

## Attachment 2

### Personnel Training Guidelines and Certification Requirements

#### Functional Job Descriptions

The following functional job descriptions contain the qualification guidelines and certification requirements for the listed critical job functions and do not relieve the Contractor from providing such additional personnel of sufficient experience, education, and training to accomplish all work required by this contract.

(1) Environmental Program Manager

The Contractor shall provide an Environmental Program Manager to oversee and manage the Environmental Program and contract execution.

(a) Management functions include:

- (i) Assuring that cost, schedule, and technical objectives of this contract are achieved.
- (ii) Managing all facets of the Contractor's and any subcontractor's activities.
- (iii) Assuring timely and effective communications with NASA managers and technical personnel.
- (iv) Responsibility for reporting all facets of the Contractor's and any subcontractor's activities and progress.
- (v) Responsibility for accomplishing major procurement activities in the acquisition of systems, subsystems, elements of subsystems, and for repair and updating them as required, to meet NASA's program requirements.
- (vi) Ensuring contractor environmental documents, and presentations are certified as true, complete, and accurate, are provided on-time, and of such professional quality so as to represent NASA as an efficient, effective, and innovative leader in the environmental field.
- (vii) Interacting with NASA and regulatory personnel.
- (viii) Possessing excellent written and verbal communication skills.
- (ix) Negotiating credibly and persuasively at all levels in the organizations and across all functions.
- (x) Delegating authority to an Assistant/ Deputy during all absences away from JSC. The Assistant/Deputy will be held responsible in the same manner and degree as the Environmental Program Manager.

(b) Qualification guidelines for the Environmental Program Manager position are as follows:

- (i) Prefer a Bachelor of Science (BS) Degree in an Environmental Science, Environmental or Chemical Engineering, Chemistry, or other related science degree.
  - (ii) Prefer a minimum of 5 years continuous work experience as an environmental manager at a large, multi-employer and multi-discipline Federal aerospace (preferred) or commercial manufacturing facility, operating as a large quantity generator of hazardous wastes, and plant operations preferably in an ozone non-attainment area.
  - (iii) Prefer a minimum of 15 years of total continuous experience in multiple, major, environmental programs with a demonstrated record of compliance and continual improvement.
  - (iv) Prefer recent Texas environmental experience working with the Texas Commission on Environmental Quality (TCEQ), Texas Department of State Health Services (TDSHS), EPA Region VI, Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT) and local regulatory agency laws, standards, and guidance materials.
- (c) Licensing requirements for the Environmental Program Manager position are as follows:
- (i) Shall have a valid license from the Texas Board of Professional Engineers as a Professional Engineer (P.E.) or obtain prior to the end of contract year one.

(2) Air Program Engineer

The Contractor shall provide an Air Program Engineer to manage the Air Program.

(a) Qualification guidelines for the Air Program Engineer are as follows:

- (i) Prefer a minimum BS Degree in Environmental, Chemical, Mechanical, or Civil Engineering from an Accreditation Board for Engineering and Technology (ABET)-accredited college or university with major or concentrated study in air issues.
- (ii) Prefer a minimum of 5 years experience working with the Texas air program regulations and the Federal Clean Air Act.
- (iii) Prefer a minimum of 5 years industrial air pollution control experience.
- (iv) Prefer broad experience with air quality, compliance, and permitting issues.

(b) Licensing requirements for the Air Program Engineer are as follows:

- (i) Shall have a valid license from the Texas Board of Professional Engineers as a Professional Engineer (P.E.) or obtain prior to the end of contract year one.

(c) Certification requirements for the Air Program Engineer are as follows:

- (i) Shall possess and maintain valid certification by TCEQ as a Visible Emissions Evaluator.

(3) Air Quality Specialist

The Contractor shall provide an Air Quality Specialist.

(a) Qualification guidelines for the Air Quality Specialist position are as follows:

- (i) Prefer a BS Degree plus 2 years experience or minimum 5 years equivalent experience working with the Texas air program regulations and the Federal Clean Air Act.

(b) Certification requirements for the Air Quality Specialist position are as follows:

- (i) Shall possess and maintain valid certification by TCEQ as a Visible Emissions Evaluator.

(4) Water Pollution Compliance Specialist

The Contractor shall provide a Water Pollution Compliance Specialist to manage the Water Pollution Control and Prevention Program.

(a) Qualification guidelines for the Water Pollution Compliance Specialist are as follows:

- (i) Prefer a B.S. Degree in Chemistry, Environmental Science/Management or in Chemical or Environmental Engineering or related science, with major or concentrated study in water or wastewater issues.
- (ii) Prefer a minimum of 7 years experience in National Pollutant Discharge Elimination Permit or Texas wastewater compliance programs.
- (iii) Prefer competency and experience with EPA/TCEQ Clean Water Act regulations and guidance regarding wastewater and storm water discharges and management.
- (iv) Prefer competency to conduct wetlands delineation in accordance with U.S. Army Corps of Engineers requirements.

(5) Industrial Solid Waste Compliance Engineer

The Contractor shall provide an Industrial Solid Waste (ISW) Compliance Engineer.

(a) Qualification guidelines for the Industrial Solid Waste Compliance Engineer are as follows:

- (i) Prefer a B.S. degree in Environmental Science, Environmental Management, Chemistry, Environmental Engineering, Chemical Engineering or other related applicable science.
- (ii) Prefer a minimum of 5 years continuous and recent work experience in the management or oversight of Resource Conservation and Recovery Act (RCRA) hazardous waste and Texas industrial solid waste compliance management operations.
- (iii) Prefer a minimum of 10 years continuous recent experience in environmental programs.
- (iv) Prefer a knowledge of and experience in current TCEQ, EPA Region VI, and DOT regulations, guidance, standards, and processes related to generation, transportation, storage, and disposal of all Texas classes of waste (TCEQ Class 1H, 1, 2, and 3). This knowledge includes profiling, characterizing, segregating, sampling, packaging, transportation, and disposition of diverse industrial solid wastes; development of required plans and reports related to ISW; experience in managing waste storage and accumulation facilities; and evaluating waste generating processes for compliance and improvement opportunities.

- (v) Prefer a minimum of 5 years experience in hazardous material spill response to manage and respond to spills and releases, directing spill response teams and response resources, prefer knowledge of the Incident Command System.
- (vi) Prefer experience applying TCEQ Risk Reduction Rules and risk based assessments to affected cleanups, determining reportable quantities for preparing regulatory notifications, and tracking and evaluating spill/release incidents for corrective action to eliminate or reduce recurrence of similar incidents site wide.

(b) Certification requirements for the Industrial Solid Waste Compliance Engineer are as follows:

- (i) Shall have current Hazardous Waste Operations and Emergency Response (HAZWOPER) training certification.
- (ii) Shall have required RCRA training to perform ISW and spill response activities.

(6) Industrial Solid Waste Specialist

The Contractor shall provide an ISW Specialist.

(a) Qualification guidelines for the Industrial Solid Waste Specialist are as follows:

- (i) Prefer a BS Degree.
- (ii) Prefer a minimum of 2 years of work experience in the management or oversight of RCRA hazardous waste and Texas industrial solid waste compliance management operations.
- (iii) Prefer a knowledge of and experience in current TCEQ, EPA Region VI, and DOT regulations, guidance, standards, and processes related to generation, transportation, storage, and disposal of all Texas classes of waste (TCEQ Class 1H, 1, 2, and 3).

(b) Certification requirements for the Industrial Solid Waste Specialist are as follows:

- (i) Shall have required RCRA training to perform ISW activities.

(7) Environmental Operations Engineer

The Contractor shall provide an Environmental Operations Engineer to design, operate, and review environmental treatment systems.

(a) Qualification guidelines for the Environmental Operations Engineer are as follows:

- (i) Prefer a B.S. Degree in Environmental, Chemical or Civil Engineering.
- (ii) Prefer 5 years of successful experience designing, operating, maintaining, reviewing and optimizing liquid chemical processes and treatment systems, waste, and water treatment systems, and making recommendations for component and system upgrades to existing systems.

(8) Environmental Projects Supervisor

The Contractor shall provide an Environmental Projects Supervisor.

(a) Qualification guidelines for the Environmental Projects Supervisor are as follows:

- (i) Prefer a B.S. Degree in Hydrogeology, Geology, Chemistry, Environmental or Chemical Engineering or related science.
- (ii) Prefer a minimum of 7 years experience in RCRA or Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) project management, site assessment, site restoration and restoration technologies, corrective action and closure plans.
- (iii) Prefer additional work experience in managing hazardous waste storage facilities, developing policies, plans, procedures, developing and implementing pollution prevention, affirmative procurement, waste minimization programs, activities, plans, and recommending new technologies.
- (iv) Prefer experience with TCEQ regulations and guidance especially the Texas Risk Reduction rules, EPA, OSHA and DOT regulations.

(b) Licensing requirements for the Environmental Projects Supervisor are as follows:

- (i) Shall have a valid license by the Texas Board of Professional Geoscientists or the Texas Board of Professional Engineers or obtain prior to the end of contract year one.

(9) Environmental Projects Specialist

The Contractor shall provide an Environmental Projects Specialist.

(a) Qualification guidelines for the Environmental Projects Specialist are as follows:

- (i) Prefer a B.S. Degree in Hydrogeology, Geology, Chemistry, Environmental or Chemical Engineering or related science.

- (ii) Prefer a minimum of 3 years experience in RCRA or CERCLA project management, site assessment, site restoration and restoration technologies, corrective action and closure plans.
- (iii) Prefer work experience in managing hazardous waste storage facilities, developing policies, plans, procedures, developing and implementing pollution prevention, affirmative procurement, waste minimization programs, activities, plans, and recommending new technologies.
- (iv) Prefer experience with TCEQ regulations and guidance especially the Texas Risk Reduction rules, EPA, OSHA and DOT regulations.

(10) Asbestos Program Specialist

The Contractor shall provide an Asbestos Specialist.

(a) Qualification guidelines for the Asbestos Program Specialist are as follows:

- (i) Prefer a B.S. Degree in Environmental Science, Chemistry or related science.
- (i) Prefer a minimum of 5 years experience in management of asbestos.
- (iii) Prefer experience in preparing, submitting, and tracking required TDSHS, OSHA, and EPA asbestos notifications, submittals and reports.

(b) Certification requirements for the Asbestos Program Specialist are as follows:

- (i) Shall have current OSHA and TDSHS training certifications in the following areas:
  - (A) Asbestos abatement operations, class I-IV;
  - (B) Asbestos Site Supervisor;
  - (C) Asbestos Inspector/evaluator;
  - (D) Asbestos Designer/Planner.

(11) Pollution Prevention/Sustainability Program Specialist

The Contractor shall provide a Pollution Prevention/Sustainability Program Specialist.

(a) Qualification guidelines for the Pollution Prevention/Sustainability Program Specialist are as follows:

- (i) Prefer a B.S. Degree in Environmental Science or Management, or Chemistry, Environmental or Chemical Engineering or related science.

- (ii) Prefer a minimum of 5 years experience in developing pollution prevention and policies, plans, and procedures, and in implementing pollution prevention, and waste minimization programs, activities, plans, and recommending new technologies.
- (iii) Prefer experience with EPA and TCEQ regulations and guidance regarding source reduction and waste minimization.
- (iv) Prefer experience with sustainability principles and strategic risk management as it applies to environmental and aerospace programs.

(12) Recycling/Sustainable Acquisition Program Specialist

The Contractor shall provide a Recycling/Sustainable Acquisition Program Specialist

(a) Qualification guidelines for the Recycling/Sustainable Acquisition Program Specialist are as follows:

- (i) Prefer a B.S. Degree in Environmental Science or Management, or Chemistry, Environmental or Chemical Engineering or related science.
- (ii) Prefer a minimum of 3 years experience in developing recycling plans, policies and procedures, and in implementing recycling and waste minimization programs, activities, plans and recommending new technologies.
- (iii) Prefer experience with EPA and TCEQ regulations and guidance regarding recycling, source reduction and waste minimization.
- (iv) Prefer experience in developing and implementing sustainable acquisition programs. If no experience exists, training must be obtained within 30 days of contract start date.

(13) IT Specialist/Database Administrator

The Contractor shall provide an IT Specialist/Database Administrator to manage information technology, information security aspects, and to serve as the Computer Security Officer for the contract.

(a) Qualification guidelines for the IT Specialist/Database Administrator are as follows:

- (i) Prefer a minimum of 5 years experience with Microsoft (MS) Office, database administration, web page design and administration, and graphics and report generating programs.
- (ii) Prefer experience in adapting complex data, spreadsheets, charts and presentations for clarity and widespread

- understanding for a variety of audiences from senior management to laborers and operators.
- (iii) Prefer experience in administering databases and processing customer queries.
  - (iv) Prefer experience with information security management.
  - (v) Prefer expertise in designing and maintaining an internal website for an office in a large multi-discipline, multi-contractor company.
  - (vi) Prefer experience with Geographic Information System (GIS), Arcview, ArcEditor, ArcInfo, ArcMap, and other GIS programs. If no experience in GIS, training must be obtained within 1 year of contract award.

(14) Environmental Specialist/Sampler

The Contractor shall provide an Environmental Specialist/Sampler.

(a) Qualification guidelines for the Environmental Specialist/Sampler are as follows:

- (i) Prefer a Bachelor's degree in Chemistry, Biology, Environmental Science, Environmental Management or other related applicable science.
- (ii) Prefer a minimum of 2 years recent work experience as an ISW or wastewater sampler.

(b) Certification requirements for the Environmental Specialist/Sampler are as follows:

- (i) Shall have required RCRA training to perform ISW sampling and spill response activities.