CONTRACT NAS1-01052

The following information has been determined to be exempt from disclosure and has been deleted from the contract:

- Cover page: Estimated cost and fixed fee, pg. 1
- Section B.2: Estimated cost and fixed fee, pg. 2
- Section H.11: Estimated cost and fixed fee, pg. 34

The deleted material is exempt from disclosure under 14 C.F.R. 1206.300(b)(4) which covers trade secrets and commercial or financial information obtained from a person and privileged or confidential. It has been held that commercial or financial matter is "confidential" for purposes of this exemption if its disclosure would be likely to have either of the following effects: (1) impair the Government's ability to obtain necessary information in the future; or (2) cause substantial harm to the competitive position of the person from whom the information was obtained, National Parks and Conservation v. Morton, 498 F2d 765 (D.C. Cir. 1974).

Disclosure of the financial information could cause substantial competitive harm to the contractor by providing its competitors insight into the company's costing practices and management approaches. Furthermore, disclosure would discourage other companies from participating in future competitive procurements, thereby impairing the Government's ability to obtain complete and accurate cost data, and in turn, frustrating the mandate to obtain maximum competition in negotiated procurements.

OMB APPROVAL #: 2700-0042

AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING	PAGE OF PAGE(S)
▶	DO-C9	1

2. CONTRACT NO. (Proc. Inst. Ident.) NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUEST/PROJECT NO.
NAS1-01052	February 1, 2001	RFA.1024

5. ISSUED BY: CODE

National Aeronautics and Space Administration
Langley Research Center
Hampton, VA 23681-2199

6. ADMINISTERED BY *(If other than Item 5)* CODE

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP code)

ASRC Aerospace Corporation
6301 Ivy Lane, Suite 300
Greenbelt, MD 20770

8. DELIVERY

☐ FOB ORIGIN ☐ OTHER *(See below)*

9. DISCOUNT FOR PROMPT PAYMENT

10. SUBMIT INVOICES *(4 copies unless other-wise specified)* TO THE ADDRESS SHOWN IN: ▶ ITEM G.2

CODE FACILITY CODE

11. SHIP TO/MARK FOR CODE

12. PAYMENT WILL BE MADE BY: CODE

Financial Management Division, M/S 175
NASA, Langley Research Center
Hampton, VA 23681-2199

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION

☒ 10 U.S.C. 2304(c) (5) ☐ 41 U.S.C. 253(c) ( )

14. ACCOUNTING AND APPROPRIATION DATA

RFA.1024, $2,000,000 (Complete)

15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QTY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	NASA Center for Aerospace Information		Est. Cost	Fixed Fee	Total
		Base	[redacted]	[redacted]	$3,961,696
		1st Option	[redacted]	[redacted]	$6,201,663
		2nd Option	[redacted]	[redacted]	$6,314,858
		3rd Option	[redacted]	[redacted]	$6,435,072
		4th Option	[redacted]	[redacted]	$6,553,856
		Total	[redacted]	[redacted]	$29,467,144

15G. TOTAL AMOUNT OF CONTRACT ▶ $29,467,144

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X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2
X	C	DESCRIPTIONS/SPECS./WORK STATEMENTS	3
X	D	PACKAGING AND MARKING	N/A
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X	F	DELIVERIES OR PERFORMANCE	24
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		PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS	
X	J	LIST OF ATTACHMENTS	41
		PART IV – REPRESENTATIONS AND INSTRUCTIONS	
	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	N/A
	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	N/A
	M	EVALUATION FACTORS FOR AWARD	N/A

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. ☒ CONTRACTOR'S NEGOTIATED AGREEMENT *(Contractor is required to sign this document and return _____ copies to issuing office.)* Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents (s) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. *(Attachments are listed herein.)*

18. ☐ AWARD *(Contractor is not required to sign this document.)* Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER *(Type or print)*

20A. NAME OF CONTRACTING OFFICER
ROSEMARY C. FROEHLICH

19B. NAME OF CONTRACTOR
BY Richard E. Ambrose, President
(Signature of person authorized to sign)

19C. DATE SIGNED 1/30/01

20B. UNITED STATES OF AMERICA
BY Rosemary C Froehlich
(Signature of Contracting Officer)

20C. DATE SIGNED 1-31-01

NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE

STANDARD FORM 26 (REV 4-85)
Prescribed By GSAFAR (48CFR) 53.214(a)

PART I - THE SCHEDULE

Section B - Supplies or Services and Prices/Costs

B.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED (LaRC 52.211-90) (MAY 1999)

The Contractor shall provide all resources (except as may be expressly stated in thii contract as furnished by the Government) necessary to perform the requirements delineated in the Description/Specifications/Work Statement in Section C.

6.2 ESTIMATED COST AND FIXED FEE [NASA 1852.216-74) (DEC 1991)

The estimated cost of this contract is [redacted] exclusive of the fixed fee of [redacted]. The total estimated cost and fixed fee is $3,961,696.

8.3 CONTRACT FUNDING (NASA 1852.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of *fee*, in accordance with the Limitation of Funds clause, the total amount allotted by the Government *to* this contract is $1,879,103. This allotment is for and covers the following estimated period of performance: Effective date of contract through July 31,2001.

(b) An additional amount of $120,897 is obligated under this contract for payment of fee.

PART I - THE SCHEDULE

Section C- Description/Specification/Work Statement

C. 1. **Statement of Work for the NASA Center for Aerospace Information (CASI) and the Scientific and Technical Information Program Office (STIPO) at Langley Research Center**

1.1.1.1. Contents

A. Overview
B. Current and Future Support

Part 1 - Information Technology (IT) Support for CASI (February 2001)

1. Introduction
2. Information Systems Operations
3. Scientific and Technical Information (STI) Operations Support
4. Continuous Systems Analysis and Re-engineering

Part 2 – Content Management for CASI (December 2001)

5. Introduction
6. Acquisitions of STI
7. Organization of STI
8. Dissemination of **STI**
9. Outreach for STI
10. Commercial Technology
11. International **STI** Program
12. Special Projects

Part **3** – Content, Research, and Web Support for the STI Program Office at Langley Research Center (February 2001)

13. Principal Center Information Desk and the NASA Image exchange (NIX)

A. Overview

The contractor shall provide scientific and technical information (STI) content acquisition and management and information technology (IT) support for the NASA Center for Aerospace Information (CASI) in Hanover, Maryland, and content, research, and web support for the **STI Program** Office **(STIPO)** at NASA Langley Research Center. CASI, which is a contractor-run facility in Maryland, collects, organizes (indexes, catalogues, abstracts, and inputs into the NASA database via a structured vocabulary), provides storage for, disseminates, and provides for the archiving of NASA's **STI** and other national and international **STI** of interest to NASA's missions. CASI also provides a series of products and services for the Program, some on a chargeback basis, including the design and maintenance of the NASA STI website at url http://www.sti.nasa.gov and its related support. CASI provides necessary IT support to enhance these efforts. The STIPO at Langley is the Principal Center office that administers the NASA-wide **STI** Program. Support for the STIPO includes content, research, and web activities for the Principal Center Information Desk and help desk and backup activities for the NASA Image exchange **(NIX)** at url http://nix.nasa.gov.

B. Current and Future Support

Presently two contracts provide these services at CASI within the same facility. **IT** support for CASI and the content, research, **and** web support for **STIPO** are currently provided by Computer Sciences Corporation (CSC) under contract NAS 1-20048, which ends January **31**, 2001. **The** content management support for CASI is currently

provided by NCI under contract NASI-96010, which ends November 30,2001. The facility is leased by CSC, and the equipment is partially government-furnished equipment (GFE) (for critical and unique systems) and partially contractor-owned. This contract consolidates support being provided under the two current contracts referenced above. The contractor shall perform Parts 1 and 3 beginning on February 1,2001. The contractor shall perform the effort under Part 2 beginning on December 1, 2001.

Beginning February 1, 2001, the contractor shall perform IT and STIPO activities as shown in this statement of work (Parts 1 and 3). The contractor shall submit to NASA (by the timelines shown in section 4 of Part 1) a plan for a revision of the IT approach at CASI with an emphasis on modernizing, streamlining, and simplifying (or replacing) systems and obtaining better customer communication and satisfaction. Beginning Dec. 1,2001, the contractor shall handle the activities in Part 2 with a focus on examining its current processes and procedures, organization, and record-keeping to improve operations, to evaluate and reduce its existing product line, to institute an E-commerce approach to content management, and to move to electronic dissemination as the primary means of STI distribution.

Part 1 - Information Technology Support for CASI to Begin February 1,2001

1) INTRODUCTION

The contractor shall perform full life cycle information technology (IT) operation and support with Government Furnished Equipment (GFE) for the NASA Scientific and Technical Information (STI) Program's operations at the Center for Aerospace Information (CASI), a contractor leased facility in Hanover, Maryland. In addition, the contractor shall perform system analysis to re-engineer as well as continuously improve the IT operations, systems, and processes for the Agency-level STI Program.

2) INFORMATION SYSTEM (IS) OPERATIONS

a) Computer and Communication System Operations (CCSO)

The contractor shall perform full life cycle IS work that include but is not limited to the planning, configuring, integrating, operating, maintaining, monitoring, updating, testing, securing, documenting, producing/reproducing, and restoring critical STI data, computer, and communication systems. Moreover, the contractor shall checkout, configure, integrate, troubleshoot, and document operating system software release and/or bug-fix for conformance and interoperability with existing systems to provide non-disruptive operation for all systems. These systems support a wide area of STI applications to collect, organize, store, and distribute NASA and non-NASA data and publications on and off the Internet, intranet, as well as extranet. Furthermore, these systems shall be available for the STI operations and NASA approved users on the basis of 24 hours by 7 days.

The contractor shall also operate and maintain the telecommunication and video-conferencing capabilities for the CASI infrastructure. For all IT security work, the contractor shall adhere to the NASA Procedures and Guidelines (NPG) 2810.1, "Security of Information Technology". In addition, the contractor shall provide system compliance support to ensure that these systems meet all relevant federal IT as well as acquisition mandates or regulations. Specifically, the IS operations includes but is not limited to the following distributed client/server computing and networking as well as telecommunication systems – Input Processing System (IPS), Electronic Document Management System (EDMS), REsearches-CONnected-Plus System (RECONPlus), CASI Technical-Report-Server (CASI TRS), AeroSpace-Access-Page (ASAP), Customer-Support-System (CSS), Accounts Receivable (A/R), NASA Thesaurus/Machine-Aided-Indexing (MAI), Machine Translation System, Inter/Intra/Extra-Networking Systems, Back-Up Systems, ROLM Telephone Switching System, Low-Bandwidth Video Conferencing System, and Video Duplication System.

2.1.1. IPS – The Input Processing System is the data ingestion system collecting and organizing worldwide STI metadata for the NASA STI Database. This system consists of a distributed client/server relational database management system (RDBMS) to load new data as well as to re-load corrected data after performing "backfile maintenance". The server is a UNIX system currently running the Oracle RDBMS for both manual input and tape loading approaches. The clients are running various versions of the Microsoft Windows Operating System over the CASI intranet.

2.1.2. EDMS – The Electronic Document Management System is the system that scans, stores, and manages the image of a document for electronic delivery to the users' desktop computers over the Internet. The input devices of the system consist of industrial grade scanners with capability to scan regular size as well as oversized paper documents and microfiches. The

output devices consist of high throughput paper and microfiche printers. The central processing unit is a UNIX server running the Oracle RDBMS to organize the documents. The local storage is an 80 Giga-Byte (GB) Redundant-Array-of-Inexpensive-Disk-5 (RAID5) subsystem. Two optical jukeboxes with approximately 750 GB are interfaced through the CASI intranet for permanent storage of the document images.

2.1.3. RECONPlus – This system provides menu command search/retrieval for the NASA STI Database with over 3-million records with about 200 fields per record, and is currently operated with the IBM RS-6000 server with 50 GB of storage and the AIX operating system. The system is licensed to run BASISPLUS as its RDBMS, and interfaces with the IPS over the CASI intranet for data input loads. The telnet application and the Amiable character based search interface are deployed on this system for about 30 concurrent registered users to query the NASA STI Database.

2.1.4. CASI TRS – This system is the major subsystem of the NASA-TRS system serving worldwide users over the Internet utilizing a web interface. The CASI TRS is deployed on a UNIX server utilizing the free version of the WAIS search engine, and takes input from the RECONPlus database. Since it is an open system, it contains only the unlimited and unclassified subset of the data in the NASA STI Database.

2.1.5. ASAP – This web-based system is developed for registered NASA users to search the NASA STI Database as well as to access the document images via the Internet. The system is operated with the UNIX operating system with a storage capacity of 64 GB, and its data is loaded directly from the RECONPlus database. Furthermore, it interfaces with the EDMS to serve document electronically with the TIFF format. The system is licensed to run the BRS DBMS and search engine with 64 concurrent user sessions.

2.1.6. CSS, A/R, and NASA Thesaurus/MAI – This system is operated with an UNIX server running the Oracle RDBMS with 40 GB of storage capacity. This client/server system provides support for managing the information of about 10,000 registered STI users, cost recovery based financial data, and the knowledge based MAI. Furthermore, it has the capability to provide mailing and billing information supporting the NASA STI operations.

2.1.7. Machine Translation System – This web-based system consists of a Government version of the Systran translation application running on an UNIX operating system. The system has the capability to translate documents from the following languages to English: Chinese, French, German, Italian, Japanese, Korean, Portuguese, Russian, Serbo-Croatian, and Spanish. In addition, it can translate documents from English to the following languages: French and Spanish. The system has a storage capacity of 8 GB and it is available for registered users only.

2.1.8. Inter/Intra/Extra-Networking Systems – The CASI network system is based on the TCP/IP protocol for both the UNIX and Windows NT operating systems. The network is composed of state-of-the-art Ethernet Local Area Network (LAN) and router based Wide Area Network (WAN) for all Inter/Intra/Extra-Networking connectivity. Furthermore, the STI website server is deployed with an UNIX web server with 17 GB storage capacity. The CASI LAN provide network connectivity to about 80 Intel based Pentium client computers with various versions of the Windows operating system, a few Mac operating system computers, as well as several NT servers in addition to the UNIX servers listed in section 2.1.

2.1.9. Backup Systems – The DLT IV tape format is used to perform data backup for the STI. For power backup, an Uninterrupted Power Supply (UPS) with approximately 30 minutes of capacity to support an orderly shut down for the major servers in the computer operation room.

2.1.10. ROLM Phone System – A ROLM telephone switch is deployed at the CASI supporting approximately 80-100 telephones, fax machines, and modem devices.

2.1.11. Video Conferencing System – A Low-Bandwidth-Video (LBV) conferencing system with commercial ISDN connectivity is used to provide video conferencing services with NASA Headquarters and Centers.

2.1.12. Video Duplication System – For video duplication, the CASI operates and maintains a professional broadcast quality tape duplication system to reproduce NASA video. The system can duplicate the following US tape formats: VHS, SVHS, Betacam SP, and H18. In addition, it can duplicate the following foreign tape formats: Betacam SP and VHS.

b) Deliverables for CCSO

i) Operation Planning: The contractor shall provide to NASA an outline of the IT operation plan 30 days after the contract takes effect and after the first 30 days of each NASA fiscal year and each subsequent fiscal year. In addition, the contractor shall provide to NASA a draft of the plan 30 days after the outline is submitted. Moreover, the contractor shall provide to NASA the final operation plan 30 days after the draft is submitted. The plan shall include but not limited to the following components to address each area for the systems of major IT and STI operations at the CASI:

Configuration Management Plan
Data/System Backup/Restore Plan
IT Security Plan
Disaster Recovery Plan

2.2.2. System Documenting: The contractor shall maintain the following logs for all computer and communication systems that perform major IT and STI operations:

Access Log
Performance Log
Backup Log
Maintenance Schedules and Logs
Software Maintenance Schedules and Logs
Hardware Maintenance Schedules and Logs

2.2.3. System Response and Availability: The contractor shall achieve a computer and communication system response time of no more than 5 seconds, and shall operate the computer and communication systems within the system response time to perform without user interruptions or system failures 97% of the time from 8:00 A.M. to 8:00 P.M. Eastern Standard Time from Monday through Friday. The contractor shall monitor and document all identified system failures as well as report to NASA of such failure immediately.

3) STI OPERATIONS SUPPORT (SOS)

a) The contractor shall provide IT system and application support to ensure seamless operations among all areas of the NASA STI operation. The contractor shall perform Computer Based Database Management (CBDM) functions, system reliability maintenance and enhancement, system error recovery, computer programs maintenance and update, configuration management, Material and Resource Planning (MRP) and acquisition for all authorized purchases, and provide up-to-date efficient and effective documentation for these activities that include original as well as modified computer program code. The scope of the STI support includes but is not limited to the following data, computer, and communication systems as well as processes:

i) NASA STI Database Software Support

The contractor shall perform system and application program work for the RECONPlus Computer Based Data Management (CBDM) system with various Database Management Systems (DBMS) and for its follow-on replacement system. The contractor shall provide online real time data retrieval service to all authorized users with over three million records. A replacement system, the Aeronautics and Aerospace Access Page (ASAP), is currently in development stage in CASI, and other solutions are to be examined as technologies are changed.

ii) CASI Adopted MARC DATA

The contractor shall provide programming service to support the CASI adopted MARC format data driven file management system and its follow-on. Furthermore, the contractor shall use the adopted MARC format to provide database creation and maintenance, search and retrieval, output formatting, and publications generating capabilities.

iii) Management Support System

The contractor shall provide records that are used in the NASA monthly management and operations reports and for customer billing with offsite querying, browsing, and reporting capabilities.

iv) Customer Support System (CSS)

The contractor shall maintain the CSS that is deployed to maintain a user profile database for access control, mailing list generation, and management reports as well as with offsite querying, browsing, and reporting capabilities.

v) Communication System

The contractor shall provide cost effective communication and network systems management. This work includes but is not limited to providing communications support to STI users and interfacing with representatives of the NASA Integrated Service Network (NISN) and other NASA inter/intra-networks or their replacements.

3.1.6. NASA Input Processing System (IPS)

The contractor shall provide IPS support for data ingestion by using the CASI adopted MARC format or its follow on. The contractor shall perform data validation, duplicate checking, file generation, and file retrieval for RECONPlus or its follow-on system.

3.1.7 Publication

The contractor shall maintain the systems for publications to provide the capability for data presentation for proof and work to support data formatting of the STI publications.

3.1.8 Initial Microfiche Production and Microfiche Reproduction

The contractor shall produce the first set of microfiche for all new inputs fkom the NASA STI Database Input Process System (IPS). This process, which is analogous to a paper printing process from an industrial high throughput printer, requires the use of a computer interfaced microfiche production peripheral system. The contractor shall reproduce the microfiche from the original to meet customer requests.

3.2 Deliverables for SOS

The contractor shall perform the SOS and deliver the support for such systems according to but not limited to the following requirements.

3.2.1 Reauested Minor Modifications

All minor system/application modification works for the STI operations shall be delivered within two weeks after the requirements are obtained from NASA.

3.2.2 Production Support

The contractor shall provide support to user's applications and systems of the STI operations, and shall include support for related developmental projects to achieve the production requirements within established timelines and milestones. Specifically, the CASI business management and financial billing systems for cost recovery shall support all current STI business and financial transactions that shall include but not limited to the DCAA audit requirements by July 1,2001.

3.2.3 Database Management

The contractor shall perform database management functions that shall include but not be limited to file reorganizations, specific data error correction, changing file status, and normal file update where programmer assistance is needed. The contractor shall provide an estimated completion date and shall achieve the established objectives within 5% of the targeted date,

3.1.4 Documentation Publication

The contractor shall provide records of analysis and evaluation for the IT production methods and procedures on IT operation-wide basis. The contractor shall prepare descriptive documentation, in final form, relating to all aspects of the IT systems that have been developed by analysts and programmers. The contractor shall maintain an IT Documentation Library comprised of Systems Manuals, Program Folders, Operations Books, and Data Dictionaries for all NASA application and software systems. All manuals should be maintained current and reprinted at least annually or as required.

3.1.5 IT User Support Services

The contractor shall provide support to end-users and customers of the STI Program with hotline or email response systems. The contractor shall develop capabilities and keep abreast with state-of-the-*art* technologies to assist the end-users and customers. Furthermore, the contractor shall document all

technological findings or evaluations during the course of helping the end-users and customers. User support records to address the number of requests in terms of open and close shall be documented and reports on a monthly basis to meet a monthly resolution rate of 97%.

4 CONTINUOUS SYSTEMS ANALYSIS AND RE-ENGINEERING

4.1 The contractor shall perform studies on the CASI IT systems and operations as well as STI operation support efficiency and effectiveness to continuously improve the STI production systems and IT operations. In addition, the contractor shall examine the overall STI products and services as well as the associated IT/IS support competitiveness, and shall recommend to NASA a plan to re-engineer the STI operations and its associated IT support systems in a cost effective manner supporting the NASA STI visions, goals, and objectives.

4.2 Deliverables

The contractor shall provide documented recommendations to NASA as required by the studies:

4.2.1 Documented Recommendations for Existing STI Processes and Systems

4.2.1.1 The contractor shall include analyses on all current NASA STI products/services, processes, and systems within and outside the CASI for their relevancies to the NASA STI visions, goals, and objectives. This analysis shall be documented and delivered to NASA 60 days after February 1,2001.

4.2.1.2 The contractor shall include full life cycle cost analyses for the IT supports at the CASI as required for the findings in (4.2.1.1). This analysis shall be documented and delivered to NASA 90 days after February 1,2001.

4.2.1.3 The contractor shall include complete risk/benefit analyses for the existing system as required by the STI operations. This analysis shall be documented and delivered to NASA 90 days after February 1,2001.

4.2.1.4 The contractor shall include recommendations to retire, retain, enhance, and replace current IT systems. This analysis shall be documented and delivered to NASA 120 days after February 1,2001.

4.2.2 Documented Recommendations for Re-engineering the STI Operations

4.2.2.1 The contractor shall identify and document all current internal/external customer, stakeholder, supplier, and strategic partner groups as well as the regulatory and competitive environments of the STI operations. This analysis shall be documented and delivered to NASA 90 days after February 1,2001.

4.2.2.2 The contractor shall perform and document a strength and weakness analysis of the STI operations at the CASI based on the findings from section (4.2.2.1). This analysis shall be documented and delivered to NASA 120 days after February 1,2001.

4.2.2.3 The contractor shall recommend and document a plan to transform the existing STI operations into one that is more cost effective than the current one while attaining a higher degree of congruence to the visions, goals, and objectives of the NASA STI Program than the operation plan for the first 12 months. In addition, the recommendations shall address both operation and development issues in terms of in-house and outsource options as well as resource allocation requirements. The outline of this analysis shall be documented and delivered to NASA 150 days after February 1,2001. The draft of this analysis shall be documented and delivered to NASA 180 days after the new IT contract has started. The final documented analysis shall be delivered to NASA 210 days after February 1,2001.

4.2.2.4

Summary Table For Documented Deliverables

SECTION	DESCRIPTION	60 DAYS FROM THE CONTRACT EFFECTIVE DATE	90 DAYS FROM THE CONTRACT EFFECTIVE DATE	120 DAYS FROM THE CONTRACT EFFECTIVE DATE	150 DAYS FROM THE CONTRACT EFFECTIVE DATE	180 DAYS FROM THE CONTRACT EFFECTIVE DATE	210 DAYS FROM THE CONTRACT EFFECTIVE DATE
2.2.1	IT Operation Plan	Plan Outline	Plan Draft	Final Plan			
4.2.1.1	STI Operation Analysis	Report					
4.2.1.2	Full Life-Cycle Cost Analysis		Report				
4.2.1.3	Risk/Benefit Analysis		Report				
4.2.1.4	Continuous Improvement Plan			Report			
4.2.2.1	Opportunity/Threat — Analysis		Report				
4.2.2.2	Strength/Weakness Analysis			Report			
4.2.2.3	Re-Engineering Analysis and Migration Plan				Report Outline	Report Draft	Final Report/Plan

Part 2 – Content Management for CASI to Begin December 1,2001

5. INTRODUCTION

Beginning December 1,2001, the contractor shall handle the activities set forth below. Deliverables and deadlines are given in appendix A.

(A) Examine current processes, procedures, organization, and record-keeping in order to improve CASI operations and recommend changes to NASA

(B) Examine existing CASI product line (defined as announcement media, publications, products, and services) and recommend to NASA the most effective (defined in terms of primary customer satisfaction, program visibility, and potential for cost recovery), including recommendations for a customer and marketing information system with corresponding data elements

(C) Recommend and implement electronic dissemination of STI as the primary means of distribution as opposed to hard copy or microfiche, where appropriate

(D) Recommend and implement an E-commerce/E-government approach to content management that uses the web to provide STI services and products in accordance with OMB M-00-10, ***"Proceduresand Guidance on Implementing the Government Papetwork Elimination Act,"*** dated April 25,2000

(E) Examine the NASA-approved changes from the ***IT Systems Re-engineering and Improvement Plan*** and recommend economies in the production processes to coordinate; implement recommendations approved by NASA

The contractor shall provide all support in accordance with NASA's applicable national and international STI agreements and with NASA Policy Directive (NPD) 2220.5 "Management of NASA Scientific and Technical Information," the NASA Procedures and Guidelines (NPG) 2200.2 "Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information," the 'NASA STI Operations Manual," and applicable federal, state, and local laws and regulations. The contractor shall provide data to NASA (on a monthly basis) as a status report (see attached current blank template for the monthly operations report for a sample of

current data requirements) for evaluation purposes and shall update the data elements approved by NASA into this report. The contractor shall keep, update (at a minimum once a year) all processes used to support this statement of work (referred to as the *NASA STI Operations Manual* in addition to the ***Product Specification and Standards)*** and shall immediately transfer records of these processes to subsequent contractors at the termination of this contract. Contractor shall meet (within 90%) the historical work estimates, if available, to achieve satisfactory performance.

6. ACQUISITIONS OF STI

6.1 Overview

The contractor shall provide a broad range of acquisitions (defined as exchange, purchase, gratis arrangement, loading, or linking) of NASA, United States, and worldwide STI, as approved by NASA, with an emphasis on NASA STI and electronic formats, when available. The contractor shall use this information to enrich the NASA STI Knowledge Base through input into the NASA STI Database or through access to a form of STI that the user community can readily use on-line. The contractor shall closely coordinate these activities with those indicated in section 7. Examples of NASA STI include, but are not limited to, unclassified/unlimited and restricted and limited reports, theses, patents, translations, conference proceedings, open journal literature, informal STI, gray literature (non-classified), and other material and media (such as videos, CD-ROM's, imagery, etc.).

6.2 Work Specifics

The contractor shall recommend to NASA possible sources of acquisition for NASA-produced, United States, and international STI. The contractor shall enter into agreements with commercial sources approved by NASA and shall subsequently acquire STI from these sources. NASA will be responsible to enter into agreements with international entities and United States governmental agencies. The contractor shall subsequently acquire STI from these NASA-initiated agreements. The contractor shall evaluate the STI Database content and the informational needs of NASA and recommend new topics of information for possible acquisition. Contractor shall acquire STI on the new topics of information that are approved by NASA.

6.3 Deliverables

For Contract Year 1, the contractor shall acquire not less than 14,500 NASA-sponsored/generated items of STI (excluding imagery) and 115,000 non-NASA STI items. For Contract Year 2, the contractor shall acquire not less than 15,500 items of NASA-sponsored/generated STI (excluding imagery, if possible) and 120,750 non-NASA STI items. The contractor shall increase these numbers by a minimum of approximately 5% per year for the contract length. Acquisitions for nonNASA STI shall be in accordance with the ***NASA Scope and Category Guide, NASA SP-2000-7603.***

7. ORGANIZATION OF STI

7.1 Overview

The contractor shall accept, process, and organize STI for use by NASA and its customers. The contractor shall provide support for document and file series, support series input, and operational and database services. The contractor shall closely coordinate these activities with those of section 6.

7.2 Work Specifics

All NASA STI shall be accepted and processed (with appropriate release approvals from NASA Form 1676, "Document Availability Authorization (DAA)" or its successor form) and shall be given input priority. The contractor shall evaluate nonNASA (including those in a non-English language) acquisitions prior to inclusion in the NASA STI Database based on the criteria specified in *NASA SP-2000-7603.* The contractor shall also recommend and implement changes to *NASA SP-2000-7603* on an ongoing basis.

The contractor shall organize the acquired STI for NASA and customer use; the contractor shall organize by tracking, analyzing, screening, evaluating, accessioning, abstracting, indexing, cataloguing, lexicographic analysis, input of data into the STI databases, systems, or web and appropriate file series and systems maintenance and upgrades. For NASA STI, the contractor shall identify and request from the appropriate NASA organization, the necessary information required for release for NASA Form 1676, and the Report Documentation Page (OMB 298), or their successor form(s). The contractor shall coordinate with the appropriate NASA Center to use the NASA Agency-wide translation contractor, if applicable, for STI items that require full-text translation. The contractor shall arrange to have non-full-text translation requirements handled for the purposes of translating enough of a nonEnglish document to enable it to be processed into the STI Database or to understand Help Desk requests that are received in a nonEnglish language. Translations shall be transmitted to the translation contractor(s) within 2 working days of receipt.

The contractor shall maintain computerized authority files (or their replacement) used to manage customer information. The contractor shall index STI. The contractor shall identify corporate authors, corporate sponsors and author affiliations. The contractor shall map natural language words and phrases from title and abstracts and non-NASA subject terms to the *NASA Thesaurus* (*NASA SP-7501* or updated equivalent) controlled vocabulary. The contractor shall maintain and update customer information (users and authorization codes for accessing and receiving STI), which shall be processed within 10 working days. The contractor shall maintain and update an authority file (such as a list and cross reference listing of approved organization names, corporate authors, financial sponsors and author affiliations) and shall process items within 1 working day of receipt. The contractor shall update and maintain the *NASA Thesaurus* (with NASA approved subject terms and cross references for indexing) and process and post new/revised entries within the month received. The contractor shall update and maintain a Machine-Aided Indexing tool that enables mapping natural language words and phrases from titles, abstracts, and nonNASA controlled terms to the *NASA Thesaurus* vocabulary and shall process items within 10 working days of receipt.

The contractor shall perform (a) document and file series input, (b) support series input, and (c) operational and database services, as described below.

(a) For document and files series input, the contractor shall process all pertinent STI into announcement media. The contractor shall ensure the provision of English-language abstracts and catalogs for all items received in non-English languages. The contractor shall evaluate and input NASA-generated STI within 1 working day from receipt by the contractor and non-NASA STI within 2 working days of receipt for nonNASA STI. The contractor shall update the existing entries as revised information is received. The contractor shall perform the following evaluation functions:

a) Determine scope
b) Establish the degree of availability for distribution
c) Assign to a file series
d) Assign NASA subject categories
e) Determine and assign document limitations

The contractor shall perform the following receiving functions:

a) Duplicate checking
b) Assign a document reference number
c) Determine reproducibility for pap, microfiche, or electronic file conversion
d) Match documents with existing abstracts and input process for National Level Foreign Exchange Organizations and domestic partners who provide preprocessed information

The contractor shall perform descriptive cataloging functions for all non-preprocessed documents. The contractor shall determine and record the bibliographic information such as title, corporate source, author, publication date, pricing, source and format of availability, etc.

The contractor shall perform abstracting functions on all non-preprocessed documents. The contractor shall accept author abstracts as written. For handling documents without an author-written abstract, whenever possible, the

contractor shall identify and use blocks and segments of document text that summarize the salient content of the document. When portions of text cannot be used in this manner, the contractor shall prepare original abstracts.

The contractor shall perform subject-indexing functions on all documents. The contractor shall select appropriate subject terms from the ***NASA Thesaurus*** to cover major and minor concepts within the document. The contractor shall utilize Machine-Aided Indexing (MAI) to suggest terms from the title and abstract.

For preprocessed documents, the contractor shall utilize MAI of the title and the abstract and review the suggested list of terms and the terms assigned by the preprocessor and assign terms to either the major or minor subject term field.

The contractor shall perform all data entry to produce the input records for announcement in media. The contractor shall make the data records available within 10 working days after processing.

The contractor shall perform subject category and descriptive cataloging, abstracting, and subject indexing, as appropriate, for accepted items. The contractor shall input process 100% of NASA STI material acquired through the acquisitions program and accept it for processing. The contractor shall process the NASA STI material in all formats received. The contractor shall scan the hardcopy or microfiche documents or import electronic files of documents for all NASA-sponsored STI and STI supplied by NASA's international partners for which CASI has distribution authority. The process shall link the image files of the full-text documents to the metadata stored in the NASA STI Database.

(b) For support series input, the contractor shall maintain four computerized authority files (or their replacement(s)).

The contractor shall maintain and update the ***Customer Support System (CSS)*** or its replacement file to manage the information on approved STI users and their authorization codes for accessing and receiving STI services and products. The contractor shall process 100% of all requests for new, updated or deleted records within 10 working days after receiving the appropriate notice. The contractor shall maintain and update all the necessary forms or form letters for all the requests that are associated with this task.

The contractor shall maintain and update the ***NASA Organization Name Authority*** file or its replacement, a list and a cross-reference listing of approved organization names, used to identify corporate authors, financial sponsors and author affiliations in the NASA STI Database. The goal is to process 100% of all new or changed records within 1 working day after receiving a change notice or a new entry.

The contractor shall maintain and update the ***NASA Thesaurus*** file with NASA approved subject terms and cross-references for indexing STI in the NASA STI Database. The contractor shall process 100% of all requests for new terms or revised hierarchies/cross references and post the new and revised entries to the ***NASA Thesaurus*** files once a month.

The contractor shall maintain the ***Machined-Aided Indexing (MAI)/Knowledge Base*** (KB) that enables mapping natural language words and phrases from titles and abstracts and non-NASA controlled vocabulary terms to the ***NASA Thesaurus*** controlled vocabulary. The contractor shall process 100% of all requests for new or updated records within 10 working days after receiving the appropriate notice.

(c) For NASA operational and database services, the contractor shall document and recommend changes and enhancements needed to improve the mission-support and operations/production tasks as stated in the statement of work and report these to NASA.

The contractor shall conduct initial functional user testing of programming changes to the NASA STI online systems. The contractor shall provide assistance annually to users of NASA ReconPlus, CASI-TRS systems or their replacements through the Help Desk operation. The contractor shall provide user-training sessions (which can be done remotely) on an annual basis for existing systems and on a semi-annual basis for new systems. The contractor

shall provide users of the training with a user satisfaction form that evaluates the training and shall improve the training as indicated from these surveys.

7.3 Historical Work Levels

Historical work levels have been to create 1,000 original abstracts per year, English cataloging, abstracting, and indexing terms for about 1,000 foreign language documents, 69,000 open literature sources, 33,600 technical reports, and 350 videotapes per year. The typical work level for English-language cataloging, abstracting, and indexing terms is about 1,000 foreign language documents. For subject category and descriptive cataloging, abstracting, and subject indexing the workload is approximately 61,100 titles per year and 330 videotapes per year, for a total of 61,430 titles. The expected workload for MAI transactions is estimated to be approximately 69,000. The contractor shall provide assistance at the rate of approximately 350 inquiries annually to users of NASA ReconPlus, CASI-TRS systems or their replacements through the Help Desk operation. Six user-training sessions shall be offered annually.

8. DISSEMINATION OF STI

8.1 Overview

The contractor shall provide for these activities as specified in section 8.2; these include (A) user registration, (B) fulfillment of customer orders, (C) customer help desk activities, (D) development and maintenance of an online, E-commerce/E-government approach for users to acquire STI services and products, (E) a shipping and receiving activity, including mail delivery, (F) a data warehouse, (G) media conversion, (H) transfer of STI to NARA (National Archives and Records Administration) and other NASA partners, (I) distribution of STI, (J) current customer support system or its replacement, (K) an automated billing and accounting system with audit trail that meets NASA standards, [DCAA Audit, Section H.13] (L) special STI studies, and (M) electronic dissemination of STI.

8.2 Work Specifics

(A) User Registration - The contractor shall provide user registration, a customer support system (or replacement system), user identification of documents, request validations, and information on the availability of STI. The contractor shall provide statistics on document requests, as agreed upon by NASA in the monthly status report (see appendix A). The contractor shall maintain files of active and inactive users and shall respond to registration and eligibility inquiries. The contractor shall contact annually, on an automated basis, all registered users to verify information and shall notify all users of impending expiration of service. The contractor shall update address changes within 5 days of receipt.

(B) Document Orders - The contractor shall process STI online/offline document orders received through the NASA online retrieval system or through offline (including fax) means within 5 days of request for documents housed at CASI. The contractor shall satisfy authorized requests with other authorized sources when the request cannot be met by the inhouse collection. Contractor shall document the number, source, turnaround times, and revenue generated for all orders and submit (via the monthly status report) a report to NASA.

(C) Help Desk - The contractor shall provide a comprehensive user help desk to assist NASA, registered users, and the public with NASA STI Program products and services, including but not limited to registration, document acquisition, online service assistance, and reference help. The contractor shall provide this desk from 9:00 am to 5:30 pm Eastern Time, Monday through Friday. The contractor shall provide a status report on their requests to NASA users within one day; the contractor shall provide a status report to non-NASA registered users within 3 days. For FY 2001, the contractor is required to meet the current Government Performance Act metric for the STI Program, which is to assist 98% of customers who use the Help Desk within a 3-day turnaround. For FY 2002, the contractor is required to meet the Government Performance Review Act memc for the STI Program, which is to obtain a customer rating of at least 3.75 on a 5.0 scale.
The contractor shall provide help desk service to the public through standardized responses and referrals, when possible. Contractor shall utilize, track, and make results known for a monthly customer satisfaction survey.

(D) E-Commerce - Contractor shall develop and provide an online web-based E-commerce/E-government function that makes accessible to NASA and the public those products and services that are applicable to customers groups. The contractor shall provide online descriptions of products and services, online products, as applicable, and the ability to order online.

(E) Shipping, Receiving, and Mail Delivery - Contractor shall provide a shipping and receiving function, including mail delivery to support acquisition and dissemination of STI.

(F) Data Warehouse - Contractor shall operate a data warehouse, including physical storage of hard copy and microfiche documents and electronic storage, with climate-controlled capability, where possible, of STI to ensure its continued existence for NASA.

(G) Media Conversion - The contractor shall convert STI into various media formats for dissemination, giving priority to media formats such as TLFF and PDF. Contractor shall also covert to html, ASCII, XML, CD-ROM, video, and microfiche, as required. Fiche requirements are set forth in NASA specification 20. The contractor shall perform the conversion of physical documents to an electronic data format. The contractor shall digitize all hard copy or microfiche documents to electronic format for which orders are processed or placed. Contractor shall scan and digitize and older NASA documents that are currently in hard copy or microfiche, as possible.

(H) Records Management - Contractor shall provide for the electronic transfer (on a yearly basis) of STI to NARA (National Archives and Records Administration), once approved by the NASA Records Manager at NASA HQ and the STI Program Office, as required in the NASA Records Retention Schedules (*NPG* 1441.1C) and the NASA Agency Filing Scheme. The contractor shall provide for the electronic transfer of NASA documents to the Federal Depository Libraries, the NASA Centers libraries, the National Technical Information Service, and the Government Printing Office.

(I) Distribution of STI - The contractor shall deliver the requested documents to all authorized requesters. The contractor shall produce mailing labels or email addresses for dissemination of STI. The contractor shall provide labels or email addresses in electronic format to authorized NASA installations. The contractor shall update annually user lists and information. The contractor shall provide for fax maintenance, photocopy supplies and maintenance, and other support for CASI operations. The contractor shall maintain existing and new STI documents in hardcopy, microfiche and electronic formats as well as video and audiocassettes in an area with proper environment and with a level of security according the document classifications. The contractor shall follow NPG 2220.2A, NF 1676, and OMB Form 298 (or their replacements) when releasing documents to authorized users.

(J) Customer Data - The contractor shall input, update, maintain, and verify user/customer information via the current Customer Support System (CSS) or its replacement. The contractor shall validate each document request with the CSS file control (or its replacement) and the latest limitation information of the request document. The contractor shall evaluate the CSS in relation to the requirement to develop a customer and marketing information system and coordinate these activities to avoid duplication of work and data gathering

(K) Financial System - The contractor shall provide for an automated billing and collection function with audit trail that is sufficient to pass a Defense Contracting Auditing Agency (DCAA) audit in order to recover costs that are associated with supplying requested documents and/or information products via online or offline requests. This function shall interface with the CASI systems.

(L) Special Studies - The contractor shall provide program support related to NASA STI documents, such as, but not limited to, surveys of the NASA-wide program for production and staffing data for the annual Office of Management and Budget report; Congressional inquiries, status reports, funding projection reports, and statistical analyses on publications. The contractor shall also analyze and respond to incoming inquiries related to the STI Program. The contractor shall provide studies to NASA, as indicated in appendix A. The contractor shall provide reports in specified formats by the requested deadlines.

(M) Electronic Dissemination - The contractor shall recommend procedures to achieve all-electronic dissemination of STI, including via standard and nonstandard distribution categories, to NASA Centers' libraries, to the

Government Printing Office, National Technical Information Service, and the National Archives and Records Administration. The contractor shall implement those recommendations approved by NASA. The contractor shall maintain the ability to distribute in hard copy and microfiche as alternative distribution methods.

8.3 Historical Work Levels

The contractor can expect to process online document orders at approximately 2,500 NASA document requests and 1,000 non-NASA document requests per year. The offline workload is approximately 1,000 NASA document requests and 6,000 non-NASA document requests per year. The workload is approximately 20,000 requests per year for the user services help desk.
The contractor shall deliver the requested documents to all authorized requesters at these expected levels: approximately 8,000 hardcopy of stock documents, approximately 1,500,000 pages of reproduced documents, and approximately 1,500 secondary microfiche per year. The workload is approximately 20,000 printed or email mailing labels per year. The workload is approximately 5 reports/projects per year. The workload is approximately 18,000 request validations per year. The workload to analyze and respond to incoming inquiries related to the STI Program is approximately 5 reports/projects per year. The deliverables in appendix A are approximately 6 reports and implementation of approved recommendations.

9. OUTREACH FOR STI

9.1 Overview

The contractor shall provide (A) product development and related customer and marketing analysis information (such as determination of user needs), (B) marketing publications, (C) scientific and technical information publications and their correct numbering and tracking, (D) website content management and design (and appropriate IT support functions), (E) support for revision of the STI NPD and NPG activities, (F) meeting support and training, and (G) current (or revised list of) announcements, marketing scientific and technical, and other products and publications. Contractor shall prepare bibliographic tape user support and special indexes, as needed.

9.2 Work Specifics

(A) Product Development/Customer and Marketing Information - Contractor shall provide for product/service evaluation, retention, removal, and development, including development of a customer and marketing information system to determine product use, customer needs and interest, and product effectiveness. Contractor shall evaluate, at a minimum on a yearly basis, products and services based on the following and shall recommend, with appropriate priorities listed, changes to NASA, based on the following (in order of importance):

- Alignment with STI Program goals, as specified in the *STI Program Plan* and *Implementation Plan*
- Customer need
- Ability to recover reproduction and delivery costs
- Program visibility

Reference ***NASA STI Product Development Business Plan for FY 2001.***

(B) Marketing Publications - Contractor shall provide production (writing, editing, graphics, preparation of camera-ready copy, printing (according to Government Printing Office regulations), and distribution of marketing documents to ensure customer awareness of and correct usage for STI products and services

(C) Scientific and Technical Publications - Contractor shall provide production (layout, editing, and reproduction via Government Printing Office regulations) of scientific & technical publications and their number assignment and tracking. This includes the gathering and maintaining of data for NASA Form 1676 and OMB Form 298. Contractor shall provide editorial and publishing guidance to NASA HQ and NASA Centers publications offices, as needed. The contractor shall handle all aspects of the production and publication of miscellaneous NASA documents, which include NASA Special Publications or other formal reports originated at Headquarters or at NASA installations as needed. The contractor shall develop procedures for production through electronic handling of such manuscripts. The contractor shall produce these publications by the required deadlines with no final errors.

The contractor shall be responsible for the preparation and printing (according to NASA standards) and distribution orders for formal-series NASA documents including publication information, reviewing material for completeness, accuracy, and appropriateness, determining print run and distribution requirements, and maintaining these records. The contractor shall prepare these by the NASA-approved deadline and with no final errors.

(D) Website - Contractor shall provide content management activities and IT for website development and maintenance for http://www.sti.nasa.gov (for the NASA only and public sites and the CASI only site) and its associated links. The contractor shall periodically review and update (at a minimum of every 2 weeks) the website to ensure the validity of the information.

(E) NPD and NPG Revision - The contractor shall provide revisions, as specified by NASA or it Publications Policy Review Committee group, to revise the NASA NPG 2200.2A and NPD 2220.5 or its subsequent procedural and policy documents. The contractor shall coordinate with the STIPO Principal Center Information Desk to add changes to the STI webpage. The contractor shall provide any drafts by the negotiated deadline, in the requested media, and with no final errors.

(F) Meeting Support - Contractor shall organize and make arrangements for approximately two meetings/conferences/tours/or presentations.

(G) Publications and Products – C, the following STI announcements, bibliographies, and other publications and products, as noted in the table below. All publications shall be delivered on schedule with no final errors. The contractor shall provide additional or alternative publications for public awareness and STI programmatic publications as STI products are revised. [See page 3, bullet 2, for the requirement to evaluate and recommend to NASA publication/product line reductions.]

Publication/Product	Frequency	Media	NASA Guidance*
1. STAR (Scientific & Technical Aerospace Reports)	Biweekly (26/contract year)	On-line	NASA spec 01
2. SCAN (Selected Current Aerospace Notices)	Bimonthly	On-line	NASA spec 29
3. Aerospace Medicine & Biology	Monthly	On-line	NASA spec 09
4. Aeronautical Engineering	Monthly	On-line	NASA spec 59
5. NASA Patents Abstracts	Semiannually	On-line	NASA spec 63
6. Customer bibliographies	As requested by customers	On-line	NASA spec 08
7. RTO Index	Triennially	On-line/hard copy	Info from RTO
8. STI Bulletin	Quarterly	On-line	N/A
9. STI Overview	Annually	On-line/hard copy	N/A
10. STI Directory	Semi-annually	On-line	N/A
11. NASA Video Catalog	Annually	On-line/hard copy (TBD)	N/A
12. NASA Thesaurus Supplement	Semi-annually	On-line/hard copy (if requested)	NASA spec 56
13. NASA Thesaurus	Annual	CD-ROM/ online	NASA spec 24
14. NASA Thesaurus Term Listing	As requested by customers	As needed	NA
15. NASA Thesaurus Hierarchical Listing	As requested by customers	As needed	NA
16. NASA University Program (Greenbook)	Annually	Camera-ready copy only	NASA spec 73
17. AGARD Reports Listing (or RTO successor)	Quarterly	On-line/hard copy	NASA spec 17

18. NASA Aerospace Science & Technology Dictionary	NA	CD-ROM/online	NA
19. NASA Scope & Subject Category Guide	NA	CD-ROM/online	NA
20. Aerospell	NA	Disc/online	NA
21. Building on the Shoulders of Giants	NA	CD-ROM/online	NA

9.3 Historical Work Levels

The historical workload is expected at approximately 13,000 pages per contract year. Expected work level for marketing documents is 20 publications per contract year, with an average of 25 pages each; expected work levels for scientific and technical documents is 10 documents per year, including activities associated with preparation for printing. For NPD and NPG work, which is anticipated to begin in late FY 01, the anticipated workload is one draft per month and web support to review these *drafts.* The average length of the NPG is about 120 pages and the NPD is about 10 pages. Approximately two meetings are held yearly.

10. COMMERCIAL TECHNOLOGY

10.1 Overview

The contractor shall develop and prepare the annual publication, *Spinoff*, featuring the practical benefits of the space program. The contractor shall provide *Spinoff* articles that meet the criteria specified by NASA. The contractor shall publish *Spinoff* and develop it for Internet access.

10.2 Work Specifics

Contractor shall provide for the activities listed below:

(A) Development of story leads through, but not limited to, the Internet searches; travel to approximately *two* NASA-selected trade shows per year; subscription to free technical and technology transfer publications; mailings to requesters of Technical Support Packages (TPS) if deemed advantageous; and mail campaigns to targeted Commercial Technology conferences

(B) In-house professional writing services

(C) In-house editing and proofing; review of final stones and layout of design and graphic images

(D) Coordination of photography services, if needed

(E) Coordination between *Spinoff* staff and NASA Program officials

(F) Development of ZIP disk containing text, CD-ROM containing graphic images for layout assistance, and black and white copy for layout guidance for NASA Graphics and Printing Office, submitted via the *Spinoff* technical monitor

(G) Review of printer's blue lines at NASA Headquarters, NASA Graphics and Printing Office

(H) Inspection by graphic artist of final proof and press sheet at the printer's site

(I) Creation of HTML and PDF files of *Spinoff* for uploading to *Spinoff* website

(J) Development of an "Executive Portfolio" that will support the requirements and the activities of NASA management outreach. The portfolio shall include a one-page outline for each *Spinoff* story with color images and address reference. Executive Portfolios are segmented in to four versions: by state, technology, center and SBIR companies

(K) After print release of *Spinoff*, submission of complimentary copies to the contributors; manufacturers list, CD with graphic images, and *Spinoff* copies to each Commercial Technology Office at the Field Centers

(L) After receipt of graphic images from the NASA designated printer, numbering of all images in ascending numerical order for ease of future retrieval purposes

(M) Provision of information, images, data, and other resources to accommodate specific and general requirements, questions, and interests of NASA, members of the Commercial Technology Transfer Network, and the news media (approved by NASA)

(N) Handling of peripheral activities germane to and customary in publication development, to include outreach, story lead generation, journalistic investigations, public relations, etc., if such activities increase or contribute to the quality of *Spinoff*

(O) Maintenance and updating of the Spinoff database that tracks all benefit cases published in Spinoff since 1979. This database shall include data on technology origin, product, company category, and publication year

(P) Respond to special public and media requests of the benefits derived from NASA-generated technology

10.3 Historical Work Levels

The contractor shall develop approximately 40 *Spinoff* articles per year and conduct approximately 4,000 Internet searches and evaluations annually. The contractor shall track and report the number of leads "read," "followed," and "qualified for publication" on a monthly basis. Travel to approximately two NASA-selected trade shows is expected per year.

11. INTERNATIONAL STI PROGRAM

11.1 Overview

The contractor shall provide international market analysis, technical liaison, and meetings facilitation for the international STI program activities.

11.2 Work Specifics

(A) Market Analysis

The contractor shall perform market analysis of foreign scientific and technical organizations that complement and/or supplement NASA programs. The contractor shall maintain strong analytic skills and a demonstrated awareness of current scientific and technical issues are needed for analysis of global scientific and organizations. The contractor shall include in the market analysis the history, STI output, NASA STI given to the organization, key organizational players, technical capability and systems, NASA use and demand of its STI, and other market factors and statistics that would be useful to NASA in negotiating and maintaining information exchange agreements.

The contractor shall identify targets of opportunity in the international STI area that NASA might pursue to increase its holdings of foreign state-of-the *art* STI and identify potential and future problem areas in existing agreements by analyzing incoming and outgoing exchange flows and surveying the foreign STI environments.

The contractor shall utilize computing power and capabilities to provide access to foreign scientific and technical information pertinent to NASA's mission. The contractor shall include (but is not limited to) evaluating, organizing, and providing quick access to foreign STI links on the World Wide Web.

(B) International STI Meeting Support

The contractor shall provide the following support in response to meetings (estimated 6 per year) with NASA's STI foreign exchange partners and prospective partners: (1) a market analysis (see 12.2 (a) for description) prior to the International STI meeting; and (2) take detailed minutes during the meeting and distribute notes of the meeting to attendees.

(C) Technical Liaison

The contractor shall conduct liaison activities estimated at approximately eight per month with international STI exchange partner organizations on technical matters consistent with NASA policies. The contractor shall communicate with persons in NASA international exchange partner organizations as appropriate to clarify, coordinate, or carry out technical aspects of the exchange. Examples are discussing electronic format or transmission methods, jointly investigating with an international partner an aspect of the exchange (e.g., receipt or treatment of STI materials), answering requests for information, and other procedural items). The contractor shall keep NASA STIPO fully informed by providing copies of written exchanges and concise, informative summaries of telephone communications.

The contractor shall provide data and analyses for NASA's exchange of STI with international partners. The contractor shall provide monthly data on the number of STI items sent to and received from specific foreign STI exchange partners. The contractor shall assist in determining the requirements for development of software to provide NASA with monthly and cumulative statistics and historical exchange data and provide these data to the NASA STIPO once this capability has been developed.

The contractor shall monitor the data, provide analyses of data trends, and investigate and notify NASA of anomalies. The contractor shall provide analyses to support NASA meetings, as requested. The contractor shall provide analyses that include characteristics of the current exchange (contractual and statistical), pertinent background on the organization, recommend alternatives to increase acquisition from the organization, and potential problems. The contractor shall maintain up-to-date knowledge of global STI sources pertinent to NASA's mission and provide source information to NASA; this includes recommendations for acquiring STI from global sources and providing relevant background information on sources.

The contractor shall ensure that dissemination of NASA STI to, and acquisition/processing of STI from, international partner organizations is carried out consistent with NASA policy and terms of the agreements.

11.3 Historical Work Levels

Support for 6 meetings per year is expected. Liaison activities are expected at eight per month.

12. SPECIAL PROJECTS

Contractor shall provide NASA with a plan to obtain digitized images in TIFF and PDF (at a minimum of 300 dpi) for NASA documents from 1965 to 1986 for those casefiles that were transferred to the National Technical Information Service. The plan should include a cost estimate; if multiple plans are submitted, than a cost estimate should be included for each. Contractor shall not allow removal of originals from CASI without appropriate safeguarding and approval by NASA. The plan(s) with cost estimate(s) are required by Feb. 2002 if other arrangements have not been put in place by NASA prior to this date.

Part 3 - Content and IT Support for STIPO to Begin Feb 2001

13. Overview

The contractor shall provide content, research, and web support for the STIPO at Langley Research Center for the Principal Center Information Desk and help desk and backup support for the NASA Image exchange (NIX).

13.1 Work Specifics

The contractor shall:

(A) Design, maintain, and update content for STI websites for Agency-wide subgroups and for the public (such as the design for the STI homepage and design and maintenance for the NASA Electronic Library, Publications Policy Review Committee website, and its subgroup). The contractor shall update content within 2 days of receipt from NASA. Contractor shall convert documents into web-accessible content in standard formats, such as html, and shall become familiar with XML to support future development

(B) Set up, maintain, and utilize the Agency's STI email aliases and listservs for the Principal Center to communicate with the NASA Centers' customers and STI personnel. Contractor shall update these lists, at a minimum, every 6 months

(C) Convert documents and graphics (including scanning and digitizing) to formats that can be made accessible via the web in support of Agency-wide subgroups. Contractor shall check the conversion documents to ensure that all content has been properly converted and shall correct as necessary

(D) Handle customer inquiries for the NASA Image exchange (NIX) Help Desk and two of its supporting links at Langley, which are Langley Image scanning, Archival, and Retrieval (LISAR) and Langley Animation and Video Archive (LAVA). The contractor shall research and prepare responses (both customer and predetermined) to customer inquiries, shall refer technical questions to the 1- NASA Centers' technical representatives, and shall refer inquiries about incorrect information within NIX to the Centers' content managers. Contractor shall maintain and update the content for the NIX site within 2 days of receipt. Contractor shall ensure that all NIX links remain active and shall followup and notify the NIX technical lead of all technical problems relating to NIX. Contractor shall respond to inquiries within 1 day of receipt. Contractor shall refer inquiries about other STI.services and products that are received through NIX to the STI Help Desk at CASI.

(E) Handle customer inquiries concerning STI products and services that are received via the Principal Center for STI or other issues affecting the STIPO. Contractor shall coordinate with NASA regarding inquiries from NASA Headquarters.

(F) Compile and track user statistics from NIX, the NIX Help Desk, the STI Help Desk, and STI systems, as required. Contractor shall provide NASA with monthly report of the NIX usage (number of inquiries and turnaround times to respond) and customer survey ratings. Contractor shall provide NASA with monthly report of the number of inquiries from the STI Help Desk surveys and the customer ratings. Contractor shall compile and give to NASA Centers requesting the data, information on usage level of standard STI systems (such as ReconPlus, ASAP, etc.) for their Centers.

(G) Arrange, coordinate, and evaluate yearly STI Managers' meeting. Contractor shall coordinate with NASA to determine dates, locations, and agenda, but shall handle all necessary meeting preparations and followup, such as arranging rooms, obtaining and briefing speakers, locating or preparing handouts, establishing an itinerary, etc.

(H) Arrange and coordinate teleconferences and video conferences, including followup (such as taking notes and providing NASA with summaries of discussion and action items). Contractor shall attend teleconferences and video conferences, upon request. Contractor shall prepare summaries and notes for the web and shall load and update the content accordingly. Information shall be loaded to the web within 2 days of receipt from NASA.

(I) Conduct web and other research and compile data and reports regarding potential new information topics in STI. Contractor shall coordinate with CAS acquisitions personnel regarding potential information needs of NASA.

(J) Conduct web and other research and compile data and reports regarding NASA Centers' existing and potential STI collections, other government agencies STI collections, and trends in STI management and program direction from United States and international organizations.

(K) Coordinate with Langley's systems administrator and IT group to ensure that the STI server (webser01) is compliant with Langley requirements, policies, and procedures and make content changes as necessary. Advise NASA of upcoming requirements for this activity.

(L) Be familiar with normal operating procedures for NIX and where to locate both the NIX software documentation and the NIX servers (DVAL 3 and 4) in order to provide backup to NIX or the NIX mirror site. Although this is primarily an IT issue, contractor shall provide coordination for NIX changeovers between the main NIX site at Langley and the NIX mirror site at Glenn Research Center, and shall retain a list of key personnel who should be contacted in an emergency or as needed (such as approaching hurricanes, etc.) The contractor shall be familiar with basic concepts of JAVA, perl, XML in order to serve as a backup when the regular SA is unavailable during emergencies.

(M) Conduct independent evaluations (via web, surveys, or telephone) of customer interest in and usage of STI products and services; contractor shall analyze findings and recommend to NASA on a yearly basis.

(N) NEW ACTIVITY TO BEGIN DECEMBER 1,2001 – The contractor shall

a. Track and advise NASA of CASI and other software licenses, their expiration dates, and other issues associated with maintaining and providing orderly operations

13.2 Expected Work Levels

For section A, expected work levels are approximately 10 NASA websites that serve an average of 5 subgroups across the Agency. Sites typically have between 20 and 100 active links on the sites. For section B, work levels are approximately 20 listservs or email aliases. For section C, work levels are normally about 50 document conversions per year. For section D, the expected work levels are about 5,000 customer inquiries and responses per year. For section E, work levels are about 100 inquiries per year. For F, work levels are expected to be about 5 reports per month. For G, one meeting per year is anticipated. For H, about 24 teleconferences/video conferences per year are expected. For I, work levels are expected at 12 reports per year; these reports range from 10 to 25 pages. For J, expected work levels are about 10 reports per year; these reports range from 5 to 25 pages. For K, webser01 currently houses 4-6 websites, depending on which subgroups are active. For L, normal coordination is done on a weekly basis with more required during periods of inclement weather when NIX would need to be switched fully to its mirror site. For M, customer evaluation is expected to be done once a year with an average customer base of 100-200 customers. Two reports with recommendations per year are expected. For N, this new activity is seen as an extensive new business development and outreach requirements, requiring appropriate consistent support and skills. Expected work load is about 24 reports per year, 4 business cases, 2 full proposals per year, if required, extensive work to research new issue, develop new business contacts, and do state-of-the-art reviews on relevant topics, and to transition new development opportunities into the operational program.

Appendix A – Deliverables for Part 2, Section 5

Section 5 Subpart	Activity	Part 2 Reference	Report to NASA?	Recommendations Due to NASA	NASA Response	Deadline to Begin Implementation of Approved Recommendations
5 A	Examine current processes, procedures, organization, and record-keeping (including monthly status report); recommend to NASA and implement	Part 2, section 8	Yes	May 1, 2002	May 15,2002	June 1,2002
5 B	Examine product line and recommend changes; recommend customer/marketing information system with data elements; implement	Part 2, section 9	Yes	July 1, 2002	July 30, 2002	August 30, 2002
5 C	Recommend and implement electronic dissemination of STI	Part 2, section 8	Yes	Sept 1,2002	Sept 30,2002	Dec. 30,2002
5 D	Recommend and implement E-commerce at CASI	Part 2, section 8	Yes	Aug. 1,2003	Sept. 1,2003	Oct. 21,2003
5	Prepare monthly status report.	Part 2, all areas	Yes. See NCI sample	By 5th of each month	Performance rating	NA
5	Update data elements in monthly report	Part 2, all areas	Yes.	May 1,2002	May 15,2002	June 1,2002

PART **I - THE SCHEDULE**

Section **E** - Inspection and Acceptance

E.1 INSPECTION OF SERVICES - COST-REIMBURSEMENT **(FAR** 52.246-5) (APR 1984)

(a) Definition. "Services," as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If any of the services performed do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, for no additional fee. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce any fee payable under the contract to reflect the reduced value of the services performed.

(e) If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may **(1)** by contract or otherwise, perform the services and reduce any fee payable by an amount that is equitable under the circumstances or (2) terminate the contract for default.

E.2 FINAL INSPECTION AND ACCEPTANCE (LaRC 52.246-94) (OCT 1992)

Final inspection and acceptance of all items specified for delivery under this contract shall be accomplished by the Contracting Officer or his duly authorized representative.

PART I - THE SCHEDULE

Section F - Deliveries or Performance

F.1 STOP-WORK ORDER (FAR 52.242-15) (AUG 1989) ALTERNATE I (APR 1984)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work order is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either -

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Termination clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected, and the contract shall be modified, in writing, accordingly, if -

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

F.2 PERIOD OF PERFORMANCE (LaRC 52.211-91) (AUG 1997)

The period of performance of this contract shall be February 01, 2001 through January 31, 2002.

F.3 PLACE OF DELIVERY (LaRC 52.211-92) (OCT 1992)

Delivery shall be f.o.b. destination:

As specified in Section C, Statement of Work.

F.4 PLACE(S) OF PERFORMANCE (LaRC 52.211-98) (OCT 1992)

The place(s) of performance shall be:

The Contractor's facility located in Hanover, Maryland; NASA, Langley Research Center, Hampton, Virginia; and other sites as may be designated by the Contracting Officer.

PART I - THE SCHEDULE

Section G - Contract Administration Data

G.1 PAYMENT OF FIXED FEE (NASA 1852.216-75) (DEC 1988)

The fixed fee shall be paid in monthly installments based upon the percentage of completion of work as determined by the Contracting Officer.

G.2 SUBMISSION OF VOUCHERS FOR PAYMENT (NASA 1852.216-87) (MAR 1998)

(a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is identified below. Public vouchers for payment of costs shall include a reference to the number of this contract.

(b) (1) If the Contractor is authorized to submit interim cost vouchers directly to the NASA paying office, the original voucher should be submitted to:

NASA Langley Research Center
Attn: Financial Management Division, MS 175
Hampton, VA 23681-2199

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.

(c) If the Contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (b), the Contractor shall prepare and submit vouchers as follows:

(1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment to:

DCAA Columbia Office
Attn: Mark Moser
10025 Govenor Warfield Parkway
One Mall North, Suite 2000
Columbia, MD 21044

(2) Five copies of SF 1034, SF 1035A, or equivalent Contractor's attachment to the following offices by insertion in the memorandum block of their names and addresses:

(i) Copy 1 NASA Contracting Officer;
(ii) Copy 2 Auditor:
(iii) Copy 3 Contractor;
(iv) Copy 4 Contract administration office; and
(v) Copy 5 Project management office.

(3) The Contracting Officer may designate other recipients as required.

(d) Public vouchers of payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to:

NASA Langley Research Center
Attn: Maxine Batina, Mail Stop 126
Hampton, VA 23681-2199

This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.

(e) In th event that amounts are withheld from payment in accordance with rovisions of this contract, a separate voucher for the amount withheld will be required before payment for that amount may be made.

G.3 COMMERCIAL COMPUTER SOFTWARE - LICENSING (NASA 1852.227-86) (DEC 1987)

(a) Any delivered commercial computer software (including documgntation thereof) developed at private expense and claimed as proprietary shall be subject to the restricted rights in paragraph (d) below. Where the vendorkontractor proposes its standard commercial software license, those applicable portions thereof consistent with Federal laws, standard industry practices, the Federal Acquisition Regulations (FAR) and the NASA FAR Supplement, including the restricted rights in paragraph (d) below, are incorporated into and made a part of this purchase orderkontract.

(b) Although the vendorkontractor may not propose its standard commercial software license until after this purchase order/contract has been issued, or at or after the time the computer software is delivered, such license shall nevertheless be deemed incorporated into and made a part of this purchase orderkontract under the same terms and conditions as in paragraph (a) above. For purposes of receiving updates, correction notices, consultation, and similar activities on the computer software, the NASA Contracting Officer or the NASA Contractor Technical Representative/User may sign any agreement, license, or registration form or card and return it directly to the vendorkontractor; however, such signing shall not alter any of the terms and conditions of this clause.

(c) The vendor's/contractor's acceptance is expressly limited to the terms and conditions of this purchase orderkontract. If the specified computer software is shipped or delivered to NASA, it shall be understood that the vendorkontractor has unconditionally accepted the terms and conditions set forth in this clause, and that such terms and conditions (including the incorporated license) constitute the entire agreement between the parties concerning rights in the computer software.

(d) The following restricted rights shall apply:

(1) The commercial computer software may not be used, reproduced, or disclosed by the Government except as provided below or otherwise expressly stated in the purchase orderkontract.

(2) The commercial computer software may be -

(i) Used, or copied for use, in or with any computer owned or leased by, or on behalf of, the Government; provided, the software is not used, nor copied for use, in or with more than one computer simultaneously, unless otherwise permitted by the license incorporated under paragraphs (a) or (b) above;

(ii) Reproduced for safekeeping (archives) or backup purposes;

(iii) Modified, adapted, or combined with other computer software, provided that the modified, combined, or adapted portions of the derivative software incorporating restricted computer software shall be subject to the same restricted rights; and

(iv) Disclosed and reproduced for use by Government contractors or their subcontractors in accordance with the restricted rights in subdivisions (i), (ii), and (iii) above; provided they have the Government's permission to use the computer software and have also agreed to protect the computer software from unauthorized use and disclosure.

(3) If the incorporated vendor's/contractor's software license contains provisions or rights that are **less** restrictive than the restricted rights in subparagraph (d)(2) above, then the less restrictive provisions or rights shall prevail.

(4) If the computer software is published, copyrighted computer software, it is licensed to the Government, without disclosure prohibitions, with the rights in subparagraphs (d)(2) and (3) above.

(5) The computer software may be marked with any appropriate proprietary notice that is consistent with the rights in subparagraphs (d)(2), (3), and (4) above.

G.4 TECHNICAL DIRECTION (NASA 1852.242-70) (SEP 1993)

(a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 18-42.270. "Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in

details or otherwise completes the general description of work or documentation items: shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section C of this contract.

(b) The COTR does not have the authority to, and shall not, issue any instructions purporting to be technical direction that -

(1) Constitutes an assignment of additional work outside the statement of work;

(2) Constitutes a change as defined in the changes clause;

(3) In any manner causes an increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;

(4) Changes any of the expressed terms, conditions, or specifications of the contract; or

(5) Interferes with the Contractor's rights to perform the terms and conditions of the contract.

(c) All technical direction shall be issued in writing by the COTR.

(d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority. If, in the Contractor's opinion, any instructions or direction by the COTR falls within any of the categories defined in paragraph (b) above, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is -

(1) Rescinded in its entirety; or

(2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract and that the Contractor should proceed promptly its performance.

(e) A failure of the Contractor and Contracting Officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction shall be subject to the Disputes clause of this contract.

(f) Any action(s) taken by the Contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

G.5 NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING (NASA 1852.242-73) (JUL 2000)

(a) The Contractor shall submit NASA Contractor Financial Management Reports on NASA Forms 533 in accordance with the instructions in NASA Procedures and Guidelines (NPG) 9501.2, NASA Contractor Financial Management Reporting, and on the reverse side of the forms, as supplemented in the Schedule of this contract. The detailed reporting categories to be used, which shall correlate with technical and schedule reporting, shall be set forth in the Schedule. Contractor implementation *of* reporting requirements under this clause shall include NASA approval of the definitions of the content of each reporting category and give due regard to the Contractor's established financial management information system.

(b) Lower level detail used by the Contractor for its own management purposes to validate information provided to NASA shall be compatible with NASA requirements.

(c) Reports shall be submitted in the number of copies, at the time, and in the manner set forth in the Schedule or as designated in writing by the Contracting Officer. Upon completion and acceptance by NASA of all contract line items, the Contracting Officer may direct the Contractor to submit Form 533 reports on a quarterly basis only, report only when changes in actual cost occur, or suspend reporting altogether.

(d) The Contractor shall ensure that its Form 533 reports include accurate subcontractor cost data, in the proper reporting categories, for the reporting period.

(e) If during the performance of this contract NASA requires a change in the information or reporting requirements specified in the Schedule, or as provided for in paragraph (a) or (c) of this clause, the Contracting Officer shall effect that change in accordance with the Changes clause of this contract.

G.6 CONTRACTOR REQUESTS FOR GOVERNMENT-OWNED EQUIPMENT (NASA 1852.245-70) (JUL 1997)

(a) "Equipment," as used in this clause, means commercially available items capable of stand-alone use, including those to be acquired for incorporation into special test equipment or special tooling.

(b)(1) Upon determination of need for any Government-owned equipment item for performance of this contract, the contractor shall provide to the Contracting Officer a written request justifying the need for the equipment and the reasons why contractor-owned property cannot be used, citing the applicable **FAR** or contract authority for use of Government-owned equipment. Equipment being acquired as a deliverable end item listed in the contract or as a component for incorporation into a deliverable end item listed in the contract is exempt from this requirement.

(2) The contractor's request shall include a description of the item in sufficient detail to enable the Government to screen its inventories for available equipment or to purchase equipment. For this purpose, the contractor shall (i) prepare a separate DD Form 1419, DOD Industrial Plant Equipment Requisition, or equivalent format, for each item requested and (ii) forward it through the contracting officer to the Industrial Property Officer at the cognizant NASA installation at least 30 days in advance of the date the contractor intends to acquire the item. Multiple units of identical items may be requested on a single form. Instructions for preparing the DD Form 1419 are contained in NASA FAR Supplement 1845.7102. If a certificate of nonavailability is not received within that period, the contractor may proceed to acquire the item, subject to having obtained contracting officer consent, if required, and having complied with any other applicable provisions of this contract.

(c) Contractors who are authorized to conduct their own screening using the NASA Equipment Management System (NEMS) and other Government sources of excess property shall provide the evidence of screening results with their request for contracting officer consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability

G.7 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS /NASA 1852.245-73) (Sep 2000)

(a) The Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14, the instructions on the form, subpart 1845.71, and any supplemental instructions for the current reporting period issued by NASA. Subcontractor use of NF 1018 is not required by this clause; however, the Contractor shall include data on property in the possession of subcontractors in the annual NF 1018.

(b) (1) The Contractor shall mail the original signed NF 1018 directly to the Center Deputy Chief Financial Officer, Finance.

(2) Three copies shall be submitted (through the Department of Defense (DOD) Property Administrator if contract administration has been delegated to DOD) to the following address: NASA Langley Research Center, unless the Contractor uses the NASA NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(c) The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 31. The information contained in these reports is entered into the NASA accounting system to reflect current asset values for agency financial statement purposes. Therefore, it is essential that required reports be received no later than October 31. The Contracting Officer may, in the Government's interest, withhold payment until a reserve not exceeding $25,000 or 5 percent of the amount of the contract, whichever is less, has been set aside, if the Contractor fails to submit annual NF 1018 reports when due. Such reserve shall be withheld until the Contracting Officer has determined that the required reports have been received by the Government. The withholding of any amount or the subsequent payment thereof shall not be construed as a waiver of any Government right.

(d) A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete in accordance with (b)(1) and (2) of this clause.

G.8 LIST OF GOVERNMENT-FURNISHED PROPERTY (1852.245-76) (OCT 1988)

For performance of work under this contract, the Government will make available Government property identified below or in Exhibit D of this contract on a no-charge-for-use basis. The Contractor shall use this property in the performance of this contract at Center for Aerospace and Scientific Information located in Hanover, Maryland, and at other location(s) as may be approved by the Contracting **Officer.** Under the FAR 52.245 Government property clause of this contract, the Contractor is accountable for the identified property.

G.9 CONTRACT CLOSEOUT (LaRC 52.242-90) (MAY 1999)

A. Reassignment–After receipt, inspection, and acceptance by the Government of all required articles and/or services, and resolution of any pending issues raised during the Period of Performance, this contract will be reassigned to the NASA Langley Research Center Contracting Officer for Contract Closeout, James W. Cresawn. All transactions subsequent to the physical completion of the contract should, therefore, be addressed to the said Contracting Officer at NASA Langley Research Center, Mail Stop 127, who may be reached by telephone at (757) 864-2500.

B. "Quick Closeout"–Paragraph (9 of the Allowable Cost and Payment clause of this contract addresses the "Quick Closeout Procedure" delineated by Subpart 42.7 of the Federal Acquisition Regulation (FAR). It should be understood that the said procedure applies to the settlement of indirect costs for a specific contract in advance of the determination *of* final indirect cost rates when the amount of unsettled indirect cost to be allocated to the contract is relatively insignificant. Therefore, the "Quick Closeout" procedure does not preclude the provisions of paragraph (d) of the Allowable Cost and Payment clause nor does it constitute a waiver of final audit of the Contractor's Completion Voucher.

C. Completion Voucher Submittal--Notwithstanding the provisions of the Allowable Cost and Payment clause, as soon as practicable after settlement of the Contractor's indirect cost rates applicable to performance of the contract, the Contractor shall submit a Completion Voucher as required by the aforesaid clause. The Completion Voucher shall be supported by a cumulative claim and reconciliation statement and executed NASA Forms 778, Contractor's Release, and 780, Contractor's Assignment of Refunds, Rebates, Credits, and Other Amounts. Unless directed otherwise by the Contracting Officer for Contract Closeout, the Contractor shall forward the said Completion Voucher directly to the cognizant Government Agency to which audit functions under the contract have been delegated.

G.10 PROVIDING FACILITIES TO CONTRACTORS (LaRC 52.245-90) (DEC 1999)

A. In accordance with FAR 45.302-1, it is policy of the Government that Contractors shall furnish all facilities required for performing Government contracts. "Facilities" include real property and plant equipment including personal property such as general purpose off-the-shelf equipment, machine tools, test equipment, furniture and vehicles. "Facilities" do not include material, special test equipment, special tooling or agency-peculiar property.

B. In keeping with the policy set forth in FAR 45.302-1, the Government will not provide NEW "facilities," except as provided for in the Statement of Work.

C. However, the Government will provide EXISTING facilities as listed in Exhibit D. Any of these existing facilities that reach the end of their useful life during the contract period, or which are beyond economical repair, shall be replaced by the Contractor, if the facilities are still needed for contract performance. Contractor acquisitions of facility items for the Government is prohibited, unless specifically authorized by the contract or consent has been obtained in writing from the Contracting Officer pursuant to FAR 45.302-1(a).

D. Notwithstanding the "Allowable Cost and Payment" clause of this contract, cost of facilities are not an allowable cost except when charged to this contract in accordance with your approved accounting system.

E. At the end of the contract period of performance, the Contractor grants the Government the following option regarding any Contractor-provided equipment purchased for and used in performance of this contract: (1) The Contractor agrees to sell the equipment to a successor Contractor at their depreciated value based on the Contractor's depreciation schedule; or (2) The Contractor agrees to sell the equipment to the Government at their depreciated value based on the Contractor's depreciation schedule.

PART I - THE SCHEDULE

Section H - Special Contract Requirements

H.1 OPTION TO EXTEND THE TERM OF THE CONTRACT (FAR 52.217-9)(MAR 2000)

(a) The Government may extend the term of this contract by unilateral written notice to the Contractor within the current contract period of performance; provided, that the Government shall give the Contractor a preliminary notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

H.2 SAFETY AND HEALTH (NASA 1852.223-70) [JULY 2000)

(a) The Contractor shall take all reasonable safety and occupational health measures in performing this contract. The Contractor shall comply with all Federal, State, and local laws applicable to safety and occupational health and with the safety and occupational health standards, specifications, reporting requirements, and any other relevant requirements of this contract.

(b) The Contractor shall take, or cause to be taken, any other safety, and occupational health measures the Contracting Officer may reasonably direct. To the extent that the Contractor may be entitled to an equitable adjustment for those measures under the terms and conditions of this contract, the equitable adjustment shall be determined pursuant to the procedures of the changes clause of this contract; provided, that no adjustment shall be made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under any other clause of the contract.

(c) The Contractor shall immediately notify and promptly report to the Contracting Officer or a designee any accident, incident, or exposure resulting in 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 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. The Contractor is not required to include in any report an expression of opinion as to the fault or negligence of any employee. In addition, service contractors (excluding construction contracts) shall provide quarterly reports specifying lost-time frequency rate, number of lost-time injuries, exposure, and accident/incident dollar losses as specified in the contract Schedule.

(d) The Contractor shall investigate all work-related incidents, accidents, and Close Calls, to the extent necessary to determine their causes and furnish the Contracting Officer a report, in such form as the Contracting Officer may require, of the investigative findings and proposed or completed corrective actions.

(e) (1) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. The Contractor shall promptly take and report any necessary corrective action.

(2) If the Contractor fails or refuses to institute prompt corrective action in accordance with subparagraph (e)(1) of this clause, the Contracting Officer may invoke the stop-work order clause in this contract or any other remedy available to the Government in the event of such failure or refusal.

The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (f) and any applicable Schedule provisions, with appropriate changes of designations of the parties, in subcontracts of every tier that:

(1) Amount to $1,000,000 or more (unless the Contracting Officer makes a written determination, after consultation with installation safety and health representatives, that this is not required);

(2) Require construction, repair, or alteration in excess of $25,000; or

(3) Regardless of dollar amount, involve the use of hazardous materials or operations.

(g) Authorized Government representatives of the Contracting Officer shall 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 occupational health measures under this clause.

(h) The contractor shall continually update the safety and health plan when necessary. In particular, the Contractor shall furnish a list of all hazardous operations to be performed, and a list of other major or key operations required or planned in the performance of the contract, even though not deemed hazardous by the Contractor. NASA and the Contractor shall jointly decide which operations are to be considered hazardous, with NASA as the final authority. Before hazardous operations commence, the Contractor shall submit for NASA concurrence --

(1) Written hazardous operating procedures for all hazardous operations; and/or

(2) Qualification standards for personnel involved in hazardous operations.

H.3 MAJOR BREACH OF **SAFETY** OR SECURITY (NASA 1852.223-75) (JULY 2000)

(a) Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. Safety is essential to NASA and is a material part of this contract. A major breach of safety may constitute a breach of contract that entitles the Government to exercise any of its rights and remedies applicable to material parts of this contract, including termination for default. A major breach of safety must be related directly to the work on the contract. A major breach of safety is an act or omission of the contractor that consists of an accident, incident, or exposure resulting in a fatality; or in damage to equipment or property equal to or greater than $1 million; or in any "willful" or "repeat" violation cited by the Occupational Health and Safety Administration (OSHA) or by a state agency operating under an OSHA approved plan.

(b) Security is the condition of safeguarding against espionage, sabotage, crime (including computer crime), or attack. A major breach of security may constitute a breach of contract that entitles the Government to exercise any of its rights and remedies applicable to material parts of this contract, including termination for default. A major breach of security may occur on or off Government installations, but must be related directly to the work on the contract. A major breach of security may arise from any of the following: compromise of classified information: illegal technology transfer; workplace violence resulting in criminal conviction; sabotage; compromise or denial of information technology services; damage or loss greater than $250,000 to the Government; or theft.

(c) In the event of a major breach of safety or security, the Contractor shall report the breach to the Contracting Officer. If directed by the Contracting Officer, the Contractor shall conduct its own investigation and report the results to the Government. The Contractor shall cooperate with the Government investigation, if conducted.

H.4 EXPORT LICENSES (NASA 1852.225-70) (FEB 2000) ALTERNATE I (FEB 2000)

(a) The Contractor shall comply with all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this contract. In the absence of available license exemptions/exceptions, the Contractor shall be responsible for obtaining the appropriate licenses or other approvals, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance.

(b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at NASA Langley Research Center, where the foreign person will have access to export-controlled technical data or software.

(c) The Contractor shall be responsible for all regulatory record keeping requirements associated with the use of licenses and license exemptions/exceptions.

(d) The Contractor shall be responsible for ensuring that the provisions of this clause apply to its subcontractors.

(e) The Contractor may request, in writing, that the Contracting Officer authorize it to export ITAR-controlled technical data (including software) pursuant to the exemption at 22 CFR 125.4(b)(3). The Contracting Officer or designated representative may authorize or direct the use of the exemption where the data does not disclose details of the design, development, production, or manufacture of any defense article.

H.5 SECURITY PROGRAM/FOREIGN NATIONAL EMPLOYEE ACCESS REQUIREMENTS (LaRC 52.204-91) (FEB 2000)

Foreign nationals must meet the eligibility requirements outlined in NPG 1371.2 prior to performing any work under a contract. Eligibility determinations will be based solely on the scientific and technical contributions of the contractor, as outlined in the statement of work. Foreign nationals who meet the eligibility requirements will undergo a rigorous approval and investigative process prior to physical access to the Center and/or to NASA information. Foreign nationals must be sponsored by a NASA Civil Service employee. The sponsor must submit a formal request to the Security Office for access to the Center and/or NASA information, to include electronic information. The request will be processed through the Center's Export Administrator and subject **to** approval by the International Visits Coordinator. Normal processing time for a request is between 60 and 90 days depending on the nationality of the foreign national. All approvals will be for a maximum of one year, and must be resubmitted annually. Following approval, the foreign national will undergo a National Agency Check Investigation (NACI). As part of the NACI, the foreign national will submit a "Name Check Request" (NASA Form 531) and a completed "applicant" fingerprint card, to the LaRC Security Office, Mail Stop 450. Normal processing time for a NACI is between 90 to 120 days. Until the NACI is completed and favorably adjudicated, the foreign national will require complete escort from entry onto and exit off of the Center, and will not be allowed access to electronic information unless approved by the Center Information Technology Security Manager. Upon completion of the NACI, the foreign national will only be granted unescorted access to an approved workplace and to designated open areas during normal weekday work hours between 6:00 a.m. and 6:00 p.m. The foreign national will not be granted access during non-work hours, weekends, and holidays. Derogatory information developed concerning the foreign national may be grounds for visit termination.

H.6 UNESCORTED ACCESS BY CONTRACTOR EMPLOYEES (LaRC 52.204-102) (SEP 2000)

Background investigations are required for Contractor employees to have unescorted access to the Langley Research Center. All Contractor employees must, as a minimum, have a favorably adjudicated NASA Agency Check (NAC). However, a NAC is not required if the Contractor can certify that an employee has an active United States Government Security Clearance, Confidential or higher, meeting the requirements of Executive Order #12968 or a current LaRC favorably adjudicated NAC investigation.

The Contractor shall submit a "Name Check Request" (NASA Form 531), an "Authorization for Release of Credit Reports" (NASA Form 1684), and a completed FD-258, "Applicant" fingerprint card to the LaRC Badge and Pass Office, Mail Stop 232. Normal processing time for a NAC is approximately 60 days. When it is necessary for an employee to perform work prior to completion of the NAC, the employee may be escorted by an individual who has a favorable NAC or a current National Security Clearance level or as otherwise approved by the LaRC Security Officer.

H.7 RESERVED

H.8 OBSERVATION OF REGULATIONS AND IDENTIFICATION OF CONTRACTOR'S EMPLOYEES (LaRC 52.211-104) (APRIL 2000)

A. Observation of Regulations--In performance of that part of the contract work which may be performed at Langley Research Center or other Government installation, the Contractor shall require its employees to observe the rules and regulations as prescribed by the authorities at Langley Research Center or other installation including all applicable Federal, NASA and Langley or other local installation safety, health, environmental and security regulations.

B. Identification Badges—At all times while on LaRC property, the Contractor shall require its employees, subcontractors and agents to wear badges which will be issued by the NASA LaRC Badge and Pass Office, located at 1 Langley Boulevard (Building No. 1228). Badges shall be issued only between the hours of 6:30 a.m. and 3:30 p.m., Monday through Friday. Contractors will be held accountable for these badges, and may be required to validate outstanding badges on an annual basis with the NASA LaRC Security Office. Immediately upon employee termination or contract completion, badges shall be returned to the NASA LaRC Badge and Pass Office.

H.9 INCORPORATION OF SECTION K OF THE PROPOSAL BY REFERENCE (LaRC 52.215-107) (JUN 1998)

Pursuant to FAR 15.204-1(b), the completed Section K of the proposal dated January 5.2001 is hereby incorporated herein by reference.

H.10 QUALITY SYSTEM REQUIREMENTS (ISO 90011(LaRC 52.246-95) (FEB 2000)

The Contractor's quality system shall be compliant with the requirements of ANSI/ISO/ASQC Q9001-1994, Quality Systems Model for Quality Assurance in Production, Installation, and Servicing. If the Contractor's quality system is not already compliant with the requirements of ANSI/ISO/ASQC Q9001-1994. the Contractor shall develop quality system procedures and associated documentation to become compliant within nine months after the contract effective date. The Contractor's quality system shall remain in compliance with ANSI/ISO/ASCQ Q9001-1994 during the term of the contract. The Government reserves the rights to audit the Contractor's quality system at any time. The requirements of this clause do not flow down to subcontractors.

H.11 OPTIONS

Priced Options for Extended Terms

Pursuant to the Section H clause entitled "Option to Extend the Term of the Contract (MAR 2000)," the Contractor hereby grants to the Government options to extend the term of the contract for 4 additional periods of 12 months each. Such options are to be exercisable by issuance of a unilateral modification. Upon exercise of such option(s) by the Government, the following items will be increased by the amount specified below for each option period.

Item	First Option Period	Second Option Period	Third Option Period	Fourth Option Period
Period of Performance (Ref. F.2)	12 months	12 months	12 months	12 months
Estimated Cost (Ref. B.2)	[redacted]	[redacted]	[redacted]	[redacted]
Fixed Fee (Ref. B.2)	[redacted]	[redacted]	[redacted]	[redacted]

H.12 FINANCIAL SYSTEMS

The contractor shall provide for an automated billing and collection system in order to recover costs that are associated with supplying requested documents and/or information products via online or offline requests. This system shall interface with the CASI systems. Fees charged by the contractor shall not exceed the fee charged by the Agency under Freedom of Information Act (FOIA). This system shall provide for an audit trail and be acceptable to the Defense Contract Audit Agency (DCAA).

H.13 CENTRAL CONTRACTOR REGISTRATION (AUG 2000)

(a) Definitions. As used in this clause --

(1) "Central Contractor Registration (CCR) database" means the primary DoD repository for contractor information required for the conduct of business with NASA.

(2) "Data Universal Number System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) "Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) "Commercial Government and Entity Code (CAGE Code)" means

(i) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity: or

(ii) A code assigned by a member of the North Atlantic Treaty Organization (NATO) that is recorded and maintained by DLIS in the CAGE master file.

(5) "Registered in the CCR database" means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding CAGE code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b) (1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors performing work outside of the United States.

(2) The Contracting Officer will verify that the offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an offeror ineligible for award after March 31, 2001.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements via the Internet at http://www.ccr2000.com or by calling 888-CCR-2423 (888-227-2423).

H.14 RESERVED

H.15 MANAGEMENT AND PROTECTION OF DATA

During the performance of this contract, the Contractor will have access to proprietary data of other companies, and to information which is sensitive ***or*** subject to export control laws. The contractor agrees to protect such data from unauthorized release ***or*** disclosure, agrees to protect such data from unauthorized release ***or*** disclosure, and agrees to use **or** disclose such data only to the extent necessary to perform the work required under the contract with emphasis on restricting the data to employees having a bonafide need to know. Notwithstanding the protection of data requirements elsewhere in the contract, the Contractor shall require employees, prior to their having access to sensitive information, to execute a non-disclosure statement. The type of data protected shall include information marked, International Traffic in Arms Regulations (ITAR) or with any other restrictive covenant. In addition, the Government has the right to perform periodic inspections of the Contractor's work site, technical capabilities and operations for the purpose of ensuring continued efficacy and efficiency of safeguards against threats and hazards to data security, integrity and confidentiality.

PART II - CONTRACT CLAUSES

Section I - Contract Clauses

11 LISTING OF CLAUSES INCORPORATED BY REFERENCE:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

Clause Number	Clause Title & Date
52.202-1	Definitions (Oct 1995)
52.203-3	Gratuities (Apr 1984)
52.203-5	Covenant Against Contingent Fees (Apr 1984)
52.203-6	Restrictions on Subcontractor Sales to the Government (Jul 1995)
52.203-7	Anti-Kickback Procedures (Jul 1995)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Jan 1997)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (Jan 1997)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions **(Jun** 1997)
52.204-4	Printing or Copied Double-Sided on Recycled Paper (Aug 2000)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Jul 1995)
52.211-15	Defense Priority and Allocation Requirement (Sep 1990)
52.215-2	Audit and Records – Negotiation (Jun 1999)
52.215-8	Order of Precedence – Uniform Contract Format (Oct 1997)
52.215-10	Price Reduction for Defective Cost or Pricing Data (Oct 1997)
52.215-12	Subcontractor Cost or Pricing Data (Oct 1997)
52.215-14	Integrity of Unit Prices (Oct 1997)
52.215-15	Pension Adjustments And Asset Reversions (Dec 1998)
52.215-17	Waiver of Facilities Capital Cost of Money
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions (Oct 1997)
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data — Modifications (OCT 1997)
52.216-7	Allowable Cost and Payment (Mar 2000)
52.216-8	Fixed Fee (Mar 1997)
52.217-8	Option to Extend Services (Aug 1989)
52.219-8	Utilization of Small Business Concerns (Jun 1999)
52.219-11	Special 8(a) Contract Conditions (Feb 1990) (DEVIATION) Insert: ***"NASA Langley Research Center"*** *in* ***paragraphs (c), (d), and (f)."***
52.219-14	Limitations on Subcontracting (Dec 1996)
52.222-1	Notice to the Government of Labor Disputes (Feb 1997)
52.222-2	Payment for Overtime Premiums (Jul 1990)(Insert [$0] in paragraph (a))
52.222-3	Convict Labor (Aug 1996)
52.222-21	Prohibition Of Segregated Facilities (Feb 1999)
52.222-26	Equal Opportunity (Feb 1999)
52.222-35	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (Apr 1998)
52.222-36	Affirmative Action for Workers with Disabilities (Jun 1998)
52.222-37	Employment Reports On Disabled Veterans And Veterans Of The Vietnam Era (Jan 1999)
52.222-41	Service Contract Act of 1965, as Amended (May 1989)
52.223-6	Drug-Free Workplace (Jan 1997)
52.223-14	Toxic Chemical Release Reporting (Oct 1996)
52.225-13	Restrictions on Certain Foreign Purchases (Jul 2000)
52.227-1	Authorization And Consent (Jul 1995)

Clause Number	Clause Title & Date
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement (Aug 1996)
52.227-14	Rights in Data – General (Jun 1987) – as modified by NASA FAR Supplement 1852.227-14
52.227-14	Rights in Data – General (Jun 1987) – Alternate II (Jun 1987) – as modified by NASA FAR Supplement 1852.227-14
52.228-7	Insurance—Liability to Third Persons (Mar 1996)
52.232-9	Limitation on Withholding of Payments (Apr 1994)
52.232-17	Interest (Jun 1996)
52.232-22	Limitation of Funds (Apr 1984)
52.232-23	Assignment of Claims (Jan 1986)
52.232-25	Prompt Payment (Jun 1997)
52.232-34	Payment by Electronic Funds Transfer – Other Than Central Contractor Registration (May 1999)
52.233-1	Disputes (Dec 1998) – Alternate I (Dec 1991)
52.233-3	Protest After Award (Aug 1996) – Alternate I (Jun 1985)
52.242-1	Notice of Intent to Disallow Costs (Apr 1984)
52.242-3	Penalties for Unallowable Costs (Oct 1995)
52.242-4	Certification Of Final Indirect Costs (Jan 1997)
52.242-13	Bankruptcy (Jul 1995)
52.243-2	Changes--Cost-Reimbursement (Aug 1987) – Alternate I
52.244-5	Competition in Subcontracting (Dec 1996)
52.244-2	Subcontracts (Aug 1998) – Alternate I (Aug 1998)
52.244-6	Subcontracts for Commercial Items and Commercial Components (Oct 1998)
52.245-5	Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts) (Jan 1986) (DEVIATION) (Jul 1995)
52.246-25	Limitation of Liability—Services (Feb 1997)
52.249-6	Termination (Cost-Reimbursement) (Sep 1996)
52.249-14	Excusable Delays (Apr 1984)
52.253-1	Computer Generated Forms (Jan 1991)

NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

Clause Number	Clause Title & Date
1852.204-76	Security Requirements for Unclassified Information Technology Resources (July 2000)
1852.215-84	Ombudsman (June 2000) Insert: ***"Belinda Adams, direct inquires to Sandra S. Ray, NASA Langley Research Center, Mail Stop 134, Hampton, VA 23681-2199; phone (757) 864-2428; facsimile (757) 864-8541; email*** s.s.ray@larc.nasa.gov ***" in paragraph (b)."***
1852.216-89	Assignment and Release Forms (Jul 1997)
1852.219-76	NASA 8 Percent Goal (Jul 1997)
1852.243-71	Shared Savings (Mar 1997)

12 CLAUSES IN FULL TEXT

The clauses listed below follow in full text:

52.215-19	Notification of Ownership Changes (OCT 1997)
52.252-2	Clauses Incorporated by Reference (FEB 1998)
52.244-6	Subcontracts for Commercial Items and Commercial Components (Oct 1998)

13 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

http://www.arnet.gov/far/

http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm

14 NOTIFICATION OF OWNERSHIP CHANGES (FAR 52.215-19) (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that ail individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes: and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(b) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

14 SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (FAR 52.244-6) (OCT 1998)

(a) Definitions.

"Commercial item," as used in this clause, has the meaning contained in the clause at 52.202-1, Definitions.

"Subcontract," as used in this clause, includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) Notwithstanding any other clause of this contract, the Contractor is not required to include any FAR provision or clause, other than those listed below to the extent they are applicable and as may be required to establish the reasonableness of prices under Part 15, in a subcontract at any tier for commercial items or commercial components:

(1) 52.222-26, Equal Opportunity (E.O. 11246):

(2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212(a));

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C.793); and

(4) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (46 U.S.C.1241) (flow down not required for subcontracts awarded beginning May 1,1996).

(d) The Contractor shall include the terms of this clause, including this paragraph (d). in subcontracts awarded under this contract.

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

Section J - List of Exhibits

Exhibit A	Contract Documentation Requirements, 3 pages
Exhibit B	Procedures for the Preparation and Approval of Contractor Reports for Langley Research Center, Form PROC./P-72, June 1998, 4 pages
Exhibit C	Register of Wage Determination and Fringe Benefits, September 26, 2000, 8 pages
Exhibit D	List of Government-Furnished Property, November 6, 2000, 53 pages
Exhibit E	Safety and Health Plan, January 23, 2001, 115 pages

EXHIBIT A - CONTRACT [IO! REQUIREMEI

I. DO J PREPARATION/SUBMISSION TI

A. Financial Manaaement Reports – The Contractor shall comply with the Section G clause of this contract entitled "NASA Contractor Financial Management Reporting" by monthly submission **of** NASA Form 533M. The form shall be prepared and submitted in accordance with the instructions set forth on the reverse side of the form and NASA Policy and Guidelines (NPG) 9501.2C, "NASA Contractor Financial Management Reporting,' as further definitized below.

1. Due not later than the 10th operating day following the close of the Contractor's accounting period being reported.

2. Columns 8.a. and b. shall be completed using current estimates (forecasts) for the succeeding two months.

3. The minimum categories specified below shall be reported:

a. Direct Labor Hours
b. Direct Labor Dollars
c. Overhead(s)
d. Other Direct Cost
e. G&A
f. Total Estimated Cost
g. Fee
h. Total Estimated Cost and Fee

4. Each 533M shall include a narrative explanation for variances exceeding 10% percent between planned hours and dollars and actual hours and dollars for each reporting category.

B. Quarterly Financial Manaaement Report – The Contractor shall submit a quarterly financial report, inclusive of the categories specified in 3 above, on NASA Form 533Q at times and in accordance with the instructions contained on the reverse side of the form.

C. Conformable Waae Rate Aareement – Within 15 operating days after the effective date of the contract, the Contractor shall submit a report confirming conformable wage rate agreement as this subject is addressed in the Section I clause entitled "Service Contract Act of 1965," for those individuals employed by the Contractor who are covered by the Service Contract Act, but are not listed in Exhibit C.

D. Collective Baraainina Aareements – The Contractor shall provide the Contracting Officer with copies of any collective bargaining agreements, and amendments thereto, which arise during the course of the contract and which apply to Contractor employees assigned to the contract.

E. Property in the Custodv of Contractors (NASA FORM 1018) – The Contractor shall submit the NASA Form 1018 no later than October 31 of each year in accordance with the Section G clause entitled "Financial Reporting of NASA Property in the Custody of Contractors."

F. Quality Svstem Documents (ISO 9001) The Contractor shall submit the following ISO Compliant documents in accordance with H.10 not later than nine months from the effective date of the contract:

Quality System Manual

Quality System Procedures – these procedures shall address:

(1) contract and subcontract management, **(2)** customer requirement review and execution, (3) task management, including work order generation and processing, (4) document control,

(5) handling of customer supplied product, (6) corrective and preventive action, (7) training of employees, and (8) design control including design of software and hardware.

G. Information Technology Plan -- An Information Technology (IT) Security Plan shall be submitted for approval within 30 days of start of performance, in accordance with Section I, NFS Clause 1852.204-76, Security Requirements for Unclassified Information Technology Resources.

H. Final Reports - When a formal final Contractor report is required, it shall be submitted in accordance with the instructions contained in Exhibit B, Procedures for the Preparation and Approval of Contractor Reports for Langley Research Center, Form PROC./P-72. The specified number of approval copies shall be submitted within the time specified by the Government.

II. Federal Contractor Veterans Employment Report-In compliance with Clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era, the Contractor shall submit the Federal Contractor Veterans Employment Report (VETS-100) as required by this clause.

II. DOCUMENT DISTRIBUTION REQUIREMENTS

A. Unless otherwise specified elsewhere in this contract, reports and other documentation shall be submitted F.O.B. destination as specified below, addressed as follows:

National Aeronautics and Space Administration
Langley Research Center
Attn: Maxine Batina, Mail Stop 126
Contract NAS1-01052
Hampton, VA 23681-2199

B. The following letter codes designate the recipients of reports and other documentation which are required to be delivered prepaid to Langley Research Center by the Contractor:

1. A--Contract Specialist, Mail Stop 126

2. B--Contracting Officer Technical Representative, Mail Stop 157A

3. C–Cost Accounting, Mail Stop 147

4. D–Office of Safety and Facility Assurance, Mail Stop 421

5. E–Industry Relations Office, Mail Stop 144

6. F–Industrial Property Office, Mail Stop 377

7. G--Center Information Technology Security Manager (CITSM), Mail Stop 124

8. H–According to instructions on form

9. I--Management Systems Project Office, MS 438

10. J—Programs and Resources Division, Mail Stop 104

C. The following are the distribution requirements for reports and other documentation required with the numeral following the letter code specifying the number of copies to be provided:

DOCUMENT	LETTER CODE AND DISTRIBUTION
Financial Management Report (NASA **Forms** 533M and 533Q)	A-1, B-2, G2, J-1
Conformable Wage Rate Agreement	A-1, B-1, E-1
Collective Bargaining Agreements	A-1, B-1, E-1
Property in the Custody of Contractors (NASA **Form** 1018)	A-1, B-1, F-4
Federal Contractor Veterans Employment Report (VETS-100)	E-1
Quality System Documents	A-1, B-1, I-1
IT Security Implementation Plan	B-1, G-1
Final Report (Approval Copies)	A-5
Final Report (Approved)	Specified by the Contracting Officer

When the Contract Specialist (A) is not designated above to receive a copy of a report or document, the Contractor shall furnish a copy of the report/document transmittal letter to the Contract Specialist. The Contractor shall also furnish a copy of the transmittal letter and a copy of each Financial Management Report to the delegated Administrative Contracting Officer of the cognizant DOD *(or* other agency) contract administrative services component.

ENCLOSURE B

PROCEDURES FOR THE PREPARATION AND APPROVAL OF CONTRACTOR REPORTS FOR LANGLEY RESEARCH CENTER

GUIDELINES: The following documents or subsequent editions in effect on date of contract shall serve as the basis for preparation of Contractor Reports:

NPG 2200.2A NASA Procedures and Guidelines
(http//www.sti.nasa.gov/neghome3.htm)
DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), January 1995

FORMAT AND ORGANIZATION: The format and organization of a Contractor Report should be consistent and follow the practices recommended in the NASA Procedures and Guidelines. For questions concerning format, contact Langley Research Information Management at (757) 864-2518. A Report Documentation Page (RDP) (Standard Form 298) shall be included as the last page in the report. The RDP is available electronically at *(http//www.sti.nasa.gov/neghome3.htm)*. A sample of this form is attached.

TRADEMARKS: U.S. Government policy prohibits endorsing or criticizing commercial products in its publications. Use of trademarks is discouraged. If a trademark must be used, its owner must be credited and the trademark must be used as an adjective modifying the generic name.

REFERENCES: Material that is not obtainable or available must not be listed in the references. Documents of NASA contracts published as in-house documents must be referenced as NASA CR's, not as NASA Contract Numbers.

SECURITY: Security markings, when necessary, shall be consistent with DD Form 254, the directive issued by the Security Classification Officer, and shall conform to requirements established in the DoD NISPOM. For questions concerning security classification, contact LaRC Security Classification Officer at (757) 864-3420.

APPROVAL COPIES.

1. Upon completion of a report, the Contractor shall submit five (5) approval copies to the Contracting Officer's Technical Representative (COTR) for review and approval by NASA. These copies may be reproduced on both sides of sheet where feasible and assembled by an economical means by the Contractor. **Notify the Langley Contracting Officer when the approval copies are submitted.**

2. The Contractor will be notified of acceptance of the approval copy of the report by the COTR within thirty (30) days. Approval will be contingent upon changes required by NASA.

FINAL (REVISED) COPIES:

1. Upon receipt of acceptance from the Langley COTR, the Contractor shall prepare an original manuscript incorporating the changes required by **NASA.**

2. The Contractor shall submit the original manuscript and up to five **(5)** duplicate copies to the Langley COTR within thirty **(30)** days after receipt of acceptance. Electronic Postscript files for the cover **and** report (including figures **and** tables), **and** Report Documentation Page source file **shall also** be submitted to the Langley COTR, if available. **Notify the Langley Contracting Officer when the final revised report is submitted.**

Contact the Langley COTR for information on transmitting the electronic files by file transfer protocol (FTP). The electronic **files** may be saved on **a** 3.5-inch, high density, double-sided disk(s) and submitted with the final manuscript. The disk(s) and files should be labeled to properly identify the report.

ORIGINAL MANUSCRIPT: The original manuscript of a Contractor Report shall consist of a single-sided, unbound, laser printed copy of the text with all tables, figures, artwork, graphs, photos and captions included on the pages. Photographs shall be either scanned electronic images or unscreend glossy prints that have been cut and mounted on the pages. The manuscript shall be single spaced with consecutive page numbers on all pages, excluding the cover. The manuscript shall be printed on 8-1/2 by 11 paper with a maximum page image are of 7-1/8 by 9-3/16 inches

REPORT DOCUMENTATION PAGE

Form Approved
OM8 *No. 0704-0188*

1. AGENCY USE ONLY *(Leave blank)*	2. REPORT DATE	3. REPORT TYPE AND DATES COVERED

4. TITLE AND SUBTITLE	5. FUNDING NUMBERS
6. AUTHOR(S)	

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)	8. PERFORMING ORGANIZATION REPORT NUMBER

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)	10. SPONSORING/MONITORING AGENCY REPORT NUMBER

11. SUPPLEMENTARY NOTES

12a. DISTRIBUTION/AVAILABILITY STATEMENT *(If contract specifies restricted distribution, state restriction indeed of Unclassified-Unlimited.)*	12b. DISTRIBUTION CODE

13. ABSTRACT *(Maximum 200 words)*

14. SUBJECT TERMS	15. NUMBER OF PAGES

17. SECURITY CLASSIFICATION OF REPORT	18. SECURITY CLASSIFICATION OF THIS PAGE	19. SECURITY CLASSIFICATION OF ABSTRACT	20. LIMITATION OF ABSTRACT

INSTRUCTIONS FOR COMPLETING SF 298

The Report **Documentation (RDP) is used in announcing and cataloging reports. It is important that this information be consistent with** the rest **of the report, particularly the cover and title page. Instructions** for **filling each block of the *form* follow. It is important to *stay within the lines to meet optical scanning requirements.***

Block **1.** Aaencv Use Onlv *(Leave blank)*.

Block **2.** Report Date. Full publication date including day, month, and year, if available (e.g., **1** Jan ***88).*** Must cite at least the year.

Block ***3.*** Type of Report and Dates Covered. State whether report is interim, final, etc. **If** applicable, enter inclusive report dates (e.g., 10 Jul 87 - 30 Jun 88).

Block **4.** Title and Subtitle. A title is taken from the part of the report that provides the most meaningful and complete information. When a report is prepared in more than one volume, repeat the primary title, add volume number, and include subtitle for the specific volume. On classified documents enter the title classification in parentheses.

Block **5.** Funding Numbers. To include contract and grant numbers; may include program element number(s), project number(s), task number(s), and work unit number(s). Use the following labels:

C -	Contract	PR -	Project
G -	Grant	TA -	Task
PE -	Program Element	WU -	Work Unit Accession No.

Block **6.** Author(s). Name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. If editor or compiler, this should follow the name(s).

Block ***7.*** Performina Oraanization Name(s) and Address(es). Self-explanatory.

Block **8.'** Performina Oraanization Report Number. Enter the unique alphanumeric report number(s) assigned by the organization performing the report.

Block **9.** Sponsoring/Monitoring Aaencv Name(s) and Address(es). Self-explanatory.

Block **10.** Sponsoring/Monitoring Aaencv Report Number. *(If known)*

Block **11.** Supplementary Notes. Enter information not included elsewhere such as: Prepared in cooperation with . . . ; Trans. **of** . . . ; To be published in. . . . When a report is revised, include a statement whether the new report supersedes or supplements the older report.

Block **12a.** Distribution/Availability Statement. Denotes public availability or limitations. Cite any availability to the public. Enter additional limitations or special markings in all capitals (e.g., NOFORN, REL, ITAR).

DOD	-	See DoDD 5230, "Distribution Statements on Technical Documents"
DOE	-	See authorities.
NASA	-	See Handbook NHB 2200.2.
NTIS	-	Leave blank.

Block **12b.** Distribution Code.

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DOE	-	Enter DOE distribution categories from the Standard Distribution for Unclassified Scientific and Technical Reports.
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Block **13.** Abstract. Include a brief ***(Maximum 200 words)*** factual summary of the most significant information contained in the report.

Block **14.** Subiect Terms. Keywords or phrases identifying major subjects in the report.

Block **15.** Number of Pages. Enter the total number of pages.

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Blocks **17. - 19.** Security Classifications. Self-explanatory. Enter **U.S.** Security Classification in accordance with U.S. Security Regulations (i.e., UNCLASSIFIED). If form contains classified information, stamp classification on the top and bottom of the page.

Block **20.** Limitation of Abstract. This block must be completed to assign a limitation to the abstract. Enter either UL (unlimited) or SAR (same as report). An entry in this block is necessary if the abstract is to be limited. If blank. the abstract is assumed to be unlimited.

EXHIBIT C

94-2248 MD,BALTIMORE **09/26/00**
***FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES
PARTICIPATING IN **MOU** WITH DOL***
WASHINGTON D.C. **20210**

Wage Determination **No.: 1994-2248**
William W.Gross Division *of* Revision No.: **16**
Director Wage Determinations Date *Of* Last Revision: **09/15/2000**

State: Maryland

Area: Maryland Counties *of* Anne Arundel, Baltimore, Baltimore City, **Carroll,** Harford, Howard

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	**8.95**
Accounting Clerk II	**10.32**
Accounting Clerk III	**11.62**
Accounting Clerk IV	**14.78**
Court Reporter	**12.32**
Dispatcher, Motor Vehicle	**12.32**
Document Preparation Clerk	**10.11**
Duplicating Machine Operator	**10.11**
Film/Tape Librarian	**11.22**
General Clerk I	**7.17**
General Clerk II	**8.77**
General Clerk 111	**10.11**
General Clerk IV	**11.16**
Housing Referral Assistant	**13.40**
Key Entry Operator I	**8.63**
Key Entry Operator 11	**10.64**
Messenger (Courier)	**7.17**
Order Clerk I	10.28
Order Clerk II	**11.42**
Personnel Assistant (Employment) I	**10.12**
Personnel Assistant (Employment) 11	**11.36**
Personnel Assistant (Employment) III	**13.12**
Personnel Assistant (Employment) IV	**14.60**
Production Control Clerk	**13.40**
Rental Clerk	**11.22**
Scheduler, Maintenance	**11.22**
Secretary I	11.22
Secretary II	**12.32**
Secretary III	**13.40**
Secretary IV	**14.66**
Secretary V	**16.28**
Service Order Dispatcher	**11.22**
Stenographer I	**12.77**
Stenographer II	**14.31**

Supply Technician	14.66
Survey Worker (Interviewer)	12.32
Switchboard Operator-Receptionist	9.26
Test Examiner	12.32
Test Proctor	12.32
Travel Clerk I	8.58
Travel Clerk II	9.42
Travel Clerk III	10.40
Word Processor I	10.54
Word Processor II	12.53
Word Processor III	13.24
Automatic Data Processing Occupations	
Computer Data Librarian	10.58
Computer Operator I	10.58
Computer Operator II	12.17
Computer Operator III	15.66
Computer Operator IV	16.73
Computer Operator V	17.28
Computer Programmer I (I)	14.58
Computer Programmer II (1)	16.86
Computer Programmer III (1)	20.23
Computer Programmer IV (1)	21.19
Computer Systems Analyst I (1)	20.08
Computer Systems Analyst II (1)	22.68
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	10.58
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	16.58
Automotive Glass Installer	15.42
Automotive Worker	15.42
Electrician, Automotive	16.58
Mobile Equipment Servicer	14.25
Motor Equipment Metal Mechanic	16.58
Motor Equipment Metal Worker	15.42
Motor Vehicle Mechanic	16.58
Motor Vehicle Mechanic Helper	13.66
Motor Vehicle Upholstery Worker	15.42
Motor Vehicle Wrecker	15.42
Painter, Automotive	15.95
Radiator Repair Specialist	15.42
Tire Repairer	13.77
Transmission Repair Specialist	16.58
Food Preparation and Service Occupations	
Baker	9.39
Cook I	8.66
Cook II	9.39
Dishwasher	7.29
Food Service Worker	7.29
Meat Cutter	9.39
Waiter/Waitress	7.65
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	15.95
Furniture Handler	13.31
Furniture Refinisher	15.95
Furniture Refinisher Helper	13.66
Furniture Repairer, Minor	14.81
Upholsterer	15.95
General Services and Support Occupations	
Cleaner, Vehicles	7.29

Elevator Operator	7.29
Gardener	8.66
House Keeping Aid I	6.92
House Keeping Aid II	7.29
Janitor	7.29
Laborer, Grounds Maintenance	7.65
Maid or Houseman	6.92
Pest Controller	9.04
Refuse Collector	7.29
Tractor Operator	8.33
Window Cleaner	7.70
Health Occupations	
Dental Assistant	11.17
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.17
Licensed Practical Nurse I	12.12
Licensed Practical Nurse II	13.61
Licensed Practical Nurse III	15.00
Medical Assistant	9.98
Medical Laboratory Technician	9.98
Medical Record Clerk	9.98
Medical Record Technician	13.83
Nursing Assistant I	7.25
Nursing Assistant II	8.15
Nursing Assistant III	8.89
Nursing Assistant IV	9.98
Pharmacy Technician	12.45
Phlebotomist	9.98
Registered Nurse I	16.58
Registered Nurse II	18.72
Registered Nurse II, Specialist	18.72
Registered Nurse III	23.61
Registered Nurse III, Anesthetist	23.61
Registered Nurse IV	25.56
Information and Arts Occupations	
Audiovisual Librarian	17.52
Exhibits Specialist I	16.00
Exhibits Specialist II	19.35
Exhibits Specialist III	20.77
Illustrator I	16.00
Illustrator II	19.35
Illustrator III	20.77
Librarian	16.28
Library Technician	14.06
Photographer I	12.88
Photographer II	16.00
Photographer III	19.35
Photographer IV	20.77
Photographer V	25.12
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.35
Counter Attendant	6.35
Dry Cleaner	8.44
Finisher, Flatwork, Machine	6.35
Presser, Hand	6.35
Presser, Machine, Drycleaning	6.35
Presser, Machine, Shirts	6.35
Presser, Machine, Wearing Apparel, Laundry	6.35
Sewing Machine Operator	9.21
Tailor	9.97

Washer, Machine	6.99
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	15.95
Tool and Die Maker	19.56
Material Handling and Packing Occupations	
Forklift Operator	12.81
Fuel Distribution System Operator	14.42
Material Coordinator	14.42
Material Expediter	14.42
Material Handling Laborer	11.56
Order Filler	11.90
Production Line Worker (Food Processing)	13.14
Shipping Packer	11.64
Shipping/Receiving Clerk	11.64
Stock Clerk (Shelf Stocker, Store Worker II)	13.38
Store Worker I	11.61
Tools and Parts Attendant	13.31
Warehouse Specialist	13.14
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	16.58
Aircraft Mechanic Helper	13.66
Aircraft Quality Control Inspector	17.12
Aircraft Servicer	14.81
Aircraft Worker	15.42
Appliance Mechanic	15.95
Bicycle Repairer	13.77
Cable Splicer	16.58
Carpenter, Maintenance	15.95
Carpet Layer	15.42
Electrician, Maintenance	17.10
Electronics Technician, Maintenance I	15.42
Electronics Technician, Maintenance II	18.59
Electronics Technician, Maintenance III	19.28
Fabric Worker	14.81
Fire Alarm System Mechanic	16.58
Fire Extinguisher Repairer	14.25
Fuel Distribution System Mechanic	16.58
General Maintenance Worker	15.42
Heating, Refrigeration and Air Conditioning Mechanic	16.58
Heavy Equipment Mechanic	16.58
Heavy Equipment Operator	17.08
Instrument Mechanic	16.58
Laborer	11.25
Locksmith	15.95
Machinery Maintenance Mechanic	16.58
Machinist, Maintenance	16.58
Maintenance Trades Helper	13.66
Millwright	16.58
Office Appliance Repairer	15.95
Painter, Aircraft	15.95
Painter, Maintenance	15.95
Pipefitter, Maintenance	18.00
Plumber, Maintenance	15.95
Pneudraulic Systems Mechanic	16.58
Rigger	16.58
Scale Mechanic	15.42
Sheet-Metal Worker, Maintenance	16.58
Small Engine Mechanic	15.42
Telecommunication Mechanic I	15.42

Telecommunication Mechanic II	17.12
Telephone Lineman	16.58
Welder, Combination, Maintenance	16.58
Well Driller	16.58
Woodcraft Worker	16.58
Woodworker	14.98
Miscellaneous Occupations	
Animal Caretaker	7.98
Carnival Equipment Operator	8.33
Carnival Equipment Repairer	8.66
Carnival Worker	7.29
Cashier	7.20
Desk Clerk	7.17
Embalmer	18.12
Lifeguard	6.40
Mortician	18.12
Park Attendant (Aide)	8.03
Photofinishing Worker (photo Lab Tech., Darkroom Tech)	6.40
Recreation Specialist	14.42
Recycling Worker	8.33
Sales Clerk	6.40
School Crossing Guard (Crosswalk Attendant)	7.29
Sport Official	6.40
Survey Party Chief (Chief o f Party)	10.64
Surveying Aide	5.86
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	8.95
Swimming Pool Operator	9.39
Vending Machine Attendant	8.33
Vending Machine Repairer	9.39
Vending Machine Repairer Helper	8.33
Personal Needs Occupations	
Child Care Attendant	6.24
Child Care Center Clerk	8.95
Chore Aid	6.92
Homemaker	8.64
Plant and System Operation Occupations	
Boiler Tender	16.58
Sewage Plant Operator	15.95
Stationary Engineer	16.58
Ventilation Equipment Tender	13.66
Water Treatment Plant Operator	15.95
Protective Service Occupations	
Alarm Monitor	11.14
Corrections Officer	15.29
Court Security Officer	15.29
Detention Officer	15.29
Firefighter	14.89
Guard I	7.69
Guard II	11.14
Police Officer	17.06
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	14.81
Hatch Tender	14.81
Line Handler	14.81
Stevedore I	14.26
Stevedore II	15.36
Technical Occupations	
Air Traffic Control Specialist, Center (2)	26.18
Air Traffic Control Specialist, Station (2)	18.35

Air Traffic Control Specialist, Terminal (2)	20.21
Archeological Technician I	13.97
Archeological Technician II	15.64
Archeological Technician III	19.35
Cartographic Technician	19.35
Civil Engineering Technician	19.35
Computer Based Training (CBT) Specialist/Instructor	20.08
Drafter I	10.54
Drafter II	12.88
Drafter III	16.00
Drafter IV	19.35
Engineering Technician I	12.25
Engineering Technician II	13.78
Engineering Technician III	15.42
Engineering Technician IV	18.68
Engineering Technician V	21.32
Engineering Technician VI	24.00
Environmental Technician	17.52
Flight Simulator/Instructor (Pilot)	22.68
Graphic Artist	20.08
Instructor	20.08
Laboratory Technician	15.66
Mathematical Technician	18.68
Paralegal/Legal Assistant I	13.26
Paralegal/Legal Assistant 11	14.66
Paralegal/Legal Assistant III	17.93
Paralegal/Legal Assistant IV	21.69
Photooptics Technician	18.68
Technical Writer	21.19
Unexploded (UXO) Safety Escort	16.02
Unexploded (UXO) Sweep Personnel	16.02
Unexploded Ordnance (UXO) Technician I	16.02
Unexploded Ordnance (UXO) Technician II	20.47
Unexploded Ordnance (UXO) Technician III	24.53
Weather Observer, Combined Upper Air and Surface Programs (3)	15.66
Weather Observer, Senior (3)	17.41
Weather Observer, Upper Air (3)	15.66
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	13.38
Parking and Lot Attendant	10.80
Shuttle Bus Driver	12.84
Taxi Driver	10.05
Truckdriver, Heavy Truck	15.87
Truckdriver, Light Truck	12.84
Truckdriver, Medium Truck	13.38
Truckdriver, Tractor-Trailer	15.87

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWTNG BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of $2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona tide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard including working with or in close proximity to explosives and incendiary materials involved in research, testing, manufacturing, inspection, renovation, maintenance, and disposal. Such as: Screening, blending, dying, mixing, and pressing of sensitive explosives pyrotechnic compositions such as lead azide, black powder and photoflash power. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard. Including working with or in close proximity to explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and, possibly adjacent employees, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used.

All operations involving, unloading, storage, and hauling of explosive and incendiary ordnance material other than small arms ammunition. (Distribution of raw nitroglycerine is covered under high degree hazard.)

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or *dry* cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance: The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of $3.35 per week (or $.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard Form 1444 (SF 1444)}

Conformance Process:

The Contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6(C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

Exhibit D - List of Government Furnished Property

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
1	TAG NO	NASA	DESCRIPTION	MODEL	SERIAL NO	MFR	LOC	PRICE	CNUM	GFE	
2	1-013718	013130	SHELVING			UNK	B68 146	6335.76	NAS1-20048	G	
3	1-013719	013131	SHELVING			UNK	B68 139	1993.35	NAS1-20048	G	
4	1-013720	013132	SHELVING			UNK	B68 156	1841.76	NAS1-20048	G	
5	1-013721	013133	SHELVING			UNK	B68 139	1526.56	NAS1-20048	G	
6	1-013722	013134	SHELVING			UNK	B68 139	1496.45	NAS1-20048	G	
7	1-013592	013135	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
8	1-013594	013136	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
9	1-013596	013137	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
10	1-013597	013138	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
11	1-013598	013139	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
12	1-013599	013140	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
13	1-013600	013141	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
14	1-013601	013142	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
15	1-013602	013143	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
16	1-013603	013144	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
17	1-013613	013145	CABINET,MICROFICHE			UNK	B68 144	1136.02	NAS1-20048	G	
18	1-014856	013146	CABINET,COMPUTER			UNK	B68 139	647.68	NAS1-20048	G	
19	1-013725	013147	FILE CABINET,LATERAL			UNK	B68 141	426.55	NAS1-20048	G	
20	1-015672	013148	FILE CABINET,LATERAL			UNK	B68 139	298.40	NAS1-20048	G	
21	1-015008	013149	FILE CABINET,LATERAL			UNK	B68 146	298.40	NAS1-20048	G	
22	1-015608	013150	FILE CABINET,LATERAL			UNK	B68 146	298.40	NAS1-20048	G	
23	1-015609	013151	FILE CABINET,LATERAL			UNK	B68 146	273.60	NAS1-20048	G	
24	1-015719	013152	FILE CABINET,LATERAL			UNK	B68 146	273.60	NAS1-20048	G	
25	1-015470	013153	FILE CABINET,LATERAL			UNK	B68 146	245.40	NAS1-20048	G	
26	1-013619	013154	CABINET,MICROFICHE			UNK	B68 144	243.26	NAS1-20048	G	
27	1-013625	013155	CABINET,MICROFICHE			UNK	B68 144	243.26	NAS1-20048	G	
28	1-015601	013156	FILE CABINET,LATERAL			UNK	B68 139	239.10	NAS1-20048	G	
29	1-015602	013157	FILE CABINET,LATERAL			UNK	B68 139	232.56	NAS1-20048	G	
30	1-015159	013158	FILE CABINET,LATERAL			UNK	B68 139	221.90	NAS1-20048	G	
31	1-013629	013159	CABINET,MICROFICHE			UNK	B68 144	215.10	NAS1-20048	G	
32	1-013630	013160	CABINET,MICROFICHE			UNK	B68 144	215.10	NAS1-20048	G	
33	1-015526	013161	STORAGE CABINET			UNK	B68 148	196.00	NAS1-20048	G	
34	1-013634	013162	CABINET,MICROFICHE			UNK	B68 144	191.89	NAS1-20048	G	
35	1-013637	013163	CABINET,MICROFICHE			UNK	B68 144	189.52	NAS1-20048	G	
36	1-013644	013164	CABINET,MICROFICHE			UNK	B68 144	129.00	NAS1-20048	G	
37	1-013651	013165	CABINET,MICROFICHE			UNK	B68 144	129.00	NAS1-20048	G	
38	1-013652	013166	CABINET,MICROFICHE			UNK	B68 144	117.30	NAS1-20048	G	
39	1-013657	013167	CABINET,MICROFICHE			UNK	B68 144	108.25	NAS1-20048	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
40	1-013660	013168	CABINET,MICROFICHE			UNK	B68 144	108.25	NAS1-20048	G	
41	1-013661	013169	CABINET,MICROFICHE			UNK	B68 144	108.25	NAS1-20048	G	
42	1-013662	013170	CABINET,MICROFICHE			UNK	B68 144	108.25	NAS1-20048	G	
43	1-013664	013171	CABINET,MICROFICHE			UNK	B68 144	108.25	NAS1-20048	G	
44	1-013669	013172	CABINET,MICROFICHE			UNK	B68 144	108.25	NAS1-20048	G	
45	1-013670	013173	CABINET,MICROFICHE			UNK	B68 144	108.25	NAS1-20048	G	
46	1-013671	013174	CABINET,SECTION			UNK	B68 149M	100.00	NAS1-20048	G	
47	1-013673	013175	CABINET,SECTION			UNK	B68 146	100.00	NAS1-20048	G	
48	1-013675	013176	CABINET,SECTION			UNK	B68 149M	100.00	NAS1-20048	G	
49	1-013674	013177	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
50	1-013677	013178	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
51	1-013679	013179	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
52	1-013685	013180	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
53	1-013689	013181	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
54	1-013690	013182	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
55	1-013691	013183	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
56	1-013697	013184	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
57	1-013698	013185	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
58	1-013703	013186	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
59	1-013709	013187	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
60	1-013711	013188	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
61	1-013732	013189	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
62	1-013733	013190	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
63	1-013515	013191	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
64	1-013517	013192	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
65	1-013521	013193	CABINET,MICROFICHE			UNK	B68 144	98.00	NAS1-20048	G	
66	1-013522	013194	CABINET,MICROFICHE			UNK	B68 144	96.00	NAS1-20048	G	
67	1-013527	013195	CABINET,MICROFICHE			UNK	B68 144	95.25	NAS1-20048	G	
68	1-013534	013196	CABINET,MICROFICHE			UNK	B68 144	95.25	NAS1-20048	G	
69	1-013551	013197	CABINET,MICROFICHE			UNK	B68 144	95.25	NAS1-20048	G	
70	1-013581	013198	CABINET,MICROFICHE			UNK	B68 144	95.00	NAS1-20048	G	
71	1-013584	013199	CABINET,MICROFICHE			UNK	B68 144	95.00	NAS1-20048	G	
72	1-013591	013200	CABINET,MICROFICHE			UNK	B68 144	95.00	NAS1-20048	G	
73	1-013595	013201	CABINET,MICROFICHE			UNK	B68 144	95.00	NAS1-20048	G	
74	1-013617	013202	CABINET,MICROFICHE			UNK	B68 144	95.00	NAS1-20048	G	
75	1-013641	013203	FILE CABINET,LATERAL			UNK	B68 139	92.50	NAS1-20048	G	
76	1-013618	013204	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
77	1-013622	013205	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
78	1-013623	013206	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
79	1-013631	013207	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
80	1-013632	013208	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
81	1-013633	013209	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
82	1-013635	013210	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
83	1-013654	013211	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
84	1-013655	013212	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
85	1-013665	013213	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
86	1-013666	013214	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
87	1-013667	013215	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
88	1-013668	013216	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
89	1-013676	013217	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
90	1-013678	013218	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
91	1-013681	013219	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
92	1-013683	013220	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
93	1-013684	013221	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
94	1-013688	013222	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
95	1-013692	013223	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
96	1-013693	013224	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
97	1-013694	013225	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
98	1-013695	013226	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
99	1-013696	013227	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
100	1-013701	013228	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
101	1-013734	013229	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
102	1-013538	013230	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
103	1-013550	013231	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
104	1-013583	013232	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
105	1-013586	013233	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
106	1-013620	013234	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
107	1-013672	013235	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
108	1-013686	013236	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
109	1-015102	013237	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
110	1-015104	013238	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
111	1-013702	013239	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
112	1-015476	013240	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
113	1-015610	013241	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
114	1-015785	013242	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
115	1-013570	013243	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
116	1-013577	013244	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
117	1-015508	013245	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
118	1-015468	013246	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
119	1-015469	013247	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
120	1-014766	013248	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
121	1-013605	013249	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
122	1-013609	013250	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
123	1-013608	013251	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
124	1-014979	013252	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
125	1-015379	013253	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
126	1-014608	013254	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
127	1-013606	013255	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
128	1-016821	013256	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
129	1-014677	013257	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
130	1-016823	013258	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
131	1-015169	013259	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
132	1-015524	013260	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
133	1-013645	013261	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
134	1-013646	013262	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
135	1-013647	013263	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
136	1-013648	013264	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
137	1-013650	013265	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
138	1-014868	013266	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
139	1-015467	013267	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
140	1-015509	013268	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
141	1-013536	013269	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
142	1-015156	013270	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
143	1-014604	013271	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
144	1-015012	013272	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
145	1-013525	013273	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
146	1-014894	013274	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
147	1-014951	013275	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
148	1-015094	013276	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
149	1-014274	013277	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
150	1-014275	013278	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
151	1-014276	013279	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
152	1-014277	013280	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
153	1-014309	013281	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
154	1-014400	013282	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
155	1-014401	013283	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
156	1-014402	013284	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
157	1-014404	013285	CABINET,MICROFICHE			UNK	B68 144	91.50	NAS1-20048	G	
158	1-014499	013286	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
159	1-014500	013287	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
160	1-014501	013288	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
161	1-014502	013289	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
162	1-014503	013290	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
163	1-014631	013291	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
164	1-014633	013292	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
165	1-014792	013293	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
166	1-014793	013294	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
167	1-014934	013295	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
168	1-014881	013296	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
169	1-013565	013297	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
170	1-013567	013298	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
171	1-013569	013299	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
172	1-013574	013300	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
173	1-013604	013301	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
174	1-013708	013302	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
175	1-015215	013303	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
176	1-014594	013304	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
177	1-014605	013305	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
178	1-014606	013306	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
179	1-014687	013307	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
180	1-014720	013308	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
181	1-014897	013309	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
182	1-014903	013310	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
183	1-015000	013311	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
184	1-013562	013312	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
185	1-013535	013313	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
186	1-013563	013314	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
187	1-013564	013315	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
188	1-013566	013316	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
189	1-013568	013317	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
190	1-013571	013318	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
191	1-013572	013319	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
192	1-013573	013320	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
193	1-013575	013321	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
194	1-013576	013322	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	
195	1-013607	013323	CABINET,MICROFICHE			UNK	B68 144	88.00	NAS1-20048	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
196	1-014692	013324	CABINET,MICROFICHE			UNK	B68 144	87.00	NAS1-20048	G	
197	1-014693	013325	CABINET,MICROFICHE			UNK	B68 144	87.00	NAS1-20048	G	
198	1-014902	013326	CABINET,MICROFICHE			UNK	B68 144	87.00	NAS1-20048	G	
199	1-015125	013327	CABINET,MICROFICHE			UNK	B68 144	87.00	NAS1-20048	G	
200	1-015126	013328	CABINET,MICROFICHE			UNK	B68 144	87.00	NAS1-20048	G	
201	1-014686	013329	CABINET,MICROFICHE			UNK	B68 144	87.00	NAS1-20048	G	
202	1-015034	013330	CABINET,MICROFICHE			UNK	B68 144	87.00	NAS1-20048	G	
203	1-015600	013331	FILE CABINET			UNK	B68 145	80.17	NAS1-20048	G	
204	1-015160	013332	FILE CABINET			UNK	B68 120A	80.17	NAS1-20048	G	
205	1-014603	013333	CABINET,MICROFICHE			UNK	B68 144	79.00	NAS1-20048	G	
206	1-015599	013334	FILE CABINET			UNK	B68 139	77.67	NAS1-20048	G	
207	1-013610	013335	FILE CABINET			UNK	B68 139	77.67	NAS1-20048	G	
208	1-013713	013336	FILE CABINET			UNK	B68 139	77.67	NAS1-20048	G	
209	1-014688	013337	CABINET,MICROFICHE			UNK	B68 144	70.00	NAS1-20048	G	
210	1-014689	013338	CABINET,MICROFICHE			UNK	B68 144	65.00	NAS1-20048	G	
211	1-013723	013339	SHELVING			UNK	B68 134	62.52	NAS1-20048	G	
212	1-015748	013340	STORAGE CABINET			UNK	B68 144	59.00	NAS1-20048	G	
213	1-017356	013341	STORAGE CABINET			UNK	B68 146	59.00	NAS1-20048	G	
214	1-015525	013342	FILE CABINET			UNK	B68 154	57.00	NAS1-20048	G	
215	1-014723	013343	CABINET,MICROFICHE			UNK	B68 144	56.00	NAS1-20048	G	
216	1-014904	013344	CABINET,MICROFICHE			UNK	B68 144	56.00	NAS1-20048	G	
217	1-014905	013345	CABINET,MICROFICHE			UNK	B68 144	55.00	NAS1-20048	G	
218	1-013642	013346	FILE CABINET			UNK	B68 140	55.00	NAS1-20048	G	
219	1-013621	013347	FILE CABINET			UNK	B68 156	55.00	NAS1-20048	G	
220	1-016798	013348	FILE CABINET			UNK	B68 140	52.80	NAS1-20048	G	
221	1-014999	013349	CABINET,MICROFICHE			UNK	B68 144	52.45	NAS1-20048	G	
222	1-013512	013350	FILE CABINET			UNK	B68 104	52.45	NAS1-20048	G	
223	1-013643	013351	FILE CABINET,LATERAL			UNK	B68 149	50.00	NAS1-20048	G	
224	1-013593	013352	FILE CABINET			UNK	B68 104	50.00	NAS1-20048	G	
225	1-015793	013353	STORAGE CABINET			UNK	B68 156	42.00	NAS1-20048	G	
226	1-015739	013354	STORAGE CABINET			UNK	B68 146	42.00	NAS1-20048	G	
227	1-014695	013355	CABINET,MICROFICHE			UNK	B68 144	41.91	NAS1-20048	G	
228	1-014896	013356	CABINET,MICROFICHE			UNK	B68 144	41.90	NAS1-20048	G	
229	1-015035	013357	CABINET,MICROFICHE			UNK	B68 144	41.90	NAS1-20048	G	
230	1-015039	013358	CABINET,MICROFICHE			UNK	B68 144	41.90	NAS1-20048	G	
231	1-014721	013359	CABINET,MICROFICHE			UNK	B68 144	41.90	NAS1-20048	G	
232	1-013715	013360	STORAGE CABINET			UNK	B68 146	41.90	NAS1-20048	G	
233	1-013716	013361	STORAGE CABINET			UNK	B68 147	41.90	NAS1-20048	G	
234	1-013717	013362	STORAGE CABINET			UNK	B68 146	41.90	NAS1-20048	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
235	1-015038	013363	CABINET,MICROFICHE			UNK	B68 144	40.00	NAS1-20048	G	
236	1-013724	013364	SHELVING			UNK	B68 154	38.54	NAS1-20048	G	
237	1-013682	013365	CABINET,SECTION			UNK	B68 154	25.50	NAS1-20048	G	
238	1-013513	013366	FILE CABINET			UNK	B68 149	25.47	NAS1-20048	G	
239	1-014595	013367	CABINET,MICROFICHE			UNK	B68 144	21.00	NAS1-20048	G	
240	1-013612	013368	FILE CABINET			UNK	B68 149	21.00	NAS1-20048	G	
241	1-013626	013369	FILE CABINET			UNK	B68 137L	21.00	NAS1-20048	G	
242	1-013627	013370	FILE CABINET			UNK	B68 149Q	21.00	NAS1-20048	G	
243	1-014662	013371	FILE CABINET			UNK	B68 150	20.00	NAS1-20048	G	
244	1-014663	013372	FILE CABINET			UNK	B68 116B	20.00	NAS1-20048	G	
245	1-013628	013373	FILE CABINET			UNK	B68 149G	20.00	NAS1-20048	G	
246	1-013731	013374	CABINET,SECTION			UNK	B68 155	20.00	NAS1-20048	G	
247	1-013762	013375	CABINET,SECTION			UNK	B68 155	20.00	NAS1-20048	G	
248	1-013578	013376	CABINET,SECTION			UNK	B68 155	20.00	NAS1-20048	G	
249	1-013680	013377	CABINET,SECTION			UNK	B68 155	20.00	NAS1-20048	G	
250	1-013710	013378	CABINET,SECTION			UNK	B68 149E	20.00	NAS1-20048	G	
251	1-013712	013379	CABINET,SECTION			UNK	B68 155	20.00	NAS1-20048	G	
252	1-013509	013380	CABINET,SECTION			UNK	B68 149A	20.00	NAS1-20048	G	
253	1-013510	013381	CABINET,SECTION			UNK	B68 149A	20.00	NAS1-20048	G	
254	1-013530	013382	CABINET,SECTION			UNK	B68 149A	20.00	NAS1-20048	G	
255	1-013531	013383	CABINET,SECTION			UNK	B68 155	20.00	NAS1-20048	G	
256	1-013532	013384	CABINET,SECTION			UNK	B68 149G	20.00	NAS1-20048	G	
257	1-013687	013385	CABINET,SECTION			UNK	B68 149G	20.00	NAS1-20048	G	
258	1-015158	013386	CABINET,SECTION			UNK	B68 149G	20.00	NAS1-20048	G	
259	1-013508	013387	CABINET,SECTION			UNK	B68 155	20.00	NAS1-20048	G	
260	1-013514	013388	CABINET,SECTION			UNK	B68 149G	20.00	NAS1-20048	G	
261	1-013518	013389	CABINET,SECTION			UNK	B68 155	20.00	NAS1-20048	G	
262	1-013519	013390	CABINET,SECTION			UNK	B68 149M	20.00	NAS1-20048	G	
263	1-013520	013391	CABINET,SECTION			UNK	B68 149M	20.00	NAS1-20048	G	
264	1-013523	013392	CABINET,SECTION			UNK	B68 145	20.00	NAS1-20048	G	
265	1-014740	013393	CABINET,MICROFICHE			UNK	B68 144	19.83	NAS1-20048	G	
266	1-014741	013394	CABINET,MICROFICHE			UNK	B68 144	19.83	NAS1-20048	G	
267	1-015089	013395	CABINET,MICROFICHE			UNK	B68 144	19.83	NAS1-20048	G	
268	1-015090	013396	CABINET,MICROFICHE			UNK	B68 144	19.83	NAS1-20048	G	
269	1-014906	013397	CABINET,MICROFICHE			UNK	B68 144	19.83	NAS1-20048	G	
270	1-014607	013398	CABINET,MICROFICHE			UNK	B68 144	19.83	NAS1-20048	G	
271	1-013699	013399	FILE CABINET			UNK	B68 156	19.83	NAS1-20048	G	
272	1-013524	013400	CABINET,SECTION			UNK	B68 155	19.30	NAS1-20048	G	
273	1-013526	013401	CABINET,SECTION			UNK	B68 154	19.30	NAS1-20048	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
274	1-013528	013402	CABINET,SECTION			UNK	B68 154	19.30	NAS1-20048	G	
275	1-013529	013403	CABINET,SECTION			UNK	B68 150	19.30	NAS1-20048	G	
276	1-013533	013404	CABINET,SECTION			UNK	B68 155	19.30	NAS1-20048	G	
277	1-013537	013405	CABINET,SECTION			UNK	B68 149	19.30	NAS1-20048	G	
278	1-013539	013406	CABINET,SECTION			UNK	B68 132	19.30	NAS1-20048	G	
279	1-013540	013407	CABINET,SECTION			UNK	B68 154	19.30	NAS1-20048	G	
280	1-014690	013408	CABINET,MICROFICHE			UNK	B68 144	19.22	NAS1-20048	G	
281	1-014724	013409	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
282	1-014694	013410	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
283	1-014998	013411	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
284	1-015853	013412	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
285	1-015042	013413	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
286	1-014273	013414	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
287	1-014399	013415	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
288	1-014403	013416	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
289	1-014498	013417	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
290	1-014504	013418	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
291	1-015093	013419	CABINET,MICROFICHE			UNK	B68 144	16.25	NAS1-20048	G	
292	1-013541	013420	CABINET,SECTION			UNK	B68 144	16.25	NAS1-20048	G	
293	1-013542	013421	CABINET,SECTION			UNK	B68 150	15.20	NAS1-20048	G	
294	1-013543	013422	CABINET,SECTION			UNK	B68 149	15.20	NAS1-20048	G	
295	1-013544	013423	CABINET,SECTION			UNK	B68 132	15.20	NAS1-20048	G	
296	1-013545	013424	CABINET,SECTION			UNK	B68 146	15.20	NAS1-20048	G	
297	1-013546	013425	CABINET,SECTION			UNK	B68 146	15.20	NAS1-20048	G	
298	1-013547	013426	CABINET,SECTION			UNK	B68 150	15.00	NAS1-20048	G	
299	1-013548	013427	CABINET,SECTION			UNK	B68 146	15.00	NAS1-20048	G	
300	1-013549	013428	CABINET,SECTION			UNK	B68 154	14.00	NAS1-20048	G	
301	1-013552	013429	CABINET,SECTION			UNK	B68 150	14.00	NAS1-20048	G	
302	1-013553	013430	CABINET,SECTION			UNK	B68 150	14.00	NAS1-20048	G	
303	1-013554	013431	CABINET,SECTION			UNK	B68 154	14.00	NAS1-20048	G	
304	1-013555	013432	CABINET,SECTION			UNK	B68 132	14.00	NAS1-20048	G	
305	1-013556	013433	CABINET,SECTION			UNK	B68 132	14.00	NAS1-20048	G	
306	1-013557	013434	CABINET,SECTION			UNK	B68 154	13.83	NAS1-20048	G	
307	1-013558	013435	CABINET,SECTION			UNK	B68 149	11.75	NAS1-20048	G	
308	1-013559	013436	CABINET,SECTION			UNK	B68 150	11.75	NAS1-20048	G	
309	1-013560	013437	CABINET,SECTION			UNK	B68 146	11.75	NAS1-20048	G	
310	1-013561	013438	CABINET,SECTION			UNK	B68 146	11.75	NAS1-20048	G	
311	1-013579	013439	CABINET,SECTION			UNK	B68 155	11.70	NAS1-20048	G	
312	1-014691	013440	CABINET,BOTTOM			UNK	B68 146	11.70	NAS1-20048	G	
						UNK	B68 155	10.50	NAS1-20048	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
313	1-013580	013441	CABINET,SECTION			UNK	B68 149A	10.00	NAS1-20048	G	
314	1-013582	013442	CABINET,SECTION			UNK	B68 149A	10.00	NAS1-20048	G	
315	1-013585	013443	CABINET,SECTION			UNK	B68 146	10.00	NAS1-20048	G	
316	1-013587	013444	CABINET,SECTION			UNK	B68 155	10.00	NAS1-20048	G	
317	1-014719	013445	CABINET,BOTTOM			UNK	B68 132	6.50	NAS1-20048	G	
318	1-013588	013446	CABINET,SECTION			UNK	B68 150	5.80	NAS1-20048	G	
319	1-015031	013447	CABINET,BOTTOM			UNK	B68 154	5.80	NAS1-20048	G	
320	1-014602	013448	CABINET,BOTTOM			UNK	B68 150	5.80	NAS1-20048	G	
321	1-014722	013449	CABINET,BOTTOM			UNK	B68 154	5.80	NAS1-20048	G	
322	1-013700	013450	CABINET,TOP			UNK	B68 154	5.70	NAS1-20048	G	
323	1-013704	013451	CABINET,TOP			UNK	B68 149A	5.70	NAS1-20048	G	
324	1-015040	013452	CABINET,BOTTOM			UNK	B68 146	5.15	NAS1-20048	G	
325	1-014791	013453	CABINET,TOP			UNK	B68 146	5.00	NAS1-20048	G	
326	1-014794	013454	CABINET,TOP			UNK	B68 149A	5.00	NAS1-20048	G	
327	1-014795	013455	CABINET,TOP			UNK	B68 149G	5.00	NAS1-20048	G	
328	1-013511	013456	CABINET,TOP			UNK	B68 149M	5.00	NAS1-20048	G	
329	1-013516	013457	CABINET,TOP			UNK	B68 149M	5.00	NAS1-20048	G	
330	1-014895	013458	CABINET,BOTTOM			UNK	B68 149A	5.00	NAS1-20048	G	
331	1-014901	013459	CABINET,BOTTOM			UNK	B68 149G	5.00	NAS1-20048	G	
332	1-014685	013460	CABINET,BOTTOM			UNK	B68 146	5.00	NAS1-20048	G	
333	1-015037	013461	CABINET,BOTTOM			UNK	B68 149	4.70	NAS1-20048	G	
334	1-013616	013462	CABINET,TOP			UNK	B68 149	4.28	NAS1-20048	G	
335	1-013624	013463	CABINET,TOP			UNK	B68 155	4.28	NAS1-20048	G	
336	1-013636	013464	CABINET,TOP			UNK	B68 146	4.00	NAS1-20048	G	
337	1-013653	013465	CABINET,TOP			UNK	B68 154	3.85	NAS1-20048	G	
338	1-013656	013466	CABINET,TOP			UNK	B68 150	3.85	NAS1-20048	G	
339	1-013658	013467	CABINET,TOP			UNK	B68 132	3.85	NAS1-20048	G	
340	1-013589	013468	CABINET,SECTION			UNK	B68 154	3.85	NAS1-20048	G	
341	1-013590	013469	CABINET,SECTION			UNK	B68 146	3.85	NAS1-20048	G	
342	1-013659	013470	CABINET,TOP			UNK	B68 150	3.50	NAS1-20048	G	
343	1-013663	013471	CABINET,TOP			UNK	B68 146	3.50	NAS1-20048	G	$49,539.08
344		013472									
345		013473									
346	**TAG NO**	013474	**DESCRIPTION**	**MODEL**	**SERIAL NO**	**MFR**	**LOC**	**PRICE**	**CNUM**	**GFE**	
347	1-020408	013475	SHELVING			UNK	B68 127	13308.71	NAS1-96010	G	
348	1-021159	013476	SHELVING			UNK	B68 127	1519.20	NAS1-96010	G	
349	1-019495	013477	SHELVING			UNK	B68 147	1241.40	NAS1-96010	G	
350	1-020410	013478	SHELVING			UNK	B68 157	1000.00	NAS1-96010	G	
351	1-019511	013479	CABINET			UNK	B68 147	505.40	NAS1-96010	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
352	1-019202	013480	FILE CABINET			UNK	B68 105	381.61	NAS1-96010	G	
353	1-019379	013481	FILE CABINET			UNK	B68 127	327.00	NAS1-96010	G	
354	1-019380	013482	FILE CABINET			UNK	B68 127	327.00	NAS1-96010	G	
355	1-019381	013483	FILE CABINET			UNK	B68 127	327.00	NAS1-96010	G	
356	1-020322	013484	CABINET			UNK	B68 109	196.00	NAS1-96010	G	
357	1-021128	013485	FILE CABINET			UNK	B68 127	189.52	NAS1-96010	G	
358	1-021129	013486	FILE CABINET			UNK	B68 127	182.00	NAS1-96010	G	
359	1-020300	013487	CABINET			UNK	B68 111	180.00	NAS1-96010	G	
360	1-019371	013488	FILE CABINET			UNK	B68 127	180.00	NAS1-96010	G	
361	1-020334	013489	FILE CABINET			UNK	B68 109	180.00	NAS1-96010	G	
362	1-019375	013490	FILE CABINET			UNK	B68 127	177.30	NAS1-96010	G	
363	1-020095	013491	CABINET			UNK	B68 120E	150.00	NAS1-96010	G	
364	1-020606	013492	CABINET			UNK	B68 116C	150.00	NAS1-96010	G	
365	1-019167	013493	FILE CABINET			UNK	B68 130	150.00	NAS1-96010	G	
366	1-019585	013494	FILE CABINET			UNK	B68 119A	150.00	NAS1-96010	G	
367	1-019641	013495	FILE CABINET			UNK	B68 120	150.00	NAS1-96010	G	
368	1-019675	013496	FILE CABINET			UNK	B68 137R	150.00	NAS1-96010	G	
369	1-019701	013497	FILE CABINET			UNK	B68 116D	150.00	NAS1-96010	G	
370	1-019709	013498	FILE CABINET			UNK	B68 116A	150.00	NAS1-96010	G	
371	1-019710	013499	FILE CABINET			UNK	B68 116	150.00	NAS1-96010	G	
372	1-019727	013500	FILE CABINET			UNK	B68 106	150.00	NAS1-96010	G	
373	1-019731	013501	FILE CABINET			UNK	B68 119A	150.00	NAS1-96010	G	
374	1-019748	013502	FILE CABINET			UNK	B68 120F	150.00	NAS1-96010	G	
375	1-019755	013503	FILE CABINET			UNK	B68 120A	150.00	NAS1-96010	G	
376	1-019931	013504	FILE CABINET			UNK	B68 116C	150.00	NAS1-96010	G	
377	1-019934	013505	FILE CABINET			UNK	B68 116D	150.00	NAS1-96010	G	
378	1-019940	013506	FILE CABINET			UNK	B68 101	150.00	NAS1-96010	G	
379	1-019956	013507	FILE CABINET			UNK	B68 120F	150.00	NAS1-96010	G	
380	1-019979	013508	FILE CABINET			UNK	B68 120J	150.00	NAS1-96010	G	
381	1-019998	013509	FILE CABINET			UNK	B68 120D	150.00	NAS1-96010	G	
382	1-020029	013510	FILE CABINET			UNK	B68 120I	150.00	NAS1-96010	G	
383	1-020037	013511	FILE CABINET			UNK	B68 120I	150.00	NAS1-96010	G	
384	1-020570	013512	FILE CABINET			UNK	B68 119B	150.00	NAS1-96010	G	
385	1-020576	013513	FILE CABINET			UNK	B68 126	150.00	NAS1-96010	G	
386	1-020625	013514	FILE CABINET			UNK	B68 103	150.00	NAS1-96010	G	
387	1-020647	013515	FILE CABINET			UNK	B68 101	150.00	NAS1-96010	G	
388	1-020652	013516	FILE CABINET			UNK	B68 120I	150.00	NAS1-96010	G	
389	1-020669	013517	FILE CABINET			UNK	B68 120J	150.00	NAS1-96010	G	
390	1-020691	013518	FILE CABINET			UNK	B68 137BB	150.00	NAS1-96010	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
391	1-020701	013519	FILE CABINET			UNK	B68 116C	150.00	NAS1-96010	G	
392	1-020708	013520	FILE CABINET			UNK	B68 131	150.00	NAS1-96010	G	
393	1-020720	013521	FILE CABINET			UNK	B68 116C	150.00	NAS1-96010	G	
394	1-020757	013522	FILE CABINET			UNK	B68 110	150.00	NAS1-96010	G	
395	1-020794	013523	FILE CABINET			UNK	B68 137F	150.00	NAS1-96010	G	
396	1-020936	013524	FILE CABINET			UNK	B68 116	150.00	NAS1-96010	G	
397	1-020944	013525	FILE CABINET			UNK	B68 120B	150.00	NAS1-96010	G	
398	1-020948	013526	FILE CABINET			UNK	B68 116	150.00	NAS1-96010	G	
399	1-020960	013527	FILE CABINET			UNK	B68 120E	150.00	NAS1-96010	G	
400	1-020971	013528	FILE CABINET			UNK	B68 116A	150.00	NAS1-96010	G	
401	1-020977	013529	FILE CABINET			UNK	B68 120C	150.00	NAS1-96010	G	
402	1-020988	013530	FILE CABINET			UNK	B68 101	150.00	NAS1-96010	G	
403	1-021018	013531	FILE CABINET			UNK	B68 119B	150.00	NAS1-96010	G	
404	1-021044	013532	FILE CABINET			UNK	B68 120H	150.00	NAS1-96010	G	
405	1-021045	013533	FILE CABINET			UNK	B68 120J	150.00	NAS1-96010	G	
406	1-021067	013534	FILE CABINET			UNK	B68 120C	150.00	NAS1-96010	G	
407	1-021068	013535	FILE CABINET			UNK	B68 120D	150.00	NAS1-96010	G	
408	1-021077	013536	SHELVING			UNK	B68 146	150.00	NAS1-96010	G	
409	1-019374	013537	FILE CABINET			UNK	B68 127	108.25	NAS1-96010	G	
410	1-019376	013538	FILE CABINET			UNK	B68 127	108.25	NAS1-96010	G	
411	1-019377	013539	FILE CABINET			UNK	B68 127	108.25	NAS1-96010	G	
412	1-020481	013540	SHELVING			UNK	B68 147	106.00	NAS1-96010	G	
413	1-020482	013541	SHELVING			UNK	B68 147	106.00	NAS1-96010	G	
414	1-020483	013542	SHELVING			UNK	B68 147	106.00	NAS1-96010	G	
415	1-019819	013543	CABINET			UNK	B68 122	100.00	NAS1-96010	G	
416	1-019849	013544	CABINET			UNK	B68 121	100.00	NAS1-96010	G	
417	1-020772	013545	FILE CABINET			UNK	B68 137F	96.00	NAS1-96010	G	
418	1-020881	013546	FILE CABINET			UNK	B68 119	96.00	NAS1-96010	G	
419	1-019378	013547	FILE CABINET			UNK	B68 127	91.50	NAS1-96010	G	
420	1-019631	013548	FILE CABINET			UNK	B68 144	91.50	NAS1-96010	G	
421	1-019386	013549	SHELVING			UNK	B68 157	74.25	NAS1-96010	G	
422	1-019456	013550	SHELVING			UNK	B68 147	74.25	NAS1-96010	G	
423	1-020883	013551	FILE CABINET			UNK	B68 119	70.00	NAS1-96010	G	
424	1-020158	013552	FILE CABINET			UNK	B68 102	65.50	NAS1-96010	G	
425	1-020878	013553	FILE CABINET			UNK	B68 119	65.00	NAS1-96010	G	
426	1-019451	013554	SHELVING			UNK	B68 156	62.53	NAS1-96010	G	
427	1-020159	013555	FILE CABINET			UNK	B68 102	56.00	NAS1-96010	G	
428	1-020885	013556	FILE CABINET			UNK	B68 119	56.00	NAS1-96010	G	
429	1-019830	013557	FILE CABINET			UNK	B68 119	55.00	NAS1-96010	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
430	1-020476	013558	FILE CABINET			UNK	B68 147	55.00	NAS1-96010	G	
431	1-020884	013559	FILE CABINET			UNK	B68 119	55.00	NAS1-96010	G	
432	1-020892	013560	FILE CABINET			UNK	B68 119	55.00	NAS1-96010	G	
433	1-020955	013561	FILE CABINET			UNK	B68 137A	55.00	NAS1-96010	G	
434	1-020756	013562	FILE CABINET			UNK	B68 137A	52.45	NAS1-96010	G	
435	1-019193	013563	CABINET			UNK	B68 112	50.00	NAS1-96010	G	
436	1-020996	013564	FILE CABINET			UNK	B68 125	50.00	NAS1-96010	G	
437	1-019409	013565	FILE CABINET,LATERAL			UNK	B68 127	50.00	NAS1-96010	G	
438	1-019410	013566	FILE CABINET,LATERAL			UNK	B68 127	50.00	NAS1-96010	G	
439	1-019850	013567	FILE CABINET,LATERAL			UNK	B68 121	50.00	NAS1-96010	G	
440	1-019969	013568	FILE CABINET,LATERAL			UNK	B68 120	50.00	NAS1-96010	G	
441	1-020105	013569	FILE CABINET,LATERAL			UNK	B68 119	50.00	NAS1-96010	G	
442	1-020157	013570	FILE CABINET,LATERAL			UNK	B68 103	50.00	NAS1-96010	G	
443	1-020302	013571	FILE CABINET,LATERAL			UNK	B68 102	50.00	NAS1-96010	G	
444	1-020303	013572	FILE CABINET,LATERAL			UNK	B68 105	50.00	NAS1-96010	G	
445	1-020735	013573	FILE CABINET,LATERAL			UNK	B68 119	50.00	NAS1-96010	G	
446	1-020907	013574	FILE CABINET,LATERAL			UNK	B68 119	50.00	NAS1-96010	G	
447	1-020993	013575	FILE CABINET,LATERAL			UNK	B68 120	50.00	NAS1-96010	G	
448	1-021036	013576	FILE CABINET,LATERAL			UNK	B68 119	50.00	NAS1-96010	G	
449	1-021037	013577	FILE CABINET,LATERAL			UNK	B68 119	50.00	NAS1-96010	G	
450	1-019625	013578	FILE CABINET			UNK	B68 146	43.50	NAS1-96010	G	
451	1-019722	013579	STORAGE CABINET			UNK	B68 137B	39.90	NAS1-96010	G	
452	1-019449	013580	SHELVING			UNK	B68 156	38.54	NAS1-96010	G	
453	1-019450	013581	SHELVING			UNK	B68 156	38.54	NAS1-96010	G	
454	1-019452	013582	SHELVING			UNK	B68 156	38.54	NAS1-96010	G	
455	1-019453	013583	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
456	1-019454	013584	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
457	1-019455	013585	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
458	1-019457	013586	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
459	1-019458	013587	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
460	1-019459	013588	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
461	1-019460	013589	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
462	1-019461	013590	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
463	1-019464	013591	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
464	1-019465	013592	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
465	1-019468	013593	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
466	1-019469	013594	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
467	1-019470	013595	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
468	1-019471	013596	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
469	1-019472	013597	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
470	1-019473	013598	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
471	1-019474	013599	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
472	1-019475	013600	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
473	1-019476	013601	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
474	1-019477	013602	SHELVING			UNK	B68 156	38.54	NAS1-96010	G	
475	1-019478	013603	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
476	1-019483	013604	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
477	1-019484	013605	SHELVING			UNK	B68 156	38.54	NAS1-96010	G	
478	1-019486	013606	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
479	1-019488	013607	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
480	1-019489	013608	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
481	1-019491	013609	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
482	1-019633	013610	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
483	1-019634	013611	SHELVING			UNK	B68 147	38.54	NAS1-96010	G	
484	1-019632	013612	SHELVING			UNK	B68 147	31.68	NAS1-96010	G	
485	1-020344	013613	SHELVING			UNK	B68 144	31.25	NAS1-96010	G	
486	1-020345	013614	SHELVING			UNK	B68 144	31.25	NAS1-96010	G	
487	1-020346	013615	SHELVING			UNK	B68 126	31.25	NAS1-96010	G	
488	1-020887	013616	CABINET,SECTION			UNK	B68 119	25.50	NAS1-96010	G	
489	1-019637	013617	FILE CABINET			UNK	B68 146	25.47	NAS1-96010	G	
490	1-019155	013618	FILE CABINET,LATERAL			UNK	B68 132	22.00	NAS1-96010	G	
491	1-020879	013619	FILE CABINET			UNK	B68 119	21.00	NAS1-96010	G	
492	1-020880	013620	FILE CABINET			UNK	B68 119	21.00	NAS1-96010	G	
493	1-020882	013621	FILE CABINET			UNK	B68 119	21.00	NAS1-96010	G	
494	1-020891	013622	FILE CABINET			UNK	B68 119	21.00	NAS1-96010	G	
495	1-019159	013623	CABINET,SECTION			UNK	B68 130	20.00	NAS1-96010	G	
496	1-019160	013624	CABINET,SECTION			UNK	B68 130	20.00	NAS1-96010	G	
497	1-019161	013625	CABINET,SECTION			UNK	B68 130	20.00	NAS1-96010	G	
498	1-019602	013626	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
499	1-019603	013627	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
500	1-019604	013628	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
501	1-019605	013629	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
502	1-019608	013630	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
503	1-019609	013631	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
504	1-019610	013632	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
505	1-019611	013633	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
506	1-019613	013634	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
507	1-019614	013635	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
508	1-019615	013636	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
509	1-019616	013637	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
510	1-019619	013638	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
511	1-019620	013639	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
512	1-019621	013640	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
513	1-019622	013641	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
514	1-020138	013642	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
515	1-020143	013643	CABINET,SECTION			UNK	B68 130	20.00	NAS1-96010	G	
516	1-020566	013644	CABINET,SECTION			UNK	B68 130	20.00	NAS1-96010	G	
517	1-020567	013645	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
518	1-020568	013646	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
519	1-020639	013647	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
520	1-020640	013648	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
521	1-020642	013649	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
522	1-020687	013650	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
523	1-020688	013651	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
524	1-020689	013652	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
525	1-020723	013653	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
526	1-020724	013654	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
527	1-020725	013655	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
528	1-020774	013656	CABINET,SECTION			UNK	B68 137B	20.00	NAS1-96010	G	
529	1-020775	013657	CABINET,SECTION			UNK	B68 137F	20.00	NAS1-96010	G	
530	1-020776	013658	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
531	1-020777	013659	CABINET,SECTION			UNK	B68 137F	20.00	NAS1-96010	G	
532	1-020781	013660	CABINET,SECTION			UNK	B68 137F	20.00	NAS1-96010	G	
533	1-020782	013661	CABINET,SECTION			UNK	B68 137F	20.00	NAS1-96010	G	
534	1-020783	013662	CABINET,SECTION			UNK	B68 137F	20.00	NAS1-96010	G	
535	1-020784	013663	CABINET,SECTION			UNK	B68 137S	20.00	NAS1-96010	G	
536	1-020787	013664	CABINET,SECTION			UNK	B68 137F	20.00	NAS1-96010	G	
537	1-020788	013665	CABINET,SECTION			UNK	B68 137F	20.00	NAS1-96010	G	
538	1-020789	013666	CABINET,SECTION			UNK	B68 137F	20.00	NAS1-96010	G	
539	1-020790	013667	CABINET,SECTION			UNK	B68 137F	20.00	NAS1-96010	G	
540	1-019157	013668	FILE CABINET			UNK	B68 137F	20.00	NAS1-96010	G	
541	1-019164	013669	FILE CABINET			UNK	B68 132	20.00	NAS1-96010	G	
542	1-020090	013670	FILE CABINET			UNK	B68 130	20.00	NAS1-96010	G	
543	1-020091	013671	FILE CABINET			UNK	B68 125	20.00	NAS1-96010	G	
544	1-020995	013672	FILE CABINET			UNK	B68 125	20.00	NAS1-96010	G	
545	1-021042	013673	FILE CABINET			UNK	B68 125	20.00	NAS1-96010	G	
546	1-019156	013674	FILE CABINET			UNK	B68 145	20.00	NAS1-96010	G	
						UNK	B68 132	19.83	NAS1-96010	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
547	1-020156	013675	FILE CABINET			UNK	B68 103	19.83	NAS1-96010	G	
548	1-019668	013676	CABINET,SECTION			UNK	B68 137S	19.30	NAS1-96010	G	
549	1-019902	013677	CABINET,SECTION			UNK	B68 137BB	19.30	NAS1-96010	G	
550	1-019910	013678	CABINET,SECTION			UNK	B68 137BB	19.30	NAS1-96010	G	
551	1-020665	013679	CABINET,SECTION			UNK	B68 137S	19.30	NAS1-96010	G	
552	1-020888	013680	CABINET,SECTION			UNK	B68 119	19.30	NAS1-96010	G	
553	1-020889	013681	CABINET,SECTION			UNK	B68 119	19.30	NAS1-96010	G	
554	1-020155	013682	FILE CABINET			UNK	B68 103	16.25	NAS1-96010	G	
555	1-019905	013683	CABINET,SECTION			UNK	B68 137BB	16.10	NAS1-96010	G	
556	1-019651	013684	CABINET,SECTION			UNK	B68 137S	15.20	NAS1-96010	G	
557	1-019886	013685	CABINET,SECTION			UNK	B68 137BB	15.20	NAS1-96010	G	
558	1-019887	013686	CABINET,SECTION			UNK	B68 137BB	15.20	NAS1-96010	G	
559	1-019891	013687	CABINET,SECTION			UNK	B68 137BB	15.20	NAS1-96010	G	
560	1-019892	013688	CABINET,SECTION			UNK	B68 137BB	15.20	NAS1-96010	G	
561	1-019912	013689	CABINET,SECTION			UNK	B68 137BB	15.20	NAS1-96010	G	
562	1-019900	013690	CABINET,SECTION			UNK	B68 137BB	15.00	NAS1-96010	G	
563	1-019890	013691	CABINET,SECTION			UNK	B68 137BB	14.00	NAS1-96010	G	
564	1-020759	013692	CABINET,SECTION			UNK	B68 137A	14.00	NAS1-96010	G	
565	1-020760	013693	CABINET,SECTION			UNK	B68 137A	14.00	NAS1-96010	G	
566	1-020761	013694	CABINET,SECTION			UNK	B68 137S	14.00	NAS1-96010	G	
567	1-019650	013695	CABINET,SECTION			UNK	B68 137A	11.75	NAS1-96010	G	
568	1-019895	013696	CABINET,SECTION			UNK	B68 137BB	11.75	NAS1-96010	G	
569	1-019896	013697	CABINET,SECTION			UNK	B68 137BB	11.75	NAS1-96010	G	
570	1-019897	013698	CABINET,SECTION			UNK	B68 137BB	11.75	NAS1-96010	G	
571	1-019901	013699	CABINET,SECTION			UNK	B68 137BB	11.75	NAS1-96010	G	
572	1-020666	013700	CABINET,SECTION			UNK	B68 137S	11.75	NAS1-96010	G	
573	1-020748	013701	CABINET,SECTION			UNK	B68 137S	11.75	NAS1-96010	G	
574	1-020749	013702	CABINET,SECTION			UNK	B68 137S	11.75	NAS1-96010	G	
575	1-020750	013703	CABINET,SECTION			UNK	B68 132	11.75	NAS1-96010	G	
576	1-021114	013704	CABINET,SECTION			UNK	B68 132	11.70	NAS1-96010	G	
577	1-019102	013705	CABINET,SECTION			UNK	B68 132	11.70	NAS1-96010	G	
578	1-019103	013706	CABINET,SECTION			UNK	B68 132	11.70	NAS1-96010	G	
579	1-019104	013707	CABINET,SECTION			UNK	B68 132	11.70	NAS1-96010	G	
580	1-019107	013708	CABINET,SECTION			UNK	B68 132	11.70	NAS1-96010	G	
581	1-019108	013709	CABINET,SECTION			UNK	B68 132	11.70	NAS1-96010	G	
582	1-019109	013710	CABINET,SECTION			UNK	B68 137S	11.70	NAS1-96010	G	
583	1-019649	013711	CABINET,SECTION			UNK	B68 137BB	11.70	NAS1-96010	G	
584	1-019906	013712	CABINET,SECTION			UNK	B68 137BB	11.70	NAS1-96010	G	
585	1-019907	013713	CABINET,SECTION			UNK	B68 137BB	11.70	NAS1-96010	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
586	1-020195	013714	CABINET,SECTION			UNK	B68 132	11.70	NAS1-96010	G	
587	1-020932	013715	FILE CABINET,LATERAL			UNK	B68 125	9.30	NAS1-96010	G	
588	1-019893	013716	CABINET,BOTTOM			UNK	B68 137BB	7.15	NAS1-96010	G	
589	1-020667	013717	CABINET,BOTTOM			UNK	B68 137S	7.15	NAS1-96010	G	
590	1-021105	013718	CABINET,BOTTOM			UNK	B68 119	7.15	NAS1-96010	G	
591	1-019911	013719	CABINET,SECTION			UNK	B68 137BB	7.15	NAS1-96010	G	
592	1-019888	013720	CABINET,BOTTOM			UNK	B68 137BB	6.50	NAS1-96010	G	
593	1-019652	013721	CABINET,BOTTOM			UNK	B68 137S	5.80	NAS1-96010	G	
594	1-019671	013722	CABINET,BOTTOM			UNK	B68 137S	5.80	NAS1-96010	G	
595	1-019903	013723	CABINET,BOTTOM			UNK	B68 137BB	5.80	NAS1-96010	G	
596	1-019913	013724	CABINET,BOTTOM			UNK	B68 137BB	5.80	NAS1-96010	G	
597	1-019908	013725	CABINET,BOTTOM			UNK	B68 137BB	5.15	NAS1-96010	G	
598	1-020762	013726	CABINET,BOTTOM			UNK	B68 137A	5.15	NAS1-96010	G	
599	1-019885	013727	CABINET,SECTION			UNK	B68 137BB	5.15	NAS1-96010	G	
600	1-020564	013728	CABINET TOP			UNK	B68 137S	5.00	NAS1-96010	G	
601	1-020638	013729	CABINET TOP			UNK	B68 137S	5.00	NAS1-96010	G	
602	1-020686	013730	CABINET TOP			UNK	B68 137B	5.00	NAS1-96010	G	
603	1-020773	013731	CABINET TOP			UNK	B68 137F	5.00	NAS1-96010	G	
604	1-020780	013732	CABINET TOP			UNK	B68 137F	5.00	NAS1-96010	G	
605	1-020786	013733	CABINET TOP			UNK	B68 137F	5.00	NAS1-96010	G	
606	1-019162	013734	CABINET,BOTTOM			UNK	B68 130	5.00	NAS1-96010	G	
607	1-019606	013735	CABINET,BOTTOM			UNK	B68 137S	5.00	NAS1-96010	G	
608	1-019612	013736	CABINET,BOTTOM			UNK	B68 137S	5.00	NAS1-96010	G	
609	1-019617	013737	CABINET,BOTTOM			UNK	B68 137B	5.00	NAS1-96010	G	
610	1-019623	013738	CABINET,BOTTOM			UNK	B68 137B	5.00	NAS1-96010	G	
611	1-020569	013739	CABINET,BOTTOM			UNK	B68 137S	5.00	NAS1-96010	G	
612	1-020641	013740	CABINET,BOTTOM			UNK	B68 137S	5.00	NAS1-96010	G	
613	1-020690	013741	CABINET,BOTTOM			UNK	B68 137B	5.00	NAS1-96010	G	
614	1-020726	013742	CABINET,BOTTOM			UNK	B68 137B	5.00	NAS1-96010	G	
615	1-020778	013743	CABINET,BOTTOM			UNK	B68 137F	5.00	NAS1-96010	G	
616	1-020785	013744	CABINET,BOTTOM			UNK	B68 137F	5.00	NAS1-96010	G	
617	1-020791	013745	CABINET,BOTTOM			UNK	B68 137F	5.00	NAS1-96010	G	
618	1-019158	013746	CABINET,TOP			UNK	B68 130	5.00	NAS1-96010	G	
619	1-019601	013747	CABINET,TOP			UNK	B68 137S	5.00	NAS1-96010	G	
620	1-019607	013748	CABINET,TOP			UNK	B68 137S	5.00	NAS1-96010	G	
621	1-019618	013749	CABINET,TOP			UNK	B68 137B	5.00	NAS1-96010	G	
622	1-019898	013750	CABINET,BOTTOM			UNK	B68 137BB	4.70	NAS1-96010	G	
623	1-019889	013751	CABINET,TOP			UNK	B68 137BB	4.28	NAS1-96010	G	
624	1-020664	013752	CABINET TOP			UNK	B68 137S	4.05	NAS1-96010	G	

Shelves and Cabinets

	A	B	C	D	E	F	G	H	I	J	K
625	1-019667	013753	CABINET,TOP			UNK	B68 137S	4.05	NAS1-96010	G	
626	1-020886	013754	CABINET TOP			UNK	B68 119	3.85	NAS1-96010	G	
627	1-019648	013755	CABINET,TOP			UNK	B68 137S	3.85	NAS1-96010	G	
628	1-019894	013756	CABINET,TOP			UNK	B68 137BB	3.85	NAS1-96010	G	
629	1-019904	013757	CABINET,TOP			UNK	B68 137BB	3.85	NAS1-96010	G	
630	1-019909	013758	CABINET,TOP			UNK	B68 137BB	3.85	NAS1-96010	G	
631	1-019101	013759	CABINET TOP			UNK	B68 132	3.50	NAS1-96010	G	
632	1-020747	013760	CABINET TOP			UNK	B68 137A	3.50	NAS1-96010	G	
633	1-019105	013761	CABINET,BOTTOM			UNK	B68 132	3.50	NAS1-96010	G	
634	1-019110	013762	CABINET,BOTTOM			UNK	B68 132	3.50	NAS1-96010	G	
635	1-019106	013763	CABINET,TOP			UNK	B68 132	3.50	NAS1-96010	G	
636	1-019884	013764	CABINET,TOP			UNK	B68 137BB	3.25	NAS1-96010	G	
637	1-019899	013765	CABINET,TOP			UNK	B68 137BB	3.25	NAS1-96010	G	$ 33,397.84

	A	B	C	D	E	F	G	H	I	J	K
1	TAG NO	NASA	DESCRIPTION	MODEL	SERIAL NO	MFR	LOC	PRICE	CNUM	GFE	
2	1-015064	006991	BOOKCASE			UNK	B68 139	776.25	NAS1-20048	G	
3	1-015670	013132	TABLE			UNK	B68 139	584.32	NAS1-20048	G	
4	1-017214		WORKSTATION,CASI			UNK	B68 137R	450.00	NAS1-20048	G	
5	1-017215		WORKSTATION,CASI			UNK	B68 137Z	450.00	NAS1-20048	G	
6	1-017216		WORKSTATION,CASI			UNK	B68 137AA	450.00	NAS1-20048	G	
7	1-017217		WORKSTATION,CASI			UNK	B68 137BB	450.00	NAS1-20048	G	
8	1-017218		WORKSTATION,CASI			UNK	B68 137CC	450.00	NAS1-20048	G	
9	1-017219		WORKSTATION,CASI			UNK	B68 137DD	450.00	NAS1-20048	G	
10	1-017220		WORKSTATION,CASI			UNK	B68 137EE	450.00	NAS1-20048	G	
11	1-017221		WORKSTATION,CASI			UNK	B68 137A	450.00	NAS1-20048	G	
12	1-017222		WORKSTATION,CASI			UNK	B68 137C	450.00	NAS1-20048	G	
13	1-017223		WORKSTATION,CASI			UNK	B68 137D	450.00	NAS1-20048	G	
14	1-017224		WORKSTATION,CASI			UNK	B68 137E	450.00	NAS1-20048	G	
15	1-017225		WORKSTATION,CASI			UNK	B68 137F	450.00	NAS1-20048	G	
16	1-017226		WORKSTATION,CASI			UNK	B68 137Q	450.00	NAS1-20048	G	
17	1-017227		WORKSTATION,CASI			UNK	B68 137P	450.00	NAS1-20048	G	
18	1-017228		WORKSTATION,CASI			UNK	B68 137O	450.00	NAS1-20048	G	
19	1-017229		WORKSTATION,CASI			UNK	B68 137V	450.00	NAS1-20048	G	
20	1-017230		WORKSTATION,CASI			UNK	B68 137U	450.00	NAS1-20048	G	
21	1-017231		WORKSTATION,CASI			UNK	B68 137T	450.00	NAS1-20048	G	
22	1-017232		WORKSTATION,CASI			UNK	B68 137Y	450.00	NAS1-20048	G	
23	1-017233		WORKSTATION,CASI			UNK	B68 137X	450.00	NAS1-20048	G	
24	1-017234		WORKSTATION,CASI			UNK	B68 137W	450.00	NAS1-20048	G	
25	1-017235		WORKSTATION,CASI			UNK	B68 137G	450.00	NAS1-20048	G	
26	1-017236		WORKSTATION,CASI			UNK	B68 137H	450.00	NAS1-20048	G	
27	1-017237		WORKSTATION,CASI			UNK	B68 137I	450.00	NAS1-20048	G	
28	1-017238		WORKSTATION,CASI			UNK	B68 137J	450.00	NAS1-20048	G	
29	1-017239		WORKSTATION,CASI			UNK	B68 137K	450.00	NAS1-20048	G	
30	1-017240		WORKSTATION,CASI			UNK	B68 137L	450.00	NAS1-20048	G	
31	1-017241		WORKSTATION,CASI			UNK	B68 137M	450.00	NAS1-20048	G	
32	1-017242		WORKSTATION,CASI			UNK	B68 137N	450.00	NAS1-20048	G	
33	1-017243		WORKSTATION,CASI			UNK	B68 149Q	450.00	NAS1-20048	G	
34	1-017244		WORKSTATION,CASI			UNK	B68 149P	450.00	NAS1-20048	G	
35	1-017245		WORKSTATION,CASI			UNK	B68 149O	450.00	NAS1-20048	G	
36	1-017254		WORKSTATION,CASI			UNK	B68 149A	450.00	NAS1-20048	G	
37	1-017255		WORKSTATION,CASI			UNK	B68 149B	450.00	NAS1-20048	G	
38	1-017256		WORKSTATION,CASI			UNK	B68 149C	450.00	NAS1-20048	G	
39	1-017257		WORKSTATION,CASI			UNK	B68 149D	450.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
40	1-017258		WORKSTATION,CASI			UNK	B68 149E	450.00	NAS1-20048	G	
41	1-017259		WORKSTATION,CASI			UNK	B68 149F	450.00	NAS1-20048	G	
42	1-017260		WORKSTATION,CASI			UNK	B68 149G	450.00	NAS1-20048	G	
43	1-017261		WORKSTATION,CASI			UNK	B68 149H	450.00	NAS1-20048	G	
44	1-017262		WORKSTATION,CASI			UNK	B68 149I	450.00	NAS1-20048	G	
45	1-017263		WORKSTATION,CASI			UNK	B68 149J	450.00	NAS1-20048	G	
46	1-017264		WORKSTATION,CASI			UNK	B68 149K	450.00	NAS1-20048	G	
47	1-017265		WORKSTATION,CASI			UNK	B68 149L	450.00	NAS1-20048	G	
48	1-017266		WORKSTATION,CASI			UNK	B68 149M	450.00	NAS1-20048	G	
49	1-017267		WORKSTATION,CASI			UNK	B68 149N	450.00	NAS1-20048	G	
50	1-016796	006631	DESK,WOODEN			UNK	B68 107	402.00	NAS1-20048	G	
51	1-014165	013980	TABLE,PC			UNK	B68 118	353.00	NAS1-20048	G	
52	1-014166	013977	TABLE,PC			UNK	B68 118	353.00	NAS1-20048	G	
53	1-014167	014052	TABLE,PC			UNK	B68 118	353.00	NAS1-20048	G	
54	1-014168	013975	TABLE,PC			UNK	B68 118	353.00	NAS1-20048	G	
55	1-014169	013990	TABLE,PC			UNK	B68 118	353.00	NAS1-20048	G	
56	1-014170	014053	TABLE,PC			UNK	B68 118	353.00	NAS1-20048	G	
57	1-014057	012440	DESK			UNK	B68 130	300.00	NAS1-20048	G	
58	1-014452	012647	DESK			UNK	B68 140	300.00	NAS1-20048	G	
59	1-014587	012322	DESK			UNK	B68 131	300.00	NAS1-20048	G	
60	1-014870	012625	DESK			UNK	B68 106	300.00	NAS1-20048	G	
61	1-014956	012133	DESK			UNK	B68 139	300.00	NAS1-20048	G	
62	1-015177	012217	DESK			UNK	B68 156	300.00	NAS1-20048	G	
63	1-016797	006634	CREDENZA,WOODEN			UNK	B68 145	258.00	NAS1-20048	G	
64	1-014619	007353	TABLE,PC			UNK	B68 139	226.08	NAS1-20048	G	
65	1-017354	007354	TABLE,PC			UNK	B68 139	226.08	NAS1-20048	G	
66	1-017568	007352	TABLE			UNK	B68 150A	226.08	NAS1-20048	G	
67	1-014174	007360	TABLE,PC			UNK	B68 139	178.08	NAS1-20048	G	
68	1-014508	007339	TABLE,PC			UNK	B68 139	178.08	NAS1-20048	G	
69	1-015538	007347	TABLE,PC			UNK	B68 139	178.08	NAS1-20048	G	
70	1-015851	007333	TABLE,PC			UNK	B68 139	178.08	NAS1-20048	G	
71	1-017572	007345	TABLE,PC			UNK	B68 137CC	178.08	NAS1-20048	G	
72	1-017571	007344	TABLE,COMPUTER			UNK	B68 107	178.08	NAS1-20048	G	
73	1-017763	007336	TABLE PC			UNK	B68 120A	178.08	NAS1-20048	G	
74	1-014326	007338	TABLE			UNK	B68 139	178.08	NAS1-20048	G	
75	1-015615	007341	TABLE			UNK	B68 139	178.08	NAS1-20048	G	
76	1-015621	007371	TABLE			UNK	B68 139	178.08	NAS1-20048	G	
77	1-015627	007368	TABLE			UNK	B68 139	178.08	NAS1-20048	G	
78	1-017564	007364	TABLE			UNK	B68 120I	178.08	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
79	1-017566	007337	TABLE			UNK	B68 120D	178.08	NAS1-20048	G	
80	1-017567	007366	TABLE			UNK	B68 154	178.08	NAS1-20048	G	
81	1-017570	007362	TABLE			UNK	B68 139	178.08	NAS1-20048	G	
82	1-014071	012299	TABLE,PC			UNK	B68 146	175.00	NAS1-20048	G	
83	1-014073	012113	TABLE,PC			UNK	B68 137O	175.00	NAS1-20048	G	
84	1-014074	012003	TABLE,PC			UNK	B68 145	175.00	NAS1-20048	G	
85	1-014076	012256	TABLE,PC			UNK	B68 106	175.00	NAS1-20048	G	
86	1-014172	012107	TABLE,PC			UNK	B68 154	175.00	NAS1-20048	G	
87	1-014271	013119	TABLE,PC			UNK	B68 156	175.00	NAS1-20048	G	
88	1-014393	011886	TABLE,PC			UNK	B68 150A	175.00	NAS1-20048	G	
89	1-014441	012289	TABLE,PC			UNK	B68 145	175.00	NAS1-20048	G	
90	1-014679	012039	TABLE,PC			UNK	B68 150	175.00	NAS1-20048	G	
91	1-015665	012179	TABLE,PC			UNK	B68 140	175.00	NAS1-20048	G	
92	1-017351	012007	TABLE,PC			UNK	B68 154	175.00	NAS1-20048	G	
93	1-013409	012328	TABLE			UNK	B68 139	175.00	NAS1-20048	G	
94	1-014075	013118	TABLE			UNK	B68 137U	175.00	NAS1-20048	G	
95	1-014079	012467	TABLE			UNK	B68 137T	175.00	NAS1-20048	G	
96	1-014280	013111	TABLE			UNK	B68 154	175.00	NAS1-20048	G	
97	1-014586	012321	TABLE			UNK	B68 139	175.00	NAS1-20048	G	
98	1-014601	013115	TABLE			UNK	B68 140	175.00	NAS1-20048	G	
99	1-014636	012444	TABLE			UNK	B68 144	175.00	NAS1-20048	G	
100	1-015691	013110	TABLE			UNK	B68 144	175.00	NAS1-20048	G	
101	1-015708	013112	TABLE			UNK	B68 139	175.00	NAS1-20048	G	
102	1-014269	012048	DESK			UNK	B68 149	175.00	NAS1-20048	G	
103	1-014431	011897	DESK			UNK	B68 108	175.00	NAS1-20048	G	
104	1-014675	011953	DESK			UNK	B68 150	175.00	NAS1-20048	G	
105	1-014800	011894	DESK			UNK	B68 131	175.00	NAS1-20048	G	
106	1-014882	012286	DESK			UNK	B68 149B	175.00	NAS1-20048	G	
107	1-014958	012345	DESK			UNK	B68 139	175.00	NAS1-20048	G	
108	1-014610	012726	CREDENZA			UNK	B68 107	175.00	NAS1-20048	G	
109	1-014763	012672	CREDENZA			UNK	B68 140	175.00	NAS1-20048	G	
110	1-016812	012731	CREDENZA			UNK	B68 104	175.00	NAS1-20048	G	
111	1-013747	013941	CHAIR,DESK			UNK	B68 139	172.88	NAS1-20048	G	
112	1-014487	006682	TABLE			UNK	B68 155	142.00	NAS1-20048	G	
113	1-016811	010158	TABLE,COMPUTER			UNK	B68 104	134.45	NAS1-20048	G	
114	1-015026	010254	TABLE,PC			UNK	B68 139	108.90	NAS1-20048	G	
115	1-015083	010247	TABLE,PC			UNK	B68 150A	108.90	NAS1-20048	G	
116	1-014704	010160	TABLE,PC			UNK	B68 146	108.55	NAS1-20048	G	
117	1-014873	010094	TABLE,PC			UNK	B68 106	108.55	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
118	1-015106	010163	TABLE,PC			UNK	B68 149	108.55	NAS1-20048	G	
119	1-015392	010161	TABLE,PC			UNK	B68 146	108.55	NAS1-20048	G	
120	1-013729	007230	TABLE,PC			UNK	B68 139	100.17	NAS1-20048	G	
121	1-017563	007228	TABLE,PC			UNK	B68 118	100.17	NAS1-20048	G	
122	1-015492	007201	TABLE			UNK	B68 139	100.17	NAS1-20048	G	
123	1-015502	007177	TABLE			UNK	B68 148	100.17	NAS1-20048	G	
124	1-015510	007219	TABLE			UNK	B68 139	100.17	NAS1-20048	G	
125	1-017212	007240	TABLE			UNK	B68 119C	100.17	NAS1-20048	G	
126	1-014072	012127	TABLE,PC			UNK	B68 149A	100.00	NAS1-20048	G	
127	1-014077	008224	TABLE,PC			UNK	B68 154	100.00	NAS1-20048	G	
128	1-015580	013104	TABLE,PC			UNK	B68 138	100.00	NAS1-20048	G	
129	1-014490	012316	TABLE			UNK	B68 155	100.00	NAS1-20048	G	
130	1-015018	012652	TABLE			UNK	B68 137S	100.00	NAS1-20048	G	
131	1-015077	012670	TABLE			UNK	B68 149	100.00	NAS1-20048	G	
132	1-017376	012529	TABLE			UNK	B68 154	100.00	NAS1-20048	G	
133	1-017579	008019	TABLE			UNK	B68 139	100.00	NAS1-20048	G	
134	1-015891	011068	CHAIR,SIDE			UNK	B68 106	100.00	NAS1-20048	G	
135	1-013496	011106	CHAIR,DESK			UNK	B68 146	100.00	NAS1-20048	G	
136	1-013730	011103	CHAIR,DESK			UNK	B68 139	100.00	NAS1-20048	G	
137	1-014288	011174	CHAIR,DESK			UNK	B68 139	100.00	NAS1-20048	G	
138	1-014388	011168	CHAIR,DESK			UNK	B68 149A	100.00	NAS1-20048	G	
139	1-014420	011112	CHAIR,DESK			UNK	B68 137J	100.00	NAS1-20048	G	
140	1-014520	011184	CHAIR,DESK			UNK	B68 149F	100.00	NAS1-20048	G	
141	1-014561	011108	CHAIR,DESK			UNK	B68 131	100.00	NAS1-20048	G	
142	1-014580	011115	CHAIR,DESK			UNK	B68 149L	100.00	NAS1-20048	G	
143	1-014630	011113	CHAIR,DESK			UNK	B68 150A	100.00	NAS1-20048	G	
144	1-014650	011111	CHAIR,DESK			UNK	B68 149D	100.00	NAS1-20048	G	
145	1-014678	011187	CHAIR,DESK			UNK	B68 149I	100.00	NAS1-20048	G	
146	1-014752	011116	CHAIR,DESK			UNK	B68 106	100.00	NAS1-20048	G	
147	1-014765	011090	CHAIR,DESK			UNK	B68 126	100.00	NAS1-20048	G	
148	1-014813	011019	CHAIR,DESK			UNK	B68 149O	100.00	NAS1-20048	G	
149	1-014916	011120	CHAIR,DESK			UNK	B68 149G	100.00	NAS1-20048	G	
150	1-014944	011118	CHAIR,DESK			UNK	B68 149A	100.00	NAS1-20048	G	
151	1-014978	011098	CHAIR,DESK			UNK	B68 149F	100.00	NAS1-20048	G	
152	1-014980	011121	CHAIR,DESK			UNK	B68 137I	100.00	NAS1-20048	G	
153	1-015027	011117	CHAIR,DESK			UNK	B68 139	100.00	NAS1-20048	G	
154	1-015136	011114	CHAIR,DESK			UNK	B68 149B	100.00	NAS1-20048	G	
155	1-015398	011119	CHAIR,DESK			UNK	B68 154	100.00	NAS1-20048	G	
156	1-015518	011137	CHAIR,DESK			UNK	B68 139	100.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
157	1-015716	011198	CHAIR,DESK			UNK	B68 139	100.00	NAS1-20048	G	
158	1-015860	011181	CHAIR,DESK			UNK	B68 137L	100.00	NAS1-20048	G	
159	1-017121	011110	CHAIR,DESK			UNK	B68 149J	100.00	NAS1-20048	G	
160	1-017378	011185	CHAIR,DESK			UNK	B68 137Z	100.00	NAS1-20048	G	
161	1-016804	011056	CHAIR			UNK	B68 108	100.00	NAS1-20048	G	
162	1-016805	011059	CHAIR			UNK	B68 107	100.00	NAS1-20048	G	
163	1-015702	010736	TABLE			UNK	B68 103	95.00	NAS1-20048	G	
164	1-014936	010731	KEYBOARD HEIGHT STATION			UNK	B68 154	95.00	NAS1-20048	G	
165	1-015686	010737	KEYBOARD HEIGHT STATION			UNK	B68 139	95.00	NAS1-20048	G	
166	1-015690	010738	KEYBOARD HEIGHT STATION			UNK	B68 139	95.00	NAS1-20048	G	
167	1-015703	010730	KEYBOARD HEIGHT STATION			UNK	B68 139	95.00	NAS1-20048	G	
168	1-014507	010734	KEYBOARD HEIGHT STATION			UNK	B68 154	95.00	NAS1-20048	G	
169	1-016819	013897	CHAIR			UNK	B68 155	89.00	NAS1-20048	G	
170	1-016820	013901	CHAIR			UNK	B68 149P	89.00	NAS1-20048	G	
171	1-015503	008278	TABLE			UNK	B68 139	64.75	NAS1-20048	G	
172	1-017569	003889	TABLE			UNK	B68 147	64.75	NAS1-20048	G	
173	1-014114	008303	TABLE,PC			UNK	B68 118	50.00	NAS1-20048	G	
174	1-014976	013100	TABLE,PC			UNK	B68 144	50.00	NAS1-20048	G	
175	1-014087	012155	CHAIR,SIDE			UNK	B68 126	50.00	NAS1-20048	G	
176	1-014088	011900	CHAIR,SIDE			UNK	B68 118	50.00	NAS1-20048	G	
177	1-014095	012487	CHAIR,SIDE			UNK	B68 146	50.00	NAS1-20048	G	
178	1-014096	012479	CHAIR,SIDE			UNK	B68 106	50.00	NAS1-20048	G	
179	1-014097	012457	CHAIR,SIDE			UNK	B68 146	50.00	NAS1-20048	G	
180	1-014098	012166	CHAIR,SIDE			UNK	B68 118	50.00	NAS1-20048	G	
181	1-014100	012474	CHAIR,SIDE			UNK	B68 118	50.00	NAS1-20048	G	
182	1-014101	012482	CHAIR,SIDE			UNK	B68 118	50.00	NAS1-20048	G	
183	1-014102	012165	CHAIR,SIDE			UNK	B68 118	50.00	NAS1-20048	G	
184	1-014103	012478	CHAIR,SIDE			UNK	B68 106	50.00	NAS1-20048	G	
185	1-014104	012495	CHAIR,SIDE			UNK	B68 106	50.00	NAS1-20048	G	
186	1-014112	012493	CHAIR,SIDE			UNK	B68 106	50.00	NAS1-20048	G	
187	1-014113	012476	CHAIR,SIDE			UNK	B68 118	50.00	NAS1-20048	G	
188	1-014464	011931	CHAIR,SIDE			UNK	B68 137BB	50.00	NAS1-20048	G	
189	1-014468	012343	CHAIR,SIDE			UNK	B68 153	50.00	NAS1-20048	G	
190	1-014470	011918	CHAIR,SIDE			UNK	B68 139	50.00	NAS1-20048	G	
191	1-014475	012311	CHAIR,SIDE			UNK	B68 155	50.00	NAS1-20048	G	
192	1-014477	012415	CHAIR,SIDE			UNK	B68 153	50.00	NAS1-20048	G	
193	1-014479	012274	CHAIR,SIDE			UNK	B68 137BB	50.00	NAS1-20048	G	
194	1-014480	012445	CHAIR,SIDE			UNK	B68 134	50.00	NAS1-20048	G	
195	1-014481	012297	CHAIR,SIDE			UNK	B68 134	50.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
196	1-014482	012275	CHAIR,SIDE			UNK	B68 137BB	50.00	NAS1-20048	G	
197	1-014485	012320	CHAIR,SIDE			UNK	B68 155	50.00	NAS1-20048	G	
198	1-014676	011980	CHAIR,SIDE			UNK	B68 149I	50.00	NAS1-20048	G	
199	1-014684	011982	CHAIR,SIDE			UNK	B68 150	50.00	NAS1-20048	G	
200	1-014946	013096	CHAIR,SIDE			UNK	B68 150A	50.00	NAS1-20048	G	
201	1-013422	013051	CHAIR,DESK			UNK	B68 146	50.00	NAS1-20048	G	
202	1-013427	012101	CHAIR,DESK			UNK	B68 149O	50.00	NAS1-20048	G	
203	1-013743	013023	CHAIR,DESK			UNK	B68 139	50.00	NAS1-20048	G	
204	1-013751	012951	CHAIR,DESK			UNK	B68 137H	50.00	NAS1-20048	G	
205	1-014056	011922	CHAIR,DESK			UNK	B68 139	50.00	NAS1-20048	G	
206	1-014294	012153	CHAIR,DESK			UNK	B68 120G	50.00	NAS1-20048	G	
207	1-014306	012441	CHAIR,DESK			UNK	B68 154	50.00	NAS1-20048	G	
208	1-014442	012094	CHAIR,DESK			UNK	B68 149H	50.00	NAS1-20048	G	
209	1-014521	013005	CHAIR,DESK			UNK	B68 149M	50.00	NAS1-20048	G	
210	1-014564	012989	CHAIR,DESK			UNK	B68 149D	50.00	NAS1-20048	G	
211	1-014697	012986	CHAIR,DESK			UNK	B68 149H	50.00	NAS1-20048	G	
212	1-014713	012326	CHAIR,DESK			UNK	B68 155	50.00	NAS1-20048	G	
213	1-014874	012992	CHAIR,DESK			UNK	B68 130	50.00	NAS1-20048	G	
214	1-014888	012998	CHAIR,DESK			UNK	B68 137X	50.00	NAS1-20048	G	
215	1-014950	012103	CHAIR,DESK			UNK	B68 137L	50.00	NAS1-20048	G	
216	1-014994	013019	CHAIR,DESK			UNK	B68 146	50.00	NAS1-20048	G	
217	1-015047	010987	CHAIR,DESK			UNK	B68 137K	50.00	NAS1-20048	G	
218	1-015062	012961	CHAIR,DESK			UNK	B68 137K	50.00	NAS1-20048	G	
219	1-015120	010964	CHAIR,DESK			UNK	B68 149Q	50.00	NAS1-20048	G	
220	1-015121	012950	CHAIR,DESK			UNK	B68 120E	50.00	NAS1-20048	G	
221	1-015176	013002	CHAIR,DESK			UNK	B68 139	50.00	NAS1-20048	G	
222	1-015453	010962	CHAIR,DESK			UNK	B68 145	50.00	NAS1-20048	G	
223	1-015487	010970	CHAIR,DESK			UNK	B68 139	50.00	NAS1-20048	G	
224	1-015611	010972	CHAIR,DESK			UNK	B68 139	50.00	NAS1-20048	G	
225	1-015628	012953	CHAIR,DESK			UNK	B68 137M	50.00	NAS1-20048	G	
226	1-015709	010982	CHAIR,DESK			UNK	B68 139	50.00	NAS1-20048	G	
227	1-016807	011971	CHAIR,DESK			UNK	B68 107	50.00	NAS1-20048	G	
228	1-016802	013025	CHAIR			UNK	B68 108	50.00	NAS1-20048	G	
229	1-016803	013046	CHAIR			UNK	B68 107	50.00	NAS1-20048	G	
230	1-016806	013042	CHAIR			UNK	B68 107	50.00	NAS1-20048	G	
231	1-016810	012988	CHAIR			UNK	B68 104	50.00	NAS1-20048	G	
232	1-015523	003865	TABLE			UNK	B68 139	34.50	NAS1-20048	G	
233	1-015587	001240	TABLE			UNK	B68 139	33.75	NAS1-20048	G	
234	1-015497	003362	TABLE			UNK	B68 148	30.50	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
235	1-015588	005077	TABLE			UNK	B68 139	30.50	NAS1-20048	G	
236	1-015517	001245	TABLE			UNK	B68 146	29.10	NAS1-20048	G	
237	1-015632	010735	TABLE			UNK	B68 139	29.00	NAS1-20048	G	
238	1-015504	003423	CHAIR,DESK			UNK	B68 139	28.40	NAS1-20048	G	
239	1-013742	005976	TABLE			UNK	B68 144	28.00	NAS1-20048	G	
240	1-015049	006026	TABLE			UNK	B68 139	28.00	NAS1-20048	G	
241	1-015583	006179	TABLE			UNK	B68 144	28.00	NAS1-20048	G	
242	1-013750	005189	TABLE			UNK	B68 139	25.70	NAS1-20048	G	
243	1-015584	003290	TABLE			UNK	B68 139	25.70	NAS1-20048	G	
244	1-013706	001599	CHAIR,DESK			UNK	B68 144	24.90	NAS1-20048	G	
245	1-014674	006125	CHAIR,DESK			UNK	B68 150A	23.70	NAS1-20048	G	
246	1-013737	005492	TABLE			UNK	B68 125	23.00	NAS1-20048	G	
247	1-013705	000971	CHAIR,DESK			UNK	B68 144	22.25	NAS1-20048	G	
248	1-014953	006384	TABLE			UNK	B68 137L	20.50	NAS1-20048	G	
249	1-014478	012456	CHAIR,SIDE			UNK	B68 144	20.00	NAS1-20048	G	
250	1-014611	003049	CHAIR,SIDE			UNK	B68 140	18.00	NAS1-20048	G	
251	1-014382	006358	CHAIR,SIDE			UNK	B68 149J	17.10	NAS1-20048	G	
252	1-015155	005778	CHAIR,SIDE			UNK	B68 154	17.10	NAS1-20048	G	
253	1-014566	001219	CHAIR,SIDE			UNK	B68 149C	15.60	NAS1-20048	G	
254	1-014643	002991	CHAIR,SIDE			UNK	B68 149L	15.10	NAS1-20048	G	
255	1-015157	002983	CHAIR,SIDE			UNK	B68 149B	15.10	NAS1-20048	G	
256	1-013739	013874	STOOL			UNK	B68 144	14.45	NAS1-20048	G	
257	1-014614	004514	CHAIR,SIDE			UNK	B68 140	14.00	NAS1-20048	G	
258	1-014385	005402	LAMP			UNK	B68 149J	13.60	NAS1-20048	G	
259	1-014612	004443	CHAIR,SIDE			UNK	B68 140	12.40	NAS1-20048	G	
260	1-014907	005855	CHAIR,SIDE			UNK	B68 149G	12.40	NAS1-20048	G	
261	1-013735	001147	CHAIR,SIDE			UNK	B68 137S	11.55	NAS1-20048	G	
262	1-017096	001145	CHAIR			UNK	B68 148	11.55	NAS1-20048	G	
263	1-014598	001501	CHAIR,SIDE			UNK	B68 149	10.20	NAS1-20048	G	
264	1-015451	003415	CHAIR,SIDE			UNK	B68 120I	10.20	NAS1-20048	G	
265	1-015576	000007	CHAIR,SIDE			UNK	B68 139	2.10	NAS1-20048	G	$ 44,988.81
266											
267											
268	**TAG NO**	**NASA**	**DESCRIPTION**	**MODEL**	**SERIAL NO**	**MFR**	**LOC**	**PRICE**	**CNUM**	**GFE**	
269	1-019124	006748	TABLE			UNK	B68 120	1425.00	NAS1-96010	G	
270	1-019514	014349	PARTITION			UNK	B68 120F	1100.00	NAS1-96010	G	
271	1-019516	014350	PARTITION			UNK	B68 120J	1100.00	NAS1-96010	G	
272	1-019665	014351	PARTITION			UNK	B68 126	1100.00	NAS1-96010	G	
273	1-019666	014355	PARTITION			UNK	B68 116C	1100.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
274	1-019689	014354	PARTITION			UNK	B68 146	1100.00	NAS1-96010	G	
275	1-019715	014357	PARTITION			UNK	B68 120A	1100.00	NAS1-96010	G	
276	1-019725	014363	PARTITION			UNK	B68 120E	1100.00	NAS1-96010	G	
277	1-019737	014364	PARTITION			UNK	B68 120C	1100.00	NAS1-96010	G	
278	1-019740	014365	PARTITION			UNK	B68 120B	1100.00	NAS1-96010	G	
279	1-019754	014366	PARTITION			UNK	B68 126	1100.00	NAS1-96010	G	
280	1-019948	014362	PARTITION			UNK	B68 146	1100.00	NAS1-96010	G	
281	1-019992	014374	PARTITION			UNK	B68 116C	1100.00	NAS1-96010	G	
282	1-020011	014373	PARTITION			UNK	B68 116D	1100.00	NAS1-96010	G	
283	1-020018	014375	PARTITION			UNK	B68 101	1100.00	NAS1-96010	G	
284	1-020094	014360	PARTITION			UNK	B68 120C	1100.00	NAS1-96010	G	
285	1-020096	014359	PARTITION			UNK	B68 116B	1100.00	NAS1-96010	G	
286	1-020494	014348	PARTITION			UNK	B68 146	1100.00	NAS1-96010	G	
287	1-020563	014347	PARTITION			UNK	B68 146	1100.00	NAS1-96010	G	
288	1-020643	014352	PARTITION			UNK	B68 126	1100.00	NAS1-96010	G	
289	1-020668	014353	PARTITION			UNK	B68 146	1100.00	NAS1-96010	G	
290	1-020704	014356	PARTITION			UNK	B68 120D	1100.00	NAS1-96010	G	
291	1-020934	014370	PARTITION			UNK	B68 146	1100.00	NAS1-96010	G	
292	1-020953	014368	PARTITION			UNK	B68 146	1100.00	NAS1-96010	G	
293	1-020968	014367	PARTITION			UNK	B68 146	1100.00	NAS1-96010	G	
294	1-020981	014361	PARTITION			UNK	B68 116B	1100.00	NAS1-96010	G	
295	1-021075	014376	PARTITION			UNK	B68 116D	1100.00	NAS1-96010	G	
296	1-021106	014358	PARTITION			UNK	B68 120G	1100.00	NAS1-96010	G	
297	1-021169	014372	PARTITION			UNK	B68 120I	1100.00	NAS1-96010	G	
298	1-021171	014371	PARTITION			UNK	B68 119A	1100.00	NAS1-96010	G	
299	1-021161	006739	CHAIR			UNK	B68 141	560.00	NAS1-96010	G	
300	1-020333	006630	DESK			UNK	B68 109	402.00	NAS1-96010	G	
301	1-019220	012583	DESK			UNK	B68 105	300.00	NAS1-96010	G	
302	1-019829	012606	DESK			UNK	B68 122	300.00	NAS1-96010	G	
303	1-019855	012620	DESK			UNK	B68 121	300.00	NAS1-96010	G	
304	1-020148	012609	DESK			UNK	B68 104	300.00	NAS1-96010	G	
305	1-020191	012627	DESK			UNK	B68 103	300.00	NAS1-96010	G	
306	1-020470	012631	DESK			UNK	B68 147	300.00	NAS1-96010	G	
307	1-020764	011938	DESK			UNK	B68 110	300.00	NAS1-96010	G	
308	1-020314	006639	DESK			UNK	B68 111	239.00	NAS1-96010	G	
309	1-019445	013932	CHAIR,DESK			UNK	B68 146	172.88	NAS1-96010	G	
310	1-020315	006724	DESK			UNK	B68 146	161.00	NAS1-96010	G	
311	1-019513	014373-03	DESK,MODULAR			UNK	B68 146	150.00	NAS1-96010	G	
312	1-019515	014350-02	DESK,MODULAR			UNK	B68 120F	150.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
313	1-019597	014350-04	DESK,MODULAR			UNK	B68 120J	150.00	NAS1-96010	G	
314	1-019626	014349-02	DESK,MODULAR			UNK	B68 120D	150.00	NAS1-96010	G	
315	1-019646	014355-02	DESK,MODULAR			UNK	B68 120H	150.00	NAS1-96010	G	
316	1-019657	014361-02	DESK,MODULAR			UNK	B68 137P	150.00	NAS1-96010	G	
317	1-019662	014351-03	DESK,MODULAR			UNK	B68 126	150.00	NAS1-96010	G	
318	1-019663	014351-02	DESK,MODULAR			UNK	B68 120C	150.00	NAS1-96010	G	
319	1-019674	014354-02	DESK,MODULAR			UNK	B68 120A	150.00	NAS1-96010	G	
320	1-019708	014357-06	DESK,MODULAR			UNK	B68 116B	150.00	NAS1-96010	G	
321	1-019726	014363-05	DESK,MODULAR			UNK	B68 120G	150.00	NAS1-96010	G	
322	1-019729	014363-04	DESK,MODULAR			UNK	B68 120I	150.00	NAS1-96010	G	
323	1-019730	014363-03	DESK,MODULAR			UNK	B68 120I	150.00	NAS1-96010	G	
324	1-019738	014364-02	DESK,MODULAR			UNK	B68 119B	150.00	NAS1-96010	G	
325	1-019739	014364-03	DESK,MODULAR			UNK	B68 119A	150.00	NAS1-96010	G	
326	1-019747	014365-03	DESK,MODULAR			UNK	B68 120F	150.00	NAS1-96010	G	
327	1-019756	014366-02	DESK,MODULAR			UNK	B68 146	150.00	NAS1-96010	G	
328	1-019758	014366-03	DESK,MODULAR			UNK	B68 120F	150.00	NAS1-96010	G	
329	1-019759	014366-04	DESK,MODULAR			UNK	B68 116D	150.00	NAS1-96010	G	
330	1-019939	014360-02	DESK,MODULAR			UNK	B68 120E	150.00	NAS1-96010	G	
331	1-019942	014360-03	DESK,MODULAR			UNK	B68 120J	150.00	NAS1-96010	G	
332	1-019949	014362-04	DESK,MODULAR			UNK	B68 120F	150.00	NAS1-96010	G	
333	1-019953	014362-03	DESK,MODULAR			UNK	B68 120D	150.00	NAS1-96010	G	
334	1-019954	014362-02	DESK,MODULAR			UNK	B68 120I	150.00	NAS1-96010	G	
335	1-019985	014374-04	DESK,MODULAR			UNK	B68 139	150.00	NAS1-96010	G	
336	1-019987	014374-03	DESK,MODULAR			UNK	B68 120A	150.00	NAS1-96010	G	
337	1-019999	014370-05	DESK,MODULAR			UNK	B68 116C	150.00	NAS1-96010	G	
338	1-020495	014348-02	DESK			UNK	B68 146	150.00	NAS1-96010	G	
339	1-020496	014349-03	DESK			UNK	B68 120D	150.00	NAS1-96010	G	
340	1-020607	014348-03	DESK			UNK	B68 126	150.00	NAS1-96010	G	
341	1-020608	014348-04	DESK			UNK	B68 101	150.00	NAS1-96010	G	
342	1-020645	014352-02	DESK			UNK	B68 120B	150.00	NAS1-96010	G	
343	1-020646	014352-03	DESK			UNK	B68 101	150.00	NAS1-96010	G	
344	1-020675	014353-04	DESK			UNK	B68 120H	150.00	NAS1-96010	G	
345	1-020677	014353-05	DESK			UNK	B68 120E	150.00	NAS1-96010	G	
346	1-020706	014356-02	DESK			UNK	B68 116	150.00	NAS1-96010	G	
347	1-020707	014356-03	DESK			UNK	B68 120G	150.00	NAS1-96010	G	
348	1-020710	014356-04	DESK			UNK	B68 146	150.00	NAS1-96010	G	
349	1-020935	014370-04	DESK			UNK	B68 116	150.00	NAS1-96010	G	
350	1-020964	014368-02	DESK			UNK	B68 126	150.00	NAS1-96010	G	
351	1-021041	014372-03	DESK			UNK	B68 120B	150.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
352	1-021043	014372-04	DESK			UNK	B68 146	150.00	NAS1-96010	G	
353	1-021046	014372-06	DESK			UNK	B68 137Q	150.00	NAS1-96010	G	
354	1-021048	014372-05	DESK			UNK	B68 116A	150.00	NAS1-96010	G	
355	1-021064	014371-04	DESK			UNK	B68 116B	150.00	NAS1-96010	G	
356	1-021066	014371-03	DESK			UNK	B68 119D	150.00	NAS1-96010	G	
357	1-021076	014376-01	DESK			UNK	B68 120J	150.00	NAS1-96010	G	
358	1-021081	014376-04	DESK			UNK	B68 146	150.00	NAS1-96010	G	
359	1-021082	014376-03	DESK			UNK	B68 146	150.00	NAS1-96010	G	
360	1-021122	014347-04	DESK			UNK	B68 126	150.00	NAS1-96010	G	
361	1-022109	014367-03	DESK			UNK	B68 126	150.00	NAS1-96010	G	
362	1-020486	010204	CHAIR			UNK	B68 147	119.70	NAS1-96010	G	
363	1-020487	010203	CHAIR			UNK	B68 147	119.70	NAS1-96010	G	
364	1-019137	011077	CHAIR,SIDE			UNK	B68 120I	100.00	NAS1-96010	G	
365	1-019225	011081	CHAIR,DESK			UNK	B68 140	100.00	NAS1-96010	G	
366	1-019262	011024	CHAIR,DESK			UNK	B68 149K	100.00	NAS1-96010	G	
367	1-019269	011036	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
368	1-019270	011009	CHAIR,DESK			UNK	B68 135	100.00	NAS1-96010	G	
369	1-019271	011014	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
370	1-019272	011021	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
371	1-019273	011018	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
372	1-019275	011046	CHAIR,DESK			UNK	B68 149N	100.00	NAS1-96010	G	
373	1-019276	011012	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
374	1-019277	011051	CHAIR,DESK			UNK	B68 137N	100.00	NAS1-96010	G	
375	1-019278	011045	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
376	1-019279	011049	CHAIR,DESK			UNK	B68 155	100.00	NAS1-96010	G	
377	1-019280	011040	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
378	1-019281	011037	CHAIR,DESK			UNK	B68 155	100.00	NAS1-96010	G	
379	1-019282	011031	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
380	1-019284	011043	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
381	1-019285	011025	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
382	1-019286	011044	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
383	1-019287	011047	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
384	1-019288	011127	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
385	1-019289	011125	CHAIR,DESK			UNK	B68 155	100.00	NAS1-96010	G	
386	1-019290	011028	CHAIR,DESK			UNK	B68 137J	100.00	NAS1-96010	G	
387	1-019291	011052	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
388	1-019292	011022	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
389	1-019293	011038	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
390	1-019294	011165	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
391	1-019295	011124	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
392	1-019296	011035	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
393	1-019297	011039	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
394	1-019298	011015	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
395	1-019299	011026	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
396	1-019300	011017	CHAIR,DESK			UNK	B68 155	100.00	NAS1-96010	G	
397	1-019301	011011	CHAIR,DESK			UNK	B68 138	100.00	NAS1-96010	G	
398	1-019433	011093	CHAIR,DESK			UNK	B68 149Q	100.00	NAS1-96010	G	
399	1-019587	011070	CHAIR,DESK			UNK	B68 137Y	100.00	NAS1-96010	G	
400	1-019660	011139	CHAIR,DESK			UNK	B68 137Q	100.00	NAS1-96010	G	
401	1-019664	011152	CHAIR,DESK			UNK	B68 120B	100.00	NAS1-96010	G	
402	1-019673	011190	CHAIR,DESK			UNK	B68 149C	100.00	NAS1-96010	G	
403	1-019744	011078	CHAIR,DESK			UNK	B68 137V	100.00	NAS1-96010	G	
404	1-019832	011138	CHAIR,DESK			UNK	B68 116A	100.00	NAS1-96010	G	
405	1-019836	011136	CHAIR,DESK			UNK	B68 122	100.00	NAS1-96010	G	
406	1-019944	011163	CHAIR,DESK			UNK	B68 137X	100.00	NAS1-96010	G	
407	1-019964	011156	CHAIR,DESK			UNK	B68 146	100.00	NAS1-96010	G	
408	1-020010	011205	CHAIR,DESK			UNK	B68 146	100.00	NAS1-96010	G	
409	1-020025	011095	CHAIR,DESK			UNK	B68 120C	100.00	NAS1-96010	G	
410	1-020049	011091	CHAIR,DESK			UNK	B68 119	100.00	NAS1-96010	G	
411	1-020055	011170	CHAIR,DESK			UNK	B68 120J	100.00	NAS1-96010	G	
412	1-022112	011016	CHAIR,DESK			UNK	B68 149K	100.00	NAS1-96010	G	
413	1-022113	011010	CHAIR,DESK			UNK	B68 155	100.00	NAS1-96010	G	
414	1-019234	011069	CHAIR			UNK	B68 111	100.00	NAS1-96010	G	
415	1-019879	011188	CHAIR			UNK	B68 120F	100.00	NAS1-96010	G	
416	1-020113	011105	CHAIR			UNK	B68 149D	100.00	NAS1-96010	G	
417	1-020167	011075	CHAIR			UNK	B68 144	100.00	NAS1-96010	G	
418	1-020313	011214	CHAIR			UNK	B68 105	100.00	NAS1-96010	G	
419	1-020335	011061	CHAIR			UNK	B68 108	100.00	NAS1-96010	G	
420	1-020336	011058	CHAIR			UNK	B68 108	100.00	NAS1-96010	G	
421	1-020338	011060	CHAIR			UNK	B68 108	100.00	NAS1-96010	G	
422	1-020341	011057	CHAIR			UNK	B68 108	100.00	NAS1-96010	G	
423	1-020385	011201	CHAIR			UNK	B68 126	100.00	NAS1-96010	G	
424	1-020475	011084	CHAIR			UNK	B68 109	100.00	NAS1-96010	G	
425	1-020585	011191	CHAIR			UNK	B68 137Y	100.00	NAS1-96010	G	
426	1-020609	011140	CHAIR			UNK	B68 137U	100.00	NAS1-96010	G	
427	1-020610	011159	CHAIR			UNK	B68 137U	100.00	NAS1-96010	G	
428	1-020629	011144	CHAIR			UNK	B68 137P	100.00	NAS1-96010	G	
429	1-020631	011146	CHAIR			UNK	B68 137E	100.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
430	1-020661	011172	CHAIR			UNK	B68 137P	100.00	NAS1-96010	G	
431	1-020694	011055	CHAIR			UNK	B68 146	100.00	NAS1-96010	G	
432	1-020705	011097	CHAIR			UNK	B68 116C	100.00	NAS1-96010	G	
433	1-020797	011154	CHAIR			UNK	B68 137F	100.00	NAS1-96010	G	
434	1-020864	011141	CHAIR			UNK	B68 119A	100.00	NAS1-96010	G	
435	1-020986	011107	CHAIR			UNK	B68 146	100.00	NAS1-96010	G	
436	1-020989	011147	CHAIR			UNK	B68 146	100.00	NAS1-96010	G	
437	1-021011	011100	CHAIR			UNK	B68 120A	100.00	NAS1-96010	G	
438	1-021065	011099	CHAIR			UNK	B68 157	100.00	NAS1-96010	G	
439	1-021073	011096	CHAIR			UNK	B68 120J	100.00	NAS1-96010	G	
440	1-021079	011182	CHAIR			UNK	B68 157	100.00	NAS1-96010	G	
441	1-021113	011063	CHAIR			UNK	B68 130	100.00	NAS1-96010	G	
442	1-021117	011142	CHAIR			UNK	B68 137Z	100.00	NAS1-96010	G	
443	1-022111	011162	CHAIR			UNK	B68 137N	100.00	NAS1-96010	G	
444	1-020469	005800	DESK KEY PUNCH			UNK	B68 147	94.35	NAS1-96010	G	
445	1-019209	006172	CHAIR,SIDE			UNK	B68 105	52.24	NAS1-96010	G	
446	1-019218	006171	CHAIR,SIDE			UNK	B68 105	52.24	NAS1-96010	G	
447	1-020332	013924	CHAIR			UNK	B68 109	52.00	NAS1-96010	G	
448	1-019143	012164	CHAIR,SIDE			UNK	B68 102	50.00	NAS1-96010	G	
449	1-019144	012492	CHAIR,SIDE			UNK	B68 104	50.00	NAS1-96010	G	
450	1-019175	013069	CHAIR,SIDE			UNK	B68 131	50.00	NAS1-96010	G	
451	1-019176	013087	CHAIR,SIDE			UNK	B68 101	50.00	NAS1-96010	G	
452	1-019177	013068	CHAIR,SIDE			UNK	B68 131	50.00	NAS1-96010	G	
453	1-019242	011957	CHAIR,SIDE			UNK	B68 101	50.00	NAS1-96010	G	
454	1-019732	013086	CHAIR,SIDE			UNK	B68 137DD	50.00	NAS1-96010	G	
455	1-019750	012253	CHAIR,SIDE			UNK	B68 137O	50.00	NAS1-96010	G	
456	1-019845	012993	CHAIR,SIDE			UNK	B68 121	50.00	NAS1-96010	G	
457	1-019846	012995	CHAIR,SIDE			UNK	B68 121	50.00	NAS1-96010	G	
458	1-019963	012130	CHAIR,SIDE			UNK	B68 120F	50.00	NAS1-96010	G	
459	1-019968	012135	CHAIR,SIDE			UNK	B68 120A	50.00	NAS1-96010	G	
460	1-020076	011948	CHAIR,SIDE			UNK	B68 101	50.00	NAS1-96010	G	
461	1-020298	013001	CHAIR,SIDE			UNK	B68 109	50.00	NAS1-96010	G	
462	1-020299	013010	CHAIR,SIDE			UNK	B68 109	50.00	NAS1-96010	G	
463	1-020718	011981	CHAIR,SIDE			UNK	B68 137D	50.00	NAS1-96010	G	
464	1-020729	012076	CHAIR,SIDE			UNK	B68 110	50.00	NAS1-96010	G	
465	1-020731	012206	CHAIR,SIDE			UNK	B68 110	50.00	NAS1-96010	G	
466	1-020752	011963	CHAIR,SIDE			UNK	B68 137A	50.00	NAS1-96010	G	
467	1-020754	011960	CHAIR,SIDE			UNK	B68 137A	50.00	NAS1-96010	G	
468	1-020799	011907	CHAIR,SIDE			UNK	B68 137E	50.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
469	1-020825	011923	CHAIR,SIDE			UNK	B68 116	50.00	NAS1-96010	G	
470	1-020838	011924	CHAIR,SIDE			UNK	B68 116	50.00	NAS1-96010	G	
471	1-020954	008302	CHAIR,SIDE			UNK	B68 137CC	50.00	NAS1-96010	G	
472	1-021024	012129	CHAIR,SIDE			UNK	B68 116B	50.00	NAS1-96010	G	
473	1-019264	013033	CHAIR,DESK			UNK	B68 156	50.00	NAS1-96010	G	
474	1-019265	013048	CHAIR,DESK			UNK	B68 156	50.00	NAS1-96010	G	
475	1-019266	013035	CHAIR,DESK			UNK	B68 108	50.00	NAS1-96010	G	
476	1-019267	013044	CHAIR,DESK			UNK	B68 108	50.00	NAS1-96010	G	
477	1-019274	013137	CHAIR,DESK			UNK	B68 155	50.00	NAS1-96010	G	
478	1-019302	012962	CHAIR,DESK			UNK	B68 139	50.00	NAS1-96010	G	
479	1-019639	013007	CHAIR,DESK			UNK	B68 137R	50.00	NAS1-96010	G	
480	1-019681	013041	CHAIR,DESK			UNK	B68 149N	50.00	NAS1-96010	G	
481	1-019703	013090	CHAIR,DESK			UNK	B68 119	50.00	NAS1-96010	G	
482	1-019704	013026	CHAIR,DESK			UNK	B68 137Q	50.00	NAS1-96010	G	
483	1-019705	013089	CHAIR,DESK			UNK	B68 119	50.00	NAS1-96010	G	
484	1-019706	013093	CHAIR,DESK			UNK	B68 119	50.00	NAS1-96010	G	
485	1-019733	012974	CHAIR,DESK			UNK	B68 146	50.00	NAS1-96010	G	
486	1-019760	013123	CHAIR,DESK			UNK	B68 116A	50.00	NAS1-96010	G	
487	1-019799	013047	CHAIR,DESK			UNK	B68 108	50.00	NAS1-96010	G	
488	1-019800	013037	CHAIR,DESK			UNK	B68 108	50.00	NAS1-96010	G	
489	1-019801	013052	CHAIR,DESK			UNK	B68 108	50.00	NAS1-96010	G	
490	1-019803	013036	CHAIR,DESK			UNK	B68 108	50.00	NAS1-96010	G	
491	1-019804	013049	CHAIR,DESK			UNK	B68 108	50.00	NAS1-96010	G	
492	1-019821	011944	CHAIR,DESK			UNK	B68 122	50.00	NAS1-96010	G	
493	1-019822	011989	CHAIR,DESK			UNK	B68 122	50.00	NAS1-96010	G	
494	1-019824	011958	CHAIR,DESK			UNK	B68 122	50.00	NAS1-96010	G	
495	1-019856	012957	CHAIR,DESK			UNK	B68 146	50.00	NAS1-96010	G	
496	1-019918	010980	CHAIR,DESK			UNK	B68 137C	50.00	NAS1-96010	G	
497	1-019921	012977	CHAIR,DESK			UNK	B68 137C	50.00	NAS1-96010	G	
498	1-019929	013065	CHAIR,DESK			UNK	B68 137EE	50.00	NAS1-96010	G	
499	1-019971	013133	CHAIR,DESK			UNK	B68 139	50.00	NAS1-96010	G	
500	1-020000	010986	CHAIR,DESK			UNK	B68 146	50.00	NAS1-96010	G	
501	1-019647	010975	CHAIR			UNK	B68 137R	50.00	NAS1-96010	G	
502	1-019699	013091	CHAIR			UNK	B68 119	50.00	NAS1-96010	G	
503	1-019791	011929	CHAIR			UNK	B68 116D	50.00	NAS1-96010	G	
504	1-020109	013039	CHAIR			UNK	B68 146	50.00	NAS1-96010	G	
505	1-020149	012996	CHAIR			UNK	B68 149P	50.00	NAS1-96010	G	
506	1-020181	013011	CHAIR			UNK	B68 118	50.00	NAS1-96010	G	
507	1-020193	011080	CHAIR			UNK	B68 103	50.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
508	1-020306	013009	CHAIR			UNK	B68 101	50.00	NAS1-96010	G	
509	1-020324	012423	CHAIR			UNK	B68 146	50.00	NAS1-96010	G	
510	1-020337	013040	CHAIR			UNK	B68 108	50.00	NAS1-96010	G	
511	1-020339	013053	CHAIR			UNK	B68 108	50.00	NAS1-96010	G	
512	1-020362	012960	CHAIR			UNK	B68 119D	50.00	NAS1-96010	G	
513	1-020366	011945	CHAIR			UNK	B68 126	50.00	NAS1-96010	G	
514	1-020584	012334	CHAIR			UNK	B68 137T	50.00	NAS1-96010	G	
515	1-020637	013014	CHAIR			UNK	B68 137W	50.00	NAS1-96010	G	
516	1-020673	010957	CHAIR			UNK	B68 137BB	50.00	NAS1-96010	G	
517	1-020700	013034	CHAIR			UNK	B68 137AA	50.00	NAS1-96010	G	
518	1-020744	012994	CHAIR			UNK	B68 137P	50.00	NAS1-96010	G	
519	1-020763	013083	CHAIR			UNK	B68 137A	50.00	NAS1-96010	G	
520	1-020779	012070	CHAIR			UNK	B68 137X	50.00	NAS1-96010	G	
521	1-020831	012952	CHAIR			UNK	B68 116C	50.00	NAS1-96010	G	
522	1-020845	013000	CHAIR			UNK	B68 119	50.00	NAS1-96010	G	
523	1-020848	012981	CHAIR			UNK	B68 116D	50.00	NAS1-96010	G	
524	1-020905	012967	CHAIR			UNK	B68 119B	50.00	NAS1-96010	G	
525	1-020942	013124	CHAIR			UNK	B68 137EE	50.00	NAS1-96010	G	
526	1-020958	010974	CHAIR			UNK	B68 149E	50.00	NAS1-96010	G	
527	1-020970	012042	CHAIR			UNK	B68 137Y	50.00	NAS1-96010	G	
528	1-020978	012968	CHAIR			UNK	B68 146	50.00	NAS1-96010	G	
529	1-021053	010963	CHAIR			UNK	B68 120H	50.00	NAS1-96010	G	
530	1-020719	001215	CHAIR			UNK	B68 146	27.50	NAS1-96010	G	
531	1-019941	013903	CHAIR,DESK			UNK	B68 146	26.00	NAS1-96010	G	
532	1-019983	000025	CHAIR,SIDE			UNK	B68 127	15.95	NAS1-96010	G	
533	1-020153	A02997	CHAIR,SIDE			UNK	B68 103	15.10	NAS1-96010	G	
534	1-020171	000017	CHAIR,SIDE			UNK	B68 103	12.10	NAS1-96010	G	
535	1-020847	000015	CHAIR,SIDE			UNK	B68 116D	12.10	NAS1-96010	G	
536	1-020867	001624	CHAIR,SIDE			UNK	B68 119B	11.00	NAS1-96010	G	
537	1-020896	003413	CHAIR,SIDE			UNK	B68 120A	10.20	NAS1-96010	G	
538											$ 57,330.06

	A	B	C	D	E	F	G	H	I	J	K
1	TAG NO	NASA	DESCRIPTION	MODEL	SERIAL NO	MFR	LOC	PRICE	CNUM	GFE	
2	1-015710	014151	SERVER,IBM	990	MS70152604668	IBM	B68 139	176165.50	NAS1-20048	G	
3	1-015711	014152	SERVER,IBM	990	MS70152604669	IBM	B68 139	176165.50	NAS1-20048	G	
4	1-017268		POWER SUPPLY	EPS 3080		UNK	B68 139	79800.00	NAS1-20048	G	
5	1-013740	010521	PRINTER,MICROFICHE	1970	8710237	UNK	B68 146	78400.00	NAS1-20048	G	
6	1-013741	011296	PRINTER,MICROFICHE	1970	9701594	UNK	B68 139	59050.00	NAS1-20048	G	
7	1-015895	014629	STORAGE SYSTEM,IBM	MAXLYB18	ML33101	IBM	B68 139	43369.00	NAS1-20048	G	
8	1-015725	011753	SYSTEM UNIT,SUN	1247	11680038	SUN	B68 154	41930.00	NAS1-20048	G	
9	1-015758	014186	SYSTEM UNIT,COMPAQ	3110		COMPQ	B68 139	39887.00	NAS1-20048	G	
10	1-015894	014626	SERVER,SUN	1000E	535F03B4	SUN	B68 139	39840.00	NAS1-20048	G	
11	1-017116		SERVER,IBM	7013-J50	1063713	IBM	B68 139	39357.20	NAS1-20048	G	
12	1-017348		SMARTSWITCH,CABLET	6000	98060192070C	CABLE	B68 139	30598.00	NAS1-20048	G	
13	1-017380		DRIVE,HARD,SUN	100	802F00C5	SUN	B68 139	25800.00	NAS1-20048	G	
14	1-017347		ROUTER,SMARTSWITCH	SSR-8	201019823012918	CABLE	B68 139	25422.88	NAS1-20048	G	
15	1-015727	013521	SYSTEM UNIT,SUN			SUN	B68 139	25229.00	NAS1-20048	G	
16	1-015481	014185	DRIVE,MULTIPLEXED,CUBIX			CUBIX	B68 139	19999.00	NAS1-20048	G	
17	1-017111		SERVER,COMPAQ	PRO 7000	D746BLC20152	COMPQ	B68 139	19613.94	NAS1-20048	G	
18	1-017112		SERVER,COMPAQ	PRO 7000	D746BLC20155	COMPQ	B68 139	19613.94	NAS1-20048	G	
19	1-017559		SCANNER,KODAK	3590C	A817266A	KODAK	B68 150A	19289.00	NAS1-20048	G	
20	1-015899	014631	DRIVE,HARD,SUN	X784A	522EG0161	SUN	B68 139	16656.00	NAS1-20048	G	
21	1-017105		PROCESSOR,ULTRA	128CD	745FC9EE	SUN	B68 139	16278.00	NAS1-20048	G	
22	1-017106		PROCESSOR,ULTRA	128CD	745FC651	SUN	B68 139	16278.00	NAS1-20048	G	
23	1-015735	011662	SYSTEM UNIT,SUN			SUN	B68 139	15884.00	NAS1-20048	G	
24	1-015478	014043	MODEM,US ROBOTICS			USR	B68 139	15462.00	NAS1-20048	G	
25	1-015755	014455	DRIVE,TAPE,TTI	CTS-2219TT	285	TTI	B68 139	15196.00	NAS1-20048	G	
26	1-015898	014630	STORAGE SYSTEM,SUN	861	522K00CP	SUN	B68 139	14814.00	NAS1-20048	G	
27	1-017379		SYSTEM UNIT,SUN	ULTRA 2	732F04E7	SUN	B68 139	13796.00	NAS1-20048	G	
28	1-017113		SCANNER,FUJITSU	M3099G+	84	FUJIT	B68 137V	13500.00	NAS1-20048	G	
29	1-015730	014170	SYSTEM UNIT,FALCON	RS021-3	4100623	FALCO	B68 139	12869.00	NAS1-20048	G	
30	1-015737	014171	SYSTEM UNIT,FALCON	RS021-3		FALCO	B68 139	12869.00	NAS1-20048	G	
31	1-015729	014451	SYSTEM UNIT,FALCON	DAC960S	5110320	FALCO	B68 139	12582.00	NAS1-20048	G	
32	1-015704	014466	DRIVE,TAPE,QUANTUM	TH5FB	CX52600403	QUANT	B68 139	12488.00	NAS1-20048	G	
33	1-017117		SSA,IBM	7133-600	57-55034	IBM	B68 139	12242.70	NAS1-20048	G	
34	1-015685	014543	DRIVE,TAPE,QUANTUM	TH5FB-YM	CX65100141	QUANT	B68 139	11866.00	NAS1-20048	G	
35	1-017114		STORAGE SYSTEM,META	5010	46-32918299	SYMBI	B68 139	11230.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
36	1-017115		STORAGE SYSTEM,META	5010	46-32918300	SYMBI	B68 139	11230.00	NAS1-20048	G	
37	1-017762		TAPE DRIVE DLT	L500	CXA25K0007	QUANTU	B68 139	10094.00	NAS1-20048	G	
38	1-014669	011365	SYSTEM UNIT,APPLE	QUADRA 950	F32397YF6	APPLE	B68 146	9247.00	NAS1-20048	G	
39	1-014513	013549	SYSTEM UNIT,SUN	447		SUN	B68 149Q	8875.00	NAS1-20048	G	
40	1-015144	013548	SYSTEM UNIT,SUN	447		SUN	B68 149O	8875.00	NAS1-20048	G	
41	1-015706	014445	DRIVE,TAPE,OVERLAND	T490S-S	2B54530662	OVERL	B68 139	8369.00	NAS1-20048	G	
42	1-015780	011462	SYSTEM UNIT,AST	SE4/33	500887-001	AST	B68 146	7810.00	NAS1-20048	G	
43	1-017349	014541	SMARTSWITCH,CABLET	7X00	190053010G	CABLE	B68 154	7455.60	NAS1-20048	G	
44	1-016787		SERVER,SUN	3000	731FODOD	SUN	B68 139	7370.00	NAS1-20048	G	
45	1-015479	014346	HUB,XYLOGIC	AX3B-16	02D014BF8	XYLGC	B68 139	7055.00	NAS1-20048	G	
46	1-015789	011459	HUB	4000	0610050C	UNK	B68 146	6848.00	NAS1-20048	G	
47	1-015903	014542	PORT,CABLETRON	7E03-24	0240010CC	CABLE	B68 154	6629.38	NAS1-20048	G	
48	1-014931	014176	SYSTEM UNIT,SUN	SPARC 5	437E01129	SUN	B68 149B	6620.00	NAS1-20048	G	
49	1-015662	013161	SYSTEM UNIT,APPLE	QUADRA 950		APPLE	B68 139	6000.00	NAS1-20048	G	
50	1-015731	011665	DRIVE,TAPE,CMS			CMS	B68 139	5811.00	NAS1-20048	G	
51	1-015002	011770	DRIVE,HARD			UNK	B68 154	5589.00	NAS1-20048	G	
52	1-015053	011775	DRIVE,HARD			UNK	B68 137K	5589.00	NAS1-20048	G	
53	1-014600	011363	PRINTER,HP	LJ 3SI	3211J57652	HP	B68 139	5513.35	NAS1-20048	G	
54	1-015728	011452	DRIVE,HARD,QUINT	TS5-2GDI	16955	QUINT	B68 154	5320.00	NAS1-20048	G	
55	1-015705	014450	DRIVE,TAPE,OVERLAND	OD5622	2B54732195	OVERL	B68 139	5295.00	NAS1-20048	G	
56	1-014667	011465	MONITOR,RASTROPS	GDM-1937	2001683	RASTR	B68 146	5209.00	NAS1-20048	G	
57	1-017381		DRIVE,TAPE,SUN	DLT	801G0360	SUN	B68 139	5175.00	NAS1-20048	G	
58	1-014861	013180	PRINTER,HP	LJ 4SI	USBB147725	HP	B68 150	5138.00	NAS1-20048	G	
59	1-017553	013178	PRINTER,HP	C2011A	USBB144975	HP	B68 137G	5138.00	NAS1-20048	G	
60	1-017555	013179	PRINTER,HP	C2011A	147672	HP	B68 150	5138.00	NAS1-20048	G	
61	1-017385		SERVER,COMPAQ	740	D922CHM10084	COMPQ	B68 139	4958.00	NAS1-20048	G	
62	1-017533		SERVER,COMPAQ	740	D922CHM10095	COMPQ	B68 139	4958.00	NAS1-20048	G	
63	1-017534		SERVER,COMPAQ	740	D922CHM10026	COMPQ	B68 139	4958.00	NAS1-20048	G	
64	1-017766		SYSTEM UNIT,SUN	ULTRA10	FW03970739	SUN	B68 139	4654.15	NAS1-20048	G	
65	1-016789		SCSI DRIVE,SUN	5512A	712G7734	SUN	B68 139	4489.00	NAS1-20048	G	
66	1-017352		PRINTER,HP	C4216A	USBC018425	HP	B68 137	3919.36	NAS1-20048	G	
67	1-013436	010689	PRINTER,HP	LJ 3D	3122J77210	HP	B68 137G	3838.00	NAS1-20048	G	
68	1-015689	014458	UPS,APC	5000	P95117767050	APC	B68 146	3795.00	NAS1-20048	G	
69	1-015712	014459	UPS,APC	5000		APC	B68 146	3795.00	NAS1-20048	G	
70	1-017353		PRINTER,HP	C4216A	USCC025931	HP	B68 102	3523.51	NAS1-20048	G	
71	1-017764		SYSTEM UNIT,COMPAQ	AP550	6039FCM4A074	COMPQ	B68 154	3088.10	NAS1-20048	G	
72	1-015910	014625	HUB,COMPAQ	1224	8BDD10012	COMPQ	B68 139	2967.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
73	1-015911	014624	HUB,COMPAQ	1224	8BDD10011	COMPQ	B68 154	2967.00	NAS1-20048	G	
74	1-015897	014628	DRIVE,TAPE,SUN		539G1051	SUN	B68 139	2506.00	NAS1-20048	G	
75	1-015830	010897	SCANNER,PAIR		PS91K0011	UNK	B68 139	2297.34	NAS1-20048	G	
76	1-015401	013750	SYSTEM UNIT	486	623411348	UNK	B68 146	2288.00	NAS1-20048	G	
77	1-017374		SYSTEM UNIT,SUN	B64C	FW91220173	SUN	B68 154	2189.40	NAS1-20048	G	
78	1-017382		DRIVE,TAPE,SUN	8MM	752G0034	SUN	B68 139	2175.00	NAS1-20048	G	
79	1-016788		MONITOR,SUN	GDM-20E20	9726G11428	SUN	B68 139	2110.00	NAS1-20048	G	
80	1-014805	014198	MONITOR,NEC	MSYNC XE21		NEC	B68 150A	2101.00	NAS1-20048	G	
81	1-015724	011751	MONITOR,SUN	M19P114		SUN	B68 154	2100.00	NAS1-20048	G	
82	1-017373		SYSTEM UNIT,SUN	B64C	FW91220603	SUN	B68 154	2045.90	NAS1-20048	G	
83	1-017535		SYSTEM UNIT,COMPAQ	AP200	6924CCV6A003	COMPQ	B68 139	2009.00	NAS1-20048	G	
84	1-017536		SYSTEM UNIT,COMPAQ	AP200	6923CCV6A479	COMPQ	B68 139	2009.00	NAS1-20048	G	
85	1-014624	011774	MONITOR,SUN	GDM-1662B	3651130-01	SUN	B68 154	2000.00	NAS1-20048	G	
86	1-015054	011769	MONITOR,SUN	IPC	9252DY0386	SUN	B68 137K	2000.00	NAS1-20048	G	
87	1-015783	010760	SYSTEM UNIT	386	362401	UNK	B68 147	1865.00	NAS1-20048	G	
88	1-017383		MONITOR,SUN			SUN	B68 149Q	1800.00	NAS1-20048	G	
89	1-017358		SYSTEM UNIT,COMPAQ	MT 450	6906CD64C649	COMPQ	B68 149B	1718.00	NAS1-20048	G	
90	1-017359		SYSTEM UNIT,COMPAQ	MT 450	6906CD64C830	COMPQ	B68 149Q	1718.00	NAS1-20048	G	
91	1-017360		SYSTEM UNIT,COMPAQ	MT 450	6906CD64C801	COMPQ	B68 145	1718.00	NAS1-20048	G	
92	1-017361		SYSTEM UNIT,COMPAQ	MT 450	6906CD64C622	COMPQ	B68 103	1718.00	NAS1-20048	G	
93	1-017362		SYSTEM UNIT,COMPAQ	MT 450	6906CD64C836	COMPQ	B68 149K	1718.00	NAS1-20048	G	
94	1-017363		SYSTEM UNIT,COMPAQ	MT 450	6906CD64C861	COMPQ	B68 149N	1718.00	NAS1-20048	G	
95	1-017364		SYSTEM UNIT,COMPAQ	MT 450	6906CD64C468	COMPQ	B68 149A	1718.00	NAS1-20048	G	
96	1-016835		SYSTEM UNIT,COMPAQ	DESKPRO400	6736BPL7R297	COMPQ	B68 101	1649.00	NAS1-20048	G	
97	1-016836		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S435	COMPQ	B68 139	1649.00	NAS1-20048	G	
98	1-016837		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S300	COMPQ	B68 139	1649.00	NAS1-20048	G	
99	1-016838		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S350	COMPQ	B68 126	1649.00	NAS1-20048	G	
100	1-016839		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S346	COMPQ	B68 118	1649.00	NAS1-20048	G	
101	1-016840		SYSTEM UNIT,COMPAQ	DESKPRO400	6736BPL7R282	COMPQ	B68 130	1649.00	NAS1-20048	G	
102	1-016841		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S303	COMPQ	B68 120C	1649.00	NAS1-20048	G	
103	1-016842		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S323	COMPQ	B68 154	1649.00	NAS1-20048	G	
104	1-016843		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S233	COMPQ	B68 139	1649.00	NAS1-20048	G	
105	1-016844		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S230	COMPQ	B68 154	1649.00	NAS1-20048	G	
106	1-016845		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S244	COMPQ	B68 131	1649.00	NAS1-20048	G	
107	1-016846		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S351	COMPQ	B68 139	1649.00	NAS1-20048	G	
108	1-016847		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S324	COMPQ	B68 119D	1649.00	NAS1-20048	G	
109	1-016848		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S377	COMPQ	B68 118	1649.00	NAS1-20048	G	
110	1-016849		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S322	COMPQ	B68 118	1649.00	NAS1-20048	G	
111	1-016850		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S366	COMPQ	B68 118	1649.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
112	1-016851		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S320	COMPQ	B68 122	1649.00	NAS1-20048	G	
113	1-017061		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S371	COMPQ	B68 116B	1649.00	NAS1-20048	G	
114	1-017062		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S256	COMPQ	B68 138	1649.00	NAS1-20048	G	
115	1-017063		SYSTEM UNIT,COMPAQ	DESKPRO400	6736BPL7Q951	COMPQ	B68 147	1649.00	NAS1-20048	G	
116	1-017064		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S347	COMPQ	B68 149O	1649.00	NAS1-20048	G	
117	1-017065		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S340	COMPQ	B68 120J	1649.00	NAS1-20048	G	
118	1-017066		SYSTEM UNIT,COMPAQ	DESKPRO400	6736BPL7R284	COMPQ	B68 120I	1649.00	NAS1-20048	G	
119	1-017067		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S368	COMPQ	B68 137T	1649.00	NAS1-20048	G	
120	1-017068		SYSTEM UNIT,COMPAQ	DESKPRO400	6732BPL7S289	COMPQ	B68 116A	1649.00	NAS1-20048	G	
121	1-017575		SYSTEM UNIT,COMPAQ	EN 6500	6010CKT3A211	COMPQ	B68 116C	1563.88	NAS1-20048	G	
122	1-017576		SYSTEM UNIT,COMPAQ	EN 6500	6010CKT3A064	COMPQ	B68 116D	1563.88	NAS1-20048	G	
123	1-017551		MONITOR,NEC	E1100	2E786761	NEC	B68 154	1550.00	NAS1-20048	G	
124	1-017552		MONITOR,NEC	E1100	25785531	NEC	B68 146	1550.00	NAS1-20048	G	
125	1-016762		MONITOR,CORNERSTON	CD2181A/01	G7D010300	CORNR	B68 154	1550.00	NAS1-20048	G	
126	1-016763		MONITOR,CORNERSTON	CD2181A/01	G7D010288	CORNR	B68 149K	1550.00	NAS1-20048	G	
127	1-016764		MONITOR,CORNERSTON	CD2181A/01	G7D010301	CORNR	B68 154	1550.00	NAS1-20048	G	
128	1-016765		MONITOR,CORNERSTON	CD2181A/01	G7D010284	CORNR	B68 139	1550.00	NAS1-20048	G	
129	1-016766		MONITOR,CORNERSTON	CD2181A/01	G7D010291	CORNR	B68 149O	1550.00	NAS1-20048	G	
130	1-016767		MONITOR,CORNERSTON	CD2181A/01	G7D010289	CORNR	B68 149Q	1550.00	NAS1-20048	G	
131	1-016768		MONITOR,CORNERSTON	CD2181A/01	G7D010290	CORNR	B68 149C	1550.00	NAS1-20048	G	
132	1-016769		MONITOR,CORNERSTON	CD2181A/01	G7D010285	CORNR	B68 149L	1550.00	NAS1-20048	G	
133	1-016771		MONITOR,CORNERSTON	CD2181A/01	G7D010201	CORNR	B68 149N	1550.00	NAS1-20048	G	
134	1-016772		MONITOR,CORNERSTON	CD2181A/01	G7D010334	CORNR	B68 149G	1550.00	NAS1-20048	G	
135	1-016773		MONITOR,CORNERSTON	CD2181A/01	G7D010205	CORNR	B68 149D	1550.00	NAS1-20048	G	
136	1-016774		MONITOR,CORNERSTON	CD2181A/01	G7D010335	CORNR	B68 149J	1550.00	NAS1-20048	G	
137	1-016775		MONITOR,CORNERSTON	CD2181A/01	G7D010196	CORNR	B68 131	1550.00	NAS1-20048	G	
138	1-016776		MONITOR,CORNERSTON	CD2181A/01	G7D010197	CORNR	B68 149P	1550.00	NAS1-20048	G	
139	1-016777		MONITOR,CORNERSTON	CD2181A/01	G7D010207	CORNR	B68 139	1550.00	NAS1-20048	G	
140	1-016778		MONITOR,CORNERSTON	CD2181A/01	G7D010206	CORNR	B68 149M	1550.00	NAS1-20048	G	
141	1-016779		MONITOR,CORNERSTON	CD2181A/01	G7D010293	CORNR	B68 149B	1550.00	NAS1-20048	G	
142	1-016781		MONITOR,CORNERSTON	CD2181A/01	G7D010274	CORNR	B68 149H	1550.00	NAS1-20048	G	
143	1-016782		MONITOR,CORNERSTON	CD2181A/01	G6J001209	CORNR	B68 116B	1550.00	NAS1-20048	G	
144	1-016783		MONITOR,CORNERSTON	CD2181A/01	G7D010546	CORNR	B68 149F	1550.00	NAS1-20048	G	
145	1-016784		MONITOR,CORNERSTON	CD2181A/01	G7D010185	CORNR	B68 149E	1550.00	NAS1-20048	G	
146	1-016785		MONITOR,CORNERSTON	CD2181A/01	G6J003397	CORNR	B68 137K	1550.00	NAS1-20048	G	
147	1-016786		MONITOR,CORNERSTON	CD2181A/01	G7D009603	CORNR	B68 145	1550.00	NAS1-20048	G	
148	1-017547		SYSTEM UNIT,APPLE	G3-350	SG9186E7GHZ	APPLE	B68 150A	1490.36	NAS1-20048	G	
149	1-017558		SYSTEM UNIT,COMPAQ	6400X/4300	6924BW44A012	COMPQ	B68 154	1419.00	NAS1-20048	G	
150	1-015362	011362	MODEM,SHIVA	NETMODEM/E	NE201800	SHIVA	B68 156	1362.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
151	1-015363	012386	MODEM,SHIVA	NETMODEM/E	NE208630	SHIVA	B68 156	1362.00	NAS1-20048	G	
152	1-015364	012387	MODEM,SHIVA	NETMODEM/E	NE208597	SHIVA	B68 156	1362.00	NAS1-20048	G	
153	1-017269		SYSTEM UNIT,COMPAQ	178960-004	6836BXH4J554	COMPQ	B68 149G	1347.00	NAS1-20048	G	
154	1-017270		SYSTEM UNIT,COMPAQ	178960-004	6836BXH4J605	COMPQ	B68 154	1347.00	NAS1-20048	G	
155	1-017271		SYSTEM UNIT,COMPAQ	178960-004	6836BXH4J559	COMPQ	B68 149F	1347.00	NAS1-20048	G	
156	1-017272		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J513	COMPQ	B68 139	1347.00	NAS1-20048	G	
157	1-017273		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J540	COMPQ	B68 149E	1347.00	NAS1-20048	G	
158	1-017274		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J512	COMPQ	B68 137P	1347.00	NAS1-20048	G	
159	1-017275		SYSTEM UNIT,COMPAQ	178960-004	6836BXH4J553	COMPQ	B68 139	1347.00	NAS1-20048	G	
160	1-017276		SYSTEM UNIT,COMPAQ	178960-004	6836BXH4J562	COMPQ	B68 149L	1347.00	NAS1-20048	G	
161	1-017277		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J186	COMPQ	B68 137L	1347.00	NAS1-20048	G	
162	1-017278		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J510	COMPQ	B68 149M	1347.00	NAS1-20048	G	
163	1-017279		SYSTEM UNIT,COMPAQ	178960-004	6836BXH4J563	COMPQ	B68 137K	1347.00	NAS1-20048	G	
164	1-017280		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J441	COMPQ	B68 149D	1347.00	NAS1-20048	G	
165	1-017281		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J529	COMPQ	B68 149P	1347.00	NAS1-20048	G	
166	1-017282		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J506	COMPQ	B68 149J	1347.00	NAS1-20048	G	
167	1-017283		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4K151	COMPQ	B68 140	1347.00	NAS1-20048	G	
168	1-017284		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J553	COMPQ	B68 137Q	1347.00	NAS1-20048	G	
169	1-017285		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J525	COMPQ	B68 149C	1347.00	NAS1-20048	G	
170	1-017286		SYSTEM UNIT,COMPAQ	178960-004	6834BXH4J548	COMPQ	B68 149H	1347.00	NAS1-20048	G	
171	1-015382	014220	DRIVE,CD,NEC	CDR-74-1	32017951A	NEC	B68 139	1326.00	NAS1-20048	G	
172	1-014122	014304	SYSTEM UNIT,DELL	433D/MXE	4N14B	DELL	B68 146	1259.00	NAS1-20048	G	
173	1-014519	014270	SYSTEM UNIT,DELL	433D/MXE	4N14M	DELL	B68 146	1259.00	NAS1-20048	G	
174	1-014524	014266	SYSTEM UNIT,DELL	433D/MXE	4MZ8N	DELL	B68 146	1259.00	NAS1-20048	G	
175	1-014648	014312	SYSTEM UNIT,DELL	433D/MXE	4N14C	DELL	B68 146	1259.00	NAS1-20048	G	
176	1-014672	014259	SYSTEM UNIT,DELL	433D/MXE	4N14H	DELL	B68 137K	1259.00	NAS1-20048	G	
177	1-014682	014255	SYSTEM UNIT,DELL	433D/MXE	4MZ8V	DELL	B68 146	1259.00	NAS1-20048	G	
178	1-014783	014265	SYSTEM UNIT,DELL	433D/MXE	4MZ8R	DELL	B68 146	1259.00	NAS1-20048	G	
179	1-014961	014257	SYSTEM UNIT,DELL	433D/MXE	4MZ8L	DELL	B68 154	1259.00	NAS1-20048	G	
180	1-015433	014269	SYSTEM UNIT,DELL	433D/MXE	4N152	DELL	B68 146	1259.00	NAS1-20048	G	
181	1-015741	014268	SYSTEM UNIT,DELL	433D/MXE		DELL	B68 146	1259.00	NAS1-20048	G	
182	1-015692	014538	SMARTSWITCH,CABLET	7C04-R	122470300070708	CABLT	B68 154	1195.73	NAS1-20048	G	
183	1-015757	014186-01	SYSTEM UNIT,COMPAQ	3091	64258DN20514	COMPQ	B68 139	1165.00	NAS1-20048	G	
184	1-015759	010815	UPS,APC	2000	W91071998	APC	B68 154	1160.00	NAS1-20048	G	
185	1-015374	011756	MODEM,TELEBIT	T25AA	189090128	TLBIT	B68 156	1000.00	NAS1-20048	G	
186	1-015673	014223	MONITOR,SONY	PVM-1354Q	014223	SONY	B68 139	999.95	NAS1-20048	G	
187	1-017107		UPS,APC	2000	ES9725473646	APC	B68 154	972.00	NAS1-20048	G	
188	1-017108		UPS,APC	2000	ES9720427031	APC	B68 146	972.00	NAS1-20048	G	
189	1-017109		UPS,APC	2000	ES9739917821	APC	B68 137V	972.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
190	1-017147		UPS,APC	2000	WS9802480788	APC	B68 154	972.00	NAS1-20048	G	
191	1-015732	014456	UPS,APC	2000	S96018043387	APC	B68 146	970.00	NAS1-20048	G	
192	1-015750	014464	UPS,APC	2000	S95080202236	APC	B68 146	970.00	NAS1-20048	G	
193	1-015762	014457	UPS,APC	2000	96018043377	APC	B68 146	970.00	NAS1-20048	G	
194	1-015901	014539	POWER SUPPLY,CABLET	7CPSM-R	096450068	CABLE	B68 154	957.02	NAS1-20048	G	
195	1-015902	014540	POWER SUPPLY,CABLET	7CPSM-R	096450022	CABLE	B68 154	957.02	NAS1-20048	G	
196	1-015754	010716-01	DRIVE,TAPE,STC	3650		STC	B68 146	900.00	NAS1-20048	G	
197	1-017577		MONITOR,COMPAQ	V1100	005FA05PB804	COMPQ	B68 116C	812.91	NAS1-20048	G	
198	1-017578		MONITOR,COMPAQ	V1100	005FA05PB807	COMPQ	B68 116D	812.91	NAS1-20048	G	
199	1-015001	014438	DRIVE,HARD,SUN	411	537G1518	SUN	B68 154	800.00	NAS1-20048	G	
200	1-015052	014437	DRIVE,HARD,SUN	411	537G1517	SUN	B68 137K	800.00	NAS1-20048	G	
201	1-015738	013521-01	DRIVE,HARD,SUN			SUN	B68 139	800.00	NAS1-20048	G	
202	1-014512	013551	DRIVE,CD,SUN	X557AST	331U3661	SUN	B68 149Q	770.00	NAS1-20048	G	
203	1-015143	013550	DRIVE,CD,SUN	X557AST	331U660	SUN	B68 149O	770.00	NAS1-20048	G	
204	1-015840	011664	DRIVE,CD,SUN			SUN	B68 139	744.00	NAS1-20048	G	
205	1-014620	014521	MONITOR,NEC	MSYNC 3FGX		NEC	B68 146	700.00	NAS1-20048	G	
206	1-015108	014218	MONITOR,NEC	MSYNC 3FGX	31N05403H	NEC	B68 146	700.00	NAS1-20048	G	
207	1-015914	014212	MONITOR,NEC		28N13797A	NEC	B68 154	700.00	NAS1-20048	G	
208	1-014625	014523	DRIVE,CD,SUN	X559AST	313U1418	SUN	B68 139	700.00	NAS1-20048	G	
209	1-015482	014394	UPS,APC			APC	B68 146	694.00	NAS1-20048	G	
210	1-015647	010713	TAPE RACK			UNK	B68 139	675.00	NAS1-20048	G	
211	1-015648	010714	TAPE RACK			UNK	B68 139	675.00	NAS1-20048	G	
212	1-015649	011288	TAPE RACK			UNK	B68 139	675.00	NAS1-20048	G	
213	1-015651	010664	TAPE RACK			UNK	B68 139	675.00	NAS1-20048	G	
214	1-015791	014175	HUB	4000	70030182	UNK	B68 154	672.00	NAS1-20048	G	
215	1-015652	010568	TAPE RACK			UNK	B68 139	650.00	NAS1-20048	G	
216	1-015182	011396	DRIVE,CD			UNK	B68 156	624.00	NAS1-20048	G	
217	1-014666	011457	MONITOR,APPLE	M1297	7165677	APPLE	B68 146	565.00	NAS1-20048	G	
218	1-015376	010023-09	MODEM,US ROBOTICS	2400	30-09095	USR	B68 156	539.00	NAS1-20048	G	
219	1-015377	010027-10	MODEM,US ROBOTICS	2400		USR	B68 139	539.00	NAS1-20048	G	
220	1-017748	010672-14	TERMINAL,ADDS	4000	02112182	ADDS	B68 139	534.00	NAS1-20048	G	
221	1-015734	010606	MONITOR,IBM	3151	88-AFXH9	IBM	B68 139	520.00	NAS1-20048	G	
222	1-017767		MONITOR,SUN		0036LL1353	SUN	B68 139	498.00	NAS1-20048	G	
223	1-015365	012384	HUB,INTEL	NETPORT	04706314313	INTEL	B68 156	485.00	NAS1-20048	G	
224	1-015368	012385	HUB,INTEL	NETPORT	04704114313	INTEL	B68 156	485.00	NAS1-20048	G	
225	1-015369	012383	HUB,INTEL	NETPORT	01537736213	INTEL	B68 156	485.00	NAS1-20048	G	
226	1-017365		MONITOR,COMPAQ	P75	908CA45TC174	COMPQ	B68 118	482.00	NAS1-20048	G	
227	1-017366		MONITOR,COMPAQ	P75	908CA45TC154	COMPQ	B68 154	482.00	NAS1-20048	G	
228	1-017367		MONITOR,COMPAQ	P75	908CA45TC234	COMPQ	B68 138	482.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
229	1-017368		MONITOR,COMPAQ	P75	908CA45TC178	COMPQ	B68 154	482.00	NAS1-20048	G	
230	1-017369		MONITOR,COMPAQ	P75	908CA45TC230	COMPQ	B68 137O	482.00	NAS1-20048	G	
231	1-017370		MONITOR,COMPAQ	P75	908CA45TC231	COMPQ	B68 116A	482.00	NAS1-20048	G	
232	1-017371		MONITOR,COMPAQ	P75	908CA45TC227	COMPQ	B68 145	482.00	NAS1-20048	G	
233	1-015370	010861	HUB,INTEL	NETPORT	NE015160H1A	INTEL	B68 156	470.00	NAS1-20048	G	
234	1-015371	010866	HUB,INTEL	NETPORT	NE015277H1A	INTEL	B68 156	470.00	NAS1-20048	G	
235	1-015372	010862	HUB,INTEL	NETPORT	16995445513	INTEL	B68 156	470.00	NAS1-20048	G	
236	1-015373	010863	HUB,INTEL	NETPORT	NE01608H1A	INTEL	B68 156	470.00	NAS1-20048	G	
237	1-015813	010865	HUB,INTEL	NETPORT	NE016106H1A	INTEL	B68 156	470.00	NAS1-20048	G	
238	1-017548		MONITOR,APPLE		CY9036JACVS	APPLE	B68 150A	465.00	NAS1-20048	G	
239	1-017742	010302	TERMINAL,IBM	3162-220	88Z6743	IBM	B68 146	456.00	NAS1-20048	G	
240	1-017743	010303	TERMINAL			UNK	B68 146	456.00	NAS1-20048	G	
241	1-015491	013843	UPS,APC	520ES	P8800858	APC	B68 146	454.00	NAS1-20048	G	
242	1-015779	013844	UPS,APC	520ES	28808080	APC	B68 146	454.00	NAS1-20048	G	
243	1-017765		MONITOR,COMPAQ	S910	028GD43AD125	COMPQ	B68 154	450.00	NAS1-20048	G	
244	1-015366	011359	HUB,INTEL	NETPORT	01617436213	INTEL	B68 156	450.00	NAS1-20048	G	
245	1-015367	011360	HUB,INTEL	NETPORT		INTEL	B68 156	450.00	NAS1-20048	G	
246	1-015183	013627	DRIVE,HARD,SYQUEST	88/RW44	38412	SYQST	B68 147	417.00	NAS1-20048	G	
247	1-017209		PATCH PANEL	MJP114A-R2	029710535	UNK	B68 139	415.00	NAS1-20048	G	
248	1-017210		PATCH PANEL	MJP114A-R2	509610524	UNK	B68 139	415.00	NAS1-20048	G	
249	1-017211		PATCH PANEL	MJP114A-R2	1797B08994	UNK	B68 139	415.00	NAS1-20048	G	
250	1-016793	014475	UPS,APC	1250	B95117671534	APC	B68 145	413.00	NAS1-20048	G	
251	1-017539		MONITOR,COMPAQ	V75	914CF47FA629	COMPQ	B68 139	409.00	NAS1-20048	G	
252	1-017540		MONITOR,COMPAQ	V75	914CF47FA626	COMPQ	B68 147	409.00	NAS1-20048	G	
253	1-015693	010817	UPS,APC	600	W911200383	APC	B68 137K	405.00	NAS1-20048	G	
254	1-015769	010816	UPS,APC	600LS	W911101314	APC	B68 146	405.00	NAS1-20048	G	
255	1-017372		MONITOR,SUN	X7126A	9902KW0304	SUN	B68 154	393.60	NAS1-20048	G	
256	1-017069	013615	UPS,APC	900	W920925750	APC	B68 149Q	389.00	NAS1-20048	G	
257	1-017287		MONITOR,COMPAQ	307710-004	830CF47FB159	COMPQ	B68 139	383.00	NAS1-20048	G	
258	1-017288		MONITOR,COMPAQ	307710-004	830CF47FB162	COMPQ	B68 118	383.00	NAS1-20048	G	
259	1-017289		MONITOR,COMPAQ	307710-004	830CF47FB158	COMPQ	B68 120D	383.00	NAS1-20048	G	
260	1-017290		MONITOR,COMPAQ	307710-004	830CF47FB169	COMPQ	B68 139	383.00	NAS1-20048	G	
261	1-017291		MONITOR,COMPAQ	307710-004	830CF47FA507	COMPQ	B68 118	383.00	NAS1-20048	G	
262	1-017292		MONITOR,COMPAQ	307710-004	830CF47FA505	COMPQ	B68 147	383.00	NAS1-20048	G	
263	1-017293		MONITOR,COMPAQ	307710-004	830CF47FB156	COMPQ	B68 101	383.00	NAS1-20048	G	
264	1-017294		MONITOR,COMPAQ	307710-004	830CF47FB154	COMPQ	B68 146	383.00	NAS1-20048	G	
265	1-017295		MONITOR,COMPAQ	307710-004	830CF47FA506	COMPQ	B68 119D	383.00	NAS1-20048	G	
266	1-017296		MONITOR,COMPAQ	307710-004	830CF47FB160	COMPQ	B68 154	383.00	NAS1-20048	G	
267	1-017297		MONITOR,COMPAQ	307710-004	830CF47FB155	COMPQ	B68 126	383.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
268	1-017298		MONITOR,COMPAQ	307710-004	830CF47FB165	COMPQ	B68 109	383.00	NAS1-20048	G	
269	1-017299		MONITOR,COMPAQ	307710-004	830CF47FB167	COMPQ	B68 139	383.00	NAS1-20048	G	
270	1-017300		MONITOR,COMPAQ	307710-004	830CF47FB157	COMPQ	B68 119C	383.00	NAS1-20048	G	
271	1-017301		MONITOR,COMPAQ	307710-004	830CF47FB161	COMPQ	B68 120J	383.00	NAS1-20048	G	
272	1-017302		MONITOR,COMPAQ	307710-004	830CF47FB164	COMPQ	B68 118	383.00	NAS1-20048	G	
273	1-017303		MONITOR,COMPAQ	307710-004	830CF47FA510	COMPQ	B68 122	383.00	NAS1-20048	G	
274	1-017346		MONITOR,COMPAQ	307710-004	828CF23AG270	COMPQ	B68 111	383.00	NAS1-20048	G	
275	1-015810	013577	DRIVE,CD,APPLE	CDF080/17	P1336J7W856B	APPLE	B68 156	379.00	NAS1-20048	G	
276	1-017118		MONITOR,IBM	3153	23-L2589	IBM	B68 139	375.00	NAS1-20048	G	
277	1-017119		MONITOR,IBM	3153	23-L2590	IBM	B68 139	375.00	NAS1-20048	G	
278	1-017120		MONITOR,IBM	3153	23-L2572	IBM	B68 139	375.00	NAS1-20048	G	
279	1-015747	011758	MONITOR,MAGNAVOX	9CM062	64137348	MAGNA	B68 147	370.00	NAS1-20048	G	
280	1-015582	014473	UPS,APC	700	S95127835233	APC	B68 145	360.00	NAS1-20048	G	
281	1-015879	011401	MODEM	9600	14E053490	UNK	B68 156	350.00	NAS1-20048	G	
282	1-015776	014136	MONITOR,NEC	JC-1431VMA	53781438	NEC	B68 146	347.60	NAS1-20048	G	
283	1-015792	013539	HUB,CASAT			CASAT	B68 146	347.50	NAS1-20048	G	
284	1-015721	010771	MONITOR,GATEWAY	PMV1448	TV9808661	GATWY	B68 147	330.00	NAS1-20048	G	
285	1-014391	010846	MONITOR,QUME	QM835	MA6124037	QUME	B68 147	329.00	NAS1-20048	G	
286	1-015359	012392	INTERFACE,ETHERNET	EP0100	014BB5	DAYNA	B68 156	324.00	NAS1-20048	G	
287	1-015360	012393	INTERFACE,ETHERNET	EP0100	016DAE	DAYNA	B68 156	324.00	NAS1-20048	G	
288	1-015896	014627	MONITOR,SUN		365131601	SUN	B68 139	321.00	NAS1-20048	G	
289	1-015475	014474	UPS,APC	900	B95107543600	APC	B68 146	317.00	NAS1-20048	G	
290	1-015361	011361	INTERFACE,ETHERNET	EP0100	013A4C	DAYNA	B68 156	315.00	NAS1-20048	G	
291	1-014699	013467	MONITOR,ZEOS	CMS-1461	A70-33804614	ZEOS	B68 137L	300.00	NAS1-20048	G	
292	1-014911	013458	MONITOR,ZEOS	CMS-1461	A70-33804597	ZEOS	B68 146	300.00	NAS1-20048	G	
293	1-014938	013466	MONITOR,ZEOS	1451ES	A90-42210189	ZEOS	B68 146	300.00	NAS1-20048	G	
294	1-015080	013460	MONITOR,ZEOS	CMS-1461	A70-33804606	ZEOS	B68 147	300.00	NAS1-20048	G	
295	1-015419	013461	MONITOR,ZEOS	1451ES	A90-40803258	ZEOS	B68 146	300.00	NAS1-20048	G	
296	1-015421	013452	MONITOR,ZEOS	CMS-1461	A70-33804619	ZEOS	B68 146	300.00	NAS1-20048	G	
297	1-015529	013455	MONITOR,ZEOS	CMS-1461	A70-33804573	ZEOS	B68 146	300.00	NAS1-20048	G	
298	1-015541	013465	MONITOR,ZEOS	CMS-1461	A70-33804588	ZEOS	B68 147	300.00	NAS1-20048	G	
299	1-015612	013464	MONITOR,ZEOS	CMS-1461	A70-33804590	ZEOS	B68 146	300.00	NAS1-20048	G	
300	1-015777	011462-02	MONITOR,XPRO	1M1428SV	230560615AI	XPRO	B68 146	300.00	NAS1-20048	G	
301	1-014500	014177	MONITOR,SUN	GDM-17E10		SUN	B68 139	300.00	NAS1-20048	G	
302	1-015139	013549-01	MONITOR,SUN	GDM-20D10	36511324-01	SUN	B68 149O	300.00	NAS1-20048	G	
303	1-017377	013548-01	MONITOR,SUN	GDM-20D10		SUN	B68 149B	300.00	NAS1-20048	G	
304	1-013726	011350	MONITOR,PANASONIC	C1381I	KH2351280	PANAS	B68 146	300.00	NAS1-20048	G	
305	1-014300	011346	MONITOR,PANASONIC	C1381I	KH2343518	PANAS	B68 146	300.00	NAS1-20048	G	
306	1-014376	011342	MONITOR,PANASONIC	C1381I	KH2344616	PANAS	B68 146	300.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
307	1-014537	011351	MONITOR,PANASONIC	C1381I	KH2344198	PANAS	B68 146	300.00	NAS1-20048	G	
308	1-014577	011339	MONITOR,PANASONIC	C1381I	KH2410259	PANAS	B68 146	300.00	NAS1-20048	G	
309	1-014709	011652	MONITOR,PANASONIC	C1381I	KH2344307	PANAS	B68 139	300.00	NAS1-20048	G	
310	1-014884	011348	MONITOR,PANASONIC	C1381I	KH2343966	PANAS	B68 146	300.00	NAS1-20048	G	
311	1-015180	011345	MONITOR,PANASONIC	C1381I	KH2343974	PANAS	B68 147	300.00	NAS1-20048	G	
312	1-015695	011343	MONITOR,PANASONIC	C1381I	KH2341069	PANAS	B68 146	300.00	NAS1-20048	G	
313	1-015698	011340	MONITOR,PANASONIC	C1381I	KH2341904	PANAS	B68 146	300.00	NAS1-20048	G	
314	1-015743	011341	MONITOR,PANASONIC	C1381I	KH2341988	PANAS	B68 146	300.00	NAS1-20048	G	
315	1-015756	011654	MONITOR,PANASONIC	C1381I	KH2344209	PANAS	B68 146	300.00	NAS1-20048	G	
316	1-014130	013398	MONITOR,EPS	CM-336	RA00281117	EPS	B68 147	300.00	NAS1-20048	G	
317	1-014140	011556	MONITOR,EPS	CM-336	RA00217240	EPS	B68 147	300.00	NAS1-20048	G	
318	1-015426	011499	MONITOR,EPS	CM-336	RA00217300	EPS	B68 147	300.00	NAS1-20048	G	
319	1-015578	011505	MONITOR,EPS	CM-336	RA00217969	EPS	B68 147	300.00	NAS1-20048	G	
320	1-015483	010716-02	MONITOR,DELL	VC-2	U4100110696	DELL	B68 139	300.00	NAS1-20048	G	
321	1-015753	010284-01	MONITOR,DELL	VC-2	00200916	DELL	B68 146	300.00	NAS1-20048	G	
322	1-015775	010278-01	MONITOR,DELL	VC-2	U410095075	DELL	B68 146	300.00	NAS1-20048	G	
323	1-015726	013521-02	MONITOR,DEC	VT-510	TA33201213	DEC	B68 139	300.00	NAS1-20048	G	
324	1-014047	014090	MONITOR,CTX	1451ES	K90-41301225	CTX	B68 146	300.00	NAS1-20048	G	
325	1-014143	014104	MONITOR,CTX	1451ES	K90-41301205	CTX	B68 147	300.00	NAS1-20048	G	
326	1-014146	014096	MONITOR,CTX	1451ES	K90-41301194	CTX	B68 146	300.00	NAS1-20048	G	
327	1-014158	014101	MONITOR,CTX	1451ES	K90-41301224	CTX	B68 147	300.00	NAS1-20048	G	
328	1-015385	014091	MONITOR,CTX	1451ES	K90-445016842	CTX	B68 139	300.00	NAS1-20048	G	
329	1-015462	014087	MONITOR,CTX	1451ES	K90-41301211	CTX	B68 146	300.00	NAS1-20048	G	
330	1-015535	011565	MONITOR,CTX	1451ES	K90-44501825	CTX	B68 147	300.00	NAS1-20048	G	
331	1-015536	013404	MONITOR,CTX	1451ES	K90-24903995	CTX	B68 147	300.00	NAS1-20048	G	
332	1-015551	014100	MONITOR,CTX	1451ES	K90-41301208	CTX	B68 147	300.00	NAS1-20048	G	
333	1-014124	013399	MONITOR,AOC	CM-336N	TP32104984	AOC	B68 147	300.00	NAS1-20048	G	
334	1-014133	013400	MONITOR,AOC	CM-336N	TP32310873	AOC	B68 147	300.00	NAS1-20048	G	
335	1-014137	013422	MONITOR,AOC	CM-336N	TP33011471	AOC	B68 147	300.00	NAS1-20048	G	
336	1-014152	013405	MONITOR,AOC	CM-336N	TP32310794	AOC	B68 147	300.00	NAS1-20048	G	
337	1-014154	013423	MONITOR,AOC	CM-336N	TP32312140	AOC	B68 147	300.00	NAS1-20048	G	
338	1-014161	013416	MONITOR,AOC	CM-336N	TP33011458	AOC	B68 147	300.00	NAS1-20048	G	
339	1-014121	014247	MONITOR,DELL	P1428UBG	45916A54YU84	DELL	B68 146	299.00	NAS1-20048	G	
340	1-014517	014253	MONITOR,DELL	P1428UBG	45916A54CL84	DELL	B68 146	299.00	NAS1-20048	G	
341	1-014523	014237	MONITOR,DELL	P1428UBG	45916A555U84	DELL	B68 146	299.00	NAS1-20048	G	
342	1-014645	014241	MONITOR,DELL	P1428UBG	45916A54U884	DELL	B68 146	299.00	NAS1-20048	G	
343	1-014670	014231	MONITOR,DELL	P1428UBG	45916853U084	DELL	B68 146	299.00	NAS1-20048	G	
344	1-014680	014234	MONITOR,DELL	P1428UBG	45916S56QY94	DELL	B68 146	299.00	NAS1-20048	G	
345	1-014781	014224	MONITOR,DELL	P1428UBG	45916A54DK84	DELL	B68 146	299.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
346	1-014959	014243	MONITOR,DELL	P1428UBG	45916A553WB4	DELL	B68 146	299.00	NAS1-20048	G	
347	1-014981	014228	MONITOR,DELL	P1428UBG	45916A64Z484	DELL	B68 146	299.00	NAS1-20048	G	
348	1-015744	014229	MONITOR,DELL	P1428UBG	45916A53C1N4	DELL	B68 146	299.00	NAS1-20048	G	
349	1-015784	014395	UPS,APC	600		APC	B68 149B	280.00	NAS1-20048	G	
350	1-015812	010660	SCANNER,MARSTEK	MARS800	ND908766	MARTK	B68 156	279.00	NAS1-20048	G	
351	1-015752	014187	MONITOR,COMPAQ	420K	31633646A275	COMPQ	B68 139	243.00	NAS1-20048	G	
352	1-017355	010672-19	MONITOR,BURLE	TC-1910A	8051223	BURLE	B68 139	232.00	NAS1-20048	G	
353	1-017537		MONITOR,COMPAQ	V500	924BF28RA139	COMPQ	B68 139	227.00	NAS1-20048	G	
354	1-017538		MONITOR,COMPAQ	V500	924BF28RA140	COMPQ	B68 139	227.00	NAS1-20048	G	
355	1-017546		MONITOR,COMPAQ	V500	912BF26RP578	COMPQ	B68 139	227.00	NAS1-20048	G	
356	1-015717	014153	MONITOR,IBM	3151		IBM	B68 139	200.00	NAS1-20048	G	
357	1-015718	014154	MONITOR,IBM	3151		IBM	B68 139	200.00	NAS1-20048	G	
358	1-015782	010291-01	MONITOR,DELL	TR-124M4TD	1445725	DELL	B68 147	200.00	NAS1-20048	G	
359	1-015184	011365-01	DRIVE,HARD		1503623A	UNK	B68 147	200.00	NAS1-20048	G	
360	1-017557		MONITOR,COMPAQ	V500	928BF28UB949	COMPQ	B68 154	192.00	NAS1-20048	G	
361	1-015457	011663	MONITOR,GRAPHON	GO240	20737	GRAPH	B68 147	165.00	NAS1-20048	G	
362	1-015907	006482	INTERFACE TEST SET			UNK	B68 156	164.20	NAS1-20048	G	
363	1-017549		DRIVE,HARD,APPLE	LS-120	BA9905048775-M	APPLE	B68 150A	157.16	NAS1-20048	G	
364	1-017560		DRIVE,HARD,IMATION	LS-120	P2072896023654	IMATI	B68 156	132.00	NAS1-20048	G	
365	1-017561		DRIVE,HARD,IMATION	LS-120	P2070341023720	IMATI	B68 145	132.00	NAS1-20048	G	
366	1-017562		DRIVE,HARD,IMATION	LS-120	P2072851023662	IMATI	RES	132.00	NAS1-20048	G	
367	1-017761	010795	KEY OVERRIDE			UNK	B68 146	120.00	NAS1-20048	G	
368	1-015829	010897-02	SIGNAL INJECTOR			UNK	B68 139	118.67	NAS1-20048	G	
369	1-017148		HUB,3COM	3C16704	7XSV033685	3COM	B68 156	86.00	NAS1-20048	G	
370	1-017149		HUB,3COM	3C16704	7XSV0334D7	3COM	B68 156	86.00	NAS1-20048	G	
371	1-017150		HUB,3COM	3C16704	7XSV0340E1	3COM	B68 156	86.00	NAS1-20048	G	
372	1-017206		HUB,3COM	3C16704	7XSV0340C1	3COM	B68 156	86.00	NAS1-20048	G	
373	1-017207		HUB,3COM	3C16704	7XSV03380D	3COM	B68 156	86.00	NAS1-20048	G	
374	1-017208		HUB,3COM	3C16704	7XSV0340F4	3COM	B68 150A	86.00	NAS1-20048	G	
375	1-015924	013155-01	POWER SUPPLY CABLE	CCQX-3		UNK	B68 148	79.00	NAS1-20048	G	
376	1-015900	014641	STORAGE SYSTEM,DISC	D5251U	97020103	DISC	B68 139	0.00	NAS1-20048	G	$ 1,660,949.14
377											
378	**TAG NO**	**NASA**	**DESCRIPTION**	**MODEL**	**SERIAL NO**	**MFR**	**LOC**	**PRICE**	**CNUM**	**GFE**	
379	1-019868	013554	SYSTEM UNIT,APPLE	QUADRA 840	XC335018CD5	APPLE	B68 154	10524.00	NAS1-96010	G	
380	1-020472	011764	SYSTEM UNIT,DYNEX	486	16868	DYNEX	B68 147	7322.00	NAS1-96010	G	
381	1-019196	010687	PRINTER,HP	LJ 3SI	3120J61859	HP	B68 119	5534.00	NAS1-96010	G	
382	1-019815	014206	PRINTER,HP	LJ 4SI	USGB548677	HP	B68 116	5259.00	NAS1-96010	G	
383	1-019786	013486	SYSTEM UNIT,APPLE	QUADRA 840	XC3319QRCB8	APPLE	B68 116D	5104.00	NAS1-96010	G	
384	1-019828	010690	PRINTER,HP	LJ 3	3126A82704	HP	B68 122	2895.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
385	1-021176	010688	PRINTER,HP	LJ 3	3126A82682	HP	B68 147	2895.00	NAS1-96010	G	
386	1-022104	014428	SYSTEM UNIT	7800-C33M	00078858	UNK	B68 126	2800.00	NAS1-96010	G	
387	1-020600	014643	COMPUTER		072495001	UNK	B68 137N	2707.00	NAS1-96010	G	
388	1-021135	014633	SYSTEM UNIT		DT71322	UNK	B68 145	2707.00	NAS1-96010	G	
389	1-019539	014636	SYSTEM UNIT,DIAMOND		DT71323	DIAMD	B68 154	2707.00	NAS1-96010	G	
390	1-020062	014638	SYSTEM UNIT,DIAMOND		DT71718	DIAMD	B68 149I	2707.00	NAS1-96010	G	
391	1-019170	014595	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2R248	COMPQ	B68 154	2702.00	NAS1-96010	G	
392	1-019230	014608	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2P624	COMPQ	B68 121	2702.00	NAS1-96010	G	
393	1-019559	014591	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2R273	COMPQ	B68 103	2702.00	NAS1-96010	G	
394	1-019560	014615	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2P595	COMPQ	B68 119B	2702.00	NAS1-96010	G	
395	1-019561	014593	SYSTEM UNIT,COMPAQ	247417-002	6705BJN20963	COMPQ	B68 154	2702.00	NAS1-96010	G	
396	1-019584	014587	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2R252	COMPQ	B68 139	2702.00	NAS1-96010	G	
397	1-019596	014601	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2R249	COMPQ	B68 137H	2702.00	NAS1-96010	G	
398	1-019644	014611	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2P581	COMPQ	B68 137W	2702.00	NAS1-96010	G	
399	1-019656	014579	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2Q015	COMPQ	B68 137Q	2702.00	NAS1-96010	G	
400	1-019679	014602	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2R028	COMPQ	B68 137BB	2702.00	NAS1-96010	G	
401	1-019736	014597	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2R257	COMPQ	B68 137AA	2702.00	NAS1-96010	G	
402	1-019753	014588	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2Q085	COMPQ	B68 137R	2702.00	NAS1-96010	G	
403	1-019852	014606	SYSTEM UNIT,COMPAQ	247417-002	6704BJN2R568	COMPQ	B68 120H	2702.00	NAS1-96010	G	
404	1-019923	014621	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2P567	COMPQ	B68 137D	2702.00	NAS1-96010	G	
405	1-019935	014599	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2R251	COMPQ	B68 137Z	2702.00	NAS1-96010	G	
406	1-019947	014596	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2R030	COMPQ	B68 137C	2702.00	NAS1-96010	G	
407	1-019952	014614	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2R633	COMPQ	B68 120G	2702.00	NAS1-96010	G	
408	1-019981	014604	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2P888	COMPQ	B68 137I	2702.00	NAS1-96010	G	
409	1-019990	014600	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2R246	COMPQ	B68 120F	2702.00	NAS1-96010	G	
410	1-020026	014605	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2P893	COMPQ	B68 109	2702.00	NAS1-96010	G	
411	1-020060	014581	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2Q021	COMPQ	B68 149I	2702.00	NAS1-96010	G	
412	1-020067	014612	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2P582	COMPQ	B68 105	2702.00	NAS1-96010	G	
413	1-020069	014594	SYSTEM UNIT,COMPAQ	247417-002	6705BJN2Q064	COMPQ	B68 137X	2702.00	NAS1-96010	G	
414	1-020501	014584	SYSTEM UNIT,COMPAQ	247417-002	5BJN2P571	COMPQ	B68 120D	2702.00	NAS1-96010	G	
415	1-020540	014617	SYSTEM UNIT,COMPAQ	247417-002	5BJN2P872	COMPQ	B68 154	2702.00	NAS1-96010	G	
416	1-020581	014586	SYSTEM UNIT,COMPAQ	247417-002	5BJN2R625	COMPQ	B68 137P	2702.00	NAS1-96010	G	
417	1-020595	014590	SYSTEM UNIT,COMPAQ	4000	5BJN2R029	COMPQ	B68 137U	2702.00	NAS1-96010	G	
418	1-020623	014618	SYSTEM UNIT,COMPAQ	4000	5BJN2P513	COMPQ	B68 137O	2702.00	NAS1-96010	G	
419	1-020628	014613	SYSTEM UNIT,COMPAQ	4000	5BJN2589	COMPQ	B68 137T	2702.00	NAS1-96010	G	
420	1-020633	014616	SYSTEM UNIT,COMPAQ	4000	5BJN2P595	COMPQ	B68 137V	2702.00	NAS1-96010	G	
421	1-020650	014609	SYSTEM UNIT,COMPAQ	4000	5BJN2P623	COMPQ	B68 137A	2702.00	NAS1-96010	G	
422	1-020671	014610	SYSTEM UNIT,COMPAQ	4000	5BJN2P899	COMPQ	B68 137Y	2702.00	NAS1-96010	G	
423	1-020695	014607	SYSTEM UNIT,COMPAQ	4000	5BJN2P826	COMPQ	B68 120A	2702.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
424	1-020714	014582	SYSTEM UNIT,COMPAQ	4000	5BJN3O939	COMPQ	B68 137DD	2702.00	NAS1-96010	G	
425	1-020738	014548	SYSTEM UNIT,COMPAQ	4000	5BJN2P403	COMPQ	B68 120B	2702.00	NAS1-96010	G	
426	1-020766	014589	SYSTEM UNIT,COMPAQ	4000	5BJN2R046	COMPQ	B68 137EE	2702.00	NAS1-96010	G	
427	1-020793	014603	SYSTEM UNIT,COMPAQ	4000	5BJN220969	COMPQ	B68 110	2702.00	NAS1-96010	G	
428	1-020833	014585	SYSTEM UNIT,COMPAQ	4000	4BJN2R509	COMPQ	B68 119A	2702.00	NAS1-96010	G	
429	1-020851	014598	SYSTEM UNIT,COMPAQ	4000	5BJN2R289	COMPQ	B68 118	2702.00	NAS1-96010	G	
430	1-020863	014547	SYSTEM UNIT,COMPAQ	4000	5BJN2R293	COMPQ	B68 111	2702.00	NAS1-96010	G	
431	1-020900	014580	SYSTEM UNIT,COMPAQ	4000	5BJN2Q035	COMPQ	B68 119C	2702.00	NAS1-96010	G	
432	1-020962	014620	SYSTEM UNIT,COMPAQ	247417-002	5BJN2P882	COMPQ	B68 150A	2702.00	NAS1-96010	G	
433	1-020974	014592	SYSTEM UNIT,COMPAQ	4000	5BJN2R276	COMPQ	B68 137F	2702.00	NAS1-96010	G	
434	1-020984	014619	SYSTEM UNIT,COMPAQ	4000	5BJN2R536	COMPQ	B68 137V	2702.00	NAS1-96010	G	
435	1-021016	014583	SYSTEM UNIT,COMPAQ	4000	4BJN2R353	COMPQ	B68 137CC	2702.00	NAS1-96010	G	
436	1-020855	014522	BASE UNIT,NCD	88K	0793K1284	NCD	B68 146	2649.00	NAS1-96010	G	
437	1-020463	011338	SYSTEM UNIT,ELEGANC	ZXP	309844-10	UNK	B68 147	2594.26	NAS1-96010	G	
438	1-019558	011329	SYSTEM UNIT,NORTHGA	ZXP33D.16	309844-11	NORTH	B68 147	2594.26	NAS1-96010	G	
439	1-019789	013487	MONITOR,RADIUS	0381	SSG338A10206	RADIU	B68 116D	2535.00	NAS1-96010	G	
440	1-019548	011647	SYSTEM UNIT,NORTHGA	ZXP33D.8	311409-5	NORTH	B68 147	2514.26	NAS1-96010	G	
441	1-019713	013445	SYSTEM UNIT,ZEOS	486DX-33DT	B5050986	ZEOS	B68 147	2393.43	NAS1-96010	G	
442	1-020380	013444	SYSTEM UNIT,ZEOS	486	B5050982	ZEOS	B68 147	2393.43	NAS1-96010	G	
443	1-020394	014129	PRINTER,HP	LJ 4M	PFJ005081	HP	B68 120	2286.00	NAS1-96010	G	
444	1-021055	014128	PRINTER,HP	LJ 4M	PFK019876	HP	B68 120	2286.00	NAS1-96010	G	
445	1-019256	014392	SYSTEM UNIT,DYNEX	486		DYNEX	B68 147	2259.00	NAS1-96010	G	
446	1-020284	014391	SYSTEM UNIT,DYNEX	486	33755	DYNEX	B68 146	2259.00	NAS1-96010	G	
447	1-020443	011514	SYSTEM UNIT,ELEGANC	ZXP	311410-4	UNK	B68 147	2138.26	NAS1-96010	G	
448	1-020513	011515	SYSTEM UNIT,ELEGANC	ZXP	311410-3	UNK	B68 147	2138.26	NAS1-96010	G	
449	1-019520	011516	SYSTEM UNIT,NORTHGA	ZXP33D.8	311410-1	NORTH	B68 147	2138.26	NAS1-96010	G	$ 207,929.42
450	1-019873	014199	MONITOR,NEC	MSYNC XE21	4Y21069DE	NEC	B68 116A	2101.00	NAS1-96010	G	
451	1-020541	014196	MONITOR,NEC	MSYNC XE21	Y420992DE	NEC	B68 120A	2101.00	NAS1-96010	G	
452	1-020835	014197	MONITOR,NEC	MSYNC XE21	4Y20996DE	NEC	B68 154	2101.00	NAS1-96010	G	
453	1-020854	014520	MONITOR,NCD	HM4419D	415362237	NCD	B68 146	2100.00	NAS1-96010	G	
454	1-021028	010757	SYSTEM UNIT,GATEWAY	386/25	327797	GATWY	B68 147	2095.00	NAS1-96010	G	
455	1-019840	013448	SYSTEM UNIT,ZEOS	486DX-33DT	B5050975	ZEOS	B68 146	2079.43	NAS1-96010	G	
456	1-020527	013447	SYSTEM UNIT,ZEOS	486	B5050979	ZEOS	B68 147	2079.43	NAS1-96010	G	
457	1-019169	014550	MONITOR,CORNERSTON	CD2181A/01	G6L004672	CORNR	B68 130	1967.00	NAS1-96010	G	
458	1-019231	014574	MONITOR,CORNERSTON	CD2181A/01	G6L004888	CORNR	B68 105	1967.00	NAS1-96010	G	
459	1-019562	014552	MONITOR,CORNERSTON	CD2181A/01	G6L004668	CORNR	B68 137P	1967.00	NAS1-96010	G	
460	1-019645	014568	MONITOR,CORNERSTON	CD2181A/01	G6L004680	CORNR	B68 137R	1967.00	NAS1-96010	G	
461	1-019659	014556	MONITOR,CORNERSTON	CD2181A/01	G6L004679	CORNR	B68 137T	1967.00	NAS1-96010	G	
462	1-019678	014564	MONITOR,CORNERSTON	CD2181A/01	G6L004864	CORNR	B68 137CC	1967.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
463	1-019734	014566	MONITOR,CORNERSTON	CD2181A/01	G6L004682	CORNR	B68 137DD	1967.00	NAS1-96010	G	
464	1-019752	014567	MONITOR,CORNERSTON	CD2181A/01	G6L004675	CORNR	B68 137AA	1967.00	NAS1-96010	G	
465	1-019924	014570	MONITOR,CORNERSTON	CD2181A/01	G6L004685	CORNR	B68 137X	1967.00	NAS1-96010	G	
466	1-019937	014563	MONITOR,CORNERSTON	CD2181A/01	G6L004868	CORNR	B68 137EE	1967.00	NAS1-96010	G	
467	1-019945	014557	MONITOR,CORNERSTON	CD2181A/01	G6L004676	CORNR	B68 137W	1967.00	NAS1-96010	G	
468	1-020059	014577	MONITOR,CORNERSTON	CD2181A/01	G6L004886	CORNR	B68 149I	1967.00	NAS1-96010	G	
469	1-020066	014572	MONITOR,CORNERSTON	CD2181A/01	G6L004890	CORNR	B68 149A	1967.00	NAS1-96010	G	
470	1-020068	014559	MONITOR,CORNERSTON	CD2181A/01	G6L004860	CORNR	B68 154	1967.00	NAS1-96010	G	
471	1-020539	014551	MONITOR,CORNERSTON	CD2181A	G6L004669	CORNR	B68 137L	1967.00	NAS1-96010	G	
472	1-020580	014553	MONITOR,CORNERSTON	CD2181A	G6L004670	CORNR	B68 137P	1967.00	NAS1-96010	G	
473	1-020593	014575	MONITOR,CORNERSTON	CD2181A	G6L004876	CORNR	B68 137V	1967.00	NAS1-96010	G	
474	1-020621	014576	MONITOR,CORNERSTON	CD2181A	G6L004882	CORNR	B68 137Q	1967.00	NAS1-96010	G	
475	1-020627	014578	MONITOR,CORNERSTON	CD2181A	G6L004887	CORNR	B68 137Q	1967.00	NAS1-96010	G	
476	1-020634	014555	MONITOR,CORNERSTON	CD2181A	G6L004671	CORNR	B68 137V	1967.00	NAS1-96010	G	
477	1-020674	014562	MONITOR,CORNERSTON	CD2181A	G6L004874	CORNR	B68 137BB	1967.00	NAS1-96010	G	
478	1-020697	014565	MONITOR,CORNERSTON	CD2181A	G6L004684	CORNR	B68 137C	1967.00	NAS1-96010	G	
479	1-020713	014560	MONITOR,CORNERSTON	CD2181A	G6L004879	CORNR	B68 137D	1967.00	NAS1-96010	G	
480	1-020740	014549	MONITOR,CORNERSTON	CD2181A	G6L004667	CORNR	B68 110	1967.00	NAS1-96010	G	
481	1-020765	014554	MONITOR,CORNERSTON	CD2181A	G6L004681	CORNR	B68 137A	1967.00	NAS1-96010	G	
482	1-020795	014561	MONITOR,CORNERSTON	CD2181A	G6L004870	CORNR	B68 137F	1967.00	NAS1-96010	G	
483	1-020860	014546	MONITOR,CORNERSTON	CD2181A	G6L004873	CORNR	B68 119A	1967.00	NAS1-96010	G	
484	1-020963	014569	MONITOR,CORNERSTON	CD2181A	G6L004690	CORNR	B68 137Z	1967.00	NAS1-96010	G	
485	1-020972	014571	MONITOR,CORNERSTON	CD2181A	G6L004686	CORNR	B68 137Y	1967.00	NAS1-96010	G	
486	1-021101	014573	MONITOR,CORNERSTON	CD2181A	G6L004883	CORNR	B68 118	1967.00	NAS1-96010	G	
487	1-021177	014558	MONITOR,CORNERSTON	CD2181A	G7D009861	CORNR	B68 103	1967.00	NAS1-96010	G	
488	1-019517	014632	MONITOR,CORNERSTON	HM4020D	4613024-001	CORNR	B68 139	1960.00	NAS1-96010	G	
489	1-020061	014639	MONITOR,CORNERSTON	CD1620A	46130246001	CORNR	B68 149I	1960.00	NAS1-96010	G	
490	1-020596	014650	MONITOR,CORNERSTON	HM4020D	4613024	CORNR	B68 137N	1960.00	NAS1-96010	G	
491	1-022106	014637	MONITOR,CORNERSTON	HM4020D	G7L005816	CORNR	B68 139	1960.00	NAS1-96010	G	$ 83,473.86
492	1-020072	011494	SYSTEM UNIT,EPS			EPS	B68 146	1934.00	NAS1-96010	G	
493	1-019881	013555	PRINTER,APPLE	M5890	F1344148108	APPLE	B68 116A	1925.00	NAS1-96010	G	
494	1-019861	014461	BASE UNIT,NCD	HMX PRO		NCD	B68 116C	1876.00	NAS1-96010	G	
495	1-020829	014460	BASE UNIT,NCD	HMX	96R219619	NCD	B68 146	1876.00	NAS1-96010	G	
496	1-020945	013256	PRINTER,HP	C2021A	F060540	HP	B68 111	1852.00	NAS1-96010	G	
497	1-021063	013255	PRINTER,HP	C2021A	F060705	HP	B68 120I	1852.00	NAS1-96010	G	
498	1-019582	014485	MONITOR,NEC	MSYNC XE21	6304157DR	NEC	B68 120C	1809.00	NAS1-96010	G	
499	1-019598	014480	MONITOR,NEC	MSYNC XE21	6304105DR	NEC	B68 137H	1809.00	NAS1-96010	G	
500	1-019853	014484	MONITOR,NEC	MSYNC XE21	6304156DR	NEC	B68 121	1809.00	NAS1-96010	G	
501	1-019950	014488	MONITOR,NEC	MSYNC XE21	6304212DR	NEC	B68 120F	1809.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
502	1-019980	014491	MONITOR,NEC	MSYNC XE21	6304219DR	NEC	B68 139	1809.00	NAS1-96010	G	
503	1-019989	014481	MONITOR,NEC	MSYNC XE21	6304144DR	NEC	B68 120G	1809.00	NAS1-96010	G	
504	1-020027	014479	MONITOR,NEC	MSYNC XE21	6304104DR	NEC	B68 120I	1809.00	NAS1-96010	G	
505	1-020502	014486	MONITOR,NEC	MSYNC XE21	6304158DR	NEC	B68 140	1809.00	NAS1-96010	G	
506	1-020571	014492	MONITOR,NEC	MSYNC XE21	6304184DR	NEC	B68 137J	1809.00	NAS1-96010	G	
507	1-020648	014489	MONITOR,NEC	MSYNC XE21	6304215DR	NEC	B68 137T	1809.00	NAS1-96010	G	
508	1-020853	014487	MONITOR,NEC	MSYNC XE21	6304209DR	NEC	B68 137U	1809.00	NAS1-96010	G	
509	1-020901	014483	MONITOR,NEC	MSYNC XE21	6304151DR	NEC	B68 119B	1809.00	NAS1-96010	G	
510	1-021014	014490	MONITOR,NEC	MSYNC XE21	6301216DR	NEC	B68 120B	1809.00	NAS1-96010	G	
511	1-021049	014482	MONITOR,NEC	MSYNC XE21	6304145DR	NEC	B68 120H	1809.00	NAS1-96010	G	
512	1-020737	014221	PRINTER,HP	LJ 4	185135	HP	B68 110	1804.00	NAS1-96010	G	
513	1-019860	014463	MONITOR,NCD	NC2185AA	410201-172	NCD	B68 116C	1800.00	NAS1-96010	G	
514	1-020836	014462	MONITOR,NCD	9101180	410201-96	NCD	B68 146	1800.00	NAS1-96010	G	
515	1-019233	010241	PRINTER,HP	LJ 2	2814J30016	HP	B68 147	1695.00	NAS1-96010	G	
516	1-019259	011746	PRINTER,HP	LJ 3	3034J84065	HP	B68 109	1685.00	NAS1-96010	G	
517	1-019549	011771	PRINTER,HP	LJ 2	2803J07932	HP	B68 156	1671.00	NAS1-96010	G	
518	1-019540	011734	PRINTER,HP	LJ 2	2914A36389	HP	B68 156	1670.00	NAS1-96010	G	
519	1-019172	010239	PRINTER,HP	LJ 2	2814J30304	HP	B68 156	1635.00	NAS1-96010	G	
520	1-020107	010238	PRINTER,HP	7025	J57163	HP	B68 156	1635.00	NAS1-96010	G	$ 52,036.00
521	1-019185	011596	SYSTEM UNIT,EPS	BD4SX0D8	101451	EPS	B68 147	1434.00	NAS1-96010	G	
522	1-019340	013353	SYSTEM UNIT,EPS	B4SX38V3P	110236	EPS	B68 147	1365.00	NAS1-96010	G	
523	1-019546	013342	SYSTEM UNIT,EPS	B4SX38V3P	110240	EPS	B68 147	1365.00	NAS1-96010	G	
524	1-019552	013362	SYSTEM UNIT,EPS	B4SX38V3P	110247	EPS	B68 147	1365.00	NAS1-96010	G	
525	1-019556	013350	SYSTEM UNIT,EPS	B4SX38V3P	110255	EPS	B68 147	1365.00	NAS1-96010	G	
526	1-020003	013351	SYSTEM UNIT,EPS	B4SX38V3P	110233	EPS	B68 146	1365.00	NAS1-96010	G	
527	1-020012	013344	SYSTEM UNIT,EPS	B4SX38V3P	110241	EPS	B68 147	1365.00	NAS1-96010	G	
528	1-020179	013363	SYSTEM UNIT,EPS	B4SX38V3	110231	EPS	B68 147	1365.00	NAS1-96010	G	
529	1-020456	013348	SYSTEM UNIT,EPS	B4SX38V3P	110251	EPS	B68 147	1365.00	NAS1-96010	G	
530	1-020458	013357	SYSTEM UNIT,EPS	B4SX38V3P	110243	EPS	B68 147	1365.00	NAS1-96010	G	
531	1-020537	013349	SYSTEM UNIT,EPS	BD45X38V3P	110246	EPS	B68 147	1365.00	NAS1-96010	G	
532	1-021061	013354	SYSTEM UNIT,EPS	B4SX38V3	110236	EPS	B68 146	1365.00	NAS1-96010	G	
533	1-021092	014273	MONITOR,DELL	433D/MXE	4N14X	DELL	B68 146	1259.00	NAS1-96010	G	
534	1-019523	014262	SYSTEM UNIT,DELL	433D/MXE	4MZ8T	DELL	B68 146	1259.00	NAS1-96010	G	
535	1-019695	014311	SYSTEM UNIT,DELL	433D/MXE	4N142	DELL	B68 137J	1259.00	NAS1-96010	G	
536	1-020051	014260	SYSTEM UNIT,DELL	433D/MXE	4N150	DELL	B68 146	1259.00	NAS1-96010	G	
537	1-020184	014258	SYSTEM UNIT,DELL	433D/MXE	4N157	DELL	B68 146	1259.00	NAS1-96010	G	
538	1-020311	014271	SYSTEM UNIT,DELL	433D/MXE	4N14J	DELL	B68 146	1259.00	NAS1-96010	G	
539	1-020329	014305	SYSTEM UNIT,DELL	433D/MXE	4N124	DELL	B68 146	1259.00	NAS1-96010	G	
540	1-020361	014307	SYSTEM UNIT,DELL	433D/MXE	4N135	DELL	B68 146	1259.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
541	1-020444	014261	SYSTEM UNIT,DELL	433D/MXE	4MZ8K	DELL	B68 146	1259.00	NAS1-96010	G	
542	1-020451	014256	SYSTEM UNIT,DELL	433D/MXE	4MZ8Q	DELL	B68 146	1259.00	NAS1-96010	G	
543	1-020452	014254	SYSTEM UNIT,DELL	433D/MXE	4MZ8M	DELL	B68 146	1259.00	NAS1-96010	G	
544	1-020453	014306	SYSTEM UNIT,DELL	433D/MXE	4N13C	DELL	B68 146	1259.00	NAS1-96010	G	
545	1-020454	014309	SYSTEM UNIT,DELL	433D/MXE	4N145	DELL	B68 146	1259.00	NAS1-96010	G	
546	1-020465	014313	SYSTEM UNIT,DELL	433D/MXE	4N139	DELL	B68 146	1259.00	NAS1-96010	G	
547	1-020466	014310	SYSTEM UNIT,DELL	433D/MXE	4N13F	DELL	B68 146	1259.00	NAS1-96010	G	
548	1-020467	014267	SYSTEM UNIT,DELL	433D/MXE	M4Z8W	DELL	B68 146	1259.00	NAS1-96010	G	
549	1-020573	014263	SYSTEM UNIT,DELL	433D/MXE	4N14R	DELL	B68 146	1259.00	NAS1-96010	G	
550	1-021051	014272	SYSTEM UNIT,DELL	433D/MXE	4N155	DELL	B68 146	1259.00	NAS1-96010	G	
551	1-020110	014085	SYSTEM UNIT	486 SX/33	117431	UNK	B68 147	1230.00	NAS1-96010	G	
552	1-019312	014077	SYSTEM UNIT,EPS	GDKT4VP	117429	EPS	B68 146	1230.00	NAS1-96010	G	
553	1-019865	014082	SYSTEM UNIT,EPS	GDKT4VP	117439	EPS	B68 147	1230.00	NAS1-96010	G	
554	1-020509	014069	SYSTEM UNIT,EPS	BD4SX0D8	117443	EPS	B68 147	1230.00	NAS1-96010	G	
555	1-020524	014075	SYSTEM UNIT,EPS	BD4SX0D8	117430	EPS	B68 147	1230.00	NAS1-96010	G	
556	1-020535	014070	SYSTEM UNIT,ZEOS	G3KT4VP	117443	ZEOS	B68 147	1230.00	NAS1-96010	G	
557	1-020281	014389	PRINTER,HP	LJ 3P	312JG0669	HP	B68 103	989.00	NAS1-96010	G	
558	1-021124	014433	PRINTER LABEL	A356	P97130258	ZEBRA	B68 126	886.00	NAS1-96010	G	
559	1-020850	011532	DIGITIZER	SD-421E	2EIJB0147	UNK	B68 146	705.00	NAS1-96010	G	
560	1-019257	014393	MONITOR,NEC	MSYNC 3FGX	28N13667A	NEC	B68 154	700.00	NAS1-96010	G	
561	1-020282	014390	MONITOR,NEC	MSYNC 3FGX	28N13794A	NEC	B68 156	700.00	NAS1-96010	G	
562	1-019871	013629	DRIVE,HARD,APPLE			APPLE	B68 147	684.00	NAS1-96010	G	
563	1-019788	011395	DRIVE,CD,NEC	CDR-74	A3D9MDNCD-74	NEC	B68 156	624.00	NAS1-96010	G	
564	1-020065	011397	DRIVE,CD,NEC			NEC	B68 156	624.00	NAS1-96010	G	
565	1-020392	014432	PRINTER	9939	005640	UNK	B68 126	587.00	NAS1-96010	G	
566	1-019870	011400	DRIVE,FLOPPY,IOMEGA	BERNOULLI		IOMEG	B68 156	529.00	NAS1-96010	G	
567	1-020536	010864	HUB,INTEL	NETPORT	306514004	INTEL	B68 156	470.00	NAS1-96010	G	
568	1-019538	014642	DRIVE,CD,PANASONIC	4X	5819BLB01165	PANAS	B68 156	469.00	NAS1-96010	G	
569	1-020222	010300	TERMINAL,IBM	3162-200	88Z6739	IBM	B68 146	456.00	NAS1-96010	G	
570	1-020578	014477	UPS,APC	1250	127851611	APC	B68 149B	413.00	NAS1-96010	G	
571	1-020602	014476	UPS,APC	600	127851864	APC	B68 137N	413.00	NAS1-96010	G	
572	1-020464	011474	MONITOR,CTX	CVP-5468NI	A5022501925	CTX	B68 147	410.00	NAS1-96010	G	
573	1-020462	011475	MONITOR,DELL	D1428-HS	90629CL27	DELL	B68 146	410.00	NAS1-96010	G	
574	1-021026	010765	MONITOR,GATEWAY	1024NI	T9794701	GATWY	B68 147	330.00	NAS1-96010	G	
575	1-021104	010687-07	ENVELOPE FEEDER,HP	33458A	3022J2628	HP	B68 116	302.00	NAS1-96010	G	
576	1-020359	011555	MONITOR	SC-428PS	X9551060275	UNK	B68 147	300.00	NAS1-96010	G	
577	1-020390	014429	MONITOR	7600-04	8V5301206	UNK	B68 126	300.00	NAS1-96010	G	
578	1-020177	013402	MONITOR,AOC	CM-336N	32106032	AOC	B68 147	300.00	NAS1-96010	G	
579	1-020460	013417	MONITOR,AOC	CM-336N	TP32312357	AOC	B68 147	300.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
580	1-021059	013413	MONITOR,AOC	CM-336N	41300644	AOC	B68 146	300.00	NAS1-96010	G	
581	1-020111	014103	MONITOR,CTX	1451ES	41301209	CTX	B68 147	300.00	NAS1-96010	G	
582	1-020450	010277-01	MONITOR,DELL	VC-2	410058304	DELL	B68 147	300.00	NAS1-96010	G	
583	1-019310	011566	MONITOR,EPS	CM-336	RA00229375	EPS	B68 146	300.00	NAS1-96010	G	
584	1-020378	011500	MONITOR,EPS	CM-336	TP30709032	EPS	B68 147	300.00	NAS1-96010	G	
585	1-020503	011552	MONITOR,EPS	CM-336	RA00217511	EPS	B68 147	300.00	NAS1-96010	G	
586	1-020520	011561	MONITOR,EPS	CM-336	RA00219601	EPS	B68 147	300.00	NAS1-96010	G	
587	1-020950	011562	MONITOR,EPS	CM-336	RA00219538	EPS	B68 147	300.00	NAS1-96010	G	
588	1-019557	012573	MONITOR,NORTHGATE	SVGA-14	303A200315	NORTH	B68 147	300.00	NAS1-96010	G	
589	1-019518	011520	MONITOR,PANASONIC	C1381I	KH2343971	PANAS	B68 147	300.00	NAS1-96010	G	
590	1-020442	011518	MONITOR,PANASONIC	C1381I	KH2344798	PANAS	B68 147	300.00	NAS1-96010	G	
591	1-020445	011519	MONITOR,PANASONIC	C1381I	KH2344800	PANAS	B68 147	300.00	NAS1-96010	G	
592	1-020455	011590	MONITOR,PANASONIC	C1381I	KH2344624	PANAS	B68 147	300.00	NAS1-96010	G	
593	1-020471	011352	MONITOR,PANASONIC	V1428U	85427	PANAS	B68 146	300.00	NAS1-96010	G	
594	1-020597	011517	MONITOR,PANASONIC	C1381I	KH2351394	PANAS	B68 137N	300.00	NAS1-96010	G	
595	1-019541	011655	MONITOR,TECO	TE1420	20177683	TECO	B68 147	300.00	NAS1-96010	G	
596	1-020457	011656	MONITOR,TECO	TE1420	20188614	TECO	B68 147	300.00	NAS1-96010	G	
597	1-021131	014232	MONITOR	1428UBG	54DM84	UNK	B68 139	299.00	NAS1-96010	G	
598	1-021136	014246	MONITOR	1428UBG	54DN84	UNK	B68 139	299.00	NAS1-96010	G	
599	1-019521	014226	MONITOR,DELL	14ES	45916A54CT84	DELL	B68 146	299.00	NAS1-96010	G	
600	1-019542	014230	MONITOR,DELL	14ES	45916A53V384	DELL	B68 146	299.00	NAS1-96010	G	
601	1-019543	014240	MONITOR,DELL	14ES	45916A54H284	DELL	B68 146	299.00	NAS1-96010	G	
602	1-019693	014233	MONITOR,DELL			DELL	B68 146	299.00	NAS1-96010	G	
603	1-019711	014252	MONITOR,DELL	P1428UBG	45916A551584	DELL	B68 137K	299.00	NAS1-96010	G	
604	1-019863	014235	MONITOR,DELL	14ES	45916A53U88	DELL	B68 146	299.00	NAS1-96010	G	
605	1-020001	014249	MONITOR,DELL	14ES	45916A54DE84	DELL	B68 146	299.00	NAS1-96010	G	
606	1-020013	014248	MONITOR,DELL	14ES	45916A554284	DELL	B68 146	299.00	NAS1-96010	G	
607	1-020050	014238	MONITOR,DELL	14ES	45916A552Y84	DELL	B68 146	299.00	NAS1-96010	G	
608	1-020187	014239	MONITOR,DELL	P1428UBG	551684	DELL	B68 146	299.00	NAS1-96010	G	
609	1-020312	014245	MONITOR,DELL	P1428UBG	45916A554484	DELL	B68 146	299.00	NAS1-96010	G	
610	1-020330	014242	MONITOR,DELL	P1428UBG	45916A553V84	DELL	B68 146	299.00	NAS1-96010	G	
611	1-020511	014251	MONITOR,DELL	P1428UBG	54FQ84	DELL	B68 146	299.00	NAS1-96010	G	
612	1-020514	014250	MONITOR,DELL	P1428UBG	54FK84	DELL	B68 146	299.00	NAS1-96010	G	
613	1-020937	014236	MONITOR,DELL	P1428UBG	45916A53PN84	DELL	B68 146	299.00	NAS1-96010	G	
614	1-021094	014227	MONITOR,DELL	P1428UBG	54AW84	DELL	B68 146	299.00	NAS1-96010	G	
615	1-019841	010698	PRINTER,PANASONIC	KX-P1124I	1BMBCAF05559	PANAS	B68 146	284.98	NAS1-96010	G	
616	1-019838	013459	MONITOR,ZEOS	CMS-1461	A70-33804622	ZEOS	B68 146	0.00	NAS1-96010	G	$ 412,598.26

	A	B	C	D	E	F	G	H	I	J	K
1	TAG NO	NASA	DESCRIPTION	MODEL	SERIAL NO	MFR	LOC	PRICE	CNUM	GFE	
2	1-017740	014544	ROLM,CBX	9751	9690	IBM	B68 139	105247.00	NAS1-20048	G	
3	1-015888	011297	MICROFICHE DUPLICATOR			UNK	B68 139	55485.28	NAS1-20048	G	
4	1-017741	014545	VOICEMAIL,ROLM	7003	89-20756	ROLM	B68 139	38960.00	NAS1-20048	G	
5	1-016790		VIDEOCONFERENCING SYSTEM	4500		PIC	B68 138	29230.00	NAS1-20048	G	
6	1-017213	010870	CHASSIS		P11003F8	UNK	B68 146	15980.55	NAS1-20048	G	
7	1-015674	013144	VCR,SONY	PVW-2800	15950	SONY	B68 139	13860.00	NAS1-20048	G	
8	1-015675	014040	VCR,SONY	PVW-2800	18805	SONY	B68 139	13860.00	NAS1-20048	G	
9	1-017744	010672	CARD ACCESS SYSTEM	6350		UNK	B68 139	13233.00	NAS1-20048	G	
10	1-015683	013139	VIDEO	DF/X320		UNK	B68 139	11875.00	NAS1-20048	G	
11	1-015019	014161	COPIER,XEROX	5053		XEROX	B68 150A	10605.00	NAS1-20048	G	
12	1-017581	014156	COPIER,XEROX	5053	2Y5050129	XEROX	B68 146	8630.00	NAS1-20048	G	
13	1-017582	014157	COPIER,XEROX	5053	2Y5049615	XEROX	B68 146	8630.00	NAS1-20048	G	
14	1-017384		PROJECTOR,PROXIMA	DP9250	G9101537	PRXMA	B68 138	6625.00	NAS1-20048	G	
15	1-015679	014409	VCR,SONY	VO-5850	24327	SONY	B68 118	5800.00	NAS1-20048	G	
16	1-015921	013152	VIDEO CAMERA	EVW300	11296	UNK	B68 148	5330.00	NAS1-20048	G	
17	1-015680	013140	VCR,SONY	EVO-9850		SONY	B68 139	5115.00	NAS1-20048	G	
18	1-015682	013141	VCR,SONY	EVO-9850		SONY	B68 139	5115.00	NAS1-20048	G	
19	1-014120	013538	PANELVIEW,INFOCUS	550	DP03814	INFOC	B68 138	4197.00	NAS1-20048	G	
20	1-013744	014041	BINDER MACHINE,UNK		5866	UNK	B68 139	3995.00	NAS1-20048	G	
21	1-015589	014042	BINDER MACHINE,UNK			UNK	B68 139	3995.00	NAS1-20048	G	
22	1-013811	010543	BINDER MACHINE,GBC		12639	GBC	B68 148	3767.00	NAS1-20048	G	
23	1-013831	000777	PAPER CUTTER			UNK	B68 148	3650.00	NAS1-20048	G	
24	1-013749	010522	MICROFICHE CARRIAGE	LCT-5003	313284	UNK	B68 139	3000.00	NAS1-20048	G	
25	1-016791		VIDEO VISUALIZER	RE-350	6C103035	PIC	B68 138	2964.00	NAS1-20048	G	
26	1-015506	005466	SAFE	OEQ000018		UNK	B68 144	2748.59	NAS1-20048	G	
27	1-017082	011392	VIDEO CAMERA	RC-570	2006296	UNK	B68 148	2668.00	NAS1-20048	G	
28	1-015667	013149	VCR,PANASONIC	AG-W1		PANAS	B68 139	1895.00	NAS1-20048	G	
29	1-015514	010157	PACKAGER,SIGNODE	LOOP 1000		SIGNO	B68 139	1795.00	NAS1-20048	G	
30	1-015618	010672-20	VCR,BURLE	TC3930	10610065	BURLE	B68 139	1490.00	NAS1-20048	G	
31	1-015794	011638	TRIPOD FLUID HEAD	SYS 10	101508	UNK	B68 148	1407.00	NAS1-20048	G	
32	1-015516	006627	WIRE STITCHER,BOSTITCH	775179	7	BOSTI	B68 148	1362.60	NAS1-20048	G	
33	1-015922	013150	ZOOM LENS	VCL713BX	08303E	UNK	B68 148	1185.00	NAS1-20048	G	
34	1-015520	007404	MICROFICHE CUTTER	1200	02-2037	UNK	B68 139	1164.00	NAS1-20048	G	
35	1-015795	011639	TELEVISION,SONY	EMV-1344Q	2006390	SONY	B68 139	919.00	NAS1-20048	G	
36	1-015671	011784	VCR,SONY	SLV-R5UC		SONY	B68 139	890.00	NAS1-20048	G	
37	1-015909	011297-01	RACK			UNK	B68 139	801.00	NAS1-20048	G	
38	1-015480	013847	REPEATER,ALLIED TELESIS	3012T		ATELE	B68 156	800.00	NAS1-20048	G	
39	1-017739		RECORDER,WHITEBOARD	DMA-01	EF69BA23	VIRT	B68 156	678.00	NAS1-20048	G	

	A	B	C	D	E	F	G	H	I	J	K
40	1-014117	013532	PROJECTOR			UNK	B68 118	665.00	NAS1-20048	G	
41	1-017100	010544	NIPPER	8-BJ4		UNK	B68 148	607.00	NAS1-20048	G	
42	1-015400	005031	TELEPHONE,ROLM	46901	71740741	ROLM	B68 132	595.00	NAS1-20048	G	
43	1-014119	013611	PROJECTOR			UNK	B68 138	595.00	NAS1-20048	G	
44	1-013815	000574	PAPER CUTTER			UNK	B68 139	585.00	NAS1-20048	G	
45	1-015676	013171	VCR,SONY	SVO-1610	0013039	SONY	B68 139	495.00	NAS1-20048	G	
46	1-015677	013170	VCR,SONY	SVO-1610	0013949	SONY	B68 139	495.00	NAS1-20048	G	
47	1-015678	013173	VCR,SONY	SVO-1610	0012912	SONY	B68 139	495.00	NAS1-20048	G	
48	1-015681	013172	VCR,SONY	SVO-1610	0013494	SONY	B68 139	495.00	NAS1-20048	G	
49	1-015913	011460	VIDEO			UNK	B68 156	483.00	NAS1-20048	G	
50	1-017746	010672-09	CARD READER			UNK	B68 101	476.00	NAS1-20048	G	
51	1-017747	010672-10	CARD READER			UNK	B68 101	476.00	NAS1-20048	G	
52	1-017755	010672-31	CARD READER	XE1RDR		UNK	B68 139	476.00	NAS1-20048	G	
53	1-017756	010672-32	CARD READER			UNK	B68 139	476.00	NAS1-20048	G	
54	1-015918	013148	TELEVISION/VCR,PANASONIC	PV-M0208	L0AA10257	PANAS	B68 139	400.00	NAS1-20048	G	
55	1-014115	014334	RECEIVER,SHURE	T3	0809943524	SHURE	B68 118	279.00	NAS1-20048	G	
56	1-015884	013430	VIDEO			UNK	B68 148	260.10	NAS1-20048	G	
57	1-014954	011217	MICROFICHE READER			UNK	B68 137L	250.00	NAS1-20048	G	
58	1-014466	014402	VCR,HITACHI	VT-MM270A	30607571	HITAC	B68 138	243.00	NAS1-20048	G	
59	1-013738	006923	MICROFICHE (READER)		113773	UNK	B68 137N	198.40	NAS1-20048	G	
60	1-014247	001092	TELEPHONE,ROLM	D-A120SPK	UNK	ROLM	B68 132	149.00	NAS1-20048	G	
61	1-013455	005095	TELEPHONE,ROLM	D-A120SPK	UNK	ROLM	B68 132	149.00	NAS1-20048	G	
62	1-015875	010172	WAND,BARCODE			UNK	B68 156	131.75	NAS1-20048	G	
63	1-017751	010672-21	WALL MOUNT			UNK	B68 139	38.00	NAS1-20048	G	
64	1-017758	010672-36	WALL MOUNT			UNK	B68 101	38.00	NAS1-20048	G	$408,502.27
65											
66	**TAG NO**	**NASA**	**DESCRIPTION**	**MODEL**	**SERIAL NO**	**MFR**	**LOC**	**PRICE**	**CNUM**	**GFE**	
67	1-020603	014640	SCANNER,MEKEL	M460XL	76	UNK	B68 137N	84095.00	NAS1-96010	G	
68	1-019589	014634	SCANNER,FUJITSU	M3099G+	7	FUJIT	B68 139	20240.00	NAS1-96010	G	
69	1-019654	014622	SCANNER,FUJITSU	M3099G+	124	FUJIT	B68 137Q	20240.00	NAS1-96010	G	
70	1-020577	014623	SCANNER,FUJITSU	M3099G	118	FUJIT	B68 137P	20240.00	NAS1-96010	G	
71	1-020402	014431	POSTAGE METER	SM94	30007362	UNK	B68 126	6194.00	NAS1-96010	G	
72	1-019315	014125	PANELVIEW,INFOCUS	550	9P06303	INFOC	B68 118	4092.96	NAS1-96010	G	
73	1-020245	010662	COPY BOARD,ELECTRONIC	3100-4	C0352009	UNK	B68 155	3630.00	NAS1-96010	G	
74	1-020561	006763	PALLET JACK	FP4DW481	4234	UNK	B68 147	3521.96	NAS1-96010	G	
75	1-020965	014408	VCR	V0-5800		UNK	B68 139	3465.00	NAS1-96010	G	
76	1-020890	010860	SIGNATURE MACHINE	M80	284092	UNK	B68 146	2995.00	NAS1-96010	G	
77	1-019784	011298	FAX MACHINE,CANON	FAX-L775	05357	CANON	B68 146	2562.00	NAS1-96010	G	
78	1-020395	010546-01	SCALE	8835	2029	UNK	B68 126	2300.00	NAS1-96010	G	

	A	B	C	D	E	F	G	H	I	J	K
79	1-020586	014038	DENSITOMETER	TD-504	5338C	UNK	B68 137O	1892.00	NAS1-96010	G	
80	1-020616	006621	PAPER CUTTER	48E	34101	UNK	B68 137S	1450.00	NAS1-96010	G	
81	1-019697	011461	CASSETTE,PAPER,HP	C1751A	108740	HP	B68 137J	1285.00	NAS1-96010	G	
82	1-021168	014369	WORK SURFACE			UNK	B68 120H	1100.00	NAS1-96010	G	
83	1-019787	011398	SCANNER,MICROTEK	MRS-600ZS	S194605645	MICTK	B68 146	1096.00	NAS1-96010	G	
84	1-019303	011783	TELEVISION,PANASONIC	CTN-31765	AS12590167	PANAS	B68 138	1040.00	NAS1-96010	G	
85	1-019355	011419	TAPE DISPENSER			UNK	B68 126	800.00	NAS1-96010	G	
86	1-019134	006623	CAMERA			UNK	B68 117	697.50	NAS1-96010	G	
87	1-021030	013530	SCANNER,HP	IIP	3201J98514	HP	B68 156	675.00	NAS1-96010	G	
88	1-019341	010506	TELEPHONE,ROLM	46901	71933905	ROLM	B68 132	595.00	NAS1-96010	G	
89	1-020230	010507	TELEPHONE,ROLM	46901	92004113	ROLM	B68 132	595.00	NAS1-96010	G	
90	1-020231	010509	TELEPHONE,ROLM	46901	MT976613	ROLM	B68 132	595.00	NAS1-96010	G	
91	1-020232	010504	TELEPHONE,ROLM	46901	71740616	ROLM	B68 132	595.00	NAS1-96010	G	
92	1-020327	010505	TELEPHONE,ROLM	46901	71932643	ROLM	B68 132	595.00	NAS1-96010	G	
93	1-020347	006790	MICROFICHE FILE			UNK	B68 116	485.00	NAS1-96010	G	
94											$187,071.42

Exhibit E

Safety and Health Plan

ASRC AEROSPACE CORPORATION

CASI CONTRACT
HEALTH, SAFETY & ENVIRONMENTAL PLAN

ASRC Aerospace Corporation

January 23,2001

General Manager: Richard Ambrose

Project Name: CAS1

Project Manager: Elizabeth Buffum

HSE Manager Penny Brietzke/Mike Patterson

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Managemd .t Responsibility/Ac.ountability

1.1 HSE Performance Objectives

HSE Policy

The management of ASRC Aerospace Corporation recognizes an obliaation to protect the human, physical, and financial resources of the company. We recognize our responsibility to manage our company in a manner that these resources are conserved and utilized effectively. We also recognize our responsibility to ensure that the operations are conducted with regard for environmental protection. Accordingly, it is our company policy to:

- Furnish work places free from recognized hazards likely to cause death, injury, or illness.
- Comply with laws regulating environmental protection and employees' safety and health.
- Recognize the priority of safety, health and environmental factors where there is competition with economic consideration.
- Provide employees with necessary training, procedures, and information in order that they may do their jobs safely and to ensure environmental protection.
- Hold the Project Manager accountable for ensuring resources, support, and HSET assistance is delivered appropriately.
- Hold each Supervisor accountable for assuring that employees, equipment and facilities within their areas of responsibility are maintained in a safe manner.
- Hold each employee responsible for maintaining safe working conditions and practices and compliance with safety, health, and environmental regulations.
- Maintain an HSE Specialist on each project to administer and monitor safety, health and environmental programs.
- Strive for constant improvement toward the ultimate goal of zero reportable spills, zero loss time accidents (LTA's) and zero OSHA recordable rates.
- Provide a drug and alcohol free workplace for all of our employees.
- Provide training and additional skills to our management, supervisors, and employees to successfully complete the tasks given them.

1.2 GENERAL MANAGER

It is the goal of the General Manager to implement safe production practices into the work execution plan thereby integrating safety into the production process. This shall be accomplished through the use of Standard Operating Procedures, Job Hazard Analysis, and training. The General Manager shall provide the necessary resources, support and expertise to the field personnel. These resources shall be made available without regard to production or other influences.

Responsibilities

- Ensure that the project is performed in a manner consistent with the safety guidelines provided in this plan.
- Ensure compliance with safety and health plans of ASRC Aerospace Corporation and sub-contractor personnel.
- Ensure that adequate funds and resources are allocated to fully implement project safety and health plans.
- Coordinates with the Project Manager and HSE Manager on safety and health matters.

Authority (Safety Related)

- Confirm HSE Manager's assignments of Safety Specialists to the project if required.
- Suspend field activities if safety and health of personnel are endangered.
- Suspend an individual from field activities for infractions of the safety and health plan, pending an evaluation by the HSE Manager.

1.3 PROJECT MANAGER

The Project Manager shall implement the Accident Prevention Program at the direction of the General Manager and the **HSE** Manager. The Project Manager shall provide resources, time, and expertise in the fulfillment of the Accident Prevention Program. Training will be a required element in the fulfillment of the Accident Prevention Program. This training will be designed for the Supervision under the Project Manager and will be used to complete the tasks in a safe and productive manner.

The Project Manager will also be responsible for the inspection of the job site and the corrective action needed to bring the project into compliance with the APP and applicable laws.

RESPONSIBILITIES

- Provide documentable leadership and participation in fulfilling the Health and Safety Policy.
- Ensure a Job Hazard Analysis of all activities is completed, reviewed and findings implemented.
- Immediately report all safety-related incidents or accidents to the Safety Specialist, HSE Manager and General Manager.
- Assist the General Manager and HSE Manager in all aspects of implementing the Health and Safety Policy.
- Ensure that the health and safety equipment on site is procured in a timely manner.
- Ensure implementation of emergency procedures as required.
- Ensure that all HSE related documents, items, and issues are coordinated with the client as outlined in the procedures.
- Ensure that all employees are properly trained according to the training matrix and employees have demonstrated a level of competence in the training received.
- Thoroughly investigate all accidents/injuries/incidents/near misses, and report to the General Manager, HSE Manager and Client HSET plan.
- Perform monthly, documented inspections of the **job** site.
- Ensure the interface with client Operations concerning permitted work, and work conducted in control areas.
- Ensure that safe work practices are being followed.
- Ensure environmental controls are implemented and complied with.
- Ensure that the hazardous materials management program is established and followed.
- Ensure that all craft foremen are trained, understand their responsibilities as foremen in regards to HSE, and assist them in providing a safe work environment.
- Ensure that the PPE matrix is followed and that the appropriate PPE required for the hazards is utilized.
- Ensure that the proper PPE is selected for the types of hazards that employees are exposed to.

- Ensure that the PPE matrix is complete and the findings reviewed with the employees.
- Ensure necessary calibration on equipment requiring consistent calibration, if any.
- Ensure that all safety equipment and PPE is inspected as directed, and that documentation is kept on file.
- Ensure the maintenance of safety administration records.
- Interface with the General Manager, HSE Manager, and Safety Specialists in matters of safety and health.
- Ensure all production management are trained and oriented on safety and health related activities.
- Monitor compliance with safety and health policies.
- Ensure all ASRC Aerospace subcontractors comply with this safety plan.
- Ensure all employees comply with the Prime Contractors Safety Plan.
- Conduct and document monthly safety meetings.
- Assist the Safety Specialists to obtain required safety and health equipment.
- Ensure preparation of **JHAs** (Job Hazard Analysis)..

AUTHORITY

- Temporarily suspend field activities if health and safety personnel of personnel are endangered, pending further consideration by the General Manager, **HSE** Manager and Safety Specialists.
- Temporarily suspend an individual from field activities for infractions of the health and safety policy, pending further considerations by the General Manager, HSE Manager and Safety Specialists.
- Suspend work or otherwise limit exposures to personnel if the safety and health policy appears to be unsuitable or inadequate.

1.4 SUPERINTENDENTS/SUPERVISORS

Superintendents will be held responsible for the safe work practices of the foreman and employees working under them, be it for one (1) day or the entire project. They will ensure those safety rules and procedures are followed and enforced

The superintendent will provide the time, resources, and tools to the foremen and the employees to perform their functions as a safe quality process. The superintendent shall also provide training in the execution of safe work practices to their foremen as well as creating a scheduled meeting to discuss the operations processes for the week. This meeting will address implementation of the work package for as well as the standard operating procedures

Superintendents will receive safety training from the Project Manager, HSE Manager, and Safety Specialists.

Management Responsibility/Accountability

RESPONSIBILITIES

- Direct and enforce safety and health rules and standard operating procedures (SOP's) on the job site.
- Report immediately all safety-related incidents or accidents to the Project Manager, HSE Manager, Safety Specialists and to the General Manager per established procedures.
- Assist the Project Manager in all aspects of implementing the safety and health policy.
- Maintain necessary safety and health equipment on the job site and ensure that it is appropriately utilized.
- Implement emergency procedures as required.
- Ensure foremen provide a weekly documented inspections of the job site.
- Ensure that **JHAs** are completed and reviewed with each crew.
- Ensure that PPE is provided and used by the personnel.
- Ensure that personnel comply with the safety and health policy.

AUTHORITY

- Temporarily suspend field activities if the safety and health of personnel are endangered.
- Temporarily suspend an individual from field activities for infractions of the safety and health policy, pending further considerations by the Project Manager, Safety Specialists, and General Manager.

1.5 FOREMEN

Foremen will be held responsible for the safe work practices of employees working under them, be it for one **(1)** day or the entire project. They will ensure those safety rules and procedures are enforced and followed as written.

One of the highest priorities of **the** Foreman will be to ensure the use of correct PPE (personal protection equipment) at all times.

Forman will receive safety training from the Project Manager, **HSE** Manager, and Safety Specialists.

RESPONSIBILITY

- Direct and enforce safety and health rules and procedures on the job site.
- Report immediately all safety-related incidents or accidents to the Project Manager, **HSE** Manager, Safety Specialists and to the General Manager per established procedures.
- Assist the Project Manager in all aspects of implementing the safety and health policy.
- Maintain necessary safety and health equipment on the job site and ensure that it is appropriately utilized.
- Provide and document New Hire Orientation to all employees under their charge.
- Implement emergency procedures as required.
- Conduct weekly documented inspections of the job site.
- Conduct and document safety meetings.
- Conduct and document that **JHAs** are reviewed with each crew.
- Ensure that PPE is provided and used by the craft personnel.
- Ensure that craft personnel comply with the safety and health policy.

AUTHORITY

- Temporarily suspend field activities if the safety and health of personnel are endangered.
- Temporarily suspend an individual from field activities for infractions of the safety and health policy, pending further considerations by the Project Manager, Safety Specialists, and Subsidiary Manager.

1.6 EMPLOYEES

Each employee shall comply with all policies and procedures contained in ASRC Aerospace Corporation Policies and Procedures Guidelines which is applicable to his or her own actions while on the job. All employees shall conscientiously use all safety devices, procedures, and personal protective equipment required under ASRC Aerospace Corporation procedures.

All employees are responsible for reporting all injuries, illnesses, incidents, and/or near misses to their immediate supervisor/foreman and/or the Safety Specialist at the time of occurrence, regardless of seventy.

In addition, all personnel are required and trained (per the training matrix) to:

- Report all spills regardless of size.
- Report all fires regardless of size and location.
- Report all property damage regardless of extent.
- Complete injury questionnaire for all injuries.

2.0 HUMAN RESOURCES

2.1 Job Descriptionsw/ Physical Qualifications
2.2 Code of Safe Conduct
2.3 Drug/ Alcohol Policy
2.4 Return to Work
2.5 Disciplinary Policy

2.1 Job Descriptions

Job descriptions shall be completed for every expected, ordinary position. The positions shall include minimum expected requirements, expected shifts, physical requirements, and expectations of the position.

The Human Resources Manager will create all Job Descriptions for new and / upcoming positions and shall retain completed job descriptions.

2.2 Code of Safe Conduct

The Code of Safe Conduct is basically the "rules to live by" while working for ASRC Aerospace Corporation. Most of these rules are common sense and are easy to adhere to. The Code of Safe Conduct can be found within the ASRC Aerospace Corporation Employee Informational Manual and is a part of the New Hire Orientation. A copy can be located in Section 5.1, "General Safety Rules."

2.3 Drug / Alcohol Policy

The Drug / Alcohol Policy is a very pro-active stance against the use and abuse of drugs / alcohol in the workplace. Because of our commitment to a drug and alcohol free workplace, we have created this Policy to address fairness and strictness in our pursuit of this goal. This is located in the " Drug / Alcohol Policy."

2.4 Return to Work

ASRC Aerospace Corporation has an aggressive Return To Work program concentrating on keeping an injured employee on the job while they recover. Our intent is to provide a safe, non-threatening job or task in which the employee can still utilize their available skills while healing. This policy will require the treating physician to assess the employees condition and make evaluations as to the limits of physical activity the employee can sustain without the possibility of re-injury. The physicians evaluation will be the sole determination of the type and amount of work an injured employee is capable of performing.

2.5 Disciplinary Policy

The Disciplinary Policy provides for a fair and structured method of management to respond to less than desirable performance, violation of company policy, or any workplace social issues.

3.0 HEALTH / SAFETY / 'ENVIRONMENTAL AWARENESS

3.1 New Hire Orientation
3.2 Required Training
3.3 Accident Reporting
3.4 Emergency Action Plan (General)
3.5 Record Keeping

3.1 New Hire Orientation

A thorough overview of ASRC Aerospace Corporation' policies and procedures, required safe work practices, Non-DOT drug and alcohol policy, and general policies such as driving responsibilities, site specific hazards, reinforcement of channels of communications. The supervisor whom the employee will report to shall give the New Hire Orientation. This training shall be documented and shall be given PRIOR to the employee being assigned tasks. All reports shall be given to the Safety Specialist and the office staff to document training and for tracking.

3.2 Required Training for Specific Programs (Training Matrix)

1.1.1.2. This matrix outlines the minimum training required for an employee to start a task. The requirements are arranged by job description. A company-authorized trainer prior to the assignment of any task shall give the training. If, in the course of employment, the employee desires to attend further training beyond the minimums the company shall attempt to arrange for this training as the work allows.

1.1.1.3.

1.1.1.4.

3.3 Accident Reporting

All employees are responsible to report any near miss, incident, injury, or accident immediately. Further reinforcement of this reporting shall be given in the New Hire Orientation,

All serious accidents shall be reported (as soon as possible) to the NASA LaRC Safety Office at 864-7233. A written report of the accident (LaRC Form 95) shall be filed with the NASA LaRC Safety Office within 3 working days after the accident.

This report shall be delivered to the Manager for review 'and comments.

3.4 Emergency Action Plan (General Plan)

This plan covers basic information of what to do in case of fire, earthquake, or other natural disaster. This is for general information only. Site specific Emergency Action Plans are developed for the project location(s) and identify specific personnel, actions, and reporting procedures. The site specific Emergency Action Plan is located in the office and is part of the New Hire Orientation.

3.5 Record Keeping

Monthly reporting of accidents, incident, medical response, and near miss will be tracked and a report forwarded to the Safety Specialist and General Manager by the 5th of every month. The OSHA 200 Log shall be updated at this time as well with an updated copy being forwarded to the Office Manager for dissemination within the Senior Management.

All investigations, medical reports, etc. shall be kept in the employees permanent file. The Safety Specialist shall review copies of the accident reports and

investigations monthly. All safety meeting minutes, self-inspections, Safe Production Meeting minutes, and training shall be reviewed, filed and stored as permanent files.

Any HSET disciplinary action shall be documented, forwarded to the Safety Specialist for review and action, and forwarded to the HSET and General Manager for approval. All disciplinary actions shall be kept in the employees' file.

4.0 RISK ASSESSMENTS

4.1 Pre-Job Safety Inspection / Checklist
4.2 Job Hazard Analysis
4.3 PPE Evaluation
4.4 Self Inspections
4.5 Management Audits

HSE Awareness

4.1 Pre Job Safety Inspection Checklist

Prior to the start of the project the Project Manager and Superintendent shall inspect the job site, document compliance and deficiencies, correct deficiencies, and forward the checklist to the **HSET** Dept.

Also, prior to the start of each job the Project Manager will evaluate the overall workscope to ensure resources have been put into place for the safe completion **of** the job. Addressing the items in the Job Safety Checklist shall complete the documentation **of** the requirements **on** every job.

This checklist, once completed, shall be forwarded to the **HSET Manager** for review **and then** be filed **in** every **job** file archive. **A** detailed Pre Job Safety **Inspection** Checklist **is** located **in** Section 5.8 **"** Pre Job Checklist."

4.2 **Job** Hazard Analysis

For each work package issued to **ASRC** Aerospace Corporation, the Project Management will complete a "Job Hazard Analysis" form. The JHA's will be a part of the Work Execution Plan. **In** the event that a scope of work changes, **or** new hazards are identified after the beginning of the work, new JHA's will be developed and included in the Work Execution Plan. This analysis will include but not be limited **to:**

1. Identification of the principal steps involved and the sequence of work activities.
2. List of equipment/machinety to be used in conducting the work activities.
3. An analysis of each principal step for its potential hazards.
4. A list of inspection requirements for the equipment/machinery listed.
5. Development of specific controls for each potential hazard identified.
6. Determination of requirements for work training including hazardous communication.
7. Emergency contacts

An analysis of all JHA's will be provided to all affected employees.

JHA's shall be completed for all normal, expected tasks. The JHA's shall be used in conjunction with SOP's to ensure the proper sequence of tasks.

All JHA's are located at the work site for each specific phase or type of work.

4.3 PPE Evaluation

A Personal Protective Equipment Evaluation is contained in each Job Hazard Analysis and is specific for the required task. Employees will receive, as part of the New Hire Orientation process, training on the selection, use and care of the required Personal Protective Equipment. A program addressing PPE is located in Section 6 "Personal Protective Equipment."

4.4 Self Inspections of Workplace

To evaluate our efforts of safety in the workplace we perform self-inspections of the working conditions as they relate to safety. Each foreman, supervisor, superintendent, and project manager is required to perform weekly and monthly inspections of the workplace. The information obtained by these inspections will be used to further enhance our awareness of safety, enable management and workers to address any safety related concerns, and correct unsafe conditions / actions.

Self-inspections shall be forwarded to the HSET Manager and the Project Manager for review, comments, and action items. The Self Inspection Checklist is kept in the Section 5.8 "Self Inspections." All self-inspections shall be sent to the HSET Manager or Project Manager.

4.5 Management Audits

ASRC Aerospace Corporation uses internal and external management personnel to provide audits of the programs, working conditions, training, and actions of its operations. These audits will be conducted frequently and the findings will be used to strengthen the HSE Policy. These will also allow senior management to participate in providing a safe and productive workplace, assigning additional resources and reinforcing the Company's commitment to the HSE Policy.

The task of creating and implementing an audit checklist rests with the HSET Manager, ASRC Safety Manager. The current audit checklist is located in Section 5.8.

5.0 SPECIFIC PROGRAMS

5.1 General Safety Rules Policy

PURPOSE

To inform all employees of the general rules of safety.

RESPONSIBILITIES

All ASRC Aerospace Corporation employees.

POLICY DETAILS

5.1 Transporting, possessing, consuming and/or being under the influence of alcohol or drugs (not prescribed by a physician), while on the employment premises is strictly prohibited. Any employee taking prescription medication must report the prescription and its applicable warnings to the Safety staff prior to commencement of any work.

5.2 The possession or use of firearms or any lethal weapon is strictly prohibited.

5.3 Fighting and misconduct on the employment premises is strictly prohibited.

5.4 Smoking is only allowed in designated smoking areas.

5.5 All client rules and regulations will be complied with.

5.6 All employees shall follow safe work practices, render every aid possible to safe operations, and report all unsafe conditions or practices immediately to their foreman.

5.7 All employees shall observe and comply with OSHA rules and regulations, and other legislation enacted for the safety and health of employees.

5.8 Work shall be well planned and supervised to prevent injuries.

5.9 Supervisors shall insist on employees observing and obeying every rule, regulation, and procedure necessary for the safe conduct of their work.

5.10 All unsafe, unhealthy, or hazardous conditions shall be promptly removed or corrected, or adequately marked and guarded.

5.11 No employee shall knowingly be permitted or required to work with impaired ability or alertness caused by fatigue, illness, exposure, or other factors such that the employee or others may be subject to accidents or injury.

5.12 All equipment utilized in the performance of work will be maintained in a safe operating condition.

5.13 All ASRC Aerospace Corporation employees shall be informed of the emergency radio and telephone numbers for reporting fires or other emergencies.

5.14 At all times the job work site shall be kept clean of debris, trash, and rubbish. All materials shall be stored in a neat and orderly fashion. Items not required for the work shall be removed and either stored or disposed of as directed.

5.15 Report any injury to your supervisor immediately.

5.16 Hard hats and safety glasses meeting ANSI specifications will be worn at all times in areas where head or eye hazards are present.

5.17 Personal protective equipment shall be worn when the scope of work requires personal protective equipment.

5.18 Wear suitable work shoes in good condition.

5.19 Keep your shirt on - it may save you from sunburn, acid and steam burns, weld splatter or cuts.

5.20 When lifting heavy objects, bend knees and lift with legs. Get help if needed.

5.21 Be alert to see that all guards and other protective devices are in place and properly adjusted prior to operating equipment. Report deficiencies to your foreman immediately.

5.22 Do not handle or tamper with any tools, equipment, machinery, or facilities not within the scope of your duties, unless you are thoroughly qualified and have received instructions and permission from your foreman.

5.23 Watch out for others. They may not be aware of what you are doing or where you are going.

5.24 Loose or frayed clothing shall not be worn near sources of entanglement.

5.25 Apparatus, tools, equipment and machinery shall not be repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

5.26 No vehicle shall be operated in a reckless manner or at a speed greater than is reasonable. All drivers shall adhere to posted vehicle speed regulations. Special care shall be taken when transporting personnel. Note: ASRC Aerospace Corporation, may establish speed limits that are lower than posted speed limits. Check with your immediate supervisor or the on-site ASRC Aerospace Corporation Safety Representative to determine if special speed limits are in effect.

5.27 Operators of equipment shall examine their equipment before starting work and shall be responsible for reporting to their foreman any defective or unsafe equipment. Equipment will have spill containment under applicable areas at all times. Equipment deemed unsafe should be replaced or tagged "DANGER-Do Not Use."

5.28 Floors and decks of mobile equipment shall be kept free of materials, tools, equipment and slipping hazards.

5.29 Do not ride on anything but the seat of a moving vehicle.

5.30 Riding hoists, crane loads, headache balls, or the hook is not permitted.

5.31 Never lean against safety lines or guard rails.

5.32 Never leave an opening unprotected or uncovered. Provide a cover or guard rail and toe boards.

5.33 All ladders must be tied off or anchored.

5.34 Barrels, boxes, buckets, chairs, etc., shall not be used for ladders.

5.35 Tools and materials must not be left where they could fall or where they could cause someone to trip.

5.36 "No Smoking" and other warning signs shall be obeyed.

5.37 Compressed air tools or hose nozzles shall not be pointed at other persons.

5.38 Good housekeeping will be promoted. This includes disposal of lunch bags, bottles, and food scrap.

5.39 Gasoline or kerosene will not be used to start fires or for cleaning purposes.

5.40 Employees shall be made aware of fire extinguisher locations and be trained on their proper use.

5.41 Employees will not climb or descend ladders while holding anything in their hands.

5.42 Defective tools and equipment shall be reported and turned in immediately and is to be tagged with a "Danger Do Not Use" tag.

5.43 Loads on trucks, tractors, and trailers shall be safely secured before being moved.

5.44 Indiscriminate throwing of material from scaffolding or other high places is prohibited.

5.45 Employees must be aware of moving machinery or equipment that may start up at any time while they are working nearby.

5.46 Employees must obey warning tags and be alert for electrical lines, hot rails, pipe lines, etc.

5.47 When work must be done on electrical devices, wiring or power lines, the employee doing the work and the foreman shall be responsible for locking of safety switches

(after proper facility interface arrangements have been made), and for removing the lock after the.work is completed.

5.48 In extreme weather, ASRC Aerospace Corporation employees are expected to perform work utilizing the buddy system, with a minimum of two people aware of each other's whereabouts at all times.

REFERENCES

None

5.2 Accident Investiaations

PURPOSE

To ensure that serious incidents and near misses are reported and thoroughly investigated to determine their root cause and preclude their recurrence.

RESPONSIBILITIES

The Manager of HSE is assigned responsibility for administration of this policy.

POLICY DETAILS

H. This policy applies to all ASRC Aerospace Corporation serious incidents and near misses, including those that cause or might have caused death, serious injury or adverse human effects, and environmental or property damage. Investigations will include:

- Incident reconstruction,
- Collection of information,
- Analysis of facts,
- Determination of the cause,
- Development of findings,
- Initialization,
- Delivery of report,
- Recommendations for follow-up,
- Review and follow-up closure.

I. Methods used to implement accident investigation include; general incident recall through site investigation, planned interview, process and materials analysis, root causal analysis, event causal analysis, change barrier analysis and management oversight risk tree analysis. This policy is applicable to all ASRC Aerospace Corporation property, facilities, operations and personnel, including client offsite facilities or work areas which have been released to ASRC Aerospace Corporation for maintenance, construction, or engineering projects.

REFERENCES

None

5.3 Electrical Safety Procedure

PURPOSE

To provide instructions to ensure safe operations when personnel are constructing electrical equipment or working on energized electrical equipment. Special emphasis is placed on problems associated with personnel working on hazardous electrical equipment in an energized condition. This procedure applies unless otherwise directed in ASRC Aerospace Corporation, contracts.

DEFINITIONS/GLOSSARY

J. NESC - National Electrical Safety Codes
K. NEC - National Electrical Code
L. GFCI - Ground Fault Circuit Interrupter

RESPONSIBILITIES

All ASRC Aerospace Corporation employees constructing or working on energized electrical equipment are responsible for adhering to the requirements of this procedure

PROCEDURE

APPROVAL AND QUALIFICATIONS

All electrical wiring and equipment shall be a type listed by a nationally recognized testing laboratory for the specific application for which it is to be used.

All installations shall comply with applicable National Electrical Safety Codes (NESC), National Electrical Code (NEC), and United States Coast Guard regulations (when applicable).

M. Isolation

Before work is begun, the person in charge shall ascertain by inquiry, by direct observation, or by instruments, whether any part of an electric power circuit - exposed or concealed - is located such that the performance of work could bring any person, tool, or machine into physical or electrical contact with it.

Whenever possible, all equipment as well as circuits to be worked on shall be de-energized before work is started and personnel protected by clearance procedures and grounding.

Live parts of wiring or equipment shall be guarded to protect all persons or objects from harm.

Transformer banks and high voltage equipment shall be protected from unauthorized access; entrances not under constant observation shall be kept locked; metallic enclosures shall be grounded; and signs warning of high voltage and prohibiting unauthorized entrance shall be posted at all entrances.

Enclosure gates or doors shall swing outward or provide clearance from installed equipment.

Note: For a detailed outline for procedures involving lockout/tagout consult *Lockout-Tagout (Energy Isolation) Procedure.*

N. Flexible Cords

Flexible cords sets used on construction sites or in damp locations shall contain the number of conductors required for the service plus an equipment ground wire.

Electrical wire and flexible cord passing through work areas shall be protected from damage; flexible cords and cables passing through holes shall be protected by bushings or fittings.

Patched, oil-soaked, worn, or frayed electrical cords or cables shall not be used.

Extension cords or cables shall not be secured with staples, hung from nails, or suspended by bare wire.

O. Electrical Safeguards

Only qualified and authorized personnel shall repair, install, or adjust electrical equipment.

Operate only those switches that you are trained to use.

When electrically-driven equipment becomes unsafe to operate, it shall be locked and tagged out immediately.

A Hot Work Permit (If applicable) is required to install or use non-explosion-proof lighting in a classified area.

Inspect all extension cords or plug connected hand tools for any sign of damage or missing parts prior to use. Tag defective appliances and turn them in for repair.

All portable electric tools and lights shall be used with a ground fault circuit interrupter (GFCI's) or be included in an assured grounding program. Low voltage lights may be used in lieu of lights with GFCIs.

Always maintain the minimum NEC required clearance in front of all switch-gear and motor control centers for access (at least 4 feet is recommended). If these clearances are not present, the switchgear area must be appropriately marked with warning labels. These spaces must be kept clear and must not be used as a storage area. When electrical work is required in spaces with restricted clearance, the following will be adhered to:

1.1.1.5. **Equipment in the area should be de-energized; or,**

1.1.1.6. **If equipment must be kept energized, a safe work plan shall be developed, approved by the responsible Supervisor and followed.**

Equipment operating with 15 feet of any power distribution system line, structure, guy wire or switch yard requires prior clearance by the appropriate client supervisor.

Only qualified electricians may bring a conductive object closer than 15 feet to unguarded energized overhead lines.

Only authorized personnel shall be permitted in electrical distribution switch-gear rooms and enclosures.

Power distribution switch-gear shall be operated only by qualified personnel.

After a circuit is de-energized by a circuit protective device, the circuit may not be manually re-energized until it has been determined by electrical personnel that the equipment and circuit can be safely energized. The repetitive manual re-closing of circuit breakers or re-energizing circuits through replacement of fuses is prohibited. Address ground fault relay indication promptly.
Motor overloads may be reset once, after an operator has checked the motor for any unusual conditions, such as hot bearings, motor, etc.

Motor restarts per hour shall not exceed the manufacturer's specifications.

Any feeder and branch circuit trips shall be brought to the attention of the supervisor or person in charge of that facility.

All electrical work shall be done in accordance with the appropriate edition of :

1.1.1.7. **ANSI *C2, National Electrical Safety Code***

1.1.1.8. 29 CFR 1910, ***Code of Federal Regulations, Occupational Safety and Health***

1.1.1.9. **NFPA *70, National Electrical Code***

Any work directly on energized circuits (480 volts or higher) requires that the work be done by qualified electrical personnel. Note: The use of test equipment with insulated probes is not considered work "directly on" energized equipment.

Electrical equipment shall be intrinsically safe, approved for use in hazardous (Classified) locations, and shall be approved by a nationally recognized testing laboratory.

Wherever possible, electrical cables and/or extension cords should be run overhead, and not laid on the ground or deck.

Portable ladders, used for electrical work, shall have non-conductive side rails.

Equipment or circuits that are de-energized shall be rendered inoperative and have tags attached at all points where such equipment or circuits can be energized.

REFERENCES

P. 29 CFR *1910, Code of Federal Regulations, Occupational Safety and Health*

Q. **NFPA** *70, National Electrical Code*

R. **ANSI** *C2, National Electrical Safety Code*

5.4 Emergency Action Plan

PURPOSE

To establish an Emergency Action program to assure the protection of ASRC Aerospace Corporation employees in the event of an emergency. This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

EMS - Emergency Medical System

RESPONSIBILITIES

S. All personnel are responsible for securing their work sites and immediately reporting to the designated area, via the route of least exposure, for head count. When working on a client facility, ASRC Aerospace Corporation employees are to adhere to the client's protocol for emergencies.

T. The Project Manager or his designee will be responsible for maintaining current listings of all personnel on the job site and ensuring that all personnel are accounted for.

PROCEDURE

U. Emergencies involving:

- Fire
- Explosion
- Serious Personal Injury
- Hazardous Material release
- Natural disasters such as;
- Earthquake
- High winds
- Lightning
- Bomb Threats

V. Emergency Response

All personnel will be indoctrinated as to the site layout, building layouts, and escape routes as noted on the site and building maps.

In the event of an emergency requiring medical assistance, contact emergency services.

In the event of an emergency requiring fire department assistance, contact the Fire Department.

In the event of an emergency requiring police assistance, contact the Police Department.

Regardless of the type of emergency, Security will be notified immediately.

W. Evacuation Procedure

If an evacuation is called, all personnel will shut down all equipment and sources of ignition shall be extinguished.

Personnel shall then proceed in an orderly manner to the pre-determined location and await instructions from ASRC Aerospace Corporation, management.

All personnel will be accounted for by the foreman and HSE Specialist.

The Project Manager and HSE Specialist will be notified of any work stoppage due to severe weather conditions.

X. Emergency Procedures

Fire

1.1.1.10. Minor fires are to be extinguished by qualified personnel.

1.1.1.11. Call the Fire Department when assistance is required.

1.1.1.12. (If qualified) Initiate and utilize available fire equipment.

1.1.1.13. (If qualified) Render assistance to any injured personnel.

1.1.1.14. Evacuate to pre-arranged assembly point.

1.1.1.15. If medical assistance is required notify 911.

Explosion

1.1.1.16. Verify the safety of all personnel.

1.1.1.17. Contact Security.

1.1.1.18. (If qualified) Initiate source control operations.

1.1.1.19. Evacuate to pre-arranged assembly point.

Minor Injuries

Minor first aid should be provided by qualified personnel.

Serious Personal Injury

1.1.1.20. Call for medical help.

1.1.1.21. (If qualified) Act quickly in the event of severe bleeding, stoppage of breathing, or poisoning.

1.1.1.22. Keep him/her lying down and comfortable.

1.1.1.23. Do not move the injured until competent aid arrives. If it appears that injuries may be serious.

1.1.1.24. (If qualified) First Aid should be administered until the ambulance arrives;

1.1.1.25. Call appropriate ASRC Aerospace Corporation Management as soon as possible.

Hazardous Materials Release

1.1.1.26. ***Spill Prevention***

Use Drip pans and liners.
Conduct all operations safely.
Report potential spill problems.
Handle oil and hazardous substances carefully to avoid spills.

1.1.1.27. ***Spill Response Actions - Spill observer***

Report any spill or leak to the your immediate Supervisor.
Verify the Safety of all personnel.
(If qualified) initiate source control procedures.
Contact Fire Department if emergency response personnel are needed.
(If qualified) begin containment and recovery operations.

1.1.1.28. *Spill Reporting Information*

Was anyone hurt or is there any danger?
Where is the spill?
When did it happen?
What/how much was spilled?
What was the spill source?
What actions have been taken?
What are the weather conditions?
What equipment is needed?
Was there any environmental damage?

Notify **ASRC Aerospace Corporation, management as soon as possible. All spills will be reported to the ASRC Aerospace Corporation HSE specialist within 24 hours if over 5 gal. in quantity.**

Y. Natural Disaster

Earthquake (severe)

1.1.1.29. Take cover under a desk or table, or stand in a doorway. Attempt to stay away from windows and glass partitions to avoid fragments.

1.1.1.30. Do not attempt to leave the building during the quake. Stairways and elevators are the worst possible place to be during an earthquake.

1.1.1.31. Do not run outdoors. When leaving a building, watch for falling debris and electrical wiring.

1.1.1.32.

1.1.1.33. Move to an open area away from all buildings.

Post-Earthquake

1.1.1.34. Verify the safety of all personnel.

1.1.1.35. Secure all equipment and do an inspection of the work site.

1.1.1.36. Report to general administrative offices, via the route of least exposure for head count.

1.1.1.37. Return to work after an inspection of the work site and applicable structures has been performed and clearance has been given to re-enter the work site.

Lightning

1.1.1.38. Seek protection in a grounded building.

1.1.1.39. Seek protection in low-lying areas away from water.

Bomb *Threats*

ALL bomb threats must be treated as real until proven otherwise. Should a bomb threat be received:

1.1.1.40. Attempt to keep the caller talking as long as possible.

1.1.1.41. Get as much information as possible.

1.1.1.42. Take notes using the bomb threat checklist (if possible).

1.1.1.43. Report it to the supervisor.

1.1.1.44. Evacuate the building if necessary.

REFERENCES NONE

5.5 Eraonomics Procedure

PURPOSE

To establish an Ergonomics program which will reduce overexertion injuries and cumulative trauma disorders. This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

None

RESPONSIBILITIES

ASRC Aerospace Corporation Management is responsible for understanding and implementing this procedure.

PROCEDURE

Z. *Risk Factors*

General

The primary risk factors leading to overexertion injuries and cumulative trauma disorders include:

- ***Undesirablepostures***
- ***Force***
- ***Highly repetitive*** work
- ***Vibration***
- Posture

1.1.1.45. The following undesirable postures impose excessive force on the low back increasing the potential for injury:

Bending at the waist

Leaning to the front and sides

Excessive reaching above the shoulders and to the sides

Twisting the torso

1.1.1.46. The potential for repetitive strain injuries such as carpal tunnel syndrome and tendonitis is increased whenever there is:

Extreme flexion, extension and deviation of the wrists

Excessive vibration

1.1.1.47. Disorders affecting the elbows, shoulders, and neck can be caused by:

Bending and twisting the neck

Prolonged work with arms and shoulders raised

Elbow joint and less significantly higher or lower than 90 degrees

Force

Force is another factor that can contribute to both back and upper extremity injuries. Some of the more common forces exerted are:

Force employees must exert to perform their tasks

Force created by the weight of the materials handled

Mechanical force created by tool handles and the edges of work surfaces

Highly Repetitive Work

Highly repetitive work increases muscle and soft tissue fatigue and static loading on the joints of the back and upper extremities. It also increases workers; metabolic rates, These factors, especially when combined with vibration, undesirable postures, and force, increase the potential for injury.

AA. *Ergonomic* ***Solutions***

Ergonomic solutions focus on redesigning the job, workstation, tool, or job process. Administrative approaches, such as educating managers and workers are also an important part of the program and should supplement design solutions.

Ergonomic Design

The focus of design changes should be to properly orient the worker to the work done and materials handled, This can be accomplished through full or partial automation, or the use of:

Materials handling devices

Ergonomically designed seating

Adjustable work station furniture and components

Tool handle redesign

Minimizing Force

Force can be minimized by using material handled devices instead of manual handling. Using tool balancers can significantly counter the forces created by heavy tools. Raw materials and finished goods can be packaged in smaller containers, or can be packed in large containers that must be moved by material handling devices. Mechanical forces can be reduced by padding table edges and tool handles. Vibration can be minimized by changing tool and machine speeds, or using vibration absorbing materials, such as sorbothane, in tool handles, floor mats, and seats.

Minimizing Repetitive Work

Highly repetitive work can be reduced through automation and employee rotation. Permitting self-paced work rather than machine pacing can also reduce the effects of highly repetitive work.

Administrative Approaches

Other effective methods of eliminating overexertion injuries and cumulative trauma disorders are:

Educating employees and the management on the basic principles of ergonomics and material handling;

Encouraging all employees to recommend changes;

Evaluating employees' mental and physical capabilities and matching them to the right jobs.

REFERENCES

None

5.6 Incident Reporting Procedure

PURPOSE

To establish an Incident Reporting program to ensure that incidents and near misses on ASRC Aerospace Corporation job sites will be reported. Incidents on a ASRC Aerospace Corporation job site which result in death or serious injury to an employee of ASRC Aerospace Corporation or sub-contractor, or in substantial damage to equipment or property, will require an investigation and detailed report. This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

BB. Highly hazardous chemical: Any substance possessing toxic, reactive, flammable or explosive properties that is covered under OSHA 29 CFR 1910.119, *Process Safety Management,* on site at one location in quantity of 10,000 pounds or more.

CC. Incident: *Any* unplanned and undesired event, which, under slightly different circumstances, could have caused death, personal injury, adverse human health effects or environmental changes.

DD. Incident (PSM related): An incident, which interferes with the orderly process of work, and causes, or reasonably could have caused, a catastrophic release of a highly hazardous chemical at a PSM affected facility.

EE. Near Miss: An event or condition that did not lead to a incident due to early recognition.

FF. Serious Incident: An incident that results in death, serious personal injury (lost time accidents), and/or adverse human health effects and environmental or property damage.

RESPONSIBILITIES

GG. Project Manager

Report all incidents to the General Manager and client designated representative in accordance with client protocol

HH. HSE Specialist

Report incidents to the HSE Manager in accordance with client protocol within 4 hours of the occurrence, by providing (as applicable):

1.1.1.48. Report of Occupational Injury or Illness - (Attachment 1),

1.1.1.49. Report of Occurrence (when employee is unsure of exact specific filing) (Attachment 2),

Maintain accurate records in an orderly file system, which are easily accessible.

Maintain contact and follow up with lost time cases.

Prepare weekly activity reports.

Provide applicable liability to the HSE Manager within **24** hours, by providing:

1.1.1.50. Property Loss Notice (Attachment 3)

1.1.1.5 1. Automobile Loss Notice (Attachment **4)**

1.1.1.52. General Liability Loss Notice (Attachment ***5)***

II. Immediate Supervisor

Report all injuries, illnesses and incidents to the Project Manager and HSE Specialist immediately after gaining knowledge of **loss** or exposure.

Actively participate in all investigations.

Secure the scene to insure nothing is altered or removed.

JJ. Employee

Report all injuries, illnesses, incidents and near misses regardless of severity, within that day's work shift to immediate supervisor, by preparing:

1.1.1.53. Report **of** Occupational Injury or Illness - (Attachment 1),

1.1.1.54. Report Of Occurrence form (when unsure of exact specific filing) (Attachment 2).

PROCEDURE

KK. Report all incidents and near misses regardless of severity.

LL. Secure the scene to ensure that nothing is altered or removed.

REFERENCES

MM. OSHA 29 CFR 1910.119, Process Safety Management

ATTACHMENTS

Report of Occupational Injury or Illness

Report **of** Occurrence (use when unsure of exact specific filing)

Property Loss Notice

Automobile Loss Notice

General Liability Loss Notice

NN. Attachment 1 - Report of Occupational Injury or Illness Example

Alaska Department of Labor
Alaska Workers' Compensation Board
P.O. Box 25512, Juneau, Alaska 99802-5512

REPORT OF OCCUPATIONAL INJURY OR ILLNESS

AWCB Case Number

EMPLOYEE: Answer questions 1-20, immediately mail report. Further instructions on GREEN AND YELLOW page.

1. Last Name / First Name / Initial	2. Telephone Number	3. Date of Birth	4. Sex	5. Social Security Number
a uno —		/ /	☒M ☐F	

6. City, Town, Village where injury occurred	9. Date & Hour of Injury or Exposure to Disease	10. On Employer's Premises?
	Date / / Hour ☐AM ☐PM	☐Yes ☐No

11. Full Name and Address of Attending Physician	12. Hospitalized as In-Patient? ☐Yes ☐No	13. Name and Address of Hospital
City / State / Zip Code	City / State / Zip Code	

14. Type of Injury or Illness and Part of Body Injured ☐Left ☐Right	15. Describe How the Injury or Illness Happened
	16. Employee's Signature (If not available, explain)
	17. Date Signed / /

EMPLOYER: Answer questions 18-49. Carefully follow instructions on PINK page.

18. Employer's Name	19. Employer's Alaska Address (if different from mailing)
20. Employer's Mailing Address (street and number)	21. Name of Insurer
City / State / Zip Code / Telephone	22. Full Name and Address of Adjusting Company

23. Date Employer First Knew Injury was Work-Related / /	24. Time Employee Left Work Date / / Hour ☐AM ☐PM	Mailing Address (street and number)
25. Will Injury Result in Lost Time Beyond Date of Accident? ☐Yes ☐No	26. Date Returned to Work / /	27. Death ☐Yes ☐No Date / /
		City / State / Zip Code / Telephone

28. Location Where Injury or Illness Took Place	29. Employee's Occupation	30. Date Hired by Employer

31. Earnings Calculated By: ☐Hr. ☐Day ☐Output ☐Wk. ☐Mo. ☐Year	32. Rate of Pay $ _____ per _____	33. Days Employee Works Per Week ☐3 or Less ☐4 ☐5 ☐6 ☐7	34. Name Scheduled Days Off	35. Workday Began ☐AM ☐PM

36. Was Employee Paid for Day of Injury? ☐Yes ☐No	37. Alaska Unemployment Insurance Account Number (UI Acct. No.)	38. Give Details of How Accident Happened

39. Was Accident Caused by Failure of a Machine or Product? ☐Yes ☐No	40. Were Mechanical Guards or Other Safeguards Provided? ☐Yes ☐No	41. Name Machine, Substance or Object Which Directly Injured Employee	42. If Mechanical, Specifically What Part?

43. Names and Addresses of Witnesses	44. If the Accident Was Caused by Anyone Besides Employee, Give Name and Address

45. Dependents (name and address in case of death)
46. If You Doubt Validity of Claim, State Reason

47. Signature of Authorized Employer Representative	48. Title	49. Date Signed / /

WARNING TO EMPLOYEES AND EMPLOYERS: Penalties for fraud or misleading statements. A person who knowingly makes a false or misleading statement that adversely affects another person, is guilty of deception as defined in AS 11.46.180, and may be punished as provided in AS 11.46.120-150.

See Instructions on Back of Pink and Yellow Pager, a

Distribution: **Blue—Workers'** Camp **Board White—Adjusting** Co. **Pink—Employer's File Green & Yellow—Employee** **Form 07-6101 (Rev. 6/95)**

OO. Attachment 2 - Report of Occurrence Example (For **use when unsure** of **exact specific filing)**

arctic slope regional corp.

REPORT OF OCCURRENCE

(USE WHEN UNSURE OF EXACT SPECIFIC FILING)

DESCRIPTION OF LOSS	
DATE OF LOSS	TIME OF LOSS
PLACE OF LOSS	
DESCRIPTION OF LOSS	

CLAIMANT INFORMATION	
CLAIMANT	CLAIMANT
ADDRESS	ADDRESS
TELEPHONE	TELEPHONE

PROPERTY INFORMATION
DESCRIPTION OF ROPERTY DAMAGE
OWNER OF DAMAGED PROPERTY

ASRC EMPLOYEES INVOLVED	
NAME	NAME
ADDRESS	ADDRESS
TELEPHONE	TELEPHONE

ASRC EQUIPMENT INVOLVED
DESCRIPTION

WITNESSES		
NAME	ADDRESS	TELEPHONE

DATE COMPLETED	COMPLETED BY

HSE Awareness

PP. Attachment 3 - Property Loss Notice **Example**

ACORD. PROPERTY LOSS NOTICE

DATE (MM/DD/YY)

PRODUCER

AON Risk Services of Washington
1420 Fifth Avenue, Suite 1200
Seattle. Washington 981014030

CODE SUB CODE

PRODUCER PHONE (A/C, No., Ext.) (206) 749-4800

MISCELLANEOUS INFORMATION (Site & Location Code)

COMPANY

POLICY NUMBER

POLICY EFF. DATE (MM/DD/YY) | POLICY EXP. DATE (MM/DD/YY) | DATE (MM/DD/YY) & TIME OF LOSS A.M. P.M. | PREVIOUSLY REPORTED YES NO

INSURED

NAME AND ADDRESS

Alaska Petroleum Contracton (APC)
A Subsidiary of Arctic Slope Regional Corporation
6700 Arctic Spur Road

INSURED'S RESIDENCE PHONE (A/C, No.) N/A

INSURED'S BUSINESS PHONE (A/C, No., Ext.) (907) 344-6400

PERSON TO CONTACT

WHERE TO CONTACT Office (907) 344-6400

WHEN

CONTACT'S RESIDENCE PHONE (A/C, No.) N/A

CONTACT'S BUSINESS PHONE (A/C, No., Ext.) (907) 344-6400

LOSS

LOCATION OF LOSS

POLICE OR FIRE DEPT. TO WHICH REPORTED

KIND OF LOSS (Fire, Wind, Explosion, Etc.)

PROBABLE AMOUNT ENTIRE LOSS

DESCRIPTION OF LOSS & DAMAGE (Use reverse side, if necessary)

POLICY INFORMATION

MORTGAGEE (If none, so indicate)

HOMEOWNER POLICIES (SECTION I ONLY (Complete for coverages A, B, C, D & additional coverages. For Homeowners Section II Liability Losses, use ACORD 3.)

COVERAGE A	COVERAGE B	COVERAGE C	COVERAGE D	DESCRIBE ADDITIONAL COVERAGES PROVIDED
DWELLING	APPURTENANT PRIVATE STRUCTURES	UNSCHEDULED PERSONAL PROPERTY	ADDITIONAL LIVING EXPENSE	ON
				ON

SUBJECT TO FORMS (Insert form nos. & edition dates, special endorsements) DEDUCTIBLES

FIRES, ALLIED LINES & MULTI-PERIL POLICIES (Complete only those boxes involved in loss)

ITEM	AMOUNT	BLDG.	CONTENTS	OTHER	%CODE	DEDUCTIBLE	COVERAGE AND / OR DESCRIPTION OF PROPERTY INSURED

SUBJECT TO FORMS (Insert form nos. & edition dates, special endorsements)

MISCELLANEOUS INFORMATION

OTHER INSURANCE (List companies, policy numbers, coverages & policy amounts)

N/A

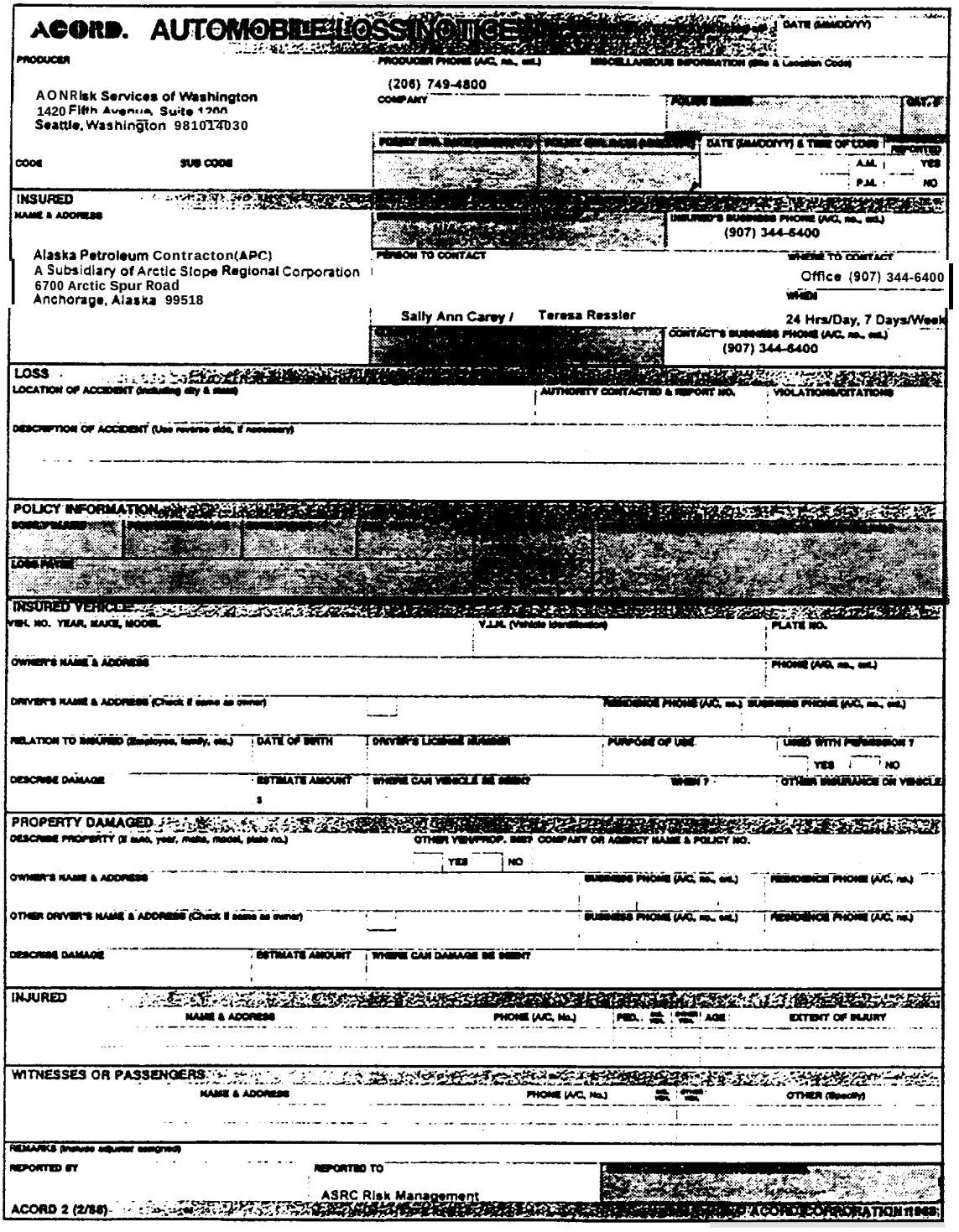
REMARKS

ADJUSTER ASSIGNED DATE ASSIGNED (MM/DD/YY)

REPORTED BY REPORTED TO ASRC Risk Management SIGNATURE OF PRODUCER OR INSURED

ACORD 1 (2/88) NOTE: IMPORTANT STATE INFORMATION ON REVERSE SIDE © ACORD CORPORATION 1988

QQ. Attachment 4 - Automobile Loss Notice Example



ACORD. AUTOMOBILE LOSS NOTICE

DATE (MM/DD/YY)

PRODUCER

AONRisk Services of Washington
1420 Fifth Avenue, Suite 1200
Seattle, Washington 981014030

PRODUCER PHONE (A/C, No., ext.)
(206) 749-4800

COMPANY

CODE SUB CODE

DATE (MM/DD/YY) & TIME OF LOSS
A.M. P.M.

REPORTED
YES NO

INSURED
NAME & ADDRESS

Alaska Petroleum Contracton(APC)
A Subsidiary of Arctic Slope Regional Corporation
6700 Arctic Spur Road
Anchorage, Alaska 99518

INSURED'S BUSINESS PHONE (A/C, No., ext.)
(907) 344-6400

PERSON TO CONTACT
Sally Ann Carey / Teresa Ressler

WHERE TO CONTACT
Office (907) 344-6400

WHEN
24 Hrs/Day, 7 Days/Week

CONTACT'S BUSINESS PHONE (A/C, No., ext.)
(907) 344-6400

LOSS
LOCATION OF ACCIDENT (Including city & state)
AUTHORITY CONTACTED & REPORT NO.
VIOLATION/CITATIONS
DESCRIPTION OF ACCIDENT (Use reverse side, if necessary)

POLICY INFORMATION
LOSS PAYEE

INSURED VEHICLE
VEH. NO. YEAR, MAKE, MODEL
V.I.N. (Vehicle Identification)
PLATE NO.
OWNER'S NAME & ADDRESS
PHONE (A/C, No., ext.)
DRIVER'S NAME & ADDRESS (Check if same as owner)
RESIDENCE PHONE (A/C, No.) BUSINESS PHONE (A/C, No., ext.)
RELATION TO INSURED (Employee, family, etc.)
DATE OF BIRTH
DRIVER'S License Number
PURPOSE OF USE
USED WITH PERMISSION ?
YES NO
DESCRIBE DAMAGE
ESTIMATE AMOUNT
$
WHERE CAN VEHICLE BE SEEN?
WHEN ?
OTHER INSURANCE ON VEHICLE

PROPERTY DAMAGED
DESCRIBE PROPERTY (If auto, year, make, model, plate no.)
OTHER VEH/PROP. DAMAGED COMPANY OR AGENCY NAME & POLICY NO.
YES NO
OWNER'S NAME & ADDRESS
BUSINESS PHONE (A/C, No., ext.)
RESIDENCE PHONE (A/C, No.)
OTHER DRIVER'S NAME & ADDRESS (Check if same as owner)
BUSINESS PHONE (A/C, No., ext.)
RESIDENCE PHONE (A/C, No.)
DESCRIBE DAMAGE
ESTIMATE AMOUNT
WHERE CAN DAMAGE BE SEEN?

INJURED
NAME & ADDRESS
PHONE (A/C, No.)
SEX
AGE
EXTENT OF INJURY

WITNESSES OR PASSENGERS
NAME & ADDRESS
PHONE (A/C, No.)
OTHER (Specify)

REMARKS (Include adjuster assigned)

REPORTED BY
REPORTED TO
ASRC Risk Management

ACORD 2 (2/88) © ACORD CORPORATION 1988

RR. Attachment 5 - General Liability Loss Notice Example

ACORD GENERAL LIABILITY LOSS NOTICE (OTHER THAN AUTOMOBILE)

DATE (MM/DD/YY)

PRODUCER
AON Risk Services of Washington
1420 Fifth Avenue. Suite 1200
Seattle, Washington 98101-1200

CODE SUB CODE

PRODUCER PHONE (A/C, NO., EXT.): (206) 749-4800

FOR COMPANY USE ONLY: Third party claims against APC

COMPANY

POLICY NUMBER

POLICY EFF. DATE (MM/DD/YY) | POLICY EXP. DATE (MM/DD/YY) | DATE (MM/DD/YY) & TIME OF LOSS AM PM | PREVIOUSLY REPORTED YES NO

INSURED

NAME & ADDRESS
Alaska Petroleum Contractors (APC)
A Subsidiary of Arctic Slop. Regional Corporation
6700 Arctic Spur Road
Anchorage, Alaska 99515

INSURED'S RESIDENCE PHONE (A/C, NO.): N/A

INSURED'S BUSINESS PHONE (A/C, NO., EXT.): (907) 344-6400

PERSON TO CONTACT: Sally Ann Carey /- Teresa Ressler

WHERE TO CONTACT: Office (907) 344-6400

WHEN: 24 Hrs/Day, 7 Days/Week

CONTACT'S RESIDENCE PHONE (A/C, NO.): N/A

CONTACT'S BUSINESS PHONE (A/C, NO., EXT.): (907) 344-6400

LOSS

LOCATION OF ACCIDENT (INCLUDE CITY & STATE)

AUTHORITY CONTACTED

DESCRIPTION OF ACCIDENT (USE REVERSE SIDE, IF NECESSARY)

POLICY INFORMATION

COVERAGE PART OR FORMS (INSERT FORM NOS. & EDITION DATES)

LIMITS	PREMISES/OPERATIONS	MED. PAY.	PRODUCTS/COMPLETED OPERATIONS	CONTRACTUAL	OTHER	DEDUCTIBLE
BI						
PD						
CSL						

UMBRELLA/EXCESS POLICY IN FORCE | UMBRELLA | EXCESS | CARRIER | LIMITS

TYPE OF LIABILITY

PREMISES: INSURED IS | OWNER | TENANT | OTHER

TYPE OF PREMISES

OWNER'S NAME & ADDRESS (IF NOT INSURED)

OWNER'S PHONE (A/C, NO., EXT.)

PRODUCTS: INSURED IS | MANUFACTURER | VENDOR | OTHER

TYPE OF PRODUCT

MANUFACTURER'S NAME & ADDRESS (IF NOT INSURED)

MANUFACT. PHONE (A/C, NO., EXT.)

WHERE CAN PRODUCT BE SEEN?

OTHER LIABILITY INCLUDING COMPLETED OPERATIONS (EXPLAIN)

INJURED/PROPERTY DAMAGED

NAME & ADDRESS (INJURED/OWNER) | PHONE (A/C, NO., EXT.)

AGE | SEX | OCCUPATION | EMPLOYER'S NAME & ADDRESS | PHONE (A/C, NO., EXT.)

DESCRIBE INJURY | FATALITY | WHERE TAKEN | WHAT WAS INJURED DOING?

DESCRIBE PROPERTY (TYPE, MODEL, ETC.) | ESTIMATE AMOUNT | WHERE CAN PROPERTY BE SEEN? | WHEN?

WITNESSES

NAME & ADDRESS	BUSINESS PHONE (A/C, NO., EXT.)	RESIDENCE PHONE (A/C, NO.)

REMARKS

REPORTED BY | REPORTED TO: ASRC Risk Management | SIGNATURE OF PRODUCER OR INSURED

ACORD 3 (5/86) NOTE: IMPORTANT STATE INFORMATION ON REVERSE SIDE ©ACORD CORPORATION 1986

5.9 Safety Inspection Procedure

PURPOSE

To establish an Inspection program to assure that the tools, Personal Protective Equipment, and other equipment and supplies employees work with are safe to use. This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

None

RESPONSIBILITIES

Safety inspections are to be conducted by employees on a daily basis for those tools, Personal Protective Equipment, and other equipment and supplies they work with or have responsibility for.

PROCEDURE

SS. Inspections are to be done at least weekly and immediately following a report of defective equipment or where an incident has occurred. All heavy equipment is to be inspected by the operator at the beginning of each shift.

TT. Defects in equipment that present a safety or environmental hazard(s) will be reported to the operator's foreman who will initiate an Equipment Deficiency Report. The nature of the deficiency and the corrective actions taken will be noted on the report.

UU. *Safety Equipment Preventative Maintenance*

It is the employee's responsibility to perform daily inspections of vehicles and equipment which they operate. Any and all deficiencies, which are found, should be recorded on the daily inspection forms. These inspection forms are turned into the maintenance shop foreman for prioritization and completion.

In the event that a piece of equipment's deficiencies are potentially hazardous, the equipment should be immediately taken out of service and the foreman notified. A "Do Not Operate" tag should be affixed to the operation panel of the equipment.

The owner of the equipment provides equipment maintenance. The facility maintenance is provided by the operator/owner.

The following will be inspected and inspections documented on a monthly basis:

1.1.1.55. ***Fire extinguishers***

ASRC Aerospace Corporation **will** ensure inspection **of** all ASRC Aerospace Corporation, fire extinguishers on a monthly basis. They **will** be inspected for mechanical and structural integrity, proper placement **and** storage, and ensure that they are properly sealed **and** tagged.

1.1.1.56.

1.1.1.57. ***Bloodborne Pathogen kits***

The **HSE** Specialist **is** responsible to ensure that the bloodborne pathogen kits are visually inspected and signed off each month.

1.1.1.58. ***Vehicle Safety integrity checks***

The **HSE** Specialist will coordinate with the equipment manager to ensure that the monthly vehicle inspections are conducted and documented.

Any equipment deemed by the employee to be defective will be removed from service immediately.

Documentation of inspections will be maintained in the ASRC Aerospace Corporation, Safety Specialist.

VV. ***Self Inspection Program***

ASRC Aerospace Corporation safety specialist will provide and maintain an audit program of inspections to ensure that all safety and environmental programs are in place and function **as** designed.

There will be a mid-point audit by ASRC Aerospace Corporation HSE Manager to check the implementation and documentation of the HSE Program.

WW. Program Audit/Evaluation - Initial Mobilization

The document ASRC Aerospace Corporation HSE Plan will be reviewed by the ASRC Aerospace Corporation HSE Manager, and by Corporate Safety Management.

XX. Program Audit/Evaluation - **Annual**

The HSE Plan will be evaluated annually to determine the following:

1.1.1.59. Is the ASRC Aerospace Corporation HSE Plan providing for the safety and health of all employees?

1.1.1.60. Is the ASRC Aerospace Corporation HSE Plan being enforced?

1.1.1.61. **Evaluation of the HSE Plan strong points.**

1.1.1.62. Evaluation of the HSE Plan weak points.

1.1.1.63. Goals for adjustments to the HSE Plan.

The plan will be evaluated against the clients' audit protocol and against the ASRC Aerospace Corporation audit protocol. Both of these programs look at the objective and subjective functions of the HSE plan. A written report will be sent to the management of ASRC Aerospace Corporation

The General Manager and the HSE Specialist are responsible for ensuring that all action items are completed and closed out within the time frame specified **by ASRC** Aerospace Corporation upper management.

REFERENCES

None

5.8 Safety Rules Enforcement Procedure

PURPOSE

To provide instructions for steps to be taken when an incident is a result of an unsafe act by an employee. This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

None

RESPONSIBILITIES

Management has an obligation and responsibility to all employees to enforce safety rules. The vast majority of work related injuries are caused by the unsafe acts of employees, such as carelessness, negligence, violation of safety rules, taking short cuts or not following proper procedures.

PROCEDURE

YY. Scope

When an investigation reveals the cause of an incident was a result of the unsafe act of an employee(s), that employee(s) will be given a written counseling as to what behavior contributed to the cause of the incident and what action must be taken by the employee to eliminate this behavior.

A time frame in which to correct the unsafe behavior will be given the employee. This counseling should be viewed as "Training". Understanding the cause of the incident is essential and then outlining what the employee should do to correct the unsafe behavior should follow. Without this information, the employee would not know why the incident occurred and would have no reason to change his/her behavior.

A safety counseling is not disciplinary action; however, continued demonstration of unsafe behavior could result in Disciplinary action, up to and including termination.

ZZ. The Value of Written Counseling

In the context of SAFETY, a written counseling for violation of safety rules, unsafe acts or unsafe behavior is of unparalleled value. To ease the temperament of the person receiving a written counseling for safety violations, the best thing to do is to call the written counseling a "SAFETY COUNSELING".

No one wants to get a disciplinary written counseling in their employment file; however, if you re-title it: SAFETY COUNSELING, it becomes a bit more palatable to the employee, as well as being viewed as an individual recurrent training by any auditing agency. Safety counseling is designed to explain to the

employee what type of behavior or unsafe act may have contributed to an accident or injury, in which the employee may have been involved.

Safety counseling is not considered disciplinary action, it is designed to promote safety awareness and improve prevention of injuries and illnesses. It is designed primarily to explain to the employee, how his/her unsafe behavior or unsafe act contributed or could have contributed to an accident, injury or illness. Continued demonstration of unsafe acts or unsafe behavior **may** lead to disciplinary action. .

Questions, comments and requirements on a written counseling for safety violations form are as follows:

1.1.1.64. What was the unsafe act or unsafe behavior that contributed or could have contributed to an accident/injury/illness?

1.1.1.65. What corrective-action should the employee take to correct the behavior?

1.1.1.66. Amount of time allowed for the employee to correct the behavior?

1.1.1.67. Employees comments regarding the counseling and/or incident.

1.1.1.68. Supervisor's name, signature and date of counseling.

1.1.1.69. Employee's name, signature and date of counseling.

Questions, comments and requirements on a Safety Counseling Notice are as follows:

- Company Name
- Department
- Employee's Name
- Social Security Number
- Date Submitted
- Employee's Position
- State Specifically where, when, and what empl yee did to incur counseling.
- State exactly your instructions to the employee and corrective action required.
- Additional training provided
- Employee's comments
- Has the employee been previously counseled: Y/N
- If Yes, what was the counseling for?
- Was the counseling verbal or written?
- Employee Signature
- Date of signature

1.1.1.70. A safety counseling is designed to show the employee what he/she did wrong and how to correct the deficiency. Continued demonstration of unsafe acts/behavior may result in disciplinary action. (Signing this form does not constitute ag-reement with its contents).

- Originating Supervisor
- Supervisor's Name
- Supervisor's Signature
- CC to Human Resources and
- Date of CC

REFERENCES

None

5.9 Safety Inspection Checklists

PURPOSE

AAA. To provide sample checklists for the conduct of safety and health self-inspections. This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

BBB. These checklists are by no means all-inclusive. You should add to them or delete portions or items that do not apply to your operations; however, carefully consider each item as you come to it and then make your decision. You also will need to refer to current OSHA standards for complete and specific standards that may apply to your situation,

DEFINITIONS/GLOSSARY

CCC. MSDS - Material Safety Data Sheets

DDD. NEC - National Electrical Code

EEE. OSHA - Occupational Safety and Health Administration

RESPONSIBILITIES

FFF. All ASRC Aerospace Corporation Employees shall conduct self-inspections on a regular basis.

GGG. Managers/Supervisors should conduct monthly inspections, document the inspection, and maintain a file copy for at least three years.

PROCEDURE

HHH. Make a self-inspection of your Worksite

The most widely accepted way to identify hazards in the workplace is to conduct safety and health inspections. The only way you can be certain of the actual situation is for "you" to look at it from time to time.

III. Self-inspection Scope - The scope of self-inspections should include the following:

- Processing, Receiving, Shipping and Storage-equipment, job planning, layout, heights, floor loads, projection of materials, materials-handling and storage methods.
- Building and Grounds Conditions--floors, walls, ceilings, exits, stairs walkways, ramps, platforms, driveways, aisles.
- Housekeeping Program--waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, and storage areas.
- Electrical Equipment--switches, breakers, fuses, switchboxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, NEC compliance.
- Lighting--type, intensity, controls, conditions, diffusion, location, glare and shadow control.

- Heating and ventilation--type, effectiveness, temperature, humidity controls, natural and artificial ventilation and exhausting.
- Personnel--training, experience, Job Safety Analysis, code of safe work practices, methods of checking machines before use, type clothing, personal protective equipment, use **of** guards, tools, storage, work practices, methods of cleaning, oiling, or adjusting machinery.
- Hand and Power Tools--purchasing standards, inspections, storage, repair, types, maintenance, grounding, use and handling.
- Chemicals--storage, handling, transportation, spills, disposals, amounts used, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment.
- Fire prevention—extinguishers, alarms, sprinklers, smoking rules, exits, personnel assigned, separation of flammable materials and dangerous operations, explosive-proof fixtures in hazardous locations, waste disposal.
- Maintenance--regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery, general methods.
- Personal Protective Equipment--type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, method of assignment.

ATTACHMENTS

These Checklists are included as attachments in the following order:

Employer Posting Requirements

Recordkeeping

Fire Protection

Personal Protective Equipment

Exit and Egress

Exit Doors

Portable Ladders

Hand Tools **and Equipment**

Lock-Out / Tagout Procedures

Hazardous Chemical Exposure

Hazardous Substances Communication

HSE Awareness

Electrical

Material Handling

Transporting Employees and Materials

HSE Awareness

Statement	
Y/N/NA	Is the required *OSHA* workplace poster displayed in a prominent location where all employees are likely to see it?
Y/N/NA	Are emergency telephone numbers posted where they can be readily found in case of emergency?
Y/N/NA	Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and "Material Safety Data Sheets" been posted or otherwise made readily available to affected employees?
Y/N/NA	
Y/N/NA	Are signs concerning "Exiting from Buildings", room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?
Y/N/NA	Is the Summary of Occupational Illnesses and Injuries posted in the month of February?
Inspection Performed by:	
Title	
Date	

KKK. **Attachment** 2: Recordkeeping

Statement	Question
Y/N/NA	Are all occupational injury or illnesses, except minor injuries requiring only first-aid, being recorded as required on the OSHA 200 log?
Y/N/NA	Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?
Y/N/NA	Are employee training records kept and accessible for review by employees, when required by OSHA standards?
Y/N/NA	Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years.)
Y/N/NA	Are operating permits and records up-to-date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks etc.?
Inspection Performed by:	
Title	
Date	

LLL. Attachment 3: Fire Protection

Statement	Question
Y/N/NA	Is your local fire department well acquainted with your facilities, its location and specific hazards?
Y/N/NA	Does your local fire department have a plot plan of your facility that indicates storage of potential fire hazards?
YININA	Is this plot plan up to date? (Within the last year)
YININA	If you have a fire alarm system, it is certified as required?
YININA	If you have interior stand pipes and valves, are they inspected regularly?
YININA	If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventative maintenance schedule?
Y/N/NA	Are fire doors and shutter fusible links in place?
Y/N/NA	Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
Y/N/NA	Are sprinkler heads protected by metal guards, when exposed to physical damaae?
Y/N/NA	Is proper clearance maintained below sprinkler heads?
Y/N/NA	Are portable fire extinguishers provided in adequate number and type?
Y/N/NA	Are fire extinguishers mounted in readily accessible locations?
Y/N/NA	Are fire extinguishers recharged regularly and noted on the inspection tag located on each fire extinguisher?
YININA	Are employees periodically instructed in the use of extinguishers and fire Drotection Drocedures?
Y/N/NA	Are fire extinguishers inspected monthly?
Y/N/NA	Are fire extinguishers serviced annually?
Y/N/NA	Is there signage identifying fire extinguisher locations?
Y/N/NA	Are the fire extinguishers properly maintained and available? {unobstructed)
Inspection Performed by:	
Title	
Date	

MMM. Attachment 4: Personal Protective Equipment

Statement	Question
YINJNA	Are protective goggles or face shields provided and worn when there is any danger of flying particles or corrosive materials?
YINJNA	Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
Y/N/NA	Are employees who need corrective lenses (Glasses or Contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
Y/N/NA	Are employees requiring prescription eyewear required to wear ANSI approved prescription eyewear?
Y/N/NA	Are employees requiring prescription eyewear required to wear side shields?
Y/N/NA	Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood or other infectious materials? See 29 CFR 1910.1030 (b) for the definition of "Other Potentially Infectious Materials".
YINJNA	Are hard hats provided and worn where danger of falling objects exists?
Inspection Performed by:	
Title	
Date	

NNN. Attachment 5: Exit and Egress

Statement	Question
Y/N/NA	Are all exits marked with an exit sign and illuminated by a reliable light source?
Y/N/NA	Are directions to exits, when no immediately apparent, marked with visible signs?
Y/N/NA	Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "Not an Exit," "To Basement," "Storeroom," etc.?
Y/N/NA	Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
Y/N/NA	Are exit door hinged?
Y/N/NA	Are all exits kept free of obstructions?
Y/N/NA	Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
Y/N/NA	Are there sufficient exits to permit prompt escape in case of emergency?
Y/N/NA	Is emergency lighting provided and maintained for egress paths?
Y/N/NA	Are special precautions taken to protect employees during construction and repair operations?
Y/N/NA	Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?
Inspection Performed by:	
Title	
Date	

ooo. Attachment 6: Exit Doors

Statement	Question
YININA	Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
Y/N/NA	Are windows which could be mistaken for exit doors, made inaccessible by means of barriers or railings?
YININA	Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
YININA	Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
YININA	Where oanic hardware is installed on a reauired exit door. will it allow the door to'open by applying a force of 15 pounds or less in the direction of the exit traftic?
Y/N/NA	Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if its padlocked or otherwise locked on the outside?
YININA	Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
YININA	Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?
Inspection Performed by:	
Title	
Date	

PPP. Attachment 7: Portable Ladders

Statement	Question
Y/N/NA	Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?
Y/N/NA	Are non-slip safety feet provided on each ladder?
Y/N/NA	Are non-slip safety feet provided on each metal or rung ladder?
Y/N/NA	Are ladder rungs and steps free of grease and oil?
Y/N/NA	Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
Y/N/NA	Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional heights?
Y/N/NA	Are employees instructed to face the ladder when ascending or descending?
Y/N/NA	Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
Y/N/NA	Are employees instructed not to use the top step of ordinary stepladders as a step?
Y/N/NA	When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?
Y/N/NA	Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
Y/N/NA	Are portable ladders legibly marked with signs reading "CAUTION - Do not Use Around Electrical Equipment" or equivalent wording?
Y/N/NA	Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purpose?
Y/N/NA	Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
Y/N/NA	Are metal ladders inspected for damage?
Y/N/NA	Are the rugs of ladders uniformly spaced at 12 inches, center to center?
Y/N/NA	Are employees trained to place extension ladders at the proper ladder angle of 4:1 (4 foot up the obstruction to 1 foot out from the base)?
Inspection Performed by:	
Title	
Date	

HSE Awareness

QQQ.

Statement	Que
Y/N/NA	Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?
YININA	Are hand tools such as chisels, punches, etc. which develop mushroomed heads during use, reconditioned or replaced as necessary?
Y/N/NA	Are broken or fractured handles on hammers, axes and similar checked regularly for deterioration or damage? Equipment replaced promptly?
YININA	Are worn or bent wrenches replaced regularly?
Inspection Performed by:	
Title	
Date	

RRR. Attachment 9: Lock-Out / Tagout Procedures

Statement	Question
Y/N/NA	Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked-out du**ring cleaning, servicing,** adjusting or setting up operations, whenever required?
Y/N/NA	Where the power disconnecting means for equipment does not also disconnect the electrical **control circuit: Are the appropriate electrical** enclosures identified?
Y/N/NA	Is means provided to assure the control circuit can also be disconnected and locked out?
Y/N/NA	Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
Y/N/NA	Are all equipment control valve handles provided with a means for locking-out?
Y/N/NA	Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?
Y/N/NA	Are appropriate employees provided with individually keyed personal safety locks and hasps?
Y/N/NA	Is it required that only the employee exposed to the hazard, place or remove the safety locks in use?
Y/N/NA	Is it required that employees check the safety of the lock-out by attempting a start up after making sure no one is exposed?
Y/N/NA	Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?
Y/N/NA	Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?
Y/N/NA	Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
Y/N/NA	When machine operations, configurations or size require the operator to leave his or her control station to install tools or perform other operations and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?
Y/N/NA	In the event that equipment or lines cannot be shut down, locked out and tagged, is a safe job procedure established and rigidly followed?
Y/N/NA	Is adequate training in lockout/tagout procedures provided for all employees involved in lockout/tagout procedures?
Inspection Performed by:	
Title	
Date	

SSS. Attachment 10: Hazardous Chemical Exposure (2 Pages)

Statement	Question
Y/N/NA	Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics etc.?
Y/N/NA	Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.?
Y/N/NA	Is employee exposure to chemicals kept within the acceptable range?
Y/N/NA	Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
Y/N/NA	Are all containers, such as vats, storage tanks, etc., labeled as to their contents, e.g., "CAUSTICS"?
Y/N/NA	Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?
Y/N/NA	Are flammable or toxic chemicals kept in closed containers when not in use?
Y/N/NA	Are chemical piping systems clearly marked as to their content?
Y/N/NA	Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
Y/N/NA	Have standard operating procedures been established and are they followed when cleaning up chemical spills?
Y/N/NA	Where needed for emergency use, are respirators stored in a convenient, clean, and sanitary location?
Y/N/NA	Are respirators intended for emergency use adequate for the various uses for which they may be needed?
Y/N/NA	Are employees prohibited from eating in areas where hazardous chemicals are present?
Y/N/NA	Is personal protective equipment provided, used and maintained whenever necessary?
YININA	Are there written standard operating procedures for the selection and use of respirators when needed?
YININA	If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?
YININA	Are the respirators NIOSH/MESA/MSHA approved for this particular application?
YININA	Are the respirators regularly inspected and cleaned, sanitized, and maintained?
YININA	If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?
YININA	Are you familiar with Threshold Limit Values, time weighted averages or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?
YININA	Have control procedures been instituted for hazardous materials, where etc.?

HSE Awareness

Statement	Question
	generated in your workplace?
YINANA	Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, andlor vapor degreasing, and is it operating properly?
YINANA	Do employees complain about dizziness, headaches, nausea, irritation or other factors or discomforts when they use solvents or other chemicals?
YINANA	Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin? .
Y/N/NA	Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?
YINANA	If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
YINANA	Is vacuuming used, rather than blowing or sweeping dusts whenever possible for cleanup?
Y/N/NA	*Are* materials which give *off* toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?
Inspection Performed by:	
Title	
Date	

TTT. Attachment 11: Hazardous Substances Communication

Statement	Question
Y/N/NA	**Is** there a current written exposure control plan for occupational exposure to bloodborne pathogens and other potentially infectious materials, where applicable?
YINA	**Is** there a list of hazardous substances used in your workplace?
YINA	**Is** there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training?
YINA	**Is** each container for **a** hazardous substance (**i.e.,** vats, bottles, storage **tanks,** etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
YINA	Is there a Material Safety Data Sheet readily available for each hazardous substance used?
Inspection Performed by:	
Title	
Date	

UUU. Attachment 12: Electrical (2 Pages)

Statement	Question
Y/N/NA	Are all employees required to report as soon as practical any obvious hazard to life or property observed in connection with electrical equipment or lines?
Y/N/NA	Do you specify compliance with OSHA for all contract electrical work?
YININA	Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
YININA	When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked-out and tagged whenever possible?
Y/N/NA	Are portable electrical tools and equipment grounded or of the double insulated type?
Y/N/NA	Are electrical appliances such as vacuum cleaners, polishers, vending machines etc., grounded —
YININA	Do extension ***cords*** being used have a grounding conductor? Are multiple plug adapters prohibited?
YININA	Are ground-fault circuit interrupters installed on each temporary **15** or 20 ampere 120 volt AC circuit at locations were construction. demolition. modifications, alterations or excavations are being performed?
YININA	Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
YININA	Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?
YININA	Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
YININA	Are flexible cords and cables free of splices or taps?
YININA	Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?
Y/N/NA	Are all cord, cable, and raceway connections intact and secure?
YININA	In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
Y/N/NA	Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls, etc.) determined before digging, drilling or similar work is begun?
Y/N/NA	Are metal measuring tapes, ropes, handlines or similar devices with metallic threads woven into fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
Inspection Performed by:	
Title	
Date	

vvv. Attachment 13: Material Handling

Statement	Question
Y/N/NA	Are aisles designated, permanently marked, and kept clear to allow unhindered passage?
Y/N/NA	Is there safe clearance for equipment through aisles and doorways?
Y/N/NA	Are motorized vehicles and mechanized equipment inspected daily or prior to use?
Y/N/NA	Are vehicles shut off and brakes set prior to loading and unloading?
Y/N/NA	Are containers of combustibles and flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
Y/N/NA	Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
	unloading operations?
YINJNA	Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
YINJNA	Are hand trucks maintained in safe operating condition?
YINJNA	Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
YINJNA	Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
YINJNA	At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled materials?
YINJNA	Are pallets usually inspected before being loaded or moved?
Y/N/NA	Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
YINJNA	Are securing chains, ropes, chokers or slings adequate for the job being performed?
YINJNA	Are Material Safety Data Sheets (MSDS) available to employees handling hazardous substances?
inspection Performed by:	
Title	
Date	

WWW. Attachment 14: Transporting Employees and Materials

Statement	Question
Y/N/NA	Do employees who operate vehicles have valid operating license's in their possession?
Y/N/NA	When seven or more employees are regularly transported by a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
Y/N/NA	Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?
Y/N/NA	Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?
Y/N/NA	Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely enter or exit?
Y/N/NA	Are employee transport vehicles equipped at all times with at least two reflective flares?
YINA	Is a **full** charged fire extinguisher, in **good** condition, with **at** least A:B:C: rating maintained in each employee transport vehicle?
YINA	When cutting tools or **tools** with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?
Y/N/NA	Are employees prohibited from riding on top of any load which can shift, topple, or otherwise become unstable?
Inspection Performed by:	
Title	
Date	

5.10 Fire Protection

PURPOSE

To establish a fire prevention/protection program which will inform and provide direction to all ASRC Aerospace Corporation employees on the prevention and protection for fires. This procedure applies unless otherwise directed in ASRC Aerospace Corporation, contracts.

DEFINITIONS/GLOSSARY

NFPA - National Fire Protection Association

RESPONSIBILITIES

All ASRC Aerospace Corporation employees are responsible for adhering to the requirements of this procedure. Supervisors must ensure that their personnel are properly instructed regarding potential fire hazards involved in their work and around their work places, the proper precautions to minimize fires, and the procedures in case of fire.

PROCEDURE

XXX. General

Report all fires hazards to your foreman immediately.

Know the location of the fire extinguisher/fire hose nearest to your immediate work area. If your job location changes, identify the location of the nearest fire extinguisher/fire hose before starting work.

Know the location of at least two fire exits near your immediate work area. In the event of a fire, use the closest exit. All exits shall be clearly marked and shall remain open and clear at all times.

Know the Emergency Response Procedures in the event of a fire. Plan an escape route (and alternative) and a designated meeting place well away from the site. Use the designated route (or alternative) and proceed immediately to the meeting place where roll call can be taken.

Know the telephone numbers for emergency response agencies such as the fire department, ambulance, etc. The emergency numbers will be posted by the phones.

Smoking will only be allowed in designated areas. Always obey the "No Smoking" policy.

Keep the work area clear of all flammable liquids and solvents and combustible materials.

Remove trash and debris from the work area before operations begin and dispose of it properly.

Dispose of oily, greasy, or paint soaked rags or towels from the work area and place them in proper containers.

Have a fire extinguisher/fire hose available at all times. Make sure the extinguisher is charged and properly inspected.

Post a "Fire Watch" to operate the fire extinguisher/fire hose in the event of a fire. Maintain the area free of unauthorized personnel and prevent the unnecessary transportation of flammables and combustibles into the work area.

Do not perform any welding and cutting or utilize an open flame or spark producing tool in or near storage areas designated for flammables or combustibles.

YYY. Class **A** Combustibles

Class **A** combustibles are common materials such as wood, paper cloth, rubber, plastics, etc. Fires in any of these fuels can be extinguished with water as well as other agents specified for Class **A** fires. They are the most common fuels to be found in non-specialized operating areas of the work place such as offices.

Safe handling of Class **A** combustibles means:

1.1.1.71. Disposing of waste daily.

1.1.1.72. Keeping the work area clean and free of combustibles which can spread a fire once started.

1.1.1.73. Keeping combustibles away from accidental ignition sources such as hot plates, soldering irons, or other heat or spark-producing devices.

1.1.1.74. Keeping all rubbish, trash, or other waste in metal or metal-lined receptacles with tight-fitting covers when in or adjacent to buildings. (Exception: wastebaskets made of metal or other material designed and approved for such use which are emptied each day.

1.1.1.75. Using ash trays for disposal of smoking materials and making sure that the contents are extinguished and cold to the touch before emptying them into a receptacle.

1.1.1.76. Planning the use of combustibles in any operation so that excessive amounts need not be stored.

1.1.1.77. Storing stock paper in metal cabinets and rags in metal bins with automatically closing lids.

1.1.1.78. **Making frequent inspections and checks** for **non-compliance with these rules.**

ZZZ. Class B Combustibles

Class B Combustibles are flammable and combustible liquids (including oils, greases, tars, oil-base paints, lacquers) and flammable gases. Flammable aerosols (spray cans) are included here. Cryogenic and pressurized flammable gases are treated elsewhere in this procedure.

The use of water to extinguish Class B fire (by other than trained firefighters) can cause the burning liquid to spread carrying the fire with it. Flammable-liquidfires are usually best extinguished by excluding the air around the burning liquid. Generally, this is accomplished by using one of the several approved types of fire extinguishing agents, such as the following:

Carbon Dioxide

ABC **multipurpose** *dry* **chemical**

Halon 1301 (used in built-in, total-**flood systems)**

Halon 1211 (used in portable extinguishers)

Fires involving flammable gases are usually controlled by eliminating the source of fuel, i.e., closing a valve.

Technically, flammable and combustible liquids do not burn. However, under appropriate conditions, they generate sufficient quantities of vapors to form ignitable vapor-air mixtures. **As** a general rule, the lower the flash point of a liquid, the greater the fire and explosion hazard. It should be noted that many flammable and combustible liquids also pose a health hazard. Note: The flash point of a liquid is the minimum temperature at which it gives off sufficient vapors to form an ignitable mixture with air near the surface of the liquid.

The user shall ensure that all Class B combustibles are properly identified, labeled, handled and stored. If assistance is required contact the HSE representative. Safe handling of Class B combustibles means:

1.1.1.79. Using approved containers, tanks, equipment, and apparatus for the storage, handling, and use of **Class B combustibles.**

1.1.1.80. Making **sure all containers are conspicuously and accurately labeled with their contents.**

1.1.1.81. **Dispensing liquids from tanks, drums, barrels, or similar containers only through approved pumps taking suction from the top or through approved self-closing valves.**

1.1.1.82. Storing, handling, and using Class B combustibles only in approved locations, where vapors cannot reach any source of ignition, including heating equipment, electrical equipment, open flames, mechanical or electrical sparks etc.

1.1.1.83. Never cleaning with flammable liquids within a building except in a closed machine approved for the purpose.

1.1.1.84. Never storing, handling, or using Class B combustibles in or near stairways, or other areas normally used for egress.

1.1.1.85. In rooms or buildings, storing flammable liquids in excess of 10 gallons in approved storage cabinets or special rooms approved for the purpose.

1.1.1.86. Knowing the locations of the nearest portable fire extinguishers rated for Class B fires and how to use them.

1.1.1.87. Never smoking, welding, cutting, grinding, using an open flame or unsafe electrical appliance or equipment, or otherwise creating heat that could ignite vapors near Class B combustibles.

AAAA. Electrical fires

There are many combustible materials, including electrical equipment, oxidizing chemicals, fast-reacting or explosive compounds, and flammable metals, which present specialized fire safety and extinguishing problems.

Refer to other appropriate sections of this procedure for safe handling advice. If in doubt, request advice from the HSE representative.

BBBB. Welding and other Permits

As part of the client and/or local fire department's program to control and reduce fire hazards, a permit system is in effect to cover welding, burning, or other operations with a high fire hazard.

Typically, operations that require a permit are:

Welding (arc, oxyacetylene, or heliarc)

Soldering (which requires an open flame)

Use of a torch (for cutting, bending, forming, etc.)

Use of tar pots (for road work or roofing etc.)

Open fire for any purpose

Spray painting

To obtain additional information or request a permit for these operations, call the local fire department on its business line, or check with the HSE representative.

CCCC. Portable Heaters

The use of these devices, whether privately or company owned, is allowed only where they will not cause injury to personnel or of create a fire hazard. This provision obviously requires common sense in safely locating such devices and ensuring that they do not operate when they are unattended. These devices may not be used in locations where:

Flammable or explosive vapors or dusts may be present.

Smoking, eating, or drinking are prohibited because toxic or radioactive materials may be present.

The area has been designated as unsafe for such devices.

Additional Precautions:

1.1.1.88. Do not place the appliance on unstable or readily combustible materials.

1.1.1.89. Maintain a clearance of at least 12 inches between the appliance and combustible materials.

1.1.1.90. Ensure that the appliance is approved by either the Under-writers laboratories,, or Factory Mutual Research Corporation.

1.1.1.91. Connect the device directly to a proper electrical outlet using only the cord with which it was originally equipped. Do not use extension cords in lieu of permanent wiring.

DDDD. Fire Detectors

Several types of automatic fire detectors are used throughout **ASRC** Aerospace Corporation according to the particular needs and purposes. **All** of them will detect a fire (by one of several means) and transmit an alarm. In many buildings equipped with evacuation alarm bells, the automatic detectors activate those alarms, as do the pull boxes. In some cases, automatic extinguishing systems are activated by automatic detectors.

EEEE. Fire Doors

Automatic fire doors and dampers are provided at strategic points to close and block the spread of fire and smoke when they are sensed by automatic detectors. Automatic fire doors must never be blocked or left in disrepair so that they cannot close and latch automatically as intended in the event of a fire. Self-closing doors are those doors designed and installed to close each time after being opened. They too must never be blocked, wedged, or tied open. If such doors must be kept open, the self-closures must be replaced with approved automatic smoke-activated release hold-open devices.

FFFF. Fire Exits

Exit corridors must not be used for storage. **NFPA 101, *Life Safety Code*** requires that buildings designed for human occupancy must have continuous and unobstructed exits to permit prompt evacuation of the occupants and allow necessary access for responding emergency personnel.
The intent of the Code is to keep exits free from obstruction and clear of combustible materials. Attention to housekeeping, therefore, is very important. "Temporary" storage of furniture, equipment, supplies, or anything else is not permitted in exit ways. Combustibles including recyclable waste paper, are not permitted in exit ways.

GGGG. Mechanical Equipment Rooms

Mechanical equipment rooms contain boilers, blowers, compressors, filters, electrical equipment, etc. Such rooms must be separated from other areas of a building by fire-resistant walls and doors. To maintain the integrity of this separation, the fire doors must never be left open. Mechanical equipment rooms and fan rooms must not be used for storage of any kind.

HHHH. Life Safety Code

The Life Safety Code, NFPA 101, requires that emergency lighting be provided for means of egress in certain areas.

The Code states emergency lighting is required in exit corridors in any office-type building where the building is two or more stories in height above the level of exit discharge.

In industrial occupancies such as laboratories and shops, the Code requires emergency lighting in all exit aisles, corridors, and passageways. Emergency lighting may be installed in areas where not required by the Code.when such areas present an egress hazard during a power failure.

Although elevators are not considered a means of egress within the jurisdiction of the Life Safety Code, they do require emergency lighting.

Several types of emergency lights that satisfy the specifications of the Life Safety Code are:

1.1.1.92. **Battery type - Only rechargeable batteries may be used. The rating of the battery must be such that it provides power for illumination for one and one-half hours in the event of a failure of normal lighting.**

1.1.1.93. **Generator type - When emergency lighting is provided by an electric generator, a delay of not more than 10 seconds is permitted.**

1.1.1.94. **Exit signs lights, when burned out, should be reported to your supervisor or the HSE representative for repair.**

IIII. Smoking

Smoking is forbidden in certain areas for fire safety reasons. Such areas include the following:

Where flammable gases or liquids are stored, handled or used.

Where significant quantities of combustible materials, such as paper, wood, cardboard, or plastics are stored, handled, or used.

Where liquid or gaseous oxygen is stored, handled, or used.

Within 20 ft. of a smoke detector.

In tape and record storage vaults and computer equipment areas.

Areas that are designated "No Smoking" areas for fire safety reasons are indicated by large rectangular signs consisting of white backgrounds with red letters stating "NO SMOKING."

REFERENCES

NFPA 101, *Life Safety Code*

5.11 Hearing Conservation

PURPOSE

To establish a Noise/Hearing Conservation program which will reduce the **risk of** occupationally induced hearing loss and provide education **and** guidance for **the** prevention o f "lifestyle" induced hearing loss, This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

JJJJ. Hertz - Noise frequency
KKKK. Decibels - Noise intensity
LLLL. OSHA - Occupational Safety and Health Administration
MMMM. ACGIH - American Conference o f Governmental Industrial Hygienists
NNNN. PEL - Permissible Exposure Limits
OOOO. TLV - Threshold Limit Values
PPPP. NRR - Noise Reduction Ratings

RESPONSIBILITIES

Each employee has the responsibility to comply with all aspects o f this program. Managers with input from the Safety Specialist are responsible for enforcing the provisions o f this program as it applies to field work. Scheduling o f audiograms (accomplished through Medical Surveillance) and training are the responsibility o f the Safety Specialist and HSE Manager.

PROCEDURE

QQQQ. Hazard Information

Excessive noise exposure can cause both temporary and permanent effects on hearing. The temporary effects of excessive noise include ringing in the ears, interference with communication, and hearing threshold changes. The effect of long-term excessive noise includes varying degrees of noise induced hearing loss.

The damaging effects of noise are dependent on the noise intensity (decibels), the time of exposure, the noise frequency (Hertz), and individual susceptibility. The Occupational Safety and Health Administration (OSHA) Permissible Exposure Limits (PELs) and American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs) set exposure limits based on exposure per day (in hours) and sound intensity (in decibels **A** scale or dBA). Exposures above these limits require use of hearing protection (plugs or muffs) to reduce the sound level or the use of noise engineering controls to reduce the sound level.

It is known that noise intensity above 85 dBA for prolonged periods will induce hearing loss.

Eighty-five dBA represents a noise level where normal conversation is difficult and individuals will be shouting or talking into the ear of the person to be understood.

RRRR. Requirements

OSHA regulations (29 CFR 1910.95) issued in late 1981 require a hearing conservation program for workers exposed to 85 dBA as an 8-hour time-weighted average.

This program addresses several requirements for a good hearing conservation program. These requirements are as follows:

1.1.1.95. Noise exposure monitoring
1.1.1.96. Audiometric testing
1.1.1.97. Hearing protectors
1.1.1.98. Training programs
1.1.1.99. Access to information
1.1.1.100. Recordkeeping and posting

SSSS. Noise Exposure Monitoring

The Safety Specialist and/or HSE Manager will determine when noise monitoring is required for jobs where ASRC Aerospace Corporation employees are potentially exposed to excessive noise. The Safety Supervisor will perform noise monitoring as necessary and make recommendations to assure compliance with this program. Engineering controls, ear protection, and posting may be required to comply with this program. In jobs where ASRC Aerospace Corporation, is working in a client's noisy area, ASRC Aerospace Corporation personnel will comply with the client's existing hearing conservation program. If a client has a noisy area and has no hearing conservation program, ASRC Aerospace Corporation will establish a plan for its employees and subcontractors to be in compliance with this program.

TTTT. Training

All workers required to wear hearing protectors will be trained in their proper use. In addition, all workers who may be exposed to greater than 85 dBA will be provided refresher training. This training will include at least the following:

Effects of noise on hearing;
The purpose, selection, fitting, use and care of hearing protectors;
The purpose of audiometric testing and an explanation of the test procedure.

UUUU. Hearing Protectors

When hearing protectors are required the employee must have received training on the proper use. Proper noise reduction ratings will be applied by the Safety Specialist and HSE Manager to the noise in the environment.

Hearing protectors act as barriers to reduce sound entering the ear. Noise Reduction Ratings (NRR) for each product reflects the effectiveness of the protector chosen. Generally, muffs offer a greater NRR (25–30 dBA) than plugs (15–25 dBA). Comfort is an important factor when wearing ear protection over many hours; it is recommended to try different types of plugs or muffs to determine the best combination of comfort and fit.

vvvv. Audiometric Testing

If required, audiograms are conducted by the medical clinics approved for ASRC Aerospace Corporation physicals and must meet all the applicable requirements (including Appendices **C, D,** and **E** of 29 CFR 1910.95). The local medical clinic **will** comply with applicable provisions of Title 29 CFR 1910.95(g) with regard to recordkeeping.

wwww. Access to Information, Recordkeeping

Each office shall have a copy of Title 29 CFR 1910.95 available for any employee requesting access to the standard. Employee training aids shall also be available to any employee. ***All*** noise monitoring data shall be retained for at least **two** years and the clinic shall maintain the audiometric results for thirty years beyond the last date of employment.

REFERENCES

Title 29 CFR 1910.95

5.12 Lock Out Tag Out

PURPOSE

To establish a program that will provide protection for employees working on and around machines, equipment, and processes during maintenance, repair, replacement, or other activities not associated with routine operations from injury due to unexpected energizing, start-up, or release of stored energy from the equipment/process. This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

XXXX. Affected Employees - Affected employees are ASRC Aerospace Corporation employees and sub-contractor employees who may work on or around energized equipment/processes in which service, maintenance, or repair activities are being performed under Lockout/Tagout procedures.

YYYY. Authorized Employees - A person who implements Lockout/Tagout procedures to perform service, maintenance, or repair activities on energized equipment/processes., and is trained in recognizing the applicable hazardous energy sources and in the methods and means for their isolation.

ZZZZ. Energy Isolating Device - A physical device that prevents the transmission or release of energy, i.e., a manually operated electrical circuit breaker, a disconnect switch, a manually operated switch, a slide gate, a slip blind, a line valve, blocks, and similar devices that give a visible indication of status by the position of the device. (Push buttons, selector switches, and other control-circuit type devices are not energy isolating devices.)

AAAAA. Energy Source - Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or potential energy source that drives or energizes equipment/processes or that could cause the unexpected energizing of equipment/processes shut down for maintenance, repair, replacement, or other non-routine activities.

BBBBB. Lockout Device - A device that utilizes a lock and key to hold an energy isolating device or energy source in a safe position to protect personnel from the unexpected energizing.

CCCCC. Lockout/Tagout - The placement of a Lock/Tag on the energy isolating device to prevent the energy source from being operated until removal of the Lock/Tag. (The term Lockout/Tagout allows the use of a Lockout device, a tagout device, or a combination of both.)

DDDDD. Process - A process is a system of pipes, pumps, tanks, pressure vessels, and/or compressors that perform specific oil, gas, toxic materials, and/or water handling/treating functions in an industrial application.

EEEEE. Tag - An identifiable and prominent warning tag with a wire attachment that is capable of being attached to system operating controls or switches or of being attached to an energy control device in conjunction with a Lockout device. The tag forbids operating the system controls and identifies the person implementing Lockout/Tagout procedures.

FFFFF. Tagout Device - An identifiable and prominent warning tag and self-locking non-reusable nylon cable type attachment that is capable of being securely attached and forbids the operation of an energy isolating device or system controls and identifies the person applying the tagout device. The required means of attachment for a tagout device is a self-locking nonreusable nylon cable type tie that is capable of withstanding 50 lbs. force.

RESPONSIBILITIES

It is the responsibility of each employee to comply with these guidelines while working on or around equipmentlprocesses where unexpected energizing could easily cause injury. The supervisor and the employee engaged in the work activity have a joint responsibility for complying with the Lockout/Tagout guidelines while working on or around energized equipment/processes.

PROCEDURE

GGGGG. General

ASRC Aerospace Corporation's Lockoutrragout program is compliant with OSHA regulations (29 CFR 1910.147), and the American National Standard "ANSI Z244.1-1982." It provides the framework within which existing federal and industry standards are applied for protecting ASRC Aerospace Corporation and client employees, working on or around energized equipmentlprocesses during maintenance, repair, replacement, or other activities not associated with routine operation.

Any energized equipment/process where the unexpected energizing of such equipment could cause injury to an employee is covered by this program. The program requires energy sources to be identified and energy control devices to be locked out and/or tagged out before working on the energized equipmentlprocess. Energy sources typically used to run equipmentlprocesses are electrical, mechanical, hydraulic, or pneumatic. Some of our systems may involve chemical or thermal energy or have this energy stored as a result of the process employed. Any equipment or processes may have potential energy after shutdown that must be relieved before work can commence. Typical energized equipmentlprocesses in operations are pumping units, electric motors, compressors, pumps, engines, circulating pumps, vapor recovery units, water injection stations, water filtration processes, and electrical control boxes. These are not all the energized equipmentlprocesses an employee may encounter, but they are the most common ones.

Lockout of energy control devices is preferred, and a wire tag should be placed at the operating controls to explain why particular equipment/processes are out of service. Moreover, Lockout is a regulatory requirement if the energy control device will accept a Lockout device, unless Tagout has been demonstrated to afford protection equivalent to Lockout. Some small jobs in isolated areas may meet the regulatory Tagout criteria. However, energy control devices may be tagged out if they are incapable of accepting a Lockout device. Tagout shall be

accomplished using a tag fastened with a non-reusable nylon-interlocking fastener.

HHHHH. Typical Sequence Of Lockout/Tagout

The following is a typical sequence of locking and tagging out. Equipment that is locked out and/or tagged out cannot be restarted until the locks/tags are removed:

Identify/locate all energy isolating devices applicable to the equipment/process to be worked on.
Shut down the equipment/process using the normal stopping procedure (i.e., stop button, switch, etc.).

Turn off the main switch, open the electrical disconnects, close valves, or operate other energy control devices to isolate the equipment/process from the energy source.

The authorized employee places a tag on all equipment controls (electrical switches, pumps, blinds, block valves, etc.) to warn others that the equipment is not to be operated. He/she will put the reason the equipment is out of service on the tag, and he/she will date and sign the tag.

The authorized employee will Lockout/Tagout the equipment's electric supply at the main disconnects and/or any pressured lines at upstream and downstream block valves.

1.1.1.101. If other employees are required to work on the equipment, each authorized employee will Lockout/Tagout the equipment.

1.1.1.102. Lock bars, clips, or other suitable devices shall be used such that the locks/tags of all authorized employees at the job site are accommodated.

After the equipment has been locked out or tagged out, the equipment shall be "tried" to ensure it will not operate. Only then **will** it be deemed safe to begin work.

Other procedures apply when jobs cannot be completed within the regular work shift by the authorized employee.

1.1.1.103. If service or maintenance cannot be completed by shift's end, the locks/tags must remain as installed. However, if another employee is assigned to complete the repairs, he/she will have the off-going employee remove his/her locks/tags and will immediately apply his/her own locks/tags.

I.I.I. **104.** **If work is to resume at a later date beyond the shift's end and the original authorized employee is not available (i.e., sickness, days-off, vacation, reassignment, etc.) to remove his/her locks/tags, then the supervisor responsible for the work may remove the locks/tags. The new authorized employee then installs his/her own locks/tags.**

Locks/tags are removed only after all work has been completed and the equipment is ready for operation. If multiple locks/tags have been installed, then they are to be removed by each authorized employee in reverse order to that in which they were applied. The authorized employee/supervisor responsible for the job removes his/her locks/tags last. The equipment shall not be started until the authorized employee/supervisor responsible for the job verifies all employees at the site are free of hazard.

The equipment is now ready to be started, provided either the authorized employee or the supervisor on site have checked the equipment and found it safe.

IIIII.

JJJJJ. Program - Planning

A Lockout/Tagout plan should be developed, consistent with the complexities of the facility, equipment, or energy source to provide protective continuity **of** employees, particularly when **jobs** extend beyond the initial work period or shift schedule, or **jobs** involving multiple personnel. Such plans should include, at a minimum, the following elements:

Establish the job objective, and identify the equipmentlprocess involved.
Survey of energy sources and worker exposures.
Estimatedjob duration.
Determine the employees and crafts involved.
Provide employee sign-on and sign-off provisions.
Identify the type, number, and location of all energy isolating devices requiring Lockout/Tagout devices.
Authorized employee/supervisory approval and tagging requirements.
Start-up provisions. Generic facility plans should be developed to establish the basic Lockout/Tagout implementation procedures that would be applicable in a work group.

KKKKK. **Training**

All employees should be trained in recognizing the hazards associated with energized equipment, energy control devices in the work place, the hazards **of** restarting/re-energizing locked out/tagged out equipment, and in the requirements **of** this Lockout/Tagout Guideline. All authorized employees shall also be trained in the methods and means necessary for energy isolation and control.

Re-training shall be provided for employees where reassignments occur and different equipment/processes are involved. **All** employees shall be re-trained if the Lockout/Tagout procedures are changed.

Refresher training of Lockoutrragout procedures shall be conducted whenever periodic compliance reviews indicate employee knowledge/performance inadequacies or when his/her supervisor recognizes a need for refresher training.

Training films on Lockout/Tagout procedures and implementation shall be used. Written tests shall be administered to document the employee knowledge of the Lockout/Tagout procedures and shall be maintained as a record and certifications of his/her proficiency.

LLLLL.Energy Isolating Devices

All energy isolating devices shall be adequately labeled to indicate their function, unless they are located and arranged so its purpose is evident. The identification shall include the following:

1.1.1.105. Equipment isolation.

1.1.1.106. Energy type (i.e., electrical, hydraulic, pneumatic, etc.) and magnitude (i.e., high voltage, high **psi,** etc.).

Energy isolating devices shall accept either a Lockout or tagout device. Therefore, facilities should be surveyed to determine if energy isolating devices could accept Lockout/Tagout devices. Wherever Lockout/Tagout devices cannot be attached to energy isolating devices, then attachments shall be constructed so locks can be attached (i.e., installing special Lockout bars, common hasps to cover control switches, sliding-rod devices which can be extended and locked in position to prevent operation of control handles, etc.). Moreover, it is a legal requirement for new equipment/process installations or for major modification/ renovation/repair programs after October 1, 1989, that energy-isolating devices be capable of accepting a Lockout device.

Cord and plug connected electric equipment is considered locked/tagged out if the plug is in arm's reach, in line of sight, or in physical possession of the employee performing the servicing/maintenance or if the plug is tagged out.

Energy isolating devices shall be operated only by authorized employees or under the direct supervision of authorized employees.

MMMMM. Specific Lockout/Tagout Procedures

Where system complexity requires, a written sequence in checklist form shall be prepared for equipment access, locking out or tagging out procedures, clearance, release, and start-up.

NNNNN.

OOOOO. Assignment of Padlocks

Each authorized employee at the work site shall be assigned his/her own lock. Each padlock shall be keyed differently with only one key per padlock allowed on site. Supervisors may retain extra key(s) in a secure place away from the work site. (A safety-lock board where workers can check out a lock when needed is permissible).

PPPPP. Lockout/Tagout Clips and Bars

When two or more workers are working on a job, each shall attach his/her own lock so that the energy-isolating device cannot be operated until all locks are removed. Locks shall be removed only by the authorized employee who attached the lock or by the authorized employee's supervisor if the authorized employee has left the work site.

If there is only one opening for a lock to be inserted at the Lockout point, a Lockout clip or bar must be used if more than one person must Lockout the controls. Each field office should have a sufficient number of Lockout clips or bars to meet their needs under this requirement.

QQQQQ. Use of Tags

Using tags of distinctive shape or color is important. Information on the tag should be direct, leaving no doubt about Lockoutrragout procedure implementation. The purpose of the tag is to protect personnel, to forbid the operation of an energy-isolating device, and to identify the authorized employee who has control of the procedure. Tags shall be attached with Lockout devices and at control circuits, switches, buttons, etc. as appropriate. Tagout devices alone shall be attached to the energy isolating device where Lockout devices cannot be attached or where use has been approved.

The **RED** Danger" tag is **used** to identify any controlling part of the equipment/process which has been operated (i.e., closed, opened, or adjusted to depressure, deactivate, or de-energize the equipment). This tag shall be hung on electrical controls, remote controls, and any other controls such as bleeders and process valves to indicate that the control positions are not to be changed. The authorized employee must first check the control to ensure that the equipment/process has been isolated.

Yellow "Danger" tags are used by the Authorized employee responsible for a particular piece of equipment that is to be isolated.

Tag use is imperative when energy isolating devices and/or controls are remote from the work site or when multiple craftwork is involved.

RRRRR. Implementation Of Lockout/Tagout Procedure

Notification of Personnel

All personnel affected by a Lockout/Tagout shall be notified of the Lockout/Tagout implementation by the authorized employee. Special operating problems, unusual equipmentlprocess modes, and factors affecting equipmentlprocess restart should be discussed with the affected employees before the job starts. An understanding of the scope and time of the Lockout/Tagout should be developed by all employees involved with the equipmentlprocess.

Lockout/Tagout Device Application

Approved Lockout/Tagout devices shall be applied to each energy isolating device by an authorized employee. Except where provisions of Section **4.5.** apply, lockout devices shall be attached in such a manner as to hold energy isolating devices in a safe position. Tagout devices, when used, shall be attached in such a manner that forbids moving the energy isolating device(s) from the safe position.

Verification of Isolation

One or both of the following actions shall occur after Lockout/Tagout application to determine if the equipment/process has been isolated and de-energized.

1.1.1.107. Operate the equipmentlprocess operating controls (push button, switches, etc.) to determine that the energy isolation has been effective.

1.1.1.108. Test the equipment/process by use of the appropriate test equipment (i.e., ohm meter, pressure gauge, etc.) and/or visual inspection (i.e., electrical leads disconnected, fluid flow, fluid levels, etc.) to determine that the energy isolation has been effective.

Return to Service from Lockoutrragout

Inspect the work area to make sure that tools have been removed, equipment properly re-installed, and all workers are in a safe area.

1.1.1.109. Equipment/Process

Before energizing the equipment/process, an employee count shall be taken to verify that all affected and authorized employees are free of hazards.

1.1.1.1**10.** Lockout/Tagout Device(s) Removal

E-ach Lockout/Tagout device shall be removed from the energy isolating device by the authorized employee who applied the device or by the authorized employee's supervisor if the authorized employee is not at the job site. The device shall be removed in the reverse order of their application.

Locks/tags shall be removed only by the authorized employee, if present at the work site. However, if the authorized employee is away from the work site, the authorized employee's supervisor may remove the locks/tags. In those instances, the supervisor assumes

responsibility for the authorized employee's safety and the safety at the work site. The authorized employee should be notified of the supervisor's action at the first opportunity, but before the authorized employee returns to the work site.

SSSSS. Special Lockout/Tagout Provisions

Lockoutrragout Interruption (Testing of Energized Equipment).

In situations where the energy isolating device(s) is locked out/tagged out and there is need for testing or positioning of the equipment/process, the following sequence shall apply:

1.1.1.111. Clear equipment/process of tools and materials.
1.1.1.112. Clear employees from the affected area.
1.1.1.113. Remove locks/tags according to this program.
1.1.1.114. Energize equipment and proceed with test, etc.
1.1.1.115. De-energize all systems and reapply Lockout/Tagout devices according to this guideline and continue working.

Equipment Design and Performance Limitations

Alternate protective techniques shall be employed where the equipment/process design cannot accommodate using Lockout/Tagout devices. Consult with the Safety Supervisor for guidance as needed.

Sub-contractors

Lockout/Tagout procedures comparable to these are required to protect non-ASRC Aerospace Corporation personnel working on energized equipment/processes at ASRC Aerospace Corporation facilities. *An* authorized representative of the outside organization shall be notified of ASRC Aerospace Corporation's Lockout/Tagout procedures and shall be required to adopt and enforce Lockout/Tagout protection that is consistent and compatible with the procedures of this guideline.

Multiple Employer Protection (Group Lockout/Tagout)

When a crew, multiple crafts, or other groups work jointly on energized equipment/processes, Lockout/Tagout procedures shall afford the workers equivalent protection to that provided by personal Lockout/Tagout devices. Group Lockout/Tagout devices shall be used according to this program, with control responsibility assigned to the designated individual who will coordinate the work and ensure worker protection continuity.

Shift/Schedule Change

Specific procedures shall be made to ensure the continuity of Lockout/Tagout protection during shift or personnel changes. The procedures shall provide for the orderly transfer *of* Lockout/Tagout devices between off-going and on-coming employees. Such specific procedures

may be developed on a worksite-specific basis or for an entire work group as deemed appropriate by project management.

Safety Engineering Guidance

Safety engineering guidance should be sought whenever questions or uncertainty arises concerning applicability of these guidelines, Lockout/Tagout implementation, or the isolation of energized equipment/processes.

REFERENCES

TTTTT. 29 CFR 1910.147, OSHA Regulation
uuuuu. ANSI Z244.1-1982, American National Standard

5.13 Personal Protective Equipment

PURPOSE

To establish a Personal Protective Equipment program which provides direction to Managers, Supervisors, and Employees about their responsibilities in the selection, use, care, and disposal of personal protective equipment (PPE) as outlined in 29 **CFR** 1910.132. This procedure applies, unless otherwise directed in **ASRC** Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

PPE - Personal Protective Equipment

RESPONSIBILITIES

VVVVV. **ASRC** Aerospace Corporation Management is responsible for ensuring that supervisors conduct Job Hazard, Analysis to identify hazardous conditions. In those **tasks** that expose employees to hazardous conditions which cannot be eliminated through engineering or administrative controls, managers will implement and monitor this program to ensure that area supervisors are properly trained in the supervision and enforcement of the PPE program.

WWWWW. The foreman is responsible for ensuring that the appropriate PPE is available to employees. The foreman is also responsible for ensuring that the employees utilize the PPE appropriately at all times.

XXXXX. Employees are responsible for using all specified PPE in the approved and correct manner that it is designed.

PROCEDURE

YYYYY. **General**

Worksite activities will be assessed (through the use of Job Hazard Analysis/Safety Task Assessment) for hazards which cannot be controlled through engineering or administrative protocols. Appropriate PPE will **be** issued for personnel exposed to these hazards. Equipment usage and maintenance will be monitored by the foreman and Project HSE Managers to ensure PPE guidelines are followed for each task.

Before doing work requiring use of PPE, employees will be trained to know when personal protective equipment is necessary, what type is necessary, how it is to be worn, and what its limitations are, as well as know its proper care, maintenance, useful life, and disposal requirements.

ASRC Aerospace Corporation will document that PPE training has been conducted and that employees understood the training provided. Training records should include the name of the employee trained, the date of the training, the type of PPE trained upon, and a means to verify that the training was understood (e.g.; a test).

Wearing PPE does not eliminate the hazardous condition. PPE and devices should be used only when it is impossible or impractical to eliminate a hazard or control it at its source through engineering design or administrative controls. PPE will be used to establish a barrier between the exposed employee and the hazard to reduce the probability and severity of exposure.

ZZZZZ. Activities

HSE Specialist

1.1.1.116. Identify and select PPE suitable for each specific task performed, conditions present, and frequency and duration of exposure;

1.1.1.117. Document the tasks evaluated, hazards found and actions recommended for:

Engineering controls

Administrative controls

PPE

1.1.1.118. Train exposed employees before they are assigned to the hazardous task; training should include:

When PPE is necessary

What PPE is necessary

How to properly don, doff, adjust, and wear PPE

The limitations of PPE

The proper care, maintenance, useful life, and disposal of PPE

1.1.1.119. Document that employees demonstrate correct use, care and disposal procedures of the PPE.

1.1.1.120. Provide follow-up training if required to ensure each employee has adequate skill, knowledge, and ability to use PPE;

1.1.1.121. Seek input from exposed employees concerning the PPE selection, fit, comfort, and suitability;

1.1.1.122. Assist supervisors in establishing distribution points, control of usage, repair and cleaning of PPE;

1.1.1.123. Audit maintenance of reusable items and assure that they are kept in a sanitary condition;

Supervisors/Foremen

1.1.1.124. Supervise employees on safe use and care of PPE;

1.1.1.125. Regularly monitor employees for correct use and care of PPE;

1.1.1.126. Enforce PPE safety rules following the provisions of the ASRC Aerospace Corporation, disciplinary procedure,

Employees

1.1.1.127. Correctly use and care for PPE;

1.1.1.128. Report any changes in exposure to hazardous conditions that might require a follow-up analysis of the task for the PPE;

1.1.1.129. Report and replace defective PPE.

AAAAAA. Selection Guidelines

Eye and Face Protection (29 CFR 1910.133)

1.1.1.130. Employees are required to use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

1.1.1.131. Eye protection will be worn in all designated areas and when performing tasks where there is a risk of flying particles, chemical contact, injurious light radiation, or other identifiable eye hazards.

1.1.1.132. All eye protection designated for use will conform with the specifications set forth in (ANSI Z87.1-1989) and will provide adequate protection for the identified hazard. Employees will be provided with appropriate eye protection.

1.1.1.133. The employee is responsible for the proper care and maintenance of issued eye protection equipment.

1.1.1.134. Double eye protection (goggles with face shield) will be worn when working in close proximity to others where flying particles are a hazard (example: grinding/facing operations).

1.1.1.135. Prescription safety glasses will meet (ANSI Z87.1-1989) requirements, or safety glasses meeting those requirements must be worn over the prescription glasses.

1.1.1.136. Examples:

Safety Lens Spectacles

Clear lens

Chemical Splash Goggles

Impact Resistant Goggles

Face Shield with Head Harness

Head Protection (29 CFR 1910.135)

1.1.1.137. Employees must wear hard hats which comply with (ANSI 289.1-1986) when working in facilities or performing construction related work. Protective headgear will be provided and worn where head injuries are possible from impact or penetration by falling or flying objects, striking against objects, electrical contact, or any combination of these hazards.

1.1.1.138. Employees will be required to use protective headgear as specified by company or client policy and to maintain their headgear in a sanitary and safe condition.

1.1.1.139. Hard hats may not be altered in any way that will degrade their efficiency. This would include painting, drilling holes in the shell or application of metal jewelry. Hats with excessive alterations or excessive scratches will be replaced.

1.1.1.140. Hard hats may be adorned with employee name on self-adhesive plastic tape and ASRC Aerospace Corporation issued decals.

1.1.1.141.

1.1.1.142. Examples:

Class A Hard hat - impact resistant

Class B Hard hat - impact resistant and electrical protection

Foot Protection (29 CFR 1910.136)

1.1.1.143. Employees regularly or temporarily assigned to field locations must obtain and wear protective footwear (ANSI Z41.1-1967) whenever necessary while performing work assignments or field duties.

1.1.1.144. Appropriate protective footwear is mandatory for work environments in which employees:

Use harmful corrosive substances and processes such as acids or caustics

Have a high probability of crushing foot injuries (materials handling, barrels, cylinders, pallets, etc.)

Perform normal maintenance shop activities

Work in abnormal, wet conditions

Work in extreme cold

1.1.1.145. Examples:

Chemical Resistant Boots - provided by ASRC Aerospace Corporation,

Safety - Toe Shoe or Boots - provided by employee

Cold weather Protective Footwear - provided by employee

Hand Protection (29 CFR 1910.138)

1.1.1.146. Hand protection is mandatory for the following exposures:

Using harmful corrosive substances and processes

Having a high probability of hand injuries of a crushing nature (materials handling, barrels, cylinders, etc.), and/or injuries of abrasion/laceration

Normal maintenance shop activities

Abnormal wet conditions

Cold weather operations

1.1.1.147. Examples:

Chemical Resistant Gloves

Chemical Resistant Gauntlet Gloves

Low Energy Electrical Insulating Rubber Gloves with Carrying Pouch

High Energy Electrical Insulating Rubber Gloves with Carrying Pouch

Leather Gloves

Cotton Gloves

Hearing Protection

High noise exposure areas will require the utilization of hearing protection. Hearing protection should be worn in areas where you need to raise your voice to talk to someone that is arms length from you. An adequate selection of hearing protection will be provided on an as needed basis with applicable required training prior to utilization of the hearing protection device.

Body Exposure Protection

1.1.1.148. Extra body protection is required when working with chemicals or in areas where a chance of inadvertent exposure exists.

1.1.1.149. Examples:

Anti-Exposure Coveralls and Work Suit

Tyvek Dust, Aerosol, Resistant Work Suit

Tyvek Chemical Resistant Work Suit

Chemical Resistant Work Suit

Fire Resistant Clothing

Fall Protection (29 CFR 1926.104)

Fall protection must be used when employees are exposed to a vertical fall of six feet or more. Fall protection will consist of either passive or active fall protection. Fall protection must comply with ANSI A10.14-1991 and provisions detailed in 29 CFR 1926.104.

Electrical Protection (29 CFR 1910.137)

Electrical equipment such as insulating blankets, mating, covers, line hoses, gloves, and sleeves must be used by employees who are exposed to electrical hazards. Electrical protective equipment will comply with the requirements in 29 CFR 1910.137.

BBBBBB. Monitoring

Supervisors will monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, a Job Hazard Analysis will be conducted for each hazard to determine an appropriate PPE. A worksite analysis will be conducted at least annually for each task that required employees to use PPE.

The HSE Manager will monitor the effectiveness of the PPE Program and make recommendations to management to improve the program.

CCCCCC.

DDDDDD. Personal Protective Equipment Assessment Program

The need for PPE will be identified by the following process:

1.1.1.150. Selection

Based on tasks performed

Based on conditions present

Based on duration of use

Based on potential hazards

1.1.1.151. Hazard Assessment and Equipment Selection

Applies to face, eye, foot and head protection;

Does not apply to electrical or respiratory protection;

Based on assessment of workplace hazards;

Selected by ASRC Aerospace Corporation management;

Must protect against the specific hazards encountered; and

Employees must comply with the selection.

Assessment Guidelines

1.1.1.152. Conduct a workplace walk-through survey to identify sources of hazards to feet, head, eyes, and the face of employees. Reassess whenever a new hazard is introduced into the workplace. During the walk-though survey, observe and document the following:

Sources of impact/motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects.

Sources of high temperatures that could results in burns, eye injury, or ignition of protective equipment, etc.

Types of chemical exposures.

Sources of hazardous atmospheres.

Sources of hazardous radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity light, etc.

Sources of falling objects or potential for dropping objects.

Sources of sharp objects which might pierce the feet or cut the hands or other body parts.

Sources of rolling or pinching objects which could crush the feet.

Layout of the workplace and location of workers.

Any electrical hazards.

Any noise hazards.

1.1.1.153. Organize and analyze the data. From the data gathered during the survey, estimate the potential for foot, head, eye, and face exposure to hazards.

1.1.1.154. Select the PPE. Select the PPE which ensures a level of protection greater than the minimum required to protect the employees from the hazards.

1.1.1.155. Fit the PPE. Ensure proper comfort and fit for each user.

1.1.1.156. Ensure that each employee (user) is trained on the proper care and use of PPE.

REFERENCES

HSE Awareness

29 CFR 1910.132

29 CFR 1910.133

29 CFR 1910.134

29 CFR 1910.135

29 CFR 1910.136

29 CFR 1910.137

29 CFR 1910.138

29 CFR 1926.104

ANSI A10.14-1991

ANSI 241.1-1967

ANSI 287.1-1989

ANSI 288.2-1969

ANSI 289.1-1986

5.14 Right To Know - HAZCOM

Purpose

To establish a Hazard Communication program to minimize the risk of hazardous materials to ASRC Aerospace Corporation employees. This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

EEEEEE. **MSDS** - Material Safety Data Sheets
FFFFFF. **OSHA** - Occupational Safety and Health Administration

RESPONSIBILITIES

GGGGGG. The ASRC Aerospace Corporation Hazard Communication program will be monitored by the ASRC Aerospace Corporation **HSE** Manager and the ASRC Aerospace Corporation HSE specialist to ensure that the policies are carried out and that the plan is effective and meets OSHA standards.

HHHHHH. The responsibility for proper container labeling is assigned to the ASRC Aerospace Corporation HSE specialist.

IIIIII. The ASRC Aerospace Corporation purchasing agent **is** responsible for obtaining MSDSs for the company, and the ASRC Aerospace Corporation HSE specialist is responsible for maintaining a master file. MSDSs are reviewed for completeness by the ASRC Aerospace Corporation HSE Manager.

PROCEDURE

JJJJJJ. General

The OSHA Hazard Communication standard established uniform requirements to ensure the evaluation of the hazards of all chemicals imported into, or produced or used in U.S. workplaces. The standard is also intended to ensure that this hazard information is transmitted to affected employers, and exposed employees.

The standard differs from many others adopted by OSHA in that it is performance oriented. This means that one has the flexibility to adapt the rule to the needs of one's workplace, rather than having to follow specific, rigid requirements. It **also** means you have to exercise more judgment to implement an appropriate and effective program.

HSE Awareness

Under the standard, employers must develop, implement, and maintain a written hazard communication program, covering container labeling, material safety data sheets and employee training.

The written program must include a list of hazardous chemicals in each work area, describe how the employer will meet the criteria of the standard, explain methods of communicating hazards to employees and specify the methods used to inform contractors of hazards to which their employees might be exposed.

As a company, we provide information about chemical hazards and other hazardous substances, and the control of hazards via our Hazard Communication Program which includes container labeling, Material Safety Data Sheets (MSDS) and training employees on the hazards and controls while using hazardous materials.

KKKKKK. Container Labeling

It is the policy of ASRC Aerospace Corporation that containers of hazardous substances will not be released for use until the following labeling information is verified:

1.1.1.157. **Containers labeled to it's contents;**
1.1.1.158. **Appropriate hazard warnings;**
1.1.1.159. The **name and address of the manufacturer.**

To further ensure that employees are aware of the hazards of the materials used in their work area, it is our practice to label all secondary containers. The foreman or the lead man in each craft will ensure that all secondary containers are labeled with. either an extra copy of the original manufacturer's label **or** with generic labels which identify the contents and hazard warning.

LLLLLL. Material Safety Data Sheets

A master file of MSDS for all hazardous substances to which **ASRC** Aerospace Corporation employees may be exposed are kept in office of the HSE department. If an **MSDS** is missing or obviously incomplete, a new MSDS will be requested from the manufacturer.

MSDSs are available to all employees in their work area for review during each work shift. If MSDSs are not available or new hazardous substances in use do not have MSDSs, contact your foreman or the ASRC Aerospace Corporation HSE specialist immediately.

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NNNNNN. Employee Information and Training

Employees will, as part of their orientation, receive information on the following:

1.1.1.160. Summary of the OSHA Hazard Communication Regulation, including their rights under the regulation
1.1.1.161. Where hazardous substances are present
1.1.1.162. Location of the written Hazard Communication Program
1.1.1.163. Physical and Health effects of the substances, signs, and symptoms of overexposure
1.1.1.164. How to lessen or prevent over exposure to these hazardous substances
1.1.1.165. Steps ASRC Aerospace Corporation has taken to lessen or prevent exposure to hazardous substances.
1.1.1.166. First aid procedures to follow if employees are exposed to a hazardous substance
1.1.1.167. How to read labels and review MDSD(s) to obtain appropriate hazard information

*NOTE: It is critically important that all ASRC Aerospace Corporation employees understand the Hazardous Communication training. If there are any questions please contact your foreman or the ASRC Aerospace Corporation HSE specialist.

When new hazardous substances are introduced supervisors will review the above items as they are related to the new hazardous material.

OOOOOO. Hazardous Non-Routine Task

Periodically, **ASRC** Aerospace Corporation employees may be required to perform hazardous non-routine tasks. Each affected employee will be given information by their foreman about hazards to which they may be exposed during such activity. This information will include:

Specific hazards, related to non-routine tasks;
Protective/safety measures which are required;
Measure that ASRC Aerospace Corporation has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

PPPPPP. Hazardous Substances in Unlabeled-Piping

To ensure all **ASRC** Aerospace Corporation employees who work on unlabeled piping have been informed as to the hazardous substances contained within. Prior to starting work on unlabeled piping, employees are to contact their foreman for the following information:

The hazardous substances in the pipe
Potential hazards
Controls over the hazards

QQQQQQ. Informing Sub-Contractors

HSE Awareness

To ensure that sub-contractors work safely in our work areas, it is the responsibility of the ASRC Aerospace Corporation HSE specialist to provide the contractor with the following information:

- **Potential hazardous substances to which they may be exposed while on the job site.**
- **Precautions the employees may take to lessen the possibility of exposure by usage of appropriate personal protective devices.**

REFERENCES

None

5.15 Hand Tools

PURPOSE

To provide instructions for the safe and proper use of hand and powered portable tools. This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

GFCI - Ground Fault Circuit Interrupter

RESPONSIBILITIES

The responsibility for implementing and maintaining this procedure rests with the individual foreman involved.

PROCEDURE

RRRRRR. General

ASRC Aerospace Corporation provides hand and powered portable tools that meet accepted safety standards.

A damaged or malfunctioning tool must not be used; it must be turned in for servicing and a tool in good working condition obtained to complete the job.

Employees must use the correct tool for the work to be performed; if they are unfamiliar with the operation of the tool, they must request instruction from their foreman before starting the job.

Foreman are responsible for ensuring that their subordinates are trained in the operation of any tool that they are expected to operate.

An employee is not permitted to use a powder-actuated tool unless instructed and licensed by the manufacturer to do so.

Tool testing equipment **will** be maintained by the shop foreman, tool room attendant, or the **HSE** department representative.

Repairs of defective tools will only be made by qualified personnel.

SSSSSS. Grounding

Tools that are not double-insulated must be effectively grounded and tested. Testing must be accomplished before initial issue, after repairs, and after any incident that could cause damage, such as dropping or exposure to a wet environment.

Grounded tools must always be used with an effectively grounded circuit. **Any** extension cord used with a grounded tool must be a three-wire, grounded type.

Electric-powered hand tools use on construction sites, on temporary wired circuits or in wet environments will be used in conjunction with an approved ground fault circuit interrupter (GFCI).

TTTTTT. Shop Rules

Any ASRC Aerospace Corporation, facility-housing shop tools as defined by OSHA as a shop. It is the responsibility of the shop foreman to ensure compliance with the following practices:

Shop machines and tools are to be used only by qualified personnel. It is the responsibility of the person in charge of the shop to render a judgment as to who is qualified.

The person in charge will take whatever action is deemed necessary to prevent personal injury or damage to equipment.

Equipment guards and protective devices must be used and must not be compromised.

Approved eye protection must be worn by anyone entering and/or passing through the shop areas.

Approved industrial safety eye protection must be worn by anyone working in a posted shop work area.

Shoes or boots covering the whole foot must be worn in shop areas.

Persons using machine tools must not wear clothing, jewelry, or long hair in a way as to present a safety hazard.

Approved hearing protection must be worn by anyone working in a posted shop area.

REFERENCES

None

5.16 Vehicle Operations (personal and trucks)

PURPOSE

To ensure that operators of vehicles and equipment assigned to ASRC Aerospace Corporation operate them in a manner equal to or greater than the treatment they give their own personal vehicles and equipment. This procedure applies unless otherwise directed in ASRC Aerospace Corporation contracts.

DEFINITIONS/GLOSSARY

None

RESPONSIBILITIES

UUUUUU. ASRC Aerospace Corporation vehicles and equipment operators are responsible for pre-operation and shutdown inspection procedures, correct utilization, safe operation and protection of all ASRC Aerospace Corporation vehicles and equipment.

VVVVVV. Drivers shall be familiar with and abide by federal, state, local, and client vehicle regulations.

PROCEDURE

WWWWWW. Standard Equipment Requirements

Equipment on motor vehicles must conform to federal, state, and client regulations. Specifically, the following items will be complied with:

1.1.1.168. Vehicles must be equipped with passenger restraint devices in accordance with State Law. Passengers will use restrain devices in accordance with State Law.

1.1.1.169. Windshields, door glass, and rear glass shall be kept clean and free of stickers (expect those required by law and/or client approved programs at all times. All glass, headlights, taillights, and vehicle numbers must be kept free of dirt, ice, snow, or other obstructions.

1.1.1170. Windshield wipers, lights, and horns must be kept in good working order.

Any defective equipment must be repaired or reported for correction as soon as possible.

XXXXXX. Emergency Supplies

A fire extinguisher shall be provided for all vehicles used to transport personnel.

The following items are recommended to be carried in all vehicles.

Tire tool and jack.

Mounted spare tire.

Emergency reflectors.

Tire chains

Shovel

Flashlight

First-Aid Kit

YYYYYY. Operations

Prior to motor vehicle travel, the vehicle operator should ensure:

1.1.1.171. The vehicle is mechanically sound. Working lights and brakes, clean, and operating mirrors are essential.

1.1.1.172. The fuel tank(s) are full and properly capped.

1.1.1.173. Tires, including spare(s), are properly inflated and in good condition.

1.1.1.174. The vehicle heater and defrosters are in good condition.

1.1.1.175. The vehicle communications radio is checked before departure to ensure that it is sending and receiving messages. A periodic radio check is strongly suggested.

While traveling, the vehicle operator shall:

1.1.1.176. Observe speed limits and operate the vehicle in compliance and in accordance with prevailing road and weather conditions.

1.1.1.177. Maintain a safe driving distance from the vehicle in front.

1.1.1.178. Ensure that safety glasses are worn by all occupants when traveling on an unpaved surface(bus passengers are exempt).

1.1.1.179. Ensure that riding on the running board, fenders, truck bed, or any part of the vehicle not designed for passengers is forbidden.

Carbon Monoxide

The following safeguards against carbon monoxide exposures must be followed:

1.1.1.180. The exhaust systems of all vehicles must be regularly checked for leaks.

1.1.1.181. When engines of parked vehicles are running, the passenger compartment must be adequately ventilated to prevent accumulation of exhaust gases. Park into the wind if possible, so exhaust will blow away from the vehicle.

REFERENCES

None

ZZZZZZ. **SECTION 6 LaRC SAFETY POLICIES/PROCEDURES**

6.1 NASA LaRC Lockout/Tagout Program (LAPG 1710.10)
6.2 Ionizing (LAPG 1710.5) and Non-Ionizing Radiation (LAPG-1710.8)
6.3 Potentially Hazardous Material (LAPG 1710.12)
6.4 Employee Safety Training, Certification and Programs
6.5 Confined Space Entry
6.6 Fall Protection
6.7 Crane Certification
6.8 Floors, Openings, Etc.
6.9 Bloodborne Pathogens
6.10 Asbestos Awareness
6.11 People with Disabilities

HSE Awareness

6.1 NASA LaRC Lockout/Tagout Program (LAPG 1710-10)

The Program Manager shall ensure that ASRC Aerospace employees and ASRC Aerospace subcontractor personnel are aware of the NASA Red Tag System and understand a Red Tag will not be violated under any circumstances. The Program Manager will ensure that all ASRC Aerospace employees and ASRC Aerospace subcontractors abide by, read, and acknowledge their understanding of LAPG 1710-10.

6.2 Ionizing (LAPG 1710.5) and Non-Ionizing Radiation (LAPG 1710-8)

The Program Manager shall ensure that ASRC Aerospace employees and ASRC Aerospace subcontractor personnel shall be aware of the radiation symbols, when they are used and that they shall not be violated. The Program Manger will ensure that all ASRC Aerospace employees and ASRC Aerospace subcontractors abide by, read, and acknowledge their understanding of LAPG 1710-5 and LAPG 1710.

6.3 Potentially Hazardous Material (LAPG 1710-12)

The Program Manager shall ensure that ASRC Aerospace employees and ASRC Aerospace subcontractor personnel shall be aware of LaRC's recognition of hazardous materials program. The Program Manger will ensure that all ASRC Aerospace employees and ASRC Aerospace subcontractors abide by, read, and acknowledge their understanding of LAPG 1710-12.

6.4 Employee Safety Training, Certification and Programs

Initial training will consist of interactive web-based training with support from in house safety professionals.

All of the ASRC Aerospace staff will attend this training. Those with documentation confirming completion of the training will receive applicable refresher training as required.

Remedial, or non-routine training will be conducted on an as needed basis using outside and domestic sources.

Training Delivery

The training provided to all ASRC Aerospace personnel, except for some non-routine operations training, will be done in a classroom environment.

The following instructional methods/tools will be utilized in providing ASRC Aerospace employees with quality training and awareness level performance competency in assigned job responsibilities:

HSE Awareness

- Training videos
- Overheads
- Lecture
- Class study work books
- Hand outs
- Qualified instructors - internal & external sources
- Question and answer periods
- Classroom discussion (Sharing experiences of others)
- "Lessons Learned" from actual experiences
- Written / performance testing as indicated by learning objective
- Hands-on equipment demonstrations (Where applicable)

ASRC Aerospace is committed to providing all employees with required training applicable to federal and state regulations, and additional training deemed appropriate by the contract or Senior Management of ASRC Aerospace.

All newly hired employees and employees assigned for the first time will undergo a new employee orientation. The orientation will consist of the following topics:

Project Overview and Expectations

Environmental Excellence

Substance Abuse/DOT RSPA

Safety Manual/Procedures Handbook

General Code of Safe Practices

Equipment Inspection and Write-up Procedures

Awareness level training will also be provided for the following topics that are covered in the ASRC Aerospace Health & Safety Training Program (as applicable to exposure of employees):

Confined Space

Fall Protection

Fire Watch/Fire Extinguisher/Fire Reporting

HAZWOPER

Lockoutrragout

Power Operated Hand Tools

Electrical Safety

Compressed Gas Cylinders

Hazcorn "Right to Know"

Ladder/Scaffolding Safety

Personal Protective Equipment

PSM Overview

HSE Awareness

Respiratory Protection	Rigging/Crane Safety
Permitting Systems	Spill Prevention
Toxic Substances (TSCA)	Arc Welding & Cutting
Opening/Blinding	Hearing Conservation
Emergency Action Plan	Harassment Policy

All newly hired, promoted Supervisors are required to meet with the Field HSE Manager or HSE Specialist and the Project Manager or his designee to receive instruction on the following:

- Expectation of the supervision in safety, quality, environment and productivity.
- Review the types of work that the Supervisor will be supervising, the types and locations of hazards, and the types of mitigating measures available to prevent injuries and accidents.
- Emergency contact procedures
- ASRC Aerospace/contract permitting procedures
- How to obtain PPE, tools, and consumables
- Time sheet coding and procedures

Training Performance Evaluation and Testing

The learning evaluation and testing for employees trained by the ASRC Aerospace HSE Department will be accomplished utilizing the following:

- Written evaluation of level of competency following classroom presentation.
- Course evaluation of instructional delivery / content / effectiveness will be completed by each participant in training.
- Follow-up at general safety meetings, and at other times as required by repetition and testing retention of critical safety issues.
- Field discussion with personnel on issues not fully understood in the class room presentations (Demonstrated by low competency scores on tested material).
- Re-testing employees with scores below passing (Evaluating on an individual basis the barriers to comprehension of information given). Using alternative test methods where indicated (Verbal rather than written testing, performance observations, etc.).

Training Management Audits

The ASRC Aerospace HSE staff will perform a self-audit on their training program on a quarterly basis. A copy will be submitted to the ASRC Aerospace HSE Training **Office.**

HSE Awareness

ASRC Aerospace HSE staff will audit training records using the following criteria:

Records are in a standardized order and must contain the following minimum information:

- Personal data sheet
- Employee training records
- Completed course materials (Tests, course rosters, performance/procedures sign-off, and copies of skills qualification certificates if so indicated)
- A separate record established for each employee
- All possible baseline data entry spaces completed on personal data (Ex. name, hire date, license #, etc.)
- Certificate of fitness (If applicable)
- Records filed orderly and in a central location
- Numerical tests scores documented where applicable
- There is evidence of a numerical "passing" score and / or retest when an employee does not pass
- Required training frequency identified
- Overall compliance with required training readily identified
- Hard copy information consistent with electronic data

Corporate HSE training will audit project's training status randomly (Minimum of annually). Focus will be on:

- Regulatory compliance
- Record keeping
- Program evaluation
- Training effectiveness

Craft Specific Training

ASRC Aerospace recognizes the need for management commitment to safety. To assist in meeting this requirement, ASRC Aerospace trains management, including Supervisors, in the basics of loss control and accident prevention. This training will be scheduled on an as needed basis. The training may be held at the job site, or another specified location.

ASRC Aerospace maintains current records of personnel that are licensed or certified to perform specific jobs and tasks in the working environment. ASRC Aerospace in support of this contract will also provide job specific training, if required, in the following areas:

HSE Awareness

- CPR & First Aid
- Bloodborne Pathogens
- Confined Space Entry (Opening and blinding)
- Excavation and Trenching
- Scaffolding
- Rigging
- Powered Industrial Truck
- Gas Welding and Cutting
- Asbestos Awareness

HSE Meetings

ASRC Aerospace is committed to providing a safe work place to all of its employees. It is of vital importance in meeting that goal that communication between all facets of the company be continuous and from a variety of sources.

Communication with employees and management will be addressed, but not limited to the following methods:

New Employee Orientation

- A thorough overview of ASRC Aerospace policies and procedures, required safe work practices, Non-DOT drug and alcohol policy, general policies such as driving responsibilities and permitting.

General Safety Meeting

- A meeting of all Crafts, Foreman, Management, etc. with a review of the HSE performance and activities, a discussion of the upcoming work hazards, plus general information beneficial to all employees.

Near Miss/Hazard Recognition Program

- A program for the employees to identify near miss accidents/incidents, and to identify hazards in the work place.

Lessons Learned

- A report prepared as a result of an accident/incident, environmental damage, near miss accident/incident, and or hazard investigation that allows all employees to learn from others' experience.

Safety Bulletins

- Notices of safety importance either put on applicable bulletin boards, or handed out to Foreman to discuss with employees at safety meetings.

Safety Department HEADS UP!!/Hot Sheet

- Similar to the safety bulletin, providing employees an awareness of a changing circumstances or conditions that could effect their safety and health.
- Used to inform Supervisors of HSE deficiencies for corrective actions.

Safety films

- Information and training films designed to enhance employee knowledge and or awareness.

Environmental Bulletins/Environmental *Alert*

- Bulletins designed to promote employee awareness levels on environmental concerns.

Corporate Safety Manual

- The resource for questions involving ASRC Aerospace HSE policy and procedures relating to all personnel.

Standard Operation Procedures

- Guidelines established from prior experience in performing specific job functions. Standard Operating Procedures spell out minimum job performance requirements for specific job functions and or tasks.

6.5 Confined Space Entry

Not applicable.

6.6 Fall Protection

Not applicable.

6.7 Crane Certifications

Not applicable.

6.8 Floors, Openings, etc.

Unprotected openings in walls, floors or roof edges shall be guarded using standard handrails, barricades or equivalent protection.

6.9 Bloodborne Pathogens

Bloodborne Pathogen Awareness training will be provided though the use of online web based training such as Safety Logic or direct instructional training through the use of in house safety professionals. See section 6.4 for additional information concerning Employee Safety Training, Certification and Programs

6.10 Asbestos Awareness

Asbestos Awareness training will be provided though the use of online web based training such as Safety Logic or direct instructional training through the use of in house safety professionals. See section 6.4 for additional information concerning Employee Safety Training, Certification and Programs

6.11 People with Disabilities

ASRC Aerospace will contact the Disability Program Manager @ (757) 864-7718, prior to assigning a person with disabilities to this contract.