

## CONTRACT DOCUMENTATION REQUIREMENTS

### I. Required Reports

The following reports are in addition to submittals, reports, and other deliverables required in the construction specifications:

**A. Monthly Progress Report** - The Contractor shall submit monthly progress reports for work accomplished during the reporting period, current and potential problem areas and proposed corrective action, and work to be performed during the next reporting period. The Contractor shall submit the monthly progress report within 10 working days after the end of each calendar monthly report period.

**B. Contractor Monthly Accident/Incident Reports** - The Contractor shall submit monthly man-hours, headcount and accident/incident data for the prime and the subcontractor to the LaRC Safety and Facility Assurance Branch (SFAB) within 10 working days after the end of each month. The Contractor shall submit this data via the web-based system entitled Contractor Monthly Accident Reporting (CMAR) located at <https://cmar.larc.nasa.gov/login.cfm>. If the Contractor is unable to submit its information electronically via CMAR, then the Contractor shall submit Langley Form 272 to SFAB at Mail Stop 305. The Contractor shall also submit an annual summary of occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA) as described in 29 CFR Part 1904.32.

**C. Accident/Incident Investigation Reports** - The Contractor shall notify SFAB of any accident/incident as soon as practical but no later than 2 hours following occurrence. The Contractor shall submit a written accident/incident investigation report within 3 business days of occurrence.

**D. Notice of Violation Response** -- The Contractor shall respond to any Notice of Violation (NOV) issued for safety violations to the prime and/or its subcontractors. The response shall include the cause for violation; mitigation of impact, if applicable; and planned prevention of recurrence. The Contractor shall submit the response to the issuer of the NOV and SFAB within three working days of issuance.

**E. Safety and Health Plan** - Per 52.236-13 and 1852.223-70, The Contractor shall submit the Safety and Health Plan within ten (10) calendar days from notice of award. No on-site activities shall commence without an approved Safety and Health Plan. Per NFS 1852.223-70(j), the Contractor is required to continually update the Safety and Health Plan when necessary (e.g., requirement change, safety regulation change, safety incident impact). The Contractor shall submit a revised Plan for Contracting Officer approval no later than 30 calendar days after the effect of a change or incident.

**F. Employment Reports on Veterans** - The Contractor shall submit a Veterans' Employment Report (VETS-4212 Report) as required by Clause 52.222-37, Employment Reports on Veterans. Within 30 calendar days following the VETS-4212 Report submission, the Contractor shall submit a letter to the Contracting Officer confirming that it has submitted the most recent annual VETS-4212 Report required by FAR 52.222.37.

**G. Evidence of Insurance** - The Contractor shall submit evidence of the insurance coverage required by NFS 1852.228-75, Minimum Insurance Coverage (i.e., a Certificate of Insurance or other confirmation) to the Contracting Officer prior to performing under this contract. The

Contractor shall also present such evidence to the Contracting Officer prior to commencement of performance under any options exercised, if applicable.

## H. EPA-Designated Categories Annual Purchasing Report

In accordance with FAR 52.223-17, Affirmative Procurement of EPA-Designated Items in Service and Construction Contracts, the Contractor shall collect annual purchasing data detailing the total amounts of EPA-designated categories and products procured and used in performance of this contract during the preceding fiscal year. The Contractor shall input the annual data into the NASA Environmental Tracking System (NETS) (<http://netsdata.grc.nasa.gov>) by October 31st for purchases during the preceding fiscal year (October 1 through September 30). The Contractor will be granted access to NETS after contract award. If the contract ends prior to November 1st, data must be entered at the end of the contract period of performance.

## I. Biobased Products Report

In accordance with FAR 52.223-2, the contractor shall report to the environmental point of contact, [Ingrid.a.carlberg@nasa.gov](mailto:Ingrid.a.carlberg@nasa.gov), with a copy to the Contracting Officer, on the product types and dollar value of any USDA-designated biobased products purchased by the Contractor during the previous Government fiscal year, between October 1 and September 30. The Contractor shall input the annual data into the NASA Environmental Tracking System (NETS) (<http://netsdata.grc.nasa.gov>) by October 31st for purchases during the preceding fiscal year (October 1<sup>st</sup> through September 30<sup>th</sup>). The Contractor will be granted access to NETS after contract award. If the contract ends prior to October 31<sup>st</sup>, data must be entered at the end of the contract period of performance.

## II. DOCUMENT DISTRIBUTION REQUIREMENTS

(a) Unless otherwise specified elsewhere in this contract, the Contractor shall submit reports and other documentation f.o.b. destination as specified below, addressed as follows:

National Aeronautics and Space Administration Langley Research Center Attn: KRISTA Y. JENSEN, Mail Stop #12, Contract NNL1\_\_\_\_\_, Hampton, VA 23681-2199

(b) The following letter codes designate the recipients of reports and other documentation which are required to be delivered prepaid to Langley Research Center by the Contractor:

Note to CS: For ease in using this table, you may delete the recipient and insert "Not Applicable" next to any Letter which is not used in your contract.

A - Contract Specialist, Mail Stop 12

B - Contracting Officer's Representative, Mail Stop #

C - Not Applicable

D - Not Applicable

E - Safety and Facility Assurance Branch, Mail Stop 305 or fax 757-864-8918 or CMAR <http://cmar.larc.nasa.gov/login.cfm>

F - Contractor Labor Relations Officer, Mail Stop 12

- G - Not Applicable
- H - Not Applicable
- I - Not Applicable
- J - Not Applicable
- K - Not Applicable
- L - According to instructions on form
- M - Not Applicable
- N - Not Applicable
- O - Not Applicable
- P – Not Applicable
- Q - Not Applicable
- R - Environmental Management Team, Mail Stop 133
- S – Not Applicable

(c) The following are the distribution requirements for reports and other documentation required to be delivered f.o.b. destination. The numeral following the letter code specifying the number of copies to be provided:

**LETTER CODE AND DOCUMENT DISTRIBUTION**

- Monthly Progress Report: A-1, B-1
- Contractor Monthly Accident Report: E-1
- Accident/Incident Investigation Report: E-1
- Notice of Violation Responses: E-1, issuer of NOV
- Safety and Health Plan: A-1, B-1, E-1
- Veterans Employment Report (VETS-100): A-1, L
- Evidence of Insurance: A-1
- EPA – Designated Categories Annual Purchasing Report: A-1, R-1
- Biobased Products Report: A-1, R-1