

**The Dalles Dam
Fisheries Research/Contractor Guide**



This guide will outline the necessary steps involved in gaining access to the project, assist in communication between contractors and The Dalles Dam project staff, and describe expected compliance with safety rules and regulations.

At least **one month** prior to your anticipated start date, send a letter requesting access to The Dalles Dam and a short summary of your intended work plan to all three recipients below:

PAPER FORM to:

Mr. Ron Twiner
Operations Manager
U.S. Army Corps of Engineers
The Dalles Lock and Dam
P.O. Box 564
The Dalles, OR 97058

ELECTRONIC COPIES to:

Ida Royer
Columbia River Coordinator
Ida.M.Royer@usace.army.mil

Erin Kovalchuk
The Dalles Dam Research Coordinator
Erin.H.Kovalchuk@usace.army.mil

At least **two weeks** prior to your anticipated start date, send Erin Kovalchuk the following information:

1. Detailed Work Plan: This work plan should include a detailed description of all work to be performed, blueprints/schematics of any intended installation of mechanical or electrical device and a map of with the locations of any equipment being installed. Please include your estimated timeline.
2. Project Impact Statement: This statement should include any effects that this work will have on normal project operations and maintenance, including any expected project support.
3. List of Personnel: Provide a list of all personnel, job titles and contact information. Please note who is CPR/First Aid trained.
4. List of vehicles and boats: Vehicles need to be identified through manufacturer, color, make, year and license plate number. Boats that enter the Boat Restricted Zone must be identified through size and registration number.
5. Activity Hazard Analysis: All contractors are required to have an AHA on file prior to the start of each season of work. Use [TDA AHA Form](#).
6. Permits: ESA permits and state collection permits must be provided where applicable.
7. Funding Arrangements: Research related work which requires project support needs funding arrangements before assistance can be provided.
8. Safety Data Sheet: SDS must be provided for all hazardous materials brought to the project. Contractors are responsible for first aid kits specified in the SDS, chemical disposal and accidental spills.
9. Security Access Forms: Access to The Dalles Dam is restricted to authorized personnel only. All personnel must complete a [TDA Access Form](#). After receiving the forms, a date will be scheduled for personnel to come to the project and have security badges made. Personnel will

be required to have their badges on them at all times. U.S. citizens can be approved locally but Foreign Nationals need to have their requests forms approved by the District Security Office.

No work may begin until the USACE has provided a written affirmative response.

General Safety Regulations:

1. A pre-work safety meeting must be scheduled with the Research Coordinator prior to start of any work.
2. Contractors will be required to visit the Fisheries Office when they arrive on project to borrow an emergency pager to wear the entire time they are on project unless other arrangements have been made.
3. A person from the crew must have CPR/Fist Aid training and certification.
4. Safety Wear: When working within the project boundaries, except office areas, all contractors must wear safety footwear, long pants, sleeved shirts and hard hats. Safety glasses, work gloves, hearing protection and fall arrest gear must also be provided, if needed. Anyone on a bike must wear an orange vest for visibility.
5. All contractors/researchers who ***work under a clearance***, must take the HECP Vivid – AP training and provide the certification. To complete this training, go to <http://contractor.vividlms.com/> and pay a \$55 fee.
6. Identification insignia is preferred for group recognition.
7. Research groups are required to have weekly safety meetings for increased awareness.
8. All accidents or injuries are to be immediately reported to the Control Room.
9. Any other training such as Fall Protection and Confined Space should be taken when applicable.
10. Roadway safety: Vehicle speed limits are posted throughout the project. Seat belts are required. When a crane is in operation, a vehicle must stop and wait to be waved through.
11. Contracted cranes must be inspected by the operator of the crane prior to work.
12. Boat Safety: Boats must have special permission and meet all Coast Guard requirements prior to entering the designated Boat Restricted Zone (BRZ). See [TDA BRZ](#) if you plan on entering the BRZ. You must request access at least two weeks in advance.

Post Work Coordination:

All badges and keys need to be turned into the Research Coordinator at the end of the scheduled work. All equipment must be removed at the end of research season unless approved by project management.

Points of Contact:

Erin Kovalchuk	3405	541-298-7405	541-705-5310
Bob Cordie	3800	541-506-7800	541-980-6625
Control Room	3211	541-298-4007	
EMERGENCY LINE	3333	541-298-7505	
Administrative Office	3000	541-296-1181	