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| Subcontractor/Supplier | Program Requirements Document | For Additional Info:<br><a href="http://EDMS">http://EDMS</a> | Effective Date: 01/12/23 |
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Manual: Subcontractor Requirements

Change Number: 376436

\*The current revision can be verified on EDMS.

## 1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for transfer, storage, handling, and maintenance of government-furnished equipment (GFE)/material and/or *subcontractor/supplier* (see def.)-furnished equipment/material for the Idaho Cleanup Project (ICP) per the subcontract requirements, when performing work activities at ICP.

## 2. APPLICABILITY

This PRD applies to ICP subcontractors/suppliers when specified by a subcontract.

Supplemental requirements may be specified for all or part of the work scope as determined to be appropriate by the *contractor* (see def.). The subcontractor/supplier shall implement the requirements of this PRD and all supplemental requirements, when and as specified by the subcontract, as defined on Form 540.10, “Subcontractor Requirements Manual (SRM) Applicability.”

## 3. RESPONSIBILITIES

| Performer  | Responsibilities  |
|------------|---|
| Contractor | Transfer GFE to subcontractor/suppliers when requested in accordance with this PRD.<br><br>When transferring custody of GFE to subcontractor/suppliers, identify all storage, handling, and maintenance requirements appertaining to the GFE in the transfer documents. |

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| <b>Performer</b>       | <b>Responsibilities</b>  |
|------------------------|--|
| Subcontractor/Supplier | <p>Train personnel working to this procedure in accordance with PRD-5001, “Training and Indoctrination.”</p> <p>Initiate request for transfer of GFE from contractor to subcontractor/supplier.</p> <p>Store GFE in accordance with all handling, storage, and maintenance instructions provided by the contractor when GFE is transferred to the subcontractor/supplier’s custody.</p> <p>Originate and complete equipment/material storage, handling, and maintenance instructions for all subcontractor/supplier-furnished material/equipment that requires specific and/or unique handling, storage, and/or maintenance.</p> <p>Maintain and store ALL material and equipment in accordance with the manufacturer requirements and/or instructions and this PRD.</p> <p>Perform maintenance at the frequency specified (required or recommended) by the manufacturer. Upon completion, all required maintenance actions shall be documented using the applicable contractor Form 432.52, “Subcontractor/Supplier Equipment/Material, Storage, Handling, and Maintenance Instructions.”</p> <p>Complete, maintain, and store documentation required by this PRD in a single location in a secure and protected environment.</p> |

#### **4. REQUIREMENTS**

- 4.1 Subcontractor/supplier personnel responsible for transfer, storage, handling, and/or maintenance of material or equipment shall be trained to the requirements of this PRD in accordance with PRD-5001.
- 4.2 The subcontractor/supplier shall make all requests for GFE in accordance with the subcontract, this PRD, and the approved construction schedule, unless otherwise directed by the contractor.

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4.2.1 The subcontractor/supplier shall utilize the approved construction schedule or contractor Form 432.20, “Subcontractor/Supplier Request for GFE Transfer,” to initiate the transfer of all GFE.

**NOTE:** *Upon receipt of contractor Form 432.20, the contractor will initiate either (1) contractor Form 432.52, “Subcontractor/Supplier Equipment/Material Storage, Handling, and Maintenance Instructions,” or (2) Form 432.19, “Material Transfer.”*

4.2.2 Upon receipt of the subject GFE, the subcontractor/supplier shall acknowledge receipt by affixing the subcontractor/supplier-authorized representative signature to the applicable contractor transfer form.

4.2.3 The subcontractor/supplier shall review, file, and implement all handling, storage, and maintenance instructions as documented on Form 432.52.

4.2.4 The subcontractor/supplier shall maintain a file that is segregated by GFE item number for each piece of equipment listed on the Schedule “X.” Files shall be used to store all documentation (vendor data, transfer form, handling instructions, etc.) for each piece of GFE transferred to the subcontractor/supplier.

4.2.5 The subcontractor/supplier shall maintain transferred GFE per the instructions and information provided by the contractor on Form 432.52.

4.3 The contractor shall originate and complete contractor Form 432.52 for all subcontractor/supplier-furnished material/equipment that requires specific and/or unique handling, storage, and/or maintenance requirements, as specified by the subcontract, distributor, or manufacturer.

4.4 As a minimum, material and equipment listed in Appendix A, Material and Equipment Storage Requirements, shall be handled and/or stored in accordance with the requirements noted therein, and any additional requirements specified by the manufacturer or contractor.

4.5 Storage, handling, and maintenance instructions shall include, as a minimum:

A. All necessary instructions for the storage, handling, and maintenance of each item

B. References of all documents from which requirements were obtained

C. Attachments of any specific storage, handling, or maintenance procedures that may be required

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- D. Specific provisions for any material identification and/or traceability requirements
  - E. Reference to any high consequence lift procedures or critical lift requirements that may be required during off loading or handling.
- 4.6 In addition to specific storage requirements noted on Form 432.52, the following requirements shall be implemented.
- 4.6.1 Cleanliness and good housekeeping practices shall be maintained in storage areas at all times.
  - 4.6.2 Material and equipment shall be stored in such a way as to prevent damage or deterioration from corrosion, contamination, or any other form of physical damage.
  - 4.6.3 Controls shall be implemented to prevent cross contamination between carbon and stainless-steel material and equipment.
  - 4.6.4 Material and equipment shall be segregated as required to maintain identification and/or traceability, and Quality Level 1, 2, and 3 material and equipment shall be segregated from Quality Level 4 material and equipment.
  - 4.6.5 All hazardous materials such as paints, chemicals, and solvents shall be posted in accordance with 29 CFR 1926 and stored in well ventilated areas well away from other materials and equipment.
  - 4.6.6 As specified by the subcontract, or otherwise recommended by the manufacturer, piping/fitting products shall be stored with both ends capped or covered to prevent ingress of foreign objects.
- 4.7 Handling instructions incorporated into Form 432.52 shall address the following as applicable:
- A. Height, weight, and thickness
  - B. Location and center of gravity
  - C. Condition of surface on which transporting material or equipment must travel
  - D. Loading and unloading equipment
  - E. Load security during transport
  - F. Prevention of material cross contamination (carbon to stainless steel)

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- G. Methods used to prevent physical damage during transport (such as use of nylon slings, wood blocks, and/or pallets).
- 4.8 In addition to specific maintenance instructions incorporated into Form 432.52, the following requirements shall be implemented.
- 4.8.1 All material and equipment shall be maintained in accordance with the manufacturer's requirements and/or instructions.
- 4.8.2 Maintenance shall be performed at the frequency specified (required or recommended) by the manufacturer.
- 4.8.3 Upon completion, all required maintenance actions shall be documented using the applicable contractor Form 432.52.
- 4.9 Documentation required by this PRD shall be completed, maintained, and stored in a single location in a secure and protected environment during the full performance period of the subcontract or purchase order.
- 4.9.1 All required documentation shall be legible, reproducible, free from erasure, correction fluid, and/or correction tape, and completed in ink only.
- 4.9.2 When a correction to documentation is required, a single line shall be drawn through the information to be deleted; additional information, if needed, shall be recorded adjacent to the information being changed; and the individual revising the document shall initial and date each entry adjacent to the correction.
- 4.9.3 When completed, all blanks or blocks shall be filled in on each document. If there is no relevant information, the blank or block shall be marked "NA."
- 4.9.4 All required documentation shall be made readily available for contractor review and/or audit.
- 4.9.5 All required documentation shall be submitted to the contractor when required by the subcontract, in accordance with PRD-5003, "Vendor Data Control."

## 5. DEFINITIONS

See LST-27, Glossary, for definitions of the following terms:

*Contractor*: Refer to General Provisions

*Subcontractor/Supplier*

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## 6. REFERENCES

29 CFR 1926, “Safety and Health Regulations for Construction”

Form 432.19, “Material Transfer”

Form 432.20, “Subcontractor/Supplier Request for GFE Transfer”

Form 432.52, “Subcontractor/Supplier Equipment/Material Storage, Handling, and Maintenance Instructions”

Form 540.10, “Subcontractor Requirements Manual (SRM) Applicability”

PRD-5001, “Training and Indoctrination”

PRD-5003, “Vendor Data Control”

## 7. APPENDIXES

Appendix A, Material and Equipment Storage Requirements

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Page: 7 of 7**Appendix A****Material and Equipment Storage Requirements**

1. The following items, as a minimum, require indoor heated storage ranging between 40 and 100°F at all times:
  - A. Computers and related equipment
  - B. Thermocouples
  - C. Electronic equipment
  - D. Recorders, indicators, switches, and gauges
  - E. Any material or equipment requiring these conditions by the manufacturer or the subcontract.
  
2. The following items, as a minimum, require covered storage, such as indoor storage or tarps:
  - A. Bolts, gaskets, seals
  - B. Manual valves
  - C. HVAC components
  - D. Switchgear (NEMA-1)
  - E. Indoor motors
  - F. Compressors
  - G. Thermal insulation
  - H. Instrument and electric cable
  - I. Cement/grout
  - J. Any other material or equipment requiring these conditions by the manufacturer or the subcontract.
  
3. The following items, as a minimum, require a well-drained surface area and off-the-ground dunnage:
  - A. Tanks
  - B. Pipe/fittings
  - C. Reinforcing steel
  - D. Concrete embeds
  - E. Outdoor motors
  - F. Heat exchangers.
  
4. Off-ground support shall be provided when required by the manufacturer or the subcontract.