

# **NAVAL SURFACE WARFARE CENTER CRANE DIVISION**



# **CONTRACTOR'S OPERATIONS MANUAL**

## **CONTAINS REGULATIONS FOR:**

- ❖ EXPLOSIVES SAFETY**
- ❖ OCCUPATIONAL SAFETY**
- ❖ FIRE PREVENTION**
- ❖ SECURITY**
- ❖ ENVIRONMENTAL PROTECTION**

**THESE REGULATIONS ARE  
CRITICAL FOR PERFORMING  
CONTRACTED WORK AT CRANE**



## DEPARTMENT OF THE NAVY

CRANE DIVISION  
NAVAL SURFACE WARFARE CENTER  
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CRANE, INDIANA 47522-5000

IN REPLY REFER TO:  
8020  
Ser 00/0050

18 APR 2000

### MEMORANDUM

From: Commander

Subj: CONTRACTOR'S OPERATIONS MANUAL

1. As Commander, Crane Division, Naval Surface Warfare Center, I am responsible for the execution of programs for explosives safety, occupational safety and health, fire prevention, security and environmental protection that assist in maintaining the missions for which this activity has been established to support. Government personnel, as well as contractor personnel, are required to know and to follow the rules and regulations established by each of these important programs.

2. This manual was written to capture, in as simple a manner as possible, the most important of these rules and regulations that apply to working at Crane. Violation of these rules and regulations can result in a contract employee, and even the contractor in general, being requested to leave the base. As a minimum, violations reflect on the contractor's ability to perform work for the Government and should be one basis for determining eligibility for additional contract type work.

3. I require that each contract administrator become familiar with the contents of this manual. Because the manual is comprehensive in nature and because Crane contracts for many different types of work and services, it will be necessary, from time to time, to provide additional information. This manual shall be properly referenced in contract documents and be provided to each contractor. Finally, each contractor will be held accountable for following the requirements outlined by the manual when working at Crane.

T. SCOTT WETTER

Distribution:  
All Contract Representatives  
All Contractors at Crane

# **CONTRACTOR'S OPERATIONS MANUAL**



## **DISTRIBUTION STATEMENT**

Distribution is authorized to all Crane personnel who perform contracted work or who support such work as managers or through technical document development.

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# TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
<b>CHAPTER 1 – INTRODUCTION TO CONTRACTOR OPERATIONS ON CRANE</b> .....	1
POLICY .....	1
BACKGROUND .....	1
ORGANIZATION OF THE MANUAL .....	2
<b>CHAPTER 2 – EXPLOSIVES SAFETY</b> .....	3
EXPLOSIVE HAZARD SYMBOLS .....	4
SAFETY & BUILDING AVAILABILITY PERMIT .....	4
PARKING IN EXPLOSIVE MAGAZINE AREAS .....	5
RADIO TRANSMITTER USE ON CRANE .....	8
IMPORTANT RULES FOR SAFETY IN EXPLOSIVE AREAS .....	9
EXPLOSIVE TRANSPORTATION CONTRACTORS .....	10
<b>CHAPTER 3 – OCCUPATIONAL SAFETY</b> .....	12
SPECIAL NAVY REQUIREMENTS .....	13
Lifting Cranes .....	13
Operations Around and Involving the Railroad .....	16
Excavations .....	16
OTHER OSH-TYPE INTERFACE PROGRAMS .....	16
Confined Space Entry .....	16
Energy Lockout/Tagout Program .....	19
Hazardous Materials Control .....	19
<b>CHAPTER 4 – FIRE PREVENTION</b> .....	22
SMOKING RESTRICTIONS AND REQUIREMENTS .....	22
STORAGE AND HAULING OF GASOLINE OR OTHER FLAMMABLE LIQUIDS .....	23
FLAME TOOL/HOT WORK PERMITS .....	24
WORK IN EXPLOSIVE AREAS .....	27
ADDITIONAL GENERAL REQUIREMENTS .....	28
EMERGENCY CONSIDERATIONS .....	29

<u>TITLE</u>	<u>PAGE</u>
<b>CHAPTER 5 – SECURITY</b> .....	30
ACCESS TO CRANE .....	30
VEHICLE INSPECTIONS .....	31
RESTRICTIONS .....	35
<b>CHAPTER 6 – ENVIRONMENTAL PROTECTION</b> .....	36
CONSTRUCTION SITE CONSIDERATIONS .....	36
CONSIDERATIONS FOR ALL CONTRACTORS .....	37
SPILLS OF HAZARDOUS MATERIALS .....	37
<b>CHAPTER 7 – EMERGENCY ACTIONS AND CONTACTS</b> .....	39
EMPLOYEE INJURY .....	39
FIRE OR EXPLOSION .....	39
HAZARDOUS MATERIAL SPILL .....	40
<b>NOTES PAGES</b> .....	41
<b>CRANE POINTS OF CONTACT</b> .....	Back Cover

# – CHAPTER 1 –

## INTRODUCTION TO CONTRACTOR OPERATIONS ON CRANE DIVISION, NAVAL SURFACE WARFARE CENTER

**POLICY.** It is the policy of the Department of the Navy that all contractor activities conducted on Crane (including the Lake Glendora Test Facility) be in accordance with the applicable rules and regulations. In addition to rules imposed by agencies such as the Department of Labor (OSHA); there are those rules, considered local in nature, that are pertinent to the work conducted by all who come aboard. These rules are critical to maintaining safe and secure operations for both Government and contractor personnel. These rules are to be clearly understood and followed by all.

**BACKGROUND.** Through the years, the amount of work conducted by contract has been ever increasing. Work that was once limited to construction efforts now includes long-term service efforts and special projects where contractors interface on a day-to-day basis with Crane Government personnel. Contractors need access to a long list of important rules and regulations that have been in effect for a number of years. Compliance with these rules and regulations helps to maintain the safety and security of all personnel at Crane recognizing the unique hazards that may be encountered. These rules and local regulations pertain to the following general areas of consideration:

- ❖ ***Explosives Safety*** - Addresses the Ordnance Industry functions of Crane
- ❖ ***Occupational Safety*** - Addresses the OSH type of interface issues of Crane
- ❖ ***Fire Prevention*** - Addresses the vigorous efforts to maintain Crane free from structure and land fires
- ❖ ***Security*** - Addresses the security requirements of Crane pertinent to maintaining physical security of assets and information
- ❖ ***Environmental Protection*** - Addresses precautions and actions pertinent to maintaining the land, water and air of Crane in compliance with State of Indiana and Federal EPA requirements

**ORGANIZATION OF THE MANUAL.** This manual is organized in chapters with each chapter dedicated to one of the five major areas of regulations outlined above. Where beneficial, points of contact by office and location are provided. If a form, such as a permit, is discussed, a copy of a typical form of that nature is presented.



## – CHAPTER 2 – EXPLOSIVES SAFETY



**GENERAL.** Naval Surface Warfare Center, Crane Division was constructed as a Naval Ammunition Depot during World War II. Most of the land area is dedicated to supporting the ordnance functions now shared between the Navy and the Army. Except for an area south of Lake Greenwood, known as the Industrial Area, and an area around four major warehouses located on the northeast corner, the land surface is “encumbered” by explosives safety quantity distance arcs (ESQD) that must be observed by contractor employees. For the most part, if you have no contract related work in an area, stay clear of that area unless you must use a road for access to your assigned work location. Many of the explosives operating buildings are surrounded with a security fence. Do not enter the fenced area unless the contract work calls for such entry and your presence is expected. Even then, report to the building or area supervisor immediately. The following guidance is pertinent to the explosives safety rules and regulations that must be followed while working on Crane. Depending on the work to be accomplished, more detailed rules and precautions will be issued either as a part of the contract language or at the time a pre-construction meeting is held.

### **APPLICABLE SOURCE DOCUMENTS**

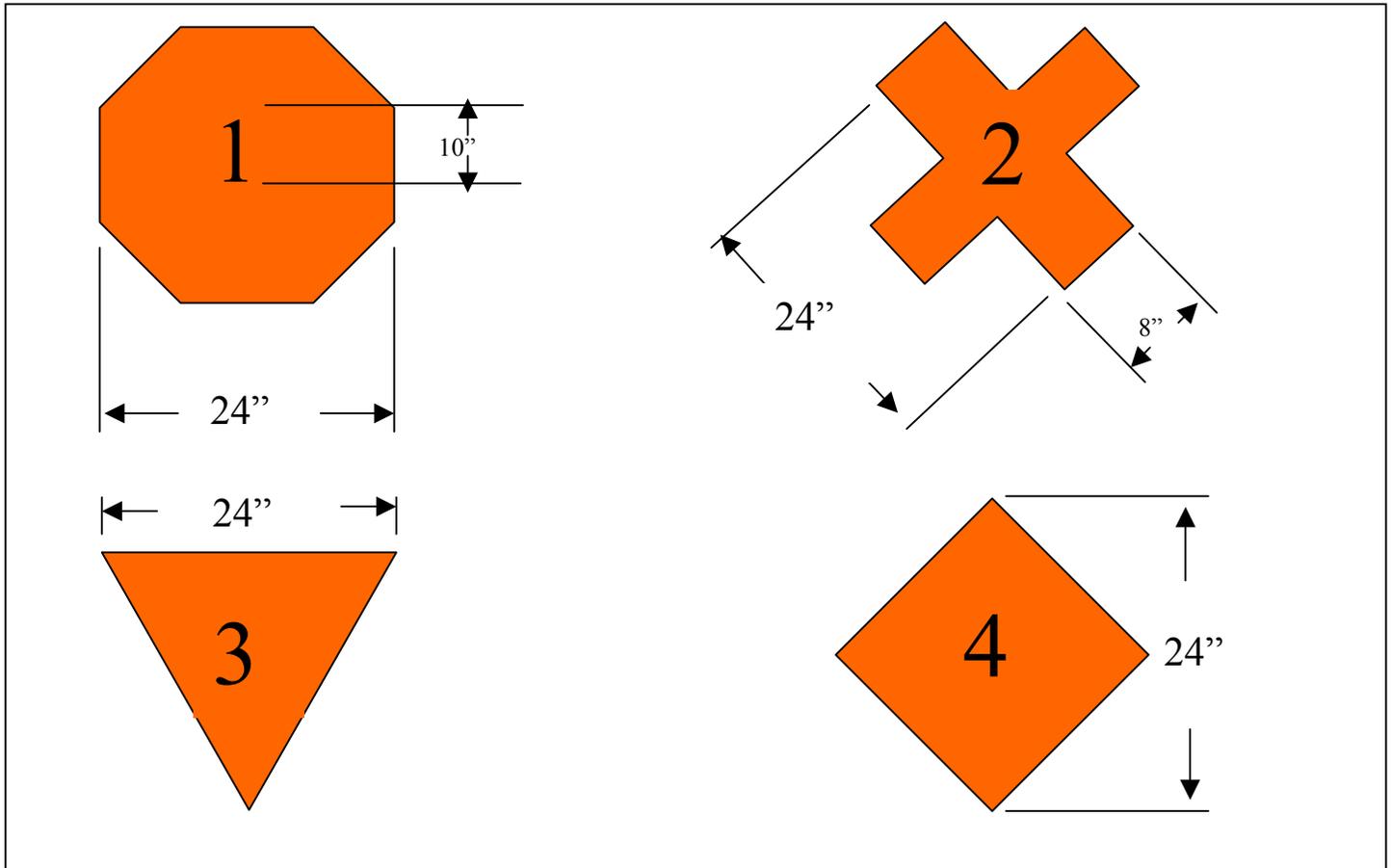
#### **❖ *HIGHER LEVEL INSTRUCTIONS:***

- NAVSEA OP5, Volume 1, Explosives Safety Ashore, Safety Regulations for Handling, Storing, Production, Renovation and Shipping

#### **❖ *LOCAL INSTRUCTIONS:***

- 8020.1 – Explosives Handling Certification Program
- 8020.2 – Wildfire Prevention
- 8020.4 – Parking of Privately-Owned Vehicles (POVs) in Explosive Storage Magazine Areas
- 8020.11 – Hazards of Electromagnetic Radiation to Ordnance (HERO) Program

**EXPLOSIVE HAZARD SYMBOLS.** All explosive areas, including buildings and magazines, that actually contain some amount of explosive materials are marked using unique symbols. The symbols have an orange background with black numerals. Those symbols are outlined in **Figure 1**.



**FIGURE 1**

Unless the contract documents specifically call for work inside of a building or area marked with at least one of the above signs, stay out of the building or area. If work is to be conducted inside of an area or building containing explosives, specific guidance will be provided during the pre-construction meetings and as provided below.

**SAFETY & BUILDING AVAILABILITY PERMIT.** Before any work can be accomplished in an area or building either containing explosives (placarded with one of the above symbols) or has contained explosive materials, an inspection of the work area and any surrounding areas must be made by a representative of the Explosives Safety Office. For Army custody buildings this inspection duty has been delegated to the Army Safety Office. The inspection is for the protection of

the contractor. Depending on the area where the work is to be accomplished, there is the possibility that explosive materials, residual from a process, can be hidden in areas where work needs to be done. Work involving welding, cutting, drilling and concrete removal is especially reviewed by the representative of the safety office. The permit, illustrated by **Figure 2**, is completed and issued to the contractor with very specific guidance as follows. Each permit is:

- ❖ Issued for fixed amount of time depending on the type of work to be accomplished.
- ❖ Issued addressing the work that is to be done based on what is stated at the inspection meeting in the building or at the area.
- ❖ Issued for the specific area or building where the work is to be accomplished.
- ❖ Contains general precautions that are valid for work in any area plus special guidance that addresses specific precautions and/or actions that must be taken by the contractor.

The permit is signed by a representative of the custodian of the area or building involved. This signature certifies that the work is needed and that the building or area is ready for turn-over to the contractor. The permit is also signed by a representative of the contractor; this signature certifies the work will be performed in accordance with the stipulations on the permit. In addition, the permit is signed by the Safety Representative. The permit must be posted at the job site for the duration of the allowed work time.

**PARKING IN EXPLOSIVE MAGAZINE AREAS.** When work must be performed in areas where explosive storage magazines are located; there are specific regulations that must be followed for the temporary parking of motor vehicles. Work such as on roads, railroads, or power and communication lines requires efforts in magazine areas. The following requirements pertain to the temporary parking of motor vehicles.

- ❖ Park your motor vehicle off to the side of a main roadway, allowing sufficient room on the roadway for emergency vehicles to pass. Do not park on any driveway leading to a magazine. Maintain a minimum of 250 feet separation between your parking location and any magazine door. If a motor vehicle is to be left overnight in a magazine area, you must notify the Security Department of the type of equipment and its location.



## GENERAL SAFETY INSTRUCTIONS

1. Whenever, in the performance of duties a worker realizes that:
  - the worker does not fully understand the work to be done,
  - the work required will be greater than planned (as when routine work becomes non-routine), or
  - the hazards of the job have changed to a different type or have materially increased;the worker shall cease work and seek the advice of the worker's supervisor.
2. Welding or other hot work is not permitted within 100 feet of a building, boxcar, or truck containing explosives or ammunition unless otherwise specified by the Explosives Safety Office and the Fire Department. A fire watch shall stand by within sight of, but not further than 20 feet from the work being performed and shall remain for 30 minutes after the operation is complete. Additionally, repairs requiring hot work will not be made to a magazine containing bulk explosives or bulk propellants prior to the removal of such materials from the magazine, followed by a thorough cleaning of the magazine that includes washing down the magazine interior with water.
3. Drilling incidental with maintenance work is not permitted in a room containing explosives or ammunition unless otherwise specified by the Explosives Safety Office or the Fire Department.
4. Steel tools shall be used as little as possible in rooms of buildings containing explosives or ammunition, and then only with the approval of the Explosives Safety Office.
5. Before any work is performed on electrically powered equipment, the main power switch shall be locked out and tagged. The switch shall be unlocked only by the person who locked it and only after making certain that nothing is in the way of the machine. Similar precautions, as appropriate, shall be observed when working on equipment powered by other means.
6. On completion of work, all areas shall be cleaned and left in as good a condition as when the work began.
7. An explosive operator shall carefully clean equipment that may have been contaminated with explosives.
8. If at any time during the progress of work explosive contamination is discovered, work shall be stopped until qualified personnel remove the contamination.

**ESO 8020/11 (Back)**

**FIGURE 2 (Back)**

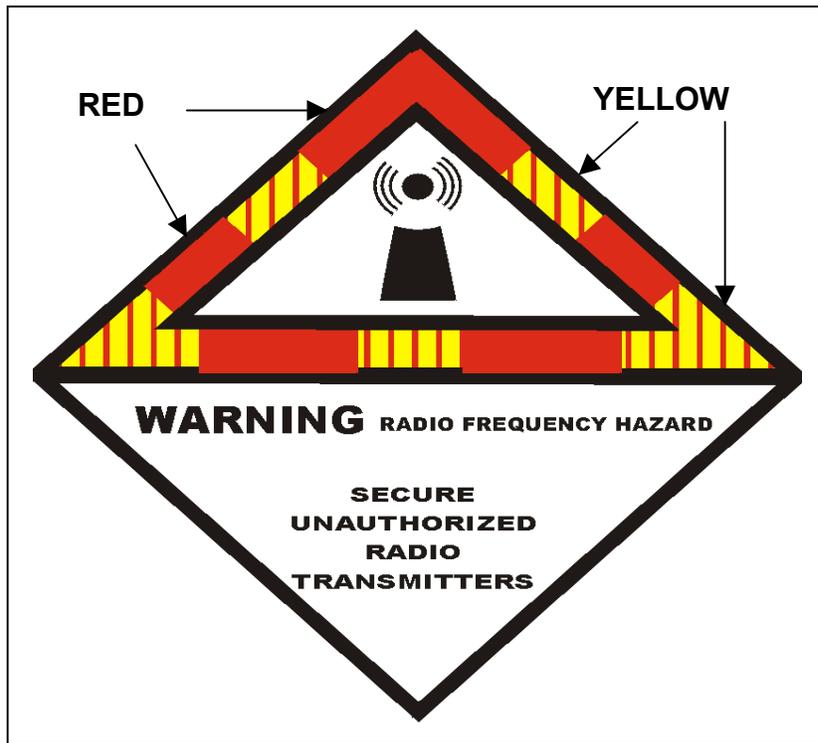
- ❖ During periods of high fire danger (as stipulated by the Fire Danger Board at the Gates), park only on graveled areas or areas where vegetation has been controlled by mowing to less than 6 inches. This is to prevent fires ignited by catalytic converters.

**RADIO TRANSMITTER USE ON CRANE.** The use of portable or fixed radios while on Crane is not permitted unless specific approval is granted in advance by the Explosives Safety Office. Transmitters emit electromagnetic energy which, if not controlled, can initiate some explosive devices. The higher the output of the transmitter the more likely this emission can adversely affect ordnance. If radio usage is required (land telephone lines not available or usable), approval can be granted on a case-by-case basis from the Explosives Safety Office. Contact your Government contract representative to get the approval process started. The following information is necessary for approval:

- ❖ Work to be performed and areas where it will be accomplished that will need the use of radio transmitters on Crane.
- ❖ Power output of the transmitter(s).
- ❖ Frequency/Frequencies
- ❖ Antenna Gain

The Explosives Safety Office will perform an assessment of the transmitter and where it is proposed to be used. If there are no major hazards posed by the transmitter to ordnance stored, transported, or processed at Crane; permission for use will be issued. There may be restrictions placed on their use as stated by the approval document.

Certain areas of Crane are posted “NO TRANSMITTING”. Inside of these areas, no radios are to be used at any time. The permission for use document mentioned above is not valid for these areas. For these areas a sign (see **Figure 3**) is posted on the roadway.



**FIGURE 3**

**IMPORTANT RULES FOR SAFETY IN EXPLOSIVE AREAS.** The following are considered the most important rules to be followed by all when working in and around explosives.

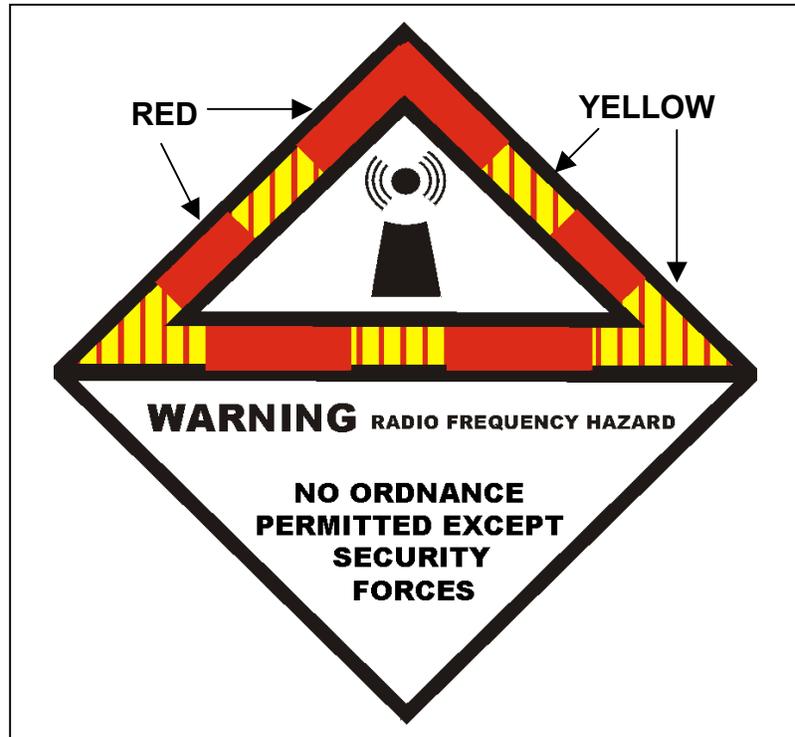
- ❖ Smoking is very restricted in explosive areas. No matches and lighters are allowed to be carried on the person or in vehicles. See the smoking rules in Chapter 4 for specific information.
- ❖ Do not proceed with any work until the proper permits have been secured. Perform only the work specifically called for in advance on drawings, specifications or other official documents.
- ❖ Perform the work only as described to the Safety Representative at the time a permit is issued.
- ❖ If conditions change from those present at the time safety permits were issued, stop, notify the contract representative who will in turn notify the Explosives Safety Office (or Army Safety Office where applicable) to review the work area again.

- ❖ Never use flame producing equipment without first getting a flame tool permit issued by the Fire Department as described in Chapter 4.
- ❖ If at anytime during the work, what is thought to be explosive contamination is found (when in doubt have it checked out), stop the work and notify the building or area representative immediately. If not possible, call either the Explosives Safety Office or the Army Safety Office (Office numbers are on the back of this pamphlet). As a final resort, when no contact can be made, telephone 1333 and describe the situation to the emergency operator.
- ❖ There are many different test ranges on Crane. Do not enter an area posted as a test range, or demolition range, or ammunition burning ground. These postings are present along roads and in fire breaks outside of the active range areas.
- ❖ Do not enter an area marked with a revolving red beacon. These beacons are used to indicate that specifically hazardous work is on-going in a building located beyond the beacon. Some areas are cordoned off using road gates. The same rule applies. DO NOT ENTER!
- ❖ Equipment refueling can only be accomplished if at a minimum of 100 feet from a placarded building, magazine, railcar, or motor vehicle.

**EXPLOSIVE TRANSPORTATION CONTRACTORS.** For those contractors required to transport explosives on Crane, the following pertains:

- ❖ Unless otherwise specified in contract documents, all drivers hauling explosives onto Crane must stop at the Scale House (during regular work hours) operated by the Supply Directorate, for required check-in and in-coming inspection. Material or load inspection may be deferred to an inspector located at an unloading point, however, that decision must be made by Scale House personnel.
- ❖ Placarded vehicles must stop at all railroad crossings unless the crossing is specifically posted as “EXEMPT”.
- ❖ In case of threatening weather (dangerous lightning), follow the directions of the crew leader at the unloading point or of the Scale House personnel.

- ❖ Certain areas of Crane are posted “NO ORDNANCE PERMITTED” (see **Figure 4**). Be aware that this sign is very similar to the “NO TRANSMITTING” sign. When transporting explosives, be sure that you **do not** enter an area that is posted “NO ORDNANCE PERMITTED”.



**FIGURE 4**

# – CHAPTER 3 –

## OCCUPATIONAL SAFETY

**GENERAL.** This chapter pertains to safety as it relates to more general industry types of work. Crane has a great deal of general industry type of work that follows the more well know Occupational Safety and Health Agency (OSHA) requirements and regulations. At issue here are two considerations. The first pertains to particular requirements of the Navy which are in addition to OSHA regulations and the second pertains to the contractor to Government interface situations that are called out in OSHA regulations and are required to be addressed. The following guidance is pertinent to the general safety rules and regulations that must be followed while working on Crane.

### **APPLICABLE SOURCE DOCUMENTS**

#### **❖ *HIGHER LEVEL INSTRUCTIONS:***

- Code of Federal Regulations, Title 29 CFR Part 1910, Safety Regulations for General Industry
- Code of Federal Regulations, Title 29 CFR Part 1926, Safety and Health Regulations for Construction
- U. S. Army Corps of Engineers, EM 385-1-1, Safety and Health Requirements Manual
- NAVFAC Guide Specification, UFGS-J-01525

#### **❖ *LOCAL INSTRUCTIONS:***

- NAVWPNSUPPCENCRANEINST 5100.22, Occupational Safety and Health Manual
- NAVSURFWARCENDIVCRANEINST 5090.6, Hazardous Materials Control and Management Program
- NAVSURFWARCENDIVCRANEINST 5100.5A, Occupational Safety and Health Program Policy and Guidance

- NAVSURFWARCENDIVCRANEINST 5100.5A-9, Construction Safety and Health Program
- NAVSURFWARCENDIVCRANEINST 5100.5A-11, Lockout/Tagout
- NAVSURFWARCENDIVCRANEINST 5100.5A-20, Traffic Safety
- NAVSURFWARCENDIVCRANEINST 5100.5A-22, Weight Handling Safety Program
- NAVSURFWARCENDIVCRANEINST 5100.5A-25, Confined Space Entry Program

**SPECIAL NAVY REQUIREMENTS.** The following are those requirements that are special in nature in that each is in addition to standard practices in General Industry settings.

**1. *LIFTING CRANES*** - The Navy executes a very rigorous program for the control of hazards associated with lifting cranes. These cranes can be from a variety of sources and are generally incidental to construction contracts, demolition contracts, maintenance and other service contracts, and deliveries of supplies and equipment. Cranes include mobile units both truck mounted and crawler mounted with or without articulating booms. Because of problems encountered with cranes brought onto Navy property by contractors, additional controls are being applied. This section discusses those additional controls.

**a. Regulatory Compliance** - The contractor is required to comply with specific activity regulations pertaining to crane safety and operation, and to notify the contracting officer, in advance, of any cranes entering the activity. The contractor is required to comply with ASME B30.5 for mobile cranes, and ASME B30.22 for articulating boom cranes.

**b. Certificate of Compliance** - The contractor is required to provide the representative of the contracting officer a certificate of compliance that the crane and rigging gear meet applicable OSHA regulations (29 CFR 1926). The contractor shall also certify that all of the crane operators working on Crane have been trained not to bypass safety devices (e.g., anti-two block devices) during lifting operations. In addition, the contractor must certify that crane operators are qualified and trained

for the operation for which the crane is to be used. **Figure 5** illustrates the certificate that must be posted on the crane while on Crane.

**c. Critical Lift Plan** - A critical lift plan is required for each of the following lifts: lifts over 80 percent of the capacity of the crane or hoist (at radius of lift); lifts involving more than one crane or hoist; lifts of personnel; and lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks. The plan shall include the following as applicable:

(1) The size and weight of the load to be lifted, including crane and rigging components that add to the weight. The OEM's maximum load capacities for the entire range of the lift shall also be provided.

(2) The lift geometry, including the crane position, boom length and angle, height of lift, and radius for the entire range of the lift. This applies to both single and tandem crane lifts.

(3) A rigging plan, showing the lift points, rigging gear, and rigging procedures.

(4) The environmental conditions under which lift operations are to be stopped.

(5) For lifts of personnel, the plan shall demonstrate compliance with the requirements of 29 CFR 1926.550(g).

**d. Weight Handling Equipment Accident Report.** The contractor is required to provide to the contracting officer within 30 days of any accident (defined by the contracting officer's representative) a Weight Handling Equipment Accident Report using a Navy supplied form. It shall consist of a summary of circumstances, an explanation of cause(s), photographs, and corrective actions taken. The contractor is required to notify the contracting officer as soon as practical, but not later than four hours, after an accident involving a fatality, in-patient hospitalization, overturned crane, collapsed boom, or any other major damage to the crane or adjacent property. The contractor must secure the accident site and protect evidence until released by the contracting officer. The contractor is required to conduct an accident investigation to establish the root cause(s) of the accident. Crane operations shall not proceed until cause is determined and corrective actions have been implemented to the satisfaction of the contracting officer.

# CERTIFICATE OF COMPLIANCE

This certificate shall be signed by an official of the company that provides cranes for any application under this contract. Post a completed certificate on each crane brought onto Navy property.

PRIME CONTRACTOR /PHONE:	CONTRACT NUMBER:
CRANE SUPPLIER/PHONE: <small>(if different from prime contractor)</small>	CRANE NUMBER: <small>(i.e., ID number)</small>

CRANE MANUFACTURER/TYPE/CAPACITY:

CRANE OPERATOR'S NAME(S):

I certify that:

1. The above noted crane conforms to applicable OSHA regulations (host country regulations for naval activities in foreign countries). The following regulations apply: \_\_\_\_\_
2. That the operators noted above have been trained and are qualified for the operation of the above noted crane.
3. That the operators noted above have been trained not to bypass safety devices during lifting operations.

COMPANY OFFICIAL SIGNATURE:	DATE:
-----------------------------	-------

COMPANY OFFICIAL NAME/TITLE:

**POST ON CRANE**  
(IN CAB OR VEHICLE)

FIGURE 5

e. **Oversight Actions** - The Navy at Crane is required to provide oversight of contractor crane operations. **Figure 6** is a checklist that will be in use during oversight efforts. The amount of oversight will be based on an assessment of risk conducted of the crane operations.

**2. OPERATIONS AROUND AND INVOLVING THE RAILROAD.** Crane currently has 147 miles of active track. This fact about Crane must be taken into account in many areas. Specific guidance will be provided for contractors involved with railroad upkeep but in general the following is pertinent:

a. Passing of explosive trucks while they are stopped at rail crossings is prohibited.

b. Materials and vehicles are to be kept at least 6.6 feet from the edge of the railroad tracks to allow for adequate train clearance.

c. If work is required where encroachment of the track is necessary, any approach to the area by rail must be flagged.

d. Work at a railroad crossing, where the lights are either constantly in operation or the lights have been disabled, requires the crossing to be flagged. The contractor's flag person must be equipped with an orange vest or red flag.

**3. EXCAVATIONS.** Much like a city, Crane has numerous buried utility cables, pipes and conduits the exact locations of which need to be known in advance of any excavations. A digging permit is required prior to beginning any excavations. Using maps and special locators, Crane personnel will, when notified, mark on the surface, the locations of utilities. The contracting officer's representative will inform the contractor of the procedure for requesting a digging permit at the time the project is initiated. Information on the digging permit, illustrated in **Figure 7**, may be obtained by calling 812-854-6903.

**OTHER OSH-TYPE INTERFACE PROGRAMS.** The following are the other Crane OSH programs that potentially interface with contractor operations.

**1. CONFINED SPACE ENTRY.** There are a number of spaces at Crane that meet the OSHA definition as Confined Spaces. Many spaces, such as manholes, crawl spaces and utility tunnels, have been marked in advance. However, not all have been located and new ones are constantly being discovered. The contractor is

## CONTRACTOR CRANE OPERATION CHECKLIST

		YES	NO
1	Does the operator know the weight of the load to be lifted?		
2	Is the load to be lifted within the crane manufacturer's rated capacity in its present configuration?		
3	Is the crane level and on firm ground?		
4	Are outriggers required?		
5	If so, are outriggers fully extended and down, and the crane load off the wheels?		
6	If blocking is required, is the entire surface of the outrigger pad supported and is the blocking material of sufficient strength to safely support the loaded outrigger pad?		
7	If outriggers are not used, is the crane rated for on-rubber lifts by the manufacturer's load chart?		
8	Is the swing radius of the crane counterweight clear of people and obstructions and accessible areas within the swing area barricaded to prevent injury or damage?		
9	Has the hook been centered over the load in such a manner to minimize swing?		
10	Is the load well secured and balanced in the sling or lifting device before it is lifted more than a few inches?		
11	Is the lift and swing path clear of obstructions?		
12	If rotation of the load being lifted is hazardous, is a tag or restraint line being used?		
13	Are personnel prevented from standing or passing under a suspended load?		
14	Is the crane operator's attention diverted?		
15	Are proper signals being used at all times?		
16	Do the operations ensure that side loading is prohibited?		
17	Are personnel prevented from riding on a load?		
18	Are start and stop motions in a smooth fluid motion (no sudden acceleration or deceleration)?		
19	If the load is to be suspended and left unattended, have prior planning and written procedures been completed?		
20	If operating near electric power lines, are the rules and guidelines understood and adhered to?		
21	Is the lift a critical lift?		
22	If so, are all regulations understood and check-off sheets initialed and signed off?		

Contractor:	Subcontractor:
-------------	----------------

Location:	Date:
-----------	-------

Notes:

**FIGURE 6**

**DIGGING PERMIT**  
**NWSCC 11000/3 (REV. 12/89)**

No

REQUESTED BY \_\_\_\_\_ DATE \_\_\_\_\_

WORK REQUEST OR E/S NO. \_\_\_\_\_ LOCATION \_\_\_\_\_

WORK WILL BE PERFORMED BY \_\_\_\_\_ DATE (Start - on or about) \_\_\_\_\_

WORK DESCRIPTION  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EQUIPMENT TYPE  
 HAND TOOLS       CORE DRILL       TRENCHER       BACKHOE       HEAVY EQUIPMENT

UNDERGROUND UTILITIES LOCATED IN WORK SITE				
UTILITY	PRESENT	MARKED	NOT LOCATED	REMARKS
COMPRESSED AIR				
ELECTRICAL				
FIRE ALARM				
GROUNDING				
NATURAL GAS				
SECURITY ALARM				
SEWER				
STEAM				
TELEPHONE				
WATER				

In addition to the general precautions for excavating where underground utilities are present, comply with the following:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PERMIT HOLDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DIGGING PERMIT APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

**DISTRIBUTION:**  
 ORIGINAL - Code 0932 File  
 YELLOW - Supv. at work site  
 PINK - Permit requestor

**FIGURE 7**  
**18**

cautioned not to go by what is posted as the only means of determining a confined space. The OSH guidelines for General Industry must be followed for the protection of contractor personnel. All gas free checks and assessments of confined spaces prior to contractor personnel entry must be conducted by the contractor. The Navy cannot provide such services for contractors. Information on the confined space entry permit, illustrated in **Figure 8** may be obtained by calling 812-854-1625.

**2. ENERGY LOCKOUT/TAGOUT PROGRAM.** Many construction, maintenance and repair as well as some service efforts require shutting down equipment and utility systems. Crane employs an energy lockout/tagout program that complies with OSH requirements. As a requirement of the OSHA regulations, the methods used by Crane must be properly interfaced with those of the contractor before field work is to be started. The Government personnel in an area potentially exposed to uncontrolled energy sources as well as contractor personnel must be aware of each other's practices and procedures. Depending on the building involved and the nature of the contracted work, the contracting officer's representative will provide additional details at the time the project is initiated.

**3. HAZARDOUS MATERIALS CONTROL.** Besides the contractor having to train contract employees regarding the safe use, handling, storage, and disposal of hazardous materials brought aboard Crane for contracted efforts, there is a responsibility to ensure proper interfaces are established and maintained between contractor personnel and Government personnel. The following pertains:

a. Contractors, who plan to bring hazardous materials onto Crane to use, must submit material safety data sheets (MSDSs) for the materials to the affected building coordinator or supervisor (identified at the pre-construction conference) at least 5 days prior to performance of the contract field efforts. For those contracts, which have no pre-construction or other meeting, prior to actual performance, MSDSs are to be provided to the building/facility coordinator immediately upon arrival at the worksite location and before any hazardous materials are used.

b. MSDSs are to be current and complete as required by 29 CFR 1919.1200. The hazardous materials which are brought on Crane property are to be labeled according to the same requirements, which includes at a minimum: manufacturer information, the hazardous chemical components and the appropriate hazard warnings.

**CONFINED SPACE ENTRY PERMIT**

<b>DATE/TIME OF PERMIT:</b>	<b>EXPIRATION DATE/TIME:</b>	
<b>LOCATION:</b>	<b>DESCRIPTION:</b>	
<b>ORGANIZATION:</b>		
<b>AUTHORIZED ENTRY PERSONNEL:</b>	<b>TIME IN:</b>	<b>TIME OUT:</b>

**REQUIRED SAFETY PRECAUTIONS**

REQUIREMENT	YES	NO	SPECIFICS
WORKER TRAINING	X		
ATTENDANT	X		
RESPIRATORY PROTECTION			
PROTECTIVE CLOTHING			
PROTECTIVE EQUIPMENT	X*		
FIRE EXTINGUISHER			
RESCUE EQUIPMENT/PROCEDURES REQUIRED BY FIRE DEPARTMENT	X		
LOCKOUT/TAGOUT	X		
VENTILATION			
MEANS OF COMMUNICATION	X		
FIRE DEPARTMENT NOTIFICATION	X		<b>FIRE DEPT. SIGNATURE:</b>

**ACCEPTABLE ENTRY CONDITIONS**

**ATMOSPHERIC TEST DATA**

TEST TO BE TAKEN	PEL	STEL	IDLH	TEST 1	TEST 2	TEST 3	TEST 4
Oxygen	BETWEEN 19.5 - 22%						
Combustible Gas	Below 10% LEL						
Carbon Monoxide	BELOW 35 PPM		BELOW 1500 PPM				
Hydrogen Sulfide	BELOW 20 PPM	BELOW 15 PPM	BELOW 300 PPM				
Other:							

**EMERGENCY CONTACT:** Fire Department, Phone: X-1235

DATE/TIME	DATE/TIME	DATE/TIME	DATE/TIME
-----------	-----------	-----------	-----------

**OTHER COMMENTS:**

\*Lifeline and harness required for entrant unless it does not aid in rescue or would increase the overall risk of entry.

ENTRY SUPERVISOR SIGNATURE:

TEST TECHNICIAN/CONFINED SPACE PROGRAM MANAGER'S (OR QUALIFIED ASSISTANT) SIGNATURE:

NAVSURFWARCENDIV CRANE 5100/26 (REV 12/95)

DISTRIBUTION: White - CSPM Office Files

Pink -Requester's Copy

Yellow - Main Entrance

Gold - Fire Dept

**FIGURE 8**

c. Upon arrival for a contract performance at the worksite, the contractor is to brief the building/facility coordinator or local area supervisor (as applicable), of the intent to use hazardous materials in the area designated for contractor work. The contractor is to ensure that MSDSs are provided and any precautionary measures needed coordinated for normal operating schedules and especially for emergency situations.

d. The contractor should expect to be informed by Government (or other contractor) personnel, occupying the area near the worksite, of any hazardous materials the contractor's personnel may be exposed to while at the contracted worksite. Those hazardous material MSDSs must be made available and any precautionary measures applicable for either routine or emergency situations. Both parties are to be aware of the hazardous materials labeling system(s) being used.

e. The contractor is to notify the building/facility coordinator or supervisor of that area about any intent to store hazardous materials on the job site until the job is completed. Approval for the storage location must be obtained from the building/facility coordinator for the duration of the contract. MSDSs for the hazardous materials stored must be located near the storage point for quick reference.

f. All hazardous material; especially flammable, oxidizing, or corrosive material; must be stored in approved storage lockers. Unless stored properly this material must be removed at the end of each shift from Crane by the contractor.

## **– CHAPTER 4 –**

### **FIRE PREVENTION**

**GENERAL.** Naval Surface Warfare Center, Crane Division occupies over 62,000 acres of land and contains approximately 3,300 structures. Fire can and will adversely affect the mission of Crane. Fires involving valuable assets, such as structures, can be of great significance. In addition, because much of Crane now is used as a managed forest land, wildfires must be prevented or controlled if once started. The Navy runs a very rigorous fire prevention/protection program with strong emphasis on prevention. Contractor operations are not excepted from complying with rules and regulations when it comes to preventing fires. As for the explosives safety program, there are additional requirements for all contractors to follow that must be known and followed to ensure the safety of all. The following guidance is pertinent to the fire prevention rules and regulations that must be complied with while working on Crane.

#### **APPLICABLE SOURCE DOCUMENTS**

##### **❖ *HIGHER LEVEL INSTRUCTIONS:***

- NFPA, National Fire Protection Association
- NAVFACINST 11320.22, Navy Shore Establishment Fire Protection and Prevention Program
- OPNAVINST 11320.23, Shore Activities Fire Protection and Emergency Services Program

##### **❖ *LOCAL INSTRUCTION:***

- NAVSURFWARCENDIVCRANEINST 11320.2, Fire Protection Manual

**SMOKING RESTRICTIONS AND REQUIREMENTS.** Due in part to the explosives stored and processed at Crane the following restrictions must be strictly observed:

- ❖ Smoking in vehicles at any time or location is strictly prohibited.

- ❖ Smoking is allowed only in areas designated by the Fire Protection Branch. For areas in and around a construction site that is not in an explosive area, a smoking area is required to be established through the issuance of a “Smoking Permit”. Prior to issuing a smoking permit, the Fire Prevention Branch requires the following:
  - A written request from the contractor’s ROICC Inspector. This request must indicate the location of the requested smoking area and be signed by the ROICC Inspector and by the contractor’s on-site supervisor.
  - Butt Receptacle with lid
  - Fire Extinguisher
  - Trash Container with lid
- ❖ Contractor crew leaders or supervisors are responsible for enforcing all smoking regulations.

**STORAGE AND HAULING OF GASOLINE OR OTHER FLAMMABLE LIQUIDS.**

Storage of bulk amounts of fuel or oil is permitted on Crane but only if properly contained in diked areas or on holding pallets specially designed to contain spills. Double wall tanks made specifically for the purpose may also be used. The following requirements pertain:

- ❖ **“NO SMOKING WITHIN 50 FEET”** signs are to be posted in fueling areas.
- ❖ All containers are to be marked as to their contents and ownership.
- ❖ One 20-pound dry-chemical fire extinguisher is to be located at each fueling area.
- ❖ Equipment/vehicles are not to be fueled with engines running. In addition, vehicle lights and radios are to be shut off.
- ❖ As a reminder from the Explosives Safety chapter, no fueling is to be done within 100 feet of a placarded building or vehicle.
- ❖ Only approved safety containers bearing the UL or FM label are to be used for the handling of flammable or combustible liquids.

**FLAME TOOL/HOT WORK PERMITS.** Before any operation utilizing open flame, arc welders, grinders, or other heat or spark-producing equipment is allowed; a Flame Tool/Hot Work Permit must be issued by the Fire Prevention Branch of the Fire Department. A Fire Prevention Inspector will, upon request, visit the worksite, inspect the area for fire hazards, and then identify precautions that must be taken. Flame Tool/Hot Work Permits, once issued, must be posted at the job site and this area is subject to periodic inspections by the Fire Prevention Branch personnel. Each permit will list specific requirements that must be met prior to the Flame Permit being issued. This permit is valid only as long as approved working conditions do not change. Also, permits will be issued for only a specific length of time, the duration being subject to the observations of the Fire Inspector. To ensure the person performing the work understands the requirements of the permit, only he/she is authorized to sign the permit as the Flame Tool/Hot Work Permit Holder. The Permit Holder must read and understand all instructions and requirements listed on the front and reverse side of the permit before signing. Prior to hot work beginning each day the Permit Holder is responsible for ensuring the area is fire-safe. Information on the Flame Tool/Hot Work Permit form, illustrated in **Figure 9** may be obtained by calling 812-854-3343. Basic flame tool requirements include, but are not limited to, the following:

- ❖ Keep combustible materials a minimum of 35 feet from the hot work area.
- ❖ Keep flammable liquids a minimum of 50 feet from the hot work area.
- ❖ Keep explosive materials a minimum of 100 feet from the hot work area.
- ❖ Authorized flame retardant type material (e.g. refrasil cloth) must be used to cover and protect exposures (including those materials listed above) that cannot be removed from the hot work area to the specified distances (35, 50, or 100 feet).
- ❖ All work, involving open flame or spark-producing equipment, must be done under the added protection of a designated fire watch/standby trained in the use of portable fire extinguishers. A 2A 80BC rated fire extinguisher (20 lb. Dry Chemical) is the minimum required extinguisher that must be provided by the contractor. This extinguisher must be present, on site, prior to the permit being issued.

**FLAME TOOL/HOT WORK PERMIT**  
**NWSCC 11320/19 (REV. 8-84)**

<b>ITEM</b>	<b>FROM</b>	<b>TO</b>	<b>ISSUED TO</b>
<b>EFFECTIVE DATES</b>			<input type="checkbox"/> NWSCC <input type="checkbox"/> CAAA <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> TENANT
<b>TIME</b>			<b>NAME OF TRADE/CONTRACTOR/ACTIVITY</b>

TYPE OF EQUIPMENT TO BE USED (*Cutting Torch, Arc Welder, etc.*)

PURPOSE OF USE

WHERE USED (*Building/Structure/other location*)

INSIDE  
 OUTSIDE

INSTRUCTIONS OF THE FIRE PROTECTION DIVISION, SECURITY DEPARTMENT

- GENERAL FIRE PREVENTION INSTRUCTIONS ON REVERSE SIDE MUST BE COMPLIED WITH.
- IN ADDITION TO THE GENERAL FIRE PREVENTION INSTRUCTIONS ON REVERSE SIDE, YOU SHALL COMPLY WITH THE FOLLOWING:

PERSON DESIGNATED AS FIRE WATCH

REQUIRED FIRE EXTINGUISHER AT WORK SITE		OTHER FIRE PROTECTION EQUIPMENT
TYPE	SIZE	
<input type="checkbox"/> WATER <input type="checkbox"/> CO <sub>2</sub>  <input type="checkbox"/> DRY CHEMICAL		

I have read, understand and will comply with the above "Instructions of the Fire Protection Division, Security Department"

SIGNATURE ( <i>Permit Holder</i> )	DATE
------------------------------------	------

**HAZARDOUS AREAS ONLY**

I agree that the "Instructions of the Fire Protection Division, Security Department" stated above are adequate.

SIGNATURE ( <i>Building Supervisor/Foreman/Representative</i> )	DATE
---	------

Permission is hereby granted the Trade/Contractor/Activity named to use equipment indicated in accordance with the Instructions of the Fire Protection Division, Security Department" stated above.

SIGNATURE ( <i>Authorized Fire Protection Representative</i> )	DATE
--	------

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**FIGURE 9 (Front)**

## GENERAL FIRE PREVENTION INSTRUCTIONS

1. All explosives, flammables, and combustibles must be out of the work area.
2. Building and/or Area Supervisor/Foreman/Representative will be contacted before work begins each day in hazardous locations.
3. All work shall be performed by competent, well trained, carefully supervised personnel.
4. All work shall be performed in a manner equal or superior to normal trade practices.
5. Whenever, in the performance of his/her duties, a worker realizes that he/she does not fully understand the work to be done or when they find that the work required will be greater than planned (as when routine work becomes non-routine), or the hazards of the job have changed to a different type, or have material increased, they shall cease work and seek the advice of their supervisor.
6. Welding or other hot work is not permitted within 100 feet of a building, boxcar, or truck containing explosives or ammunition unless otherwise specified by the Safety Department and the Fire Protection Division. Flame permits for this type work must be issued by the Fire Protection Division before such work is started.
7. Drilling incidental with maintenance work is not permitted in a room containing explosives, ammunition, or pyrotechnics, unless otherwise specified by the Safety Department and the Fire Protection Division. When permitted, all electric tools must be properly grounded and in good condition (NEC 70).
8. Steel tools (except Allen wrenches) are not permitted in a room containing explosives or propellants. Steel tools shall be used as little as possible in other rooms of buildings containing explosives or ammunition. Steel files and grinding wheels are not permitted in any room of such a building.
9. On completion of work, the area shall be policed and cleaned with housekeeping resulting in work areas being in as good condition as when the work began.
10. Equipment that may have been contaminated with explosives shall be carefully cleaned by an explosive operator before an employee may work on it. (The removal and cleaning of vacuum accumulator lines will be an exception.)
11. Report all fires to the Fire Protection Division (extension 1333).
12. If at any time during the progress of work, explosive contamination is discovered, work shall be stopped until contamination is removed by qualified personnel.
13. The permit holder will not be held responsible for conditions beyond his/her control, but has a positive duty to inform his/her supervisor of any suspected hazardous condition.
14. One person will act as a fire watch with a fire extinguisher on hand as listed on face of this permit.
15. This permit may be revoked at any time that the permit holder is found not to be in compliance with the above instructions or other conditions of this permit.
16. Government employees not in compliance with the above instructions and other conditions of this permit, resulting in injury to persons and/or damage to property, may be subject to disciplinary action.
17. Contractors not in compliance with the above instructions and other conditions of this permit which results in injury to persons and/or damage to property, may be liable for injury and/or damages incurred.

- ❖ Fire watch/standby(s) must be present in the immediate hot work area during actual operations and remain in the hot work area at least 30 minutes after the work is completed. This is to ensure all hot work has cooled and there is no chance of a fire starting. The fire watch/standby must be someone other than the individual performing the hot work and he/she must have read and fully understood the instructions and requirements on the permit. This person's signature is also required on the permit.
- ❖ All fires, regardless of size, are to be immediately reported to the Crane Fire Department (812-854-1333). The contractor's fire watch is expected to attempt to extinguish all fires at their earliest stage if possible.

**WORK IN EXPLOSIVE AREAS.** In addition to the requirements outlined above, when work is to be done in areas where explosive materials may be present, the following is pertinent.

- ❖ All work proposed to be done in explosive areas must be reviewed by the Fire Prevention Branch before field work can begin. This is partially accomplished during the review of drawings and specifications, however, a field visit is required just before the work is to begin.
- ❖ Work involving flame or spark producing work in remote areas such as explosive storage magazines may require the contractor to provide a vehicle<sup>1</sup> equipped with the following:
  - A water tank of a minimum of 100 gallons capacity
  - A pump powered by at least a 3 H.P. engine
  - A hose reel with at least 20 feet of 3/4 inch high pressure hose
  - A fog/straight stream nozzle
  - A hose capable of spraying a water stream to a distance of 20 to 30 feet

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<sup>1</sup> The need for such a piece of equipment is determined during the pre-construction meeting and must be inspected by the Crane Fire Protection Branch as part of the permit.

- ❖ Work on explosive storage magazine doors often requires the contractor to have a sufficient amount of refrasil cloth to cover the entry way top to bottom and from side to side such that sparks and slag are prevented from entering the magazine.
- ❖ For construction operations in remote locations, where ready access to land lines is not possible, the contractor must have a HERO (see Chapter 2) approved portable radio for use to report emergencies to the Emergency Communications Center.

**ADDITIONAL GENERAL REQUIREMENTS.** The following pertains to any construction project or area, occupied by a contractor, on a long term basis:

- ❖ For routine construction operations, the contractor is to provide a fire extinguisher, rated not less than 2A 80-BC (20 lb. Dry Chemical), for each 3000 square feet of project or occupied area and at locations not exceeding 100 feet of travel distance.
- ❖ For large powered construction equipment; such as earthmovers, bulldozers, loaders etc. or similar equipment; at least one dry-chemical fire extinguisher is to be mounted for use.
- ❖ Compressed gas cylinders are to be secured in an upright position with the exception of those cylinders expressly designed to be used or stored in the horizontal position.
- ❖ Tar kettles must be positioned a minimum of 15 feet from any structure and cannot block any means of egress. An operator must be present at all times in the area of the kettle when it is in operation. A 20-pound ABC Dry Chemical fire extinguisher is required at the kettle and a 20-pound ABC Dry Chemical fire extinguisher is also required on the roof being coated. The area around this kettle must be kept clear of all excess combustible material to a distance of 35 feet.
- ❖ The construction site should be so laid out to allow access to most areas by fire vehicles and other emergency response vehicles.

**EMERGENCY CONSIDERATIONS.** The following pertains:

- ❖ Evacuate the construction site and move upwind if a natural gas leak or gas line rupture occurs.
- ❖ Stay away from downed power lines.
- ❖ When reporting emergencies, give as much detail as possible to the emergency operator for telephone notification number 854-1333.

## **– CHAPTER 5 –**

### **SECURITY**

**GENERAL.** Naval Surface Warfare Center, Crane Division, has been designated as a Restricted Area, therefore, various security measures must be implemented. Access to the Division is allowed for a specific purpose, date, or event.

#### **APPLICABLE SOURCE DOCUMENTS**

##### **❖ *HIGHER LEVEL INSTRUCTIONS:***

- OPNAVINST 5530.14, Department of Navy Physical Security Manual

##### **❖ *LOCAL INSTRUCTIONS:***

- NAVSURFWARCENDIVCRANEINST 5530.1A, Crane Division, Naval Surface Warfare Center, Antiterrorism/Force Protections, Physical Security and Loss Prevention Plan

#### **ACCESS TO CRANE**

- ❖ Any individual working at Crane must be a United States citizen.
- ❖ Upon entering Crane, the operator and all occupants of the vehicle must present valid, positive identification and be issued one of the following types of badges/passes:
  - Contractor employees, who are working once or twice a week, may be allowed entry by stopping at the gate of entry, presenting a valid picture identification badge or drivers license to the Security person. Security personnel will then prepare a gate pass for the contractor employee. This pass must be kept with the individual until they depart at the end of the work day.
  - Contractor employees, who are working daily for two weeks or less, can gain access to Crane by being issued a “Special Guest” pass which has been requested by the Officer in Charge of Construction (OICC) Office. Once OICC requests the pass, the contract employee must present a valid driver’s license, which contains a picture, to the Visitor Center/Gate Officer who will

in turn, issue the pass. This pass may be kept in the individual's possession until the end of the work or expiration of the pass, which ever occurs first. Once the pass is no longer required, it must be returned to the Security Department.

- Contractor employees, who are working daily for more than two weeks, must be issued a contractor badge from the Security Department. To obtain this badge, each individual's name must appear on the Temporary I. D. Badge Application Record (NWSCC Form 5512/47 (8/87), **Figure 10**). This form must be submitted to the Pass and I. D. Office by the contractor work supervisor. The form requires an OICC representative, as well as the contractor work supervisor's signature.
- When a contract employee's name appears on the Temporary I. D. Badge Application Record Form, the contract employee will be required to complete and sign a Special Access Determination (SAD) Employment Information Form (NAVSEA Form 5510/15), **Figure 11**, and a Contractor Record (NAVSURFWARCENDIV Form 5512/43), **Figure 12**. Information provided on the SAD form may be used to request a random record check of the surrounding law enforcement offices.
- Upon completion of the required forms, the contractor employee will be issued a Crane contractor badge. It is the responsibility of the contractor employee to return their I. D. Badge to the Security Department when they are no longer employed by the contractor and/or when the badge expires (whichever occurs first). Lost badges must be reported at once to the I. D. Office.
- Badges must be in the contractor employee's possession at all times. The badge can not be left hanging from the vehicle visor/mirror.

**VEHICLE INSPECTIONS.** Random vehicle inspections are conducted on an impartial basis on incoming and outgoing vehicles. The refusal of a vehicle owner/driver to permit an inspection of a vehicle or its contents may constitute grounds for revocation of driving privileges and/or a suspended/revoked driving privilege letter may be issued to the individual.



CURRENT ADDRESS-

COMPANY \_\_\_\_\_

SPECIAL ACCESS DETERMINATION

CONTRACT # \_\_\_\_\_

EMPLOYMENT INFORMATION FORM

EXP. DATE \_\_\_\_\_

(NAVSEAINST 5210.2E)

INSTRUCTIONS: Read the certification at the end of this questionnaire before entering the required data. Print or type all answers. All questions and statements must be completed. If the answer is "None", so state. Do not misstate or omit material fact since statements made herein are subject to verification. If more space is needed, use the reverse side of this page, or attach additional sheets, if necessary. The information entered hereon is "For Official Use Only" and will be maintained in confidence.

1. NAME (LAST-MAIDEN-FIRST-MIDDLE)	2. SOCIAL SECURITY NO.	3. STATUS	
<input type="checkbox"/> Mr.		<input type="checkbox"/> Civilian	if Contractor, is company
<input type="checkbox"/> Mrs.		<input type="checkbox"/> Military	<input type="checkbox"/> Foreign Owned or
<input type="checkbox"/> Miss		<input type="checkbox"/> Contractor	<input type="checkbox"/> Controlled

4. U.S. CITIZEN	5. Alias(es), Nicknames or changes in name (Other than by marriage)	6. DATE OF BIRTH
<input type="checkbox"/> Yes <input type="checkbox"/> No		

7. YOUR INVOLVEMENT WITH ALCOHOL AND DANGEROUS DRUGS, INCLUDING MARIJUANA AND COCAIN

This item concerns the use of alcoholic beverages, and the supplying or using, without a prescription, of marijuana, cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), stimulants (cocaine, amphetamines, etc.) depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.) or other dangerous or illegal drugs. YES NO

a. Do you now use, or within the last five years have you used, alcoholic beverages habitually to excess, or been treated for any alcohol or drug related condition? YES NO

b. Do you now use or supply, or within the last five years have you used or supplied, marijuana, cocaine, narcotics, hallucinogenics, or other dangerous or illegal drugs? YES NO

c. Have you ever been treated for any mental or nervous disorders? YES NO

8. YOUR POLICE RECORD

If you answer "Yes", to a, b, c, d, or e below, explain your answer(s) in space provided. Do not include anything that happened before your 16th birthday. YES NO

a. Have you ever been arrested, charged, or convicted of a felony offense? YES NO

b. Have you ever been arrested, charged, or convicted of a firearms or explosives charge? YES NO

c. Are there currently any charges pending against you for any criminal offense? YES NO

d. Have you ever been arrested, charged, or convicted of any offenses related to alcohol or drugs? YES NO

e. Have you ever been arrested, charged, or convicted of any other type of offense? Leave out traffic fines of less than \$100. YES NO

Date(Month/Year)	Offense	Action Taken	Law Enforcement Authority or Court	State	ZIP Code

FIGURE 11 (Front)

**9. RELATIVES/ALIEN FRIENDS LIVING IN FOREIGN COUNTRIES** (List parents, spouse, guardians, stepparents, fosterparents, parents-in-law, former spouse, children, brothers, sisters, grandparents, first cousins, aunts, uncles, brothers and sisters-in law, and other persons with whom a close relationship existed or exists.)

Relationship and Name	Age	Occupation	Remarks	Citizenship

**10. FOREIGN TRAVEL** (other than as a direct result of United States Government Duties)

Dates (from/to)	Country visited	Purpose of travel

**11. PRIOR SECURITY CLEARANCES**

a. Did any employments  yes require a security clearance?  no  
 b. Have you ever had a  yes security clearance  no denied or revoked?  
 c. Have you ever been  yes refused bond?  no

**12. LOYALTY - SUITABILITY**

Are there any incidents not referred to on this form, or attached sheets to reflect upon your loyalty to the United States, upon your suitability to perform the duties which you may be called upon to do?  yes  no

I certify that the entries made by me are true, complete, and accurate to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form may serve as a basis for denial of access to the Controlled Industrial Area and/or access to classified information. Initial \_\_\_\_\_

Signature of person completing form	Name (typed or printed)	Date
Signature of witness	Name (typed or printed)	Date

**DO NOT WRITE BELOW THIS LINE**

**CERTIFICATION**

**AUTHORITY:** Privacy Act of 1974 and Executive Order 12065, National Security Council Directive of 17 May 1972, DOD Directive 5200.1R, DON Information Security Regulation (OPNAVINST 5510.1).

**PRINCIPLE PURPOSE(S):** Such a determination of eligibility for a security access badge will be based upon a systematized detailed examination or inquiry to uncover the facts relating to your loyalty to the U.S., as well as to your integrity, discretion, moral character, and past criminal record, if any.

**ROUTINE USE(S):** The information provided by you will become a permanent part of your security file. This information will not be divulged without your written authorization to anyone other than those duly authorized to collect, process, report, store, record, analyze, or evaluate the results of the examination or inquiry.

**DISCLOSURE:** You are not required to provide this information; however, failure to do so, or any misrepresentation may serve as a basis for denial of an activity security access badge in the National Interest.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

NAVSEA 5510/15 (4-90) (BACK) INFORMATION ON THIS FORM IS CURRENT. DATE \_\_\_\_\_ INITIALS \_\_\_\_\_  
 DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

**FIGURE 11 (Back)**



## **– CHAPTER 6 –**

### **ENVIRONMENTAL PROTECTION**

**GENERAL.** Crane must adhere to both State of Indiana and Federal environmental laws and regulations. All operations must be examined and approved in accordance with various permits currently on file. Contractor operations can pose a significant threat to the environment thus are of special interest to Crane management. It is true that progress has a price. However, that price must be affordable when it comes to protecting the environment. For the most part, construction efforts are supported by quality designs and design considerations that take into account the potential impact of the effort to the environment. This chapter pertains to concerns that exist even when good solid planning has been applied to a project.

#### **APPLICABLE SOURCE DOCUMENTS**

##### ***❖ HIGHER LEVEL INSTRUCTIONS:***

- OPNAVINST 5090.1B, Environmental and Natural Resources Program Manual

##### ***❖ LOCAL INSTRUCTIONS:***

- NAVSURFWARCENDIVCRANEINST 5090.2, Hazardous Waste Management Plan
- NAVSURFWARCENDIVCRANEINST 5090.5, Oil and Hazardous Substances Spill Contingency Plan

**CONSTRUCTION SITE CONSIDERATIONS.** Assuming that a construction contract is involved along with a specific site, the following pertains:

- ❖ If any ordnance item or historical artifact is found during site work or construction, stop operations and report the situation immediately to the Resident Officer in Charge of Construction (ROICC) Office. If ordnance related, there are safety as well as environmental issues to be addressed. So do not move it! The Explosive Ordnance Disposal (EOD) Team may be required to either render the

item safe or as a minimum determine if the item is “live”. Aside from safety issues, these items may be considered hazardous waste and will need to be assessed and handled accordingly.

- ❖ Work within the Ammunition Burning Grounds (ABG), Old Rifle Range, or Demolition Range requires an environmental briefing prior to start of the work. Depending on the work to be done, the briefing may be conducted by the Range Safety Officer, the Range Control Officer, or by a representative of the Environmental Protection Department. These areas are classified as Hazardous Waste Treatment Facilities to which specific training requirements apply.
- ❖ For construction sites of more than one (1) acre in size, soil erosion control practices must be applied in accordance with the soil erosion control plan developed for the project.
- ❖ Inert fill materials such as excess soil, concrete, paving, masonry, and similar materials are not to be placed in ditches, streams, ponds, or lakes unless specifically approved by the Environmental Protection Department.
- ❖ As with hazardous material considerations for safety, there are environmental considerations when hazardous materials are to be used on Crane. Actions to be taken in case of emergencies or acts of God need to be determined in advance of using hazardous materials.
- ❖ The minimum of hazardous material needed for the project is to be considered for use at Crane. Over stocking of hazardous materials unnecessarily increases the risk of spills and exposures.

**CONSIDERATIONS FOR ALL CONTRACTORS.** All contractors and contract employees are to be aware that wastewater or waste chemicals are not to be poured onto the land or into any body of water. Wastewater may be discharged to the Crane sanitary sewer system as approved in advance by the Environmental Protection Department. Excess chemicals utilized by the contractor, during the project, must be removed from Crane property unless other storage/disposal arrangements have been approved by the ROICC Office and by the Environmental Protection Department.

**SPILLS OF HAZARDOUS MATERIALS.** Contractors who use hazardous materials in performance of their work must take precautions necessary to ensure they are stored, used and managed properly. This includes but is not limited to

petroleum products such as lubricants, hydraulic fluids, gasoline and diesel fuel. Contractors must have on site a Material Safety Data Sheet (MSDS) that represents the products being used. Any spills of hazardous materials must be reported and cleaned up. To that end the following pertains:

- ❖ Report spills that pose immediate danger to life, health, property or if fire threatens or starts by immediately activating the nearest fire alarm. The alarm location is monitored by emergency responders. If needed, evacuate upwind/upgrade to a safe distance. Ensure that personnel in adjacent areas are notified. Meet the emergency response personnel with the information called for below.
  
- ❖ If the building is not alarmed or there is no building nearby, telephone notification is required by the emergency number 854-1333. When placing the call, be prepared to provide as much of the following information as possible.
  - Name and phone number of person placing the call.
  
  - Location of incident.
  
  - Type of incident. (fire-related, explosion, or just a spill)
  
  - Any injuries or state no injuries.
  
  - Type and amount of material involved.
  
- ❖ If the spill is small and does not pose the threat outlined above, reporting is still required. Notify the Environmental Protection Department, (812) 854-3114. When safe to do so, efforts should be made to stop the source of the leak or minimize the spread of contaminants.
  
- ❖ If materials being used have the potential to cause significant problems if spilled, an evacuation and notification plan should be developed before the materials are brought on Crane and used. Assistance in planning and preparedness can be obtained by contacting the Environmental Protection Department, (812) 854-3114.

## **- CHAPTER 7 -**

### **EMERGENCY ACTIONS AND CONTACTS**

**GENERAL.** No matter the amount of prior planning that has gone before, prompt and correct action in the case of emergencies is needed to minimize the consequences. This chapter provides the minimum action required of a contractor's personnel should an emergency occur at Crane. The chapter is laid out based on common types of emergencies that have occurred in the past.

#### **EMPLOYEE INJURY**

**TELEPHONE 854-1333**  
TELL NATURE OF INCIDENT,  
LOCATION OF WORK SITE,  
AND NUMBER OF INJURED

**- OR -**

**PULL NEAREST FIRE ALARM**  
GO OUTSIDE BUILDING AND  
DIRECT RESPONDERS TO THE INJURED

#### **FIRE OR EXPLOSION**

**TELEPHONE 854-1333**  
TELL LOCATION OF WORK SITE  
NATURE OF INCIDENT,  
AND NUMBER INJURED (IF ANY)

**- OR -**

**PULL NEAREST FIRE ALARM**  
GO OUTSIDE BUILDING  
AND DIRECT RESPONDERS  
ACCORDING TO THE SITUATION

**HAZARDOUS MATERIAL SPILL**

**TELEPHONE 854-1333**

TELL LOCATION OF WORK SITE,  
NATURE OF SPILL  
(APPROXIMATE RATE OR AMOUNT),  
TYPE OF HAZARDOUS MATERIAL,  
AND NUMBER INJURED (if any)

**– OR –**

**PULL NEAREST FIRE ALARM**

GO OUTSIDE AND DIRECT RESPONDERS  
ACCORDING TO THE NATURE OF THE SPILL

The most important issue is dealing with problem at the site as quickly as possible utilizing the standing incident resources at Crane. Reporting the situation to the ROICC Office is to be accomplished as soon as possible after the incident responders have been summoned.

# **NOTES**



## **BUSINESS LOCATIONS AND TELEPHONE NUMBERS**

<b>FUNCTION</b>	<b>TELEPHONE</b>
<b>ENVIRONMENTAL PROTECTION OFFICE</b>	<b>812-854-3233</b>
<b>EXPLOSIVES SAFETY OFFICE (NAVY)</b>	<b>812-854-6569</b>
<b>FIRE DEPARTMENT (FIRE PREVENTION) OFFICE</b>	<b>812-854-3343</b>
<b>OCCUPATIONAL SAFETY &amp; HEALTH OFFICE (NAVY)</b>	<b>812-854-1625</b>
<b>OFFICER IN CHARGE OF CONSTRUCTION OFFICE</b>	<b>812-854-3278</b>
<b>SAFETY OFFICE (ARMY)</b>	<b>812-854-3404</b>
<b>SECURITY OFFICE</b>	<b>812-854-3300</b>