



**PROFESSIONAL SERVICES
GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

**Authorized Federal Supply Schedule Price List
Contract No. GS-10F-0143K**

15 March 2015 - 14 March 2020

**HazTrain, Inc.
3460 Rockefeller Ct.
Waldorf, MD 20602
Toll-Free: (800) 258-7501**



General Services Administration

Federal Supply Service Authorized Federal Supply Schedule Price List

Schedule Title: Professional Services

Industrial Group: 00Corp

Industrial Class: F999

Contract No.: GS-10F-0143K

Contract Period: 15 March 2015 - 14 March 2020

Contractor: HazTrain, Inc.
3460 Rockefeller Ct.
Waldorf, MD 20602

Toll-Free: (800) 258-7501
Telephone: (301) 932-0994
Fax: (301) 934-9584

Contract POC: Timothy J. Czysz
Telephone: (301) 932-0994 ext. 304
E-Mail: timczysz@haztrain.com

Business Size: Small

DUNS No.: 10-683-7297

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

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INTRODUCTION



HazTrain, Inc. is a **woman owned, small business** that has been serving the environmental, health and safety industry since 1983. We specialize in training, environmental consulting, and hazardous waste and material management.

Our current clients include federal and local government agencies, as well as private industry organizations. We perform services for our clients both nationally and **internationally**.

The federal government is our primary client and includes all services of the Department of Defense (DoD) as well as the Departments of Homeland Security, Justice, and various private sector clients. Many of these have been repeat clients over the majority of HazTrain's history, testimony to our high quality services.

We offer our clients a broad range of results-oriented environmental services that include regulatory compliance; pollution prevention; EH&S Training; sustainability; HM/HW management services.

Federal agencies and other authorized entities can access HazTrain through our GSA Schedule to provide the following environmental services:

- Environmental Consulting Services;
- Environmental Training Services; and
- Materials and Waste Recycling and Disposal Services.

We invite you to challenge us and our capabilities. You will find that our goal is to satisfy your environmental, safety, and health needs in a cost-effective way. For more information about HazTrain, please feel free to contact Tim Czysz @ (301) 932-0994 ext. 304, via e-mail at timczysz@haztrain.com, or through our website at www.haztrain.com.

CUSTOMER INFORMATION

1. **Table of Awarded Special Item Numbers (SINs):**

SIN 899-1 Environmental Consulting Services
SIN 899-3 Environmental Training Services
SIN 899-5 Materials and Waste Recycling and Disposal Services
SIN 899-8 Remediation and Reclamation Services

2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage:** Worldwide
5. **Production Point:** HazTrain and agency locations worldwide
6. **Discount From List Price:** Prices shown herein are net prices
7. **Quantity Discounts:** Negotiable
8. **Prompt Payment Terms:** Net 30 days
- 9a. **Government Credit Card
(below the micropurchase
threshold):** Accepted
- 9b. **Government credit
(above the micropurchase
threshold):** Accepted
10. **Foreign Items:** None
11. **Time of Delivery:** To be negotiated with ordering agency on each task order
12. **F.O.B. Point(s):** To be negotiated with ordering agency on each task order

CUSTOMER INFORMATION (continued)


13. **Ordering Address:** HazTrain, Inc.
3460 Rockefeller Ct.
Waldorf, MD 20602
- Toll-Free: (800) 258-7501
Phone: (301) 932-0994
Fax: (301) 934-9584
E-Mail: timczysz@haztrain.com
14. **Payment Address:** HazTrain, Inc.
(if payment via mail): 3460 Rockefeller Ct.
Waldorf, MD 20602
15. **Warranty Provisions:** We guarantee all work
16. **Export Packing Charges:** N/A
17. **Terms and Conditions of Government Credit Card Acceptance:** See # 9 above
18. **Terms and conditions of rental, maintenance, and repair:** N/A
19. **Terms and conditions of installation:** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. **Terms and conditions for any other services:** To be negotiated with ordering agency on each task order
21. **List of service and distribution points:** N/A
22. **List of participating dealers:** N/A
23. **Preventive maintenance:** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. N/A
25. **Data Universal Number System (DUNS) number:** 10-683-7297

26. **Notification regarding registration in Central Contractor Registration (CCR) database:**
Registered in SAM (Systems for Award Management)





HOW TO HIRE HAZTRAIN

Minimum Order: \$100.00
Maximum Order: \$1,000,000.00

For orders up to \$3,000

-  Develop a Statement of Work (SOW)
-  Place your order directly with HazTrain at 301-932-0994
-  **WE ACCEPT CREDIT CARDS**

For orders over \$3,000

-  Develop a SOW
-  Send a Request for Quote to at least 3 GSA contractors
-  Evaluate the quotes
-  Place your order with the selected contractor

In order to further decrease costs, reduce paperwork, and save time, access HazTrain directly by establishing a Blanket Purchase Agreement. Contact HazTrain for details on this procedure.

HIGHLIGHTS OF OUR EXPERIENCE (By SINs)

899-1 and 899-1RC: Environmental Consulting Services

- Conducts on-site comprehensive inspections and audits of TSDFs
- Reviews facility operations for compliance with hazardous waste regulations
- Prepares reports containing findings and recommendations for corrective actions
- Provides control and logistical management for hazardous material
- Perform “household hazardous waste” collections and disposal

899-3 and 899-3RC: Environmental Training Services

- One of only 55 companies recognized by the EPA as an “external provider” for EPA/OSHA HAZWOPER class
- Develop and customize curriculum for training courses
- Developed over 54 specific courses addressing requirements and awareness of federal, state and local laws and regulations, including:
 - ◆ HAZWOPER
 - ◆ Installation Restoration
 - ◆ RCRA
 - ◆ Hazardous Waste Facility Operations
 - ◆ Incident Response Management
 - ◆ Hazardous Materials Handling
 - ◆ Hazardous Waste Handling
 - ◆ Confined Space Entry / Rescue
 - ◆ Hazard Communication
 - ◆ Hazardous Materials Storage
 - ◆ DOT Hazardous Materials Transportation
 - ◆ Construction Safety
 - ◆ Radiation Safety
 - ◆ Pollution Prevention
 - ◆ Ground Safety for Marines
 - ◆ First Aid & CPR
 - ◆ Hazardous Materials Ashore
 - ◆ Respirator Training
 - ◆ Chemistry for the Non-Chemist
- On-line HAZWOPER at envirospectrum.com

899-5 and 899-5RC: Materials and Waste Recycling and Disposal Services

- Provide waste prevention surveys, waste process evaluations, and identification of recycling alternatives for pollution reduction or prevention.
- Develop training programs to address management of hazardous material and waste
- Perform environmental audits
- Developed pollution prevention software

- ⊕ Household hazardous waste services
- ⊕ CHRIMP and HSMS
- ⊕ DD 1348s
- ⊕ Handling hazardous waste including labeling, storage, processing, manifesting and determining best disposal method
- ⊕ Shelf life management
- ⊕ HSMS implementation
- ⊕ CHRIMP implementation
- ⊕ Bar coding
- ⊕ HAZMART operations
- ⊕ MSDS management
- ⊕ Procurement
- ⊕ Pollution prevention in strategies
- ⊕ Hazardous Material Audits
- ⊕ Logistical support
- ⊕ DD 1348s

899-8 and 899-8RC: Remediation and Reclamation Services

- ⊕ Provide Site characterization, field investigation
- ⊕ Air monitoring
- ⊕ Remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing)

PRICE LIST

SIN 899-1 ,3, 5,8, 1RC, 3RC, 5RC ,8RC

NOTE: All rates are negotiable and quantity discounts are available

15 March 2015 - 14 March 2020

Government Hourly Rates						
		3/15-3/16	3/16-3/17	3/17-3/18	3/18-3/19	3/19-3/20
H001	Senior Program Manager	\$158.32	\$161.33	\$164.39	\$167.52	\$170.70
H002	Multifunctional Environmental Instructor	\$114.24	\$116.41	\$118.62	\$120.88	\$123.17
H003	Environmental Engineer	\$101.15	\$103.08	\$105.03	\$107.03	\$109.06
H004	Certified Industrial Hygienist	\$138.81	\$141.44	\$144.13	\$146.87	\$149.66
H005	Senior Project Manager	\$86.23	\$87.87	\$89.54	\$91.24	\$92.97
H006	Program Manager	\$86.13	\$87.76	\$89.43	\$91.13	\$92.86
H007	Project Scientist/Engineer	\$81.71	\$83.26	\$84.84	\$86.45	\$88.10
H008	Senior Environmental Instructor	\$76.72	\$78.17	\$79.66	\$81.17	\$82.71
H009	Regulatory/Compliance Specialist	\$69.44	\$70.76	\$72.11	\$73.48	\$74.87
H010	Environmental Specialist	\$67.92	\$69.21	\$70.52	\$71.86	\$73.23
H011	Journeyman Environmental Instructor	\$64.75	\$65.98	\$67.23	\$68.51	\$69.81
H012	Spill Coordinator	\$73.98	\$75.38	\$76.82	\$78.28	\$79.76
H013	Environmental Scientist	\$55.58	\$56.63	\$57.71	\$58.80	\$59.92
H014	Contract Quality Control Representative	\$53.84	\$54.86	\$55.91	\$56.97	\$58.05
H015	Technical Editor	\$52.86	\$53.87	\$54.89	\$55.93	\$57.00
H016	Environmental Supply Technician II	\$56.76	\$57.84	\$58.94	\$60.06	\$61.20
H018	Publication Specialist	\$48.86	\$49.79	\$50.74	\$51.70	\$52.68
H019	Office Manager	\$43.95	\$44.78	\$45.64	\$46.50	\$47.39
H020	Word Processor	\$41.52	\$42.31	\$43.12	\$43.94	\$44.77
H021	Truck Driver	\$36.53	\$37.23	\$37.93	\$38.65	\$39.39
H022	Warehouse Specialist	\$37.82	\$38.53	\$39.27	\$40.01	\$40.77
Government DAILY Rates						
H023	Subject Matter Expert*	\$1,499.07	\$1,527.55	\$1,556.57	\$1,586.15	\$1,616.28

*Note: Daily rates on H023 only

PRICE LIST

SIN 899-3, 3RC

NOTE: All rates are negotiable and quantity discounts are available

15 March 2015 - 14 March 2020

Course Title	Course Length	Minimum Participants	Contractor or Customer Site	Awarded Price (incl IFF)
Anhydrous Ammonia Training	1 day	8	Contractor Site	\$175.00
Benzene Training	1 day	8	Contractor Site	\$175.00
Bloodborne Pathogen	1 day	8	Contractor Site	\$175.00
Bldg Env S&H Program	1 day	8	Contractor Site	\$175.00
Carcinogens	1 day	8	Contractor Site	\$175.00
Chlorine Training	1 day	8	Contractor Site	\$175.00
CHS Drivers	1 day	8	Contractor Site	\$175.00
Confined Space Entry	2 days	8	Contractor Site	\$265.00
Confined Space Rescue	1 day	8	Contractor Site	\$175.00
Construction Site Safety	1 day	8	Contractor Site	\$175.00
CPR/First Aid	1 day	8	Contractor Site	\$175.00
Crane Safety	1 day	8	Contractor Site	\$175.00
Direct Reading Air Sampling	1 day	8	Contractor Site	\$175.00
Environmental Auditing Phase I	1 day	8	Contractor Site	\$175.00
Environmental Law	3 days	8	Contractor Site	\$355.00
Environmental Recordkeeping	3 days	8	Contractor Site	\$355.00
First Responder Awareness	1 day	8	Contractor Site	\$175.00
First Responder Transport	1 day	8	Contractor Site	\$175.00
First Responder Tech	3 days	8	Contractor Site	\$355.00
Forklift Operations	1 day	8	Contractor Site	\$175.00
Handling HazMat in Laboratories	1 day	8	Contractor Site	\$175.00
HazCom	1 day	8	Contractor Site	\$175.00
HazMat Storage	1 day	8	Contractor Site	\$175.00
HazSubst Incident Resp Management	5 days	8	Contractor Site	\$525.00
HW Facility Operations	5 days	8	Contractor Site	\$525.00
HW Generators	3 days	8	Contractor Site	\$355.00
HW RCRA Refresher	1 day	8	Contractor Site	\$175.00
HW Facility Operations Advanced	4 days	8	Contractor Site	\$450.00
HAZWOPER for Transport Workers	3 days	8	Contractor Site	\$355.00
HAZWOPER Incident Command	1 day	8	Contractor Site	\$175.00

HAZWOPER Refresher	1 day	8	Contractor Site	\$175.00
HAZWOPER Supervisor	1 day	8	Contractor Site	\$175.00
Health&Safety HAZWOPER	3 days	8	Contractor Site	\$355.00
H&S for Ordnance Range Ops	5 days	8	Contractor Site	\$525.00
Hwy Transport Hazmat DOT	3 days	8	Contractor Site	\$355.00
Installation Restoration	5 days	8	Contractor Site	\$525.00
Laboratory Standard	1/2 day	8	Contractor Site	\$175.00
Lockout/ Tagout	1 day	8	Contractor Site	\$175.00
NIOSH-582	5 days	8	Contractor Site	\$525.00
Oil Spill Response	3 days	8	Contractor Site	\$355.00
OSHA Standards	1 day	8	Contractor Site	\$175.00
Personal Protective Equipment	1 day	8	Contractor Site	\$175.00
Pollution Prevention	3 days	8	Contractor Site	\$355.00
Radiation Safety	2 days	8	Contractor Site	\$265.00
Respiratory Protection	1 day	8	Contractor Site	\$175.00
Safe Use of Fire Extinguishers	1 day	8	Contractor Site	\$175.00
Soil Sampling	1 day	8	Contractor Site	\$175.00
Spill Prevent Counter measures	1 day	8	Contractor Site	\$175.00
Train the Trainer Environmental	3 days	8	Contractor Site	\$355.00
Understanding SDS	1 day	8	Contractor Site	\$175.00
General Safety (OSHA)	5 days	8	Contractor Site	\$525.00

ADDITIONAL NOTES ON PRICING

1. The above labor rates are fully burdened and include a 0.75% funding fee payable directly to GSA by HazTrain.
2. Any travel and other direct costs may be additional to the labor rates and, if so, will be burdened with a pre-approved handling fee. Travel will be in accordance with the Joint Travel Regulations.
3. Service Contract Act Matrix for applicable labor category.

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Truck Driver	31362 - Truck driver, Light Truck	05-2103
Warehouse Specialist	21410- Warehouse Specialist	05-2103

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

4. See below for minimum staff qualifications and duties.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
H001	Senior Program Manager	Eight years' experience in administering, managing or participating as an instructor in HW training programs or as program manager on SARA cleanup or HM/HW TSDF manager.	Bachelor's degree in one of the following disciplines: Chemistry, Environmental Engineering, Chemical Engineering Environmental Studies or other related physical and biological sciences with environmental certification..	Directs, manages and performs preparation and teaching of HW training material. The Program Manager shall possess: Comprehensive knowledge and expertise in the areas of environmental law and HW management. Comprehensive knowledge and understanding of applicable RCRA, OSHA and CERCLA requirements and other applicable regulations or requirements as they relate to Navy HW training. Experience in monitoring and control of product quality control. Experience in providing periodic contract status report. Experience in overseeing the work of subcontractors, when applicable. Experience in acting as the contractor's chief representative.
H002	Multifunctional Environmental Instructor	Eight years' experience as an instructor in development of HW training material and teaching HW training courses in addition to	Bachelor's Degree in one of the following disciplines: Chemistry, Environmental Engineering, Chemical Engineering, Environmental Studies or other related physical or biological sciences	Functions as the lead instructor in HW training classes using multiple instructors. The Senior Instructor shall possess: A. Comprehensive knowledge and expertise in the areas of environmental law and HW management practices. B. Thorough knowledge and understanding of applicable RCCRA, OSHA, and CERCLA requirements including applicable

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
		<p>program management capabilities.</p> <p>Or 14 years' experience in the environmental industry.</p>	<p>Or High School Diploma</p>	<p>Department of the Navy (DON) regulations and other regulations as they relate to HW management training.</p> <p>C. Comprehensive knowledge of various classroom training techniques used for effective presentations.</p> <p>D. Experience in the preparation and use of training materials including training plans, instructor guides and lesson plans, training manuals, student handouts, and audio/visual training aids.</p> <p>1. Experience as a solo instructor.</p>
H003	Environmental Engineer	<p>Six years experience in the environmental industry working with installation restoration projects, hazardous waste sites, hazardous materials handling and transport or other project related experience.</p>	<p>Bachelor's degree in an engineering, scientific or project related discipline</p>	<p>Develops plans and process methods for working with Installation Restoration projects and hazardous waste sites. Applies comprehensive knowledge and understanding of applicable RCRA, OSHA and CERCLA requirements and other applicable regulations or requirements as they relate to HW/HM projects. Directs and oversees site plans and technical operations for cleanup or remediation efforts. Develops training methodologies for environmental training courses and materials.</p>
H004	Certified Industrial Hygienist	<p>Four years working experience in the chemical or hazardous waste disposal industry. Four years field experience in air monitoring technologies</p>	<p>Bachelor's Degree in occupational health and safety. Certified by the American Board of Industrial Hygiene.</p>	<p>The personnel for this category shall demonstrate experience implementing and overseeing the Contractor's Health and Safety Program. A qualified individual for this position shall be certified by the American Board of Industrial Hygiene. Performs chemical or hazardous waste disposal tasks. Reviews and evaluates air monitoring technologies and development of personal protective equipment programs for working in potentially toxic atmospheres. Working knowledge of applicable Federal, State and Local occupational health and safety regulations.</p>
H005	Senior Project Manager	<p>Six years experience working with environmental restoration projects, and a minimum of four years experience in</p>	<p>Bachelor's degree in engineering or scientific discipline, and be licensed in their discipline (where applicable).</p>	<p>The personnel for this category shall demonstrate experience managing projects related to course preparation and course development. Acceptable personnel shall have expertise in specialized areas including geology, hydrogeology, chemistry, field sampling, toxicology, laboratory analysis, environmental law and hazardous waste remediation technologies.</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
		maintaining hazardous waste sites.		
H006	Program Manager	Five years experience working in environmental restoration projects and environmental training. The qualified individual shall have a minimum of three years experience as a Project Manager.	Bachelors degree in engineering, scientific, technical, business management or project related discipline	Acts as manager and administrator for the contract effort. Supervises program operations by developing management procedures, planning and directing program execution of the technical effort and monitoring and reporting progress. Manages acquisition and controls financial and administrative aspects of the program. Administers and manages environmental restoration and training programs. Monitors and controls project costs and Quality Control, enforces all RCRA, OSHA and CERCLA requirements and all other applicable regulations or requirements, and is the contractor's chief representative and primary interface point with the customer.
H007	Project Scientist/Engineer	Six years experience working with Installation restoration projects, and hazardous waste sites.	Bachelor's degree in engineering or scientific discipline.	The personnel for this category shall demonstrate ability to develop training courses, teach all course subjects discussed in the SOW and write, edit, and give oral presentations. Acceptable personnel shall have expertise in specialized areas including geology, hydrogeology, chemistry, toxicology, field sampling, laboratory analysis, environmental law and hazardous waste remediation technologies. Develops plans and process methods for working with Installation Restoration projects and hazardous waste sites.
H008	Senior Environmental Instructor	Six years experience as an instructor in developing HW training material and teaching HW Training courses. or 10 years experience in the environmental industry	Bachelors Degree in one of the following disciplines: Chemistry, Environmental Engineering, Chemical Engineering, Environmental Studies or other related physical and biological sciences Or High School Diploma	Functions as the lead instructor in HW training classes using multiple instructors. The Senior Instructor shall possess: A. Comprehensive knowledge and expertise in the areas of environmental law and HW management practices. B. Thorough knowledge and understanding of applicable RCCRA, OSHA, and CERCLA requirements including applicable Department of the Navy (DON) regulations and other regulations as they relate to HW management training. C. Comprehensive knowledge of various classroom training techniques used for effective presentations. D. Experience in the preparation and use of training materials including training plans, instructor guides and lesson plans, training manuals, student handouts, and audio/visual training aids. Experience as a solo instructor.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
Ho09	Regulatory/ Compliance Specialist	Three years project related experience in the environmental industry involved with HM/HW, OSHA, or DOT.	Bachelors degree with major studies in Chemistry, or other natural sciences	Identification and analysis of hazardous materials; surveillance of the regulated community through onsite inspection, sampling, and record reviews to secure and verify information regarding compliance with hazardous materials laws and regulations, environmental surveys and studies related to hazardous material transport, storage, disposal, reduction, and reuse.
Ho10	Environmental Specialist	Two years in environmental analysis or environmental research, one year of which has included environmental field work.	Bachelors Degree with major work in a natural science, physical science, environmental science, or related field,	Applies scientific methods and principles in the identification and solution of problems in the areas of illegal discharge of waste to the lands and waters, toxic and hazardous materials pollution, point and nonpoint source pollution, waste management, and other aspects of the environment; supervise and monitor hazardous material management and hazardous material disposal to ensure environmental compliance, monitor worker handling of hazardous materials in a safe manner; consult with other agencies to encourage reduction of hazardous waste through use of alternative non-hazardous materials
Ho11	Journeyman Environmental Instructor	Four years experience as an instructor in developing HW training material and teaching HW training courses. or 6 years environmental industry experience.	Bachelor's Degree in one of the following disciplines: chemistry, environmental engineering, chemical engineering, environmental studies or other related physical and biological sciences Or High School Diploma	Develops HW training material and teaching HW training courses, as described in the Statement of Work (SOW). The Journeyman instructor shall possess: A. Comprehensive knowledge and expertise in the areas of environmental law and HW management. B. Thorough knowledge and understanding of applicable RCRA, OSHA, and CERCLA requirements including applicable Department of the Navy (DoN) regulations and other regulations as they relate to HW management training. C. Comprehensive knowledge of various classroom training techniques used for effective presentations. D. Experience in the preparation and use of training materials including training plans, instructor guides and lesson plans, training manuals, student handouts, and audio/visual training aids.
Ho12	Spill Coordinator	Three years HM/HW project related experience, CHMM desirable	Bachelor's Degree in an engineering, scientific, technical, or management discipline from an accredited college or university	Assists and oversees contractor spill response teams, develops spill response planning documents, conducts spill containment drills, conducts equipment inspections and ensures equipment is properly maintained, ensures contractor spill team is properly trained, and assists in ensuring compliance of Federal, State,

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
				and local Hazardous Spill guidelines.
H013	Environmental Scientist	Six years project related experience involved with hazardous or toxic materials	BA or BS degree with emphasis on natural science.	Define exposure conditions and receptor response; review and evaluate research and field testing results; analyze experimental or monitoring data with appropriate computer processing and statistical analyses and evaluate the validity of results; develop and disseminate health and safety, air pollution, and environmental monitoring quality standards, coordinate activities with and train the staff of other agencies, write reports, documents, and technical research publications, and do other related work.
H014	Contract Quality Control Representative	Three years experience in managing contracts.	High School Diploma	Develops, maintains and enforces the Quality Control program for contractual compliance. Conducts quality control functions for technical projects and training programs. Monitors and controls technical and schedule aspects of project deliverables. Analyzes potential causes of deficiencies and recommends corrective actions.
H015	Technical Editor	Two years technical editing experience with technical or scientific organizations.	BA degree in English or Journalism or project related discipline	Personnel for this category shall demonstrate experience writing and editing technical environmental documents and preparing training manuals in accordance with Government formats. Acceptable personnel shall demonstrate good editing skills, knowledge of English grammar and a clear, concise technical writing style.
H016	Environmental (Supply) Technician II	Three years project related experience.	High School graduate or GED equivalency certificate, HAZWOPER 40 hour certification.	Performs supply management tasks including inventory management, storage management, and material utilization at the activity central issue sites. Receives, stores, and issues hazardous material. Compiles stock records, inventories and authorized use records of material in the central issue and workcenters. Maintains satellite waste storage. Orders, counts, sorts, and accounts for incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles according to pertinent hazardous material/hazardous waste regulations. Fills orders or issues supplies from stock. Prepares and updates periodic, special or perpetual inventory of material/waste. Prepares requisition documentation to fill activity's procurement needs. Compiles reports on use of stock, adjustment of inventory, spoilage or damage and refusal of shipment, and reportable quantities of Superfund Amendment Reauthorization Act (SARA) chemicals. Labels identifying codes, figures, or letters on

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
				hazardous material/hazardous waste containers. Distributes stock among production workers. Keeps records of material issued. Makes adjustments or repairs to articles carried in stock. Determines methods of storage, identification, and stock location. Maintains automated inventory/authorized use list. Participates in spill response team activities such as spill contingency drills, hazardous material drills, inspections of containment and removal of equipment, 24-hour spill response team, atmospheric release/ground spill/water borne spill containment operations, and equipment maintenance.
H018	Publication Specialist	Six years project related experience in writing and editing technical HW training related materials.	Two year college associate degree with science or English concentration.	Writes and editing technical training materials relating to HW. The Publication Specialist shall possess: A knowledge of English grammar and a demonstrated ability to write in a clear, concise style. Experience in writing, editing, and proof reading technical and scientific information with emphasis on writing and editing HW training material. Examples shall include training plans, instructor guides and lesson plans, training manuals, student handouts, and audio/visual training aids.
H019	Office Manager	Three years project related experience in managing the affairs of a technical office.	High School Diploma with computer skills including word processing, spreadsheets, and data bases.	Manages a technical office, including preparing correspondence relating to HW technical training. The Office Manager shall possess: An ability to communicate orally and in writing with senior and associate staff members on matters pertaining to HW training. Experience in making logistics decisions relating to classroom facility scheduling; travel arrangement preparation, procurements and shipment of materials. Requires computer skills and electronic communication skills.
H020	Word Processor	3 years of related project experience	High school diploma or equivalent required.	Organizes and formats technical documentation and associated data in support of project requirements. Transcribes data and updates systems records, technical documentation and configuration documents. Operates commercial software packages, such as M/S Office, for administrative support of project requirements. Assists staff members with administrative efforts, organize records and administrative activities.
H021	Truck Driver	Two years project related experience.	High School graduate or equivalency certificate plus certified hazardous material/hazardous waste transporter.	Transports material to and picks up hazardous material/hazardous waste from activity central issue areas on an "as needed" basis. Delivers Material Safety Data Sheets (MSDS's) with issued items and ensures proper receipt

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
				signatures are obtained. Operates step van and 2 ton vehicle in a safe and efficient manner. Maintains all maintenance and vehicle operation reports and records. Maintains proper stowage and manifests of transported items. Ensures appropriate vehicle placarding when required. Complies with DoT regulations for HM/HW.
Ho22	Warehouse Specialist	Two years project related experience.	High School graduate or GED equivalency certificate.	Performs various warehousing functions including: Receives, unloads, and processes shipments. Determines when and how items are to be consolidated in hold areas for inspection, transfer, reshipment, or placement in proper storage areas. Ensures shipments are unloaded in proper sequence and designates items for checking. Flags special shipments of priority items need to prevent work stoppages. Ensures shelf life is maintained. Stores items for maximum convenience of handling and ease of movement as well as protection from damage, deterioration, and pilferage. Maintains inventories to ensure adequate stock to service customer. Tracks turnover of items on hand and recommends increases and decreases of stock as appropriate. Screens issue documents to fill in missing data. Uses automated equipment; i.e., bar-code wands and computer terminals to verify inventory levels, fill orders, place stock, and verify storage. Uses specialized equipment for movement of stock such as manned storage and retrieval cranes.
Ho23	Subject Matter Expert	Eight years project related experience.	Bachelor's Degree in an engineering, scientific, technical, or management discipline from an accredited college	Recommends and advises on complex subjects associated with environmental issues, hazardous waste disposal, hazardous materials management, remediation requirements or other project related issues. Comprehensive knowledge and expertise in the areas of environmental law and hazardous waste management and all current federal, state and local regulatory activities. Advises on applicability of RCRA, OSHA, and CERCLA requirements including applicable Department of the Navy (DoN) regulations and other regulations.