National Aeronautics and Space Administration

NSRS
PO BOX 26079
CLEVELAND, OH 44126

PLACE
STAMP
HERE

NASA SAFETY REPORTING SYSTEM
PO BOX 26079
CLEVELAND, OH 44126

Fold at dotted lines.

OMB No. 2700-0063

The NASA Safety Reporting System (NSRS) is an anonymous, voluntary, and responsive reporting channel to notify NASA's upper management of your concerns about hazards. Any NASA employee or contractor employee working in support of NASA may use the NSRS to report safety concerns.

PAPERWORK REDUCTION ACT STATEMENT

The public burden to complete this information collection is estimated at 15 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to *HQ-DL-NSRScontact@mail.nasa.gov*. Current information regarding this collection of information - including all background materials - can be found at *https://www.reginfo.gov/public/do/PRAMain* by using the search function to enter either the title of the collection or 2700-0063.

PLEASE NOTE: The NSRS is designed to supplement your local hazard reporting channels. You should first report any hazard or safety concern using your established safety reporting procedures. Use the NSRS if:

–You have reported a hazard locally and have seen no action taken,
–You are not satisfied with the response to a reported hazard, or
–You fear reprisal if you were to report the hazard through local reporting channels.

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Please do not include classified information in your report. Fraud, waste, and abuse should be reported directly to the NASA Inspector General by dialing the Inspector General HOTLINE at 1-800-424-9183. The NSRS contractor will forward any report inferring criminal activity to the NASA Inspector General.

DESCRIBE YOUR CONCERN

Please describe the hazard in detail. Include as much information as you can to help clarify your concern. Be sure to include:

– The scope of the hazard (does the hazard affect NASA assets, the NASA workforce, and/or the general public?);
– Manufacturing sources and/or part numbers (if hardware is involved);
– The physical location of the hazard;
– Whether or not you have reported the hazard elsewhere;
– Whether the hazard relates to a single event or a recurring process;
– What you believe caused the hazard;
– What you think can be done to correct the hazard and prevent a recurrence; and
– What you believe the consequences may be if the hazard remains unresolved.

(Please use the reverse side to describe your concerns.)

IDENTIFICATION SECTION: Please provide your name, address, and telephone number. The NSRS contractor will contact you ONLY if the information you provided needs clarification. If and when no further clarification is needed, this identification section will be separated from the report and mailed back to you to protect your anonymity.
YOUR IDENTITY WILL NOT BE SHARED WITH NASA AT ANY POINT. NO RECORD OF YOUR IDENTITY WILL BE KEPT.

TELEPHONE NUMBER (home or work) Area _____**No.**_____ - _____**Hours**_____
E-mail Address _____

Name & Address

Optional

Fold at dotted lines.

Fold at dotted lines.

When you have completed this form, please fold, seal, affix necessary postage, and drop it in the mail. Thank you!