Attachment B

DATA REQUIREMENTS LIST

Spacecraft Processing Operations Contract (SPOC)
for
National Aeronautics and Space Administration
Launch Service Program (LSP)

1.0 Data Requirements List

The Data Requirements List (DRL) described in SOW 3.2.2 DRL Documentation identifies critical elements of the contracted effort where aspects of spacecraft processing insight are required by NASA Launch Service Program (LSP) and where LSP approval is required. The following DRL defines the scope of documentation required; however, LSP will utilize the Contractor's existing documentation to the extent practicable if it meets compliance requirements. The submittal dates specified represent due dates to the Contracting Officer (CO). DRL approval may be assumed unless the Contractor is notified by LSP of disapproval within thirty (30) days, or as otherwise identified.

All DRLs shall be submitted electronically to the respective points of contact. All data requirements shall be delivered to the CO, with an informational copy to the Contracting Officer's Representative (COR) and Launch Site Integration Manager (LSIM). The Contractor shall notify the CO in writing of DRL delivery.

DRL Item	Document	Submittal Date	Insight (I) Approval (A)	Subsequent Submittal/ Changes	SPOC/SPOT
1	Facility Handbook	10 Business Days After Contract Award	I	When Updated	SPOC
2	Mishap Reporting and Investigation	No Later Than 5 Days after Type A, B, or C Occurrence. No Later Than 7 Days after all other Occurrence.	I	As Required	SPOT
3	Orientation Presentation	No Later Than Ground Operations Review for each SPOT	I	When Updated	SPOT/SPOC
4	Certificate of Facility Readiness (COFR)	45 days prior to IFO	A	As Required	SPOT
5	Off-loading and Transport Operation Procedures and Transportation route survey	20 Days Prior to each facility occupancy date	A	As Required	SPOT

6	Facility Safety Manual	10 Business Days After Contract Award	A	When Updated	SPOC
7	Impound Plan	10 Business Days After Contract Award	I	As Required	SPOT
9	Facility Environment History	10 Business Days After Contract Award	I	When updated or requested with SPOT	SPOC/SPOT
10	Facility Manifest	10 Business Days After Contract Award	I	Quarterly, and as requested	SPOC

DRL 1 Facility Handbook

The facility handbook shall have a complete description of the facility and facility systems capabilities. As the facility or facilities systems are modified, the Contractor shall revise the Facility Handbooks and applicable safety documentation requirements to reflect the current facility and facility systems capabilities.

DRL 2 Mishap Reporting and Investigation

For Type A, B, C, and D mishaps and close calls, as defined in NPR 8621.1D, reports shall be generated per requirements in SOW paragraph 3.2.1. A copy of the report shall be forwarded to the COR within five days for Type A, B, and C mishaps and seven days for all others.

DRL 3 Orientation Presentation

The presentation and hand-out material shall include: The Contractor's key personnel contacts, facility layout, operation methodology, status of the processing facility and its associated systems, open deviation/waivers, anomalies currently open or under investigation, safety training information, delivery dates of commodities, and agreements for services. Also, the package shall address Spacecraft specific requirements, support and services. An overview of the processing facility and mission flow shall be provided.

DRL 4 Certificate of Facility Readiness (COFR)

The Contractor shall generate a detailed report on the facility, facility systems and facility support equipment documenting that the square footage required is provided for, and that contamination and environmental control, electrical, communication and video systems comply with the requirements as stated in the SOW, associated attachments, and the SPOT. As a minimum, the COFR shall:

- Identify all systems by name
- Identify each system as critical/non-critical
- Provide a brief description of status and readiness of the facility and each facility system
- Provide a copy of the certification for each systems proof load, calibration, compliance or inspection
- List supporting documentation for each system
- Provide a summary of facility modifications implemented since last NASA usage
- Have an Open items, Issues, and Concerns Section with associated correction plan and date
- Have an Exception, waivers, and deviation Section
- Provide a Safety statement of readiness

The Contractor is responsible for submittal of the COFR no later than 45 days prior to initial facility occupancy. The Government will provide approval/ disapproval not later than 30 days prior to initial facility occupancy. The approval will involve random inspection of system back-up documentation used in the preparation of the COFR and may include an inspection or walkthrough of the facility by the LSIM.

DRL 5 **Offloading and Transport Operation Procedures and Transportation Route Survey**

The Contractor shall be notified of approval or disapproval in ten business days. For offloading Flight hardware and GSE, any operation procedures used shall be submitted by the Contractor. The survey will include but not be limited to: road conditions, overhead obstruction, bridge conditions and a map identifying the transportation route. Not earlier than one (1) business day prior to transportation, a final route survey shall be performed by driving the transport route.

DRL 6 **Facility Safety Manual**

The Facility Safety Manual should provide detailed description of the hazardous and critical systems in a facility in accordance with AFSPCMAN 91-710. As standard operating safety requirements for organizations occupying the facility change, the Contractor shall revise the safety manual to reflect current safety policy and criteria applicable to GSE and to ground operations processing at the facility. The Contractor shall also make the appropriate revisions if there are any mission-unique safety systems for a mission that drives the control or mitigation for a potential safety hazard other than those already addressed in the current Manual.

DRL 7 **Impound Plan**

The Contractor's Impound Plan shall identify the procedures/actions, roles and responsibilities that will be implemented by the Contractor after a mishap occurs.

The Impound Plan shall include:

a. Identification of the location or space where impounded data, records, and equipment shall be stored and secured during an investigation.
b. Procedures for release of impounded data, records, equipment, and facilities at the mishap site.

Data and records, regardless of format, to be impounded may include, but are not limited to:

a. Check-out logs, test and check-out record charts, launch records, weather information, telemetry tapes, video tapes, audio tapes, time cards, training records, work authorization documents, inspection records, analyses, and problem reports.
b. Historical data associated with the specific equipment, operations, and operating personnel including, environmental, operational, psychological, and other factors bearing on the situation.

DRL 8 Sample Analysis Results of Propellants, Gases, or Fluids

At the request of the Customer, the Contractor shall generate a report detailing the results of the propellant, gases, or fluids sample analysis. Parameters to be analyzed will be specified by the Customer prior to taking the sample.

DRL 9 Facility Environment History

The latest existing facility environment history will be provided to include the latest RF survey results, the latest magnetic survey results and the latest cleanroom cleanliness results.

DRL 10 Facility Manifest

The latest facility manifest will be provided quarterly, and as requested, with updates. The facility manifest shall include the known payload processing commitments in the facility, whether they are commercial or Government, including the initial facility occupancy and processing durations, the facility readiness schedule (cleaning time, stabilization time), and planned facility outages. The facility manifest will cover a minimum projected period of two (2) years from the date of DRL submission.