

ATTACHMENT B: REPORTING REQUIREMENTS CHECKLIST

Report	Reference	Frequency	Due Date	Approval Required	Approving Official
1. Transportation Management Plan	C.4.1	O, A	30 days after award	Y	CO
2. Incident Report	C.3.1.13.2	D		N	
3. Transition Plan	C.4.3	O	Three days after award	Y	CO
4. Exit Transition Plan	C.4.3	R	60 days prior to contract end date	Y	CO
5. Monthly Summary Report a. CVSA Report Including Violations* b. Downtime/ Replacement Report	C.3.4.1.8	M, A	1 st of the Month	N	
6. Request for Driver Approval	C.3.5.1.2	O, R		Y	CO
7. Driving Hour Report **		M, R		N	
8. Security Plan	C.4.4	O, A	30 days after award	Y	CO
9. Reports of loss, damage, destruction or theft of property	FAR 52.245-1 (f)(1)(vi)	R		Y	CO
10. Final physical completion or termination inventory	FAR 52.245-1 (f)(1)(iv)	R	45 days prior to contract completion or upon termination	Y	CO
11. QA Plan	C.4.6	O, A	30 days after award	Y	CO
12. ISMS Description	C.4.7	O, A	30 days after award	Y	CO
13. Job Hazards Analysis	C.4.7	O, R	Prior to first shipment	Y	CO
14. Driver Vehicle Inspection Record (DVIR)	C.3.4.1.2.	R	Only when deficiencies identified	N	
15. Workplace Substance Abuse Program	K.8 (DEAR 970.5223-3)	O	30 days after award	N	

- * CVSA Report shall be sorted by tractors, drivers and trailers per 100,000 miles.
- ** Driving Hour Report to show driving hours, duty hours and total hours by driver.

Frequency Key:

O = On Award
A = Annually (12 months after award)
D = Within 24 hours after incident
M = Monthly
R = As Required

Distribution:

One electronic and one hard copy shall be submitted to the CO and COR as listed below:

DOE CO Address:

U.S. Department of Energy, Carlsbad Field Office
Attn: Diane Snow
P.O. Box 3090
Carlsbad, NM 88221-3090
Email: diane.snow@wipp.ws

DOE COR Address:

U.S. Department of Energy, Carlsbad Field Office
Attn: J.R. Stroble
P.O. Box 3090
Carlsbad, NM 88221-3090
Email: j.r.stroble@wipp.ws