

J.1 ATTACHMENT B – REPORTING REQUIREMENTS

NETL F 541.1-5#
(4/2007) OPI=PS10
(Previous Editions Obsolete)

REPORTING REQUIREMENTS CHECKLIST

1. AWARDEE: _____ **2. IDENTIFICATION NUMBER:** _____

REPORT SUBMISSION: Reports shall be submitted to the electronic addresses indicated in the NETL-identified distribution list provided in the post award debriefing. Electronic copies of each report must be submitted to the Contract Specialist (CS) and Contracting Officer’s Representative (COR).

4. PLANNING AND REPORTING REQUIREMENTS

	FORM NO.	FREQ.	NO. OF COPIES		FORM NO.	FREQ.	NO. OF COPIES
A. GENERAL MANAGEMENT				E. TECHNICAL (One paper copy and One pdf electronic file copy) <input type="checkbox"/> Technical Progress Report Final Report <input type="checkbox"/> Draft for Review <input type="checkbox"/> Final for Approval <input type="checkbox"/> Topical Report F. PROPERTY <input checked="" type="checkbox"/> Report of Contractor’s Property Management System <input checked="" type="checkbox"/> Semi-Annual Report of Property in The Custody of Contractor <input type="checkbox"/> High Risk Property Report <input type="checkbox"/> Report of Physical Inventory of Capital Equipment <input checked="" type="checkbox"/> Report of Physical Inventory of Sensitive Items <input checked="" type="checkbox"/> Report of Termination or or Completion Inventory G. OTHER <input type="checkbox"/> Key Personnel Staffing Report <input type="checkbox"/> Subcontracting Report <input type="checkbox"/> Summary Subcontracting Report <input type="checkbox"/> Software <input checked="" type="checkbox"/> EEO Compliance Report			
<input checked="" type="checkbox"/> Management Plan <input type="checkbox"/> Status Report <input type="checkbox"/> Summary Report <input type="checkbox"/> PEP Documentation Report <input type="checkbox"/> Quality Assurance Mgmt Plan	None	O, Y ***	**				
B. SCHEDULE/LABOR/COST							
<input type="checkbox"/> Milestone Schedule/Plan <input type="checkbox"/> Subcontract Status Report <input type="checkbox"/> Annual Work Operating Plan <input type="checkbox"/> Cost Management Report <input type="checkbox"/> Invoice Detail Report <input type="checkbox"/> Staffing Report Summary							
* <input checked="" type="checkbox"/> Organization Chart	See Text	A	**				
C. EXCEPTION							
<input type="checkbox"/> Conference Record <input checked="" type="checkbox"/> Hot Line Report <input type="checkbox"/> Journal Articles/Conference Papers and Proceedings	None	A	**				
D. ENVIRONMENTAL ES&H							
<input checked="" type="checkbox"/> Hazardous Substance Plan <input checked="" type="checkbox"/> Hazardous Waste Report <input checked="" type="checkbox"/> ES&H Hot Line Report <input checked="" type="checkbox"/> DOE NETL ES&H Reports (DOE O 231.1, M 231.1-1, O 232.1) <input checked="" type="checkbox"/> Integrated Safety Management Plan (DOE 450.4)	None None None See Orders & Manuals See DOE Order	O FC A A	** ** ** **				
		O***	**				

5. Frequency Codes and Due Dates:

Definition	Calendar days due after event	Definition	Calendar days due after event
A – As Required (See attached text for applicability)	0	O – Once After Award	30
C – Contract Change	15	Q – Quarterly (End of Calendar Quarter)	30
FC – Final End of Effort	0	S – Semi-Annual (End of project year and project year half)	20
FD – Final Technical – Draft Version	-60	Y – Yearly (End of project year, see narrative for details)	30
M – Monthly	15	PY – Yearly Plan for following Federal Fiscal Year	-15
MI – Monthly prepared and submitted at same time as invoice	15	E – End of Evaluation Period	5

Property Reports P – Property Management System – Within 6 months of award date YP – Yearly Property – due 10/15 for period ending 9/30 I – Physical Inventory of Capital Equipment – Biennial from award start date	Other Web-based reports http://www.esrs.gov SS – Subcontracting Report - Semi-annual due 4/30 and 10/30 for period ending 3/31 and 9/30 respectively, submit on-line at http://www.esrs.gov YS – Summary Subcontracting Report - Annually, due 10/30 for period ending 9/30, submit on-line at http://www.esrs.gov
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*Organization Chart due November 30 based on October invoice.
 **Reports are to be distributed electronically to the NETL-identified distribution list. Report templates are examples; the Contractor may submit the requested information using their own templates provided the same information is provided. If the submission involves a DOE Standard Form, the Contractor may submit the requested information in a format of its own choosing, as long as the same information is provided. The reports in this checklist apply to the contract in general. The Performance Work Statement may require other specific reports and/or deliverables.
 *** Plan is to be updated annually or as significant changes are identified.

GENERAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF REPORTS (MAR 1999)

The Contractor shall prepare and submit the plans and reports indicated on the "Reporting Requirements Checklist" to the electronic addresses provided in the NETL-identified Distribution List. The Distribution List will be provided at the post award debriefing with the Contractor. The level of detail the Contractor provides in the plans and reports shall be commensurate with the scope and complexity of the effort and shall be as delineated in the guidelines and instructions contained herein. The prime Contractor shall be responsible for acquiring data from any subcontractors to ensure that data submitted are compatible with the data elements which prime Contractors are required to submit to DOE.

GENERAL MANAGEMENT

MANAGEMENT PLAN

The Management Plan describes the Contractor's approach to performing the effort and producing the products identified in the contractual agreement; and the technical, schedule, cost, and financial management control systems to be used to manage performance.

The outline for the Management Plan and a description of the contents follows:

EXECUTIVE SUMMARY

The executive summary gives DOE/NETL's management a brief, comprehensive overview of the most important aspects of the management plan.

Background

This is a discussion of the background of the project, including the scientific, sociological, legislative, and historical factors, that demonstrates the Contractor's understanding of the problems, both technical and management, associated with the project.

Scope of the Project

This section gives a brief overview of the project. It should include: a general description of project objectives, work element titles and short descriptions, and participants.

Work Breakdown Structure (WBS)

The scope and complexity of the contractual agreement influence the number of levels required. Each descending level represents an increasingly detailed definition of the work elements. Level 1 is the goal or objective of the contractual agreement in its entirety. Level 2 consists of the major work products necessary for achieving the goals of the contractual agreement. Level 3 outlines the major element segments (subsystems) necessary for completing Level 2 elements. Work breakdown structure elements are identified by name and number from a progressive, alphanumeric system. For example:

WBS Level 1: Contract Level Reporting
WBS Level 2: Subtask Level Reporting
WBS Level 3: Work Assignment Level Reporting
WBS Level 4: Activity Level Reporting
WBS ELEMENT X.X: _____(TITLE)

OBJECTIVE: State the objective of the work element in a concise manner.

BACKGROUND: State the background in a concise manner. Include descriptions of any outstanding issues which must be resolved in order to make progress.

TECHNICAL APPROACH: Describe in detail the manner in which the various issues will be resolved. The following are aspects of the work which should be considered and addressed (along with others you feel appropriate):

- What experiments will be performed and why?
- What materials will be used?
- What are the experimental conditions?
- What analytical techniques will be employed?
- What will be the approach to modeling?

In answering these questions, you should consider how the various work elements relate to one another

and to other relevant ongoing work. Work outputs which feed into other work elements (and vice-versa) should be clearly delineated.

DELIVERABLES: Describe specifically the results of the effort. These should include: raw and reduced data and method of presentation; a brief description of models to be developed; and other key results as appropriate.

Support Systems and Controls

In this section, the management, technical, and administrative system that will be used to control and execute the project will be described. Examples of the systems include: systems and engineering analysis, quality assurance, environmental, safety and health, legal support, ADP support, and accounting support.

SCHEDULE/LABOR/COST

CONTRACT ORGANIZATION CHART INSTRUCTIONS (APR 2011)

The purpose of the Contract Organization Chart is to provide NETL management with data relative to the number of Contractor Full-Time Equivalent Employees (FTE's) assigned to each NETL organization they are supporting within a contract. This report will be used by Federal officials as an information source and project management tool on the distribution of contractor resources allocated to NETL organizations.

INSTRUCTIONS

Item Description

1. **Submittal Date:** Enter the submission date of the report.
2. **Source Document:** Enter source document used for obtaining the data (this should reflect information from most recent CMR/invoice submission).
3. **Submitted by:** Enter the name and phone number of the individual authorized to submit the report.
4. **Contract:** Select from drop-down menu to enter the official contract number (i.e., DE-FE0004003).
Note: Full name of contract will be displayed in cell adjacent to contract number.
5. **NETL Org ID:** Select from drop-down menu to enter the current NETL organizational code that the employee supports (i.e., 120, 300, 311, etc.). If the employee supports more than one NETL organization, then multiple entries for a single employee will be required. All Indirect FTEs should be coded as "000". This column is formatted as a TEXT column.
6. **NETL Organization Name (Not for contractor data input):** When contractor selects 'Org ID' a formula will automatically display the corresponding 'NETL Organization Name'. Check for accuracy.
7. **Labor Category:** Enter the appropriate labor category of the Employee (i.e., Scientist 4, Secretary 1, etc.).
8. **Last Name Employee:** Enter the full last name of the Employee (letters only). Last names should NOT be in all capital letters. Vacancies should be entered as 'VACANCY' (Note: Do not use any other term for a vacancy, such as 'TBD', etc.). Any employees that also work under ARRA/Recovery Act will need to be listed and allocated on a separate row.
9. **First Initial Employee:** Enter the first initial of the employee (no period). For employees with identical last names and first initial, include the second letter of the first name. For employees with identical last names and first two initials, include the third letter of the first name. If an employee works for more than one contractor, include the employee's entire first name. Do NOT use all capitals.
Examples: Smith, J - or - Smith, Jo - or - Or Smith, Joh
10. **ARRA:** Select X from drop-down menu or leave blank. If working under the Recovery Act, please place an "X" in this column. Leave blank if not. As indicated in item 8, any/all employees working under the ARRA/Recovery Act will need to be listed and allocated on a separate row.
11. **Company No:** Select assigned company number from drop-down menu which is linked to the 'Company Key' tab listing. If other companies need to be added to drop-down menu, contractors may update the 'Company Key' list as needed. The Company Code # will consist of: contract acronym (alpha characters), hyphen, and numerals in ascending sequence; Contract Abbreviation; and Company name. See additional instructions on Company Key worksheet.
12. **FTE Allocation:** Enter the FTE percentage allocated to the specific NETL Organization. Unless employee works on both ARRA and non-ARRA projects for one organization, employee should only be listed once for each NETL organization. Use two (2) decimal places only. An employee may have multiple entries, but total FTE value should not exceed 1.00 FTE.
13. **Location:** Select from drop-down menu to enter the employee's duty station from the following NETL or Offsite work locations only:

- A = Albany, OR
- AK = Alaska
- P = Pittsburgh, PA
- M = Morgantown, WV
- R = Research Ridge
- H = Houston, TX
- O = Offsite (Example: Denver, CO, Oak Ridge, TN, Washington, DC, etc.)

14. Status: Select 'New' or 'Incumbent' from drop-down menu as described below:
 - New: Has not previously worked on an NETL site support contract prior to commencement of current contract employer.
 - Incumbent: Worked for another NETL contractor any time prior to commencement of current contract.
15. Comments: Enter additional comments as needed.
16. FTE by Location (Not for contractor input): A formula has been provided to automatically populate the specific columns for each employee entry, based on the corresponding location code selected in the 'Location' column and FTE value provided. Check for accuracy.
17. Contract (Not for contractor input): A formula has been provided to automatically populate the specific contract abbreviation for each employee entry, based on the 'Company Code' selected. Check for accuracy.
18. Company Name (Not for contractor input): A formula has been provided to automatically populate the company name for each employee entry, based on the 'Company Code' selected. Check for accuracy.

SUPPLEMENTAL INSTRUCTIONS

- Information provided on employee status should be based on a snapshot in time as of the date of the most recent CMR/invoice submission.
- Verify data:
 - Is information valid?
 - Eliminate positions that are duplicates.
 - Employee has not been separated or on extended leave.
 - Check spelling.
- Contractors should not overwrite columns with drop-down menus or formulas. The template includes formulas for hundreds of rows. However contractor should ensure that formula is accurate if it was necessary to insert additional rows.
- Prime contractors, prime participants, First-tier subcontractors, and all lower-tier Subcontractors should be included in submittal.
- Enter number of FTE's charged against a specific NETL organization code. Any essential Indirect FTEs that provide support to the contract in its entirety (not a specific organization) should be coded as "000". If the FTE is split between NETL organizations and/or ARRA work, separate entries will be required for each designation. Be sure the employee's FTE value totals to the correct FTE allocation.
- DO list vacancies.
- DO submit data for an employee on extended leave.

AVOID

- Avoid duplicate entries.
- An employee should only be listed once per NETL Code #.
- Total FTE allocation(s) per employee cannot exceed 1 FTE.

EXCEPTION

HOT LINE REPORT (MAR 2002)

The "Hot Line" Report may be used to report a major breakthrough in research, development, or design; an event causing a significant schedule slippage or cost overrun; an environmental, safety and health violation; achievement of or failure to achieve an important technical objective; or any requirement for quickly documented direction or redirection. The report shall be submitted by the most rapid means available, usually electronic, and should confirm telephone conversations with DOE representatives. Identification as a "Hot Line Report" serves notice at each link in the delivery chain that expedition in handling is required. Unless otherwise agreed by the parties involved, DOE is expected to take action and respond in a similarly timely manner. The report should include:

1. Contractor's name and address

2. Contract title and number
3. Date
4. Brief statement of problem or event
5. Anticipated impacts
6. Corrective action taken or recommended

Hot line reports shall document the incidents listed below:

1. Any single fatality or injuries requiring hospitalization of five or more individuals is to be immediately reported.
2. Any significant environmental permit violation is to be reported as soon as possible, but within 24 hours of the discovery of the incident.
3. Other incidents that have the potential for high visibility in the media are to be reported as quickly as possible, but within 24 hours following discovery.
4. Any failure resulting in damage to Government-owned equipment in excess of \$50,000 is to be reported as quickly as possible, but within 24 hours of the discovery of the failure.
5. Any unplanned event which is anticipated to cause a schedule slippage or cost increase significant to the project is to be reported within 24 hours.
6. Any verbal or written Notice of Violation of any Environmental, Safety, and Health statutes arising from the performance of this contract is to be immediately reported.
7. Any accidental spill or release which is in violation of any Environmental, Safety, and Health statutes arising from the performance of this contract is to be immediately reported, but within 24 hours of the discovery of the accident.
8. Any incident which causes a significant process or hazard control system failure, or is indicative of one which may lead to any of the above defined incidents, is to be reported as soon as possible, but within 5 days of discovery.

The requirement to submit Hot Line Reports for the incidents identified in 1, 2, 3, 6, or 7 is for the sole purpose of enabling DOE officials to respond to questions relating to such events from the media and other public.

When an incident is reported in accordance with 4, 5, 6, 7, or 8, the Contractor shall conduct an investigation of its cause and make an assessment of the adequacy of resultant action. A written report is required no later than ten (10) calendar days following the incident and shall include an analysis of the pertinent facts regarding the cause, and a schedule of the remedial events and time periods necessary to correct the action.

When an event results in the need to issue a written or verbal statement to the local media, the statement is to be cleared first; if possible, and coordinated with NETL's Office of Public Affairs, the Contracting Officer Representative (COR) and the Contracting Officer.

ENVIRONMENTAL

HAZARDOUS SUBSTANCE PLAN

The contractor shall submit a Hazardous Substance Plan not later than 30 days after initial contract award. The plan shall specifically identify each hazardous substance (as defined under 40 CFR 261, Subpart D, entitled Lists of Hazardous Wastes) anticipated to be purchased, utilized, or generated in the performance of this contract. For each such hazardous substance identified, the plan shall specifically provide the following information:

1. Description of substance/chemical
2. EPA hazardous waste number
3. EPA hazard code
4. Anticipated quantity to be purchased, utilized, or generated
5. Anticipated hazardous waste transporter
6. Anticipated hazardous waste disposal facility contractor and location (city/municipality, state)
7. Anticipated treatment method

HAZARDOUS WASTE REPORT

The contractor shall submit a Hazardous Waste Report at the completion of contract performance. The Report shall specifically identify each hazardous waste (as defined under 40 CFR 261, Subpart D, entitled Lists of Hazardous

Wastes) actually utilized or generated in the performance of this contract. For each such hazardous waste identified, the report shall specifically provide the following information:

1. Description of substance/chemical
2. EPA hazardous waste number
3. EPA hazard code
4. Actual quantity disposed
5. Actual hazardous waste transporter
6. Actual hazardous waste disposal facility contractor and location (city/municipality, state)
7. Actual disposal date
8. Actual treatment method

The Hazardous Waste Report is intended as a final reconciliation of anticipated versus actual hazardous substances purchased, utilized, or generated in the performance of this contract.

ES&H HOT LINE REPORT

The “ES&H Hot Line Report” is to be used to report an ES&H violation. The report must be submitted by the most rapid means available, usually electronic, and is to confirm telephone conversations with the DOE Representatives. Identification as an “ES&H Hot Line Report” serves notice at each link in the delivery chain that “speed in handling” is required. The report must include:

1. Contractor’s name and address
2. Contract title and number
3. Date
4. Brief statement of problem or event
5. Anticipated impacts
6. Corrective action taken or recommended

ES&H Hot Line Reports are to be used to document incidents such as those listed below:

1. Any non-compliance with the provisions of Section H- ENVIRONMENTAL, SAFETY, AND HEALTH ON-SITE SERVICE CONTRACTS is to be reported within 3 calendar days unless specified otherwise below.
2. Any single fatality or injuries requiring hospitalization of five or more individuals is to be immediately reported.
3. Any significant environmental permit violation is to be reported as soon as possible, but no later than 24 hours following the discovery of the incident.
4. Other ES&H incidents that have the potential for visibility in the media are to be reported as quickly as possible, but no later than 24 hours following the discovery of the incident.
5. Any failure resulting in damage to Government-owned equipment in excess of \$50,000 is to be reported as quickly as possible, but no later than 24 hours following the discovery of the failure.
6. Any verbal or written Notice of Violation of any ES&H statutes arising from the performance of this contract is to be immediately reported.
7. Any accidental spill or release that is in violation of any ES&H statutes arising from the performance of this contract is to be immediately reported.
8. Any incident that causes a significant process- or hazard-control-system failure, or is indicative of one that may lead to any of the above-defined incidents, is to be reported as soon as possible, and must be reported within 5 calendar days of discovery.
9. When an event results in the need to issue a written or verbal statement to the local media, the statement is to be cleared first, if possible, by NETL’s Public Relations Officer and coordinated with the COR.

DOE/NETL ES&H REPORTS (DOE O 231.1, M 231.1-1, O 232.1)

The Contractor shall provide information and reports to NETL in support of DOE's reporting requirements contained in DOE O 231.1, ENVIRONMENTAL, SAFETY, AND HEALTH REPORTING, DOE M 231.1-1, ENVIRONMENTAL, SAFETY, AND HEALTH REPORTING MANUAL, and DOE O 231.1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION. Content, form, schedule, and applications are provided in the DOE Orders.

Data, information, or reports include, but are not limited to, the following areas (if applicable):

1. Work-related fatalities, injuries, and illnesses among Contractor employees arising out of work performed primarily at DOE-owned or -leased facilities
2. Work-hours and vehicle usage
3. Estimated property valuation
4. Interim exposure data reporting
5. Annual exposure data reporting
6. Radiological exposure to individuals
7. Annual summary of fire damage
8. Epidemiologic analyses-excess injuries and illnesses
9. Occupational, safety, and health information in support of epidemiological studies conducted by external organizations
10. Quarterly DOE and NETL ES&H performance indicator data
11. Annual site environmental reports
12. Annual tabulation of ES&H and quality-related assessments conducted.

As needed, information reports associated with the notification, recording and reporting requirements for accidents and/or incidents shall be prepared in accordance with 29 CFR 1904 and 1910. The Contracting Officer or his/her representative shall be provided with copies of all OSHA-required documentation within 10 calendar days of the associated accident and/or incident.

On a quarterly basis, the Contractor shall report on the following NETL environment, safety, and health indicators (if applicable):

1. Recordable Injury/Illness Rate (total number of OSHA-defined recordable injuries and illnesses/total hours worked).
2. Lost Workday Case Rate (total number of OSHA-defined lost workday cases/total hours worked)
3. OSHA Cost Index (estimated cost of workplace-related injuries and illnesses)
4. Hazardous Waste Generated (total cubic feet of hazardous waste shipped)
5. Metrics and reporting information cited in the Contractor Integrated Safety Management (ISM) Plan

INTEGRATED SAFETY MANAGEMENT PLAN

An Integrated Safety Management (ISM) Implementation Plan shall be developed and submitted by the Contractor. The plan shall describe how the Offeror will implement ISM philosophy, as outlined in DOE P 450.4, Safety Management Policy, and Integrated Safety Management System Guide, DOE G 450.4-1, Volumes 1 and 2, into the planning, budgeting, executive, and assessment of work activities. The plan shall provide (1) a process approach to the integration of ISM's five steps (i.e., defining the scope of work, analyzing the hazards, developing and implementing controls, performing work safely, and ensuring performance) into its everyday work activities; (2) a specific management approach to demonstrate ISM's seven guiding principles (i.e., workforce responsibility and accountability; clear roles, responsibilities and authorities; competence commensurate with responsibilities; balance priorities; identification of ES&H standards and requirements; hazard controls tailored to work being performed; and work authorization); and (3) a discussion on how the execution of the Offeror's plan will successfully and cost-effectively integrate with NETL's own ISM and ES&H programs for on-site work to be conducted. An annual updated is also required.

PROPERTY

CONTRACTOR'S PROPERTY MANAGEMENT SYSTEM

This report shall consist of the Contractor's comprehensive written property management system and is due within 6 months of the contract award date. It shall address the Contractor's written system for controlling, protecting, preserving and maintaining all Government property. The report format shall be consistent with Contractor's system and shall as a minimum enable comprehensive evaluation by the Government.

SEMI-ANNUAL REPORT OF PROPERTY IN THE CUSTODY OF CONTRACTORS (NETL F 580.1-8)

This report includes **ALL** Government-furnished property and materials for which the Contractor is accountable to the Government. This report shall also include Government Property at subcontractor's plants and alternate locations. This report is submitted on NETL F 580.1-8 for the period ending July 31 and January 31 and is due by August 20 and February 20.

REPORT OF PHYSICAL INVENTORY OF SENSITIVE ITEMS

Property potentially dangerous to the public safety or security if stolen, lost, or misplaced, or that shall be subject to exceptional physical security protection, control, and accountability. Examples include IT equipment, weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or waste, or precious metals. (48 CFR 45-101). This report shall be submitted for the period ending September 30 and is due by October 15 of each year.

REPORT OF TERMINATION OR COMPLETION INVENTORY (SF-1428, SF-120, & F 580.1-7)

This report submitted on the SF-1428, SF-120, and F 580.1-7 is due immediately upon completion or termination of the contract. The Contractor is required to perform and cause each subcontractor to perform a physical inventory, adequate for disposal purposes, of all Government property applicable to the contract.

OTHER

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE REPORT

The Contractor's demonstrated compliance with the rules, regulations and policies of the EEO laws, DOE EEO directives (DOE 311.1B) NETL EEO directions (orders, operating plans, and procedures) and other requirements pursuant to the Energy Policy Act of 2005, Public Law 109-58, enacted August 8, 2008.

The compliance report shall address the following areas:

1. Provide information and data analysis on Contractor workplace by EEO categories (Blacks, Hispanics, Women, etc.) versus the Civilian Labor Force Index (CLF) for each category.
2. The number of EEO complaints file during the year. The required data should include information on the basis for the complaint and complaint disposition. The basis should include complaints with specific categories such as age, religion, color, natural origin, sexual orientation, race, gender, etc.
3. Provide information on disciplinary actions and their disposition. Disciplinary actions should be grouped into three categories: (1) verbal/written actions; (2) suspensions; and (3) terminations. All data should be grouped by race and gender.
4. Summary of outreach efforts to attract women and minorities for employment and the result of such efforts.
5. Description of programs or efforts to retain women and minorities in their workplace.

Description and number of hours of EEO/Diversity training provided to employees.

SUPPLEMENTAL INSTRUCTIONS

This report shall be submitted annually as follows: For the period ending September 30 the due date is the last working day of October. The data for this report will be obtained from the September invoice.