

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT B – DATA REQUIREMENTS LIST (DRL) & DATA REQUIREMENTS DESCRIPTION (DRD)

<u>ATTACHMENT</u>	<u>TITLE</u>	<u>PAGE</u>
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B2	Data Requirements Description (DRD)	11

**ATTACHMENT B1 – DATA REQUIREMENTS LISTINGS AND SUBMITTALS TABLE
OF CONTENTS**

<u>DOC.</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>SOW PAGE No.</u>
001	Safety & Health Plan (S&HP)	Once w/Updates	1.11
002	Monthly Safety Statistics	Monthly	1.11
003	Hazardous Materials Inventory	Quarterly	N/A
004	Security Reporting Requirements	Quarterly	N/A
005	Notification of Potential Labor Dispute & Contingency Strike Plan	As Required	N/A
006	JSC Emergency Preparedness Plan	Once w/Updates	1.13
007	Environmental & Energy Consuming Product Compliance Report	Once w/Updates	1.14.3
008	Recycling Report	Monthly	2.1.15
009	Municipal Solid Waste Report	Monthly	2.1.16
010	Quality Assurance Plan	Once w/Updates	1.12
011	Custodial Services Management Plan	Once w/Updates	1.10
012	IT Security Plan	As Required	N/A
013	Contractor Furnished Items	Once w/updates	1.16
014	Custodial Cleaning Schedule	Quarterly	1.7
015	Annual Work Plan	Annually	See DRD
016	Pest Control Inspection and Maintenance Plan	Annually	2.1.19
017	Pest Control Application Report	Monthly	2.1.19
018	Termite Services Report	Quarterly	2.1.19.3
019	Custodial Phase-In Plan	Once	1.10.1
020	Wage/Salary & Fringe Benefit Data	Annually	N/A

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(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.

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Custodial			b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date		
1. Line item no. 001	2. DRD Title Safety & Health Plan (S&HP)	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date With Proposal	7. Copies a. Type b. Mixed 4 + 2	
8. Distribution (<i>Continue on a blank sheet if needed</i>) JSC Occupational Safety Branch (1 hard copy, 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 and 1 electronic copy)			9. Remarks Copies with proposal as provided in RFP instructions; distribute to those in block 8 after Government approval. Amend to Contract by Contract mod.				
1. Line item no. 002	2. DRD Title Monthly Safety Statistics	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 st subm. date 1/10/2008	7. Copies a. Type b. Mixed 2 + 3	
8. Distribution (<i>Continue on a blank sheet if needed</i>) NS2/Occupational Safety Branch (1 electronic copy) SD13/Occupational Health Officer (1 electronic copy) Contracting Officer (1 hard copy and 1 electronic copy) COTR (1 hard copy)			9. Remarks				
1. Line item no. 003	2. DRD Title Hazardous Materials Inventory	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency QT	5. As-of-date 1/10/2008	6. 1 st subm. date See 9	7. Copies a. Type b. Mixed 1 + 1	
8. Distribution (<i>Continue on a blank sheet if needed</i>) JSC Occupational Health Officer (1 electronic copy and 1 hard copy)			9. Remarks				

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

JSC DATA REQUIREMENTS LIST (DRL)							Page <u>2</u> of <u>8</u>
(See reverse for instructions) Based on JSC-STD-123							
a. Title of Contract, Project, SOW, etc. Custodial				b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date	
1. Line item no. 004	2. DRD Title Security Reporting Requirements	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date 1/10/2008	7. Copies a. Type b. Mixed 2 + 2	
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR (1 electronic copy and 1 hard copy) JSC Security Office (1 electronic copy and 1 hard copy)		9. Remarks				
1. Line item no. 005	2. DRD Title Notification of Potential Labor Dispute & Contingency Strike Plan (Labor Relations)	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date See 9	7. Copies a. Type b. Mixed 2 + 2	
	8. Distribution (<i>Continue on a blank sheet if needed</i>) Contracting Officer (1 electronic copy and 1 hard copy) JSC Contract Labor Relations Officer (1 electronic copy and 1 hard copy)		9. Remarks Start of Contract.				
1. Line item no. 006	2. DRD Title JSC Emergency Preparedness Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date 1/10/2008	7. Copies a. Type b. Mixed 1 + 1	
	8. Distribution (<i>Continue on a blank sheet if needed</i>) Contracting Officer (1 electronic copy and 1 hard copy)		9. Remarks Plan is due to the CO 30 days after start of Contract for review and approval and Yearly in March				

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

JSC DATA REQUIREMENTS LIST (DRL)							Page <u>3</u> of <u>8</u>	
(See reverse for instructions) Based on JSC-STD-123								
a. Title of Contract, Project, SOW, etc. Custodial				b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date		
1. Line item no. 007	2. DRD Title Environmental & Energy Consuming Product Compliance Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date 1/15/2008	7. Copies a. Type b. Mixed 6 + 1		
	8. Distribution (<i>Continue on a blank sheet if needed</i>) JSC Occupational Safety Branch (1 hard copy) JSC Occupational Health Officer (1 hard copy) JSC Environmental Office (2 hard copies and 1 electronic copy) Contracting Officer (1 electronic copy and 1 hard copy) COTR (1 hard copy)		9. Remarks					
1. Line item no. 008	2. DRD Title Recycling Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 st subm. date 1/10/2008	7. Copies a. Type b. Mixed 1 + 1		
	8. Distribution (<i>Continue on a blank sheet if needed</i>) JSC Environmental office, JE (1 electronic, 1 hard copy)		9. Remarks					
1. Line item no. 009	2. DRD Title Municipal Solid Waste Report	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 st subm. date 1/10/2008	7. Copies a. Type b. Mixed 1 + 1		
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR (1 electronic copy) JSC Environmental office, JE (1 electronic, 1 hard copy)		9. Remarks					

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

JSC DATA REQUIREMENTS LIST (DRL)							Page <u>4</u> of <u>8</u>
(See reverse for instructions) Based on JSC-STD-123							
a. Title of Contract, Project, SOW, etc. Custodial				b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date	
1. Line item no. 010	2. DRD Title Quality Assurance Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date See 9	7. Copies a. Type b. Mixed 2 + 2	
	8. Distribution (<i>Continue on a blank sheet if needed</i>) JSC Occupational Safety Branch (1 hard copy, 1 electronic copy) Contracting Officer (1 hard copy, 1 electronic copy)		9. Remarks 3 hard copies due with proposal submission 3 hard copies & 1 electronic copy due 15 days before Contract start 3 hard copies & 1 electronic copy 15 days after approved copy				
1. Line item no. 011	2. DRD Title Custodial Services Management Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date See 9	7. Copies a. Type b. Mixed 1 + 1	
	8. Distribution (<i>Continue on a blank sheet if needed</i>) Contracting Officer (1 electronic copy and 1 hard copy)		9. Remarks Initial submission with the proposal. Annually updated for review and approval				
1. Line item no. 012	2. DRD Title IT Security Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date See 9	7. Copies a. Type b. Elect 1	
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR (1 electronic copy)		9. Remarks Plan shall be submitted within 90 days of the contract start.				
1. Line item no. 013	2. DRD Title Contractor Furnished Items	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date See 9	7. Copies a. Type b. Elect 2	
	8. Distribution (<i>Continue on a blank sheet if needed</i>) Contracting Officer (1 electronic copy) COTR (1 electronic copy)		9. Remarks Original Plan shall be submitted via computer email to the COTR within 30 days of beginning of contract. Subsequent changes shall be delivered to the COTR 30 days before a change of material or supplies takes place.				

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

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JSC DATA REQUIREMENTS LIST (DRL)							Page <u>5</u> of <u>8</u>
(See reverse for instructions) Based on JSC-STD-123							
a. Title of Contract, Project, SOW, etc. Custodial			b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date		
1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Elect 1	
014	Custodial Cleaning Schedule		RT		See 9		
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR (1 electronic copy)		9. Remarks Initial schedule to be submitted 20 days before contract start. Successive year schedules shall be due 30 days before beginning of the next contract year.				
015	Annual Work Plan		RT		See 9		
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR (1 electronic copy)		9. Remarks 30 days before contract start. Successive years plans shall be delivered 30 days before the contract year end.				

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

JSC DATA REQUIREMENTS LIST (DRL)							Page <u>6</u> of <u>8</u>	
(See reverse for instructions) Based on JSC-STD-123								
a. Title of Contract, Project, SOW, etc. Custodial				b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date		
1. Line item no. 016	2. DRD Title Pest Control Inspection and Maintenance Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Elect Number 1		
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR (1 electronic copy)		9. Remarks 30 days before contract start. Successive years plans shall be delivered 30 days before the contract year end.					
1. Line item no. 017	2. DRD Title Pest Control Application Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 st subm. date 1/10/2008	7. Copies a. Type b. Elect Number 1		
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR (1 electronic copy)		9. Remarks					
1. Line item no. 018	2. DRD Title Termite Services Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency QU	5. As-of-date	6. 1 st subm. date See 9	7. Copies a. Type b. Elect Number 1		
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR (1 electronic copy)		9. Remarks Due date is 15 days following the end of the previous quarter					

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

JSC DATA REQUIREMENTS LIST (DRL)							Page <u>7</u> of <u>8</u>
(See reverse for instructions) Based on JSC-STD-123							
a. Title of Contract, Project, SOW, etc. Custodial				b. Contract/RFP No. NNJ06162823RA		c. DRL Date/Mod Date	
1. Line item no. 019	2. DRD Title Custodial Phase-In Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency OT	5. As-of-date	6. 1 st subm. date See 9	7. Copies a. Type b. See 9 See 9	
	8. Distribution (<i>Continue on a blank sheet if needed</i>) Plan distribution shall be specified below plus additional per CO's letter Initial – As specified in Proposal Instructions Final – Contracting Officer/COTR Update - COTR		9. Remarks See DRD 020 for distribution and format.				
1. Line item no. 020	2. DRD Title Wage/Salary & Fringe Benefit Data	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 st subm. date See 9	7. Copies a. Type b. Mixed 1 + 1	
	8. Distribution (<i>Continue on a blank sheet if needed</i>) Contracting Officer (1 electronic copy and 1 hard copy) JSC Labor Relations Officer (1 electronic copy and 1 hard copy)		9. Remarks Annually, 90 days prior to the anniversary date of the Contract				

JSC Form 2323 (Rev May 1, 1991) (MS Word August 1995)

ATTACHMENT B2 - DATA REQUIREMENTS DESCRIPTION

TABLE OF CONTENTS

<u>DOC.</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>SOW PAGE No.</u>
001	Safety & Health Plan (S&HP)	Once w/Updates	1.11
002	Monthly Safety Statistics	Monthly	1.11
003	Hazardous Materials Inventory	Quarterly	N/A
004	Security Reporting Requirements	Quarterly	N/A
005	Notification of Potential Labor Dispute & Contingency Strike Plan	As Required	N/A
006	JSC Emergency Preparedness Plan	Once w/Updates	1.13
007	Environmental & Energy Consuming Product Compliance Report	Once w/Updates	1.14.3
008	Recycling Report	Monthly	2.1.15
009	Municipal Solid Waste Report	Monthly	2.1.16
010	Quality Assurance Plan	Once w/Updates	1.12
011	Custodial Services Management Plan	Once w/Updates	1.10
012	IT Security Plan	As Required	N/A
013	Contractor Furnished Items	Once w/updates	1.16
014	Custodial Cleaning Schedule	Annually	1.7
015	Annual Work Plan	Annually	See DRD
016	Pest Control Inspection and Maintenance Plan	Annually	2.1.19
017	Pest Control Application Report	Monthly	2.1.19
018	Termite Services Report	Quarterly	2.1.19.3
019	Custodial Phase-In Plan	Once	1.10.1
020	Wage/Salary & Fringe Benefit Data	Annually	N/A

1.DRD Title	2. Current Version Date	3. DRL Line	RFP/Contract No. (Procurement completes)
Safety and Health Plan	08/06 (replaces 06/06 version)	001	NNJ06162823RA
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)	Technical	Administrative	<input checked="" type="checkbox"/> SR&QA
6. References (Optional) SOW 1.11 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		7. Interrelationships (e.g., with other DRDs) (Optional)	

APPLICABLE DOCUMENTS:

OSHA TED 8.4, Voluntary Protection Program (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

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S SAFETY, HEALTH, and ENVIRONMENTAL COMPLIANCE PLAN ("The Plan") BECOMES A CONTRACTUAL REQUIREMENT.

Frequency of submission. One time only (with the proposal).

Distribution. After the plan is approved by NASA, the Contracting Officer will retain the plan in the contract file. The contractor will send additional copies to each of the following:
 NS/Safety and Test Operations Division (2 copies)
 SD13/Occupational Health Officer (1 copy)
 JE / Environmental Services (1 copy)
 Contracting Officer's Technical Representative (1 copy)

Subsequent revisions to the plan. The contractor may revise the plan at any time or at the direction of the Government. Revisions are subject to Government review and approval. Distributions of approved revisions will be as described above.

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 (if different); NASA COTR; JSC Safety and Test Operations Division; 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 traceable to 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. Certain requirements set forth in this DRD may be specific for contractor operations performed at JSC, Ellington Field, Sonny Carter Training Facility, or White Sands Test Facility (WSTF); tailoring of the plan to the requirements of specific establishments is acceptable. The plan will clearly identify those resources to be provided by the contractor and 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 format developed by the contractor that clearly conveys the results of this review including the basis for any underlying assumptions.

Content:

1. **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 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 to continuous improvement (including milestone schedule) using level 5 of the Performance Evaluation Profile as a guideline.
 - 1.2.2. Describe Environmental Goals & Objectives to be met for the following:
 - a. Pollution Prevention and Source Reduction of:
 - (1) Hazardous and Industrial Solid Wastes
 - (2) Solid Wastes (trash, refuse)
 - (3) Wastewater Discharges (sanitary sewerage)
 - (4) Air Emissions
 - (5) Medical & Radiological Discharges
 - b. Affirmative Procurement (Purchase of Environmentally Preferable Materials IAW Executive Order)
 - c. Hazardous Materials Handling/Purchasing/Reduction/Replacement
 - d. Elimination from Specifications and Standards requirements for the use of Hazardous/Toxic Substances & Materials
 - e. Use of an Environmental Planning Checklist to review & document Impacts of New and Modified Programs, Projects, Activities and Operations.
 - f. Life cycle analysis and costing
 - g. Incorporating Environmental Requirements in Subcontracts
 - h. Participation in JSC Recycling
 - i. Outreach programs
 - 1.3. Management Leadership. Describe management's procedures for implementing its 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. Describe procedures to promote and implement 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.
 - 1.5. Assignment of Responsibility. 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 no later than at contract start unless otherwise specified below:
 - 1.5.1. 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.
 - 1.5.2. 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. A letter to the JSC Occupational Health Office can accomplish initial identification of point of

- contact and subsequent updates with a copy sent to the Contracting Officer. The initial letter is to be received by the Government prior to contract start.
- 1.5.3. Building Fire Wardens - provide a roster of fire wardens (their names, phone 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 JSC Safety and Test Operations Division, mail code NS, with copies to the Contracting Officer and Contracting Officer's Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.
 - 1.5.4. 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. 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. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe and 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 normally 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 Safety and Test Operations Division, code NS, for assistance. The contractor will not be required to take two or more PEP surveys in any contract year.
 - 1.8.2. [Reserved.]
 - 1.8.3. A written self-evaluation report to be delivered by Sept 30 of each year. 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, AppendixD, "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.
 - 1.8.4. Miscellaneous Reports. The contractor will acknowledge the following as standing requests of the Government and to be handled as described below.
 - a. Roster of Terminated Employees. Identify personnel terminated by contractor. Send to the JSC Occupational Health Officer, mail code SD13, no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:
 - (1) Date of report, contractor identity and contract number.
 - (2) For each person listed, provide name, social security number, and date of termination.
 - (3) Name, address, and telephone number of contractor representative to be contacted for questions or other information.
 - b. Material Safety Data. The contractor shall prepare and/or deliver Material Safety Data 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, Mail Code SD13, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrives 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.
 - c. 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:

- (1) the identity of the material;
 - (2) the location of the material by building and room;
 - (3) the quantity of each material normally kept at each location
 - (4) peak quantity stored
 - (5) actual or estimated rate of annual usage of each chemical
- 1.9. Government Access to Safety and Health Program Documentation. The contractor shall recognize in its plan that it will be expected to make all safety, health, and environmental documentation (including relevant personnel records) 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 it will make available to the Government in accordance with the Voluntary Protection Program 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.
 - 1.10. 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 Contracting Officer’s Technical Representative in accordance with established NASA directives and procedures.
 - 1.11. Procurement. 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. Certified Professional Resources. 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. WORKSITE ANALYSIS. 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. Hazards identified by any of the techniques identified below shall be ranked and processed 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 Safety and Test Operations Division. All safety engineering products that address operations, equipment, etc., on NASA property will be subject to JSC S&MA review and concurrence unless otherwise waived by the JSC Safety and Test Operations Division.
 - 2.1. Industrial Hygiene. 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.
 - 2.2. Hazard Identification. Describe the procedures and techniques to be taken 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:
 - 2.2.1. Comprehensive Survey – A “wall to wall” engineering assessment of the work site including facilities, equipment, processes, and materials (including wastes – (TNRCC/EPA solid & hazardous, radioactive, explosives, medical-infectious-biological)). The comprehensive survey will establish a baseline of hazards that may put contract assets at risk as early as is feasible, preferably at contract start, and maintained throughout the life of the contract..
 - 2.2.2. 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.

- 2.2.3. 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, "Instructions for Preparation of Hazard Analyses for JSC Ground Operations."
- 2.2.4. The contractor's 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.
- 2.3. Inspections.
 - 2.3.1. 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.
 - 2.3.2. 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. 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.
 - 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 JPR 1700.1 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:
 - 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 Requirements 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, orB mishap or C property damage mishap and close calls with equivalent likely potential so NASA may take custody of the mishap scene and initiate its investigation as soon as it is safe after 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 notifications will be documented using the quick incident tabs ("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 investigators but witness statements 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. Contractors 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” (attached), 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 day 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 NS, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to mishaps@ems.jsc.nasa.gov.
 - b. Log of Occupational Injuries and Illnesses. 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. Copy of all summaries as required above under Contractor’s cover letter. If contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in contractor’s format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288. 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. 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.
- 3.1. Appropriate Controls. 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.
 - 3.2. Hazardous Operations and Processes. 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 Safety and Test Operations Division and Occupational Health and Test Support Office who will provide additional instructions for further NASA management review and approval.
 - 3.3. Written Procedures. 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.
 - 3.4. Hazardous Operations Permits. 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.
 - 3.5. Operations Involving Potential Asbestos Exposures. Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPR 1700.1, as revised.

- 3.6. Operations Involving Exposures to Toxic or Unhealthful materials. 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.
- 3.7. Environmental Operations & Activities
- 3.7.1. Operations Involving Hazardous Waste. Identify procedures used to manage hazardous waste from point of generation through disposal. Clearly identify divisions of responsibility between contractor and NASA for hazardous waste generated throughout the life of the contract. Operations that occur on site at JSC, SCTF, or Ellington Field must be evaluated by the JSC Environmental Services Office and must be properly controlled as advised by same. JSC Environmental Services Office must be notified prior to initiation of any new or modified operations, equipment, systems, or activities generating new hazardous wastes or where the chemicals change or there are volume increases of 25% or more on site at JSC, SCTF, or Ellington Field.
- 3.7.2. Operations Involving New or Modified Emissions/Discharges to the Environment. Set forth methods for identifying new or modified emissions/discharges and coordinating results with the Environmental Services Office, mail code JE. Set forth a plan of procedures to conduct pollution prevention, waste minimization or source reduction/elimination of environmental pollution. Address management and continuous improvement for the reduction of hazardous materials; substitution of non-hazardous or less hazardous materials for hazardous materials; proper segregation of hazardous wastes from non-hazardous wastes; and other methods described by NASA, EPA, GSA, and Executive Order recycled content / affirmative procurement purchases. The JE/Environmental Office is the single point of contact for coordinating all JSC environmental permits. Emphasis shall be placed on providing for sufficient lead time for processing permits through the appropriate state agency and/or the Environmental Protection Agency.
- 3.8. Discuss your 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.
- 3.9. Preventive Maintenance. 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).
- 3.10. Medical (Occupational Healthcare) Program. Discuss your 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.
- 3.11. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found online at <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:
- 3.11.1. 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 facility managers. 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.
- 3.11.2. 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 Hazard Abatement Tracking System for all hazards 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 Hazard and Action Plan", or equivalent. Discuss compatibility of your system with JSC's and coordination with facility managers in abatement planning, implementation, and verification.
- 3.12. Disciplinary System. 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.
- 3.13. Emergency Preparedness. 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 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. SAFETY AND HEALTH TRAINING. 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) for 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 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 Safety and Test Operations Division 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 and to ensure that contractor-supplied training is in agreement with JSC safety and health processes.

Authority: FAR 52.223-1 through -5, -10; NFS 18-23.70, 18-52.223-70, 18-52.223-73.

1. DRD Title		2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Monthly Safety Statistics		01/2001	002	NNJ06162823RA
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 and Test Operations Division				
5. DRD Category: (check one)		Technical	Administrative	X SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)		
SOW 1.11		DRD 001 – Safety & Health Plan		
8. Preparation Information (Include complete instructions for document preparation)				

Frequency of Submission: Monthly by 10th of month following month being reported unless noted otherwise.

Distribution:

JSC Occupational Safety Branch (1 electronic copy including photographs, drawings, etc., in web-ready format such as HTML or JPG).

JSC Occupational Health Officer (1 electronic copy).

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

JA Safety Manager (1 electronic copy).

Format: Excel spreadsheet or in tables compatible with MS Word.

Definitions: Refer to JPR 1700.1, JSC Safety and Health Handbook and OSHA requirements for definitions of terms below.

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 personnel attending	
This month	Year to date			This month	Year to date	This month	Year to date	This month	Year to date

Include copies of minutes

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	This month	Year to date

Include copies of minutes

II. Worksite Analysis. Refer to JPR 1700.1, JSC Safety and Health Handbook 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 acceptable if sent by e-mail) of JF 1240's including monthly updates. Mark JF 1240's where abatement has been completed as closed.

IV. Safety and Health Training - List courses specific to safety and health (such as 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

V. Statistical Information Contractor Safety and Health Program - The Contractor shall prepare and deliver monthly statistical information as specified on JSC Form 288, "Statistical Information Contractor Safety and Health Program", as revised. Negative reports are also required monthly. Report to be delivered to the JSC Safety and Test Operations Division through the Occupational Safety Branch by fax to 281-483-3801 or electronically as instructed by representatives of the Occupational Safety Branch.

VI. Safety and Health Lessons Learned - Obtain Lessons Learned from Contractor for possible publication in NASA Lessons Learned Information System (LLIS).

Criteria for Selecting Lessons Learned - Uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes. Provide lessons learned 30 days after triggering event or 30 days after mishap investigation or hazard analysis/evaluation is completed.

Content:

Subject - one line subject of the lesson.

Lesson Learned - usually one sentence that describes insight gained.

Description of Event - narrative of what happened.

Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.

Supporting documentation - as needed to give clear picture of lesson (photographs, illustrations, drawings, etc.).

Contact name and e-mail address (for follow up by Government prior to publication of lesson).

Definitions. Refer to NASA LLIS at <http://llis.gsfc.nasa.gov/> for definitions of terms used.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Hazardous Materials Inventory	01/01	003	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)			
The Contractor shall compile an inventory report of all hazardous materials it has located on Government property.			
5. DRD Category: (check one)	Technical	Administrative	X SR&QA
6. References (Optional)	7. Interrelationships - All performance requirements,		
8. Preparation Information (Include complete instructions for document preparation)			

The Contractor shall compile an inventory report of all hazardous materials it has located on Government property not less than quarterly, 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 no., chemical, manufacturer, and NSN as available);
- b. The location of the material by building, room and area/cabinet no.;
- 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
- f. JSC MSDS number

Frequency: Plan is due quarterly, when requested by the JSC Occupational Health Officer, for review and approval.

Distribution: One hard copy and one electronic copy to the JSC Occupational Health Officer.

Format: Per the delivery instructions issued by the JSC Occupational Health and Test Support Office, mail code SD13.

Details: None.

References: None

Maintenance: Quarterly updated.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Security Reporting Requirements	2/16/01	004	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data) Identifies reporting requirements to Security which affect the Contractor's facility and/or personnel and also ensures compliance with applicable NASA and DOD security regulations involving industrial, information, personnel and administrative/program security.			
5. DRD Category: (check one)	Technical	<input checked="" type="checkbox"/> Administrative	SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
8. Preparation Information (Include complete instructions for document preparation)			

A. Provide the following information, in writing (reports, letters, and notification), in accordance with the security regulations identified as applicable documents in paragraph C. of this DRD:

1. Personnel Security:

1.1 Change in an employee's status who is participating in JSC special access programs such as the IT Security Program (i.e., name, marital status, citizenship, death, termination of employment, different position or work assignment/ relocation, employee becomes a representative of a foreign interest, etc.).

1.2 Adverse information reports on all non-US employees and employees participating in the IT programs at JSC (i.e., criminal activity, psychological counseling, positive drug testing results, alcohol abuse/DUI/DWI, etc.).

1.3 Copies of any written reports submitted to the FBI regarding information coming to the Contractor's attention concerning actual, probable, or possible espionage, sabotage, or subversive activities at any of the Contractor's locations.

1.4 Any "ACI" (Administratively Controlled Information) and/or "FOUO" (For Official Use Only) information released outside a Contractor's facility, except to NASA representatives.

1.5 Suspicious contacts -- efforts by any individual to obtain illegal or unauthorized access to export controlled data, and all contacts by employees with JSC special program access with known or suspected intelligence officers from any country, or any contact which suggests that the employees concerned may be the target of an attempted exploitation by the intelligence services of another country.

2. Administrative/Physical Security:

In compliance with established internal procedures, the Contractor FSO or security manager shall submit a "Contractor Termination Letter" to the JSC Security Office for each affected employee which includes the return of the referenced property or certification that the following Government property was returned or destroyed and/or program participation was canceled:

- 2.1 Badge(s).
- 2.2 CAA (Controlled Access Area) Card(s).
- 2.3 Decal(s).
- 2.4 Key(s).
- 2.5 Employee's Participation in Reserved Carpool Program (Identify reserved carpool space number) _____.

3. Other Reportable Incidents (Information Required):

- 3.1 Felonies committed by Contractor personnel.
- 3.2 Espionage or Sabotage.

- 3.3 Bombing incidents at Contractor facilities, or threats which severely impact the Contract or Center activities.
 - 3.4 Actual demonstrations/strikes (in or outside JSC gates) or planned demonstrations or strikes where violence involving Contractor personnel is threatened.
 - 3.5 Workplace violence (shootings or other violent acts.)
 - 3.6 Any type of incident occurring on NASA/JSC property which results in the death of a person.
 - 3.7 Security related incidents in which the media has become involved and negative publicity is expected.
 - 3.8 An adverse event in an automated systems environment that would be of concern to NASA management due to potential public interest, embarrassment, interruption to computer/network services or protective controls, damage, disaster, discovery of a new vulnerability, etc.
 - 3.9 Threats against NASA property and personnel.
 - 3.10 Threats that impact NASA missions.
 - 3.11 Any other type of incident that might have security implications.
- B. The requested information (reports, letters, notification) identified in A. shall be mailed/delivered to the Chief, JSC Security Office, Mail Code JA14.
- C. Applicable Documents
1. NPG 1620.1, NASA Security Procedures and Guidelines.
 2. JSCM 1600D, JSC Security Manual.
 3. SMD 500-9, Personnel Security Screening.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Notification of Potential Labor Dispute and Contingency Strike Plan		005	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data) The Notification of Potential Labor Dispute and Contingency Strike Plan will be used by the NASA CO and the Contract Labor Relations Office to facilitate the coordination of activities between the Contractor and the affected NASA operational directorates to ensure that necessary steps are taken to prepare for any potential strike situations and to prevent the disruption of work.			
5. DRD Category: (check one)	Technical	<input checked="" type="checkbox"/> Administrative	SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) FAR 52.222.1		
8. Preparation Information (Include complete instructions for document preparation)			

DISTRIBUTION: B___/Contracting Officer
BA2/Connie Pritchard, Contract Labor Relations Officer

INITIAL SUBMISSION: Start of Contract.

SUBMISSION FREQUENCY: As required.

DATA PREPARATION INFORMATION:

SCOPE: A Notification of Potential Labor Dispute must be submitted at the first indication of potential labor unrest and 45 days prior to the expiration of any collective bargaining agreement. The notification shall describe the situation that has the potential of impacting the Contract and provide the corrective actions initiated. A Contingency Strike Plan must be submitted at Contract start and updated if there is any indication of a potential labor unrest or potential picketing activity. The Notification of Potential Labor Dispute and the Contingency Strike Plan are required for the prime and any subcontractors supporting this Contract.

APPLICABLE DOCUMENTS: None

CONTENTS: The Notification of Potential Labor Dispute shall describe the situation that has the potential of impacting the timely performance of the Contract, it should provide the planned negotiation dates with organized labor, and describe other corrective actions initiated. Notification should be made prior to the expiration of collective bargaining agreements, prior to any significant changes to existing working conditions or pay practices, or any situation that could impact the performance of the Contract through labor unrest. The Contingency Strike Plan shall describe the Contractor's plan for assuring the timely performance of the work under this Contract during a strike or work stoppage. As a minimum, contents should include: information on implementation of the strike plan, a pre-strike checklist for managers and supervisors, a description of how critical work will be performed, an organization chart of the strike committee membership, phone numbers of key management personnel, and standards of conduct policies during the strike.

FORMAT: Contractor format is acceptable.

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

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
JSC Emergency Preparedness Plan	2000	006	NNJ06162823RA
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 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)	
SOW 1.13			
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 ***Yearly** 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.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. NNJ07157099R
Environmental and Energy Consuming Products Compliance Reports	1/18/2007	007	NNJ06162823RA
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 required waste reduction and affirmative procurement implementation.			
5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 1.14 and 1.14.3 JPR 8550.1, JPR 8553.1			
8. Preparation Information (Include complete instructions for document preparation)			

Scope: Used to complete *JSC's required annual report to NASA HQ on required waste reduction and affirmative procurement implementation.

Frequency: The reports shall be updated *Annually and a report provided to the *JSC Environmental Office on January 15 *Yearly.

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

Format: See details below.

Details:

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 affirmative procurement 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.

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.

References: None

Maintenance: Update the report ***Annually** for presentation to the ***JSC** Environmental Office on January 15.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Recycling Report		008	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)			
This report will be used to calculate some of the metrics for JSC's monthly and annual recycling reports required by NASA HQ and other regulatory agencies.			
5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)	7. Interrelationships - All performance requirements,		
SOW 2.1.15			
8. Preparation Information (Include complete instructions for document preparation)			

Scope:

The Custodial Contractor will be responsible for the collection, management and sales of recyclable material for JSC. Specifically, the Custodial Contractor will recycle mixed office paper, newspaper, phone books, cardboard, plastic drink bottles, and aluminum cans. JSC relies upon the Custodial Contractor to report the amounts of material recycled and the proceeds from the sale of recyclable materials to keep the recycling program up to date and to plan for future improvements of the program.

Format:

Electronic and one hard copy

Contents:

Report the following for the previous month:

1. Total weight of each material recycled by category (e.g. paper, cardboard, plastic bottles, aluminum cans)
2. Total amount of funds that were generated by the sale of the recyclables
3. Copies of the recycling receipts

The Contractor shall provide background information used to develop the report.

Frequency:

One report by the 10th of each month

Distribution:

JSC Environmental Office (JE)

References:

- Executive Order 13101
- Executive Order 13148
- 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

1. DRD Title		2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Municipal Solid Waste Report			009	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)				
This report will be used				
5. DRD Category: (check one)		<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships - All performance requirements,		
SOW 2.1.16.4				
8. Preparation Information (Include complete instructions for document preparation)				

Scope:

The Custodial Contractor will be responsible for the collection, management and disposal of municipal solid waste (MSW) for JSC. There are several Executive Orders and NASA policies regarding the disposition of MSW and recycling at Federal facilities. JSC's goal is to divert 45% of MSW from landfills by 2010 through recycling and source reduction. In order to accomplish this goal, JSC must have accurate measurements of the amount of MSW generated at the center. Additionally, for JSC to improve the recycling program, the locations of the waste generated must be known. The Custodial Contractor shall report the details of the MSW generation at JSC to help improve the recycling program and help JSC meet its goals.

Format:

One copy of the Municipal Solid Waste Report submitted electronically. Hard copies of the invoices and log sheets.

Contents:

Report the following for the previous month:

1. Fill in the Municipal Solid Waste Report (below)
2. Copies of the monthly MSW disposal invoice
3. Copies of the Building 419 scale log sheets

The MSW disposal company shall record their entry and exit weights on the scales at Building 419 every time they come on-site. The total amount of trash disposed in the dumpsters shall be calculated from the daily log sheets at the scales.

The Contractor shall provide all background information used to develop the report.

<Month, Year>

Location	Total Amount of Trash Disposed (pounds)	Number of Pulls	Rental Cost (\$)	Total Haul Fee (\$)	Disposal Fee (\$)	Total Amount of Trash Disposed (pounds)
JSC	XXX,XXX*					
Dumpsters						X
Rolloff (location)		X	X	X	X	X
Rolloff (location)		X	X	X	X	X
...						
Ellington Field	XXX,XXX*					
Dumpsters						X
Rolloff (location)		X	X	X	X	X
...						
Sonny Carter Training Facility	XXX,XXX*					
Dumpsters						X
Rolloff (location)		X	X	X	X	X
...						
Totals	XXX,XXX	X	X	X	X	X

* Sum the total amount of trash disposed in the dumpsters and all roll offs for the month.

Frequency:

One report submitted by the 10th of each month.

Distribution:

COTR, JSC Environmental Office (JE)

References:

Executive Order 13101

Executive Order 13148

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

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Quality Assurance Plan	Per RFP	010	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data)			
Description/Use - The Quality Plan is used to document the specific details of the Contractor's Quality Management System (QMS) related to a specific product or process			
5. DRD Category: (check one)	Technical	Administrative	X SR&QA
6. References (Optional)	7. Interrelationships - All performance requirements,		
SOW 1.12	Latest version of ANSI/ISO/ASQ Q 9001-2000		
8. Preparation Information (Include complete instructions for document preparation)			

Scope: A Contract specific Quality Plan shall be prepared which identifies activities performed both on-site and off-site of JSC to ensure the quality products and services. The Quality Plan is to be submitted with the Contractor's proposal. The plan shall be approved by the Contracting Officer concurrent with Contract award.

Format: The Quality Plan format shall match the elements of the ANSI/ISO/ASQC Q9001 – 2000 standard.

Contents: The Quality Plan shall address each element of the ANSI/ISO/ASQC Q9001 – 2000 standard to the degree specified in the requirements identified below.

Maintenance: Revisions shall be incorporated by change page or complete reissue.

Distribution: Distribution as specified below plus additions per Contracting Officer's letter,

- a. Initial – As specified in Proposal Instructions,
- b. Final – Contracting Officer, *COTR, Facility Project Managers, Branch Chief, NASA Quality Assurance,
- c. Update – Contracting Officer, *COTR, Facility Project Managers, Branch Chief, NASA Quality Assurance.

Requirements:

- i. Identify the methods, procedures, and controls that shall be used to ensure the quality, quantity, and timeliness of the required Contract requirements.
- ii. Explain how training shall be provided to personnel responsible for quality assurance, quality engineering and software quality assurance on-site at JSC, including JSC processes for Discrepancy Reporting and Tracking, WAD's (Task Performance Sheets) and Flight Equipment Pre-Shipment Readiness Review.
- iii. Explain in detail how in-line quality assurance (Quality Assurance, Quality Engineering, and Software Quality Assurance) shall be performed on-site at JSC. Include discussion of specific allocation of responsibilities, authority and resources.
- iv. Describe how controlled work instructions shall be provided to all applicable employees, on and off-site at *JSC.
- v. Explain how timely review of technical documents that affect quality and changes thereto shall be performed.
 - vi. Describe participation including responsibilities/activities in design reviews.
 - vii. Explain how quality aspects are ensured and fully included in all designs and are continuously maintained in the fabricated articles and during operations.
 - viii. Explain and ensure how quality requirements are implemented and satisfied throughout all phases of Contract performance, including preliminary and engineering design, development, subcontracting,

fabrication, processing, assembly, inspection, test, checkout, packaging, shipping, storage, maintenance, field use, flight preparations, flight operations, and post-flight analysis, as applicable, on and off-site *JSC.

- ix. Explain how to ensure, monitor, measure, and control the quality of products produced by the Contractor and subcontractors. Explain how to ensure that products, which do not conform to product requirements, are identified and controlled to prevent their unintended use or delivery.
- x. Describe the methodology for inspection and test planning (economical and effective use of personnel, facilities and equipment) for both off and on-site.
- xi. Describe the methodology/criteria for assigning itinerate or resident quality assurance personnel at subcontractor or supplier facilities.
- xii. Explain how the monitoring and measuring, and cross-utilization of personnel will be performed to assure that Contract products and services shall not be negatively affected.
- xiii. Describe your techniques, procedures, and mechanisms to ensure quality output despite schedule and/or priority pressures.
- xiv. Provide and explain the schedule, including milestones, outlining your plan on accomplishing ANSI/ISO/ASQ Q 9001-2000 compliance within one year of the Contract award date.
- xv. Explain how inspection or other activities necessary for ensuring that purchased product meets specified purchase requirements shall be established.
- xvi. Explain how to verify that all personnel performing work affecting product quality are competent as a result of appropriate education, training, skills, and experience. In addition, explain the system that shall be used to monitor and maintain this level of personnel competency required during the duration of the Contract.
- xvii. Describe the responsibilities and requirements for planning and conducting audits (internal and external), and for reporting results and maintaining records.
- xviii. Explain the process of involvement in waivers and deviations when quality assurance is affected.
- xix. Explain the methods for measuring the achievement of your quality objectives.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. NNJ07157099R
Custodial Services Management Plan		011	NNJ06162823RA
4. Use (Define need for, intended use of, and/or anticipated results of data) To describe the Contractor's management organization, approach, and systems.			
5. DRD Category: (check one)	Technical	<input checked="" type="checkbox"/> Administrative	SR&QA
6. References (Optional) SOW 1.10	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Scope: The Contract management plan shall describe the Contractor organizational structure, Contract and subcontract management approach, and management systems that will be used to ensure technical, schedule, and cost performance. The plan shall be comprehensive in nature and integrate all management systems of the prime, any subcontractors, any significant vendors, any teaming or partnering arrangements, and associate Contractor agreements (ACA).

Content: The Contract management plan shall address the Contractor's processes for work planning, estimating, authorization, and execution of ordered services. The management plan shall also address scheduling of work, budget allocation, cost data accumulation, and completion for task management. The plan shall address systems engineering, project management, and integration approaches, including lines of responsibility and authority for controlling, reporting, and reviewing work. The Contract management and communications channels at all levels of the organization, including between Contractors, any subcontractors, and NASA personnel shall also be addressed.

Frequency: Initial submission with the proposal. **Annually** updated for review and approval.

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

Format

Details:

References: None

Maintenance:

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
IT Security Plan		012	NNJ06162823RA
4. Use (Define need for intended use of, and/or anticipated results of data) These plans are to be used to ensure that the implementation or maintenance of Information Technology systems follows Government policies and reduces the vulnerability of the Government to IT security risks.			
5. DRD Category: (check one)	<input type="checkbox"/> Technical	<input checked="" type="checkbox"/> Administrative	<input 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: The purpose of this report is to provide an IT Security Plan that indicates how IT security will be managed for the systems the Contractor will use. It includes all the components that make up the Management Information System and will include all new programs, equipment and functions that are added (see Section J, Attachment E1, IT Systems).

Frequency: Plan shall be submitted within 90 days of start of the Contract for any systems that tie into or interface with any Government systems. Thereafter it shall be submitted whenever changes are proposed in the IT system that interact in any way with Government IT systems.

Distribution: Electronically.

Format: Follow example in JPG 2810.1, JSC Information Technology Security Handbook.

Details: Detail in the plan all information as called for in JSC Procedures and Guidelines (JPG 2810.1), JSC Information Technology Security Handbook. Things that are addressed in the plan include, but are not limited to, a description of the system change, who will make the changes, the schedule for the changes, a risk assessment of data integrity, who will have access to the data, and other data appropriate to the changes. The plan is considered sensitive and must be protected by the Contractor.

References: JPG 2810.1, JSC Information Technology Security Handbook.

Maintenance: Report is to be reviewed per requirements in JPG 2810.1, JSC IT Security Handbook and updated before system configuration changes.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Contractor Furnished Items		013	NNJ06162823RA
4. Use (Define need for intended use of, and/or anticipated results of data)			
This is a list of all supplies, equipment, tools, materials and other items necessary to perform the Statement of Work.			
5. DRD Category: <i>(check one)</i>	<input type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References <i>(Optional)</i>		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>	
SOW 1.16			
8. Preparation Information (Include complete instructions for document preparation)			

Scope: Develop and submit a list of the supplies and equipment the Contractor shall use to perform custodial services for the Johnson Space Center in accordance with the Statement of Work.

Frequency: Original Plan shall be submitted via computer email to the COTR within 30 days of beginning of contract, subsequent changes shall be delivered to the COTR 30 days before a change of material or supplies takes place. The Plan shall be available to the CO and the COTR electronically at all times.

Distribution: Electronic copies of the Plan shall be announced via computer email to the CO and the COTR by the close of business 30 calendar days before the beginning of contract. Any revisions or changes to the Plan shall be announced to the Custodial Contract TMR 15 days prior to modifications taking affect.

Details: The Contractor shall develop and deliver a listing of the custodial cleaning supplies and materials to be used in performing Custodial Cleaning services, including surface cleaning solutions, degreasers, graffiti removal solutions, floor waxes and sealers, and the brand name and model number of HEPA vacuum cleaners.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Custodial Cleaning Schedule		014	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
This schedule shall be used to monitor and verify Contractor's performance			
5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 1.7			
8. Preparation Information (Include complete instructions for document preparation)			

Scope: Develop and submit a report, each year of the contract, containing the information identified below.

Frequency: Initial Schedule shall be received by the COTR 20 days before contract start, and an electronic copy available to the Government at all times. Subsequent changes shall be delivered electronically to the COTR 20 days before a change to the plan is made. Successive year Schedules shall be due 30 days before beginning of the next contract year.

Distribution: The Contractor shall provide an electronic copy to the Custodial Contract TMR for year number 1 of the contract, and keep the information available to the Custodian TMR, and the Custodian Contracting Officer at all times.

Data Required: The Contractor shall provide the following information by building number and by month and year.

- (a) Version number and then revision number of the Schedule
- (b) Building number
- (c) Service being provided (by CLIN number)
- (d) Area receiving services (Area Number)
- (e) Frequency of the service*
- (f) Number of days per month service to be performed*
- (g) Day(s) of the week each service to be performed*
- (h) Time of day each service will be performed*

*Note: When scheduled services fall on JSC recognized holidays, alternate dates shall be specified on the schedule by the Contractor.

1. DRD Title		2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Annual Work Plan			015	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)				
This Schedule shall be used to monitor and verify the Contractor's performance quality and timeliness.				
5. DRD Category: (check one)		<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)			7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW's 2.1.12, 2.1.13.1, 2.1.13.2, 2.1.14, 2.1.17, 2.1.18				
8. Preparation Information (Include complete instructions for document preparation)				

Scope: Develop and submit a plan for the initial year of the contract to systematically dust (2.1.12); clean exterior windows, (2.1.13.1 and 2.1.13.2); clean interior windows (2.1.14); strip, seal/wax and finish hard floors (2.1.17); and steam clean carpet and rugs (2.1.18) at the Johnson Space Center, Ellington Field and Sonny Carter Test Facility.

Frequency: Original Plans shall be submitted via computer email to the COTR 30 days after contract start. Successive years plans shall be delivered to the COTR 30 days before the contract year end. The Plans shall be available to the CO and the COTR electronically at all times.

Distribution: Electronic copies of the Plan shall be announced via computer email to the CO and the COTR by the close of business 30 calendar days after the beginning of contract. Any revisions or changes to the Plan shall be announced to the Custodial Contract TMR 15 days prior to modifications taking affect.

Details: The Contractor shall develop a systematic plan to perform work specified in the Scope above. The Custodial Contract COTR will provide a detailed list of the floor Area Types (by building numbers), the square footage and the frequency to be cleaned.

The Plan shall consist of (5) spreadsheets to cover each of the above CLIN areas and include the building number, month the task is to be performed and quantity of work in square feet.

EXAMPLE

CLIN 2.1.12 – Dusting and Cleaning (Square Feet)

	January	February	March	April	→	December	Yearly Total
1	30,000						
2N/S	50,000	xxx		xxx			xxx
3	10,000		xxx			xxx	xxx
4N	5,000			xxx			xxx
4S (1 st)	2,500		xxx				xxx
↓							
↓							
↓							
Total	160,000	xxx	xxx	xxx		xxx	2,000,000
Target	166,666	xxx	xxx	xxx		xxx	2,000,000

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Pest Control Inspection and Maintenance Plan		016	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
This report is the Contractor's Plan for how and when the Contractor's Integrated Pest Management (IPM) trained Pest Control Technicians will perform inspections on JSC, EF and SCTF facilities for pest activity.			
5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
SOW 2.1.19			
8. Preparation Information (Include complete instructions for document preparation)			

Scope: The Pest Control Inspection and Maintenance Plan shall identify a schedule for the professional visual inspection and preventive pest control treatments of the interior of facility office areas, maintenance rooms, restrooms, entrance areas and the exterior perimeter of the facilities. These inspections and treatments shall cover all resident occupied buildings at the Johnson Space Center, as well as unoccupied storage areas, maintenance facilities, and the Utility Tunnel System. The Government's expectation is that aggressive, planned inspection and repair of pest entry points to facilities and sealing of pest foraging paths will reduce the number of observed pests in the buildings, and minimize pest damage to the Governments' facilities.

Frequency: The Contractor shall deliver the schedule to the Custodial Contract COTR 30 days after contract start, and then 30 days before the beginning of successive contract years. Revisions and updates to the Schedule shall be approved by the Custodial Contract TMR before implementation.

Distribution: The Contractor shall deliver the schedule via computer email by the close of business on the 10th of each month to the COTR, and the Schedule shall be maintained (with approved revisions) and available to the Government at all times.

Content: The Contractor shall detail the following information in the Schedule for each calender quarter of the year.

- (a) Building number to be inspected
- (b) Date inspection is scheduled
- (c) Floor number and/or room numbers to be inspected
- (d) Identify if the scheduled visit is for the purpose of planned inspection (PI) of the facility, or planned maintenance pest control treatment (PMT) using chemical treatment materials
- (e) Identify the pests expected to be controlled using chemical treatment materials

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Pest Control Application Report		017	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
This report shall be an accurate record of all chemical Pest Control Materials applied at the Johnson Space Center for each contract year. The report shall provide all data to substantiate treatment material use to government regulatory agencies.			
5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 2.1.19			
8. Preparation Information (Include complete instructions for document preparation)			

Scope: Develop and submit monthly an accurate record of the chemical pest control treatment materials actually applied by the Pest Control Applicator. This report is due monthly for each year of the contract.

Frequency: The Contractor shall provide the report monthly to the Custodial Contract TMR no later than the close of business of the tenth day of each month. The report shall be provided via computer email.

Distribution: One electronic copy of the monthly treatment materials applied to the Custodial TMR, for each contract year.

Details: The Contractor shall prepare an Excel Spreadsheet monthly showing the following information:

- (a) Date of Application
- (b) Time of Application
- (c) Building Number
- (d) Room or cubicle Number
- (e) For exterior treatments, identify what side of facility is treated, example, North wall, or Northeast corner.
- (f) Treatment Material used; strength and form (liquid or granules or traps) used; baits or Biological Regulators, or quick kill or long term
- (g) Name of Certified Pest Control Applicator
- (h) Identify if the Treatment was a planned preventive maintenance (PM) using caulking and sealing methods, treating with long acting pesticides, termiticides or if this was in response to an Emergency Request (ER). If a Work Order Number is assigned, identify the number.
- (i) The Contractor shall identify the report with the month and year clearly marked, and the report shall be prepared using a legible font and font size. All records (paper or electronic logs, Work Orders) used by the Contractor to assemble the report shall be kept for the period of the contract to substantiate the work claimed to be performed. The Contractor shall ensure that all data is legible, including the Pest Control Materials, dates and Applicators name.
- (j) All requirements established by the Texas Structural Pest Control Board shall be followed by the Contractor in applying pest control treatment materials.
- (k) Exterior Pest Control Treatments may be performed at hours determined by the Contractor.
- (l) Interior Pest Control Treatments should be performed in such a way that odors and chemical exposure to building residents are minimized.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Termite Services Report		018	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
This report shall be used by the COTR to monitor Contractor's performance and track termite activity within buildings and surrounding infested areas.			
5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
SOW 2.1.19.3		DRD 017 – Pest Control Maintenance Plan DRD 018 – Pest Control Application Report	
8. Preparation Information (Include complete instructions for document preparation)			

Scope: The Contractor must submit a report that lists the various facilities and areas inspected and treated for termites. An initial list of buildings will be given to the Contractor to inspect during the first quarter of the first contract year. The numbers of buildings will be in accordance with the yearly workload table based on approximate linear feet.

Frequency: The report is due quarterly of the Fiscal Year. Due date is 15 days following the end of the previous quarter.

Distribution: One hard copy and one electronic copy to the Custodial COTR.

Format: Microsoft Word or Excel format is acceptable.

Details: As a minimum, provide the following information by building and by month inspected and treated:

- (a) Building number
- (b) Building room number, if applicable
- (c) Recommendation to treat or monitor
- (d) Type of service provided - inspection or treatment or inspection with treatment
- (e) Schedule of buildings to be inspected in the next quarter

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Custodial Phase-In Plan		019	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
To define and control the Contractor's approach to transition system, functions, and data responsibility from the incumbent Contractor.			
5. DRD Category: (check one)	Technical	<input checked="" type="checkbox"/> Administrative	SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
SOW 1.10.1			
8. Preparation Information (Include complete instructions for document preparation)			

Scope; A contract specific Custodial Services Phase-In Plan shall be prepared which describes the Contractors approach for the transition of responsibility from the incumbent Contractor during the 30-day transition period which staffing buildup, transition inventories, and attaining readiness to assume responsibilities prior to contract start. The plan shall identify a comprehensive assessment of all custodial functional areas identified in the SOW, systems, and data of the prime Contractor any associate Sub-Contractors, and major vendors. The Contractor shall ensure 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. The schedule shall identify activities necessary to meet the schedule, show the risks associated with the scheduled work transition, and any potential problem areas.

NOTE: Upon Contract Award, the Contractor's Custodial Services Phase-In Plan becomes a contractual requirement.

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

Distribution: Plan distribution shall be as specified below plus additional per Contracting Officer's letter. After the plan is approved by NASA, the CO will retain the plan in the Contract file.

- a. Initial – As specified in Proposal Instructions
- b. Final – Contracting Officer, COTR
- c. Update – COTR

Format: The Contractor format is acceptable

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.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Wage/Salary and Fringe Benefits Data		020	NNJ06162823RA
4. USE (Define need for, intended use of, and/or anticipated results of data)			
The Wage/Salary and Fringe Benefits Data will be used by the NASA CO 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 one)	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 the Contract.

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

DATA PREPARATION INFORMATION:

SCOPE: The Wage/Salary and Fringe Benefits 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 Benefits 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 for represented classes. 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. A separate form must be completed for the prime and each subcontractor. Three hard copies 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 Benefits 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.

WORK SHEET FOR SF-98 DATA
WAGE RATE INFORMATION

Illustration of required data

WAGE CONTRACTORS LABOR CLASSIFICATION	DETERMINATION CLASSIFICATION	EXEMPT OR NON EXEMPT	UNION OR NON UNION	CURRENT HOURLY RATE	MYE NO. OF EMPL.
Project Manager	Not Required	E	N	\$25.00	1
Supervisor	Not Required	E	N	\$20.00	1
Electrical Engineer	Not Required	E	N	\$16.50 - \$20.00	3
Technician, Jr	Elect Tech Main 1	N	U	\$12.78 - \$15.50	12
Technician, Sr.	Elect Tech Main II	N	U	\$18.20 - \$20.00	4
Secretary	Secretary I	N	N	\$11.11 - \$12.50	2
File Clerk	General Clerk I	N	N	\$8.29	1
Clerical Data Entry	Word Processor I	N	N	\$9.25 - \$10.90	1

Submit data in the above illustrated format for all labor classifications used, or planned to be used, on this Contract. All Contract 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.

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)		

TOTAL

1. 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)		

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

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

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

Signature of Company Representative

Date

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>	Coverage Provided	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 Reimbursement		
j. Other (Describe)		

1. Paid Absences

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

 Signature of Company Representative

 Date

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