

Marshall Space Flight Center Policies & Procedures

The following clauses, policies and procedures apply only to work performed at Marshall Space Flight Center (MSFC), Alabama:

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. Contractor Employee Badging and Employment Termination Clearance (MSFC 52.204-90)

- (a) It is anticipated that performance of the requirements of this contract will require employee access to and picture badging by the MSFC. Seller requests for badging of employees shall be by MSFC Form 1739, "MSFC Contractor Badge/Decal Application." Requests for badging shall be submitted to the appointed Contracting Officer Technical Representative through Buyer for completion and approval prior to processing by the MSFC Protective Services Department.
- (b) Seller shall establish procedures to ensure that each badged employee is properly cleared in accordance with MSFC Form 383-1, "Contractor Employee Clearance Document," prior to finalization of employment termination.
- (c) Requests for copies of MSFC Forms 383-1 and 1739 shall be directed to the MSFC Protective Services Department, Marshall Space Flight Center, Alabama 35812, or Buyer.

3. Asbestos Material (MSFC 52.223-90)(Jun 2002)

During performance of this Order, Seller personnel performing work in MSFC buildings may come in contact with materials containing asbestos. MSFC Buildings 4200, 4201, 4202, 4663, and 4666 are of special concern since they are known to contain a sprayed on fire installation on or above the ceiling, usually located on the metal or concrete structure of the buildings. These buildings and all other MSFC buildings may contain asbestos in floor tile, pipe and lagging insulation, exterior siding, roofing felt, and many other building materials. Prior to disturbing suspected asbestos material in any manner, Seller shall notify MSFC's Occupational Medicine and Environmental Health Services, for guidance. Seller shall be responsible for ensuring that all Seller personnel working on-site are made aware of and comply with this clause.

4. Hazardous Material Reporting (MSFC 52.223-91)(Apr 2003)

- (a) If during the performance of this Order, Seller brings any hazardous materials (hazardous as defined under the latest version of Federal Standard No. 313, including revisions adopted during the term of the Order) on-site to the MSFC, a completed MSFC Form 4099 (MSFC Chemical Inventory Addition) shall be immediately forwarded to the address on the form. Seller shall be responsible for ensuring that all Seller/subcontractor personnel are made aware of and comply with this clause.
- (b) Nothing contained in this clause shall relieve Seller from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material; or with other clauses regarding hazardous materials which may be contained in the Order.

5. Marshall Procedural Requirements

- MPR 1040.3 MSFC Emergency Plan
- MPR 1600.1 MSFC Security Procedural Requirements
- MPR 2500.1 Marshall Telecommunication Services and Audio Visual Services
- MPR 2810.1 Security of Information Technology
- MPR 6700.1 Motor Vehicle and Motor Pool Operations

- MPR 8500.1 MSFC Environmental Management Program
- MPR 8715.1 Marshall Safety, Health, and Environmental (SHE) Program
- MPR 8812.1 Requests for Facility Services at MSFC

6. Miscellaneous Policies and Procedures

- MPD 1800.1 MSFC Smoking Policy
- MWI 2210.1 MSFC Documentation Repository Input/Output and Data Management Project Requests