

SECTION J - ATTACHMENT B

DELIVERABLES

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
1.	Phase-in transition plan	--Email to DCO and DCOR --One (1) Hard Copy to DCO	Section C.1.1(1)	Once; within 15 days following Notice To Proceed (NTP)	DCOR approval	
2.	Weekly status of transition activities	--Email to DCO and DCOR	Section C.1.1(1)	Weekly through transition period	DCOR information	
3.	Joint reconciliation of the Government property inventory	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.1.1(1)	Once; within 90 days following NTP	DCOR approval	
4.	Verification that facility conditions are consistent with Boeing Facility Transfer Checklist	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.1.1(2)	Once; within 90 days following NTP	DCOR approval	
5.	Facility/property Statement of Material Differences	--Email to DCO and DCOR --One (1) Hard Copy to DCO and DCOR	Section C.1..1(2)	Once; within 90 days following NTP	DCOR review	
6.	Annual Site Environmental Report	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.2.1.1(4) DOE O 231.1B	Annually per DOE schedule	DCOR approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
7.	Annual Rad NESHAP Report	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.2.1.1(5)	Annually per DOE schedule	DCOR approval; EPA review and comment	
8.	Quarterly and Annual Groundwater Monitoring Reports	- Email to DCOR - One (1) Hard Copy to DCO & DTSC	Section C.2.2(1) Site-wide Groundwater Water Quality Sampling and Analysis Plan	Quarterly Reports: June 1, September 1, December 1 Annual Report: March 1	Information	
9.	S&M Inspection Documentation	Email or hard copy to DCOR, as desired by DCOR	Section C.3.1	As requested	Information	
10.	Waste Management Plan	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.4(7) Section C.6.3(1) DOE O 435.1	Once; within 60 days following NTP; update 90 days prior to commencement of D&D activities	DCOR approval	
11.	Non-D&D waste management profile	--Email to DCO and DCOR	Section C.4	As needed; no less than 120 days prior to waste shipment	DCOR information	
12.	Approval of shipments	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.4(3)	Ten workdays prior to shipment	DCOR approval	

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13.	Appointment letter and qualifications of person(s) designated to sign shipping papers/manifest/waste generator disposal certifications	--Email to DCO and DCOR --One (1) Hard Copy to DCO	Section C.4(5)	As needed	DCOR information	
14.	New waste disposal facility subcontract	--Email to DCO and DCOR --One (1) Hard Copy to DCO	Section C.4(6)	As needed; at least 60 days prior to planned use of new disposal facility	DCO/DCOR approval	
15.	Waste storage logs, inventory and tracking system	--Email to DCO and DCOR	Section C.4(13.e)	As needed	DCOR information	
16.	Procedures for waste water treatment operations	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.4(16.d)	Once; within 90 days following NTP	DCOR information	
17.	Annual waste generation and affirmative procurement reports	--Email to DCO and DCOR --One (1) Hard Copy to DCO	Section C.4(18.b)	Annually per DOE schedule	DCOR approval	
18.	Meeting Memoranda - Written weekly status of ongoing and future PWS activities	- Email to DCO and DCOR	Section C.5.1(4)	Weekly	Info Only	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
19.	Monthly Progress Reports	<ul style="list-style-type: none"> - Email to DCO, DCOR, and Office of Project Assessment - One (1) Hard Copy to DCO 	Section C.5.1(2) Section H.101(B.4) Base task order: In accordance with H.101 and as further specified in, Section J, Attachment J-F paragraphs A.2, & C. If and when D&D options (CLINs 00008 through 00012) exercised: in accordance with H.101 and as further specified in, Section J, paragraphs A.1 & C.	Not later than the <u>eighth business day</u> prior to the end of each calendar month; submission of the final monthly progress report shall be 45 days after project completion.	DCOR and DCO approval	<ul style="list-style-type: none"> - Includes report of progress, current and cumulative costs incurred, revised budget, schedule. - Office of Project Assessment email address: ContractorsMPR@hq.doe.gov
20.	Schedule of Values for each D&D CLIN	<ul style="list-style-type: none"> - Email to DCO, DCOR, and Office of Project Assessment - One (1) Hard Copy to DCO 	Section H.101(B.4) FAR 52.236-15	Initial: within 5 days after each D&D option is exercised; monthly submissions thereafter accompanying each payment request	DCOR Concurrence; DCO Approval	<ul style="list-style-type: none"> - Office of Project Assessment email address: ContractorsMPR@hq.doe.gov

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21.	Interim Performance Baseline	- Email to DCO, DCOR, and Office of Project Assessment - One (1) Hard Copy to DCO	Section C.5.1 Section H.101. B Section J, Attachment J-F	Once; within 90 of NTP	DCOR and DCO approval	- Shall include formal documented procedures for managing the Performance Baseline - Office of Project Assessment email address: ContractorsMPR@hq.doe.gov
22.	Detailed Plans for Development of Performance Baseline	- Email to DCO, DCOR, and Office of Project Assessment - One (1) Hard Copy to DCO	Section C.5.1 Section H.101. B Section J, Attachment J-F	Once; within 6 months after TO Transition Period ends	DCOR and DCO approval	- Office of Project Assessment email address: ContractorsMPR@hq.doe.gov
23.	Interim Performance Baseline Corrective Action Plan	- Email to DCO, DCOR, and Office of Project Assessment - One (1) Hard Copy to DCO	Section C.5.1 Section H.101. B Section J, Attachment J-F	Within 15 days of receipt of DOE comments	DCOR and DCO approval	- Office of Project Assessment email address: ContractorsMPR@hq.doe.gov
24.	Task Order Change Proposal, together with Performance Baseline Change Proposal	- Email to DCO, DCOR, and Office of Project Assessment - One (1) Hard Copy to DCO	Section C.5.1 Section H.101. B Section J, Attachment J-F	As needed	DCOR and DCO approval	- Office of Project Assessment email address: ContractorsMPR@hq.doe.gov

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25.	Final Performance Baseline	- Email to DCO, DCOR, and Office of Project Assessment - One (1) Hard Copy to DCO	Section C.5.1 Section H.101. B Section J, Attachment J-F	Once; within 180 of NTP	DCO approval	- Shall include formal documented procedures for managing the Performance Baseline
26.	Performance Management System	- Email to DCO, DCOR, and Office of Project Assessment - One (1) Hard Copy to DCO	Section H.101(B.4)	Once; within 90 of NTP	DCO/DOE approval	
27.	Property management plans, systems, and procedures	-Email to Property Administrator (PA), DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.2(1) FAR 52.245-1(f)	Within 45 days from NTP	DOE PA review; DCO approval	
28.	Reports of loss, damage, destruction or theft of property	-Email to Property Administrator (PA), DCO and DCOR -One (1) Hard Copy to DCO	FAR 52.245-1 (f)(1)(vi) DOE O 580.1	As soon as facts become known	DOE PA review; DCO approval	
29.	Report of periodic physical inventory results for property	-Email to Property Administrator (PA), DCO and DCOR -One (1) Hard Copy to DCO	FAR 52.245-1 (f)(1)(iv)	Annually NLT Sep 30	DOE PA review; DCO approval	
30.	Final property inventory for physical completion or task order termination	-Email to Property Administrator (PA), DCO and DCOR -One (1) Hard Copy to DCO	FAR 52.245-1 (f)(1)(iv)	45 days prior to task order completion or upon termination	DOE PA review; DCO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
31.	Facility disposition and divestment report	--Email to DCO and DCOR --One (1) Hard Copy to DCO	Section C.5.2(2)	As needed; no later than 60 days following divestment of affected facilities	DCOR information	
32.	Buildings Report and Other Structures and Facilities Report	-- Electronic input within Facility Information Management System (FIMS) --Email notification to DCO and DCOR	Section C.5.2(3) DOE 430.1B	At least annually and as required by changes to the asset status or maintenance and utilities	DCOR information	
33.	Worker Safety and Health Program (WSHP)	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.1 Section C.6.1(4) 10 CFR 851	Initially within 60 days of NTP; update 90 days prior to commencement of D&D activities; annual revisions and updates to correspond to significant program changes and additions	DCOR/DOE approval	
34.	Accident/Incident Reports	- Electronic copy within Computerized Accident/Incident Reporting System (CAIRS) -One (1) Hard Copy to DCOR	Section C.5.3.1 & DOE 0 231.1B	As required	Information	

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35.	Integrated Safety Management System (ISMS) and ISMS Declaration	-Email to DCO and DCOR -One (1) Hard Copy to DCO -Email to DCO and DCOR	Section C.5.3.2 Section C.6.1(4) DEAR 970.5223-1 DOE O 226.1B	Once; within 60 days of NTP; update 90 days prior to commencement of D&D activities. ISMS Declaration is required annually.	DCOR/DOE approval	
36.	Occupational Radiation Protection (written notification documenting the program elements)	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.3 Section C.6.1(4) Section H.102 10 CFR 835	Once; within 60 days of NTP; update 90 days prior to commencement of D&D activities	DCOR/DOE approval	
37.	Personnel Dosimetry Program	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.3	Once; within 60 days of NTP	DCOR information	
38.	Emergency Plan	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.4 DOE O 151.1C	Once; within 60 days of NTP	DCOR/DOE approval	
39.	Emergency Planning Hazard Surveys	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.4 DOE O 151.1C	Initially within 60 days of NTP; subsequently every three years or whenever a major change occurs	DCOR/DOE approval	

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40.	Emergency Planning Hazard Assessments (if applicable)	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.4 DOE O 151.1C	Initially within 60 days of NTP; subsequently every three years or whenever a major change occurs	DCOR/DOE approval	
41.	Emergency Action Levels (EALs)	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.4 DOE O 151.1C	As needed; initially within 60 days of NTP	DCOR/DOE approval	
42.	Emergency Readiness Assurance Plan	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.4 DOE O 151.1C	Annually by September 30	DCOR/DOE approval	
43.	Continuity of Operations Plan	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.4 DOE 150.1	Once; within 60 days of NTP	DCOR approval	
44.	Quality Assurance Plan in accordance with EM Quality Assurance Program, EM-QA-001	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.5 Section C.6.1(4) Section H.103 10 CFR 830, subpart A DOE O 414.1D	Once, within 60 days of NTP; update 90 days prior to commencement of D&D activities; any annual updates due 60 days prior to implementation	DCOR/DOE approval	DOE approval is also required for any changes to the QAP

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45.	Issues Management System	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.5 Section H.103	Initially, within 90 days of NTP; subsequently upon DCOR request	DCOR information	
46.	Contract Assurance System Program Description	-Email to DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.3.6 DOE O 226.1B	Once; within 60 days of NTP	DCOR/DOE approval	
47.	Records Management Plan	-Email to Records Management Field Officer (RMFO), DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.5 36 CFR Chapter 12, Subchapter B	Within 60 days of NTP	RMFO and DCOR review; DCO Approval	
<p>The Records Management Plan is a high-level site-specific program document that shall describe, at a minimum, a clear delineation between Government-owned and contractor-owned records; how the Contractor shall promote life-cycle management of records, including specialty categories like electronic record, e-mail, and audiovisual materials; the contractor organization in charge of the records management program; plan for annual records management training to all contractor personnel, including new hires; process for exiting employees; the safeguarding, protection, and maintenance of records (including audiovisual records, electronic records, records containing sensitive information, and classified records); the use of DOE Records Disposition Schedules; the management of quality assurance records under NQA-1, if applicable; the proper storage of records, including access controls; the contractor's plan for the final disposition of records (e.g., via transfer to a Federal Records Center, destruction, transfer to another DOE contractor); and the contractor's plan for implementing the records management program as a whole, including relationships with other programs that cannot respond properly without sound records search and retrieval capabilities (e.g., document control, quality assurance, processing claims received by the U.S. Department of Labor pursuant to the EEOICPA, FOIA, Privacy Act, case files, audit files, legal cases, etc.).</p>						
48.	Records File Plan and Updates	-Email to RMFO, DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.5 36 CFR Chapter 12, Subchapter B DOE O 243.1B	Initial Plan within 6 months of NTP and then annual updates	RMFO and DCOR review; DCO Approval	

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	<p>A Records File Plan is a comprehensive outline that includes all records created or received, record series, series titles and descriptions, file locations, file arrangements, file cutoffs, retention periods, file transfer and disposition instructions, quality assurance categorization, and other specific instructions that provide guidance for the effective management of records and information, including vital records. The Records File Plan shall be generated based on a records inventory to determine the types of records that either are or will be generated, regardless of media.</p>					
49.	Records Inventory (if task order includes GFS&I)	-Email to RMFO, DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.5 DOE O 243.1B	Within 60 days of NTP	RMFO and DCOR review; DCO Approval	
	<p>The contractor shall submit a comprehensive records inventory of all records that will be turned over to a successor contractor. The inventory shall include both Government-owned and Contractor-owned records. A joint reconciliation of the records inventory with the predecessor contractor shall be conducted prior to turnover. This information shall be used to provide a baseline for this task order, as well as information to close out predecessor contracts.</p>					
50.	Records Disposition Plan and Updates	-Email to RMFO, DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.5 36 CFR Chapter 12, Subchapter B	Within 6 months of NTP and revisions submitted prior to implementation	RMFO and DCOR review; DCO Approval	
	<p>The Records Disposition Plan shall document the contractor's disposition process, which shall include processing records to be store (e.g., on-site storage, commercial storage, storage at a Federal Records Center) and the destruction process for records and information content. The Records Disposition Plan shall include steps to be taken and approvals required prior to records disposition. It shall be developed and submitted for DOE approval prior to any records disposition activities. Submit updates that document major changes to the records management disposition process.</p>					

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51.	Vital Records Program/ Plan Inventory and Updates	-Email to RMFO, DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.5 36 CFR Chapter 12, Subchapter B DOE O 243.1B	Within 6 months of NTP and annual updates	RMFO and DCOR review; DCO Approval	
<p>The Vital Records Program/Plan describes how the contractor will identify records needed for performing essential functions, as well as how the records will be protected and recovered in the event of an emergency or disaster. In lieu of a Program document, Vital Record policies, plans or procedures can be utilized as long as they document the establishment of a program to identify, protect, and manage vital records as part of the continuity of operation plan designed to meet emergency management responsibilities; as well as recovery methods for records affected by an emergency or disaster.</p>						
52.	List of Privacy Act Systems of Records Update	-Email to RMFO, DCO and DCOR	Section C.5.5 DEAR 970-5204-3 FAR 52.224-2; DOE O 206.1	Initially within 90 days of the NTP, and annually thereafter	RMFO and DCOR review; Privacy Act Officer concurrence; DCO Approval	
<p>The contractor shall monitor systems as identified and notify the Contracting Officer immediately if there is a change to existing systems or if there is a need for a new system. The contractor shall review the list of systems annually and provide written notification that the list is accurate and up to date.</p>						
53.	Records Management Task Order Close-Out Plan	-Email to RMFO, DCO and DCOR -One (1) Hard Copy to DCO	Section C.5.5 36 CFR Chapter 12, Subchapter B	At least 90 days prior to task order completion or termination	RMFO review; DCO Approval	

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	The Records Management Task Order Close-Out Plan shall address how the contractor plans to close-out records management activities (e.g., final disposition). Must include how final turnover (if no follow-on task order) of all paper, electronic records management systems/electronic information systems, finding aids, etc. will take place.					
54.	Limited Liability Corporation (LLC) Record Contact Documentation	-Email to RMFO, DCO and DCOR -One (1) Hard Copy to DCO	36 CFR Chapter 12, Subchapter B; DEAR 970-5204-3	To be submitted with Records Management Task Order Close-Out Plan	RMFO review; DCO Approval	Applies only if Task Order awarded to a Limited Liability Corporation (LLC)
	Provide documentation on which company(s) will handle records management close-out to include long-term records management activities (e.g., management of "contractor-owned" records), along with appropriate task order information.					
55.	Transition of necessary permits (permit applications in draft form)	-Email to DCO and DCOR	Section C.5.7 Section H.112	As required and at least 90 days prior to date they are to be submitted to regulatory agency; final regulatory documents to DOE at least 30 days prior to the date of submittal to the regulatory agencies for DOE's final review and signature or concurrence	DCOR information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
56.	Phase-out Transition Plan	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.5.7	At least 60 days prior to end of current task order or option ordering period	DCOR approval	
57.	Closeout Plan	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.5.7	Within 30 days after end of current task order or option ordering period	DCOR approval	
58.	D&D plans for each D&D Option CLIN	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.6.1	Due to DOE at least 180 days prior to D&D commencement	DCOR concurrence; DTSC approval	Allows DOE 30 days for initial review, contractor gets 15 days to resolve comments and back to DOE for official submittal to DTSC
59.	NESHAP demolition/asbestos notifications	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C. 6.1(7)	At least 21 days prior to the start of asbestos removal	DCOR transmittal to EPA	
60.	D&D closeout plans for each D&D Option CLIN	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section C.6.4	Due to DOE within 45 days after D&D completion	DCOR approval	Final confirmation sampling results shall be included

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61.	Contractor Press Releases	--Email to DCO and DCOR --One (1) Hard	Section H.31	Draft copy due to DCO and DCOR at least 10 days prior to the planned issue date of any press releases	DCOR approval	Applies only to press releases related to work performed under this Task Order
62.	Projections regarding need for GFSI	--Email to DCO and DCOR --One (1) Hard Copy to DCO	Section H.113	Within 30 calendar days after NTP and quarterly thereafter. Amendments to the projection, if any, shall be provided to the Contracting Officer at least 45 calendar days in advance of the GFSI need date.	Information; CO response	
63.	Required Insurance and Bonds	--Email to DCO and DCOR --One (1) Hard Copy to DCOR	Section H.23 Section H.104	Insurance: prior to commencement of work; Bonds: At least 100 days prior to commencement of D&D activities	DCOR/DOE approval	

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64.	Workers' Compensation Insurance Coverage and Annual Evaluation/Analysis Report	--Email to DCO and DCOR --One (1) Hard Copy to DCO	Section H.6 Section H.23 Section H.104	Once, prior to commencement of work; Annual Report due October 31 of each year during task order performance	DCO approval	
65.	Price-Anderson Amendments Act (PAAA) noncompliance identification, tracking, and corrective action system	TBD	Section H.107	As required	DCOR and CO concurrence	
66.	Legal Management Plan, Annual Legal Budget, and Annual Legal Budget Report	--Email to DCO and DCOR	Section H.108 10 CFR 719	Plan: Once, within 60 days after NTP Annual Budget and Budget Report: Within 30 days of the conclusion of the period covered by each annual legal budget	DOE OCC review; DCO Approval	
67.	Cyber Security Plan	--Email to DCO and DCOR	Section H.110 DOE O 205.1B	Once, within 120 days after NTP	DOE OIM review; DCO approval	
68.	Notification of updated DOE Directives	--Email to DCO and DCOR	Section H.114	Quarterly and more frequently as required	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
69.	Annual Biobased Report	-- Electronic submission via http://www.sam.gov --Email notification to DCO and DCOR	Section I. FAR 52.223-2 "Affirmative Procurement of Biobased Products Under Service and Construction Contracts"	(i) October 31 of each year during task order performance; and (ii) At the end of task order performance	Information	
70.	Occurrence Reporting Processing System (ORPS) Reports	- Electronic submission via ORPS --Email to DCOR -One (1) Hard Copy to DCOR	DOE O 232.2	As required	Information	
71.	Affirmative Action Plan for Females & Minorities	--Email to EMCBC Office of Civil Rights and Diversity (OCRD) and DCO - One (1) Hard Copy to DCO	FAR 52.222-26 FAR 52.222-36	Within 30 days of NTP and updated annually by September 30	EMCBC OCRD review; DCO approval	
72.	Equal Employment Report (EEO-1)	- Electronic submission via DOE Workforce Information System (WFIS) --Email to EMCBC OCRD and DCO - One (1) Hard Copy to DCO	FAR 52.222-26	Annually by September 30	Information	
73.	Affirmative Action Plan for Veterans & Individuals with Disabilities	--Email to EMCBC OCRD and DCO - One (1) Hard Copy to DCO	FAR 52.222-35	Within 30 days of NTP and updated annually by September 30	EMCBC OCRD review; DCO approval	

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74.	Federal Contractor Veterans' Employment Report (VETS-100A Report)	- Electronic submission to U.S. Department of Labor --Email to EMCBC OCRD and DCO -One (1) Hard Copy to DCO	FAR 52.222-37	Annually by September 30	Information	
75.	Workplace Substance Abuse Program	--Email to EMCBC Industrial Relations Specialist and DCO -One (1) Hard Copy to DCO	DOE O 350.1 10 CFR 707	Within 60 days of NTP	EMCBC Industrial Relations Specialist review; DCO approval	
76.	Employee Assistance Program Implementation Plan	--Email to EMCBC Industrial Relations Specialist and DCO -One (1) Hard Copy to DCO	DOE O 350.1	Within 60 days of NTP	EMCBC Industrial Relations Specialist review; DCO approval	
77.	Material Safety Data Sheets	--Email to DCOR -One (1) Hard Copy to DCOR	29 CFR 1910	Prior to use of hazardous material	Information	