

**ATTACHMENT 4.2 – DATA REQUIREMENTS LIST (DRL) AND  
ATTACHMENT 4.3 DATA REQUIREMENTS DESCRIPTIONS (DRDs)**

DRAFT

a. Title of Contract, Project, SOW, etc.			b. Contract/RFP No.		c. DRL Date/Mod Date					
Custodial, Housekeeping, Waste-Removal, and Insect Extermination			NNJ15553635R		Basic					
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
001	Safety & Health Plan (S&HP)	<input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	One Time with Revisions	07/2014	With Proposal	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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<u>8. Electronic Distribution</u> NS/Safety and Test Operations Division JSC Emergency Preparedness Office JM/Contracting Officer's Representative		SD3/Occupational Health Branch BJ5/Contracting Officer JM/Alternate Contracting Officer's Representative	<u>9. Remarks</u> Copies with proposal as provided in RFP instructions; distribute after Government approval.							
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
002	Hazardous Materials Inventory	<input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	Quarterly	01/2016	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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<u>8. Electronic Distribution</u> SD3/Occupational Health Branch JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative		<u>9. Remarks</u> 15 days following the end of the previous quarter.								
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
003	Notification of Potential Labor Dispute & Contingency Strike Plan (Labor Relations)	<input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	As Required	10/02/2015	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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Elec.	1									
<u>8. Electronic Distribution</u> BJ5/Contracting Officer JM/Contracting Officer's Representative BD/JSC Labor Relations Officer		JM/Alternate Contracting Officer's Representative	<u>9. Remarks</u> Start of Contract.							

a. Title of Contract, Project, SOW, etc.			b. Contract/RFP No.		c. DRL Date/Mod Date					
Custodial, Housekeeping, Waste-Removal, and Insect Extermination			NNJ15553635R		Basic					
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
004	JSC Emergency Preparedness Plan	<input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	Annually	01/2016	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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<u>8. Electronic Distribution</u> JM/Contracting Officer's Representative SPICE Administration JM/Alternate Contracting Officer's Representative JSC Emergency Preparedness Office			<u>9. Remarks</u> Plan is due to the CO 30 days after start of Contract for review and approval. Annually, by October 15 <sup>th</sup> .							
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
005	Environmental & Energy Consuming Product Compliance Report	<input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	Annually	05/08/2013	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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<u>8. Electronic Distribution</u> NS/Safety & Test Division SD3/Occupational Health Branch JE/JSC Environmental Office JM/Contracting Officer's Representative JM/Alternate COR SPICE Administration			<u>9. Remarks</u> Due December 1st of each year.							
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
006	Recycling and MSW Report	<input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	Monthly	01/2016	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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<u>8. Electronic Distribution</u> JE/JSC Environmental Office JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative			<u>9. Remarks</u> Submit by the 20th of each month.							

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Custodial, Housekeeping, Waste-Removal, and Insect Extermination			NNJ15553635R		Basic					
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
007	Quality Assurance Plan	<input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	One Time with Revisions	01/2016	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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<u>8. Electronic Distribution</u> BJ5/Contracting Officer JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative SPICE Administration			<u>9. Remarks</u> Submit within 60 days of contract start.							
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
008	Custodial Services Management Plan	<input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	One Time with Revisions	01/2016	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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<u>8. Electronic Distribution</u> BJ5/Contracting Officer JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative SPICE Administration			<u>9. Remarks</u> Initial submission with the proposal.							
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
009	IT Security Management Plan	<input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	Annually	01/2016	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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Elec.	1									
<u>8. Electronic Distribution</u> BJ5/Contracting Officer JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative SPICE Administration			<u>9. Remarks</u> Submit within 60 days of contract start.							

a. Title of Contract, Project, SOW, etc.			b. Contract/RFP No.		c. DRL Date/Mod Date	
Custodial, Housekeeping, Waste-Removal, and Insect Extermination			NNJ15553635R		Basic	
<u>1. Line item</u> 010	<u>2. DRD Title</u> Contractor Furnished Items	<u>3. Data Type</u> <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	<u>4. Frequency</u> One Time with Revisions	<u>5. As-of-date</u> 01/2016	<u>6. 1st Submission Date</u> See 9	<u>7. Copies</u> a. Type Elec. b. Number 1
<u>8. Electronic Distribution</u> BJ5/Contracting Officer JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative			<u>9. Remarks</u> Plan shall be submitted 20 days prior to contract start.			
<u>1. Line item</u> 011	<u>2. DRD Title</u> Custodial Cleaning Schedule	<u>3. Data Type</u> <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	<u>4. Frequency</u> Annually	<u>5. As-of-date</u> 01/2016	<u>6. 1st Submission Date</u> See 9	<u>7. Copies</u> a. Type Elec. b. Number 1
<u>8. Electronic Distribution</u> JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative SPICE Administration			<u>9. Remarks</u> Initial schedule submitted 20 days prior to contract start. Annually, 30 days prior to anniversary date of contract start.			
<u>1. Line item</u> 012	<u>2. DRD Title</u> Annual Work Plan	<u>3. Data Type</u> <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	<u>4. Frequency</u> Annually	<u>5. As-of-date</u> 01/2016	<u>6. 1st Submission Date</u> See 9	<u>7. Copies</u> a. Type Elec. b. Number 1
<u>8. Electronic Distribution</u> JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative SPICE Administration			<u>9. Remarks</u> 30 days after contract start. Annually, 30 days prior to anniversary date of contract start.			

a. Title of Contract, Project, SOW, etc.			b. Contract/RFP No.		c. DRL Date/Mod Date		
Custodial, Housekeeping, Waste-Removal, and Insect Extermination			NNJ15553635R		Basic		
1. Line item 013	2. DRD Title Pest Control Inspection and Maintenance Plan	3. Data Type <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1st Submission Date See 9	7. Copies	
			Annually	01/2016		a. Type	b. Number
						Elec.	1
8. Electronic Distribution BJ5/Contracting Officer JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative		SPICE Administration		9. Remarks 20 days prior to contract start. Annually, 30 days prior to anniversary date of contract start.			
1. Line item 014	2. DRD Title Pest Control Application Report	3. Data Type <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1st Submission Date See 9	7. Copies	
			Monthly	01/2016		a. Type	b. Number
						Elec.	1
8. Electronic Distribution JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative		9. Remarks By the 15th of each month.					
1. Line item 015	2. DRD Title Termite Services Report	3. Data Type <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1st Submission Date See 9	7. Copies	
			Quarterly	01/2016		a. Type	b. Number
						Elec.	1
8. Electronic Distribution JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative		9. Remarks Due 15 days following end of previous quarter.					

a. Title of Contract, Project, SOW, etc.			b. Contract/RFP No.		c. DRL Date/Mod Date					
Custodial, Housekeeping, Waste-Removal, and Insect Extermination			NNJ15553635R		Basic					
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
016	Custodial Phase-In Plan	<input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	One Time with Revisions	01/2016	See 9	<table border="1"> <tr> <th>a. Type</th> <th>b. Number</th> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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<u>8. Electronic Distribution</u> BJ5/Contracting Officer JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative SPICE Administration			<u>9. Remarks</u> With proposal.							
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
017	Safety and Health Program Self Evaluation	<input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	Annually	01/2016	See 9	<table border="1"> <tr> <th>a. Type</th> <th>b. Number</th> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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<u>8. Electronic Distribution</u> NS/Safety & Test Operations Division BJ5/Contracting Officer JM/Alternate Contracting Officer's Representative SD3/Occupational Health Branch JM/Contracting Officer's Representative SPICE Administration			<u>9. Remarks</u> Annually, Report due September 30 <sup>th</sup> of each year.							
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
018	Labor Relations Plan	<input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	One Time	10/02/2015	See 9	<table border="1"> <tr> <th>a. Type</th> <th>b. Number</th> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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<u>8. Electronic Distribution</u> BJ5/Contracting Officer			<u>9. Remarks</u> With proposal.							

a. Title of Contract, Project, SOW, etc.			b. Contract/RFP No.		c. DRL Date/Mod Date					
Custodial, Housekeeping, Waste-Removal, and Insect Extermination			NNJ15553635R		Basic					
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
019	Fall Protection Plan	<input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	One Time	01/2016	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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Elec.	1									
<u>8. Electronic Distribution</u> JM/Contracting Officer's Representative SPICE Administration JM/Alternate Contracting Officer's Representative NS/Safety & Test Operations Division			<u>9. Remarks</u> Due within 90 days of contract start.							
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
020	Government Property Management Plan (PMP)	<input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	One Time with Revisions	06/02/2014	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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Elec.	1									
<u>8. Electronic Distribution</u> BJ5/Contracting Officer SPICE Administration JM/Contracting Officer's Representative, JB3/Property Admin JM/Alternate Contracting Officer's Representative			<u>9. Remarks</u> The PMP is due 30 days after contract start.							
1. Line item	2. DRD Title	3. Data Type	4. Frequency	5. As-of-date	6. 1st Submission Date	7. Copies				
021	Re-procurement Data Package	<input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	Upon CO Request	10/08/2015	See 9	<table border="1"> <tr> <td>a. Type</td> <td>b. Number</td> </tr> <tr> <td>Elec.</td> <td>1</td> </tr> </table>	a. Type	b. Number	Elec.	1
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Elec.	1									
<u>8. Electronic Distribution</u> BJ5/Contracting Officer SPICE Administration JM/Contracting Officer's Representative JM/Alternate Contracting Officer's Representative			<u>9. Remarks</u> Plan submitted within 30 days of contract end.							

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Safety and Health Plan</b>	2. Date of current version <b>07/14 (replaces 08/13 version)</b>	3. DRL Line <b>001</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use Establishes Safety and Health Compliance Plan for Contractors providing support to JSC organizations. <b>The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division.</b>		5. DRD Category <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA	
6. References OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations JPR 1700.1 JSC Safety and Health Handbook	7. Interrelationships Safety and Health Program Self Evaluation		

### 8. Preparation Information

#### A. SCOPE:

Initial submission with the proposal shall include the following sections only (**do not submit the greyed out areas with the proposal; these sections must be fully approved prior to the end of the phase-in period**):

Section I: 1.1, 1.3, 1.4, 1.5.1, 1.9.2

Section II: 2.1, 2.3, 2.4, 2.4.1, 2.4.2, 2.6, 2.7.1, 2.7.1.1, 2.7.1.2

Section III: 3.2, 3.10, 3.11, 3.11.1, 3.13

Section IV: 4.1, 4.3

**Remainder of DRD requirements shall be submitted upon notification of contractor selection and must be fully approved by NASA prior to the end of the phase-in period.** Work cannot begin until an approved Safety and Health Plan has been approved. The approved Safety and Health Plan becomes a contractual requirement under Section TBD of the contract.

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

**Other Deliverables:** The plan must include instructions for submitting the deliverables in Table 1 below to the Government and represent contractual commitments by the Contractor to provide this information. Include copies to the Contracting Officer and Contracting Officer's Representative.

**B. CONTENT:**

<b>Deliverable</b>	<b>Frequency</b>	<b>DRD</b>	<b>Comments</b>
Identity of key safety and health personnel: <ul style="list-style-type: none"> <li>• Company Physician/Occupational Injury/illness case manager</li> <li>• Designated Safety Official</li> <li>• Safety Representative</li> <li>• Building Fire Wardens (Roster)</li> </ul>	Within 15 days of contract start and updated with changes	1.5	Include in plan or attachment to plan
Safety and Health Self Evaluation Report	Yearly by Sept 30	1.8	Send to Safety and Test Operations Division
Roster of Terminated Employees	Yearly, 30 days after the end of the contract year	1.9.1	Send to the Occupational Health Branch
Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS)	When you introduce a new hazardous material	1.9.2	Send to the Occupational Health Branch See JPR 1700.1, Chapters 9.1 & 9.2
Hazardous Materials Inventory	Yearly or when quantities or locations change significantly. Some products require quarterly updates	1.9.3	Send to the Occupational Health Branch See JPR 1700.1, Chapter 9.2
Data on workplace industrial hygiene exposures	15 days after receiving results	2.1.1	Send to the Occupational Health Branch Only required if corporate industrial hygiene resource are used.
Inventory of Hazardous Operations	30 days after contract start and updated as necessary	2.3	Send to Safety and Test Operations Division
Inspection results entered in Building Inspection Tracking System (BITS)	10 working days after completing inspection	2.4	
On-site close calls forwarded to JSC Close Call Tracking System	Within 3 working days of receipt	2.6	Send to Safety and Test Operations Division

			Required only for Contractor close call systems
Mishap reporting	Immediate and follow-up as required in JPR 1700.1	2.7.1	See Chapter 2.6 of JPR 1700.1
Lessons Learned Report	Enter data into the JSC Lessons Learned Database (LLDB) or NASA Lessons Learned Information System (LLIS): <ul style="list-style-type: none"> <li>• Within 30 days of a triggering event;</li> <li>• Within 30 days of a program milestone, mishap investigation, or hazard or other engineering analysis / evaluation is completed; or</li> <li>• 30 days before end of contract evaluation period or 45 days before end of contract, whichever is applicable.</li> </ul>	2.7.1.7	Database entry with 1 electronic copy to the Contracting Officer's Representative (COR)
JSC Form 288, "Accident/Incident Statistics"	Monthly by the 10 <sup>th</sup> of the month	2.7.2. a	Send to JSC-Safety-Report-Submittals <JSC-Safety-Report-Submittals@mail.nasa.gov>
OSHA logs	Yearly by Feb 15 and within 30 days of contract end	2.7.2.b	Send to Safety and Test Operations Division OSHA 300 & 300A with names removed. Equivalent forms from contractor database are acceptable.
Hazards recorded in JSC Hazard Abatement Tracking System (HATS)	Within 5 working days of discovery	3.1, 3.12	Applies to hazards not corrected within 30 days
Interim and Final Abatement Plans	Within 5 working days of discovery	3.12.3	Updates for hazards entered into HATS

List of hazardous operations and processes	Submit with the plan and update as needed	3.3	
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**C. FORMAT:**

1. Cover page - to include as a minimum, blocks for the signatures of Contractor's project manager and designated safety official; NASA COR; JSC Safety and Test Operations Division: JSC Occupational Health Branch: and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government. Once approved by NASA, signatures will be collected and the plan placed on the contract.
2. Table of Contents. See content below.
3. Body of plan - as required. Contractor's format is acceptable but should be aligned with the elements of the content below.
4. The Contractor is part of a larger program – the NASA Safety Program – which has other contracted employees, civil servants, and other third parties that must be protected from any hazard in the workplace wherever they arise. This includes the following:
  - a. Hazards associated with work performed on contractual tasks.
  - b. Hazards that arise from non-contractual operations in the vicinity of contractor's workers.
  - c. Hazards that arise from contractual operations which may affect the safety and health of individuals and assets outside this contract.
5. The plan will clearly identify those resources to be provided by the Contractor and proposed resources to be provided by the Government. The Contractor will make this review and supporting rationale available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the Contractor that clearly conveys the results of this review including the basis for any underlying assumptions. For further information, see the LIST OF INSTALLATION PROVIDED FACILITIES AND SERVICES provided in this RFP.
6. The plan must cover the prime contractor and all subcontractors.

**Details:** Address the following items in your plan:

**MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION**

Management and employees work together as a team to provide a safe and healthful workplace. Management and employee synergies often must work together across contractual lines.

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

1.2 Goals and Objectives. Describe your approach to the following:

1.2.1 Specific annual safety and health goals and objectives to be met. Include innovative employee input systems and management approaches that produce a measurable rate of improvement in employee participation. These goals and objectives may or may not be quantifiable. Explain how you will evaluate your accomplishment of these goals and objectives.

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

1.3 Management Leadership. Describe how management will demonstrate its commitment to safety and health compliance through visible management activities and fulfill its line management responsibilities for safety and health. Describe specific processes and techniques for implementation in all Contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.

1.4 Employee Involvement. Describe procedures to promote, implement, and sustain employee (non-supervisory) involvement in safety and health compliance program development, implementation and decision-making from all areas of the contract.

1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organizations that provide safety services or exercises any form of control or assurance in these areas. As a minimum, the plan will identify the following:

1.5.1 Safety Representative - identify by title, the individual who will be responsive to Center-wide safety, health and fire protection concerns and goals, and who will participate in various joint meetings, forums, and other activities related to the JSC Safety and Health program.

1.5.2 Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness by name, address, and telephone number to the JSC Clinic, mail code SD32. This will facilitate communication of medical data to Contractor management. Promptly notify the JSC Clinic of any changes that occur in the point of contact.

1.5.3 Building Fire Wardens - provide a roster of fire wardens at the start of each Contract year (their names, telephone numbers and pagers, and mail codes) for the facility they occupy. Contractor fire wardens facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained per JPR 1700.1. Update the Roster by letter to the JSC Safety and Test Operations Division, mail code NS2, with copies to the Contracting Officer and the COR. Provide the initial letter to the Government not later than 15 days after contract start.

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

1.6 Provision of Authority. Describe your approach to maintain consistency of this plan throughout the life of the contract with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, State, and Local regulations.

1.7 Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe, healthful, and environmentally compliant manner.

1.8 Safety and Health Program Self Evaluation. Describe your approach to safety and health program evaluation. The program evaluation consists of providing a written self-evaluation report once per year that assesses your safety and health program effectiveness during the report period. The self-evaluation shall:

- a. Follow the VPP program evaluation report format found in OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual, Appendix C, "Format for Annual Submissions", as mandated by the cognizant OSHA regional office.
- b. Assess the elements of the approved safety and health plan as a minimum.

- c. Include safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.
- d. Include unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.
- e. Include action plans with schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area.
- f. Establish goals and objectives of the Contractor safety and health program for the next report period.

Note: Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated.

Note: This self-evaluation is not the same as the Contractor performance self-evaluation but may be used for that purpose if specifically required by the contract.

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

1.9.1 Roster of Terminated Employees. Identify personnel terminated by the contractor. At the contractor's discretion, the report may include personnel changes during the previous year or cumulated for all years. Information required:

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

1.9.2 Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS). Prepare or deliver MSDSs/SDSs for hazardous materials brought onto Government property or included in products delivered to the Government as required in chapters 9.1 and 9.2 of JPR 1700.1.

1.9.3 Hazardous Materials Inventory. Compile an inventory report of all hazardous materials it has located on Government property quarterly as required by chapter 9.2 of JPR 1700.1, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised.

1.10 Government Access to Safety and Health Program Documentation. Include a statement that you will make all safety and health documentation (including relevant personnel records and medical records) available without impediment for inspection or audit to Government safety and health professionals and their representatives. Electronic access by the Government to this data is acceptable as long as Privacy Act and information security requirements are met. For the purpose of this plan, safety and health documentation includes but is not limited to: logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, or emergency preparedness.

1.11 Review and Modification of Safety Requirements. Recognize in the plan that you may be requested to participate in reviewing and modifying safety requirements that are to be implemented by the

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Government. This review activity will be implemented at the direction of the COR per established contractual procedures.

1.12 Procurement. Identify procedures used to assure that procurements are reviewed for safety and health compliance considerations and that subcontracts contain appropriate safety criteria and instructions. Include authority and responsibility to assure that NASA safety requirements and tasks are clearly stated (flowed down) in subcontracts.

1.13 Certified Professional Resources. Discuss your access to certified professional resources for safety and health protection and discuss their roles in your safety and health program.

## WORKSITE ANALYSIS

Worksite analysis identifies hazards and other safety and health threats to employees and valuable assets. As a minimum, analysis will include primarily the following: developing job hazard analyses for its employees; provisions to protect its employees from hazards in their work areas; inspections of the workplace; investigations of mishaps and close calls; and the submission of safety and health data to the Government.

2.1 ANALYSIS OF Worksite Hazards. . Describe how you will rank, process, and mitigate hazards identified by any of the techniques identified per JPR 1700.1 and ensure that all hazards on NASA property, which are immediately dangerous to life or health, are reported immediately to the Safety and Test Operations Division. For administrative contracts, this is covered by a Job Hazard Analysis for office workers. JSC recommends that the Contractor use the office job hazard analysis at <http://www6.jsc.nasa.gov/safety/JHA/docs/OfficeJHA.doc> to establish its office safety program. The template may be amended as need; Review the Office JHA periodically with contract personnel and update it as needed. Document and track the reviews so that each contract employee's review is fully demonstrated.

2.1.1 Hazards from nearby operations not in the Contractor's control. Describe how you will assess nearby hazardous operations for potential threats to its employees and establish controls for their mitigation.

2.2 Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC authorities responsible for industrial hygiene at JSC-administered installations. If you use corporate resources to determine workplace exposures, provide copies of all monitoring data to JSC Occupational Health Branch within 15 days of receipt of results.

2.3 Hazard Identification. Describe the procedures and techniques to compile an inventory of hazards associated with the work to be performed on this Contract to include operations and work environments in the vicinity or in close proximity to Contract operations. Report the results to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:

- a. Comprehensive Survey - A "wall to wall" engineering assessment of the Contractor's worksite, which includes the Government furnished facilities to be used by the contractor and the immediate vicinity in which contractual work or tasks will be performed. This assessment encompasses facilities, equipment, materials, and processes.
  - b. Change (Pre-use) Analysis - Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance
  - c. Hazard Analysis - May address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. See JSC 17773, "Preparing of Hazard Analyses for JSC Ground Operations," for analysis contents.
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2.3.1 Describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training.

2.4 Inspections. Describe how you will inspect all work areas every three months, in conjunction with civil service inspections.

2.4.1 Describe administrative requirements and procedures regularly scheduled inspections of your assigned areas for hazards including coordination of findings with area supervisors, facility managers, and JSC safety and health representatives as needed. Include how you will record completion of inspections in the JSC Building Inspection Tracking System (BITS). Inspections will identify:

- a. Hazards and non-conformances
- b. Risk assessment to include the severity and probability of an injury, illness, property damage, or environmental damage.
- c. Corrective measures or controls implemented to immediately safe the area and to eliminate or control the hazard and schedules for completion.
- d. Notification to persons who may be affected by hazards that pose an imminent or significant risk to safety and health of employees, operations, or facilities.

2.4.2 Describe methods to document inspection findings and corrective actions per Chapter 3.5 of JPR 1700.1.

2.5 Protective Equipment - Describe procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedures pertaining to this subject. Include methods for keeping records.

2.6 Employee Reports of Hazards - Identify methods to encourage employee participation in JSC's Close Call Reporting System to report observed hazardous conditions and events without fear of reprisal. You may implement an internal close call reporting system provided features of JSC's closed call reporting system are adopted and on-site close call information is included in the JSC closed call tracking system and in a manner that does not unnecessarily inhibit employee participation in JSC's Close Call Reporting System.

2.7 Accident and Record Analysis

2.7.1 Mishap Reporting and Investigation. Describe your approach to mishap notification and response, reporting, investigating, and correcting negative findings that are discovered in its investigations. See NPR 8621.1 and JPR 1700.1. Include the following key items from NPR 8621.1 and JPR 1700.1 in the plan:

2.7.1.1 Mishap Notification and Response –Describe how you will ensure prompt notification of mishaps and how it will respond to such notifications. This includes notifying the Safety and Test Operations Division, the Contracting Officer, and the COR immediately under the following circumstances:

- a. Fatality, hospitalization, or total or partial permanent disability to one or more persons.
  - b. Property damage equal to or greater than \$500,000.
  - c. Mishaps involving NASA personnel or NASA property regardless of severity.
  - d. Any mission failure.
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NOTE: The expectation is that employees will notify their managers as soon as possible after a mishap to allow a preliminary investigation to secure the scene, identify witnesses, and to safeguard evidence, personnel or property.

2.7.1.2 Initial Reporting – Describe how you will provide an initial report within 24 hours of the mishap containing basic information that identifies personnel injured, the property damaged or lost, and the name and contact information of the appointing official and investigator. Use NASA Form (NF) 1627 (found at <http://jsc handbook.jsc.nasa.gov/MishapReporting/NF1627.doc>) as a guide for the initial report. This report will be required for:

- a. All mishaps and “close calls” involving property damage or first aid (as defined by NPR 8621.1) which occur onsite at a JSC-administered establishment. This includes Government owned and contractor operated facilities.
- b. All type A and B mishaps at contractor and third party facilities when the mishap is a direct result of work performed on the contract.
- c. All type C property damage mishaps at contractor and third party facilities when the mishap is a direct result of work performed on the contract.

2.7.1.3 Preliminary Investigation. Recognize in the plan that the Government may chose to immediately initiate a preliminary investigation including taking custody of the mishap scene and the collection of witness statements as a prelude to a Government investigation. Factual evidence will be made available for the contractor’s investigation at a time to be determined by the Government Investigating authority.

2.7.1.4 Interim Reporting. Describe how you will submit interim reports that bring attention to specific issues such as product safety or performance defects; procedural issues; or other items of an urgent nature requiring an immediate and timely intervention by other parties. You may use your own format for interim reports.

2.7.1.5 Mishap Investigation. Describe how you will investigate all mishaps incurred while performing contract work as required in JPR 1700.1 and NPR 8621.1. Your final report shall identify which parts of the report are proprietary for business reasons or otherwise controlled for reasons of security. The Government reserves the right to initiate release of the report as specified in NPR 8621.1.

2.7.1.6 Corrective Actions. Describe how you will provide a corrective action plan that is traceable to findings, root causes, contributing factors, and recommendations and specific assignee with estimated completion dates. Include how you will notify the Government of completion dates and changes in the schedule. Indicate actions assignable to the Government or other parties.

2.7.1.7 Lessons Learned. Describe your program for lessons learned suitable for inclusion in the JSC Lessons Learned Database per JPR 2310.1, JSC Organizational Learning Program, and consistent with the areas defined in the statement of work or the work breakdown structure. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes requiring documented insight for retrieval on demand. The program shall include:

- a) Program structure and management responsibility for lessons learned and program advocacy throughout the contracted effort.
- b) Approach to selecting, reviewing, and validating lessons learned using contract and government assets. Lessons learned usually involve uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties.

- c) Approach used to balance trade secret and security imperatives vice government rights in data and the need to capture lessons for publication in Government information systems and processes.
- d) The dissemination of lessons learned throughout appropriate NASA programs including the retrieval and dissemination of lessons published in the JSC Lessons Learned Database and the NASA Lessons Learned Information System. Sharing lessons with other Government agencies is also expected.
- e) Information on the successful use of retrieved lessons including how they were used, by whom, for what purpose, and implementation detail delivered to the Government as additional recommendations for previously published lessons.
- f) Goals for your lessons learned program including schedules, scope, breadth, quality, and quantity of lessons the government can expect as delivered lessons. Appropriate metrics for identification, publication, and dissemination are highly desirable.
- g) The approach to the selection of media to be used for supporting data inclusion with each lesson learned (such as photographs, analyses, diagrams, schematics, drawings, and streamed video.)
- h) Submission of Lessons Learned reports with the following content:
  - 1. Subject - one line subject of the lesson.
  - 2. Lesson Learned - usually one sentence that describes insight gained
  - 3. Description of Event - narrative that describes what happened.
  - 4. Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.
  - 5. Supporting documentation – submit as needed to augment understanding of lesson (photographs with or without pointers and text labels), illustrations, drawings, etc.)
  - 6. Contact name and e-mail address (for follow up by Government before publication of lesson).

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

- a. Accident/Incident Summary Report - Accident/Incident Summary Reports as specified on JSC Form 288, “Accident/Incident Statistics” as revised. Negative reports that include exposure hours are also required.
- b. Log of Occupational Injuries/Illnesses - For each establishment on and off NASA property that performs work on this Contract, deliver, to the Government, a copy of its annual summary of occupational injuries and illnesses (OSHA 300 and OSHA 300A) as described in Title 29, Code of Federal Regulations, Subpart 1904.5 If you are exempt by regulation from maintaining and publishing such logs, data equivalent to the OSHA log is acceptable.

### **HAZARD PREVENTION AND CONTROL**

Once hazards are identified, they must be eliminated or controlled to lessen the risk to personnel, facilities, and the work environment. This section builds on worksite analysis described in section 2.0 above.

3.1 Describe your approach to eliminating or controlling Identified hazards. In the multiple employer environment of the Center, certain hazards and corrective actions must be collected in a Center wide information system Hazard Abatement Tracking System (HATS) for risk management purposes.

3.2 Appropriate Controls. Discuss approach to consideration and selection of controls as described in chapters 3.2 and 3.5 of JPR 1700.1.

3.3 Hazardous Operations and Processes. Describe methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this Contract. Use JPR 1700.1 as a guide for defining, classifying, and prioritizing hazardous operations. Determine if any hazardous process meet the criteria of 29 CFR 1910.119. If so, follow the requirements of 29 CFR 1910.119. Otherwise, use it as a guide for hazardous processes. Develop and maintain a list of hazardous operations and processes to be performed during the life of this Contract. Provide the list of hazardous operations and processes to the Government as part of the plan for review and approval.

3.3.1 Describe how you will develop a schedule to write procedures with particular emphasis on identifying the job safety steps required, before hazardous operations or processes begin. Recognize that NASA will have access on request to any Contractor data necessary to verify implementation.

3.3.2 Describe how you will identify the operations or processes that may have safety or health implications outside Contract operations. The Safety and Test Operations Division or Occupational Health Branch will provide additional instructions for further NASA management review and approval.

3.4 Written Procedures. Describe methods to assure that written procedures, which include appropriate hazard controls, are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Include how you will ensure that procedures are readily available to personnel as required to correctly perform their duties.

3.5 Hazardous Operations Permits. Identify facilities, operations or tasks where hazardous operations permits will be required as specified in JPR 1700.1 such as confined space entry, hot work, etc. and how you will adhere to established NASA JSC procedures.

3.6 Operations Involving Potential Asbestos Exposures. Describe method to assure compliance with JSC Asbestos Control Program as established in JPR 1700.1, as revised.

3.7 Operations Involving Exposures to Toxic or Unhealthful Materials. Describe how you will ensure that these operations are evaluated by the JSC Occupational Health Branch and are properly controlled as advised. Include notification of JSC Occupational Health Branch before starting any new or modified operation potentially hazardous to health.

3.8 Baseline Documentation. Discuss your responsibilities for maintaining facilities baseline documentation per Chapter 10.4 of JPR 1700.1.

3.9 Preventive Maintenance. Discuss your approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities or equipment to be emphasized or de-emphasized.

3.10 Medical (Occupational Healthcare) Program. Discuss implementation of JSC's "Clinic First" policy when on site per JPR 1700.1, Chapter 3.6. Include return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries & illnesses. Discuss your approach to Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillator (AED), first aid, and, return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries and illnesses.

3.10.1 Discuss your medical surveillance program to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. The program must comply with JPR 1700.1, Chapter 3.6.

3.11. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found on line at <http://www6.jsc.nasa.gov/safety/hazard/process/default.asp>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:

3.11.1 Personnel Awareness of Hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees, the Government, and other Contractors whose personnel may be exposed to these unsafe conditions.

3.11.2. Interim and Final Abatement Plans. Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC HATS for all hazards within Contractor-occupied facilities that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Include the use of JSC Form 1240, "JSC Notice of Safety or Health and Action Plan", or equivalent.

3.12 Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting unsafe and unhealthful behavior.

3.13 Emergency Preparedness. Discuss your approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather<sup>29</sup> CFR 1910.120 (HAZWOPER); and local, regional, and national incidents at JSC as described in JPD 1040.2, JSC Emergency Preparedness Program and JPR 1040.4, JSC Emergency Preparedness Plan. Address how you will protect employees and facilities, and how you will notify JSC emergency forces. Include your pre-planning strategies and how they will be implemented through procedures, training, drills, etc. Identify your methods and schedules to verify emergency readiness. Describe how your employees will be able to locate and be knowledgeable in appropriate emergency action plans. Discuss methods to verify emergency readiness and communicate with employees after an evacuation.

Note: As a minimum, evaluate credible potential emergencies your employees will face, which will include emergencies such as fire evacuations, weather emergencies, workplace violence. Also consider potential of emergencies from nearby operations or emergencies in other areas that your employees routinely visit.

### **SAFETY AND HEALTH TRAINING**

Employees (including management and supervisors) must be trained on the responsibilities to protect themselves and the facilities and operations in which they work. The results of worksite analyses and hazard prevention and control feed the resulting training programs. Timely feedback from trainees is critical to ongoing improvement of training material and course content.

4.1 Describe your training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective or emergency countermeasures, including training to meet Federal, State, and Local regulatory requirements.

4.2 Describe your approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc. Discuss your approach to written exams (a NASA requirement) and other methods to establish trainee proficiency. Include your approach to ensure that training is retained and practiced.

4.3 Describe your approach to training personnel in the proper use and care of personal protective equipment (PPE).

4.4 Discuss tailoring of training toward specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss methods to obtain feedback on the success of the training.

4.5 Discuss your personnel certification programs. Certifications must meet JPR 1700.1, Chapter 5.8.

4.6 Address use of JSC safety and health training resources as appropriate. If you wish to train your personnel in any regulatory mandated training, secure an agreement with JSC Safety and Test Operations Division and the Occupational Health Branch before beginning training. The agreement will ensure consistency safety and health training within JSC's multiple employer work environment.

4.7 Discuss your approach to making all training materials and training records available to NASA, and other Federal, state, and local agencies for their review upon request.

**D. MAINTENANCE:**

See Data Requirements List (DRL).

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JSC Form 2341 (Rev February 26, 2002) (MS Word August 1995) (Previous editions are obsolete.)

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Hazardous Materials Inventory</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>002</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use The Contractor shall compile an inventory report of all hazardous materials it has located on Government property.			5. DRD Category <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA
6. References	7. Interrelationships		

## 8. Preparation Information

**A. SCOPE:****B. CONTENT:**

The Contractor shall compile an inventory report of all hazardous materials it has located on Government property not less than quarterly, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. This information shall use the format used by JSC for chemical inventory compilation to provide the following:

- a. The identity of the material (product no., chemical, manufacturer, and NSN as available);
- b. The location of the material by building, room and area/cabinet no.;
- c. The quantity of each material normally kept at each location (number of containers, container size, type container, unit of measure, conversion factor, storage temp & pressure, physical state/form, specific gravity, total pounds);
- d. Peak quantity stored
- e. Actual or estimated rate of annual usage of each chemical
- f. JSC SDS number

**C. FORMAT:**

Per format issued by the JSC Occupational Health Branch, mail code SD3.

**D. MAINTENANCE:**

See Data Requirements List (DRL).

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Notification of Potential Labor Dispute and Contingency Strike Plan</b>	2. Date of current version <b>10/02/2015</b>	3. DRL Line <b>003</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use The notification of Potential Labor Dispute and Contingency Strike Plan will be used by the NASA Contracting Officer and Contractor Industrial Relations Officer to facilitate the coordination of activities between the Contractor and the affected NASA operational directorates to ensure that necessary steps are taken to prepare for any potential strike situations and to prevent the disruption of work.			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References FAR 52.222-1, Notice to the Government of Labor Disputes	7. Interrelationships		

### 8. Preparation Information

#### A. SCOPE:

A Notification of Potential Labor Dispute must be submitted at the first indication of potential labor unrest and 45 days prior to the expiration of any Collective Bargaining Agreement. The Notification shall describe the situation that has the potential of impacting the contract and provide the corrective actions initiated. A Contingency Strike Plan must be submitted at contract start and updated if there is any indication of potential labor unrest or potential picketing activity. The Notification of Potential Labor Dispute and Contingency Strike Plan are required for the prime and any subcontractors supporting this contract. **Copies of all Collective Bargaining Agreements must be provided within 30 days of ratification or modification to the Contracting Officer and Contractor Industrial Relations Officer.**

#### B. CONTENT:

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

#### C. FORMAT:

Contractor electronic format is acceptable.

#### D. MAINTENANCE:

See Data Requirements List (DRL).

JSC Form 2341 (Rev February 26, 2002) (MS Word August 1995) (Previous editions are obsolete.)

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>JSC Emergency Preparedness Plan</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>004</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use Develop plan for providing support for the JSC Emergency Preparedness Plan JPR 1040.4 and applicable annexes and appendices. Develop Safety Operating Procedures as required. This is an OSHA requirement and the Contractor shall have a plan in place that outlines their responsibilities in the event of an emergency.		5. DRD Category <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References NPD 8710.1, Emergency Preparedness Program, NPR 8715.2A, NASA Emergency Preparedness Procedural Requirements, JPD 1040.2, JSC Emergency Preparedness Program.	7. Interrelationships		
8. Preparation Information <b>A. SCOPE:</b> Develop an Emergency Preparedness Plan (EPP) and Standard Operating Procedures (SOPs) required to implement the EPP. Perform annual reviews of the plan to identify and document improvements and required changes. The plan is to parallel the Center's plan and the Contractor must maintain, update, and implement the plan in response to changing site conditions, changes to the Center's plan and polices, or changes in federal or state regulations. <b>B. CONTENT:</b> Per the following outline presented in the Center's Emergency Preparedness Plan, JPR 1040.4 w/Change 2 (5/2011). <b>C. FORMAT:</b> Per the outline presented in the Center's Emergency Preparedness Plan JPR 1040.4. <b>D. MAINTENANCE:</b> See Data Requirements List (DRL).			

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Environmental and Energy Consuming Product Compliance Reports</b>	2. Date of current version <b>05/08/2013</b>	3. DRL Line <b>005</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use Used to complete JSC's required annual report to NASA HQ on affirmative procurement, waste reduction, energy efficient product procurement, and ozone depleting substances.		5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References JPR 8550.1, JPR 8553.1	7. Interrelationships		

### 8. Preparation Information

#### A. SCOPE:

These reports are to be submitted annually for the previous fiscal year activities. If the contract is for only a portion of the fiscal year, this report shall be submitted for that portion of the fiscal year.

When a contract ends or is terminated prior to the end of a fiscal year, the Contractor shall provide this report for the activities performed for that portion of the fiscal year that the contract was in place and the report shall be submitted within 30 days of the contract end date.

For Section I Annual Sustainable Acquisition Report, where the Contractor does not purchase any designated product during the fiscal year, the report shall be a statement to that effect.

Fiscal year is the Federal Government fiscal year and is defined as October 1 through September 30.

#### B. CONTENT:

##### I. Annual Sustainable Acquisition Report

The Contractor shall track and report each December 1 to the JSC Environmental Office the following information regarding the purchase by the Contractor (including subcontracts) of all products on the U. S. Environmental Protection Agency's Comprehensive Procurement Guideline list and items on the USDA Farm Bill Biobased list:

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

## **II.a Waste Reduction Activity Report**

The Contractor shall track and report each December 1 to the JSC Environmental Office any new process improvements or programs undertaken by the Contractor (or subcontractors) that have contributed to waste reduction during the previous fiscal year. Waste reduction means preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products. This may be done through recycling\* or waste prevention\*\*. This may be accomplished through source reduction and/or by increasing reuse and recycling of items that would normally go to the landfill (trash). The information will be included in JSC's annual report to NASA HQ on waste reduction activities. Limit responses to one page or less per item. The response should include a description of the activity, the materials or wastes reduced, an estimated volume or weight of reduction, and a contact name and phone number for a person knowledgeable about the reduction activity.

\* Recycling means the series of activities, including collection, separation, and processing by which products or other materials are recovered from the solid waste stream for use in the forms of raw materials in the manufacture of products other than fuel for producing heat or power by combustion.

\*\*Waste prevention means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

## **II.b Reserved**

## **III. Reserved**

## **IV. Reserved**

The JSC Environmental Office shall provide updated report formats to the Contractor after contract award to address regulatory or NASA changes in reporting.

## **C. FORMAT:**

Contractor format acceptable.

## **D. MAINTENANCE:**

See Data Requirements List (DRL).

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Recycling and Municipal Solid Waste (MSW) Report</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>006</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use This report will be used to calculate some of the metrics for JSC's monthly recycling reports required by NASA HQ and other regulatory agencies.		5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References Executive Order 13693, Planning for Federal Sustainability in the Next Decade JPR 8553.1, JSC Environmental Management System JPR 8550.1, JSC Environmental Compliance Procedural Requirements JE9W-06, EMS Aspect/Impact Assessment and EMP Process JE1W-01, Environmental Legal and Other Requirements	7. Interrelationships		
8. Preparation Information <b>A. SCOPE:</b> The Custodial Contractor will be responsible for the collection, management and sale of recyclable material for JSC. The Custodial Contractor shall report the amounts and types of material recycled and the proceeds from the sale of recyclable materials. Typical recyclables include mixed office paper, cardboard, used beverage containers, and other plastics.  The MSW disposal company shall record their entry and exit weights on the scales at Building 420 every time they come on-site on the log sheets.  <b>B. CONTENT:</b> Report spreadsheet shall include previous month totals. See Recycling Report Template and MSW Template in TRL. Data report by location includes: number of hauls / relocations, weight in pounds, cost / price per ton, revenue, cost per haul, fuel fee, rent, additional fees, franchise fee, and rates. The JSC Environmental Office shall provide an updated report spreadsheet to the Contractor after contract award to address regulatory or NASA changes in reporting.  Copies of any invoices.  Copies of the recycling receipts (rebates).			

**C. FORMAT:**

Monthly Recycling and MSW Report shall be a Microsoft spreadsheet. Electronic copies of the invoices and log sheets. Email containing spreadsheet and scanned documents as needed.

**D. MAINTENANCE:**

See Data Requirements List (DRL).

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JSC Form 2341 (Rev February 26, 2002) (MS Word August 1995) (Previous editions are obsolete.)

DRAFT

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Quality Assurance Plan</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>007</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use The Quality Plan is used to document the specific details of the Contractor's Quality Management System (QMS) related to a specific product or process.			5. DRD Category <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA
6. References	7. Interrelationships Latest version of ISO9001-2008		

### 8. Preparation Information

#### A. SCOPE:

A Contract specific Quality Plan shall be prepared which identifies activities performed at JSC to ensure the quality supplies and services. The plan shall be submitted within 60 days after contract start for review and approval by the Contracting Officer. The Plan will be incorporated into the contract by modification.

#### Requirements:

- i. Identify the methods, procedures, and controls that shall be used to ensure the quality, quantity, and timeliness of the required Contract requirements.
- ii. Explain how training shall be provided to personnel responsible for quality assurance.
- iii. Describe how procedures shall be provided to all applicable employees.
- iv. Explain and ensure how quality requirements are implemented and satisfied throughout all phases of Contract performance.
- v. Explain how to ensure, monitor, measure, and control the quality of services provided by the Contractor and subcontractors.
- vi. Describe the methodology for inspection (economical and effective use of personnel, facilities and equipment).
- vii. Explain how the monitoring and measuring, and cross-utilization of personnel will be performed to assure that Contract services shall not be negatively affected.
- viii. Describe your techniques, procedures, and mechanisms to ensure quality output despite schedule and/or priority pressures.
- ix. Provide and explain the schedule, including milestones, outlining your plan on accomplishing ISO9001-2008.
- x. Explain how to verify that all personnel performing work affecting product quality are competent as a result of appropriate education, training, skills, and experience. In addition, explain the system that shall be used to monitor and maintain this level of personnel competency required during the duration of the Contract.
- xi. Describe the responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records.
- xii. Explain the methods for measuring the achievement of your quality objectives.

**B. CONTENT:**

The Quality Plan shall address each element of the ISO9001-2008 standard to the degree specified in the requirements identified below.

**C. FORMAT:**

The Quality Plan format shall match the elements of the ISO9001-2008 standard.

**D. MAINTENANCE:**

See Data Requirements List (DRL).

DRAFT

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Custodial Services Management Plan</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>008</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use To describe the Contractor's management organization, approach, and systems.			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References	7. Interrelationships		

### 8. Preparation Information

#### A. SCOPE:

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

The management plan shall state whether the proposed Project Manager will be 100% dedicated to the contract. If less than 100% commitment is proposed, describe how the contract requirements can be effectively performed in the Project Manager's absence.

If the commitment of the proposed Project Manager is contingent upon the outcome of another competition, an alternate Project Manager shall be proposed, along with their resume and description of their level of commitment.

#### B. CONTENT:

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

#### C. FORMAT:

Contractor format acceptable.

#### D. MAINTENANCE:

See Data Requirements List (DRL).

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JSC Form 2341 (Rev February 26, 2002) (MS Word August 1995) (Previous editions are obsolete.)

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>IT Security Management Plan (for Contracts using I3P services only)</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>009</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use Defines IT plans and reports that document the contractor's compliance with Federal and NASA IT regulations and requirements.		5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References NPR 2810.1A, NPD 2810.1A, NFS 1852.204-76	7. Interrelationships		

### 8. Preparation Information

#### A. SCOPE:

The Contractor shall submit an IT security management program plan for its unclassified technology information resources. This program plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The Contractor's IT security management program plan shall be compliant with the IT security requirements in accordance with Federal and NASA policies as referenced in OMB Circular A-130 (Management of Federal Information Resources), and NPR 2810.1A (Security of Information Technology). See the CIO-Procurement Website for any supporting documentation.

#### B. CONTENT:

The following provides guidance for contracts that contain no IT work and where IT equipment and support is provided by NASA or another NASA contract.

IT Security Management Plan (ITSMP) – Normally an ITSMP is required to be delivered at the beginning of a contract. For “non-IT” contracts, it is not required. In its place, the following requirements are established.

- The Contractor shall ensure contractor personnel with access to Personal Computer (PC) workstations complete the annual IT Security Training in accordance with NPR 2810.1A Security of Information Technology. NASA IT Security Annual Awareness Training is accessible in SATERN. Completion of the training shall be accomplished annually not later than the due date established by NASA each year. NASA may request periodic statuses on the number of employees who have completed the yearly training.
- Any employee who knows *or suspects* a cyber security incident has occurred shall notify NASA immediately. Notification may be to the NASA organization computer security official (OCSO can be found at <http://ird.jsc.nasa.gov/ITSecurity/Lists/OCSO/ocsolist.aspx>), or the JSC IT Security Duty Phone, 281-844-0248, or to the NASA Security Operations Center, 877-NASA-SEC. This should be reviewed independently with employees yearly outside of the SATERN training.
- The contractor shall identify a point of contact that NASA may reach in its attempt to address IT and IT Security issues. The point of contact shall have the authority to ensure appropriate actions occur.

**C. FORMAT:**

No specified format.

**D. MAINTENANCE:**

See Data Requirements List (DRL).

DRAFT

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Contractor Furnished Items</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>010</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use This is a list of all supplies, equipment, tools, materials and other items necessary to perform the Statement of Work.		5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References	7. Interrelationships		

## 8. Preparation Information

**A. SCOPE:**

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

**B. CONTENT:**

Materials Tab: Shall include description, brand name, and anticipated annual quantity. Items such as, but not limited to, surface cleaning solutions, degreasers, graffiti removal solutions, floor waxes and sealers.

Equipment Tab: Shall include description, make/model and quantity of each type of equipment. Items such as, but not limited to, vehicles, machines, vacuums, carts, and signs.

**C. FORMAT:**

Electronic Excel Workbook with one tab for materials and one tab for equipment.

**D. MAINTENANCE:**

See Data Requirements List (DRL).

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Custodial Cleaning Schedule</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>011</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use This schedule shall be used to monitor and verify Contractor's performance			5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References CHWIE SOW Attachment C: Paragraph Number (PN) Frequencies	7. Interrelationships		

## 8. Preparation Information

**A. SCOPE:**

Develop and submit a report, in accordance with the DRL, containing the information identified below.

**B. CONTENT:**

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

- Version number and the revision number of the Schedule
- Building number
- Service being provided (by PN number)
- Area receiving services (Area Number)
- Frequency of the service\*
- Number of days per month service to be performed\*
- Day(s) of the week each service to be performed\*
- Time of day each service will be performed\*

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

**C. FORMAT:**

Not specified.

**D. MAINTENANCE:**

See Data Requirements List (DRL). Initial Schedule shall be in accordance with the DRL, and an electronic copy available to the Government at all times. Successive year schedules shall be due in accordance with the DRL. Modifications to the schedule shall be negotiated with the CO or COR as site conditions warrant.

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Annual Work Plan</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>012</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use This Schedule shall be used to monitor and verify the Contractor's performance quality and timeliness.			5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References	7. Interrelationships		

**8. Preparation Information**

**A. SCOPE:**

Develop and submit a plan for the initial year of the contract to systematically dust (2.1.12); strip, seal/wax and finish hard floors (2.1.15); and steam clean carpet and rugs (2.1.16) at the Johnson Space Center, Ellington Field and Sonny Carter Test Facility.

**B. CONTENT:**

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

The Plan shall consist of (6) Excel spreadsheets to cover each of the above PN areas identified in the SOW and include the building number, month the task is to be performed and quantity of work in square feet.

EXAMPLE: PN 2.1.12 – Dusting and Cleaning (Square Feet)

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

**C. FORMAT:**

As described above.

**D. MAINTENANCE:**

See Data Requirements List (DRL).

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JSC Form 2341 (Rev February 26, 2002) (MS Word August 1995) (Previous editions are obsolete.)

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Pest Control Inspection and Maintenance Plan</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>013</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use This report is the Contractor's Plan for how and when the Contractor's Integrated Pest Management (IPM) trained Pest Control Technicians will perform inspections on JSC, EF and SCTF facilities for pest activity.		5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References	7. Interrelationships DRD16- Pest Control Application Report		

### 8. Preparation Information

#### A. SCOPE:

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

#### B. CONTENT:

The Contractor shall detail the following information in the Schedule for each calendar quarter of the year.

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

**C. FORMAT:** None specified.

#### D. MAINTENANCE:

See Data Requirements List (DRL).

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Pest Control Application Report</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>014</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use This report shall be an accurate record of all chemical Pest Control Materials applied at the Johnson Space Center for each contract year. The report shall provide all data to substantiate treatment material use to government regulatory agencies.			5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References	7. Interrelationships DRD 13 - Pest Control Inspection and Maintenance Plan, DRD 15 - Termite Services Report		
8. Preparation Information <b>A. SCOPE:</b> Develop and submit an accurate record of the chemical pest control treatment materials actually applied by the Pest Control Applicator in accordance with the DRL.			
<b>B. CONTENT:</b> The Contractor shall prepare an Excel Spreadsheet monthly showing the following information:			
<ul style="list-style-type: none"> <li>• Date of Application</li> <li>• Building Number</li> <li>• Room or cubicle Number</li> <li>• For exterior treatments, identify what side of facility is treated, example, North wall, or Northeast corner.</li> <li>• Treatment Material used; strength and form (liquid or granules or traps) used; baits or Biological Regulators, or quick kill or long term</li> <li>• Name of Certified Pest Control Applicator</li> <li>• Identify if the Treatment was a planned preventive maintenance (PM) using caulking and sealing methods, treating with long acting pesticides, termiticides or if this was in response to an Emergency Request (ER). If a Work Order Number is assigned, identify the number.</li> <li>• The Contractor shall identify the report with the month and year clearly marked, and the report shall be prepared using a legible font and font size. All records (paper or electronic logs, Work Orders) used by the Contractor to assemble the report shall be kept for the period of the contract to substantiate the work claimed to be performed. The Contractor shall ensure that all data is legible, including the Pest Control Materials, dates and Applicators name.</li> <li>• All requirements established by the Texas Structural Pest Control Board shall be followed by the Contractor in applying pest control treatment materials.</li> <li>• Exterior Pest Control Treatments may be performed at hours determined by the Contractor.</li> <li>• Interior Pest Control Treatments should be performed in such a way that odors and chemical exposure to building residents are minimized.</li> </ul>			

**C. FORMAT:**

Contractor format acceptable

**D. MAINTENANCE:**

See Data Requirements List (DRL).

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JSC Form 2341 (Rev February 26, 2002) (MS Word August 1995) (Previous editions are obsolete.)

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**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Termite Services Report</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>015</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use This report shall be used by the COR to monitor Contractor's performance and track termite activity within buildings and surrounding infested areas.		5. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References	7. Interrelationships DRD 015 – Pest Control Inspection and Maintenance Plan DRD 016 – Pest Control Application Report		
<p>8. Preparation Information</p> <p><b>A. SCOPE:</b> The Contractor shall submit a report that lists the various facilities and areas inspected and treated for termites. An initial list of buildings will be given to the Contractor to inspect during the first quarter of the first contract year. The numbers of buildings will be in accordance with the yearly workload table based on approximate linear feet.</p> <p><b>B. CONTENT:</b> As a minimum, provide the following information by building and by month inspected and treated:</p> <ul style="list-style-type: none"> <li>•Building number</li> <li>•Building room number, if applicable</li> <li>•Recommendation to treat or monitor</li> <li>•Type of service provided - inspection or treatment or inspection with treatment</li> <li>•Schedule of buildings to be inspected in the next quarter</li> </ul> <p><b>C. FORMAT:</b> Microsoft Word or Excel format is acceptable.</p> <p><b>D. MAINTENANCE:</b> See Data Requirements List (DRL).</p>			

**JSC DATA REQUIREMENTS DESCRIPTION (DRD)**

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Custodial Phase-In Plan</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>016</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use  The Contractor shall describe the Contractor's management approach to fully and optimally transition Custodial functional operations, employee workforce, schedule of critical transition activities and data requirements from the incumbent Contractor.		5. DRD Category  <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References	7. Interrelationships		
8. Preparation Information <b>A. SCOPE:</b> A contract specific Custodial Services Phase-In Plan shall be prepared describing the Contractors approach for the transition of responsibility from the incumbent Contractor during the 30-day phase-in period. Address staffing buildup, transition supply inventories, and attain readiness to assume responsibilities prior to contract start.  NOTE: Upon Contract Award, the Contractor's Custodial Services Phase-In Plan becomes a contractual requirement.  <b>B. CONTENT:</b> The plan shall identify a comprehensive assessment of all custodial functional areas identified in the SOW, systems, and data of the prime Contractor any associate Sub-Contractors, and major vendors. The Contractor shall ensure the plan: a. Addresses the transition of the existing work such that at the end of the phase-in period all work from the incumbent Contractor is being effectively performed. b. Includes specific schedule milestones required to accomplish the transition and the responsible Contractor element. The schedule shall identify activities necessary to meet the schedule, show the risks associated with the scheduled work transition, and any potential problem areas.  <b>C. FORMAT:</b> Contractor format is acceptable.  <b>D. MAINTENANCE:</b> See Data Requirements List (DRL).			

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Safety and Health Program Self-Evaluation</b>	2. Date of current version <b>01/2016</b>	3. DRL Line <b>017</b>	RFP/Contract No.  <b>NNJ15553635R</b>
4. Use Self-evaluation of Contractor's Safety and Health Program performance.		5. DRD Category <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References	7. Interrelationships DRD 1 - Safety and Health Plan		

### 8. Preparation Information

#### A. SCOPE:

The Contractor must conduct an annual self-evaluation of its Safety and Health Program as required by its Safety and Health Plan.

#### B. CONTENT:

Information required:

- The internal assessment of safety and health program effectiveness during the report period (i.e., the previous year) indicating the status of goals or objectives previously established and areas of strength and weakness in the Contractor's safety program performance.
- Safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.
- Unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.
- The goals and objectives of the Contractor safety and health program for the next report period.
- An analysis of the Contractor's performance at JSC-administered establishments in each of the 32 Voluntary Protection Program sub-elements found in the Federal Register Notice 65:45649-45663, July 24, 2000.
- Attach action plans for identified problem areas. Action plans must include schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area.

#### C. FORMAT:

Format to be as required by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to JSC in lieu of writing a new self-evaluation provided that all action plans and status are updated.

#### D. MAINTENANCE:

See Data Requirements List (DRL).

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Labor Relations Plan</b>	2. Date of current version <b>10/02/2015</b>	3. DRL Line <b>018</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use To evaluate the offeror's approach to working with organized labor and to describe their experience with organized labor.			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References Government of Labor Disputes	7. Interrelationships		

### 8. Preparation Information

#### A. SCOPE:

The content provides an overview of the offeror's approach to working with organized labor and describes experience with organized labor. A Labor Relations Plan is required from the prime contractor and any subcontractor proposing work on the contract that is currently represented by organized labor. After approval, the Labor Relations Plan will become part of the contract as Attachment 4-TBD.

#### B. CONTENT:

This content will be used to evaluate the offeror's experience with organized labor and the offeror's approach towards working with organized labor.

1. Describe the offeror's company plan with respect to the use of organized labor on this contract.
2. Describe the offeror's plan for recognizing the existing collective bargaining agreements, bridge agreements, negotiating new agreements, or complying with the economic terms only and not recognizing the union.
3. Provide the name and describe the experience of the proposed person who will be responsible for working labor relations issues within the offeror's company; including that person's experience in negotiating collective bargaining agreements and resolving grievances. State where that person will be physically located, their position in the organization/company, and what level of autonomy that person possesses. Describe who will be responsible for working labor relations issues for each location that work is being performed. If that person is not located on site at JSC, describe how day-to-day issues will be handled.
4. Describe how the offeror's proposal is in compliance with all existing wage determinations.
5. Describe the methods the offeror's company plans to use to promote and maintain harmonious labor relations during the Phase-in Period and during contract performance.

**C. FORMAT:**

Contractor's format is acceptable. Must be traceable to the content listed above, and consistent with the solicitation instructions.

**D. MAINTENANCE:**

See Data Requirements List (DRL).

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JSC Form 2341 (Rev February 26, 2002) (MS Word August 1995) (Previous editions are obsolete.)

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## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

<p>1. DRD Title <b>Fall Protection Plan</b></p>	<p>2. Date of current version <b>01/2016</b></p>	<p>3. DRL Line <b>019</b></p>	<p>RFP/Contract No. <b>NNJ15553635R</b></p>
<p>4. Use To describe the Contractor's management organization, approach, and systems.</p>		<p>5. DRD Category</p> <p><input type="checkbox"/> Technical</p> <p><input type="checkbox"/> Administrative</p> <p><input checked="" type="checkbox"/> SR&amp;QA</p>	
<p>6. References JMR 8001.12-03 FMOD Fall Protection Requirements 29 CFR 1910, General Industry 29 CFR 1926, Construction Industry NPR 8715.3C, NASA General Safety Program Requirements (w/Change 7 dated 2/25/11) ANSI/ASSE Z359, Fall Protection Code series (Z359.0-2007, Z359.1-2007, Z359.2-2007, Z359.3-2007, and Z359.4-2007) JPR 1700.1J, JSC Safety and Health Handbook (w/Change 3 dated 4/26/2012) JOFOC, Latchway systems at JSC- (JOFOC Maintained by JM4)</p>	<p>7. Interrelationships</p>		
<p>8. Preparation Information</p> <p><b>A. SCOPE:</b> The Contract management plan shall describe the Contractor's Fall Protection Plan for preparing, submitting, and receiving approval from JSC Safety Office for work in situations that require fall protection.</p> <p><b>B. CONTENT:</b> The Contract management plan shall address:</p> <ol style="list-style-type: none"> <li>1. Listing of fall protection hazards expected during contract and Work Activity performance.</li> <li>2. Method of accessing new, planned work, and changed conditions for potential fall protection hazards.</li> <li>3. Written procedure for accessing, planning, and training for the use of a facility's existing fall protection system.</li> <li>4. Written procurement requirements for: fall protection PPE (Personal Protection Equipment) to be used with existing installed fall protection systems at a facility.</li> <li>5. Include a defined pre-use approval process that shall be continuously followed to determine, prior to each use that each installed fall protection system's condition and its readiness for use is validated per paragraph 5.2.2.2.</li> <li>6. Listing and process for training: methods and types of training by worker and supervision levels of responsibility (i.e., Qualified Person, Competent person, Authorized User).</li> <li>7. Supervision and Quality Control of Fall Protection activities: listing of responsibilities, authority, and</li> </ol>			

duty descriptions.

8. Normal Work Instructions and procedures for utilizing a Facility's installed Fall Protection system(s), utilizing fall protection systems and methods other than the facility's systems, unique work instruction for each system or method and emergency preparedness.

9. Specific Work Activity's Fall Protection Task Plan- Preparing, submitting, and receiving signature approval from the JSC Safety Office for each specific Work Activity's Fall Protection Task Plan, when using or is available to use, a walking working surface where a person is exposed to a fall to a lower level.

**C. FORMAT:**

Electronic Microsoft Word.

**D. MAINTENANCE:** See Data Requirements List (DRL).

DRAFT

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Government Property Management Plan (PMP)</b>	2. Date of current version <b>06/02/2014</b>	3. DRL Line <b>020</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use To describe the method of administering and controlling Government personal property.			5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References Federal Acquisition Regulation (FAR) 52.245-1 Government Property Clause	7. Interrelationships		
8. Preparation Information <b>A. SCOPE:</b> The Government Property Management Plan defines the Contractor's use, maintenance, repair, protection, and preservation of Government personal property. It shall describe the Contractor's approach to receiving, handling, stocking, maintaining, protecting and issuing Government property (equipment and material). The Plan should include interaction and Department/ Office responsibilities. The Contractor shall submit to the delegated Government Property Administrator (GPA) detailed supplemental property procedures, which are separate from this plan, no less than 60 days after the contract start date.  <b>B. CONTENT:</b> This plan shall reference those policies and procedures which are part of the Contractor's Property Management System and shall include at a minimum the following functions/outcomes: <ol style="list-style-type: none"> <li>1. Property Management</li> <li>2. Acquisition of Property</li> <li>3. Receipt of Government Property             <ol style="list-style-type: none"> <li>(a) Receiving (b) Identification</li> </ol> </li> <li>4. Records of Government Property</li> <li>5. Physical Inventory</li> <li>6. Subcontractor Control</li> <li>7. Reports</li> <li>8. Relief of Stewardship Responsibility and Liability             <ol style="list-style-type: none"> <li>(a) Loss, Theft, Damage, Destruction (b) Consumed (c) Delivered (d) Contractor Inventory Disposal (e) Abandonment of Government Property (if directed by the Government)</li> </ol> </li> <li>9. Utilizing Government Property             <ol style="list-style-type: none"> <li>(a) Utilization (b) Consumption (c) Movement (d) Storage</li> </ol> </li> <li>10. Maintenance</li> <li>11. Property Closeout</li> <li>12. Reconcile Contractor Records with NASA Financial Property Records [NASA Form 1018 and the Contractor-Held Asset Tracking System (CHATS) if applicable]</li> <li>13. JSC-Unique Considerations (as they arise or known now)</li> </ol>			

**C. FORMAT:**

Contractor format is acceptable.

**D. MAINTENANCE:**

See Data Requirements List (DRL).

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JSC Form 2341 (Rev February 26, 2002) (MS Word August 1995) (Previous editions are obsolete.)

DRAFT

## JSC DATA REQUIREMENTS DESCRIPTION (DRD)

Based on JSC-STD-123. See work page for instructions.

1. DRD Title <b>Re-procurement Data Package</b>	2. Date of current version <b>10/08/2015</b>	3. DRL Line <b>021</b>	RFP/Contract No. <b>NNJ15553635R</b>
4. Use Provides requirements for delivery to NASA of information on specific items and supporting documentation related to resource/cost information, to be used for re-procurement activities. In the event of a competitive solicitation for a follow-on effort, NASA may provide non-proprietary historical information such as average composite direct labor rates and approximate seniority profiles of incumbent personnel to all interested parties in order to increase the probability of realistic pricing. The Government does not intend to disclose any contractor proprietary information.		5. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References	7. Interrelationships		

### 8. Preparation Information

#### A. SCOPE:

Resource/cost information shall be submitted in accordance with this Data Requirement Description (DRD).

#### B. CONTENT:

A data package shall be submitted containing the following resource/cost information. This data is required from the prime and major subcontractors:

##### 1. Labor Resources

- a. List of directly charged labor skills by contractor labor category, mapped to NASA's Standard Labor Categories (SLCs) as identified in Attachment 1, and segregated by current Statement of Work (SOW) section. Include the number of Full-Time Equivalents (FTE) currently supporting each SOW section. The FTE detail shall be at the lowest SOW level for which current contract tracking is available. Ensure that FTEs counted at the lowest SOW level are not counted again at the next highest SOW level. See example provided below in Table 1. The contractor's format is acceptable, but must include the requested content.

Table 1: Example of Data Required per Paragraph (1a):

NASA SLC	Contractor Labor Category	SOW Section	*No. of FTEs
Business Specialist	Accountant I	1.2	1.75
Engineer I	Jr Mechanical Eng	3.2.4	6.25 (Not Included in 3.0)
Engineer II	Jr Mechanical Eng	6.1	4.5

\*A FTE is defined as the work of a full-time equivalent person based on your accounting system. For example, if your accounting system dictates that a FTE constitutes 1,880 productive hours (total hours minus paid time off), then four people working 470 hours per year would make up one FTE.

- b. The average current straight time labor rate for each direct-charged labor category identified in paragraph (1a). Further, provide both the date when these wages were last adjusted for escalation by contractor labor category, and the rate of escalation applied. Also indicate whether any adjustments are projected to be made prior to contract expiration. If so, provide the anticipated date and rate of escalation, and identify the contractor labor categories expected to be affected. See example provided below in Table 2. The contractor's format is acceptable, but must include the requested content. Please ensure that all data clearly map to NASA SLCs.

Table 2: Example of Data Required per Paragraph (1b):

NASA SLC	Contractor Labor Category	No. of FTEs	**Direct Labor Rate	Last Escalation Date and Amount	Future Escalation Date and Amount	Exempt or Non-exempt?
Business Specialist	Accountant I	1.75	\$23.25	April 2014 (2.70%)	April 2015 (2.20%)	Exempt
Engineer I	Jr Mechanical Eng	15.55	\$26.12	April 2014 (2.70%)	April 2015 (2.20%)	Exempt

\*\*This is the current weighted average straight-time direct labor rate with NO BURDENS APPLIED and is NOT the contract's Section B rate table rates, if there are any.

- c. Seniority level of all FTEs identified in paragraph (1a) above, for fringe benefit calculation purposes. Provide data separately for exempt and non-exempt personnel:
- i. Number of FTEs with 0 to 5 years of experience.
  - ii. Number of FTEs with greater than 5 years and up to 10 years of experience.
  - iii. Number of FTEs with greater than 10 years and up to 15 years of experience.
  - iv. Number of FTEs with greater than 15 years of experience.
2. Non-Labor Resources
- a. Provide total non-labor cost incurred for the most recent 12 month period grouped by expense type (examples may include travel, training, facilities).

### C. FORMAT:

Contractor format is acceptable. Must include the requested content.

### D. MAINTENANCE:

See Data Requirements List (DRL).

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JSC Form 2341 (Rev February 26, 2002) (MS Word August 1995) (Previous editions are obsolete.)