

JSC DATA REQUIREMENTS LIST (DRL)

(Based on JSC-STD-123)

SECTION J - LIST OF ATTACHMENTS

ATTACHMENT J-1 – DATA REQUIREMENTS LISTINGS AND SUBMITTALS

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(Based on JSC-STD-123)

DRL IDENTIFICATION

- a. **Title** - Enter nomenclature descriptive of activity to which the DRL pertains, such as project, contract, statement of work, or request for proposal.
- b. **Contract/RFP Number** - Enter contract number or RFP number, if applicable.
- c. **Date** - Enter DRL preparation date as follows: Month-Day-Year. Subsequent modification dates may also be entered in this block.

LINE ITEM IDENTIFICATION

1. **Line Item No.** - Number line items sequentially, 1 through 999.
2. **DRD Title** - Enter DRD title from block 1 of JSC Form 2341.
3. **Frequency** - Enter frequency of submittal code as follows:

<u>Code Description</u>		<u>Code Description</u>		<u>Code Description</u>	
AD	As Directed	DD	Deferred Delivery	RD	As Released
AN	Annually	EOGFY	End of Government Fiscal Year	RT	One Time and Revisions
AR	As Required	MO	Monthly	SA	SemiAnnually
BE	Biennially (Every other yr.)	OT	One Time	TY	Three Per Year
BM	Bimonthly (Every other mo.)	PV	Per Vehicle	UR	Upon Request
BW	Biweekly (Every other week)	QU	Quarterly	WK	Weekly
DA	Daily				

4. **As-Of Date** - If reports are of a recurring nature, give as-of date (cutoff date and due date: e.g., 15/1 indicated input cutoff date of 15th and due date of 1st). Amplify in Remarks, Item 9, if necessary.
5. **First Submittal** - Enter Month/Day/Year of initial submittal. If calendar date is not scheduled, enter number of days preceding or following event to which data requirement is related (e.g., 90 days prior to launch). Amplify in Remarks, Item 9, if necessary.
6. **Copies** - Complete 6a and 6b as specified below.
 - a. **Type** - Enter code as follows:

<u>Code</u>	<u>Definition</u>	<u>Code</u>	<u>Definition</u>
PRINT	Printed Copies	ELECT	Electronic copy through Email
REPRO	Reproducible Copy	OTHER	Explain Remarks, Item 9
MIXED	Combination of Other Codes		

- b. **Number** - Enter number of copies required opposite each type of copy furnished.
7. **Data Type** - Check the appropriate data type. Additional detail needed to clarify types or define subtypes may be added in block 9, REMARKS.
 - (1) Written Approval - Data requiring written approval by the NASA OPR before implementation into procurement or development program.
 - (2) Mandatory Submittal - Data submitted to NASA for coordination, information, review, and/or management control.
 - (3) Submittal upon Request - Data prepared and retained by respondent to be made available to requiring organization upon request.
8. **DISTRIBUTION** - List current codes or addresses and names of organizations which are to receive copies of documents generated under the DRD. If more than one copy is required, so indicate in parenthesis by recipient's name. Continue on a blank sheet if necessary.
9. **REMARKS** - Enter in this space.
 - a. Reference to specific work statement paragraph as applicable to explain relationship of data to task.
 - b. Additional submittal information, if necessary.
 - c. Comments which explain an entry made in any block of the DRL.
 - d. OPR for a specific DRD, if different from contract COTR.

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(Based on JSC-STD-123)

a. Title of Contract, Project, SOW, etc. Environmental Support Services Contract				b. Contract/RFP No. NNJ06162825R		c. DRL Date/Mod Date 02-08-07	
1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
AN-1-2	Phase-In Plan	RT		With initial proposal		Mixed	1 Print 1 Elect on CD
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) a. Initial – With proposal submittal b. Update – Contracting Officer, COTR			9. Remarks			

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1 st subm. Date	6. Copies	a. type	b. number
AN-1-3	NF533 Cost and Data Reporting	MO		*		*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *			9. Remarks * See DRD			

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1 st subm. Date	6. Copies	a. type	b. number
SA-1-1	Safety and Health Plan	AR				*	*
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *			9. Remarks * See DRD			

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1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
SA-1-2	Monthly Safety and Health Metrics	MO		*		*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1 st subm. Date	6. Copies	a. type	b. number
AN-1-4	Environmental and Energy Consuming Product Compliance Reports	*	*	*		*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1 st subm. Date	6. Copies	a. type	b. number
AN-1-5	Performance Metrics and Workload	AR	*	*		*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

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1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
AN-1-6	JSC Emergency Preparedness Plan	AN	*	30 days from contract start	*	*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks Due annually in March thereafter * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
EN-2-2	Environmental Management and Compliance Reports	As Required	*	*		*	*
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1 st subm. Date	6. Copies	a. type	b. number
EN-2-3	Water Pollution Control and Prevention Reports	As Required	*	*		*	*
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

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1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
EN-2-4	Air Quality Program Reports	As Required	*	*		*	*
7. Data type: <input type="checkbox"/> * (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
EN-2-5	Industrial Solid Waste Reports	As Required	*	*		*	*
7. Data type: <input type="checkbox"/> * (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1 st subm. Date	6. Copies	a. type	b. number
EN-2-6	Emergency Spill/Release Response Reports	As Required	*	*		*	*
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

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1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
EN-2-7	Petroleum Storage Tank Program Reports, Plans, Notifications	As Required	*	*		*	*
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
EN-2-8	Program and Project Reviews and Construction Support Reports, Plans and Submittals	As Required	*	*		*	*
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1 st subm. Date	6. Copies	a. type	b. number
EN-2-9	Pollution Prevention (P2) and Sustainability Programs Reports and Plans	As Required	*	*		*	*
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

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1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
EN-2-10	Recycling And Municipal Solid Waste (MSW) Program Reports	As Required	*	*		*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
EN-2-11	Sustainable Acquisition Program Reports	As Required	*	*		*	*
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
EN-2-12	Asbestos Programs Reports and Notifications	As Required	*	*		*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

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(Based on JSC-STD-123)

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
EN-2-13	Emergency Planning and Community Right-to-Know Act (EPCRA)	As Required	*	*		*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
AN-1-7	Wage/Salary and Fringe Benefit Data	AN	*	*		*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
AN-1-8	Information Technology Security Management Plans	AN	*	*		*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) *		9. Remarks * See DRD				

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1. Line item no.	2. DRD Title	3. Frequency	4. As-of-Date	5. 1st subm. date	6. Copies	a. type	b. number
AN-1-9	Information Technology Capital Planning and Investment Control	AN	*	*	*	*	*
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution <i>(Continue on a blank sheet if needed)</i>		9. Remarks * See DRD				

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(Based on JSC-STD-123)

1. DRD Title Phase-In Plan	2. Current Version Date Per RFP	3. DRL Line AN-1-2	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

To define the Environmental Support Services Contractor's approach to transition responsibility from the incumbent Contractor.

5. DRD Category: <i>(check)</i>	<input type="checkbox"/> Technical	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
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6. References *(Optional)*

7. Interrelationships *(e.g., with other DRDs) (Optional)*

8. Preparation Information (Include complete instructions for document preparation)

Scope: A Phase-In Plan shall be prepared which describes the Contractor's approach for the transition of responsibility from the incumbent Contractor during the not-to-exceed 30-day transition period during which staffing buildup, transition of records, and attaining readiness to assume responsibilities prior to contract start.

The Contractor shall ensure that the plan:

- a. Addresses the transition of the existing work such that at the end of the phase-in period all work from the incumbent Contractor is being effectively performed.
- b. Includes specific schedule milestones required to accomplish the transition and the responsible Contractor element. Identify activities necessary to meet the schedule, show the risks associated with the scheduled work transition and any potential problem areas.
- c. Describes how an environmental regulatory records inventory will be performed with the incumbent Contractor of all records that will be transitioned. This shall be completed during phase-in. Records transition shall be completed at contract start.
- d. Addresses dependencies, if any, upon the incumbent contractor. Also, specify the extent of involvement of NASA personnel expected during this period.
- e. Describes the acquisition of contracts with all existing TSDR and transport vendors and any other contracts needed. The Contractor shall submit a schedule identifying milestones for accomplishing this activity in the Phase-In plan.
- f. Address office space required for phase-in, beyond what is to be provided by the Government, if any. (Reference Section F.6 Phase-In and Phase Out).

Phase-Out: The Contractor shall phase-out at contract end in a cooperative manner with the Government and new contractor to allow for continuity of services and smooth transition. Phase-Out activities shall be accomplished in accordance with FAR 52.237-3 "Continuity of Services."

NOTE: Upon Contract Award, the Contractor's Phase-In Plan becomes a part of the contract.

Frequency: The Contractor shall submit their proposed plan with the initial proposal.

Distribution:

- c. Initial – With proposal submittal
- d. Update – Contracting Officer, COTR

Format: The Contractor's format is acceptable.

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Maintenance: The Contractor may revise the Plan at any time or at the direction of the CO. Revisions to the Plan are subject to CO review and approval. Changes shall be incorporated as required by change page or complete reissue.

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(Based on JSC-STD-123)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Reviewed By:

/s/ Janice Nesbitt 03/02/07
 Chief, Cost Accounting, Reports, and Property Branch Date
 Financial Management Division

Concurred By:

/s/ Cathy L. Claunch (for) 03/05/07
 Chief Financial Officer Date

1. DRD Title NF533 Cost and Data Reporting	2. Current Version Date Aug 1, 2006	3. DRL Line Item No. MO-1-4	RFP/Contract No. (Procurement completes) NNJ06162825R
4. Use (Define need for, intended use of, and/or anticipated results of data) To collect costs and workload data for all Contract work.			
5. DRD Category: (check one) <input type="checkbox"/> Tech <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA			
6. References (Optional) None		7. Interrelationships (e.g., with other DRDs) (Optional) None	
8. Preparation Information (Include complete instructions for document preparation)			

Scope:

To collect costs and workload data for all Contract work.

Frequency:

The due dates for the NF533M and NF533Q reports are outlined in Chapter 3 of NPR 9501.2D. The following is a summary of the NF533 due date requirements.

NF533 Report	Due Date
NF533M	Due no later than the 10 th working day after the end of the Contractor's accounting month, but no later than the 18 th calendar day of the month (whichever is sooner).
NF533Q	Due not later than the 15 th day of the month <i>proceeding</i> the quarter being reported.

The due dates reflect the date the NF533 reports are received by personnel on the distribution list, not the date the reports are generated or mailed by the contractor. It is critical that the NF533 reports are submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system.

Distribution: Electronic files for distribution need to be in excel format, also need 1 flat file compatible with SAP for automatic downloading distributed to FMD:

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Contact Names TBD:

LF6 Cost Accounting (1 electronic copy and 1 hard copy of signed original, also 1 flat file)
BJ Contracting Officer (1 electronic copy and 1 hard copy with original signature)
LI Budget/Program Analyst (1 electronic copy and 1 hard copy of signed original)
JA Technical (2 electronic copies for managers, and 1 hard copy of signed original to COTR)

Format:

As indicated in details below.

Details:

I. GENERAL DIRECTION FROM THE JSC FINANCIAL MANAGEMENT DIVISION (FMD)

The NASA Form 533 (NF533) reports provide data necessary for the following:

1. Projecting costs and hours to ensure that dollar and labor resources realistically support project and program schedules.
2. Evaluating contractors' actual cost and fee data in relation to negotiated contract value, estimated costs, and budget forecast data.
3. Planning, monitoring, and controlling project and program resources.
4. Accruing cost in NASA's accounting system, providing program and functional management information, and resulting in liabilities reflected on the financial statements.

Cost is a financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or project. NASA Procedural Requirements (NPR) 9501.2D entitled "NASA Contractor Financial Management Reporting," or its most current revision, identifies the cost reporting requirements for a contract.

NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment. Examples of accrual accounting for common cost elements reported on the NF533 follow:

<u>Cost Elements</u>	<u>Definitions</u>
<i>Labor</i>	Reported to NASA as hours are incurred.
<i>Equipment & Materials</i> (commercial off the shelf) <i>Manufactured Equipment</i>	Generally reported to NASA when received and accepted by the contractor. Defined as any equipment that is produced to specific requirements that make it useless to anyone else without rework. Cost should be reported to NASA as the equipment is being manufactured. The straight-line method for estimating accrued costs or the use of supplemental information obtained from the vendor are acceptable methods used to calculate the cost accrual amount.
<i>Leases</i>	Reported to NASA prorated over the life of the lease.
<i>Travel</i>	Reported to NASA as costs are incurred.
<i>Subcontracts</i>	Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. Where subcontract costs are material, they should be separately identified on NF533 reports. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub- divisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533 to enable the prime contractor to properly report to NASA. For Firm Fixed Price subcontracts with a contract value greater than \$500,000, the prime contractor is required to

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	document the methodology used to generate the sub-contractor costs reported and provide this information to the Contracting Officer and Center Deputy Chief Financial Officer (Finance).
<i>Unfilled Orders</i>	Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors (may or may not be required monthly).
<i>Fee</i>	Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533 following the "Total Cost" line. Award fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533.
<i>Prompt Payment Discounts</i>	Cumulative cost reported to NASA should be the full incurred cost. The prompt payment discount amount taken should be reported as a separate line item on the NF533 below the cumulative cost amounts for the contract.

The NF533 reports are the official cost documents used at NASA for cost type, price re-determination, and fixed price incentive contracts. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Supplemental cost reports submitted in addition to the NF533 must be reconcilable to the NF533.

Uncompensated overtime hours worked should be reported on NF533 reports as a separate line item per attached format example.

An initial NF533 report is required in the NF533Q format to be used as a baseline for the life of the contract. The initial (baseline) NF533Q report shall be submitted by the contractor within 30 days after authorization to proceed has been granted. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan. In addition to the initial (baseline) report, monthly NF533 reporting shall begin no later than 30 days after the incurrence of cost.

Column 7b (planned cost incurred/hours worked for the month) and 7d (cumulative planned cost incurred/hours worked) of the NF533M represent the negotiated baseline plan for the contract. There may not be a relationship between the estimates provided in columns 8 of the NF533M to columns 7b and 7d. Columns 7b and 7d represent the legally binding contract negotiated baseline plan plus all authorized changes.

Short and long-term cost estimates, which include all data entered in columns 8 and 9a on the NF533M and NF533Q reports, shall be based on the most current and reliable information available.

Prior period cost adjustments should be reported in column 7a and 7c of NF533M and column 7a of the NF533Q with a note in the narrative discussing the reasons for and amounts of the adjustments.

Monthly NF533 reporting is no longer required once the contract is physically complete, provided the final cost report includes actual cost only (no estimates or forecasts). The Contractor must continue to submit monthly NF533 reports as long as estimates for the following period are included. If the final cost of a contract changes after the submission of the "final" Contractor cost report, the Contractor must submit a revised NF533 report in the month the cost change is recognized.

Electronic NF533 Requirement

In addition to submitting the NF533M or NF533Q in a hardcopy format, the contractor shall submit the NF533 electronically by the same due date as the hardcopy. The data shall be submitted via email using both the Government prescribed flat file format (see attached Agency Defined File Format for an example of the layout details) and excel format and shall include the following header information from the hardcopy.

<u>Data Element</u>	<u>Description</u>
Contract Number	NASA assigned contract number
Modification Number	Latest definitive Modification Number
Accrual Date	Date the data was generated for
Report Period End Date	Period ending date of the NF533

JSC DATA REQUIREMENTS LIST (DRL)

(Based on JSC-STD-123)

Operating Days	Number of operating days for the current NF533
Date Received/Submitted	Date the report is submitted
CCR Format	Monthly (NF533M) or Quarterly (NF533Q)
Cost Unit of Measure	Unit of measure used to report cost on the report NF533
HR/WYE Unit of Measure	Unit of measure used to report Hours/Work Year Equivalents (WYEs) on the NF533 report
Authorized Contractor Representative	Name of Contractor Approving Officer
Authorized Contractor Representative Date Signed	Date the NF533 is approved and signed by the authorized Contractor Representative
Monthly Grand Total Cost Incurred (7a)	Grand Total Actual Monthly cost for the prior month (column 7a on the NF533)
Monthly Grand Total HR/WYE (7a)	Grand Total Actual monthly hours/WYEs for the prior month (column 7a on the NF533)
Monthly Grand Total Cost Planned (7b)	Prior month planned cost (column 7b on the NF533)
Grand Total Cost Incurred ITD (7c)	Grand total contract cost from Inception to Date (ITD) (column 7c on the NF533)
Grand Total Planned Cost (7d)	Grand total planned contract cost (column 7d on the NF533)
Grand Total Estimated Cost (8a)	Grand total current month cost estimate (column 8a on the NF533)
Grand Total Estimated HR/WYE (8a)	Grand total current month HR/WYE estimate (column 8a on the NF533)
Grand Total Next Month Estimated Cost (8b)	Grand total next month cost estimate (column 8b on the NF533)
Grand Total Balance of Contract (8c)	Contract Balance for the remaining estimate to complete
Grand Total Contractor Estimate (9a)	Contractor estimate to complete entire scope of contract
Grand Total Contract value (9b)	Contractor distribution of contract value by the reporting categories
Grand Total Unfilled Orders Outstanding (10)	Unfilled order outstanding at the end of the reporting period

The flat file will contain detail information for each Reporting Category (RC). A RC correlates to a task order, delivery order, or Work Breakdown Structure (WBS) and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC. The Contractor is required to coordinate with the NASA Resource Analyst assigned to the Contract in order to establish and maintain the RC the Contractor shall use to comply with this data requirement. The chart below describes the data elements to be included in this section of the flat file (see attached Agency Defined File Format for specific layout details).

<u>Data Element Name</u>	<u>Description</u>
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533)
Balance of Contract	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533)

JSC DATA REQUIREMENTS LIST (DRL)

(Based on JSC-STD-123)

Contractor Estimate	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533)
Contract Value	Contract value based upon contract modifications for each RC (column 9c on NF533)
Unfilled orders outstanding	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is a actual Reporting Category or a Sub-Reporting

Additional Information

See Attachment J-5, Environmental 533 Excel spreadsheets

JSC DATA REQUIREMENTS LIST (DRL)

(Based on JSC-STD-123)

II. CONTRACT SPECIFIC FORMATS:

The reporting requirements outlined in this DRD shall include the following deliverables found in Section TBD. The NF533M forms are shown in the following exhibit (NF533Q forms can be found in **NASA Contractor Financial Management Reporting, NASA Procedures and Guidelines (NPG) 9501.2D).

All financial data submissions for EAC, threats, contract changes, proposals, etc. are required:

- 1) To be in both fiscal year and contract year. Summary level only for GFY is acceptable for most data sets.
- 2) To include all unexercised options as well as current exercised base / option periods; such as changes, threats, EAC, etc.

The attached sample formats, Exhibits B-D, are examples of the proposed structure and format of the NF533 for this contract and are intended to closely, though not exactly, represent the final version. Supplements may be added or deleted, but are intended to be representative of the overall burden on the contractor.

B) NF533 (see Exhibits B1-4):

- 1) Narrative
- 2) By Element of Cost
 - a) Summary for the total contract
 - b) WBS C.2 - Environmental Mgmt and Compliance Assurance
 - c) WBS C.8 – Program / Project Reviews and Construction Support
 - d) WBS Balance (C1, C3-7, C9-13)
- 3) By WBS
 - a) Summary for the total contract (C1-C14)
 - b) Summary by CLIN (C2, C8, balance)
- 4) Supplemental report showing detail by task order for IDIQ (WBS C.14)

C) Assorted financial supplement reports to be included with the NF533M and covered at TBD monthly reviews (See Exhibits C1-5):

- 1) Contractor analysis of subcontractor 533s (if applicable, no exhibit)
- 2) Baseline/Actual variance analysis by GFY, CY, and cumul. contract. Numbers provided at total contract element of cost and by WBS, and written variance analysis provided by WBS and by element of cost if there is at least a 10% delta to baseline and / or \$ threshold (TBD)
- 3) GFY and cumulative EAC changes from previous month
- 4) Current month actual vs. previous month estimate variances by WBS
- 5) Threats chart of significant items pending that are not in EAC

D) Assorted procurement related supplement reports to be included with the NF533M and covered at TBD monthly reviews (See Exhibits D1-5):

- 1) List of contract modifications to date
- 2) List of contract invoices to date
- 3) Limitation of funds
- 4) Reconciliation of changes
- 5) Listing of pending changes

References:

****NASA Contractor Financial Management Reporting, NASA Procedures and Guidelines (NPG) 9501.2D**

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

EXHIBITS A-D

EXHIBIT A) EXAMPLE FLAT FILE FOR FMD DISTRIBUTION

The flat file (see Attachment A below) shall be saved as a text file with no extension (do not include .txt after the file name) and named in strict accordance with the specific format described in the attached Agency Defined File Format document. File names must be provided in a specific format. Each file name will begin with the SAP 2 Character center abbreviation listed below. The contract number and date will be included in the file name as well. Below is a sample:

MACFPS001_NAS00-0001_yyyy_mm_dd

SAP 2 Charter Center Abbreviation

Johnson (JO)

Example File Format

Header (Non-Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
HEADER:									
Record Type	Used by eGate to determine record type	'HD' for Header	Required	Required	RECORD_TYPE	1	2	2	CHAR
Contract Number	Contract Number (1b)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	CONTRACT_NUMBER	3	12	10	CHAR
	Latest definitive Modification Number(CR8197)				MOD_NUMBER	13	18	6	CHAR
Accrual Date	Date the data was generated for. Used by SAP as part of Oracle table key	Accrual Date. MM01YYYY, where MM is the Accrual Month and YYYY is the fiscal year	Required	Required	ACCRUAL_DATE	19	26	8	DATE MM01YYYY
Report Period End Date	Report Period End Date is a date(2)	Header field—submitted with CONTRACTOR data or defaulted by	Required	Required	REP_END_DATE	27	34	8	DATE

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
		interface or extension							
Operating Days	Operating days (2).	Header field— submitted with CONTRACTOR data	Required	Optional unless Required by contract	OPER_DAYS	35	40	6	NUMERIC
Date Received	Date Received (1d)	System Date upon which the cost data is loaded into the CCR Extension	Required	Required	DATE_REC	41	48	8	DATE
CCR Format	'M' for Monthly and 'Q' for Quarterly (SIR2047)	Submitted with CONTRACTOR data	Required	Required	CCR_FORMAT	49	49	1	CHAR
Cost Unit of Measure	Cost Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	COST_UOM	50	51	2	CHAR
HR/WYE Unit of Measure	Hour/Work-Year-Equivalent Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	HR_WYE_UOM	52	53	2	CHAR
	Authorized Contractor Representative – Name of Contractor Approving Officer (CR 8197)				AUTH_SIGNATURE	54	78	25	CHAR
	Authorized Contractor Representative Date Signed – Date CCR is approved/signed by authorized contractor representative(CR 8197)				AUTH_SIGNATURE_DATE	79	86	8	DATE MMDDYYYY
Grand Total Cost Incurred Month (7a)	The Grand Total Contract Prior Month Actual Dollars Column 7a reports actual costs for the prior month.	Submitted with CONTRACTOR data	Required.	Optional. Only required if lower detailed line item data is submitted in monthly batch file.	GT_COST_INCUR_MONTH	87	99	13	CURRENCY (2)
Grand Total HR/WYE (7a)	The Grand Total Contract Prior Month Actual Hours Column 7a reports actual HR or WYE for the prior	Submitted with CONTRACTOR data	Required if detailed line item data is submitted in monthly batch file.	Required if detailed line item data is submitted in monthly batch file.	GT_HRWYE_PRIORITY_MONTH	100	109	10	NUMERIC(1)

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
	month.								
	The Grand Total Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month. (CR8197)				GT_COST_PLAN NED_MONTH	110	122	13	CURRENCY (2)
Grand Total Cost Incurred ITD (7c)	The Grand Total Contract Cost Dollars Column 7c which represents Contract Cost Inception to Date	Submitted with CONTRACTOR data	Required. Does not require detailed line item data if provided from Cost Incurred Month (7a)	Required if detailed line item data is provided for this column	GT_ITD_COST	123	135	13	CURRENCY (2)
	Grand Total Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date(CR 8197)				GT_COST_PLAN NED_ITD	136	148	13	CURRENCY (2)
Grand Total Estimated Cost (8a)	The Grand Total Contract Estimated Cost for first upcoming month, or Current Month Estimate for cost.	Submitted with CONTRACTOR data	Required	Required if detailed line item data is provided for this column	GT_EST_COST	149	161	13	CURRENCY (2)
Grand Total HR/WYE (8a)	The Grand Total Contract Estimated Hours for first upcoming month, or Current Month Estimate for HR/WYE.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_HRWYE_FIR ST_MONTH	162	171	10	NUMERIC (1)
Grand Total Next Month Estimated Cost (8b)	The Grand Total Contract Estimated Cost for second upcoming month or Next Month Estimate for cost.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_NEXT_MON TH_EST	172	184	13	CURRENCY (2)

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
	Grand Total Balance of Contract for the remaining estimate to complete (CR 8197)				GT_BALANCE_C ONTRACT	185	197	13	CURRENCY (2)
	Grand Total Contractor Estimate for the total estimate to complete entire scope of contract (CR 8197)				GT_BALANCE_C ONTRACTOR_ ESTIMATE	198	210	13	CURRENCY (2)
	Grand Total Contract Value based upon Contract Modifications (CR 8197)				GT_CONTRACT _VALUE	211	223	13	CURRENCY (2)
	Grand Total Unfilled Orders Outstanding at end of reporting period (CR 8197)				ST_UNFILLED ORDERS	224	236	13	CURRENCY (2)

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

**Example File Format
Detail (Repeating Segment)**

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
CCR DETAIL LINE ITEMS:									
Record Type	'DM' for Monthly column 7a Detail; 'DQ' for ITD Column 7c Detail	"RD" for Detail	Required	Required	RECORD_TYPE	1	2	2	CHAR
Reporting Category	Reporting Category (6)	Line item field—submitted with CONTRACTOR data	Required	Required	SERV_ORD_CAT	3	26	24	CHAR
Cost Incurred Month (7a)	Prior Month incurred costs (ACTUALS) for given category.	Line item field—submitted with CONTRACTOR data	Required if detailed line item data is not provided from Cost Incurred Month (7c)	Determined by contract requirement- data from Column 7a, 7c or 8a	COST_INCUR_MONTH	27	39	13	CURRENCY (2)
HR/WYE Incurred Month (7a)	Prior month incurred hours worked [Actuals] for given category..	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)
	Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month (CR 8197)				COST_PLANNED_MONTH	50	62	13	CURRENCY (2)
	Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date (CR 8197)				CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)
	Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date (CR 8197)				COST_PLANNED_ITD	76	88	13	CURRENCY (2)

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
Current Month Estimated Cost (8a)	Estimated costs for first upcoming month for given category.	Line item field— submitted with CONTRACTOR data	Required.	Determined by contract requirement- data from Column 7a, 7c or 8a	CUR_MONTH_EC	89	101	13	CURRENCY (2)
HR/WYE Current Month Estimate (8a)	Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract.	Line item field— submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)
Next Month Estimated Cost (8b)	Estimated costs for second upcoming month for given category.	Line item field— submitted with CONTRACTOR data	Required unless not part of Contract scope	Required unless not part of Contract scope	NEXT_MONTH_EC	112	124	13	CURRENCY (2)
	Balance of Contract for the remaining estimate to complete (8c) (CR 8197)				BALANCE_CONTRACT	125	137	13	CURRENCY (2)
	Contractor Estimate for the total estimate to complete entire scope of contract (9a) (CR 8197)				CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)
	Contract Value based upon Contract Modifications (CR 8197)				CONTRACT_VALUE	151	163	13	CURRENCY (2)
	Unfilled Orders Outstanding at end of reporting period (CR 8197)				UNFILLED_ORDERS	164	176	13	CURRENCY (2)
	Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197)				REPORTING_LEVEL	177	206	30	CHAR

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
	Fill in an "X" if record is a Reporting Category. Otherwise, leave blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)				REPORTING_CATEGORY_INDICATOR	207	207	1	CHAR

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Example File Format

Sub-Reporting Category Line Items – Repeating Segment

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*+,n-n)	Description
SUB_RECORD_TYPE	1	2	2	CHAR		'SM' for Monthly column 7a Detail; 'SQ' for ITD column Detail
SUB_REP_CAT	3	26	24	CHAR		Reporting Category
SUB_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
SUB_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
SUB_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
SUB_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
SUB_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
SUB_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a) .
SUB_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a) .
SUB_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b) .
SUB_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c) .
SUB_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a) .
SUB_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b) .
SUB_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197) .
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Example File Format

533 Agency FILE RECORD LAYOUT (Element of Cost Detail – Repeating Segment (CR8197))

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*+,n-n)	Description
RECORD_TYPE	1	2	2	CHAR		'EM' for Monthly column 7a Detail; 'EQ' for ITD column Detail
EOC_REP_CAT	3	26	24	CHAR		Reporting Category
EOC_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
EOC_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
EOC_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
EOC_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
EOC_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
EOC_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a) .
EOC_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a) .
EOC_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b) .
EOC_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c) .
EOC_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a) .
EOC_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b) .
EOC_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197) .

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*+,n-n)	Description
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

Example File Format

Trailer (provides the number of header & detail records sent from the contractor/vendor/center in order to verify the receipt of complete data after transmission)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	Start Pos	End Pos	Length	Format
TRAILER:									
Record Type	Used by eGate to determine record type	"TL" for Trailer	Required	Required	RECORD_TYPE	1	2	2	CHAR
Record Count	Count of the number of Detail records sent to process (Detail Only)	Trailer field submitted with CONTRACTOR data	Required	Required	RECORD_COUNT	3	9	7	NUMERIC
	Value of spaces				FILLER	10	207	198	CHAR

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

B) NF533 (see Excel Exhibits B1-4):

- 1) Narrative
- 2) By Element of Cost
 - a) Summary for the total contract
 - b) WBS C.2 - Environmental Mgmt and Compliance Assurance
 - c) WBS C.8 – Program / Project Reviews and Construction Support
 - d) WBS Balance (C1, C3-7, C9-13)
- 3) By WBS
 - a) Summary for the total contract (C1-C14)
 - b) Summary by CLIN (C2, C8, balance)
- 4) Supplemental report showing detail by task order for IDIQ (WBS C.14)

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

C) Assorted financial supplement reports to be included with the NF533M and covered at TBD monthly reviews (See Excel Exhibits C1-5):

- 1) Contractor analysis of subcontractor 533s (if applicable, no exhibit)
- 2) Baseline/Actual variance analysis by GFY, CY, and cumul. contract. Numbers provided at total contract element of cost and by WBS, and written variance analysis provided by WBS and by element of cost if there is at least a 10% delta to baseline and / or \$ threshold (TBD)
- 3) GFY and cumulative EAC changes from previous month
- 4) Current month actual vs. previous month estimate variances by WBS
- 5) Threats chart of significant items pending that are not in EAC

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

D) Assorted procurement related supplement reports to be included with the NF533M and covered at TBD monthly reviews (See Excel Exhibits D1-5):

- 1) List of contract modifications to date
- 2) List of contract invoices to date
- 3) Limitation of funds
- 4) Reconciliation of changes
- 5) Listing of pending changes

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

DRD Title	2. Current Version Date	3. DRL Line Item	RFP /Contract No.
Safety and Health Plan	06/06 (replaces 08/05 version)	SA-1-1	NNJ06162825R
4. Use (Define need for, intended use of, and/or anticipated results of data)			
Establishes Safety, Health, and Environmental Compliance Plan for Contractors providing support to JSC organizations			
***The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division			
5. DRD Category: (check one)	<input type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
OSHA TED 8.4, Voluntary Protection Plan (VPP) Policies and Procedures Manual JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations JPR 1700.1 JSC Safety and Health Handbook		Safety and Health Program Self Evaluation	
OSHA TED 8.4, Voluntary Protection Plan (VPP) Policies and Procedures Manual JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations JPR 1700.1 JSC Safety and Health Handbook			

Frequency of Submission. Initial submission with the proposal. Upon NASA approval, the Contractor's Safety, Health, and Environmental Compliance Plan become a Contractual Requirement.

Distribution: After the plan is approved by NASA, the CO will retain the plan in the Contract file. The Contractor will send additional copies to each of the following:

Contracting Officer (1 hard copy, 1 electronic copy)
NS/Safety and Test Operations Division (2 hard copies, 1 electronic copy)
JSC Occupational Health Officer (1 hard copy)
JSC Environmental Services Office (1 hard copy)
JSC Emergency Preparedness Office (1 hard copy)
JA Safety Manager (1 hard copy, 1 electronic copy)

Subsequent Revisions to the Plan: Review the plan annually or as directed by the CO. The plan shall be updated to meet the latest OSHA, JSC, and VPP requirements. Provide a copy of the updated plan with the changes highlighted to the distribution list above at the start of each Contract year. If no changes are required after the annual review, notify the individuals in the distribution list in writing to that affect.

Other Deliverables: The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the Contractor to provide this information.

Format:

1. Cover page - to include as a minimum, the signatures of Contractor's project manager and designated safety official, NASA COTR, JSC Occupational Safety Branch, JA Safety Manager, and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government.
2. Table of Contents. See content below.
3. Body of plan - as required. Contractor's format is acceptable but should be aligned with the elements of the content below.
4. When preparing its plan, the Offeror/Contractor is expected to review all the items below and tailor its plan accordingly. The plan will clearly identify those resources to be provided by the Contractor and proposed resources to be provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any

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format developed by the Contractor that clearly conveys the results of this review including the basis for any underlying assumptions.

Details:

MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION

1.1 Policy: Provide the Contractor's safety, health, and environmental compliance policy statement with the plan. Compare the Contractor's policy statement with those of NASA and OSHA and discuss any differences.

1.2 Goals and Objectives

1.2.1 Describe specific annual safety and health goals and objectives to be met. Discuss status of safety program using the "Performance Evaluation Profile" as safety performance criteria. Describe the Contractor's approach (including milestone schedule) to achieve and maintain level five of the Performance Evaluation Profile in all areas.

1.2.2 Describe methods to be used, if any, to improve on the Days Away Case Rate (DACR), the Total Recordable Injury Rate (TRIR), and the total Days Away plus Restricted Duty plus Job Transfer (DART).

1.3 Management Leadership

1.3.1 Describe management's procedures for implementing its sustaining commitment to safety, health, and environmental compliance through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure workplace safety and health. Describe processes and procedures to making this visible in all Contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.

1.4 Employee Involvement

1.4.1 Describe procedures to promote, implement, and sustain employee (e.g., non-supervisory) involvement in safety, health, and environmental compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the Contract are equitably represented. Describe methods to be used to obtain employee buy in and address the behavioral aspects of safety.

1.5 Assignment of Responsibility

1.5.1 Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other Contractors, or other special responsibilities and support). As a minimum, the Contractor will identify the following:

1.5.2 Safety Representative - identify by title, the individual who will be trained and certified in accordance with JPR 1700.1 to be responsive to Center-wide safety, health, environmental, and fire protection concerns and goals, and who will participate in meetings and other activities related to the JSC Safety and Health program.

1.5.3 Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness (such as the company physician) by name, address, and telephone number to the JSC Clinic, mail code SD22. This will facilitate communication of medical data to Contractor management. Prompt notification to the JSC Occupational Health/Clinic shall be given of any changes that occur in the identity of the point of contact.

1.5.4 Building Fire Wardens - provide a roster of fire wardens at the start of each Contract year (their names, telephone numbers and pagers, and mail codes). Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JPR 1700.1. The Roster shall be maintained by letter to the JSC Occupational Safety, mail code NS2, with copies to the Contracting Officer and the

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Contracting Officers Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.

1.5.5 Designated Safety Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.

1.6 Provision of Authority

1.6.1 Describe consistency of the plan for compliance with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, State, and Local regulations and how compliance will be maintained throughout the life of the contract.

1.7 Accountability

1.7.1 Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe, healthful, and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.

1.8 Program Evaluation. The program evaluation consists of:

1.8.1 Participation in a Performance Evaluation Profile (PEP) survey at the request of the Government. The PEP survey will be scheduled and administered at the discretion of the Government. If the Government chooses not to do the PEP in a given year, the contractor may at its option initiate its own PEP by contacting JSC Occupational Safety, mail code NS2, for assistance. The contractor will not be required to take two or more PEP surveys in any contract year.

1.8.2 A written self-evaluation report to be delivered two times per year, at the start of each contract year and at the mid point of the contract year. The self evaluation shall be provided for the Contractor performance evaluation. The self-evaluation shall follow the VPP program evaluation report format found in OSHA TED 8.4, Voluntary Protection Programs (VPP) Policies and Procedures Manual, Appendix D, "Annual Submissions", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self-evaluation shall as a minimum cover the elements of the approved safety and health plan.

1.9 Miscellaneous Reports. The Contractor will acknowledge the following as standing requests of the Government and to be handled as described below.

1.9.1 Roster of Terminated Employees. Identify personnel terminated by the contractor. Send to the JSC Occupational Health Officer, no later than 30 days after the end of each contract year. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:

- a. Date of report, Contractor identity, and Contract number.
- b. For each person listed, provide name, social security number, and date of termination.
- c. Name, address, and telephone number of Contractor representative to be contacted for questions or other information.

1.9.2 Material Safety Data Sheets (MSDS). The Contractor shall prepare and/or deliver MSDS for hazardous materials brought onto Government property or included in products delivered to the Government. This data is required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR 1910.1200, "Hazard Communication", EPA "Emergency Planning and Community Right-to-Know (EPCRA, ref. 40 CFR 302, 311, 312); and the Texas Department of Health (TDH, ref. Chapters 505-507 of the Health and Safety Code), and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central Repository, Occupational Health and Test Support, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrive with the material and is needed for immediate use, the MSDS shall be delivered to the Central Repository by close of business of the next working day after it enters the site.

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1.9.3 Hazardous Materials Inventory. The Contractor shall compile an inventory report of all hazardous materials it has located on Government property not less than annually, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. The call for this annual inventory and instructions for delivery will be issued by the JSC Occupational Health and Test Support Office, mail code SD13. This information shall use the format used by JSC for chemical inventory compilation to provide the following:

- a. The identity of the material (product number, chemical, manufacturer, and NSN as available).
- b. The location of the material by building, room and area/cabinet number.
- c. The quantity of each material normally kept at each location (number of containers, container size, type container, unit of measure, conversion factor, storage temp & pressure, physical state/form, specific gravity, total pounds).
- d. Peak quantity stored.
- e. Actual or estimated rate of annual usage of each chemical.

1.10 Government Access to Safety and Health Program Documentation

1.10.1 The Contractor shall recognize, in its plan, that all safety, health, and environmental documentation (including relevant personnel records) be available for inspection or audit at the Government's request. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes. For Contractor activities conducted on NASA property, the Contractor will identify what records will be made available to the Government in accordance with the criteria of OSHA as implemented in JPR 1700.1, "JSC Safety and Health Handbook", as revised. For the purpose of this plan, safety, health, and environmental compliance documentation includes but is not limited to: logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, environmental protection, or emergency preparedness.

1.11 Review and Modification of Safety Requirements

1.11.1 The Contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA COTR in accordance with established NASA directives and procedures.

1.12 Procurement

1.12.1 Identify procedures used to assure that procurements are reviewed for safety, health and environmental compliance considerations and that specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.

1.12.2 Certified Professional Resources

1.12.2.1 Discuss your access to certified professional resources for safety, health, and environmental protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.

2.1 Worksite Analysis

2.1.1 Contractor worksite hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses, findings and observations from preventive maintenance activities, reports on hazardous substance spills and inadvertent releases to the environment, facilities related incidents related to partial or full loss of systems functions; etc. Describe how hazards identified by any of the techniques identified below shall be ranked, processed, and mitigated in accordance with JPR 1700.1. All hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the Occupational Safety Office. All safety engineering products that address operations, equipment,

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etc., on NASA property will be subject to JSC Safety and Test Operations Division review and concurrence unless otherwise waived by the JSC Occupational Safety Office.

2.2 Industrial Hygiene

2.2.1 Describe your industrial hygiene program and how it will be coordinated with the JSC Government provided resources for industrial hygiene. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Health within 15 days of receipt of results.

2.3 Hazard Identification

2.3.1 Describe the procedures and techniques to be utilized to compile an inventory of hazards associated with the work to be performed on this Contract. This inventory of hazards shall address the work specified in this Contract as well as operations and work environments in the vicinity or in close proximity to Contract operations. The results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:

2.3.1.1 Comprehensive Survey - A wall to wall" engineering assessment of the Contractor's worksite, which includes the Government furnished facilities and the immediate vicinity in which a work task will be performed. This assessment encompasses facilities, equipment, processes, and materials (including wastes TNRCC/EPA solid and hazardous, radioactive, explosives, medical-infectious-biological).

2.3.1.2 Change (Pre-use) Analysis - Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and NASA requirements.

2.3.1.3 Hazard Analysis - May address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. Analyses and report formats will be in accordance with JSC 17773, "Preparing of Hazard Analyses for JSC Ground Operations."

2.3.1.4 The Contractors safety plan will describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training. The contractor will discuss its approach to notify NASA and other parties external to the contract work of its identified hazards and subsequent analyses and controls.

2.4 Inspections

2.4.1 Routine Inspections - Includes assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The Contractor will describe administrative requirements and procedures for control of and regularly scheduled inspections for fire and explosion hazards. The Contractor has the option, in lieu of this detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished property will be documented in safety program evaluations or the monthly Accident/Incident Summary reports. Inspections will identify:

- a. Discrepancies between observed conditions and current requirements, and,
- b. New (not previously identified) or modified hazards.

2.4.2 Protective Equipment - Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedure pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs.

2.4.3 Employee Reports of Hazards - Identification of methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards. The Contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation/awareness activities.

2.5 Accident and Record Analysis

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2.5.1 Mishap Investigation – identification of methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence. The Contractor will describe the methods to be used to report and investigate mishaps on NASA property and on Contractor or third party property. The Contractor will describe its procedures for implementing immediate notification of NASA using the call tree in 2.5.1.a below. The use of the quick incident reports found at the lower center of the home page of the NASA Incident Reporting Information System (IRIS) at <https://nasa.ex3host.com/iris/newmenu/login.asp> and use of NASA forms as specified in JPR1700.1 or any alternate forms used by Contractor. The contingency plan will emphasize timely notification of NASA; preliminary and formal investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; preparation and submission of a formal report to NASA; follow up of corrective actions; communication of lessons learned to NASA; and solutions to minimize duplications in reporting and documentation including use of alternate forms, etc. The Contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The Contractor will include appropriate details to address the following:

Note: the NASA Form 1627 is not attached since it is a three part carbonless form not conducive to reproduction. This form can be obtained from JSC's Printing Services.

a. The Contractor will include a mishap contingency plan as part of the Safety and Health Plan which meets the requirements of NPR 8621.1B, "NASA Procedural Requirement for Mishap and Close Call Reporting, Investigating, and Recordkeeping", and JPR 1700.1, JSC Safety and Health Handbook. The plan will identify the method of notifying NASA in the advent of a type A or B mishap or C property damage mishap and close call with equivalent likely potential so NASA may take custody of the mishap scene and initiate its investigation as soon as it is safe following the mishap. The contingency plan will clearly identify the Government investigation as taking precedence over any contractor investigation. The Contractor will immediately contact the JSC Safety and Test Operations Division at 281-483-4900 for guidance when a Type A or B mishap or Type C property damage mishap occurs in the course of performing work on a NASA Contract in whole or in part. Such immediate notifications plus all other notification will be documented using the quick incident tables ("health" for injuries and "safety" for property damage) at the IRIS home page.

b. For Type C injuries and all lower level mishaps, the Contractor will perform its own investigation and submit a report to NASA in accordance with the requirements of NPR 8621.1. The Contractor will ensure that NASA is promptly notified of any Type D mishap so that NASA provides a civil servant to oversee the investigation in an ex officio capacity prior to start of any formal investigation. All initial reports and selected follow up reporting will be accomplished using IRIS.

c. When a NASA investigation is required, witnesses will be identified and their names and contact information provided to NASA investigator but witness statement must be requested and collected by NASA. Such statements will be retained by the Government as part of the mishap file in accordance with NPR 8621.1.

d. The Contractor will deliver to NASA mishap reports which shall include the data specified in NPR 8621.1 for the level of mishap. NASA approval and endorsements will be required as specified in NPR 8621.1 and included in the approved Safety and Health Plan.

2.5.2 Trend Analysis – Describe approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.). Discuss methods to identify and abate common causes indicated by trend analysis. In support of site-wide trend analysis to be performed by the Government, the Contractor will discuss method of providing data as follows.

a. Accident/Incident Summary Report - The Contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident/Incident Statistics" as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status. Negative reports are also required monthly. Report frequency is monthly; date due is the 10th days of the month following each month reported. Report to be delivered to the JSC S & MA Directorate through the Safety and Test Operations Division, mail code NS2, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to mishcaps@ems.jsc.nasa.gov.

b. Log of Occupational Injuries/Illnesses

i. For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver, to the Government, a copy of its annual summary of occupational injuries and illnesses (or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. A copy of all summaries as required above under Contractor's cover letter. If the Contractor is exempt by regulation from maintaining and publishing such logs,

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equivalent data in Contractor's format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288.

ii. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following).

3. Hazard Prevention and Control

3.1 Identified hazards must be eliminated or controlled. In the multiple employer environment of the Center, it is required that hazards including discrepancies and corrective actions be collected in a Center wide information system (Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.

3.2 Appropriate Controls

3.2.1 Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPR 1700.1). Discuss approach to identifying and accepting any residual risk. Discuss implementation of controls including verifying effectiveness. Discuss scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, etc.). Discuss need for coordination with safety, health, environmental services, and emergency authorities at NASA.

3.3 Hazardous Operations and Processes

3.3.1 Establish methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this Contract. JPR 1700.1 will serve as a guide for defining, classifying, and prioritizing hazardous operations; 29 CFR 1910.119 will be the guide for hazardous processes. Develop and maintain a list of hazardous operations and processes to be performed during the life of this Contract. The list of hazardous operations and processes will be provided to JSC as part of the plan for review and approval. JSC and the Contractor will decide jointly which operations and processes are to be considered hazardous, with JSC as the final authority. Before hazardous operations or processes commence, the Contractor will develop a schedule to develop written procedures with particular emphasis on identifying the job safety steps required. NASA will have access on request to any Contractor data necessary to verify implementation. For all identified operations or processes that may have safety or health implications outside Contract operations, the Contractor shall identify such circumstances to the JSC Occupational Safety Branch and Occupational Health and Test Support Office who will provide additional instructions for further NASA management review and approval.

3.4 Written Procedures

3.4.1 Identification of methods to assure that the relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, etc., and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual) and be readily available to personnel as required to correctly perform their duties.

3.5 Hazardous Operations Permits

3.5.1 Identify facilities, operations and/or tasks where hazardous operations permits will be required as specified in JPR 1700.1 such as confined space entry, hot work, etc. Set forth guidance to adhere to established NASA JSC procedures. Clearly state the role of the safety group or function to control such permits.

3.6 Operations Involving Potential Asbestos Exposures

3.6.1 Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPR 1700.1, as revised, and JPG 8800.1, "Asbestos Control Manual," as revised.

3.7 Operations Involving Exposures to Toxic or Unhealthful Materials

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3.7.1 Such operations must be evaluated by the JSC Occupational Health Office and must be properly controlled as advised by same. JSC Occupational Health Office must be notified prior to initiation of any new or modified operation potentially hazardous to health.

3.8 Environmental Operations & Activities – See DRD AN-1-4

3.9 Baseline Documentation

3.9.1 Discuss the Contractor's responsibilities for maintaining facilities baseline documentation in accordance with JSC requirements. The Contractor will implement any facilities baseline documentation tasks (including safety engineering) as provided in the Contractor's plan approved by NASA or as required by Government direction.

3.10 Preventive Maintenance

3.10.1 Discuss approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and/or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).

3.11 Medical (Occupational Healthcare) Program

3.11.1 Discuss the Contractor's medical surveillance program and injury/illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss approach to Cardiopulmonary Resuscitation (CPR), first aid, and, return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses.

4. Hazard

4.1 Hazard Correction and Tracking

4.1.1 Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found on line @ <http://www.srqa.jsc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:

4.1.2 Personnel Awareness of Hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other Contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with FM's. Discuss use of the NASA Lessons Learned Information System for both obtaining lessons from other sources and as a repository for lessons learned during performance of the Contract.

4.1.3 Interim and Final Abatement Plans - Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC HATS for all hazards within Contractor-occupied facilities that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Discuss your approach to posting such plans using JSC Form 1240, "JSC Notice of Safety or Health and Action Plan", or equivalent. Discuss compatibility of your system with JSC's role of facility managers in abatement planning, implementation, and verification.

4.2 Disciplinary System

4.2.1 Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.

4.3 Emergency Preparedness

4.3.1 Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, environmental spill/releases, etc. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and role in JSC Incident Command System (see JPR 1700.1 for details). Discuss methods to be used for notification of

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JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness.

4.4 Safety and Health Training

4.4.1 Describe the Contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet Federal, State, and Local regulatory requirements. In doing so, the Contractor will factor parallel requirements found in other mandates such as environmental protection (example: 29 CFR 1910.38 for emergency action plans and fire prevention plans versus EPA Resource Conservation & Recovery Act (RCRA) and Emergency Planning and Community Right-to-Know (EPCRA)). Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc. Describe approach to training personnel in the proper use and care of personal protective equipment (PPE). Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements and physical conditions have been satisfied (examples include physical examination, testing, and on-the-job performance). Address utilization of JSC safety and health training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tagout, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on NASA property. All training materials and training records will be provided to NASA, and other Federal, state, and local agencies for their review upon request. If the Contractor wishes to train their personnel in any regulatory mandated training, an agreement will be secured with JSC Occupational Safety Branch and Occupational Health and Test Support office prior to beginning training. The agreement will ensure that safety and health training resources available from NASA are utilized where appropriate.

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DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Monthly Safety and Health Metrics	10/03 (replaces 08/03 version)	SA-1-2	

4. Use (Define need for, intended use of, and/or anticipated results of data)

Establishes selected Safety and Health Program metrics

***The Office of Primary Responsibility for this DRD is the JSC Safety, Reliability, and Quality Assurance Office

5. DRD Category: (check one) Technical Administrative SR&QA

6. References (Optional)

JPG 1700.1 JSC Safety and Health handbook

7. Interrelationships (e.g., with other DRDs) (Optional)

DRD SA-1-1

8. Preparation Information (Include complete instructions for document preparation)

Frequency of submission. Monthly by 10th of month following month being reported.

Distribution.

NS2/Occupational Safety Branch (2 copies)

SD13/Occupational Health Officer (1 copy)

Contracting Officer's Technical Representative (COTR) (1 copy)

Format: electronic to NS2, SD13; hard copy to COTR. Send as Excel spreadsheet or in tables compatible with MS Word.

Definitions. Refer to JPG 1700.1 and OSHA requirements for definitions of terms below.

Scope. The scope of the information required is limited to the JSC-administered establishments of Houston Texas at NASA Road One; Sonny Carter Training Facility; and Ellington Field.

Content.

I. Management Commitment and Employee Involvement.

Date of Management Safety Committee Meeting		Type/Title of Meeting	No. of Managers attending		No. of supervisors attending		No. of non-supervisory attending	
			This month	Year to date	This month	Year to date	This month	Year to date

Include electronic copies of minutes or representative information

No. of Employee Safety Meeting		Type/Title of Meeting	No. of Employees attending		No. of managers/supervisors attending	
			This month	Year to date	This month	Year to date

Include electronic copies of minutes or representative information

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II. Worksite Analysis. Refer to JPG 1700.1 for definitions of terms.

Division	No. of Hazard Analyses				No. of Job Safety Analyses				No. of Routine Inspections			
	Required		Performed		Required		Performed		Required		Performed	
	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date
Total												

III. Hazard Prevention and Control - hazards below were found during routine and special inspections, close calls, mishap investigations, etc., and require correction.

No. of Hazards found			No. of Hazards closed <30 days			No. of Hazards open <30 days	No. of Hazards open >30 days			No. of Hazards closed >30 days			No. of JF1240s in place
Prior to month	This month	Year to date	Prior to month	This month	Year to date		Prior to month	This month	Year to date	Prior to month	This month	Year to date	

Attach copies (electronic ok if sent by e-mail) of JF 1240's (or equivalent) including monthly updates. Mark JF 1240's where abatement has been completed as closed.

IV. Safety and Health Training - List courses specific to loss control initiatives (such as slips/trips falls, material handling; etc.) Report other training as "Generic safety training not otherwise specified" (examples include Hazard Communication, Confined Space entry, HAZWOPER, system safety, job safety analysis, etc.) Do not include job proficiency course work where safety is an issue (such as radiography, welding, painting, etc.)

Course Title	No. to be Trained	No. Trained	On Schedule

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Instructions for Completing JSC Form 2341

General. JSC Form 2341 will be prepared to describe the content and provide preparation information for data required to support of JSC programs. For more detailed instructions, see JSC STD-123.

1. **DRD Title.** Enter the title of data or document required. The title should include a principal noun which best establishes the basic concept of the data.
2. **Date of current DRD version.** If an existing DRD is revised, enter the revision date. For a new DRD, enter origination date.
3. **DRL Line Item.** Enter the individual line item number from block 1 of JSC Form 2323, "JSC Data Requirements List," as completed for a specific procurement.

RFP/Contract No. The assigned procurement office enters the number of the specific procurement document to which the DRD is attached.

4. **Use.** Enter a synopsis of the intended use of the document. Include the reason for the requirement and identify the using organization if necessary.
5. **DRD Category.** Check the type of information described. SR&QA DRD's must be approved by a representative of the JSC Safety, Reliability, and Quality Assurance Office.
6. **References (Optional).** List applicable documents (NASA or JSC manuals, military specifications, Federal standards, NASA procurement regulations, etc.) containing additional information concerning the data requirements. If original DRD refers to obsolete documents, these should be deleted when the DRD is revised.
7. **Interrelationships (Optional).** Enter other data requirements or passages in the same SOW that will affect or be affected by this DRD. References to paragraphs in the SOW may not be substituted for the information in block 8.
8. **Preparation Information.** Provide instructions for preparation of the data required. JSC STD-123 contains suggestions for completing this section. If additional pages are required, use blank 8 1/2 X 11 inch sheets.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Environmental and Energy Consuming Product Compliance Reports	2. Current Version Date 01/18/2007	3. DRL Line AN-1-4	RFP/Contract No. (Procurement completes) NNJ06162825R				
4. Use (Define need for, intended use of, and/or anticipated results of data) Used to complete JSC's required annual report to NASA HQ on sustainable acquisition, waste reduction, energy efficient product procurement, and ozone depleting substances.							
5. DRD Category: <i>(check)</i>							
<table border="1"> <tr> <td>Technical</td> <td><input checked="" type="checkbox"/></td> <td>Administrative</td> <td>SR&QA</td> </tr> </table>				Technical	<input checked="" type="checkbox"/>	Administrative	SR&QA
Technical	<input checked="" type="checkbox"/>	Administrative	SR&QA				
6. References <i>(Optional)</i> JPR 8550.1, JPR 8553.1 C.1.12 Environmental Management C.1.6 Records and Reports		7. Interrelationships <i>(e.g., with other DRDs)</i> <i>(Optional)</i>					
8. Preparation Information (Include complete instructions for document preparation)							

Scope:

I. Annual Sustainable Acquisition Report

The Contractor shall track and report each January 15 to the JSC Environmental Office the following information regarding the purchase by the Contractor (including subcontracts) of all products on the U. S. Environmental Protection Agency's Comprehensive Procurement Guideline list and items on the USDA Farm Bill Biobased list:

- a. The total amount of each item purchased during the previous fiscal year in \$,
- b. The total amount of each listed item purchased during the previous fiscal year that contained at least the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- c. The total amount of each listed item purchased during the previous fiscal year that contained some recycled content or biobased content but less than the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- d. The number of waivers and the name of the item each waiver was requested for submitted to the Environmental Office during the previous fiscal year,
- e. The total amount purchased for each waived item during the previous fiscal year in \$, and
- f. A narrative explanation of constraints for purchasing each item that did not meet sustainable acquisition or biobased content requirements during the previous fiscal year.

II. Waste Reduction Activity Report

The Contractor shall track and report each January 15 to the JSC Environmental Office any new process improvements or programs undertaken by the Contractor (or subcontractors) that have contributed to waste reduction during the previous fiscal year. Waste reduction means increasing the percent of waste material diverted from the landfill. This may be accomplished through source reduction or by increasing reuse and recycling of items that would normally go to the landfill (trash). The information will be included in JSC's annual report to NASA HQ on waste reduction activities. Limit responses to one page or less per item. The response should include a description of the activity, the materials or wastes reduced, an estimated volume or weight of reduction, and a contact name and phone number for a person knowledgeable about the reduction activity.

FOR CONSTRUCTION/FACILITY MOD CONTRACTS ONLY

The Contractor shall track and report to the JSC Environmental Office the total weight in pounds of material sent to the landfill (this does not include shipments managed and paid for by the Environmental Office or their support contractor) and the total number of pounds of material recycled by media (scrap metal, wood, concrete, soil). The report is due within 30 days of completion of all waste generating and

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

recycling activities or of final waste shipments associated with the project and in no case later than completion of the contract.

III. Annual Energy Efficiency Product Procurement Report

The Contractor shall report to the JSC Energy Manager, on January 15 of each year, information on purchases of energy consuming products made by the Contractor (including subcontracts) beginning upon contract start. This includes the purchase of premium efficiency motors and efficiency lighting covered by the Energy Policy Act of 2005. The report shall provide the following:

- a. A list of all energy consuming products purchased during the previous fiscal year.
- b. The total purchase cost of each item on the list.
- c. A designation of which items were Energy Star or Federal Energy Management Program (FEMP)-sanctioned.
- d. For each Energy Star or FEMP-sanctioned product purchased, provide:
 - i. The simple payback value as determined by the contractor's life cycle cost analysis.
 - ii. The annual savings in dollars and BTUs due to the purchase of the item
- e. Metrics which show the effectiveness of the contractor's purchases
 - i. Percentage of purchased products that are Energy Star and FEMP-sanctioned against the total number of energy consuming products purchased.
 - ii. Total dollar value of the purchased products that are Energy Star and FEMP-sanctioned against the total dollar value of all energy consuming products purchased.

IV. Ozone Depleting Substances (ODS) Reports

The Contractor shall track and report each January 15 to the JSC Environmental Office the following information for the previous fiscal year related to ODS equipment that the contractor purchases, owns, operates, maintains, or repairs on-site:

- a. A list of the names of all EPA-Certified service technicians employed and their certification dates
- b. A list of any ODS recovery/recycling equipment that will be used and copy of the 40 CFR 82.162 EPA registration
- c. A list of any refrigeration/air conditioning units with a full charge of more than 50 pounds, not previously reported, including
 - i. any identifying equipment numbers
 - ii. the location of the equipment (building/room)
 - iii. the owning organization or contract name and number
 - iv. a narrative description of the equipment.
- v. refrigeration or air conditioning equipment with a full charge of > 50 pounds, permanently removed from service during the year.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Maintenance/ Frequency:

Annual Affirmative Procurement Report: Due annually by Jan. 15.

Waste Reduction Activity Report: Due annually by Jan. 15.

Waste Reduction Activity Report for Construction/Facility Mod Contracts: Due within 30 days of completion of all waste generating and recycling activities or of final waste shipments associated with the project and in no case later than completion of the contract.

ODS Report: Due annually by Jan. 15.

References:

JPR 8550.1, JPR 8553.1

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Performance Metrics & Workload Data	2. Current Version Date Per RFP	3. DRL Line AN-1-5	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

To provide workload data collection for all identified work.

5. DRD Category: <i>(check)</i>	<input type="checkbox"/> Technical	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References <i>(Optional)</i> None	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

8. Preparation Information (Include complete instructions for document preparation)

Scope:

The purpose of this report is to provide metrics which indicate the performance of the identified items within the SOW, and provide a record of the actual effort expended on the Environmental contract.

Workload quantities will be collected and presented at the Sub-Section level. This data will be used to monitor current contract status and work load forecast.

Additional metrics will be submitted to monitor the environmental performance of JSC in indicated areas.

The Contractor shall propose up to 3 additional metrics to measure their performance in critical or high-emphasis areas of the SOW.

JSC reserves up to 2 metrics to be determined during phase-in.

Contents:

The Performance Metrics to be tracked are as follows:

Contractor Performance Metrics:

Safety. Submit monthly. OSHA recordable frequency rate for the contract year with projections to the end of the year. Metrics shall be for:

- a. Lost Work Day Cases frequency rate
- b. OSHA Reportable Case frequency rate
- c. OSHA Lost Work Day Case severity rate

Environmental Workload Status Report. Submit monthly with the NF533 Cost and Data Reporting DRD (AN-1-3). Items that are to be included in the report by year are:

- a. units
- b. SOW Workload Historical Estimates
- c. Current Month Workload Actual
- d. CY1 Year to Date Total
- e. CY2 Year thru Contract Completion

Accuracy and Timeliness of Reports. Submit quarterly. Charts to show previous 12 month history.

- a. Number of reports, by month.
- b. Number of reports returned by COTR for corrections.
- c. Number of reports submitted past due.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Drum Aging Metric. Submit monthly. Charts to show previous 6 month history. Each month report separately for JSC, EF and EPFOL:

- a. Oldest hazardous waste container in storage
- b. Oldest hazardous waste container in storage without an approved profile
- c. For JSC and EF, number of containers greater than 60 days in storage without disposal profile
- d. For EPFOL, number of containers greater than 180 days in storage without disposal profile
- e. For EPFOL only, total quantity of hazardous waste accumulated (pounds)

Customer Feedback. Submit quarterly.

- a. Technical Assistance. Charts to show previous 12 month history.
 - i. Number of inquiries received per category (asbestos, regulatory, recycling, etc). Contractor shall develop categories with COTR input.

Center Performance Metrics:

Wastes and Emissions Generated by Site (JSC, EF and SCTF). Submit quarterly. Charts to show previous 12 month history. One chart for items i-iii; one chart for items iv-v; one chart for item vi.

- a. Indicate by month the amount (weight):
 - i. Hazardous ISW Generated
 - ii. Non-hazardous ISW Generated
 - iii. ISW Recycled or Reused
 - iv. Solid Waste Generated
 - v. Solid Waste Recycled or Reused by Type
 - vi. Criteria Pollutants (NO_x, SO₂, VOCs, HAPs, PM₁₀, CO) Generated
- b. Cumulative amount in pounds in calendar year-to-date for iv, v, and vi.
- c. Compare to baseline quantity (previous year).

Site-wide Spills and Releases. Submit quarterly. Chart to show previous 12 month history. Indicate by month the number and quantity in pounds of:

- a. Chemical Spills
- b. Reportable Spills
- c. Asbestos Spills
- d. Reportable Events (Opacity; no pounds required)

Center Regulatory Non-compliances. Submit quarterly in spreadsheet format. Spreadsheet to show previous 12 month history. Indicate by month the number of non-compliance by media. Include reference to regulatory or policy violation.

Frequency: The Contractor shall continuously maintain electronic access to the most recent data required in this DRD. Metrics to be submitted as identified above.

Distribution: One electronic copy to the CO and the COTR.

Format:

The Workload Data shall be compiled using Microsoft Excel or Microsoft Access.

All other Performance Metrics shall be compiled using Microsoft Powerpoint or Microsoft Excel; the Contractor's format is acceptable. The Contractor shall provide a "stoplight goal" for Contractor Performance Metrics. Example: 95% and above is green, 90% - 95% is yellow, and below 90% is red.

Maintenance: The Environmental Workload Status Report shall be reviewed with the COTR annually to determine SOW increases or decreases.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Every 12 months, the Environmental COTR will evaluate the metrics in this DRD and reserves the right to revise or alter the metrics. The total number of metrics shall not change.

Additional Requirements:

None identified.

References

None identified.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line	RFP/Contract No. (Procurement completes)
JSC Emergency Preparedness Plan	2000	AN-1-6	NNJ06162825R
4. Use (Define need for, intended use of, and/or anticipated results of data)			
Develop plan for providing support for JSC Emergency Preparedness Plan JSC-05900 and applicable appendices. Develop SOPs as required. This is an OSHA requirement and the Contractor shall have a plan in place that outlines their responsibilities in the event of an emergency.			
5. DRD Category: (check	Technical	Administrative	<input checked="" type="checkbox"/> SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Scope: Develop an Emergency Preparedness Plan (EPP) and SOPs required to implement the EPP. Perform annual reviews of the plan to identify and document improvements and required changes. The plan is to parallel the Center's plan and the Contractor must maintain, update, and implement the plan in response to changing site conditions, changes to the Center's plan and policies, or changes in federal or state regulations.

Frequency: Plan is due to the CO 30 days after start of Contract for review and approval and annually in March thereafter.

Distribution: One hard copy and one electronic disk to the CO.

Format: Per the following outline presented in the Center's Emergency Preparedness Plan JSC-05900.

Details: See Emergency Preparedness Plan JSC-05900.

References: None

Maintenance: Annually updated. Certification of annual review is required.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Environmental Management and Compliance Reports	2. Current Version Date Per RFP	3. DRL Line EN-2-2	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

These reports will be used to ensure compliance with applicable laws and agency regulations governing environmental management and compliance.

5. DRD Category: (check <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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6. References (Optional) SOW Reference C.2 Environmental Management and Compliance Assurance C.1.6 Records and Reports	7. Interrelationships (e.g., with other DRDs) (Optional)
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8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports and plans listed in C.2.7 of the SOW required for the purpose of complying with applicable laws and agency policy governing training, communication, compliance, EMS, regulatory review, procedure updates and building audits.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD. The Contractor shall not use company logos or letterheads on reports. NASA logos are acceptable.

Maintenance/ Frequency:

See the table in C.2.7 of the SOW for the individual report frequency and due date.

Distribution:

Submit reports to the COTR

References:

SOW Section	Title	Existing Item, See TRL	New Item, See Below
C.2.2	JSC Environmental Training Plan	X	
C.2.2	Recommendations for Training Materials		X
C.2.2	Training Materials	X	
C.2.2	Training Report		X
C.2.3.1	Environmental Website Updates		X
C.2.3.1	Environmental Newsletter		X
C.2.4	Awards	X	
C.2.5	EMS Metrics	X	
C.2.5	Environmental Impact Summary	X	
C.2.5	JPR 8553.1, JSC Environmental Management System	X	
C.2.5	JPR 8550.1, JSC Environmental Compliance Procedural Requirements	X	
C.2.5	JE9W-06, EMS Aspect/Impact Assessment and EMP Process	X	
C.2.5	JE1W-01, Environmental Legal and Other	X	

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

	Requirements		
C.2.5	JE17W-01, Conducting and Participating in Internal EMS Audits	X	
C.2.6.1	Regulatory Review Summary		X
C.2.6.1	Environmental Procedures and Work Instruction Updates	X	
C.2.6.3	Internal Compliance Assessment Report	X	
C.2.6.4	Building Inspection Report	X	
C.2.6.5	Recommended Plan of Action		X

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Recommendations for Training Materials

Scope:

The Contractor shall evaluate existing training materials. The Contractor shall recommend third party training services or development of training materials (classroom and on-line courses) for the most effective and economical approach to accomplish the prescribed training. The Contractor shall submit the recommendation to provide third party training services or the development of training materials to the COTR for approval.

Format:

Electronically (MS Word) and hard copy.

Contents:

The Contractor shall provide detailed recommendations on how environmental training will be provided for JSC employees. If recommending a third party training service, the Contractor shall provide the name of the company, detailed information on the company's capabilities, and cost. The Contractor shall discuss how the company will keep the training materials and services up to date with regulations and JSC-specific procedures and policies, and how the company will deliver the training (location, web-based, trainers, etc)

If recommending something other than a third party service, the Contractor shall provide detailed information on how the training materials will be created and kept current with regulations and JSC-specific procedures and policies. The Contractor shall provide detailed information on how the training will be provided (location, trainers, web-based, etc).

Maintenance/ Frequency:

Due one time, within 30 days of contract start.

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

SOW C.2.2

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Training Report

Scope:

The Contractor shall provide environmental training for JSC employees. This report will be used to track the type, frequency and effectiveness of the training.

Format:

Electronically (MS Excel spreadsheet) and hard copy.

Contents:

The Contractor shall report separately for classroom training and online training. The report shall also show the previous 12 month history.

For classroom training, report for each course:

1. The number of individuals receiving training
2. Number of civil servants and number of contractors
3. Average "Overall Student Feedback Score (Excellent, Very Good, Good, Fair or Poor)"
4. Average "Instructor Student Feedback Score (5-1)"
5. Average "Materials/Course Logistics Student Feedback Score (5-1)"

For online training, report for each course:

1. The number of individuals receiving training
2. Number of civil servants and number of contractors
3. Average "Overall Student Feedback Score (Excellent, Very Good, Good, Fair or Poor)"
4. Average "Materials/Course Logistics Student Feedback Score (5-1)"

Maintenance/ Frequency:

Due quarterly (Jan 1, Apr 1, Jul 1, Oct 1)

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

SOW C.2.2

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Environmental Website Updates

Scope:

Update all content on the Environmental Website for accuracy and completeness.

Format:

Submit content in form of updated web pages in HTML. All linked plans shall be submitted in PDF format. All other linked documents shall be submitted as downloadable MS Office documents.

Contents:

The Contractor shall prepare and submit updates for the Environmental Website. The Contractor shall check the accuracy and completeness of the following information and submit updated content. The updates shall be formatted such that they may be immediately placed on the website by the Government.

- Plans, policy, documents, procedures
- Regulations
- Status of projects
- General content
- All hyperlinks

Maintenance/ Frequency:

Quarterly (Jan 1, Apr 1, Jul 1, Oct 1)

Distribution:

Environmental COTR and JSC JA website administrator

Additional Requirements/Details:

The Contractor shall comply with applicable NASA and JSC Information IT Policy Directives and the JPD 2800.4, JSC Information Technology Program Management, and JPR 2810.1C, JSC Information Technology Security Handbook.

References:

SOW C.2.3.1

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Environmental Newsletter

Scope:

The Environmental Newsletter will provide information to JSC employees about relevant environmental issues and the recycling metrics. The Newsletter shall contain information that employees can use at home or at work.

Format:

The Newsletter shall be submitted electronically in PDF format. The Contractor shall not use company logos or letterheads on reports. NASA logos that meet the NASA Communication Materials Review criteria are acceptable.

Contents:

The Newsletter shall contain a minimum of four articles on environmental issues relevant to JSC and its employees. Each article shall be between 500-1000 words, and shall use graphics as appropriate. The Newsletter shall also contain a chart or other graphical representation of the quantities of material recycled by type (i.e. paper, cardboard, metal, concrete) and relate it to JSC's diversion goal.

Maintenance/ Frequency:

Quarterly (Jan 1, Apr 1, Jul 1, Oct 1)

Distribution:

Environmental COTR and JA website administrator

Additional Requirements/Details:

None identified

References:

SOW C.2.3.1

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Regulatory Review Summary

Scope:

The Contractor shall perform the review, interpretation, and applicability determination of new statutory and regulatory requirements and make recommendations for incorporation into existing JSC, EF, SCTF, and EPFOL policies, plans, procedures for the purpose of continually maintaining compliance.

Format:

Electronically (MS Word) and hard copy. The Contractor shall not use company logos or letterheads on reports. NASA logos are acceptable.

Contents:

The Contractor shall submit a narrative report detailing any new or changed statutory or regulatory requirements, or any new or changed agency requirements. The report shall detail the impacts on JSC operations, procedures, recordkeeping, etc. The Contractor shall include recommendations for accommodating these new or changed requirements.

Maintenance/ Frequency:

Due by the 15th of each month

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

SOW C.2.6.1

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Recommended Plan of Action

Scope:

Section C.2.6.5 of the SOW states, "The Contractor shall immediately initiate appropriate action to mitigate the non-compliance when mitigation activities are within the scope of the paragraphs C.2 through C.13. When the type of work is outside the Performance Based scope, then the Contractor shall develop and submit a Recommended Plan of Action to correct the non-compliance."

The Recommended Plan of Action will be used to plan and scope the work required to correct the non-compliance.

Format:

Electronically (MS Word) and hard copy. The Contractor shall not use company logos or letterheads on reports. NASA logos are acceptable.

Contents:

The Plan shall provide the results of a detailed investigation and evaluation of the environmental impact and regulatory status of the non-compliant condition. Elements of the Plan shall include relevant background information, a summary of events causing the non-compliance and immediate mitigation taken to minimize environmental impact, current status of the non-compliant condition, a discussion of feasible options considered and the recommendation course of action to include regulatory, cost, schedule, and mission impact considerations.

Maintenance/ Frequency:

As required, within 3 work days of non-compliance

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

SOW C.2.6.5

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Water Pollution Control and Prevention Reports	2. Current Version Date Per RFP	3. DRL Line Item EN-2-3	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

These reports will be used to ensure compliance with applicable laws and agency regulations governing water quality.

5. DRD Category: (check <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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6. References (Optional) SOW Reference C.3 Water Pollution Control and Prevention C.1.6 Records and Reports	7. Interrelationships (e.g., with other DRDs) (Optional)
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8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports and submittals listed in C.3.10 of the SOW required for the purpose of complying with regulations governing the control of waste water discharge and water supply, including sanitary sewer discharges, storm water discharges, oil pollution prevention, wetlands protection, and drinking water and regulatory oversight of impoundment operation and maintenance activities.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Contents:

The Contractor shall ensure that reports are complete and accurate upon submittal to COTR. The Contractor shall ensure that corrections are made in time to allow for the Government to meet reporting deadlines. The Contractor shall develop reports and responses to follow-up inquiries in accordance with guidance or regulation. The Contractor shall provide an accompanying cover letter for reports to be submitted to a regulatory agency. The Contractor's letter shall include a signed certification that all information contained in the report is accurate and complete and meets regulatory requirements. The Contractor shall provide all background information used to develop the report.

Maintenance/ Frequency:

See the table in C.3.10 for the individual report frequency and due date.

Distribution:

Submit reports to the COTR

Additional Requirements/Details:

None identified

References:

Section	Title	Existing Report, See TRL	New Report
C.3.1	Sanitary Sewer Industrial Discharge Management Plan	X	
C.3.1	Industrial Discharge Compliance Risk Evaluation and		X

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

	Recommendation Report		
C.3.1	TPDES Pretreatment Reports	X	
C.3.2	JSC Storm Water Pollution Prevention Plan	X	
C.3.2	EF Storm Water Pollution Prevention Plan	X	
C.3.2	JSC Storm Water Comprehensive Site Compliance Evaluation Report	X	
C.3.2	EF Storm Water Comprehensive Site Compliance Evaluation Report	X	
C.3.3	SEC Plan Review Report	X	
C.3.4	Conditional No Exposure Exclusion Feasibility Evaluation		X
C.3.5	Storm Water Management Program		X
C.3.5	Notice of Intent MS4		X
C.3.6	JSC Spill Prevention, Control, and Countermeasure Plan	X	
C.3.6	EF Spill Prevention, Control, and Countermeasure Plan	X	
C.3.8	Wetlands Delineation Reports	X	
C.3.9	JSC Drinking Water Monitoring Plan	X	

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Industrial Discharge Compliance Risk Evaluation and Recommendations

Scope:

The Contractor shall review analytical data to evaluate compliance with regulations. The Contractor shall evaluate potential risks of non-compliance and provide written recommendations in an Industrial Discharge Compliance Risk Evaluation and Recommendation Report. *The Contractor shall ensure that the Report conforms to the requirements of Section C.1.6.*

Format:

The Report shall be submitted electronically in PDF format.

Contents:

Executive Summary

Provide an executive summary of risks identified from evaluation of quarterly waste water monitoring.

Summary Table of Monitoring Results

Provide a summary table of waste water monitoring analytical results for the reporting period. The table shall list regulatory quantitative limits and shall clearly identify analytical results either exceeding or within 10 percent of exceeding regulatory limits.

Potential Pollutant Source Discussion

Discuss identified or suspected potential pollutant sources negatively impacting waste water quality to the extent of placing JSC at risk of compliance with regulatory limitations. In addition, provide recommendations on strategies that could be employed to reduce risk of noncompliance through identification, control, and/or elimination of pollutant sources.

Maintenance/ Frequency:

Quarterly (Jan 15, April 15, July 15, Oct 15)

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

None identified

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Conditional No Exposure Exclusion Feasibility Evaluation

Scope:

The Contractor shall perform a feasibility evaluation and develop a plan, including estimated costs, for JSC to achieve Conditional No Exposure Exclusion from TPDES permit requirements to be submitted to the COTR. *The Contractor shall ensure that the Plan conforms to the requirements of Section C.1.6.*

Format:

The Plan shall be submitted electronically in PDF format.

Contents:

The Plan shall be consist of:

A comprehensive evaluation of activities and materials at JSC subject to coverage under the Texas Pollutant Discharge Elimination System Multi Sector General Permit for Industrial Activities;

A detailed study, including estimated costs, of feasible options to achieve a conditional exclusion from permit requirements through elimination of industrial materials and activities exposed to precipitation or runoff.

A recommendation of the most effective and economical strategy to achieve conditional no exposure exclusion.

Maintenance/ Frequency:

Due one time, 12 months after Contract start.

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

None identified

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Storm Water Management Program

Scope:

The Contractor shall develop and implement the JSC SWMP and Notice of Intent required under the TPDES Small Municipal Separate Storm Sewer System permit. The SWMP shall be developed within 4 months of permit issuance by TCEQ and include a schedule to achieve full implementation of the six required and seventh optional Minimum Control Measures within 3 years of SWMP development.

Format:

The Plan shall be submitted in hard copy and electronically in PDF and Microsoft Word formats.

Contents:

The SWMP shall meet the requirements found in Part III of TPDES General Permit Number TXR040000 for Small Municipal Separate Storm Sewer Systems.

As detailed in the permit, the SWMP shall include the following seven Minimum Control Measures (MCMs):

Public Education and Outreach on Storm Water Impacts;

Public Involvement/Participation;

Illicit Discharge Detection and Elimination;

Pollution Prevention/Good Housekeeping for Municipal Operations

Construction Site Storm Water Runoff Control;

Post-Construction Storm Water Management in New Development and Redevelopment;

Authorization for Municipal Construction Activities.

The SWMP shall contain documentation of the development, implementation, and evaluation of the SWMP including:

A list of any public and private entities assisting with the development or implementation of the SWMP;

A list of all Best Management Practices and measurable goals for each of the MCMs;

A schedule for the implementation of all SWMP requirements;

A description of how each measurable goal will be evaluated;

A rationale statement that addresses the overall program, including how the BMPs and measurable goals were selected.

Maintenance/ Frequency:

Due one time, within 4 months of permit issuance.

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

TPDES General Permit Number TXR040000 for Small Municipal Separate Storm Sewer Systems

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Notice of Intent (NOI) MS4

Scope:

The Contractor shall develop and implement the JSC SWMP and Notice of Intent required under the TPDES Small Municipal Separate Storm Sewer System permit. The SWMP shall be developed within 4 months of permit issuance by TCEQ and include a schedule to achieve full implementation of the six required and seventh optional Minimum Control Measures within 3 years of SWMP development.

Format:

The NOI shall be submitted in hard copy format on a form provided by TCEQ.

Contents:

The contents of the NOI shall meet the requirements found in Part II.D.4 of TPDES General Permit Number TXR040000 for Small Municipal Separate Storm Sewer Systems.

Maintenance/ Frequency:

Due one time, within 4 months of permit issuance.

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

TPDES General Permit Number TXR040000 for Small Municipal Separate Storm Sewer Systems

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Air Quality Program Reports	2. Current Version Date Per RFP	3. DRL Line EN-2-4	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

The reports and plans will be used to maintain compliance with Air Quality Program regulatory requirements.

5. DRD Category: (check <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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6. References (Optional) SOW Reference: C.4 Air Quality Program C.1.6 Records and Reports	7. Interrelationships (e.g., with other DRDs) (Optional)
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8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports and submittals listed in C.4.9 of the SOW required for the purpose of complying with applicable laws and agency requirements governing the control of air quality at JSC, EF, SCTF and EPFOL.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD. The Contractor shall not use company logos or letterheads on reports. NASA logos are acceptable.

Maintenance/ Frequency:

See the table in C. 4.9 of the SOW for the individual report frequency and due date.

References:

SOW Section	Title	Existing Item, See TRL	New Item, See Below
C.4.1.2	Summary of Air Emission Tag Inspection Reports		X
C.4.1.3	PBR Binder Updates	X	
C.4.2	Emission Event and SSME Notifications	X	
C.4.3.1	Emissions Calculation Spreadsheet	X	
C.4.3.2	JSC Air Emissions Inventory Update	X	
C.4.3.2	EF Air Emissions Inventory Update	X	
C.4.3.2	SCTF Air Emissions Inventory Update	X	
C.4.4.1	Subpart Db Compliance Report	X	
C.4.4.2	Subpart Dc Compliance Report	X	
C.4.4.3	Stationary Diesel Engine Testing Report		X
C.4.4.4	MECT Compliance Report (ECT-1)	X	
C.4.4.4	MECT Level of Activity Certification (ECT-3)	X	
C.4.5.2	Subpart T Compliance Report	X	
C.4.6	Title V Permit Revisions	X	
C.4.6	Notification of Off-Permit/Operational Flexibility Action (OP-NOTIFY)	X	
C.4.6	Title V Permit Renewal Application		X
C.4.6	Title V Permit Compliance Certification Report	X	
C.4.6	Reasonable Inquiry Summary	X	

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

SOW Section	Title	Existing Item, See TRL	New Item, See Below
C.4.6	Updates to HAP PTE at JSC and Synthetic Minor Permits at EF and SCTF (APD-CERT)	X	
C.4.8.1	EPA Notification Requests for Extension of Repairs	X	
C.4.8.2	Consolidated ODS Report		X
C.4.8.3	NETS ODS Report	X	

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Summary of Air Emission Tag Inspection Reports

Scope:

The Contractor shall develop and submit Annual Summary of Air Emission Tag Inspection Reports.

Format:

This report shall be in electronic format using Microsoft Excel or current NASA JSC supported software.

Contents:

The Annual Summary of Air Emission Tag Inspection Reports shall consist of one Excel file with three separate worksheets for JSC, EF, and SCTF. For each site, all Air Emission Sources shall be listed by Emission Point Name (EPN) and Description; date inspected; and the results of inspection shown with "x". Use the comment field for additional information and explanation as necessary.

EPN	Source Description	Date Inspected	New	Existing	Replaced	Removed	Comments
B48GEN01	B48 Generator #1 (DE-1)	08-10-08		x			N/A

Legend:

1. **New** – Created New Tag for recently installed new source
2. **Existing** – Existing tag was verified in good condition
3. **Replaced** – Replaced tag because it was missing, inaccurate, or illegible
4. **Removed** – Removed tag from retired or decommissioned equipment

Maintenance/ Frequency:

Annually (September 1)

Distribution:

Environmental COTR

Additional Requirements/Details:

Maintain the report data in an Excel spreadsheet which can be sorted by field.

References (optional):

SOW C.4.1.2

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Stationary Diesel Engine Testing Report

Scope:

The Contractor shall develop and submit the Stationary Diesel Engine Testing Reports on a quarterly basis.

Format:

This report shall be in electronic format using Microsoft Word or current NASA JSC supported software.

Contents:

The report shall include results of quarterly emission checks on stationary diesel engines that exceed 10 hours of operation in any month. The current listing of stationary diesel engines subject to this testing are:

Emission Point Number (EPN)	Description
B48GEN07	Bldg.48 Generator #7
B48GEN09	Bldg.48 Generator #9
B32GEN03	Bldg.32 Generator #3
B32GEN04	Bldg.32 Generator #4
B30AGEN01	Bldg.30A Generator #1
B32GEN06	Bldg.32 Generator #6
B259GEN01	Bldg.259 Generator #1
B48GEN01	Bldg.48 Generator #1
B25GEN01	Bldg.25 Generator #1
B343NGEN01	Bldg.343N Generator #1

Exhaust shall be sampled and tested real-time for nitrogen oxides (NOx) and carbon monoxide, using a Government-furnished Portable Combustion Gas Analyzer (Testo 350XL, ECN 2148227). To allow sufficient time for analyzer response, engines shall be operating at steady state and sampled for a minimum of one minute before printing test results.

Include as an Appendix copies of labeled strip chart data for each engine test.

Maintenance/ Frequency:

Quarterly (Jan. 15, April 15, July 15, Oct. 15)

Distribution:

Environmental COTR

Additional Requirements/Details:

See 30 Texas Administrative Code Chapter 117, §117.214 (b)(2)(A)

References (optional):

SOW C.4.4.3

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Title V Permit Renewal Application

Scope:

The Contractor shall prepare and submit a Title V Permit Renewal Application for JSC Permit O-1552 to comply with 30 TAC Chapter 122, Subchapter C, Division 4 "Permit Renewals".

Format:

This permit renewal application shall be submitted in electronic format using Adobe Acrobat, Microsoft Word or current NASA JSC supported software. Include two hard copies, and one CD-ROM.

Contents:

Prepare and submit a complete application for TCEQ Title V Federal Operating Permit (FOP) renewal. The application shall include:

- Form OP-2 (Application for Permit Revision/Renewal);
- Form OP-CRO1 (Certification By Responsible Official);
- Core Data Form (if any company information has changed);
- OP-1 (Site Information Summary) (if any information has changed);
- Form OP-ACPS (Application Compliance Plan and Schedule);
- Form OP-MON (Monitoring Requirements) for any required periodic monitoring or compliance assurance monitoring necessary;
- Complete update to the current version of all other forms including but not limited to Form OP-REQ1 (Application Area wide Applicability Determinations and General Information), OP-REQ3 (Applicable Requirements Summary Form) and all applicable Form OP-UA (Unit Attribute Series).
- Any updates previously submitted on the OP-NOTIFY form or any permit updates previously submitted in accordance with 30 TAC § 122.222 must also be addressed in the renewal application.
- All of the requirements under 30 TAC Chapter 106, Subchapter A, 30 TAC Chapter 116, and any term or condition of any preconstruction permit, that is in effect, are applicable requirements and must be codified in the FOP. All unexpired New Source Review (NSR) permits that will be renewed should be included in the FOP renewal submittal regardless of the expiration date. If the NSR permit expires during the FOP renewal review process then, the FOP renewal application should be updated upon expiration of the NSR permit. If the NSR permit expires after the FOP has been renewed, then the revision procedures of 30 TAC Chapter 122 should be followed.
- The FOP renewal application should be updated when any NSR permit or authorization becomes effective during the review of the FOP renewal. The revision procedures of 30 TAC Chapter 122 should be followed when any NSR permit or authorization becomes effective after the FOP has been renewed.

Maintenance/ Frequency:

One time, by Nov. 1, 2008

Distribution:

Environmental COTR

Additional Requirements/Details:

In addition, the Contractor shall perform required Public Notice for the Renewal in accordance with the requirements of 30 TAC §122.320 and 122.322 (Bilingual Public Notice), which includes:

- Published notice of draft permit and preliminary decision in the public notice section of one issue each of the *Clear Lake Citizen* and *La Voz* (alternate Spanish language newspaper);
- Install two (2) signs at or near the site main entrance in English and Spanish declaring the filing of an application for a permit; and
- Prepare the certification statement to be signed by the Responsible Official that the newspaper notices and signs were posted as required.

References (optional):

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

See current version of TCEQ Site Operating Permit Renewal Guidance Document:
http://www.tceq.state.tx.us/assets/public/permitting/air/Guidance/Title_V/sop_renewal.pdf
SOW C.4.6

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Consolidated ODS Report

Scope:

The Contractor shall compile the information provided by onsite organizations and contractors to prepare and submit a consolidated report of sources with greater than 50 pounds of ODS, ODS recycling equipment, and EPA-certified ODS technicians.

Format:

This report shall be in electronic format using Adobe Acrobat, Microsoft Word or current NASA JSC supported software.

Contents:

The Consolidated ODS report shall compile the following data, organized by site and by the reporting onsite NASA organization or contractor:

- 1) A list of any refrigeration/air conditioning units with a full charge of more than 50 pounds, not previously reported, including:
 - i. any identifying equipment numbers
 - ii. the location of the equipment (building/room)
 - iii. the owning organization or contract name and number
 - iv. a narrative description of the equipment.
 - v. refrigeration or air conditioning equipment with a full charge of > 50 pounds, permanently removed from service during the year.
- 2) A list of any ODS recovery/recycling equipment that will be used and copy of the 40 CFR 82.162 EPA registration; and
- 3) A list of the names of all EPA-Certified service technicians employed and their certification dates

Maintenance/ Frequency:

Annually (March 1)

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References (optional):

SOW C.4.8.2

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Industrial Solid Waste Reports	2. Current Version Date Per RFP	3. DRL Line Item EN-2-5	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

The reports and plans will be used to maintain compliance with Industrial Solid Waste Management regulatory requirements.

5. DRD Category: (check <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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6. References (Optional) SOW Reference: C.5 Industrial Solid Waste Management C.1.6 Records and Reports	7. Interrelationships (e.g., with other DRDs) (Optional)
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8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports and submittals listed in C.5.9 of the SOW required oversight for the purpose of complying with applicable laws and agency requirements governing the control of ISW from its origin to ultimate off-site recycling, treatment, storage, or disposal.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Maintenance/ Frequency:

See the table in C. 5.9 of the SOW for the individual report frequency and due date.

References:

SOW Section	Title	Existing Report, See TRL	New Report
C.5.1.1	JSC Waste Analysis Plan	X	
C.5.1.1	EF Waste Analysis Plan	X	
C.5.1.1	EPFOL Waste Analysis Plan	X	
C.5.1.2	JSC Waste Summary (Review Copy)	X	
C.5.1.2	JSC Waste Summary (STEERS)	X	
C.5.1.2	EF Waste Summary (Review Copy)	X	
C.5.1.2	EF Waste Summary (STEERS)	X	
C.5.1.2	EPFOL Waste Summary (Review Copy)	X	
C.5.1.2	EPFOL Waste Summary (STEERS)	X	
C.5.1.2	ISW Generator Report (1 consolidated report for JSC, EF, SCTF, EPFOL)	X	
C.5.1.2	NETS Hazardous Waste Report (1 consolidated report for JSC, EF and EPFOL)	X	
C.5.1.3	NOR Updates in STEERS	X	
C.5.1.3	Written NOR Correction Notice	X	
C.5.2.3	ISW Tank Integrity Test Report (for 7 individual tank integrity tests)	X	
C.5.5	Manifest Exception Report		X
C.5.5	JSC Waste Shipment Report	X	
C.5.5	EF Waste Shipment Report	X	

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

C.5.5	EPFOL Waste Shipment Report	X	
C.5.6	TSDR and Transporter Audit Reports	X	
C.5.6	Approved TSDR Facility and Transporter List	X	
C.5.7	JSC ISW Contingency Plan	X	
C.5.7	EF ISW Contingency Plan	X	
C.5.7	EPFOL ISW Contingency Plan	X	

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Manifest Exception Report

Scope:

The Contractor shall prepare and submit Manifest Exception Reports on any occasion that original copies of manifests are not received from TSDR facilities within 40 calendar days of shipment. *The Contractor shall ensure that the Reports conform to the requirements of Section C.1.6.*

Format:

This exception report shall be in electronic format using Microsoft Word or current NASA JSC supported software.

Contents:

Prepare a letter ready for COTR signature that includes all the information required by the most current version of TAC 335.13.j-k. Information that should be included in the letter are: a legible copy of the manifest for which the generator does not have confirmation of delivery and an explanation of the efforts taken to locate the hazardous or Class 1 waste and the results of those efforts.

Maintenance/ Frequency:

Submit no later than the 40 calendar days after the referenced shipment was made, as applicable.

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References (optional):

SOW C.5.5

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Emergency Spill/Release Response Reports	2. Current Version Date Per RFP	3. DRL Line Item EN-2-6	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

The reports and plans will be used to maintain compliance with emergency spill/release response regulatory requirements.

5. DRD Category: (check <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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6. References (Optional) SOW Reference: C.6 Emergency Spill/Release Response C.1.6 Records and Reports	7. Interrelationships (e.g., with other DRDs) (Optional)
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8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports and submittals listed in C.6.4 of the SOW required for the purpose of complying with regulations governing the initial notification and follow-up reports for responses to emergency spills and releases.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Maintenance/ Frequency:

See the table in C. 6.4 of the SOW for the individual report frequency and due date.

References:

SOW Section	Title	Existing Report, See TRL	New Report
C.6.1	Appendix 4, Hazardous Substance Release/Spills, of JSC 05900, JSC Emergency Response Plan	X	
C.6.3	Initial Spill/Release Notification		X
C.6.3	Follow up Spill/Release Report		X

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Initial Spill/Release Notification

Scope:

The Contractor shall prepare and submit initial notifications to the COTR on spill/release response actions which meet regulatory reporting requirements. The Contractor shall ensure that the Notifications conform to the requirements of Section C.1.6.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Contents:

Prepare each notification for the COTR and Environmental Office for transmittal to the appropriate regulatory agencies and include all required regulatory information as specified in the most current version of the State of Texas Oil and Hazardous Substances Spill Contingency Plan, RG290, 5.1 Initial Report Information.

Maintenance/ Frequency:

As required, submit within four (4) hours of receipt of notification of a spill/release requiring a response by the Facilities Contract spill response team.

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References (optional):

None identified

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Follow Up Spill/Release Report

Scope:

The Contractor shall prepare and submit to the COTR follow up spill/release reports on spill/release response actions which meet regulatory reporting requirements. The Contractor shall ensure that the Reports conform to the requirements of Section C.1.6.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Contents:

Prepare each followup spill/release report for the COTR and Environmental Office ready for transmittal to the appropriate regulatory agencies. Include all required regulatory information as specified in the most current version of 30 TAC §§327.1-327.5 and the State of Texas Oil and Hazardous Substances Spill Contingency Plan, RG-290, 14.1 Submission of Written Reports to the TNRCC.

Maintenance/ Frequency:

As required, 2 working days prior to regulatory deadline

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References (optional):

RG-285 TNRCC Handbook for Spill Response

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Petroleum Storage Tank Program Reports, Plans, Notifications	2. Current Version Date Per RFP	3. DRL Line Item No. EN-2-7	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

The reports and plans will be used to maintain compliance with Petroleum Storage Tank regulatory requirements.

5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
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6. References (Optional)

SOW Reference:
C.7 Petroleum Storage Tank (PST) Program Reports, Plans, Notifications, and Submittals
C.1.6 Records and Reports

7. Interrelationships (e.g., with other DRDs) (Optional)

8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports and submittals listed in C.7.1 of the SOW required for the purpose of complying with regulations governing the control of petroleum storage tanks and to oversee the petroleum storage program.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Maintenance/ Frequency:

See the table in C. 7.1 of the SOW for the individual report frequency and due date.

References:

SOW Section	Title	Existing Report, See TRL	New Report
C.7	Updated Petroleum Storage Tank Log	X	
C.7	1 PST Tank Integrity Testing Report (for 5 individual PST tank integrity tests)	X	
C.7	PST Notification, Certification, Registration Forms	X	

Additional Requirements/Details:

None identified

References (optional):

None identified

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Program and Project Reviews and Construction Support Reports, Plans and Submittals	2. Current Version Date Per RFP	3. DRL Line EN-2-8	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

These reports will be used to comply with NEPA regulations where applicable. They will also be used to ensure that environmental requirements are noted in program and project planning, and in facility maintenance, operation and construction activities.

5. DRD Category: (check <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
--

6. References (Optional)

SOW Reference
C.8 Program and Project Reviews and Construction Support
C.1.6 Records and Reports

7. Interrelationships (e.g., with other DRDs) (Optional)

8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports and plans listed in C.8.6 of the SOW required for the purpose of complying with regulations and policy governing NEPA, construction support and program and project reviews.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD. The Contractor shall not use company logos or letterheads on reports. NASA logos are acceptable.

Maintenance/ Frequency:

See the table in C.8.6 of the SOW for the individual report frequency and due date.

References:

Section	Title	Existing Item, See TRL	New Item, See Below
C.8.1	JSC Environmental Resource Document	X	
C.8.1	EF Environmental Resource Document	X	
C.8.1	SCTF Environmental Resource Document	X	
C.8.1	EPFOL Environmental Resource Document	X	
C.8.2	NETS NEPA updates	X	
C.8.4	Environmental Planning Checklist		X
C.8.4	Program/Project Review Comments		X
C.8.5	SPECSINTACT Proposed Changes	X	

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Environmental Planning Checklist

Scope:

The Contractor shall develop an environmental planning checklist specific to JSC activities to determine environmental impacts of programs, projects, Work Authorization Documents (WADs), facility maintenance and operation activities, and other similar types of work.

The checklist shall serve to evaluate the project/activity for impacts to environmental media, to promote environmental stewardship and to ensure compliance with applicable laws and agency requirements.

Format:

Electronic (MS Office) and hard copy. The Contractor shall not use company logos or letterheads on reports. NASA logos are acceptable.

Contents:

Include a title block with the project name and number, project manager and phone number, name of person completing the checklist, date, and description of project/activity.

At a minimum, the checklist shall include the following items for evaluation:

- Impacts to soil, ground water, surface water, drinking water, and air (e.g. SWPPPs, NESHAPs, permits)
- Installation or demolition of equipment or items containing PCBs, hazardous materials, oils, or fuels
- Activities involving asbestos, lead, chromium, or other hazardous materials
- Activities that require sedimentation and erosion control
- Projects requiring NEPA documentation
- Potential material recycling
- Purchase of CPG items
- Addition of equipment such as tanks, pollution control devices, or others
- Opportunities for energy and/or water conservation

Maintenance/ Frequency:

Due within three months of contract start. The Contractor shall review and update the checklist as needed and when new environmental laws or agency requirements are promulgated.

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

SOW C.8.4

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Program/Project Review Comments

Scope:

The Contractor shall review Mission and Mission Support Programs, CoF Projects, WADs, facility maintenance and operation activities, and CERCLA/RCRA/TRRP investigation activities to ensure environmental requirements are identified. The Contractor's review shall include project scoping, investigations, planning and programming, scheduling, cost estimates, evaluations, design reviews, value engineering and operation, monitoring, specifications, and operational procedures. The Contractor shall submit Program and Project Review Comments to the Program/Project Manager.

Format:

Electronic and hard copy. The Contractor shall not use company logos or letterheads on reports. NASA logos are acceptable.

If the Program/Project Manager has a specific form, the Contractor shall use that form. Otherwise, the Contractor's format is acceptable.

Contents:

Include a title block with the program/project name and number, program/project manager and phone number, name of person providing comments, date, and description of program/project.

Provide comments on changes or additions to program/projects to include environmental requirements. Include reference to the section, regulatory or policy citation, and whether the change is required or recommended.

Maintenance/ Frequency:

Due as required by the Program/Project Manager

Distribution:

Environmental COTR, Program/Project Manager

Additional Requirements/Details:

None identified

References:

SOW C.8.4

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Pollution Prevention (P2) and Sustainability Programs Reports and Plans	2. Current Version Date Per RFP	3. DRL Line Item No. EN-2-9	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

These reports and plans will be used to maintain JSC environmental regulatory requirements, improve JSC's environmental compliance, and reduce its environmental footprint.

5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
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6. References (Optional) SOW Reference C.9 Pollution Prevention (P2) and Sustainability Programs C.1.6 Records and Reports	7. Interrelationships (e.g., with other DRDs) (Optional)
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8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports and plans listed in C.9.5 of the SOW required for the purpose of complying with regulations and policy governing pollution prevention (P2) and sustainability.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Maintenance/ Frequency:

See the table in C.9.5 of the SOW for the individual report frequency and due date.

References:

SOW Section	Title	Existing Item, See TRL	New Item, See Below
C.9.1.1	PPOAs	X	
C.9.1.2	JSC P2 Plan	X	
C.9.1.2	EF/SCTF P2 Plan	X	
C.9.1.2	EPFOL P2 Plan	X	
C.9.1.3	JSC WRPA Progress Report	X	
C.9.1.3	EF WRPA Progress Report	X	
C.9.1.4	NETS P2 Report	X	
C.9.2	JSC Sustainability Plan		X
C.9.2	Sustainability Opportunity Assessments		X

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

JSC Sustainability Plan

Scope:

The JSC Sustainability Plan will be used as a roadmap to sustainable operations at JSC. The Plan shall function as a single, comprehensive, guiding document on sustainability issues at JSC from the present through the next 25 years.

Sustainability is defined as the ability to meet this generation's needs without sacrificing the needs of future generations.

The JSC Sustainability Plan will be used as a roadmap to sustainable operations at JSC, EF and SCTF (hereafter referred to as JSC) in Houston, Texas. The Plan shall function as a single, comprehensive, guiding document on sustainability issues at JSC. The Plan shall be a living document that is relevant to issues affecting JSC and the surrounding community from the present into the next 25 years.

The Sustainability Plan is meant to encompass all issues affecting JSC's environmental footprint. As such, it should look at issues typically found in Pollution Prevention (P2) plans, like reducing hazardous waste and the amount of toxic chemicals procured and used. However, it should also look beyond typical P2 actions and ask how all resources can be conserved, following the classic hierarchy of reduce, reuse, and recycle. It should examine issues as mundane as creating double-sided copies all the way to reducing traffic/fostering mass transit in the surrounding community, or looking at a regional water-sharing plan.

Some issues are small and can be implemented with minimal cost and effort. Other issues, especially community issues, will require significant investments and take many years. The issues still need to be studied through sustainability opportunity assessments (SOAs) that are then incorporated into the Sustainability Plan.

Format:

One hard copy, one PDF copy

Contents:

The Contractor shall discuss the JSC Sustainability Plan requirements with the JSC Environmental Office staff to determine the most applicable content. At a minimum, the Plan shall include the following:

Executive Summary

Provide an executive summary of the JSC Sustainability Plan.

Vision

Discuss the definition of sustainability, what it means to JSC, the local community and NASA as a whole. Discuss the benefits. Briefly discuss guidance documents, such as Executive Orders, that recommend sustainable operations for Federal facilities.

Goals

Lay out the goals of JSC in the time frames listed below. Also discuss some of the potential problems JSC might be facing in each of these time frames. For example, in 1 year, the issue might be completing our first year of EMS certification and how it has impacted the Center. A 5 year issue might be landfill space shortage, or the shuttle transition. A 10 year issue could be material or energy availability. A 25 year issue could be rising sea level. The intent is to give NASA management and planners an idea of possible futures and risks they may be facing. All risks should be focused on risks to mission. For example, rising electricity costs mean less money available to do manned space operations. A potentially hazardous material could be regulated in another country, making it more difficult to procure for use in NASA's manned space flight program.

1-year

5-year

10-year

25-year

Background/History of JSC and NASA

Discuss the history of JSC and how some of the more problematic issues came to be. For example: encroachment. If significant SOAs/PPOAs have been implemented in the last year, discuss how they improved operations at JSC.

Baseline

Use the first contract year to create a baseline of operations at JSC. Typical things that would be measured include hazardous and non-hazardous waste generation, recycling amounts, energy use, water use, NOVs, spills, TRI

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

releases, procurement of chemicals on the EPA's phase out list, employee vehicle miles driven while commuting to/from work, commuting time, species of flora/fauna at JSC. There may be other factors that would be appropriate.

Tie-ins with Environmental Management System, Environmental Management Programs, Pollution Prevention, Other Groups

Discuss the activities and goals of other groups at JSC with goals that are similar to or are encompassed by the idea of sustainability. Discuss how these groups can work together.

Site-specific Activities

Discuss activities that take place within JSC's fence line. Use large categories, such as Beneficial Landscaping, Recycling, and Toxic Chemical Reduction. Within the categories, discuss active projects that are ongoing to improve sustainability at JSC.

Active Projects

Community Activities

Discuss activities that take place outside JSC's fence line and relate to the local community and region. Use large categories, such as Traffic Management, Water and Energy Use, Smart Growth. Within the categories, discuss active projects that are ongoing to improve sustainability in the local community.

Active Projects

Appendices

Completed Projects

Provide a list of completed projects that grew out of SOAs and PPOAs. For each project, provide a 1-2 page summary.

Identified Projects

Provide a list of SOAs and PPOAs that have been completed, but have not been implemented. Provide a link to or a copy of the completed SOA/PPOA.

Regulations and Guiding Documents

Provide a list of regulations and documents concerning sustainability and opportunity assessments. Provide links to the documents where possible.

Scenarios

Create 2-3 realistic scenarios for JSC's future in 10 and 25 years. The scenarios should be focused on risks to the mission that could be affected by improving JSC's sustainability.

NOTE: These shall be updated every 5 years, not annually.

Resources

Provide a list of contacts, both onsite and offsite, that would be useful for employees researching or implementing SOAs or PPOAs.

Provide a description and hyperlinked list of websites related to activities in the Plan and other sustainability websites.

Provide a list and description of useful publications.

Maintenance/ Frequency:

1 Plan developed by June 15, 2008; 1 subsequent plan update due annually on June 15

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

SOW C.9.2

JPR 8553.1, JSC Environmental Management System

JPR 8550.1, JSC Environmental Compliance Procedural Requirements

JE9W-06, EMS Aspect/Impact Assessment and EMP Process

JE1W-01, Environmental Legal and Other Requirements

JSC P2 Plan

EF P2 Plan

JSC WRPA Annual Progress Report

EF WRPA Annual Progress Report

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Sustainability Opportunity Assessments (SOAs)

Scope:

SOAs will be used to evaluate and implement projects at JSC that reduce environmental impacts, reduce mission and safety risks, improve resource use and conservation, and improve employee and community relationships.

SOAs will be used to evaluate and implement projects at JSC that reduce environmental impacts, reduce mission and safety risks, improve resource use and conservation, and improve employee and community relationships.

Format:

Electronic (MS Office) and hard copy

Contents:

The Contractor shall prepare and submit to the JSC Environmental Office a SOA that contains the following:

Cover sheet containing the title of the SOA, date submitted, name of the preparer, numerical ranking score, executive summary of the assessment, and the payback period.

Systematic evaluation of the assessed process or operation to characterize all aspects of the process or operation, to define the environmental impacts, and to identify associated mission risks and safety and health hazards.

Discussion of alternative products, processes and operations that reduce environmental impacts and mission risks, and provide other benefits.

Impediments to implementation.

Vendor information to facilitate rapid implementation of the SOA.

Life cycle cost analysis.

Numerical ranking score that considers environmental compliance, facility mission impact, environmental benefits, ease of implementation, cost savings, and community benefits.

Maintenance/ Frequency:

3 per Semi-annual period, Jan. 1 and July 1

Distribution:

Environmental COTR

Additional Requirements/Details:

None identified

References:

SOW C.9.2

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Recycling And Municipal Solid Waste (MSW) Program Reports	2. Current Version Date Per RFP	3. DRL Line Item No. EN-2-10	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

These reports will be used to provide data on the recycling program to JSC, HQ and other Federal Regulatory Agencies.

5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
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6. References (Optional) SOW Reference C.10 Recycling and Municipal Solid Waste (MSW) Program C.1.6 Records and Reports	7. Interrelationships (e.g., with other DRDs) (Optional)
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8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports listed in C.10.4 of the SOW required for the purpose of complying with regulations governing recycling and municipal solid waste (MSW)

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Maintenance/ Frequency:

See the table for the individual report frequency and due date.

References:

Section	Title	Existing Report, See TRL	New Report, See Below
C.10.1	Recycling and MSW Report	X	
C.10.2	NETS Recycling Report	X	
C.10.3	MSW Survey Report	X	

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Sustainable Acquisition Program Reports	2. Current Version Date Per RFP	3. DRL Line Item No. EN-2-11	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

This report is required for the Sustainable Acquisition Program and will be used to complete the NASA Environmental Tracking System (NETS) data call on sustainable acquisition.

5. DRD Category: <i>(check one)</i>	<input type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
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6. References <i>(Optional)</i> SOW Reference C.11 Sustainable Acquisition Program C.1.6 Records and Reports	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>
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8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall review, update, maintain and submit the report listed in C.11.2 of the SOW required for the purpose of complying with regulations governing sustainable acquisition.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Maintenance/ Frequency:

See the table in C. 11.2 of the SOW for the individual report frequency and due date.

References:

Section	Title	Existing Item, See TRL	New Item
C.11.1	NETS Sustainable Acquisition Report	X	

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Asbestos Programs Reports and Notifications	2. Current Version Date Per RFP	3. DRL Line Item No. EN-2-12	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

The reports and notifications will be used to maintain compliance with asbestos requirements.

5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
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6. References (Optional) SOW Reference: C.12 Asbestos Program C.1.6 Records and Reports	7. Interrelationships (e.g., with other DRDs) (Optional)
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8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports and submittals listed in C.12.5 of the SOW required for the purpose of complying with regulations governing the control of asbestos and asbestos containing materials.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Maintenance/ Frequency:

See the table in C.12.5 of the SOW for the individual report frequency and due date.

References:

SOW Section	Title	Existing Report, See TRL	New Report
C.12.1	Site-wide Inspection --Asbestos Condition Assessment Spreadsheet (covering JSC, EF, and SCTF)		X
C.12.3	Asbestos Regulatory Notifications	X	
C.12.3	O&M Consolidated Notification	X	
C.12.4	APD Reviews	X	

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<NEW REPORT>

Site-wide Inspection --Asbestos Condition Assessment Spreadsheet Report (covering JSC, EF, and SCTF)

Scope:

The Contractor shall prepare and submit an Asbestos Condition Assessment Spreadsheet containing site-wide information on one-half of all facilities containing asbestos at JSC, EF and SCTF each year for the purpose of complying with EPA NESHAP and TDSHS regulations. *The Contractor shall ensure that the Reports conform to the requirements of Section C.1.6.*

Format:

This exception report shall be in electronic format using Microsoft Word or current NASA JSC supported software.

Contents:

Information that should be included in the Asbestos Condition Assessment Spreadsheet report are the following: Date and time that each facility was inspected, location identified by building and room number and provide sufficient additional detail to allow cleanup, abatement or Facilities operations and maintenance personnel to locate Presumed Asbestos Containing Material (PACM) or ACM identified, estimate of approximate quantity of PACM or ACM (sqft., lft. and/or cuft.), identify type of substrate material (e.g. vinyl floor tile, carpet tile, ceiling tile, ceiling or plenum SAI, pipe insulation, gasket material, transite, or other, as appropriate), OSHA class identification (I – IV), ranking/rating of the asbestos condition (contractor developed, for approval by the Asbestos Program Manager prior to implementation), inspector's name and applicable licenses (e.g. TDSHS, EPA).

Maintenance/ Frequency:

Submit within ten (10) work days of inspection completion.

Distribution:

Environmental COTR

Additional Requirements/Details:

Maintain the report data in a field sortable electronic spreadsheet (e.g. Excel or Access) or data base.

References (optional):

SOW C.12.1

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Emergency Planning and Community Right-to-Know Act (EPCRA)	2. Current Version Date Per RFP	3. DRL Line Item No. EN-2-13	RFP/Contract No. (Procurement completes) NNJ06162825R
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4. Use (Define need for, intended use of, and/or anticipated results of data)

The reports and plans will be used to maintain compliance with EPCRA regulatory requirements.

5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
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6. References (Optional) SOW Reference: C.13 Emergency Planning and Community Right-to-Know Act (EPCRA) C.1.6 Records and Reports	7. Interrelationships (e.g., with other DRDs) (Optional)
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8. Preparation Information (Include complete instructions for document preparation)

Scope:

The Contractor shall develop, review, update, maintain and submit reports and submittals listed in C.13.3 of the SOW required for the purpose of complying with regulations governing EPCRA regulatory requirements.

Format:

The Contractor shall submit reports in electronic and hard copy format unless otherwise directed by the COTR or DRD.

Maintenance/ Frequency:

See the table in C.13.3 of the SOW for the individual report frequency and due date.

References:

SOW Section	Title	Existing Report, See TRL	New Report
C.13.1	JSC Tier II Hazardous Chemical Inventory Report and Emergency Planning Letter	X	
C.13.1	EF Tier II Hazardous Chemical Inventory Report and Emergency Planning Letter	X	
C.13.1	SCTF Tier II Hazardous Chemical Inventory Report and Emergency Planning Letter	X	
C.13.2	JSC TRI Threshold Determination Report	X	
C.13.2	EF TRI Threshold Determination Report	X	
C.13.2	SCTF TRI Threshold Determination Report	X	
C.13.2	EPFOL TRI Threshold Determination Report	X	
C.13.2	TRI Form R	X	

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line	RFP/Contract No. (Procurement completes)
Wage/Salary and Fringe Benefit Data		AN-1-7	NNJ06162825R

4. USE (Define need for, intended use of, and/or anticipated results of data)

The Wage/Salary and Fringe Benefit Data will be used by the NASA Contracting Officer and the Contract Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.

5. DRD Category: (check)	Technical	<input checked="" type="checkbox"/> Administrative	SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) FAR 52.222-41		

8. Preparation Information (Include complete instructions for document preparation)

DISTRIBUTION: B__ /Contracting Officer
BA2/Contract Labor Relations Officer

INITIAL SUBMISSION: 30 Days following start of contract

SUBMISSION FREQUENCY: Annually, 90 days prior to the anniversary date of the contract.

DATA PREPARATION INFORMATION:

SCOPE: The Wage/Salary and Fringe Benefit Data must be submitted by the Contractor, and any subcontractors which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. This requirement is in accordance with FAR regulations 22.1007 and 22.1008.

APPLICABLE DOCUMENTS: None

CONTENTS: The Wage/Salary and Fringe Benefit Data should contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information", "Fringe Benefit for Service Employees", and "Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications if union represented employees are working on the contract. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each category. Separate Fringe Benefit forms should be completed for nonrepresented classifications and for each separate CBA, if applicable. A separate form must be completed for the prime and each subcontractor. Three hardcopies and one electronic copy of each Collective Bargaining Agreement are required if organized labor is represented on your contract.

FORMAT: The Wage/Salary and Fringe Benefit Data should be in a format substantially the same as enclosed with this DRD. (Forms 2, 3, and 3A)

MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Form 2

WORK SHEET FOR SF-98 DATA
WAGE RATE INFORMATION

CONTRACTORS LABOR	WAGE DETERMINATION	EXEMPT OF	UNION OR	CURRENT HOURLY	MYE NO OF
<u>CLASSIFICATION</u>	<u>CLASSIFICATION</u>	<u>NONEXEMP</u> <u>I</u>	<u>NONUNIO</u> <u>N</u>	<u>RATE</u>	<u>EMPLOYEES</u>
Illustration of required data:					
Project Manager	Not Required	E	N	\$40.00	1
Supervisor	Not Required	E	N	\$32.00	1
Electrical Engineer	Not Required	E	N	\$26.50 - 30.00	3
Engineering Tech, Jr	Engineering Tech, I Electronics Tech Maint	N	N	\$16.59 - 18.00	12
Electrical Technician	II	N	U	\$21.33 - \$24.00	4
Secretary	Secretary I	N	N	\$14.67 - \$17.50	2
File Clerk	General Clerk II	N	N	\$12.97	1
Clerical Data Entry	Word Processor I	N	N	\$11.45 - \$12.90	3

Submit data in the above illustrated format for all labor classifications used, or planned to be used, on this contract. All contractor labor classifications must be matched to wage determination classes listed in CBA's represented classes or classes shown in WD 2005-2516 for nonrepresented classes.

CONTRACTORS LABOR	WAGE DETERMINATION	EXEMPT OF	UNION OR	CURRENT HOURLY	MYE NO OF
<u>CLASSIFICATION</u>	<u>CLASSIFICATION</u>	<u>NONEXEMP</u> <u>I</u>	<u>NONUNIO</u> <u>N</u>	<u>RATE</u>	<u>EMPLOYEES</u>

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

FORM 3
Page 1 of 2

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from _____ to _____

Contractor:

Contract Number:

Number of employees in bargaining unit _____

Total number of employees on contract _____

1. Shift Differential: (Describe any pay over and above base rates for 2nd, 3rd, weekend, or other shifts.)

2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

Item	Coverage Provided (Yes or No)	Average Hourly Cost
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition		
j. Other (Describe)		

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

FORM 3
Page 2 of 2

3. Paid Absences:

Service Requirement

Days per Year

- a. Vacation
- b. Holiday
- c. Sick Leave
- d. Jury Leave
- e. Funeral Leave
- f. Military Leave
- g. Other (Describe)

4. Severance Pay: (Briefly describe terms and amounts.)

5. Other Fringe Benefits: (Describe any other fringe benefits not included above, and show average hourly cost.)

6. Premium Pay: (Discuss all premium pay provisions not previously shown on this form.)

Signature of Company Representative

Date

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

FORM 3A
Page 1 of 1

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For Period from _____ to _____

Contractor: _____

Number of nonexempt employees on contract: _____

Total number of employees on contract: _____

1. Health and Welfare Items and Other Fringe Items:
(Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee.)

<u>Item</u>	<u>Coverage Provided</u>	<u>Average Hourly Cost</u>
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical & Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition Reimbursement		
j. Other (Describe)		

2. Paid Absences

	<u>Service Requirement</u>	<u>Days per Year</u>
a. Vacation		
b. Holidays		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

Signature of Company Representative

Date

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Information Technology Security Management Plans	2. Date of current version 05/22/2006	3. DRL Line Item No. AN-1-8	RFP/Contract No. (Procurement completes) NNJ06162825R
4. Use (Define need for, intended use of, and/or anticipated results of data) The contractor shall be responsible for Information Technology Security for all systems connected to a NASA network or operated by a NASA contractor. This plan will ensure contractor awareness and compliance with the NASA regulations.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) I.12 Security Requirements for Unclassified Technology Information Resources (NASA FAR Supplement 1852.204-76), SOW 3.0	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Scope: The contractor shall submit an IT security plan for their unclassified technology information resources. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of I/T resources that are developed, processed, or used under this contract. The Contractor's I/T security plan shall be compliant with the I/T security requirements in accordance with Federal and NASA policies as referenced in OMB Circular A-130 (Management of Federal Information Resources, NPR 2810.1 (Security of Information Technology), and NPR 1620.1 (Security Procedures and Guidelines).

Contents:

SECURITY PLAN(S)

The contractor shall have a line manager who is responsible for the contractor's systems in accordance with the definitions set forth in NPR 2810 and the JSC IT Security Manual JPR 2810. The security plan shall be kept up to date as changes to the baseline configuration of the system occur and shall be documented in the security plan.

TRAINING

Evidence must be presented that periodic I/T security awareness and training has been met for all on-site contractors via an Annual Security Refresher Briefing provided by NASA. Monthly reports should be compiled detailing the overall status of the annual training program. Annual training program is defined as the period from Oct. 1st through Sept. 30th.

INFORMATION ON EMPLOYEES IN SENSITIVE AIS POSITIONS/ASSIGNMENTS REPORT

The report on employees in sensitive IT positions/assignments shall provide information for personnel screening as required by the PIC02-04, NPR 2810, and NPR 1600.1 on position risk. This report should be compiled on a semi-annual basis.

A list of all lead system administrators must be updated annually and provided to the Government. This list will be used to ensure the contractor, as outlined in PIC03-16, has met the system administrator certification requirements.

Format – Electronic Format consistent with NPR 2810.

Submission:

- o Initial – 30 days after contract start
- o Approval - 60 days after contract start
- o Frequency - Annually

Distribution: COTR

(Continue on a blank page if necessary)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Maintenance: Revision shall be incorporate by change page or complete reissue.

1. DRD Title Information Technology (IT) Capital Planning and Investment Control (CPIC)	2. Date of current version 5-6-2006	3. DRL Line Item No. AN-1-9	RFP/Contract No. (Procurement completes) NNJ06162825R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> To document the contractor's compliance with Federal and NASA IT CPIC Planning and Reporting regulations and requirements		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> <ul style="list-style-type: none"> • For current IT CPIC planning requirements, the contractor shall refer to the IRD (JSC CIO) and CFO web sites. These requirements will contain NASA's implementation of the Office of Management and Budget's (OMB's) IT CPIC planning, budgeting, and reporting requirements. • OMB Circulars A-130 and A-11 • Executive Order 12845, Energy-efficient Microcomputers • IT Management Reform Act of 1996 (the "Clinger-Cohen Bill") • NASA Procurement Information Circular (PIC) 01-13 entitled "Electronic and Information Technology Accessibility" 	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

Scope:

The contractor's IT CPIC document shall describe the contractor's IT CPIC process, which includes development and submittal of the IT Program Operating Plan (POP), Information Resources Management (IRM) Plans, IT Management Plan, IT Standards, 508 Compliance, and document the contractor's compliance with Federal and NASA IT planning and reporting regulations and requirements.

Contents:

IT CPIC Process document:

- o Shall document the establishment of the contractor process for compliance with the IT CPIC requirements, the IT POP, NASA PIC 01-13, as well as all updates and/or replacements to those. The contractor shall coordinate with the JSC CIO office for the latest documented process and documents. The contractor's IT CPIC processes shall be presented to the Director/IRD (JSC CIO) for approval.
- o Shall address the contractor's evaluation and selection of JSC IT Standards that will meet their requirements. The contractor should try to use a JSC standard or Organizational standard where possible. Requirements that cannot be met sufficiently by a JSC or organizational standard will require submitting a new IT Standard per the approved process.

IT POP:

- o Shall comply with IT POP requirements as published on the JSC CFO web site.
- o Shall contain IT investment data and budget formulation information

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- Shall address IT security, contractor resource requirements, and IT system descriptions.

IRM FY Plans:

- Shall comply with IT fiscal year planning as published on the JSC CIO website. The Contractor shall coordinate with the JSC CIO Office for the latest process requirement changes.
- Shall contain IT investment data and budget formulation information for the “next” fiscal year.
- Shall address IT security, contractor resources requirements, and IT system descriptions

Contractor IT Standards:

- The contractor IT standards shall be submitted for Director/IRD (JSC CIO) approval, and when approved they will reside on the IRD (JSC CIO) web site and will be under IRD/JSC CIO configuration management.
- Any changes to the approved contractor standards must be accompanied by JSC form 1209, which identifies the standard to change, an updated table with the change, and the reason for the change.
- Current IT Standards are documented on the IRD (JSC CIO) web site.

Compliance with Section 508 of the Rehabilitation Act:

- Shall address Section 508 requirements compliance in accordance with NASA PIC 01-13 entitled “Electronic and Information Technology Accessibility” prior to the procurement of Electronic and Information Technology (EIT). Specifically, enclosures are included in the PIC, one or more of which must be provided when such procurements are executed. This applies to any EIT procurement covered by Section 508.
- Shall address how all EIT acquisitions were assessed for compliance with all the 508 Accessibility Standards if different from the flowchart in the PIC’s enclosure 2, “EIT Market Research Template.”

Note: The NASA CIO has provided one exception to this. Internal components such as RAM, hard drives, and specialized analog-to-digital cards are not subject to Section 508. As a result of this communication, the Section 508 supporting documentation is not required for this specific class of procurement.

- Acquisitions shall be accompanied with PIC enclosure 2, “EIT Market Research Template.”

Format:

IT CPIC documentation shall be delivered in native format and be compatible with JSC standard software loads.

Maintenance/ Frequency:

Initial submittal due 60 days after contract start. Subsequent submittal shall be required only if there are significant changes in the process or if required by the Director/IRD (JSC CIO). IT POP and IRM FY Plans are submitted annually. IT Standards are submitted once, and updated if there are significant changes, new standards, or if required by the Director/IRD (JSC CIO). NASA PIC 01-13 enclosures shall be submitted with each procurement covered by Section 508. The Contractor shall review annually and incorporate changes as required by change page or complete reissue.

Distribution:

Per Contracting Officer’s letter

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