

ABOUT THIS TEMPLATE:

This template is intended to provide structure for developing a statement of work. It can be copied and pasted into the Statement of Work to serve as a starting point. It's purpose is to provide a framework, but with the understanding that not all of the sections included are relevant to all types of work.

NOTE: Unlike an AHD, the statement of work does not need to include a description of the hazards and controls because these are identified in different sections of Activity Manager. Also, procedures can be attached to the Activity in support of the statement of work.

1. Description of Work:

Provide 1-2 paragraphs giving a general description of the activity.

2. Processes Employed:

Provide a list and brief description of the main processes used as part of this activity

3. Equipment Used:

Provide a list and brief description of the main equipment used as part of this activity.

4. Materials Used:

Provide a list of the types of materials used as part of this activity. This includes:

- Chemical
- Biological
- Radiological

5. Training:

(As needed) Describe any activity-specific training requirements. This includes any On the Job Training (OJT) or demonstration of hands-on skills.

6. Limitations:

(As needed) Describe any limitations associated with this activity. This can include identifying tasks/procedures where staff can only work while accompanied, or work during certain times/days, room access, etc.

7. Hazardous Waste Handling:

(As needed) Describe any special hazardous waste handling or storage requirements.

8. Emergency Procedures:

(As needed) Describe emergency procedures.

- Planning
- Fire
- Spill
- First Aid/Injury

9. Inspection/Maintenance:

(As needed) Describe any inspection or maintenance requirements associated with equipment or materials associated with the activity.

10. Attachments:

(As needed) List any standard operating procedures, videos, training materials, equipment manuals, etc. attached to the activity document.

11. More Detail/General Comments

Can be used to provide specific details about procedures, or to provide general comments applicable to the Activity