

ENVIRONMENTAL, HEALTH & SAFETY INSTRUCTIONS AND GENERAL OPERATING RULES FOR CONTRACTORS AND SUBCONTRACTORS AT INGALLS SHIPBUILDING

The following information is provided for contractors and subcontractors performing work for Ingalls Shipbuilding. The information is intended for general guidance only and is not intended as a substitute for an Environmental, Health & Safety (EH&S) management program, which is the responsibility of the contractor or subcontractor. It is the responsibility of all contractors and subcontractors to comply with applicable federal, state, and local EH&S laws and regulations whether or not specifically addressed in this instruction.

A. Prior to start of work on a project at Ingalls Shipbuilding the Contractor shall:

- Provide a list of all hazardous materials expected to be used on the job to Ingalls Shipbuilding EH&S.
- Identify any wastes expected to be generated during the activity to Ingalls Shipbuilding Environmental Engineering and Resource Recovery.
- Provide the estimated quantity and estimated ship-out schedule of waste to Ingalls Shipbuilding Resource Recovery.
- Contact Ingalls Shipbuilding Resource Recovery (228-935-8401 or 228-369-7212) to identify the waste categories and receive assistance on waste segregation and containerization requirements.
- Provide a copy of each SDS and the maximum quantity to be stored on site to Ingalls Shipbuilding EH&S for review and approval prior to starting work on site.
- Provide Ingalls Shipbuilding Environmental Engineering with documentation of OSHA/EPA required training for employees who will handle hazardous materials or hazardous wastes (29 CFR 1910.120, 40 CFR 265.16).
- Provide Ingalls Shipbuilding Safety-Fire Prevention (S-FP) Department with a scope of work. Contractor shall also visit the Safety Office prior to commencing work.

B. Contractors performing work at Ingalls Shipbuilding shall:

- a) Ensure that all containers of material are clearly marked with the following information:
 - Identity of the hazardous chemicals in each container.
 - Appropriate hazard warnings.
 - Name, address and phone number of the manufacturer.
 - Contractor's business name and phone number.
- b) Maintain on file a Safety Data Sheet (SDS) for each material required to have a Safety Data Sheet.
- c) Maintain a daily record of quantity of each hazardous material and each fuel used on site and report quantities to Ingalls Shipbuilding Environmental Engineering on a weekly basis.
- d) Manage materials and wastes at all times and at all work sites in accordance with best management practices to prevent the release of pollutants or hazardous substances to soil, air or waterways and minimize the amount of waste generated.
- e) Inspect material containers at least once daily.
- f) Immediately correct any discrepancy such as leaks, open containers, improper storage conditions, incorrect labeling, etc.
- g) Immediately clean up and containerize any spilled material or waste.
- h) Report all spills and emergencies occurring on Ingalls Shipbuilding property to Command and Emergency Operations Center (CEOC) by dialing 6101 on any Ingalls Shipbuilding in-house phone. If calling from an outside or cellular phone call the following for emergency response:
 - Pascagoula – (228) 935-6101
 - Avondale – (504) 909-5366

- i) Wherever hazardous waste is generated such wastes must be managed in accordance with regulations pursuant to the Resource Conservation and Recovery Act.
- **Place hazardous waste in DOT approved container that is in good condition and free of rust.**
 - **Mark container with the words “HAZARDOUS WASTE” and the identity of its contents.**
 - **Accumulate no more than 55 gallons of a specific waste at any time.**
 - **Inspect the container regularly for cracks, leaks, corrosion or other defects.**
 - **Store container in a safe location controlled by the process operator, away from sources of heat or flame or other danger.**
 - **Keep container of hazardous waste closed at all times except when adding waste to the container.**
 - **Once the container is full, date the container and immediately transport to Ingalls Shipbuilding Resource Recovery accompanied by a Material Relocation Form SSF P0068 and appropriate SDS.**
- j) Empty hazardous material containers shall meet the definition of an empty container (A container is empty when all wastes have been removed that can be removed using the practices commonly employed to remove materials from that type of container, e.g., pouring, pumping, aspirating, and no more than one inch of residue remains on the bottom of the container (40 CFR 261.7). Empty containers must be prevented from accumulating rainwater and must be taken to Resource Recovery for disposal.

C. Concrete Jobs

Whenever Ready-Mix Concrete Trucks are used on site, the following procedures must be followed for the washout/rinse of trucks:

- a) **Build a small sedimentation pond with a plastic liner**
- b) **The berm around sedimentation pond should be at least 2-3 feet high.**
- c) **Allow sediment in process water to settle out.**
- d) **Allow process water to evaporate.**
- e) **If sedimentation pond is to the point of overflowing, call Resource Recovery to pump out process water (pH should be (6.0-9.0), do not pump out solids).**
- f) **Dispose of process water by sending to Resource Recovery (pH should be 6.0-9.0).**
- g) **Dispose of concrete solids from the sedimentation pond, through Resource Recovery.**

D. Waste Disposal

The disposal of all wastes generated on Ingalls Shipbuilding sites by contractors and subcontractors shall be conducted under the management of Ingalls Shipbuilding. All wastes except for inert demolition debris shall be disposed through Ingalls Shipbuilding Resource Recovery. Inert demolition debris shall be disposed at a site approved by Ingalls Shipbuilding Environmental Engineering.

E. Demolition Debris

A contractor or subcontractor removing demolition debris from Ingalls Shipbuilding property shall be issued a trip ticket by Resource Recovery describing the load and directing the load to the approved disposal site. The trip ticket shall be signed by the disposal facilities authorized agent and returned to Ingalls Shipbuilding Resource Recovery.

Demolition debris suitable for disposal in Permitted Class I Rubbish Site is:

- a) **Construction and demolition debris, such as wood, metal, etc.**
- b) **Brick, mortar, concrete, stone and asphalt.**
- c) **Cardboard boxes**
- d) **Natural vegetation, such as tree limbs, stumps, and leaves.**
- e) **Appliances (other than refrigerators and air conditioners) that have had the motor removed.**
- f) **Furniture.**
- g) **Plastic, glass, crockery, and metal except containers.**
- h) **Sawdust, wood shavings, and wood chips**
- i) **Other similar wastes specifically approved by the Department of Environmental Quality.**

The following wastes are prohibited from disposal at all rubbish sites:

- a) **Waste that has been contaminated with food or chemical.**
- b) **Household garbage and other food and drink waste.**
- c) **Liquids, sludges, and contaminated soils**
- d) **Paint, paint buckets, oil containers and chemical containers**
- e) **Engines, motors, whole tires, and all types of batteries**
- f) **Toxic or hazardous waste**
- g) **Asbestos and asbestos containing material**
- h) **Medical waste**
- i) **Fabric, paper, refrigerators, air conditioners, cut or shredded tires, and any metal, glass, plastic or paper container, unless specifically approved by the Department of Environmental Quality.**

F. General Rules

- a) No smoking is allowed in restricted areas. All such areas are posted appropriately.
- b) Personal protective equipment is required to be worn at all times in production areas. Such items as approved hard hats, safety glasses, and footwear must be worn upon entrance. Other personal protective equipment such as respirators, hearing protectors, gloves, etc., must be worn while engaged in operations requiring such equipment. Hard hats must have company logo on front. Supervisory personnel may wear white, if company identification is on the hat. Safety toed boots/shoes must meet the requirements of ANSI Z41-1999 or ASTM standards. Respirator protection shall be in accordance with OSHA Standard 29 CFR 1910.134 for all contract/subcontract employees.
- c) Maintain good housekeeping in your own work area. Each person is responsible for the trash he/she creates.
- d) Keep fire lanes, roadways, walkways and aisles free and clear of material.
- e) The use of unsafe or defective equipment or tools is not permitted.
- f) Running and horseplay of any kind is prohibited.
- g) Walking down ladders face outward is prohibited. Always face the ladder and use both hands. Be sure the ladder is properly secured.
- h) Walking under overhead or suspended loads is not permitted at any time.
- i) Never leave tools or other loose materials on scaffolds or other places where they may fall on someone below.
- j) Machine guards are for your protection. Do not work on machinery that is not equipped with proper guards.
- k) The posted speed limits must not be exceeded by any vehicle on company property. If you are driving in the yard and hear an emergency siren, always pull over to the right side of the roadway and remain stopped until the emergency vehicle has passed.
- l) While working aloft on surfaces not protected by guard cables, full body harnesses with retractable lanyards shall be worn. While working over water surfaces not protected by guard cables, life vests shall be worn. At times, conditions may warrant the wearing of both life lines and vests. While operating aerial lifts over land, full body harness with lanyard attached to anchorage shall be worn. If aerial lifts are extended over water, operator shall wear a life vest with the lanyard detached from the anchorage.
- m) Radiation safety rules shall be followed at all times when working in areas where radiography is in progress; safe boundaries are established on all sides and the area is "roped off." Warning signs are placed along the ropes. Such areas are restricted and can be entered only with permission from the radiographer.
- n) Compressed air shall not be used by any person to clean their clothing.
- o) It is the responsibility of each person to report any unsafe condition to their supervisor. It is paramount to each person's safety that he or she never enters into any circumstance of which he or she is uncertain. Area supervision will advise you of the correct method.
- p) Follow instructions of the applicable area management on how to evacuate a ship in the event of an emergency.
- q) Prior to entering the shipyard, all subcontractors are required to furnish Safety Data Sheet for hazardous material to the Safety-Fire Prevention Dept. and to the applicable area management office. When hazardous waste will be generated, contact Resource Recovery to ensure availability of hazardous waste containers and to obtain instructions on how to handle the hazardous waste.
- r) Supplier's Field Representative is required to make known to Ingalls Shipbuilding Security any substance carried on his person or vehicle that may be hazardous to shipyard, its personnel, ship or ships atmosphere,

e.g., including but not limited to: mercury, radium, acids, paints, preservatives, solvents, alloys, metallic coating, liquids, solids or gases.

- s) Contractors/subcontractors are required to abide by all shipyard rules and regulations, as well as OSHA rules and regulations set forth in 29 CFR 1910 (General Industry), 29 CFR 1926 (Construction Industry) and 29 CFR 1915 (Shipbuilding Industry), with specific emphasis on the Hazard Communication Standard 29 CFR 1910.1200 and Personal Protective Equipment Standard 29 CFR 1910-Subpart I. Ingalls Shipbuilding reserves the right to stop a contractor/subcontractor whenever an unsafe practice is deemed to exist, as well as evict them from the shipyard and terminate their contract. The primary responsibility for the safety of the employees of contractor/subcontractor, including the methods and control used to comply with applicable laws, rules and regulations, belong to the contractor/subcontractor and not to Ingalls Shipbuilding.
- t) Use of non-U.S. citizens in the shipyard is to be avoided. Subcontractors shall notify the applicable Ingalls Shipbuilding Buyer in the event it is necessary to use a non-U.S. citizen in the shipyard. Non-citizens are not permitted in the shipyard without prior Ingalls Shipbuilding and Navy approval. For material required to be shipped to Ingalls Shipbuilding to support a Vendor Support Request, use the following address:

Ingalls Shipbuilding
West Bank Receiving Whse. 221
Pascagoula, MS 39567
Attn: (Supplier Rep) [with cell number or telephone number where they can be reached]

- u) A contractor or subcontractor shall leave no unused materials on site. At the completion of a project the contractor shall remove all unused material and all wastes shall be properly disposed.
- v) Any contractor or subcontractor found to be in violation of any EH&S rules can be ejected or escorted off Ingalls Shipbuilding premises.
- w) Personal photography, videography, and sound recording on Ingalls's premises (via cell phone or any other device) are all prohibited without prior approval from Ingalls Security.

I hereby acknowledge that, on behalf of the contractor/supplier named below, I have reviewed, fully understand, and agree to abide by the General Safety/Operating rules stated herein.

Contractor/Supplier Company Name: _____

By:

Signature: _____

Printed Name: _____

Title: _____

Date: _____