

# **Attachment Q**

## **Contract Reporting Requirements**

ATTACHMENT I  
CONTRACT REPORTING REQUIREMENTS

Report	Due Date	Notes
Safety & Health Plan	With offer, revised within 30 calendar days of contract start	Requires approval by NASA Safety Branch
Material Safety Data Sheets	Must be submitted before chemicals are removed from contractors receiving point or used onsite	Sent to mail Stop 6-4 Environmental Management Branch. Copy on file Contractors Program Management Office
Incident, Accident, Close Call Reporting	Within 24 hours if incident	Electronic submission, NASA Incident Reporting Information System (IRIS)
Quality Assurance Plan	Within 30 calendar days of contract award	Submitted to the COTR, filed electronically
Quality Assurance Report	2 <sup>nd</sup> Monday of every month	Submitted to the COTR, filed electronically
Monthly Training Report	2 <sup>nd</sup> Monday of every month	Submitted to the COTR, filed electronically
Licensing, Certifications, Medical monitoring, Immunizations	Within 30 calendar days of contract award, annually on the anniversary of contract award	Submitted to the COTR, filed electronically
Emergency Call List	Prior to contract start, Maintained current at all times	Submitted to the COTR, filed electronically
Employee Listing	Within 30 calendar days of contract award, Updated monthly as required, 2 <sup>nd</sup> Monday of every month	Submitted to the COTR, filed electronically
Employee Assignments	Within 30 calendar days of contract start, Updated monthly as required, 2 <sup>nd</sup> Monday of every month	Submitted to the COTR, filed electronically

Work Schedules	Within 30 calendar days of contract start, Updated monthly as required, 2 <sup>nd</sup> Monday of every month	Submitted to the COTR, filed electronically
Routine Work Status Report	2 <sup>nd</sup> Monday of every month	Submitted to the COTR, filed electronically
IDIQ Emergency Status Report	2 <sup>nd</sup> Monday of every month	Submitted to the COTR, filed electronically
Material Equipment Supplies Report	Annually on the anniversary of contract award	Submitted to the COTR, filed electronically
Affirmative Procurement Reporting	TBD	TBD
Medical Waste Collection & Disposal Report	2 <sup>nd</sup> Monday of every month	Submitted to the COTR, filed electronically
Carpet Installation Report	Annually on the anniversary of contract award	Submitted to the COTR, filed electronically