

## FORT ORD MUNITIONS INCIDENT FORM

If you recognize any object that resembles munitions or explosives on or near former Fort Ord property, retreat to a safe location, and **report the finding to 911 or the appropriate agency immediately** (see below). **You must telephone 911 to report suspected munitions or explosives on other than US Army property.**

This form can be submitted online at <http://fodis.net/mec/public/>. Completing this form does not constitute emergency (911) notification. This form is used to assist in the recording and investigation of MEC incidents.

### CONTACT THE APPROPRIATE AGENCIES IMMEDIATELY:

Location of Item	Contact Number	Date & Time Called
Public / Private / Unknown Property	Phone: 911*	
US Army, Fort Ord	MMRP Site Security Manager: (831) 242-7919	

**\* If 911 is contacted please notify the Fort Ord MMRP Site Security Manager afterward:**  
Fax/email this form with **Part A** completed to: (831) 393-9188 / Natalie.n.gordon2.ctr@mail.mil

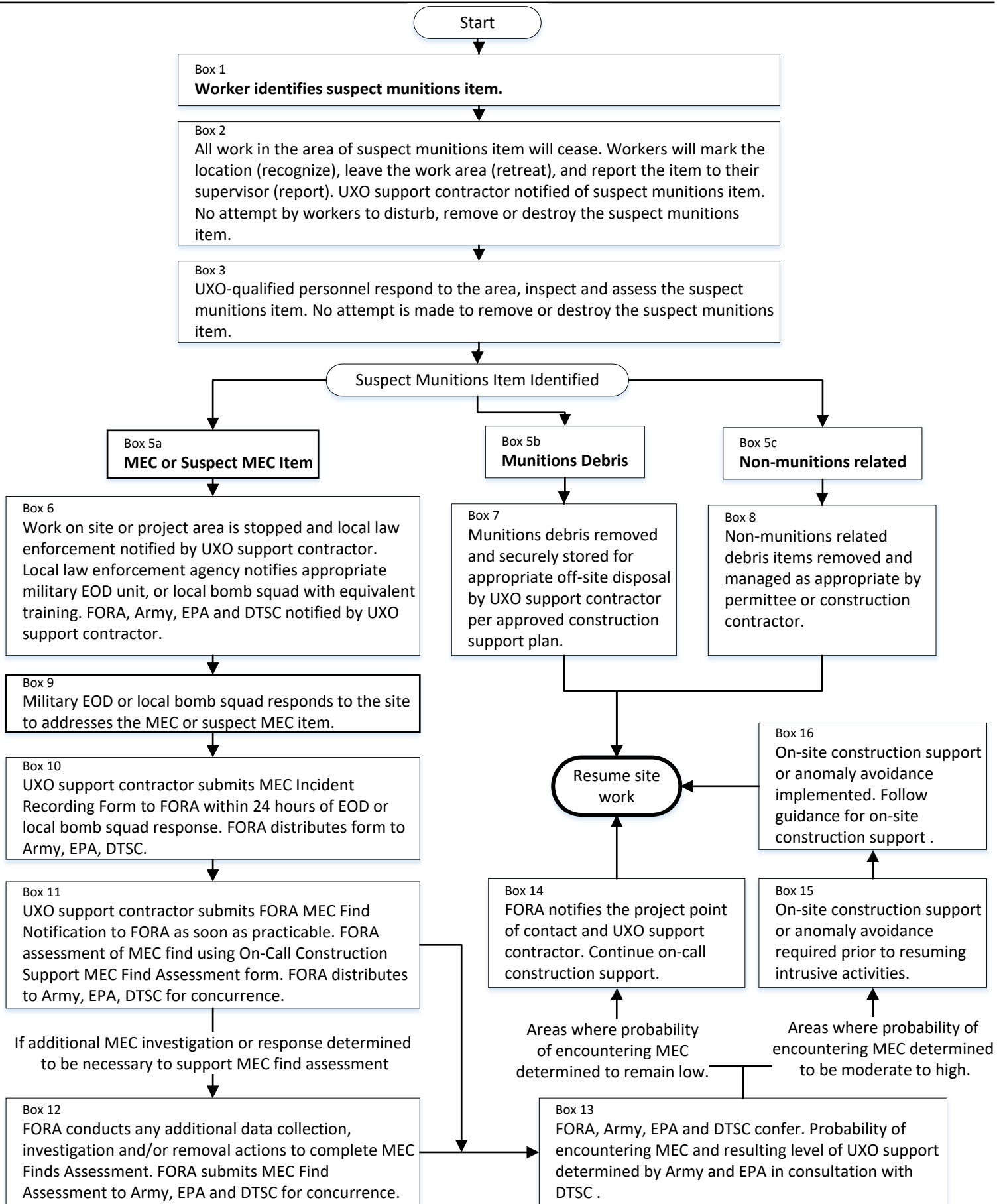
### A. To be completed by person reporting the incident

Name of Person Reporting:	Telephone:
Agency/Affiliation of person reporting:	Email Address:
Date & Time of Incident/Discovery:	
Description of Item Found (refer to the "Safety Alert" pamphlet if possible):	
Location (direction and distance from nearest road/building, attach map if possible):	
GPS Coordinate Location Type of Instrument: Coordinate System:	Northing/Latitude and Easting/Longitude:
Describe how the item was found (e.g. activity leading to discovery, persons involved, etc.):	

**B. To be completed by the Fort Ord MMRP Site Security Manager when response/investigation is complete**

Report Received By:	Date & Time:
Nomenclature of Item Found: Quantity: (Attach photo if possible)	Type (UXO/DMM/MD/Other): Depth:
Disposition of Item (e.g. detonated, removed to scrap, etc):	Name of digital file for picture (date):
Investigation Summation:	
Regulatory Agencies Notified:	Date:

# Decision Tree: Response to Suspect Munitions during On-Call Construction Support

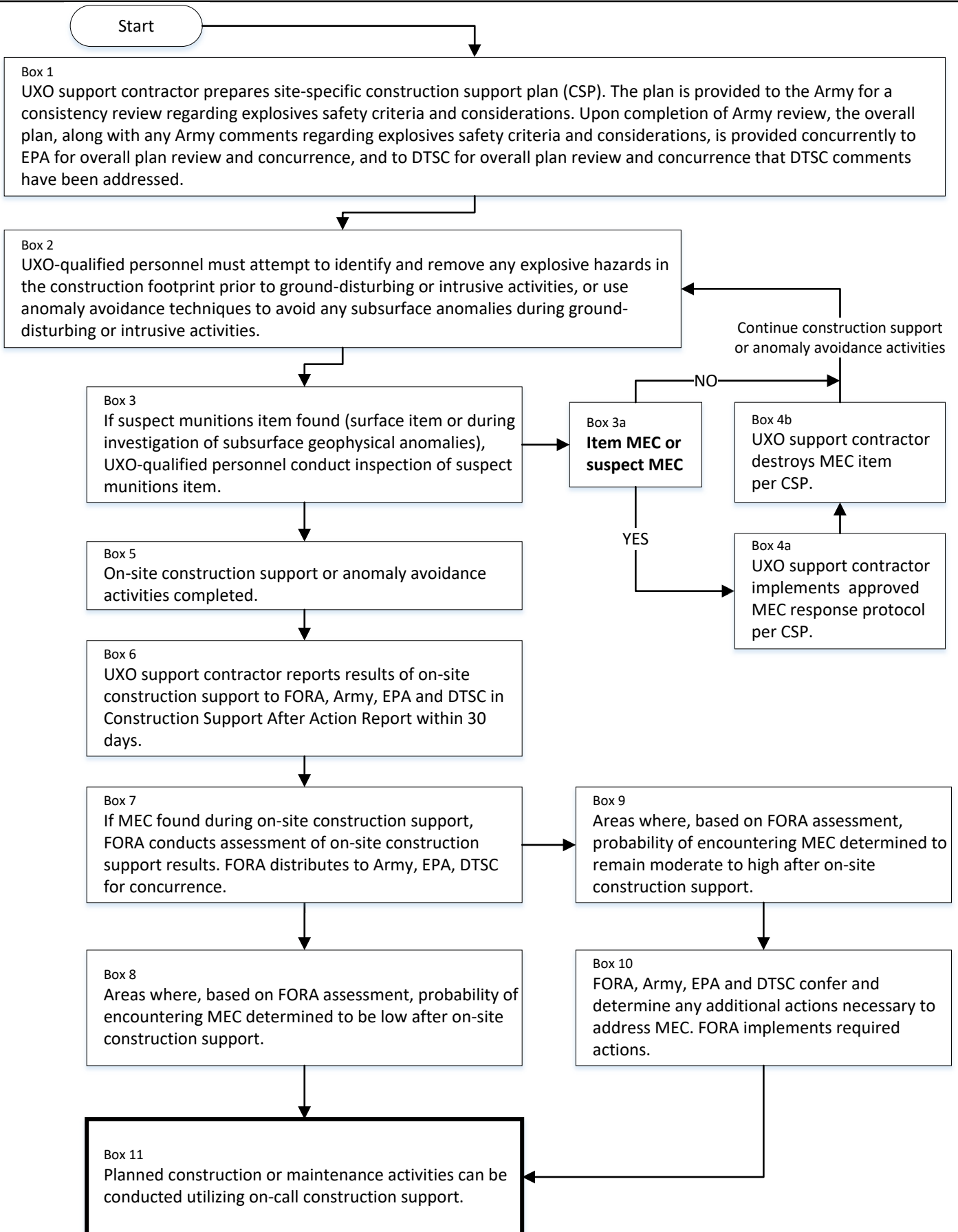




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# Decision Tree: On-site Construction Support Process





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# FORM LUC-02

## MEC Find Notification to FORA

### During Construction Support Projects

**Application:** This form shall to be utilized by UXO Construction Support contractors to notify FORA of MEC finds during construction support activities pursuant to a final Construction Support Plan. The form is to be finalized as soon as possible after the MEC incident response is complete and the MEC item removed by military EOD, or local bomb squad with equivalent training. This form is in addition to the Army MEC Incident Recording form, which must be submitted to FORA within 24 hours of a MEC find. This form documents the MEC find in support of FORA’s MEC Finds Assessment.

Suspect munitions items should be inspected and assessed by UXO-qualified personnel. No attempt should be made by UXO support contractor to disturb, remove or destroy a suspect munitions item. Non-MEC items do not require a MEC Find Notification to FORA Form. If a suspect munitions item cannot be verified as safe (i.e., MEC or suspect MEC items) by UXO-qualified personnel, all intrusive or ground-disturbing work on site must remain stopped and local law enforcement notified by the UXO support contractor. Local law enforcement immediately notifies appropriate military EOD personnel, or local bomb squad with equivalent training, who will respond to the site and remove the suspect munitions item. Upon completion of military EOD or local bomb squad response, if the suspect munitions item is determined to be MEC, the UXO support contractor must submit this MEC Find Notification to FORA Form, along with the Army’s MEC Incident Recording Form, to FORA documenting the MEC incident and initiating FORA’s MEC Find Assessment. An assessment of MEC finds must be completed and approved prior to restarting work on the site.

**Instructions:** Line-by-line instructions are provided at the end of this form. UXO support contractor must complete the required MEC Find Notification to FORA Form and submit to FORA as soon as practicable after a MEC find incident. If all information is not immediately available, a partially completed form may be submitted, however all required information must be submitted to support the FORA MEC Finds Assessment. A copy of the completed FORA MEC Finds Assessment and Army, EPA and DTSC concurrence must be received by FORA prior to providing permission to resume intrusive site work. For purposes of this form, the terminology of “FORA” refers to obligations or requirements that are currently assigned to FORA, but will eventually transfer to FORA’s successor in interest.

#### PROJECT DESCRIPTION AND CONTACT INFORMATION (Use information from Construction Support Plan)

Project Name		Excavation / Grading Permit Number	
Project Support Start Date		Monterey County Real Estate Parcel	
Project Support End Date		COE Real Estate Parcel Number	
Project Contact		Contact Phone	

Project Location

Brief Project Description (attach project site map from Construction Support Plan):

Construction Support Contractor		UXO Safety Officer Name / Contact Phone	
Construction Support Contractor Address			

#### MEC INCIDENT RESPONSE SUMMARY INFORMATION

Person Reporting Date & Time		Contact Phone	
Final MEC Item Description		MEC Find Date & Time	
Law Enforcement Response Date & Time		EOD Response Date & Time	

**FORM LUC-02  
MEC Find Notification to FORA  
During Construction Support Projects**

Final MEC Disposition:			
CONSTRUCTION SUPPORT ACTIVITY DETAILS			
Construction Support Plan / Date		Probability of Encountering MEC	
Level of soil disturbance at time of MEC find	<input type="checkbox"/> Shallow surface disturbances (less than 6-inches); Maximum depth: _____ <input type="checkbox"/> Isolated hand digging / post holes / drilling or bore holes <input type="checkbox"/> Linear trench excavation or underground utilities <input type="checkbox"/> Excavation of construction footprint (building foundation, roadway, etc.) <input type="checkbox"/> Site wide grading / large scale excavation <input type="checkbox"/> Other _____		
Description of soil disturbance at time of MEC find:			
Level of Construction Support utilized at time of MEC find	<input type="checkbox"/> On-call UXO-qualified personnel support <input type="checkbox"/> On-site construction support by UXO-qualified personnel <input type="checkbox"/> Anomaly avoidance by UXO-qualified personnel <input type="checkbox"/> Other _____		
Description of actions taken by UXO-qualified personnel in response to MEC find:			
Actions taken to secure site:			
Current Site Status	<input type="checkbox"/> Work currently stopped on entire project site as result of MEC find. <input type="checkbox"/> Work currently stopped on following portion of project site as result of MEC find: _____		



**FORM LUC-02  
MEC Find Notification to FORA  
During Construction Support Projects**

Other information regarding Construction Support Activities:

**MEC FIND DETAILED INFORMATION**

MEC item found (include model number, if known):

Brief description of MEC find (attach applicable UXO contractor field notes and use map from Construction Support Plan Section 2.2, Summary of Previous Munitions Response Actions with plot identifying location of current MEC item):

MEC find type of munition:  UXO     DMM     ISD

- Pyrotechnic
- Projectile
- Mortar

- Hand Grenade
- Rifle Grenade
- Rocket

- Pre-WWII munition item
- Mine & Booby Trap
- Other \_\_\_\_\_

Total number of MEC items recovered during this project to date: \_\_\_\_\_

List items and dates recovered:

Other munitions related items or evidence of munitions use recovered in the area during construction support:

**FORM LUC-02**  
**MEC Find Notification to FORA**  
**During Construction Support Projects**

Description of any follow-on actions conducted by construction support personnel in response to MEC find (attach applicable data, maps, and reports):

**DETAILED MEC INCIDENT RESPONSE INFORMATION**

Responding Local Law Enforcement Agency		Incident / Report Number	
Responding Officer		Date / Time of Response	

Description of Local Law Enforcement Response (attach report if available):

Responding EOD Unit		EOD Incident / Report Number	
Responding EOD Unit Leader / Contact		Date / Time of Response	

Description of EOD Response (attach EOD report if available):

Final Disposition of Item(s) (include disposition of any munitions debris):

**FINAL MEC ITEM IDENTIFICATION DETAILS**

Person making final identification:  
 Position / Company  
 Contact phone/email:

Final Identification of Item(s) Found (provide make and model if available):

**FORM LUC-02**  
**MEC Find Notification to FORA**  
**During Construction Support Projects**

Rationale in Support of Final MEC Item Determination (If identification is revised from preliminary identification, provide reason for revision.):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Unexploded Ordnance (UXO) | <input type="checkbox"/> Discarded Military Munitions (DMM) | <input type="checkbox"/> Insufficient Data to make determination (ISD) |
|--|---|--|

MEC find type of munition:

- |                                      |  |   |
|--------------------------------------|--|---|
| <input type="checkbox"/> Pyrotechnic | <input type="checkbox"/> Hand Grenade  | <input type="checkbox"/> Pre-WWII munition item |
| <input type="checkbox"/> Projectile  | <input type="checkbox"/> Rifle Grenade | <input type="checkbox"/> Mine & Booby Trap      |
| <input type="checkbox"/> Mortar      | <input type="checkbox"/> Rocket        | <input type="checkbox"/> Other _____            |

**REQUIRED ATTACHMENTS**

Attachments to report (check all that apply)

- Map of extent of ground-disturbing or intrusive activity (i.e., excavation footprint) indicating completed areas and planned areas with excavation depths
- UXO Daily Reports and field logs for MEC find response
- Map of location of MEC find
- Local law enforcement MEC response report
- Military EOD MEC response report
- Army's Fort Ord MEC Incident Recording Form
- Other \_\_\_\_\_

**REPORT DISTRIBUTION**

Report Distribution list:

- Local Building Department, Attention: Fort Ord Excavation Permit Point of Contact
- Fort Ord Reuse Authority, Attention: ESCA Program Manager
- U.S. Army – BRAC Office
- U.S. Environmental Protection Agency, Region IX, Superfund Division, Attention: Fort Ord Project Manager
- State of California, Department of Toxic Substances Control, Attention: Fort Ord Project Manager
- Other \_\_\_\_\_



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