



Request for Qualifications

To Provide Services Related to Environmental Concerns at District Facilities

Due Date: 12/20/2013

This request for qualifications (“RFQ” or “Request”) seeks responses from qualified, licensed, California-certified engineering consulting firms to provide time and material services to the Santa Monica-Malibu School District (“District”). Due to the District’s desire to quickly enter into a consulting agreement, and proceed expeditiously with work under such agreement, respondents will provide a schedule of time and material charges for their services, as well as a detailed statement of qualifications and a conceptual outline of the DTSC School Property Evaluation and PCB Abatement Program described below.

1. Background

Malibu High School and, the adjoining Malibu Middle School and Juan Cabrillo Elementary School, were largely constructed in the 1950’s and 1960’s. Environmental investigations performed in conjunction with proposed construction activities at the high school in 2011 revealed the presence of low levels of PCBs and pesticides in soil near classroom buildings. The soil was removed from the property. Information relating to the environmental investigations for the Final Environmental Impact Report performed at Malibu High School can be found at www.smmusd.org/PublicNotices/Malibu.html. Following health concerns expressed by teachers at the school, a preliminary environmental investigation was conducted in November 2013 in adjacent classrooms to evaluate potential hazards. The Initial Environmental Sampling Plan is attached to this document. While the investigation largely ruled out potential hazards in the classroom, indoor air sampling detected low, non-hazardous levels of PCBs in air. Wipe and bulk sampling further revealed detections of PCBs in window caulk in some locations. Information relating to the sampling results can be found at www.smmusd.org/PublicNotices/Malibu.html. The Toxic Substances Control Act bans the continued use of any caulk containing PCBs above the regulatory threshold, irrespective of health considerations. While unknown at this time, the District assumes for purposes of this RFQ that PCB-containing caulk may exist in additional buildings at the Malibu location, and throughout the seventeen campuses comprising the District.

The Arcadis investigations in 2011 identified additional potential contaminant source areas on the campus. Because these areas were not to be disturbed as part of the proposed construction activities, the areas, as well as areas surrounding the Juan Cabrillo Elementary School, have not undergone recent investigation to evaluate the potential for contamination which may present potential risk to occupants.

2. Minimum Qualifications

As minimum qualifications, a responding engineering firm shall possess the following:

Licensed, certified qualified engineering professionals with objective, demonstrated experience in the following areas: (a) PCB investigation, management and abatement, including in the context of building demolition; (b) multi-media site investigation, removal and remedial activities under the oversight of the California Department of Toxic Substances Control for K -12 public schools, other public properties, and private properties; (c) previous work experience with the Department of Toxic Substances Control, the United States Environmental Protection Agency, Region 9, TSCA Coordination unit, and the California Department of Education (CDE) and related departments in the event of direct services for schools.

The description of minimum qualifications should include identification of key staff members of the project team and their roles, experience and qualifications.

The respondent should provide a narrative of their understanding of the scope of work and a proposed process to complete.

In addition to possessing the foregoing qualifications, please complete the accompanying Health, Security, Safety and Environmental Pre-qualification form. The undertaking anticipated pursuant to the Request is a new experience for the District and we desire to ensure only the safest and most competent contractor for the work.

3. Scope of Work

The District requires a competent, qualified engineering firm to provide the following services: professional services, oversight and supervision of all directly provided and/or subcontracted investigative field work, oversight of all laboratories testing and monitoring.; professional analysis and reporting The following specific areas will be the majority of services provided.

A. Indoor Air Quality Testing

The District anticipates further indoor air quality testing for PCBs at Malibu High School and Juan Cabrillo Elementary School. Respondent shall be responsible for design of the testing program, documentation of any testing program, interaction with EPA Region 9, DTSC, CDE and LA County Health as required, performance of the program, quality assurance, analysis, report preparation, and presentation of results in a transparent, concise manner. Respondent shall also review the indoor air monitoring and test results, evaluate health risks associated with those results and make

recommendations regarding the need for any additional sampling. Results will be shared publicly and an oral presentation of study results will likely be required. The District further anticipates expansion of this process to its remaining District campuses.

B. Best Practices

Based upon the detection of PCBs in wipe and bulk samples of window caulking, and the age of the buildings at the Malibu High School campus, the District assumes additional PCB-containing caulk may be detected at the campus. While the District anticipates strict compliance with TSCA regulations regarding the abatement of caulking above the regulatory threshold, it realizes that this process will require additional time to complete. Therefore, consistent with EPA's suggested "best practices" for caulk in older buildings, the District desires to undertake preliminary, and continuing, cleaning activities to minimize potential exposure by students, teachers and staff to aging caulk.

In order to integrate environmental information into the maintenance, as well as construction, programs of the District the respondent shall develop, and assist in the implementation of, a best practices program at the Malibu High School campus. The program shall include a preliminary inspection of caulk conditions, cleaning of dust and residue potentially associated with caulk, disposal of cleaning supplies, interaction with government agencies regarding these activities, as necessary, and documentation of the same. The practices should include short -term and long-term elements. The best practices program shall include an informational element for disclosures to students, staff and teachers on how to reduce the risk of exposure to the caulk and how to protect them in the event of contact with the caulk. The District further anticipates expansion of this process to the remaining District campuses.

It is the desire of the District that a best practices program will enhance the sustainability goals within District bond programs, including a "healthy" schools component. The best practices program should impact the selection of building materials and indoor air systems and monitoring.

C. DTSC School Property Evaluation and PCB Abatement Program

Respondent shall prepare and execute a thorough investigation, risk assessment if required, and abatement program at the Malibu High School campus, under the oversight of the DTSC's School Property Evaluation and Cleanup Division and EPA Region 9 TSCA Coordinator, intended to identify and ultimately eliminate to District and agency satisfaction, potential human health hazards in indoor and outdoor settings on the property. This program shall identify all potential sources of environmental contaminants, including

but not limited to PCBs in caulk, as well as anticipated contaminants in soil such as pesticides, VOCs, heavy metals, and other typical materials. A risk management plan may be suggested for issues that can be managed in place. The scope of the investigation, and its implementation, shall be developed in conjunction with the responsible agencies. However, it is imperative that the Respondent anticipate, and successfully execute, a cost-effective, timely abatement program for TSCA-regulated PCBs on the Malibu campus as necessary. The District anticipates expansion of the PCB-investigation and abatement component of this task to its remaining District campuses as necessary.

Respondent shall consider these sites as occupied schools, the execution plan may be constrained by school activities/operation, and working hours allowed by City ordinances.

Further, Respondent shall prepare and execute a systemic program for the District relating to the investigation and abatement of PCBs in caulk in conjunction with District building activities. The District anticipates continuing improvement, both in the near and long term, for its campuses. Respondent shall be responsible for the development of a program to ensure timely identification, abatement and disposal of PCB waste derived from construction processes.

Respondents shall be required to assist with regulatory negotiations, as needed, for all of the above-referenced activities.

4. Additional Key terms

- The respondent shall provide an execution schedule of tasks and approximate durations.
- The respondent may be asked to participate in community outreach activities and provide regular progress reports that can be distributed to interested individuals.
- The respondent will be responsible for the generation, management, transportation, and disposal of all waste and other materials removed from the site.
- The respondent shall be responsible for the conduct of any subcontractor or supplier.
- The respondent and all subcontractors or suppliers shall observe all school district policies/procedures associated to visiting a school site; such as Megan's law, non-smoking/non- alcohol regulations and no interaction with occupants.
- The respondent shall be responsible for all health, security, safety and environmental requirements presented by the work.

- The respondent shall be required to maintain, at its sole cost and expense, the following types of insurance coverage: (a) Commercial General Liability \$1 Million occurrence/\$5 Million aggregate, (b) Business Automobile Liability \$1 Million, (c) Contractor's Professional Liability (errors and omissions) \$1 Million occurrence/\$5 Million aggregate, (d) Contractor's Pollution Liability \$1 Million occurrence/\$5 Million aggregate, and (e) Workers Compensation as statutorily required. Identical requirements are mandated for all subcontractors. The District shall be identified as an additionally named insured on all such policies.

5. Response Date

Responses to this RFQ are due on December 20, 2013.

Questions regarding this RFQ can be addressed to Janece L. Maez, Associate Superintendent – Business and Fiscal Services at (310) 450-8338 ext. 70268. Completed response should be sent to her attention at:

Santa Monica-Malibu Unified School District
1651 16th Street
Santa Monica, CA 90404

Qualified responses shall include a complete Statement of Qualifications for professional and non-professional staff who will perform services under the Agreement. Experience consistent with the Qualifications of this RFQ must be emphasized. An appendix providing billing rates and costs for these staff persons must be included. This appendix should be provided in a separate sealed envelope labeled "Billing Rates and Costs". The District will review submitted documents and rate or rank respondents based upon qualifications. The contract amount shall be negotiated after qualification selection is made.

A non-dispositive list of subcontractors (laboratory, field services, abatement services, waste disposal) is requested.

6. Interviews

Respondents submitting qualified responses to this RFQ should anticipate an interview with District staff on or about January 7-8, 2014 to allow the District to prepare a recommendation to the School Board regarding entering into an Agreement on January 16, 2014.

Phylmar Group®

Environmental
Health & Safety
Social Responsibility

INITIAL ENVIRONMENTAL SAMPLING PLAN

*Malibu High School-Middle School
Juan Cabrillo Elementary School
Malibu, California*

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ACRONYMS AND DEFINITIONS

<	Less than
=	Equal to
ABIH	American Board of Industrial Hygiene
ACGIH TLV	American Conference of Governmental Industrial Hygienists, Threshold Limit Values
AIHA	American Industrial Hygiene Association
As-Designed	Sampling/conditions/testing conducted under the conditions that HVAC is running under continuous mode (with fan on) and with all windows and doors closed, except for routine entry and exit of students and faculty staff in between periods and breaks.
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers
As-Used	Sampling/conditions/testing conducted under the normal occupied conditions with/without HVAC running and with/without windows and doors closed. The as-used conditions are characterized by faculty staff's preferences and normal usage conditions.
CARB	California Air Resource Board
CFM	Cubic feet per minute
CIH	Certified Industrial Hygienist
CO	Carbon monoxide
CO2	Carbon dioxide
COC	Chain-of-custody
dBA	Decibels, A-weighted scale
DG-18	Dichloran 18% glycerol agar
DOSH	California Division of Occupational Safety and Health
°F	Degrees Fahrenheit
HVAC	Heating, ventilation, and air conditioning
IAQ	Indoor air quality
LPM	Liters per minute of air

MEA	Malt-extract agar
MCE	Mixed cellulose ester
NAAQS	National Ambient Air Quality Standards
NIOSH	National Institute for Occupational Safety and Health
ppb	Parts per billion
ppm	Parts per million
PEL	Permissible exposure limit
REL	Reference exposure levels
RH	Relative humidity
OA	Outside air
SMMUSD	Santa Monica Malibu Unified School District
Selected Buildings (or Classrooms)	Buildings selected for sampling or testing including both portable classroom and traditional classrooms buildings
SLM	Sound level meter
Subject Buildings (or Classrooms)	All portable classroom buildings, excluding traditional buildings
T	Temperature
TWA	Time-weighted average
um	Micrometer

1.0 INTRODUCTION

The Santa Monica Malibu Unified School District (SMMUSD) asked The Phylmar Group, Inc. (Phylmar) to provide environmental consulting services related to several faculty and staff environmental concerns at Malibu High School (MHS), Malibu Middle School (MMS) and Juan Cabrillo Elementary School (JCES). The environmental evaluation is to be conducted in several phases and anticipated to include the following:

- Phase 1 – Planning stage
- Phase 2 – Implementation stage
- Phase 3 – Data evaluation stage
- Phase 4 – Other work as needed

This Initial Environmental Sampling Plan is prepared as part of the Phase 1 work and is performed under the authorization from SMMUSD.

2.0 OBJECTIVE

The objective of the sampling plan is to characterize the environmental agents of concern including the likelihood of exposure, as identified through faculty and staff interviews at MHS, MMS, and JCES on October 14-15, 2013 and correspondence with other stakeholders. A U.S. Environmental Protection Agency developed Occupant Interview form was used to collect information on interviewees' temporal and spatial association with environmental concerns and their symptoms, if any. This information was used as input in developing the sampling plan.

3.0 BACKGROUND INFORMATION

Faculty, staff and parents of MHS, MMS, and JCES have expressed concerns regarding the potential health impacts on students and teachers occupying classrooms. Specific environmental concerns were documented through approximately thirty interviews with faculty and staff. The primary concerns are general indoor air quality parameters, mold, electromagnetic fields, radon and PCBs. The District, staff and parents desire an unbiased, independent evaluation by an environmental health professional to address these concerns, including but not limited to the following:

- Review previous environmental investigation reports,
- Provide recommendations for additional environmental assessments,
- Develop a sampling strategy/plan to evaluate campus classrooms and associated structures based on random and biased (worst case) sampling (depending on the agent),

- Implement the sampling plan, and
- Provide conclusions and/or recommendations based on the sampling results compared with the environmental exposure criteria listed in this plan.

Past environmental evaluations and investigations are documented in the table below.

REPORT DATE	COMPANY	Report	TEST PARAMETER(S)	RESULTS	ADDITIONAL NOTE(S)
10/1/2009	Arcadis	Phase I ESA	- None	Recommended conducting surface soil sampling for pesticides	PCB sampling not part of original recommendations
6/14/2010	Arcadis	Preliminary Environmental Assessment Report	- Chlordane - PCBs - Benzene	Pesticides and PCBs were present in shallow Site soils at concentrations that presented an unacceptable health risk.	A removal action work plan was prepared for removing contaminated soil at the Site
6/12/2012	Arcadis	Removal Action Completion Report	- Chlordane - PCBs - Benzene	Based on the results of the risk assessment, there does not appear to be a significant threat to public health or the environment with regard to agents of concern following the removal activity.	
10/17/2013	Executive Environmental	Industrial Hygiene Survey Report	- Visual observation for mold growth - Airborne viable and nonviable fungal spores - Moisture content - Dust	Indoor airborne mold levels were less than outdoors and do not suggest an indoor mold source.	

4.0 SAMPLING PLAN

This sampling plan is prepared based on information obtained from our initial site visit on October 14, 2013; our meeting and discussion with various stakeholders, including staff, union representatives, administrators, school board members, and parents; review of currently available documents and information; observed site conditions; and our professional judgment and expertise.

To ensure that the type, quality, and quantity of data collected during sampling activities will support risk-based decision making, data quality objectives are presented for each parameter being tested: (1) indoor air quality, including temperature and humidity, carbon dioxide, and airborne particulates (2) electromagnetic fields, (3) radon, and (4) PCBs in bulk, wipe and air samples. The sampling parameters were selected for testing by American Board of Industrial Hygiene Certified Industrial Hygienists and presented in this sampling plan.

In development of this sampling plan, the USEPA Data Quality Objective (DQO) process was followed to identify acceptable qualitative criteria for the environmental data (USEPA 2006). The USEPA's DQO process consists of seven iterative steps that define the criteria that will be used to establish the final data collection design. The first five steps are primarily focused on identifying qualitative criteria, such as the goals of the study and how the data will be used to meet the stated objectives. The sixth step establishes acceptable criteria on the quality and quantity of the data to be collected, relative to the ultimate use of the data, and the seventh step specifies the sampling plan (e.g., type, number, and location of samples and data).

1. *State the Problem:* Faculty, staff and parents of MHS, MMS, and JCES have expressed concerns regarding the potential environmental impacts on students and teachers occupying classrooms. These concerns include general indoor air quality, electromagnetic fields, radon and PCBs..
2. *Identify the Goals of the Study:* Environmental sampling results are to be compared with the environmental criteria listed in this plan and development of risk management recommendations in order to protect faculty, staff and students.
3. *Identify the Information Inputs:*
 - Previous environmental investigations conducted since 2009.
 - Chemical-pathway combinations accounting for the majority of cancer risk and noncancer hazard prior to remediation (e.g. PCBs detected in soil).
 - ANSI approved ASHRAE Standards and acceptable ranges of indoor air quality parameters.
 - Public exposure limits and other health risk-based screening criteria as listed in Section 4.2 of this plan.
4. *Define the Study Boundaries of the Study:*
 - Classrooms at MHS, MMS, and JCES.
5. *Develop the Analytical Approach:* Results will be compared directly to the evaluation criteria presented for each testing parameter.
6. *Specify Performance or Acceptance Criteria:* If any of the identified evaluation criteria are exceeded, additional sampling will be necessary to investigate the nature and extent of environmental contaminants.
7. *Optimize the Design:* To maximize the use of resources, sampling will be focused primarily in classrooms where specific environmental concerns have been identified, based on reports from students and staff and professional experience of a Certified

Industrial Hygienist. A few locations with the absence of concerns having been expressed will also be sampled for comparison purposes.

4.1 STEP 1 –SELECTION OF CLASSROOM BUILDINGS

The purpose of this step is to select initial locations for inclusion in the sampling plan. This initial sampling plan is not intended to be statistically based; rather, it is designed to bias toward capturing the worst-case scenario, when possible.

4.2 STEP 2 –SAMPLING EVENT AND GUIDELINES

Based on our understanding of the requirements of this project, current available regulatory guidelines or laws, state-of-the-industry practices, and the professional judgment of Phylmar personnel, we developed the sampling parameters and corresponding evaluation criteria in the subsections below.

4.2.1 Indoor Air Quality Parameters

The parameter testing will include T, RH, and CO₂ using portable indoor air quality monitors with data logging capabilities. A portable IAQ meter will be used to spot check selected classroom locations on a round robin basis during the classroom/school hours. The evaluation criteria are presented below.

- **Temperature and Relative Humidity**

ASHRAE is recognized as the authoritative source for IAQ ventilation standards. ASHRAE defines thermal comfort as "that condition of mind which expresses satisfaction with the thermal environment" (ASHRAE, 1992). The standard tries to predict what conditions of T, RH, activity, clothing, air movement, and radiant heat sources will satisfy 80 to 90 percent of people. The perception of thermal comfort is related to the occupants' metabolic rate, heat transfer with the environment, and the resulting body T. ASHRAE Standard 55-1992 will be used to evaluate the acceptable ranges of T and RH, and the criteria are presented in the table below.

**ACCEPTABLE RANGES OF T AND RH
DURING SUMMER AND WINTER¹**

RELATIVE HUMIDITY (percent)	WINTER TEMPERATURE (°F)	SUMMER TEMPERATURE (°F)
30	68.5 – 76.0	73.5 – 80.5
50	68.0 – 74.5	73.0 – 79.0
60	68.0 – 74.0	72.5 – 78.0

Notes:

1. The parameters are applicable to persons clothed in typical summer and winter clothing at light, mainly sedentary activity. The operative T ranges are based on a 10-percent dissatisfaction criterion.

- **Carbon Dioxide**

Carbon dioxide is an odorless, colorless gas that is formed whenever carbon-containing substances are burned in the presence of oxygen. In classroom buildings, the primary source of CO₂ is human respiration. Thus, indoor CO₂ concentrations are used to provide an indication of the adequacy of building ventilation.

Complaints regarding IAQ are occasional at 700 ppm greater than outdoor levels and more prevalent at greater than 1,000 ppm greater than outdoor levels. ASHRAE (62.1-2013) recognizes the indicative role of CO₂ and requires adequate outside air to provide dilution to less than 700 ppm greater than outdoor levels. It is generally accepted that CO₂ concentrations less than 700 ppm greater than outdoor levels indicate adequate ventilation to minimize the effect of human bioeffluents and levels exceeding 700 ppm greater than the outdoor air level to indicate an inadequate ventilation rate. Hence, Phylmar will use the following criteria to evaluate the adequate mixing of outside air for this sampling:

- Indoor concentration to be less than 700 ppm greater than outdoor air levels for at least 90 percent of the readings obtained during occupied time. *(Note: The occupied time is defined as the actual time when the bell rings between various period starting and ending.)*
- Average indoor concentration is less than 700 ppm greater than outdoor air for readings obtained during occupied time.

SUMMARY TABLE FOR IAQ PARAMETERS MONITORING

Sampling Method	A portable IAQ monitor will be used in each selected classroom to spot measure the T, RH, and CO ₂ concentrations.
Sample Locations	Selected classrooms.
Sample Duration	Instantaneous measurements using a round robin approach during school hours.
Evaluation Criteria	
T	68.0 to 80.5°F; season and RH dependent
RH	30 to 60 percent; season and T dependent
CO ₂	During occupied time: - 90% of readings less than 700 ppm above outdoor levels during occupied time - - Average of all readings less than 700 ppm above outdoor levels

4.2.2 Airborne Particle Counts

Although many dust/particulate standards are available for workplaces, there are currently no regulations for a “safe” level of particle counts at a given time inside a building. Because particles are always present both indoors and outdoors, it is the excessive quantity of airborne particles that may indicate a potential concern. Therefore, we will use the indoor and outdoor concentration comparison method to evaluate the airborne particle loading inside the subject buildings. In general, we take into account the following considerations when evaluating gathered data:

- Typical buildings will have an air filtration system equipped with 30- to 70-percent efficient filters. Therefore, in general, indoor particle counts are expected to be at 70 percent or less of the outdoor concentrations provided that a low occupancy density condition exists (i.e., office buildings with three persons per 1,000 square of floor area) assuming proper maintenance of HVAC and acceptable air pressure differentials.
- . However, for classroom buildings with higher occupancy density, it is expected that concentrations would be relatively higher. Therefore, two evaluation criteria will be used:
 - Occupied Condition – Indoor particle counts to be similar, within an order of magnitude, to the outdoor concentrations.

In addition, we will evaluate site-specific conditions such as building type, presence of pets or plants, activity levels, housekeeping practices, weather conditions, and any unusual conditions present at the time of the monitoring that may impact the particle counts. Also we recognize that variation is an inherent part of any air monitoring/sampling. Therefore, a slight deviation above the evaluation criteria may not be indicative of a problem or concern.

The readings will be obtained using a portable particle counter and spot-testing each selected locations throughout the day in a round-robin fashion. The instrument will have a sensitivity to detect at least to 0.3-um particle size.

SUMMARY TABLE FOR AIRBORNE PARTICLE COUNT MONITORING

Sampling Method	A portable particle counter will be used to spot-test each location throughout the day in a round-robin fashion. The instrument will have a sensitivity to detect at least down to 0.3-um particle size.
Sample Locations	Selected classrooms
Sample Duration	Instantaneous measurements using a round robin approach during school hours.
Other Considerations	None
Evaluation Criteria	Occupied Condition – Indoor similar to the outdoor concentrations

4.2.3 Electromagnetic Fields

An electromagnetic field (also EMF or EM field) is a physical field produced by electrically charged particles. It affects the behavior of charged objects in the vicinity of the field. Electric and magnetic fields are part of the spectrum of electromagnetic radiation which extends from static electric and magnetic fields, through radiofrequency and infrared radiation, to X-rays. Electric fields are created by differences in voltage: the higher the voltage, the stronger will be the resultant field. Magnetic fields are created when electric current flows: the greater the current, the stronger the magnetic field. An electric field will exist even when there is no current flowing. If current does flow, the strength of the magnetic field will vary with power consumption but the electric field strength will be constant.

At low frequencies, external electric and magnetic fields induce small circulating currents within the body. In virtually all ordinary environments, the levels of induced currents inside the body are too small to produce obvious effects. According to the World Health Organization, despite extensive research, to date there is no evidence to conclude that exposure to low level electromagnetic fields is harmful to human health.

SUMMARY TABLE FOR EMF MEASUREMENTS

Sampling Method	Direct reading EMF survey meter					
Sample Locations	Selected locations with electrical sources					
Sample Duration	Instantaneous measurements using a round robin approach during school hours.					
Evaluation Criteria	Frequency	50 Hz	50 Hz	900 MHz	1.8 GHz	2.45 GHz
		Electric field (V/m)	Magnetic field (μT)	Power density (W/m^2)	Power density (W/m^2)	Power density (W/m^2)
	Public exposure limits	5,000	100	4.5	9	10

4.2.4 Radon

Radon gas is a naturally occurring, invisible and odorless radioactive gas. Because radon is a gas, it can move through soil, cracks in building slabs and basement walls. In a survey conducted by the California Department of Conservation, certain portions of Malibu were found to have moderate potential for radon to exceed the environmental guideline of 4.0 picocuries per liter of air as recommended by the U.S. Environmental Protection Agency

SUMMARY TABLE FOR RADON SAMPLING

Sampling Method	Activated Charcoal Absorption
Sample Locations	Two randomly selected locations per building
Sample Duration	Approximately 48 hours
Other Considerations	Sampling should be performed during a weekend under closed building conditions.
Evaluation Criteria	Less than 4.0 picocuries per liter of air

4.2.5 PCBs

One polychlorinated biphenyl, known by the trade name Aroclor 1254, was identified in soil samples adjacent to campus buildings as part of the Preliminary Environmental Assessment, however, no source was identified. One hypothesis is that building materials (e.g., paint, caulk) are a source of PCBs. The sampling plan is designed to test this hypothesis and evaluate the potential exposure routes.

Bulk samples of caulk, paint and window glazing will be collected from selected classrooms surrounding the MMS quad corresponding to the areas identified with PCB contaminated soil. Wipe samples of vertical and horizontal indoor surfaces will be collected in the same location as the bulk samples to evaluate the potential for exposure via the skin and ingestion. Air samples will be collected in the same location as the bulk samples to evaluate the potential for exposure via inhalation. The summary tables below provide detail for each sample type.

SUMMARY TABLE FOR PCB BULK SAMPLING

Sampling Type	Bulk
Sample Locations	Rooms 1, 2, 5, 8, 9 Room 303 Rooms 105, 104, 101 Library
Sample Duration	Grab
Analytical Method	Gas chromatography/modified EPA method 1668
Evaluation Criteria	Less than 5 ppm (IOMC)

SUMMARY TABLE FOR PCB WIPE SAMPLING

Sampling Type	Wipe
Sample Locations	Rooms 1, 2, 5, 8, 9 Room 303 Rooms 105, 104, 101, Library
Sample Duration	Grab
Analytical Method	Gas chromatography/ EPA modified 1668
Evaluation Criteria	Less than 10 micrograms/100 cm ²

SUMMARY TABLE FOR PCB AIR SAMPLING

Sampling Type	Air
Sample Locations	Rooms 1, 2, 5, 8, 9 Room 303 Rooms 105, 104, 101, Library

Sample Duration	8 hours
Sampling/Analytical Method	Gas chromatography (EPA TO-10A or equivalent) and modified 1668
Evaluation Criteria	Less than 100 ng/m ³ (under re-evaluation)

4.2.6 SAMPLING TIMELINE

The sampling plan is scheduled to begin on October 31, 2013 with categorization of classrooms for the indoor environmental quality parameters (RH, Temperature, CO₂ and particulates), and radon and electromagnetic field sampling. Date(s) for the indoor environmental quality parameters will be set following the classroom characterization. Bulk, wipe and air monitoring for PCBs is scheduled for November 2, 2013. This schedule is subject to the availability of monitoring instruments and may be modified accordingly.

5.0 SAMPLE DOCUMENTATION

Field logs and/or base maps will be used to document our site sampling findings. The following information, as applicable, will be recorded on the field logs and/or base maps during the collection of the samples:

- Date of the survey,
- Surveyor's name,
- Project number,
- Sample number,
- Location,
- Sampling results, and
- Comments (or other conditions that may affect sampling results).

6.0 SAMPLE SHIPMENT RECORDS

Any sample shipped to any independent third-party laboratory will be accompanied by COC records. The COC record will identify the number of samples of each shipment and will maintain the custodial integrity of the samples. Generally, a sample is considered to be in an individual's custody if it is either in his/her physical possession, in someone's view, locked up, or maintained in a secured area with access restricted to authorized personnel.

Until the samples are shipped or delivered, custody of the samples will be the responsibility of Phylmar. The project manager, contractor, or designee will sign the COC record in the "Relinquished by" or "Received by" box and note the date and time.

7.0 QUALITY CONTROL

Any field instrument used by Phylmar will be checked for proper operation in accordance with the manufacturer's specifications before use.

Any laboratory used by Phylmar will be certified or accredited by the applicable agency per analyses required. These certifications and/or accreditations require and oversee the laboratory's precision and accuracy of its analytical procedures. Successful participation in these programs will indicate adequacy of the laboratory's quality control. If any inconsistency in the results or potential cross-contamination is suspected, then additional sample analysis may be requested for quality control check.

Samples shipped to the laboratory will be held at the laboratory for up to 30 days from receipt. Therefore, any quality control analysis will be requested within 30 days of receipt. After 30 days, the laboratory will properly dispose of the materials in accordance with governing laws and regulations.

8.0 REPORT PREPARATION AND DISTRIBUTION


After the data have been gathered and evaluated, one report will be prepared to summarize the findings. This report will include a review of the results with respect to the data quality objectives to discuss the adequacy of the sampling design to accomplish its objectives. The USEPA's Data Quality Assessment process will be used to evaluate each testing parameter separately. In the context of evaluating potential human health risk from environmental agents or contaminants in classrooms, the goal is to verify that enough data have been collected for each parameter of concern. If results are less than the evaluation criteria for each parameter, further investigation is likely not necessary. If any of the results exceed the evaluation criteria, additional sampling may be necessary to completely characterize the nature and extent of environmental contamination identified.

The report will be submitted to the Malibu Schools Environmental Task Force for its review and comment. SMMUSD will have the responsibility of distributing the information contained in this report.

9.0 REFERENCES

American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), 1992. *ANSI/ASHRAE Standard 55-1992, Thermal Environmental Conditions for Human Occupancy*. Atlanta, Georgia.

World Health Organization, (June 2007). *Electromagnetic Fields and Public Health*. Geneva, Switzerland.



California Department of Conservation, 2005. *Radon Potential in Southern Los Angeles County*. Sacramento, California.

40, Code of Federal Regulations, Sections 761.61 and 761.123

Inter-Organization Programme for the Sound Management of Chemicals (IOMC). August 1999.
Guidelines for the Identification of PCBs and Materials Containing PCBs

United States Environmental Protection Agency (USEPA) 2006.
Guidance on Systematic Information Planning Using the Data Quality Objectives Process, EPA QA/G-4. Office of Environmental, Washington DC. February.

Requesting Company:	
Health, Security, Safety, and Environmental "HSSE" Pre-qualification	
Legal Company Name:	Industry Classification Code(s):
Company Address:	City:
State/Province:	Zip/Postal Code:
Country:	
HSSE Contact Person:	Phone No(s):
	Fax Number:
Internet Access? (Y/N):	Company website:
If Yes, e-mail address:	
Please list any previous Company names used in the last 3 years:	

Work References

- 1) If your company has performed work for the Santa Monica-Malibu School District in the past:

Approximate completion date of work last performed: _____

Business Unit and Location where work was performed: _____

Requesting Company Representative who was responsible for the project: _____

- 2) If your company has never performed work for the District, please provide two references who may be contacted to provide information regarding past performance.

Company_____ Contact Person_____ Phone_____

Name of Project and Value: _____

Company_____ Contact Person_____ Phone _____

Name of Project and Value: _____

HSSE Statistics

Provide the following HSSE statistics for all your company's operations. Refer to the HSSE statistic instructions on page 3.

	2013	2012		2010
(A) Reporting year				
(B) Average Number of Employees				
(C) Total annual man hours worked for this reporting entity (for all customers, not just Requesting Company)				
(D) Number of Recordable Cases				
(E) Incident Rate of Recordable Cases				
(F) Number of Days-Away-From-Work Cases				
(G) Incident Rate of Days-Away-From-Work Cases				
(H) Number of Days Away from work				
(I) Severity Rate				
(J) Number of Fatalities				
(K) Vehicle Accident Rate				
(L) Total number of Vehicle Accidents				
(M) Total miles driven				
(N) Worker's Compensation Experience Modification Rate				

Please provide a copy of your company's OSHA 300 logs. Please provide a letter from your insurance carrier indicating your worker's compensation experience modification rate.

Comments and/or clarifications on above data (if any):

HSSE STATISTICS INSTRUCTIONS

(A) **YEAR:** As shown.

(B) **Average # of Employees:** List the average # of employees who worked during the year. An employee shall be defined as any person engaged in activities for an employer from whom direct payment for services is received. Include working owners and officers.

(C) **Employee Hours:** List the total number of hours worked during the year by all employees, including those in operating, production, maintenance, transportation, clerical, administrative, sales and all other activities.

(D) **Number of Recordable Cases:** List the total number of Recordable cases that occurred in that year. Recordable Cases include: Fatalities, Days Away From Work Cases, Restricted Work Cases and Medical Treatment cases as defined by OSHA Part 1904 Recording and Reporting Occupational Injuries and Illnesses: http://www.osha-slc.gov/recordkeeping/1904_record_report.pdf

(E) **Incidence Rate of Recordable Cases:**
$$\frac{\text{Number of Recordable Cases X 200,000}}{\text{Employee Hours}}$$

(F) **Number of Days-Away-From-Work Cases:** List the total number of Days-Away-From-Work cases that occurred during the year. A Days-Away-From-Work case will be defined as any Recordable Case that results in death or lost workdays with days away from work.

For the purpose of this questionnaire, Recordable cases that result in days with restricted activity should not be added in this column. Only Recordable cases that result in one or more days away from work should be counted.

(G) **Incidence rate of Days-Away-From-Work cases:**
$$\frac{\text{No. of Days-Away-From-Work cases X 200,000}}{\text{Employee hours}}$$

(H) **Number of Days Away from work:**

List the total number of Days-Away-From-Work experienced by all employees during the year. For the purposes of this questionnaire, lost workdays with restricted activity should not be added in this column. Only Recordable cases that result in one or more days away from work should be counted.

(I) **Severity Rate**
$$\frac{\text{Total number of Days Away from work X 200,000}}{\text{Employee Hours}}$$

(J) **Number of Fatalities:** List the total number of fatalities that result from occupational injuries or illnesses. Deaths that occur in the workplace but are not the result of occupational injuries or illness should not be included.

(K) **Vehicle Accident Rate:**
$$\frac{\text{Total Vehicle Accidents X 1,000,000}}{\text{Total Miles Driven}}$$

(L) **Total number of vehicle accidents:** List the total number of vehicles accidents that occurred during the year for all vehicles operated by your employees. A vehicle accident is defined as an accident involving a motor vehicle resulting in injury, or loss/damage, or harm to the environment, irrespective of whether the accident was preventable or non-preventable. Excludes circumstances where: 1) vehicle was legally parked, 2) travel is to or from the driver's normal place of work and home (i.e. commuting), 3) Minor wear and tear, 4) vandalism or theft.

(M) **Total miles driven:** List total miles driven for all vehicles operated by your employees.

(N) **Worker's Compensation Experience Modification Rates:** Please provide a letter from your insurance carrier.

Regulatory Compliance

- 1) **Has your company received any HSSE related notice of violations (“NOVs”), or citations within the past 3 years?** *(do not include contested citations later dismissed)* Yes No

If yes, please provide the following information:

Number of citations or NOVs: _____

Date(s) of above citations or NOVs: _____

Agency issuing citation or NOVs: _____

Nature of citations or NOVs: _____

Have these citations or NOVs been resolved? _____

Comments and/or clarifications on above data (if any): _____

2)	Does your company have a program for determining, which HSSE regulations apply to your company’s work activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3)	Does your company have a procedure for identifying people who must know about or be trained regarding HSSE regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4)	Does your company have a process for managing subcontractor HSSE compliance with regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

HSSE Programs

1)	Has your company developed and implemented a formal HSSE Program? Please provide a PDF electronic copy of the program.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2)	Does your company have a clearly written safety policy endorsed by upper management?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3)	Does your company have a formalized observation or other type of behavioral safety program? If yes, name of program _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4)	Does your company have a written procedure in place for communicating and assuring that all personnel and subcontractors understand their obligations to stop work that is unsafe?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5)	Does your company develop site specific HSSE plans for projects?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6)	Does your company have scheduled, documented employee safety meetings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7)	Does your company's management actively communicate HSSE expectations, monitor HSSE performance, and develop plans for continuous improvement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8)	Does your company hold on-site (tailgate/toolbox/pre-tour) safety meetings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9)	Does your company perform detailed JSA's?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10)	Does your company have a written incident investigation system in place to investigate and document incidents, injuries, spills, and near misses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11)	Does your company have a case management program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12)	Does your company verify that subcontractors meet or exceed your HSSE and training requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

13)	Does your company have an Emergency Response Plan to address an emergency event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14)	Does your company have a process to effectively manage preventive maintenance for equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15)	Does your company conduct and document workplace and equipment inspections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16)	Does your company have a written environmental program with a clearly written environmental policy endorsed by upper management?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17)	Does your environmental program include written procedures and assigned responsibilities to control:		
	Environmental Incident Reporting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Work related Environmental Impacts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Spill Prevention?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Handling & Waste Disposal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18)	Does your company have a HSSE records retention program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19)	Does your company have a management of change process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20)	Does your company have a documented New Employee Orientation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21)	How does your company overcome inherent challenges to HSSE protection with respect to language barriers? _____		

22)	<p>What percentage of your work force falls under the following criteria for experience within your specific industry?</p> <p>Less than 6 months _____%</p> <p>6 months to 1 year _____%</p> <p>1 year to 5 years _____%</p> <p>More than 5 years _____%</p>		
23)	<p>Does your company provide a (behind the wheel driving the vehicle) driving instruction course?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
24)	<p>Does your company have a written fitness-for-duty program, which includes assessment of the physical capabilities of personnel to perform specific tasks?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

HSSE Training

Please respond to **ALL** items with “Yes, No

Do not leave any items unanswered. **(Estimated Percentage of Employees should reflect the percentage of employees who will perform services for Remediation Management and are required by your company to have the training -- not the percentage of the total number of employees in your organization.):**

1) Does your company provide HSSE Training Yes No

Safety and Environmental Programs and Training	Type of instruction <small>(School-certified, on-site instructor, safety meeting, video, on the job, etc.)</small>	Estimated Percentage of Employees Receiving Training	Frequency of Training for Individual Employees <small>(I-Initial, A-Annual, B-bi-annual, P-periodic)</small>	Individual Employee Training Documented Yes / No
Defensive Driving/Vehicle safety				
Hazard Recognition Training				
Drug Awareness				
Emergency Response				
Fire Extinguisher Training				
First Aid/CPR				
Hazard Communication (Employee Right to Know)				
New Employee Orientation				
Personal Protective Equipment				
Incident Reporting and Investigation				

2) Does your company maintain documentation that includes all HSSE regulatory required training and other HSSE training required by your company? Yes No

3) Does your company maintain a training matrix that defines who will receive specific training courses and the intervals at which re-training is required? Yes No

4) Does your company have a process to identify, which personnel are not current in their training? Yes No

5) Does your company have a written plan for training personnel and subcontractors in required project specific requirements prior to commencing work on the project? Yes No

Drug and Alcohol Program

1) Does your company have a written policy statement regarding drug/alcohol screening or testing of your employees? Yes No
If, so, please provide a PDF electronic copy of the policy statement.

2) Does your company's drug/alcohol testing program conform to DOT requirements? Yes No
If Yes, which DOT regulation is your testing program designed to satisfy?

Federal Aviation Administration _____
Federal Railroad Administration _____
Federal Highway Administration _____
United States Coast Guard _____
Research and Special Projects Administration/Pipeline _____

3) Check the circumstances in which your company's employees may be subject to drug/alcohol screening.

Employment (pre-hire) Probable Cause Periodic
Random Post Accident Other

4) Check the frequency of random drug testing that is performed of employees per year.

None 10% 25% 50% 100% Other:

5) Circle the frequency of random alcohol testing that is performed of employees per year.

None 10% 25% 50% 100% Other:

6) Does your company conduct medical physicals for:

Pre-employment Pulmonary Function Respiratory Protection

CERTIFICATION OF DATA
BY CONTRACTOR MANAGEMENT

The questionnaire was completed by: _____ and the facts as stated are true and correct.
(please print)

Position with Company _____

Phone # _____

Signature: _____ Date: _____