National Aeronautics and Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812

February 20, 2014

Expired September 10, 2013

Reply to Attn of: AS01

TO: DA01/Director
THRU: IS20/MSFC Management Directives Manager

FROM: AS01/Office of Center Operations

SUBJECT: Request for Waiver from Note to 5.1.1.1 of MWI 8550.5I, Hazardous Material Management

Waiver Number: MWI 8550.5-WAV01

In accordance with MPR 1410.2, 2.1.7, AS01 requests approval for waiver from MWI 8550.5, Revision I, Note to Section 5.1.1.1.

1) Define the proposed departure from the requirement(s):

MWI 8550.5, Revision I, Note to Section 5.1.1.1, required a signature on MSFC Form 4599 (January 2013) to show a SHE Subject Matter Expert (SME) had reviewed the form. Due to improvements in processing, electronic submission and processing of the form obviated the need for signatures. The form was revised in April 2013 to remove the signature block but due to other necessary changes to the MWI document, the actual requirement was not removed, approved, and posted until September 9, 2013. Two deviations to the MWI are requested. One for not having the signatures from January 2013 to April 2013 and one for having the form without the signature block from April 2013 to September 2013.

2) Justification for the waiver (include references to any applicable nonconformance, discrepancy, or deficiency report[s]):

Finding 1541 was generated in February 15, 2013 noting the forms were not being signed. The purpose of the signature when the form was initially developed was to document that a SHE SME had reviewed the submission. At the same time the MWI was posted in January 2013, the process had evolved to preclude physical signatures through the use of an AS10 SharePoint site and Hazardous Material Outlook mailbox. The form was revised in April 2013 but the MWI was not revised until September 2013. The reason for the difference in revision time was that the MWI required larger additional changes and approval actions to address hazardous material transportation.

3) Applicability, impacts, and conditions (if any) of waiver:

The waivers are requested for the time period of January 16, 2013 until September 9, 2013 to cover both the lack of signatures as well as the discrepancies between the form and MWI.

4) Alternate plans to meet any ISO 9001 or AS9100 requirement(s):

The SharePoint site developed and implemented by AS10 accomplished the spirit and intent of the signature requirement in that it proved a SHE SME had reviewed the form. No quality impact occurred because of the lack of signature.

Approved by:

Patrick E. Scheuermann
Director