

Agricultural Research Service

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DEPARTMENT OF AGRICULTURE

USDA/ARS-1

System name: Solicitation of Bids or Proposals for Procurement
Contracts, USDA/ARS.

System location:

Office of the Director, USDA-ARS-Contracting and Assistance
Division, 6303 Ivy Lane, Room 838, Greenbelt, Maryland 20770-1433

Office of the Director, USDA-ARS-Facilities Construction
Management Division, 6303 Ivy Lane, Room 809, Greenbelt, Maryland
20770-1433

Area Administrative Officer, USDA-ARS-Beltsville Area, NAL
Building, 4th Floor, Room 429, Beltsville, Maryland 20705

Area Administrative Officer, USDA-ARS-Mid South Area, PO Box
225, Stoneville Road, Stoneville, Mississippi 38776.

Area Administrative Officer, USDA-ARS-Midwest Area, 1815 North
University Street, Peoria, Illinois 61604.

Area Administrative Officer, USDA-ARS-North Atlantic Area, 600
East Mermaid Lane, Philadelphia, Pennsylvania 19118.

Area Administrative Officer, USDA-ARS-Northern Plains Area,
2625 Redwing Road, Suite 350, Fort Collins, Colorado 80526.

Area Administrative Officer, USDA-ARS-Pacific West Area, 800
Buchanan Street, Albany, California 94710.

Area Administrative Officer, USDA-ARS-South Atlantic Area,
P.O.
Box 5677, College Station Road, Athens Georgia 30613.

Area Administrative Officer, USDA-ARS-Southern Plains Area,
7607 Eastmark Drive, College Station, Texas 77840.

Categories of individuals covered by the system:

Individuals who submit bids or proposals to furnish supplies or
perform services under contract with ARS.

Categories of records in the system:

The system consists of files of all bids or offers received and
awards made in regard to solicitations issued by ARS, including
copies of actual bids or offers and modifications thereto, and
reports or statements by bidders or offerors about their financial
and professional or technical capabilities with respect to
furnishing
the supplies or rendering the services described in the
solicitation.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

This information is used by the contract specialists in the day-to-day administration of the contracts; in deciding courses of action

in the event of contractor default; and in handling congressional inquiries and protests made by other competing bidders or offerors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records in this system may be disclosed: (1) To the Department of

Justice when relevant and useful for the defense of suits against the

United States or its officers or for the institution of suits for the

recovery of claims by the USDA; (2) to an appropriate agency, whether

Federal, State, or local, charged with the responsibility of investigating or prosecuting a violation of law or rule, regulation, or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant to such statute; (3) in response to a request for discovery or appearance of a witness, to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or criminal proceeding or in response to a subpoena issued in a proceeding before a court or adjudicative body, to the extent that the records requested are relevant to the proceedings; and (4) to a congressional office in response to an inquiry from a congressional office made at the request of the individual to whom the record pertains.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders.

Retrievability:

Records are indexed by solicitation number, contract number, and name of contractor.

Safeguards:

Records are kept in locked file cabinets and offices when not in the custody of procurement officers or their subordinates.

Retention and disposal:

Records are maintained until 6 years after contract termination or final contract payment is made.

System manager(s) and address:

Office of the Director, Contracting and Assistance Division, USDA-ARS, NAL Building, 6303 Ivy Lane, Room 838, Greenbelt, Maryland 20770-1433; Office of the Director, Facilities Construction

Management

Division, USDA-ARS, 6303 Ivy Lane, Room 809, Greenbelt, Maryland 20770-1433; or the Area Administrative Officers at the addresses given herein.

Notification procedure: Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from the System Manager.

Record access procedures: Any individual may gain access to a record in the system that pertains to him by submitting a written request to the System Manager.

Contesting record procedures: Any individual may contest a record in the system that pertains to him by submitting pertinent written information to the System Manager.

Record source categories:

Information in this system comes from the business firm or individual concerned or the Small Business Administration in the case of small business set-aside procurements, and previous ARS records of procurement contracts in which the business firm or individual was the principal party to the contract.

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DEPARTMENT OF AGRICULTURE

USDA/ARS-2

System name: Research Medical Records System on Patients and Human Volunteers Participating in Research at the ARS Human Nutrition Research Centers in Grand Forks, Beltsville, and San Francisco, USDA/ARS.

System location: USDA, ARS, Grand Forks Human Nutrition Research Center, Northern Plains Area, 2420 Second Avenue North, Grand Forks, North Dakota 58201; USDA, ARS, Beltsville Human Nutrition Research Center, Building 308, Room 223, Beltsville Agricultural Research Center, Beltsville, Maryland 20705; and USDA, ARS, Western Human Nutrition Research Center, PO Box 29997, (Building 1110), Presidio of San Francisco, California 94129.

Categories of individuals covered by the system: Individuals participating in human research carried out by the staffs of the Laboratories of the Human Nutrition Research Centers.

Categories of records in the system: Medical and nutritional histories, medical and nutritional examinations, diagnostic and treatment data, social and economic data, clinical laboratory data, statistical summaries, and correspondence.

Authority for maintenance of the system: U.S.C. 2201, 7 U.S.C. 427, and 7 U.S.C. 3101 et seq.

Purpose(s):

To analyze research findings and to prepare a report of the findings (the identification of individuals who participate in the research is not revealed in the report of research findings).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records in this system may be disclosed: (1) To the Department of Justice when relevant and useful for the defense of suits against the United States or its officers or for the institution of suits for the recovery of claims by the USDA; (2) to an appropriate agency, whether

Federal, State, or local, charged with the responsibility of

investigating or prosecuting a violation of law or rule, regulation, or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant to such statute; (3) in response to a request for discovery or appearance, of a witness, to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or criminal proceeding or in response to a subpoena issued in a proceeding before a court or adjudicative body, to the extent that the records requested are relevant to the proceedings; and (4) to a congressional office in response to an inquiry from a congressional office made at the request of the individual to whom the record pertains.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are kept in file folders or maintained on magnetic tapes, diskettes, or microfilm.

Retrievability: Records are indexed by the name of the volunteer and a number assigned to the volunteer.

Safeguards: Records are kept in locked file cabinets and offices.

Retention and disposal: Clinical records are maintained for a period of 7 years. Scientific records are discarded at the discretion of the principal investigator or research leader.

System manager(s) and address: USDA, ARS, Grand Forks Human Nutrition Research Center, Northern Plains Area, 2420 Second Avenue, North, Grand Forks, North Dakota 58201; USDA, ARS, Beltsville Human Nutrition Research Center, Building 308, Room 223, Beltsville Agricultural Research Center, Beltsville, Maryland 20705; and USDA, ARS, Western Human Nutrition Research Center, PO Box 29997, (Building 1110), Presidio of San Francisco, California 94129.

Notification procedure: Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from the System Manager.

Record access procedures: Any individual may gain access to a record in the system that pertains to him by submitting a written request to the System Manager.

Contesting record procedures: Any individual may contest a record in the system that pertains to him by submitting pertinent written information to the System Manager.

Record source categories: Information in this system comes primarily from the volunteer, health care personnel, other hospitals and physicians, employers, and social agencies.

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DEPARTMENT OF AGRICULTURE

USDA/ARS-3

System name: Dosimetry Report on Individuals in USDA Required by

Radiological Safety Committee to Wear Radiation Exposure
Measuring

Badges when Appropriate, USDA/ARS.

System location:

Radiological Safety Staff, ARS, USDA, 6303 Ivy Lane, 5th and
Ground Floors, Greenbelt, Maryland 20770-1433.

Categories of individuals covered by the system:

All individuals who use radioactive material and/or radiation
equipment which emit strong beta particles, neutrons, gamma rays, or
X-rays.

Categories of records in the system:

The system indicates individual's name, date of birth, and
social
security number; issue date; monthly beta, gamma, neutron, and X-ray
dosages; classification of dosages as deep or shallow; and
cumulative
totals for the calendar quarter, calendar year, and lifetime.

Authority for maintenance of the system:

42 U.S.C. 2111 and 42 U.S.C. 2201(b).

Purpose(s):

The system permits the maintenance of a monthly and cumulative
record of each badge wearer's radiation exposure.

Routine uses of records maintained in the system, including
categories of users and the purposes of such uses:

Records in this system may be disclosed: (1) To the Nuclear
Regulatory Commission for review, compliance, and investigation
purposes; (2) to a doctor, hospital, or other competent medical
authority in event of a medical emergency involving radiation
exposure; (3) to the Department of Labor, Veterans Administration,
Social Security Administration, U.S. Civil Service Commission,
Department of Defense, Federal agencies which may have special
civilian employee retirement programs, national, State, county,
municipal, or other publicly recognized charitable or social
security
administration agency to adjudicate a claim for benefits under the
Bureau of Retirement, Insurance, and Occupational Health or the
recipient's benefit program(s), or to conduct an analytical study of
benefits being paid under such programs; (4) to health insurance
carriers or plans participating in Federal Employees' Health

Benefits

Program in support of a claim for health insurance benefits
involving
radiation exposure; (5) to Federal Employees' Group Life Insurance
Program in support of a claim for life insurance benefits involving
radiation exposure; (6) to an organization to which the individual
is
transferred, upon written request of that organization; (7) to the
Department of Justice when relevant and useful for the defense of
suits against the United States or its officers or for the
institution of suits for the recovery of claims by the USDA; (8) to
an appropriate agency, whether Federal, State, or local, charged
with
the responsibility of investigating or prosecuting a violation of
law
or rule, regulation, or order issued pursuant thereto, when

information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule,

regulation, or order issued pursuant to such statute; (9) in response

to a request for discovery or appearance of a witness, to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or criminal proceeding or in response to a subpoena issued in a proceeding before a court or adjudicative body, to the extent that the records requested are relevant to the proceedings; and (10) to a congressional office in response to an inquiry from a congressional office made at the request of the individual to whom the record pertains.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Current system is maintained in file drawers in Radiological Safety Staff office. Past reports maintained in Federal Records Center (FRC). Microfilms of past reports maintained in FRC and in file cabinet in Radiological Safety Staff office. Index to the system

is maintained on a computer system controlled by the Radiological Safety Staff.

Retrievability:

Records are indexed and accessed by social security number or selected by the individual's name, agency, or location.

Safeguards:

Access is limited to authorized Radiological Staff and contractor

employees by control of access to the computers and passwords. Records are kept in locked file cabinets and offices.

Retention and disposal:

U.S. Nuclear Regulatory Commission requires retention of records until such time as the Commission authorizes their disposition.

System manager(s) and address:

Radiological Safety Officer, Radiological Safety Staff, ARS, USDA, 6303 Ivy Lane, Room 530, Greenbelt, Maryland 20770-1433.

Notification procedure:

Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from the System Manager.

Record access procedures:

Any individual may gain access to a record in a system that pertains to him by submitting a written request to the System Manager.

Contesting record procedures:

Any individual may contest a record in the system that pertains to him by submitting pertinent written information to the System Manager.

Record source categories:

Personal information about each individual is provided by the individual. Dosimetry information is provided by a commercial supplier of personal dosimeters under contract with USDA who routinely receives, processes, and evaluates the dosimeters and furnishes the System Manager with the appropriate information.

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DEPARTMENT OF AGRICULTURE

USDA/ARS-4

System name: Education and Radiation Training and Experience
Reports on Persons in USDA Using Radioactive Materials and/or
Equipment which Emit Ionizing Radiation, USDA/ARS.

System location:

Radiological Safety Staff, ARS, USDA, 6303 Ivy Lane, 5th Ground
Floors, Greenbelt, Maryland 20770-1433.

Categories of individuals covered by the system:

All persons in USDA who are responsible for, or independent
users
of, radioactive materials and/or equipment which emit ionizing
radiation.

Categories of records in the system:

The system consists of information on a person's educational
background including formal courses and on-the-job training in
radiation; experience in actual use of radioactive materials and/or
equipment which emit ionizing radiation; experience in the use of
radiation detection and measuring instrumentation; and additional
information such as pertinent publications, speeches, etc., which
will assist in the evaluation of a person's qualifications to safely
use radioactive materials and/or equipment which emit ionizing
radiation to protect his health and to minimize danger to life or
property.

Authority for maintenance of the system:

42 U.S.C. 2111 and 42 U.S.C. 2201(b).

Purpose(s):

The system is used by the Department's Radiological Safety
Committee and Radiological Safety Staff in its determination to
approve or deny a person's procurement and use of potentially
hazardous radioactive materials and/or equipment which emit ionizing
radiation. When applicable, the system supplies information for
maintenance of required radiation exposure records on persons who
are

required to wear personnel monitoring devices while using
radioactive
materials and/or equipment which emit ionizing radiation.

Routine uses of records maintained in the system, including
categories of users and the purposes of such uses:

Records in this system may be disclosed: (1) To the Nuclear
Regulatory Commission for review, compliance, and investigation
purposes; (2) to the Department of Labor, Veterans Administration,
Social Security Administration, U.S. Civil Service Commission,
Department of Defense, Federal agencies which may have special
civilian employee retirement programs, national, State, county,
municipal, or other publicly recognized charitable or social
security
administration agency to adjudicate a claim for benefits under the
Bureau of Retirement, Insurance, and Occupational Health or the
recipient's benefit program(s) or to conduct an analytical study of

benefits being paid under such programs; (3) to health insurance carriers or plans participating in Federal Employees' Health Benefits Program in support of a claim for health insurance benefits involving radiation exposure; (4) to Federal Employees' Group Life Insurance Program in support of a claim for life insurance benefits involving radiation exposure; (5) disclosed to an organization to which the individual in transferred, upon written request of that organization; (6) to the Department of Justice when relevant and useful for the defense of suits against the United States or its officers or for the institution of suits for the recovery of claims by the USDA; (7) to an appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting a violation of law or rule, regulation, or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant to such statute; (8) in response to a request for discovery or appearance of a witness, to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or criminal proceeding or in response to a subpoena issued in a proceeding before a court or adjudicative body, to the extent that the records requested are relevant to the proceedings; and (10) to a congressional office in response to an inquiry from a congressional office made at the request of the individual to whom the record pertains.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders or maintained on computer disks, computer printouts, microfilm, and microfiche. Information will be transmitted and stored on USDA and contractor computers.

Retrievability:

Records are indexed and accessed by individual's name, assigned code number, city, and State.

Safeguards:

Access is limited to authorized Radiological Safety Staff and contractor employees by control of access to the computers and passwords. Records are kept in locked file cabinets and offices.

Retention and disposal:

U.S. Nuclear Regulatory Commission requires retention of records until such time as the Commission authorizes their disposal.

System manager(s) and address:

Radiological Safety Officer, Radiological Safety Staff, ARS, USDA, 6303 Ivy Lane, Greenbelt, Maryland 20770-1433.

Notification procedure:

Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from the System Manager.

Record access procedures:

Any individual gain access to a record in the system that pertains to him by submitting a written request to the System Manager.

Contesting record procedures:

Any individual may contest a record in the system that pertains to him by submitting pertinent written information to the System Manager.

Record source categories:

Personal information about each individual is provided by the individual. Dosimetry information is provided by a commercial supplier of personal dosimeters under contract with USDA who routinely receives, processes, and evaluates the dosimeters and furnishes the System Manager with the appropriate information.

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DEPARTMENT OF AGRICULTURE

USDA/ARS-5

System name: ARS Health and Fitness Center, USDA/ARS.

System location: ARS Health and Fitness Center, ARS, USDA, Building

010, BARC-West, Beltsville, Maryland 20705.

Categories of individuals covered by the system: USDA employees and

and their families that are members of the ARS Health and Fitness Center.

Categories of records in the system: The system contains the member's name, date of birth, office and home address, medical history, general health information, and physicians name and phone number.

Authority for maintenance of the system: 5 U.S.C. 301.

Purpose(s):

The information is made available to the staff at the ARS Health and Fitness Center to monitor the health and physical fitness of the members.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records in this system may be disclosed: (1) To the Department of Justice when relevant and useful for the defense of suits against the United States or its officers or for the institution of suits for the recovery of claims by the USDA; (2) to an appropriate agency, whether

Federal, State, or local, charged with the responsibility of investigating or prosecuting a violation of law or rule, regulation, or order issued pursuant thereto, when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant to such statute; (3) in response to a request for discovery or appearance of a witness, to the extent that what is disclosed is relevant to the subject matter involved in a pending judicial or criminal proceeding or in response to a subpoena issued

in a proceeding before a court or adjudicative body, to the extent that the records requested are relevant to the proceedings; and (4) to a congressional office in response to an inquiry from a congressional office made at the request of the individual to whom the record pertains.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file cabinets.

Retrievability: Records are indexed alphabetically by name of the member.

Safeguards: The records are kept in a locked office.

Retention and disposal: Records are maintained until the member cancels his/her membership.

System manager(s) and address: ARS Health and Fitness Center Manager, ARS, USDA, Building 010, BARC-West, Beltsville, Maryland 20705.

Notification procedure: Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from the System Manager.

Record access procedures: Any individual may gain access to a record in the system that pertains to him by submitting a written request to the System Manager.

Contesting record procedures: Any individual may contest a record in the system that pertains to him by submitting pertinent written information to the System Manager.

Record source categories: Information in this system comes directly from the individual.