



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEHR-E/CESO-I

19 October 1990

MEMORANDUM FOR SEE DISTRIBUTION

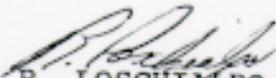
SUBJECT: Supplemental Guidance on Hazard Pay Environmental
Differentials Regarding Hazard Toxic Waste (HTW) Sites

1. Enclosed is supplemental guidance regarding the payment of hazard pay for GS/GM positions and environmental differential for FWS positions specifically assigned/detailed to on-site HTW site predesign, design and construction activities where exposure conditions identified in paragraphs 5 and 9 of the guidance are met. This guidance should be implemented upon receipt. We are continuing to work towards publishing this guidance in a more permanent format.

2. Questions regarding this guidance should be directed to Millie Edwards, CEHR-E, (202) 475-9029, or to Robert Stout, CESO-I, (202) 272-0091.

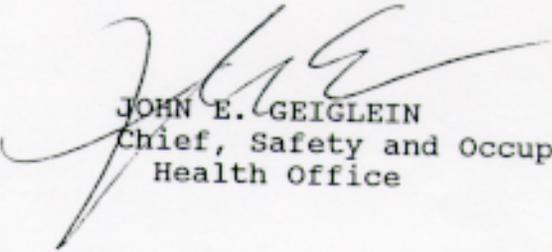
FOR THE COMMANDER:

Encl



R. LOSCHIALPO

Director of Human Resources



JOHN E. GEIGLEIN

Chief, Safety and Occupational
Health Office

DISTRIBUTION:

Division Commander, ATTN: Civilian Personnel Offices
District Commander, ATTN: Civilian Personnel Offices
Commander, Toxic and Hazardous Materials Agency, ATTN: Civilian
Personnel Office
Director, Humphreys Engr Center Support Activity, ATTN: Civilian
Personnel Office
Commander/Director, Construction Engineering Research Laboratory,
ATTN: Civilian Personnel Office
Commander/Director, Cold Regions Research and Engineering
Laboratory, ATTN: Civilian Personnel Office

CEHR-E/CESO-I

19 October 1990

SUBJECT: Supplemental Guidance on Hazard Pay Environmental
Differentials Regarding Hazard Toxic Waste (HTW) Sites

DISTRIBUTION: (Cont)

Commander/Director, Waterways Experiment Station, ATTN: Civilian
Personnel Office

Division Commanders, ATTN: Safety and Occupational Health Offices

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Commander, Toxic and Hazardous Materials Agency, ATTN: CETHA-SO

Director, Humphreys Engr Center Support Activity, ATTN: CEHEC-SO

Commander/Director, Construction Engineering Research Laboratory,
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Laboratory, ATTN: CECRL-SO

Commander/Director, Waterways Experiment Station, ATTN: Safety
and Occupational Health Office

SUPPLEMENTAL GUIDANCE
Civilain Personnel Policy on Hazard Pay
Environmental Differentials

1. References.

- a. AR 690-532-1
- b. ER 37-1-20
- c. EP 37-2-1, Chapter 7
- d. 5 U.S. Code 5545(d) and 5548(b)
- e. 5 C.F.R. 550.901 et. seq.
- f. 29 CFR 1910.120, Appendix B
- g. Federal Personnel Manual Supplement 532-1, Paragraph 8-7 and Appendix J
- h. Federal Personnel Manual Supplement 990-2, Book 550, Subchapter S.9, and Appendices A and E
- i. USACE Hazard Toxic Waste Management Plan, June 1988

2. The purpose of this document is to provide supplemental guidance for the payment of pay differentials for irregular or intermittent duty involving unusual physical hardships, hazards, or working conditions of an unusually severe nature.

3. This guidance is generally applicable to all USACE GS/GM and Federal Wage System (FWS) positions specifically assigned/detailed to on-site hazard toxic waste (HTW) site predesign, design and construction activities where exposure conditions identified in paragraph 5 and 9 are met. HTW sites are sites as defined in the USACE HTW Management Plan (reference 1i). Also, for ease of reference, both hazard pay (GS/GM) and enviromental differential (FWS) are collectively referred to as hazard pay.

4. Paragraph 1 lists the references governing payment of hazard pay. However, there has been a difference of interpretation among the various USACE servicing personnel offices as to when hazard pay should be granted at hazardous waste sites. As a result, some of our employees receive hazard pay. Others, in seemingly comparable situations, do not. This is intended to provide clear USACE-wide guidance for Field Operating Agencies (FOA) to use when determining eligibility for hazard pay at HTW site activities.

Encl

SUPPLEMENTAL GUIDANCE (Cont)

5. References 1a through 1e, 1g, and 1h provide authoritative guidance on the payment of hazard pay for GS/GM and FWS employees respectively. Applying this guidance to USACE HTW positions, hazard pay is considered to be warranted if ALL of the following three conditions exist:

a. The employee must perform duty that is subject to eligible physical hardship or hazards criteria as described in references 1a, 1g, and 1h.

b. The duty must be irregular or intermittent as described in paragraph 7.

c. The duty must not affect the grade of the FWS position or the classification of the GS/GM position.

b. In order to establish a common interpretation of the three conditions listed above, the explanations in paragraphs 6 through 9 shall apply.

6. Those conditions that warrant hazard pay are described in references 1a, 1g, and 1h. The most common hazard would include exposure to hazardous agents, e.g., toxic chemical materials, when there is a possibility of leakage or spillage or physical hazard such as described in the examples found in Appendix A.

b. Hazard pay is not permitted for work activities of GS/GM or FWS employees not listed in references 1a, 1g, and 1h. When FOA who identify exposure to unusual physical hardships or hazards not eligible for hazard pay as described in the references above, they may request that such unusual hardship or hazard conditions be added to the list of eligible categories. Such requests shall be submitted to the Director of Personnel, ATTN: CEHR-E. Such requests will be processed through the Army civilian personnel channels to the Office of Personnel Management for evaluation.

7. a. Time Administration. Irregular or intermittent means that the duties are not performed on a regular basis in accordance with an established schedule. Most USACE employees concerned with on-site HTW pre-design, design and construction activities involving physical hardship or hazardous conditions do not normally perform this work in accordance with an established schedule. Rather, the work is performed on an as-required basis. The bulk of such USACE employees concerned with physical hardship or hazardous duty situations are in professional and technical occupations that involve responsibility for program development

SUPPLEMENTAL GUIDANCE (Cont)

and management, preliminary assessments and site inspections, predesign evaluations, technical analyses, on-site design efforts and construction management oversight. Therefore, USACE employees who are exposed to physical hardships or hazardous conditions on a sporadic basis can be considered to fall within this definition of irregular or intermittent.

b. Position Classification.

(1) The opposite of irregular or intermittent is regular and recurring. Performing HTW predesign, design and construction tasks involving physical hardships or hazardous conditions can be considered irregular or intermittent if exposure to physical hardship or hazards is infrequent, i.e., normally consisting of less than a substantial amount of the time. The rationale for this is rooted in the classification concept of "major duty" which is generally defined as one that recurs periodically and occupies a substantial amount of the incumbent's time. Therefore, if involvement in physical hardship or hazardous duty situations occupies less than a substantial amount of an employee's time, it could be considered a minor rather than a major duty and, consequently, irregular or intermittent. However, there may be situations where hazard pay can be granted even if physical hardship or hazardous duty situations occupy more than a substantial amount of the employee's time. Such rare cases could occur, for example, when an employee suddenly encounters a "catastrophic" type situation, and exposure to physical hardship or hazardous situations dramatically increases. In such cases, hazard pay could be granted, if warranted, because emergency one-time "catastrophic" situations are, by definition, infrequent and unusual.

(2) The definition of what is "substantial" is not included in law or OPM regulation. Ten percent or more of an employee's time (per annum) provides a useful benchmark. Servicing personnel offices involved in tracking hazard pay for GS/GM employees should see to it that the time actually spent in exposure to physical hardship or hazard situations counts as part of the overall total and not the time for which hazard pay is received. This is because a GS/GM employee who is exposed to a physical hardship/hazard situation of one hour, for example, normally receives eight hours hazard pay. However, only the one hour of exposure to the physical hardship/hazard situation should be counted in making the determination of whether the duty is irregular or intermittent. This is in contrast to FWS employees, who receive hazard pay for hours of actual exposure.

SUPPLEMENTAL GUIDANCE (Cont)

8. Hazard pay may not be granted to FWS employees when duties involving exposure to physical hardship or hazard have been taken into account in the grading of their positions. For GS/GM employees, a hazardous duty differential is not payable when the hazard has been taken into account in the classification process, whether or not the duty has resulted in a change in the grade of the position.

a. In the USACE, virtually all wage system and GS/GM positions concerned with HTW on-site predesign, design and construction activities are graded on the basis of their professional, technical, and/or administrative responsibilities rather than on the basis of being exposed to physical hardship or hazardous duty situations. GS/GM positions classified by FES standards address both "physical demands" and "work environment." When 50 points are granted for these factors, it may be considered that the hazard has been taken into account in the classification process. Positions granted 20 points or less for these factors would be eligible for hazard pay for the HTW conditions described elsewhere in this circular. Consequently, it is almost inconceivable that GS/GM employees could be deprived of hazard pay on account of the classification of their positions.

b. Working conditions are included in the grading of FWS jobs. However, if exposure to conditions of any unusual nature is regular and recurring, any related skill and knowledge, and responsibility should be taken into account in grading the jobs. This may or may not result in changes in the basic grades of the jobs as shown by applicable classification standards.

9. Safety.

a.(1) The Command's safety and occupational health policy is that no USACE employee be exposed to physical hardship or hazardous duty situations without protective safeguards. In consonance with the objectives of the Hazard Pay/Environmental Differential Pay Procedures, the overwhelming number of potentially hazardous job exposures can and must be adequately controlled. Through operation of the Army and USACE safety and occupational health programs, safety and health hazards can be adequately controlled and pose little significant hazard if controls are provided and properly used. Where the job-related hazard or environmental condition is "practically eliminated" by provision of personal protective measures, standard operating procedures, or devices, hazard pay is not warranted and should

SUPPLEMENTAL GUIDANCE (Cont)

not be paid. Where effective measures are provided but are not utilized because of inconvenience to the employee, no basis exists for payment, and disciplinary action should be considered.

(2) When payment for a job-related hazard or environmental condition is questionable, the servicing civilian personnel office will request a hazard survey and/or determination by FOA safety and occupational health authorities. For industrial hygiene/occupational health related exposures the hazard determination shall be made by the FOA safety and occupational health office's industrial hygienist. The opinions of these authorities on whether the conditions can be or are controlled to the extent that personal hazard to the individual employee is "practically eliminated" will be a major consideration.

(3) Most adverse working conditions can be avoided by providing adequate protection to remove physical and health hazards. Such protection, however, may not be technically feasible, may require considerable time for engineering controls to be provided, or may create other adverse environmental conditions. In such cases local safety or occupational health authorities will determine the practicality of additional environmental or hazard controls. The findings will serve as a key consideration for determining the requirement for additional payment pending provision of such controls.

(4) Where environmental differential is currently being paid and safety and/or occupational health authority findings have not been obtained, such authorities will be promptly consulted. Results will be documented and the Personnel office will determine whether to continue or discontinue payment.

b. If a HTW predesign, design or construction activity involving eligible hazardous conditions requires the wearing of personal protective equipment (PPE) as described in 29 CFR 1910.120, Appendix B, Part A.I and A.II (reference 1f), then it can be considered that no safety precautions can be taken which will reduce the degree of risk to a negligible level. In such situations, hazard pay should be authorized, provided all other regulatory requirements are met. Hazard pay shall not be granted for a HTW predesign, design or construction activity involving eligible hazardous conditions that requires the wearing of PPE as described in 29 CFR 1910.120, Appendix B, Part A.III (reference 1f), unless a formal site-specific hazard determination has been conducted by the FOA Safety and Occupational Health Office, and that determination clearly

SUPPLEMENTAL GUIDANCE (Cont)

demonstrates that the wearing of such PPE will not "practically eliminate" all the potential eligible physical hardships or hazards to be encountered during the conduct of that activity.

c. If the PPE as described in subparagraph 9b are worn at a site of unknown hazard as a precautionary measure only and the situation later turns out to be nonhazardous, as determined by the FOA Safety and Occupational Health Office's hazard evaluation, hazard pay may not be granted.

d. If the PPE as described in 9b are not worn at a site presumed to be nonhazardous, which later turns out to be hazardous to the extent that such protective equipment should have been worn, and the FOA Safety and Health Office has determined that the wearing of such PPE would not have practically eliminated all the potential physical hardship or hazards, then hazard pay should be granted.

10. a. Implementation of the time, labor and accounting procedures for providing hazard pay to employees meeting eligible conditions shall be IAW provisions of references 1b and 1c.

b. Each servicing personnel office is encouraged to develop local procedures to supplement this USACE guidance, and provide whatever training may be required to implement the hazard pay policy effectively.

c. Explanatory information regarding this policy memorandum is included at Appendix A.

d. An example procedure for the determination and documentation of HTW hazard duty eligible for hazard pay is included at Appendix B. This information can be used in developing local differentiate between time spent exposed to physical hardship or hazardous conditions and time for which hazard pay is granted. (see paragraph 7b(2) above).

e. Policy and responsibilities for requesting a hazard determination to evaluate the physical hardship or hazardous duty exposure conditions and authorizing hazard pay shall be in accordance with the guidance contained in Appendix C.

SUPPLEMENTAL GUIDANCE (Cont)

f. The effective date of this policy is the date of receipt in the local personnel office. Retroactive pay for exposure to hazardous conditions may NOT be granted except in accordance with the provisions of applicable law or regulations, e.g., 5 U.S.C. 5596 or 5 C.F.R. 550.801 et. seq. You should seek the advice of your legal counsel in such cases.

3 Appendices

APP A-Hazard Pay/
Environmental Differential
APP B-Local Procedures
APP C-Auth of Performance
of Hazardous Duty

APPENDIX A
HAZARD PAY/ENVIRONMENTAL DIFFERENTIAL
EXPLANATORY INFORMATION

INTRODUCTION

This Appendix provides explanatory information about Hazard Pay/Environmental Differentials. The purpose is to help users better understand and apply the concepts of Hazard Pay Environmental Differential and help explain them to employees and supervisors.

ISSUES THAT MAY BE RAISED

Issues that may be raised that require further explanation are discussed below in order of the subject matter of the circular.

1. PURPOSE.

a. Issue. Is the stated purpose appropriate?

b. Response. In order to apply this guidance in the spirit in which it is intended, good judgment must be applied. It is not possible to describe every specific circumstance within the context of the hazard pay universe. Emergency conditions are frequently amorphous and unsettled and just are not susceptible to precise regulatory application. Therefore, the entire situation must be considered when determining whether hazard pay should be granted. Decisions should be rendered considering the philosophy or sense of the Agency and the spirit of the law and regulations governing hazard pay. Technical assistance regarding a hazard determination is available from the FOA safety and occupational health office professionals (designated officials). These designated officials are the individuals responsible for determining if hazardous work conditions exist. The personnel officer is responsible for coordinating supervisory recommendations with the designated official and assuring that the other requirements of law and regulation are met.

2. APPLICABILITY.

a. Issue. Are commissioned officers included in Hazard Pay/Environmental Differentials covered by this policy?

b. Response. Hazard Pay/Environmental Differential under 5 U.S. Code 5545 et. seg. does not apply to commissioned officers.

APPENDIX A (Cont)

3. NO COMMENTS PROVIDED

4. NO COMMENTS PROVIDED

5. NO COMMENTS PROVIDED

6. CONDITIONS.

a. Issue. Is there provision of sufficient objective criteria to determine hazard pay authorizations?

b. Response. Subchapter S.8-7 and Appendix J of (FPM) Supplement 532-1 and S.9. and Appendices A and E of Book 550 of Federal Personnel Manual Supplement (FPM) 990-2 include the OPM guidance concerning environmental differential and hazard pay. The appendices provide examples of hazardous duty situations. Most of these examples are sufficient to enable any reasonable person to make hazard pay determinations. Two work situations are identified below that constitute reasonable interpretations as to what can be considered as exposure to toxic materials and other related conditions warranting hazard pay. In addition, the Headquarters, OPM maintains files of approved hazard pay requests and these files contain a large amount of supplemental material that augment the examples described in the Appendices. At our request, the OPM hazard pay expert will research these files to determine if the examples contained therein can reasonably apply to the USACE. Therefore, if a hazardous condition exists for which existing guidance is insufficient to warrant hazard pay, it should be referred to CEHR-E who can then discuss it with the Army Civilian Personnel Office and OPM to obtain a decision. The work situation examples referred to above include:

(1) The storage site contained hundreds of drums of toxic materials with some leakage noted. There was potential for fire and explosion if strong oxidizing materials were to contact organic materials that were both present.

(2) The warehouse contained 400 drums of organic solvents and acids. Drums were rusty and leaking, improperly stacked, deteriorating at their base, and not segregated to avoid incompatibles next to one another. The building was poorly ventilated and puddles of unknown material were on the floor. A drum of nitric acid was fuming. There was imminent danger of fire or explosion.

7. NO COMMENTS PROVIDED

APPENDIX A (Cont)

8. NO COMMENTS PROVIDED

9. SAFETY.

a. Issue. Does paragraph 9c prevent employees from receiving hazard pay for exposure to heat while wearing Level A protective equipment, even if a determination was later made that such equipment was not necessary with regard to the site hazards?

b. Response. Not necessarily? OPM authorizes a 4% hazard pay differential for hot work when an employee is subjected to temperatures in excess of 110 degrees Fahrenheit while working in a confined space. [Wearing Level A protective equipment (fully encapsulated suit) can be reasonably interpreted as "working in a confined space."]. A hazard determination would have to be made regarding the temperature inside the suit the employee was wearing to determine if heat exposure was a factor even though environmental monitoring conducted in the work area showed that the levels of contamination did not warrant the wearing of Level A protective equipment.

10. IMPLEMENTATION.

a. Issue. Concerns about training of supervisors, retroactive back pay, records, and the date of implementation will undoubtedly surface.

b. Response. Retroactive back pay issues are especially complex and should be referred to your legal counsel. Advice and assistance is also available from the Office of General Counsel in HQUSACE.

APPENDIX B
LOCAL PROCEDURE
DETERMINATION AND DOCUMENTATION OF HTW HAZARD
DUTY ELIGIBLE FOR HAZARD PAY

1. FOA Safety and Occupational Health Official.

a. In accordance with criteria in Appendix C, FOA Safety and Occupational Health Officials shall conduct a formal site-specific hazard determination, upon request from supervisors, where USACE employees will/have perform(ed) HTW work activities that meet eligible conditions for hazard pay and requires the wearing of level C PPE. Hazard determinations are NOT required for HTW work activities that meet eligible conditions for hazard pay and requires the wearing of level A or B PPE. Such HTW eligible work activities conducted while wearing level A or B PPE in accordance with paragraph 9b of this EC may receive hazard pay.

b. If possible, hazard determinations shall be conducted prior to the performance of the hazard duty. However, at times, this is not possible due to time constraints, scheduling of work, etc; and, therefore, the determination is made following completion of the work activity. A sample checklist, "Safety and Occupational Health Checklist for HTW Site-Specific Hazard Determinations," has been developed to be used as a guide to conduct the formal hazard determination. (See sample format at pages B-3 and B-4.) A similar checklist should be completed by the responsible FOA Safety and Occupational Health Office official in documenting the site-specific hazard determination. The checklist should document the specific management factors, hazardous conditions and safeguards regarding the hazardous work activity to be performed. Upon completion, the checklist should be signed and dated by the FOA Safety and Occupational Health Office official who conducted the hazard determination (Industrial Hygienist, Safety and Health Manager, Safety Engineer). A copy shall be provided to the supervisor that requested the hazard determination and a copy shall be maintained on file in the FOA Safety and Occupational Health Office.

2. Supervisors.

a. Supervisors shall notify the FOA Safety and Occupational Health Office to request the conduct of a formal hazard evaluation when they have determined that HTW eligible hazardous work conditions exist that will require/required the wearing of level C PPE and the wearing of that PPE will not/did not "practically eliminate" the potential physical hardship(s) or hazard(s)

APPENDIX B (Cont)

during the performance of that activity. Supervisors are not required to request this formal determination when similar work conditions exist that require the wearing of level A or B PPE.

b. Supervisors shall ensure the documentation of the performance of hazardous duty eligible for hazard pay on a record sheet. (See sample format, Hazardous Duty Record Sheet, at Page B-5.) A Hazard Duty Record Sheet shall be utilized on all HTW projects to document actual time spent performing eligible hazardous duty (as opposed to the time for which hazard pay is recorded for GS/GM employees on the time card).

c. To complete a Hazard Duty Record Sheet, record the name/date/actual time spent conducting the work activity that required the wearing of the PPE. Under the "PPE" column, indicate the type of respiratory and/or dermal protection used. For example: "Level B: SCBA and Saran Coated Tyvek." Under "Zone Entered," cite area of site entered and/or degree of exclusion (if any). For example: "Sludge Mixing Pits, Exclusion Zone" Under the "Work in Progress" column, describe the activity which produced the requirement for PPE. For example: "Hauling/Stabilizing Acid Sludge."

d. A Hazard Duty Record Sheet shall be retained at all HTW project sites and shall be filled out by all USACE employees who engage in eligible hazardous duty.

e. To document eligible hazard duty time into the CETAL/timekeeping system, employee time shall be transmitted to the timekeeper via whatever local form is utilized. All hazardous duty shall be documented on this form and signed by the supervisor (see references 1b and 1c of memorandum). When recording eligible hazard duty time, it is important to note that, for GS/GM employees, hazard pay is paid for all duty hours in pay status on the calendar day of work, not just those hours during which the actual duty was performed.

f. At Pages B-6 and B-7 is an example of a CETAL time and attendance report which shall be used to document time and attendance (including hazardous duty).

g. At Page B-8 is an example of a CETAL labor cost report which shall be used to document the hours worked on any project including HTW projects. It will require signature verification by the supervisor. This report is used to satisfy cost recovery efforts (Superfund, etc.).

SAMPLE FORMAT
 SAFETY AND OCCUPATIONAL HEALTH CHECKLIST
 FOR
 HTW SITE-SPECIFIC HAZARD DETERMINATIONS

A. BEFORE ACTIVITY PERFORMED:

1. HAZARD LOCATION: SITE _____ CITY _____ STATE _____
2. HTW MISSION ASSIGNMENT: predesign _____ design _____ construction _____
 a. Type of activity performed: drilling _____ excavation _____
 design investigations _____ safety & health surveys _____ emergency
 response actions _____ construction oversight _____ other _____
3. SITE-SPECIFIC SAFETY AND HEALTH PLAN:
 a. Available on site: Yes _____ No _____ Not developed _____
 b. Adequate for task(s) to be performed? Yes _____ No _____
4. SUSPECTED OR IDENTIFIED PHYSICAL HARDSHIP(S) OR HAZARD(S):
 (A) _____ (B) _____ (C) _____
 (D) _____ (E) _____ (F) _____
5. PPE LEVEL REQUIRED TO BE WORN FOR ACTIVITY:
 a. Level A _____ Level B _____ Level C _____ Level D _____
 b. If Levels A, B or C required, indicate reason in comment section below.
6. IF LEVELS A, B OR C REQUIRED, IDENTIFY PERSON(S) WHO WILL WEAR THIS
 EQUIPMENT (USE CONTINUATION SHEET IF NECESSARY):

NAME	OFFICE SYMBOL	PAY		HTW TRAINING		MEDICAL EVAL. CURRENT	RESPIRATOR FIT-TEST CURRENT
		WAGE SYSTEM	GS/GM	COMPLETED INITIAL	ANNUAL (8HR)		
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

7. HAZARD DETERMINATION REQUIRED FOR WORK ACTIVITIES WHERE LEVEL C IS TO BE WORN:
- Industrial: a. Do site-specific eligible hazardous work conditions exist?
 Yes _____ No _____
- b. If yes, are existing safeguards (SOPs, PPE, Engineering controls adequate to "practically eliminate" the eligible physical hardship(s) or hazard(s)? Yes _____ No _____
- c. If no, what additional safeguards are necessary?

- d. Will the existing or additional safeguards "practically eliminate" all the potential hardships or hazards that may be encountered during the performance of the work activity? Yes _____ No _____

(1) If no, explain: _____

B. AFTER ACTIVITY PERFORMED:

1. PROTECTIVE LEVEL USED: (A) _____ (B) _____ (C) _____ (D) _____
- a. If Level A, B or C was used, provide reason in comment section.
- b. Upon hazard evaluation (air monitoring, etc.) of actual site conditions during use, should Levels A, B or C protective equipment have been required? Yes _____ No _____
- c. If Level A, B or C protection was not required initially, and a lower level of protection was worn (Level D or general work clothing), should Level A, B or C have been used based on the hazard evaluation of site conditions during the performance of the work? Yes _____ No _____

2. LIST IDENTIFIED PHYSICAL HARDSHIPS OR HAZARDS:

(A) _____ (B) _____ (C) _____
(D) _____ (E) _____ (F) _____

3. Equipment: (a) Clothing (b) Respirator (c) Monitoring

Decontamination

Disposed: _____

Cleaned: _____

No Action: _____

4. APPROXIMATE TIME SPENT IN LEVEL A, B OR C PROTECTION:

Information provided on local hazardous duty record sheet.

Obtain from supervisor.

5. WAS MEDICAL ATTENTION/EXAMINATION REQUIRED FOLLOWING WORK ACTIVITY?

Yes _____ No _____

HAZARD DETERMINATION PREPARED BY FOA SAFETY AND OCCUPATIONAL HEALTH OFFICE:

Industrial Hygienist _____ Safety & Health Mgr _____ Safety Engineer _____

NAME OF PREPARER _____ DATE _____

COMMENTS: _____

PROGRAM-ID P5FATE
RCS-EXEMPT
PCN YFA-01R

DATE 09/23/87
TIME 13:42:39

COEMIS ENTRY OF TIME, ATTENDANCE AND LABOR (CETAL)
* EMPLOYEE TIME AND ATTENDANCE *

** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA **

ORGANIZATION TITLE: CIVILIAN PAYROLL BRANCH
TIMEKEEPER: 11 NAME: SSN: 123-45-6789
PAY-BLK: C2E PAY-LOC-CODE 06FO FLSA: N TIME/ATTENDANCE THRU: 09/26/87

DATE	DAY	HOURS	TYPE	S												
09/14	MON	8.00	REG	1												
09/15	TUE	7.50	REG	1	0.50	ALV	1									
09/16	WED	8.00	REG	1												
09/17	THU	8.00	REG	1												
09/18	FRI	8.00	REG	1												
09/21	MON	8.00	ALV	1												
09/22	TUE	8.00	ALV	1												
09/23	WED	8.00	REG	1												
09/24	THU	8.00	REG	1												
09/25	FRI	8.00	REG	1												

REGULAR = 63.50 OVERTIME = 0.00 P-LEAVE = 16.50 NP-LEAVE = 0.00
TOTAL HOURS = 80.00 NDF HOURS = 0.00

SUPERVISOR'S SIGNATURE:



** ALL HOURS HAVE BEEN REVIEWED AND ARE CERTIFIED CORRECT
AS OF THE END OF THE REPORTING PERIOD. ALL PREMIUM HOURS
HAVE BEEN APPROVED AND WORKED ACCORDING TO THE APPROPRIATE
LAWS AND REGULATIONS.

REMARKS:

09/14/87 "REQ TOD: 0700 - 1530 "
09/14/87 "ENG 4704 ON FILE "
09/15/87 "SF 71 ON FILE "
09/15/87 ".50 ALV 0830-0900 "
09/21/87 "SF 71 ON FILE "
09/22/87 "SF 71 ON FILE "

COEMIS ENTRY OF TIME, ATTENDANCE AND LABOR (CETAL)
SUPERVISOR'S CERTIFICATION PAGE

FOR

CERTIFIED LABOR REPORTS

LABOR-COST FROM: 07/19/87
TIMEKEEPER NO. 1
EMPLOYEE COUNT 03

LABOR-COST TO: 08/01/87

THE FOLLOWING EMPLOYEES' LABOR-COST REPORTS ARE CERTIFIED AS CORRECT:

EMPLOYEE 1
EMPLOYEE 2
EMPLOYEE 3

SUPERVISOR'S SIGNATURE

John Supervisor

T=HAZARD DUTY COLUMN

PROGRAM-ID P5FATJ
RCS-EXEMPT
PCN YFA-02R

VERSION 87166

DATE 07/28/87
TIME 09:42:57
PAGE 1

COEMIS ENTRY OF TIME, ATTENDANCE AND LABOR (CETAL)
* CERTIFIED LABOR COST REPORT *

** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA **

ORGANIZATION TITLE: F & A CONTROL SECTION
TIMEKEEPER: 11 NAME: EMPLOYEE 1 SSN: 315-48-5626
PAY-BLK: C2E PAY-LOC-CODE: 06D3 FLSA: E LABOR COST THRU: 08/01/87

ADP WORKCODE	ORG	S	HRS	T	19	20	21	22	23	24	25	26	27	28	29	30	31	01	LABOR-DATA
VW55020002000000	AS		REG			8	5	8	8	8					8	8	8	8	8
VW55020000200000	AS		O/T			2													
VW55020000200000	AS		P/L					3											

REGULAR= 77 OVERTIME= 2 P-LEAVE= 3 NP-LEAVE= SP-RATE-HRS=
TOTAL HOURS=82

ORGANIZATION TITLE: F & A CONTROL SECTION
TIMEKEEPER: 1 NAME: EMPLOYEE 2 SSN: 478-86-6905
PAY-BLK: C2E PAY-LOC-CODE: 06D3 FLSA: N LABOR COST THRU: 08/01/87

ADP WORKCODE	ORG	S	HRS	T	19	20	21	22	23	24	25	26	27	28	29	30	31	01	LABOR-DATA
VW55020000200000	AS		O/T			8													
VW55020000200000	AS		NPL				8	8	8										
VW55020000200000	AS		REG							8	8			8	8	8	8	8	

REGULAR= 56 OVERTIME= 8 P-LEAVE= NP-LEAVE= 24 SP-RATE-HRS=
TOTAL HOURS=88

ORGANIZATION TITLE: F & A CONTROL SECTION
TIMEKEEPER: 11 NAME: EMPLOYEE 3 SSN: 504-60-5427
PAY-BLK: C2E PAY-LOC-CODE: 06D3 FLSA: N LABOR COST THRU: 08/01/87

ADP WORKCODE	ORG	S	HRS	T	19	20	21	22	23	24	25	26	27	28	29	30	31	01	LABOR-DAT/
VW55020000200000	AS		REG			8	8	8	8	8				8	8	8	8	8	

REGULAR= 80 OVERTIME= P-LEAVE= NP-LEAVE= SP-RATE-HRS=
TOTAL HOURS= 80

T= HAZARD DUTY COLUMN

APPENDIX C
AUTHORIZATION OF PERFORMANCE OF HAZARDOUS DUTY

1. PURPOSE. This Appendix defines hazardous duty and sets forth USACE policy and management responsibility for identification and authorization of hazardous work performed by Agency personnel.

2. BACKGROUND. The Army and USACE Occupational Safety and Health requirements documents set forth policies, responsibilities, and procedures for implementation of the Agency's health and safety program. The purpose of the program is to assure safe and healthful working conditions for all USACE employees under Section 19(a) of P.L. 91-56, Occupational Safety and Health Act of 1970 and 5 U.S.C. 7902(c)(1), Executive Order 12196 and other Federal, DOD, DA and USACE requirements. For work which involves identifiable potential hazards, USACE management provides safety and occupational health, environmental and procedural controls necessary to protect employees from harmful or unsafe working conditions. Infrequently, it may be necessary to consider the performance of essential work which is hazardous and for which the provision of adequate safeguards is not practicable.

3. DEFINITION. Hazardous duty is the performance of assigned, essential work on an intermittent or irregular basis which involves an occupational health and/or safety hazard for which a determination has been made that the provision of safeguards adequate to reduce the hazard to a negligible level is not practicable.

4. POLICY. It is USACE policy to:

a. Provide adequate safeguards against potential hazards for USACE employees in the work place;

b. Provide that hazardous work which is not adequately safeguarded is identified and that appropriate action is subsequently taken; and

c. Permit the performance of hazardous duty by USACE employees only after:

(1) The duty to be performed has been identified as hazardous;

(2) It has been determined that the provision of adequate safeguards is impracticable;

(3) It has been determined that the hazardous duty is essential; and

APPENDIX C (Cont)

(4) The employee or employees who are to perform the hazardous work are fully informed in advance regarding the potential hazards of the work.

This policy is not intended to foster or approve the frequent, regular, or recurring performance of hazardous duty-by any USACE employee.

5. RESPONSIBILITIES.

a. Supervisors. Supervisors at all levels are responsible for:

(1) Identifying potentially hazardous work for which safeguards may be inadequate;

(2) Notifying the FOA Safety and Occupational Health (SOH) Manager or person designated for such purpose by SOH Manager; and

(3) Notifying the servicing personnel office when an employee has performed or will perform hazardous duty in accordance with procedures outlined in this circular.

b. FOA Safety and Occupational Health Managers. FOA Safety and Occupational Health Managers or persons designated for such purpose are responsible for:

(1) Determining if a site-specific eligible hazardous work condition exists;

(2) Determining whether existing safeguards are adequate;
or

(3) Determining what additional safeguards are necessary;
and

(4) Determining whether the existing or additional safeguards will practically eliminate the physical hardship or hazard to be encountered in the performance of the work.

c. FOA Commanders and Laboratory Commanders/Directors. FOA Commanders and Laboratory Commanders/Directors or their designees are responsible for:

(1) Installing or implementing the necessary safeguards;

(2) Determining that the hazardous work to be performed is essential in the event that adequate safeguards are impracticable;

APPENDIX C (Cont)

(3) Authorizing the performance of hazardous duty and hazard pay; and

(4) Assuring that the employees who are to perform the work are fully informed regarding its potential hazards and are willing to accept them.