

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988                      ISSUE: Rev. C
2. DRD NO.: **988EE-002**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/3
6. TITLE: Environmental Monthly Report
7. DESCRIPTION/USE: To report the results of the environmental activities.
8. OPR: AS10                      9. DM: AS40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 7<sup>th</sup> of the first full month after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Monthly; by the 7<sup>th</sup>
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:**

|                              |                                                                              |
|------------------------------|------------------------------------------------------------------------------|
| MPR 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.
    - a. **Executive Summary.**
      1. **Environmental Services Reports** shall identify all contractually required reports for the monthly period.
      2. **Historical Summary** table noting the number of Satellite Accumulation Areas (SAA) Sites, Hazardous Material Wastes Sites, Storm Water Sites, MSDS, Air Sites (significant), Air Sites (insignificant) at the Beginning of Contract, Current Months (reporting period) and Delta.
      3. **Environmental 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 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.

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15. DATA PREPARATION INFORMATION (CONTINUED):

b. Waste Management.

1. Waste management concerns:

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

2. Hazardous Waste Services data Summary shall include the following:

- (a) Number of inspections performed and deficiencies found at the Hazardous Waste Storage Facility.
- (b) Number of inspections performed and deficiencies found at the SAAs.
- (c) Number of hazardous waste containers picked up and issued according to EPA/ADEM regulatory requirements and the number of those that are in noncompliance thereof.
- (d) Number of containers disposed of and deficiencies found.
- (e) Number of spill response training sessions conducted.

3. Accumulated Hazardous Waste Support Data table identifying 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 and Waste containers in Active Accumulation at SAA.

4. Waste Generated and Stored including Hazardous Waste, Controlled Waste and Special (Solid) Waste that is generated by organization during the reporting period and that is accumulated yearly.

5. 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.

6. 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.

7. Metrics including graphs of Waste Generated and Disposal Cost and Drums picked up and issued.

c. Hazardous Material Management.

1. Material Management Concerns.

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

2. HMMS Support: Describe on going work for HMMS support.

3. 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

4. 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 and New Hazardous Material Locations Identified.

d. Storm Water Management.

1. Storm Waste Management Concerns.

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

2. Environmental Storm Waste Summary: State number of inspections and deficiencies found this period.

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

e. **Air Management.**

1. **Air Management Concerns.**

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

2. **Environmental Air Summary:** State number of significant and insignificant air source inspections and deficiencies found this period.

f. **P2 Management.**

1. **P2 Management Concerns.**

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

2. **Environmental P2 Summary:** State the number of pollution prevention projects implemented this period and describe the projects.

3. **Waste Minimization, Cost Reduction & Material Reuse:** Provide a table that describes the quantities of materials that have been reused or recycled and show the monthly and accumulative calendar year cost savings.

3. **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: Rev. C
2. DRD NO.: **988EE-003**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
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: AS10                      9. DM: AS40
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 Reports provides statistical data for each property management area or grid and overall results for the complete inventory.
  - 15.2 APPLICABLE DOCUMENTS:  
AS10-OWI-002                      *Compliance Audit Plan for Resource, Consideration, and Recovery Act Treatment, Storage and Disposal Facilities*
  - 15.3 CONTENTS: The Treatment, Storage, Disposal, Recycling Facilities Audit Reports shall contain the information identified in AS10-OWI-002.
  - 15.4 FORMAT: Contractor format is acceptable.
  - 15.5 MAINTENANCE: None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988                      ISSUE: Rev. C
2. DRD NO.: **988EE-004**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Tier II Report
7. DESCRIPTION/USE: Informs regulatory agencies of chemicals at MSFC.
8. OPR: AS10                      9. DM: AS40
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: The Tier II 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:** Rev. C
2. **DRD NO.:** **988EE-005**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
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:** AS10                      9. **DM:** AS40
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:**

|            |                                                                  |
|------------|------------------------------------------------------------------|
| MPR 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:** The Toxic Release Inventory Report shall be prepared in accordance with the instructions in 40 CFR 372. The report shall meet the requirements of MPR 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: Rev. C
2. DRD NO.: **988EE-006**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
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: AS10                      9. DM: AS40
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:

|             |                                              |
|-------------|----------------------------------------------|
| MPR 8500.1  | <i>MSFC Environmental Management Program</i> |
| ADEM 335-14 | <i>Hazardous Waste Program</i>               |
  - 15.3 CONTENTS: The Biennial Hazardous Waste Report shall be prepared in accordance with the instructions in ADEM 335-14. The report shall meet the requirements of MPR 8500.1.
  - 15.4 FORMAT: The format shall be in accordance with ADEM 334-14.
  - 15.5 MAINTENANCE: None required

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1. DPD NO.: 988                      ISSUE: Rev. C
2. DRD NO.: **988EE-007**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Polychlorinated Biphenyl Annual Report
7. DESCRIPTION/USE: To report the results of Polychlorinated Biphenyl disposal activities.
8. OPR: AS10                      9. DM: AS40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: May 7<sup>th</sup> after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually; by May 7<sup>th</sup>
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.3.E
15. DATA PREPARATION INFORMATION:
  - 15.1 SCOPE: The Polychlorinated Biphenyl 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 Polychlorinated Biphenyl 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: Rev. C
2. DRD NO.: **988EE-008**
3. DATA TYPE: 2
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Special Waste Permits
7. DESCRIPTION/USE: To allow MSFC to dispose of special waste materials.
8. OPR: AS10                      9. DM: AS40
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 Special Waste Permits 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
2. **DRD NO.:** **988EE-009**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 05-02-07
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:** AS10
9. **DM:** AS40
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:** The Notification of Regulated Waste Activity (ADEM Form 8700-12) provides details of hazardous waste disposal at MSFC.
  - 15.2 **APPLICABLE DOCUMENTS:**  
ADEM 335-14      *Hazardous Waste Program*
  - 15.3 **CONTENTS:** The Notification of Regulated Waste Activity (ADEM Form 8700-12) 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:** Rev. C
2. **DRD NO.:** **988EE-010**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
  
6. **TITLE:** Integrated Hazardous and Solid Waste Management Plan
  
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, points-of-contact, goal updates, and applicable contractor responsibilities for the following activities:
  - a. Hazardous and Controlled Waste
  - b. Medical Waste
  - c. Special Waste
  - d. Asbestos Waste
  - e. Municipal Solid Waste
  - f. Recycled Materials
  
- 15.4 **FORMAT:** Contractor format is acceptable.
  
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988                      **ISSUE:** Rev. C
2. **DRD NO.:** **988EE-011**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
6. **TITLE:** Process Safety Report
7. **DESCRIPTION/USE:** To document safety information for processes involving hazardous chemicals.
8. **OPR:** AS10                      9. **DM:** AS40
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

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1. DPD NO.: 988                      ISSUE: Rev. C
2. DRD NO.: **988EE-012**
3. DATA TYPE: 2
4. DATE REVISED: 05-02-07
5. PAGE: 1/2
6. TITLE: Pollution Prevention Plan
7. DESCRIPTION/USE: To report the results of the Pollution Prevention Program activities.
8. OPR: AS10                      9. DM: AS40
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 Pollution Prevention Plan documents implemented pollution prevention activities that have occurred and new pollution prevention opportunities. A complete reassessment of the pollution prevention program will be necessary whenever regulator requirements and/or NASA directives have been changed or updated.
  - 15.2 **APPLICABLE DOCUMENTS:** None
  - 15.3 **CONTENTS:** The Pollution Prevention Plan shall include:
    - a. Executive Summary.
    - b. Introduction.
      1. Regulator 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.

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TITLE: Pollution Prevention Plan

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DATA TYPE: 2

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

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.

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1. **DPD NO.:** 988                      **ISSUE:** Rev. C
2. **DRD NO.:** **988EE-013**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
6. **TITLE:** Storm Water Inspection Log
7. **DESCRIPTION/USE:** To document storm water inspections and releases.
8. **OPR:** AS10                      9. **DM:** AS40
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:**  
AS10-OWI-001                      *Consolidated Environmental Response Plan*
  - 15.3 **CONTENTS:** The Storm Water Inspection Log shall contain storm water inspection and release information required by AS10-OWI-001.
  - 15.4 **FORMAT:** Contractor format is acceptable.
  - 15.5 **MAINTENANCE:** Update log for each inspection.

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1. **DPD NO.:** 988                      **ISSUE:** Rev. C
2. **DRD NO.:** **988EE-014**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
6. **TITLE:** Vapor Balance Test Report
7. **DESCRIPTION/USE:** To provide information on compliance with MSFC Title V Air Permit.
8. **OPR:** AS10                      9. **DM:** AS40
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 Vapor Balance Test logs shall be available for review as requested by EED and other environmental inspectors.
14. **INTERRELATIONSHIP:** PWS paragraph 3.3.N
15. **DATA PREPARATION INFORMATION:**
  - 15.1 **SCOPE:** The Vapor Balance Test Report documents compliance with MSFC's Title V permit.
  - 15.2 **APPLICABLE DOCUMENTS:** None
  - 15.3 **CONTENTS:** The Vapor Balance Test Report shall comply with MSFC's Title V Air Permit requirements. The report shall provide data indicating MSFC gas station vapor balance system compliance.
  - 15.4 **FORMAT:** Contractor format is acceptable.
  - 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988                      ISSUE: Rev. C
2. DRD NO.: **988EE-015**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
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:** AS10                      9. **DM:** AS40
  
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 Hazardous Air Pollutant (HAP) Reports provide data on hazardous air pollutant usage at MSFC.
  
  - 15.2 **APPLICABLE DOCUMENTS:** None
  
  - 15.3 **CONTENTS:** The Hazardous Air Pollutant (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:** Rev. C
2. **DRD NO.:** **988EE-016**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
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:** AS10                      9. **DM:** AS40
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, NO<sub>2</sub>, particulate matter, volatile organic compounds, CO, CO<sub>2</sub>, SO<sub>2</sub>, 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:** Rev. C
2. **DRD NO.:** **988LS-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 05-02-07
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:** AS41                      9. **DM:** AS40
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         | <i>Federal Acquisition Regulation, Part 45</i>                                                                  |
| NPR 5100.4B | <i>Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto</i> |
  - 15.3 **CONTENTS:** The Government Property Management 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.
    - b. Acquisition.
    - c. Receiving.
    - d. Identification.
    - e. Records.
    - f. Movement.
    - g. Storage.
    - h. Physical inventories.
    - i. Reports.
    - j. Consumption.
    - k. Utilization.
    - l. Maintenance.
    - m. Subcontractor control.
    - n. Disposition.
    - o. Contract close-out.
  - 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:** Rev. C
2. **DRD NO.:** **988LS-002**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 05-02-07
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:** AS40                      9. **DM:** AS40
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) and 6.2.A.3.(1).i
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Maintenance Plan provides the contractor's approach for maintaining the equipment for which the contractor is responsible.
- 15.2 **APPLICABLE DOCUMENTS:**  
NPR 8831.2                      *Facilities Maintenance Management*
- 15.3 **CONTENTS:** The Maintenance 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 NPR 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

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

- b. Method for implementing the requirements listed in NPR 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:** Rev. C
2. **DRD NO.:** **988LS-003**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 05-02-07
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:** AS41                      9. **DM:** AS40
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**  
NPR 4200.1                      *NASA Equipment Management Manual*
- 15.3 **CONTENTS:** The Equipment Inventory Schedule shall meet the requirements in NPR 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:** Rev. C
2. **DRD NO.:** **988LS-004**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
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:** AS41                      9. **DM:** AS40
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 Inventory Progress Reports 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: Rev. C
2. DRD NO.: **988LS-005**
3. DATA TYPE: 1
4. DATE REVISED: 05-02-07
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:** AS41                      9. **DM:** AS40
  
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**  
NPR 4200.1                      *NASA Equipment Management Manual*
  
- 15.3 **CONTENTS:** The Annual Inventory Report shall contain the data required by NPR 4200.1, Section 5.3.4.
  
- 15.4 **FORMAT:** The report format shall be in accordance with NPR 4200.1.
  
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988                      **ISSUE:** Rev. C
2. **DRD NO.:** **988LS-006**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
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:** AS41                      9. **DM:** AS40
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 Monthly Move Services Progress 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:** Rev. C
2. **DRD NO.:** **988LS-007**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 05-02-07
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:** AS40                      9. **DM:** AS40
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 Warehouse/Storage Requirements Plan provides current detailed warehousing plans and location schemes.
  - 15.2 **APPLICABLE DOCUMENTS:** None
  - 15.3 **CONTENTS:** The Warehouse/Storage Requirements 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:** Rev. C
2. **DRD NO.:** **988LS-008**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
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:** AS41                      9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** April 7<sup>th</sup> or October 7<sup>th</sup> after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Semiannually; by October 7<sup>th</sup> and April 7<sup>th</sup>
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 7.2.B.2.a.(2)
15. **DATA PREPARATION INFORMATION:**
  - 15.1 **SCOPE:** The Performance Measures for Equipment Support Services Report provides details of equipment support services.
  - 15.2 **APPLICABLE DOCUMENTS:** None
  - 15.3 **CONTENTS:** The Performance Measures for Equipment Support Services 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:** Rev. C
2. **DRD NO.:** **988LS-009**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
  
6. **TITLE:** Performance Measures Physical Inventory Accuracy Report
7. **DESCRIPTION/USE:** To provide data on physical inventory accuracy.
8. **OPR:** AS41                      9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** April 7<sup>th</sup> or October 7<sup>th</sup> after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Semiannually; by October 7<sup>th</sup> and April 7<sup>th</sup>
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 Performance Measures Physical Inventory Accuracy 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:** Rev. C
2. **DRD NO.:** **988LS-010**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
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:** AS41                      9. **DM:** AS40
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:** The Annual Walk-Thru Report provides the detailed results of annual walk-thru inspections.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Annual Walk-Thru 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:** Rev. C
2. **DRD NO.:** **988LS-011**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
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:** AS41                      9. **DM:** AS40
  
10. **DISTRIBUTION:** Per Contracting Officer's letter
  
11. **INITIAL SUBMISSION:** October 5<sup>th</sup> after Authority to Proceed (ATP)
  
12. **SUBMISSION FREQUENCY:** Annually, by October 5<sup>th</sup>
  
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 9.2.A.1.d and 9.2.A.1.i
  
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Annual Report of Utilization and Disposal of Domestic NASA Personal Property; Section D – Remarks, Cost of Sales provides the comprehensive report on cost to NASA for the sale of NASA property.
  
- 15.2 **APPLICABLE DOCUMENTS:**  
NPR 4300.1                      *NASA Personal Property Disposal Procedures and Guidelines*  
NPD 4300.1                      *NASA Personal Property Disposal Policy*
  
- 15.3 **CONTENTS:** The Annual Report of Utilization and Disposal of Domestic NASA Personal Property; Section D – Remarks, Cost of Sales shall meet the requirements of NPR 4300.1 and NPD 4300.1.
  
- 15.4 **FORMAT:** The format shall be in accordance with NPR 4300.1.
  
- 15.5 **MAINTENANCE:** None required