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Space Administration

John C. Stennis Space Center
Stennis Space Center, MS
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SSTD-8070-0005-CONFIG

Rev. F
JULY 2021

COMPLIANCE IS MANDATORY

John C. Stennis Space Center PREPARATION, REVIEW, APPROVAL, AND RELEASE OF SSC STANDARDS

Approved in DDMS by:

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Issued by

<u>ISSUED CEF</u> Central Engineering Files	<u>7-28-2021</u> Date
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Document History Log

Change/ Revision	Change Date	Originator/ Phone	Description
Basic	5/03/02	M. DeSandro x82413	Initial release - supersedes SSC STD 99-008 Rev. D, with the following changes: New document number and format per SPG 1400.1; Change signature title per NASA reorganization; throughout SSTD add for "reactivated" SSTD; change NASA Facilities Engineering Division (FED) to Engineering Services Division (ESD); change FOSC Engineering and Construction Department (ECD) to Engineering and Test Complex Services Department (ETS); change administrative responsibilities to "FOSC Administrator for SSC Standards" (SA); 2.0 change section title and doc reference; 3.0 adds and changes per text and document number mods; 4.0 switch steps a & b and add COSD authority; 4.0-c change SSTD user responsibilities; 4.0-f delete requirement for archiving of history file; 5.0 revise entire section; 5.2 add new step a, revise b & c for log & review distribution, add ref to SWI-8810-0006-FACENG; 5.3 add "reactivation" SSTD to section title; 5.3-b add notes for nonconcurrence and revision; 7.0 change flow chart per text mods; Appendix A add 34-007, 34-014 and cross-ref index for new SSTD numbers, change COSD OPR names per NASA reorganization; Appendix B add qualifier to note in B.1.1, add for safety cautionary notation in B.2, and delete disk label details and OCR from B.3-a; Appendix C change "Administrative Change".
A	5/17/03	M. DeSandro ext. 8-2413	Changes throughout for name changes to various NASA and contractor organizational units (e.g. NASA ESD is deleted and Center Operations units have changed or merged into PMD and OMD; contractor FOSC is FOS, and ETS is ESD) and for change of SA tasks to generic FOS tasks; add ref to SWI-8810-0006-FACENG for FOS internal procedures; 5.1 rewritten for clarity and add of FOS logging and review; 5.2 - b, d, e, add for FOS review, disposition and notification; 5.3-b and 5.4-b add for FOS processing and consultation; 7.0 change per text mods in 5.2, 5.3 and 5.4; Appendix A add entries for new SDNS numbers SSTD 8070; Appendix B add for identification of Deviation, Waiver, Variance.

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B	3/27/09	B. Wells x8-2765	Updated formatting per SPR 1400.1. Changes throughout for NASA organizational unit (PT changed to E&TD). Updated references throughout document. Updated Appendices A and D.
C	7/9/10	K. King x8-2682	Updated reference. 5.2: added (c) "Comments must be received in writing using the reviewer feedback sheet provided. Unless deemed safety critical, comments received after the due date will be deferred until the next review cycle." (f) As warranted by the RO(s), the SA shall coordinate with the Responsible Engineer(s) (RE), NASA RO(s), and all affected organizations to ensure impacts have been assessed and implementation plans are in place before the release of the new or revised SSTD. (g) When processes are revised in a manner which requires contract modifications, the Responsible Organization shall coordinate required notification of the affected contractor organizations through the Office of Procurement. Updated 7.0 Flow Chart. Updated Appendices A through D. Added Concurrence: E&TD to SSTD-8070-0005-CONFIG in Appendix A.
D	06/30/15	C. Wolfram X8-1164	Five-year review. Revised cover sheet to reflect approval by CO PMD, and concurrence by OMD, E&TD and SMA. Updated references and acronyms. Administrative changes required. Updated Responsible Organizations, in Appendix A. Removed SSC Standard Numbers Cross-Reference Index. Added 2.0.b, "All standards shall be approved and routed electronically. Electronic approvals are acceptable forms of approval." Revised 4.0.a. to read "NASA SSC Center Operations (CO) Design and Construction Project Management Division (PMD) is responsible for assigning NASA ROs for SSTDs (Appendix A), with concurrence from NASA SSC CO E&TD, OMD and SMA." Added 4.0.c, "CO PMD shall appoint a Standards Liaison (SL) to oversee the management of all applicable SSTDs." 4.0.g: Removed requirement to include "CEF stamp/date" when CEF releases/issues SSTDs; and deleted "and retain original, hard copies and baseline electronic files". 5.2.c and 5.2.d: Removed references to using "reviewer feedback sheet". 7.0: Revised flow chart to reflect electronic approval routing process. "FOSC" changed to "NASA or its designee" in all references throughout document.
D-1	07/20/15	C. Wolfram X8-1164	Administrative change. Appendix E: Changed SSTD-8070-0044-WELD to SSTD-8070-0044-PIPE.
D-2	02.12.2016	R. Carol Wolfram 8-1164	Administrative change. Replaced "FOSC" and "NASA or its designee" with "SACOM" throughout document.

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E	07.29.2016	R. Carol Wolfram	Updated Responsible Organizations chart in Appendix A.
F	07.29.2021	R. Carol Wolfram 8-1164	<p>Five-year review.</p> <p>Revised cover sheet and throughout content to reflect Center Operations organizational changes from Design and Construction Project Management Division to Facilities Engineering Services and Operations and Maintenance to Facility Services Branch.</p> <p>Updated references and acronyms.</p> <p>Updated to reflect use of DDMS for electronic approvals in lieu of signatures.</p> <p>5.1-b, 5.2-h, 5.4-c, and B.3-a: Updated to reflect use of DDMS in the review/approval/release process.</p> <p>Appendix A: Updated to indicate SSC-47-050 was canceled/superseded by SSTD-8070-0070-PIPE; SSC-99010, canceled/superseded by SSTD-8070-0117-MISC; SSTD-8070-0008-CONFIG, canceled/superseded by SWI-8730-0006; SSTD-8070-0104-PAINT, canceled/superseded by NASA STD-5008; and SSTD-8070-0140 released. Deleted RPTSTD-8070-0001 and MSFC-STD-3535 as they are not among the SSTDs which SSC ROs must ensure are maintained current.</p>

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1.0 PURPOSE

This standard establishes requirements for development, review, approval, and release of new, revised, canceled, or reactivated John C. Stennis Space Center (SSC) standards (SSTDs) and identifies National Aeronautics and Space Administration (NASA) SSC responsible organizations (ROs) that approve SSTDs.

2.0 APPLICABILITY

- a. This SSTD applies to all SSC organizations that use or have responsibility for SSTDs and to all SSTDs released subsequent to the release of this SSTD, which shall be controlled and maintained in accordance with Sections 4.0 and 5.0.
- b. All SSTDs shall be approved and routed electronically.

3.0 REFERENCES

Referenced documents shall be the latest version unless otherwise specified.

SPR 1400.1, *Document Preparation, Numbering and Management*

SPR 8715.1, *SSC Safety and Health Program Requirements*

SPR 1440.1, *SSC Records Management Program Requirements*

4.0 RESPONSIBILITIES

- a. NASA SSC Center Operations Directorate (COD) Facilities Engineering Services (FES) is responsible for assigning the NASA ROs for SSTDs (Appendix A), with concurrence from NASA SSC Engineering and Test Directorate (E&TD), NASA COD Facility Services Branch (FSB), and NASA SSC Safety and Mission Assurance (SMA).
- b. The NASA SSC COD is the RO for this SSTD and has final authority for its approval and interpretation.
- c. COD FES shall appoint a Standards Liaison (SL) to oversee the management of all applicable SSTDs.
- d. Synergy Achieving Consolidated Operations and Maintenance (SACOM) Engineering Services Department (ESD) is responsible for administrative and engineering support to NASA SSC for development, review, approval, and release of SSTDs.

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- e. Management and supervisory personnel of SSTD responsible parties are responsible for making certain that SSTDs are current and ensuring timely input by appropriate personnel during the development and review of new, revised, canceled, or reactivated SSTDs.
- f. SSTD users shall comply with its requirements, use only the correct version of the SSTD and the documents it references, and inform the RO of needed changes.
- g. SSC Central Engineering Files (CEF) shall assign SSTD numbers, verify electronic approval signatures, release/issue SSTDs, and update the SSC electronic repository.

5.0 PROCEDURES

Development, review, approval, and release of new SSTDs or changes to content or status of existing SSTDs (i.e., revision, cancellation, reactivation, or administrative change) shall conform to the applicable requirements of SPR 1400.1 and as specified in this SSTD.

5.1 General

- a. Request for creation or modification of a SSTD shall be appropriately reviewed by concerned parties beforehand, then communicated in writing to the SACOM administrator for SSTDs (hereafter referred to as the standards administrator [SA]) or the SACOM ESD Manager, who ensures the request is logged and reviewed for disposition.
- b. New or modified SSTDs shall be reviewed electronically by appropriate ROs and concerned parties before they are approved within the Design and Data Management System (DDMS) (See Appendix A) and subsequently uploaded by CEF to TechDoc, the official SSC electronic repository .
- c. To the extent that is practicable, reviews shall include those who performed the original review.

5.2 New / Revised SSC Standard

- a. Request for a new or revised SSTD shall be reviewed and submitted in writing per 5.1.a by means of draft, redlines, or written description (rationale).
- b. SACOM shall review and process the request and notify the requestor of its disposition. (As needed, SACOM shall conduct tabletop meetings or consult with concerned parties.)
- c. SACOM shall provide and distribute electronically a review draft (content, format per Appendix B) to appropriate ROs, process owners, and concerned parties, with a specified

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deadline for reviewer response. Comments must be received electronically. Unless deemed safety critical, comments received after the due date will be deferred until the next review cycle.

- d. Management and supervisory personnel on review distribution shall ensure that drafts are reviewed and comments are compiled and provided to SACOM ESD for review, disposition and SA processing.
- e. SACOM shall incorporate review comments into a final draft in DDMS for electronic concurrence by appropriate ROs and approval by the NASA ROs. In cases where comments are numerous, complex or conflicting, consultation may be needed and steps c, d, and e may be repeated.

Note: NASA ROs have final authority for disposition of review comments.

- f. As warranted by the ROs, the SA shall coordinate with the Responsible Engineer(s) (RE), NASA ROs, and all affected organizations to ensure impacts have been assessed and implementation plans are in place before the release of the new or revised SSTD.
- g. When processes are revised in a manner that requires contract modifications, the RO shall coordinate required notification of the affected contractor organizations through the Office of Procurement.
- h. Upon obtaining approval of the SSTD (Appendix A) in DDMS, the SA shall forward notification (section B.3) to CEF, at which time the SSTD will be uploaded to TechDoc.

5.3 Cancellation or Reactivation of SSC Standard

- a. Request for cancellation or reactivation of a SSTD shall be reviewed and submitted in writing per 5.1-a.
- b. SACOM shall process the request and send written, electronic communication of the request and rationale to the SSTD ROs and to appropriate managers and supervisors of concerned parties, with request for electronic concurrence or comments by a specified date.
- c. As needed, SACOM shall conduct tabletop meetings or consult with concerned parties.

Note: If concurrence is not forthcoming, SACOM shall distribute a memo explaining denial of request or, if applicable, need to modify the SSTD for release as a revision per section 5.2.

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- d. Upon receipt of electronic concurrence from the SSTD NASA ROs, SACOM shall provide electronic cancellation or reactivation authorization letter to the NASA ROs for electronic approval.
- e. SACOM shall submit the approved letter of authorization to CEF for cancellation or reactivation of the SSTD and update of TechDoc.

5.4 Administrative Change to SSC Standard

- a. Request for an administrative change (defined in Appendix C) shall be submitted in writing per 5.1-a.
- b. Administrative changes shall be recorded on the Document History Log page in accordance with SPR 1400.1.
- c. SACOM shall process the request per SACOM internal procedure and submit the modified file to CEF for update of the CEF files and TechDoc.
- d. As needed, SACOM shall conduct tabletop meeting(s) or consult with concerned parties.

Note: Requests determined to be more than administrative changes will be returned to requestors for their organization's review and resubmittal as a request for revision.

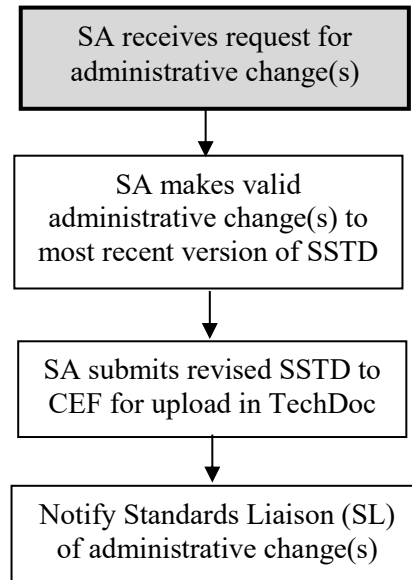
6.0 RECORDS AND FORMS

Records identified in SSTDs shall be maintained in accordance with applicable requirements of SPR 1440.1. For Quality Records, refer to the SSC Master Records Index. Forms shall be the latest edition unless otherwise specified and may be obtained from the SSC electronic forms repository or from the SSC Forms Management Officer or as specified in the applicable SSTD.

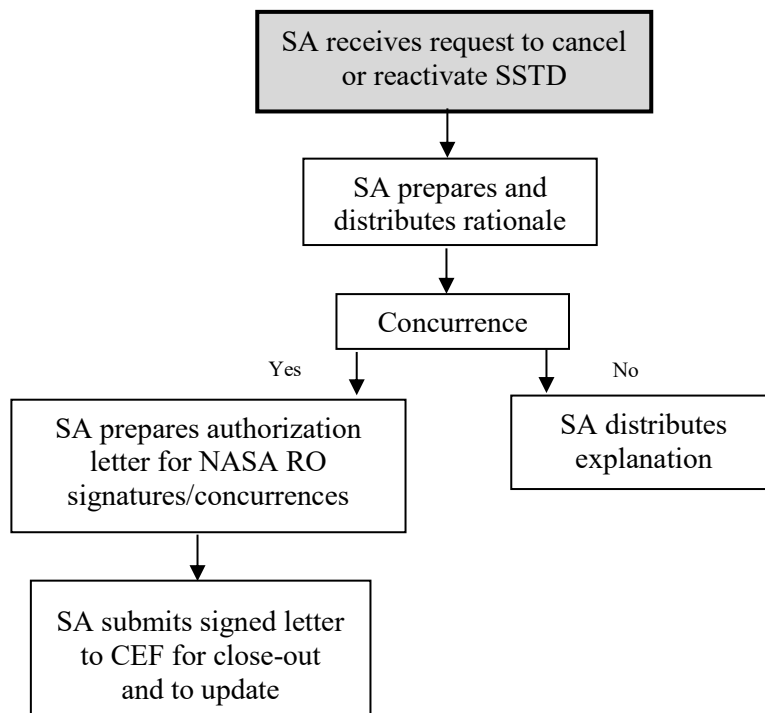
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7.0 FLOW CHARTS

7.1 ADMINISTRATIVE CHANGES TO SSTDs

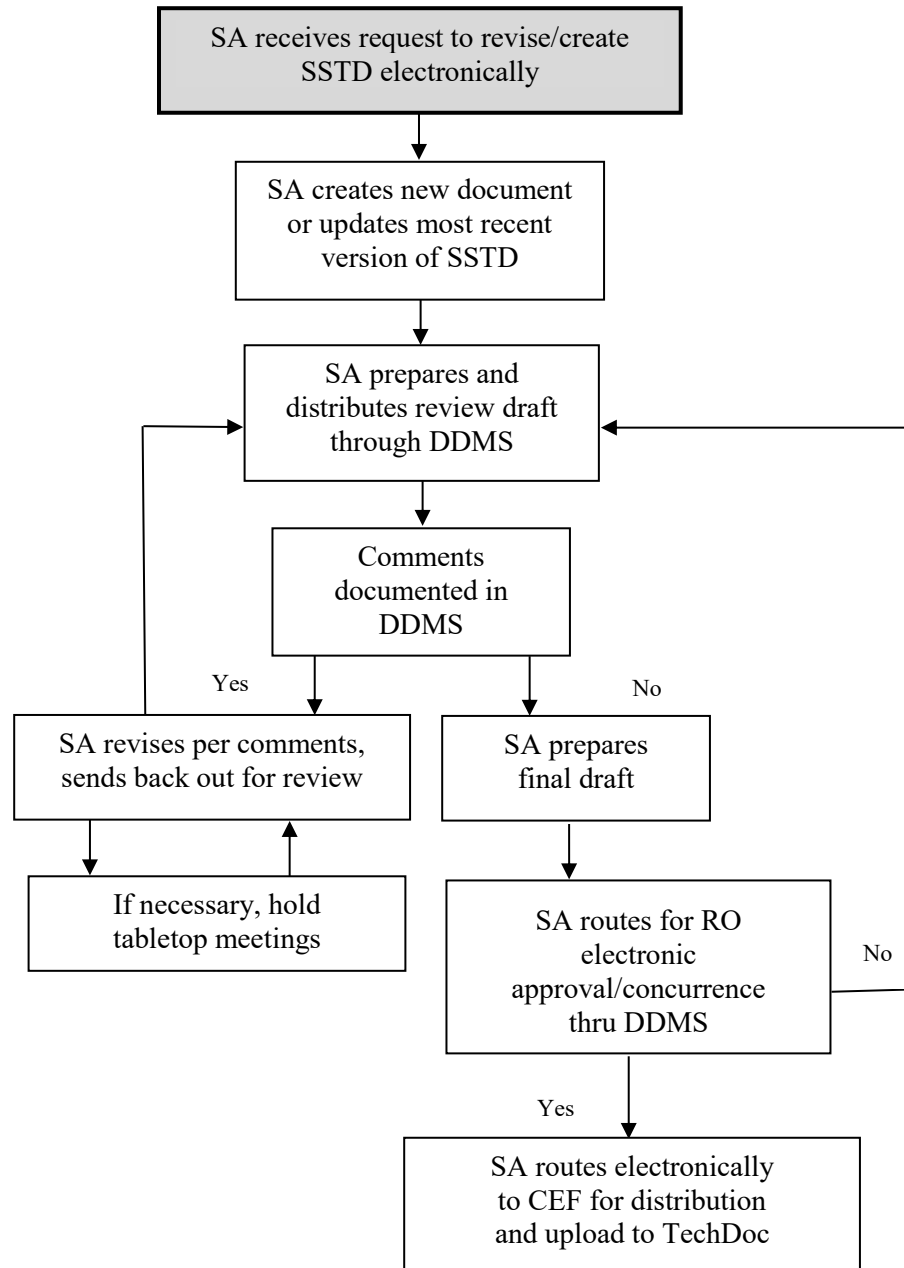


7.2 CANCEL OR REACTIVATE SSTDs



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7.3 REVISE/CREATE SSTDs



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APPENDIX A. RESPONSIBLE ORGANIZATIONS (ROs)

Responsibility for the content of SSTDs resides with the SSC organizations responsible for the processes to which the SSTDs apply. Management and supervisory personnel of the responsible organizations (ROs) and concerned parties shall ensure that SSTDs are maintained current, and that input is provided from appropriate users and process owners during SSTD development and review.

Responsibility for approval of SSTDs resides with the ROs of NASA SSC COD and, in some cases, E&TD, FSB, and/or SMA. COD, E&TD and SMA Directorates designate responsibilities for the development, review and approval of SSTDs to their respective Divisions as identified in the list that follows. Approval is indicated on the SSTD cover page by signature(s) of the appropriate NASA RO Division Chief or, in his/her absence, authorized designee.

STANDARD NUMBER	TITLE	RO	CONCURRENCE	STATUS/ NEW STANDARD
SSTD-8070-0001-CONFIG	Facilities Engineering Documentation Standard	COD	E&TD	
SSTD-8070-0002-CONFIG	Facilities Drafting Manual	COD, E&TD		
SSTD-8070-0003-CONFIG	Preparation of Procurement Specifications	COD	E&TD	
SSTD-8070-0004-CONFIG	Preparation of Construction Specifications	COD	FSB, E&TD, SMA	
SSTD-8070-0005-CONFIG	Preparation, Review, Approval, and Release of SSC Standards	COD	FSB, E&TD, SMA	
SSTD-8070-0006-CONFIG	Component Servicing Processes and Documentation	E&TD	COD	
SSTD-8070-0007-CONFIG	Variance and Alternate Standard Requests	SMA	COD, E&TD	
SSTD-8070-0009-CONFIG	Preparation of Form SSC-625, Certificate of Completion	COD	E&TD, FSB	
SSTD-8070-0010-CONFIG	Maintenance of the SSC System Operation and Maintenance Responsibility Database	FSB		
SSTD-8070-0013-WELD	Classes of Welding Inspection	COD	SMA, FSB, E&TD	
SSTD-8070-0014-WELD	Qualifying Welders and Welding Procedures	FSB	COD, SMA, E&TD	
SSTD-8070-0015-WELD	Gas Tungsten Arc Weld (GTAW) Procedure for Carbon Steel (ASME P-No. 1, Group 1 or 2)	COD	SMA, FSB, E&TD	
SSTD-8070-0017-WELD	Gas Tungsten Arc Welding of Austenitic Stainless Steel Pipe/Plate	COD	SMA, FSB, E&TD	
SSTD-8070-0019-WELD	Welding Procedure for ASTM A514 (B) HSLA (T-1 Steel) Plate & Pipe - Maximum 2-Inch Material Thickness	COD	SMA, FSB, E&TD	
SSTD-8070-0020-WELD	Gas Tungsten Arc Welding (GTAW) Procedure for P-8 Stainless Steel to P-1 Carbon Steel	COD	SMA, FSB, E&TD	

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SSTD-8070-0021-WELD	Gas Tungsten Arc Welding (GTAW) of Aluminum (P-No. 23)	COD	SMA, FSB, E&TD	
SSTD-8070-0033-WELD	Certified Welding of Electrodes and Rods	COD	SMA, FSB, E&TD	
SSTD-8070-0034-WELD	ASME Procedure for GTAW Welding Monel Alloy (ASME P-No. 42)	COD	SMA, FSB, E&TD	
SSTD-8070-0035-WELD	ASME Procedure for Welding Monel Alloy (P-42) to Stainless Steel (P-8)	COD	SMA, FSB, E&TD	
SSTD-8070-0036-WELD	ASME Procedure for Welding Monel Alloy (ASME P-No. 42) to Carbon Steel (ASME P-No. 1)	COD	SMA, FSB, E&TD	
SSTD-8070-0037-WELD	ASME Procedure for Welding Nitronic 40 Stainless Steel Alloy	COD	SMA, FSB, E&TD	
SSTD-8070-0038-WELD	ASME Procedure for Welding Nitronic 40 Stainless Steel Alloy to 300 Series Austenitic Stainless Steel	COD	SMA, FSB, E&TD	
SSTD-8070-0039-WELD	ASME GTAW & SMAW Weld Procedure for Carbon Steel Pipe – Maximum 1-Inch Material Thickness	COD	SMA, FSB, E&TD	
SSTD-8070-0040-WELD	ASME Weld Procedure for Carbon Steel Pipe (SMAW)	COD	SMA, FSB, E&TD	
SSTD-8070-0041-WELD	ASME Weld Procedure for Joining Stainless Steel by Gas Tungsten Arc Welding (GTAW) Wire	COD	SMA, FSB, E&TD	
SSTD-8070-0042-WELD	Brazing Procedure for the Replacement or Repair of Stainless Steel Wire Cloth	COD	SMA, FSB, E&TD	
SSTD-8070-0043-PIPE	Index of the Standards for Facility Piping Systems	COD	SMA, FSB, E&TD	
SSTD-8070-0044-PIPE	Standard for Carbon Steel Piping Systems A, CC, D, J, J1, K1, K2, L, M, M1, N, Q, S, SS, V, and W	COD	SMA, FSB, E&TD	
SSTD-8070-0047-PIPE	Standard for Stainless Steel Piping Systems AA, ACK1, ACK4, ACK6, B, BCK1, BCK3, BCK4, BCK6, BCK10, C, EE, G, H, JJ, K3, L1, L2, NCK1, NCK2, NCK3, NCK10, NCK11, NCK12, P, R, T, and Z	COD	SMA, FSB, E&TD	
SSTD-8070-0059-PIPE	Low Pressure Aluminum Pipe Systems with Piping Designator "E"	COD	SMA, FSB, E&TD	
SSTD-8070-0063-PIPE	Pipe Systems 3-1/2% Nickel for High Pressure Gas Service "Y"	COD	SMA, FSB, E&TD	
SSTD-8070-0067-PIPE	High Pressure Industrial Water Piping "AG"	COD	E&TD, SMA	
SSTD-8070-0069-PIPE	Low Pressure Vacuum Jacketed Pipe	COD	E&TD, FSB, SMA	
SSTD-8070-0070-PIPE	PVC and HDPE Piping for Potable Water Service Underground	COD	E&TD, SMA	

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SSTD-8070-0071-PRESSUR	Standard for Breaking Vacuum in the Annular Space of Dewar Type Cryogenic Vessels	COD	E&TD, SMA	
SSTD-8070-0074-PIPE	Refrigerant Tubing System	COD	FSB, E&TD, SMA	INACTIVE
SSTD-8070-0075-PIPE	Plumbing & Ordinary Service Copper Tubing	COD	FSB, E&TD, SMA	
SSTD-8070-0080-PIPE	Allowable Leak Standard	COD	FSB, E&TD, SMA	
SSTD-8070-0081-ELEC	Facility Electrical Standard	COD	FSB, E&TD, SMA	
SSTD-8070-0083-ELEC	Standard for the 13.8 KV Distribution System	COD	FSB, SMA	
SSTD-8070-0084-EMCS	HVAC and Domestic Hot Water Design Standard	COD	FSB	
SSTD-8070-0085-EMCS	Lighting Design, Operation and Maintenance Standard for Energy Conservation	COD	FSB, E&TD	
SSTD-8070-0086-EMCS	HVAC and Domestic Hot Water Operational and Maintenance Standard for Energy Conservation	COD	FSB	
SSTD-8070-0091-FLUIDS	Requirements for Materials Used in LOX/GOX Service	E&TD	COD	
SSTD-8070-0092-FLUIDS	Design, Installation and Maintenance of Sitewide Natural Gas Distribution System	COD	FSB, SMA	
SSTD-8070-0093-COMPNTS	Classification of Pressure Transducers	FSB	COD, E&TD	
SSTD-8070-0094-COMPNTS	Bourdon Tube Pressure & Vacuum Gauges for Use in Facility Piping or Tubing Systems	COD	E&TD, FSB	
SSTD-8070-0095-PRESSUR	Pressurization Standard in Support of the Recertification of Pressure Vessels and Pressure Systems	SMA	COD, E&TD	
SSTD-8070-0096-TEST	Controls and Instrumentation Cable Testing	FSB	E&TD	
SSTD-8070-0097-TEST	Relief Devices - Inspection and Recertification	SMA	COD, E&TD	
SSTD-8070-0098-SHOP	Machine Shop Tolerances	FSB	COD	
SSTD-8070-0107-IDCODES	Requirements for Numbering and Mounting Locator Plates to SSC Components and Pressure Vessels	COD	E&TD, SMA	
SSTD-8070-0108-IDCODES	Plate, Conduit Identification	COD	E&TD, SMA	
SSTD-8070-0112-IDCODES	Test Complex Line Designator Numbers	COD, E&TD	SMA	
SSTD-8070-0115-MISC	Office Trailer Requirements	COD	FSB	
SSTD-8070-0117-MISC	Facility Structural Design Criteria for Blast Pressure	COD	SMA, E&TD	
SSTD-8070-0119-MISC	Dig Permit Standard (Form SSC-618)	COD	FSB, E&TD	
SSTD-8070-0122-WELD	ASME Procedure for Welding Inconel 625 Alloy to 300 Series Austenitic Stainless Steel	COD	SMA, FSB, E&TD	

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STANDARD NUMBER	TITLE	RO	CONCURRENCE	STATUS/ NEW STANDARD
SSTD-8070-0123-WELD	Flux Core Arc Welding (FCAW) of Structural Carbon Steel	COD	SMA, FSB, E&TD	
SSTD-8070-0124-IDCODES	Identification of Piping Systems and Above-Ground Markers	COD	FSB, E&TD, SMA	
SSTD-8070-0125-WELD	Procedure for Welding Copper Tube	COD	SMA, FSB, E&TD	
SSTD-8070-0126-PIPE	Tubing Systems for Facility Systems, Special Test Equipment and Aerospace Hardware	COD	FSB, E&TD, SMA	
SSTD-8070-0130-WELD	Gas Tungsten Arc Welding of 3-½% Nickel Steel (ASME P-No. 9B, Group 1) to Carbon Steel (ASME P-No. 1, Group 1 or 2)	COD	SMA, FSB, E&TD	
SSTD-8070-0135-WELD	ASME and AWS Procedures for SMAW and FCAW of Structural Steels (P-No. 1, Group 1 or 2)	COD	SMA, FSB, E&TD	
SSTD-8070-0136-WELD	Gas Tungsten Arc Welding of ASTM A333 Grade 3 Material	COD	SMA, FSB, E&TD	
SSTD-8070-0137-WELD	Flux Cored Arc Welding of Carbon Steel for 1/8" to Unlimited Plate Thickness	COD	SMA, FSB, E&TD	
SSTD-8070-0138-ELEC	Arc Flash Standard	COD	SMA, FSB, E&TD	
SSTD-8070-0140	Creo Model Based Computer-Aided Design Standard	E&TD	SMA, COD	
SSC-34-020	Repair Welding of Minor Defects (O.D.)	FSB		INACTIVE
SSC-34-023	Manual Torch Brazing of Copper Tube	FSB		INACTIVE
SSC-97-018	SSC Exception to National Electrical Code for Communication Cable Installation	COD		INACTIVE
SSC-99-018	Utility Control System (UCS) Interface Standard	COD, FSB		INACTIVE

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APPENDIX B. CONTENT AND FORMAT REQUIREMENTS

Basic content and format for SSC Standards (SSTDs) shall conform to the requirements of SPR 1400.1 and this SSTD as follows:

B.1 CONTENT

B.1.1 MINIMUM CONTENT – as exemplified by this SSTD

- Cover page (with NASA logo and SSTD number/rev/date; SSTD title; and signatures)
Note: CEF assigns numbers for new STDs per SPR 1400.1, SDNS requirements
Note: First SSTD release is Rev. Basic; subsequent revisions are Rev. A, B, etc.
- Document History Log (ensure adequate description of changes)
Note: Administrative changes (Appendix C) must be recorded per SPR 1400.1.
Note: Identify Deviation, Waiver, or Variance for which change was incorporated.
- Main Text (with the following minimum numbered sections)
 - 1.0 PURPOSE
 - 2.0 APPLICABILITY
 - 3.0 REFERENCES
 - 4.0 RESPONSIBILITIES
 - 5.0 PROCEDURES
 - 6.0 RECORDS AND FORMS

Note: Other sections or subsections may be included for additional subjects (e.g., requirements) or other introductory information, and as needed for procedures and related subjects. Sections 1.0 and 2.0 may be combined or arranged as subsections with other subjects in Section 1.0, INTRODUCTION, or SCOPE. Other section arrangements are allowed for unique needs of a given group of standards (e.g., welding and piping).

B.1.2 OPTIONAL CONTENT – as needed or practicable

- Contents (include headers through the third level)
- Appendices and Attachments – after main text (see B.3-e)
- Exhibits, figures, illustrations, tables - within text, or appendix/attachment (B.3-f)
- Flowchart - in section 5.0, or in a separate section (7.0 or 8.0), or in appendix
- Definitions - section 7.0, or in appendix
- Acronyms and Abbreviations – in last section, or appendix, or (if last page of SSTD) stand-alone page after last text page.

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B.2 FORMAT

Basic format for SSTD covers and page headers shall conform to SPR 1400.1. For text pages, any of the formatting conventions currently in use by Government technical publications (e.g., Military Standards and Specifications) and industry technical publications (e.g., American National Standards Institute) are acceptable; however, only one convention, consistently applied, may be used in a given SSTD. Contents shall be arranged and organized to ensure reader understanding. Safety precaution notations (i.e., Warning, Caution, Note) shall be used as applicable in accordance with SPR 8715.1. Page numbering shall be as shown in this SSTD.

B.3 MISCELLANEOUS

- a. SSTDs that have received electronic approval/concurrence within DDMS and are being submitted to CEF for release must be accompanied by emailed verification of the completed DDMS Promotion Request task and a link to the document, which will be available in the approved SSC site word processing software (e.g., Microsoft Word). This shall be the baseline electronic file for the SSC electronic repository.
- b. Grammar, spelling, punctuation, capitalization, numerals, and compound words shall conform to Standard American English in accordance with any authoritative guide (e.g., *Webster's Collegiate Dictionary* and *U.S. GPO Style Manual*).
- c. When practical, units of measure shall be expressed in the international system of metric units.
- d. Documents listed in the "References" section should be called out in text at least once. If documents are listed but not called out in the main text, then the section title should read, "References and Applicable Documents."
- e. Appendices and attachments are supplemental text, listings, charts, and tabular or pictorial data located after the main text on pages numbered in sequence with the main text pages. Appendices and attachments are numbered A, B, C, etc., and must be referenced at least once within the main text sections.
- f. Figures, illustrations, exhibits and tables are sequentially numbered 1, 2, etc., but separately by type with the first of each type numbered 1. They may be placed in groups as appendices or attachments following the main text or placed within text in the order in which they are referenced, in which case they should be placed in the closest practical location following their reference. Figures, illustrations, exhibits, and tables must be referenced at least once in the main text; and each reference (or the first of any repeated reference) must precede its corresponding figure, illustration, exhibit, or table.

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APPENDIX C. DEFINITIONS

Administrative Change – Correction of a spelling, punctuation, or grammar error that does not change meaning. For example, in sentence, *When gauge reeds 9.0, turns +VDC power switch to OF.*, changing *reeds* to *reads*, and *turns* to *turn* would be administrative changes; but, changing 9.0 to any another number (e.g., 9.1), or changing +VDC to -VDC or +VAC, would be a change that requires review and approval for release of SSTD revision. **Note:** Although *OF* is probably a spelling or typographical error, unless the context leaves no doubt as to what the setting should be (e.g., *OFF* or *ON*), the correction should be appropriately reviewed and approved the same as a revision, before it is implemented.

Basic – Initial release of an SSC Standard. (Subsequent releases are Revisions A, B, etc.)

Collateral Equipment – Includes building-type equipment, built-in equipment, and large substantially affixed equipment and/or property that is normally acquired and installed as part of an SSC facilities construction or maintenance project.

Concerned Party – An organization or individual that uses, is affected by, or has some responsibility for an item or process to which a given SSTD pertains.

Facilities – SSC buildings, structures and real property, including utilities, and collateral equipment.

Organization – An SSC group that exists autonomously or as an independent unit within a process or administrative structure; e.g., Program, Project, Directorate, Office, Division, Department, Branch, shop, or team. See *Process Owner*.

Process Owner – The lowest level organizational unit with primary responsibility for a process to which a given written document or form applies. (Creation, revision or cancellation of a document or form should be reviewed and approved by its Process Owners – see *RO*.)

Responsible Organization – The highest level organizational unit with primary responsibility for a process or activity to which an SSTD applies. RO managers and supervisors are responsible for content of SSTDs and for maintaining them current. NASA ROs approve SSTDs.

SSC Standard (SSTD) – A NASA SSC document that establishes technical requirements (and, in some cases, documentation requirements or general instructions) for the design, construction, modification, assembly, disassembly, operation, maintenance, test, cleaning or other handling of SSC facilities, systems, components, parts, equipment or materials. SSTDs are site-wide in application and complement the Site-wide Operation and Repair Document (SORD) drawing system, which controls SSC facilities configuration. SSTDs establish uniformity with, and are complementary to, international/national, government, military, and industry-wide accepted standards, codes, and specifications, for SSC-unique applications.

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APPENDIX D. ACRONYMS AND ABBREVIATIONS

CEF	Central Engineering Files
CO	Center Operations (NASA SSC Directorate)
COD	Center Operations Directorate
DDMS	Design and Data Management System
ESD	Engineering Services Department (SACOM)
E&TD	Engineering and Test Directorate (E&TD)
FES	Facilities Engineering Services
FSB	Facility Support Branch
GPO	Government Printing Office
NASA	National Aeronautics and Space Administration
Rev	Revision
RE	Responsible Engineer
RO	Responsible Organization
SACOM	Synergy Achieving Consolidated Operations and Maintenance
SA	Standards Administrator (SACOM Administrator for SSC Standards)
SL	Standards Liaison
SMA	Safety and Mission Assurance
SDNS	SSC Document Numbering System
SPR	John C. Stennis Space Center Procedural Requirement
SSC	John C. Stennis Space Center
SSTD	SSC Standard
STD	Standard