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SECTION 01 35 13 SPECIAL PROJECT PROCEDURES

PART 1 - GENERAL

1.1 PERMITTING PROCEDURES

- A. Request Process
 - 1. The Work Permit Process begins when the Subcontractor requests the SDR to submit a Permit Request form with the following information:
 - a. Name, Subcontractor, and callback number.
 - b. Location of work.
 - c. Type of permit requested and brief description of work to be performed.
 - d. Date and time permit is needed.
 - 2. Permit requests are to be submitted to the SDR no less than fourteen (14) calendar days before the activity is scheduled. After submission, a notification regarding issuance of permit will be sent to the Subcontractor. Permits are broadly categorized under the headings of Construction Safety, Environmental, and Fire Protection Operating. All Permit requests are subject to approval and availability by NTESS.
 - 3. Once issued, one copy of the permit is given to the Subcontractor. Additional copies are placed in the NTESS project file, the Permit Issuer's files, and posted at the work site.

- B. Any permit-required activity which occurs without proper issuance of a permit shall be stopped immediately and non-compliance documentation issued in the name of the Subcontractor by the SDR. Work will not recommence until resolution has been reached to the satisfaction of the SDR. All costs and liabilities incurred as a result of this work stoppage shall be borne solely by the Subcontractor.

- C. The following activities require issuance of a permit:
 - 1. Construction Permit – Used to control construction projects to ensure compliance with building codes. Applies to any work that requires a building permit per the California Building Code (CBC) current version which includes projects that will: construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the CBC. The SDR will work with the Subcontractor to facilitate issuance of any required permits and associated inspections under this category.
 - 2. Construction Safety Permit – Used to control activities with construction safety implications. Examples include, but are not limited to: confined space entry, powder actuated tool use, hidden hazard penetration, excavation, use of mechanized equipment, elevated work, utility system interruption, roof access, asbestos work, and demolition.
 - a. Confined Space Entry: Applies to all confined or enclosed spaces including but not necessarily limited to storage tanks, process vessels, bins, boilers,

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ventilation or exhaust ducts, sewers, underground utility vaults, manholes, hand-holes, tunnels, pipelines, and open top spaces more than 4 feet in depth, such as pits, tubs, vaults and vessels, and in some instances excavations and trenches.

- b. Powder Actuated Tool Use: Only powder actuated piston driven tools are authorized for use at Sandia.
- c. Hidden Hazard Penetration: Applies to any penetration greater than two (2) inches. Drawing review and an electronic survey shall be performed to more accurately locate documented utilities as well as attempt to determine if there are any undocumented utilities near the work. All known utilities (i.e., electrical, gas, water, nitrogen, fire suppression, etc.) in the vicinity of the work area shall be de-energized/isolated and locked by NTESS personnel and/or Subcontractor performing the work. If full isolation is not possible, deviation may be granted by the SDR based on additional controls being identified and executed prior to the penetration work being performed.
- d. Excavation: A “competent person” is required per 29 CFR 1926.650 for all excavation and trenching operations. A spotter will be required for excavation activity nearby high voltage or gas line and/or in case of an inconclusive scanning. In addition, the requirements set forth under the heading Hidden Hazard Penetration shall be fully met. A Long Duration Permit shall be in place for excavation activity that lasts longer than 30 days.
 - 1) Protection of markings of underground utilities: Provided NTESS has had an electronic survey performed and have marked all identified utilities at the site the subcontractor shall be responsible for refreshing the markings so they remain visible up through completion of excavation. Replace any paint markings, stakes or flags that were used in the original marking and may have been obliterated or removed by sitework. Markings shall conform to the International Code for Marking Concealed Utilities as indicated in Table 1 below.

RED	Electric power lines, cables, conduit, and lighting circuits
GREEN	Sanitary Sewer, storm sewers, drain lines
YELLOW	Gas, oil, petroleum, and gaseous materials, compressed air
BLUE	Potable water, chilled water
ORANGE	Communication, fiber, alarm, signal lines, cables
PINK	Temporary survey markings, unknown/unidentified utility
PURPLE	Reclaimed water, irrigation (not for domestic use)
WHITE	Proposed excavation or penetration limits or route

Table 1 – International Color Code for Marking Concealed Utilities

- e. Elevated Work: Applies to all elevated work which requires fall protection.
- f. Utility System Interruption: Applies to any work on the site, such as electrical, water, sanitary sewer, storm sewer, or gas systems interruptions. All such system interruptions shall be made in accordance with requirements found elsewhere in Division 01 for scheduling and execution of the work. All affected facilities and systems shall be clearly identified.
- g. Roof Access: Access to any roof on site.
- h. Asbestos Work Release: Applies to all penetrations into gypsum (sheetrock) wall board, ceiling tiles, and floor tiles. Applies to all mechanical gasket

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- connections and ducting sealing compounds. Applies to all underground drainage piping. Applies to all roof penetrations.
- i. Demolition: Applies to removal of existing structures, utility systems, and equipment. Structural systems include, but are not limited to buildings, walls, and supports. Utilities include, but are not limited to power, communication, control, water, sewer, gas, ductwork, exhaust, and other miscellaneous systems in and around buildings. Equipment includes transformers, motors, pumps, control centers, air handling units, tools, fume hoods, and other infrastructure and building components. Items for removal shall be clearly marked in the field from end to end prior to permit issuance by NTESS. All remaining infrastructure not demolished shall remain compliant to building code.
3. Environmental Permit – Used to control activities with environmental implications.
 - a. Use of Diesel Generator: Applies to the use of all diesel generators that are greater than 50 hp.
 - b. Discharge of Poned Water: Applies to discharges of any ponded water collected (intentionally or unintentionally) in the construction zone, including storm water runoff, process water, construction-related water, etc.
 - c. Discharge to Sanitary Sewer: Applies to discharge of any liquid waste to the sanitary sewer.
 - d. Grading, Discing, Excavating, or Other Earth Disturbing Activities: Applies to all earth disturbing activities that will impact one-acre or more. Applies to all earth disturbing activities of any size that require use of mechanized or motorized equipment in non-landscaped areas.
 - e. Trimming or Removal of Trees or Large Shrubs: Applies to trimming and removal of all trees and large, dense shrubs as these areas provide nesting habitat for birds.
 - f. Work In or Near Arroyo Seco Waterway: Applies to earth disturbing activities, debris removal, and application of pesticides / herbicides in or near Arroyo Seco. Applies to construction within Arroyo Seco or within 30 feet of the stream bank.
 4. Fire Protection Operating Permit – Used to control activities with fire protection implications. Examples include but are not limited to hot work, fire system impairment, and off road access.
 - a. Hot Work: Any cutting, welding, soldering, grinding, open flame, spark producing appliance, kettles, and roofing solvents shall be considered hot work. Remove transient combustibles from the work area, cover in-situ combustibles with resistive blankets, or relocate work to a safe location. Certain operations, such as work on a combustible roof or in areas of combustible vegetation, shall require a dedicated fire watch. Hot work is not allowed concurrent with suppression system impairments in occupied buildings. A minimum of a 2A-10B-C fire extinguisher shall be provided and immediately available within the work area.
 - b. Fire System Impairment: Any work on the fire sprinkler, underground fire water, fire alarm, fire detection, or automatic fire suppression systems shall constitute impairment to the system. Impairments on fire sprinkler systems in non-occupied buildings shall be completed during non-working hours or limited to the duration of a normal working day. Impairments to the fire sprinkler system in occupied buildings shall be completed during non-working hours or limited to four (4) hours duration.

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- c. Off Road Access: Applies to all vehicular off-road driving and construction activities within the outer perimeter area and undeveloped areas. Also applies to all personnel with an official need for pedestrian, vehicular or construction related access to the outer perimeter area or undeveloped area. Does not apply to pedestrian access within the developed areas of the site (i.e. areas that are not in the outer perimeter areas or the undeveloped area) or to driving on established gravel or dirt access roads.

1.2 SECURITY PROJECT PROCEDURES

A. Persons entering Sandia National Laboratories are subject to security controls required by the Department of Energy (DOE).

B. Personnel Access

1. Prior to initial entry into the principle construction site and security area, the Subcontractor shall furnish to the SDR a letter listing:
 - a. The names and addresses of all lower tier Subcontractor organizations.
 - b. Any known deviation from normal workday or workweek - 7:00 a.m. to 3:30 p.m., Monday through Friday, except weekends or holidays.
 - c. The period of time anticipated for completion of the Subcontractor's work within the security area.
 - d. The Badge Office shall be notified of the termination of employment of persons for whom access had been requested. NTESS reserves the right to exclude from the area any Subcontractor as deemed appropriate.
2. Each person shall be required to present proof of citizenship, photo identification, and complete the Visitor sign-in prior to initial access to the East Avenue Corridor (EAC) and the construction site.
 - a. The following documentation is acceptable evidence of U.S. Citizenship. Documentation will be reviewed only; not kept or copied.
 - 1) Birth Certificate
 - a) Shall show the record was filed shortly after birth and be certified with the registrar's signature.
 - b) It shall bear the raised, impressed, or multi-colored seal of the registrar's office. The only exception to this policy is if a state or other jurisdiction does not issue seals as a matter of policy.
 - 2) Born Abroad to a U.S. Citizen
 - a) Certificate of Citizenship issued by the Immigration and Naturalization Service.
 - b) A Report of Birth of a Citizen of the United States of America – Form FS240.
 - c) A Certificate of Birth Form FS545 or DS1350.
 - 3) Claim of Citizenship by Naturalization
 - a) A certificate of naturalization showing the individual's name is required.
 - 4) U.S. Passport either current or expired.
 - 5) Record of Military Processing Armed Forces of the US-DD Form 1966 reflecting that the individual is a U.S. citizen.
3. Badge Office Hours:

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- a. Monday through Friday: 7:15 a.m. – 3:00 p.m.
 4. Security badges are required to be worn by all personnel. Badges are government property, are accountable, and shall be returned at the end of the assignment, specific task, upon termination or end date of the subcontract—whichever comes first.
- C. Vehicular Access
1. All vehicles and individuals entering the site are subject to search. Security Officers conduct random, unannounced searches. Subcontractors, Subcontractor vehicles, and all on-board materials and containers will be subject to search by security guards upon entering or leaving construction site and the security area.
 2. Subcontractor vehicles carrying on-board materials and containers shall enter the East Avenue Corridor through the LLNL-controlled Delivery Vehicle Inspection Station (DVIS) located at Greenville and East Avenue.
 3. Vehicle permits are required to drive Subcontractor vehicles onto construction areas located in the Property Protection Area (PPA) or Limited Areas (LA). A vehicle permit is not required to access the East Avenue Corridor (EAC). Vehicle Permits can be obtained from Badge Office. A valid driver's license shall be presented to obtain a vehicle permit. Because Sandia National Labs California is primarily a pedestrian site, every effort to minimize the number of vehicles at the construction site should be considered.
- D. Prohibited Articles
1. Photographic equipment.
 2. Explosives or incendiaries in any form except explosive actuated fastener tools.
 3. Guns, ammunition, or similar weapons.
 4. Telescopes or binoculars, including surveying equipment.
 5. Electronic sending and receiving devices, including FCC licensed mobile radios.
 6. Narcotics and alcoholic beverages.
 7. Recording devices and recording tapes.
 8. Other items as posted.
 9. If any of the items listed are required by a Subcontractor for the execution of work, the Subcontractor shall receive written permission from the SDR for each item brought into the site.
- E. Security Boundary
1. No storage of materials, parking of vehicles or equipment, and / or placement of job offices or temporary storage buildings will be allowed within 50 feet of any permanent structure, 20 feet of any security fence or gate, or 10 feet of existing utilities including manholes, power poles, valve boxes, cleanouts, or service access areas.
 2. Subcontractor shall not make any penetrations over, under, or through security fences, barricades, walls, or roofs located within or on the perimeter of the security area without permission of SDR. Any such penetration necessary under this subcontract shall be performed under security escort. Such penetration shall be secured at the end of each working day to the satisfaction of the SDR. Any open trenches that are within 3 feet of the perimeter fence shall be backfilled at day's end.

1.3 INTERNET ACCESS POLICY

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- A. Internet access is allowed only in General Access Areas (GAA) and Property Protected Areas (PPA) with the following restrictions:
 - 1. Cellular data connections to Cellular providers, such as AT&T, Verizon, T-Mobile, Sprint, etc. (Smartphones connect to the Internet this way.)
 - 2. Connecting a laptop via wifi to Sandia's Hotel Network (VisitorNet). This requires a username and password be generated for the user.
 - 3. Connecting to Sandia's Hotel Network via Ethernet (wired). Sandia Facilities may provide web access upon written request from the Subcontractor. Information required from the Subcontractor will consist of: First Name, Last Name, Visitors Organization, Purpose of Visit, First Date of visit and Last Date of visit.
 - 4. To submit the request, the SDR will go to the Sandia Hotel Network Registration page: <https://hotel.sandia.gov/index.html> and select "Schedule a new visit". The Subcontractors username and password will be emailed to the SDR which can then be provided to the Subcontractor for the duration of the visit.

- B. The following internet systems are not allowed:
 - 1. Tethering a laptop with a wire through a smartphone or other 3G/4G device, such as a Verizon MiFi.
 - 2. Creating a new wireless network by turning on the portable "Hotspot" feature on a smartphone to allow other devices (laptops, tablets, etc.) to wirelessly use the smartphone's Internet connection.
 - 3. Turning on a Verizon MiFi or other portable wireless access point device to generate a new wireless network.
 - 4. Broadcasting a network using a wireless router or other access point.

1.4 OSHA LEAD CONSTRUCTION PROCEDURES

- A. OSHA Trigger Task
 - 1. Construction operations defined as a trigger task by 29 CFR 1926.62 are prohibited by SNL until the lead hazard is removed. OSHA's trigger tasks are as follows:
 - a. Manual demolition (i.e., using sledge hammers to demolish lead painted gypsum, plaster, etc.).
 - b. Manual (or power tool) dry sanding, scraping, or grinding.
 - c. Heat gun use.
 - d. Spray painting with lead paint.
 - e. Welding, torch cutting, and burning.
 - f. Abrasive blasting.
 - g. Any activity where a Subcontractor suspects employee lead airborne exposure may exceed the OSHA permissible exposure limit (PEL) of 50 micrograms/meter cubed as an 8 hour time weighted average (TWA).
 - 2. The above construction operations are tasks that are known to create unacceptable quantities of dust or vapor and are presumed to create employee exposures above the OSHA PEL. As such they have a higher restriction on the activity. Until employee exposure air monitoring indicates otherwise, an employer is required to provide respiratory protection appropriate to the task's presumed

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exposure level, protective clothing and equipment, change areas, hand-washing facilities, training, and initial medical surveillance.

B. Non-trigger Task

1. Some construction operations impact lead, but are not listed as a trigger task in 29 CFR 1926.62. Following are some examples:
 - a. Drilling or cutting into lead painted surfaces.
 - b. Wet sanding or scraping lead painted surfaces.
 - c. Removing lead-based paint with a SNL approved stripper.
 - d. Removing intact building components (wall systems, windows, doors, door frames, etc.).
 - e. Installing fasteners and brackets to surfaces coated with lead based paint.
2. When performing non-trigger task operations, a Subcontractor can substantially reduce employee exposure to lead by:
 - a. Lead hazard awareness education and training.
 - b. Encouraging employees to stop work and contact their competent person/safety officer when concerns related to lead exposure arise.
 - c. Using work practices that reduce the generation of lead dust.
 - d. Practice good housekeeping.
 - e. Practice good personal hygiene.
3. With respect to 29 CFR 1926.62 and performing non-trigger task operations, each Subcontractor is responsible for assessing the work methods and procedures to ensure that their employees are not being exposed above the PEL.
4. It is NTESS' intent to identify all lead hazards associated with a project prior to the start of construction. However, the possibility exists that not all lead hazards associated with a project will be identified and/or removed. Anytime questions arise as to whether a painted surface contains lead, the Subcontractor competent person or workers are empowered to stop work and contact the SDR for a determination.

1.5 UNION BUSINESS REPRESENTATIVE HOSTING PROCEDURE

- A. The purpose of this procedure is to describe the hosting requirements for business representatives from a local union or district council who file a request to visit the Sandia National Laboratories California jobsite for the purpose of a safety inspection or in response to a safety-related or other contractual grievance.
- B. Upon receipt of such request the Subcontractor shall submit written documentation to the SDR that includes the following:
 1. Name(s) and affiliation of the person(s) requesting access.
 2. Date and anticipated duration of the visit.
 3. Location of the jobsite; specific area of concern; point of contact.
 4. Reason for the visit with contractual justification stated.
- C. Upon written approval from the SDR, the Subcontractor shall schedule, coordinate, and host the visit in accordance with security procedures described elsewhere in the Subcontract Documents. The Subcontractor shall ensure:
 1. Access is restricted to the jobsite and location stated above.
 2. Discussions are limited to the subject matter identified above.

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3. Visitors are under constant escort / supervision by the Subcontractor and accompanied by the SDR or his designee while on Sandia property.

1.6 APPROVAL TO START CONSTRUCTION PROCEDURES

- A. No work shall take place until notice to proceed is given to the Subcontractor in writing by the SDR. Approval to start physical construction work on the Sandia National Labs California site will not be given until all Pre-Work Checklist items have been completed to the satisfaction of the SDR.

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**PRE-WORK CHECK LIST
(SDR / Delegate Completes)**

Project Number:

Date:

Project Name:

Construction Manager:

SDR / Project Manager:

SDR Approval to Start:

Construction: Contract Number:

Manager Approval:

Subcontractor:

Subcontractor Superintendent:

Date/Initials	Item	Action Required
	1.	Illness Injury Prevention Program Submitted and Approved
	2.	Chemical SDS's Submitted and Approved
	3.	Progress Schedule Submitted and Approved
	4.	Personnel List Submitted
	5.	Preconstruction Conference Completed
	6.	Facility Work Permits Identified / Obtained
	7.	Construction Fencing / Barriers Installed
	8.	Hidden Hazard Survey Performed
	9.	Safety Related Work Controls in Place/ Traffic Plan
	10.	Preliminary Risk Assessment (completed by FESH) and provided to Subcontractor by SDR
	11.	Asbestos / Lead Work Release provided to Subcontractor by SDR
	12.	Storm Water Pollution Prevention Measures Taken
	13.	Property Survey Completed
	14.	Construction Site
		a. Job Trailer Installed
		b. Electrical Service Installed
		c. Telephone Service Installed
		d. Water Service Installed
		e. Potable Water Available
		f. Toilet Facilities Available
		g. Fire Extinguishers Available
		h. First Aid Kits Available
		i. Signage Posted
		j. Complete Bid Package at Site
		k. Required OSHA Documents at Site
		l. Safety Bulletin Board Complete and Posted
	15.	Bonding Submitted
	16.	Notice to Proceed Given by SDR
	17.	Sandia Site Orientation Training – (valid for 1 year)

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PART 2 - PRODUCTS – Not Used

PART 3 - EXECUTION – Not Used

END OF SECTION