

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF 1 4
2. AMENDMENT/MODIFICATION NO. 12	3. EFFECTIVE DATE 8 March 2001	4. REQUISITION/PURCHASE REQ. NO. See page 2	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Goddard Space Flight Center Headquarters Procurement Office Code 210.H Greenbelt, MD 20771-0001	CODE 210.H	7. ADMINISTERED BY (If other than Item 6) CODE Attn: Mindy Goeres Email: mgoeres1@mail.hq.nasa.gov Phone: 202-358-0934	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Global Science & Technology
6411 Ivy Lane
Suite 300
Greenbelt, MD 20770

CODE (X)	ONWP5	FACILITY CODE
9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NASW-00017	10B. DATED (SEE ITEM 13) February 16, 2000

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See page 2

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14 (X)

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	d. OTHER (Specify type of modification and authority) 52.232-22 Limitation of Funds and mutual agreement of the parties

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See following pages

NOTE TO ACCOUNTING: ACCOUNTING AND APPROPRIATION DATA ARE ON PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Richard E. Schwinger, Business Manager		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mindy S. Goeres	
15B. CONTRACTOR/OFFEROR <i>Richard E. Schwinger</i> (Signature of person authorized to sign)	15C. DATE SIGNED 2/19/01	16B. UNITED STATES OF AMERICA BY <i>Mindy S. Goeres</i> (Signature of Contracting Officer)	16C. DATE SIGNED 8 March 2001

3. Change paragraph (b) of G.1 FINANCIAL MANAGEMENT REPORTING as follows. Text changed by this modification appears in the revision in bold text.

FROM:

(b) Supplemental instructions. (1) Monthly (NF 533M) reports are required. Quarterly (NF 533Q) reports are also required. One copy shall be provided to each of the following, except for the Contracting Officer's Technical Representative, who shall receive six copies:

Contracting Officer, Code 210.H, GSFC
Contracting Officer's Technical Representative, NASA Headquarters, Code C
Resource Analyst, NASA Headquarters, Code C

(2) The reporting structure shall be as provided at the contract, at the Code, and at the Task levels, and shall include, at a minimum, the following items:

Labor Hours and Costs (By labor category)

Fringe Benefits

Overhead Costs

Other Direct Costs/Material (itemized)

Travel

a. Peer Reviewer

b. Contractor Staff (GST, IDI etc.)

Honoraria

Room/Conference Rental

Facilities

Other

Subcontracts

General and Administrative Costs

Award Fee

TO:

(b) Supplemental instructions.

(1) Monthly (NF 533M) reports are required. Quarterly (NF 533Q) reports are **not** required. One copy shall be provided to each of the following, except for the Contracting Officer's Technical Representative, who shall receive six copies:

- Contracting Officer, **NASA Headquarters Procurement Office**, Code 210.H
- Contracting Officer's Technical Representative, NASA Headquarters, Code C
- **Accountant, NASA Regional Finance Office, Code 155**

Contract NASW-00017

Modification 12

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(2) The reporting structure shall be as provided at the contract, at the Code, at the Task level, and at the **subtask** levels, and shall include, at a minimum, the following items:

Labor Hours and Costs (By labor category)

Fringe Benefits

Overhead Costs

Other Direct Costs/Material (itemized)

Travel

a. Peer Reviewer

b. Contractor Staff (GST, IDI, etc.)

Honoraria

Room/Conference Rental

Facilities

Other

Subcontracts

General and Administrative Costs

Award Fee

4. All other terms and conditions remain unchanged.

(End of Modification 12)

SECTION C OF NASW-00017

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

B.6 CONTRACT FUNDING (18-52.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitations of Funds clause, the total amount allotted by the Government to this contract is **\$13,206,541.**

(b) An additional amount of **\$797,471.** is obligated under this contract for payment of fee.

(End of Text)

B.7 MINIMUM/MAXIMUM CONTRACT VALUE

(a) The guaranteed minimum dollar value of services purchased under this contract through the issuance of task orders is \$5,000,000.

(b) The maximum dollar value of services purchased under this contract through the issuance of task orders is \$146,785,000. NASA has, for administrative reasons, allocated the total contract maximum among the following Codes. NASA may unilaterally adjust these maximums among any existing Codes, or establish ordering authority for new Codes, provided that the total contract maximum amount is not exceeded.

<u>Code</u>	<u>Maximum Ordering Amount</u>
U	\$36,730,000
F	\$6,022,000
E	\$7,833,000
S	\$51,393,000
Y	\$19,860,000
C	\$24,447,000
R	\$100,000
M	\$400,000
Total	\$146,785,000

(c) The Government is in no way obligated to order any additional services beyond the minimum amount specified in paragraph (a) above.

(End of Text)

B.8 EFFECTIVE PERIOD OF CONTRACT

The effective period of this contract begins on the effective date of this contract and ends five years later.

(End of Text)

CONTRACT ADMINISTRATION DATA

G.1 FINANCIAL MANAGEMENT REPORTING

(a) Requirements. This clause provides the supplemental instructions referred to in NASA FAR Supplement (NFS) clause 1852.242-73. The NFS clause and NASA Policy Guidance (NPG) 9501.2C, "NASA Contractor Financial Management Reporting", establishes report due dates and all other financial management reporting requirements. NPG 9501.2C permits withholding of payment for noncompliance.

(b) Supplemental instructions.

(1) Monthly (NF 533M) reports are required. Quarterly (NF 533Q) reports are **not** required. One copy shall be provided to each of the following, except for the Contracting Officer's Technical Representative, who shall receive six copies:

- Contracting Officer, **NASA Headquarters Procurement Office**, Code 210.H
- Contracting Officer's Technical Representative, NASA Headquarters, Code C
- **Accountant, NASA Regional Finance Office, Code 155**

(2) The reporting structure shall be as provided at the contract, at the Code, at the Task level, **and at the subtask** levels, and shall include, at a minimum, the following items:

Labor Hours and Costs (By labor category)

Fringe Benefits

Overhead Costs

Other Direct Costs/Material (itemized)

Travel

- a. Peer Reviewer
- b. Contractor Staff(GST, IDI, etc.)

Honoraria

Room/Conference Rental

Facilities

Other

Subcontracts

General and Administrative Costs

Award Fee

(c) Web sites.

(1)NPG 9501.2C, "NASA Contractor Financial Management Reporting":
http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/Financial_Management/contents.html

(2) NF 533 Tutorial: (for training purposes only)

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF 1 2
2. AMENDMENT/MODIFICATION NO. 13	3. EFFECTIVE DATE April 16, 2000	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE 210.H NASA/Goddard Space Flight Center Headquarters Procurement Office Mailcode 210.H Greenbelt, MD 20771-0001		7. ADMINISTERED BY (If other than Item 6) CODE Attn: Mindy Goeres Email: mgoeres1@hq.nasa.gov Phone: (202)-358-0934	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)
 Global Science & Technology
 6411 Ivy Lane
 Suite 300
 Greenbelt, MD 20770

CODE	FACILITY CODE
(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NASW-00017	10B. DATED (SEE ITEM 13) February 16, 2000

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See page 2

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,

IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
XX	d. OTHER (Specify type of modification and authority). Unilateral; 1852.216-76 Award Fee for Service Contracts

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See page 2

Note to Accounting: Net Award Fee payment amount on page 2 of this modification.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mindy S. Goeres	
15B. CONTRACTOR/OFFEROR <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Mindy S. Goeres</i> <i>(Signature of Contracting Officer)</i>	16C. DATE SIGNED <i>16 April 2000</i>

This modification recognizes the award fee determination and authorizes payment of the remaining award fee for Award Fee Period 2.

Accordingly,

1. Per clause G.3, AWARD FEE FOR SERVICE CONTRACTS, the Government has determined that GST, Inc. will receive award fee in the amount of \$344,030. for the period September 1, 2000 through February 28, 2001. This represents 92.45% of the award fee pool available for Award Fee Period 2.

2. a. GST, Inc. has been paid provisional award fee totaling \$84,310.66, through invoice #GST-201-022A, for Award Fee Period 2. The Contractor shall be paid the remaining award fee as follows:

Award Fee Determination	\$344,030.00
Less: Provisional Award Fee paid	<u>- 84,310.66</u>
Balance of Award Fee Determination	\$259,719.34

b. Remaining award fee in the total amount of \$259,719.34 shall be paid to GST, Inc.

3. As a result of this Award Fee Determination, the cumulative Award Fee through Award Fee Period 2 is increased from \$136,432 to \$480,462, an increase of \$344,030.

	<i>Award Fee Available</i>	<i>Awarded</i>	<i>Award fee Not awarded</i>
Period 1	\$184,617.	\$136,432.	\$48,185.
Period 2	<u>\$372,125.</u>	<u>\$344,030.</u>	<u>\$28,095.</u>
Total	\$556,742.	\$480,462.	\$76,280.

4. All other terms and conditions remain unchanged.

(End of Modification 13)

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF 1 1
2. AMENDMENT/MODIFICATION NO. 14	3. EFFECTIVE DATE April 16, 2001	4. REQUISITION/PURCHASE REQ. NO. See block 12.	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Goddard Space Flight Center Headquarters Procurement Office Code 210.H Greenbelt, MD 20771-0001	CODE 210.H	7. ADMINISTERED BY (If other than Item 6) Attn: Mindy Goeres Email: mgoeres1@mail.hq.nasa.gov Phone: 202-358-0934	CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Global Science & Technology
6411 Ivy Lane
Suite 300
Greenbelt, MD 20770

CODE (X)	ONWP5	FACILITY CODE
9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NASW-00017	10B. DATED (SEE ITEM 13) February 16, 2000

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
10-05390 29 800/10110 2511 101-58-00 UPA00 10-01-09 \$930,621.00
10-05408 54 801/20111 2550 905-10 MRA00 30-02-04 \$200,000.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	d. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This modification provides additional funding for payment of allowable costs. Accordingly, revise paragraph (a) of clause B.6 CONTRACT FUNDING to increase the funds available for payment of costs from \$13,206,541. to \$14,337,162., an increase of \$1,130,621. No change is made to available award fee by this modification.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mindy S. Goeres	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Mindy S. Goeres</i> (Signature of Contracting Officer)	16C. DATE SIGNED 16 April 2001

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF 1 1
2. AMENDMENT/MODIFICATION NO. 15	3. EFFECTIVE DATE May 8, 2001	4. REQUISITION/PURCHASE REQ. NO. See block 12.	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Goddard Space Flight Center. Headquarters Procurement Office Code 210.H Greenbelt, MD 20771-0001		7. ADMINISTERED BY (If other than Item 6) Attn: Mindy Goeres Email: mgoeres1@mail.hq.nasa.gov Phone: 202-358-0934	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Global Science & Technology
6411 Ivy Lane
Suite 300
Greenbelt, MD 20770

CODE ONWPS	FACILITY CODE
(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NASW-00017	10B. DATED (SEE ITEM 13) February 16, 2000

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

10-05645 54 800/10111 2550 953-20 MRA00 30-02-04 \$75,000.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	d. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This modification provides additional funding for payment of allowable costs. Accordingly, revise paragraph (a) of clause B.6 CONTRACT FUNDING to increase the funds available for payment of costs from \$14,337,162., to \$14,412,162, an increase of \$75,000. No change is made to available award fee by this modification.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mindy S. Goeres	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>Mindy S. Goeres</u> (Signature of Contracting Officer)	16C. DATE SIGNED 8 May 2001

SECTION B OF NASW-00017

SUPPLIES OR SERVICES AND PRICES/COST

B.6 CONTRACT FUNDING (18-52.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with Limitations of Funds clause, the total amount allotted by the Government to this contract is \$14,412,162.

(b) An additional amount of \$797,471. is obligated under this contract for payment of fee.

(End of Text)

B.7 MINIMUM/MAXIMUM CONTRACT VALUE

(a) The guaranteed minimum dollar value of services purchased under this contract through the issuance of task orders is \$5,000,000.

(b) The maximum dollar value of services purchased under this contract through the issuance of task orders is \$146,785,000. NASA has, for administrative reasons, allocated the total contract maximum among the following Codes. NASA may unilaterally adjust these maximums among any existing Codes, or establish ordering authority for new Codes, provided that the total contract maximum amount is not exceeded.

<u>Code</u>	<u>Maximum Ordering Amount</u>
U	\$36,730,000
F	\$6,022,000
E	\$7,833,000
S	\$51,393,000
Y	\$19,860,000
C	\$24,447,000
R	\$100,000
M	\$400,000
Total	\$146,785,000

(c) The Government is in no way obligated to order any additional services beyond the minimum amount specified in paragraph (a) above.

(End of Text)

B.8 EFFECTIVE PERIOD OF CONTRACT

The effective period of this contract begins on the effective date of this contract and ends five years later.

(End of Text)

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF 1 1
2. AMENDMENT/MODIFICATION NO. 16	3. EFFECTIVE DATE June 5, 2001	4. REQUISITION/PURCHASE REQ. NO. N/a	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Goddard Space Flight Center Headquarters Procurement Office Code 210.H Greenbelt, MD 20771-0001	CODE 210.H	7. ADMINISTERED BY (If other than Item 6) Attn: Mindy Goeres Email: <u>mgoeres1@mail.hq.nasa.gov</u> Phone: 202-358-0934	CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Global Science & Technology
6411 Ivy Lane
Suite 300
Greenbelt, MD 20770

CODE (X)	ONWP5	FACILITY CODE
9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NASW-00017	10B. DATED (SEE ITEM 13) February 16, 2000

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/a

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: 52.243-2. THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paving office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	d. OTHER (Specify type of modification and authority)

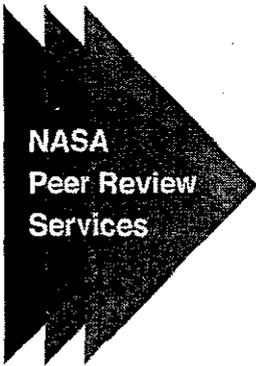
E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The NASA Peer Review Services (NPRS) Safety & Health Plan and Appendix A of the Safety & Health Plan, the NPRS Employee Safety Handbook, each dated 1 June 2001, are hereby incorporated into the contract as Section J, Attachment G. The NPRS Safety & Health Plan and Appendix A are attachments to this modification.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mindy S. Goeres
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA BY <u>Mindy S. Goeres</u> (Signature of Contracting Officer)	16C. DATE SIGNED 5 June 2001



Safety and Health Plan

for

NASA Peer Review Services (NPRS) (Contract NASW-00017)

June 1, 2001



Global Science & Technology, Incorporated

500 E Street, SW Suite 200
Washington, DC 20024-2760

6411 Ivy Lane Suite 300
Greenbelt, MD 20770

**NASA Peer Review Services (NPRS)
(Contract NASW-00017)**

Safety and Health Plan

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NPRS Employee Safety Handbook APPENDIX A

**NASA Peer Review Services (NPRS)
(Contract NASW-00017)**

Safety and Health Plan

Section 1.0 Safety Program Management

1.1 Policy.

We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving Global Science & Technology, Inc., assets and property. The Global Science & Technology Inc., Team considers the health and safety of all employees to be of prime importance. We have made a commitment to our employees and to the employees of our subcontractors to provide a safe and pleasant working environment in which we may prosper personally and professionally.

At Global Science & Technology, Inc., our most valuable resources are the people who work for and with us. Injuries can be prevented. To achieve this objective, Global Science & Technology, Inc., will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. For this reason, we have instituted a Safety and Health Program for NASA Peer Review Services (NPRS) employees working under NASA contract NASW-00017 to promote conditions that will benefit the company, our employees, and our customers.

The Safety and Health Program will assist management and non-supervisory employees in controlling hazards and risks which will minimize employee and customer injuries, damage to customer's property and damage or destruction of NASA and/or Global Science & Technology, Inc., property.

All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and customers. To accomplish our safety and health goals, all members of management are responsible and accountable for implementing this policy, and to ensure it is followed.

This document describes the Safety and Health Plan, outlining program implementation, including health benefits, safety responsibilities, and training requirements.

1.2 Goals and Objectives. The goal of the Safety and Health Plan is to maximize the health and well-being of NPRS employees and to minimize the risks associated with their working environment. Promoting a safe and healthful work environment involves instilling employees with the attitude that safety comes first and that safety will be given priority over operating productivity. Supervisors, managers, and other employees must work as a team, and always be aware of their surroundings, including the potential hazards associated with their jobs. In an environment of cooperation, the objectives of the health and safety program will be to:

- Heighten the awareness of company personnel concerning health and safety issues
- Maximize the health and well-being of project employees by providing health and safety training to all employees
- Minimize the risks associated with the working environment by conducting inspections of the workplace on a regular schedule to identify and correct workplace health and safety hazards
- Create and maintain an injury- and accident-free environment
- Conduct prompt investigation and review of every workplace accident to determine its cause and to prevent recurrence

Although not a participant in OSHA's Voluntary Protection Program (VPP), Global Science & Technology, Inc., will use NASA's Performance Evaluation Profile (PEP) to monitor the efficacy of the safety program. A NASA-type PEP survey of NPRS supervisory and line personnel will be conducted by the NPRS Designated Safety Official (see 1.5.1). August 6-10, 2001, and annually thereafter. A copy of the results, in the form of an OSHA Form 195 prepared by the NPRS Designated Safety Official and endorsed by the Program Manager, will be provided by the GST NPRS Program Manager to the NPRS Safety and Health Committee (see 1.8), all NPRS personnel, and the NASW-00017 Contracting Officer's Representative (COTR) by August 31 each year.

1.3 Management Leadership. The responsibility for implementing the plan is shared among management, employees, and Government personnel. All NPRS employees will be responsible for identifying and correcting hazards by following this plan. Program management will bear the additional responsibility of ensuring that employees have received the training necessary to accomplish this. Also, program management will be ultimately responsible for ensuring that corrective action is taken when necessary. Adherence to this program is included in all Subcontractor Agreements relating to NASW-00017.

1.3.1 Program Manager. The Global Science & Technology, Inc., Program Manager for NASW-00017 is designated the NPRS Site Supervisor and has the primary responsibility of administering the plan for the prime/subcontractor employees assigned to the contract. As NPRS Site Supervisor, the Global Science & Technology, Inc.,

Program Manager will ensure that regular inspections, safety training, and safety briefings are conducted. As NPRS Site Supervisor, the Global Science & Technology, Inc., Program Manager has designated the NPRS Office Manager for the NPRS Office site as the NPRS Safety Representative with the authority to perform these functions.

1.3.2 Facility Safety Representative. It is anticipated that all of the work to be performed by the Global Science & Technology, Inc., Team for this contract will be executed at the NPRS 500 E St., Suite 200, Washington D.C. 20024-2760 site. The NPRS Office Manager at the NPRS 500 E Street SW office site will serve as the NPRS Facility Safety Representative, will be responsible for the general condition of that area, and has the authority to take corrective action when an unsafe condition exists.

1.3.3 Supervisors (Technical Area Coordinators). Supervisors will be key in the implementation and enforcement of the safety and health policies and procedures. This includes initial orientation of new employees when hired, as well as identifying and providing on-going training as required for employees to perform their job duties. Each NPRS Functional/Code Manager and Task Lead is personally responsible and held accountable for making sure that the workplace area they control is safe and healthful for their employees. These Supervisors will fulfill their responsibility by:

- Ensuring that employees are informed of the Global Science & Technology, Inc., NPRS Safety and Health Plan and receive effective safety and health training as needed
- Properly supervising employees to ensure that standards in safety and health performance are maintained
- Enforcing safety and health rules
- Instructing employees to report hazardous conditions to their supervisors
- Reminding employees that they must become familiar with any health and safety plans affecting their NPRS work site

NPRS supervisors will demonstrate safety leadership by setting proper examples and taking responsive corrective action if safety problems are identified.

1.4 Employee Involvement. It will be the individual employee's responsibility to be aware of health and safety issues and to contribute to the success of this plan. The Global Science & Technology, Inc., Team will equip employees with training to help them improve their ability to discern risks and possible hazards. The safety training will also clearly outline the procedures defined for reporting and correcting hazards. All employees will keep their work areas free of mechanical, electrical, and fire hazards. Unsafe conditions outside the ability to correct will be reported to the NPRS Site Supervisor or designated Safety Representative.

Employees are responsible for and held accountable to:

- Comply with all Global Science & Technology, Inc., NPRS safety rules
- Know the members of the NPRS Safety and Health Committee
- Make themselves familiar with fire safety and escape procedures from their area of work

- Maintain an understanding of current safety plans and procedures affecting their work areas, including relevant evacuation plans
- Keep work areas neat and orderly
- Report all workplace safety and health hazards to both their supervisor and the company safety representative
- Report all workplace injuries and illnesses, no matter how minor, to their supervisor
- Follow any NASA safety regulations governing their worksite

1.5 Assignment of Responsibility. The President of Global Science & Technology, Inc., (GST) is responsible for the safety and health program implementation for NASW-00017. He has delegated day-to-day responsibility to the NPRS Program Manager, a GST employee reporting directly to the President, GST. The NPRS Program Manager holds the NPRS Code/Functional Managers responsible for the implementation of the Safety and Health Program within their areas of responsibility. The NPRS employees are responsible for safety and health awareness as outlined in the "NPRS Employee Safety Handbook", Appendix A to this Plan. In addition, following specific designations have been made:

1.5.1 Designated Safety Official. The NPRS Office Manager of 500 E. St., Suite 200, Washington DC, is the NPRS Designated Safety Official for the NPRS site. In addition, the NPRS Office Manager will serve as both the Facility Safety Representative and Building Fire Warden for the site. The NPRS Business manager will be alternate to the NPRS Office Manager for these responsibilities.

1.5.2 Safety Representative. The NPRS Business Manager of 500 E. St., Suite 200, Washington DC will serve as the Global Science & Technology, Inc., Safety Representative for NASW-00017. The NPRS Office Manager will be the alternate to the NPRS Business manager for these responsibilities.

1.5.3 Company Physician. Global Science & Technology, Inc., does not identify a company physician for this site. Employees are enrolled in an HMO-style health insurance program and select their physicians individually within that program.

1.5.4 Notification of Change in Responsibility. Global Science & Technology, Inc., will notify the Contracting Officer and NASA Headquarters Facilities and Security Management Division, Code CO, of any designated safety official and/or Safety Representative replacements within 30 days of replacement.

1.6 Provision of Authority. The authority for this Health and Safety Plan is derived from NASW 00017, Modification 10. Global Science & Technology, Incorporated, management and human resources personnel have the responsibility of providing employees assistance with company-furnished health benefits. For NASW-00017 the appropriate personnel will be:

- Mr. Chieh-san Cheng, Global Science & Technology, Incorporated, President (Questions about overall policy)

- Mr. Robert Rhome, NPRS Program Manager (on-site and local issues)
- Ms. Catherine Starnes, Global Science & Technology, Incorporated, Human Resources Manager (primary contact for enrollment, and related insurance policy questions, etc.)
- Ms. Linda Wieder, the Global Science & Technology, Incorporated, Safety Representative (primary contact for safety and health matters).

As the primary place of business for NPRS under NASW-00017 is within the District of Columbia, all local regulations, in addition to those embodied in Federal Occupational Safety and Health Act provisions, apply and will be enforced.

1.7 Accountability. The Global Science & Technology, Inc., Safety Representative will periodically visit the site, discuss safety issues with the NPRS Office Manager, and verify compliance with the provisions of this Safety and Health Plan. The President, Global Science & Technology, Incorporated, has included compliance with the provisions of this Safety and Health Plan as part of the performance appraisal/ evaluation for the NPRS Program Manager (NPRS Site Supervisor). The NPRS Program Manager will ensure that compliance with the provisions of this Safety and Health Plan is part of the performance appraisal/evaluation for all NPRS Supervisors and personnel.

1.8 Program Evaluation. In addition to making on-going changes to the plan to keep it current, Global Science & Technology, Inc., will evaluate the plan in August of each contract year to ensure that the NPRS Safety and Health goals are being met. This annual evaluation will consist of two separate activities. The first will be the conduct of a NASA-type PEP survey (see 1.2) by the NPRS Designated Safety Official (see 1.5.1). Second, the NPRS Safety and Health Committee (see 1.9) will conduct an evaluation of the overall safety and health program, and will use the results of the PEP Survey as one performance metric. This Committee will discuss possible changes to the goals, implementation, or administration of the plan and recommend the changes to management. The Global Science & Technology, Inc., Team management may then approve changes in the plan and assign a responsible corporate officer to implement the modifications.

When a written program evaluation is requested by NASA, it will be developed by the NPRS Safety and Health Committee and delivered to NASA no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable.

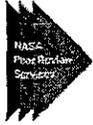
1.9 Safety and Health Committee. Global Science & Technology Inc., will maintain and support an NPRS Safety and Health Committee composed of a cross-section of NPRS employees, including GST Team subcontractors. The NPRS Safety and Health Committee will function as an evaluation and advisory group to develop and recommend to the Global Science & Technology, Inc., NPRS management matters of policy and procedure affecting administration of Global Science & Technology, Inc., NPRS Safety and Health Program. Composition will include one representative from each of the following groups:

- NPRS GST Code Support Staff
- NPRS SAIC Code Support Staff
- NPRS InDyne Inc Code Support Staff
- NPRS IT Support Staff
- NPRS Logistical Support Staff

The NPRS Program Manager has designated the NPRS Office Manager as the NPRS Safety and Health Committee Chairperson. The list of NPRS Safety and Health Committee members, their telephone numbers and e-mail addresses will be posted on the NPRS local area network and the employee bulletin board in the NPRS central Pantry/First Aid Station. The Committee will meet at a mutually convenient time, at the request of any member of the Committee, but not less than quarterly. Minutes of the meeting will be produced by the Chairperson, posted the NPRS local area network public site, and filed for future reference and/or inspection. The Committee is responsible for:

- Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of overall accident and loss prevention efforts and to develop recommendations for improvement.
- Reviewing and analyzing accident and property loss investigation reports for:
 - Accuracy and completeness (recommending follow-up investigation if necessary).
 - Provide recommendations for corrective action and provide consistency throughout Global Science & Technology, Inc., operations.
 - Identification of accident problem or trend and determination of what order they should be given attention.
- Reviewing safety and property inspection reports, job safety analyses, supervisor's safety observation reports, and employees' safety suggestions for:
 - Possible changes in work practices or procedures.
 - Need for safety procedures.
 - Need for protective device or equipment.
 - Need for training.
- Developing practical safety and property inspection procedures, and assisting in making inspections when requested by the Safety and Health Manager.
- Keeping NPRS Supervisors informed of the progress of the NPRS Safety Program and informed as to the safety records of NPRS employees or other segments of NPRS activities.
- Assisting in developing the records and statistical data necessary to provide an accurate picture of Global Science & Technology, Inc., safety problems.
- Identify unsafe work practices and conditions and suggest appropriate remedies. Ensure that employees and others (visitors, contractors, etc.) are informed about safety policies, training programs, injury risks and causation, and other health and safety-related matters.
- Reviewing the Material Safety Data Sheets (MSDS) and Hazardous Material Inventory (see 1.10.2) to ensure that they are accurate and up to date.

- Maintain an open channel of communications between employees and management concerning occupational and environmental health and safety matters.
- Provide a means by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, conditions, and practices.
- Conducting the quarterly self-inspection (see 2.3) and review of corrective actions taken, to include the status of identified hazards (see 2.1).
- Conducting the annual program evaluation and report (see 1.8).



NPRS SAFETY-SUGGESTION FORM

NAME: _____ DATE: _____
(OPTIONAL)

DESCRIPTION OF HAZARD, UNSAFE CONDITION OR PRACTICE:

PROBABLE CAUSE OR CONTRIBUTING FACTORS:

SUGGESTION FOR IMPROVING SAFETY:

Draw a picture to describe situation:

Place this form in the NPRS mailbox of your supervisor or of any member of the NPRS Safety and Health Committee.

1.10 Government Access to Contractor Safety and Health Program Documentation.

So that the government may monitor the performance in its Health and Safety Program, Global Science & Technology, Inc., will provide to the NASA COTR copies of the Health and Safety Plan, all amendments to that Plan, and all reports generated in compliance with the directives of that Plan. Global Science & Technology, Inc., will make safety and health records/documentation (including relevant personnel records) available for inspection or audit at the Government's request, and will also furnish a Roster of Terminated Employees and appropriate Material Safety Data for any potentially hazardous materials to be used at the site.

1.10.1 Roster of Terminated Employees. Global Science & Technology, Inc., will send a report listing all employees terminated during each contract year to the NASA Headquarters Occupational Health Program Office, NASA HQs Code CP. The report will be sent to the Occupational Health Officer no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. The report will contain the following information:

- Date of report, contractor identity, and contract number.
- For each person listed: name, social security number, assigned Headquarters badge number, and date of termination.
- Name, address, and telephone number of contractor representative to be contacted for questions or other information.

1.10.2 Material Safety Data and Hazardous Materials Inventory. Only one potentially hazardous material has been identified that is currently in use at the site. This is the toner for the high-volume copying machines, which is furnished in large bottles rather than cartridges. This means that the potential exists for dispersing the toner into the copy-room air if a bottle is somehow ruptured. The Material Safety Data Sheet (MSDS) for the product, identified as Konica 7075 Black Toner, PC/UA 950-638 is available on site for NPRS employee and government review. No other potentially hazardous materials are expected to be introduced to the site during the contract period.

1.11 Procurement. All procurement activities conducted at the site will concern items purchased in a completed state from vendors. No fabrication or manufacture of items will be performed at the site, eliminating safety issues associated with manufacturing procurement. Global Science & Technology, Inc., will substitute non-hazardous or less hazardous materials whenever possible.

1.12 Contractor Relationship with OSHA. Global Science & Technology, Inc., is responsible for providing employees with a safe and healthful working environment and is in compliance with Public Law 91-596, Occupational Safety Health Act of 1970 and amendments. In addition, Global Science & Technology, Inc., complies with the OSHA Hazard Communication Standard, Title 29 Code Of Federal Regulations 1910.1200, by using MSDSs (see 1.10.2), by compiling a Hazardous Chemicals List, by insuring that containers are labeled, and by providing each employee with training. A record of employee acknowledgement of chemical hazard data and safeguards will be maintained

(see Appendix A page 2). Global Science & Technology, Inc., will submit a timely reply to any OSHA citation it receives and is responsible for settling citations issued against the operation unless specifically addressed in the contract.

1.13 Plan Update(s). Global Science & Technology, Inc., will update the NPRS Safety and Health Plan when necessary. Every NPRS employee that is placed under the NASW-00017 contract, either by the Global Science & Technology, Inc., or one of its subcontractors (Science Applications International Corporation and/or InDyne Incorporated), will be provided a copy of this NPRS Safety and Health Plan. As update(s) to the plan are made, each NPRS employee will receive the updated information and new NPRS employees will be provide a copy of the plan with the current updates incorporated. A record of employee acknowledgement of any new chemical hazard introduced into the workplace and associated safeguards will be maintained (see Appendix A page 2). A copy of the update(s) or updated plan will be provided to the NASA Headquarters Facilities and Security Management Division, Code CO, and the NASW-00017 Contracting Officer.

Section 2.0

Workplace Analysis

The Global Science & Technology, Inc., NASA Peer Review (NPRS) work site represents 20,000 square feet of office/work space located at 500 E Street NW, Washington, D.C. and leased from the building designer/builder/owner. The facility is modern and meets all safety codes for the District of Columbia, and the site owner as part of the tenant agreement accomplishes all work with the mechanical, plumbing and electrical systems of the building. District of Columbia Certificates of Occupation are posted at the site. This Health and Safety Plan includes all special measures needed to handle the two activities identified as presenting a unique potential for hazard, along with those procedures necessary for maintaining health and safety in the normal office/work environment.

2.1 Process. The majority of the work being performed under this contract will be performed in the NPRS facilities located at 500 E Street SW, Washington, District of Columbia. Work not performed at the NPRS facility will be conducted in commercial facilities in and outside of the Washington Metropolitan Area. All NPRS employee-identified hazards on NPRS property, which are immediately dangerous to life or health, will be reported immediately to the building management (Boston Properties: 202-488-0549 ext. 102; non-emergency ext. 105). All NPRS employee-identified hazards on commercial property used to support elements of work under this contract, which are immediately dangerous to life or health, will be reported immediately to the Boston Properties on-site building engineer and to the Boston Properties commercial property manager.

The NPRS Contracting Officer has issued no Task to Global Science & Technology, Inc., that includes any on-site performance at NASA Facilities and Global Science & Technology, Inc., recognizes that on-site performance at NASA Facilities is prohibited without the Contracting Officers written authorization. Should such a Task be issued by the Contracting Officer, all NPRS employee-identified hazards on NASA property, which are immediately dangerous to life or health, will be reported immediately to the NASA Headquarters Facilities and Security Management Division, Code CO. All safety engineering products, which address operations, equipment, etc., on NASA Headquarters property will be subject to the review and concurrence of the NASA Headquarters Facilities and Security Management Division, Code CO, unless otherwise specified in the approved Safety and Health Plan.

Authorized NASA representatives will have access to and the right to examine the sites or areas where work under this contract is being performed in order to determine the adequacy of the Contractor's safety and health measures in ensuring a safety and healthful working environment to its employees.

2.2 Hazard Identification. The NASW-00017 Statement of Work cites seven functional areas which include:

- Preparation Of Program Announcement Documentation And Solicitation
- Notices Of Intent To Propose
- Proposal Receipt/Peer Review Processing/Logistics
- Administration
- Database
- Electronic Commerce
- Report Generation

Although the primary NPRS operations performed in these functional areas by the Global Science & Technology, Inc., Team within the NPRS facility are general office work in nature, two activities performed coincidental with implementation of the NASW-0017 Statement of Work have been identified as representing a potential hazard:

- Handling of large bottles of toner for copying machines - the use of copiers is incidental to all elements of the Statement of Work where reproduction of solicitation-relayed documents is required. The handling of toner bottles is restricted to NPRS Office Management support and vendor staff (see 4.3.2)
- Lifting of large boxes of proposals/proposal-related documentation - is incidental to the Proposal Receipt/Peer Review Processing/Logistics and Administration elements of the Statement of Work. Where this activity is required, procedures for lifting, moving, and carrying of heavy documentation files have been developed (see 4.3.3)

NASA and Global Science & Technology, Inc., will jointly decide which operations are to be considered hazardous, with NASA as the final authority. Before hazardous operations commence, the Contractor will submit for NASA concurrence (1) written hazardous operating procedures for all hazardous operations; and/or (2) qualification standards for personnel involved in hazardous operations

2.2.1 List of Hazardous Chemicals. The NPRS Designated Safety Official (see 1.5.1) maintains a master list of all hazardous chemicals and related work practices used in the Global Science & Technology, Inc., NPRS office site. This list also identifies the corresponding Material Safety Data Sheet (MSDS) for each chemical. Any new hazardous chemicals received by Global Science & Technology, Inc., for the NPRS office site will have an MSDS document available for inspection before any employee uses the chemical. The **MSDS Master List** form on page 19 will be used, updated as necessary, and reviewed quarterly by the NPRS Safety and Health Committee (see 1.9).

2.2.2 Material Safety Data Sheets (MSDSs). MSDSs provide each employee with specific information on the chemicals used. The NPRS Designated Safety Official (see 1.5.1) will maintain a binder with an MSDS on every substance on the list of hazardous chemicals. The MSDS will be a fully completed OSHA Form 174 or equivalent (**Pages 17**

and 18). The NPRS Designated Safety Official, will ensure that the NPRS site maintains an MSDS for hazardous materials in that area and will be made readily available to any NPRS employee. The NPRS Designated Safety Official is responsible for acquiring and updating MSDSs. The NPRS Designated Safety Official will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment.

2.2.3 Labels and Other Forms of Warning. The Safety and Health Manager will ensure that all hazardous chemicals in the work place are properly labeled and updated as necessary. Labels should list as a minimum the chemicals identity, appropriate hazard warnings, and the name, and address of the manufacturer, importer, or other responsible party. The Safety and Health Manager will refer to the corresponding MSDS to assist each employee in verifying label information. Labels are required on portable containers.

2.2.4 Non-Routine Tasks. When employees are required to perform hazardous, non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.), a special training session will be conducted to inform them of the hazards to which they may come into contact, and the precautions to take to reduce and/or avoid exposure or danger.

2.2.5 Training. Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous chemicals by the NPRS Designated Safety Official. Initial training is the responsibility of the NPRS Office Manager and will be provided upon hire of the new employee as part of the normal personnel in-briefing. The training will provide employees with sufficient information to recognize hazards and identify ways of avoiding accidents. Training will include general area safety information and specific job safety information when applicable. The NPRS Office Manager will provide follow-on training if an employee's responsibilities change substantially, and/or s/he is relocated to a different work area. The NPRS Office Manager will document initial and follow-on training in the employee's file. Each new NPRS hire will be provided a copy of Appendix A, "NPRS Employee Safety Handbook". Whenever a new hazard is introduced, additional training will be conducted to address the new hazard and protective measures to be taken. A record of employee acknowledgement of any new chemical hazard introduced into the workplace and associated safeguards will be maintained (see **Appendix A page 2**). The training plan will emphasize these components:

- Summary of the standard and this written program.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity, etc.) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.), health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.

- Procedures to protect against hazards (e.g. personal protective equipment required, proper use and maintenance, work practices, methods to assure the proper use and handling techniques, and procedures for emergency response).
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
- Where MSDSs are located, how to read and interpret information on both labels and MSDSs and how employees may obtain additional hazard information.
- Interpretation of common chemical classification and warning signs.

Material Safety Data Sheet

May be used to comply with OSHA's
Hazard Communication Standard 29 CFR 1910.1200.
Standard must be consulted for specific requirements

U.S. Department of Labor

Occupational Safety and Health Administration
(Non-mandatory Form)
Form Approved OMB No. 1218-0072

Manufacturer's Name	Emergency Telephone Number
Address (<i>Number, Street, City, State, and ZIP Code</i>)	Telephone Number for Information
	Date Prepared
	Signature of Preparer (<i>optional</i>)

Section II - Hazard Ingredients/Identity Information

Boiling Point	Specific Gravity (H ₂ O = 1)
Vapor Pressure (mm Hg.)	Melting Point
Vapor Density (AIR = 1)	Evaporation Rate (Butyl Acetate = 1)
Solubility in Water	
Appearance and Odor	

Section IV - Fire and Explosion Hazard Data

(Reproduce locally)

Section V - Reactivity Data

Route(s) of Entry:	Inhalation?	Skin?	Ingestion?
Health Hazards (<i>Acute and Chronic</i>)			
Carcinogen city:	NTP?	IARC Monographs?	OSHA Regulated?
Signs and Symptoms of Exposure			
Medical Conditions Generally Aggravated by Exposure			

Emergency and First Aid Procedures

Section VII - Precautions for Safe Handling and Use

Steps to Be Taken in Case Material is Released or Spilled
Waste Disposal Method
Precautions to Be taken in Handling and Storing
Other Precautions

Section VII - Precautions for Safe Handling and Use

Respiratory Protection (<i>Specify Type</i>)		
Ventilation	Local Exhaust	Special
	Mechanical (<i>General</i>)	Other
Protective Gloves	Eye Protection	
Other Protective Clothing or Equipment		
Work/Hygienic Practices		

2.2.6 Contractor Employees. The NPRS Designated Safety Official will advise outside contractors of any chemical hazards that may be encountered in the normal course of their work on Global Science & Technology, Inc., premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, these individuals will be notified of the location of all MSDSs. Each contractor that brings chemicals onto Global Science & Technology, Inc., premises must provide Global Science & Technology, Inc., with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

2.3 Self-Inspections. The NPRS Site Supervisor and the NPRS Safety and Health Committee will lead the effort to identify, evaluate, and prevent occupational safety and health hazards. The initial formal inspection will be conducted NLT May 31, 2001 and quarterly thereafter. The NPRS Safety and Health Committee will use the inspection checklist on **pages 22 and 23** during its work site inspection/analysis (see 1.9). Hazardous conditions will be noted on the checklist and will be a matter of special attention by the Committee and the NPRS Designated Safety Official (see 1.5.1) until eliminated. As a minimum, the Committee and the NPRS Designated Safety Official will:

- Review applicable safety orders and announcements that apply to the operation.
- Address safety information in safety training, safety briefings, and monthly staff meetings.
- Review industry and general information related to potential occupational safety and health hazards.
- Investigate all accidents, injuries, illnesses, and unusual events that have occurred at the location, and document the incident, using NASA Form 1627. Check documentation for related incidents. Implement improvements to prevent future events if applicable.
- Conduct periodic and scheduled inspections of the general work areas and workstations (monthly). Use the defined codes of safety practices as a measure.
- Evaluate information provided by employees.
- Recommend corrective action when a hazard is discovered.
- Ensure that identified hazards are corrected on the spot or that necessary service orders are completed to resolve the issue.
- Evaluate work areas according to type (e.g., computations area, computer operations room, general office area) for potential hazards.
- Conduct initial safety training and subsequent safety briefings.
- Ensure that all employees update Standard Operating Procedures (SOPs) and other operational manuals to reflect safety considerations. Include statements of the hazardous situations and the necessary precautions.
- Identify work in the contract that might involve hazardous materials. If found the NPRS Site Supervisor may charge the Office Manager with establishing controls over the procurement, storage, issuance, and use of hazardous substances and establishing procedures for the recycling and disposal of hazardous waste.

Copies of the inspection and/or evaluation records along with corrective measures will be provided to the NASA Headquarters Facilities and Security Management Division, Code CO, no later than 5 working days after completion of the inspection/evaluation NPRS will maintain a log of identified hazards in order to adequately track/follow-up on the hazard conditions/operations.

2.4 Employee Reports of Hazards. Employees must report all workplace hazards that they identify. The NPRS Safety Suggestion Form (see page 10) will be provided for employees to use, along with an explanation of its use and an explicit statement that reporting health and safety hazards will in no way jeopardize their position with the company. The form also may be submitted anonymously to further assure anonymity. The status of all NPRS Safety Suggestions will be a matter of formal discussion by the NPRS Safety and Health Committee during its quarterly meetings and documented in the quarterly report.



NPRS Safety Inspection Checklist

Inspected By: _____ Date: _____

(Mark N/A as appropriate)

1. WORK SITE INFORMATION:

- a. Posting OSHA and other work site warning posters _____
- b. Are Safety Meetings conducted periodically? _____
When was the last meeting? _____
- c. First aid equipment properly stocked _____
- d. Are work site injury records being kept? _____
- e. Are emergency telephone numbers conspicuously posted? _____
- f. Is the EMERGENCY INFORMATION form posted? _____

Describe Violation – Location – Remedy Taken

2. HOUSEKEEPING AND SANITATION :

- a. Are emergency lights fully operational? _____
- b. General neatness of working areas _____
- c. Regular disposal of waste and trash _____
- d. Passageways and walkways clear _____
- e. Waste containers provided and used _____
- f. Sanitary facilities adequate and clean _____
- g. Adequate supply of water _____
- h. Adequate lighting _____
- i. Trash receptacle for drinking cups _____
- j. Are handrails and stair treads in good repair? _____
- k. Is smoking restricted to certain locations? _____
- l. Are electrical cords and plugs in good condition? _____
- m. Is a clearance of 3' maintained around hot water heaters
electric breaker panels, heating units, and fire sprinkler riser? _____
- n. Are electric circuit breakers free of obstructions? _____

Describe Violation – Location – Remedy Taken

3. FIRE PREVENTION:

- a. Fire prevention instruction to personnel _____
- b. Good housekeeping _____
- c. Storage, use and handling of flammable liquids properly done _____
- d. Fire hazards checked _____

Describe Violation – Location – Remedy Taken

3. HANDLING AND STORAGE OF MATERIALS:

- a. Are materials properly stored and stacked? _____
- b. Are passageways clear? _____
- c. Shelves in stockrooms in good repair and properly anchored _____
- d. Stacks on firm footing, not too high _____
- e. Are employees lifting loads correctly? _____

Describe Violation – Location – Remedy Taken

4. HAZARDOUS MATERIALS:

- a. Is a binder containing MSDS for supplies containing hazardous chemicals available to employees before using chemicals? _____
- b. Are "Material Safety Data Sheets are Available on Request" signs posted in conspicuous locations? _____
- c. All containers clearly identified _____
- d. Proper storage practices observed _____
- e. Proper storage temperatures and protection _____
- f. Proper type and number of extinguishers nearby _____

Describe Violation – Location – Remedy Taken

Unsafe acts and/or practices observed

Section 3.0 Mishap Investigation and Record Analysis

3.1 Mishap Investigation. Any accident will be reported immediately both to Global Science & Technology, Inc., and NASA management. Accident information will be maintained for detailed analysis, to continue improvement of accident avoidance techniques. The two reporting forms discussed below ensure that NASA receives complete information about all mishaps involving contractor personnel. Global Science & Technology, Inc., will investigate all work-related mishaps, incidents, and close calls, to the extent necessary to determine their causes and provide the Contracting Officer and the NASA Headquarters Facilities and Security Management Division, Code CO, a report of the investigative findings and proposed or completed corrective actions.

3.2 Mishap Reporting. In addition to immediately warning/advising other employees of the mishap and notifying emergency personnel (see **Appendix A, page 6**), the affected employee (or other unimpaired cognizant employee) will follow the 500 E Street building management emergency procedures, and, when time and/or the situation permits, notify the supervisor or the Global Science & Technology Inc., NPRS Program Manager or NPRS Office Manager in the case of fire, hazardous material, release, and/or other emergencies. After ensuring that any injured employee receives treatment, the NPRS Program Manager will report the occurrence to NASA management via the NASW-00017 COTR. The NPRS Program Manager will conduct a complete evaluation and investigation of the incident (see **3.2.3.1**) and will ensure that a copy of the report is provided to the NPRS Safety and Health Committee.

3.2.1 Notification/Reporting Procedures. Global Science & Technology, Inc., will immediately notify and promptly report to the Contracting Officer and to the NASA Headquarters Facilities and Security Management Division, Code CO, any accident, incident, or exposure resulting in a fatality, lost-time occupational injury, occupational disease, contamination of property beyond any stated acceptable limits set forth in the contract Schedule; or property loss of \$25,000 or more, or Close Call (a situation or occurrence with no injury, no damage, or only minor damage (less than \$1,000) but which possesses the potential to cause any category of mishap, or any injury, damage, or negative mission impact) that may be of immediate interest to NASA, arising out of work performed under this contract. Global Science & Technology, Inc., is not required to include in any report an expression of opinion as to the fault or negligence of any employee. In addition, Global Science & Technology Inc., will provide monthly reports specifying exposure hours, lost-time frequency rate, number of lost-time injuries, and accident/incident dollar losses as specified in the contract Schedule and not later than the 7th day of the month following the reporting month.

3.2.2 NASA Mishap Reporting Categorizations. In addition to either Global Science & Technology, Inc., or Office of Workers' Compensation mishap reporting categorizations and reporting procedures, the contractor will classify and submit mishap reports in accordance with the below listed classifications. All Global Science & Technology, Inc., NPRS mishap reports will be reported to the NASA Headquarters

Facilities and Security Management Division, Code CO, using NASA coding of incidents in accordance with the following specified classifications:

3.2.2.1 Type A Mishap. A mishap causing death and/or damage to equipment or property equal to or greater than \$1 million. Mishaps resulting in damage to aircraft, space hardware, or ground support equipment that meet these criteria are included, as are test failures in which the damage was unexpected or unanticipated.

3.2.2.2 Type B Mishap. A mishap resulting in permanent disability to one or more persons, hospitalization (within a 30-day period from the same mishap) of three or more persons, and/or damage to equipment or property equal to or greater than \$250,000, but less than \$1 million. Mishaps resulting in damage to aircraft, space hardware, or ground support equipment that meet these criteria are included, as are test failures in which the damage was unexpected or unanticipated.

3.2.2.3 Type C Mishap. A mishap resulting in damage to equipment or property equal to or greater than \$25,000, but less than \$250,000, and/or causing occupational injury or illness that results in a lost workday case. Mishaps resulting in damage to aircraft, space hardware, or ground support equipment that meet these criteria are included, as are test failures in which the damage was unexpected or unanticipated.

3.2.2.4 Mission Failure. A mishap of whatever intrinsic severity that, in the judgment of the Enterprise Associate Administrator and the Associate Administrator for Safety and Mission Assurance, prevents the achievement of primary NASA mission objectives as described in the mission operations report or equivalent document.

3.2.2.5 Incident. A mishap consisting of personal injury of less than Type C mishap severity but more than first-aid severity, and/or property damage equal to or greater than \$1,000, but less than \$25,000.

3.2.2.6 Close Call. A situation or occurrence with no injury, no damage or only minor damage (less than \$1,000), but possesses the potential to cause any type mishap, or any injury, damage, or negative mission impact. (A close call is not considered a mishap, but the mishap reporting, investigation, and record keeping and recurrence control guidelines will be followed.)"

3.2.3 NASA Mishap Reporting Forms. In addition to any required contractor and workers' compensation claim forms, the Contractor is required to provide NASA Form 1627 (Mishap Report) to the NASA Headquarters Facilities and Security Management Division, Code CO. Global Science & Technology, Inc., will provide the NASA Headquarters Facilities and Security Management Division, Code CO, NASA Form 1627A, Mishap Report, within 24 hours of the incident; a completed NASA Form 1627 will be provided to the NASA Headquarters Facilities and Security Management Division, Code CO, upon completion of the investigation for Type A and B Mishaps, and within 5 working days for Type C Mishaps, Incidents, and Close Calls.

3.2.3.1 NASA 1627 (per incident). In the event of an accident, a NASA Mishap Report (NASA Form 1627) will be completed in lieu of OSHA Form 200 and submitted according to the instructions on the form. The instructions to this form explain several types of accident severity involving varying amounts of personnel and monetary losses. The NPRS Site Supervisor and the appropriate Facility Safety Representatives will exercise the responsibility of ensuring that this procedure is followed completely.

3.3 Trend Analysis. Because the site is a normal office environment, the incidence of reportable accidents has historically been, and is expected to continue to be, quite low. No reportable accident has occurred in the facility during the first contract year ending February 28, 2001. Should reportable accidents occur at a frequency greater than roughly once per year, the Global Science & Technology, Inc., Safety Representative will at such a time implement the appropriate trend analysis and furnish the results to the NASA COTR and Global Science & Technology, Inc., management. Global Science & Technology, Inc., will provide the NASA Headquarters Facilities and Security Management Division, Code CO, a monthly summary of all mishaps and incidents to include lost-time frequency rate, number of lost-time injuries, exposure, and mishap/incident dollar losses, trend analysis, and corrective actions by the 7th day of the month following each month reported. Negative reports will also be provided.

3.4 Record keeping. NASA Form 1627 (Mishap Report) used in reporting mishaps, incidents, and close calls (see 3.2.3.1) will be retained by the NPRS Designated Safety Official and will be used to support development of the annual summary of occupational injuries. Global Science & Technology, Inc., will deliver to the NASA Headquarters Facilities and Security Management Division, Code CO and the Contracting Officer, (under separate Contractor's cover letter), a copy of its annual summary of occupational injuries and illnesses (or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5 or equivalent data. This report will be reported by calendar year and provided to the NASA Headquarters Facilities and Security Management Division, Code CO, within 45 days after the end of the year to be reported, but not later than February 15 of the year following. Negative reports will also be provided.

Section 4.0 Hazard Prevention and Control

4.1 Risk Management. All Team employees located at NASA will normally work in an office environment. The possible hazards of the office environment are few, but they do exist. Project employees will be responsible for being aware of these hazards and minimizing their possible adverse effects. Some of these hazards are discussed below. In addition, project employees will be encouraged and enabled through training to identify any office configurations, processes, etc., which may be modified in order to prevent a potentially injurious situation. Periodic, scheduled inspections will occur as a routine part of Global Science & Technology, Inc., business. The NPRS Designated Safety Official (see 1.5.1) will ensure these inspections occur. The NPRS Safety Inspection Checklist (see pages 20-21) will be used for that purpose. Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting an NPRS Safety Suggestion Form (see page 10) to the NPRS Designated Safety Official, or their immediate supervisor, without identifying themselves. Employees must report immediately any unsafe condition or unsafe practice. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Failure to report any obvious unsafe situation may result in disciplinary action, up to and including termination. The NPRS Designated Safety Official will ensure that Material Safety Data Sheets are present, up to date, and accessible at the appropriate locations. In addition, the Safety and Health Manager will assure that employees are trained in the Hazard Communication Program before beginning work or changing job functions, and will continuously monitor the work site to assure employees follow safe work practices. Global Science & Technology Inc., will authorize access to designated NASA representatives to any data necessary to verify implementation of control measures.

4.2 Hazardous Operations. Employees will not be expected, or allowed, to participate in any major hazardous operations (those requiring permits, special skills or training) associated with the site. When such tasks (construction, electrical work, etc.) cannot be avoided and must be performed, they will be outsourced by NPRS to the appropriate organizations.

4.3 Written Procedures.

4.3.1 Procedures for General hazard avoidance .

- Offices, aisles and passageways must be kept clear and in good repair with no obstructions across or in aisles that could create hazards.
- Hazards, when they exist, will be prominently marked with appropriate labels, signs, or other devices to minimize the chance of mishap
- Exits will be well marked and free of obstacles at all times
- Power strips and power cords will be placed with consideration to minimizing tripping hazards.
- Individual offices, passageways, storerooms, and other areas, will be kept clean and orderly, since excessive loose paper, disorderly journals and books, and stored cardboard boxes and crates significantly contribute to the potential for rapid fire spread.

- Storage areas must be kept free from accumulation of materials that constitute hazards or pest harborage
- All work areas should be periodically examined for tripping hazards. Any such hazards found should be eliminated. These include such things as poorly placed electrical and telephone wire, wires running across aisle areas, and improperly stored equipment.
- The tops of all storage cabinets should be cleared of stored items that might cause injury. Shelves and cabinets must be periodically checked to ensure that they are not overloaded.

4.3.2 Procedures for operations involving black toner for the copier.

- Vendor staff is responsible for delivery of toner to the copier room.
- After the toner bottles have arrived in the copier room, the employees will not move them to other locations.
- Employees not trained in the toner refilling process must ask an experienced employee for assistance before attempting to refill the copiers.
- A copy of the toner Material Safety Data Sheet (MSDS) must remain attached to the outside of the cabinet where the toner bottles are stored

4.3.3 Procedure for lifting, moving and carrying of heavy documentation files.

- No new shelving areas for the storage of documentation boxes may be erected or installed without the oversight and approval of the NPRS Office Manager
- When an employee is not comfortable lifting or carrying a large box, the NPRS Office Manager will find another employee to assist in the operation.
- Large jobs requiring the moving of large numbers of boxes will be outsourced to independent professional moving organizations.

4.3.4 Procedure for Dealing with Fire. Fire is probably the hazard with the greatest potential for harm. The office environment contains a number of fire hazards that can be controlled without a great deal of effort. Paper and other combustibles are always present in an office. Cleaning fluids and other chemicals may be present and may be mishandled. Electrical equipment is usually present and is a possible source of fire

4.3.4.1 Prevention Measures to Substantially Reduce the Risk of Fire. Such measures will be discussed in safety training. **Smoking is never permitted within the office space or the building, thus reducing risk.** Smoking areas outside of the building are evaluated for risks by the building management. Electrical equipment will be kept in good repair, and equipment not in frequent use will be unplugged.

4.3.4.2 Preventing Fire from Spreading. Project employees will reduce the likelihood of accelerated spreading by taking the following measures:

- Paper and combustible materials will not be allowed to accumulate.
- Large accumulations of burnable material will be stored in fireproof cabinet containers.

- Employees will be made aware of the locations of all fire alarms in their area.

4.3.4.3 Escape. During safety training and subsequent briefings, all employees must become aware of the floor plan of their building and all the exit routes. Employees do not use elevators when trying to escape from a fire. Fire safety personnel will be strictly obeyed during a fire evacuation. Employees will keep all pathways and emergency exits free and clear of equipment and obstacles that would impede egress. All employees will be advised of a designated meeting place where they will report in the case of any major emergency such as a building fire. A list of these meeting places and the people who should report to them will be created and maintained in this Health and Safety Plan.

4.3.5 Procedure for handling Electric/Electronic Equipment hazards. Electrical equipment presents an electrical hazard as well as a fire hazard. Employees will be trained to observe the following precautions:

- Equipment will be properly grounded, and electrical cables and wiring will be properly installed and maintained.
- Only trained personnel will be authorized to perform hazardous installation or maintenance of electronic equipment.
- Most project employees will be users of normal office electronic equipment and will not perform anything more than simple maintenance on the equipment they use.
- The appropriate Government personnel will be contacted if any potentially hazardous procedures are required.

Some project employees may be responsible for the maintenance of electronic systems, including computer systems. However, this responsibility generally will not include any repair or installation of hazardous electronic equipment. Rather, the responsibility will be confined to normal installation of boards or components. The Global Science & Technology, Inc., Team will train appropriate personnel to take precautions when performing such operations. Precautions include turning off and unplugging the equipment before beginning work. The appropriate service personnel will be contacted if any potentially hazardous work, such as diagnosing or repairing powered equipment, is required.

4.3.6 Protective Equipment. No special protective equipment is required to operate any of the office machinery at the site. Future acquisition of devices requiring special protective equipment will result in that equipment being listed in this section of future revisions to the Health and Safety Plan.

4.3.7 Hazardous Operations Permits. No hazardous operations requiring permits are to be performed at the site. Any future requirements for obtaining Hazardous Operations Permits will be discussed in this section of future revisions to the Health and Safety Plan.

4.3.8 Facilities Baseline Documentation. Global Science & Technology, Inc., under its lease agreement with the site owner, is not responsible for the maintenance of the facilities at the site, and will not maintain a facilities baseline document.

4.4 Preventive Maintenance. All maintenance of the facility and equipment therein is either performed by the site owner or by the equipment vendor (in the case of office support equipment such as copy machines). Global Science & Technology, Inc., personnel will not be trained in the maintenance of the equipment and will not be permitted to perform maintenance. Contracts with the site owner and equipment vendors ensure that all maintenance necessary for safe operation will be performed regularly.

4.5 Medical Program. A First Aid cabinet is stationed in the facility and all employees know its location. The NPRS Office Manager will log all reports by employees of illness they believe to have contracted while at the site, giving special attention to those that appear to derive from "sick building syndrome" (phenomena deriving from re-circulated air in modern sealed structures), airborne particulates or gases, or other factors in the office environment. Individuals with contagious conditions will be encouraged to take sick leave. Care will be taken not to draw unwanted attention or embarrassment to such individuals while still taking adequate measures to maintain the health of other workers. Workers will be encouraged, but not required, to take part in freely available inoculations for such conditions as the flu when these illnesses are prevalent.

Section 5.0 Hazardous Materials and Waste

5.1 Operations Involving Exposure to Toxic or Unhealthful Materials. The NPRS Contracting Officer has issued no Task to Global Science & Technology, Inc., that includes any on-site performance at NASA Facilities and Global Science & Technology, Inc., recognizes that on-site performance at NASA Facilities is prohibited without the Contracting Officers written authorization.

If required by NASA, Global Science & Technology Inc., will submit a request to NASA Headquarters Occupational Health Office within 5 business days of approval of this plan requesting an evaluation of the procedures relating to the handling of hazardous materials within the NPRS 500 E Street SW facility. Currently this is anticipated to relate solely to replenish toner in automated copying machines and for storage/disposal of toner containers.

5.2 Operations Involving Hazardous Waste. The NPRS Contracting Officer has issued no Task to Global Science & Technology, Inc., that includes any on-site performance at NASA Facilities and Global Science & Technology, Inc., recognizes that on-site performance at NASA Facilities is prohibited without the Contracting Officers written authorization. Should such a Task be issued by the Contracting Officer, the NASA Headquarters Facility and Security Management Division, Code CO, will be notified prior to initiation of any hazardous waste operation on-site, and will be provided a copy of any waste removal agreements and proof of destruction.

The NPRS 500 E Street SW facility is an office environment in which there is no generation of hazardous waste. In the one identified class of hazardous material (copier toner), the empty sealed containers are returned to the supplying vendor, a process not deemed hazardous by the 500 E Street SW building management.

5.3 Hazardous Communication Standard. The one identified class of hazardous material (copier toner), is common in an office setting. The copier vendor provides the toner and upon receipt from the vendor the toner is stored in the NPRS Central Workroom adjacent to the copiers. Global Science & Technology, Inc., will substitute a non-hazardous or less-hazardous material should one come available in the marketplace. Processing permits from either the District of Columbia or the Environmental Protection Agency for normal use of this material are not required.

5.3.1 Material Safety Data. The NPRS Contracting Officer has issued no Task to Global Science & Technology, Inc., that includes any on-site performance at NASA Facilities and Global Science & Technology, Inc., recognizes that on-site performance at NASA Facilities is prohibited without the Contracting Officers written authorization. Should the Contracting Officer issue such a Task, NPRS personnel will not bring hazardous material onto NASA Headquarters property.

Material Safety Data Sheets for hazardous material brought into the NPRS 500 E Street SW facility are on file within that facility (see 1.10.2).

5.3.2 Hazardous Materials Inventory. The NPRS Contracting Officer has issued no Task to Global Science & Technology, Inc., that includes any on-site performance at NASA Facilities and Global Science & Technology, Inc., recognizes that on-site performance at NASA Facilities is prohibited without the Contracting Officers written authorization.

The list of hazardous materials brought into the NPRS 500 E Street SW facility is on file within that facility (see 2.2.1).

Section 6.0

Emergency Procedures

6.1 Emergency Preparedness. Appendix A, "NPRS Employee Handbook", details the Global Science & Technology, Inc., emergency/contingency planning and preparedness program (see Appendix A, page 18). Upon receipt of a NPRS Employee Report of Accident, Injury, or Illness, the NPRS Site Supervisor will notify the NASW-00017 COTR of the occurrence. NPRS will comply with 500 E Street SW building management's emergency procedures and will participate in all building management-initiated drills to demonstrate emergency readiness and compliance with all site-related safety measures.

All employees are aware that emergency, fire, medical, safety, and security assistance can be summoned by dialing "9-911" on the NPRS Office telephone system. Emergencies are defined as follows:

- Incidents involving serious personal injury
- Incidents resulting in damage that causes a possible hazardous condition
- Incidents that require immediate attention of the Building Engineering Department or Security.

All other medical treatment will be the responsibility of the contract employee. All employees will receive instructions for reporting on-the-job injuries. When snow emergencies occur in the Washington Metropolitan Area, employees are encouraged to take leave whenever they feel that attempting to report may be hazardous. Liberal leave, in which the employees may use their leave without prior notification, will be offered to employees whenever major winter storms are forecast. Contractor employees, if in the NASA Headquarters Building, will comply with and participate in NASA Headquarters established procedures for emergency preparedness drills and evacuations.

6.2 Fire Prevention. Appendix A, "NPRS Employee Handbook", details the Global Science & Technology, Inc., fire safety rules (see Appendix A, page 12).

The NPRS Contracting Officer has issued no Task to Global Science & Technology, Inc., that includes any on-site performance at NASA Facilities and Global Science & Technology, Inc., recognizes that on-site performance at NASA Facilities is prohibited without the Contracting Officers written authorization. NPRS employees have been instructed to report a fire or to pull the alarm for a fire and to **not** attempt to extinguish the fire regardless of where they are located.

Section 7.0 Safety and Health Awareness and Training

7.1 Training. Global Science & Technology, Inc., will provide an orientation session to all employees that will include the location of the first aid station, exits, alarms and fire protection equipment. Global Science & Technology, Inc., will provide each employee with a copy of the "NPRS Employee Safety Handbook" (Appendix A to this document) to each employee and an overview of general, acceptable, safety procedures and as to any hazards or safety procedures that are specific to that employee's work situation. The NPRS Site Supervisor (see 1.3.1) has the primary responsibility for identifying the contents of the NPRS training program

All employees involved in the lifting of documentation boxes will attend annual training sessions on proper lifting procedures, and posters will be placed in the workplace to illustrate proper lifting technique. Global Science & Technology, Inc., is responsible for all required safety and health training of NPRS managers, supervisors, and employees and assurance of required training by subcontractors. The NPRS Designated Safety Official and/or the Safety and Health Committee can document a requirement for additional training at any time.

7.1.1 Purpose of a Hazard Communication Program. To provide employees with the knowledge and training necessary to understand and protect themselves and others from the chemicals they use. Also, to comply with the OSHA Hazard Communication Standard (1910.1200). Global Science & Technology, Inc., has training requirements designed to instruct each NPRS employee on general safety procedures as well as safety procedures specific to the NPRS employee's job.

7.1.2 When Training Will Occur.

- Upon Hiring
- Global Science & Technology, Inc., believes additional training is warranted
- An employee is given a new job assignment
- New substances, equipment, or new procedures are introduced which represent a new hazard
- Global Science & Technology, Inc., is made aware of a new hazard

7.1.3 Training Topics. Employee training will consist of new employee orientation, periodic group meetings, and one-on-one training. The NPRS Safety and Health training provided to employees will include:

- NPRS Employee Safety Handbook
- First Aid
- GST Safety and Health Policy
- GST Safety and Health Program
- Incident Reporting

- Hazard Communication
- Emergency Procedures
- Housekeeping
- Job Specific Hazards

7.1.4 Training Documentation. Employee Training will be documented using the form on **page 37** and will be retained on file by the NPRS Designated Safety Official (see **1.5.1**).

7.1.5 Communicating With Employees on Safety and Health Issues. Communicating with employees regarding health and safety issues must be a two way street. It must consist of both employer-to-employee **and** employee-to-employer communications. Employees will be trained through the formal Safety and Health Program, new employee orientation, and training specific to new or current job assignments and/or hazards.

7.1.6 Reporting of Safety and Health Hazards. Global Science & Technology, Inc., has a system for the NPRS employee to report a hazard or unsafe condition. The form on **page 10** will be used for reporting and documenting such hazards. The employee should also notify his/her immediate supervisor verbally of such hazard or condition. The report can be anonymous in order to maintain a reprisal-free employee environment. The "Safety Suggestion Form" will be sent to the employee's supervisor and, or when anonymous directly, to the NPRS Designated Safety Official. A prompt and thorough investigation will be conducted of the situation.

7.1.7 Postings. As a routine part of the NPRS Safety and Health Program, postings required by District of Columbia and Federal law (for example, Safety and Health protection on the Job, state OSHA citations and responses, etc.) will be prominently displayed in employee areas.

7.1.8 NPRS Employee Safety Handbook. All employees will be provided with the "NPRS Employee Safety Handbook" before they are to begin work and at the time of orientation. A record of employee acknowledgement of receipt of the handbook, along with acknowledgement of information related to any new chemical hazard introduced into the workplace and associated safeguards, will be maintained (see **Appendix A page 2**) This page will be removed from the handbook and placed in their personnel record. The "NPRS Employee Safety Handbook" is integral part of this Safety and Health Plan (see **Appendix A**).

7.2 Certification. Global Science & Technology, Inc., will provide certification and re-certification training where appropriate to ensure its employees are qualified to perform their tasks through specific training, experience, or combination of both.

7.3 Training Documentation and Verification. Global Science & Technology, Inc., will document safety and safety-related training in accordance with OSHA requirements. During its quarterly inspection, the NPRS Safety and Health Committee will assess the

degree to which training is retained and practiced by observing employee compliance with NPRS safety and health policy and procedures. The Committee may recommend additional training where warranted. Upon request, all training materials and training records will be provided to the NASA Headquarters Facilities and Security Management Division, Code CO, for review.



NPRS Employee Safety Training Checklist

Employee Name: _____ Hire Date: _____

Position: _____ Trainer: _____

I acknowledge that I have been briefed on the SAFETY AND HEALTH areas checked below, and agree to follow all Global Science & Technology, Inc., NPRS Safety and Health Rules, Policies, and Procedures.

Safety and Health Program

- My right to ask questions, or report any safety hazards, either directly or anonymously without any fear of reprisal.
- The location of Global Science & Technology, Inc., safety bulletins and required safety postings (i.e., summary of occupational injuries and illnesses, and Safety and Health Protection Poster).
- Disciplinary procedures that may be used to ensure compliance with safe work practices.
- Reporting safety concerns.
- Accessing the department safety committee.

Incident Reporting and Reporting Occupational Injuries and Illnesses.

Hazard Communication

- The potential occupational hazards in the work area associated with my job assignment.
- The safe work practices and personal protective equipment required for my job title.
- The location and availability of Material Safety Data Sheets (MSDSs)
- The hazards of any chemicals to which I may be exposed, and my right to the information contained on Material Safety Data Sheets (MSDSs) for those Chemicals.

NPRS Employee Safety Handbook (and have been provided a copy)

Emergency Procedures

Other: _____

I understand the above items and agree to comply with safe work practices in my work area.

Employee Signature

Date

I have briefed the above employee in the categories indicated on this form.

Briefer Signature

Date

Section 8.0

Specialized Programs

8.1 Copier Toner. Handling of large bottles of toner for copying machines has been identified (see 2.2) as an element involved within the NPRS facility as a part of the routine work environment. Section 4.3.2 outlines the procedure for operations involving black toner for the copier. Appendix A “NPRS Employee Safety Handbook” page 14 discusses hazard prevention and control.

8.2 Material Handling. Lifting of large boxes of proposals/proposal-related documentation has been identified (see 2.2) as an element involved within the NPRS facility as a part of the routine work environment. Section 4.3.3 outlines the procedure for lifting, moving and carrying of heavy documentation files. Appendix A “NPRS Employee Safety Handbook” page 13 details the materials handling safety rules.

8.3 General Housekeeping. NPRS maintains a general office environment within its 500 E Street SW facilities and recognizes that housekeeping is a key element in maintaining a safe and healthy work environment. Section 4.3.1 outlines the procedures for general hazard avoidance. Appendix A “NPRS Employee Safety Handbook” page 13 details housekeeping safety rules.

8.4 Lockout/Tagout. OSHA requires that all “affected” employees receive lockout/tagout training. Access to all mechanical space within 500 E Street SW is exclusively controlled by building management and NPRS employees do not have access to any areas within 500 E Street SW facility where lockout/tagout procedures would take place. Accordingly, NPRS personnel are not “affected” employees as it related to lockout/tagout.

Section 9.0

References

Public Law 91-596, Occupational Safety and Health Act of 1970

Title 29 Code of Federal Regulations Part 1904

Title 29 Code of Federal Regulations Part 1910

Title 29 Code of Federal Regulations Part 1910.1200, Hazard Communication

Title 29 Code of Federal Regulations Part 1926

Title 29 Code of Federal Regulations Part 1960

Federal STD 313, Material Safety Data Sheets

OSHA Publication 3088, How to Prepare for Worksite Emergencies

Engineer Manual 385-1-1, U.S. Army Corps of Engineers, Safety and Health Requirements

NPD 8621.1, NASA Mishap Reporting and Investigating Policy

NPD 8710.1, Emergency Preparedness Program

NPD 8710.2, NASA Safety and Health Program Policy

NPG 5100.4, NASA Federal Acquisition Regulation Supplement

NPG 8715.1, NASA Safety and Health Handbook - Occupational Safety and Health Programs

NPG 8715.2, NASA Emergency Preparedness Program Plan

NASA-STD-8719.11, NASA Safety Standard for Fire Protection

NASA Headquarters Emergency Occupancy Plan

NASA
Peer Review
Services

Employee Safety Handbook

for

**NASA Peer Review Services (NPRS)
(Contract NASW-00017)**

**Appendix A
NPRS Safety and Health Plan**

June 1, 2001



Global Science & Technology, Incorporated

*500 E Street, SW Suite 200
Washington, DC 20024-2760*

*6411 Ivy Lane Suite 300
Greenbelt, MD 20770*

**Employee Safety Handbook
for
NASA Peer Review Services (NPRS)
(Contract NASW-00017)**

Acknowledgement

Name

Date of Hire

Signature

Date

Material Safety Data Sheet (MSDS) Acknowledgement

Initials

Date

Konica 7075 Black Toner, PC/UA 950-638

(Remove and retain this sheet in the Employee's Personnel File)

NPRS Employee Safety Handbook

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NPRS Employee Safety Handbook

At Global Science & Technology, Inc. our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for NASA Peer Review Services (NPRS) employees and customers, protecting the public, and preserving Global Science & Technology, Inc. properties and assets. Injuries can be prevented. In order to achieve an accident free workplace, an organized and effective Safety Program must be carried out to make this policy work.

The Safety and Health Program will assist NPRS management and employees in controlling hazards that will minimize employee and customer injuries, damage to NASA's property and damage to Global Science & Technology, Inc. NPRS property.

All NPRS employees will follow this program

Please take the time to study and understand these safety policies and procedures. It is your responsibility (and ours) to make this program work. You are a valued member of the NPRS Team and we care about your safety.

Safety and Health Requirements

All employees will comply with the provisions of the OSHA Health Act of 1970. Therefore, any employee who, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be subject to disciplinary action or discharged. Grounds for immediate disciplinary action or discharge include:

- 1) Drinking alcohol, and/or drug abuse prior to or during working hours
- 2) Fighting
- 3) Theft
- 4) Willful damage to property
- 5) Failure to follow recognized industry practices
- 6) Engaging in dangerous horseplay
- 7) Failure to notify Global Science & Technology, Inc. NPRS management of a hazardous situation

The following safety and accident activities will be adhered to:

- 1) Report all injuries immediately to your NPRS supervisor
- 2) Notify your NPRS supervisor should you become ill while on the job
- 3) Inform your NPRS supervisor if you have a disability or physical handicap
- 4) Never move an injured or ill person, unless to prevent further injury

Minor safety violations will be documented and a copy of the below form will become part of the employee's personnel record:

	<h2 style="text-align: center;"><u>NPRS Safety Hazard Citation</u></h2>
Date: _____	
Name of Employee: _____	
Location of Violation: _____	
Type of Violation: _____	

Employee's Signature: _____	

Accident and Incident Reporting

It is important that you report all accidents and incidents that result in injury, illness, or damage (however slight), to your supervisor immediately. Global Science & Technology, Inc. can learn how to prevent them from occurring in the future. It is Global Science & Technology, Inc. responsibility to investigate each incident, and your responsibility to report them when they occur. The **NPRS Employee Report of Accident, Injury or Illness Form** (page 25) and the **NPRS Supervisor's Report of Accident Form** (page 26) will be used to report all accidents/incidents occurring with the NPRS 500 E Street facilities.

First Aid and Medical Treatment

Global Science & Technology, Inc. provides a First Aid Kit on the NPRS premises. It is located in the NPRS Main Pantry and is there for your use in the treatment of minor scratches, burns, headaches, nausea, etc. Let your NPRS supervisor know if you need to use the First Aid Kit.

If you have a work related injury or illnesses that requires professional medical assistance notify your supervisor and let him/her know before you receive this assistance. If you fail to notify your NPRS supervisor, you may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

FIRST AID PROCEDURES AND INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.



EMERGENCY PHONE NUMBERS

NPRS Safety/Health Manager: 202-479-9030 extension 202

Poison Control: 202-625-333 Fire Department: 9-911

Ambulance: 9-911 Police: 9-911

Boston Properties Building Management 202-488-0549 ext 102

Non-Emergency: ext 105

Minor First Aid Treatment

The NPRS First aid kit is located in the Suite 200 Main Pantry. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your NPRS supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your NPRS supervisor.
- Proceed to the medical facility of your choice. George Washington University Hospital and Howard University Hospital are located within a few minutes of the NPRS facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone number 9-911 to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid

Each employee should become familiar with basic first aid procedures:

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures-

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

Workers' Compensation

Every state has a Workers' Compensation Law to provide benefits to employees for lost wages and medical bills resulting from a work related injury or illness. You are covered under Workers' Compensation. You may request Workers' Compensation benefits from your supervisor. Qualification for benefits is determined by the state, not Global Science & Technology, Inc. Your responsibilities are to keep appointments, follow all doctors' instructions on and off the job, maintain good communication with your supervisor, and to fully cooperate with all instructions you are given.

Workers' Compensation provides wages at a lower pay scale than what you may earn by working.

Doesn't it make sense to be safe so that you don't have to be out on Workers' Compensation?

Your Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to a safe work-place free from recognized hazards
- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury, or requires you to perform a task for which you have not been trained to safely perform.
- The right of freedom from retaliation for demanding your safety rights.

Your Safety Responsibilities

You also have some important responsibilities concerning safety. These are:

- The responsibility of reporting all injuries and illnesses to your supervisor, no matter how small.
- The responsibility of always following the safety rules for every task you perform,
- The responsibility of reporting any hazards you see.
- The responsibility of helping your co-workers recognize unsafe actions or conditions they cause.
- The responsibility of asking about the safety rules you are not sure about.

Employee Safety Rules

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and to ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover. Failure to follow safety rules and /or safe practices will result in disciplinary action, up to and including termination.

GENERAL SAFETY RULES:

- Read and follow the safety notices and other information that is posted.
- Observe and follow all safety instructions, signs, and operation procedures.
- Help your fellow employee when they ask for assistance or when needed for their safety.
- Never participate in "horseplay". Horseplay that results in injury is often not covered by Workers' Compensation.
- Keep the workspace clean, orderly, and clean up any spills immediately.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- Never use intoxicating beverages or controlled drugs before or during work. Prescription medication should only be used at work with your Doctor's approval.

FIRE SAFETY:

- Report all fire hazards to your supervisor immediately.
- Fire fighting equipment shall be used only for fire fighting purposes. Do not block off access to fire fighting equipment.
- **Smoking is never allowed anywhere in Global Science & Technology, Inc. NPRS premises or in the 500 E Street building proper.**
- Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.
- In the case of a fire, your first consideration must be the safety of all persons, then attention should be directed to the protection of property.
- Change clothes immediately if they are soaked with oil, gasoline, paint thinner or any other flammable liquid.

- Know how to report a fire and how to turn on a fire alarm.
- Know that the building is fully sprinklered.
- Know the fire exits to be used in an emergency.
- Know
- the 500 E Street SW fire emergency procedures (see page 28).

MATERIAL HANDLING SAFETY RULES:

- When lifting, lift properly. Keep the back straight, stand close to the load, and use your leg muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load.
- When lifting heavy objects, utilize a two-wheeled hand truck, or, ask for assistance from another employee.
- Inspect the object you are going to lift for sharp corners, nails/staples /strapping, or other things that may cause injury.

HOUSEKEEPING:

- Do not place materials in aisles, stairways, or any designated path of travel.
- Stack material at a safe height so that material will not fall if bumped. Ensure heavy loads have proper support, and make sure there is no overhanging or irregular stacking of material.
- Place all trash or scrap in places provided. Clean up all spills immediately.
- Report worn or broken flooring, stair treads, handrails, furniture, or other office equipment.
- **Smoking is never permitted within this facility.**

Hazard Prevention and Control

Global Science & Technology, Inc. will take steps as outlined in this section to correct or control potential hazards in a timely manner.

Global Science & Technology, Inc. will implement methods to eliminate the hazard, and will implement procedures for safe work. Safe work will be done through training, correction of unsafe performance, and compliance through the disciplinary system.

Identified Safety and Health Concerns:

All identified potential workplace safety and health hazards should be reported to the Safety and Health Manager, or a member of management. Situations that are unsafe, or posing as a safety and health hazard, will be reviewed and reported to management for corrective action.

Newly Identified Safety and Health Concerns:

Anytime a new substance, procedure, equipment, or process is introduced into the workplace, which creates or is reported to create an unsafe condition or situation, the Safety and Health Manager will evaluate the substance, procedure, equipment, or process. Employees will have an opportunity to submit their recommendations and suggestions regarding new workplace hazards at any time.

Hazards Which Create a Risk of Imminent Harm:

When a hazard exists which Global Science & Technology, Inc. cannot control or abate immediately without endangering employees and /or property, all exposed personnel will be removed from the immediate area of potential exposure, except those employees that are necessary to correct the hazardous condition. All employees involved in correcting the hazardous situation will receive appropriate training and/or instruction in how to do so. They will also be provided with the appropriate personal protective equipment.

Hazards That Do Not Create a Risk of Imminent Harm:

Unless there are factors beyond Global Science & Technology, Inc. reasonable control, such hazards are to be abated within 5 days or less.

Housekeeping:

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the potential for accidents and injuries. Each employee is responsible for keeping his or her work area neat, orderly, and free of any hazardous condition.

Property Maintenance

Purpose:

To establish the policy for property maintenance.

Policy:

Global Science & Technology, Inc. goal is to provide its customers and employees with a safe facility. The following guidelines will help management determine if needed repairs are necessary.

Guidelines for Property Maintenance and Repair:

Property maintenance and repair is the responsibility of Boston Properties and NPRS management will work with them to ensure that it will be performed to meet the standards of:

- Safety
- Any applicable codes, including
 - Occupational Safety and Health Administration (OSHA)
 - National Fire Protection Association (NFPA) which include
 - National Electric Code
 - Flammable Liquids Code
 - Life Safety Code
 - National Fuel Gas Code
 - Uniform Fire Code (UFC)
- Building Officials and Code Administrators International Building Code (BOCA)
- Americans With Disabilities Act (ADA)

Management will promptly, as appropriate, have Boston Properties fix, repair, train employees, and/or give warnings of safety hazards. In the event an accident occurs, the NPRS Safety and Health Manager will fill out the **NPRS Liability Report Form** on the next page, and maintain a record thereof.



NPRS Liability Report Form

Date: _____

Claimant's Name: _____ Age: _____

Phone: _____

Address: _____

Description of Occurrence: _____

Injuries: _____

Medical Care? YES NO

Ambulance? YES NO

Hospital or Doctor: _____

Property Damage? YES NO

Describe it: _____

Did Claimant Slip, Fall, or Trip? _____

Was Area Inspected? YES NO

Foreign Matter or Debris Found on Floor? YES NO

Describe: _____

Witnesses: Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Photos Taken? YES NO

Additional Remarks: _____

Report Prepared By: _____

NPRS Emergency Action Plan

Purpose:

To establish the policy and procedures regarding management's and employee's response to various emergency situations. Examples of an emergency are fire, tornado, earthquake, and bomb threat.

Overview:

The procedures cover the following topics:

1. Fire Reporting and Response
2. Evacuation
3. Severe Weather Preparation and Emergency
4. Bomb Threat
5. First Aid
6. Hazardous Material Spill
7. Earthquake
8. Robbery

Policy:

Global Science & Technology, Inc. has developed plans that address emergency situations that may arise in Global Science & Technology, Inc. locations and which may threaten human health and safety, and damages Global Science & Technology, Inc. assets. Management is responsible for implementing the Emergency Action Plans. These Emergency Action Plans will meet the following objectives:

1. Provide a means of notifying employees, customers and local authorities of an emergency situation.
2. Provide for a safe and orderly method of evacuation of employees and customers from Global Science & Technology, Inc. premises.
3. Account for all employees who occupied Global Science & Technology, Inc. premises at the time of evacuation, should one occur.
4. Provide emergency first aid treatment or summon emergency medical assistance for injured individuals.
5. Provide training and needed information to those employees responsible for taking action in the event of an emergency.

Signs as required by ordinance, regulation, or law will identify emergency exits. Employees are required to be familiar with the location(s) of alarm pull stations and emergency exits.

Training on Emergency Action Plans will take place during new employee orientation, when changes occur in the action plans, and periodically as coordinated by the Safety and Health Manager.

Smoking is never allowed anywhere in Global Science & Technology, Inc. NPRS premises.

If hazardous materials are involved, disposal must be done in compliance with federal, state, and local environmental laws.

Procedure:

I. Fire Reporting and Procedure:

If a fire alarm or alert is sounded or a fire is reported by an employee, regardless of the reason for the alarm or the severity of the fire, the following action must be taken immediately:

- Senior Management
1. Immediately notifies the Fire Department by dialing 9-911.
 2. Gives Global Science & Technology, Inc. name, address, and area where the fire is located. Do not hang up until directed to do so by the emergency operator.
 3. Assigns an employee to wait for the fire department outside the 500 E Street building and direct them to the fire's location.
 4. Announces evacuation instructions over the internal page system. "Ladies and Gentlemen. NPRS is being temporarily closed. We request that you leave by the nearest emergency exit immediately. Do not attempt to use the elevators. Thank you."
 5. Once outside Global Science & Technology, Inc. takes a head count of employees to ensure all were safely evacuated. Double-checks that all individuals are out of Global Science & Technology, Inc. premises.
- I. Note: When one or more employees are unaccounted for, employees are not to re-enter the building to conduct a search. Notify the ranking fire or other emergency response official on the scene and their approximate location.
6. Immediately after the fire, notify the President of Global Science & Technology, Inc. and all other management individuals. Coordinate any salvage and repair operations.

II. Employee Evacuation:

- Senior Management
1. Telephones the local emergency agency (for example, fire, police, hazardous materials team, etc.).
 2. Makes the following announcement on the public address system:
"Ladies and Gentlemen. NPRS is being temporarily closed. Please leave by the nearest emergency exit immediately. Thank you."
Make this announcement twice, and repeats it every minute or more frequently if needed.
 3. Checks all areas of their respective offices, restrooms, and public areas to verify that employees and individuals are evacuated.
 4. Secures all cash, checks, and charge documents in the safe if time permits.
 5. Designates a safe area outside Global Science & Technology, Inc. as a gathering point for all employees. Takes a head count of employees to ensure all were safely evacuated.
- Note: Employees are not to re-enter the building. Management will notify the ranking fire or other emergency response official on the scene of a potentially trapped person and their approximate whereabouts.
6. Dismisses all non-essential employees.
 7. Telephones the President of Global Science & Technology, Inc., the NASA COTR, and all other management personnel.

III. Severe Weather Preparation and Emergency:

Prior to any tornado emergency, NPRS Management will designate safe shelter areas within the building for employees and individuals. There are some general guidelines that may be used to aid in the selection of such spaces. When selecting a safe shelter, consider:

- The lowest floor, preferably a basement
- Interior spaces- rooms with no walls on the exterior
- Areas supported by secure, rigid structural frame members
- Short roof spans

Global Science & Technology, Inc. safe shelter area is located in the Workroom in Suite 200 and the interior workrooms in Suite 220/230.

Severe Weather Watch Procedures

Senior Management: 1. A Severe Weather Watch means that conditions are right for severe thunderstorms and possible tornadoes to develop.

When notified of a tornado watch in the area, Senior Management will tune the radio to the National Weather Service channel to stay current on the storm progress.

2. Checks to ensure that all safe shelter areas are unlocked and accessible.

Severe Weather Warning Procedures

Senior Management

1. A Severe Weather Warning means severe weather has been seen or detected by radar. Senior Management will inform all employees and individuals to take cover in shelter areas immediately.

2. Makes the following announcement on the internal page System:

“Ladies and Gentlemen. The National Weather Service has issued a Severe Weather Warning for this area. Due to this warning, Global Science & Technology, Inc. is suspending normal work activity. **Please do not leave the building.** We request that you ensure that all exterior office indoors are closed and that you proceed to the shelter area(s) located in the interior work rooms of Suites 200/220/230.

IV. Bomb Threat:

When someone calls and says there is a bomb in the building, the following steps will be performed:

Employee
(Receiving Threat)

1. Keeps the caller on the line as long as possible. Asks them to repeat the message. Tries to write down every word spoken by the caller.
2. Asks the caller where the bomb is located and when it will go off.
3. Tells the caller that the building is occupied and detonation of a bomb could result in the death and injury to innocent people.
4. Pays particular attention to background noises, such as music playing, engine noises, etc.
5. Listens to the voice, male, female, voice quality, accent, and speech impediments.
6. When the caller hangs up, **do not hang up the phone!** Sometimes, phones can be traced back to the source. Immediately notify NPRS management and describe the threat.

Senior Management

7. Calls the local Police or Fire Department to report the Incident. Follows all recommendations and instructions provided by either department.
8. If the Police or Fire Department declines to give instructions to evacuate the building, search the premises (if time permits) for any suspicious looking device or package. If one is found, follow the Evacuation Plan.

Do not touch any suspicious device or package.

V. First Aid:

If an employee/individual is injured, the initial responsibility of management is to provide the needed first aid or arrange for emergency medical response or professional medical care.

- Senior Management
1. Treats the injured individual using the supplies from NPRS first aid kit.
 2. In the event an employee is seriously injured and requires professional medical care, drive the employee to a medical provider. If any individual is not mobile or has a life threatening injury or illness, arrange for emergency care and transportation (call 9-911).

VI. Hazardous Material Spill:

Management will respond to incidental releases of hazardous substances when the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate area or by maintenance personnel. If a large spill or fire occurs that is not controllable, Management will contact the appropriate local authorities, such as the Fire Department.

VII. Earthquake:

All employees must be aware of the potential for earthquakes and the resulting damage to buildings and facilities:

A. During an Earthquake:

- Employee
1. If indoors, stay indoors; if outdoors, stay outdoors. In earthquakes, most injuries occur as people are entering or leaving buildings.
 - 1.a. If indoors:
 - 1) Take cover beneath a desk, table, bench or in doorways, halls or against an interior wall.
 - 2) Stay away from glass windows and glass doors, and away from containers having hazardous material stored.
 - 1.b. If outdoors:
 - 1) Move away from buildings and all structures, and all overhead electrical wires.
 - 2) If operating a vehicle, stop as soon as possible, but stay inside the vehicle.

B. After an Earthquake:

Senior Management

1. Coordinates first aid efforts.
2. Gets emergency information from local authorities.
3. Check natural gas lines for leaks. If a leak is detected, shuts down the system, and notifies the local gas service company.
4. Shuts off the electrical current at the main breaker box if Power has been interrupted.
5. Directs employees and individuals to a safe assembly area outside the building.
6. Takes a head count to ensure all employees were safely Evacuated.
7. Does not permit individuals to enter the building again until cleared by authorities.
8. Assigns duties to clean up damage and resume business as soon as possible.

VIII. Robbery:

In the event a robbery occurs, the main objective is to reduce the risk of injury to employees and individuals and to get the robber out of the building as soon as possible.

Employee

1. Be attentive and calm. Listen to the robber and do exactly what s/he asks you to do.
2. Do give up money as demanded.
3. Remain alert. Try to remember details of the robber's appearance, clothing, speech, etc.
4. If possible, watch the robber's method and direction of escape.
5. Expect foul/strong language. Expect to lie on the floor.
6. Do not make any sudden movements.
7. Don't overreact. Do not grab for the weapon or call for help.
8. Do not argue.
9. After the robbery, write everything down.

Senior Management

10. Call the Police
11. Call the President of Global Science & Technology, Inc.
12. Have all witness write everything they can recall.



NPRS Employee Accident, Injury or Illness Report

Instructions: Please Print. Fill in all blanks. If a blank does not pertain to your accident, injury or illness write "N/A" in that blank. When completed, return this form to your supervisor.

Name: _____

Social Security Number: _____ **Sex** _____ **Age** _____

Address _____ **Phone Number** _____

Marital Status: Single Married Separated Divorced Widowed

of Dependents _____

Employment Start Date	Time in Present Job
Job Title	Supervisor's Name
Department	Date & Time of Accident
Location of Accident	Task being Performed
Name of Witness	Name of Witness
Describe how the accident happened	
What caused the Accident	
What could have prevented this accident	
Date & Time you first sought medical attention	
Name of Hospital or Doctor	
Were you using required safety equipment?	
Do you have a job at another company?	

The information I have provided either in my own writing or verbally for the purpose of this form is true and correct. I understand that providing false or misleading information or omission of information on this report or any other form relating to this claim of injury/accident may result in termination of my employment.

Signature of Employee: _____

Date: _____



NPRS Supervisor's Report of Accident

Supervisor's Name: _____

Basic Rules for Accident Investigation

- Find the cause to prevent future accidents - Use an **unbiased** approach during investigation
- Interview witnesses & injured employees at the **scene** - conduct a walkthrough of the accident
- Conduct interviews in private - Interview one **witness** at a time.
- Get signed statements from all involved.
- Take photos or make a sketch of the accident scene.
- What hazards are present - what unsafe acts contributed to accident
- Ensure hazardous conditions are corrected immediately.

Date & Time		Location	
Tasks performed		Witnesses	
Resulted in	<input type="checkbox"/> Injury <input type="checkbox"/> Fatality	Property Damage	
Injured		Injured	

Describe Accident Facts & Events

Supervisor's Root Cause Analysis
Check ALL that apply to this accident

Unsafe Acts	Unsafe Conditions
Improper work technique	Poor Workstation design
Safety rule violation	Lack of direct supervision
Improper lifting	Insufficient Training
Improper Maintenance	Lack of experience
Slippery conditions	Insufficient knowledge of job
Horseplay	Poor housekeeping
Drug or alcohol use	Insufficient lighting
	Defective equipment

Unsafe Acts require a written warning and re-training before the Employee resumes work

Date	Date
Re-Training Scheduled	Corrective Action Scheduled
Re-Training Completed	Unsafe Condition Corrected
Supervisor Signature	Supervisor Signature

500 E Street SW, Washington DC 20024-2760

SITE SPECIFIC FIRE EMERGENCY PROCEDURES

The following is the building management written procedure which should be followed in the event of an emergency.

- 1) When the fire bell sounds, immediately leave your office by following the fire exit signs. Whenever possible, be sure your suite entry door is locked when you leave your suite.
- 2) Upon entering the common corridors or elevator lobbies within the building, the stairwells should be used for egress. Each stairwell is clearly marked with an exit sign in the corridor. Please familiarize yourself with the nearest stairwell to your office. **ELEVATORS SHOULD NEVER BE USED DURING A FIRE ALARM.**
- 3) Upon entering the stairwell, proceed to the ground floor. The ground floor stairwell door is marked with an exit sign to direct you outside of the building. Proceed to the opposite side of the street to prevent interference with the fire department or emergency response team. This is also good practice to follow for your own personal safety.
- 4) Do not enter the building or return to your suite until the fire department provides this authorization. Silencing of the fire bell is not an indication that the situation or condition has been cleared.

In addition to the above, we would also like to suggest that each suite have an emergency evacuation procedure for any handicap persons that may require assistance. Attached is a copy of a Tenant Warden program that we strongly suggest is followed. Remember, during a fire alarm all elevators are automatically recalled to the first floor for safety reasons. Evacuation must be completed by using the stairwells.

During a fire alarm, the parking garage should also follow this procedure.

It is not necessary to telephone the building management office to determine if the alarm is false. All fire alarms are regarded as an actual emergency condition until the fire department notifies us otherwise.

TENANT SAFETY WARDENS

As part of an overall safety program, we strongly recommend that each tenant participate in regularly scheduled safety evacuation drills conducted by Boston Properties at Independence Square. We also suggest that you appoint Safety Wardens who will be responsible for communicating emergency procedures to each employee and overseeing and evaluating your response to an emergency. During an actual emergency, Safety Wardens will serve as a liaison between Boston Properties and your employees.

Tenants occupying one floor or less should appoint a minimum of two Safety Wardens with an alternate for each warden appointed. Tenants occupying more than one floor should appoint two Safety Wardens per floor with an alternate for each warden appointed. Persons selected as Safety Wardens should be fully trained for fire emergency, severe weather, bomb threats and medical emergencies. In addition, these designees should be persons who are present most of the time and are familiar with the names and faces of all employees in your office. One Safety Warden should be responsible for the development and implementation of the Tenant.

A. Fire Safety Program

This program should include the following:

Development of evacuation plan.

- Familiarize employees with the location of all exit stairwells.
- Establish a re-assembly point to be used following evacuation.
- Identify employees who are responsible for the order to evacuate.
- Develop specific plans to identify, locate and remove disabled co-workers.

Training of employees in emergency response procedures upon discovery of a fire in the tenant space. Practice of emergency procedures to assure familiarity with individual responsibilities.

Representatives from Boston Properties are available to meet with any tenant representative as needed. If you have any questions, please feel free to contact Boston Properties at (202) 488-0549 anytime.

B. Egress and Evacuation

Once the building or any floor has gone into alarm, evacuation is necessary. Safety Wardens will instruct all personnel to begin evacuation immediately. All valuables should be secure in preparation for evacuation of the building. Proceed to the nearest exit and leave the building.

Once you are out of the building, keep walking; keep clear of all doorways. To protect you from falling debris or glass, move well away from the building perimeter. Emergency vehicles and personnel must have a clear passage to this area.

In the event of a fire in the Tenant's space, the Safety Warden and other designated employees should initiate the following emergency procedures:

1. Close all doors leading to the fire.
2. Call 911 and Boston Properties at (202) 488-0549 and report the fire's exact location and what is burning. Boston Properties will also notify the Fire Department, ambulance service, and take any other action necessary or deemed appropriate.
3. The Safety Warden will give the order to evacuate in accordance with the procedures outlined in the next section. The Safety Warden should notify Boston Properties immediately of this action.
4. When the Fire Marshall arrives on the premises, he/she is in charge, and all Tenants must respond to any orders issued. Boston Properties staff will assist the Fire Marshall as directed.
5. Everyone should proceed quickly, but calmly to the nearest stairwell. **DO NOT RUN!** All the stairwells are constructed with fire-resistant material to provide safe evacuation for building occupants.

DO NOT PANIC! Panic is the most harmful and most difficult element to control in an emergency. Avoiding panic is accomplished through the following steps:

- Knowledge of procedures which must be followed
- Confidence in the responsible personnel's ability and guidance
- Calmness and self confidence of responsible personnel

DO NOT USE ELEVATORS! They will remain at the lobby level until the emergency is over.

FIRST AID PROCEDURES AND INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.



EMERGENCY PHONE NUMBERS

NPRS Safety/Health Manager: 202-479-9030 extension 202

Poison Control: 202-625-333

Fire Department: 9-911

Ambulance: 9-911

Police: 9-911

Boston Properties Building Management 202-488-0549 ext 102

Non-Emergency: ext 105

[Remove and place on the back cover of the Handbook binder for quick reference]

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF 1 3
2. AMENDMENT/MODIFICATION NO. 17	3. EFFECTIVE DATE June 11, 2001	4. REQUISITION/PURCHASE REQ. NO. 10-05920	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE 210.H NASA/Goddard Space Flight Center Headquarters Procurement Office Code 210.H Greenbelt, MD 20771-0001		7. ADMINISTERED BY (If other than Item 6) CODE Attn: Mindy Goeres Email: mgoeres1@mail.hq.nasa.gov Phone: 202-358-0934	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Global Science & Technology
6411 Ivy Lane
Suite 300
Greenbelt, MD 20770

CODE ONWPS	FACILITY CODE
(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NASW-00017	10B. DATED (SEE ITEM 13) February 16, 2000

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
PR#: 10-05920 800/10110 2512 249-99-01 RMA00 30-11-00 \$50,000.00 BNC: MSG

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: 52.243-2. THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	d. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return -- copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See following pages.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mindy S. Goeres	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 11 June 2001

Contract NASW-00017

Modification 17

Page 2 of 3

This modification accomplishes the following:

- provides additional funding which is allocated to cost funding and available award fee,
- adds an export control clause, and
- revises the Ombudsman clause to indicate the current Ombudsman for NASA Headquarters.

Accordingly,

1. Add the following funds and related accounting and appropriation data to this contract:

PR#: 10-05920 800/10110 2512 249-99-01 RMA00 30-11-00 **\$50,000.00**
BNC: MSG

2. a) Revise paragraph (a) of clause B.6 CONTRACT FUNDING to increase the funds available for payment of costs by **\$46,296.**, as follows:

FROM:

"(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitations of Funds clause, the total amount allotted by the Government to this contract is \$14,412,162."

TO:

"(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitations of Funds clause, the total amount allotted by the Government to this contract is \$14,458,458."

- b) Revise paragraph (b) of clause B.6 CONTRACT FUNDING to increase the funds available for payment of fee by **\$3,704.** as follows:

FROM:

"(b) An additional amount of \$797,471. is obligated under this contract for payment of fee."

TO:

"(b) An additional amount of \$801,175. is obligated under this contract for payment of fee."

Contract NASW-00017
Modification 17
Page 3 of 3

3. Change Section I.1, List of Section I Clauses Incorporated By Reference, with the addition of NASA FAR Supplement (NFS) clause **1852.225-70, Export Licenses**. The clause is dated February 2000.
4. Revise Section I.1, List of Section I Clauses Incorporated By Reference NFS clause 1852.215-84, **OMBUDSMAN** (OCT 1996), to indicate the Installation Ombudsman for NASA Headquarters is Michael D. Christensen, at (202) 358-2100.

(End of Modification 17).

SUPPLIES OR SERVICES AND PRICES/COST

B.6 CONTRACT FUNDING (18-52.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with Limitations of Funds clause, the total amount allotted by the Government to this contract is \$ 14,458,458.

(b) An additional amount of \$ 801,175. is obligated under this contract for payment of fee.

(End of Text)

B.7 MINIMUM/MAXIMUM CONTRACT VALUE

(a) The guaranteed minimum dollar value of services purchased under this contract through the issuance of task orders is \$5,000,000.

(b) The maximum dollar value of services purchased under this contract through the issuance of task orders is \$146,785,000. NASA has, for administrative reasons, allocated the total contract maximum among the following Codes. NASA may unilaterally adjust these maximums among any existing Codes, or establish ordering authority for new Codes, provided that the total contract maximum amount is not exceeded.

<u>Code</u>	<u>Maximum Ordering Amount</u>
U	\$36,730,000
F	\$6,022,000
E	\$7,833,000
S	\$51,393,000
Y	\$19,860,000
C	\$24,447,000
R	\$100,000
M	\$400,000
Total	\$146,785,000

(c) The Government is in no way obligated to order any additional services beyond the minimum amount specified in paragraph (a) above.

(End of Text)

B.8 EFFECTIVE PERIOD OF CONTRACT

The effective period of this contract begins on the effective date of this contract and ends five years later.

(End of Text)

SECTION I of NASW-00017

CONTRACT CLAUSES

(DEVIATION) (JULY 1995)--(g)(5) of the clause shall read as follows: "The contractor shall notify the contracting officer upon loss or destruction of, or damage to, Government property provided under this contract, with the exception of low value property for which loss, damage, or destruction is reported at contract termination, completion, or when needed for continued performance. The Contractor shall take all reasonable action to protect the Government property from further damage, separate the damaged and undamaged Government property, put all the affected Government property in the best possible order, and furnish to the Contracting Officer a statement of--" The balance of (g)(5) is unchanged.

- 52.245-19 GOVERNMENT PROPERTY FURNISHED "AS IS" (APR 1984)
- 52.246-25 LIMITATION OF LIABILITY--SERVICES (FEB 1997)
- 52.247-1 COMMERCIAL BILL OF LADING NOTATIONS (APR 1984)
- 52.247-67 SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE GENERAL SERVICES FOR AUDIT (JUN 1997)
- 52.248-1 VALUE ENGINEERING (MAR 1989)
- 52.249-6 TERMINATION (COST-REIMBURSEMENT) (SEP 1996)
- 52.249-14 EXCUSABLE DELAYS (APR 1984)
- 1852.204-76 Security Requirements for Unclassified Technology Information Resources (July 2000)
- 1852.215-84 OMBUDSMAN (OCT 1996)
The Installation Ombudsman is Michael D. Christensen, at (202) 358-2100.
- 1852.216-89 ASSIGNMENT AND RELEASE FORMS (JUL 1997)
- 1852.223-70 Safety and Health (November 2000)
- 1852.223-75 Major Breach of Safety or Security (November 2000)
- 1852.225-70 Export Licenses (February 2000)**
- 1852.243-71 SHARED SAVINGS (MAR 1997)

(End of By Reference Section)

I.2 ORDERING (52.216-18) (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued for five years from the effective date of contract award.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF 1 2
2. AMENDMENT/MODIFICATION NO. 18	3. EFFECTIVE DATE June 21, 2001	4. REQUISITION/PURCHASE REQ. NO. 10-05959 & 10-05960	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Goddard Space Flight Center Headquarters Procurement Office Code 210.H Greenbelt, MD 20771-0001	CODE 210.H	7. ADMINISTERED BY (If other than Item 6) Attn: Mindy Goeres Email: mgoeres1@mail.hq.nasa.gov Phone: 202-358-0934	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Global Science & Technology
6411 Ivy Lane
Suite 300
Greenbelt, MD 20770

CODE (X)	ONWP5	FACILITY CODE
9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. NASW-00017	10B. DATED (SEE ITEM 13) February 16, 2000

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

PR#: 10-05959 29 801/20110 2512 409-20-05 YAA00 30-11-00 \$945,245.00
PR#: 10-05960 29 801/20110 2512 332-18 FEA00 30-11-00 \$600,000.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.(x)

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: 52.243-2. THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	d. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See following page.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mindy S. Goeres	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Mindy S. Goeres</i> (Signature of Contracting Officer)	16C. DATE SIGNED 21 June 2001

Contract NASW-00017
 Modification 18
 Page 2 of 2

This modification provides additional funding which is allocated to cost funding and available award fee.

Accordingly,

1. Add the following funds and related accounting and appropriation data to this contract:

PR#: 10-05959 29 801/20110 2512 409-20-05 YAA00 30-11-00 \$945,245.00
 BNC: MSG

PR#: 10-05960 29 801/20110 2512 332-18 FEA00 30-11-00 \$600,000.00
 BNC: MSG

2. a) Revise paragraph (a) of clause B.6 CONTRACT FUNDING to increase the funds available for payment of costs by **\$1,430,755.**, as follows:

FROM:

"(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitations of Funds clause, the total amount allotted by the Government to this contract is \$14,458,458."

TO:

"(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitations of Funds clause, the total amount allotted by the Government to this contract is \$15,889,213."

- b) Revise paragraph (b) of clause B.6 CONTRACT FUNDING to increase the funds available for payment of fee by **\$114,460.** as follows:

FROM:

"(b) An additional amount of \$801,175. is obligated under this contract for payment of fee."

TO:

"(b) An additional amount of \$915,635. is obligated under this contract for payment of fee."

(End of Modification 18)

SECTION B OF NASW-00017

SUPPLIES OR SERVICES AND PRICES/COST

B.6 CONTRACT FUNDING (18-52.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitations of Funds clause, the total amount allotted by the Government to this contract is **\$15,889,213**.

(b) An additional amount of **\$915,635** is obligated under this contract for payment of fee.

(End of Text)

B.7 MINIMUM/MAXIMUM CONTRACT VALUE

(a) The guaranteed minimum dollar value of services purchased under this contract through the issuance of task orders is \$5,000,000.

(b) The maximum dollar value of services purchased under this contract through the issuance of task orders is \$146,785,000. NASA has, for administrative reasons, allocated the total contract maximum among the following Codes. NASA may unilaterally adjust these maximums among any existing Codes, or establish ordering authority for new Codes, provided that the total contract maximum amount is not exceeded.

<u>Code</u>	<u>Maximum Ordering Amount</u>
U	\$36,730,000
F	\$6,022,000
E	\$7,833,000
S	\$51,393,000
Y	\$19,860,000
C	\$24,447,000
R	\$100,000
M	\$400,000
Total	\$146,785,000

(c) The Government is in no way obligated to order any additional services beyond the minimum amount specified in paragraph (a) above.

(End of Text)

B.8 EFFECTIVE PERIOD OF CONTRACT

The effective period of this contract begins on the effective date of this contract and ends five years later.

(End of Text)