

National Aeronautics and Space Administration
Goddard Space Flight Center
Greenbelt, MD 20771
301-286-8570 fax 301-286-1781
DISK(S) AGREEMENT

I, _____, the undersigned, as an Authorized Official hereby agree to comply with the following NASA requirements for the safekeeping of lunar/meteorite sample(s), should one be entrusted to me.

1. The disk(s) shall be handled carefully at ALL times. Every effort will be made to prevent the Lucite from being scratched or otherwise damaged. Detailed handling instructions will be provided to each Exhibitor. Accessibility to individuals with disabilities should also be provided.

2. The disk(s) is/are the property of the United States Government, is/are considered irreplaceable, and is/are therefore made available to users only under a carefully controlled and monitored program. It is absolutely essential that all persons who have access to the disk(s) follow rigorous security and accountability procedures. As an integral part of this agreement, the Exhibitor shall designate one individual 'Alternate Official' to be responsible for the receipt, use (including security during use), accountability, and return of the disk(s) at the end of the designated time. The exhibitor agrees to adhere strictly to the following procedures for the security of the disk(s):

The disk(s) shall either be hand-carried by the Exhibitor or Alternate Official, or shipped within its carrying case via REGISTER MAIL in the U.S. Postal Service, United Parcel Service, or Federal Expressed.

Only Exhibitor, or in an emergency the Alternate Official, may receive and open the registered package and shall promptly notify NASA Goddard at (301) 286-8570, upon its receipt. Under no circumstances is/are the disk(s) to be shipped within any container other than the provided carrying case.

During use for instructional purposes, the disk(s) shall be under the constant control of the Exhibitor or Alternate Official. At no time may the disk(s) be left unattended.

When not in use, the disk(s) shall be locked in a safe, vault, or secured storage cabinet equipped with a three-position combination dial, installed locks or padlocks.

The combination to the safe, vault, or secured storage cabinet lock shall be known to the Exhibitor and Alternate Official, and the container shall be under their exclusive control while the disk(s) is/are stored in it.

In no case may the disk(s) be stored with money, precious stones or minerals, classified material, or any other item that is considered to be of high theft value.

The school system/campus security organization must be informed of the presence and location of the disk(s). If possible and practical, the school system/campus security organization will have a security patrol periodically check the integrity of the storage container. Any breach or apparent tampering of the container during the time the disk(s) is/are stored in it will be immediately reported to the security organization, the Exhibitor, and NASA Goddard Space Flight Center, Security Office. To insure that appropriate security arrangements are followed the Exhibitor holding the disk(s) shall be subject to inspection by NASA representatives at any and all times.

Loss, damage, or any unusual circumstance involving the disk(s) shall be reported immediately to:
NASA's Goddard Space Flight Center, Security Office
(301) 286-7233 (7am-4pm, EST, Monday-Friday)
(301) 286-4661 (non-duty hours)

3. The Exhibitor agrees that the disk(s) shall be used only at:

_____ for the purpose(s) set forth in this agreement.

4. Notwithstanding any other provision of this agreement, the Exhibitor shall be responsible for any such loss or damage to the disk(s) including expenses incidental thereto:

Which results from willful misconduct or lack of good faith on the part of the Exhibitor's directors or officers, or on the part of any the Exhibitor's managers, superintendents, or any other equivalent representatives, who have supervision r direction of all or substantially all of the Exhibitor's business; or

Which results from a failure on the part of the Exhibitor because of the willful misconduct or lack of good faith on the part of any of the Exhibitor's directors, officers, or other representatives mentioned in the above; to maintain and administer, in accordance with the provision of this agreement, the program for delivery, protection, and preservation of Government property, or to take all reasonable steps to comply with any written directions from NASA with respect to the delivery, protection, and preservation of Government property.

However, loss or damage to the disk(s) caused by failure to follow proper safeguards and safeguarding standards, as set forth in this agreement will be considered in selecting participants in future agreements.

5. Notwithstanding any other provision of this agreement, the Exhibitor agrees to immediately return the disk(s) to NASA upon request.

Signature _____ Title _____ Date _____
Authorized Official/Exhibitor

I hereby designate _____ to be my Alternate Official as recipient of the disk(s), to assume the responsibility for the security of same and the ultimate return to the Goddard Space Flight Center, National Aeronautics and Space Administration, if I am unable to perform these tasks and duties personally. I certify that I have briefed the Alternate Official on the duties, responsibilities and procedures for safeguarding the Lunar/Meteorite Disk(s).

Signature _____ Date _____
Authorized Official/Exhibitor

I hereby accept the position of Alternate Official for the disk(s) and will perform the duties and responsibilities of that position if the Authorized Official/Exhibitor is unable to do so. I certify that the Authorized Official on the duties, responsibilities, and procedures for safeguarding the Lunar/Meteorite Disk(s) has briefed me.

Signature _____ Title _____ Date _____
Authorized Official/Exhibitor

IMPORTANT NOTE

To reserve your tentative loan dates the security plan and this office MUST receive the disk(s) agreement no later than 2 weeks before the beginning of your loan period.

Mail to:
Lunar Sample Project
Educator Resource Center
Code 130.3
NASA Goddard Space Flight Center
Greenbelt, MD 20771

...as only NASA can