

# Ames Procedural Requirements

APR 8500.1

Effective Date: March 21, 2011

Expiration Date: March 31, 2018

**COMPLIANCE IS MANDATORY**

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Responsible Office: Code JQ/Environmental Management Division/ Ext 42350, Mail  
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Directive Title: Ames Environmental Procedural Requirements

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<b>Document History Log</b>			
<b>Status (Baseline /Revision/Cancelled)</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Description</b>
Revision	1	3/15/2011	Renumbers APR to conform with NODIS numbering; conforms Chapter 1 to NPD 8500.1, the Ames Environmental Management System, and the 2010 NASA Strategic Performance Plan; updates authorities and applicable documents; updates organization names; clarifies responsibilities, including environmental emergency response; incorporates by reference Ames Management System (AMS) lower level documents called environmental work instructions (previously identified as chapters); reformats to AMS requirements; identifies records; provides acronyms and selected definitions.

## **Preface**

### **P.1 PURPOSE**

a. This document sets forth general procedural requirements to ensure compliance with applicable Federal, State, and local environmental laws, regulations and executive orders and NASA policies and procedures.

### **P.2 APPLICABILITY**

a. This instruction applies to NASA Ames Research Center and Component Facilities for NASA civil servants, onsite support service contractors and to the extent determined by their agreements with NASA regarding their tenancy to resident agency personnel and partners.

b. A requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expected outcome or action by “will,” and descriptive material by “is” or “are” (or another verb form of “to be”).

### **P.3 AUTHORITY**

The major authorities include:

a. 42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

b. 14 Code of Federal Regulation (CFR), part 1216, NASA Environmental Quality.

c. NPD 8500.1, NASA Environmental Management.

d. NPR 8553.1, NASA Environmental Management System.

e. NPR 8570.1, Energy Efficiency and Water Conservation.

f. NPR 8580.1, Implementing The National Environmental Policy Act and Executive Order 12114.

g. APD 8500.1, Ames Environmental Policy.

h. APR 8553.1, Ames Environmental Management System.

### **P.4 APPLICABLE DOCUMENTS**

a. National Energy Conservation Policy Act (NECPA) of 1978, 42 U.S.C. 8251-8262k.

b. National Environmental Policy Act (NEPA) of 1969, 42 U.S.C. 4321 and 4331-4335.

- c. ! National Historic Preservation Act (NHPA) of 1966, 16 U.S.C. 470a to 470w-6.
- d. Resource Conservation and Recovery Act (RCRA) of 1976, 42 U.S.C. 6901 – 6992k.
- d. Executive Order (E.O.) 12088, Federal Compliance with Pollution Control Standards, signed Oct. 13, 1978 (43 Federal Register (FR) 47707), as amended by E.O.12580, Superfund Implementation (adding environmental contingency planning provisions), and revoked in part by E.O. 13148, Greening the Government through Environmental Leadership, signed April 21, 2000 part (revoking sec. 1-4, Pollution Control Plan).
- e. ! E.O. 13287, Preserve America, signed March 3, 2002 (68 FR 10635, March 5, 2003).
- f. ! E.O. 13423, Strengthening Federal Environmental, Energy, and Transportation Management signed January 24, 2007 (72 FR 3919, Jan. 26, 2007) (incorporated as § 748, Omnibus Appropriations Act of 2009).
- g. E.O. 13514, Federal Leadership in Environment, Energy and Economic Performance, signed October 5, 2009 (74 FR 52117, Oct. 8, 2009).
- h. Federal Acquisition Regulations (FAR), 48 CFR parts 23, 52, and 1800-1899.
- i. ! NASA FAR Supplement, 48 CFR parts 1800-1899.
- j. ! NPD 1001.0, 2006 NASA Strategic Plan.
- k. ! NPR 5100.4, Federal Acquisition Regulation Supplement (NASA FAR Supplement).
- l. ! NPR 5800.1, Grant And Cooperative Agreement Handbook (14 CFR 1260).
- m. NPD 7120.4, NASA Engineering and Program/Project Management Policy.
- n. ! NPR 7120.5, NASA Space Flight Program and Project Management Requirements.
- o. ! NPR 7120.7, NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements.
- p. NPR 7120.8, NASA Research and Technology Program and Project Management Requirements.
- q. NPD 8710.1, Emergency Preparedness Program
- r. ! NPR 8715.2, NASA Emergency Plan Procedures and Guidelines
- s. ! NPD 8820.2, Design and Construction of Facilities.
- t. ! NPR 8820.2, Facility Project Requirements.
- u. ! NASA Strategic Sustainability Performance Plan (2010).

- v. NASA Environmental Justice Strategy.
- w. Ames Environmental Justice Strategy.

## **P.5 MEASUREMENT/VERIFICATION**

- a. The majority of environmental and energy regulations include specific requirements to assess compliance. These requirements are monitored by external regulatory agencies and through triennial Headquarters environmental functional reviews to ensure compliance with requirements of the relevant laws. Between Headquarters-led reviews, the Environmental Management Division (EMD) will perform annual internal audits of compliance.
- b. Metrics will be tracked in Center Level Management Objectives (CLeMO). Other metrics may be tracked separately.

## **P.6 CANCELLATION**

- a. APR 8800.3, Ames Environmental Management

/S/

S. Pete Worden

Director

## **Chapter 1: Responsibilities**

### **1.1 Director, Ames Research Center**

The Director of the Ames Research Center is responsible for:

- a. !Ensuring that the Center and each Component Facility under his or her management cognizance have a designated environmental manager with a direct line of authority from the appropriate Center official.
- b. Ensuring that the Center and each Component Facility under his or her management cognizance have a designated energy and water manager with a direct line of authority from the appropriate Center official.
- c. !Providing sufficient qualified staff and resources required to perform environmental and energy and water conservation and efficiency management activities, including the Ames Environmental Management System and implementation of sustainable practices.
- d. Implementing Agency environmental management, energy and water conservation and efficiency and sustainable practices leadership activities, policies, regulations, procedures, and guidelines.
- e. !Reviewing and overseeing all environmental and energy and water conservation and efficiency management activities, including the environmental management system and implementation of sustainable practices.
- f. ! Ensuring effective development and execution of environmental and energy and water conservation and efficiency management training, to include professional development and education initiatives, that will promote the knowledge and proficiency of the NASA workforce in environmental and energy and water conservation and efficiency management concepts and techniques.
- g. In collaboration with NASA Headquarters Office of Strategic Infrastructure, establishing oversight and evaluating Center operations through implementation of an Environmental Management System.
- h. Supporting effective environmental communication within the Center and with the interested community.

### **1.2 Program and Project Managers**

Program and Project Managers are responsible for the following:

- a. !Implementing environmental and energy and water conservation and efficiency policies and requirements within existing programs, projects, and activities including environmental life-cycle planning, development, execution, and disposition activities.

- b. Ensuring that requirements of the National Environmental Policy Act (NEPA) are satisfied for any proposed new or modified program and projects.
- c. ! Coordinating with the Environmental Management Division on both existing and new programs, projects, and activities to ensure regulatory compliance and effective implementation of environmental and energy and water conservation and efficiency requirements.

### **1.3 Organizational Directors, Division Chiefs, Branch Chiefs, Section Heads, Supervisors, Managers, and Contracting Officers Technical Representatives (COTR)**

Organizational Directors, Division Chiefs, Branch Chiefs, Section Heads, Supervisors, Managers, and COTRs are responsible for:

- a. ! Implementing Ames policy and procedures for prevention, control, and abatement of environmental pollution, energy and water conservation and efficiency, and protection of natural and cultural resources in accordance with APR 8553.1, Ames Environmental Management System.
- b. Establishing and maintaining internal environmental compliance controls encompassing both management and functional responsibilities in accordance with APR 8553.1, Ames Environmental Management System.
- c. ! Providing timely responses and appropriate corrective or remedial actions, as required, to address environmental requirements.
- d. Designating responsibility for environmental pollution prevention, control, and abatement to appropriate individuals, and including appropriate elements in their performance plans.
- e. ! Ensuring that all employees within their organization, division, branch, or unit, and contractors under their direction, are aware of Ames Environmental Management System and receive the appropriate training in hazardous materials management and environmental compliance.
- f. ! Obtaining environmental review early in project planning consistent with NASA's NEPA implementing procedures and NASA policies and procedures for program and projects.
- g. Planning, designing, constructing, managing, operating, and maintaining facilities in conformance with applicable Federal, State, and local environmental laws, regulations and Executive Orders, NASA policies and procedures, and the NASA Strategic Sustainability Performance Plan.
- h. Submitting, as necessary, proposals and budget requests for funding projects or actions needed to prevent, control, or abate environmental pollution within the organization, division, branch, or unit.

- i. Informing the Environmental Management Division early in the planning stage, when a program, project or activity will result in the storage of hazardous materials, emission of pollutants or contaminants, generation of hazardous waste, or an effect on protected natural or cultural resources.
- j. Incorporating environmental compliance, energy efficiency and water efficiency and conservation, and other sustainability requirements in acquisition planning for all procurements, in the evaluation and award of contracts, and in developing plans, drawings, work statements, specifications, or other product descriptions.
- k. Reporting identified environmental protection problems to the Center Environmental Management Division.

#### **1.4 Ames Employees**

All Ames employees are responsible for:

- a. !Conducting work in compliance with applicable environmental compliance, energy and water conservation and efficiency, and other sustainability requirements, including attending required training courses.
- b. Reporting identified environmental protection problems to line management or to the Environmental Management Division.

#### **1.5 Environmental Management Division**

The Environmental Management Division is responsible for:

- a. !Maintaining and implementing an Ames Environmental Management System.
- b. Advocating, managing, and allocating assigned environmental program financial resources, both for Environmental Compliance and Restoration (ECR) and Center Management and Operations (CMO) resources and direct reimbursements.
- c. !Serving as the Center representative to the U.S. Environmental Protection Agency (EPA), other Federal, State, and local agencies, and to NASA Headquarters regarding prevention, control, and abatement of environmental pollution and protection of natural resources and archaeological resources, including obtaining the requisite permits or approvals, in NASA approved or funded programs, projects, and activities.
- d. Negotiating, when necessary, compliance schedules with Federal, State, or local environmental regulatory agencies and assuring that if such negotiations commit NASA to specific actions having budgetary impact beyond the amounts already allocated to the Center for that purpose, the agreement(s) are coordinated, in advance, with the cognizant Institutional Director and/or Program Associate Administrator and the NASA Headquarters Director, Environmental Management Division.

- e. !Serving as the local source of expertise on environmental policies, procedures, requirements, and processes.
- f. ! Providing advice to applicants and NASA program, project, and activity managers on information requirements for and status of the environmental review process consistent with NPR 8500.1, Procedures for Implementing the National Environmental Policy Act and E.O. 12114, NPR 7120, Program and Project Management, and NASA regulations at 14 CFR 1216.
- g. Ensuring oversight and management of Ames' implementation of NASA environmental compliance requirements.
- h. Providing oversight of Ames hazardous material management and implementing the hazardous waste management program.
- i. Assisting project managers and COTRs in ensuring that required environmental and energy and water conservation and efficiency, and other sustainability practices are clearly identified in the requirements documents that are forwarded for procurement action.
- j. Developing and submitting annual Environmental Compliance and Restoration (ECR) budget.
- k. Supporting Headquarters-led Environmental Functional Reviews as necessary to ensure that Center programs, projects, facilities, systems, and operations comply with environmental requirements and conducting environmental self-assessments and tracking corrective actions at Ames to assess progress toward compliance with NASA environmental management policy and procedures.
- l. Coordinating with all internal organizations to ensure compliance and effective implementation of Federal, State, and local environmental laws, regulations, and Executive Orders, and NASA policies, procedures, and processes to reduce risk to mission.
- m. Providing environmental training in accordance with the Ames Environmental Management System.
- n. !Promoting cost effective waste prevention and recycling or reuse of materials in all facilities at Ames, in accordance with applicable Federal, State, and local recycling requirements and NASA policies and procedures.
- o. !Developing an internal awards and recognition program that emphasizes environmental leadership.
- p. Developing Center-specific environmental policies, procedures, guidance, and training in response to applicable Federal, State, and local laws, regulations, and Executive Orders, and NASA policies and procedures.

- q. Serving on NASA advisory boards, panels, and working groups in accordance with their charters as coordinated and approved by local and Headquarters senior management.
- r. ! Serving on the NASA Headquarters Environmental Management Board (EMB) as a voting member and participating in Agency environmental management committee, working group, and community of practice activities.
- s. ! Reporting information regarding environmental management activities to the Assistant Administrator for Strategic Infrastructure or designee.
- t. ! Providing technical support, oversight, and reporting on hazardous material and other environmental emergency response actions; coordinating with the Safety, Health, and Medical Services Division and Protective Services Division to test emergency response procedures.

### **1.6 Office of the Chief Counsel**

The Office of the Chief Counsel is responsible for:

- a. ! Providing interpretation of environmental laws, regulations, and Executive Orders, as needed.
- b. Representing the Center in negotiations with regulatory agencies and with other potentially responsible parties (PRP) regarding liability for remediating contamination.
- c. ! Representing the Center in environmental legal proceedings.

### **1.7 Public Affairs Branch**

The Public Affairs Branch is responsible for:

- a. ! Assisting the Environmental Management Division and other divisions responsible for environmental management in informing the community of environmental, energy and water conservation and efficiency, and other sustainability programs, projects, and activities at Ames.
- b. Providing support at public meetings regarding environmental affairs.
- c. ! Assisting in updating and coordinating implementation of the outreach components of the Ames Environmental Justice Strategy.

### **1.8 Acquisition Division**

The Acquisition Division is responsible for:

- a. ! Implementing a Sustainable Acquisition program, including ensuring that acquisition of environmentally preferable products and services is conducted in accordance with Federal, State, and local environmental laws, regulations, and Executive Orders, and

NASA policies and procedures, including the requirements of RCRA, the FAR and NASA FAR Supplement requirements, and the NASA Strategic Sustainability Performance Plan.

- b. Ensuring that all applicable requirements for environmental compliance, energy and water conservation and efficiency, and other sustainable practices are included in contracts.
- c. ! Enforcing environmental requirements of contracts.

### **1.9 Logistics and Documentation Services Division**

The Logistics and Documentation Services Division is responsible for:

- a. ! Obtaining environmental review early in project planning consistent with Agency and Center NEPA implementing procedures and NASA policies and procedures for proposed programs, projects, and activities.
- b. Managing non-hazardous solid waste (not including construction and demolition debris and landscape materials) disposal and recycling or reuse, including establishing an annual goal for diverting landfill waste and recycling or reusing materials consistent with Federal and Agency goals, e.g., under the NASA Strategic Sustainability Performance Plan, and reporting progress on attaining these goals annually to the Environmental Management Division.
- c. ! Centralized procurement, storage, tracking, and distribution of hazardous materials in accordance with the Center hazardous material management procedures, including the Center-approved chemical data management information system.
- d. Implementing Alternative Fuels and Alternative Fuel Vehicle (Fleet) Management programs in accordance with Federal, State, and local laws, regulations, and Executive Orders, the FAR and NASA FAR Supplement, and NASA policies and procedures and the NASA Strategic Sustainability Performance Plan.

### **1.10 Facilities Engineering and Real Property Management Division**

The Facilities Engineering and Real Property Management Division is responsible for:

- a. ! Obtaining environmental review early in project planning consistent with NASA NEPA implementing procedures and NASA policies and procedures for program, projects, and activities.
- b. Managing non-hazardous solid waste disposal and recycling or reuse associated with construction and demolition and landscaping, including establishing an annual goal for diverting landfill waste and recycling or reusing construction and demolition debris and landscaping materials consistent with Federal and Agency goals, e.g., under the NASA Strategic Sustainability Performance Plan, and reporting progress on attaining these goals annually to the Environmental Management Division.

- c. ! Coordinating and implementing Ames Energy Efficiency and Water Conservation programs in accordance with Federal, State, and local laws, regulations, and Executive Orders, NASA policies and procedures, and the NASA Strategic Sustainability Performance Plan.
- d. Operating and maintaining the drinking water, industrial wastewater, reclaimed (recycled) water, and storm water systems in compliance with NASA permits, unless otherwise provided for in leases, permits, easements, and other agreement documents.
- e. ! Coordinating environmentally and economically beneficial practices on Federal landscaped grounds and an integrated pest management program in accordance with applicable Federal, State, and local laws, regulations, and Executive Orders, and NASA wildlife, solid waste, pesticide and other environmental compliance, energy and water conservation and efficiency, and sustainability requirements.
- f. ! Implementing Sustainable Facilities practices, including environmental life-cycle analysis of proposed facilities projects, in accordance with applicable Federal, State, and local laws, regulations, and Executive Orders, NASA policies and procedures, and the NASA Strategic Sustainability Performance Plan.
- g. Developing and coordinating Center actions under § 110 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 et seq) and NASA policies and procedures for cultural resource management.
- h. Serving as COTR for Environmental Compliance and Restoration-funded construction projects, as requested by the Environmental Management Division.

### **1.11 Protective Services Division**

The Protective Services Division is responsible for:

- a. ! Providing emergency response in the event of a hazardous material emergency, a spill, or other environmental emergency consistent with Federal, State, and local environmental laws, regulations and Executive Orders, NASA policies and procedures, and the Ames Environmental Management System.
- b. Coordinating with the Environmental Management Division and Safety, Health, and Medical Services Division to test NASA environmental emergency response procedures.
- c. ! Assisting the Environmental Management Division in conducting follow-up investigations, as needed.

### **1.12 Safety, Health, and Medical Services Division**

The Safety, Health, and Medical Services Division is responsible for:

- a. !Providing technical support during environmental emergency response and follow-up actions to assure the health and safety of personnel.
- b. Coordinating with the Environmental Management Division and Protective Services Division to test NASA environmental emergency response procedures.
- c. !Assisting the Environmental Management Division in conducting follow-up investigations, as needed.

**1.13 Cease and Desist Authority**

- a. !The Chief of the Environmental Management Division and designees have authority to cause any person at Ames to cease and desist when their action, operation, or project is releasing or discharging, or is about to release or discharge, any unpermitted pollutant, contaminant, or hazardous waste into the environment, or is having, or is about to have, an unpermitted effect on protected natural or archaeological resources.
- b. Any employee or contractor for Ames, a Resident Agency, NASA Research Park (NRP) Partner, or Tenant shall cease and desist any action, operation, or project when so required by the Environmental Management Division, in accordance with paragraph 1.13.a.

**Chapter 2: [Reserved]**

**Chapter 3: Records**

<b>Record Name</b>	<b>Title of Responsible Person</b>	<b>Retention Requirements</b>	<b>Location</b>
Records are identified in APR 8553.1 and the Environmental Work Instructions.	Responsible Persons are identified in APR 8553.1 and the Environmental Work Instructions.	Retention requirements are identified in APR 8553.1 and the Environmental Work Instructions.	Locations are identified in APR 8553.1 and the Environmental Work Instructions.

## **APPENDIX A: DEFINITIONS**

- A.1 Alternative Fuel Vehicle—vehicles defined by section 301 of the Energy Policy Act of 1992, as amended (42 U.S.C. 13211), and otherwise includes electric fueled vehicles, hybrid electric vehicles, plug-in hybrid electric vehicles, dedicated alternative fuel vehicles, dual fueled alternative fuel vehicles, qualified fuel cell motor vehicles, advanced lean burn technology motor vehicles, self-propelled vehicles such as bicycles and any other alternative fuel vehicles that are defined by statute.
- A.2 Environmental—environmental aspects of internal NASA operations and activities, including those aspects related to energy and transportation functions.
- A.3 Sustainability and Sustainable—to create and maintain conditions, under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic, and other requirements of present and future generations.

## **APPENDIX B: ACRONYMS &**

APD	Ames Policy Directive
APR	Ames Procedural Requirements
CFR	Code of Federal Regulations
CLeMO	Center Level Management Objectives
CMO	Center Management and Operations
COTR	Contracting Officer's Technical Representative
ECR	Environmental Compliance and Restoration
EMB	Environmental Management Board
EMD	Environmental Management Division
EPA	Environmental Protection Agency
FAR	Federal Acquisitions Regulations
FR	Federal Register
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NECPA	National Energy Conservation Policy Act
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NRP	NASA Research Park
PRP	Potentially Responsible Parties
RCRA	Resources Conservation and Recovery Act
U.S.C.	United States Code