**National Park Service**

**Standard Operating Procedures:**

**Contractors Working with Museum Collections and in Structures Housing Collections (Sample)**

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| **Park Name:** [*Park*] | **Division / Branch:** [*Park museum branch*] |
| **Effective Date:** | **Duration:**Until amended or rescinded | **Target Audience: / Distribution:** All park staff |
| **Prepared by Park Curator** (Print Name): | **Signature:** | **Date Signed:** |
| **Concurred by Facility Manager** (Print Name): | **Signature:** | **Date Signed:** |
| **Concurred by Park Physical Security Coordinator** (Print Name): | **Signature:** | **Date Signed:** |
| **Concurred by Park Structural Fire Coordinator** (Print Name): | **Signature:** | **Date Signed:** |
| **Concurred by Chief of Cultural Resources** (Print Name): | **Signature:** | **Date Signed:** |
| **Concurred by Chief of Interpretation** (Print Name): | **Signature:** | **Date Signed:** |
| **Approved by Superintendent** (Print Name): | **Signature:** | **Date Signed:** |

1. **Purpose**

This Standard Operating Procedure (SOP) provides National Park Service (NPS) safety and security procedures for contract work done at the park on museum collections and structures storing and exhibiting collections. It applies to all contractors working with park collections and/or on structures housing collections (“secure facilities”), including [*collections storage name*] and [*furnished historic structure name*].

Work will be done in accordance with 54 USC 100101: Promotion and regulation and 54 USC 102501 et seq.: Museums, and NPS *Museum Handbook*, Part I: Museum Collections, Chapter 14: Museum Security.

1. **Contractor Responsibilities and Procedures**
2. Convene orientation meeting with [(superintendent, *curator, facility manager, physical security coordinator, park structural fire coordinator, project manager* and others], prior to the initiation of work to discuss project including: park Point of Contact (POC), designated NPS monitoring staff; work location(s); schedule; contractor and subcontractor roster; equipment; projected electrical and other utility usage; parking, designated entry/exit and break locations; fire prevention; emergency response procedures; and other work, maintenance, access, safety, and/or security issues. Determine daily briefing meeting procedures; hot work schedule; when smoke detectors and/or sprinkler heads are to be covered; and contact procedures in the event of alarm annunciation, circuit breaker trip, or power outage. Coordinate with curator in advance to relocate collections, furnishings, equipment, and other items for contractual work purposes.
3. Contractors agree to be monitored by designated NPS staff at all times and locations and abide by the responsibilities and procedures outlined in this SOP. Designated NPS staff will serve as POC for the work period, and will coordinate directly with contractors and the project manager for additional needs (relief, breaks, supply/equipment deliveries, etc.). There is no expectation of privacy in secure facilities. Fire-resistive coverings must be installed in consultation with the curator to protect collections without impeding monitoring. Designated NPS staff will maintain line of sight with the contractors, continually be present in the immediate vicinity during all phases of on-site work, conduct end of day walkthrough, and notify contractor immediately if any issues such as tripping hazards or misused equipment are noted.
4. Contractors will be readily identifiable by NPS staff. Contractors and their team are required to wear identification badges or name tags in a visible location while on-site, log in and out by name and time, and provide names of all parties working for or with them. [*Park contractor badge provided.*]

**Figure 14.4. Standard Operating Procedures:
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1. Contractors will meet with designated NPS staff at an established schedule [*time and location*] to review daily work plans and task progress checklist. On arrival, contractors and their teams will sign in, receive identification badges, and be accompanied by designated NPS staff to [*work location*] to avoid impacting staff and/or public tour access.
2. Backpacks, oversized bags, boxes, tool cases, and other containers are subject to inspection at any time. Bags, backpacks, and other large [*dimensions*] containers are not permitted inside structures housing collections unless authorized in writing by the curator, and are to be stored outside the structure. Containers, carts, dollies, etc. are not to damage collections or structural elements.
3. Smoking is strictly prohibited in and within 25 feet of structures exhibiting or storing collections. Contractors must follow applicable federal health and safety laws and regulations, NPS Director’s Order 50D: Smoking Policy, NPS *MH* I.9: Museum Fire Protection, and NPS Reference Manual 50B: Occupational Safety and Health Program.
4. Food, beverages, and chewing gum are prohibited in spaces exhibiting or storing collections.
5. Contractors’ friends or family are not permitted at the work site. Pets are not permitted on the work site [*except service animals*].
6. Contractors must adhere to the working hours/days/areas noted in the contractual agreement. NPS monitoring staff cannot authorize extra hours or deviate from the contractual agreement without a written amendment by the COR. Advanced arrangement must be made to access additional areas. Subcontracting is not permitted unless otherwise specified in the contractual agreement or authorized in writing by the COR.
7. Breaks are to be taken at [*breakroom location*] as identified during the orientation meeting. Exterior doors shall remain locked to prevent unauthorized reentry. Designated NPS staff will accompany contractors back to the work location at [*time and place*] at the conclusion of each break.
8. Contractors are not permitted to touch, handle, move, or use any museum objects on exhibit or in storage, including historic sinks and bathrooms, etc. Designated NPS staff will coordinate with the park curator in advance to move, protect, and/or cover collections. Contractor tools, equipment, and personal items must never be stored or placed on or in museum objects. Conservators will conduct work on objects specified in the contract.
9. Contractor must not make any alteration to a historic structure such as a hole, insertion of a nail or bracket, alteration of a trim or surface, etc. without prior written approval from the COR and NPS historical architect advisor and Section 106 compliance officer to ensure compliance with the National Historic Preservation Act.
10. Contractor will install protective fire-resistive plastic sheets, tarps, drop cloths, etc. to protect surfaces such as cabinets, doorways, and floor surfaces, prevent dust and debris from intruding into non-work areas, and ensure clear line of sight for monitoring is maintained in consultation with the curator. Cover or otherwise protect plaster and prevent dust and debris from intruding into non-work areas. Contractor will provide clean blankets, covers, and/or tarps to protect museum objects that cannot be moved (such as heavy objects) and/or historic interior(s) from scratching, dents, spills, etc. Work equipment must be set up and stored separately from museum objects that cannot be moved. Contractor will consult with designated NPS staff, curator, and project manager to determine if additional protective measures are needed.
11. Contractor will keep work site clean, remove debris, and monitor for dust, dirt, or other debris adjacent to the work area each day. Consult with the project manager, and [*Point of Contact*] to determine additional protective measures.
12. Contractor will use designated entry/exit points as determined during the orientation meeting. Contractor will not block doorways or emergency exits with equipment or supplies. Exterior doors are not to be propped open.
13. Contractors must follow park procedures for hot work and open flames, conducting a fire watch, use of chemicals and other flammable materials, fire protection and security systems, and others as described in Section III below.
14. Contractor must make advance arrangements to use electrical equipment. Equipment must be in satisfactory condition; frayed or damaged cords are not permitted. Construction lights or equipment must be turned off or unplugged while unattended or not use.
15. Contractor must follow park emergency response procedures and note portable fire extinguisher locations. In the event of emergency or alarm, evacuate the area, call 911 and [*Ranger on duty*], and follow NPS staff directions. Contractor must contact direct supervisor and NPS staff in the event of injury or safety issues that arise during the workday.

**Figure 14.4. Standard Operating Procedures:
Contractors Working with Museum Collections and in Structures Housing Collections (Sample) (continued)**

1. Contractor must physically perform all project tasks including clean-up, loading or unloading contractor tools, supplies, or equipment, or other errands. Only the COR [*name & title*] and project manager [*name & title*] as assigned in writing, shall direct contractual work. Designated NPS monitoring staff cannot direct contractual work.
2. Contractors are responsible for providing and maintaining their own supplies and equipment. Contractors must schedule on-site deliveries in advance, be present and sign for deliveries of requested materials, and are responsible for inspection and transport. Contractors will not ask NPS staff for technical assistance. NPS staff are not responsible for contracted deliveries and are not permitted to sign for any supplies or equipment, or provide NPS-owned tools, supplies, or equipment for contractor use.
3. Contractor will begin clean-up [*30 minutes*] before the end of the work day, and will neatly put away all tools and supplies, including cords, to prevent tripping hazards, and remove fire-resistive protective barriers and coverings to eliminate fire and egress hazards. Turn off and unplug all electric tools and extension cords, and remove heat-generating equipment from the site. Remove trash to [*predetermined off-site location*], unless other arrangements have been made in the contract. Conduct a walk-through to ensure walkways are clear and no safety hazards are present. Coordinate daily closing procedures with designated NPS monitoring staff.
4. Contractor should direct all questions to the supervisor, project manager, [*Point of Contact*] or COR as established.
5. **Security and Fire Safety**
6. Contractors must coordinate hot work and other work which may affect fire protection and/or security system functioning with the park structural fire coordinator (PSFC), safety manager, Physical Security Coordinator, facility manager, and Chief of Interpretation as needed prior to initiating procedures and/or at the end of each work day.
7. Contractor must inform the park *in advance* of intent to conduct hot work, including equipment emitting heat or creating a spark such as heat guns, stripping guns, electrical drying tools, heaters, tack irons, welding torches, etc. Contractor must submit signed NPS Hot Work Permit HW-1 for [*Point of Contact*] approval. Use of other open flame is strictly prohibited.
8. Collaborate with NPS staff and the PSFC prior to dust-producing work that requires placing fire alarms in “test” mode and/or covering smoke detectors. NPS monitors are to remain on site at all times for fire watch as specified in NSP *Museum Handbook* Part I Chapter 9: Museum Fire Protection and NPS Reference Manual 58: Structural Fire Management. If contractors are working near sprinkler heads, protect the unit from damage in consultation with the PSFC and facility manager.
9. a. [*Insert requirements for chemical and other flammable and combustible materials safety procedures, including SDS, storage in flammable storage cabinets or non-combustible fire canisters, and clean-up procedures.*]

b. [*Insert fire protection system (detector, alarm, sprinkler, portable fire extinguisher, etc.) procedures and PSFC contact information. Insert security system (detector, alarm, etc.) procedures.* **Redact sensitive information.**]

c. [*Insert fire response and emergency evacuation procedures, including evacuation routes.*]

d. [*Insert other procedures (circuit breaker trip, power outage, suspicious activity, etc.) as needed.*]

**Figure 14.4. Standard Operating Procedures:
Contractors Working with Museum Collections and in Structures Housing Collections (Sample) (continued)**