

Kennedy Space Center Policies & Procedures

The following clauses, polices and procedures apply only to work performed at Kennedy Space Center (KSC) and Cape Canaveral Air Force Station (CCAFS), Florida:

1. Definitions

Paragraph 1, Definitions, of the attached SM353, "Additional Provisions for Work Performed at a Government Installation (Site)(SPOC)," shall apply to the clauses below.

2. KSC 52.204-90 Security Controls at KSC (Nov 2000)

A. Identification of Employees

1. Seller shall require each employee engaged on the work site to display NASA furnished identification badges and special access badges at all times. Seller shall obtain and submit badging request forms for each person employed or to be employed by Seller under this contract. Seller shall designate its own security and badging officials to act as points-of-contact for the KSC Security Office. Prior to proceeding with onsite performance, Seller shall submit the following information to the Protective Services Branch, Code TA-E2, KSC:
 - a. Contract number and location of work site(s)
 - b. Contract commencement and completion dates
 - c. Status as prime or subcontractor
 - d. Names of designated security and badging officials
2. Identification and badging of employees shall be accomplished as soon as practicable after award of an Order. During performance of the Order, Seller shall, upon termination of an employee, immediately deliver badges and/or passes issued to the employee to the NASA Security Office (NSO). It is agreed and understood that all NASA identification badges/passes remain the property of NASA, and the government reserves the right to invalidate such badges/passes at any time.

B. Access to Controlled Areas within KSC

1. Certain areas within KSC have been designated as Controlled Areas. These are normally surrounded by fencing and have an entrance gate monitored by a guard or monitoring device. Access into such areas is classified into "escorted" or "unescorted" access. For each employee for which Seller desires to have unescorted access, the prescribed forms must be submitted to the NSO. Due to the time required to process requests for unescorted access, Seller is advised to complete and submit the required forms as soon as practicable after contract award. Within 14 working days after the receipt of the forms, the NSO will determine whether the person is eligible for unescorted access.
2. Seller is responsible for providing escort services for any of its employees and/or any subcontractor employees who are not eligible for unescorted access.
3. All requests for unescorted access by subcontractors will be submitted through the prime contractor for forwarding to the NSO.

3. KSC 52.223-100 Permanently Installed Safety Systems (Sep 1990)

Seller shall protect and in no way interrupt the service of any installed safety systems or personnel safety devices.

In the event that Seller requires entrance into systems serving safety devices, Seller shall obtain prior approval from the Contracting Officer through Buyer. In the event Seller determines that it is necessary to temporarily remove or render inoperable any personnel safety devices in order to accomplish contract requirements, Seller shall provide alternate means of protection prior to removing or rendering inoperable any permanently installed safety devices or equipment and shall obtain prior approval of the Contracting Officer through Buyer.

4. KSC 52.223-101 Confined Space Work Requirements (Apr 2003)

- A. Special requirements, coordination, and precautions will apply to any contract work taking place in confined spaces. Each contractor contracted to perform work in confined spaces is required to provide a written program for such work as part of its health and safety plan which is consistent with the requirements of 29 Code of Federal Regulations (CFR) 1910.146. For work in telecommunications manholes, provisions of 29 CFR 1910.268(o) are also applicable. Seller shall coordinate any such work in confined spaces with SGS Environmental Health, SGS Fire Services, and any other resident government or contractor organization whose employees may have access to the work location. The provision of Environmental Health services by the government does not prohibit Seller from providing their own atmospheric testing. Government-provided services include environmental health monitoring and consultation support for testing of atmospheres in confined spaces as well as fire rescue and emergency medical services.
- B. Entry into and work in confined spaces shall be in accordance with the requirements of KNPR 1820.4, "KSC Respiratory Protection Program," KNPR 1840.19, "KSC Industrial Hygiene Handbook," and all other applicable clauses of this Order.
- C. Confined spaces, which contain water, shall be pumped out by Seller prior to scheduling a confined space entry check.
- D. In addition to the requirements set forth above, Seller shall notify and obtain approval from the Power Coordinator, telephone 321-867-7300, and/or from Communications Control, telephone 321-867-4141, respectively, prior to performing work in electrical and/or communications manholes.

5. KSC 52.223-105 Emergency Medical Treatment (Jul 2000)

Seller shall immediately call (see below for applicable telephone numbers) for assistance with personnel injury or illness for any incident requiring emergency medical treatment for Seller or lower-tier subcontractor personnel, or invitees on KSC, or if any person on the job site is rendered unconscious. Seller shall require the victim to sign an appropriate "refusal of treatment" form, if medical evaluation/treatment is offered and refused.

From KSC or CCAFS property: 911

From a KSC issued cellular telephone: 867-7911

From other than a KSC issued cellular telephone: 321-867-7911

Commercial telephone users on KSC or CCAFS property: 911

6. KSC 52.223-107 Disposal and Salvage of Materials (Apr 2004)

Construction and demolition debris shall be removed by Seller to the designated disposal area which is located not more than 10 miles from the work site. "Construction and demolition debris" means materials generally considered not to be water soluble and non-hazardous in nature, including but not limited to glass, brick, concrete, asphalt material, pipe, gypsum wallboard, and lumber. The term includes materials from the construction or destruction of a structure as part of a construction or demolition project or from the renovation of a structure. The term includes rocks, soils, tree remains, trees, and other vegetative matter which normally results from land clearing or land development operations for a construction period including such debris from construction of structures at a site remote from the construction or demolition project site. Painted structural materials must be tested prior to disposal in landfill.

All items of materials designated by the Contracting Officer or Buyer to be diverted from solid waste disposal as part of KSC landfill diversion effort shall be segregated from other mixed construction and demolition debris and taken via separate load by Seller to the designated disposal area. Segregated items include concrete, wood, soils, and vegetative materials.

Seller should make every effort to deliver vegetative material to the appropriate disposal area. Seller, however, may burn combustible vegetative materials, at a designated location within the confines of KSC or

CCAFS, upon approval by the Contracting Officer. Such requests for approval will be routed through Buyer. Burn permits issued by KSC or CCAFS are required before materials are burned. Burning may be limited or prohibited during periods of dry weather, or when sensitive flight hardware is housed in the vicinity of the burn site. Burn Permits must be scheduled a minimum of 48 hours in advance, and are to be requested through Buyer to the Fire Services Scheduler at 861-3840 between the hours of 8:00 – 11:00 AM & 12:00 – 2:30 PM, Monday through Friday.

All items of materials designated by Buyer and/or Contracting Officer to be salvaged shall remain the property of the government and will be cleaned of non-salvable debris, segregated, itemized, delivered, and off-loaded by Seller at the disposal area. Scrap metal will be treated as salvage. Seller shall maintain adequate property control records for all materials or equipment specified by Buyer and/or Contracting Officer to be salvaged. These records may be in accordance with Seller's system of property control if approved by the Contracting Officer and/or Buyer. Seller shall be responsible for adequate storage and protection of salvaged materials and equipment pending delivery to the disposal area until the Contracting Officer and/or Buyer otherwise disposes it.

Seller shall ensure that all salvable materials delivered to the designated disposal area meet the following conditions:

- All items must be accompanied by required documentation, KSC Form 7-49 (or equivalent), and identified with a full, written commercial description.
- No leakage of any type of fluid from equipment or containers.
- No visible indication of old spills/releases on outside of equipment or containers that could be washed off from rainfall.
- Oil-filled equipment shall be drained of free-flowing liquids. Items which previously contained dielectric fluid must be accompanied by a copy of analytical results taken within the past 6 months, documenting that the fluid did not contain Polychlorinated Biphenyls (PCBs) in concentration equal to or greater than 50 ppm. Fluid sampling will be performed by the government.
- Unserviceable equipment containing Ozone-Depleting Substances (ODS, e.g., Freon) must be drained (ODS recovered) and labeled "Empty." Serviceable equipment containing ODS needs a certification that the equipment is not leaking. Serviceable equipment shall not be drained.
- Scrap metal must be visually clean of all residual oil/contaminants.

Seller shall burn combustible materials, at a location designated by the Contracting Officer and/or Buyer. Burn permits issued by KSC or CCAFS are required before materials are burned. Burning may be limited during periods of dry weather. Burn Permits must be scheduled a minimum of 48 hours in advance. Burn Permits are to be requested through Buyer to the Fire Services Scheduler at 861-3840 between the hours of 8:00 - 11:00 AM & 12:00 - 2:30 PM, Monday through Friday. Subject areas will be within the confines of KSC or CCAFS.

Hazardous waste shall be managed in accordance with KNPR 8500.1, KSC Environmental Requirements. Asbestos waste material shall be deposited in the Brevard County Landfill located on Adamson Road in West Cocoa, Florida. Seller shall obtain a receipt from the landfill operator for each load of waste deposited and furnish a copy of the receipt to the Contracting Officer and Buyer.

A normal state of cleanliness at the work site is expected. Seller shall clean up and dispose of debris from the work site daily.

7. KSC 52.223-118 Breathing Air Compatibility (Apr 2000)

Seller shall take precautions to assure that connectors used in contractor-supplied breathing air systems are incompatible with connectors present on either KSC gas systems or on contractor-supplied systems that are used to supply non-respirable gases. KSC-STD-Z0008, 'Standard for Design of Ground Life Support Systems and Equipment,' establishes requirements for connectors to be used in KSC facility breathing air and non-respirable gas systems. Facility breathing air systems located at KSC/CCAFS are to use a Hansen 3/8 inch quick disconnect as a breathing air distribution interface. KSC facility non-respirable gas systems are to use 1/4 inch quick disconnects for gas distribution interfaces. Although most facility systems were designed in accordance with this standard, there are nonconforming locations at KSC/CCAFS.

Seller may use KSC facility breathing air systems, if available at the work location. Seller shall perform a pre-work site inspection to identify coupling types in use at the work location before mobilizing or using any breathing air equipment. Seller shall also submit a written certification to show Seller's breathing air system has been recently inspected and meets Grade D breathing air standards. Alternately, Seller may arrange for on-site testing of contractor-supplied breathing air by the government at least five days prior to start of work. In addition, Seller shall also provide a work site evaluation for the NASA Safety Office to review before using any breathing air system. The breathing air test and the safety inspection can be coordinated through the Contracting Officer and/or Buyer, and will be at no cost to Seller.

Seller shall tag or label contractor ends of all lines and flexible hoses of contractor-provided breathing air or non-respirable gas distribution systems. The tags or labels will clearly identify the contents of the lines or hoses.

Seller shall provide description of the steps taken to comply with the requirements of this clause in their safety plan submittal.

8. KSC 52.223-119 Asbestos-Containing Building Materials (Apr 2004)

- A. Asbestos-Containing Building Materials (ACBM) are known to be present in facilities assigned under the scope of this Order. The government will provide information regarding the location and quantity of known ACBM in NASA/KSC facilities to the facility tenant organizations through the JBOSC Environmental Health office.
- B. Special Requirements, coordination, and precautions will apply to any work taking place under contracts that involves disturbance of ACBM. Contractors whose contracts require work involving ACBM are required to provide a written program for such work as part of its health and safety plan which is consistent with the requirements of 29 CFR 1926.1101 and address the NESHAP and Florida Administrative Code requirements under 40 CFR 61 Subpart M and FAC 62-257 respectively. Seller shall coordinate any such work involving ACBM with JBOSC Environmental Health, SGS Fire Services, and any other resident government or contractor organization whose employees may have access to the work location.
- C. Asbestos waste shall be managed in accordance with KNPR 8500.1, KSC Environmental Requirements.

9. KSC 52.236-91 Traffic Restrictions (Sep 1990)

Seller will not move oversized loads and/or slow moving vehicles on established roads within KSC from 6:30 A.M. to 8:30 A.M. and 3:30 P.M. to 5:30 P.M. on week days. Other than the above restricted hours, Seller may move oversize and/or slow moving vehicles to the work site provided all requirements of the Florida State Highway Department have been met.

Movement of any Contractor vehicle in excess of maximum width, height, and length specified by Florida Statutes Chapter 315 shall be accompanied by Seller's designated Convoy Commander. Seller's Convoy Commander shall be totally responsible for the oversized vehicular movement to include making a physical inspection for possible obstructions along the intended route and obtaining all required special permits.

10. KSC 52.223-121 Reporting of Incidents of Workplace Violence (Jul 2008)

Seller shall conduct training on and develop procedures for recognizing, managing and responding to incidents and threats of workplace violence as defined in NASA Policy Directive (NPD) 1600.3. Seller shall also promptly report all incidents involving workplace violence to the Buyer who will report the incidents to the NASA Protective Services Office. If the NASA Workplace Violence Prevention and Response (WVPR) Team Chair and Co Chair determine it is appropriate for the Seller to participate in a WVPR Team meeting, the Seller shall comply with that WVPR Team request. The Seller is also responsible for reporting disposition of the incident reported to the Buyer who will report the disposition to the NASA WVPR Team. This requirement shall flow down to any lower tier subcontractors.

11. KSC 52.236-95 Storage and Protection of Material to be Re-used (Feb 1999)

All items of material to be removed and re-installed by Seller shall be protected during removal and stored in a manner such that the material will not be damaged during removal or storage. Any material designated for re-use, which is not suitable due to Seller's damage, will be replaced by Seller at no additional cost to the government.

12. KSC 52.236-97 Aviation Obstruction Lights (Mar 1999)

Seller will provide at least two Aviation Red Obstruction Lights or two High Intensity White Obstruction Lights on all structures over 100 feet above ground level. All construction cranes/booms shall be lighted regardless of height. Lights must be constructed and installed in accordance with U.S. Department of Transportation, Federal Aviation Administration publication AC 70/7460-1F (as revised), Chapter 4, paragraph 15, subparagraph e. Lights will be operated during all periods of reduced visibility, between sunset and sunrise, and as directed by the Contracting Officer and/or Buyer.

13. KSC 52.236-106 Interferences and Coordination of Work (Feb 1991)

Seller shall coordinate layout, systems configuration and work scheduling to avoid interferences between the various construction trades and their installations. Interferences and obstructions resulting from lack of contractor coordination shall be corrected by Seller as approved by the Contracting Officer and/or Buyer. All components, fittings and reworking necessary for such corrections shall be provided by Seller at no additional cost to the government.

Dimensions shown for existing work, and all dimensions required for work that is to connect to existing work, shall be verified by Seller by actual field measurement of the existing work. Any work at variance with that specified or shown in the drawings shall not be performed by Seller until approved in writing by the Contracting Officer and/or Buyer.

To the extent possible, the as-built dimensions of all new work shall be verified by actual field measurement prior to ordering or fabricating mechanical, electrical, or specialty equipment and materials to be installed. If such field measurement is not possible, then the contract drawings and applicable shop drawings shall be checked by Seller for dimensional accuracy prior to ordering or fabricating equipment and materials to ensure proper fit for field installation.

Seller shall be responsible for correction of all field fitup problems and interferences which could have been avoided by field measurement or drawing checks prior to equipment fabrication.

14. KSC 52.236-130 Conduct of Facility Projects (Apr 2000)

A. Approval

Seller shall not award or otherwise proceed with implementation of any facility project without a NASA approved Facility Project – Brief Project Document (NASA Form 1509). Seller shall prepare or otherwise support the preparation of NASA Form 1509s in accordance with the current edition of NPG 8820.2, Facility Project Implementation Handbook, and the current version of the KSC procedure for Facility Project Approval and Implementation. For purposes of this requirement, a Facility Project is defined as any new construction, repair, and/or modification affecting government real property located on KSC regardless of the source of funding, or located elsewhere and funded by KSC, and costing more than

\$50,000. Planning and design activities leading to the implementation of the actual construction, repair or modification work normally can be accomplished prior to NASA Form 1509 approval. When in doubt, guidance as to whether or not a particular activity is a Facility Project, is "implementation" versus "planning and design," and/or the applicability of this requirement in relation to specific projects should be obtained from the KSC Spaceport Services Management Integration Office and/or Buyer.

B. File Documentation

Construction subcontract file documentation shall include a copy of the approved NASA Form 1509 authorizing the project. For construction subcontracts requiring Contracting Officer and/or Buyer consent, the consent file shall include a copy of the approved NASA Form 1509 authorizing the project.

14. Kennedy Procedural Directives

- KNPD 1150.24 KSC Councils, Boards and Committees
- KNPD 1216.1 Smoke-Free Workplace
- KNPD 1420.1 KSC Forms Management Program
- KNPD 1440.1 KSC Records Management and Vital Records Program
- KNPD 1490.2 Printing, Duplicating, Micrographics and Office Copier Services
- KNPD 1530.1 KSC Mail Management Program and Locator Directory
- KNPD 1590.2 KSC Bulletin, Bulletin Boards and Hallways Displays
- KNPD 1600.3 Use of Alcoholic Beverages on Kennedy Space Center Property
- KNPD 1800.1 Environmental Health Program
- KNPD 1800.2 KSC Hazard Communication Program
- KNPD 1810.1 KSC Occupational Medicine Program
- KNPD 1860.1 KSC Radiation Protection Program
- KNPD 3792.1 Employee Assistance Program (EAP)
- KNPD 8500.1 KSC Environmental Management

15. Kennedy Handbooks and Procedural Requirements

- JHB 2000 Consolidated Comprehensive Emergency Management Plan (CCEMP)
- KNPR 1040.3 Continuity of Operations Planning (COOP) Procedural Requirements
- KNPR 1600.1 KSC Security Procedural Requirements
- KNPR 1820.3 KSC Hearing Loss Prevention Program
- KNPR 1820.4 KSC Respiratory Protection Program
- KNPR 1840.19 KSC Industrial Hygiene Programs
- KNPR 1860.1 KSC Ionizing Radiation Protection Program
- KNPR 1860.2 KSC Non-Ionizing Radiation Protection Program
- KNPR 1870.1 KSC Sanitation Handbook
- KNPR 2540.1 KSC Telecommunications Services
- KNPR 2570.1 KSC Radio Frequency Spectrum Management Procedural Requirement
- KNPR 4000.1 Supply and Equipment System Manual, Chapter 5, Equipment Management
- KNPR 6000.1 Transportation Support System Manual

- KNPR 8040.4 International Space Station/Payload Processing Configuration Management Procedural Requirements
- KNPR 8072.1 KSC Materials and Processes (M&P) Control Procedural Requirements
- KNPR 8500.1 KSC Environmental Requirements
- KNPR 8630.3 KSC Shuttle Processing Flight Readiness/Certification Review Plan
- KNPR 8715.3 Kennedy Space Center Safety Practices Procedural Requirements
- KNPR 8720.1 Reliability, Maintainability and Quality Assurance Procedural Requirement
- KNPR 8830.1 Facilities and Real Property Management Procedural Requirements

16. Kennedy General Procedures

- KSC-CCAFS-6747 Cape Canaveral Spaceport Facilities
- GP-14-3 Facilities Space Control Document, Single Wide Trailers/Boxcars, Launch Complex 39 Facilities, Merritt Island Industrial Area Facilities, and Cape Area Facilities

17. Other Policies and Procedures

- KSC-DE-512-SM Facility, System, and Equipment General Design Requirements

18. Policy Issuances External to KSC

- ESMC Regulation 127-1 Range Safety Manual
(ESMC = USAF Eastern Space and Missile Center)
- 45th Space Wing Instruction 40-201 Radiation Protection Program

19. ESMC/KSC Joint Operating Procedures (JOP)

- 15E-2-2 (KCA 1354) Joint Operating and Support Agreement Between ESMC and KSC
- 15E-2-8 (KCA 1305) Missile/Space Vehicle Safety
- 15E-3-2 (KCA 1358) Labor Relations
- 15E-3-7 (KCA 1105) Meteorological Support
- 15E-3-9 (KCA 1284) Communications Support
- 15E-3-11 (KCA 1311) Coordination of Actions in Hurricane or Tropical Storm Emergency
- 15E-3-14 (KCA 1308) Joint Operating Procedure Between 45th Space Wing and JFK Space Center for Safety (45 SW 15E-3-14)
- 15E-3-35 (KCA 1333) Joint Operating Procedure Between 45th Space Wing and JFK Space Center for Public Affairs and Protocol Activities (45 SW 15E-3-35)

20. KSC Policies and Procedures

The following policies and procedures are for reference when performing work at KSC:

- K-STSM-14.1 Launch Site Accommodations Handbook for Payloads
- K-STSM-14.2.1 KSC Cargo Facility Contamination Control Requirements/Plan
- 79K09579 KSC Facilities, Systems, and Equipment Organizational Level OMD (Baseline)