

# **PERFORMANCE WORK STATEMENT (PWS)**

## **HAZARDOUS WASTE & HAZARDOUS MATERIAL MANAGEMENT SUPPORT SERVICES**



**DEPARTMENT OF HOMELAND SECURITY**

**UNITED STATES COAST GUARD**

**BASE KODIAK**

May 27, 2025

# PERFORMANCE WORK STATEMENT

Hazardous Waste & Hazardous Material Management Support Services  
U.S. Coast Guard Base Kodiak

## 1.0 GENERAL.

This is a nonpersonal services contract to provide Hazardous Waste and Hazardous Material Management Support Services for United States Coast Guard (USCG) Base Kodiak, located in Kodiak, Alaska, in accordance with (IAW) federal, state, and local laws. The Government shall not exercise any supervision or control over Contractor personnel performing the services herein. Contractor personnel shall be the responsibility of the Contractor. Additionally, Contractor personnel shall NOT represent the U.S. Coast Guard in any manner, including before any government or private panel, board, or association. The specific performance requirements and activities of the contract are described in this Performance Work Statement (PWS).

### 1.1 BACKGROUND.

United States Coast Guard Base Kodiak is located on the east side of Kodiak Island, approximately 8 miles south of the City of Kodiak (population 5,581 as of 2020). The base covers approximately 25,000 acres with 190 buildings. Assigned to the base are approximately 1,200 Active-Duty Coast Guard personnel, 460 dependents, and 200 civilian employees. Various Coast Guard tenants occupy the site: Air Station Kodiak, Communications Station, one buoy tender, two cutters, as well as visiting vessels. In addition, 17 federal, state, and local organizations maintain a physical presence and operations at the base.

Base Kodiak is regulated as a Large Quantity Generator (LQG) by hazardous waste regulations and operates an EPA-permitted Treatment, Storage, and Disposal Facility (TSDF), commonly referred to as the Hazardous Waste Storage Building (HWSB).

Additionally, Base Kodiak operates a hazardous material supply center that is commonly referred to as the Hazardous Minimization (HAZMIN) Center. The purpose of Base Kodiak's HAZMIN program is to reduce hazardous waste generation by controlling the acquisition, inventory, and issuance of hazardous materials.

### 1.2 SCOPE.

The Contractor shall provide Hazardous Waste and Hazardous Material Management Support to Base Kodiak and will receive individual tasking from the work listed in paragraph 2.1 from the Contracting Officer's Representative (COR).

The Contractor shall assist with management of the hazardous waste accumulation, storage, and disposal program at Base Kodiak. This includes waste generated by the Contractor and the Government. Furthermore, the Contractor shall assist with management of the hazardous material inventory, storage, and minimization program at Base Kodiak.

The Contractor shall have experience managing hazardous waste and meet the requirements outlined in Base Kodiak's Resource Conservation and Recovery Act (RCRA) permit (enclosed).

### 1.3 LIST OF ACRONYMS AND ABBREVIATIONS.

The following acronyms and abbreviations used throughout this PWS are defined below.

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ACRONYM	DEFINITION
CAC	Common Access Card
CFR	Code of Federal Regulations
COR	Contracting Officer's Representative
DD1149	Department of Defense Form 1149: <i>Requisition and Invoice Shipping Document</i>
DLA DS	Defense Logistics Agency's Disposition Services
DOD	Department of Defense
DOT	Department of Transportation
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulations
GFE	Government-Furnished Equipment
HAZMAT	Hazardous Materials
HAZMIN	Hazardous Minimization
HSPD	Homeland Security Presidential Directive
HW	Hazardous Waste
HWSB	Hazardous Waste Storage Building
IAW	In Accordance With
KO	Contracting Officer
LQG	Large Quantity Generator
NLT	No Later Than
NTE	Not to Exceed
ODC	Other Direct Costs
PKI	Public Key Infrastructure
POP	Period of Performance
PWS	Performance Work Statement
SBU	Sensitive but Unclassified
SDS	Safety Data Sheet
TASS	Trusted Associate Sponsorship System
TSDF	Treatment, Storage, and Disposal Facility
RCRA	Resource Conservation and Recovery Act
RW	Regulated Waste
USCG	United States Coast Guard
WAA	Waste Accumulation Area

### 1.4 PERIOD OF PERFORMANCE (POP).

The period of performance (POP) shall be for one year, with four (4) one-year option periods. If all option periods are exercised, the period of performance will be from August 1, 2025, through July 31, 2030.

### 1.5 LOCATION.

The location for the work performed under this contract is USCG Base Kodiak, Kodiak, AK 99619.

### 1.6 CONTRACT TYPE.

The Government will award a Firm-fixed Price Contract.

### 1.7 SECURITY AND BASE ACCESS.

The Contractor and its employees may be required to access to Sensitive but Unclassified (SBU) information under this contract. The Contractor and its employees shall safeguard any SBU information against unauthorized disclosure, release, or dissemination.

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Contractor personnel performing work under this contract shall satisfy all requirements for appropriate security eligibility to enter and work on USCG property. Security eligibility will be determined through background investigations, security clearances, electronic questionnaires, and fingerprinting.

### 1.7.1 TRUSTED ASSOCIATE SPONSORSHIP SYSTEM (TASS).

Under Homeland Security Presidential Directive (HSPD)-12, Contractor and Subcontractor employees working pursuant to this contract who are required to access a USCG, DOD, or other federally controlled computer information system or facility, or need public key infrastructure (PKI) authentication to perform their contractual duties shall use the Trusted Associate Sponsorship System (TASS) to obtain a Common Access Card (CAC).

### 1.8 KEY PERSONNEL.

The following persons are considered by the Government to be key in the execution of the contract.

#### 1.8.1 CONTRACTING OFFICER (KO).

The KO is a Government-designated person with the legal authority to enter into, administer, modify, terminate, and make determinations for the contract on behalf of the Government.

#### 1.8.2 CONTRACTING OFFICER'S REPRESENTATIVE (COR).

The COR is a Government-designated person who is appointed by the Contracting Officer (KO). The COR ensures technical aspects of the contract are met, performs surveillance for contract compliance, and assists the KO in the administration of the contract. The COR of this contract will be nominated by a letter of memorandum by the KO, which states the duties and limitations of the COR under this contract. The COR for this contract is identified below.

COR Name	Email Address	Phone Number
Jennifer Nutt	Jennifer.N.Nutt@uscg.mil	(907) 487-5320 x6698

#### 1.8.3 CONTRACTOR PERSONNEL.

The Contractor shall provide one Hazardous Waste Technician and one Warehouse Laborer who shall be responsible for the performance of the work. The individuals shall be able to read, write, speak, and understand the English language. The individuals shall be available during the Hours of Operation to perform the work, meet with the Government, discuss problem areas, and answer inquiries as needed. Additionally, the individuals shall have full authority by the Contractor to act on all matters relating to the daily operations of this contract.

### 2.0 EXECUTION OF WORK.

The work requirements, services, tasks, training, and personnel required to execute this contract are outlined below.

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### **2.1 MAJOR TASKS AND SERVICES.**

The Contractor shall provide Hazardous Waste and Hazardous Material Management Support Services to Base Kodiak.

#### **2.1.1 HAZARDOUS WASTE.**

The Contractor shall provide Hazardous Waste Management Support Services for the HWSB, which are outlined in Base Kodiak's RCRA Permit and include the following:

- (a) Initiating the transport of Base Kodiak's waste to HWSB, to comply with 40 CFR 262 and Base Kodiak's RCRA Permit.
- (b) Collecting and transporting of hazardous waste (HW)/regulated waste (RW) to the HWSB.

These transportation events occur at locations throughout the base property. Pick-ups occur prior to the end of the next normal working day after the request has been received. Transport of RW must be in compliance with 49 CFR Subchapter A, B, and C – Department of Transportation (DOT) Hazardous Materials Shipping Regulations. RW transported only within the main Base Kodiak complex (within the main gate and surrounding fence line or security perimeter) is not considered transportation in commerce and is therefore not subject to the DOT's hazardous materials shipping document, labeling, marking, packaging, or placarding requirements. However, RW must always be handled and transported in a manner that prevents spillage. Government and third-party contractor generated RW collection and transportation events will be initiated by a COR. Completion time frames will be directed by the COR. These events are most commonly required to be completed within three days but occasionally circumstances require the containers to be moved within three hours.

- (c) Coordinating and scheduling pick-up with customers.
- (d) Obtaining and maintaining a Forklift Operator's License and operating a forklift.
- (e) Verifying the accuracy and completeness of DD1149 documents, to include signing the DD1149 upon receipt of waste.
- (f) Maintaining appropriate transport documents, DD1149s.
- (g) Replacing and collecting WAA container accumulation log sheets at Government and Contractor WAA sites, when applicable.
- (h) Consolidating, packaging, and reorganizing of regulated waste at the HWSB.
- (i) Inspecting the HWSB areas for evidence of spills while performing tasks.
- (j) Reporting evidence of spills to HWSB operations manager and cleaning up spills, leaks, and stains.
- (k) Housekeeping and maintaining clean and orderly storage areas, waste processing areas, and containment sumps.
  - The Contractor shall sweep floors weekly, mop floors monthly, and remove rain or snow melt water from containment sumps.
- (l) Assisting with waste disposal and recycling.

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- (m) Organizing Defense Logistics Agency's Disposition Services (DLA DS) waste containers and forklift to tail gate of transport vehicle.
- (n) Emptying drum recycling, including picking up empty drums, rinsing drums, decommissioning empty drums, rendering drums unusable, and delivering to a recycling facility.
- (o) Sampling and analysis of regulated waste, which includes instances where turnaround time requirements are expedited from the standard identified.
- (p) Maintaining equipment inventory, containers, and sampling kits.

### **2.1.2 HAZARDOUS MATERIALS.**

The Contractor shall provide Hazardous Material Management Support Services for the Base Kodiak HAZMIN Center, which include the following:

- (a) Collecting and transporting HAZMAT shipments from Base Kodiak's Shipping and Receiving building to the HAZMIN Center and other storage areas.
- (b) Receiving HAZMAT shipments into the HAZMIN Center's inventory.
- (c) Inventorying and restocking the HAZMIN Center and storage areas.  
These inventory and restocking events must be completed routinely to ensure customers are minimally impacted by low stock while concurrently minimizing the base's HAZMAT and HW footprint.
- (d) Coordinating, scheduling, and delivering orders to customers.
- (e) Obtaining and maintaining a Forklift Operator's License and operating a forklift.
- (f) Verifying the accuracy and completeness of, and maintaining order forms, issuance forms, delivery paperwork, Safety Data Sheets (SDS), and transport documents (1149s).
- (g) Consolidating, unpacking, and organizing HAZMAT stock.
- (h) Inspecting HAZMIN storage areas for evidence of spills while performing tasks.
- (i) Reporting evidence of spills to HAZMIN manager and cleaning up spills, leaks, and stains.
- (j) Maintaining clean and orderly inventory storage areas, order processing areas, and containment sumps.
  - HAZMIN Center: The Contractor shall sweep floors twice monthly, mop floors monthly, and perform general housekeeping and remove accumulation from containment sumps as needed.
  - All Other HAZMIN Storage Areas: The Contractor shall perform general housekeeping and remove accumulation from containment sumps as needed.
- (k) Delivering and picking-up compressed gas cylinders from vendors.

### **2.2 WORKING CONDITIONS.**

The work under this contract is subject, but not limited, to the following working conditions:

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- Exposure to hazardous materials and possible noxious fumes.
- Exposure to various environmental conditions such as excessive or inclement weather, cold temperatures, rain, ice, wind, and humidity.
- Exposure to excessive and continuous noise.
- Work using hand trucks, dollies, forklifts, and other means to move equipment, tools, and supplies (i.e., 55-gallon drums, bulk storage totes, buckets, pallets, etc.).
- Work indoors and outdoors.
- Work around heavy equipment and machinery with moving parts.
- Work on and around slippery and uneven work surfaces.
- Work lifting, carrying, or otherwise moving up to 80lbs regularly.
- Work identifying and responding to hazardous spills or other dangerous situations.
- Work with access to SBU information.
- Work with access to federally controlled computer information systems on a recurring basis.
- Work with physical access to federally controlled facilities on a recurring basis.

### 2.3 SCHEDULE.

Work is to be performed 40 hours per week, during normal core business hours, ranging from 0730 – 1800, Monday through Friday, excluding Federal Holidays or when USCG Base Kodiak is closed due to local or national emergencies, administrative closings, or similar Government-directed facility closings. Work hours are negotiable and flexible, and actual work hours will be mutually agreed upon by the Contractor and the Government.

<b>Assignment Duration:</b>	365 calendar days
<b>Hours Per Week:</b>	40 hours per week
<b>Work Hours:</b>	0730 – 1800*, Monday through Friday (excluding Federal Holidays)
<b>Federal Holidays:</b>	<ul style="list-style-type: none"> <li>• New Year's Day (01 January)</li> <li>• Martin Luther King, Jr.'s Birthday (3<sup>rd</sup> Monday in January)</li> <li>• Washington's Birthday (3<sup>rd</sup> Monday in February)</li> <li>• Memorial Day (Last Monday in May)</li> <li>• Juneteenth National Independence Day (19 June)</li> <li>• Independence Day (04 July)</li> <li>• Labor Day (1<sup>st</sup> Monday in September)</li> <li>• Columbus Day (2<sup>nd</sup> Monday in October)</li> <li>• Veterans Day (11 November)</li> <li>• Thanksgiving Day (4<sup>th</sup> Thursday in November)</li> <li>• Christmas Day (25 December)</li> </ul>

### 2.3 TRAINING.

The Government will provide the Contractor and its employees with general and administrative training regarding information management systems, project management databases, and workplace topics. Government-provided training includes, but is not limited

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to, cyber-security awareness, ethics, basic federal contracting regulations, as well as internal USCG policies related to administration, local design practices, and environmental requirements. Additionally, the Government shall provide the Contractor with RCRA site-specific safety and emergency response training within 45 days of contract award.

The Contractor shall ensure that its personnel have completed and fulfilled all technical, educational, and licensing training and requirements prior to the POP. The table below outlines the training requirements and expertise that the Contractor shall possess and maintain for the duration of the contract.

TRAINING TYPE	HWSB OPERATIONS / RCRA PROGRAM MANAGER	HAZARDOUS WASTE MANAGER	HAZARDOUS WASTE TECHNICIAN	ENVIRONMENTAL DIVISION CHIEF	OCCASIONAL WORKER
HAZWOPER 40 hr. (29 CFR 1910.120)	X	X	X	X	X**
HAZWOPER-annual refresher (29 CFR 1910.120)	X	X	X	X	X**
RCRA Waste Identification (40 CFR 264.16)	X	X	X	X	
RCRA Waste Management Standards (40 CFR 264.16)	X	X	X	X	
Annual Re-Occurring RCRA Waste Management Training	X	X	X	X	
Hazardous Material Shipping Initial training and 3-year refresher (49 CFR 172.700)	X	X	X		
Forklift Operator Training (29 CFR 1910.178)	X	X	X		X*
HWSB operations / procedures (40 CFR 264.16)	X	X	X		
RCRA site-specific safety and emergency response*** (40 CFR 264.16)	X	X	X	X	X*
OSHA Supervisor-8 hr (29 CFR 1910.120)	X				
Respiratory Protection (29 CFR 1910.134)	X	X	X		X*
Hazard Communication (29 CFR 1910.1200)	X	X	X	X	X
Hazardous Waste Sampling (40 CFR 264.16)	X		X		X*

#### 2.4 PERSONNEL POSITIONS.

As outlined in PWS § 1.8.3, the Contractor-provided employee positions required to accomplish this contract include the following roles:



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- (a) 1 – Hazardous Waste Technician.
- (b) 1 – Warehouse Laborer (HAZWOPER Occasional Worker).

### 2.5 REPLACEMENT PERSONNEL.

In the event of employee turnover, the Contractor shall provide an equally qualified and experienced replacement. The Contractor shall submit the replacement employee's resume to the COR for evaluation and approval, no later than (NLT) 5 business days after the Government has been notified of the incumbent's departure.

If the Government approves the replacement employee, the replacement shall be available for onsite work as early as the first day after the former employee's departure but NLT 25 calendar days after the Government's approval of the replacement.

### 3.0 DELIVERABLES.

The detailed descriptions of each required deliverable can be found within the corresponding references within the table. The Contractor shall provide legible documents and reports and submit them IAW the table and subparagraphs below.

Deliverable	Reference(s)	Frequency	Date(s) Required	No. of Copies (each)	Submit To	Format
Injury Report	PWS § 3.1	Per occurrence	Within 24 hours of the occurrence	1	KO and COR	Electronic: PDF
Damage Report	PWS § 3.2	Per occurrence	Within 24 hours of the occurrence	1	KO and COR	Electronic: PDF
Monthly Report	PWS § 3.3	Monthly	NLT the 7 <sup>th</sup> calendar day of each month	1	COR	Electronic: PDF
Monthly Invoice	PWS § 3.4	Monthly	NLT the 7 <sup>th</sup> calendar day of each month	1	KO, COR, SILC, and FINCEN	Electronic: PDF
Training Records	PWS § 3.5	Per occurrence	Within 3 calendar days of the occurrence	1	HWSB Training Record Repository	Paper
Proof of Insurance	Terms and Conditions	Contract award, annually, and as revised	NLT 10 calendar days after award and as revised	1	KO	Electronic: PDF

### 3.1 INJURY REPORT.

The Contractor shall report all incidents or accidents resulting in death, trauma, illness, or injury within 24 hours of the occurrence.

The Injury Report must include the following:

- (a) Date and Time of Incident/Accident;
- (b) Location of Incident/Accident;
- (c) Persons Involved;
- (d) Detailed Description of Incident/Accident;
- (e) Nature of Injury or Illness;

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- (f) Exposure Data (if applicable);
- (g) Witness Contact Information (if applicable).

### **3.2 DAMAGE REPORT.**

The Contractor shall report all damage to Government-owned property and equipment caused by the Contractor and its employees within 24 hours of the occurrence.

The Damage Report must include the following:

- (a) Date and Time of Incident/Accident;
- (b) Location of Incident/Accident;
- (c) Persons Involved;
- (d) Detailed Description of Incident/Accident;
- (e) Detailed Description of Damage;
- (f) Estimated Repair/Replacement Cost of Damage;
- (g) Witness Contact Information (if applicable).

The Contractor shall reimburse the Government for any costs associated with the repair or replacement of damaged Government-owned property and equipment that is found to be caused by the Contractor.

### **3.3 MONTHLY REPORT.**

The Contractor shall create and submit a monthly report documenting a list of completed tasks for the prior month's services to the COR via email, NLT the 7th calendar day of each month.

### **3.4 MONTHLY INVOICE.**

The Contractor shall submit the monthly invoice for the prior month's services to the COR via email, NLT the 7th calendar day of each month. Submission must include time sheets and invoices for Other Direct Costs as supporting information with the monthly invoice. Payment will only be issued for services performed under the terms of this contract.

Information that is required on, as well as the additional recipients required to receive a copy, of the invoices are described in the Terms and Conditions of the contract.

### **3.5 TRAINING RECORDS.**

The Contractor shall maintain copies of training records for Hazardous Waste Technicians and Occasional Workers at the HWSB's Training Record Repository. Further, the Contractor shall update the training records kept at the HWSB within 3 calendar days of training completion and recertification.

## **4.0 GOVERNMENT-FURNISHED EQUIPMENT (GFE).**

The Government shall provide a government-owned vehicle, forklift, and containers. GFE is only authorized for use and installation at the Contractor's Kodiak site. All GFE will be furnished in "as-is" condition. Upon termination of the contract, the Contractor shall return the GFE to the Government in fair and working condition.

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### **5.0 OTHER DIRECT COSTS, TRAVEL, EQUIPMENT, AND SUPPLIES.**

A Not-to-Exceed (NTE) line item will be established for ancillary items and Other Direct Costs (ODC) for the Base Year, and each option period. This encompasses items that are not provided by the Government, including publications, reference materials, specialty software license renewals after the initial acquirement at award, office equipment, field equipment, and other miscellaneous items necessary to support the contract.