

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 7
2. AMENDMENT/MODIFICATION NO. M0019	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. ADM-15-0288	5. PROJECT NO. (If applicable)
6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWEN-5E03 WASHINGTON DC 20555-0001	CODE NRCHQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ASPEN OF DC INC  DBA ADC MANAGEMENT SOLUTIONS 1101 15 ST NW STE 202  WASHINGTON DC 200055002		(x) 9A. AMENDMENT OF SOLICITATION NO.	
CODE 134392377 FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-HQ-11-C-10-0035/NRC-HQ-11-C-10-0035 0	
		10B. DATED (SEE ITEM 13) 05/18/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$35,000.00  
2015-X0200-FEEBASED-40-40D002-51-F-191-D1936-252A

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Signature - Mutual Agreement of Parties
	D. OTHER (Specify type of modification and authority)

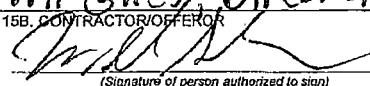
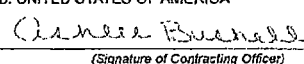
E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

ASPEN OF DC INC  
The purpose of this modification is to (1) add incremental funding in the amount of \$35,000.00, thereby changing the total amount obligated from \$1,899,514.20 to \$1,934,514.20; and (2) add Attachment 6 entitled "Procedures for Recognizing and Handling Suspicious Mail" to the Statement of Work (Attached).

Total Amount Obligated: \$1,934,514.20 (Changed)  
Total Contract Ceiling: \$1,971,767.84 (Unchanged)  
Period of Performance: 6/01/2011 - 11/30/2015 (Unchanged)

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Wil Giles, Director of Contracts	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) ASHLEE BUSHELL
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 8/20/2015
16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 8/21/2015

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

SUNSI REVIEW COMPLETE

TEMPLATE - ADMIN

AUG 25 2015

ADM002



United States Nuclear Regulatory Commission

*Protecting People and the Environment*

ADM/DAS/ASC

Administrative Services Center

*Procedures for Recognizing and  
Handling Suspicious Mail*

November 2014

## Table of Contents

Introduction .....	- 3 -
I. Daily Operational Check of U.S. Nuclear Regulatory Commission Mail Screening Facility .....	- 3 -
II. Protective Gear .....	- 3 -
III. Mail Screening .....	- 3 -
A. Recognizing Suspicious Packages and Mail .....	- 3 -
B. Responding to Suspicious Packages and Mail (Possible Explosives).....	- 3 -
C. Responding to Suspicious Packages and Mail Containing Powder/Powder Spills .....	- 4 -
D. Inspected Cleared Mail Returned for Processing .....	- 5 -
E. Recording Inspected Mail .....	- 5 -
IV. Discovery of Suspicious Substances/Evacuation Plan.....	- 5 -
Mail Operations Manager Responsibilities .....	- 5 -
V. Training .....	- 6 -
Responsibilities of all mailroom staff (NRC employees and contractors):.....	- 6 -
VI. Contacts .....	- 6 -

## **Introduction**

The purpose of this procedure is to implement safety guidelines at the U.S. Nuclear Regulatory Commission (NRC) offsite mail scanning facility when identifying and handling suspicious mail.

### **I. Daily Operational Check of U.S. Nuclear Regulatory Commission Mail Screening Facility**

The mail clerk shall perform an operational check of the facility upon arriving daily. Any issues/problems are to be reported to the Contracting Officers Representative (COR) at 301-415-2095. The inspection should include, but is not limited to, the functioning of the scanning machines, computers, lights, phones, alarm system, doors, and door seals.

### **II. Protective Gear**

When receiving and processing ALL incoming mail, the mail clerk shall wear disposable non-latex rubber gloves, and a smock. This gear shall be worn at all times when handling incoming mail.

### **III. Mail Screening**

#### **A. Recognizing Suspicious Packages and Mail**

Upon delivery of all incoming mail, the mail clerk will perform a visual inspection to identify questionable and unusual labels. Doors to the scanning facility must remain closed when mail is being screened to allow the air handling system to work properly. Questionable and unusual mail is identified as:

- excessive postage, no postage, or non-canceled postage;
- no return address or strange return address;
- improper spelling of addressee name, titles, or locations;
- suspicious or threatening messages written on packages;
- postmarks that do not match return address;
- distorted handwriting or cut and paste lettering;
- unprofessionally wrapped packages or excessive use of tape, string, etc.;
- packages marked as "Personal" or "Confidential" "Private" or "Do Not X-ray";
- rigid, uneven, irregular or lopsided packages;
- packages that are discolored, oily, or have an unusual odor or ticking sound;
- package with soft spots, bulges or excessive weight;
- protruding wires or aluminum foil; or visual distractions or inappropriate appearance including a powdery substance felt through or appearing on the item.

#### **B. Responding to Suspicious Packages and Mail (Possible Explosives)**

In the event that any suspicious substance is discovered during the screening process, the screening operation shall immediately cease. The mail clerk should notify the NRC Security at **301-415-2000/2056** and the COR at 301-415-2095. Other NRC tenants located in adjacent areas, i.e., Storage and Distribution Facility, Supply warehouse, and OIG will be notified of the situation.

The mail clerk shall adhere to the following protocol:

- STAY CALM

- Do not open the letter or package (or open any further)
- Do not shake the package
- Do not show the package to others
- Do not empty its contents
- Immediately leave the mail screening area and initiate local evacuation procedures. Evacuation procedures are located in the mailroom office, scanning room, and the shower room.
- If the mail or package is inside an X-ray scanner, leave it there.
- Do not use cell phones or radios within the immediate proximity of the suspicious package.
- Section off the area, by keeping all doors closed, in order to keep others away.
- Contact the NRC Security Office immediately at 301-415-2000/2056 and the COR at 301-415-2095.
- In cases where immediate medical attention is required call 911.
- Exit building through nearest exit and relocate to the designated evacuation area in the parking lot.
- Stay in the designated evacuation area until instructed by the local area Fire or Police Department. The local Fire Department or Police will arrange appropriate medical attention and follow-up procedures as necessary.

**C. Responding to Suspicious Packages and Mail Containing Powder/Powder Spills**

In the event that any suspicious substance is discovered during the screening process, the screening operation will immediately cease. The mail clerk should notify the NRC Security at **301-415-2000/2056**, the COR at 301-415-2095. Other NRC tenants located in adjacent areas, i.e., Storage and Distribution Facility, Supply warehouse, and OIG will be notified of the situation.

The mail clerk shall adhere to the following protocol:

- STAY CALM.
- Do not shake or empty the contents of any suspicious envelope or package.
- Press one of the three RED KNOB buttons on the wall to immediately start negative air pressure.

- Do not re-enter the mailroom office. Stay in the scanning area and proceed into the shower room.
- Enter shower area. Remove all clothing while in shower area and place all articles of clothing, under garments, socks, shoes and jewelry in designated plastic bags.
- Do not remove plastic bag or contents from shower area. Keep the items available for law enforcement;
- DO NOT allow anyone else to touch the articles.
- DO NOT handle bagged articles.
- All staff who have had contact with the envelope/package and powdery substance shall shower (follow guidance posted in shower room) using soap and water.
- Change into the suits/foot coverings located in locker.
- Exit shower room through door and follow exit signs outside to evacuation location in parking lot.
- Stay in the designated evacuation area until instructed by the local area Fire or Police Department. The local Fire Department or Police will arrange appropriate medical attention and follow-up procedures as necessary.
- If possible, list all people who were in the room or area. Give this list to the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

**D. Inspected Cleared Mail Returned for Processing**

After a mail piece has been inspected and found to be safe by the appropriate authorities it will be reassembled and returned for regular delivery within NRC Headquarters.

**E. Recording Inspected Mail**

Prior to releasing an inspected mail piece, the mail clerk will enter relevant data about the piece in an EXCEL log, the piece will be taped closed and stamped indicating the date on which the inspection took place and by whom.

**IV. Discovery of Suspicious Substances/Evacuation Plan**

**Mail Operations Manager Responsibilities**

Upon notification that a suspicious package/substance has been discovered, the COR (301) 415-2095 or alternate (301) 415-1271 shall:

1. Immediately instruct all persons in the Off-Site Mail Scanning Facility, with exception of the individual who has been potentially contaminated, to evacuate the area in an orderly manner, and to assemble outside the facility directly adjacent to the entrance of the facility.

2. Direct those leaving the Off-Site Mail Scanning Facility not to discuss the evacuation with anyone until further instructions are provided.
3. Call and verify the NRC Security at (301) 415-2000/2056 were informed of the incident that a suspicious substance has been discovered.
4. Call the Director of Administrative Services at 415-3239 to report the incident.
5. Go to the Off-Site Mail Scanning Facility.

**V. Training**

**Responsibilities of all mailroom staff (NRC employees and contractors):**

1. All mailroom staff will be required to take a one hour training session on emergency procedures conducted at the Off-Site Mail Scanning Facility. This training will demonstrate how to respond to suspicious packages and mail.

To register for this course (ID #45145), visit [iLearn](#).

2. Annual refresher training is required by all mail room staff.

**VI. Contacts**

This section should include up to date information regarding the key individuals involved in the function being described, whether they are part of OMB, the Office of the Commissioner, contractors, etc.

<b>Name</b>	<b>Telephone</b>	<b>Email</b>	<b>Position/Function</b>
<b>Jackie Nicholson</b> NRC 11555 ROCKVILLE PIKE M/S O-P137 ROCKVILLE, MD 20852	(301) 415-2095 (301) 415-3420 fax	jackie.nicholson@nrc.gov	Administrative Services Specialist/COR
<b>Deborah Neff</b> NRC 11545 ROCKVILLE PIKE M/S O-2A3 ROCKVILLE, MD 20852	(301) 415-5088 (301) 415-3420 fax	deborah.neff@nrc.gov	Chief, Administrative Services Branch