

Johnson Space Center Policies & Procedures (IMOC)

The following policies and procedures apply only to work performed at Johnson Space Center (JSC), Texas:

1. Definitions

Paragraph 1. Definitions, of the attached SM367, "Additional Provisions for Work Performed at a Government Installation (Site) (IMOC)", shall apply to the clauses below.

2. JSC Hazardous Materials Use (JSC 52.223-92)(Dec 1999)

- (a) The clause is JSC-unique, and the requirements are in addition to any U.S. Environmental Protection Agency (EPA), U.S. Occupational Safety and Health Administration (OSHA), or other state or Federal regulations or statutes. Therefore, the following requirements do NOT supersede any statutory or regulatory requirements for any entity subject to this clause.
- (b) "Hazardous materials," for the purpose of this clause, consist of the following:
 - (1) Those materials defined as "highly hazardous chemicals" in OSHA Process Safety Management Regulation, 29 Code of Federal Regulation (CFR) 1010.119, without regard for quantity.
 - (2) Those "extremely hazardous substances" subject to the emergency planning requirements in the EPA Emergency Planning and Community Right-to-Know Regulation, 40 CFR 355, Part 355, without regard for quantity.
 - (3) Those "hazardous substances" subject to the release notification requirements under EPA's Emergency Planning and Community Right-to-Know Regulation 302.4, without regard for quantity.
 - (4) Any radioisotope material or device that produces ionizing radiation.
 - (5) Any Class II, III, or IV laser, as defined by the American National Standards Institute (ANSI) No. Z136.1 (1986)
 - (6) Any explosive or any pyrotechnics.
 - (7) Any pesticide.
- (c) Seller shall develop and maintain an inventory listing the identity and quantity of hazardous materials stored or used on site at JSC for the performance of the contract.
- (d) Seller shall ensure that the proper training of its employees in the use and inherent hazards of these materials is accomplished prior to use.
- (e) Seller shall notify the JSC Occupational Health and Test Support Office (SD13) prior to any initial use or different application of these materials.
- (f) Seller shall use all hazardous materials properly and take all necessary precautions to ensure no harm is done to humans or the environment.
- (g) Seller shall insert the substance of this clause, including this Paragraph G with appropriate changes of designations of the parties, in subcontracts under which hazardous material will be utilized, or may reasonably be expected to be utilized, on-site at JSC.
- (h) In the event Seller fails or refuses to comply with any aspect of this clause, such failure or refusal may be considered a material breach of this contract.

3. Identification of Employees (JSC 52.242-92)(Aug 2006)

At all times when on Government property, Seller, subcontractors, their employees and agents shall wear badges which will be issued by the NASA Badging & Visitor Control Office, located in Building 110 at the JSC, or at the Main Gate at the White Sands Test Facility (WSTF). JSC employee credentials and visitor badges

will be issued only between the hours of 6:00 a.m. and 7:30 p.m. Monday through Friday and 7:30 a.m. to 3:00 p.m. on Saturday. WSTF visitor badges will be issued on a 7-day-a-week, 24-hour-a-day basis. Resident aliens and foreign nationals/representatives shall be issued green foreign national badges.

Each individual who wears a badge will be required to declare citizenship and personally sign for the badge. Seller will be held accountable for issued badges and all other related items and must assure that they are returned to the NASA Badging and Visitor Control Offices upon completion of work under the contract in accordance with Security Management Directive (SMD) 500-15, "Security Termination Procedures." Failure to comply with the NASA contractor termination procedures upon completion of the work (e.g., return of badges, decals, keys, Controlled Access Area cards, clearance terminations, JSC Public Key Infrastructure [PKI], special program deletions, etc.) may result in final payment being delayed.

4. Shipping Instructions (JSC 52.247-94)(Apr 2006)

All documentation shall be shipped to the addresses specified in the Order.

Shipment of all other items shall be as follows:

Parcel Post Shipments and Freight Shipments

Ship to:

NASA Johnson Space Center
Building 421
2101 NASA Parkway
Houston, Texas 77058-3696

Mark for: Accountable Property Officer
Mark with: Contract Number: NNJ09HA15C

For reissue to: _____
(Name) (Mail Code) (Bldg.) (Rm.)

5. Johnson Procedural Directives

The following policies and procedures apply only to work performed at JSC:

- JPD 1620.1 Establishment of Security Areas at JSC
- JPD 1710.1 Design, Inspection, and Certification of Pressure Vessels and Pressurized Systems
- JPD 2314.2 Managing Internal JSC Documents
- JPD 8080.2 JSC Design and Procedural Standards
- JPD 8500.1 JSC Environmental Excellence Policy
- JMI 8820.2 Facility Construction, Rehabilitation, Modification, and Repair

6. Johnson Policy Guidelines and Procedural Requirements

- JPR 1440.3 JSC Files and Records Management Procedures
- JPR 1700.1 JSC Safety and Total Health Handbook
- JPR 1710.13 Design, Inspection, and Certification of Pressure Vessels and Pressurized Systems
- JPR 8080.5 JSC Design and Procedural Standards
- JPR 8550.1 JSC Environmental Compliance Procedural Requirements
- JPR 8553.1 JSC Environmental Management System (EMS) Manual

7. Other Policies and Procedures

- JSC 17773 Instruction for Preparation of Hazard Analyses for JSC Ground Operations

JSC 26549	Control of Program Stock – Customer
JSC 27301	Materials Control Plan for JSC Flight Hardware
JSC 28484	Program Requirements Document for Johnson Space Center Non-Critical Government Furnished Equipment
SSP 50223	ISS Export Control Plan
J29W.01	JSC Export Compliance Work Instruction
CWIJE9W-06	EMS Aspect/Impact Assessment and EMP Process
CWIJ69W-03	Energy Conservation