

ATTACHMENT 2

DATA REQUIREMENTS DESCRIPTION

**JOHN C. STENNIS SPACE CENTER AND
MICHOU D ASSEMBLY FACILITY
LABORATORY SERVICES CONTRACT**

NNS15530603R

DATA REQUIREMENTS DESCRIPTION

INTRODUCTION

1.0 SCOPE

This is the basic contract document that shall govern all data required by and for the Laboratory Services Contract (LSC).

Data generated within the normal course of the contracted work, and not a part of the data required by a Data Requirement Description (DRD), shall be made available in accordance with the requirements of the LSC.

The Contractor shall prepare, maintain, and deliver all data described in the DRDs. This data shall be in accordance with the general requirements set forth in this document and individual requirements within each DRD.

2.0 DESCRIPTION

This document contains DRD general requirements, a comprehensive listing of DRDs, and individual DRDs. The following general requirements are applicable to the preparation, maintenance, and delivery of data and are better defined in aggregate than in the individual data requirements descriptions.

3.0 GENERAL REQUIREMENTS

3.1 Delivery

3.1.1 Deferred

NASA reserves the right to reasonably defer the dates of the delivery of any or all data required to be submitted by this DRD. Such right may be exercised at no increase in the contract amount. In the event that NASA defers delivery of a data item, resulting in a cost impact to the total contract cost, the contract amount shall be subject to equitable adjustment in accordance with the contract clause entitled "Changes".

3.1.2 Delayed

The Contractor shall notify the Contracting Officer (CO) of all DR delivery delays.

3.2 Cost of Data Required by a DRD

The cost of data to be furnished in response to a DRD is included in the total cost of this contract and shall be reimbursed in accordance with the Schedule of the Contract.

3.3 Referenced Documents

Documents referenced in a DRD become a part of the DRD unless otherwise specified. When a document is referenced in a DRD, the Contractor shall utilize the most recent version of that document.

3.4 Contractor's Internal Documents

The Contractor's internal documents shall be used to meet the data requirements of this DRD. These documents shall not be rewritten for the sake of meeting the minimum requirements as specified in the applicable DR. In instances where minor differences in content and format exist between DRD requirements and contractor's document, action will be taken to resolve these differences, and where appropriate, a change in requirements will be effected.

3.5 Document Identification

Documents published by the Contractor and submitted in response to a DR shall be identified using an organized identification numbering system prescribed by the Contractor. Documents submitted in response to the data requirements of the DRD, that are to be subsequently published by NASA, shall be identified as prescribed by NASA.

Unless otherwise specified, all document submittals shall be clearly marked with the contract number and applicable DR number. Documents that satisfy the requirement of more than one DR shall be marked with all applicable DR numbers.

3.6 Reference to Other Documents in Data Submittals

Data submittals that contain references to other documents are permissible and shall contain such identification elements as title and document number. When a document to be referenced would only be applicable to a minor or limited extent, every effort shall be made to include the applicable information in the submittal rather than using the reference. All referenced documents shall be made readily available to NASA upon request.

3.8 DRD Submittal Revisions

Successive issues or revisions shall be identified in the same manner as the basic issue and shall include appropriate change identification.

The document shall be completely reissued when changes are significant or affect the accuracy of the document. Changes of a minor nature (typing errors, misspelled words, etc.) shall only be made whenever a technical change is made unless the accuracy of the document is affected.

Contractor submittals shall not contain pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer's Representative. Such markups, however, shall be legible and not exceed 20% of the page content. Hand drawn schematics, block diagrams, data curves and similar charts may be used in original reports in lieu of formally prepared art work. Acceptability will be determined by the Contracting Officer's Representative performing the quality inspection function.

4.0 SSC FORM 166, DATA REQUIREMENT (DR)

SSC Form 166 prescribes the type and frequency of submission, distribution, use, and preparation requirements.

For the purpose of classification and control, DRs are grouped into the following management categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CM	Configuration Management
DM	Documentation Management
EN	Environmental
FA	Facilities
GA	Operations
LS	Logistics/Support
MA	Program Management
MF	Manning and Financial
PC	Procurement/Contracts
PT	Propulsion Testing
RA	Reliability and Quality Assurance
SA	Safety/Health
SC	Schedules

The symbol representing these categories forms the prefix of the DRD identification number.

Codes used on the Data Requirements Form are defined as follows:

Block 1 - Number/Issue

Modifications to the original DRD will be identified in this block by the originator of the DRD.

Block 2 - Title

Entries indicate the formal title of the DRD.

Block 3 - DR Number, Page

The DR Number is made up of the following: the Category Symbol (above), followed by a sequential number. The page number of the DR is also entered.

Block 4 – Data Type

<u>CODE</u>	<u>DESCRIPTION</u>
1	Data requiring written approval by procuring activity prior to implementation into procurement or development.
2	Data submitted to procuring activity for review not later than the time specified in the Data Requirement. Data shall be considered approved unless contractor has been notified of disapproval with fourteen days of data submittal.
3	Data submitted to procuring activity for coordination, surveillance, or information.
4	Data retained by respondent to be made available to procuring activity upon request. The respondent shall furnish a list to procuring activity upon request.
5	Data to be retained by respondent and reviewed by NASA on request.

Block 5 - Frequency of Submission

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
AD	As Directed	PI	Per Equipment End Item
AN	Annually	PJ	Per Project
AR	As Required	PL	Per Launch
BE	Biennially (every other year)	PS	Per System
BM	Bimonthly (every other month)	PT	Per Test
BW	Biweekly (every other week)	PV	Per Vehicle
DA	Daily	QU	Quarterly
DD	Deferred Delivery	RD	As Released
MO	Monthly	RT	One Time and Revision
OT	One Time	SA	Semiannually (every six
PC	Per Contract Performance Period	TY	Three Per Year
PD	Per Failure	UR	Upon Request
PE	Per Event	WK	Weekly
PF	Per Facility		

Block 6 – Distribution

AA – Office of the Center Director, SSC
BA – Office of the Chief Financial Officer, SSC
CA – Office of the Chief Counsel, SSC
DA – Office of Procurement, SSC
IA – Office of Communications, SSC
LA – Office of Human Capital, SSC
UA – Office of Education, SSC
EA – Engineering & Test Directorate, SSC
PA – Project Directorate, SSC
QA – Safety & Mission Assurance Directorate, SSC
RA – Center Operations Directorate, SSC
TA – Rocket Propulsion Test Program Office, SSC
SF01 – MAF Director
SF02 – MAF Integration and Operations Office
AS50 – Protective Services Office, MAF
AS60 – MAF Operations Office
QD10 – Safety and Quality Department, MAF
IS70 – Infrastructure and Operations Office, MAF

Block 7 – Initial Submission

Entries indicate the date the data should be submitted for the first time.

Block 8 - As of Date

Entries indicate the due date; or the cutoff date for inputs and document due date. For example, 15/1 indicates an input cutoff date on the 15th and a document due date of the 1st.

Block 9 – Use

Entries indicate the intended purpose of the data.

Block 10 - Reference

Entries reference other documents pertaining to the requirement of the data requested.

Block 11 – Preparation Information

The Contractor shall prepare the DR according to the instructions noted in this block.

5.0 MAINTENANCE

Revisions to this document shall be accomplished by contractual direction (e.g., Change Order, Supplemental Agreement). Typographical errors may be corrected by means of Contract Office notification letter.

DRD Number	DRD Title
DM01	Records Management Program Plan
EA01	Delivery of and Access to Critical Test Support Data
EN01	Report, Drinking Water Microbiological
EN02	Reports, Wetland Mitigation Monitoring
EN03	Report, National Pollutant Discharge Elimination System (NPDES)
EN04	Report, Semi-Annual Groundwater
EN05	Report, Laboratory Certification Program
EN06	Report, CERCLA Long Term Monitoring
EN07	Louisiana Pollutant Discharge Elimination System (LPDES) Quality Assurance Study; Annual Proficiency Testing for MAF
EN08	Environmental Laboratory Reports for MAF
LS01	Government Property Management Plan
MA01	Key Management Personnel (KMP) List
MA02	Contract End Inventory List
MA03	Activity Report
MF02	Financial Management Report Detail
PC01	Report, Liability to Third Person(s)
PC02	Certificate/Policy Insurance
PC03	Organizational Conflict of Interest (OCI) Mitigation Plan
PC04	Monthly Management Status Review
PT01	Information Security Management Plan
RA01	Quality Assurance Management Plan
RA02	Quality Assurance Management Plan (QAMP) Quarterly Summary Report
RA03	Nonconforming Products and Services
SA01	Safety Statistics Report
SA02	Mishap Report
SA03	Safety and Health Plan
SA04	Contractor Safety and Environmental Health Program Annual Self-Evaluation Report



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Records Management Program Plan	3. DR Number Page Date Rev. DM01 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: Approval: RA40 Records Manager Distribution: DA00	7. Initial Submission: 120 days following the start of the contract.
8. As of Date: December 31	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: This DR Description establishes the requirement for (1) a Records Management Program Plan covering the contractor's policies and objectives for the organization, implementation, and control of documentation required for operation and support of SSC, and (2) a Master Records Index from each Division and Staff Office with descriptions of NASA records maintained, retention authority, and disposition.	10. Reference: NPR 1441.1 NPD 1440.6 SPR 1440.1 MPR 1440.2
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11. Preparation Information:

The Records Management Program Plan shall identify all elements of the program function including organizational pattern (i.e. relationship to line and staff), implementation policy and procedures, the subcontractor interface, and the reporting and control system for functions outlined in the plan.

The plan shall outline the contractor's proposed controls and processes, as necessary to define the documentation distribution control system. The plan shall define, but not be limited to, the following:

- A Requirements, including implementation and operational methods
- B The plan shall list all acronyms used
- C The plan will depict a hierarchy of documents from contracts requirements through implementing and operational documents
- D The plan shall describe all document processes used and shall include flow charts
- E The plan shall depict the process of document initiation, approval, implementation, methods of revision, reporting and submittal, and modifications or changes
- F The plan will address a system for the management of records and disposition of files

The Records Management Program Plan shall be reviewed annually and necessary revisions submitted for approval by December 31st each year.



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Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title: Records Management Program Plan	3. DR Number Page Date Rev. DM01 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

The Master Records Index shall provide the identity of all NASA records being generated in the performance of the contract and shall include Agency File Scheme (AFS) number, the descriptions of NASA records maintained, the records disposition and the authority per NPR 1441.1

The Master Records Index shall be submitted in accordance with SPR 1440.1 Records Management Program Requirements and entered into the SSC Tech Doc System.

The Master Records Index shall be updated as changes occur and/or reviewed and updated by December 31st each year.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Delivery of and Access to Critical Test Support Data

3. DR Number Page Date Rev.
EA01 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AR
6. Distribution: EA	7. Initial Submission: 180 days following start of the contract
8. As of Date: 04/01/2015	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To define acceptable formats required to transfer critical information used to support SSC test area and test support facilities. To adopt Transducer Electronic Data Sheets (TEDS) as described by IEEE 1451 Standards.	10. Reference: SOI-8080-0027 SPR 8730.4 SSOP-8730-0050-MT
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11. Preparation Information:

Provide electronic copies of Calibration Maintenance Reports (CMR) in Adobe Acrobat (.PDF) format and the accompanying Calibration Maintenance Data Reports (CMDR) in Microsoft Excel (.XLS) format to allow for electronic storage & retrieval.

To provide calibration data and the calibration monthly recall reports in electronic format that is compatible with Open Database Connectivity (ODBC) type databases or CSV compatible format.

Adopt IEEE 1451 Transducer Electronic Data Sheets (TEDS) to standardize calibration information and for the transferring of current Calibration Maintenance Data Report (CMDR) from the physical calibrated sensor(s) to the Test Area Calibration Manager's database.

Provide capability for test and test support personnel to read, search, sort, print and export a report of critical technical data, current and historical. Examples of critical data that needs to be searched on are:

- 1) Instrument or Tool Name
- 2) Instrument or Tool Range
- 3) Model number
- 4) ECN Barcode
- 5) Location
- 6) Vendor
- 7) Test Stand & Cell (if relevant)



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Report, Drinking Water Microbiological

3. DR Number Page Date Rev.
EN01 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 4	5. Frequency of Submission: MO
6. Distribution: RA02	7. Initial Submission: 28th day of calendar month, following start of contract
8. As of Date: COB 28th day	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide the Government and the Mississippi Department of Health with a summary report of the microbiology data for the SSC drinking water. The Official File Number 8530.16.G	10. Reference: Safe Drinking Water Act (SDWA) Title 49 Chapter 17 of MS Safe Drinking Water Law of 1976. MS Health Dept Form Number 425
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11. Preparation Information:
This Data Requirement (DR) establishes the requirement for the monthly submittal of microbiological data for the SSC potable water supply system. Electronic data shall be forwarded to MDOH weekly per approved Sampling Plan.

Subject to regulatory requirement revisions.

This report summarizes the monthly microbiological analyses for the potable (drinking) water.

Report will be submitted on Mississippi Health Department Form Number 425, original and forwarding cover letter to NASA Environmental Office. Second copy submitted into NASA Contract Deliverable System with cover letter stating delivery of original to NASA Environmental Office.

Data Retained by respondent to be made available to procuring activity upon request. The respondent shall furnish a list to procuring activity upon request.

Submission of one (1) original each to Environmental Officer. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA Official. 2) SSC Official File Number and copy ready to be filed in SSC Environmental Files.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Reports, Wetland Mitigation Monitoring (Demand Only)	3. DR Number Page Date Rev. EN02 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AN
6. Distribution: RA02	7. Initial Submission: October 30, following start of contract
8. As of Date: COB October 30	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide the Government a report summary of mitigation monitoring activities for submission to the Corps of Engineers, Official File Numbers are: 8570.17.E.1	10. Reference: Permit #CELMK-OD-FE14-10R31-17, CELMK-OD-FE14-19R31-17, & CELMK-OD-FE14-GPD.
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11. Preparation Information:
This Data Requirement (DR) establishes the requirement for upgrading of Mitigation Plans for conducting annual monitoring activities at each of the mitigation areas covered by the three (3) permits listed in item 14. Provide reports of this monitoring for the three permits.

Subject to regulatory requirement revisions

This report provides the monitoring data summary for the wetland mitigation areas.

Report will be submitted electronically in format required by each referenced permit.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Submission of one (1) copy each to Environmental Officer. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA Official. 2) SSC Official File Number and copy ready to be filed in SSC Environmental Files.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue.

2. Title: Report, National Pollutant Discharge Elimination System (NPDES) 3. DR Number Page Date Rev. EN03 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO
6. Distribution: RA02	7. Initial Submission: 20th day of calendar month, following start of contract
8. As of Date: COB 20th day	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide the Government and Mississippi Department of Environmental Quality (MDEQ) a summary of analyses from specific outfall discharge points as identified in the NPDES Permit. The Government shall receive a copy of data for each sample date. The Official File Number 8532.5.1.B	10. Reference: 3.1.6, SOW; Clean Water Act (CWA) & NPDES Permit #MS0021610; EPA Form # 3320-1.
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11. Preparation Information:
This Data Requirement (DR) is required in the Environmental Laboratory Services Section of the contract and establishes the requirement for documenting, developing and submittal of monthly reports to summarize the lab analyses from specific outfalls per parameters listed in the Permit. Additionally, the contractor shall develop and maintain the SSC Sampling Plan.

Subject to regulatory requirement revisions.

This report provides the summary data for specific outfalls as well as for each sample collection period.

Report will be submitted on EPA Form #3320 and electronically, (through the MDEQ-eDMR) original and forwarding cover letter to NASA Environmental Office. Second copy submitted into NASA Contract Deliverable System with cover letter stating delivery of original to NASA Environmental Office.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation. Contractor is required to coordinate with NASA Environmental Officer (EO) and the FOSC EO.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Report, Semi-Annual Groundwater	3. DR Number Page Date Rev. EN04 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: SA
6. Distribution: RA02	
8. As of Date: COB 20th day of February and July	7. Initial Submission: February or July, following start of contract

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: For NASA Environmental Office records and submission to Mississippi Department of Environmental Quality (MDEQ) Official File Number 8533.7.A.2.	10. Reference: Resource Conversation & Recovery Act (RCRA). Permit #SW 02401B0376
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11. Preparation Information:
This Data Requirement establishes the requirement for the collection and analysis of samples from the SSC solid waste landfill area. The data must be statistically evaluated and developed into a report for submission to MDEQ.

The data shall be based on six months of groundwater monitoring well data from pertinent landfill locations, as identified in the SSC Landfill Groundwater Monitoring Plan. The report is based on the requirements of the MDEQ and reflects the statistical evaluation of collected data.

Report will be submitted on 8-1/2" x 11" paper or CD. Data must be stored electronically.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Submission of one (1) copy each to Environmental Officer. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA official. 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files. SSC Official File Number.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Report, Laboratory Certification Program	3. DR Number Page Date Rev. EN05 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 5	5. Frequency of Submission: UR
6. Distribution: RA02	
8. As of Date: As requested	7. Initial Submission: When requested by Environmental Officer

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: Provides QA certification results, along with corrective actions if required. Official File Number 8532.5.B.3 Ref: Mississippi Dept of Health. Safe Drinking Water Act (SDWA) Title 49, Chapter 17 of Mississippi Safe Water Law 1976. EPA Certification Manual for Laboratories Analyzing Drinking Water	10. Reference: See blk 9
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11. Preparation Information:
This Data Requirement (DR) establishes the requirement for the submittal of maintenance of laboratory data for the Mississippi Department of Health certification, or any other approved certification process, of the SSC Environmental Laboratory.

Subject to regulatory requirements & revisions.

The report summarizes the QA activity and all pertinent supporting documentation.

8 ½ x 11 paper or electronically per the direction on the Government of the U.S. Environmental Protection Agency.

Data retained by respondent to be made available to procuring activity upon request. The respondent shall furnish a list to procuring activity upon request.

One (1) copy each must be delivered with 1) Cover letter ready for signature of NASA Official and 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Report, CERCLA Long Term

3. DR Number Page Date Rev.
EN06 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: SA
6. Distribution: RA02	7. Initial Submission: January or July, following start of contract
8. As of Date: COB 20th day of January and July	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: For NASA Environment Officer record and submission to Mississippi Department of Environmental Quality (MDEQ), Official File number 8560.16 A.1 Reference: Resource Conservation and recovery Act (RCRA), CERCLA Program Documents (Decision Documents for Clean Up Areas A-1), SSC Long-Term Operational and Monitoring Program Plan.	10. Reference: See blk 9
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11. Preparation Information:
Data Requirement (DR) establishes the requirement for the Collection and analysis of samples from the SSC Hazardous Waste Clean Up Areas. The data must be evaluated and developed onto a report for submission to MDEQ per the approved LTOMP.

Subject to regulatory requirements and revisions.

The data shall be based on a prescribed groundwater monitoring program for each of the pump and treat systems. This is also applicable to any other wells associated with the SSC Long Term Operational and Monitoring Program for the Clean up Areas. 8 ½ x 11 paper, data should be stored electronically.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

One (1) copy each must be delivered with 1) Cover letter ready for signature of NASA Official and 2) SSC official File Number and copy ready to be filed in SS Official Environmental Files.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: LPDES Quality Assurance Study (DMR-QA) Annual Proficiency Testing for MAF	3. DR Number Page Date Rev. EN07 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN in accordance with the QA Study requirements set forth by the EPA and within 5 working days of receipt of data from the PT Provider. Submittal of any subsequent tests due to failure to meet requirements for any parameter must be provided within 5 working days of receipt of the report.
6. Distribution: AS60	
8. As of Date: See Block 7 & 5.	7. Initial Submission: At contract start for most recent completed Performance Test Samples

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: This report provides the results of the laboratory's wastewater proficiency testing results on samples required to be analyzed by Louisiana Pollutant Discharge Elimination System (LPDES) under Clean Water Act (CWA) Section 308, for parameters specific to the NASA Michoud Assembly Facility (MAF) LPDES Discharge Permit	10. Reference: LPDES Permit No. LA0052256
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11. Preparation Information:
Laboratory Operator will be required to procure Proficiency Testing (PT) samples for each parameter identified in the MAF LPDES Permit from an accredited Proficiency Testing Provider. The PT testing is required under Clean Water Act (CWA) Section 308 and associated with the MAF LPDES Permit. Completion and submittal to the PT provided must be in accordance with the Quality Assurance Study (DMR-QA) as defined by EPA.

The submittal must be a copy of the accredited Proficiency Test Provider report with a cover sheet summarizing any "Not Acceptable" results and corrective action implemented to address problems, as well as the anticipated dates of re-analysis completion to demonstrate compliance.

Re-analysis for any "Not Acceptable" parameters must be completed in accordance with EPA requirements. A copy of the PT Provider report and a summary page with any additional corrective actions must be submitted within 5 days of receipt of the report from the PT Provider.



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Data Requirement (DR)

Data Procurement Document

1. Number	Issue
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2. Title: Environmental Laboratory Reports for MAF	3. DR Number Page Date Rev. EN08 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AR or UR - Submission is based on environmental sample requests and turnaround time indicated on the associated chain of custody form (see attachment "EN08 - Attachment 1" for details).
6. Distribution: AS60	
8. As of Date: Based on Sample Turnaround Time Requested on the Chain of Custody (see attachment)	7. Initial Submission: Based on sample receipt at the lab

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: Environmental Compliance, Investigations, and Monitoring at MAF	10. Reference: Attachment "EN08 - Attachment 1"
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11. Preparation Information:

A separate report must be prepared for each chain of custody (COC), except ground water monitoring, unless more than one COC is required to list all samples of a particular sampling event in a given day. Contractor report format is acceptable but must include all required components and a summary of the data in Microsoft Excel format. Electronic copies of the reports and excel spreadsheets may be emailed in accordance with the requested turnaround time on the chain of custody. Hard copies of the reports must be provided at least monthly.

The report format content required for the majority of samples must include the items listed below. Every item listed must be included in the each report prepared.

1. Cover Page with project name, laboratory name, laboratory project number, and report date
2. Signature of the Project Manager or the Laboratory Technical Manager
3. Case Narrative* -- every report must include a narrative even if no deficiencies were noted.
4. MAF Sample Identification (must be displayed with data set for the sample)
5. Laboratory Sample Identification (if different than Chain of Custody) on each page of report containing data associated with a specific Sample ID
6. Master List to Correlated Laboratory ID (if different than Chain of Custody) with Sample ID
7. Date Received by Laboratory
8. Date and Time Sampled
9. Date and Time Prepared
10. Date and Time Analyzed
11. Analyst



2. Title: Environmental Laboratory Reports for MAF	3. DR Number Page Date Rev. EN08 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- 12. Sample Results
- 13. Sample Matrix
- 14. Reporting Limits
- 15. Data Flags (explanation of Flags must be in report)
- 16. Dilution Factor
- 17. Batch Identification for samples and QC samples
- 18. Method Performed (including preparation methods)
- 19. Reference Source for Method Performed
- 20. Laboratory Method Blanks Results
- 21. Laboratory Control Sample Results as % Recovery
- 22. Matrix Spike/Matrix Spike Duplicates as % Recovery and RPD (batch QC may be reported to meet these requirements)
- 23. MS/MSD sample identification (if not Jacobs Technology, must indicate as such)
- 24. Duplicates (conventional parameters only) with analytical results and RPD
- 25. Surrogate Recoveries as % Recovery for organic methods
- 26. Control Limits for all Recoveries and RPDs, as applicable, including surrogates, spikes (LCS and MS), and duplicates
- 27. Sample and QC Sample Chromatograms**
- 28. Initial Calibration Verification Sample Results for the QC Batch including expected value, % recovery, and control limits
- 29. Continuing Calibration Verification Sample Results for the Batch including expected value, % recovery, and control limits
- 30. Executed Original Chain of Custody Forms

*Narratives must include:

- a. Any problems encountered in receipt, handling, or analyzing samples and QA problems encountered during analysis
- b. Any procedural anomalies
- c. A discussion and explanation of data qualifying flags
- d. Any missed holding times
- e. Problems encountered including resolutions requiring communications with the MAF Environmental Department
- f. Explanation of any sample dilutions that ultimately do not meet required reporting limits
- g. Explanation of any elevated reporting limits
- h. Explanation of any methods used to alleviate matrix interference problems encountered during analysis.
- i. Information regarding sample re-runs to address matrix interference.

** QC Samples for this item include Blanks, LCS, & MS/MSD (if a MAF sample).

See attachment "EN08 - Attachment 1" for details

ENVIRONMENTAL ANALYTICAL LABORATORY REPORTING

NASA Michoud Assembly Facility

EN08 Attachment 1

1.0 Introduction

This attachment pertains to the reporting requirements of Environmental Analytical Laboratory data to NASA's Michoud Assembly Facility (MAF) Environmental Management Group and to NASA for the Michoud Assembly Facility Environmental Compliance Program. These requirements are called out in the performance of the PWS.

ALL methods used for wastewater analyses **MUST** be approved under 40 CFR Part 136. Standard industry protocol is to use SW-846 methods for waste characterizations and groundwater monitoring.

2.0 Turnaround Time

Turnaround Times (TAT) stated in the laboratory proposals will be interpreted to reflect delivery of the electronic copy of the analytical report.

TAT begins when the courier accepts custody of the samples.

Standard TAT for wastewater samples will be 72 hours in most cases

Standard TATs for waste characterization is 10 working days

If the laboratory anticipates that it will miss a delivery of date, verbal and e-mail notification must be received by the MAF Environmental Department at least 2 days before the expected delivery date. This forewarning must also include reasons for the delay and a new anticipated reporting date.

3.0 Holding Times

Performing analyses within these EPA prescribed holding times is required to generate useable data. If analyses are not satisfactorily completed within the specified method holding time, the MAF Environmental Department must be notified immediately for resolution of the problem.

4.0 Data Review and Integrity

4.2 Review and Verification

Data review must include review of all information associated with sample submission from sample receipt (chain of custody form and computer log-in) to final report preparation including holding times, preparation logs, precision and accuracy limits, and any corrective action documentation associated with the sample analyses.

4.3 Reporting Limits

The expectation is that the laboratory will consistently achieve the method prescribed Reporting Limits (RLs) on all samples with the exception of samples requiring dilutions

due to the presence of elevated concentrations of target or interfering compounds or analytes. Every attempt must be made to achieve the lowest possible technically achievable Reporting Limit. Any elevated RLs must be addressed and explained in the report narrative.

4.4 Data Reporting

Analytical results must be reported in the concentration units specified in the analytical procedure and per industry standard (aqueous samples as ug/L or mg/L and solid samples as ug/Kg or mg/Kg). Organic liquid samples analyzed on a weight basis due to analytical procedure employed, must be so noted in the project narrative explaining the reporting of mass units for liquid samples. Sludge, soil, and solid samples must be reported on a dry weight basis, unless written authorization is provided for a divergence from this protocol.

Quality Assurance data must be included in each report as defined below. QC data must correspond to the analyses performed (i.e. MS/MSD and LCS data for the 600 series methods must be full list spikes).

In most instances, reporting of "J" values is NOT required. "J" values must not be included in the standard report format.

Data flags should be utilized to assist in data interpretation including any discrepancies, matrix interferences, or out of compliance issues associated with the data reported.

4.5 Data Archiving

Raw data, electronic and hard copies must be retained in a secure area for a minimum of 5 years.

4.6 Electronic Data Deliverables and Electronic Communication

Analytical reports and electronic format data must be provided via email within the required Turnaround Time (TAT) to the MAF Environmental Department Representative. A hard copy of the reports must be provided at least monthly.

5.0 Analytical Requirements

5.1 Wastewater and Storm Water

Primary Wastewater Parameters with Reporting Limits

<u>Reporting Parameter</u>	<u>Method</u>	<u>Limit</u>
VOCs*	624	5.0 ug/L
Total Suspended Solids	2540 D	1 mg/L
Total Chromium	200.7	10 ug/L
Total Cadmium	200.7	1 ug/L
Total Copper	200.7	10 ug/L
Total Nickel	200.7	40 ug/L
Total Zinc	200.7	20 ug/L
Nitrate	353.2/300.0	50 ug/L
Total Cyanide	335.4/4500-CN	10 ug/L
Phenol	625	10 ug/L
Sulfide	4500-S ² F or D	1.0 mg/L
Chemical Oxygen Demand	410.4/5220D	5 mg/L
Oil and Grease	1664A	1.0 mg/L
Total Phosphorus	4500-P B.5 w E or F	0.1 mg/L
Sulfate	375.2/300.0	5.0 mg/L
Priority Pollutant Metals	200 series	Various
Total Organic Carbon	5310 B,C, or D	1 mg/L

*All Volatile analyses must include cis-1, 2-Dichloroethene as a calibrated compound. The Methylene Chloride Reporting Limit must be 5.0 ug/L unless the sample matrix requires dilution, which should be infrequent.

5.2 Sanitary Wastewater

2 samples collected 2 times per year in May and November

<u>Parameters</u>	<u>Method</u>
VOCs	624
Priority Pollutant Metals	200 series
Oil & Grease	1664A
Total Cyanide	335.4/4500-CN
Nitrate	353.2/300.0
Total Phosphorus	4500-P B.5 with 4500-P E or F
Sulfate	375.2/300.0

5.3 Industrial Wastewater

Internal Outfall 101A Batch Discharge Samples:

Approximately 40 samples are collected annually. Data must be reported within **72 hours** of receipt by courier. The lab must analyze an MS/MSD for every 20 samples submitted.

<u>Parameter</u>	<u>Method</u>
Trichloroethylene	624
Total Suspended Solids	2540 D
Total Chromium	200.7

Internal Outfall 101A Monthly Samples:

12-40 samples collected annually. Requires 72-hour TAT.

<u>Parameter</u>	<u>Method</u>
Oil & Grease	1664A
1,2-cis-Dichloroethene	624
Vinyl Chloride	624
Copper	200.7
Cadmium	200.7
Nickel	200.7
Zinc	200.7
Lead	200.7
Silver	200.7
Total Cyanide	335.4/4500-CN
Nitrate	353.2/300.0
Phenol	625

Internal Outfall 201A, 301A, 401A Monthly Samples:

12 samples collected annually. Requires 5-10 working day TAT.

<u>Parameter</u>	<u>Method</u>
Trichloroethene	624
Total Organic Carbon	5310 B,C, or D
Oil & Grease	1664A

Internal Outfall 501A, 601A, 1001 Monthly Samples:

12 samples collected annually. Requires 5-10 working day TAT.

<u>Parameter</u>	<u>Method</u>
Total Organic Carbon	5310 B,C, or D
Oil & Grease	1664A

Final Outfall 001A Batch Discharge Samples:

Approximately 50 samples collected annually. Requires 5-10 working day TAT.

<u>Parameter</u>	<u>Method</u>
Trichloroethene	624
Total Organic Carbon	5310 B,C, or D
COD	410.4/5220D

Final Outfall 002Q/003Q Quarterly Samples:

4 samples collected annually. Requires 10 working day TAT.

<u>Parameter</u>	<u>Method</u>
Total Organic Carbon	5310 B,C, or D
Oil & Grease	1664A

Wastewater Treatment Sludge:

8 to 10 samples annually. Three samples containers are collected to be composited at the laboratory into 1 sample for analysis. Requires 10 working day TAT.

<u>Parameter</u>	<u>Method</u>
TCLP VOAs	1311/8260
TCLP Chromium	1311/6010
Total Cyanide	9010/9012
Cyanide Amenable to Chlorination	9010/9012

Potable Water

Potable water samples are collected monthly at 5 to 6 locations. Any positive sample will be require repeat sampling for Total Coliform, Fecal Coliform (or E. coli) or HPC. TAT required is 5 working days.

<u>Parameter</u>	<u>Methods</u>
Total Coliform	9222 A,B,C
Fecal Coliform	9222 D
Heterotrophic Plate Count	9215 B

GROUNDWATER RECOVERY SYSTEM

Four (4) samples are collected monthly from the Air Stripper and Recovery Wells. TAT required is 10 working days.

<u>Parameter</u>	<u>Methods</u>
TCE, cis 1,2-DCE, VCM	8260

5.4 HAZARDOUS WASTE CHARACTERIZATION

Various waste streams are characterized prior to shipment to offsite disposal. The parameters most frequently requested are listed below. The mix of parameters required for each sample will vary based upon the source of the waste material. All methods utilized must be SW-846 methods with the exception of BTU and Water by Karl Fisher. The estimated annual number of waste characterization samples is 35-40.

Hazardous Waste Characterization Methods and Expected Reporting Limits

<u>Parameter</u>	<u>Method</u>	<u>Reporting Limit</u>
Total VOAs + Heptane	5035*/8260	5.0 ug/Kg
Total RCRA Metals	6010/7000s	Per Method
Semivolatile Compounds	8270	Per Method
TCLP VOAs	5035*/1311/8260	5.0 ug/L
TCLP Metals	1311/6010/7470	Below UTS**
TCLP Semi-volatiles	1311/8270	Below UTS**
Flashpoint***	1010	NA
pH	9040/9045	NA
Reactive Cyanide	7.3.3.2	10 mg/Kg
Reactive Sulfide	7.3.4.2	50 mg/Kg
Total Cyanide	9010/9012	10 ug/L
Cyanide Amenable to Chlorination	9012	10 ug/L
BTU	D240-87	200 BTU/lb
Water by Karl Fischer	E203-75	50 mg/L
PCBs	8081	Per Method
Oil and Grease	1664/9071B	10 mg/Kg
Total Organic Carbon	9060	1.0 mg/L//100 mg/Kg
Total Solids	160.3	0.1 %
Petroleum Hydrocarbons – Purgeable	5030/5035*/8015	50 ug/L//0.2 mg/Kg
Petroleum Hydrocarbons – Extractable	3550/8015 Mod	100 ug/L//10 mg/Kg

* For analysis of solids

** UTS = Universal Treatment Standards at 40 CFR Part 268.48

*** Flashpoint must be reported to 210°F to meet Department of Transportation requirements

5.5 ADDITIONAL ACTIVITIES REQUIRING ANALYTICAL SUPPORT

Following is a list of other activities at MAF which generate samples requiring analytical evaluations:

- Miscellaneous soil samples
- Characterization of soils for offsite disposal
- New Wastewater stream characterizations
- Groundwater and Storm water evaluations



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Government Property Management Plan	3. DR Number Page Date Rev. LS01 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: AN
6. Distribution: DA RA SFOI	
8. As of Date: Contract start date	7. Initial Submission: 60 days following contract award

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: The Property Management Plan defines the Contractor's method for management, accounting, control and disposal of Government property.	10. Reference: NPD 4100.1, NPR 4100.1, NPD 4200.1, NPR 4200.1, NPR 4200.2, NPD 4300.1, and NFS 1852.245-8d, IAW FAR as listed in contract
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11. Preparation Information:
The Property Management Plan shall define how the Contractor will satisfy the requirements listed in the PWS.

The plan shall:

- Describe industry leading standards or voluntary consensus standards, and/or the industry leading practices to include procedures and instructions which constitute the contractor's property management system and shall include the following categories: supply and material management, office furnishings, redistribution, utilization and disposal, equipment accountability.
- Describe in detail those procedures and instruction which apply maintaining data in SAP Real Property Management System, monitoring renewal and expiration of In-Grants and Out-Grants, processing capitalization vouchers and providing monthly reports and gathering and assembling data in support of Headquarter requests.
- Describe in detail those procedures used to maintain records for all Real Property
- Provide detailed plans in regard to methods which will be used by Contractor personnel to complete this effort, function and operations in a safe and timely manner.



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Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number	Issue

2. Title: Government Property Management Plan	3. DR Number Page Date Rev. LS01 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- e. Provide details addressing specific procedures, training, etc. which will be used to ensure that personnel requirements are continuously met.
- f. Any center specific process (MAF or SSC) shall be properly identified and segregated. Reasoning behind the need for center specific process shall be fully explained and plans for achieving synergy in the future shall be outlined.
- g. The Contractor shall provide the date of its last Government property control system analysis along with its overall status, a summary of findings and recommendations, the status of any recommended corrective actions, the name of the Government activity that performed the analysis, and the latest available contact information for that activity.
- h. The Contractor shall identify any property it intends to use in performance of this contract from the list of available Government property in the provision at 1852.245-81, List of Available Government Property.
- i. The Contractor shall identify the Government property in its possession, provided under other Government contracts that it intends to use in the performance of this contract. The offeror shall also identify: the contract that provided the property, the responsible Contracting Officer, the dates during which the property will be available for use (including the first, last, and all intervening months), and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent, the amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges (June 2007), and the contact information for the responsible Government Contracting Officer. The Contractor shall provide proof that such use was authorized by the responsible Contracting Officer.
- J. The Contractor shall disclose cost accounting practices that allow for direct charging of commercially available equipment, when commercially available equipment is to be used in performance of the contract and the equipment is not a deliverable.
- k. The Contractor shall identify, in list form, any equipment that it intends to acquire and directly charge to the Government under this contract. This list shall include a description, manufacturer, model number (when available), quantity required, and estimated unit cost. Equipment approved as part of the award need not be requested under NFS clause 1852.245-70.
- l. The offeror shall disclose its intention to acquire any parts, supplies, materials or equipment, to fabricate an item of equipment for use under any contract resulting from this solicitation when that item of equipment:
 - 1. will be titled to the Government under the provisions of the contract,
 - 2. is not included as a contract deliverable, and
 - 3. the Contractor intends to charge the costs of materials directly to the contract. The disclosure shall identify the end item or system and shall include all descriptive information, identification numbers (when available), quantities required and estimated costs.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Key Management Personnel (KMP) List	3. DR Number Page Date Rev. MA01 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN or as revised
6. Distribution: OPS Information - Contracting Officer	
8. As of Date: Contract start date	7. Initial Submission: Start of contract

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: This Data Requirement establishes the requirement for the submittal of a list of key management personnel in accordance with latest versions of the NISPOM and DOD 5220.22-M.	10. Reference: NISPOM, DOD 5220.22-M
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11. Preparation Information:
To provide the Defense Security Services (DSS) cognizant security office and NASA OPS with current listing of key management personnel, to include, but not limited to owners, officers, directors and executive personnel in accordance with the latest versions of the National Industry Security Program Operating Manual (NISPOM), and DOD 5220.22-M

A list will be submitted when there is any change in Key Management Personnel, to include, but not limited to, officers, directors, partners, regents, trustees, or executive personnel, including as appropriate, the names of the individuals they are replacing. In additional, a statement shall be made indicating: (i) whether the new officers, directors, partners, regents, trustees, or executive personnel are cleared, and if so, to what level, when, their date and place of birth, and their citizenship; (ii) whether they have been excluded from access in accordance with the provisions of paragraph 22e; or (iii) whether they have been temporarily excluded from access pending the granting of their personnel clearance.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Contract End Inventory List	3. DR Number Page Date Rev. MA02 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: OT
6. Distribution: DA	
8. As of Date: Contract expiration	7. Initial Submission: 5 calendar days prior to contract expiration

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide an inventory of materials. It is the contractor's responsibility to return the same type and level of materials back to the Government.	10. Reference:
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11. Preparation Information:
The inventory list shall be in the same format that the Government provides the contractor at the start of the contract. The contractor shall notify the COR prior to initiation of the inventory to conduct oversight.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Activity Report

3. DR Number Page Date Rev.
MA03 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type:
2

5. Frequency of Submission:
QU

6. Distribution:
DA00

7. Initial Submission:
90th day, following start of contract

8. As of Date:
15/1

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use:
To provide metrics of all laboratory activities, to include types of test performed, quantities of test and correlation of test to the customer.

10. Reference:

11. Preparation Information:

Data Requirement Description (DRD) establishes the requirement for the preparation and submittal of an activity report.

The report shall provide the actions performed per functional area (see Attachment 1) and shall also correlate the test and quantities to the applicable customer. This report shall be based on a contract period. The report shall provide separate metrics for Core and IDIQ work.

**MA03
ATTACHMENT 1**

Measurement Standards and Calibration Services

SERVICE	Quantities (TBD)
Service Requests (Requests from the customer for a service)	
Manufacturer's Supported (Number of different manufacturers of meters, torque wrenches, gauges, etc.)	
Unique Manufacturer/Model Number Supported (Of the manufacturers, number of different models of gauges, torque wrenches, meters, etc.)	
Average Calibration Interval (months)	
Calibrations (Calibrating instruments to ensure accuracy is within accepted tolerance)	
Repairs (Fixing broken or damaged instruments)	
Functionals (Calibration of an instrument that does not have a recall cycle)	
Cleaning (Inpropellant service it is cleaning an instrument to specifications that is to be used in an oxygen service)	
Off Site Serviced	
Adjusted (Sending instruments off site for calibration that have to be brought into specification)	
Data Only (Same as adjusted but just adjustment without specifications)	

Gas and Materials Analysis Services

SERVICE	Quantities (TBD)
Air Samples	
Helium Samples	
Oxygen Samples	
Nitrogen Samples	
Hydrogen Samples	
Non-Volatile Residue	
Hydraulic Fluid Samples	
Condensable Hyd	
Prepare Gas Stds for Customer	
Fuel Samples (JP, RP1, and IPA)	
Prepare Etchant/Chemicals	
Contamination Samples – Tier 1 (Simple samples such as swabs to detect hydrocarbons and such)	
Contamination Samples – Tier 2 (Complex sampling such as metals contamination)	
Failure	

**MA03
ATTACHMENT 1**

Environmental Laboratory Services

SERVICE	Quantities (TBD)
Base – Permitted Analyses (Analyses permitted by the state for specific water outfalls into a state water system)	
Base – Discretionary Analyses	
CERCLA	
*Site A Analyses	
*Site B Analyses	
*Site C Analyses	
*Site D Analyses	
*Site E Analyses	
*Landfill Analyses	
*Area F Analyses	
*Area G Analyses	



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Financial Management Report Detail (Electronic Cost File) 3. DR Number Page Date Rev. MF02 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: MO
6. Distribution: Approval: BA22 Information: BA10, DA30	7. Initial Submission: Start of contract.
8. As of Date: Per the SSC CFO/AMO file submission calender	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To assure that dollar and labor resources support the schedule and to evaluate Contractor cost performance. To provide detailed reporting of cost, workforce by work year equivalents, and hours performed to NASA for integrated reporting.	10. Reference: NPR 9501.2 latest revision NFS 1852.242-73
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11. Preparation Information:

The electronic detail cost file shall prepared each month in accordance with NPR 9502.E or latest revision and NFS 1852.242-73.

The information is provided electronically to NASA's Stennis Data Center using an electronic file format. The required file fields (e.g., Customer Code, Task Order number, PWS, facility, Center) will be provided to the Contractor as part of Contract transition. The file will be submitted according to the SSC CFO/AMO file submission calender provided each fiscal year. A copy of the calender will be provided to the Contractor via the CO prior to the beginning of each government fiscal year.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Report, Liability to Third Persons

3. DR Number Page Date Rev.
PC01 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: As required
6. Distribution: CA00 DA00	7. Initial Submission: When any suit, action, or claim is made against the contract.
8. As of Date: Date of suit or action filed or claim made.	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To inform the Contracting Officer on any liability by the contractor to a third person(s), which may or may not be covered by the contractor's insurance.	10. Reference: FAR 52.228-7
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11. Preparation Information:
This Data Requirement Description (DRD) establishes the requirement for the preparation of a notification of the Contracting Officer of any suit or action field, or any claim made, against the contract as required by the "Insurance-Liability to Third Persons" clause of the Contract and Contractor authorization of Government representatives as required by the "Insurance-Liability to Third Persons" clause.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Certificate/Policy, Insurance	3. DR Number Page Date Rev. PC02 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: Certificate/Policy shall be provided within 15 days after award of contract. Any revisions in coverage changes shall be submitted at least 30 days prior to implementation.
6. Distribution: DA00	
8. As of Date: Start of contract or revisions thereof	7. Initial Submission: 15 days following start of contract

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: Certificate shall describe the type and amount of insurance coverage maintained by the contractor during the period of the contract. Complete policy shall also be provided to ensure insurance requirements of the contract are met.	10. Reference: FAR 52.228-5; NASA FAR Supplement 1852.228-75.
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11. Preparation Information:
This Data Requirement Description (DRD) establishes the requirement for submittal of a certificate and detailed insurance policy with coverage and contents specified in FAR 52.228-5 "Insurance-Liability to Third Persons" and NASA FAR Supplement clause 1852.228-75 "Minimum Insurance Coverage".

As required in the references above an "Insurance" Certificate and Policy information shall be provided by Insurance Company.

Data submitted to procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: **Organizational Conflict of Interest (OCI) Mitigation Plan** 3. DR Number Page Date Rev.
PC03 Page 1 of 3

SUBMITTAL REQUIREMENTS

4. Type:	5. Frequency of Submission: RT
6. Distribution: DA00 CA00	7. Initial Submission: Not later than the final proposal due date
8. As of Date: N/A	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To ensure OCIs are appropriately identified, resolved, and reported.	10. Reference: NFS 1852.209-71 NFS 1852.237-72 NFS 1852.237-73
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11. Preparation Information:

1. In order to ascertain the conflicts that require resolution, please:
 - a. Identify affiliated companies/entities (e.g., a parent company or a wholly-owned subsidiary) within the team being proposed to perform laboratory services.
 - b. Identify any conflicts that would or could be created by performing the PWS. These conflicts include those based on the interests of subcontractors, parent corporations, and affiliates of both. This includes current conflicts and future conflicts created, including those that may be created, by the performance of the Performance Work Statement (PWS).

Note: This information will not be included in any resultant contract, but is essential for the contracting officer to determine the conflicts associated with the proposal.
2. Provide an OCI plan, including the content outlined below. The OCI plan will be attached to a resultant contract, and should be written so that it can be easily administered during the course of the contract.
 - a. Plan to address specific conflicts: For each specific actual or potential conflicts that is identified, please provide an OCI plan outlining how the offeror would address these conflicts. This part of the OCI plan shall include:



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Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title: Organizational Conflict of Interest (OCI) Mitigation Plan	3. DR Number Page Date Rev. PC03 Page 2 of 3
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- i. A description of each conflict identified, along with the area of the PWS to which the conflict pertains. This includes conflicts involving subcontractors, parent companies, and affiliates of both. The RFP provides that the PWS has the likelihood of creating conflicts of interest based on biased ground rules and unequal access to information (See solicitation # NNS14478585R, L.I-21(c)). All of these conflicts must be addressed. If you do not believe one of the conflicts in the PWS applies, please provide the explanation in the portion of the deliverable identifying conflicts since this information does not belong in the resultant contract. Additionally, the financial interest of the offeror, which includes team members, parents, and affiliates of both, may create an organizational conflict of interest based on impaired objectivity or other conflicts not identified in the RFP. This may not result in other conflicts depending upon the financial and other interests of the proposed team. If this is the case, please explain why there are no additional conflicts in the section of the DRD on "identifying conflicts."
 - ii. The plan for mitigating each identified conflict. If the plan involves more than one mitigation strategy, please explain how the different strategies are intended to operate e.g., use of a nonconflicted team member is the first mitigation strategy to attempt to implement when there is a conflict involving biased ground rules. The offeror may group conflicts together when the same strategy for resolving the conflict is being proposed. If a Limitation on Future Contracting is proposed, please indicate how the plan proposes the clause at NFS 1852.209-71, Limitation of Future Contracting, be completed.
 - iii. If firewalls are utilized, provide details regarding how the firewalls will be implemented. The plan should address the role NFS clause 1852.237-72, Access to Sensitive Information, will have in the firewall.
 - iv. The role of the Government in the OCI plan.
- b. General OCI Program: Provide an outline of offeror's general OCI program, including the following elements:
- i. Define the responsibilities and procedures for screening (i.e., identifying/recognizing, analyzing/ evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs. This often is part of a plan to resolve conflicts and, if so, may be addressed in the first part of the OCI plan.
 - ii. Explain how the offeror will flow down the provisions of the OCI plan to subcontractor that may have a conflict with regard to performing the requirements of this contract. Discuss affected subcontractors' OCI program as it relates to this contract and specifically explain how affected subcontractors will identify, resolve, and report OCIs associated with this contract. Discuss how the offeror, proposing as the prime, will ensure subcontractors comply with their OCI programs.



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Data Requirement (DR)

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1. Number Issue

2. Title: Organizational Conflict of Interest (OCI) Mitigation Plan	3. DR Number Page Date Rev. PC03 Page 3 of 3
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SUBMITTAL REQUIREMENTS

4. Type:	5. Frequency of Submission: RT
6. Distribution: DA00 CA00	
8. As of Date: N/A	7. Initial Submission: Not later than the final proposal due date

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To ensure OCIs are appropriately identified, resolved, and reported.	10. Reference: NFS 1852.209-71 NFS 1852.237-72 NFS 1852.237-73
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11. Preparation Information:

- iii. Establish and require entrance training on the responsibilities of OCI for new employees, refresher training for existing employees, and exit training for departing employees. The exit training may include a nondisclosure agreement for departing employees that have gained access to contractor proprietary information.
- iv. Define organizational and employee sanctions for violations of established OCI procedures/requirements/guidelines.
- v. Require periodic self-audits to ensure compliance with established OCI procedures/requirements/guidelines.
- vi. Define records related to the OCI plan (e.g., training and audit records) that will be made available to the Government upon request.
- vii. Require annual reporting of all conflicts identified during performance of the contract. This report shall include 1) a description of the conflict and 2) a brief explanation of how the conflict was resolved.
- viii. Include a requirement to update this plan as necessary to address specific OCIs. All updates to the plan must be approved by the contracting officer and the updates/changes must be incorporated in the contract to be effective.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Monthly Management Status Review	3. DR Number Page Date Rev. PC 04 Page 1 of 2
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO
6. Distribution: DA00 BA00	
8. As of Date: 10/1	7. Initial Submission: 30 days after start of contract start date

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide a summary of contract performance and status to the CO/COR and other stakeholders. To provide insight into financial performance and utilization of resources. To provide detailed reporting of cost by PWS level and Task Order including workforce by work year equivalents for integrated reporting.	10. Reference: NPR 9501.2 latest revision NFS 1852.242-73
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11. Preparation Information:
Status Review:
The Status Review shall be delivered utilizing PowerPoint Presentation and shall address, at a minimum, the following information:

1. Financial Resources Review/business management and cost control (as defined on page 2 and 3)
2. Schedule
3. Short and long range planning
4. Manufacturing test support and integration activities
5. Safety and health
6. Environmental
7. Top ten risks and risk mitigation plans
8. Overtime hours vs. hours planned
9. Workforce status
10. Process improvements and innovations
11. Infrastructure condition and maintenance activities
12. Work backlog
13. Training/certification status



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Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title: Monthly Management Status Review	3. DR Number Page Date Rev. PC04 Page 2 of 2
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

- 14. Task order status
- 15. Status of contract deliverables
- 16. Tenant support
- 17. Items of current interest including any significant initiatives, issues, concerns
- 18. Other items deemed necessary by the CO The location of the review will be at the discretion of the CO.

Financial Resources Review:

The review package will be delivered electronically to the LABS consolidated business office/person and shortly following per the CO's direction, a formal review meeting will be requested for scheduling. This review may be a reoccurring event. These reviews shall include, but are not limited to the following data for Core and each IDIQ task requirement by Center, Customer Code, and PWS level 3 (level 2 when applicable):

- Government Fiscal Year (GFY) phased financial plan - both monthly and cumulative
- Work Year Equivalent plan and actual data with associated hours
- Accrued cost data with delta and percentage under/overrun
- GFY End-of-Year (EOY) forecast estimate and Data Trending analysis
- Variance analysis addressing +/- 5% in cost delta, EOY forecast changes, and Corrective Action Plan, as applicable
- Actual Cost
- Scope Carry-In and Scope Carry-Out
- Contract Year comparison to GFY (Total Contract Level and by PWS level 1)
- Contract Value Analysis and Trending (Total Contract Level)
- Baseline adjustment analysis (if/when applicable)



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title:
Information Security Management Plan

3. DR Number Page Date Rev.
PT01 Page 1 of 1

SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN
6. Distribution: Approval: RA40 CISO Distribution: DA00	7. Initial Submission: 30 days from contract start
8. As of Date: September 30	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: This DR establishes the IT security management plan of contractor personnel and information systems owned by the contractor or the government.	10. Reference: NPR 2810.1A NPR 1600.1 SPD 2810.1
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11. Preparation Information:
Develop a program plan to address all aspects required by NPR 2810.1A. This plan must include the following:

1. Complying with applicable security and awareness annual training requirements as specified in NPR 2810.1A, Security of Information Technology. A complete training report shall be provided to the Center Chief Information Security Officer.
2. Securing and protecting sensitive information under the contractor's control, in all forms, through the use of encryption, access restriction, or sanitization as specified in NPR 1600.1, NASA Security Program Procedural Requirements.
3. Reporting all suspected or actual information security incidents to the Center Incident Response Team or the Security Operations Center.
4. Using Center and Agency standards for installing antivirus software on systems owned by the contractor or the government and operated by the contractor.
5. Using Center and Agency standards for regularly patching systems owned by the contractor or the government and operated by the contractor.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Quality Assurance Management Plan	3. DR Number Page Date Rev. RA01 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: AN AR
6. Distribution: QA00 RA00 QD10	
8. As of Date: See blk 7, Initial Submission	7. Initial Submission: Within 15 days of contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To define the Contractor's approach to assuring delivery of quality products, material, and services throughout all phases of the contract performance.	10. Reference: NPD1280.1 NPD 8730.5 MPR 1280.1, SPR 1280.1 ANSI/ISO/ASQ Q9001:2008 AS 9100 SAE9100
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11. Preparation Information:
The Contractor shall prepare and submit a Quality Assurance Management Plan (QAMP) which identifies the methods and processes the Contractor will use to assure delivery of quality products, material, and services throughout all phases of the contract performance. The QAMP shall: 1. Describe the Contractor's approach to ensure the quality assurance management system fully addresses all test and manufacturing support activities, operations, and site services provided by the Contractor. 2. Describe the Contractor's approaches and processes to assuring compliance with applicable sections of American National Standards Institute (ANSI) American Society for Quality (ASQ) ANSI/ISO/ASQ Q9001:2008, Quality Management Systems Requirements, AS 9100 SAE9100, Quality Management Systems - Aerospace - Requirements, the MSFC Management System, and the SSC Management System. 3. Describe the procedure for continually monitoring, identifying, and correcting deficiencies and shall describe the Contractor's method (e.g., 100% inspection, planned sampling, random sampling, customer complaints, incidental inspections) to determine whether performance requirements in the core and IDIQ tasks are met. 4. Describe whether measurements of performance are subjective or objective and shall identify the quality, quantity, and timeliness of the services to be provided. 5. Describe the Contractor's self-evaluation process for assuring the quality of the services and products provided. 6. Describe the Contractor's process for obtaining and utilizing feedback from customers/tenants to continually evaluate the quality of services and products provided. 7. Describe the Contractor's approach and processes to assure that when any work performed by the Contractor in areas or on equipment / systems that interface with flight hardware; the work performed by the Contractor will not compromise the quality of the area or equipment/system that interfaces with flight hardware production. 8. Describe the quality management functions within the organization including the process through which management decisions will be made. 9. Describe the responsibility, authority and



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Quality Assurance Management Plan (QAMP) Quarterly Summary Report	3. DR Number Page Date Rev. RA02 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: QU
6. Distribution: QA00 RA00 QD10	
8. As of Date: See blk 7, Initial Submission	7. Initial Submission: Within 10 calendar days following the end of the first contract quarter of the contract start date

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide details of quality control activities performed each quarter.	10. Reference: NPD1280.1 NPD 8730.5 SPR 1280.1 ANSI/ISO/ASQ Q9001:2008 AS 9100 SAE9100
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11. Preparation Information:
The Contractor shall prepare and submit a QAMP Quarterly Summary Report which details the quality control activities performed each quarter. The Report shall: 1. Describe in detail the internal quality inspections, surveillances, audits, etc. performed including trend analysis and data conclusions. 2. Detail the internal quality inspections/audits performed versus scheduled. 3. Describe in detail the internal corrective actions investigation(s) initiated, status of the investigation(s), and implementation of corrective actions. 4. Detail the summary of internal corrective actions (in-work/closed) for the period and the statuses of corrective actions. APPLICABLE DOCUMENTS: See PWS Section 3.0



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Nonconforming Products and Services	3. DR Number Page Date Rev. RA03 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO AD
6. Distribution: QA00 QD10 RA00	
8. As of Date: 10th	7. Initial Submission: Within 30 days after contract starts

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide a list of conforming products and services	10. Reference: SPR 8730.1
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11. Preparation Information:
The Contractor shall prepare and submit a list of nonconforming products and services. The list of nonconforming products and services shall contain at a minimum: 1. Corrective Action Type (ex. Supplier Corrective Action Report (SCAR), Problem Report (PR)) 2. Tracking Number - this is the number assigned to the corrective action 3. Description of Discrepancy 4. Status of Discrepancy - identified as OPEN or CLOSE 5. Date Discrepancy was OPENED and/or CLOSED 6. Detailed Status of OPEN Discrepancy APPLICABLE DOCUMENTS: See PWS Section 3.0 FORMAT: The list shall be submitted electronically using Microsoft Office software (i.e., MS Word or MS Excel).



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Safety Statistics Reprot	3. DR Number Page Date Rev. SA01 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: MO
6. Distribution: QA00 QD10/MAF QD12/MSFC	
8. As of Date: See blk 7, Initial Submission	7. Initial Submission: By the 10th of each month after contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide contractor monthly safety statistics for contractors physically located at MAF and SSC.	10. Reference: NPR 8621.1 MWI 8621.1, MPR 8715.1 SPLN-8621-0003, SPR 8715.1 SSP-8715-0001 SCWI-8710-0003
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11. Preparation Information:
Safety Statistics Reports shall include contract number, subcontractors, NAISC codes and the following for the reporting period: number of employees, number of supervisors, hours worked, and number of injuries including days away from work and/or first-aid cases, number of incidents involving equipment or property damage, and number of supervisors and employees up-to-date with required Safety, Health, and Environmental (SHE) Training. (SHE training is only applicable to onsite contracts.) The Contractor shall record and report the Mishap and Safety Statistics for each site, separately. APPLICABLE DOCUMENTS: See PWS Section 3.0



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Mishap Report	3. DR Number Page Date Rev. SA02 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AR MO
6. Distribution: QA00 QD10/MAF QD12/MSFC	7. Initial Submission: AR - Within 24 hours of all mishaps and close calls
8. As of Date: See blk 7, Initial Submission	

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide initial and follow-up reporting of mishaps, close calls, serious nonoccupational injuries and illnesses.	10. Reference: NPR 8621.1 MWI 8621.1, MPR 8715.1 SPLN-8621-0003, SPR 8715.1 SSP-8715-0001 SCWI-8710-0003
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11. Preparation Information:
The Contractor shall record all mishaps and closes calls in the NASA Mishap Information System (NMIS). The Contractor may use SSC Form 1627 for ease of collecting data; however, the official entry is NMIS. Initial and follow-up mishap reports shall contain all information required by NPR 8621.1, MWI 8621.1, and SPLN-8621-0003, and SCWI-8710-0003.

FORMAT: All information shall be submitted electronically in NMIS.



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Data Requirement (DR)

Data Procurement Document

1. Number	Issue
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2. Title: Safety and Health Plan	3. DR Number Page Date Rev. SA03 Page 1 of 4
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: RT
6. Distribution: QA00 RA00 QD10	
8. As of Date:	7. Initial Submission: Within 15 days of contract start.

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To describe a safety and health plan for the protection of personnel, equipment, and facilities.	10. Reference: 29 CFR 1910, 1926 MPR 8715.1 SPR 8715.1
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11. Preparation Information:
The Contractor shall prepare and submit a Safety and Health Plan that describes the Contractor's methods of planning, implementing and controlling industrial safety and occupational health requirements to assure compliance with the applicable NASA SHE program requirements. The Contractor's Safety and Health Plan shall be written specifically for the work to be performed at the Center over the duration of this contracted effort. The plan shall provide a clear description of the contractor's approach for ensuring the work performed by the Contractor is in full compliance with Federal, State, NASA, Center-specific SHE-related requirements, Center Core Program Requirements (CPRs), and the Center Quality Management System while implementing each of the following Center Safety, Health, and Environmental (SHE) CPRs at their worksite. (NOTE 1: A contractor's corporate SHE plan is not considered as written specifically for the work to be performed under this contracted effort at the Center and will not be considered by the Center as fulfilling this DRD requirement.) (NOTE 2: Contractors shall maintain documentation where required for any sub-element of the CPRs and provide to the Government, upon request.) (NOTE 3: The Government reserves the right to periodically inspect Contractor worksite with or without prior notice to the Contractor.) (NOTE 4: The Government assumes no liability or responsibility for the Contractor's compliance or non-compliance with any Federal, State, NASA or Center specific requirements or regulations.) (NOTE 5: Fines and additional costs for violations levied against the Contractor as a result of OSHA findings, and/or installation safety, health or environmental are the sole responsibility of the Contractor and cannot be passed through to the Government.) (NOTE 6: The Contractor is responsible for the safety and health of all subcontractor employees directly supporting the Contractor over the duration of this contracted effort.)



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Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title:

Safety and Health Plan

3. DR Number Page Date Rev.

SA03 Page 2 of 4

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

1. CPR 1 - Management Leadership and Employee Involvement: a. Provide a visible management commitment, policy and culture that value the safety and health of employees. b. Provide safe and healthful working conditions that are free from recognized hazardous conditions and free from incidents and injuries. c. Protect Center property and the environment over the duration of this contracted effort. d. Encourage employees to participate, be involved and engaged in their SHE Program. e. Hold managers and employees accountable and to understand their roles and responsibilities in their SHE Program. f. Evaluate the safety performance of subcontractors/teammates prior to their selection, when applicable. g. Flow down requirements and responsibilities contained in this contract to subcontractors/teammates over the duration of this contracted effort, when applicable. h. Provide SHE meetings and awareness training to their employees monthly and document. i. Perform self-evaluations of their SHE Program to determine its effectiveness. This includes obtaining feedback from employees for their perspective of the SHE Program. j. Maintain the SHE plan current with contract, NASA and Center requirements, review and update as necessary. k. Provide the identification, by title, of the individual assigned by the Contractor to be responsible to implement their SHE program elements at the Center and is designated to serve as the day-to-day SHE Point of Contact (POC) for this contracted effort. 2. CPR 2 - Worksite Analysis: a. Evaluate work areas and operations to identify hazardous conditions. Implement appropriate control measures to eliminate, reduce or control hazardous conditions to an acceptable safe working level. Reevaluate the work area or operation when significant changes are made to verify that existing control measures are still effective in controlling the hazardous conditions. Document this evaluation. (NOTE: This also includes evaluating health conditions to identify and prevent an occupational disease.) b. Perform monthly worksite safety inspections and safety visits, and document these inspections. c. Encourage employees to report any conditions that they feel are hazardous or unsafe without the fear of reprisal from management. d. Report all mishaps and close calls that occur in support of this contracted effort and investigate to the extent necessary to determine the proximate or root cause(s), develop and implement corrective actions, and track to closure. (NOTE: See DRD SA05-3.1, Mishap and Safety Statistics Report) e. Perform post-mishap drug and alcohol testing when the initial mishap investigation provides reason to believe an employee's actions or failure to perform a required action is reasonably suspected of having caused or contributed to causing the mishap. (See NPR 3792.1, NPR 8621.1)

3. CPR 3 - Hazard Prevention and Control: a. Provide a management level review for operations and tests identified as hazardous or safety critical prior to their startup. b. Perform work activities in full compliance with EPA, OSHA, NASA, and the Center's SHE-related documented programs listed in the PWS that contain Center specific requirements and are identified or referenced as applicable to this contracted effort. (NOTE 1: Compliance with all Federal, State, and local laws, the Occupational, Safety and Health Act (Public Law 91-596) and the resulting standards, OSHA Standards 29 CFR Parts 1910 and 1926 for the protection of Contractor employees is exclusively the obligation of the Contractor.) c. Implement an emergency management program at the worksite for all types of emergencies that can occur during this contracted effort (e.g., fire, chemical spill, accidents, and natural disasters). (NOTE: In the event of an emergency call 911 and inform the operator you are located at the Center and provide a location, such as a building number or street name.) d. Provide safety, health, and environmental services at the worksite that are applicable to this contracted effort. e. Provide fall protection to employees when they are required to perform work on elevated surfaces with unprotected sides or edges and the potential exists for them to fall to the next lower level, when applicable.



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Data Requirement (DR)

Data Procurement Document

1. Number	Issue
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2. Title: Safety and Health Plan	3. DR Number Page Date Rev. SA03 Page 3 of 4
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: RT
6. Distribution: QA00 RA00 QD10	
8. As of Date:	7. Initial Submission: Within 15 days of contract start

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To describe a safety and health plan for the protection of personnel, equipment, and facilities	10. Reference: 29 CFR 1910, 1926 MPR 8715.1 SPR 8715.1
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11. Preparation Information:

CPR 3 (cont) - f. Provide Risk Management Plan which shall formally define the organization's approach to conducting risk management including the organization's risk management strategy: organizational structure, software risk management, relationships and responsibilities for managing risk; guidelines and policies regarding processes, metrics and tools for executing and communicating an integrated risk management methodology; and the risk management resource investments required. The Risk Management Report shall include at a minimum: 1. Top Risk Report 5x5 Probability - Impact Diagram 2. Top Risk List with Risk Title 3. Detailed Risk Statement 4. Risk Owner

CPR 4 - Safety, Health and Environmental Training: a. Provide training to employees so that they are informed, knowledgeable and are able to identify and recognize hazardous conditions in the workplace and the signs and symptoms of workplace-related illnesses, understand the safe work practices and procedures to be used in the workplace, and are empowered and authorized to "stop or halt" any activity when they have reason to suspect the activity is being performed in an unsafe or unhealthy manner, and document this training was provided. b. Communicate to employees the contractor's disciplinary policy/program, so that each employee fully understands the actions that can be taken when an employee is discovered not following safety, health, and environmental policies, procedures and rules, and disciplinary actions are warranted, and how the contractor's disciplinary policy/program is flowed-down to subcontractors/teammates over the duration of this contracted effort, when applicable, and document this training was provided. c. Evaluate operations/jobs to identify the specific training required by OSHA and Center, and provide the specific training to the employees prior to them performing the operation/job, and document this evaluation.



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Data Requirement (DR) Continuation Sheet

Data Procurement Document

1. Number Issue

2. Title: Safety and Health Plan	3. DR Number Page Date Rev. SA03 Page 4 of 4
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DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Preparation Information:

CPR 4 (cont) - Safety, Health and Environmental Training: d. Provide Center SHE Certification(s) to employees when required by the Center to operate specific equipment, machinery/system, or to perform a safety critical or hazardous operation in support of this contracted effort, when applicable. e. Provide the Center's "mandatory or required" SHE-related training to each employee and supervisor, as applicable, and document this training was provided. f. Provide contractor developed training when used in lieu of Center training for a Center SHE Certification(s) to the Contracting Officer for approval prior to its use.

CPR 5 - Environmental Management System: A description of how the contractor ensures compliance with environmental federal, state, and local laws and regulations. **APPLICABLE DOCUMENTS:** See PWS Section 3.0 **FORMAT:** The contractor's Safety and Health Plan is to be written in a format that follows the order of the Center's SHE CPRs as they are shown above or the contractor is to provide a Matrix that clearly links where each Center SHE CPR sub-element is adequately addressed in the contractor's Safety and Health Plan. The contractor's Safety and Health Plan that is submitted in accordance with this DRD shall be written specifically for the work being performed by the contractor in support of this contracted effort.



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Data Requirement (DR)

Data Procurement Document

1. Number Issue

2. Title: Contractor Safety and Environmental Health Program Annual Self-Evaluation Report	3. DR Number Page Date Rev. SA04 Page 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 3	5. Frequency of Submission: AN
6. Distribution: QA00 RA00 QD10	
8. As of Date: See 7. Initial Submission	7. Initial Submission: 1) Draft Self-Evaluation due December 15th of each year 2) Final Self-Evaluation due January 10th of each year

DATA REQUIREMENT DESCRIPTION (DRD)

9. Use: To provide the Government with a copy of the self-evaluation of the Contractor's Safety and Environmental Health Program.	10. Reference: NPR 8715.3
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11. Preparation Information:
The Contractor shall prepare and submit an annual self-evaluation report for each Center. The draft self-evaluation shall be submitted during the year of the evaluation period. The final self-evaluation shall be submitted the following year of the evaluation period. For example, if the period is January - December 2015, the draft is due December 15, 2015 and the final is due January 10, 2016. The report shall be prepared using the template provided by OSHA Voluntary Protection Program (VPP) and contain all elements and requirements of the OSHA VPP reporting as found on the osha.gov website each year. The draft self-assessment shall contain all elements of OSHA VPP requirements except for the total number of hours worked, total number of employees, TCIR, and DART rates. The final self-assessment shall contain all information.