



## Procedures and Guidelines (PG)

**DIRECTIVE NO.** 820-PG-8072.0.1A  
**EFFECTIVE DATE:** October 19, 2015  
**EXPIRATION DATE:** October 19, 2020

**APPROVED BY Signature:** Original Signed by  
**NAME:** Debora A. Fairbrother  
**TITLE:** Chief, Balloon Program Office

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### COMPLIANCE IS MANDATORY

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**Responsible Office:** 820/Balloon Program Office

**Title:** Process for Requesting Services in the BRDL Using the Task Request Form (TRF)

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## PREFACE

### P.1 PURPOSE

This directive provides information on how to request technical support and/or the use of facilities and equipment in the Balloon Research and Development Laboratory (BRDL) located in Building F7 (WFF), Room 140.

### P.2 APPLICABILITY

This process for requesting use of the BRDL resources and support is applicable to all users of the facility including internal and external projects.

### P.3 AUTHORITY

GPR 8072.1, Process Control

### P.4 REFERENCES

See Section 2.0 (Reference Materials)

GSFC Form 4-30, Work Order Authorization

820-Form 2015-02, BRDL Task Request Form - copies of this fillable form can be requested from and submitted to the LM (LM) electronically via email. An example copy of the form is included in this PG. (Attachment 1). The form can also be obtained from the Laboratory Technician (LT) or the Balloon Program Office's (BPO) configuration management site under "Forms".

### P.5 CANCELLATION

820-PG-8072.0.1A, Process for Requesting Services in the BRDL Using the Task Request Form (TRF)

### P.6 SAFETY

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N/A

## P.7 TRAINING

N/A

## P.8 RECORDS

Record Title	Record Custodian	Retention
Task Request Forms (TRF) completed 820-Form-2015-02	LT	NRRS 8/103 Temporary. Destroy/delete between 5 and 30 years after program/project termination.
Test Data	Responsible Engineer (RE)	NRRS 8/103
TRF Log Book	LT	NRRS 8/103

*\*NRRS – NASA Records Retention Schedules (NRRS 1441.1)*

## P.9 MEASUREMENT/VERIFICATION

Completed TRFs will be reviewed by the LM prior to the initiation of each task to ensure that adequate information are being provided to properly conduct the requested activity.

## PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

### 1.0 Requesting Support in the BRDL

Activities occurring in the BRDL are primarily associated with the characterization of thin polymeric films for use in the NASA Scientific Balloon Program. The equipment, consisting of tensile test equipment, etc. can be used for other materials testing, as well as, to test the mechanical properties of various materials and hence can be used to support other internal or external projects. The Laboratory area can also be used for scale model testing and instrumentation development for inflatable structures.

In general, to request support or activity from the BRDL, the following steps should be followed:

- a. The Task Requester (TR) shall request an electronic blank form from the LM or LT. The form can also be obtained from other sources as listed above.
- b. Complete all the requested fields on the form; use the second page of the form for additional information if needed.

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**NOTE:** Personnel filling out the Task Request Form (TRF) should include a description of any potential hazards associated with the work to be performed or the activity to be conducted.

- c. Send the completed form to the LM via email.
- d. The LM will review the completed form and will either approve and assign to the LT, or request additional details.
- e. Once approved, the LM will assign a number to the TRF and forward the TRF to the responsible LT or engineer. The TRF identification number (ID) consists of a two digit yearly sequential ID as well as a sequential number starting with 01 for the beginning of each year. The two numbers are separated by a dash (-). Examples are TRF 10-01 and TRF 11-123.
- f. The LT shall maintain a TRF logbook. The logbook shall include the TRF #, date assigned, date completed, and a short description or title.
- g. After completing the task, the LT shall sign the TRF indicating the status of task completion and the date. The LM (or assignee) signs the TRF as verification that the task has been satisfactorily completed or has not been completed.

If the task was not completed as requested, an explanation shall be provided on the form by the assigned technician.

- h. The LT files the TRF for record keeping.

## 2.0 Reference Materials

The following work instructions cover defined test processes for the BRDL area. For tests utilizing these standard procedures, the corresponding WI shall be indicated on the TRF:

- 820-WI-8072.1.1, BRDL Procedure for Determining Cold Brittle (CB) Temperature for Balloon Film
- 820-WI-8072.1.2, Guidelines for Handling High-Modulus Cord, Rope, Yarn, and Fiber
- 820-WI-8072.1.3, BRDL Procedure for Measuring Film Thickness
- 820-WI-8072.1.4, Procedure for Measuring Tensile Properties of Thin Plastic Films
- 820-WI-8072.1.5, Procedure for Measuring Biaxial Properties of Thin Films

Specific standard test method(s) or procedure(s) may also be referenced on the TRF. Unique tests, such as inflation tests of scale models, etc. should be noted on the TRF or should include a documented procedure of the test in sufficient detail so that the supporting technician can determine support requirements. The TRF can also include customized tests and special procedures that currently have no standard.

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## **Appendix A – Definitions**

- A.1 Laboratory Manager (LM) - the person responsible for directing and coordinating the activities in the BRDL.
- A.2 Laboratory Technician (LT) –the person responsible for supporting the tasks assigned by the LM through the TRF.
- A.3 Referenced Work Instruction - Code 820 has established standard test procedures for the more common types of material tests performed in the BRDL. These WI’s define the equipment required, the safety precautions necessary, and the appropriate procedures for conducting the test. Custom tests that do not fit within the established WI’s shall utilize the TRF for requesting tasks in the BRDL.
- A.4 Task Requestor (TR) - Customer requesting the activity or service indicated on the TRF that is responsible for the final product. Position may also be referred to as Product Design Lead in some projects and by definition in the GPR 8072.1..
- A.5 Task Request Form (TRF) - A form that is filled by the TR and is used to initiate a task in the BRDL for material characterization or any other type of activity utilizing the Laboratory area or personnel. The request can be from within the Code 800 Directorate or from outside organizations or projects. The request must be submitted to and approved by the LM prior to task initiation.

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## Appendix B – Acronyms

BRDL	Balloon Research and Development Laboratory
CB	Cold Brittle
ID	Identification Number
LM	Laboratory Manager
LT	Laboratory Technician
PG	Procedural Guideline
RE	Responsible Engineer
TR	Task Requestor
TRF	Task Request Form
WFF	Wallops Flight Facility
WI	Work Instruction

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### Attachment 1

## Task Request Form (TRF)

Balloon Research and Development Laboratory  
Phone (757) 824-1490; Fax (757) 824-2541

  
TRF #

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**A. Requestor's Information (please complete sections A through D)**

Date	<input style="width: 95%;" type="text"/>
Requested By	<input style="width: 95%;" type="text"/>
E-mail	<input style="width: 95%;" type="text"/>
Phone	<input style="width: 95%;" type="text"/>
Organization	<input style="width: 95%;" type="text"/>
Project	<input style="width: 95%;" type="text"/>
Charge # - Labor	<input style="width: 95%;" type="text"/>
Charge # - Supplies	<input style="width: 95%;" type="text"/>

**B. Task Type (check all that apply)**

<input type="checkbox"/> Testing	<input type="checkbox"/> LN2 Use
<input type="checkbox"/> Facility use	<input type="checkbox"/> Labor support
<input type="checkbox"/> Equipment use	<input type="checkbox"/> Environmental chamber
<input type="checkbox"/> Fabrication	<input type="checkbox"/> Other

C. Priority

**D. Task Description**

a. Describe the task and specify the deliverables (if any)  
b. Provide special instructions/safety precautions (if any)  
*(Use extra space next page if needed)*

additional information provided on next page

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**E. BRDL Use Only**

<b>Assigned to</b> <input style="width: 95%;" type="text"/>	<b>Date Assigned</b> <input style="width: 95%;" type="text"/>	<b>Date Requested</b> <input style="width: 95%;" type="text"/>
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**F. Task Completion Status**     Completed     Completed/Comments     Not Completed/Comments

*Please provide task completion comments below (if any)*      *Lab Manager's Approval/Comments*

<div style="border: 1px solid black; height: 30px; width: 95%;"></div>	<div style="border: 1px solid black; height: 30px; width: 95%;"></div>
<b>Tech Signature/Date</b> <input style="width: 95%;" type="text"/>	<b>LM Signature/Date</b> <input style="width: 95%;" type="text"/>

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## Task Request Form (TRF)

TRF #

Continue task description (section D) in the space provided below .....

**Form Instructions:**

1. Requestor must fill all information in section A through D.
2. The charge numbers must be provided for initiating the work. No charge # required for supplies if none required.
3. In section B, specify the nature of the task, mark all that apply.
4. In section C, state task priority. Urgent (within 24 hours); Normal (to be fitted within current lab activities); Low (long term)
5. In section D, provide full details of the task, safety requirements, precautions, supplies, duration, and all pertinent information.
6. Section E is filled by the Lab Manager (LM).
7. Section F is filled by the person assigned to the task.
8. Section F signatures - Both, the person completed the task and the LM or the originator must sign the form.
9. Use a separate form for each task.
10. Submit completed form to Lab Manager via Email for approval and task assignment.

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**CHANGE HISTORY LOG**

Revision	Effective Date	Description of Changes
Baseline	June 17, 2010	Initial Release (this directive replaced 548-WI-8072.1.62, <i>Task Request Form Process for Requesting Services as the Multi Payload Processing Facility (MPPF/Building F-7)</i> )
A	October 19, 2015	Updated format in accordance with GPR 1410.1. Task Request Form (TRF) revised and Attachment 1 updated with current example of the new form.

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