

National Aeronautics and Space Administration

Kennedy Space Center
Kennedy Space Center, FL 32899



November 7, 2012

Reply to Attn of: **MEMORANDUM FOR RECORD**

SUBJECT: Ground Safety Review Process for KSC Developed ISS Research Payloads in the Space Station Processing Facility (SSPF)

SCENARIO:

When does the GSRP assume jurisdiction over KSC Developed ISS Research payloads?

BACKGROUND:

With the advent of the ISS Research Project here at KSC, there is now work being conducted in the SSPF that has generally been done outside the gate and beyond the GSRP jurisdiction (e.g. at a University.) The scope of the GSRP was never envisioned to include such activity at KSC. A meeting was held to determine a good point at which the safety approval transitions to the GSRP. As a result, an agreement was reached to use the Mission Processing start date as that point.

CONCLUSION:

For reflight/series Ground Safety Data Packages (GSDPs), the GSDP shall be submitted no later than 45 days prior to the beginning of Mission Processing.

For baseline Ground Safety Data Packages (GSDPs), the GSDP shall be submitted in accordance with SSP 30599, Appendix J, Section 4.3.1 Data Submittals & Section 5.5 Schedule of Reviews/Phases. In this case, the date of delivery to the launch site, referenced in Section 5.5, is the date Mission Processing begins. (Note: SSP 30599 is under revision. This revision will eliminate Appendix J. When this occurs, the appropriate sections of SSP 30599 shall apply.)

In both cases, the GSDP only needs to address ground safety during Mission Processing. Also, in both cases, the Mission Processing start date shall be provided to the GSRP by the date that design, building and testing is completed, or by the required GSDP submittal date (whichever is earliest).

The Payload Organization shall notify the GSRP if these dates cannot be met.

APPLICABILITY:

This Memo is only applicable to KSC developed ISS Research payload operations under the jurisdiction of the ISS Ground Safety Review Panel in the SSPF.

For non-KSC developed ISS Research payloads, the Payload Organization shall comply with SSP 30599 for all operations at KSC.



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Chairman, ISS Ground Safety Review Panel