



US Army Corps
of Engineers®

Dredging Quality Management New Project Request Form



***Minimum required field.** DQM will follow up for the remaining information.

#Definition reference number

¹District Symbol:

^{*2}Contract/Permit Number:

³MATOC?

^{*4}Contract Name:

⁵Contract Type:

⁶Work Type?

⁷New Work?

⁸Est. Duration:

^{*9}Contractor:

¹⁰Est. Start Date:

¹¹Dredge Plant(s): Identify the name of each dredge plant expected to work on the contract.

¹²Hoppers:

¹³Pipelines:

¹⁴Mechanical:

¹⁵Scows:

¹⁶Scow Profile:

Project Area Information:

¹⁸State Plane:

^{*17}Name:

¹⁹Time Zone:

Dredging Areas: Provide the following information for each area (Borrow Area, River Segment, etc.) where dredging will occur.

²⁰Name

²¹Area Type ²²Water

²³Depth

²⁴Volume

²⁵Density

²⁶Material Description

Placement Area(s): List and provide information for each area (ODMDS, CDF, etc.) where dredged material will be placed.

²⁷Name

²⁸Area Type ²⁹Method

³⁰BU?

³¹Water

³²Volume

³³ to attach drawings, CAD files, etc. for dredging and/or placement areas to be used in this contract. Ensure that datum and projection information is included on all drawings.

***³⁴Distribution List & Reports:** Provide contractor email addresses and the USACE email addresses for personnel who need to receive weekly DQM reports. If you need to add more people, use the Comments section below.

Name:

Email:

³⁵Reporting Requirements:

POC:

BOEM (hoppers/scows)

EPA (hoppers/scows)

Load Summary (hoppers/scows)

Daily Summary (pipelines)

Vessel Transit Summary (hoppers/scows)

Special Reports (call for details & costs)

³⁶Comments/Notes:

¹**District Symbol:** Appropriate USACE District; three-letter abbreviations—first two letters = Division, last letter = District
(*Example:* **LRB** = Great Lakes and Ohio River Division, Buffalo District)

USACE Divisions (Districts):

LR = Great Lakes and Ohio River (**B** = Buffalo, **C** = Chicago, **E** = Detroit, **H** = Huntington, **L** = Louisville, **N** = Nashville, **P** = Pittsburgh)

MV = Mississippi Valley (**K** = Vicksburg, **M** = Memphis, **N** = New Orleans, **P** = St. Paul, **R** = Rock Island, **S** = St. Louis)

NA = North Atlantic (**B** = Baltimore, **E** = New England, **N** = New York, **O** = Norfolk, **P** = Philadelphia)

NW = Northwestern (**K** = Kansas City, **O** = Omaha, **P** = Portland, **S** = Seattle, **W** = Walla Walla)

PO = Pacific Ocean (**A** = Alaska, **H** = Hawaii)

SA = South Atlantic (**C** = Charleston, **J** = Jacksonville, **M** = Mobile, **S** = Savannah, **W** = Wilmington)

SP = South Pacific (**A** = Albuquerque, **K** = Sacramento, **L** = Los Angeles, **N** = San Francisco)

SW = Southwestern (**F** = Fort Worth, **G** = Galveston, **L** = Little Rock, **T** = Tulsa)

²**Contract/Permit Number:** Tracking number for the contract, to which you can attach a Task Order

- **Contract Number:** *Example:* **W912HY-22-C-1234-5678**, where **W912** = Designator; **HY** = Local USACE District; **22** = Year the contract was awarded; **C** = Contract instrument—usually **C**, **D**, or **F** (**C** = non-IDIQ contract, **D** = IDIQ contract, **F** = contract by a non-DoD agency); **1234** = 4-digit designation from the District; **5678** = 4-digit Task Order number

- **Permit Number:** *Example:* **SAM-2024-012345**, where **SAM** = Three-letter USACE District symbol; **2024** = Year the permit is issued; **012345** = Number designation from the District

³**MATOC?:** Multiple Award Task Order Contract; is the project scheduled to last more than one year? (**Yes/No**)

⁴**Contract Name:** Title of the advertised contract (*Example:* 2022 Hopper Dredge Contract - Mobile Harbor)

⁵**Contract Type:** How the project/work is funded or allowed (**Civil Works/Government Dredge/Regulatory**)

⁶**Work Type:** General type of work for this contract; you can also enter a custom value (**Beach|Island Restoration/Navigation, Port|Harbor/[Custom Value]**)

⁷**New Work?:** Is the project new (rather than maintenance) work? (**Yes/No**)

⁸**Est. Duration:** Estimated duration of the project (*Example:* 3 weeks or 6.5 months)

⁹**Contractor:** Name of the company supplying the dredge and equipment

¹⁰**Est. Start Date:** Estimated date the project is expected to start

¹¹⁻¹⁵**Dredge Plant(s):** List of each dredge plant to be used on the project (hoppers, pipelines, mechanical, and scows)

¹⁶**Scow Profile:** Set of equipment to be used on the scows (**Monitoring:** Profile used when only displacement is needed
/Ullage: Profile used when displacement and volume are needed)

¹⁷**Project Area/Name:** General work location (*Example:* Mobile Harbor)

¹⁸**Project Area/State Plane:** State Plane Coordinate System of the project (pull-down menu)

¹⁹**Project Area/Time Zone:** Time zone in which the project is located (**Atlantic/Eastern/Central/Mountain/Pacific/Alaskan/Hawaiian**)

²⁰**Dredging Areas/Name:** Name of each dredging area

²¹**Dredging Areas/Type:** Type of each dredging area (**Borrow Area/Channel/Marina/Port**)

²²**Dredging Areas/Water Density:** Type of water in each dredging area (**Fresh/Salt/Brackish**)

²³**Dredging Areas/Depth:** Depth (ft) that will be dredged to in each dredging area (authorized depth)

²⁴**Dredging Areas/Volume:** Estimated volume to be removed from each dredging area (yd³)

²⁵**Dredging Areas/Density:** In situ density for each dredging area (g/cm³)

²⁶**Dredging Areas/Material Description:** General material description for each dredging area; can be generic (*Examples:* sand, gravel, clay) or specific (% of each type)

**A Material Description is required if you are requesting EPA reports.*

²⁷**Placement Area(s)/Name:** Name of each placement area; if the project is using an Ocean Dredged Material Disposal Site (ODMDS) area, use the formal EPA site name

(For more information, refer to <https://www.epa.gov/ocean-dumping/ocean-disposal-sites>)

²⁸**Placement Area(s)/Type:** Type of each placement area (**Beach/CDF** [Confined Disposal Facility]/**Channel/ODMDS** [Ocean Dredged Material Disposal Site]/**Open Water/Upland**)

²⁹**Placement Area(s)/Method:** Method of material placement (**Bottom Dump/Offload/Pump Off**)

³⁰**Placement Area(s)/BU?:** Is this a Beneficial Use placement area? (**Yes/No**)

³¹**Placement Area(s)/Water Density:** Type of water in each placement area (**Brackish/Fresh/Salt**)

³²**Placement Area(s)/Volume:** Estimated volume to be placed in each placement area (yd³)

³³**Click Here to Attach Drawings:** Drawings, shapefiles, CAD files, or other files for the dredging and/or placement areas to be used in the contract; ensure that datum and projection information is included on all drawings

³⁴**Distribution List & Reports:** Name and email address of the contractor and USACE personnel who need to receive weekly DQM reports; contractors receive QA reports automatically, and USACE personnel receive the selected reports

- **POC:** Primary person(s) responsible for DQM coordination and data oversight; at a minimum, one USACE contact person is required

³⁵**Reporting Requirements:** Reports are not sent to third-party contacts; more details are available on the DQM website under Tools/Reports/DQM-Generated

- **QA:** Quality assurance report; automatically sent to system providers and USACE Districts, as needed, for all projects

- **BOEM (hoppers/scows):** Report produced in coordination with the Bureau of Ocean Energy Management (BOEM); can be used to evaluate dredging operations, particularly in borrow areas and environmentally sensitive areas; emailed weekly to the requesting USACE District

- **EPA (hoppers/scows):** (SE Region) Report produced in coordination with the Environmental Protection Agency (EPA) Regions IV and VI; filtered data set in Extensible Markup Language (XML) format for each hopper or scow load, which can be used as input into EPA software for evaluating dredge operations

- **Load Summary (hoppers/scows):** Summary information about disposal events

- **Daily Summary (pipelines):** Summary information about pipeline operations

**This is the only report available for pipeline dredges.*

- **Vessel Transit Summary:** Spreadsheet containing a load-by-load summary of the average and 95% speeds and distances traveled both to and from the cut to the disposal site for a selected dredge plant and contract, week by week

- **Special Reports:** Very special cases; project-specific reports that are needed by the USACE District

**Contact DQM to discuss details and costs for any required special reports or analysis.*

³⁶**Comments/Notes:** Additional project information

³⁷**Save:** Save the form as a PDF to a desired location (hard disk or network drive)

³⁸**Print:** Print to a printer or PDF

-----*Email the completed form to dqm-support@usace.army.mil*-----