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Jet Propulsion Laboratory  
California Institute of Technology

goldstone

special conditions set

FOR

CONSTRUCTION SUBCONTRACTS

AT

GOLDSTONE DEEP SPACE COMMUNICATIONS COMPLEX (GDSCC)

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| GENERAL REQUIREMENTS |

## Identification and Control of Personnel

1.1.1 Points of Contact (POC) and responsibilities (specific individuals and their contact information shall be provided at a pre-construction meeting):

* JPL Contract Technical Manager (CTM) – prime liaison with Subcontractor for technical, schedule and contractual subjects and issues. May or may not be on-site at GDSCC. If not, on-site technical and schedule issues will be delivered to the CTM via the GDSCC Project Technical Representative. Contractual subjects and issues require direct contact with the CTM from the Subcontractor.
* Cognizant Development Engineer (CDE) – who may also be the JPL CTM, provides technical and schedule guidance/consultation to all parties as necessary.
* GDSCC Project Technical Representative – POC between Subcontractor and Complex (safety and security) site representative should the JPL CTM not be on-site, in which case liaison with JPL CTM for conditions mentioned previously.
* GDSCC Environmental, Safety and Health (ESH) Supervisor – responsible for GDSCC safety related matters, reviews Subcontractor safety requirements, informs Subcontractor as to safety regulations at GDSCC, provides safety oversight of Subcontractor actions, investigates and prepares reports should a safety related incident occur, liaison with JPL Occupational Safety Office, System Safety Program Office and JPL Environmental Affairs Program Office (EAPO).
* GDSCC Security and Services Manager – screens, issues clearances and badging for Subcontractor personnel based upon requests and recommendations from the GDSCC Project Technical Representative.
* GDSCC Complex Manager – ultimately responsible for all construction related matters at the Complex.

1.1.2 GENERAL. The Subcontractor shall comply with all federal, state, county, and local, codes, safety orders, laws, regulations, and contractual requirements. The enforcement of these rules shall be the responsibility of the Subcontractor, and in case of any related questions the Subcontractor shall contact the GDSCC ESH Supervisor.

1. A preconstruction safety orientation meeting must be held prior to start of construction. This meeting shall take place early enough to give the Subcontractor and/or safety personnel the time to resolve problems and to gain interpretations of orders if necessary. The Subcontractor shall prepare a site specific Job Hazard Analysis (JHA) for work to be performed. The purpose of a JHA is to minimize accidents through the identification, minimization and/or elimination of potential health and safety hazards and to satisfy California OSHA regulatory requirements pertaining to hazard assessment.
2. The Subcontractor is responsible for carrying out an effective safety program.

1.1.3 Safety inspections will be made by the GDSCC Safety Office.

The GDSCC Complex Manager is responsible for Complex safety and by means of the GDSCC Safety Office enforces the safety rules applicable to the construction activity. Eminent danger situations will result in a stop work order by the GDSCC Complex Manager.

1.1.4 Regulation of Personnel. Normal access to GDSCC is through Fort Irwin. The Subcontractor shall obtain copies of regulations governing the movements, conduct, and control of personnel from the GDSCC Security and Services Manager. The Subcontractor and its personnel shall abide by these regulations. The Subcontractor is reminded that violation of regulations is cause for prohibiting re-entry to Fort Irwin and GDSCC.

1.1.5 Identification and Escort. In addition to any other requirement of the subject Subcontract regarding badges and passes, it shall be the responsibility of the Subcontractor to provide all Subcontractor personnel, and all personnel delivering materials under his/her supervision, with an identification badge displaying the company name of the Subcontractor. All Subcontractor personnel must wear their identification badges at all times when entering, and present on, the station sites. With the exception of certain key Subcontractor personnel cleared by the GDSCC Security Office, all Subcontractor personnel must be escorted at all times by GDSCC-authorized persons or cleared Key Subcontractor personnel when entering “NASA Controlled or Limited Areas” areas. Compliance with the GDSCC vehicle and personnel control document is mandatory.

1.1.6 Union Representatives. All Subcontractors working on the site who are visited by labor or union representatives are reminded that the following procedures will apply:

1. The main guard facility personnel will ascertain the purpose of the visit, the name of the individual, union represented, whom he/she wishes to see, and the station at which the work is being performed.
2. The main guard facility personnel will give this information to the GDSCC Complex Manager or designated alternate.
3. The GDSCC Complex Manager will in turn advise the appropriate station supervisor that a union representative is authorized to visit his/her station.
4. The station supervisor will advise the station guard facility, the Subcontractor representative, and the Designated GDSCC Project Technical Representative. He/she will also arrange for escort of the union representative by the Subcontractor’s superintendent or the Designated GDSCC Project Technical Representative, or both.
5. Access by the union representative is to be confined to that area necessary to service union members of the particular Subcontractor stated in the visitation request.

1.1.7 Foreign Nationals. It will be the responsibility of all Subcontractors to ascertain that Subcontractor personnel under their supervision are United States citizens or have the status of legal alien prior to their entry to GDSCC facilities. Foreign nationals are not permitted to work on premises without special permission by the Department of Defense. All Foreign Nationals must be announced by the DSN Liaison.

## General Facilities for Personnel

1.2.1 No lodging of any kind is available on site. No form of temporary housing may be established within the boundaries of GDSCC at Fort Irwin.

1.2.2 Such food and beverage facilities that the Subcontractor wishes to be available for its personnel shall be provided by the Subcontractor, with GDSCC approval, within the assigned work areas. No beverages containing alcohol may be introduced onto GDSCC or Fort Irwin at any time.

1.2.3 Emergency first aid, ambulance, and medical services are available at Fort Irwin by dialing the Echo Communications Center **Emergency Number 333** (or 760-255-8**333**) and asking for this assistance.

1.2.4 All of the facilities for support, comfort, or convenience of GDSCC personnel at the sites are strictly “NASA Controlled or Limited Areas” to Subcontractor personnel. The Subcontractor shall provide temporary chemical toilet facilities for its personnel at the location directed by GDSCC. Such facilities shall be kept in an orderly and sanitary condition at all times, and at the completion of the work, structures shall be removed.

1.2.5 GDSCC Cafeteria may be available, by prior arrangement, to Subcontractors within standard cafeteria operating hours.

1.2.6 Telephone service may be made available to the Subcontractor by GDSCC from existing facilities. All calls shall be made on a charge or collect basis by the Subcontractor at no expense or inconvenience to GDSCC. Note: service for cell phones may not be available.

1.2.7 The Subcontractor is responsible for providing Internet access for their personnel.

## “NASA Controlled or Limited” Areas

All buildings and work areas other than those specifically assigned to the Subcontractor shall be considered “NASA-Controlled or Limited” Areas to all Subcontractor personnel.

## Vehicles

1.4.1 Parking Areas. Subcontractor and workers’ vehicles must be parked only in areas designated by GDSCC. All other areas and roadways must be kept clear at all times for normal operations.

1.4.2 Wheel Blocks for Vehicles. All Subcontractor vehicles except passenger cars and pickup trucks less than 1-ton capacity shall be provided with wheel blocks to prevent unattended vehicles from rolling. It shall be the Subcontractor’s responsibility to instruct all of its employees of this requirement.

1.4.3 Mechanical Equipment Back-Up Alarms. Haulage equipment, including trucks with body capacities of 2-1/2 cubic yards, or more, used to haul dirt, rock, concrete, or other construction material, and self-propelled construction equipment such a graders, which are operated on the project, whether moving alone or in combination, shall be equipped with an independent signal alarm as specified in CAL OSHA Section 3706a.

### Traffic. The Subcontractor shall cooperate in scheduling ingress and egress travel to and from the construction area to minimize traffic congestion.

## Fire or Emergency

1.5.1 The Subcontractor working on buildings that are under the jurisdiction of GDSCC will, in the event of fire or an emergency, call the **Emergency Number 333** (or **760-255-8333**) for assistance of the GDSCC Emergency Response Team and/or Fort Irwin. In the event of a fire, Subcontractor personnel shall step away and wait for assistance to arrive.

1.5.2 In the event a fire occurs during off hours or in the Subcontractor’s absence in an area where a Subcontractor is performing remodeling or new construction, or in a building still under construction, the Subcontractor will be notified of the situation as soon as possible.

1.5.3 The Subcontractor may evacuate at any time upon orders of the senior GDSCC member at the scene via public address system or announcement. If it becomes necessary to evacuate workers from an area due to any emergency, the public address system will give directions for partial or total evacuation, depending upon conditions at the time.

1.5.4 The Subcontractor shall furnish their own fire extinguishing equipment in sufficient quantity and of appropriate type to cover the class of hazard involved (i.e., welding blankets, fire hose, adapters, nozzles, and hydrant wrenches).

1.5.5 If the Subcontractor in the performance of the subcontract has a need for grinding, welding, cutting torch operation, burning of any type, or other work to be performed by flame or spark producing equipment (“hot work”), subcontractor shall, prior to starting the operation, notify the GDSCC Safety Office, who will arrange for any necessary “hot work equipment” permit. The workers are to be accompanied by a fire watch provided by the Subcontractor, whose only duty shall be to observe the work in progress and immediately extinguish incipient fires. The fire watch shall remain for at least one-half hour after completion of the hot work.

1.5.6 The Subcontractor shall keep a clean area. Accumulations of combustible material shall be hauled away. No accumulations of combustible material shall be left over the weekends or extended holiday periods.

1.5.7 No tar kettle may be operated unless it is continually manned, has an operating heat indicator or gauge, and has a hand fire extinguisher nearby. The tar kettle must be placed at a safe distance from a hazardous area or other combustible materials.

1.5.8 All flammable fluids in drums shall be stored in a safe area, be placed on secondary containment pallets, and all drums must be grounded. This area must be posted with proper signs, such as “No Smoking,” etc. Dispensing of flammable and combustible liquids shall be from approved pumps or safety vessels. The area shall be at least 20 feet away from buildings, and 50 feet away from other flammable materials.

1.5.9 Trenching and ground opening work shall be done in accordance with current OSHA codes. A dig permit shall be requested from the GDSCC Safety Office with one week minimum advanced notice.

## Explosives and Weapons

1.6.1 Any explosives directly related to the Subcontract are permitted at GDSCC only when stored and transported in accordance with Army Material Command Munitions Handling Instructions. The GDSCC Safety Office must receive notification of the intent to move explosives on to the Fort Irwin Reservation for use at GDSCC 24 hours in advance of the movement. Appropriate safety instructions will be issued to the Subcontractor at this time.

1.6.2 Weapons are prohibited at the GDSCC Complex.

## Mechanical Equipment, Tools, and Rigging Gear

1.7.1 Mechanical equipment, such as cranes, requiring a current certification and/or inspection, shall be checked upon arrival at the job. The Subcontractor shall perform inspections, and records of the inspections shall be provided to the GDSCC Safety Office if requested. Non-compliance with OSHA order or lack of corrective action on deficiencies is grounds for rejection from use.

1.7.2 Tools and rigging gear shall be checked daily for serviceability by the Subcontractor, and in addition, rigging gear shall be checked before each use.

## Protection of Material and Work

1.8.1 It is the responsibility of the Subcontractor to enclose hazardous work areas with temporary fencing or barricading, subject to approval of GDSCC personnel, and be adequate to ensure the safety of all personnel.

1.8.2 The Subcontractor shall at all times protect and preserve all materials, supplies and equipment of every description, including Government Property.

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| **2.0 OPERATIONS** |

**2.1 Normal Work Hours**

2.2.1 Unless otherwise agreed to, the Subcontractor shall maintain a work schedule to be synchronized with the GDSCC normal work hours, which are 7:00am to 4:30pm, Monday through Friday. Please note that GDSCC personnel utilize the alternate 9/80 schedule.

2.2.2 Unless otherwise provided in the Subcontract, no jobsite work shall be performed during off or night hours (including RDO Fridays) without prior notification to, and approval from, GDSCC Project Technical Representative. Notification shall be not less than 24 hours, for Monday through Friday.

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| 3.0 ENVIRONMENTAL, SAFETY AND HEALTH |

The requirements of this document are specific to GDSCC and supplement Form JPL 2885 (“JPL Subcontractor Environmental, Health and Safety Requirements”). Subcontractor shall comply with both documents. This document is not intended to and does not contain a comprehensive listing of all applicable EH&S Standards. It addresses how certain applicable EH&S Standards are specifically applied at GDSCC. In addition to complying with this document as part of the Subcontract, the Subcontractor remains responsible for determining which laws and regulations apply to work under the Subcontract and for complying accordingly.

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## 3.1 Safety Requirements

3.1.1 The Subcontractor is responsible for establishing and implementing a safety program for their employees. This program shall include maintaining and auditing safety performance for compliance with applicable federal, state, local regulations, and with established safety and environmental requirements, including but not limited to the Subcontractor’s safety, Injury and Illness Prevention, Lockout/Tagout, Heat Illness, Fall Protection, Respiratory Protection and Hazard Communication Programs.

3.1.2 The Subcontractor shall conduct regularly scheduled safety inspections of the work being conducted by the subcontractor personnel. The scope or duration of work may regulate the frequency of these inspections.

3.1.3 Information gathered during these inspections shall be made available to the GDSCC Environmental, Safety and Health (ESH) Supervisor.

3.1.4 The Subcontractor shall take immediate corrective action when a violation of job safety, fire, or environmental hazard is observed.

3.1.5 The Subcontractor shall regularly review safety performance. Failure to correct a problem may result in work stoppage in the related area, and work will not be permitted to resume until the problem is corrected. If a work stoppage occurs, the task cannot resume until authorization is provided by the GDSCC ESH Supervisor or designee as directed by the GDSCC Complex Manager.

3.1.6 If the Subcontractor fails to correct the problem within a reasonable timeframe, the GDSCC Safety Office will provide written notification to the Subcontractor and the JPL CTM. JPL’s EH&S Division will be notified by the JPL CTM.

3.1.7 The Subcontractor is responsible for the safety of their employees. Subcontractors will be required to submit a copy of their company’s safety program and a Site Specific Safety Plan (SSSP). The Subcontractor’s safety program must meet federal, state, and local regulatory requirements. Programs will be reviewed for compliance and adherence to any specialized NASA requirements as deemed appropriate for the task to be performed at GDSCC.

**3.2** **Environmental Requirements**

The following environmental protection regulations and procedures are for the protection of the environment, Subcontractor and their personnel performing construction work on GDSCC premises. It is mandatory that the procedures and regulations be followed. The enforcement of these rules shall be the responsibility of the Subcontractor, and in case of any related questions the Subcontractor shall contact the GDSCC Environmental, Safety and Health (ESH) Supervisor.

3.2.1 There will be no discharges of liquid or solid waste materials onto land or water within the boundaries of GDSCC or Fort Irwin.

### 3.2.2 All equipment that burns fuel for operation shall be properly permitted by the appropriate regulatory agency (usually the Mojave Desert Air Pollution Control District - MDAPCD). The equipment shall be operated according to the parameters established by the permit at all times.

3.2.3 All fuels used in the completion of the work shall be reported per piece of equipment to the GDSCC Safety Office.

3.2.4 Should the Subcontractor find a condition which indicates potential environmental contamination has occurred, the Subcontractor shall immediately stop work and contact the GDSCC ESH Supervisor and provide all available information regarding the discovered condition.

3.2.5 Should the Subcontractor locate any endangered species at or near the Subcontractor’s work site the Subcontractor shall stop work and notify the GDSCC ESH Supervisor.

3.2.6 Should the Subcontractor locate any cultural artifacts or funerary objects the Subcontractor shall stop work immediately and contact the GDSCC ESH Supervisor.

3.2.7 If the Subcontractor locates any ordinance of any kind the Subcontractor shall stop work and contact the GDSCC ESH Supervisor. The work site shall also be evacuated until the ordinance is cleared from the area.

## 3.3 Subcontractor Duties and Responsibilities

3.3.1 The Subcontractor is responsible for ensuring that their employees adhere to all environmental, health and safety requirements when performing work at GDSCC. The Subcontractor shall submit to JPL a list of individuals and their respective responsibilities.

3.3.2 The Subcontractor shall designate a qualified safety representative to ensure compliance with safety related matters. The Subcontractor remains accountable for lower-tier subcontractor safety-related matters.

3.3.3 Safety violations by lower-tier subcontractor employees constitute non-compliance with safety provisions of the Subcontract, and may result in work stoppage and immediate removal from GDSCC premises.

3.3.4 The Subcontractor shall train their employees on the safety, health, environmental, and fire prevention requirements for the work they are to perform, and enforce adherence to safe work practices and procedures.

3.3.5 The Subcontractor shall arrange for the proper use, maintenance, and repair of work equipment. Documentation indicating compliance with safety or environmental requirements shall be provided at the request of the GDSCC Environmental, Safety and Health (ESH) Supervisor.

## 3.4 Site Safety Meetings

3.4.1 The Subcontractor shall have a daily "tailgate type" safety meeting, for the purpose of reviewing related safety information.

3.4.2 These meetings shall normally start prior to work activity.

3.4.3 The Subcontractor's safety representative shall conduct the daily safety meetings. Also in attendance will be the safety representative from each lower-tier subcontractor; the appointed GDSCC Safety Officer may also attend. Workers who do not attend the tailgate type meetings for that day shall be briefed by the Subcontractor’s safety representative prior to being allowed on the job site. Attendance, content, and any unusual circumstances arising from the meeting shall be documented by the Subcontractor Safety Representative and supplied to the GDSCC Environmental, Safety and Health (ESH) Supervisor. Copies of daily safety tailgate meetings shall be delivered on a weekly basis to the GDSCC ESH Department, which shall include topics of discussion, list of attendees, signature sheets, and any other pertinent data.

3.4.4 Any special Complex-wide safety subjects or brief for that day shall be presented by the GDSCC Safety Officer or designee.

## 3.5 Coordinating Work with GDSCC

3.5.1 During the course of construction there will be times when it is necessary for the Subcontractor and GDSCC staff to coordinate activities. An example of this is where power is required to be shut down to a specific building, antenna or other area so that the Subcontractor can safely perform their work.

3.5.2 The Subcontractor shall provide a work-plan to the GDSCC Project Technical Representative at least 24 hours in advance, clearly identifying:

* The area that needs power or other facility isolation
* The planned work activities
* The time of day that this is required
* The expected duration of the activity

3.5.3 Qualified GDSCC staff will perform the isolation at the time requested.

3.5.4 The GDSCC Emergency Response Team (ERT) will be present and provide oversight during Subcontractor work activities which could require their emergency response. The necessity for this is at the sole discretion of the GDSCC Safety Office. *Work shall not begin until the ERT is present*.

3.5.5 Subcontractor shall follow the step of Paragraph 3.5.2 when coordinating with the ERT, and submit a work-plan 24 hours in advance. ERT will be present at the time mutually agreed upon in the work-plan.

## 3.6 Incident and Accident Reporting

Subcontractor shall comply with Form JPL 2885, “Emergencies/Incidents and Mishap Reporting” for reporting requirements.

## 3.7 Right to Stop Work

3.7.1 The GDSCC ESH Department reserves the right to stop work if the Subcontractor is found in violation of their Site Specific Safety Plan (SSSP), this GDSCC Special Provisions document, Form JPL 2885, or any state, federal or local safety or environmental regulation.

3.7.2 Any worker can stop work if any unsafe condition or practice is observed or threatens to create a situation that will be in violation of any safety or environmental law, regulation or requirement.

3.7.3 The Subcontractor shall notify the JPL CTM immediately upon the occurrence of either of the above.

## 3.8 Asbestos

Subcontractor shall coordinate with the GDSCC Safety Office and JPL Occupational Safety Office for special asbestos handling instructions to be given to all Subcontractor personnel prior to their commencing work, if any, which could disturb asbestos at GDSCC. Refer to Form JPL 2885 for additional asbestos containing material information. See Attachment 1 for “Asbestos Notification” at GDSCC for distribution to Subcontractor personnel.

## 3.9 Illness, Incident, and Injury Experience Reports

The Subcontractor shall furnish such reports in compliance with Form JPL 7245, Experience Modification Rate (EMR)/ Recordable Incident Rate /Lost-Time Incident Rate. Refer to JPL 2885, “General Information.” Subcontractor shall apply accordingly.

## 3.10 Hazardous Materials

3.10.1 General

(A) All hazardous materials brought on-site by the Subcontractor shall be stored in a location approved by the GDSCC Safety Office in compliance with applicable laws and regulations.

(B) Special hazards will be identified as part of the Subcontract and prior to the start of work.

3.10.2 The Subcontractor is:

1. Responsible for providing personal protective equipment that will be required during the operation.
2. Required to submit a list of all chemicals and complete Safety Data Sheets (SDS) (previously called MSDS) for all products used during the course of work at GDSCC. The safe storage, use, application, and removal of the products shall be the responsibility of the Subcontractor. If special storage is required, notification to the Safety Office at least 24 hours prior to delivery of the material to the job site is required.
3. Responsible for a bill-of-lading for any hazardous materials shipment being delivered to GDSCC, which shall be provided 24 hours in advance at a minimum.
4. Responsible for discussing Safety and Heath Special Conditions and General Provisions with all employees performing work at GDSCC.
5. Responsible to immediately notify and promptly report to GDSCC Safety Office any accident or incident or exposure resulting in fatality, disabling occupational injury or occupational disease, any chemical release or potential release which threatens or impacts human health or the environment.

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## 3.11 Required Training

3.11.1 The Subcontractor shall provide proof of required training as required and set forth in the subcontract, which may include areas such as but not limited to:

* Lock-out/Tag-out (LOTO)
* Fall Protection
* Electrical safety
* Confined Space
* Respirator Usage
* Forklift Operation
* Crane/lifting operations
* Hazardous materials handling and disposal

3.11.2 If training cannot be verified the Subcontractor shall not be allowed to commence or continue work until proof of training can be provided.

3.11.3 The Subcontractor is required to ensure that personnel remain proficient and certified for work activities performed on station, for the duration of the project.

Subcontractor personnel requiring access to an antenna shall receive “GDSCC Antenna Access Training” provided by the GDSCC Safety Office.

## 3.12 Safety Related Deliverables

A copy (delivered to JPL) of the following ESH related documents is required for the Subcontractor on all projects that are to be performed on the GDSCC facility:

3.12.1 Site Specific Safety Plan (SSSP), which details the Subcontractor policies and procedures for all work activities. These programs vary based on the type of work to be performed at GDSCC; for example a Subcontractor specializing in asbestos abatement, confined space work, etc. would have a more comprehensive program than a Subcontractor who performs above ground pipe welding. A SSSP contains the unique steps to recognize, define and mitigate hazards involved with the specific aspects that the Subcontractor is responsible for as defined in the Statement of Work (SOW). Site-specific procedures are required to ensure that all JPL, NASA, GDSCC, and applicable regulatory agencies requirements are met.

3.12.2 Injury and Illness Prevention Program (IIPP). For assistance in developing an accurate and complete IIPP, Subcontractors may refer to the following website: “Guide to Developing Your Workplace Injury and Illness Prevention Program with Checklists for Self-Inspection:”

http://[www.dir.ca.gov/dosh/dosh\_publications/iipp.html](http://www.dir.ca.gov/dosh/dosh_publications/iipp.html)

3.12.3 Subcontractor’s License and State Certifications (as applicable)

3.12.4 Proof of workers’ compensation and liability insurance.

3.12.5 Subcontractor’s OSHA 300 log and 3 years of EMR/DART data for similar/relevant operations.

3.12.6 Proof of training for specific tasks as required by JPL i.e. Confined Space, Lockout Tag-out, Fall Protection, etc.

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| 4.0 SECURITY |

## 4.1 Fort Irwin Gate Access

4.1.1 All Visitors who are operating privately own vehicles (POVs) and would like access to GDSCC must be pre-announced by the GDSCC Security Office to the Fort Irwin Visitor Center.

4.1.2 Each individual entering the Fort Irwin Main Gate shall:

* Stop at the Fort Irwin Visitor’s Center to get a temporary vehicle pass before accessing the Main Gate. Visitor’s Center is closed on Weekends & Federal Holidays. Regular hours are 6:30 AM to 9:00 AM. After hours, please proceed to the Fort Irwin Main Gate.

Before a temporary pass can be issued, the following is required:

* + Valid Driver’s License
  + Valid Vehicle Registration
  + Valid Insurance
  + GDSCC Point of Contact and telephone number (GDSCC Project Technical Representative)

4.1.3 All occupants of the vehicle must have in their possession their current driver’s license or state identification card. The Fort Irwin Security/Military Police will scan their license as they drive through the Fort Irwin main gate entrance.

## 4.2 GDSCC Access

4.2.1 All visitors who have not been processed for a background check must be escorted. All visitors must stop at the GDSCC Main Gate.

4.2.2 Each individual entering the GDSCC site must:

* Be pre-announced at the GDSCC Main Gate
* Be a U.S. Citizen or legal resident of the U.S.
* Provide a valid form of identification
* Provide valid vehicle insurance (if operating the vehicle)
* Provide an DSN/GDSCC Point of Contact and telephone number for the Point of Contact

4.2.3 Foreign Nationals

1. Fort Irwin shall be notified of any and all foreign nationals. If the requirement is not met, there will be no entry allowed.
2. All Foreign Nationals that are going to visit GDSCC shall be pre-announced to Fort Irwin. A Foreign National Form shall be filled out.
   * Fill out a Foreign National Form in advance and email to Cindy Jeffries at [cynthia.e.jeffries@jpl.nasa.gov](mailto:cynthia.e.jeffries@jpl.nasa.gov) prior to their arrival.
   * All Foreign Nationals are required to provide valid identification in the form of a passport or visa.

4.2.4 Unescorted Badges

1. All non-DSN employees/visitors/Subcontractors will receive an escorted identification badge unless they have been approved for an unescorted badge.
2. A request can be made to attain an unescorted badge. Please note that this process is handled through coordination with the Fort Irwin Department of Emergency Services. A National Crime Information Center (NCIC) background check will be conducted. This process requires 14 working days to process.
3. All Subcontractors in excess of 90 days of performance on GDSCC are authorized to be processed for a NCIC Check.  Subcontractors less than 90 days will not normally be processed for a NCIC. Only Selected Key Subcontractors personnel will be processed.

(D) A written request shall be submitted to the DSN Security Office with the following information. Please note that if any information is not provided, the request will be delayed.

* Name
* Company
* Locations where access is needed
* Task Name / Statement of Work #
* Date Starting
* Date Ending
* GDSCC Point of Contact
* Copy of Valid Driver’s License
* Passport or Birth Certificate \*(Original)-Verification is needed, documents will be returned once validated.

(E) All **newly arriving** Subcontractors employees/vendors/visitors entering the GDSCC will receive a **one time** Security Briefing prior to starting any work on Complex. Briefings are held daily. Briefings can be coordinated to be held along with the Safety Subcontractors briefings.

1. Entrance of individuals onto the GDSCC is conditional upon their consent to inspection of their persons and property in their possession or control to include vehicles.
2. Failure to abide by the security policies is considered to be very serious and will be dealt with accordingly.  If any individual is believed to be a threat to the safety or security of the installation he/she will be escorted off of the property, and if appropriate, law enforcement will be notified.
3. The Subcontractor shall insure that all lower-tier subcontract personnel attend a Site Security Briefing from the GDSCC Security Department prior to beginning any work at GDSCC.
4. The Subcontractor shall notify the Project Manager prior to arranging for an onsite visit to the site.  The lower-tier subcontractor shall provide the Project Manager with a list of all attendees prior to the visit for the DSN Security Department approval and access.
5. All Subcontractors that have ***not*** been processed through the National Crime Information Center (NCIC) will be escorted.

4.2.4 General Badging Requirements

1. Badges shall be displayed, at all times, while on the GDSCC.
2. Badges will be located on the outermost garment between the waist and the shoulders.
3. Those personnel not displaying their badge will be challenged and if necessary transported to the main gate for further disposition.
4. Temporary ESCORTED Badges will be given for 1-90 days.
5. Picture DSN Badge (ESCORTED/UNESCORTED) will be given 91-119 days.
6. Any work over 120 days, will need to be processed for the PIV II in accordance with JPL Security Badging Rules.
7. Subcontractor personnel who have successfully received a NCIC (National Criminal Information Check) are entitled to receive “unescorted” badges and privileges.  All other subcontractor personnel shall receive an “escorted” badge and must be escorted by a GDSCC employee or a fellow worker who has received a NCIC check.  NCIC check individuals are responsible for escorting and remaining with their non-NCIC checked employees during the entire duration of their presence at GDSCC.

4.2.5 Security Reporting

1. Contact with the Security Guards or the Security Supervisor can normally be done by calling 760-255-8205/8250.  In addition, the DSN Security & Services Manager can be reached at 760-255-8401.
2. Emergency assistance can be accomplished by calling 333.

4.2.6 Property Removal

Property, other than Subcontractor-owned or rented, shall not be removed from the GDSCC without written authorization/approval from the GDSCC Property Specialist. *(Note: it is the responsibility of the lower-tier subcontractor to secure personal or rented property and equipment).*

### 4.2.7 Subcontractor Vehicles

1. Subcontractor vehicles will be issued a vehicle pass at the GDSCC main gate. These passes will be issued daily or can be requested for longer time periods through the DSN Security Manager or designated representative.
2. Vehicle passes at the Fort Irwin main gate can be issued daily or requested for a 30 day period.
3. In all cases where vehicle passes are issued, the driver’s license, registration and insurance SHALL be current or entry will be denied.
4. Vehicle passes shall be displayed on the dashboard driver's side of the vehicle. Vehicle passes shall be surrendered when they are expired or at task completion.

## 4.3 Right to Deny Entry

4.3.1 The GDSCC Complex Manager or his designated representative may deny access or order the removal of any person who violates security regulations. Failure to provide a badge and identification or to submit to administrative inspection will be grounds for denial of access.

4.3.2 GDSCC reserves the right to conduct an inspection of any person, including property in a person's possession or control, as a condition of admission to, or continued presence on Complex property. Inspections may be conducted at any time.

4.3.3 Note that the Department of Defense (DOD) Installation can prohibit personnel from access and revoke any employee off the DOD installation for any illegal violations. All Individuals entering Fort Irwin consent to inspection of their persons and property in their possessions, or control, including vehicles. All State of California traffic laws are enforced.

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| 5.0 DUST CONTROL |

## Abatement

5.1 The Subcontractor shall abate dust nuisance according to MDAPCD requirements. At a minimum, the Subcontractor shall control dust during the construction period by frequent applications of water as directed by GDSCC. GDSCC experience indicates that during dry weather the construction areas may require as many as four wettings each per day to attain the required degree of control.

5.2 The Subcontractor shall provide water for this purpose. No waste waters of any type, or water which does not meet potable water standards, is permitted.

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| **6.0 PERMITS** |

## 6.1 Excavation Permit

In addition to any other Subcontractor requirements regarding permits, the Subcontractor shall, 24 hours before, obtain an Excavation Permit from the GDSCC Safety Office prior to any digging within the boundaries of the GDSCC Facility.

## 6.2 Welding, Cutting, or Open Flame Work Permit

In addition to any other Subcontractor requirements regarding permits, the Subcontractor shall, 24 hours before, also obtain a Welding, Cutting, or Open Fire Work (Hot-Work) Permit from the GDSCC Safety Office prior to any welding, cutting, or open flame work within the boundaries of the GDSCC Facility.

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| **7.0 WORKING HOURS AND SPECIAL WORKDAYS** |

7.1 The Subcontractor shall work within the GDSCC normal working hours (7:00 am to 4:30pm). However a different work hour schedule may be arranged with agreement from the GDSCC Project Technical Representative and JPL, as long as applicable GDSCC personnel can support those hours. Please note that GDSCC personnel utilize the alternate 9/80 schedule.

7.2 No construction work shall be performed on Saturdays, Sundays, or legal holidays recognized by GDSCC without prior approval from GDSCC.

7.3 Holidays recognized by GDSCC are listed as follows: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. In addition, the Subcontractor shall be notified of any floating holidays. GDSCC will make known any special dates due to tracking schedule commitments.

7.4 The Subcontractor shall not be allowed on the Complex, and no construction work shall be performed, during a critical spacecraft mission event (launches, flybys, landings, orbital insertions, course maneuvers), known as Configuration Freezes. The Subcontractor will be notified as to the timing and extent of these Configuration Freezes at the pre-construction meeting.

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| **8.0 SPECIAL REQUIREMENTS** |

8.1 All tie-ins, modification, or moving of GDSCC utilities, such as power, water, air conditioning systems, etc., shall be scheduled through the GDSCC POC. **No work shall be permitted on energized panels**.

8.2 If work requires a Confined Space Permit, all permits will be issued per Cal OSHA requirements. The Alternate Entry Confined Space Permit (per Cal OSHA definition) will not be allowed.

8.3 Antenna or critical facility downtimes (hours up to multiple days) to support the construction project will be planned, if possible, by JPL/GDSCC prior to the start of the Subcontract. The Subcontractor will be notified as to the timing and extent of those downtimes at the pre-construction meeting, or later, if urgent. If during the construction phase it becomes apparent to the Subcontractor that a scheduled downtime cannot be met the JPL CTM (or if not on site) the GDSCC Project Technical Representative shall be notified immediately.

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| **9.0 TEMPORARY UTILITIES** |

9.1 Not Potable Water. There is no drinking water available from any spigot inside or outside a building. The Subcontractor shall provide drinking water for its employees. Ice is not available. All temporary connections and facilities shall be provided by the Subcontractor and removed by it at the completion of the work.

9.2 Electricity. All reasonable electric current (120-208 volt) required by the Subcontractor may be furnished by GDSCC from existing facilities. GDSCC electricians will perform all connections.

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| **10.0 FLOW-DOWN REQUIREMENT TO LOWER-TIER SUBCONTRACTORS** |

10.1 All the requirements set for forth in this document shall flow down to lower-tier subcontractors.

**ASBESTOS NOTIFICATION (GDSCC)**

The Jet Propulsion Laboratory is committed to providing a safe and healthy work environment for all personnel.

In the past several years, the Laboratory management, working through the GDSCC Deep Space Communications Complex (GDSCC) Safety Office, has had an on-going program of asbestos identification and control. This program has included air monitoring and training for members of the Facilities and Maintenance staff.

Most of the asbestos located at GDSCC is in restricted access areas such as mechanical rooms, boiler rooms, and attics. It is in good condition and does not pose any hazard during normal operations.

The GDSCC Safety Office staff has taken numerous air samples in these buildings. Visual inspections and air samples indicate that airborne asbestos levels in the buildings are much lower than those in industrial workplaces where serious adverse health effects have been observed. Levels in the buildings are not significantly different from levels outside.

Asbestos-containing materials pose no threat to your health unless the fibers become airborne. Any contractor maintenance/construction/renovation activity involving intentional or accidental contact with friable materials can release fibers. Therefore, it is important not to disturb the asbestos materials.

General written procedures and handling restrictions necessary to prevent disturbance have been developed for GDSCC and Subcontractor personnel. Only authorized and properly trained personnel should perform any work which may disturb asbestos materials. All Subcontractor operations performed in areas where asbestos is present must be reviewed by the GDSCC Safety Office prior to initiation of activities.

Pursuant to the California Health and Safety Code (Chapter 10.4, Section 25915), each employee has the right to review **all** reports about surveys, bulk sampling, and air sampling.

If you have questions regarding operational procedures for Subcontractor activities, contact the GDSCC Safety Office at ext. 760-255-8485.

**FOREIGN NATIONAL VISITOR INFORMATION**

The following individual will be visiting the GDSCC facility on \_\_\_\_\_\_\_\_\_\_\_and is interested in a tour at GDSCC.

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| |  |  | | --- | --- | | Name: | | |  | | | Date and Place of Birth: | | |  | | | Citizenship: | Passport No.: | |  | | | Company Name and Position: | | | GDSCC Escort: | | |  |

**The visitor will be instructed not to take photographs of Ft. Irwin/NTC.**

This information will be supplied to Ft. Irwin/NTC Security by the DSN Complex Coordinator on all foreign national visits to GDSCC.

**SAFETY PLAN SUGGESTED TOPICS**

**1.0 Inspections - Right of Entry.**

The JPL Deep Space Network (DSN) Program Office Safety Manager or designated representative(s) have a right of entry at any time to any job site or location at the GDSCC Deep Space Communications Complex (GDSCC) or any other location where DSN work is being conducted.

**2.0 General Safety and Health Provisions.**

2.1 Subcontractor Requirements.

In subcontracts for construction, alteration, and/or repair, including painting and decorating, no contractor or subcontractor of any part of the subcontract work shall not require any laborer or mechanic employed in subcontract performance to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to health and safety.

2.2 Accident Prevention Responsibilities.

2.2.1 Conduct Inspections.

Contractors and subcontractors are responsible for initiating and maintaining such programs as may be necessary for accident prevention. Such programs shall provide for frequent and regular inspections of the job site, materials, and equipment by designated, competent persons.

2.2.2 Mitigate Unsafe Conditions.

Use of any machinery, tool, material, or equipment that is not in compliance with applicable requirements is prohibited. Such machine, tool, material, or equipment shall either be identified as unsafe by tagging or locking the controls to render them inoperable or be physically removed from its place of operation.

2.2.3 Have Qualified Operators.

Only those personnel qualified by training or experience to operate equipment and machinery may be permitted to do so.

**3.0 Safety Training and Education.**

Contractor and subcontractor personnel and workers employed in contract performance shall be educated and trained in recognizing, avoiding and preventing unsafe conditions and acts applicable to his/her work environment to control or eliminate any hazards or other exposure to illness or injury. For example:

* Personnel required to handle or use poisons, caustics, and other harmful substances shall be instructed regarding safe handling and use, and be made aware of the potential hazards.
* Personnel required to handle or use flammable liquids, gases, or toxic materials shall be instructed in the safe handling and use of these materials and be made aware of the specific requirements for occupational health and environmental controls, and fire protection and prevention.
* Personnel required to enter into confined or enclosed space shall be instructed as to the nature of the hazard involved, the necessary precautions to be taken, and in the use of required protective and emergency equipment. Confined or enclosed space is generally considered to be any space having a limited means of egress which is large enough to bodily enter, and is not designed for continuous human occupancy. These spaces include storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open-top spaces more than four feet deep, such as pits, tubs, vaults and vessels.)

**4.0 Record Keeping.**

**5.0 First Aid, Medical Attention, Medical Service, and Recording and Reporting of Injuries.**

**6.0 Fire Protection and Prevention.**

**7.0 Housekeeping.**

(Includes waste disposal.)

**8.0 Illumination.**

**9.0 Sanitation.**

**10.0 Personal Protective Equipment.**

Examples are foot protection, hearing protection, eye and face protection, head protection, gloves, respiratory protection, safety belts, lifelines and lanyards, safety nets, electrical protective devices, etc.

**11.0 Acceptable Certification for Machinery, Tools, Equipment and Materials.**

**12.0 Emergency Action Plans, Including Means of Egress in Case of Fire or Other** **Emergencies.**

This includes posting the name and location of the nearest medical facilities.

**13.0 Radiation Protection.**

Examples are ionizing, nonionizing, lasers, etc.

**14.0 Occupational Health and Environmental Controls.**

Examples are gases, vapors, fumes, dusts, mists, asbestos, and toxic, hazardous and flammable substances, spray booths, waste operations, etc.

**15.0 Signs, Signals and Barricades.**

Examples are traffic control, security, protection of endangered species, etc.

**16.0 Materials Handling, Storage, Use, and Disposal.**

Materials handling equipment includes rigging, sling/wire ropes, cranes, derricks, helicopters, hoists, elevators, conveyors and air lifts.

**17.0 Tools.**

Includes hand and power tools.

**18.0 Welding, Cutting, Brazing and Soldering.**

**19.0 Electrical.**

Includes power transmission and distribution, approach distances to exposed energized power lines and parts, cable reels, cable fault locating and testing, and open wires.

**20.0 Walking and Working Surfaces, Floor and Wall Openings, Means of Egress, Stairs and Ladders, and Scaffolding.**

Floor and wall openings include guardrails, handrails, and covers.

**21.0 Motor Vehicles, Rollover Protective Structures, Power Platforms, Manlifts and Mechanized Equipment Operations.**

**22.0 Excavations.**

**23.0 Concrete and Masonry Construction.**

**24.0 Steel Erection.**

**25.0 Underground Construction.**

**26.0 Demolition.**

**27.0 Blasting and Use of Explosives.**

**28.0 Temporary Labor Camps.**

**29.0 Lockout/Tagout.**

Control of hazardous energy.

**30.0 Compressed Gas and Air Equipment.**

**31.0 Machinery and Machine Guarding.**

**32.0 Battery Handling.**

**33.0 Support Structures.**

**34.0 Personal Climbing Equipment.**

**35.0 Portable Power Equipment, Lights, Tools, Appliances and Heaters.**

**36.0 Pollution Control and Hazardous Material Spill Containment and Clean-Up Plan.**

**37.0 Hazardous Communications.**