**SUBCONTRACTOR QUARTERLY TABULATION OF ON-SITE WORK PERSONNEL**

**SUBCONTRACTOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SUBCONTRACT NUMBER: VARIOUS**

**SUBCONTRACTORS EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTENTION:**

**QUARTERLY REPORT FOR CALENDAR YEAR: 20\_\_**

(Jan 1 – Mar 31)  (Apr 1 – Jun 30)  (Jul 1 – Sep 30)  (Oct 1 – Dec 31)

1. **Subcontractor’s Total On-Site Work Hours:**
2. **Lower Tier Subcontractor Total On-Site Work Hours:**

**Total Hours (A + B):**

AND

*Please provide the information listed below for workers who worked on the Jefferson Lab Site for the applicable quarter as indicated above by the*  *(Last day of reporting period).*

Number of Full Time Workers

(Workers regularly scheduled to work 40 or more hrs/week)

Number of Part Time Workers

(Workers regularly scheduled to work less than 40 hrs/week)

Number of Temporary Workers

(Workers employed for up to 90 days per appointment)

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IN ACCORDANCE WITH THE SUBCONTRACT CLAUSE TITLED “ENVIRONMENT, HEALTH, AND SAFETY AND FIRE PROTECTION”, RETURN THIS FORM WITH FIVE DAYS FOLLOWING COMPLETION OF EACH QUARTER TO:**

**Email: pboone@jlab.org**

**Attention: Paula Boone**

**Jefferson Lab Accelerator Facility**

**Procurement Department**

**628 Hofstadter Rd. Suite 5**

**Newport News, VA 23606**

*Questions: Contact Paula Boone (757) 269-6201*