

DATA PROCUREMENT DOC.
NO. 988 ISSUE Revision B

H36049D
CONTRACT/RFP

EXHIBIT NUMBER

2
ATTACHMENT NUMBER

**Logistics Services for the Marshall Space Flight
Center**
PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

EG & G
CONTRACTOR

May 27, 2005
DATE

National Aeronautics and
Space Administration

National Aeronautics and Space Administration				DATA PROCUREMENT DOC.	
DOCUMENT CHANGE LOG				NO.	ISSUE
				988	Revision B
INCORPORATED REVISIONS OUTSTANDING REVISIONS			AS OF:	SUPERSEDING:	PAGE:
			05-27-05	06-18-04	1 of 1
AUTHORITY	PORTION AFFECTED - PAGE NO./NO.			REMARKS	
	INTRO	SGR	DRL	DRD	
Contract Mod. 9			X		Corrected data type for the following DRDs: 988LS-002 988LS-018
				988MA-004	Changed OPR from "RS40" to "AD40"
				988CD-002	Corrected due dates for the following DRDs:
				988EE-001	
				988EE-002	
				988EE-004	
				988EE-007	
				988EE-009	
				988EE-010	Revised by Modification 30
				988EE-012	
				988EE-013	
				988EE-014	
				988LS-001	
				988LS-002	
				988LS-006	
				988LS-008	
				988LS-009	
				988LS-012	
				988LS-018	
				988LS-019	
				988LS-020	
				988LS-021	
				988LS-022	
				988LS-023	
				988LS-024	
			988LS-025		
			988MA-003		
			988MA-004		
			988SA-002		
			988SW-001		
Contract Mod 20				988EE-002	Updated paragraphs 15.3 and 15.4
				998E-012	Updated paragraphs 15.1, 15.3, and 15.4
				998LS-025	Updated paragraph 15.3

MSFC - Form 3461-1 (Rev August 1970)

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
PAGE REVISION LOG			NO.	ISSUE:	
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NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.			AS OF:	SUPERSEDING:	PAGE:
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INSERT LATEST REVISED PAGES.			DISCARD SUPERSEDED PAGES.		
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS
DPD	ALL	Revision A			
988EE-002	PP A2-12 to A2-13A	Revision B			
988EE-012	Page A2-23	Revision B			
988LS-025	Page A2-53	Revision B			

MSFC - Form 3461-2 (Rev August 1970)

1.0 Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to MSFC in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) regulation or clause, the regulation will take precedence over the DPD, per FAR 52.215-8.

1.2 Data Requirements Descriptions (DRD's): Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements. For the purpose of classification and control, DRD's of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
EE	Environmental Engineering
LS	Logistics Support
MA	Management
QE	Quality
SA	Safety

The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
1	All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
2	MSFC reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. Data shall be submitted to the procuring activity for review not less than 45 calendar days prior to its release for use or implementation. The contractor shall clearly identify the release target date in the "submitted for review" transmittal. If the contractor has not been notified of any disapproval prior to the release target date, the data shall be considered approved. To be an acceptable delivery, disapproved data shall be revised to remove causes for the disapproval before its release.
3	These data shall be delivered by the contractor as required by the contract and do not require MSFC approval. However, to be a satisfactory delivery, the data must satisfy all applicable contractual requirements.

2.0 STATEMENT OF GENERAL REQUIREMENTS

- 2.1 Applicable Documents: Documents included as applicable documents in this DPD are the issue specified in the Statement of Work, and form a part of the DPD to the extent specified herein. References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.
- 2.2 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating.
- 2.3 Distribution
- 2.3.1 Distribution of required documentation shall be specified in the "Distribution" statement (item 10) of each DRD. Recipient names and email addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer or Contracting Officer's Technical Representative.
- 2.3.2 Electronic submission of data deliverables is required where feasible and software compatible, unless otherwise specified. Acceptable formats include Microsoft Word, Excel, or formats readable by Microsoft Word or Microsoft Excel as appropriate. The software versions shall be confirmed prior to submittals. Delivery shall be made on CD-ROMs in Personal Computer (PC) format. The Government utilizes Microsoft Windows and Office 98 for the PC.
- 2.4 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.
- 2.5 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to MSFC by the contractor and, if applicable, as approved by MSFC. This number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, will be marked "PRELIMINARY PENDING MSFC APPROVAL," and once approved shall be reissued with "APPROVED BY MSFC" and the date and approval authority annotated on the cover.
- 2.6 Reference to Other Documents in Data Submittals: All referenced documents shall be made readily available to the cognizant MSFC organization upon request. The contractor should make sure that the references are available to MSFC in a manner which does not incur delays in the use of the response document.
- 2.7 Maintenance of Type 1 Document Submittals: Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified. Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages.

3.0 DPD MAINTENANCE PROCEDURES

- 3.1 MSFC-Initiated Change: New and/or revised data requirements will be incorporated by contract modification to which the new or revised portion of the DPD will be appended.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements, or proposed changes to existing requirements shall be submitted to MSFC for approval.
- 3.3 DPD Change Procedures: Changes to a contractual issue of this DPD will be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page will be deleted by the current revision.
- 3.4 DPD Reissues: When conditions warrant, the DPD will be reissued by MSFC and will supersede the existing DPD in its entirety. Reissues will be issued by contractual direction. All revision symbols (vertical lines and contractual direction control numbers) will be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which will commence with "A" and progress through "Z," will be entered in the DPD identification block of each DRD page of the DPD.

**LOGISTICS SERVICES FOR THE MARSHALL SPACE FLIGHT CENTER
DATA REQUIREMENTS LIST**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data			
988CD-001	2	Information Technology Security Plans	AD33
988CD-002	3	On-Site Employee Location Listing	PS10
EE - Environmental Engineering (EE)			
988EE-001	1	Environmental Operations Plan	AD10
988EE-002	3	Environmental Monthly Report	AD10
988EE-003	3	Treatment, Storage, Disposal, Recycling Facilities Audit Reports	AD10
988EE-004	3	Tier II Report	AD10
988EE-005	3	Toxic Release Inventory Report	AD10
988EE-006	3	Biennial Hazardous Waste Report	AD10
988EE-007	3	Polychlorinated Biphenyl Annual Report	AD10
988EE-008	2	Special Waste Permits	AD10
988EE-009	2	Notification of Regulated Waste Activity (ADEM Form 8700-12)	AD10
988EE-010	1	Hazardous and Solid Waste Management Plan	AD10
988EE-011	3	Process Safety Report	AD10
988EE-012	2	Pollution Prevention Plan	AD10
988EE-013	3	Storm Water Inspection Log	AD10
988EE-014	3	Vapor Balance Test Report	AD10
988EE-015	3	Hazardous Air Pollutant (HAP) Reports	AD10
988EE-016	3	Air Emission Estimate Reports	AD10
LS - Logistics Support			
988LS-001	2	Government Property Management Plan	AD41
988LS-002	1	Maintenance Plan	AD40
988LS-003	2	Equipment Inventory Schedule	AD41
988LS-004	3	Inventory Progress Reports	AD41
988LS-005	1	Annual Inventory Report	AD41
988LS-006	3	Monthly Move Services Progress Report	AD41
988LS-007	2	Warehouse/Storage Requirements Plan	AD40
988LS-008	3	Performance Measures for Equipment Support Services Report	AD41
988LS-009	3	Performance Measures Physical Inventory Accuracy Report	AD41
988LS-010	3	Annual Walk-Thru Report	AD41
988LS-011	3	Annual Report of Utilization and Disposal of Domestic NASA Personal Property; Section D - Remarks, Cost of Sales	AD41
988LS-012	3	Government Furnished Equipment Inventory	AD41
988LS-013	3	Government Furnished Equipment Discrepancy Report	AD41
988LS-014	3	Annual Solid Waste Disposal Report	AD41
988LS-015	3	Annual Recyclables Report	AD41
988LS-016	3	Annual Affirmative Procurement Report	AD41
988LS-017	1	Report of Activities Generating Precious Metals	AD41
988LS-018	3	Packaging and Crating Services Report	AD42
988LS-019	3	Traffic Management Workload Report	AD42

**LOGISTICS SERVICES FOR THE MARSHALL SPACE FLIGHT CENTER
DATA REQUIREMENTS LIST**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
LS - Logistics Support (continued)			
988LS-020	3	Personnel Transport System Report	AD42
988LS-021	3	Mail Operations/Courier Services Report	AD42
988LS-022	3	Monthly Food Services Activities Report	AD60
988LS-023	3	Mail Services Report	AD40
988LS-024	3	Explosives and Propellants Inventory List	AD41
988LS-025	3	Monthly Retail Store Activities Report	AD40
MA - Management			
988MA-001	1	Management Operating Plan	AD40
988MA-002	2	Personnel Certification and Training Plan	AD40
988MA-003	3	Monthly Status Report	AD42
988MA-004	3	Contractor Cost Report	AD40
QE - Quality			
988QE-001	1	Quality Control/ Assurance Plan	AD40
SA - Safety			
988SA-001	2	On-site Safety and Health Plan	AD60/QS50/AD10
988SA-002	3	Mishap and Safety Statistics Reports	QS50
SW - Software			
988SW-001	2	Flight Hardware Support Request System Operations Manual and Users Guide	AD42

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988CD-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Information Technology Security Plans
7. **DESCRIPTION/USE:** To document information technology security risk management and safeguards for protection of unclassified NASA electronic information and data processed by Federal general support computer systems and major software applications.
8. **OPR:** AD33 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 45 days after contract award
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:** The information technology security plans must be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in NFS 1852.204-76.
14. **INTERRELATIONSHIP:** PWS paragraphs 1.2.D (Performance Summary table), 1.2.D, 1.2.I.2.a.(12)
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** Information Technology Security Plans shall document the safeguards necessary to ensure sufficient availability, integrity, and confidentiality of that information accessed or managed within the systems and/or applications, based on the contractor's assessment of risks.
 - 15.2 **APPLICABLE DOCUMENTS:**

NPG 2810.1	<i>Security of Information Technology</i>
NFS 1804.470-3	<i>Security Plan for unclassified Federal Information Technology systems</i>
NFS 1852.204-76	<i>Security Requirements for Unclassified Information Technology Resources</i>
 - 15.3 **CONTENTS:** The Information Technology Security Plan shall meet the requirements of the applicable documents in 15.2 and document how the contractor and subcontractor personnel will utilize, in a secure manner commensurate with the sensitivity of the information involved, those Federal computer systems and software applications managed by others. The plan shall describe the contractor's processes for implementing information security including personnel background screening, personnel awareness and training, information protection, and security incident response.

Additionally, a separate system-level Information Technology System Security Plan shall be prepared for each Federal general support computer system or major software application managed by the contractor and/or subcontractor personnel in the performance of this contract. The Information Technology System Security Plans shall meet the requirements of the applicable documents in 15.2. NPG 2810.1 defines "general support computer systems" and "major applications" and provides plan requirements for both.
 - 15.4 **FORMAT:** Contractor format is acceptable.
 - 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988CD-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** On-Site Employee Location Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks.
8. **OPR:** PS10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Seventh of month following first month of operation after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update quarterly. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to FAR 52.212-5, *Federal Acquisition Regulation Clause: Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items.*
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.D
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The On-Site Employee Location Listing shall provide NASA with a list of all on-site contractor employees working under this contract and their designated locations.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The list shall include the following information for each employee: employee's name, position, location (building/room number), shift assignment, supervisor's name, and supervisor's location (building/room number).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988EE-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Environmental Operations Plan
7. **DESCRIPTION/USE:** To describe the contractor's method of operations for environmental activities.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Thirty (30) days after contract award
12. **SUBMISSION FREQUENCY:** Update annually, September 1
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.A
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Environmental Operations Plan shall provide the Government with detailed procedures of how the contractor will perform environmental activities.
- 15.2 **APPLICABLE DOCUMENTS:**
MPD 8500.1 *MSFC Environmental Management Policy*
MPG 8500.1 *MSFC Environmental Management Program*
- 15.3 **CONTENTS:** The Environmental Operations Plan shall meet the requirements of MPD 8500.1 and MPG 8500.1 and contain the following:
 1. Hazardous and Controlled Waste Operations, including inspection program that includes identifying new waste streams, tracking, issuing containers, container pickup, screening waste, sampling waste, characterizing waste, moving waste, segregating waste, maximizing storage efficiency, battery storage, used oil storage, empty container management, technical assistance, manifesting waste, transporting waste, training requirements, and a written plan to maintain compliance with Subpart CC emission standards.
 2. Pollution Prevention and Hazardous Materials Operations, including collecting data, training, inspecting storage areas, inventorying, managing, tracking, controlling, and reporting hazardous material usage at MSFC, pollution prevention activities.
 3. Spill Response Operations, including spill response procedures, spill response equipment and supplies, team members listing, reporting, and training.
 4. Storm water management, including storm water inspection procedures, inspection records, reporting, and training.
 5. Air management, including air management plans, environmental notifications, reporting, database management, environmental inspections, and training.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Update as necessary to comply with regulations and operating changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A 2. **DRD NO.:** **988EE-002**
3. **DATA TYPE:** 3 4. **DATE REVISED:** May 27, 2005
5. **PAGE:** 1/3
6. **TITLE:** Environmental Monthly Report
7. **DESCRIPTION/USE:** To report the results of the environmental activities.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 7th of the first full month after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Monthly; by the 7th
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.B
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Environmental Monthly Report documents the results of hazardous and controlled waste, pollution prevention and hazardous materials, spill response, storm water management, and air management activities.
- 15.2 **APPLICABLE DOCUMENTS:**

MPG 8500.1	<i>MSFC Environmental Management Program</i>
MWI 8550.1	<i>Waste Management</i>
MWI 8550.2	<i>Storm Water Management</i>
MWI 8550.3	<i>Wastewater Compliance</i>
MWI 8550.4	<i>Air Compliance</i>
MWI 8550.5	<i>Hazardous Material Management</i>
MWI 8540.2	<i>Affirmative Procurement Program for Environmental Preferable Products</i>
40 CFR	<i>Protection of the Environment</i>
ADEM Administrative Code 335	<i>Alabama Department of Environmental Management Regulations</i>
- 15.3 **CONTENTS:** The Environmental Monthly Report shall meet the requirements of the documents listed in 15.2 and the following. Any report requirement that expires before the end of the contract may be excluded from the report after the expiration date. This exclusion shall be coordinated with the EED prior to the exclusion.

EXECUTIVE SUMMARY

1. **Environmental Services Reports** identifying all contractually required reports for the monthly period.
2. **Historical Summary** table noting the number of SAA Sites, Hazardous Material Sites, Storm Water Sites, MSDS, Air (significant), Air (Insignificant) at the Beginning of Contract, Current Month (reporting period) and Delta.
3. **Environmental Services Compliance Summary** table summarizing the number of violations that occurred during the reporting period and accumulated number during the calendar year for the categories of Satellite Accumulation Areas (SAA), Storm Water, Hazardous Materials Storage Locations and Air Sites.
4. **IDIQ Status:** Provide status of IDIQs.
5. **Pre-Construction Conferences:** List those projects attended and those expected the next period.

WASTE MANAGEMENT

DRD Continuation Sheet

TITLE: Environmental Monthly Report

DRD NO.: 988EE-002

DATA TYPE: 3

PAGE: 2/3

15. DATA PREPARATION INFORMATION (CONTINUED):

6. **WASTE Management Concerns:**
 - a. Critical and Unresolved Issues
 - b. Current activities and efforts
7. **Hazardous Waste Services Data Summary** that shall include the following:
 - a. The number of inspections performed and deficiencies found of the Hazardous Waste Storage Facility
 - b. The number of inspections performed and deficiencies found at the Satellite Accumulation Areas
 - c. The number of hazardous waste containers picked up and issued according to the EPA/ADEM regulatory requirements and the number of those that are in noncompliance thereof
 - d. The number of containers disposed of and deficiencies found
 - e. The number of spill response training sessions conducted
8. **Accumulative Hazardous Waste Supporting Data** table depicting the number of monthly Incidents and an accumulative number for the calendar year for the following areas: Waste Transport Vehicle Inspections Performed; New Waste Steams Identified (form 4072); Waste Container Consolidations; Environmental Samples Taken; Spills Reported on NETS; Waste Containers In Active Accumulation at SAA
9. **Waste Generated and Stored** table including Hazardous Waste, Controlled Waste and Special (Solid) Waste that is generated by organization during the reporting period and that is accumulated yearly.
10. **Cost for Waste Disposal** table that depicts by type (Hazardous Waste, Controlled Waste, Medical Waste) depicting monthly and accumulated yearly cost with associated manifest numbers, IDIQ number and date of shipment of waste.
11. **Monthly Disposal Summary By Profile** that includes table for Medical Waste, Hazardous Waste; Controlled Waste depicting the profile number, waste description, unit type, number generated by type (each or lbs) by the reporting by month and the number accumulated during the calendar year. Provide total units for profiles under each category.
12. **Metrics** including graphs of Waste Generated and Disposal Cost and Drums Picked Up and Issued

HAZARDOUS MATERIAL MANAGEMENT

13. **Material Management Concerns**
 - a. Critical and Unresolved Issues
 - b. Current activities and efforts
14. **HMMS Support:** Describe on going work for HMMS support.
15. **Hazardous Material Bar-coding Status:** Provide three graphs displaying:
 - a. Chemical Containers Bar-coded at Central Receiving Since December 1, 2004
 - b. Baseline Chemical Inventory Effort Since January 1, 2005
 - c. Baseline Chemical Inventory Buildings Summary
16. **Accumulative Hazardous Material Supporting Data:** The data shall include a table depicting the number of monthly incidents and an accumulative number for the calendar year for the following areas: Number of Hazardous Material Approved; Number of Hazardous Materials Buildings Inspected; New Hazardous Material Locations Identified;

STORM WATER MANAGEMENT

17. **Storm Water Management Concerns**
 - a. Critical and Unresolved Issues
 - b. Current activities and effort

DRD Continuation Sheet**TITLE:** Environmental Monthly Report**DRD NO.:** 988EE-002**DATA TYPE:** 3**PAGE:** 3/3

15. DATA PREPARATION INFORMATION (CONTINUED):

18. **Environmental SW Summary:** State number of inspections and deficiencies found this period.**AIR MANAGEMENT**19. **Air Management Concerns**

- a. Critical and Unresolved Issues
- b. Current activities and efforts

20. **Environmental Air Summary:** State number of significant and insignificant air source inspections and deficiencies found this period.**P2 MANAGEMENT**21. **P2 Management Concerns**

- a. Critical and Unresolved Issues
- b. Current activities and efforts

22. **Environmental P2 Summary:** State the number of pollution prevention projects implemented this period and describe the projects.23. **Waste Minimization, Cost Reduction & Material Reuse:** Provide table that describes the quantities of materials that have been reused or recycled and show the monthly and accumulative calendar year cost savings.24. **P2/Sustainability:** Provide information concerning progress and status of sustainability goals.15.4 **FORMAT:** Format shall be as listed above.15.5 **MAINTENANCE:** Update as necessary to comply with regulations and operating changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988EE-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Treatment, Storage, Disposal, Recycling Facilities Audit Reports
7. **DESCRIPTION/USE:** To ensure treatment, storage, and disposal facilities are acceptable for use.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after site visit
12. **SUBMISSION FREQUENCY:** For each site visit
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.C
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Treatment, Storage, Disposal, Recycling (TSDR) Facilities Audit report provides statistical data for each property management area or grid and overall results for the complete inventory.
- 15.2 **APPLICABLE DOCUMENTS:**
AD10-OWI-002 *Compliance Audit Plan for Resource, Consideration, and Recovery Act Treatment, Storage and Disposal Facilities*
- 15.3 **CONTENTS:** This report shall contain the information identified in AD10-OWI-002.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988EE-004**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Tier II Report
7. **DESCRIPTION/USE:** Informs regulatory agencies of chemicals at MSFC.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** February 7 after Authority to Proceed (ATP) |
12. **SUBMISSION FREQUENCY:** Annually; by February 7 |
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.I
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Tier II Report provides annual chemical data required by 40 CFR 355.
- 15.2 **APPLICABLE DOCUMENTS**
40 CFR 355 *Emergency Planning and Notification*
- 15.3 **CONTENTS:** This report shall be prepared in accordance with the instructions in 40 CFR 355.
- 15.4 **FORMAT:** The format shall be in accordance with the requirements of 40 CFR 355.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988EE-005**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Toxic Release Inventory Report
7. **DESCRIPTION/USE:** To notify the Environmental Protection Agency (EPA) and the Alabama Department of Environmental Management (ADEM) of toxic release activities.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** June 5 after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; by June 5
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.J
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Toxic Release Inventory Report documents hazardous substances activity.
- 15.2 **APPLICABLE DOCUMENTS:**

MPG 8500.1	<i>MSFC Environmental Management Program</i>
MWI 8550.5	<i>Hazardous Materials Management</i>
40 CFR 372	<i>Toxic Chemical Release Reporting: Community Right-to-Know</i>
- 15.3 **CONTENTS:** This report shall be prepared in accordance with the instructions in 40 CFR 372. The report shall meet the requirements of MPG 8500.1 and MWI 8550.5.
- 15.4 **FORMAT:** The format shall be in accordance with the requirements of 40 CFR 372.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988EE-006**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Biennial Hazardous Waste Report
7. **DESCRIPTION/USE:** To report the disposal of hazardous waste activity to Alabama Department of Environmental Management (ADEM).
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** February 1 of the first even-numbered year after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Bi-annually; by February 1 of even numbered years
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.D
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Biennial Hazardous Waste Report details disposal of hazardous waste for a two-year period.
- 15.2 **APPLICABLE DOCUMENTS:**
MPG 8500.1 *MSFC Environmental Management Program*
ADEM 335-14 *Hazardous Waste Program*
- 15.3 **CONTENTS:** The report shall be prepared in accordance with the instructions in ADEM 335-14. The report shall meet the requirements of MPG 8500.1.
- 15.4 **FORMAT:** The format shall be in accordance with ADEM 334-14.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A 2. **DRD NO.:** **988EE-007**
3. **DATA TYPE:** 3 4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Polychlorinated Biphenyl Annual Report
7. **DESCRIPTION/USE:** To report the results of Polychlorinated Biphenyl disposal activities.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** May 7th after Authority to Proceed (ATP) |
12. **SUBMISSION FREQUENCY:** Annually; by May 7th |
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.E
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The PCB Annual Report provides PCB's disposal data.
- 15.2 **APPLICABLE DOCUMENTS:**
40 CFR 761 *Polychlorinated biphenyls (PCBs) manufacturing, processing, distribution in commerce, and use prohibitions*
- 15.3 **CONTENTS:** The PCB Annual Report shall provide details of PCB disposal from the previous year. The report shall meet the requirements of 40 CFR 761.
- 15.4 **FORMAT:** The format shall be in accordance with 40 CFR 761.
- 15.5 **MAINTENANCE:** Updates as necessary to comply with regulations and operating changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988EE-008**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Special Waste Permits
7. **DESCRIPTION/USE:** To allow MSFC to dispose of special waste materials.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** January 1 after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; by January 1. As directed by the Environmental Engineering Department
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.F
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Special Waste Permits allow MSFC to dispose of abrasive materials, spray on foam insulation debris and petroleum waste.
- 15.2 **APPLICABLE DOCUMENTS**
ADEM 335-13 *Solid Waste Program*
- 15.3 **CONTENTS:** The permit application shall be prepared in accordance with the requirements of ADEM 335-13. Special waste permits are required for spray-on foam insulation, abrasives and petroleum contaminated soil waste streams.
- 15.4 **FORMAT:** The format shall be in accordance with ADEM 335-13.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A 2. **DRD NO.:** **988EE-009**
3. **DATA TYPE:** 2 4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Notification of Regulated Waste Activity (ADEM Form 8700-12)
7. **DESCRIPTION/USE:** To provide to the Alabama Department of Environmental Management (ADEM) information regarding types of waste disposal at MSFC.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** March 7 after Authority to Proceed (ATP) |
12. **SUBMISSION FREQUENCY:** Annually; by March 7 |
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.G
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This notification provides details of hazardous waste disposal at MSFC.
- 15.2 **APPLICABLE DOCUMENTS:**
ADEM 335-14 *Hazardous Waste Program*
- 15.3 **CONTENTS:** The permit application shall be completed in accordance with the instructions for ADEM Form 8700-12 and the requirements of ADEM 335-14.
- 15.4 **FORMAT:** The format shall be in accordance with ADEM Form 8700-12.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision B 2. **DRD NO.:** 988EE-010
3. **DATA TYPE:** 1 4. **DATE REVISED:** February 2006
5. **PAGE:** 1/1
6. **TITLE:** Integrated Hazardous & Solid Waste Management Plan Update
7. **DESCRIPTION/USE:** To provide an update to the Integrated hazardous and Solid Waste Management Plan.
8. **OPR:** AS10 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** September 30 after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; by January 7, or a reasonable time after modification date. Update as necessary to comply with regulations and operating changes.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.H
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Update hazardous and solid waste activities and the status of established goals. A reassessment of the plan will be necessary whenever regulatory requirements and/or NASA directives are changed or updated.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The update shall include requirements, activity information, point-of-contacts, goal updates, and applicable contractor responsibilities for the following activities:
 - Hazardous and Controlled Waste
 - Medical Waste
 - Special Waste
 - Asbestos Waste
 - Municipal Solid Waste
 - Recycled Materials
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue.

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DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988EE-011**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Process Safety Report
7. **DESCRIPTION/USE:** To document safety information for processes involving hazardous chemicals.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** May 1 after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; by May 1
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.K
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Process Safety Report provides information about processes involving hazardous chemicals.
- 15.2 **APPLICABLE DOCUMENTS**
29 CFR 1910.119 *Process Safety Management of Highly Hazardous Chemicals*
- 15.3 **CONTENTS:** The Process Safety Report shall contain the information required by 29 CFR 1910.119.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A 2. **DRD NO.:** 988EE-012
3. **DATA TYPE:** 2 4. **DATE REVISED:** May 27, 2005
5. **PAGE:** 1/1
6. **TITLE:** Pollution Prevention Plan
7. **DESCRIPTION/USE:** To report the results of the Pollution Prevention Program activities.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** April 7 after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; by April 7. Update as requested by EED.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.L
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The plan documents implemented pollution prevention activities that have occurred, new pollution prevention opportunities, and status of pollution prevention goals. A complete reassessment of the pollution prevention program will be necessary whenever regulatory requirements and /or NASA directives or changed or updated
- 15.1 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The plan shall include:
 - a. Executive Summary
 - b. Introduction
 1. Regulatory Requirements
 2. NASA/MSFC Directives
 3. MSFC Mission Profile & Description of Facilities
 4. MSFC Organizational Structure
 5. P2 Plan Format
 - c. Objectives and Targets
 1. Environmental Management System
 2. Toxic Release Inventory (TRI) Releases & Offsite Transfers
 3. EPA Priority Chemicals
 4. Reduction of Ozone Depleting Substances (ODS)
 5. Environmentally Sound Landscaping Practices
 6. Reduce Solid Waste Generation
 7. Energy Conservation
 8. Water Conservation
 9. Affirmative Procurement
 10. Vehicle Petroleum Consumption
 11. P2 Opportunities
 12. P2 Projects Initiated and/or Completed
 13. P2 Projects Proposed
 14. Sustainability
- 15.4 **FORMAT:** Consistent with existing MSFC Pollution Prevention Plan format. Future format changes may be required based on direction from EED.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- 1. **DPD NO.:** 988 **ISSUE:** Revision A
- 2. **DRD NO.:** **988EE-013**
- 3. **DATA TYPE:** 3
- 4. **DATE REVISED:**
- 5. **PAGE:** 1/1
- 6. **TITLE:** Storm Water Inspection Log
- 7. **DESCRIPTION/USE:** To document storm water inspections and releases.
- 8. **OPR:** AD10 9. **DM:** AD40
- 10. **DISTRIBUTION:** Per Contracting Officer's letter
- 11. **INITIAL SUBMISSION:** January 7 after Authority to Proceed (ATP) |
- 12. **SUBMISSION FREQUENCY:** Annually; by January 7 |
- 13. **REMARKS:** The Storm water inspection logs shall be available for review as requested by EED and other environmental inspectors.
- 14. **INTERRELATIONSHIP:** PWS paragraph 3.3.M
- 15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Storm Water Inspection Log documents storm water inspections and releases.
- 15.2 **APPLICABLE DOCUMENTS:**
AD10-OWI-001 *Consolidated Environmental Response Plan*
- 15.3 **CONTENTS:** The inspection log shall contain storm water inspection and release information required by AD10-OWI-001.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Update log for each inspection.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988EE-015**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1

6. **TITLE:** Hazardous Air Pollutant (HAP) Reports

7. **DESCRIPTION/USE:** To provide Hazardous Air Pollutant (HAP) usage data to be tracked at MSFC for planning purposes or during development of new regulations by EPA.

8. **OPR:** AD10 9. **DM:** AD40

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** June 1 after Authority to Proceed (ATP)

12. **SUBMISSION FREQUENCY:** Annually; by June 1

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 3.3.K

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The HAP reports provide data on hazardous air pollutant usage at MSFC.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The HAP reports shall identify specific HAP, quantity used, purpose for use, quality/grade required, specific usage requirements, and replacements possible.
- 15.4 **FORMAT:** Contractor format is acceptable pending MSFC/NASA approval.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988EE-016**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Air Emission Estimate Reports
7. **DESCRIPTION/USE:** To provide annual air emission data required by the MSFC Title V Permit.
8. **OPR:** AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** June 1 after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually; by June 1
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.K
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Air Emission Estimate Report provides annual air emission estimate data required by the Alabama Department of Environmental Management (ADEM).
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Air Emission Estimate Report shall comply with the requirements specified in the ADEM call letter and include estimates of each emission type (e.g., MEK, Toluene, Trichlorethylene, Xylene, NO₂, particulate matter, volatile organic compounds, CO, CO₂, SO₂, etc.) and source (e.g., generators and pumps, fuel storage and dispensing, Test Range, parts cleaning/degreasing each paint booth/building, specific boilers, etc.).
- 15.4 **FORMAT:** Format shall be in accordance with the specific format required by the ADEM call letter.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Government Property Management Plan
7. **DESCRIPTION/USE:** To describe the method of controlling and managing Government property.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary three months after Authority To Proceed (ATP), August 1
12. **SUBMISSION FREQUENCY:** Final one year after ATP, revise as required, August 1
13. **REMARKS:** This document shall be the official contract requirements document for the control and identification of all Government property.
14. **INTERRELATIONSHIP:** PWS paragraph 1.3.G
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property.
- 15.2 **APPLICABLE DOCUMENTS**

FAR NPG 5100.4B	<i>Federal Acquisition Regulation, Part 45</i> <i>Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45</i> and latest revisions thereto
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- 15.3 **CONTENTS:** This plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management system and shall include the following categories:

a. Property management.	i. Reports.
b. Acquisition.	j. Consumption.
c. Receiving.	k. Utilization.
d. Identification.	l. Maintenance.
e. Records.	m. Subcontractor control.
f. Movement.	n. Disposition.
g. Storage.	o. Contract close-out.
h. Physical inventories.	
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A 2. **DRD NO.:** **988LS-002**
3. **DATA TYPE:** 1 4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Maintenance Plan
7. **DESCRIPTION/USE:** To provide the contractor's approach for maintaining the Research, Development, Test and Evaluation (RDT&E); Special Purpose Equipment (SPE); and other equipment types (listed in PWS paragraphs 5.2.A and 6.2.A) for which the contractor is responsible.
8. **OPR:** AD40 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 90 days after contract award, November 1
12. **SUBMISSION FREQUENCY:** Update annually and as required, November 1
13. **REMARKS:** The Maintenance Plan shall be accepted by the COTR prior to phase-in completion. Contents requirements for this plan will be tailored if the Government exercises the option not requiring Reliability Centered Maintenance (RCM). See item 15.3 of this DRD for specific tailoring instructions.
14. **INTERRELATIONSHIP:** PWS paragraphs 5.2.A (Performance Summary table), 5.2.A.1.a.(1), 5.2.A.1.a.(1).i, 6.2.A (Performance Summary table), 6.2.A.3.(1), 6.2.A.3.(1).i
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The plan provides the contractor's approach for maintaining the equipment for which the contractor is responsible.
- 15.2 **APPLICABLE DOCUMENTS**
NPG 8831.2 *Facilities Maintenance Management*
- 15.3 **CONTENTS:** The plan shall describe the contractor's method of applying maintenance techniques by using inspection, testing, systematic and preventive maintenance, criticality of equipment, and replacement cost. The plan shall describe the contractor's method for achieving the optimum balance of equipment reliability and maintenance and repair costs as required in NPG 8831.2. The plan shall specifically address:
- a. List of equipment for which the contractor is responsible.* The equipment list shall include the following, as a minimum, for each equipment item:
1. Equipment Control Number (ECN).
 2. Description.
 3. Manufacturer.
 4. Model number.
 5. Organization code of equipment user.
 6. Reliability centered maintenance (RCM) category.**

DRD Continuation Sheet

TITLE: Maintenance Plan

DRD NO.: **988LS-002**

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**
- b. Method for implementing the requirements listed in NPG 8831.2.**
 - c. Work control procedures to avoid disruption to mission tests and operations.
 - d. Measures for energy and water conservation where appropriate.
 - e. Performance measures for evaluating the success of Maintenance and Repair (M&R) activities.
- * **NOTE:** The contractor is responsible for all equipment types listed in PWS paragraphs 5.2.A and 6.2.A, even if the contractor inadvertently excludes items from the contractor's equipment list.
- ** **NOTE:** The contractor shall address these items in the plan unless the normal maintenance repair option is exercised (i.e., RCM is not implemented).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-003**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Equipment Inventory Schedule
7. **DESCRIPTION/USE:** To develop a written schedule and plan to accomplish the inventory, coordinating with other on-site contractors.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Forty-five (45) days prior to commencing inventory
12. **SUBMISSION FREQUENCY:** Update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.B.2.a.(7)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The equipment inventory schedule will encompass all MSFC tagged property managed by the Contractor.
- 15.2 **APPLICABLE DOCUMENTS**
NPG 4200.1 *NASA Equipment Management Manual*
- 15.3 **CONTENTS:** The schedule shall meet the requirements in NPG 4200.1 (Section 5.1.5) and include all tagged property scheduled for inventory under the contract.
- 15.4 **FORMAT:** Contractor format acceptable as agreed by NASA, MSFC.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-004**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Inventory Progress Reports
7. **DESCRIPTION/USE:** To provide progress reports and inventory results of a property management area.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Five (5) days after start of inventory
12. **SUBMISSION FREQUENCY:** Weekly during scanning period and biweekly through close of inventory
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.B.2.a.(7)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The inventory progress reports shall provide statistical data for each property support assistant or organization account and overall results for the complete inventory.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall provide statistical data and overall results for the complete inventory for organizational accounts. This includes the start and completion dates; number and value of recorded items found in the area; number and value of recorded items charged to another account found in the area and not covered by documented loans; number and value of recorded items charged to the account which were not found in the area and not covered by documented loans; and number and value of unrecorded items found in the area which meet the criteria for control.
- 15.4 **FORMAT:** Contractor format is acceptable with Government approval.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-005**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Annual Inventory Report
7. **DESCRIPTION/USE:** To provide data for reporting inventory results to Center Director and NASA Headquarters.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** At conclusion of inventory
12. **SUBMISSION FREQUENCY:** Annually; by March 1
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.B.2.a.(7)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Annual Inventory Report indicates the results of the previous year's physical inventory.
- 15.2 **APPLICABLE DOCUMENTS**
NPG 4200.1 *NASA Equipment Management Manual*
- 15.3 **CONTENTS:** The Annual Inventory Report shall contain the data required by NPG 4200.1, Section 5.3.4.
- 15.4 **FORMAT:** The report format shall be in accordance with NPG 4200.1.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-006**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Monthly Move Services Progress Report
7. **DESCRIPTION/USE:** To provide progress reports and move service results of a property management area.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Monthly; 4 calendar days after the end of the month being reported
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 8.1.N
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Move Services Progress Report is the comprehensive assessment of personnel and special move requests.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The comprehensive report of all customer move activity for the report period shall include:
 - a. Unique tracking number for each request.
 - b. Customers' names/organization codes.
 - c. Total move hours.
 - d. Customer specified/actual begin and completion move dates.
 - e. Other comments.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-007**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Warehouse/Storage Requirements Plan
7. **DESCRIPTION/USE:** To provide data for planning, management, and control of warehouse facilities.
8. **OPR:** AD40 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 30 to 60 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Quarterly for first year and biannually thereafter. Update as new requirements are determined.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.B.2.b
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The plan provides current detailed warehousing plans and location schemes.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The plan shall contain the following:
 - a. Warehouse space layout and current usage measured in square feet for supplies and materials, program stock, custodial storage, and other.
 - b. Usage in square feet by account for program stock, custodial storage, and other.
 - c. Narrative of known problems, issues, future requirements, and recommended solutions.
 - d. Other data as requested by the COTR.
- 15.4 **FORMAT:** Contractor format is acceptable with MSFC approval.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A 2. **DRD NO.:** **988LS-008**
3. **DATA TYPE:** 3 4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Performance Measures for Equipment Support Services Report
7. **DESCRIPTION/USE:** To provide management oversight of equipment support services status.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** April 7th or October 7th after Authority to Proceed (ATP) |
12. **SUBMISSION FREQUENCY:** Semiannually; by October 7th and April 7th |
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 7.2.B.2.a.(2)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report provides details of equipment support services.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall provide a status of equipment found on station, new procurements, transfers, heritage assets, reports of survey and equipment recovery rate.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-009**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Performance Measures Physical Inventory Accuracy Report
7. **DESCRIPTION/USE:** To provide data on physical inventory accuracy.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** April 7th or October 7th after Authority to Proceed (ATP) |
12. **SUBMISSION FREQUENCY:** Semiannually; by October 7th and April 7th |
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.B.2.a.(5)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Performance Measures Report shall provide the comprehensive results on all inventories performed.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall cover the contractor's performance of inventory activities under this contract. The report shall contain the information required by NASA Form 1619.
- 15.4 **FORMAT:** The format shall be in accordance with NASA Form 1619.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-010**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Annual Walk-Thru Report
7. **DESCRIPTION/USE:** To provide management with data and significant information regarding, among other things, the use and condition of property assets accountable to the different MSFC organizations.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 10 days following the first Annual Walk-Thru
12. **SUBMISSION FREQUENCY:** Annually, within 10 days after the annual walk-thru has been accomplished.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.B.2.a.(4)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This report provides the detailed results of annual walk-thru inspections.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall include the following:
 - a. List of items identified as unused, excess or damaged (item name, equipment control number and/or national stock number).
 - b. Locations(s) of identified items.
 - c. Actions(s) taken for each identified item.
 - d. Action accomplished date.
 - e. Other data as requested by Contracting Officer's Technical Representative (COTR) or Property Management Group (PMG).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-011**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Annual Report of Utilization and Disposal of Domestic NASA Personal Property; Section D – Remarks, Cost of Sales
7. **DESCRIPTION/USE:** To provide management oversight of disposal sales operations.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer’s letter
11. **INITIAL SUBMISSION:** October 5th after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually, by October 5th
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 9.2.A.1.d, 9.2.A.1.i
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report provides the comprehensive report on cost to NASA for the sale of NASA property.
- 15.2 **APPLICABLE DOCUMENTS:**

NPG 4300.1	<i>NASA Personal Property Disposal Procedures and Guidelines</i>
NPD 4300.1	<i>NASA Personal Property Disposal Policy</i>
- 15.3 **CONTENTS:** The report shall meet the requirements of NPG 4300.1 and NPD 4300.1.
- 15.4 **FORMAT:** The format shall be in accordance with NPG 4300.1.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-012**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Government Furnished Equipment (GFE) Inventory
7. **DESCRIPTION/USE:** To provide management with data and significant information regarding the use and condition of GFE utilized by the contractor in the performance of the contract.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 10 days following the Joint Inventory
12. **SUBMISSION FREQUENCY:** Annually, by October 7
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.4.A.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This report provides a complete listing of all GFE utilized by the contractor in the performance of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall include the following information:
 - a. List of items.
 - b. Locations(s) of items.
 - c. Usage data for items.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-013**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Government Furnished Equipment (GFE) Discrepancy Report
7. **DESCRIPTION/USE:** To provide management with data and significant information regarding changes to the condition or the quantity of GFE utilized by the contractor in the performance of the contract.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** As required; within 5 days of the reported discrepancy and upon completion of any joint inventory yielding discrepancies.
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.4.B
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This report provides a detailed report of GFE discrepancies.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall include the following information:
 - a. List of items.
 - b. Last known location(s) of items.
 - c. Details of discrepancy.
 - d. Corrective actions taken, if applicable.
 - e. Recommended corrective action plan with completion date.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-014**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Annual Solid Waste Disposal Report
7. **DESCRIPTION/USE:** To provide management oversight of disposal operations.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** October 5th after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually, by October 5th
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 9.2.A.1.j
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report provides the comprehensive report of solid waste disposed of by MSFC.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall contain the following data for all items incoming to disposal operations:
 - a. Date of pickup.
 - b. Truck number.
 - c. Ticket number.
 - d. Net weight.
 - e. Accumulated totals.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-015**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Annual Recyclables Report
7. **DESCRIPTION/USE:** To provide management oversight of recycling operations.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** October 5th after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually, by October 5th
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 9.2.A.1.j, 9.2.A.1.k
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report provides the comprehensive report on items recycled by MSFC.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall contain the following data for all items recycled through the disposal operations:
 - a. Name of item (i.e., toner cartridges, scrap metal).
 - b. Date of pickup.
 - c. Net weight.
 - d. Method of recycling.
 - e. Accumulated totals.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-016**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Annual Affirmative Procurement Report
7. **DESCRIPTION/USE:** To provide management oversight of affirmative procurement activities.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** October 5th after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually, by October 5th
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.I.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report provides the comprehensive report on all affirmative procurement items purchased for MSFC customers.
- 15.2 **APPLICABLE DOCUMENTS:**
MWI 8540.2 *Affirmative Procurement Program for Environmentally Preferable Products*
- 15.3 **CONTENTS:** The report shall detail the contractor's procurement of products which meet the Environmental Protection Agency's (EPA's) Comprehensive Procurement Guidelines (CPG). Specific criteria for the designated product categories are described on the EPA's CPG site at: <http://www.epa.gov/cpg/products.htm>. The report shall meet the requirements of MWI 8540.2 and detail the procurement of products in the following categories:
 - a. Construction.
 - b. Landscaping.
 - c. Nonpaper office.
 - d. Paper.
 - e. Park and recreation.
 - f. Transportation.
 - g. Vehicular.
 - h. Miscellaneous.
- 15.4 **FORMAT:** The report shall be input into the NASA Environmental Tracking System (NETS) software program, using the format provided within NETS.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-017**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Report of Activities Generating Precious Metals
7. **DESCRIPTION/USE:** To provide information pertaining to precious metals recovered in personal property disposal activities.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** October 5 following Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually on October 5 for period October 1 through September 30
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 9.2.A.1.m
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This report indicates precious metals recovered from scrap material.
- 15.2 **APPLICABLE DOCUMENTS**
FPMR 101-45.1002-2(a) *Federal Property Management Regulations*
NPG 4300.1 *NASA Personal Property Disposal Procedures and Guidelines*
- 15.3 **CONTENTS:** The report contents shall be in accordance with FPMR 101-45.1002-2(a) and NPG 4300.1.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-018**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Packaging and Crating Services Report
7. **DESCRIPTION/USE:** To provide quarterly statistics for packaging and crating services activities.
8. **OPR:** AD42 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First scheduled report due date (January 7, April 7, July 7, or October 7) after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Quarterly on the following schedule: January 7 (for October - December reporting period); April 7 (for January - March reporting period); July 7 (for April - June reporting period); October 7 (for July - September reporting period)
13. **REMARKS:** This report may be combined with the Traffic Management Workload Report.
14. **INTERRELATIONSHIP:** DRD 988LS-019, *Traffic Management Workload Report*. PWS paragraph 7.2.A.5.f.
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report covers quarterly packaging and crating services workload.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall provide:
 - a. Number and amount of crates constructed.
 - b. Number and amount of other packages used.
 - c. Number and amount of shipments packed (overnight letters, small package shipment, LTL and Air, and T/L).
 - d. Number and amount of pounds packed.
 - e. Number of hazardous materials packed.
 - f. Number of quality sensitive, flight hardware and program critical shipments packed.
 - g. Number of pre-priced lots performed.
 - h. Other data as requested by the COTR.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-019**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Traffic Management Workload Report
7. **DESCRIPTION/USE:** To provide quarterly statistics for traffic management services activities.
8. **OPR:** AD42 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First scheduled report due date (January 7, April 7, July 7, or October 7) after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Quarterly on the following schedule: January 7 (for October - December reporting period); April 7 (for January - March reporting period); July 7 (for April - June reporting period); October 7 (for July - September reporting period)
13. **REMARKS:** This report may be combined with the Packaging and Crating Services Report.
14. **INTERRELATIONSHIP:** DRD 988LS-018, *Packaging and Crating Services Report*. PWS paragraph 7.2.A.5.f.
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report covers quarterly traffic management workload.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall provide:
 - a. Number of all outbound/inbound overnight letter and small package shipments.
 - b. Number of shipments by motor (LTL and T/L), air, water, and rail.
 - c. Number of shipment records researched for carrier payments, transportation discrepancy reports, and tracer actions.
 - d. Number of Carrier Service failures.
 - e. Number of shipments for foreign and domestic.
 - f. Number of shipments of hazardous materials.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-020**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Personnel Transport System Report
7. **DESCRIPTION/USE:** To provide quarterly statistics for personnel transport system activities.
8. **OPR:** AD42 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First scheduled report due date (January 7, April 7, July 7, or October 7) after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Quarterly on the following schedule: January 7 (for October - December reporting period); April 7 (for January - March reporting period); July 7 (for April - June reporting period); October 7 (for July - September reporting period)
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 6.2.A.1.f
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report covers quarterly personnel transport system workload.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall provide:
 - a. Number of personnel transported on the scheduled/routine transport system on a weekly basis.
 - b. Number of personnel transported in the Group Transport per the customer request, requesting organization, date of request, date of service, origin/destination, and actual utilization.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-021**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Mail Operations/Courier Services Report
7. **DESCRIPTION/USE:** To provide quarterly statistics for desk top courier services activities.
8. **OPR:** AD42 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First scheduled report due date (January 7, April 7 July 7, or October 7) after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Quarterly on the following schedule: January 7 (for October - December reporting period); April 7 (for January - March reporting period); July 7 (for April - June reporting period); October 7 (for July - September reporting period)
13. **REMARKS:** This report may be combined with the Mail Services Report.
14. **INTERRELATIONSHIP:** DRD 988LS-023, *Mail Services Report*. PWS paragraph 4.4.A.
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report covers quarterly desk top courier services workload.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The report shall provide:
 - a. Number of desk top deliveries by origin/destination.
 - b. Chart detailing frequency of requests.
 - c. Number of items/pieces delivered.
 - d. Response time average on a weekly basis.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-023**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 2/28/2006
5. **PAGE:** 1/1
6. **TITLE:** Mail Services Report
7. **DESCRIPTION/USE:** To report the results of all Mail Services activities.
8. **OPR:** AS40 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First scheduled report due date after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Monthly, due no later than the 7th of the month following the monthly reporting period
13. **REMARKS:** This report may be combined with the Mail Operations/Courier Services Report.
14. **INTERRELATIONSHIP:** DRD 988LS-021, *Mail Operations/Courier Services Report*. PWS paragraph 4.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Mail Services Report documents mail services statistics. Monthly reports shall include data from the first day of the month beginning at 12:00 a.m. (0000 hrs) and continue through the last day of the month ending at 11:59 pm (2359 hrs).
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Mail Services Reports shall contain the following:
 - a. Mail (USPS): Number of incoming pieces, and weight (in pounds), number of outgoing pieces, and weight (in pounds), meter machine usage, (cost (\$), number of pieces (#), pounds (lbs), meter additions, (\$), and metered items such as (\$), certified mail (\$, #, lbs), registered mail (\$, #, lbs), international mail (\$, #, lbs).
 - b. Internal mail: pieces distributed and weight (in pounds) distributed.
 - c. Special mailings (a subset of the mail & internal mail information): Subject, and pieces distributed.
 - d. Small Packages: Federal Express (\$, #, lbs), UPS (\$, #, lbs), DHL. (\$, #, lbs).
 - e. Fiscal Year (FY) running totals for Section 15.3: a, b, c, and d.
 - f. Significant accomplishments during the reporting period.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988LS-024**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Explosives and Propellants Inventory List
7. **DESCRIPTION/USE:** To report information required under the Inter-service support Agreement between the Army and MSFC.
8. **OPR:** AD41 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Fourth day of the month following the first month to be reported after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Monthly, due no later than the 4th of the month following the monthly reporting period
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Inter-service Support Agreement Between the Army and MSFC. PWS paragraph 7.2.B.2.b.
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This list provides an inventory of the contents stored in Army igloos and storage areas in accordance with the Inter-service Support Agreement Between the Army and MSFC.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The list shall provide a comprehensive inventory of the contents stored in all Army igloos and storage areas assigned to MSFC for explosive and propellant storage. The list shall include all information identified by the Army, in accordance with the Inter-service Support Agreement Between the Army and MSFC.
- 15.4 **FORMAT:** Contractor format is acceptable unless otherwise specified by agreement.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988MA-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Management Operating Plan
7. **DESCRIPTION/USE:** To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
8. **OPR:** AD40 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.C (Performance Summary table)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Management Operating Plan shall describe the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, experimental work, and management interfaces, and risk management assessment. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:**
NPG 7120.5 *Program & Project Management Processes & Requirements*
- 15.3 **CONTENTS:** The plan shall include a description of the project tasks to be accomplished and an outline of methods by which the contractor proposes to accomplish each task down to the Level III WBS task level. The plan shall also include a description of management concepts, plans, project management and task/control systems, organizational approach, risk assessment approach, and communication channels between the contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment. Risk assessment approach shall specify how the contractor will document risk management activities and how the contractor will communicate risk issues and concerns to the government.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988MA-002**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Personnel Certification and Training Plan
7. **DESCRIPTION/USE:** To establish the contractor's certification requirements for personnel working in potentially hazardous situations.
8. **OPR:** AD40 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update annually thereafter
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 1.2.F (Performance Summary table), 1.2.F
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Personnel Certification and Training Plan provides for training, certification, and re-certification of personnel engaged in hazardous operations and performance of critical processes. The purpose of a certification program is to assure that all personnel are capable of performing their duties and work assignments without endangering themselves, fellow employees, equipment and/or facilities.
- 15.2 **APPLICABLE DOCUMENTS**
MWI 3410.1 *Personnel Certification Program*
NPG 8715.3 *NASA Safety Manual*
- 15.3 **CONTENTS:** The Personnel Certification and Training Plan shall include criteria which relate to work classification and skills, education, experience, training, and other qualifications necessary to assure safe and efficient operation and maintenance of test stand systems and high quality workmanship. The plan shall address the controls in place to assure only qualified personnel will be used on critical work elements. The plan shall fulfill the requirements of the applicable documents listed in 15.2 and include the following:
 - a. Certification program:
 1. General:
 - a) Program description.
 - b) Program administration.
 - c) Certification duration.
 - d) Definitions.
 - e) Job description summaries.

DRD Continuation Sheet

TITLE: Personnel Certification and Training Plan

DRD NO.: **988MA-002**

DATA TYPE: 2

PAGE: 2/2

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15. **DATA PREPARATION INFORMATION (CONTINUED):**
- f) Task assignments per job description.
 - g) Skills required per job description.
 - h) Plan for providing required training for contractor employees.
 - 2. Certification requirements/skills:
 - a) Education.
 - b) Experience/work history.
 - c) Specialized training.
 - d) Physical condition/attitude.
 - 3. Certification process:
 - a) Supervision responsibilities.
 - b) Certifying authority.
 - c) Formal/informal examination.
 - d) Proficiency demonstration.
 - b. Certification documentation.

Specific skills requiring certification and proficiency include the following:

- a. Forklift, crane and hoist operators.
- b. High pressure tubing fabrication and assembly.
- c. Welding:
 - 1. Carbon steel.
 - 2. Stainless steel.
 - 3. Aluminum.
- d. Cryogenic/solid propellant system operators.
- e. Electrical/instrumentation cable fabrication (including test articles):
 - 1. Crimping and wire wrap.
 - 2. Shield cable termination.
 - 3. Soldering.
- f. Control system operations.
- g. Hazardous chemical/toxic material handling.
- h. Schematic drawing comprehension.
- i. Confined space entry.
- j. Welding inspection and nondestructive evaluation (NDE).

15.4 **FORMAT**: Contractor format is acceptable.

15.5 **MAINTENANCE**: Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988MA-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Monthly Status Report
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC project management of actual and potential problems and progress toward meeting the cost, technical, schedule and safety requirements.
8. **OPR:** AD42 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** 7 days following the end of each month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.C
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Status Report provides data for the assessment of technical and schedule progress. This data should summarize the results of the entire contract for the month.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Status Report shall include quantitative descriptions of overall technical, cost, schedule and administrative progress and status of significant accomplishments, problems encountered, and corrective actions. The report shall be of sufficient depth and clarity to permit understanding and evaluation of progress made. Supporting data in the form of charts, graphs, etc., may be included as appropriate. The report shall also contain:
 - a. Number of incidents (i.e. performance requirements not met) and self performance rating listed by contract requirements (performance requirements summary).
 - b. Work planned for next reporting period.
 - c. Potential problems, which may impede performance or impact program schedule or cost, and proposed corrective action.
 - d. Safety metrics (e.g. accidents, injuries, lost time incidents, etc.).
 - e. Work Breakdown Structure value for period.
 - f. Other information that may assist the Government in evaluating the contractor's cost, technical and schedule performance, e.g., innovative processes and cost reduction initiatives.
 - g. Risk Management status, which shall contain the following data: (1) impact and status of all risks and risk metrics and (2) risk mitigation plans and verification of completed mitigation plans.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988MA-004**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** Contractor Cost Report
7. **DESCRIPTION/USE:** To provide reports for monitoring contractor costs for fixed-price contracts.
8. **OPR:** AD40 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 7th day of the month following the incurrence of the cost
12. **SUBMISSION FREQUENCY:** No later than 7 working days following the end of the contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.C
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Cost Report (CCR) provides contractor cost data for the performance evaluation period.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** Each CCR shall contain reports for both Lump Sum and H-Order/Indefinite Delivery Indefinite Quantity (IDIQ). The reports shall contain the data required by the formats in Attachments 1 and 2.
- 15.4 **FORMAT:** The CCR shall be submitted in hardcopy and electronic format (Microsoft Excel preferred) in accordance with Attachments 1 and 2.
- 15.5 **MAINTENANCE:** None required

**ATTACHMENT 1
Format for Lump Sum Contractor Cost Report**

CONTRACTOR COST REPORT (LUMP SUM)							Reporting Period: XX/XX/XXXX thru XX/XX/XXXX	
TO: (name and address of recipient)				FROM: (name and address of submitter)			Voucher #	
							ODN #: (contract or purchase order)	
REPORTING CATEGORY								
	ALLOWABLE AMOUNT	PERFORMANCE DEDUCTIONS	BILLABLE AMOUNT	CUM THRU PRIOR MO.	CURRENT MONTH AMOUNT	CSI CUM TO DATE	FISCAL YR. CUM TO DATE	CONTRACT YR. CUM TO DATE
By CLIN (list each CLIN)								
CLIN Total								
Expenses								
Gas								
Telephones								
IT Support								
Miscellaneous								
Expense Total								
TOTAL (CLINs less expenses)								
Add Backs (list) (Examples: interest or equitable adjustments)								
ADD BACK TOTAL								
TOTAL								

Legend:

- CLIN Contract Line Item Number
- CSI Cost Since Inception
- CUM Cumulative
- IT Information Technology
- ODN Obligation Document Number

ATTACHMENT 2
Format for H-Order/Indefinite Delivery Indefinite Quantity (IDIQ) Contractor Cost Report

CONTRACTOR COST REPORT (H-ORDER/IDIQ)							Reporting Period: XX/XX/XXXX thru XX/XX/XXXX	
TO: (name and address of recipient)			FROM: (name and address of submitter)				Voucher #	
							ODN #: (contract or purchase order)	
REPORTING CATEGORY								
COMPLETIONS	APPROVED AMOUNT	PERFORMANCE DEDUCTIONS	BILLABLE AMOUNT	CUM THRU PRIOR MO.	CURRENT MONTH AMOUNT	CSI CUM TO DATE	FISCAL YR. CUM TO DATE	CONTRACT YR. CUM TO DATE
By SO # (list each SO)								
TOTAL COMPLETIONS								
PARTIAL PAYMENTS								
By SO # (list each SO)								
TOTAL PARTIAL PAYMENTS								
TOTAL H-Order								

Legend:

- CSI Cost Since Inception
- CUM Cumulative
- ODN Obligation Document Number
- SO Service Order

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988QE-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Quality Control/Assurance Plan
7. **DESCRIPTION/USE:** To define the contractor's planned methods for accomplishing the applicable tasks required to satisfy the quality control/assurance plan requirements of this contract.
8. **OPR:** AD40 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary with technical proposal
12. **SUBMISSION FREQUENCY:** Baseline 30 days following Authority to Proceed (ATP); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 1.2.G (Performance Summary table), 1.2.G
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quality Control/Assurance Plan shall describe the objectives, implementing policies and procedures, and control systems utilized.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Quality Control/Assurance Plan shall include:
 - a. Inspection system covering all services required by this contract.
 - b. Areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.
 - c. Methods for identifying, correcting and preventing defects in the quality of service performed before the level of performance becomes unacceptable, including assessment of customer satisfaction surveys.
 - d. Method of documenting and enforcing quality control/assurance operations.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** On-site Safety and Health Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's industrial/occupational safety, health, and environmental program.
8. **OPR:** AD60/QS50/AD10 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary with proposal
12. **SUBMISSION FREQUENCY:** Ten days after Authority to Proceed (ATP); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-7, *Notice of Radioactive Materials*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-11, *Ozone Depleting Substances*; FAR 52.223-12, *Refrigeration Equipment and Air Conditioners*. PWS paragraphs 1.2.A (Performance Summary table), 1.2.A
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The On-site Safety and Health Plan describes the contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** Implementation of the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan.

29 CFR 1910	<i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i>
29 CFR 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry (if applicable to scope of this contract)</i>
40 CFR	<i>Protection of the Environment</i>
ANSI Standards applicable to the scope of this contract	
<i>ASME Boiler and Pressure Vessel Code</i>	
MPG 8500.1	<i>MSFC Environmental Management Program</i>
MPG 1040.3	<i>MSFC Emergency Plan</i>
MPG 1840.3	<i>MSFC Hazardous Chemicals in Laboratories Protection Program</i>
MPG 1840.1	<i>MSFC Confined Space Entries</i>
MPD 1860.2	<i>MSFC Radiation Safety Program</i>
MPG 1810.1	<i>MSFC Occupational Medicine</i>
MPD 1840.3	<i>MSFC Respiratory Protection Program</i>
MPD 1840.2	<i>MSFC Hearing Conservation Program</i>
MPD 1840.1	<i>MSFC Environmental Health Program</i>

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: **988SA-001**

DATA TYPE: 2

PAGE: 2/3

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15. **DATA PREPARATION INFORMATION (CONTINUED):**
- | | |
|------------------|--|
| MPG 1840.2 | <i>MSFC Hazard Communication Program</i> |
| MPD 1860.1 | <i>Laser Safety</i> |
| MPG 1800.1 | <i>Bloodborne Pathogens</i> |
| MWI 3410.1 | <i>Personnel Certification Program</i> |
| MPG 8715.1 | <i>Marshall Safety, Health and Environmental (SHE) Program</i> |
| MPD 8900.1 | <i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i> |
| NFPA Standards | <i>National Fire Codes</i> |
| NPG 8715.3 | <i>NASA Safety Manual</i> |
| NASA-STD-8719.11 | <i>Safety Standard for Fire Protection</i> |
- 15.3 **CONTENTS:** The plan shall describe the manner in which the contractor shall implement the intent of the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed. The plan shall define the safety, health, and environmental program, objectives and goals, management structure, and detailed description of the total safety program including responsibilities, procedures, reporting, training, compliance methodologies, and interface and coordination activities. The On-site Safety and Health Plan shall include:
- a. Management commitment and employee involvement in the safety and health program:
 1. Statement of management policy, commitment, and accountability to provide for the safety and health of personnel (i.e., employees, customers, and public) and property and compliance with EPA, OSHA and NASA requirements.
 2. Provision for top-level management monthly safety and health committee meetings.
 3. Descriptions of safety and health awareness and motivation programs, including documented safety meeting requirements, and documented safety awareness training for employees. (Safety meeting statistics documented in the Supervisors Safety Web page: http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP_login.taf)
 4. Means of program evaluation, identifying duties, methods and frequency for internal evaluation of the safety and health program, and identification of personnel who perform evaluations and to whom evaluations are reported and who approves corrective action.
 5. Flowdown of safety responsibilities between appropriate tiers (i.e., subcontractors).
 6. Identification of employees (by type, classification, and qualification) responsible for the implementation of the above elements.
 - b. System and worksite hazard analysis:
 1. Methods of hazard identification and control, e.g., hazard analysis and risk assessment.
 2. Descriptions of OSHA programs that require documented plans (e.g., Personnel Protective Equipment (PPE), Confined Space, and Lockout/Tagout, etc. Include the interrelationships with the MSFC plans.) (Note: only programs applicable to the contract need to be addressed.)
 3. Requirements for formal safety inspections and correction of deficiencies.
 4. Requirements for documented safety visits (e.g., one per month per supervisor) documented in the Supervisors Safety Web page.
 5. Schedules of the frequency and documentation requirements for inspections, plan and procedure reviews, and certifications.
 - c. Hazard prevention and control:
 1. Methods to include clear statements of hazardous situations and necessary cautions in appropriate detail plans, procedures, and other working documents.
 2. Controls over the procurement, storage, issuance, and use of hazardous substances and

procedures for recycling and disposal of hazardous waste.

DRD Continuation Sheet**TITLE:** On-site Safety and Health Plan**DRD NO.:** 988SA-001**DATA TYPE:** 2**PAGE:** 3/3

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15. **DATA PREPARATION INFORMATION (CONTINUED):**
3. Method of ensuring a documented emergency management program. Include a list of emergency points of contract. (Note: on-site contractors may use MPG 1040.3.)
 4. Method of reporting and investigating all mishaps and close calls, including an outline of reporting requirements and a description of how root cause analysis is to be accomplished.
 5. Provisions for safety, health, and environmental services such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, and hazard communication.
 6. Provision for suspending work where safety or environmental conditions warrant such action.
- d. Safety and health training:
1. Means for training each employee to recognize hazards and avoid accidents, and assuring each employee has a clear understanding of the disciplinary program.
 2. Provisions for training and certification of personnel performing potentially hazardous operations. Job categories under the contracted effort that require certification shall be identified. Personnel Certification for the identified job categories shall be tracked in the MSFC Certification Database (CERTRAK) in accordance with MWI 3410.1, "Personnel Certification Program."
- e. Environmental compliance - Provisions for compliance with environmental laws and regulations by: reporting hazardous and toxic substance use; implementing green procurements; reducing, reusing, and recycling of hazardous and toxic substances prior to disposal; minimizing stormwater pollution; ensuring equipment and processes permitted by applicable laws; and disposing of solid and liquid materials as permitted by applicable laws.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988SA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of mishaps and related information required to produce metrics for MSFC.
8. **OPR:** QS50 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Mishaps and Close Calls:
 1. Type A or B mishaps only: Immediate telephone notification (256-544-0046)
 2. Type A, B and C mishaps (applicable to onsite contractors only): Flash Report within 4 hours of knowledge on MSFC Form 4370, submitted either electronically (at https://msfcsma3.msfc.nasa.gov/s&ma_01/mishap/index.htm) or by telephone [Call 256-544-4357 (4-HELP); ask operator to fill out MSFC Form 4370 or Flash Report].
 3. All Mishaps (Type A, B, C, Incidents and Close Calls): Mishap Report NASA Form 1627 within 6 calendar days of Mishap
 4. All Mishaps: Monthly Follow-up Corrective Action Plan/Status as required until closed.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report after completion of investigation.
 - b. Safety Statistics (e.g., contract number, subcontractors, SIC/NAIC codes, number of employees, number of supervisors, etc.) submitted on MSFC Form 4371 by the 7th of each month following contract award.
12. **SUBMISSION FREQUENCY:**
 - a. MSFC Form 4370 - Each occurrence of a mishap except as identified in section 11.a.2.
 - b. NASA Form 1627 - Each occurrence of a mishap. Corrective action status reports are due every 30 days until the final report is submitted.
 - c. MSFC Form 4371 - By the 7th of each month.
 - d. Mishap Board Report - Each occurrence of a Type A or B mishap, or as directed by Center management.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 1.2.A.5, 1.2.A.6
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPG 8621.1.
 - 15.2 **APPLICABLE DOCUMENTS**

NPG 8621.1	<i>NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>

DRD Continuation Sheet**TITLE:** Mishap and Safety Statistics Reports**DRD NO.:** **988SA-002****DATA TYPE:** 3**PAGE:** 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.3 **CONTENTS:** The reports shall contain the information required by NPG 8621.1. The contractor shall use the forms listed in 15.4 to report mishaps and related information required to produce the safety metrics.

15.4 **FORMAT:** The following formats shall be submitted:

- a. MSFC Form 4370, "MSFC Flash Mishap Report."
- b. NASA Form 1627, "NASA Mishap Report."
- c. MSFC Form 4371, "MSFC Contractor Safety Statistics."
- d. Mishap Board Report using the format provided in NPG 8621.1.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Revision A
2. **DRD NO.:** **988SW-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Flight Hardware Support Request System Operations Manual and Users Guide
7. **DESCRIPTION/USE:** Provide overall system documentation to include, but not limited to configuration documentation, system maintenance requirements, and users guide for the electronic database Flight Hardware Support Request System (FHSRS).
8. **OPR:** AD42 9. **DM:** AD40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Three months after contract award, November 1
12. **SUBMISSION FREQUENCY:** Update annually and as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.A.6.a (2)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The documentation must fully document the FHSRS.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The document shall provide:
 - a. Hardware/Software Configuration
 - b. Applications and operating system configuration and control mechanisms
 - c. Backup and restore, performance monitoring and tuning processes
 - d. Procurement, issue, and inventory management processes
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** As required.