** Evacuate Personnel  
**Step 2** Stop All Ignition Sources  
**Step 3** Call 911 for Fire Department  
**Step 4** Call Environmental Office at 512-782-5382  
**Step 5** Complete Spill Incident Report Form & Submit to Environmental Office



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**INCIDENTAL SPILL  
CAN BE HANDLED SAFELY!**

**Step 1** Evacuate Personnel  
**Step 2** Stop All Ignition Sources  
**Step 3** Identify Material / Cause of Spill  
**Step 4** Use Appropriate PPE & Spill Kit Equipment (Check MSDS)  
**Step 5** Control & Clean-up Spill



**STOP the LEAK**



**PROTECT DRAINS**



**CONFINE SPILL**



**ABSORB SPILL**

**Step 6** Place Contaminated Debris in Bags / Overpack Containers  
**Step 7** Remove Storage Tank from Service Until Repaired  
**Step 8** Complete Spill Incident Report Form & Submit to Environmental Office



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**SPILL PREVENTION COORDINATOR CONTACT INFO**

(Write-in Spill Prevention Coordinator Name & Phone Numbers)

CFMO Environmental Office—Spill Notifications: 512-782-5382 or 512-913-5345  
Submit Spill Incident Report Forms to:  
RCRA Waste Manager (NGTX-FE), 2200 W. 35th St, Austin TX 78703 / FAX 512-782-6875  
Spill Incident Report Forms at <https://www.tx.ngb.army.mil/sites/CFMO/EnvironmentalManagement/default.aspx>

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## ***EBP's Key Clients***

*Alabama Army National Guard\**

*Arkansas Army National Guard\**

*Ash Grove Materials*

*BAE Systems (Safariland)*

*Buckley Air Force Base\**

*Colorado Army National Guard*

*Delaware Army National Guard*

*Florida Army National Guard*

*Ft Belvoir, Virginia*

*Ft Benning, Georgia\**

*Ft Carson, Colorado\**

*Ft Leonard Wood, Missouri*

*Ft Polk, Louisiana\**

*Kansas Army National Guard*

*Louisiana Army National Guard*

*Marine Corps Air Station Yuma\**

*Maryland Army National Guard*

*Mississippi Army National Guard*

*Naval Air Station Jacksonville\**

*New Mexico Army National Guard\**

*North Carolina Army National Guard*

*South Carolina Army National Guard\**

*Texas Army National Guard*

*Virginia Army National Guard*

*West Virginia Army National Guard*

## ***Key Business Partners***

*Clover Leaf Environmental Solutions*

*Whitetail Environmental Solutions*

(\*) The asterisk identifies clients served as a subcontractor to key business partners.

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Environmental Business Partners, LLC

## GSA Schedule Administration Information

<b>Administrative Categories</b>	<b>EBP Information</b>
<b>Name of Contractor</b>	<b>Environmental Business Partners, LLC (EBP)</b>
<b>Contract Number</b>	<b>GS-10F-0363T</b>
<b>Contract Period</b>	<b>September 20, 2007 – September 19, 2017</b>
<b>Special Item Number (SIN)</b>	<b>899-1 and 899-1RC</b>
<b>Federal Supply Group</b>	<b>899</b>
<b>Class</b>	<b>F999</b>
<b>Business Size</b>	<b>Small, Veteran Owned, Service Disabled Business</b>
<b>NAICS</b>	<b>Primary 541620</b>
<b>CCR CAGE Code</b>	<b>4CNW3</b>
<b>Tax ID Number, TIN</b>	<b>75-321-2672</b>
<b>DUNS Number</b>	<b>62-3466567</b>
<b>Point of Contact</b>	<b>Bill Decker</b>
<b>Contract Administrator</b>	<b>Bill Decker</b>
<b>Contractor's Ordering &amp; Remittance Address</b>	<b>Environmental Business Partners, LLC 901 Blackberry Lane Jacksonville, Florida 32259</b>

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# Negotiated GSA Labor Rates

<i>Labor Categories</i>	<i>Hourly Labor Rates</i>	<i>Links to Description of Each Labor Category</i>
<i>Project Manager</i>	\$92.85	<a href="#"><u>PM</u></a>
<i>Professional Engineer</i>	\$87.96	<a href="#"><u>PE</u></a>
<i>Sr. Environmental Professional</i>	\$78.19	<a href="#"><u>SrEP</u></a>
<i>Jr. Environmental Professional</i>	\$63.53	<a href="#"><u>JrEP</u></a>
<i>Graphic Artist</i>	\$58.64	<a href="#"><u>GA</u></a>
<i>Technical Editor</i>	\$43.98	<a href="#"><u>TE</u></a>

Environmental Business Partners, LLC acknowledges the requirements of the Service Contract Act (SCA) and confirms contract prices for the non-exempt labor categories meet the SCA minimums in the contract. The SCA matrixes identifies the labor categories that fall under the requirements of the SCA, and the matrix and narrative below are incorporated into this contract and are included in the firm fixed fee price list.

<i>SCA MATRIX</i>		
<i>SCA Eligible Contract Labor Category</i>	<i>SCA Equivalent Code Title</i>	<i>WD Number</i>
<i>Graphic Artist</i>	<i>13043 – Illustrator III</i>	<i>05-2115</i>
<i>Technical Editor</i>	<i>29480 – Technical Writer</i>	<i>05-2115</i>

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

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Environmental Business Partners, LLC

## Terms & Conditions 1 – 26 Contract Elements

1. **Table of Awarded Special Item Numbers(s):** *899-1 and 899-1RC*
2. **Maximum Order:** *\$1,000,000.00*
3. **Minimum Order:** *\$100.00*
4. **Geographic Coverage (delivery area):** *Domestic Only*
5. **Point(s) of production (city, county, and state or foreign country):** *Same as company address*
6. **Discount from list prices or statement of net price:** **Government net prices (discounts already deducted).** *See Negotiated Price List.*
7. **Quantity discounts:** *None Offered*
8. **Prompt payment terms:** *Net 30 days*
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** *Yes*
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** *will accept over \$3,000.00*
10. **Foreign items (list items by country of origin):** *None*
- 11a. **Time of Delivery (Contractor insert number of days):** *Specified on the Task Order*
- 11b. **Expedited Delivery:** *Contact Contractor*
- 11c. **Overnight and 2-day delivery:** *Contact Contractor*
- 11d. **Urgent Requirements:** *Contact Contractor*
12. **F.O.B. Point(s):** *Destination*
- 13a. **Ordering address:** *Same as Contractor*
- 13b. **Ordering procedures:** *Not Applicable.*
14. **Payment address:** *Same as Contractor*
15. **Warranty provision:** *Contractor's standard commercial warranty.*
16. **Export Packing Charges:** *Not Applicable*
17. **Terms and conditions of Government purchase card acceptance:** *Contact Contractor*
18. **Terms and conditions of rental, maintenance, and repair:** *Not Applicable*
19. **Terms and conditions of installation:** *Not Applicable*
20. **Terms and conditions of repairs parts indicating date of parts price lists and any discounts from list prices:** *Not Applicable*
- 20a. **Terms and conditions for any other services:** *Not Applicable*
21. **List of service and distribution points:** *Not Applicable*
22. **List of participating dealers:** *Not Applicable*
23. **Preventative maintenance:** *Not Applicable*
- 24a. **Environmental attributes, e.g. recycled content, energy efficiency, and/or reduced pollutants:** *Not Applicable*
- 24b. **If applicable, indicate that Section 508 compliance is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found. The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/)
25. **Data Universal Numbering System (DUNS) number:** *62-3466567*
26. **Notification regarding registration in SAM database:** *Registered.*

# Labor Categories

**Project Manager** - Is responsible for the development of a detailed project plan that includes a milestone calendar, working budget, and technical approach to the performance of work and production of deliverables. Project Managers must have at a minimum a Bachelors Degree in Engineering or related Sciences, 10-years of technical experience, and a detailed working knowledge of the clients needs and a detailed knowledge of applicable regulatory requirements. Organizational and communication (written and verbal) skills are essential.

**Professional Engineer** - Is responsible for the technical accuracy of services associated with engineering services. Provides input to Project Managers and has the authority to over ride the Project Managers opinion on matters related to engineering aspects of a project. Must have at least a bachelors degree in Engineering from an accredited School of Engineer and must be registered as a Professional Engineer within any State.

**Senior Environmental Professional** – Is responsible for the performance of work assigned by the Project Manager. Senior Environmental Professionals have recognized expertise in technical areas of responsibility and are typically employed to take the lead in the development of those areas as dictated by the project. Senior Environmental Professionals may direct the efforts of Junior Environmental Professionals and take the lead on the development of specific deliverables. Senior Environmental Professionals must at a minimum have five (5) years of practical experience and a Bachelors Degree in Engineering or other elated environmental science.

**Junior Environmental Professional** – Is responsible for the performance of work assigned by the Project Manager and/or Senior Environmental Professional. Must be capable of working independently and have a basic understanding of regulatory requirements and technical matters relative to task assigned. Must either have a Bachelors Degree in Engineering or other related environmental science or two (2) years of practical experience that will lend value to the project.

**Graphic Artist** – Is responsible for the development of site diagrams and other graphics needed to support the development of written deliverables. Must have experience in graphic design and a working knowledge of software packages typically used to develop site diagrams and other graphics that may be needed by the Project Manager. Must have a High School Diploma and a minimum of two (2) years of practical graphic design experience.

**Technical Editor** – Is responsible for the editing and formatting of written deliverables as assigned by the Project Manager. Must have excellent writing skills and demonstrated experience and expertise working with software packages typically used to develop and produce written documents and other such deliverables. Must either have a Bachelors Degree or four (4) years of technical editing experience.

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