

Submission of Documentation to the Field Engineering Review Subcommittee of the Engineering Review Board

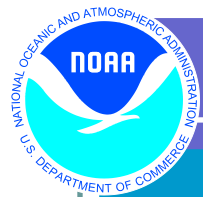
Procedure Number: SOP # 3.3.1.2

Created: March 12, 2012

Created By: Warren Krug

Approved By: Manoj Samant

1. **Title**
SOP # 3.3.1.2 Submission of Documentation to the Field Engineering Review Subcommittee (FERS) of the Engineering Review Board (ERB).
2. **Purpose**
This document explains the approved Cover Letter template for submission of documentation to the FERS.
3. **Background/History**
Station designs and installation have occasionally not met CO-OPS standards, resulting in increased cost due to contract change orders and added work for in-house personnel during the installation. The lack of planning and submission of required documentation has also caused difficulties during upgrades and repairs.
4. **Scope/Applicability**
This SOP is applicable to all projects that are submitted the FERS.
5. **Main Processes**
The Project Lead is responsible for submitting the Cover Letter. This cover letter is submitted to the head of the ERB. The cover letter consists of three sections. The first section is a short Project Description that includes who requested the system and why it is needed. The second section is a System Description that includes the type of system being installed (e.g. Sontek 250Khz Side Looker in 46 ft. of water), its location, and how the system will be mounted. Section two should also include reasons why the system will be installed as described (e.g. for security concerns the Navy requested the winch box be at or just above the pier). The third section is the documentation that supports the installation. This includes the following:
 - Vision and Scope Document
 - Site Reconnaissance Field Notes
 - Site Reconnaissance Report
 - Statement of Work (SOW)
 - Task Order (if the work will be done by a Contractor)
 - Engineering Design Report

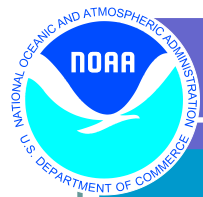


- Installation Plan
- CAD drawings of all stands and mounts (including Plan Views)
- Environmental certificate or report (if needed)
- Photographs of the site
- Site drawings of the pier or installation location (obtained from the land owner)

Each document should include the current date in the file name, see example letter in Appendix A:

6. Management/Responsibility

Maintenance of this SOP is the responsibility of the Engineering Development Branch.



Appendix A Sample FERS Letter

Memorandum For: CO-OPS' Engineering Review Board
From: Carl Kammerer
Subject: New London ADCP Installation, Request for FERS Approval
Date of Submission: February 10, 2012

Project description

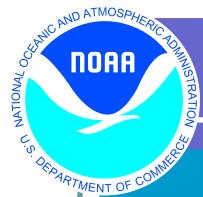
The Commander of the US Navy, Mid-Atlantic Region, requested NOAA/NOS/CO-OPS to establish a PORTS[®] system at the Naval Submarine Base (SUBASE), New London, in Groton, CT. See CO-OPS CRRF # 83

SUBASE New London is homeport to a large concentration of submarines and is located in a narrow section of the Thames River, which is further restricted by the installed waterborne security barrier system. Additionally, the piers at SUBASE New London are constructed very close together resulting in restricted slip widths. These factors increase the need for accurate environmental data on the river for personnel handling the submarines.

Currently, there is a NWLON gage south (down river) of SUBASE New London in a relatively wider section of the river. Due to the significant spatial variability of both current and water level conditions throughout the river, data from this gage is not representative of the conditions at SUBASE; however, observations of the river's conditions are most critical at this location.

System Description

CO-OPS will install a Sontek 250Khz Side Looker ADP in 46 ft. of water on the West side of pier 6 with the electronic package located on the South side of the pier. A MSI I-beam mount will be used and anchored at the top edge of the pier with a second anchoring point on the pier face 5 ft. below the top edge of the pier. For security concerns the Navy requested the winch box be at or just above the pier. The electronics package will be mounted using a modified Hydro stand that sits on a narrow 1 ft. wide cap. The stand will be anchored to this cap as well as to the pier face. The stand could not be mounted to the pier roadway as the Navy plows the pier during snow events and damage to the equipment and/or plow could occur. An adhesive anchoring system such as Hilti HVA will be used throughout the system



The electronic package will consist of a Sutron 9210B DCP with GOES to collect, store and transmit the data. An IP modem will also be installed as a second means of communications. No telephone service will be installed at this location. Three 40 watt solar panels will provide power to the system and will be mounted on the mast. The GOES, IP and GPS antennas will also mount to the mast.

The communications/power cable between the two sites will be enclosed in 1" aluminum conduit with pull boxes every X ft. and short 2ft sections of flexible conduit at each end.

The Navy may request a method to shut down the system during loading of certain equipment and supplies. CO-OPS is working with the Navy on this issue.

An IDIQ Task Order was awarded to Wood Hole Group for the installation of the system. The maintenance of the system will be included in the Narragansett PORTS[®] system. The statement of Work (SOW) is included in this package.

Supporting Documentation

The following supporting documentation is included for this review:

New London Site Reconnaissance Report_110411
New London Vision and Scope Document_CRR#83_110411
New London_SL_Plan View020112
New London_SL_Stand020112
New London_ SL_Details020112
New London _SL_Support Plate020112
New London_ SL_Cover View020112
Navy Site Approval and Environmental Checklist_110411
HERO Certificate with NSW CDD letter_110411
V2TH New London E3 Report_110411

These documents and location pictures can be found at:

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