

ATTACHMENT 3

DATA REQUIREMENTS LIST

REFUSE COLLECTION AND DISPOSAL SERVICES

KENNEDY SPACE CENTER (KSC) FLORIDA

| DATA REQUIREMENTS LIST | | |
|---|---|---------------------------|
| DRL NUMBER: | | REVISION Basic |
| PROJECT/SYSTEM Refuse Collection and Disposal Services | | |
| CONTRACT NUMBER TBD | | PREPARATION DATE TBD |
| CONTRACTOR TBD | | TECHNICAL APPROVAL TBD |
| ATTACHMENT NUMBER | | EXHIBIT NUMBER N/A |
| ITEM NO. | TITLE | CHANGE STATUS |
| 1 | Quality Management System, PWS paragraph 4.2.2. | |
| 2 | Service Plan and Schedule, PWS paragraph 1.1. | |
| 3 | Disposal Report and Documentation, PWS paragraph 1.6.5. | |
| 4 | Damage, Injury and Incident Reports, PWS paragraph 4.11 | |

All plans, schedules, reports, submittals, logs, and information provided to the Government shall be electronic and compatible with Microsoft Office 2003 or higher, such as Excel, Word, and others. "Compatible" means the document can be opened using the appropriate Microsoft Office component without any discernible effect on the text (e.g., loss of data) or the formatting of the document:

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL DRD 4

A. Item No.
004

B. Line Item Title:

Damage Injury and Incident Reports

| C. OPR | D. Type | E. Inspect/Accept | F. Freq. | G. Initial Sub. | H. As Of Date |
|--------|---------|-------------------|----------|-----------------|---------------|
| TA | 3 | 6 | AR | 10/01/13 | 10/01/13 |

I. Remarks:

Establish and manage a comprehensive safety program as required by OSHA Federal regulations. This program shall include industrial and construction safety and operations monitoring for the resolution of unsafe acts or conditions. Injuries, damage and close calls resulting from contractor activities shall be thoroughly investigated and have appropriate action taken. Any hazardous operations shall also be reported to the COTR / COR as soon as possible. Reference PWS Paragraph 4.11 and RFP Section 5, Clause f5.2 1852.223-73 Safety and Health Plan.

J. Distribution

TA-B4B (1A)
TA-A1 (1A)
OP-OS (1A)

| Totals | |
|--------|------|
| No. | Type |
| 3 | A |
| | |
| | |

DATA REQUIREMENT DESCRIPTION

| | |
|---|--|
| 1. Title | 2. Number |
| Damage, Injury or Incident Reports | 04 |
| 3. Use Information for contract surveillance | 4. Date 07-02-2013 |
| | 5. Organization TA-B4B |
| 7. Interrelationship N/A | 6. References PWS para. 4.11, NFS 52.1852.223-73 |

8. Preparation Information

If required the contractor shall submit copies of any accident reports and or injury documentation from the doctors or hospital who treated the contractors employee. Reports concerning any hazardous operations shall also be reported to the COTR / COR. This also includes any oil spills caused by broken cylinders or hoses on the contractors equipment. Format as required by law.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL DRD 3

A. Item No.
003

B. Line Item Title:

Disposal Report and Documentation

| | | | | | |
|--------|---------|-------------------|----------|-----------------|---------------|
| C. OPR | D. Type | E. Inspect/Accept | F. Freq. | G. Initial Sub. | H. As Of Date |
| TA | 3 | 6 | MO | 09/15/13 | 10/01/13 |

I. Remarks:

The Contractor shall develop and submit for approval a solid waste disposal report format to the Contracting Officer not later than 15 calendar days after award. Reference PWS paragraph 1.6.5.

J. Distribution

TA-B4B (1A)
OP-OS (1A)

| Totals | |
|--------|------|
| No. | Type |
| 2 | A |
| | |
| | |

DATA REQUIREMENT DESCRIPTION

| | |
|---|-----------------|
| 1. Title | 2. Number |
| Disposal Report and Documentation | DRD 3 |
| 3. Use Information for contract surveillance | 4. Date |
| | 07-02-2013 |
| 7. Interrelationship | 5. Organization |
| | TA-B4B |
| N/A | 6. References |
| N/A | N/A |

8. Preparation Information

The contractor shall submit to the Government monthly within 5 working days following the completed billing period, the approved report and corresponding weight tickets from the Brevard land fill. The report format shall be mutually agreed upon by the Contractor and NASA.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL DRD 1

A. Item No.
001

B. Line Item Title:

Quality Management System

| C. OPR | D. Type | E. Inspect/Accept | F. Freq. | G. Initial Sub. | H. As Of Date |
|--------|---------|-------------------|----------|-----------------|---------------|
| TA | 3 | 6 | AR | 10/01/13 | 10/01/13 |

I. Remarks:

Develop and maintain a Quality Management System acceptable to the government to ensure that the refuse services are in accordance with established commercial practices and procedures and meet all applicable performance standards. Provide a written description/identification of the commercial practices to be used. Reference PWS Paragraph 4.2.2.

J. Distribution

TA-B4B (1A)
TA-A1 (2A)
OP-OS (1A)

| Totals | |
|--------|------|
| No. | Type |
| 4 | A |
| | |
| | |

DATA REQUIREMENT DESCRIPTION

| | |
|--|---|
| <p>1. Title</p> <p>Quality Management System</p> | <p>2. Number</p> <p>DRD 1</p> |
| <p>3. Use</p> <p>Information for contract surveillance</p> | <p>4. Date</p> <p style="text-align: center;">07-02-2013</p> <p>5. Organization</p> <p>TA-B4B</p> |
| <p>7. Interrelationship</p> <p>N/A</p> | <p>6. References</p> <p>N/A</p> |

8. Preparation Information

The Contractor shall submit upon receipt of contract award and as changes occur during the life of the contract. Contractor Format is acceptable.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL DRD 2

A. Item No.
002

B. Line Item Title:

Service Plan and Schedule

| C. OPR | D. Type | E. Inspect/Accept | F. Freq. | G. Initial Sub. | H. As Of Date |
|--------|---------|-------------------|----------|-----------------|---------------|
| TA | 3 | 6 | AR | 10/01/13 | 10/01/13 |

I. Remarks:

The Contractor shall develop a plan to include collection routes and collection schedules for all services called out under this contract. This plan shall be required within 15 days of award of the contract. Reference PWS Paragraph 1.1.

J. Distribution

TA-B4B (1A)
TA-A1 (2A)
OP-OS (1D)

| Totals | |
|--------|------|
| No. | Type |
| 4 | A |
| | |
| | |

DATA REQUIREMENT DESCRIPTION

| | |
|---|-----------------|
| 1. Title | 2. Number |
| Service Plan and Schedule | DRD 2 |
| 3. Use Information for contract surveillance | 4. Date |
| | 07-02-2013 |
| 7. Interrelationship | 5. Organization |
| | TA-B4B |
| 6. References | 6. References |
| N/A | N/A |

8. Preparation Information

The contractor shall submit to the Government a collection route and a schedule as to when the dumpsters will be serviced to ensure services meet any environmental requirements and that commercially accepted procedures are used in accordance with local, state, federal regulations and laws. Contractor Format is acceptable.

INSTRUCTIONS FOR COMPLETING CONTRACT APPLICATION INFORMATION

- A. **LINE ITEM NO.** Sequentially number line items beginning with number 001.
- B. **LINE ITEM TITLE** - Enter the title of the data item, as shown in the Statement of Work (SOW), the RFP and/or as directed by the CTM.
- C. **OPR (OFFICE OF PRIMARY RESPONSIBILITY)** - Enter the organization designated to exercise technical and/or administrative control over the data requirement. Use approved organizational code.
- D. **TYPE** - Enter "Type of Data" code as follows:
- | Code | Description |
|------|---|
| 1 | Data requiring written approval by the procuring activity prior to implementation into the procurement or development program. |
| 2 | Data submitted to the procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless the contractor has been notified of disapproval prior to project implementation. |
| 3 | Data submitted to the procuring activity for coordination, surveillance, or information. |
| 4 | Data retained by the contractor to be made available to the procuring activity upon request. The contractor shall furnish a list to the procuring activity. |
| 5 | Data to be retained by the contractor and reviewed by NASA on request. |
- E. **INSPECT/ACCEPT** - Enter inspection Acceptance code as follows:
- | Code | Inspection | Acceptance | Code | Inspection | Acceptance |
|------|-------------------|-------------------|------|----------------------------|------------------------|
| 1 | Source | Source | 4 | Certificate of Conformance | (Mandatory) |
| 2 | Destination (OPR) | Destination (OPR) | 5 | Certificate of Conformance | (Optional) |
| 3 | Source | Destination (OPR) | 6 | No Inspection Required | No Acceptance Required |
- F. **FREQUENCY OF SUBMISSION** - Enter the frequency of submission code as follows:
- | CODE | DESCRIPTION | CODE | DESCRIPTION | CODE | DESCRIPTION |
|------|------------------------------|------|---------------------------|------|----------------------|
| AD | AS DIRECTED | PC | PER CONTRACT | PV | PER VEHICLE |
| AN | ANNUAL | PD | PER FAILURE | QU | QUARTERLY |
| AR | AS REQUIRED | PE | PER EVENT | RD | AS RELEASED |
| BE | BIENNIAL | PF | PER FACILITY | RT | ONE TIME & REVISIONS |
| BM | BIMONTHLY (every two months) | PG | PER PROGRAM | SA | SEMI ANNUALLY |
| BW | BIWEEKLY (every two weeks) | PI | PER EQUIPMENT END ITEM | SM | SEMI MONTHLY |
| DA | DAILY | PJ | PER PROJECT | TY | THREE YEAR PERIOD |
| DD | DEFERRED DELIVERY | PL | PER LAUNCH FLIGHT MISSION | UR | UPON REQUEST |
| MO | MONTHLY | PS | PER SYSTEM | WK | WEEKLY |
| OT | ONE-TIME | PT | PER TEST | | |
- G. **INITIAL SUBMITTAL** - Enter date of initial submittal as follows: Month/Day/Year. If calendar date is not scheduled, enter number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.
- H. **AS OF DATE** - For "Onetime Only" submittals, enter date by Month/Day/Year. For recurring submittals, enter number coding (e.g., 30/10, 90/10, 15/5, etc.) The first digit(s) indicate the number of calendar days from the reporting period's (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date. Example: If Block F were "MO" and Block H were "30/10", the data would include the entire month and would be submitted within 10 days thereafter.
- I. **REMARKS:** Enter in this space.
- Minor exceptions to the DRD.
 - Stipulation of specific forms when multiple forms are authorized on the DRD.
 - The paragraph, page, etc., in an existing contract where the data requirement is specified. (This data may be removed at final approval.)
 - Additional submittal information, if necessary.
- J. **DISTRIBUTION** - Enter organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:
- | CODE | DEFINITION | CODE | DEFINITION |
|------|--------------|------|---------------------------------------|
| A | Regular | C | Microfilm, Aperture Cards |
| B | Reproducible | D | Others, (Explain in remarks, Item J). |
- Example Entries:** IS-PRO-2 (1A) = One regular copy. IS-PO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy.
Enter the total number of copies by type in the space provided.

INSTRUCTIONS FOR COMPLETING DATA REQUIREMENT DESCRIPTION

- GENERAL** - The Data Requirement Description (DRD) will be prepared to describe the content and provide preparation information for data required in support of NASA programs.
- TITLE** - Enter the title or type of document required. The first word of the title should be a principal noun which best establishes the basic concept of the data. Subsequent words should be appropriate modifiers.
Examples: Plan, Project Development (SIVB)
Specification, Test (GSE)
Report, Quarterly Progress
Proposal, Engineering Change (ECP)
 - NUMBER** - Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
 - USE** - Enter a synopsis of the use of the document, stating reason for the requirement.
 - DATE** - Enter date of preparation.
 - ORGANIZATION** - Identify the installation preparing the DRD.
 - REFERENCES** - List applicable documents by number, (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.) to which the preparing office (e.g., NASA installation, contractors, etc.) may refer for additional information concerning the data requirement.
 - INTERRELATIONSHIP** - Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.
 - PREPARATION INFORMATION** - Provide ample information for preparation of the data required by the data requirements description; include all necessary details of preparation to satisfy the originator's formal requirements.