



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

| | | |
|-------------------------------|---------------------------------------|--------------------------------|
| ¹ District Symbol: | ^{*2} Contract/Permit Number: | ³ MATOC? |
| ^{*4} Contract Name: | | |
| ⁵ Contract Type: | ⁶ Work Type? | ⁷ New Work? |
| ^{*9} Contractor: | | ⁸ Est. Duration: |
| | | ¹⁰ Est. 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.

| | | | | | | |
|--------------------|-------------------------|---------------------|---------------------|----------------------|-----------------------|------------------------------------|
| ²⁰ Name | ²¹ Area Type | ²² Water | ²³ Depth | ²⁴ Volume | ²⁵ Density | ²⁶ Material Description |
|--------------------|-------------------------|---------------------|---------------------|----------------------|-----------------------|------------------------------------|

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

| | | | | | |
|--------------------|-------------------------|----------------------|-------------------|---------------------|----------------------|
| ²⁷ Name | ²⁸ Area Type | ²⁹ Method | ³⁰ BU? | ³¹ Water | ³² Volume |
|--------------------|-------------------------|----------------------|-------------------|---------------------|----------------------|

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*-----